	PAKISTAN **CIVIL AVIATION AUTHORITY** **PERSONNEL LICENSING OFFICE** **SAFETY OVERSIGHT AUDIT REPORT**	**CAAF-025-XXLC-2.0**

AVIATION TRAINING ORGANIZATION

(ISSUE/RENEWAL OF APPROVAL)

For the Year_____

Name of Aviation Training Organization: _____

Address : _____

_____

Type of Authorization: ❑ FTO ❑ GTO-LWTR ❑ GTO-CABIN ❑ GTO-FOO ❑ GTO-

ATO Accountable Manager (Tel/Email/Fax)

FINAL REMARKS: Date of Audit:

Date: _____

_____

LEAD AUDITOR

Name _____ Licence No: _____

LIST OF ICAO DOCUMENTS RELATED TO THE SAFETY OVERSIGHT AUDIT

Doc – 7300	⇒	Convention on International Civil Aviation
Annex – 1	⇒	Personnel Licensing
Annex – 18	⇒	The Safe Transport of Dangerous Goods by Air
Doc – 9376	⇒	Preparation of an Operations Manual
Doc – 9379	⇒	Manual of Procedures for Establishment and Management of a State's Personnel Licensing System
Doc – 9389	⇒	Manual of Procedures for an Airworthiness Organization
Doc – 9683	⇒	Human Factors Training Manual
Circular – 217	⇒	Human Factors Digest No. 2, Flight Crew Training, CRM & Line Oriented Flight Training.
Circular – 241-AN/145	⇒	Human Factors Digest No. 8, Human Factors in Air Traffic Control
Doc – 9481	⇒	Emergency Response Guidance for Aircraft Incidents involving Dangerous Goods
Doc – 9735	⇒	Safety Oversight Audit Manual
Doc – 9401-AN/921	⇒	Manual on establishment & operation of Aviation Training Centers
Doc – 9401-AN/921	⇒	ICAO Training Manual Part A-3 Composite Ground Subject curriculum
Doc – 7192-AN/857	⇒	ICAO Training Manual Part B-5 Vol-1, integrated Commercial Pilot Course
Doc – 7192-AN/857	⇒	ICAO Training Manual Part B-5 Vol-2, integrated Commercial Pilot Course
Doc – 7192-AN/857	⇒	ICAO Training Manual Part C-3 Vol-2, Flight Engineer's Training Course
Doc – 9401-AN/921	⇒	ICAO Training Manual Part D-1, AME Course
Doc – 7192-AN/857	⇒	ICAO Training Manual Part D-3, Flight Ops Officers
Doc – 7192-AN/857	⇒	ICAO Training Manual Part E-1, Cabin Attendant's Safety Training Manual
Doc - 4444	⇒	PANS ATM
Doc – 9375	⇒	Dangerous Good Training Programme Book-2 (for Load Planners & Flight Crew)
Doc – 9432	⇒	Manual of Radio Telephony (FRTO)
MATS	⇒	Manual of Air Traffic services

COMPANY OFFICIALS CONTACTED (Name/Designation)

1. _____ _____
2. _____ _____
3. _____ _____
4. _____ _____

CAA AUDIT TEAM MEMBERS **(Name/Designation)**

1. _____ _____
2. _____ _____
3. _____ _____

Important Note:

Auditor is to audit only the applicable areas and should appropriately cater for the scope of work and workload of the organization.

GENERAL – APPLICABLE TO ALL ORGANIZATIONS

Aspects to be audited or questions to be answered	Status	Comments
Are CAA Authorizations, Licences & Approvals available & valid?	Yes/No	
Does the Organization have an organogram? Are the duties & responsibilities of each person clearly defined?	Yes/No	
Is the training organization has any previous experience and relevant resources in training the particular course for which approval is required?	Yes/No	
Is the training organization a subsidiary of any airline or aviation service provider?	Yes/No	
Does the training organization have any affiliation with any training institute or professional body?	Yes/No	
Whether relevant ICAO ANNEXES & DOCUMENTS are available with the training organization?	Yes/No	
Whether CARs, relevant ANOs, Air Safety Circulars (Lic) & other Instructions available with the training organization?	Yes/No	
Whether AIP with latest amendments is available?	Yes/No	
Whether Jeppesen Maps and Charts along with its revisions available?	Yes/No	
Whether the training organization is maintaining a standing order register?	Yes/No	
Whether Exposition Manual/MEL/ Airworthiness Notices available?	Yes/No	
Whether Operations Manual/Flight/Training/SMS/QA Manuals available?	Yes/No	
Whether an approved training manual contain the complete information with regards to the courses conducted by the FTO/GTO: • Title of the course • Objectives of the course • Frequency of the course • Planned intake of the course • Location where course is to be conducted • Duration of the course • Eligibility criterion of the students • Phase/Subject wise course contents • Planned periods/hours for each phase/subject • Duration of each period/break	Yes/No	

