



Part 6-B

NAMCAR 141

Approved Training Organization Checklists

Type Training Programs

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(June 2012)

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ATO-B01 Previous Namibian Civil Aviation Authority Audit		
1.	What was the purpose and date of the previous audit?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Was the audit follow-up completed? <ul style="list-style-type: none"> • Are there any outstanding findings from the previous audit? <p><i>Area's that have outstanding findings should be reviewed in conjunction with the current audit process to determine if the problems are systemic in nature or if the follow-up has been overlooked.</i></p>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Have there been any additions to the scope of approval since the previous audit? <ul style="list-style-type: none"> • List any new additions, i.e. new courses. 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

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ATO-B02 Training Policy Manual

<p>1. The Policy Manual (PM) shall include the following elements:</p> <ul style="list-style-type: none">a) an organizational chartb) an amendment systemc) course instructor listingd) professional development programe) advisory committee systemf) a quality systemg) person responsible for training (PRT)h) course prerequisitesi) student attendance control systemj) examination (<i>analysis</i>) methodsk) examination process control systeml) record keeping systemm) certificate issuance control systemn) facilities sectiono) training material and instructional aids <p><i>These elements provide an overview of the organizations Training program and PM - each will be reviewed separately.</i></p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
<p>2. Does the organization have a Namibian Civil Aviation Authority approved Policy Manual?</p> <p>Does the manual contain a Certification Page - signed and approved by TC?</p> <ul style="list-style-type: none">• is the manual provided in hard copy?• is the manual provided in electronic format?• If so - are there policies/procedures in place to deal with controlled access to this document (i.e.: amendment, etc)?	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>

<ul style="list-style-type: none"> • is the document organized in numerical order? • is the document structured in a manner to provide easily accessible reference standard for day-to-day use? • does the organization maintain an up-to-date list of manual holders?) 	
<p>3. Are the "procedures" pertaining to the TC approved program(s) contained in a sub-tier document (i.e.: Procedures Manual)?</p> <ul style="list-style-type: none"> • if so, is the document incorporated by reference in the PM? 	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
<p>4. Has each program identified in the PM received TC approval?</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>
<p>5. Does the TPM contain adequate policy and/or procedure to meet the regulatory standard and program presentation requirements?</p>	<p>N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>

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ATO-B03 Organizational Chart

<p>1.</p>	<p>Does the PM contain an OC?</p> <p><i>The OC may be identifying connections to an AMO if the training is incorporated in an MPM. Functional reporting both within the training department and the rest of the organization must be identified.</i></p>	<p>N/A <input type="checkbox"/></p>	<p>OK <input type="checkbox"/></p>	<p>Finding <input type="checkbox"/></p>	<p>Not Checked <input type="checkbox"/></p>
<p>2.</p>	<p>Does the OC identify each reporting level of personnel involved in the training program?</p> <p><i>The OC must identify all personnel responsible for the delivery of training (i.e. full, part time, relief, casual instructors, etc).</i></p>	<p>N/A <input type="checkbox"/></p>	<p>OK <input type="checkbox"/></p>	<p>Finding <input type="checkbox"/></p>	<p>Not Checked <input type="checkbox"/></p>
<p>3.</p>	<p>Does the TPM contain duties/responsibilities for each of the reporting levels?</p> <ul style="list-style-type: none"> are the position description duties and responsibilities of each reporting level accurate? 	<p>N/A <input type="checkbox"/></p>	<p>OK <input type="checkbox"/></p>	<p>Finding <input type="checkbox"/></p>	<p>Not Checked <input type="checkbox"/></p>
<p>4.</p>	<p>Does the PM clearly identify the qualifications for the PRT and all instructors?</p> <p><i>Personnel qualifications (i.e.: resumes) may be retained in a sub-tier document or be retained by the organization in their personnel files. These documents must be made available for review by TC.</i></p>	<p>N/A <input type="checkbox"/></p>	<p>OK <input type="checkbox"/></p>	<p>Finding <input type="checkbox"/></p>	<p>Not Checked <input type="checkbox"/></p>

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ATO-B05 Course Instructor Listing

