

DEPARTEMEN PEHUBUNGAN
DIREKTORAT JENDERAL PERHUBUNGAN UDARA

PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA
NOMOR :SKEP/134/VII/2008

TENTANG

PERUBAHAN 1
PETUNJUK PELAKSANAAN (STAFF INSTRUCTION) NOMOR 141-01 TENTANG
SERTIFIKASI DAN PERSYARATAN OPERASI UNTUK SEKOLAH PENERBANGAN

DIREKTUR JENDERAL PERHUBUNGAN UDARA,

- Menimbang :
- a. bahwa sesuai dengan Keputusan Menteri Perhubungan Nomor KM 44 Tahun 2001 telah diatur mengenai Persyaratan Sertifikasi dan Operasi untuk Sekolah Penerbang ;
 - b. bahwa untuk melaksanakan hal sebagaimana dimaksud pada huruf a, perlu dilakukan Perubahan 1 Petunjuk Pelaksana (Staff Instruction) Nomor 141 – 01 Tentang Sertifikasi dan Persyaratan Operasi untuk Sekolah Penerbnagan, dengan Peraturan Direktur Jenderal Perhubungan Udara;
- Mengingat :
1. Undang-Undang Nomor 15 Tahun 1992 tentang Penerbangan (Lembaran Negara Nomor Nomor 53 Tahun 1992, Tambahan Lembaran Negara Nomor 3481);
 2. Peraturan Pemerintah Nomor 3 Tahun 2001 tentang 2001 tentang Keamanan dan Keselamatan Penerbangan (Lembaran Negara Tahun 2001 nomor 9, Tambahan Lembaran Negara Nomor 4075);
 3. Peraturan Presiden Nomor 9 Tahun 2005 tentang Kedudukan, Tugas, Fungsi, Kewenangan, Susunan Organisasi dan Tata Kerja kementerian Negara Republik Indonesia sebagiaman telah diubah terakhir dengan Peraturan Presiden Nomor 94 Tahun 2006;
 4. Peraturan Presiden Nomor 10 Tahun 2005 tentang Unit Organisasi dan Tugas Eselon 1 Kementerian Negara Republik Indonesia sebagaimana telah diubah terakhir dengan Peraturan Presiden Nomor 17 Tahun 2007;

DEPARTEMEN PERHUBUNGAN
DIREKTORAT JENDERAL PERHUBUNGAN UDARA

PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA
NOMOR :SKEP/134/ VII2008

TENTANG

PERUBAHAN 1
PETUNJUK PELAKSANAAN (STAFF INSTRUCTION) NOMOR 141-01 TENTANG
SERTIFIKASI DAN PERSYARATAN OPERASI UNTUK SEKOLAH PENERBANGAN

DIREKTUR JENDERAL PERHUBUNGAN UDARA,

- Menimbang :
- a. bahwa sesuai dengan Keputusan Menteri Perhubungan Nomor KM 44 Tahun 2001 telah diatur mengenai Persyaratan Sertifikasi dan Operasi untuk Sekolah Penerbang ;
 - b. bahwa untuk melaksanakan hal sebagaimana dimaksud pada huruf a, perlu dilakukan Perubahan 1 Petunjuk Pelaksana (Staff Instruction) Nomor 141 – 01 Tentang Sertifikasi dan Persyaratan Operasi untuk Sekolah Penerbnagan, dengan Peraturan Direktur Jenderal Perhubungan Udara;
- Mengingat :
1. Undang-Undang Nomor 15 Tahun 1992 tentang Penerbangan (Lembaran Negara Nomor Nomor 53 Tahun 1992, Tambahan Lembaran Negara Nomor 3481);
 2. Peraturan Pemerintah Nomor 3 Tahun 2001 tentang 2001 tentang Keamanan dan Keselamatan Penerbangan (Lembaran Negara Tahun 2001 nomor 9, Tambahan Lembaran Negara Nomor 4075);
 3. Peraturan Presiden Nomor 9 Tahun 2005 tentang Kedudukan, Tugas, Fungsi, Kewenangan, Susunan Organisasi dan Tata Kerja kementerian Negara Republik Indonesia sebagaimana telah diubah terakhir dengan Peraturan Presiden Nomor 94 Tahun 2006;
 4. Peraturan Presiden Nomor 10 Tahun 2005 tentang Unit Organisasi dan Tugas Eselon 1 Kementerian Negara Republik Indonesia sebagaimana telah diubah terakhir dengan Peraturan Presiden Nomor 17 Tahun 2007;

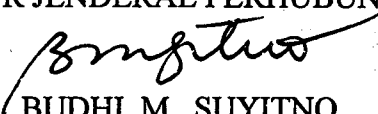
- 5 Keputusan Menteri Perhubungan Udara Nomor T.11/2/4-U tentang Peraturan-peraturan Keselamatan Penerbangan Sipil, sebagaimana telah diubah terakhir dengan Keputusan Menteri Perhubungan Nomor KM 13 Tahun 2008.
- 6 Peraturan Menteri Perhubungan Nomor KM 43 Tahun 2007 tentang Organisasi dan Tata Kerja Departemen Perhubungan, sebagaimana telah diubah terakhir dengan Peraturan Menteri Perhubungan Nomor KM 1 Tahun 2008;

MEMUTUSKAN

- Menetapkan : PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA MENGENAI STAFF INSTRUCTION PERUBAHAN 1 PETUNJUK PELAKSANA STAFF INSTRUCTION (SI) 141-1 TENTANG PERSYARATAN SERTIFIKASI DAN OPERASI UNTUK SEKOLAH PENERBANG.
- PERTAMA : Perubahan 1 Petunjuk Pelaksana Staff Instruction (SI) 141-1 tentang Persyaratan Sertifikasi dan Operasi untuk Sekolah Penerbang sebagaimana tercantum dalam Lampiran Peraturan ini.
- KEDUA : Direktur Sertifikasi Kelaikan Udara mengawasi pelaksanaan Peraturan ini.
- KETIGA : Peraturan ini mulai berlaku pada tanggal ditetapkan.

Ditetapkan di : Jakarta
Pada tanggal : 2 JULI 2008

DIREKTUR JENDERAL PERHUBUNGAN UDARA


BUDHI M. SUYITNO
PEMBINA UTAMA (IV/e)

SALINAN Keputusan ini disampaikan kepada:

1. Sekretaris Jenderal Departemen Perhubungan;
2. Sekretaris Direktorat Jenderal Perhubungan Udara;
3. Direktur Keselamatan Penerbangan..

- 5 Keputusan Menteri Perhubungan Udara Nomor T.11/2/4-U tentang Peraturan-peraturan Keselamatan Penerbangan Sipil, sebagaimana telah diubah terakhir dengan Keputusan Menteri Perhubungan Nomor KM 13 Tahun 2008.
- 6 Peraturan Menteri Perhubungan Nomor KM 43 Tahun 2007 tentang Organisasi dan Tata Kerja Departemen Perhubungan, sebagaimana telah diubah terakhir dengan Peraturan Menteri Perhubungan Nomor KM 1 Tahun 2008;

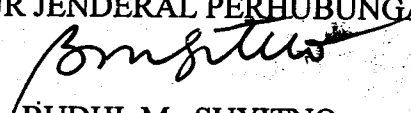
MEMUTUSKAN

- Menetapkan : PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA MENGENAI STAFF INSTRUCTION PERUBAHAN 1 PETUNJUK PELAKSANA STAFF INSTRUCTION (SI) 141-1 TENTANG PERSYARATAN SERTIFIKASI DAN OPERASI UNTUK SEKOLAH PENERBANG.
- PERTAMA : Perubahan 1 Petunjuk Pelaksana Staff Instruction (SI) 141-1 tentang Persyaratan Sertifikasi dan Operasi untuk Sekolah Penerbang sebagaimana tercantum dalam Lampiran Peraturan ini.
- KEDUA : Direktur Sertifikasi Kelaikan Udara mengawasi pelaksanaan Peraturan ini.
- KETIGA : Peraturan ini mulai berlaku pada tanggal ditetapkan.

Ditetapkan di : Jakarta
Pada tanggal : 2 JULI 2008

DIREKTUR JENDERAL PERHUBUNGAN UDARA

9


BUDHI M. SUYITNO
PEMBINA UTAMA (IV/e)

SALINAN Keputusan ini disampaikan kepada:

1. Sekretaris Jenderal Departemen Perhubungan;
2. Sekretaris Direktorat Jenderal Perhubungan Udara;
3. Direktur Keselamatan Penerbangan..

LAMPIRAN PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA
NOMOR : SKEP/134/VII/2008
TANGGAL : 2 JULI 2008

Staff Instruction

SI 141 – 01

**Certification, Operating Requirements and
Continuing Surveillance for Pilot Schools**

Revision : 1
Date : JUNE 2008

**REPUBLIC OF INDONESIA – MINISTRY OF TRANSPORTATION
DIRECTORATE GENERAL OF CIVIL AVIATION
JAKARTA – INDONESIA**

FOREWORD

1. **PURPOSE:** This Staff Instruction prescribes responsibilities, policies, and procedures to be used by the Directorate of Airworthiness Certification (DAC) for the certification, technical administration, and surveillance of Pilot Schools facilities, organizations and individuals in accordance with CASR part 141. This Staff Instruction may be made available to the public so that they may better understand the authority and responsibility of the DAC.
2. **REFERENCES:** This Staff Instruction should be used in accordance with the applicable regulations.
3. **REVISION:** Revision of this Staff Instruction will be approved by the Director General of Civil Aviation.

