

**GENERAL CHECKLIST INFORMATION**

Number	-05
Name	Part DTO
Description	
Possible Answers	IOSA Audit Result

**CHECKLIST ITEMS BY SECTION**

1 - 1

Checklist Item Number	Checklist Item Description	Reference
1.1	Does the DTO declaration contain at least the following information?: (1) the name of the DTO; (2) contact details of the DTO's principal place of business and, where applicable, the contact details of the aerodromes and the operating sites of the DTO; (3) names and contact details of the following persons: (i) the representative of the DTO; (ii) the head of training of the DTO; and (iii) all deputy heads of training, if required?; (4) the type of training provided at each aerodrome and/or operating site; (5) a list of all aircraft and FSTDs to be used for the training, if applicable; (6) the date of intended commencement of the training; (7) a statement confirming that the DTO has developed a safety policy and will apply that policy during all training activities covered by the declaration?	EASA.DTO.GEN.115
1.2	Did DTO submit to the competent authority the training programme or programmes, which it uses or intends to use to provide the training? As well as its application for approval of the training programme or programmes?	EASA.DTO.GEN.115
2.1	Does DTO notify TKA of any changes to the information contained in the declaration specified in point DTO.GEN.115(a) and to the training programme or programmes or the approved training manual or manuals?	EASA.DTO.GEN.116
2.2	Does DTO notify TKA of the cessation of some or all training activities covered by the declaration?	EASA.DTO.GEN.116
3	Does DTO grant access at any time to any facility, aircraft, document, records, data, procedures or any other material relevant to its training activities covered by the declaration, to any person authorised by TKA?	EASA.DTO.GEN.140
4.1	Does DTO implement the safety measures to any safety problem?	EASA.DTO.GEN.155
4.2	Does DTO implement the relevant mandatory safety information issued by TKA, including airworthiness directives?	EASA.DTO.GEN.155
5.1	Has DTO designated a representative, who is responsible and duly authorised to do at least the following: (i) ensure compliance of the DTO and its activities with the applicable requirements and with its declaration; (ii) develop and establish a safety policy which ensures that the DTO's activities are carried out safely, ensure that the DTO adheres to that safety policy and take the necessary measures in order to achieve the objectives of that safety policy; (iii) promote safety within the DTO; (iv) ensure the availability of sufficient resources within the DTO so that the activities referred to in points (i), (ii) and (iii) can be carried out in an effective manner?	EASA.DTO.GEN.210
5.2.1	Has DTO designated a head of training(HT), who is responsible and qualified to ensure at least the following: (i) that the training provided complies with the requirements of Annex I (Part-FCL) and with the DTO's training programme; (ii) the satisfactory integration of flight training in an aircraft or a flight simulation training device (FSTD) and theoretical knowledge instruction; (iii) the supervision of the progress of students?	EASA.DTO.GEN.210
5.2.2	Does (HT) in the case of a DTO provides training in aircraft or FSTDs, hold an unrestricted instructor certificate in accordance with Part-FCL with instructional privileges that are relevant to the training provided by the DTO, including sufficient experience as necessary?	AMC1 EASA.DTO.GEN.210(a)(2)
5.2.3	Does (HT) in the case of a DTO provides theoretical knowledge training only, have appropriate experience in aviation and knowledge relevant to the training provided?	AMC1 EASA.DTO.GEN.210(a)(2)
5.2.4	In case DTO provides training courses for different aircraft categories. Is HT assisted by one or more nominated deputy HTs qualified in accordance with regard to the other category or categories of aircraft?	AMC1 EASA.DTO.GEN.210(a)(2)
5.3	Does DTO ensure that its theoretical knowledge instructors have either of the following qualifications: (1) practical background in aviation in the areas relevant for the training provided and have undergone a course of training instructional techniques? (2) previous experience in giving theoretical knowledge instruction and an appropriate	EASA.DTO.GEN.210

