

AD HOC ATO INSPECTION CHECKLIST

| OPERATIONS AUDIT CHECKLIST (PART 141) | | | | |
|---|------------|------------|-------------------------------|--|
| A. ORGANISATION DETAILS | | | | |
| Date of ad hoc inspection / audit | | | | |
| Name of Organisation | | ATO NUMBER | CAA | |
| Base of operation | | | | |
| Postal address | | | | |
| | | | Postal code | |
| Telephone number | | Fax number | | |
| Cellular phone number | | E-mail | | |
| B. DOCUMENTATION REVIEW | YES | NO | Comments/Notes | |
| Was the school reception manned during the inspection? | | | | |
| Is the Training Ops Specification current? | | | If no, attach CA 141-03A | |
| Is the ATO certificate and Ops Spec clearly displayed? | | | | |
| Is there evidence that the CFI or designate is conducting oversight? | | | | |
| Is there evidence that the PPL test centre is complying with the regulations? (log sheet, CCTV camera recordings) | | | | |
| Was any aircraft inspected found to be acceptable? | | | Attach CA 141-G if applicable | |
| Was a curriculum reviewed acceptable or available? | | | | |
| Was an accountable person present at the school during the inspection? | | | | |
| Is there evidence that Grade III instructors were being oversighted / mentored? | | | | |
| Is the required documentation readily available? (AIC, AIP, TPM, etc) | | | | |
| On a random check, was an aircrafts on board documentation correct? | | | | |
| Was the flight authorisation sheet completed correctly? | | | | |

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| C.1 AD HOC INSPECTION | | | | | | | |
| Aspect being Inspected / Verified / Evaluated | | | | | | | |
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| Findings / Observations | | | | | | | |
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| | | | | | | | |
| Finding report issued | | YES | | NO | | Not Applicable | |
| RECOMMENDATIONS | | | | | | | |
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| C.2 ADHOC INSPECTION | | | | | | | |
| Aspect being Inspected / Verified / Evaluated | | | | | | | |
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| Findings / Observations | | | | | | | |
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| | | | | | | | |
| Finding report issued | | YES | | NO | | Not Applicable | |
| RECOMMENDATIONS | | | | | | | |
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| C.3 ADHOC INSPECTION | | | | | | | |
| Aspect being Inspected / Verified / Evaluated | | | | | | | |
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| Findings / Observations | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Finding report issued | | YES | | NO | | Not Applicable | |
| RECOMMENDATIONS | | | | | | | |
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| DE – BRIEF | | | |
|--|------------------------------|------------------------|-------------------|
| Operator Representatives | | | |
| CAA Representatives | | | |
| AD HOC INSPECTION: COMMENTS ON FINDINGS | | | |
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| RECOMMENDATIONS | | | |
| Certificate of Approval to be | WITHDRAWN | | MAINTAINED |
| Conditions | | | |
| | | | |
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| SIGNATURE OF FLIGHT OPERATIONS INSPECTOR | NAME IN BLOCK LETTERS | DATE | |
| I was de-briefed on the inspection and read the comments by the Flight Operations Inspector. | | | |
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| SIGNATURE OF INSPECTED ORGANISATION'S REPRESENTATIVE | NAME IN BLOCK LETTERS | DATE | |
| RECOMMENDATION | | | |
| The WITHDRAWAL of this aviation training organisation Certificate of Approval number | | | |
| Recommended | | Not recommended | |
| COMMENTS/RESTRICTIONS | | | |
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| SIGNATURE OF MANAGER: PART 141 | NAME IN BLOCK LETTERS | DATE | |