DIRECTOR GENERAL OF CIVIL AVIATION,



BUDHI M. SUYITNO

NIP. : 120088924

TABLE OF CONTENTS

FOREWORD	ii
RECORD OF REVISION.....	ii
TABLE OF CONTENTS.....	iv
CHAPTER 1. INTRODUCTION TO CASR PART 141 RELATED TASKS	1-1
SECTION 1. GENERAL	1-1
1. GENERAL.....	1-1
3. PILOT SCHOOL CONCEPT	1-1
5. REGULATORY REQUIREMENTS.....	1-2
9. QUALITY OF INSTRUCTION	1-2
11. SPECIAL EMPHASIS ITEMS.....	1-3
SECTION 2 PILOT SCHOOL INSPECTION RESULTS.....	1-4
1. GENERAL.....	1-4
5. INSPECTION PROCEDURES AND GUIDANCE.....	1-4
CHAPTER 2. CONDUCT INITIAL CERTIFICATION OR RENEWAL OF A CASR PART 141 PILOT SCHOOL.....	2-1
SECTION 1. BACKGROUND.....	2-1
1. OBJECTIVE	2-1
5. GENERAL.....	2-1
7. PREAPPLICATION PHASE	2-1
9. FORMAL APPLICATION PHASE	2-3
11. DOCUMENT COMPLIANCE PHASE.....	2-3
13. DEMONSTRATION AND INSPECTION PHASE	2-5
15. CERTIFICATION PHASE.....	2-12
17. SCHOOL ENROLLMENT AND GRADUATION	2-12
19. RENEWAL, AMENDMENT, CANCELLATION	2-15
SECTION 2. PROCEDURES	2-17
1. PREREQUISITES AND COORDINATION REQUIREMENTS	2-17
3. REFERENCES, FORMS, AND JOB AIDS.....	2-18
5. PREAPPLICATION PHASE PROCEDURES.....	2-18
7. FORMAL APPLICATION PHASE PROCEDURES	2-20
9. DOCUMENT COMPLIANCE PHASE PROCEDURES.....	2-21
11. DEMONSTRATION AND INSPECTION PROCEDURES	2-23
13. CERTIFICATION PHASE PROCEDURES	2-24
15. TASK OUTCOMES	2-25
17. FUTURE ACTIVITIES	2-25
CHAPTER 3. APPROVE TRAINING COURSE OUTLINES (TCOs) FOR A CASR PART 141 PILOT SCHOOL.....	3-1
SECTION 1. BACKGROUND.....	3-1
1. OBJECTIVE	3-1
5. GENERAL	3-1
7. EVALUATION OF TRAINING COURSE OUTLINES	3-1
9. SPECIAL CONSIDERATIONS.....	3-5
11. ASSESSMENT RESULTS	3-6

13.	APPENDIX D	3-6
SECTION 2.	PROCEDURES	3-7
1.	PREREQUISITES AND COORDINATION REQUIREMENTS	3-7
3.	REFERENCES, FORMS, AND JOB AIDS	3-7
5.	PROCEDURES	3-7
7.	TASK OUTCOMES	3-9
9.	FUTURE ACTIVITIES	3-9
CHAPTER 4.	CONDUCT A CHIEF/ASSISTANT CHIEF FLIGHT INSTRUCTOR PRACTICAL TEST FOR A CASR PART 141 PILOT SCHOOL	4-1
SECTION 1.	BACKGROUND	4-1
1.	OBJECTIVE	4-1
5.	GENERAL	4-1
7.	INITIATION	4-1
9.	EXAMINATION RESULTS	4-2
11.	CHIEF INSTRUCTOR RESPONSIBILITIES	4-3
13.	CHANGE OF CHIEF INSTRUCTOR	4-4
SECTION 2.	PROCEDURES	4-5
1.	PREREQUISITES AND COORDINATION REQUIREMENTS	4-5
3.	REFERENCES, FORMS, AND JOB AIDS	4-5
5.	PROCEDURES	4-5
7.	TASK OUTCOMES	4-8
9.	FUTURE ACTIVITIES	4-8
CHAPTER 5.	CONDUCT BASE INSPECTION OF A PILOT SCHOOL	5-9
SECTION 1.	BACKGROUND	5-9
1.	OBJECTIVE	5-9
5.	GENERAL	5-9
7.	GUIDELINES FOR CONDUCTING FACILITY INSPECTIONS	5-9
9.	INITIAL CERTIFICATION VS. LATER SURVEILLANCE	5-3
SECTION 2.	PROCEDURES	5-3
1.	PREREQUISITES AND COORDINATION REQUIREMENTS	5-3
3.	REFERENCES, FORMS, AND JOB AIDS	5-3
5.	PROCEDURES	5-3
7.	TASK OUTCOMES	5-5
9.	FUTURE ACTIVITIES	5-5
CHAPTER 6.	CONDUCT A STAGE TEST FOR A CASR PART 141 PILOT SCHOOL	6-1
SECTION 1.	BACKGROUND	6-1
1.	OBJECTIVE	6-1
5.	GENERAL	6-1
7.	STAGE TEST	6-1
SECTION 2.	PROCEDURES	6-2
1.	PREREQUISITES AND COORDINATION REQUIREMENTS	6-2
3.	REFERENCES, FORMS, AND JOB AIDS	6-2
5.	PROCEDURES	6-3
7.	TASK OUTCOMES	6-5
9.	FUTURE ACTIVITIES	6-5

CHAPTER 7. ISSUE EXAMINING AUTHORITY	7-1
SECTION 1. BACKGROUND.....	7-1
1. OBJECTIVE	7-1
5. GENERAL	7-1
7. ELIGIBILITY	7-1
9. INITIATION	7-2
11. INSPECTION	7-2
13. EFFECT OF EXAMINING AUTHORITY ON THE STUDENT	7-3
15. WRITTEN TEST EXAMINING AUTHORITY	7-4
SECTION 2. PROCEDURES	7-10
1. PREREQUISITES AND COORDINATION REQUIREMENTS	7-10
5. GENERAL PROCEDURES.....	7-10
7. WRITTEN TEST EXAMINING AUTHORITY PROCEDURES (ONLY).....	7-12
9. FLIGHT TEST EXAMINING AUTHORITY PROCEDURES (ONLY).....	7-14
11. ISSUING EXAMINING AUTHORITY.....	7-15
13. TASK OUTCOMES	7-15
15. FUTURE ACTIVITIES	7-16
CHAPTER 8. DESIGNATE AND/OR RENEW AN DESIGNATED PILOT EXAMINER REPRESENTATIVE (DPER) FOR CASR PART 141 SCHOOLS ONLY.....	8-1
SECTION 1. BACKGROUND.....	8-1
1. OBJECTIVE	8-1
5. GENERAL	8-1
7. DPER TASKS	8-1
9. INITIATION	8-1
11. DESIGNATION	8-2
13. DESIGNATION MANAGEMENT	8-2
SECTION 2. PROCEDURES	8-3
1. PREREQUISITES AND COORDINATION REQUIREMENTS	8-3
3. REFERENCES, FORMS, AND JOB AIDS	8-3
5. PROCEDURES.....	8-3
7. TASK OUTCOMES	8-6
9. FUTURE ACTIVITIES	8-6
CHAPTER 9. CONTINUING SURVEILLANCE	9-1
1. OBJECTIVE	9-1
2. PREPARE SURVEILLANCE PROGRAM	9-1
3. SURVEILLANCE AREA	9-1
APPENDIX A CHECKLIST AND FORM	A-1
APPENDIX B FIGURE SAMPLE LETTER	B-1

CHAPTER 1. INTRODUCTION TO CASR PART 141 RELATED TASKS

SECTION 1. GENERAL

1. General

A. Authority

CASR Part 141 prescribes rules governing the operation of pilot schools.

B. Definitions

- (1) **Certification Course.** A certification course in a CASR Part 141 school is a training course for a certificate or rating normally accomplished by a student from "zero time" to completion.
- (2) **Certificated Pilot School.** A certificated pilot school is a school that meets the pertinent requirements of CASR Part 141, subparts A through C.
- (3) **Curriculum.** A curriculum is a set of courses in an area of specialization offered by an educational institution. A curriculum for a pilot school might include courses for private pilot airplane and instrument ratings.
- (4) **Special Curriculum.** A special curriculum (course) of pilot training not listed in CASR Part 141. Under CASR 141.57, a pilot school may apply for approval to use a special curriculum provided that it contains features that can be expected to achieve a level of pilot competency equivalent to the level achieved by the curriculum prescribed in the appendices of CASR Part 141 or the requirements of CASR Part 61.
- (5) **Syllabus (Training).** A step-by-step, building block progression of learning with provisions for regular review and evaluations at prescribed stages of learning. The syllabus defines the unit of training, states by objective what the student is expected to accomplish during the unit of training, shows an organized plan for instruction, and dictates the evaluation process for either the unit or stages of learning.
- (6) **Test Course.** A course of training for students who have accomplished a significant portion of training requirements outside of a Pilot School Course.
- (7) **Training Course Outline (TCO).** Within a curriculum, a TCO describes the content of a particular course by statement of objectives, descriptions of teaching aids, definition of evaluating criteria, and indication of desired outcome.
- (8) **Examining Authority.** The authority granted a holder of a Pilot School Certificate of Approval to conduct written and/or practical tests of their own graduates for the issuance of pilot certificates and ratings without further testing by the DGCA.
- (9) **Satellite Base.** A location other than the main operations base where approved ground or flight training courses are conducted.

3. Pilot School Concept

CASR Part 61 introduced a total operational training concept: the acquisition of equivalent levels of aeronautical experience in less time (as required by CASR Part 61) under the auspices of a certificated pilot school. This concept was reflected in CASR Part 141, where full recognition is given to the ability of a certificated school to develop its own course of training. The privileges of schools

to recommend graduates of its own course of training for appropriate airman certificates, without being tested by DGCA inspectors or designated pilot examiners (DPE) (examining authority), was also broadened. This concept was implemented by making prescribed curricula for training more flexible and by adopting procedures to assure that a training course used by a school is adequate, appropriate, and administered by qualified persons.

5. Regulatory Requirements

CASR Part 141 permits trainees to meet the flight experience requirements of CASR Part 61 with less flight time. However, the students must meet all other certification requirements of CASR Part 61, including obtaining an instructor's recommendation and successfully completing written and flight tests. The reduced time, without a reduction in flight experience, is allowed under CASR Part 141 because the training is more controlled through supervision and is conducted by experienced instructors.

9. Quality Of Instruction

A. Without Examining Authority

Under the provisions of CASR 141.83, a pilot school must maintain a standard of training where at least eight out of the 10 students or graduates of that school, most recently tested by a DGCA inspector, a designated pilot examiner, or through the school's examining authority, must pass their practical tests on the first attempt.

B. With Examining Authority.

- (1) A pilot school with examining authority must have at least 10 students pass their practical tests for the particular course with examining authority.
- (2) At least nine of the 10 most recent graduates must have passed an interim or final test conducted by a DGCA inspector or a designated pilot examiner on the first attempt. However, students passing an interim or final test conducted under the school's examining authority enable the school to meet the requirements of CASR 141.63(b)(2).

C. Content of Tests to Meet Quality of Training Requirements

The tests may consist of any test for a pilot certificate or rating or for an operating privilege appropriate to the course from which the student graduates or a test given to a student to determine competence and knowledge of a completed stage of training.

D. Failure to Meet Quality of Training Requirements

- (1) When a school fails to maintain quality of instruction as required by the CASR, it is considered to be the basis for suspension or revocation of the certificate held by that school.
- (2) If a school fails to maintain quality of training, an inspector should conduct an investigation of the school's training activities in question to determine the probable cause of the deficiency and take corrective action, including enforcement action.