Aspects to be audited or questions to be answered	Status	Comments
• External/ICAO Documents to be used • Internal Documents to be used • Study Material/Course ware to be provided to students • Number of Instructors to be used • Instructors Qualification criterion • Aircraft, if applicable, to be used with Instruments/Aids details • Audio/Visual training aids to be used • Simulation Devices to be used, if applicable • Logistics support details, where applicable • Details of On Job or field experience, if applicable • Details of study tour/visits, if applicable • System of progress/training reports • Type and frequency of Examinations/Skill Tests to be conducted • Number/type of questions in examinations • Pass criterion to be used for academic/ skill test, as applicable • Assessment forms/Contents of personal folders • Specimen course completion certificate to be issued • Any other relevant information		
Availability of current NOTAMS to pilots & students?	Yes/No	
Does the organization conduct its business with written instructions & records? e.g., SOPs / Training / Procedure Manuals	Yes/No	
Does the organization take corrective actions as required by CAA?	Yes/No	
Does the organization take preventive actions as required by CAA?	Yes/No	
What is the methodology for getting students and customers feedback on training offered, imparted and corrective actions?	Yes/No	
Does the training organization have any agreement with airlines / service providers regarding training of their employees?	Yes/No	
Courses, which require OJT after completion, furnish details of OJT agreement with service provider.	Yes/No	
Are stores relating to files and records maintained in a manner that they provide safekeeping, identity, and ease of retrieval?	Yes/No	
Is the control of records satisfactory in terms of responsibility / retention / secrecy	Yes/No	
Is the training center maintaining its principal business offices at the same place and address that was previously approved by CAA?	Yes/No	
Is the principal business office being shared with any other organization?	Yes/No	
Is the training organization using any other place/airport as base for imparting the training?	Yes/No	

Aspects to be audited or questions to be answered	Status	Comments
If so, has the approval been obtained from CAA?	Yes/No	
Is a proper library available, which provides ready access to students the documentation, aviation books, literature etc.?	Yes/No	
Whether a master folder showing various documents available in the training institute being maintained?	Yes/No	
Are the available documents updated regularly?	Yes/No	
What best practices are being applied and / or followed in training and course designing?	Yes/No	

FINANCIAL

Aspects to be audited or questions to be answered	Status	Comments
Does the training organization have its regular employees?	Yes/No	
Are payments being made regularly to fuel vendors and others including CAA?	Yes/No	
Are the employees & aircraft, insured as per Civil Aviation Regulations?	Yes/No	
Can the training organization provide evidence that its financial audit has been carried out?	Yes/No	
Is the copy of the audited balance sheet of the training organization available? What are the financial assets of the organization?	Yes/No	
Are internal audit conducted? If yes, frequency of audit	Yes/No	
Have prescribed insurance requirements been met.	Yes/No	

ADVERTISEMENT

Aspects to be audited or questions to be answered	Status	Comments
Has the training organization given any advertisement, which states that the training organization has been approved? If yes, whether these advertisements are in accordance with the scope of approval?	Yes/No	
Has the training organization clearly differentiated in their advertisement between the courses, which are approved and those courses which are not approved or not covered under the scope of approval granted to the training organization?	Yes/No	
If the training organization is not holding a current approval, whether the institute has removed all indications and signboards etc. showing its approval?	Yes/No	