1.	Does the TPM provide a listing of Instructors? • Or does the TPM reference a sub-tier document that contains this information?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Is faculty appropriately qualified to teach the course subject matter (i.e. licensed in aircraft maintenance/avionics/structures as applicable and/or trained in their area of specialty)? <i>Specialist cannot provide instruction on the assembly, installation, testing, troubleshooting, repair, removal, replacement, or maintenance of the system unless they have previous experience in the specific specialty function or area.</i>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Are all Instructors trained in Instructional techniques? <i>Faculty members teaching the approved ATO programs prior to Oct/96 may not have completed an in-depth IT course as such. However, the program must ensure that such personnel are provided "update" IT training.</i>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Does the organization have policies/procedures in place to deal with Instructional techniques refresher training? • Are the policies/procedures being followed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

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ATO-B06 Professional Development

1.	Does the organization have a structured professional development program in place? <i>“Structured” refers to a formalized program - to include policies and procedures for identification, implementation, recording, etc of training. Ideally the PD program should be tied to the Instructor Evaluation process.</i>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Does the PD program ensure that Instructors knowledge is updated on a continuous basis? <i>Does the PD program provide a method for determining when update training is required and what type of training should be taken?</i>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Does the PD program conform to a 3-year training cycle?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Are adequate records retained to substantiate the types of PD training completed for each Instructor?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Is the type of PD training taken relevant to the nature of the program and/or type of instruction provided?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Are the policies/procedures for PD training being followed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

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ATO-B07 Advisory Committee System

Note: While a formal Advisory Committee is not required for type training organizations, there should be a system or mechanism in place to ensure that the course material being presented continues to be updated and representative of the latest in technology and/or relevant to the configuration of the operational aircraft.

1.	Does the organization have a system or mechanism to ensure updating of training for new technology?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Does the organization have established frequencies for meetings to discuss course status/relevancy of content?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Does the PM include a description of the mandate of these meetings and does the mandate ensure that the training provided is current from an industry perspectives	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Does the system include procedures to communicate changes/decisions? • Are the procedures being followed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Are the minutes, decisions, and outcomes, retained for a 5-year period?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

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ATO-B08 Quality System

Person Responsible for QA

1.	Does the PM clearly identify the person responsible for the QA Program? <ul style="list-style-type: none"> are their duties and responsibilities adequately described in the PM? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Is the person responsible for the QA Program performing the responsibilities of the position, as detailed in the PM?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Is the person responsible for the QA Program knowledgeable of the regulatory STD, the PM and the organizational structure with respect to training?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

QA System/Program

4.	Does the PM provide a description of the QA system? <i>For example - does this description include details of; areas of the program affected by the system, self-analysis mechanisms - implementation, corrective action and feedback processes.</i>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Has the program established a process of "self evaluation" or internal audit? If so ... <ul style="list-style-type: none"> does the PM describe the system in use? does the ATO follow the policy/procedures as detailed in the PM? does the ATO maintain adequate records with respect to areas reviewed, findings noted, corrective action taken, follow up, etc? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

6.	<p>Does the QA system provide for a method of assessment, analysis or evaluation for the following:</p> <ul style="list-style-type: none"> • curriculum • examinations • instructor evaluations • amendment system • student attendance/grades • certificate issue <p><i>Some or all of these elements may be inherent within each functional area of the program.</i></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	<p>Does the system include a description of the process used to monitor the results of any corrective action taken?</p> <ul style="list-style-type: none"> • Are the policies/procedures being followed? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Instructor Evaluations					
8.	<p>Does the organization have a system in place for instructor evaluations?</p> <ul style="list-style-type: none"> • Does the system identify when, how and who is responsible to conduct the evaluations? • Are the policies/procedures being followed? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	<p>Does the evaluation system address teaching techniques, subject matter expertise, updating, and conformance to course objectives?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	<p>Have all instructor evaluations been completed as required?</p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

11.	Does the system feed into - or receive information from - the Professional Development program/system?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
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QA system Records