- (8) Airports. The inspection teams conduct visual inspections of all airports used in training to determine if these airports met the requirements of CASR 141.38.
- (9) Training aids, simulators, training devices. The inspection team members inspect all training aids and training devices.
- (10) Quality of instruction. During the course of these inspections, the inspection teams closely monitor all aspects of the CASR Part 141 training operations to ascertain the quality of instruction.
- (11) Advertising. The inspection teams review each school's use of advertising in brochures, catalogs, aviation publications and telephone directories to determine compliance with CASR 141.23.
- (12) CASR Part 61 activity. The inspection teams observe CASR Part 61 training, reviewed student records and discuss training activity with school officials to determine compliance with CASR Part 61.
- (13) Minimum Equipment List (MEL) procedures. The DGCA Inspection Program includes a description of how MELs are evaluated.

B. Airworthiness

- (1) Management. In addition to determining the training and experience levels of maintenance personnel, the inspection teams review each school's aircraft status boards for accuracy.
- (2) Ratings and authorizations. The inspection teams review maintenance personnel records for proper certification and interview maintenance personnel to evaluate their knowledge of the aircraft used by each school.
- (3) Personnel qualifications and supervision. The inspection teams interview maintenance personnel to determine their certification, experience, and knowledge of the aircraft used by the pilot schools.
- (4) Maintenance programs and inspection times. The inspection teams review aircraft records to determine if the 100-hour and annual inspections required by CASR 91.409 had been performed on time.
- (5) Facilities. The inspection teams inspect the school facilities for cleanliness and equipment adequacy. The teams also inspect the technical libraries for complete current maintenance manuals and technical data.
- (6) Records. The inspection teams reviewed the maintenance records of each school's aircraft for compliance with CASR 91.417.
- (7) Airworthiness Directives. The inspection teams review each school's airworthiness directive (AD) files for currency.
- (8) Fueling and servicing. The inspection teams check the condition of the fire extinguishers and the markings on the fuel tanks and trucks. The teams also interview fuel servicing personnel to ascertain their knowledge of refueling and safety procedures.
- (9) Aircraft manuals and pilot operating handbooks. Inspection teams inspect each school's aircraft for the presence of checklists, manuals, and pilot operating handbooks.
- (10) Inoperative equipment and deferred maintenance. The inspection teams review each school's aircraft discrepancy sheets for any corrective action taken and any approval to return equipment to service.

CHAPTER 2. CONDUCT INITIAL CERTIFICATION OR RENEWAL OF A CASR PART 141 PILOT SCHOOL

SECTION 1. BACKGROUND

1. Objective

The objective of this task is to determine that an applicant for a CASR Part 141 air agency certificate meets the rules concerning the operation of a pilot school. Successful completion of this task results in either the issuance, renewal, or denial of a pilot school certificate. These procedures are followed for the issuance of a pilot school certificate, for added ratings (amendments), and for certificate renewal.

5. General

Before beginning any certification process, inspectors should review the applicable CASRs. Definitions of the terms used in this Chapter are contained in Chapter 1 of this S.I.

7. Preapplication Phase

For an initial certification, the following items should be discussed with an applicant during initial inquiry about a CASR Part 141 certificate. These items may be reviewed during renewal or amendment, as necessary.

A. Pilot School Ratings

The ratings which follow can be issued with each pilot school certificate. The ratings specify the courses that a school is authorized to conduct. (CASR 141.11)

- (1) The certification courses consist of the following:
 - (a) Private Pilot, Commercial Pilot Ratings: The approval of one or more courses of training, other than a test course, that results in the original issuance of a private or commercial certificate, entitles the school to have a private pilot and/or commercial pilot rating, as appropriate, placed on its school certificate.
 - (b) The approval of one or all of the following certification courses entitles the school to a private pilot rating on the school certificate.
 - (i) Private pilot, airplane.
 - (ii) Private pilot, rotorcraft.
 - (iii) Private pilot, glider.
 - (iv) Private pilot, lighter-than-air free balloon.
- (2) The approval of one or more pilot test courses that result in the original issuance of a private and/or commercial pilot certificate entitles the school to have a private and/or commercial test course rating placed on the school certificate. Test courses are not authorized for courses resulting in other than the original issuance of pilot certificates. Some examples of test courses are:

- (a) Private Test Course, airplane - single engine land. (Appendix B of CASR Part 141)
 - (b) Private Test Course, rotorcraft helicopter.
 - (c) Commercial Test Course, glider.
- (3) The approval of one or more courses of training that results in the original issuance of an instrument rating entitles the school to have an instrument rating placed on the certificate. Courses of training are approved for the following original issuance of instrument ratings:
- (a) Instrument - airplane.
 - (b) Instrument - helicopter.
- (4) The approval of one or more courses of training designed to place an additional category, class, or type rating on an existing school certificate entitles the school to have an additional aircraft rating placed on its certificate. Some examples of additional aircraft ratings are as follows:
- (a) The addition of a rotorcraft category rating and a helicopter class rating to an existing airplane category pilot certificate.
 - (b) The addition of a class rating only to an existing pilot certificate (e.g., single engine sea to a single engine land).
 - (c) The addition of a type rating to a pilot certificate (e.g., Cessna Citation - CE-500).
- (5) The approval of one or more ground school courses under the provisions of CASR Part 141, Appendix L entitles the school to have a pilot ground school rating placed on its school certificate. Ground school courses other than those provided for under Appendix L may be approved under CASR 141.57, Special Curricula (e.g., an aerobatic course or an agricultural pilot course).
- (6) The approval of one or more courses of training that result in the original issuance of a flight instructor certificate entitles the school to have a flight instructor certification rating placed on its school certificate. Some examples of flight instructor certification courses are:
- (a) Flight Instructor, airplane - single engine (original issuance flight instructor certificate).
 - (b) Flight Instructor, rotorcraft - helicopter (original issuance flight instructor certificate).
 - (c) Flight Instructor, glider (original issuance flight instructor certificate).
- (7) The approval of one or more courses of training that result in the issuance of an additional category and/or class or instrument rating to an existing flight instructor certificate entitles the school to have an additional flight instructor rating placed on its school certificate. Some examples of additional flight instructor courses are:
- (a) Flight Instructor, airplane - multiengine (additional rating).
 - (b) Flight Instructor, airplane - single engine (additional rating).
 - (c) Flight Instructor, instrument - helicopter (additional rating).
- (8) The approval of one or more courses of training that results in the issuance of an additional instrument rating to a pilot certificate entitles a school to have an additional instrument rating placed on its pilot school certificate.

- (9) The approval of one or more courses of training that results in the issuance of an airline transport pilot certificate entitles the school to have an airline transport pilot rating placed on the pilot school certificate.
 - (10) The approval of one or more courses of training resulting in the upgrading of pilot standards entitles the school to a pilot refresher course rating. An example is an instrument rating refresher course.
 - (11) The approval of one or more courses of training in agricultural aircraft operations entitles the school to have an agricultural aircraft operations course rating on the school certificate.
 - (12) The approval of a course of training in rotorcraft external load operations entitles the school to have a rotorcraft external load operations course rating placed on the school certificate.
- B. Denied Ratings. An applicant may reapply at any time for a Pilot School Certificate of Approval or rating in the same manner as prescribed for initial application. At the inspector's discretion, re-inspection of previously approved areas may not be necessary. However, if more than 120 days have elapsed a complete inspection should be accomplished before issuance of the certificate.
- C. Certification Team Assignment. The DGCA assigns the applicant a certification team. The DGCA also designates one member of the team as the Certification Project Manager (CPM).

9. Formal Application Phase

A. The Formal Application Meeting

If the certification team has decided to have a formal application meeting, all members of the team should be present.

B. Meeting Topics

The meeting should include, but not be limited to, the following:

- (1) A review of the application.
- (2) A review of the schedule of events, if applicable.
- (3) A review of training course outlines (TCO) and curricula.
- (4) A review of personnel, aircraft, and facility requirements.

C. Application Denial. Denial of an application must be substantiated with documentation of the reasons for denial.

11. Document Compliance Phase

A. TCOs

TCOs must be submitted in duplicate. However, during initial approval of the TCO, the inspector may request only one copy for review. Once the TCO has met all the requirements, the applicant submits the required two copies.

B. Commercially Produced Syllabi

Commercially produced syllabi should be submitted a minimum of 30 days before expected training begins. See CASR 141.53 and 141.55.

C. Special Curricula

A pilot school may apply for approval to conduct a special course of pilot training for which a curriculum is not contained in the appendices of CASR Part 141. Such special curricula must contain features which can be expected to achieve a level of pilot competency equivalent in scope and depth to that achieved by the curricula prescribed in the Appendices of CASR Part 141.

- (1) An original and one copy of a proposed special curriculum must be submitted along with a cover letter requesting DGCA approval at least 60 days before the training is scheduled to begin. Approval or denial should be accomplished within 30 days to allow the school sufficient time to develop a TCO based on the special curriculum.
- (2) When a special curriculum is approved, each page of the original and office copies should be dated and signed by the principal operations inspector. The original copy of the special curriculum should be returned to the school.
- (3) When a special curriculum is disapproved, the original and copy submitted to the DGCA should be returned to the applicant along with a letter clearly explaining why the materials were disapproved (Appendix B-1). A copy of the letter is retained in the school's file at the DGCA. If major changes to a special curriculum or TCO are necessary, the letter to the school should clearly state that additional time will be needed for review when resubmitted.

D. Appendices of CASR Part 141

- (1) Appendix D of CASR Part 141 prescribes the requirements for a commercial pilot certification course leading to an airplane category rating. This commercial pilot certification course curriculum consists of ground training for a private pilot course, the ground training for an instrument rating, and the ground training prescribed for a commercial pilot course. In addition, Appendix D consists of flight instruction for a private pilot course, the flight instruction for an instrument rating course, as well as other flight instruction prescribed for obtaining a commercial pilot certificate. Upon successful completion of the commercial pilot certification course, the student is issued a graduation certificate which entitles the student to apply for a commercial pilot certificate under provisions of CASR 61.71(a). The graduation certificate issued the student is proof of this entitlement.
 - (a) Unless the student holds an instrument rating upon successful completion of the DGCA practical test, the student is issued a commercial pilot certificate with cross-country and night flight limitations prescribed in CASR 61.129. However, if the school elects to include all the training specified in the instrument rating course (Appendix C) in its commercial pilot certification course, and so states this in the TCO, the student may be issued a graduation certificate for the instrument rating course and may apply for an instrument rating after passing the flight test for the commercial certificate or meeting the experience requirements of CASR 61.65(e). The student may elect to take both commercial flight and instrument flight tests on the same day and may be issued a commercial pilot certificate with an instrument rating after successful completion of both tests. In any case, the airman may then have cross-country and

night flying limitations removed from the commercial pilot certificate after successful completion of the instrument rating flight test.

