

**GENERAL CHECKLIST INFORMATION**

Number	-08
Name	Practice
Description	
Possible Answers	Standard Audit Result (Yes/No/In Part/NA)

**CHECKLIST ITEMS BY SECTION**

**1 - 1**

Checklist Item Number	Checklist Item Description	Reference
1.0	FI	
1.1	Do Flight instructors and flight simulation training instructors hold the qualifications required by Part- FCL for the type of training that they are providing?	EASA.ORA.ATO.110
1.2	Did CFI provide standartization for flight instructor?	EASA.ORA.ATO.210
2.0	FACILITIES	
2.1	If ATO provides training for CPL, MPL, ATPL. ATO should have at least following facilities: (1) an operations room with facilities to control flying operations; (2) a flight planning room with the following facilities: (i) appropriate current maps and charts; (ii) current aeronautical information service (AIS) information; (iii) current meteorological information; (iv) communications to air traffic control (ATC) and the operations room; (v) any other flight safety related material (3) adequate briefing rooms/cubicles of sufficient size and number; (4) suitable offices for the supervisory personnel and room(s) to allow flight instructors to write reports on students, complete records and other related documentation; (5) furnished crew-room(s) for instructors and students	AMC1 EASA.ORA.GEN.215
2.2	If ATO provides training for LAPL, PPL, SPL or BPL. ATO should have at least following facilities: (1) a flight planning room with the following facilities: (i) appropriate current aviation maps and charts; (ii) current AIS information; (iii) current meteorological information; (iv) communications to ATC (if applicable); (v) any other flight safety related material. (2) adequate briefing room(s)/cubicles of sufficient size and number; (3) suitable office(s) to allow flight instructors to write reports on students, complete records and other related documentation; (4) suitable rest areas for instructors and students, where appropriate to the training task; (5) in the case of ATOs providing training for the BPL or LAPL(B) only, the flight operations accommodation listed in (a)(1) to (a)(4) may be replaced by other suitable facilities when operating outside aerodromes.	AMC2 EASA.ORA.GEN.215
3.0	TRAINING PROCESS AND DOCUMENTATION	
3.1	Is training plan for flight instruction provided for instructor and students?	EASA.ORA.ATO.230
3.2	Are students pre-entry requirements respected?	AMC1 EASA.ORA.ATO.230(a), AMC1 EASA.ORA.ATO.145, EASA.ORA.ATO.145
3.3	Is flight training or flight training syllabus provided for student and instructor?	AMC1 EASA.ORA.ATO.230(a)
3.4	Are general arrangements of daily and weekly programmes for theoretical knowledge training provided?	AMC1 EASA.ORA.ATO.230(a)
3.5	Are students training records available? Entries are correct and performed on time?	AMC1 EASA.ORA.ATO.230(a)
3.6	Are progress tests and skill tests performed?	AMC1 EASA.ORA.ATO.230(a)
3.7	Is actual flight training match planned training time?	AMC1 EASA.ORA.ATO.230(a)
3.8	Are students beeing trained not longer than 8 hours per day?	AMC1 EASA.ORA.ATO.230(a)
4.0	Flight part	
4.1	Pre flight briefing: 1. Is meteo information checked? (Departure, enroute, destination, alternate) 2. NOTAM 3. Performance	AMC1 EASA.ORA.ATO.230(a)

	<ul style="list-style-type: none"> <li>4. Mass and balance calculation</li> <li>5. Fuel planning</li> <li>6. Flight plan</li> <li>7. Current maps and charts</li> <li>8. Documents check</li> <li>9. Flight task briefing and execution of flight exercises</li> </ul>	
4.2	Post flight procedures: <ul style="list-style-type: none"> <li>1. Debriefing of air exercise</li> <li>2. Documents filling</li> <li>3. Recommendations for the next flight</li> </ul>	AMC1 EASA.ORA.ATO.230(a)
5.0	Record keeping	
5.1	Does ATO keep records of flight training given to individual students?	EASA.ORA.ATO.120
5.2	Does ATO keep regular progress reports (student's progress card) from instructors including assessments, and regular progress examinations?	EASA.ORA.ATO.120
5.3	Does ATO keep information on the licences and associated ratings and certificates of the students, including the expiry dates of medical certificates and ratings?	EASA.ORA.ATO.120