12.	Does the QA system retain adequate records with respect to the following: <ul style="list-style-type: none"> • curriculum • examinations • instructor evaluations • amendments (<i>i.e.:</i> curriculum/examinations, etc) • student attendance/grades • certificate issue <p><i>Such records would include results of any in-house audits/reviews, corrective action plans and implementation of corrective action, etc.</i></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
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ATO-B09 Person Responsible for Training Section

1.	Has the organization appointed an individual responsible for program integrity?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Does this person have a minimum of six years experience in the maintenance of aircraft?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Does this person have sufficient knowledge of maintenance training, development and delivery? <i>The knowledge required to satisfy this requirement may have been gained from a variety of sources and need not be obtained from within the organization in question. For example: experience instructing in an aircraft type course, component training (i.e.: engines only), etc.</i>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Are the duties and responsibilities of the PRT adequately described in the PM? <i>Does the PM provide a clear understanding of the PRT's accountabilities and responsibilities in relation to the training and Quality Assurance programs?</i>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Is the PRT knowledgeable of his/her duties and responsibilities with respect to STD 566 and the PM requirements?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

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ATO-B10 Course Prerequisites Section

1.	Does the PM contain procedures for student admission?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Does the training organization have procedures in place to document that students meet the prerequisites for admission? <i>The organization should have procedures in place to verify that the student has a sufficient level of knowledge and ability to assimilate the program/course content.</i>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Does the PM identify the maximum number of students allowed per course?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

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		ATO-B11 Student Attendance Control System			
1.	Does the PM identify the Student Attendance Control System in use?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Does the system have Training schedules to ensure that students do not exceed: <ul style="list-style-type: none"> • eight hours of training (or combined duty/training) in any one day, or • six days or forty hours of duty/training in any seven-day period? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Does the record keeping procedure ensure that the individual's presence is recorded and controlled for each class, shop or laboratory activity? <ul style="list-style-type: none"> • are the policies/procedures being followed? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Does the PM contain procedures to ensure that students having missed more than 5% of the course through absences do not qualify for certificate issue? <ul style="list-style-type: none"> • are these policies/procedures applied consistently and equability? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

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ATO-B12 Examination (Analysis) Methods					
1.	Does the PM contain policies/procedures with respect to Examination methods? <i>"Examination methods" pertain to the analysis (of) and development, content, quality and amendment procedures for all exams pertaining to the program(s).</i>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Does the program utilize a variety of testing methods (i.e. written, oral, practical, or electronic testing)?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Does the PM clearly identify who is responsible for the: <ul style="list-style-type: none"> • development, validation, weighting, failure analysis and amendment process? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Have "master examinations" been developed for the training being conducted? <i>Master exams are required to ensure the standardization, consistency and continuity of training presentation.</i>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Does the examination development include a policy to ensure that the quantity or the weighted value of each examination is dependent upon the: <ul style="list-style-type: none"> • importance of the learned outcome • the frequency of occurrence • and the level of difficulty? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Is there a process in place to allow for review of the examinations to determine the validity, accuracy, clarity and appropriate weighting of each question? <i>This review should be carried out by an independent subject matter expert - for</i>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

ATO-B12 Examination (Analysis) Methods

example an Advisory Committee representative or a Faculty member who does not normally have any input into the subject area being reviewed.

7.	Do the completed examinations ensure that performance and/or /training objectives have been met?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
8.	Does the ATO use of a test map or other devices to ensure that those subject areas with the greatest impact are tested to the highest level; while the subject areas, or tasks with the least impact are tested to the lowest level?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
9.	Does the examination analysis/assessment system provide for a method of identification, corrective action and implementation of corrective action? <i>Anomalies must be identified, documented and have corrective action plans developed in order to implement the appropriate correction.</i>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
10.	Are corrective action plans implemented and followed up on in a timely manner?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
11.	Are the policies/procedures effective?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