E. CASR Part 61 Amendments

If ground or flight time requirements are amended in CASR Part 61, at the time of renewal of the 141 certificate, affected TCOs or special curricula must be amended to meet these new time requirements.

13. Demonstration And Inspection Phase

A. Facilities and Training Aids

A pilot school is required to have certain facilities in order to obtain and maintain a pilot school certificate. Included in these facilities are the business office and main base of operations, pilot briefing areas, ground training facilities, use of airports, and satellite bases.

- (1) Continuous use of facilities may be shown by the applicant having ownership of the required facilities or by having a written agreement with the facility owners. A written agreement must state that the applicant has the required continuous use of the necessary facilities for at least six months from the date of initial certification or renewal of a school certificate.
- (2) Each pilot school is required to maintain a principal business office with a mailing address the same as that on the school certificate. The purpose of a principal business office is to provide a specific location for the required school files and records, and a location where the operation of school business is conducted. This requirement should not be construed to mean that all school functions, such as scheduling flights, training functions, etc., must be conducted at the principal business office.
 - (a) While CASR Part 141 does not require that a business office be a room with four walls and a door, the regulation does prohibit the sharing of a single business office by more than one pilot school. Therefore, the business office should be conspicuously isolated by walls or partitions to ensure separation from another pilot school's activity.
 - (b) The business office should be situated so that required school files and student training records are kept up-to-date and available to students and instructors alike. This serves the purpose of providing on-the-spot information regarding training progress and other business interests.
 - (c) If the pilot school should choose to change the location of its business office or base of operations, the school is required to notify the DGCA in writing of the planned move at least 30 days prior to the change. Such written notice should be accompanied by a new application, DAC Form 141-1, Application for Pilot School Certificate of Approval of Approval, showing the change of address or the change in the base of operations as appropriate. In any case, the notice of a change of operating base must be accompanied by necessary amendments to approved TCOs.
 - (d) Primary Category Aircraft (PCA) are eligible for use for flight instruction.

- (3) A school is required to have continuous use of a pilot briefing area at each airport where training flights originate. This does not include airports used as destinations for cross-country flight training. The briefing area must meet the requirements of CASR 141.43. Other pilots, not participating in the school's training programs, can use the briefing facilities provided that orderly school functions are maintained. However, no other pilot school may use the area during the period it is to be used by the applicant. Briefing areas are subject to DGCA approval under the provisions of CASR 141.45.
 - (a) To meet the requirements of CASR 141.43, the equipment should include a chalkboard and tables of adequate size to lay out aeronautical charts.
 - (b) If a school offers instrument or commercial pilot courses, it needs to have access to a flight service station (FSS). A telephone in the briefing room is acceptable.
 - (c) The area should be located near enough to the airport where training flights originate to preclude a disruption of schedules because of excessive travel time and a lack of communications between the flight line, business office, and briefing area.
- (4) The DGCA recognizes that pilot training methods differ from other kinds of training. Pilot schools enroll students with widely varying backgrounds, goals, and varying degrees of motivations and aviation experience. For this reason, it is understandable that it is not always possible to schedule large classes for ground training at one time. Individual instruction is often necessary for maximum benefit to a particular student. Therefore, it is anticipated that DGCA approved schools will use classrooms, small isolated rooms, training booths, or other areas with an instructor or a training aid, as appropriate. Each ground training area is required to be heated, lighted, and ventilated to meet the applicable building code requirements for the area concerned. All ground instructional facilities are subject to approval by the DGCA under CASR 141.45.
- (5) A certificate holder may use training aids to improve communication between instructors and students.
 - (a) Training aids are instructional aids defined by the National Education Association as "devices that assist an instructor in the teaching and learning processes by presenting, supporting, or supplementing material, usually intermittently. They are not self-supporting." The key factor is that such aids support, supplement, or reinforce.
 - (b) Identified in each course outline, training aids should be easily understood, readily visible, and compatible with the learning outcomes expected in the completion standards for the lesson. They must be accurate and appropriate to the course. The effectiveness of aids is judged by their organization, sequencing, pattern of logic, and their overall effectiveness when used in support of obtaining the objectives and standards prescribed by the training-syllabus.
 - (c) Recent years have seen an abundance of excellent new material and techniques in the field of training aids. The aids present many advantages for the school. Each school must keep in mind the teaching goals to be achieved, including the continuous monitoring of student progress necessary to develop effectively the knowledge of

each student according to the training syllabus. Aids do not replace the instructor. It is not expected that students be sent off alone to learn from the training aid.

- (d) Notwithstanding the complexity or design of a training aid, the chief instructor or an authorized, qualified representative must determine through personal review or testing that the standards for each lesson have been attained through use of the training aid. The purpose of this personal review or testing is to ensure that students meet the completion standards and understand missed questions, if a written test is given. Only through such evaluation can the instructor make a sound determination that the student should progress to the next lesson or that the student requires review of subjects or procedures previously covered. All this, of course, helps in determining the effectiveness of the training aid.
- (6) An applicant for a Pilot School Certificate of Approval must show that it has the continuous use of each airport where training flights originate (airports where flights are dispatched or initiated). Airports used by the applicant must meet the requirements of CASR 141.38. These requirements include:
- (a) Each airport must have a wind indicator that is visible from the ends of each runway at ground level. However, a current policy interpretation states that if an airport's wind indicator cannot be seen from each runway end at ground level but the aircraft has a radio, the airport has a UNICOM, an operating control tower, an FSS, or other air traffic facility that can provide wind information of an advisory nature, the airport is acceptable for use by an approved pilot school.
 - (b) Landing area outline lights, water area boundary lights, or temporary lighting such as flare pots or deployed portable electric runway lighting systems do not meet the requirements of CASR 141.38(e).
 - (c) A wind "T," tetrahedron, or similar device, is a "landing direction indicator" that is manually set and not a "wind direction indicator" which moves with the wind (CASR 141.38(c)).
 - (d) When required, the traffic direction indicator (refer to CASR 141.38(d)) must show the direction of traffic patterns for all runways regardless of landing or takeoff direction.

NOTE: When referring to pilot schools approved for lighter-than-air free balloon, the term "airport" should be taken to mean launch site. An important training element in free balloon training is proper site selection. Prior to the launch of a free balloon, the site must be approved by an instructor authorized by the school. The specific equipment requirements of CASR 141.38, i.e., runway lights, traffic direction indicators, and wind direction indicators are inappropriate for lighter-than-air, free balloon operations. Wind direction may be determined by means of a pilot balloon "PI ball." The area downwind from the launch site should be free of obstructions for 100 feet for each knot of wind; e.g., 4 knots of wind requires a 400-foot area free of obstruction downwind. Landing site selection will be determined by the PIC.

B. Satellite Bases

A school may conduct ground or flight training in an approved course of training at one or more satellite bases. An Assistant Chief Flight Instructor must be designated for each satellite base, and the airport, facilities, and

personnel used at the satellite base must meet the requirements of CASR Part 141, including approval of the satellite base and its facilities in the approved training course outlines for courses given at those bases.

- (1) If a valid reason exists, training may be conducted for periods up to seven days at a satellite base without approval of the DGCA. For example, runways may be closed at the main operations base for maintenance, or other activities may be underway on the airport. The DGCA must be notified in writing if training is conducted at a satellite base for more than seven consecutive days.
- (2) When the DGCA is notified that a school will conduct training at an unapproved satellite base for more than seven consecutive days, an operations inspector should determine if the operations are of a temporary nature or if they will involve extended use of the unapproved base. If, in the opinion of the operations inspector, temporary use of the unapproved base will not derogate safety or the quality of training, temporary operations at that base may be authorized for a period of time not to exceed 30 days.
- (3) If operations at the unapproved satellite base will exceed a period of 30 days, the school should apply to the DGCA for the approval of a satellite base on DAC Form 141-1. Along with the application, two copies of the appropriate amendments for each approved course of training to be given at the satellite base must be submitted.
- (4) Each satellite base for which approval is requested is inspected to ensure that each meets the requirements of CASR Part 141 and that training as described in each approved course of training can be effectively accomplished. See Chapter 5 of this Staff Instruction.
- (5) If the applicant intends to conduct training at a satellite base located in another DGCA area, the DGCA where the applicant's principal business office and main operating base is located is responsible for inspection and approval of the satellite base.
 - (a) The DGCA should request assistance through the main DGCA to make arrangements through the region where the satellite base will be located in certifying and providing surveillance of operations at the satellite base.
 - (b) Coordination between all DGCAs where the school maintains a satellite base shall be accomplished before issuance of the pilot school certificate.
- (6) Approval of the satellite base is accomplished by the inspector completing DAC Form 141-1 as shown in Appendix A-1. One copy of the form may be returned to the applicant, and one copy is placed in the school files at the DGCA. Amendments to each course of training to be given at the satellite base will be approved individually as appropriate.
- (7) When an application is disapproved, the applicant should be notified in writing (Appendix B). Such notification should include all reasons why the application was disapproved.

C. Aircraft and Ground Trainers

As specified in CASR 141.39, each aircraft used by a school for pilot training is required to be a civil aircraft of Indonesian registry. Training aircraft must be certificated in the standard airworthiness category except that aircraft used for a course of training in agricultural aircraft operations, external load

operations, and similar aerial work operations such as banner towing, sky writing, etc., may be certificated in the restricted category. When a ground trainer is used in an approved training course, the full extent of that use should be clearly stated in the training syllabus and the learning outcomes should be well defined. This is necessary to provide the instructor with proper guidance, and give the DGCA a baseline from which to judge the adequacy of the trainer to be used. No other special airworthiness certificate is acceptable.

