



SOUTH AFRICAN CIVIL AVIATION AUTHORITY

TECHNICAL ATO AUDIT CHECKSHEET (PART 141)

NAME OF ORGANISATION: _____

Date of Inspection / Audit: _____

Certificate of Approval Number: _____

Base/s of Operation 1. _____ 2. _____ 3. _____

Address: _____

Phone No: _____ Fax No: _____

Cellular No : _____ Email : _____

Date Application received (SA-CATS-ATO): _____

Chief Instructor: _____

Responsible Person _____

TYPES OF RATINGS APPLIED FOR

	N/A	Y	N	Note No.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				



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Comments:

MANAGEMENT RESPONSIBILITY

	N/A	Y	N	Note No.
Has the holder of the Certificate of Approval applied for renewal at least 60 days before the approval expires? (CAR 141.02.7)				
Does the Organisation have a valid Accreditation? (CARS 141.02.6)				
Does the Organisation have a valid Certificate of Approval with the approved required Training as per the Manual of Procedures? (CARS 141.02.7)				
Is the Aviation Training Organisation approval displayed in a prominent place, generally accessible to the public at such holder's principle place of business? (CAR 141.01.3)				
Does the Organisation have an approved, up to date amended Manual of Procedures? (CARS 141.02.2)				
Does the Organisation adhere to the Quality Control System as laid down in the Manual of Procedures? (CARS 141.02.3)				
Does the Manual of Procedures contain commitment statements signed by the various responsible persons? (CARS 141.02.2)				
Does the manual contain a current list of key management personnel and their positions? (CARS 141.02.4)				
Does the manual contain a statement of the current duties and responsibilities of the management positions? (CARS 141.02.4)				
Does the manual show a current chart showing lines of responsibility? (CARS 141.02.4)				
Does the manual state the current titles and names of all responsible persons? (CARS 141.02.4)				
Does the manual state the duties and responsibilities of the responsible persons? (CARS 141.02.4)				
Does the manual include notification procedures to the Commissioner regarding changes in the organisation and what changes are subject to notification? (CARS 141.02.12)				
Does the manual describe the organisation and the relevant types of training applied for? (CARS 141.02.6)				
Is the manual of procedure up-to-date? (CARS 141.02.14)				
Is there a written procedure to be used when permission is required to deviate from the requirements of the organisation's manual of procedure? (CATS141.02.2)				



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Is there a procedure for the control, amendment and distribution of the Manual of Procedure? (CATS 141.02.2)				
Does the organisation comply with all the procedures as detailed in the Manual of Procedure? (CATS 141.02.2)				
Is at least one complete and current copy of the Manual of Procedure held at each work location? (CARS 141.02.15)				
NOTES: -				

PERSONNEL AND TRAINING OPERATIONS

	N/A	Y	N	Note No.
Does the organisation have a procedure for initially assessing, and maintaining, the competence of its instructors? (CARS 141.02.4)				
Is there a procedure to determine the competence required of instructors? Is there a programme for training and recurrent training of instructors? (CARS 141.02.4)				
Are responsible persons/instructors of sufficient numbers and experience, and have they been given the appropriate authority? (CARS 141.02.4)				
Are all the instructor records/files complete and up to date with regards to initial assessments and recurrency/progressive training? (CARS 141.02.4)				
Does the organisation have a system to monitor license, rating and currencies of all instructors and students? (CARS 141.02.15)				
Are the student and instructor manuals used for training adequate? (CARS 141.02.5)				
Does the organisation have an adequate examination system (security of papers and conducting procedures) with sufficient papers of the required standard? (CARS 141.02.5)				



NOTES: -

QUALITY SYSTEM

	N/A	Y	N	Note No.
Is the quality control system documented? (CATS 141.02.3)				
Are measures taken to ensure that the quality control system is understood, implemented and complied with at all levels (both students and instructors)? (CATS 141.02.3)				
Is there a procedure for management review and overview of the Quality System? (CATS 141.02.3)				
Is there evidence of management review of quality indicators such as audit reports, complaints and instructor/student reports? (CATS 141.02.3)				
Are appropriate actions decided at management reviews documented and implemented to maintain an adequate level of instructional proficiency? (CATS 141.02.3)				
Can the organisation show evidence of internal audits conducted? (CATS 141.02.3)				
Is there a chart or list indicating the qualifications of quality audit personnel? (CATS 141.02.3)				
Has a quality control system for the control and supervision of flying and ground instruction, been established? (CATS 141.02.3)				
Is there a corrective and preventive action procedure? (CATS 141.02.3)				
Are any non-compliance corrected and is actions taken to prevent recurrence of such non-compliance? (CATS 141.02.3)				



NOTES: -

ORGANISATION PHYSICAL INFRASTRUCTURE

	N/A	Y	N	Note No.
Are the infrastructure, training aids and personnel adequate to ensure successful operation of the organisation? (CARS 141.02.5)				
Is all documentation available and are amendments up to date? (CARS 141.02.5)				
Is all the required safety equipment such as fire extinguishers and first aid equipment, available and serviceable? (CARS 141.02.5)				

Notes:



NOTES

Number Notes in columns provided on previous pages and use numbers on this page for cross reference.
Make copies of this page in additional space is required.

NO	Note



CONCLUSIONS: Findings and Observations

Major finding: Constitutes non-compliance with any legislation and an immediate safety risk and the possibility of suspension or cancellation of licences or certification.

Minor finding: Constitutes non-compliance which may be cleared later at the discretion of the auditor.

Observation: Items which are not non-compliant but may escalate into non-compliance if not attended to.



DE – BRIEF

ATO Representatives: _____

Team: _____

Operation: _____

Training: _____

Administration: _____

Documentation: _____

Recommendations: _____

Inspector?Auditor: _____ Date: _____

I was de-briefed on the inspection and read the comments by the Inspector/Auditor.

_____ Date: _____



RECOMMENDATION

THE ISSUE/RENEWAL OF THIS AVIATION TRAINING ORGANISATION CERTIFICATE OF APPROVAL NO _____ IS/IS NOT RECOMMENDED.

Comments/Restrictions:

SACAA AIRWORTHINESS INSPECTOR/S

DATE