	theoretical background in the subject on which they will provide theoretical knowledge instruction?	
5.4	Does flight instructors and flight simulation training instructors hold the qualifications required for the type of training they provide?	EASA.DTO.GEN.210
6	Does The safety policy define, in relation to the DTO training programme, at least the means and methods used for: (1) hazard identification; (2) risk assessment; and (3) effectiveness of the mitigation measures (implementation and follow-up)?	AMC1 EASA.DTO.GEN.210(a)(1) (ii)
7	Does DTOs permanently keep a list of all instructors, including information on their instructional privileges as well as on the validity periods of their licences, ratings and certificates, including their medical certificates?	AMC1 EASA.DTO.GEN.210(d);(e)
8.1	Does DTO provide access to at least following flight planning facilities: (i) appropriate and current aviation maps and charts; (ii) current aeronautical information service (AIS) information; (iii) current meteorological information; (iv) communications to air traffic control (ATC) (if applicable); (v) any other flight-safety-related material?	AMC1 EASA.DTO.GEN.215
8.2	Does DTO provide access to: (i)adequate briefing facilities of sufficient size and number; (ii) suitable office(s) to allow flight instructors to write reports on students, complete records and other related documentation, as appropriate; (iii) suitable rest areas for instructors and students, where appropriate to the training task?	AMC1 EASA.DTO.GEN.215
8.3	Does DTO provide access for the following facilities for theoretical knowledge instruction: (1) adequate classroom accommodation for the current student population; (2) suitable demonstration equipment to support the theoretical knowledge instruction; (3) suitable office(s) for the instructional personnel?	AMC1 EASA.DTO.GEN.215
9.1	Does DTO keep for each individual student the following records throughout the training course and for three years after completion of the last training session: (1) details of ground, flight and simulated flight training; (2) information on individual progress; (3) information on the licences and associated ratings relevant to the training provided, including expiry dates of ratings and medical certificates?	EASA.DTO.GEN.220
9.1.1	Are training records kept in a paper or electronic version by the DTO where the candidate is undertaking their training?	AMC1 EASA.DTO.GEN.220
9.2	Does DTO keep the report on the annual internal review and the activity report for three years from the date at which the DTO established those reports?	EASA.DTO.GEN.220
9.3	Does DTO keep its training programme for three years from the date at which it provided the last training course in accordance with that programme?	EASA.DTO.GEN.220
9.4	Does DTO store the records referred to in item 20 in a manner that ensures protection by appropriate tools and protocols and take the necessary measures to restrict the access to those records to persons who are duly authorised to access them?	EASA.DTO.GEN.220
10.1	Are training programmes comply with the requirements of Annex I (Part-FCL; Part-SFCL; Part-BPL)?	EASA.DTO.GEN.230
10.2	Does DTO training programme include at least the following information: (1) the aim of the course; (2) crediting of previous experience and pre-entry requirements (including appropriate procedures for students that wish to complete their training after having started at a different training organisation); (3) a list of all air and FSTD exercises to be taught, including a description of the objective of each exercise; (4) a syllabus summary; (5) structure and content of the theoretical knowledge instruction; (6) structure of the entire course and integration of theoretical knowledge instruction, FSTD and flight training; (7) student progress checks for theoretical knowledge and flight training, as appropriate?	AMC1 EASA.DTO.GEN.230
11.1	Does DTO use an adequate fleet of training aircraft or FSTDs appropriately equipped for the training course provided?	EASA.DTO.GEN.240
11.2	In case DTO use an aircraft that fall under points (a), (b), (c) or (d) of Annex I to Regulation (EU) 2018/1139 (historic, experimental, 51% performed by amateur, aircraft have been in the service of military forces, etc.). Has TKA confirmed a level of safety comparable to the one defined by all essential requirements?	EASA.DTO.GEN.240
11.3	In case DTO use an aircraft that fall under points (a), (b), (c) or (d) of Annex I to Regulation (EU) 2018/1139 (historic, experimental, 51% performed by amateur, aircraft have been in the service of military forces, etc.). Has TKA authorised the use of the aircraft for training in the DTO?	EASA.DTO.GEN.240
11.4	Does DTO establish and keep up-to-date a list of all aircraft, including their registration marks, used for the training it provides?	EASA.DTO.GEN.240
12.1	Does DTO use aerodromes or operating sites that have the appropriate facilities and characteristics to allow training of the relevant manoeuvres, taking into account the training provided and the category and type of aircraft used?	EASA.DTO.GEN.250

12.2	If DTO uses more than one aerodrome to provide any of the training. Does DTO have?: (1) for each additional aerodrome, designated a deputy head of training, who shall be responsible for the tasks referred to in point DTO.GEN.210(a)(2)(i) to (iii) on that aerodrome; and (2) ensured the availability of sufficient resources to safely operate on all aerodromes, in compliance with the requirements of this Annex (Part-DTO)?	EASA.DTO.GEN.250
12.2.1	Does deputy heads of training meet the same qualification requirements as head of training (HT).	AMC1 EASA.DTO.GEN.250(b)
12.3	Does DTO have the necessary number of instructors as well as the necessary number of training aircraft in place to ensure proper training at all aerodromes and operating sites?	AMC1 EASA.DTO.GEN.250(b)
13	Does DTO monitor and record the progress of any student undergoing theoretical knowledge instruction?	EASA.DTO.GEN.260
14.1	Does DTO conduct an annual internal review of the tasks and responsibilities specified in point DTO.GEN.210(AM, HT, DHT, TKI, FI) and establish a report on that review?	EASA.DTO.GEN.270
14.2	Does DTO establish an annual activity report?	EASA.DTO.GEN.270
14.3	Does DTO submit the report on the annual internal review and provide the annual activity report to TKA by the end of first quarter of the next calendar year?	EASA.DTO.GEN.270
15	If DTO performs FI(S) or FI(B) courses. Does DTO perform pre-entry assessment within 12 months preceding the start of the training course to assess candidate ability to take the course?	EASA.SFCL.330(a), EASA.BFCL.330(a)