- (1) Each aircraft used by a school for flight training must be inspected and maintained in accordance with CASR 91.409(b) (which applies to aircraft used to give flight instruction for hire), 91.409(c)(2), or 91.409(d) or (e).
 - (a) This requires aircraft used in an approved course of training to have 100-hour and annual inspections or be maintained under a procedure prescribed under CASR 91.409(c)(2).
 - (b) It should be clearly understood that these inspection requirements include aircraft used for dual instruction, solo, and pilot in command flights.
 - (c) Aircraft to be used by pilot schools will be inspected by an airworthiness inspector.
- (2) When a student enrolled in an approved school, provides an aircraft for personal use in an approved course, that aircraft must meet the requirements of the training aircraft described in the appropriate training course outline. In addition, that aircraft must meet the same inspection requirements as aircraft operated by the approved school.
- (3) Aircraft used for instrument training should be equipped as follows to meet the requirements of CASR Part 141:
 - (a) If the approved training syllabus requires flights under Instrument Flight Rules (IFR), the aircraft used must be one in which instrument flight is authorized by its operating limitations and by its equipment.
 - (b) If the approved training syllabus requires only simulated IFR operations, the aircraft must be equipped and maintained for IFR operations. However, IFR operations need not be authorized by its operating limitations.
 - (c) An aircraft not completely equipped for IFR operations may be used for instruction in the control and precise maneuvering of an aircraft by reference to instruments if it is approved in the training course outline. For example, an airplane need only be equipped with appropriate flight instruments needed for the basic instrument portion of a course.
- (4) The commercial pilot certification course (airplanes) and the commercial pilot test course (airplanes), set forth in Appendices D and E, require flight instruction in an airplane with retractable gear, flaps, a controllable propeller, and powered by at least a 180 horsepower engine.
 - (a) Single or multiengine airplanes may be used to fulfill this requirement. Use of an appropriately equipped multiengine airplane to meet the complex airplane requirements for a commercial single engine airplane certificate does not necessarily result in the issuance of a multiengine rating.
 - (b) If a school applies for a commercial pilot certification or test course (airplanes) with a seaplane class rating (using seaplanes for the

entire course), a special curriculum should be submitted under CASR 141.57 which includes the general requirements of Appendix D, Commercial Pilot Certification Course. The complex airplane used in such a course must have flaps, a controllable propeller, and floats. The use of an amphibian airplane in a commercial pilot certification or test course could qualify a student for both a land and sea class rating, provided the training course outline was so approved.

- (5) A variety of airplanes are used in pilot training. Some are uncomplicated while others are more complex, and their checklists vary accordingly. The requirements for a checklist defined in the terms of "pre-takeoff" and "pre-landing" in CASR 141.75(a) are broad and allow less complicated aircraft to be equipped with relatively simple checklists. However, as explained in CASR Part 141, it is expected (because of good operating practices) that schools shall expand checklists for aircraft that are more complex.
- (6) Under CASR 141.75, when a pilot's operating handbook or aircraft flight manual is provided by the manufacturer, it must be carried aboard the aircraft. (A school may elect to issue copies of aircraft checklists and handbooks to students.) The primary purpose of carrying the handbook aboard the aircraft is to provide the pilot with performance data, servicing instructions, weight and balance information, etc. Some handbooks contain checklists which may be useful in developing a standard checklist. They should be available to the pilot during emergency procedures training or an actual emergency, particularly when there is only one pilot aboard the aircraft.
- (7) The full extent to which a ground trainer is to be used in an approved training course should be clearly stated in the training syllabus and the objectives to be achieved in using it well defined.
 - (a) CASR 141.41(a) prescribes the requirements for ground trainers that may be used to obtain the maximum flight training credit allowed for ground trainers in an approved pilot training course.
 - (b) CASR 141.41(b) provides for the use of training aids that do not meet the more complex requirements of CASR 141.41(a). A large number of training aids currently being used by pilot schools do not meet all of the requirements proposed in CASR 141.41(a). In recognition of the fact that these trainers can be used to provide effective instruction in certain operations, provisions for their use have been made. Once again, however, it is imperative that the training syllabus clearly defines their use.
 - (c) Because of limitations, full credit against flight time is not allowed for instruction in ground trainers not meeting all of the requirements proposed in CASR 141.41(a). The provisions in Appendixes A, C, D, E, and F of CASR Part 141 allow credit for instruction in ground trainers for not more than 50 percent of the credit against the time allowed in a ground trainer meeting all the requirements of CASR 141.41 (a).
 - (d) Discretion must be used when approving a training syllabus that substitutes ground trainer instruction for the flight time required in a complex airplane. Any use of a ground trainer in lieu of flight time in a complex airplane must be justified with clearly stated objectives in the training syllabus applicable to the skills expected to be learned in

a complex airplane. Approval of the TCO must be based on the ability of the ground trainer to provide effective training for a complex airplane.

D. Flight Instructor Responsibilities

CASR Part 141 requires that all flight instructors employed by a school be qualified to teach each course of training to which they are assigned. Certain knowledge and proficiency tests, to be accomplished before being assigned to an approved course of training are also prescribed.

- (1) The instructor must satisfactorily accomplish a flight check for each course of training taught.
 - (a) This flight check is given to the instructor by the chief flight instructor or assistant chief flight instructor.
 - (b) The instructor must accomplish such a flight check for each course of training in which the instructor participates every 12 months thereafter.
 - (c) A record of this must be maintained by the pilot school in order to show compliance with CASR 141.79(d).
- (2) The instructor must satisfactorily accomplish a one-time practical test in each type of aircraft (e.g., Cessna 150, Cessna 172) before giving any flight instruction in the particular aircraft.
- (3) The chief instructor of a course or the assistant instructor must brief all instructors teaching that course on the objectives and standards of the course.
 - (a) A record verifying this briefing must be maintained by the pilot school in order to show compliance with CASR 141.81(c).
 - (b) At any time, an instructor may be asked by an inspector to explain the objectives and standards of an approved course.
- (4) The instructor must maintain records of instructor briefings and instructor practical tests in a logbook or in the permanent school records at the home base of operations.
- (5) An additional responsibility placed upon flight instructors and students alike is the requirement that no student pilot may be authorized to start a solo practice flight from an airport until the flight has been approved by an authorized flight instructor who is present at the airport. Solo cross-country flights, when properly dispatched from the originating airport, are considered to have approval for the entire flight. (CASR 141.79(b))
 - (a) If the student should be delayed en-route because of unexpected weather or mechanical problems or because the student intended to remain overnight, the school should arrange for another instructor based at the point of delay to re-dispatch the flight or have a school instructor dispatch the flight by telephone.
 - (b) Cross-country flights should be made to specific airports that the school has determined are suitable. The operator may wish to provide students a list of these suitable airports or include the list in the appropriate training course outline.

E. Other School Personnel

CASR 141.33 states that an applicant for a pilot school or provisional Pilot School Certificate of Approval must show that it has adequate personnel and authorized instructors, including a chief instructor, for each course of training. All instructors (flight or ground) must be qualified and competent to perform the duties to which they have been assigned.

- (1) In addition, each dispatcher, aircraft handler, line crewman, and serviceman to be used must have been instructed in the procedures and responsibilities of employment. The inspector should recommend that the pilot school keep a record of this instruction in the employee's personnel file.
- (2) A pilot school may elect to use verbal instructions, manuals, or any other means to ensure that dispatchers, aircraft handlers, line crewmen, and servicemen are knowledgeable and capable of performing their assigned duties. It should be remembered that a school need only provide such employees if they are necessary to conduct a course of training adequately.

15. Certification Phase

A. Ratings

The Pilot School Certificate, DAC Form 141-2, must list the various ratings that a school qualifies for under CASR 141.11. These ratings do not specifically address each approved course of training that a school may be authorized to give. Under the broad listing of ratings in CASR 141.11, a school could be authorized to conduct nearly a hundred different courses.

B. Approved Courses

The certification team issues a Scope of Approval of training, identifying each authorized course by its title, with the pilot school certificate.

- (1) The list is typed on a format similar to that shown in Appendix A-2, and signed by the DGCA. The original is given to the school and a copy placed in the DGCA file.
- (2) If a Scope of Approval is amended, the original is returned to the DGCA. The list remains in effect until it is amended or the school certificate is expired, surrendered, suspended, or revoked.

17. School Enrollment And Graduation

A. Enrollment

When a certificate holder enrolls or re-enrolls a student in an approved course of training, CASR 141.93 requires the student be furnished the following information and materials:

- (1) A certificate of enrollment containing the name of the course in which the student is enrolled and date of enrollment.
- (2) A copy of the training syllabus required under CASR 141.55(b).
- (3) A copy of the safety procedures and practices developed by the school such as procedures for the use of training aids, off limit areas, handling of aircraft, parking instructions, and other safety instructions deemed

necessary by the school. These safety procedures must include the following:

- (a) The weather minimums required for dispatching dual and solo flights. For example, minimum ceiling visibility and wind velocities for local flights and specific weather minimums for cross-country flights.
 - (b) The procedures for starting and taxiing aircraft on the ramp.
 - (c) Precautions and procedures for aircraft fire.
 - (d) The re-dispatch procedures after unplanned landings on and off airports. This should include emergency security of the aircraft and a list of telephone numbers of persons to contact.
 - (e) The procedures for listing aircraft discrepancies and how corrective action is taken, including the importance of not using an aircraft with a listed discrepancy until a properly qualified person determines its airworthiness.
 - (f) The securing of aircraft when not in use.
 - (g) The fuel reserves necessary for local and cross-country flights.
 - (h) The avoidance of other aircraft in flight and on the ground.
 - (i) The minimum altitude limitations. Certain minimum altitudes may be specified for teaching and practicing stalls or other maneuvers.
 - (j) The instructions concerning simulated forced landings. Instructions should be clear on simulated emergency landings with respect to engine cooling down during prolonged glides, engine response with rapid throttle application, and a specific minimum altitude for terminating simulated emergency landings and other instructions deemed necessary by the school.
 - (k) The assigned practice areas, including descriptions and diagrams of the areas and special instructions with respect to how to operate in them, how to get to them, and minimum altitudes en-route.
 - (l) Any instructions or guidance that the school believes necessary to provide the highest standards of safety and operational control expected of an DGCA approved school.
- (4) The school is required by CASR Part 141 to forward a copy of each enrollment certificate to the DGCA within five days. These enrollment certificates must be mailed promptly since some approved training courses are of a very short duration and provide a minimum amount of time to conduct surveillance of the training.

B. Credit for Previous Training

As specified in CASR 141.77(b), when a student transfers from one DGCA approved school to another approved school, course credits obtained in the previous course of training may be credited in all or part by the receiving school. However, the receiving school may determine the amount of credits to be allowed by flight check or written test or both. Credit for ground school only instruction could be determined by an oral examination.

- (1) A student may not be credited with more training by the receiving school than was credited at the school the student transferred from.
- (2) The amount of credit for previous training allowed, whether received from an DGCA approved school or other source, must be placed in the student's enrollment record at the time of enrollment.
- (3) Transferred documentation must be made a part of the receiving school's permanent record.

- (4) When a student transfers from one DGCA approved school to another or terminates training for any reason, the student must be given, upon request, a transcript of the results of the student's participation in that course of training. This transcript should be signed by the chief instructor of the course and should consist of at least the following:
 - (a) The name of the school that gave the training, including the school's certificate number, if applicable.
 - (b) The kind of training given (dual, solo, ground school, ground trainer, time, etc.).
 - (c) The course or courses taken.
 - (d) The result of each stage and final test given.
 - (e) A statement that the student was enrolled in that school's approved course of training before receiving the instruction and training that is certified.