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ATO-B13 Examination Process Control					
1.	Does a system of examination process control exist?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Does the process ensure that: <ul style="list-style-type: none"> • New exams are developed if confidentiality becomes compromised? • All exams and marking guides are maintained in a secure and confidential manner? • Exams are carried out in a controlled environment? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Does this process ensure that post examination reviews are conducted and corrected to 100 percent?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Does the process ensure that the successful completion of examinations occur within 1 year following program completion? <i>If a student is required to reattempt final examinations or complete supplementary studies and exams they must do so within 1 year of program completion, otherwise they are not eligible for graduation.</i>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Does the process ensure that a 70 percent or greater passing grade is established for each theory exam as well as the 5% practical portion? <i>"Each major subject area" refers to both the theoretical and practical portions of each course subject area.</i>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Does the process ensure that limits are set for the maximum number of attempts permitted?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

ATO-B14 Record Keeping System

Information Note: Where the standard indicates ..."The records shall include"... this does not limit the requirement to maintain records to just those items indicated - organizations are required to ensure that they retain records to verify conformance to course objectives, regulatory standards and program integrity.

<p>1.</p>	<p>Does the organization have system in place to ensure the retention of the following records:</p> <ul style="list-style-type: none"> • student attendance • student performance/grades • certificate issuance - <i>verification of eligibility and actual issue</i> • instructor qualifications / evaluations • instructor professional development records (e.g.: <i>training</i>) • curriculum (<i>master lesson plans</i>) • examinations (<i>master examinations</i>) • analysis methods (curriculum and examinations) • QA records - audit follow up and corrective action plans 	<p>N/A <input type="checkbox"/></p>	<p>OK <input type="checkbox"/></p>	<p>Finding <input type="checkbox"/></p>	<p>Not Checked <input type="checkbox"/></p>
<p>2.</p>	<p>Does the system ensure that records are maintained and retained for a period of not less than 5 years?</p>	<p>N/A <input type="checkbox"/></p>	<p>OK <input type="checkbox"/></p>	<p>Finding <input type="checkbox"/></p>	<p>Not Checked <input type="checkbox"/></p>
<p>3.</p>	<p>Are these records retained in a secure environment?</p> <p><i>Not all records are required to be secure- however documentation such as student grades, attendance records, master curriculum and examinations, etc should be secured to avoid compromise.</i></p>	<p>N/A <input type="checkbox"/></p>	<p>OK <input type="checkbox"/></p>	<p>Finding <input type="checkbox"/></p>	<p>Not Checked <input type="checkbox"/></p>
<p>4.</p>	<p>Does the organization follow the policies/procedures pertaining to record keeping</p>	<p>N/A <input type="checkbox"/></p>	<p>OK <input type="checkbox"/></p>	<p>Finding <input type="checkbox"/></p>	<p>Not Checked <input type="checkbox"/></p>

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ATO-B15 Certificate Issuance Control System					
1.	Does the PM contain policy/procedure with respect to Certificate issue?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Does the PM contain a sample copy of the TC approved Course certificate? <i>This is the certificate that is issued bearing the TC approval number, which indicates successful completion of the TC approved program.</i>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Has the organization submitted an up-to-date (current) listing of all names and signatures of individuals authorized to sign certificates, forms and letters?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Does the system ensure that certificates bearing the TC approval number are issued only to students who successfully complete the approved course?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Does the certificate include the following: <ul style="list-style-type: none"> • name and location of the training organization • full name of student • date of course completion • TC approval number • embossed raised seal • signature of authorized official(s) • course duration (in hours) • aircraft, engine, airframe or system identification 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

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ATO-B16 Facilities Section

1.	Does the PM contain a section Facilities section?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Does this section adequately describe the facilities and the support systems for the type of delivery consistent with the scope of the program?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Does the PM include a floor plan of the primary facility? <i>The "primary" facility floor plan must include the location of administration offices, classrooms, technical libraries, shops, labs, hangars, storage areas, etc. If the ATO has a secondary facility that is used for training then a brief outline of the floor plan should be included.</i>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Does the facility include adequate heating, lighting and ventilation to accommodate the maximum number of students expected to be taught at any one time? <i>This includes all classrooms, shops, labs and hangars.</i>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Are the classrooms isolated from excessive interruption (i.e.: noise, etc)?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	Are classrooms equipment with suitable equipment for the purposes of presentation of course material? <i>This could include writing boards (wall), audio - visual equipment, student seating arrangements, Instructor placement, etc).</i> <i>(n)</i>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
Secondary facilities					
7.	If a secondary facility is used - does the TPM identify the minimum facility standards for the conduct of courses at locations	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

