



Section/division **Flight Operations**  
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## CHECKLIST FOR APPROVAL OF ATOs MOPs/TPMs (PART 141)

<b>NAME OF APPLICANT</b>			
<b>DATE OF FORMAL APPLICATION ACCEPTED</b>			
<b>KIND(S) OF OPERATION</b>			
<b>Manual/Document</b>	<b>Date received</b>	<b>Date returned</b>	<b>Date accepted or approved</b>
<i>Manuals to be APPROVED indicated as "Approve", other manuals may be ACCEPTED.</i>			
<b>Training Manual of Procedures</b>			Approve
• Cover Page			Approve
• Regulations Statement of Compliance			Approve
• Full list of ATO information			Approve
• Statement of Compliance			Approve
• Preamble			Approve
• Table of Contents			Approve
• Compliance statements by post holders <ul style="list-style-type: none"> <li>➤ PPL Test Centre CTM (non disclosure Agreement)</li> <li>➤ CEO</li> <li>➤ CFI</li> <li>➤ Responsible Person Safety</li> <li>➤ Responsible Person Aircraft</li> </ul>			Approve
• Record of Revision			Approve
• List of effective pages			Approve
• Amendment, revision and distribution			Approve
• Description of training facilities and equipment			Approve
• Simulator Training			Approve
• List of aircraft utilized by the School			Approve
• List of permanent instructors			Approve
• Proof of Insurance			Approve
• Proof of lease			Approve
• General section <ul style="list-style-type: none"> <li>➤ Introduction</li> <li>➤ Abbreviations</li> <li>➤ Authorities</li> <li>➤ Applicability</li> <li>➤ Training Standards</li> <li>➤ Flight training Provided</li> </ul>			Approve
• Organisation and responsibilities <ul style="list-style-type: none"> <li>➤ Organigram</li> <li>➤ Responsible Persons               <ul style="list-style-type: none"> <li>❖ CEO</li> <li>❖ CFI</li> <li>❖ Safety</li> <li>❖ Aircraft</li> <li>❖ CTM ( PPL testing)</li> </ul> </li> </ul>			Approve

Manual/Document	Date received	Date returned	Date accepted or approved
❖ English Testing			
<ul style="list-style-type: none"> <li>• Quality Control <ul style="list-style-type: none"> <li>➤ Table of Contents</li> <li>➤ Quality Control System</li> <li>➤ Quality Goals</li> <li>➤ Quality Organizational Structure</li> <li>➤ Quality Duties and Responsibilities</li> <li>➤ Quality Manual</li> <li>➤ Quality Assurance Programme</li> <li>➤ Quality Inspections</li> <li>➤ Quality Audits</li> <li>➤ External Audits</li> <li>➤ Quality Non- Conformance Reporting and monitoring</li> <li>➤ Corrective Action</li> <li>➤ Quality Records</li> <li>➤ Quality Briefings and training</li> <li>➤ Management Reviews</li> </ul> </li> </ul>			Approve
<ul style="list-style-type: none"> <li>• Documentation <ul style="list-style-type: none"> <li>➤ Copy of training file instructor</li> <li>➤ Copy of training file Student</li> <li>➤ Copy of Flight Authorisation sheet</li> </ul> </li> </ul>			Approve
Manual/Document (continued)	Date received	Date returned	Date accepted or approved
<i>Manuals to be APPROVED indicated as "Approve", other manuals may be ACCEPTED.</i>			
<b>Flight Training Program</b>			Approve
• MPL Training			Approve
• PPL Training			Approve
• Gyroplane			Approve
• Commercial Pilot			Approve
• Airline Transport Pilot			Approve
• Class rating			Approve
• Night Rating			Approve
• Tug/Safety Rating			Approve
• Aerobatic rating			Approve
• Instrument Rating			Approve
• Instructors Rating			Approve
• Turbo Prop/jet engine Rating			Approve
• Type rating			Approve
• Balloon Rating			Approve
• Radio Telephony			Approve
• Multi Engine Rating			Approve
• Cargo Sling			Approve
• Game Capture			Approve
<b>Ground School Training Program</b>			Approve
• MPL			Approve
• PPL			Approve
• Commercial Pilot			Approve

Manual/Document	Date received	Date returned	Date accepted or approved
• ALTP			Approve
• PPL Test Centre Accreditation			Approve
• English Proficiency Testing Accreditation			Approve
<b>Licence Endorsement Training Programs or Syllabi</b>			
• RVSM Manual			
• CFIT Manual			
• TACS/ACAS Manual			
• ETOPS Manual			
• GNSS Manual			
• CRM Manual			
• RNAV Manual			
• <i>(complete if there are additional accreditations)</i>			
•			
•			
•			
•			
<b>APPROVAL OF AVIATION TRAINING ORGANISATION MANUAL OF PROCEDURES</b>			
<b>MOP APPROVED</b>		<b>MOP NOT APPROVED</b>	
<b>SIGNATURE OF INSPECTOR</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>	
<b>SIGNATURE OF MANAGER</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>	
<b>COMMENTS:</b>			

<b>FOR OFFICIAL USE ONLY</b>			
<b>FLIGHT OPERATIONS ADMINISTRATION</b>			
<b>RECEIPT OF ACKNOWLEDGEMENT OF APPROVED AVIATION TRAINING ORGANISATION MANUAL OF PROCEDURES</b>			
<b>SIGNATURE OF FOD ADMIN ASSISTANT</b>		<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>
<b>CLIENT COPY DISPATCHED (METHOD OF DELIVERY)</b>		<b>IF MOP IS MAILED, TRACKING NO.</b>	
<b>SIGNATURE OF RECIPIENT</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>	
<b>CONFIRMATION OF CAA COPY FILED</b>			
<b>SIGNATURE OF PERSON FILING CAA COPY OF MOP</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>	