GROUND TRAINING – APPLICABLE TO ALL ORGANIZATIONS

Aspects to be audited or questions to be answered	Status	Comments
Check if competence requirements of each employee have been defined in terms of: • CFI • CGI • Instructors • Other persons	Yes/No	
Have the organization approval been displayed prominently in the concerned office?	Yes/No	
Are the approvals of approved person valid?	Yes/No	
Does the Organization have an appropriate physical infrastructure commensurate with its authorization, scope of work and load of work in terms of: ▪ An operations room with facilities to control the operations ▪ A flight planning room with the following facilities: ▪ Appropriate current maps and charts ▪ Current AIS information ▪ Current meteorological information ▪ Communications to ATC and the operations room ▪ Maps showing standard cross-country routes ▪ Maps showing current prohibited danger and restricted areas ▪ Any other flight safety related material ▪ Adequate briefing rooms/cubicles of sufficient size and number ▪ Suitable offices for the supervisory staff and room(s) to allow flying instructors to write reports on students, complete records, etc ▪ Furnished crew-room(s) for instructors and students ▪ Room (s) for Administration ▪ Toilet(s) ▪ Stores (s)	Yes/No	
Are copying / printing facilities available?	Yes/No	
Are alarm bell and siren facilities at a suitable location available with the training institute?	Yes/No	
Are sufficient numbers of fire extinguishers available?	Yes/No	
Is a first-aid room with proper kits and validity available?	Yes/No	
Is trained manpower available to handle safety services?	Yes/No	
Does proper coordination with local fire station exist?	Yes/No	
Are 'No-Smoking' signs displayed at appropriate places?	Yes/No	
Check the conduct of Courses by the following: • Check ground training course contents. • Check ground assessment reports and results. • Check flying training course contents. • Check flying training assessment reports.	Yes/No	

Aspects to be audited or questions to be answered	Status	Comments
• Check attendance sheet. • Check lecture program.		
Check the followings in the Operations/Technical library: • Stock of books commensurate with the number of students • Satisfactory procedure of loaning books to the students • Procurement of new books • Revision status of the books available • Check that official notices, technical circulars, literatures and other requirements are circulated by the institute to the instructional staffs as soon after receipt as practicable and all superseded publications are withdrawn promptly	Yes/No	
Whether adequate training aids are available?	Yes/No	
Whether the space used for instructional purpose is properly lighted and ventilated?	Yes/No	
Whether proper audio-visual training aids are available?	Yes/No	
Whether similar arrangements are available at the satellite bases approved or carrying out flying training for the institute?	Yes/No	
Is ground-training study material available to the students?	Yes/No	
Is a simulator being used for conducting the training?	Yes/No	
If yes, is the simulator approved? And to what standard?	Yes/No	

FLYING TRAINING

Aspects to be audited or questions to be answered	Status	Comments
Number of serviceable aircraft available (with types)	Yes/No	
Does the number & names of instructors imparting training including their qualification and experience tally with details submitted to CAA?	Yes/No	
Check the availability and status of following documents: ▪ Check pilots logbook CAAD-603 ▪ Check Flight Authorization CAAD-604 ▪ Check Authorization CAAD-609 ▪ Check Student Flying Trg. record CAAD-604	Yes/No	
Are procedures laid down for the instructors Standardization / Recency / Ratings in the manual?	Yes/No	
Are proper briefing/debriefing procedures established?	Yes/No	
Are records being maintained to show that proper briefing/de-briefing of the trainee pilots is being conducted by CFI/FIs?	Yes/No	
Is record being maintained to show that each student has gone through proper ground training prior to starting flying?	Yes/No	
Is the dossier of each trainee pilot maintained and updated including the supporting documentation?	Yes/No	