ATO-B17 Training Material and Instructional Aids

1.	Does the PM contain policy/procedures pertaining to Training Material and Instructional Aids?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
2.	Does the organization have policies/procedures to ensure that the following manuals are available and maintained to current amendment status: <ul style="list-style-type: none"> • maintenance, overhaul, structural, parts, service bulletins, and other manuals required by the ICA's. 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
3.	Does the organization make available an adequate supply of materials, shop equipment, including special tools and any miscellaneous equipment used to support the training standard? <i>For example only - an aircraft appropriate to the course curriculum that is type approved for civil operation and complete in all aspects, to include the avionics package; equipment for ground runs, etc.</i>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
4.	Does the organization offer any combination of equipment - i.e.: simulator, procedures trainer, aircraft or training aid mock-ups?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	Do the Training Material and Instructional Aids ensure that each student has an equal and reasonable opportunity to actively participate in all learning objectives?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

Comments/Summary:

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Items completed by: _____ Date: _____

<p>1.</p>	<p>Has a curriculum been submitted to, and approved by TC? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p> <p><i>The PM should contain a syllabus or overview of the training programs - the full curriculum would be reviewed for approval however need not be contained in the PM but in a sub-tier document.</i></p>
<p>2.</p>	<p>Does the ATO have "Master Lesson Plans" in place to ensure continuity, standardization of presentation, and conformance to course objectives? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/></p>

3. Does the training curriculum explain the normal functions of each major system where applicable? N/A OK Finding Not Checked
- ATA 21 – Air Conditioning
 - ATA 22 – Auto Flight
 - ATA 23 – Communications
 - ATA 24 – Electrical Power
 - ATA 25 – Equipment/Furnishings
 - ATA 26 – Fire Protection
 - ATA 27 – Flight Controls
 - ATA 28 – Fuel
 - ATA 29 – Hydraulic Power
 - ATA 30 – Ice & Rain Protection
 - ATA 31 – Indicating & Recording
 - ATA 32 – Landing Gear
 - ATA 33 – Lights
 - ATA 34 – Navigation
 - ATA 35 – Oxygen
 - ATA 36 – Pneumatic
 - ATA 38 – Water-waste
 - ATA 49 – Airborne Auxiliary Power
 - ATA 52 – Doors
 - ATA 53 – Fuselage
 - ATA 54 – Nacelle/Pylons
 - ATA 55 – Stabilizers
 - ATA 56 – Windows
 - ATA 57 – Wings
 - ATA 61 – Propellers
 - ATA 65 – Rotors
 - ATA 71 – Powerplant
 - ATA 72 – Engine Turbine
 - ATA 73 – Engine Fuel & Control
 - ATA 74 – Ignition
 - ATA 75 – Air
 - ATA 76 – Engine Controls
 - ATA 77 – Engine Indicating
 - ATA 78 – Exhaust
 - ATA 79 – Oil
 - ATA 80 – Starting
 - ATA 81 – Turbines
 - ATA 82 – Water Injection

4.	Does the type training provide details of operation, component location, servicing, removal and installation to support a typical maintenance schedule for the aircraft type?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
5.	<p>Does the curriculum contain elements that ensure students will be able to carry out functional checks applicable to:</p> <p>Systems? Engines? Components?</p> <p>As specified in the applicable Instructions for Continuing Airworthiness (ICA).</p> <p><i>The ICA's are a collection of manuals that are required by the products type certification, which are required to maintain the applicable aircraft and/or engine. Functional check procedures are usually contained in the applicable aircraft and/or engine maintenance manual.</i></p>	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
6.	<p>Upon graduation will the student be able to:</p> <ul style="list-style-type: none"> • Understand safety precautions? • Locate and identify components? • Explain system operations and maintenance practices? • Utilize MEL's/CDL's? • Interpret readings/indications from BITE systems? • Analyze information for the purpose of fault diagnosis and recertification? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
7.	Are the allotted numbers of hours per subject adequately covering the major subject topics?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

