



Personnel Licensing

FSS PEL 141-20

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ATO – CERTIFICATION/AMENDMENT CHECKLIST

Name of ATO:		ATO Number:	
Accountable Manager Name:		Telephone number:	
E-mail address:		Cell number:	

Pre-application (PATOPS)

No	Item	Date received/ provided	Date returned	Date approved	Initial
1	Certification requirements and information provided to prospective applicant				
2	PATOPS received & accepted				
3	PATOPS attachments received & accepted				
4	Pre-application meeting held				
5	Formal Application information provided & explained				
6	PATOPS acceptance letter delivered				

Remarks/Comments

Formal application

No	Item	Date received/ provided	Date returned	Date approved	Initial
7	Formal application received				
8	Formal application documentation received				
9	Review for completeness finalised				
10	Formal application accepted				
11	Dates in schedule of events agreed				
12	Formal application acceptance letter delivered				
13	Formal application documents distributed to CT members.				

Remarks/Comments

Document Evaluation

No	Item	Date received/ provided	Date returned	Date approved	Initial
14	Training & Procedures Manual approved				
15	Quality Management System Manual approved				
16	Training Programmes Approved				
17	Aircraft Flight Manuals approved				
18	Pilot Operating Handbooks approved				
19	Maintenance Control Manual approved				
20	Maintenance Programmes approved				
21	Other aircraft documents approved				
22	Aerodromes approved				
23	Initial review of proposed facilities approved				

24	Proposed Training Operations Specifications approved				
25	Documentation evaluation meeting held				
26	Dates for inspections/audits/demonstrations agreed				
27	Documentation approval letter & approved Manuals delivered				
Remarks/Comments					
Demonstration					
No	Item	Date received/ provided	Date returned	Date approved	Initial
28	ATO Audit/Inspection satisfactorily completed				
29	Test Centre inspection satisfactorily completed				
30	Ground School/ Theoretical Training observation satisfactorily completed				
31	Aircraft Technical Evaluation satisfactorily completed				
32	Quality Management System audit satisfactorily completed				
33	ATO Sub-base Inspection satisfactorily completed				
34	Simulation Device Evaluations satisfactorily completed				
35	Training Programme approvals satisfactorily completed				
36	Ramp Inspections satisfactorily completed				
37	Flight training/Practical Training Observation satisfactorily completed				
38	Brief ATO on outcome of Demonstration & findings				
39	Approve Corrective Action Plan.				
40	Ensure finding closure.				
41	Successful completion of demonstration letter delivered.				
Remarks/Comments					
Certification					
No	Item	Date received/ provided	Date returned	Date approved	Initial
42	Approve Training Operations Specifications				
43	Prepare Certification report & distribute for comment				
44	Include report attachments: a. Formal Application Letter/Form b. Copy of Training Specifications c. Copy of Certificate d. List of key management personnel e. List of instructors f. List of approved courses g. Summary of limitations & restrictions				
45	Obtain sign-off of report & ATO Approval Certificate				
46	ATO Certificate & Training Operations Specifications delivered				
Remarks/Comments					
SIGNATURE OF INSPECTOR		NAME IN BLOCK LETTERS		DATE	