Aspects to be audited or questions to be answered	Status	Comments
Is proper Meteorological information available for the airports and the en-route before undertaking the training flights?	Yes/No	
Have procedures been established to obtain preflight information?	Yes/No	
Is there a satisfactory system of dissemination of current NOTAMS to pilots/students available?	Yes/No	
Does the institute issue a flying program in advance and disseminate it to the students?	Yes/No	
Are procedures established to ensure that the aircraft Centre of Gravity is within limits?	Yes/No	
Are standardized checklists available for normal, abnormal and emergency procedures?	Yes/No	
Are appropriate maps and charts for the flights available?	Yes/No	
Is a checklist available to show the documents required to be carried on board?	Yes/No	
Have procedures been established under which the trainee pilots can be sent on their first solo and subsequent solos?	Yes/No	
Have procedures been established under which the trainee pilots can be sent on their first solo cross-country flight?	Yes/No	
Are procedures established under which the trainee pilot could be sent for night flying?	Yes/No	
Are flight & duty time records being maintained? (instructors)	Yes/No	
Are records being maintained to show that the flying training is being conducted in accordance with the approved syllabus prescribed in the approved training manual?	Yes/No	
Is there a system to check that the flight timings certified by the institute tally with the aerodrome records? (Log books VS Authorization book)	Yes/No	
Are smooth runways with clear runway markings available?	Yes/No	
Whether windsock or wind direction indicator is visible from each end of the runway at ground level?	Yes/No	
Whether night training flights are carried out at the airport?	Yes/No	
If yes, then whether proper night flying facilities are available at the airport?	Yes/No	
Whether proper traffic pattern has been established for carrying out the flying training?	Yes/No	
Whether proper drills have been established in case of aircraft emergency during flying at the airport?	Yes/No	
Whether airport perimeter fencing is available with adequate watch and ward for preventing runaway incursion during aircraft operation?	Yes/No	
Whether procedures have established for the Chief Flight Instructor to carry out flying checks of Flight Instructors and the trainee pilots to ensure standardized flying training?	Yes/No	

Aspects to be audited or questions to be answered	Status	Comments
Whether reports on various flying checks carried out are available?	Yes/No	
Is pilots' folder available and maintained as per CAA instructions?	Yes/No	
Is the organization approved as a maintenance organization?	Yes/No	
Is the approval certificate displayed?	Yes/No	
Is the QCM/CE and Exposition Manual approved?	Yes/No	
Is the approved QCM/Chief Engineer a full time regular employee of the organization?	Yes/No	

AME-LWTR TRAINING

Category	Required	Available	Name	Qualification & Experience
Airframe				
Engine				
Instrument				
Electrical				
Radio/Nav.				

ITEMS OF INSPECTION	SAT/ UNSAT	REMARKS
Is there a change in organization since approval of exposition manual in term of aircraft type/level of inspection/manpower etc?	Yes/No	
Is the operation of organization spread at more than one aerodrome? If yes, whether every set-up is equipped with maintenance facility to the level of maintenance for which it is certified?	Yes/No	
Does the organization follow a standard maintenance program approved by CAA?	Yes/No	
Was there at any time any deviation to the maintenance program?	Yes/No	
Are they amended as per latest version of maintenance manual?	Yes/No	
Are the SBs and ADs received in the institute? Check for latest arrival date and its implementation.	Yes/No	
Is there any procedures for dissemination of technical information to working engineers?	Yes/No	
Are the technicians employed adequately trained?	Yes/No	
Are the training records of AMEs and technicians kept with QCM?	Yes/No	
Does the institute have hanger space to carry out inspection?	Yes/No	
If yes, whether the hanger space is available throughout the year?	Yes/No	
Whether the hangar is properly lighted and ventilated?	Yes/No	

ITEMS OF INSPECTION	SAT/ UNSAT	REMARKS
Is there adequate ground equipment such as trestles, workbenches to carry out the work?	Yes/No	
Does a proper procedure exist for tagging of all removed articles in the hanger?	Yes/No	
Whether a defect register is maintained?	YES/No	
Whether a standard procedure for keeping fuel in barrels followed?	Yes/No	
If yes, whether proper procedures are followed for barrel fuelling?	Yes/No	
Whether a chapter in QC/Exposition manual exists for barrel fuelling?	Yes/No	
Whether the organization carries out battery charging?	Yes/No	
If yes, whether an approval has been obtained in respect of shop and individual?	Yes/No	
Is the battery charging equipment serviceable and calibrated?	Yes/No	
Is there any first-aid station in the battery shop?	Yes/No	
Are the inspections of aircraft carried out as per standard checklist for serviceability of equipment, instruments, availability of on-board documents, updating of flight manuals etc.?	Yes/No	
Are the precision tools/ instruments calibrated periodically?	Yes/No	
Check that the instructors who are assigned to teach are qualified?	Yes/No	
Check that the following documents and records are available and/ or updated: ▪ Attendance Register ▪ The name and address of all students attending courses	Yes/No	
Reports on intakes and results of semester examinations;	Yes/No	
Records of candidates appearing in AME-LWTR licence examination.	Yes/No	
Records of candidate's results of CAA licence examination.	Yes/No	
Records of performance of candidates during their practical training attachments with various aircraft maintenance organizations	Yes/No	
Records regarding security clearance of foreign students	Yes/No	
Log books of students (random check)	Yes/No	