C. Graduation Certificate - Cross-Country Statement

Appendix B, paragraph 4 of CASR 141, requires a student to meet certain cross-country experience requirements with specific minimum distances prescribed for certain flights. In consideration of schools located on islands where the required cross-country flights cannot be made safely, paragraph 4 exempts these schools consistent with the provisions of CASR 61.111.

- (1) This section contains certain provisions for limited certification of airmen trained in schools located on islands where cross-country flights cannot be accomplished without flying over water more than 10 nautical miles from the nearest shoreline. However, if other airports are available that permit civil operations, and to which flights may be made without flying over water for more than 10 nautical miles, the school must show that its students have completed two round trip solo flights between the airports that are farthest apart. Since any limitation on cross-country training received by a graduate of a private pilot certification course is important for the purpose of certification under CASR 61.111, it is necessary that the school indicate whether the graduating student meets the full cross-country requirements or those applicable to pilot schools on small islands.
- (2) For the purpose of meeting this requirement, a graduation certificate should bear a statement that the student has met the cross-country requirements of CASR Part 141. A pilot certificate issued to graduates of a pilot school must contain the limitations prescribed under CASR 61.111.

D. Training Records

Each pilot school must keep accurate and current records of each student's participation and accomplishments in an approved course.

- (1) A student's personal logbook is not considered an acceptable record under CASR 141.101.
- (2) For each student the training record shall include:
 - (a) The date of the student's enrollment.
 - (b) A chronology of the student's attendance, subjects, and flights.
 - (c) The names and grades of any tests taken.
 - (d) The date of graduation, termination of training, or transfer.

- (3) The record should also show the credit allowed for a student transferring from another school, if applicable.
- (4) Whenever a student graduates, terminates training, or transfers, the record must be certified by the chief instructor.
- (5) Pilot schools must retain each student's record for at least one year from the date the student graduates, terminates the course, or transfers to another school.
- (6) On a student's request, a pilot school must make a copy of a student's record available to the student. The pilot school must also permit the DGCA to view any or all student records upon request.

19. Renewal, Amendment, Cancellation

A. Renewal

A pilot school certificate, and any associated ratings or examining authority on that certificate, expires at the end of the twelfth month after the month in which it was issued.

- (1) Application for renewal of a Pilot School Certificate of Approval must be made at least 30 days before the certificate expires.
 - (a) Application is made by submitting two copies of DAC Form 141-1, Application for Pilot School Certificate, completed as shown in Appendix A-1.
 - (b) A school may apply for the renewal of any or all ratings it holds, or it may also apply for the addition of a new rating.
 - (c) Examining authority should be renewed at the same time the school certificate is renewed.
- (2) A school must meet the same requirements for renewal as for original certification. Therefore, upon the receipt of an application for the renewal of a school certificate, the DGCA should conduct the same evaluation of qualifications and inspection of facilities as required for original certification. However, if the DGCA is very familiar with the school's operation or has recently inspected it, there may be no need for an extensive re-inspection nor for re-examination of instructors. The DGCA always has the option of a full inspection.
- (3) When all requirements are met, a new Pilot School Certificate, DAC Form 141-2, is issued and is valid for an additional 12 calendar months. The original certificate number is reissued.
 - (a) If after another renewal period (12 calendar months), the school still does not meet the requirements of CASR 141.5(b), the school must wait a period of six months before reapplying for certification. All training conducted during that six months must meet the requirements of CASR Part 61, including passing written and practical tests for certificates or ratings.
- (4) In the event any requirement for a specific rating or approved course of training is not met, the ratings for which all requirements are met may be renewed and a new certificate issued bearing only these ratings.
 - (a) If renewal of a rating is denied or a course of training does not meet the appropriate requirements, the applicant shall be notified, in writing, the reasons for the denial of the rating.

- (b) In addition, the school must be advised, in writing, to discontinue training under any course of training in question until appropriate changes have been made and the courses again meet the requirements of CASR Part 141.
- (5) If there are no changes to the Scope of Approval courses at the time of renewal, there is no need to reissue the list. However, if courses are added or deleted at the time of renewal, a new scope of approval courses must be issued.

B. Amendment

Application for amendment of a Pilot School Certificate of Approval is made to the DGCA.

- (1) Application for the approval of a course of training that results in the addition of a rating to a Pilot School Certificate of Approval is made by submitting two copies of DAC Form 141-1 with "amendment" checked as shown in Appendix A, along with two copies of the course of training and a cover letter requesting approval of the course.
- (a) After review of the course, an inspection of the school's facilities and personnel should be made, as necessary, to ensure that training can be conducted in accordance with the proposed course, before it is approved.
 - (b) If the school inspection is satisfactory, a new Pilot School Certificate of Approval bearing the new ratings will be issued, along with an amended Scope of Approval. The amended certificate should bear the original number, the original expiration date, and the reissue date.
- (2) An application for the deletion of a rating from a Pilot School Certificate of Approval may be accepted in the form of a letter from the certificate holder.
- (a) Such a letter must be signed by a person authorized to sign for the school, i.e., the person who signed the original application or a person in a similar position in the school.
 - (b) No inspection is required for deletion of a rating.
 - (c) The DGCA issues a new certificate bearing the original number, the original expiration date, and a reissue date. The deleted rating is omitted from the certificate. The old certificate should be retained in the DGCA school file for two years.
- (3) A change in the ownership of a pilot school does not terminate that certificate if the new owner applies for an appropriate amendment to the certificate by submitting two copies of DAC Form 141-1 within 30 days after the date the change in ownership occurs. The new ownership may not involve a change in the facilities, instructor personnel, or training course.
- (4) A change of ownership involving a change in the school facilities, instructor personnel, or training courses terminates the school certificate. The school may be issued another certificate when it demonstrates that it meets all the requirements for original certification.
- (5) When a certificated school changes its name only, and the name change involves no change in ownership, facilities, instructor personnel, or

training courses, a new certificate should be issued in the new name, bearing the same certificate number, ratings, and original expiration date. An inspection is not required under such circumstances.

- (6) An application for an amendment to a previously approved special curriculum or TCO is made by submitting two copies of the curriculum or outline pages to be amended to the DGCA.
 - (a) Each proposed amendment should be accompanied by a cover letter explaining the basic changes, the intent, and requesting DGCA approval.
 - (b) Approval or disapproval should be accomplished in the same manner as the original approval or disapproval.
 - (c) If a certificate amendment requires an inspection of the aircraft to be used, all specialties should sign DAC Form 141- under "recommendations of inspectors."

C. Cancellation

A Pilot School Certificate of Approval can be canceled by the school or by the DGCA.

- (1) The certificate may be suspended or revoked by the DGCA on any grounds that would be a cause for denying an application for the original certificate. In such a case the certificate must be surrendered to the DGCA in a manner prescribed by the DGCA.
- (2) The holder of a Pilot School Certificate of Approval may request cancellation of the certificate or any rating at any time. The request should be submitted in writing to the DGCA, accompanied by the Pilot School Certificate of Approval to be canceled. The request must be signed by the person or persons authorized to sign for the certificate holder.
 - (a) If there is no violation action pending or contemplated against the school, the DGCA may accept the certificate for cancellation.
 - (b) If enforcement action is pending or contemplated, the applicant should be advised that acceptance for cancellation must await the decision of the DGCA and that the school will be notified of the action taken. The school's request should then be forwarded to the DGCA with a summary of the circumstances under which it was submitted. Cancellation should be effective only after clearance is received from that office.
- (3) In the event a request for the surrender of a rating or ratings on a Pilot School Certificate of Approval is accepted, a new certificate should be issued bearing the ratings which remain valid and the original expiration date.

SECTION 2. PROCEDURES

1. Prerequisites And Coordination Requirements

A. Prerequisites

This task requires knowledge of the regulatory requirements of CASR Part 141, DGCA policies, and qualification as a DGCA Inspector (Operations).

B. Coordination

This task may require coordination with the airworthiness functions.

3. References, Forms, And Job Aids**A. References.**

- CASR Parts 1, 61, 91, and 141.
- Advisory Circular 120-40, Airplane Simulator and Visual System Evaluation
- Advisory Circular 141-1, Certification of Pilot Schools
- Advisory Circular 141-2, Written Tests Prepared By Pilot Schools with Examining Authority

B. Forms.

- DAC Form 141-1, Application for Pilot School Certificate of Approval.
- DAC Form 141-2, Pilot School Certificate of Approval.

C. Job Aids.

- Sample letters and figures
- CASR Part 141 Certification Job Aid, (DAC Form 141-5)
- CASR Part 141 Schedule of Events (DAC Form 141-6)
- CASR Part 141 Certification Process Flow Chart (Figure 2-1)

5. Preapplication Phase Procedures**A. Initial Inquiry**

Upon initial inquiry from an applicant, determine the following:

- (1) Identity of applicant and address of the principal base of operations
- (2) Any intended satellite base
- (3) Type of ownership (e.g., private, corporate, etc.)
- (4) Proposed curricula
- (5) Types of aircraft
- (6) Intended Chief Flight Instructor and that instructor's experience level
- (7) Possible use of ground training devices
- (8) Possible use of commercially produced syllabi
- (9) For renewal or amendment only, any intention of requesting examining authority
- (10) If the operator intends to use contract training

B. Applicant Resources

Ensure the applicant has current copies of CASR Parts 61, 91, and 141 and ACs 141-1 and 141-2. If there is any question, explain:

- (1) General applicability and definition of terms
- (2) Certification requirements
- (3) Operating rules of CASR Part 141
- (4) Required records and reports

C. Open file**D. Letter of Intent**

D. Letter of Intent

Request a letter of intent from the applicant. (See paragraph E following for content of letter of intent and Figure 2-8 for a sample.)

E. DGCA Review of Letter of Intent

Within 30 working days of the DGCA's receipt of a letter of intent, review it to determine that it provides sufficient information for the certification process to continue. The Letter of Intent should contain the following:

- (1) A statement of intent to become an approved pilot school under CASR Part 141.
- (2) Company legal name and any DBAs, principal operations base address, primary airport address, mailing address (if applicable), and telephone numbers.
- (3) Makes and models of aircraft, how many of each, and PK-numbers.
- (4) Estimated date when operations will begin.
- (5) Training courses to be offered.
- (6) Name and qualifications of proposed Chief Flight Instructor and any Assistant Chief Flight Instructors.
- (7) Intent to use simulators/training devices.
- (8) Intent to use personal computers for written testing (for examining authority only)

F. Application

Based on the review of the letter of intent, if the applicant appears to meet the basic eligibility requirements, give the applicant at least three copies of DAC Form 141-2.