CABIN ATTENDANT TRAINING

Aspects to be audited or questions to be answered	Status	Comments
Whether an approved training syllabus for cabin attendants training is available in the training organization?	Yes/No	
Are records being maintained for each student to show the classroom training accomplished?	Yes/No	
Whether the evacuation drills being conducted in a proper mockup and does the mockup bear close resemblance to the specific aircraft type?	Yes/No	
Whether actual fire is extinguished in a fire drill?	Yes/No	
Where is the wet drill carried out?	Yes/No	
Whether a high degree of similarity is maintained in the slide training with regard to specific aircraft type?	Yes/No	
Are the trainees given exposure to actual aircraft during the training?	Yes/No	
Whether the first aid training being conducted?	Yes/No	
Are results of various checks of the trainees at different stages readily available?	Yes/No	
Is adequate space available for different drills?	Yes/No	
Whether adequate safety equipment is available for briefing purposes?	Yes/No	
Whether adequate equipment is available for demonstration, briefing and practicing different drills?	Yes/No	
Are the classrooms equipped with adequate audio-visual aids?	Yes/No	
Whether the classrooms, briefing rooms or mockups have temperature control facilities?	Yes/No	

AIR TRAFFIC CONTROLLER TRAINING
(Basic & Radar Course)

Aspects to be audited or questions to be answered	Status	Comments
Is there a procedure to ensure incorporation of latest amendments into the approved course material?	Yes/No	
Does the organization have a technical library?	Yes/No	
Does the organization have a recent master copy of related ICAO Annexes and Documents?	Yes/No	
Are the trainees briefed on the latest amendments on the related subjects?	Yes/No	
Do the trainees have access to the technical library?	Yes/No	
Are the trainees provided with complete sets of the course material?	Yes/No	
Do the trainees meet the required criteria for the subject training?	Yes/No	
Do the instructors meet the required criteria for approval as instructor?	Yes/No	

Aspects to be audited or questions to be answered	Status	Comments
Is there a process to ensure the up keep of the professional knowledge of the instructors through refreshers?	Yes/No	
Do the instructors keep abreast with the latest developments in Air Traffic Control? Specially CNS-ATM	Yes/No	
Are the practical exercises for the trainees realistic?	Yes/No	
Are the classrooms equipped with adequate audio-visual aids?	Yes/No	
Is the radio equipment of the ATC simulators working properly?	Yes/No	
Are the clocks in the ATC simulators properly synchronized; and in good working condition?	Yes/No	
Is the strip marking the same as being done actually in the ATS Units?	Yes/No	
Is there enough number of simulators?	Yes/No	
Are the lighting facilities in the classrooms and simulators satisfactory?	Yes/No	
Are the classrooms and simulators equipped with temperature control devices?	Yes/No	

ON JOB TRAINING – ATCO

Aspects to be audited or questions to be answered	Status	Comments
Is the airport appropriate for Basic rating / OJT?	Yes/No	
Does Instructor holds an OJTI rating?	Yes/No	
Is appropriate record being maintained of the OJT?	Yes/No	
Is student allowed on the controls during peak traffic time?	Yes/No	
Is there an appropriate room for Briefing & De-Briefing?	Yes/No	
Are the students allowed rest time as per ICAO instructions?	Yes/No	
Is there a technical library where all related documents can be consulted by the students?	Yes/No	
Are the instructors current on the ATC licensing regulations?	Yes/No	
Are the students current on the ATC licensing regulations?	Yes/No	
Are the students kept updated on new developments in the field?	Yes/No	

N O T E S

Signature

Name _____ Date _____