- (1) Discuss how to complete these forms. Advise the applicant to review AC 141-1 and the CASR before completing and returning the application to the DGCA.
- (2) Advise applicant to submit the original and copies with original signatures.
- (3) Explain the certification process to the applicant, including the requirements for:
 - (a) The Pre-application Phase
 - (b) The Formal Application Phase
 - (c) The Document Compliance Phase
 - (d) The Demonstration and Inspection Phase
 - (e) The Certification Phase

G. Pre-application Meeting

- (1) Determine if a pre-application meeting is necessary based on the following considerations about the applicant:
 - (a) any previous CASR Part 141 operating experience.
 - (b) the size and scope of operation
 - (c) the area of operation
 - (d) the applicant's apparent ability to comply with requirements
- (2) If a pre-application meeting is not necessary, schedule a date and time for a formal application meeting.

- (3) If a pre-application meeting is necessary, schedule a date and time. At the meeting discuss:
- (a) the area of operation (primary airport and any satellite bases).
 - (b) the operation as an individual, corporation, or partnership.
 - (c) any previous experience with CASR Part 141 operations.
 - (d) the categories and classes of aircraft to be used in training courses.
 - (e) the number and types of training courses to be offered.
 - (f) the possible need for any waivers or exemptions.
 - (g) the qualifications and experience of instructors.
 - (h) the applicability of CASR Parts 61, 91, and 141.
 - (i) Advisory Circular 141-1 and if appropriate AC 141-2.
 - (j) any previous or pending enforcement actions against the applicant or proposed personnel.

H. Establish a DGCA Working File

This file will form the basis for the eventual operator file if certification is successful. Place any correspondence, documents, etc., in this file.

I. Other DGCA Actions

Determine the applicant's enforcement and accident history as well as that of the proposed chief flight instructors and any other proposed management personnel.

- (1) If a certificate suspension or revocation is in effect, inform the applicant in writing (Appendix B) that until the enforcement action is fulfilled, the applicant is ineligible for certification.
- (2) Place the enforcement and accident history in the file.

J. Terminating the Pre-application Phase

This ends the pre-application phase. The formal application phase begins with the receipt of the completed application form.

7. Formal Application Phase Procedures

Within 30 working days of receiving an application, the certification team should review it and determine whether it is of sufficient quality to proceed with certification.

A. Application Review

Review the application only to determine if it is of sufficient quality to continue with certification (i.e., the applicant supplied enough information on the application and/or letter of intent). Review it in depth in the document compliance phase. An example of a properly completed application for an initial certification is shown in DAC Form 141-1.

B. Application Not Complete or Not Accurate

If the application is not complete or not accurate, notify the applicant in writing (Appendix B-6) of changes needed before certification can continue. Return the application for any necessary corrections.

C. Need for Formal Application Meeting

Determine if the optional formal application meeting is necessary.

- (1) If a formal application meeting is not necessary, schedule the certification inspections. Review the procedures required during the demonstration and inspection phase with the applicant.
- (2) If a formal application meeting is necessary, schedule a date and time.

D. Formal Application Meeting

- (1) Discuss the items which would have been covered in a pre-application meeting, if none was conducted.
 - (a) The application
 - (b) The schedule of events, if applicable
 - (c) Training course outlines and syllabi
 - (d) Personnel, aircraft, and facility requirements
 - (e) Simulator/training device approval requirements
 - (f) An inspection of facilities related to any contractual training agreements;
 - (g) Discuss CASR 141.23, Advertising Limitations.
- (2) Discuss any discrepancies in the application and their corrective actions.
- (3) Discuss the requirements that must be met during the demonstration and inspection phase.

E. Terminating the Formal Application Phase

This completes the formal application phase. The next phase is the document compliance phase.

9. Document Compliance Phase Procedures

After accepting the application, the team assures each document is complete and correct through an in-depth review.

A. Document Review

The certification team evaluates the following:

- (1) The application (Note that the blocks on the application are not numbered): Check that the application contains the following information (beginning with upper left corner):
 - (a) Legal name and any appropriate doing business as (approval must be obtained from Department of Justice and Human Rights) of the proposed school, telephone number, address of the principal business office, location of the main operations base, and the location of any satellite bases.
 - (b) Whether the application is for original issuance, approval of satellite base, or change of name or ownership. Appropriate boxes should be marked for issuance, renewal, or amendment of the certificate.
 - (c) An indication of the training courses that approval is sought for. Check the space provided on the reverse of the form for additional courses.
 - (d) The application is signed and dated in the last section by applicant or authorized officer (original signatures on each application form).

- (i) An application from a person acting as an individual should be signed by that person
 - (ii) An application from a partnership should be signed by all partners
 - (iii) An application from a corporation should be signed by an officer who is authorized by the corporation by-laws and certified by the corporate secretary
 - (iv) An application from a company, club, or association should be signed by the president or other such officer or director as authorized by the organization's secretary
- (e) The next section is for DGCA use only. Check that the applicant did not mark it.
- (2) Check the qualifications of all proposed chief flight instructors and assistant chief flight instructors for each course that approval is sought for and the qualifications of all other instructors. See CASR 141.33, 141.35, and 141.85.
- (a) If not already accomplished, following office procedures, find data to determine the chief flight instructor's, assistant chief flight instructor's, and other instructors' enforcement, accident, and incident history.
 - (b) Verify employment history pertaining to CASR Parts 61, 141, and other related aviation experience.
- (3) Evaluate the Training Course Outlines (See Chapter 3 of this S.I).
- (4) Evaluate any commercially developed training syllabi:
- (a) Ensure that the school fully understands the objectives and standards of the commercially developed syllabi.
 - (b) Ensure that the school can actually give the training in the manner described in the syllabus.
 - (c) Ensure that the syllabus contains all required pilot operations for the related course.
 - (d) Ensure that the syllabus and related training aids are on a current revision schedule.
- (5) Evaluate the special curricula.
- (a) Determine that the minimum flight training time shown in a syllabus meets the same ratio of CASR Part 61 flight experience requirements as in Appendix A through D of CASR 141 appropriate to the rating sought.
 - (b) Determine the appropriate ground and flight training minimum times by selecting the appropriate appendix and determining the ratio of the appropriate appendix of CASR Part 61 to CASR Part 141.
 - (c) Determine whether minimum times are based on the same ratio of ground training to flight training as depicted in the appropriate Appendix A through D of CASR 141.
 - (d) Determine by examination that the objectives, content, and completion standards are not less than those contained in the appropriate practical test standards.
- (6) Check the aircraft checklists, minimum equipment lists, safety practices and procedures, etc., when applicable. See CASR 141.75.

- (7) Check the graduation certificates required by CASR 141.95 to ensure that they contain at least the information indicated in CASR 141.95(b)(1) through (6).
- (8) Ensure that the applicant can track enrollment information, i.e, that the student was enrolled in the school's approved course of training before receiving the instruction and training that is certified.
- (9) Review the maintenance program. (Airworthiness)

B. Unsatisfactory Items

If there are any unsatisfactory items, advise the applicant in writing that they must be corrected before certification can continue.

- (1) Place a reasonable time limit on when the corrections must be completed.
- (2) If the applicant does not respond within 90 days of the time limit, send the entire application package back to the applicant with a cover letter stating that the certification process is terminated.
- (3) Put appropriate work entry in file.

C. Terminating the Document Compliance Phase

When all documents are satisfactory, conclude the document compliance phase and arrange scheduling for the demonstration and inspection phase.

11. Demonstration And Inspection Procedures

During the demonstration and inspection phase the team shall ensure the following steps are accomplished:

A. Conduct Chief Flight Instructor Practical Tests

Administer practical test to the Chief Flight Instructors and any assistant chief flight instructors. (See Chapter 4 of this SI).

B. Recordkeeping Requirements

Inspect the applicant's record keeping system for compliance with CASR 141.67, 141.77, 141.85, 141.93, 141.95, and 141.101.

C. Inspect Aircraft

The aircraft conformity inspection is conducted by the airworthiness inspector. Operations inspectors may examine each aircraft for the requirements of CASR 141.75(a).

D. Conduct a Base Inspection

See Chapter 5 of this S.I.

E. Inspect Satellite Bases

See Chapter 5 of this S.I., and CASR 141.91.

F. Inspect Ground Trainers, Training Aids, and Other Equipment

See CASR 141.41 and 141.45. If a simulator must be approved, contact the DGCA.

G. Terminating the Demonstration and Inspection Phase

When all demonstrations and inspections are complete, the demonstration and inspection phase is concluded.

- (1) If any demonstrations are unsatisfactory, advise the applicant immediately of corrective actions. If necessary, confirm the discrepancies in writing (Appendix B-7). Reschedule the inspections accordingly.
- (2) When all demonstrations and inspections are satisfactory, proceed with the certification phase.

13. Certification Phase Procedures

When all certification requirements have been met, obtain a Pilot School Certificate of Approval number.

A. Complete Inspection Reports and Job Aids

- (1) On the application, in the section marked "For DGCA Use Only," indicate approval, pilot school, effective date of the certificate, and expiration date of the certificate. If the task has been a renewal or amendment to a certificate, indicate which. Make any necessary comments and sign the application. Have the DGCA sign and date the application.
- (2) Ensure all items on the certification/inspection job aid are resolved. Initial the job aid and place in the DGCA file.

B. Prepare and Issue the Pilot School Certificate

Use DAC Form 141-2 (Appendix A).

- (1) Enter the certificate holder's full legal name directly after the words "This certificate issued to:..." Show other names (such as "doing business as") on the certificate. If necessary, list DBAs on a separate, attached letter (Appendix B).
- (2) Enter the address of the certificate holder's base of operations directly below the certificate holder's name. Use a post office box address only if the address reflects the physical location of the base of operations.
- (3) Enter the certificate number.
- (4) Enter the date all requirements for certification are met.
- (5) Submit the certificate to the Director for signature.
 - (a) Use the full title of the person signing the certificate.

C. Prepare Scope of Approval

Prepare a Scope of Approval (Appendix B-4) and issue with the pilot school certificate.

D. Certificate Denial

If any certification requirement is not met, issue a letter of denial (Appendix B-9). Specify reasons for denial. On the application, in the section "For DGCA Use Only," indicate disapproval. Make any necessary comments and sign. Have the DGCA sign and date the application.

E. Certification Report

Assemble a certification report containing the following:

- (1) A copy of the Letter of Intent, if applicable
- (2) Certification job aid (DAC Form 141-5)
- (3) The application
- (4) The Schedule of Events (DAC Form 141-6)
- (5) A copy of the Pilot School Certificate of Approval issued
- (6) A summary of any difficulty encountered during certification and its resolution

F. Minimum Equipment List

Issue a letter of authorization to operate with an MEL, if applicable.

G. Vital Information Subsystem (VIS)

Enter all appropriate information in the Vital Information Subsystem Pilot School Basic File.

H. DGCA File

The CPM shall ensure an official office file is established after certification is complete. The file shall contain at least the following:

- (1) Material from any working file used up to this point, including the TCO and syllabi
- (2) The certification report and attachments
- (3) Enforcement and accident/incident profile on applicant and personnel, including a negative report, if applicable
- (4) Approved minimum equipment lists, if applicable
- (5) Surveillance reports
- (6) All general correspondence relevant to the school or the DGCA

I. Make final file work entry for this task.**15. Task Outcomes**

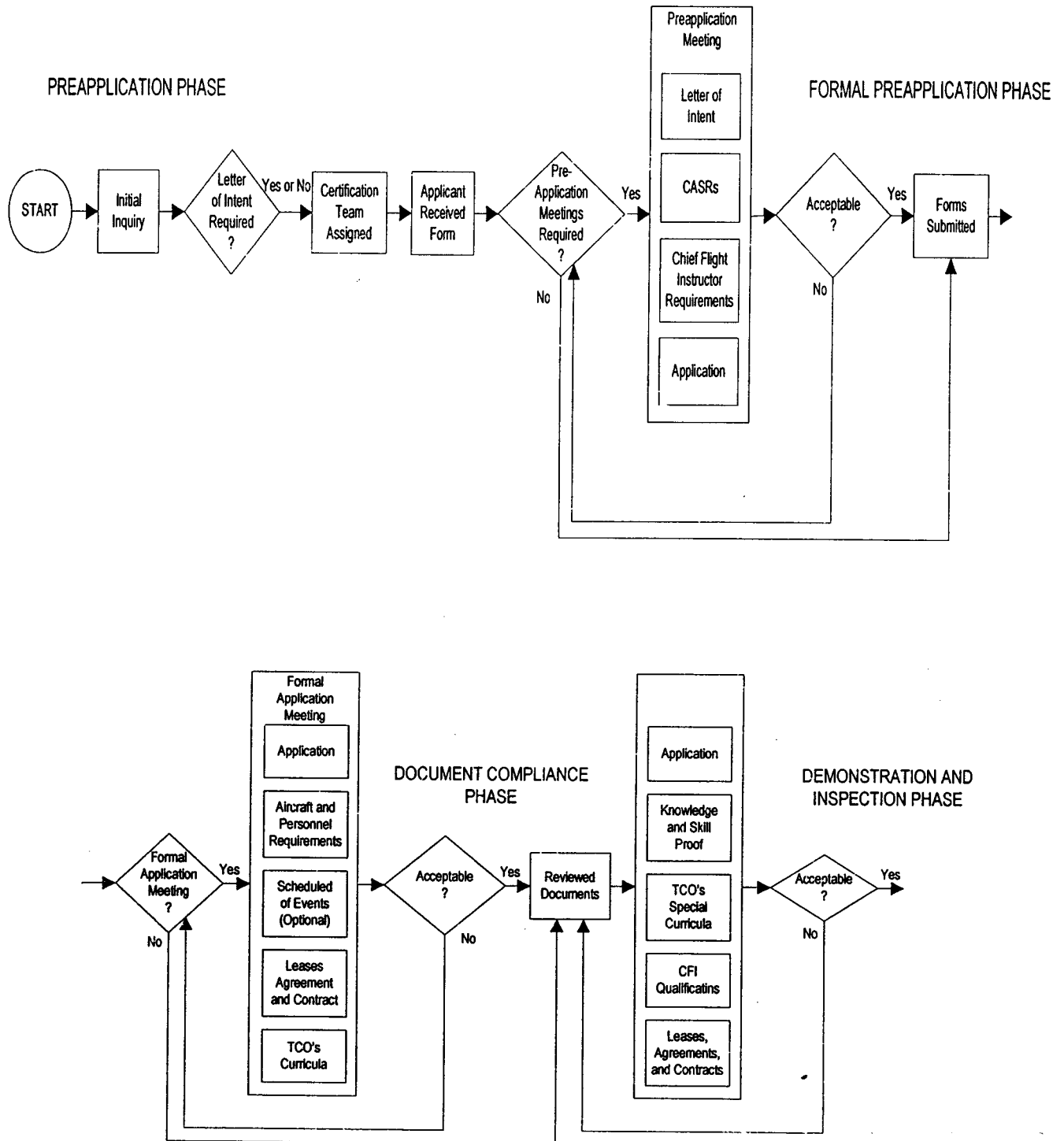
Completion of the task results in either:

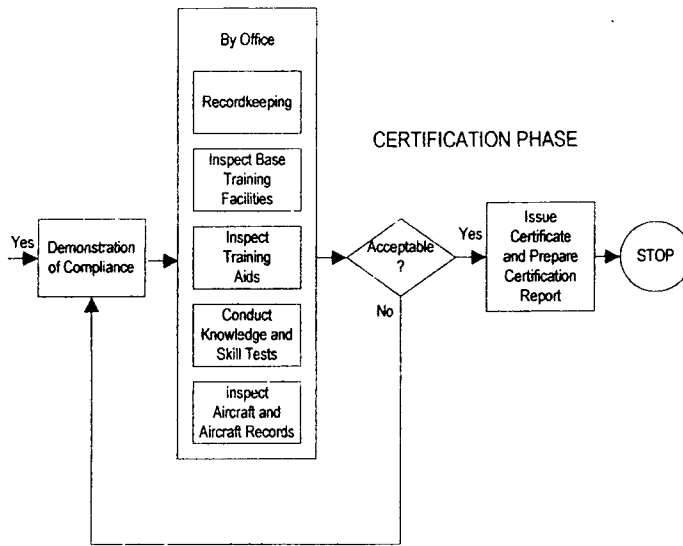
- A. A certificate issued that authorizes operations under CASR Part 141.
- B. A record on file consisting of the following:
 - (1) Written notification to the applicant denying the certificate
 - (2) Indication of the return of all documents to the applicant
- C. A letter to the applicant confirming termination of the certification process per the applicant's request. (Appendix B-10)

17. Future Activities**A. Develop Post Certification Plan**

When developing a post certification plan, perform additional surveillance or inspections during the first 90 days the organization is in business.

FIGURE 2-1. CASR PART 141 CERTIFICATION PROCESS FLOW CHART





B. Maximum Course Time Parameters

CASR Part 141 does not require that a school specify maximum course times. All time parameters listed in a TCO or syllabus are minimum times. However, if a school submits a training course outline which includes a maximum course time for that school, the following may be used as a general guide:

- (1) For all courses of training, except those for turbojet type ratings, 20 percent over the course of time prescribed in the curricula in the Appendices of CASR Part 141.
- (2) For turbojet type ratings, 100 percent over the course time prescribed in Appendix F of CASR Part 141.
- (3) For courses of training where a corresponding curriculum is not prescribed in the CASR Part 141 Appendices, the inspector should use personal, best judgment.

C. TCO Content

Under CASR 141.55(a), each TCO must have sufficient content to meet the appropriate curriculum requirements and must contain the following information:

- (1) The TCO must describe the following:
 - (a) the room used for ground school training, including size and maximum number of students that may be instructed in the room at one time;
 - (b) the type of audiovisual aid, projector, tape recorder, mockup, aircraft component, and other special training aids used for ground training;
 - (c) each pilot ground trainer used for instruction; and
 - (d) the type of aircraft, including any special equipment, used for each phase of instruction.
- (2) The TCO must list the airports at which training flights originate, and must include a description of the facilities, including pilot briefing areas that are available for use by the students and operations personnel at each of those airports.
- (3) The TCO must include the minimum qualifications and ratings for each instructor who gives ground or flight training.
- (4) The TCO must include a training syllabus for each course of training.

D. Training Course Syllabus Content

Each TCO must contain a training syllabus that is a "building block" progression of learning with provisions for regular review and evaluation at prescribed stages.

- (1) Each applicant should be encouraged to develop training syllabi in a format similar to that used in Appendix A of Advisory Circular 141-1, Pilot School Certification, as amended.
- (2) The training syllabus must contain any prerequisites necessary for enrollment in the course, such as minimum pilot certificates and ratings, if any, and the required class of medical certificate or statement of no medical deficiency (required for glider or balloon courses only).
- (3) In addition, it must contain any training, pilot experience, or special knowledge required for enrollment in the course.

- (4) The training syllabus must contain a description of each lesson, including its objectives and standards, and the measurable unit of student accomplishment or learning to be derived from the lesson or course. The syllabus must include stages of training and the completion standards for each stage. Course, stage, and lesson objectives should be stated in relation to the performance expected of the student.
- (5) Each course, stage, lesson objective, and completion standard should meet the following general criteria:
 - (a) Overall objectives should describe what students are expected to know or are able to do at the end of a particular course, stage, or lesson. Objectives should be stated in terms of desired student learning outcomes.
 - (b) Course objectives should state in broad terms the knowledge and skill goals to be reached by the student at the end of the course.
 - (c) More limited stage objectives should state desired student goals in specific areas of knowledge and skill.
 - (d) Consistent with the objective of the stage and course, lesson objectives should clearly specify the desired student outcomes for each lesson.

E. Assessing Course Content

The content must identify the specific subject matter that will be taught to develop of the student's knowledge and skills necessary to meet the course, stage, and lesson objectives and completion standards.

- (1) The content must support the objectives, be arranged in a logical sequence, and be attainable within the estimated stage and course times.
- (2) To accommodate for individual learning differences and other situations that may arise, reasonable variances in the time frame should be considered when determining the adequacy of the estimated time frames of lessons, stages, or courses.

F. Analysis and Review of Objectives, Content, and Completion Standards

Each training syllabus must be reviewed to ensure that it conforms to the various operational training areas and other requirements of the curriculum.

- (1) The course, stage, and lesson content must provide adequate instruction to obtain the necessary knowledge and skill prescribed in CASR Part 61.
- (2) The scope of the knowledge, procedures, and maneuvers to be included in each lesson are left to the discretion of the school. In no case, however, may the completion standards be less than that outlined in the appropriate practical test standards.
- (3) The training syllabus should be reviewed for appropriate course content by an inspector experienced in the subject area.
- (4) The completion standards should state the observable, measurable level of knowledge and skill required at the end of the course, stage or lesson. These standards should be consistent with the objectives.

G. Commercially Developed Training Syllabus

CASR Part 141 was amended to give full recognition to the ability of a certificated school to develop its own courses of training. There are, however, commercially developed syllabi (such as Jeppesen-Sanderson) available for

use by CASR Part 141 schools. Many of these commercially developed syllabi have been reviewed at the national level, but none have been given approval. A CASR Part 141 school may elect to purchase a commercially developed syllabus and present it to the DGCA for approval. The DGCA completes the approval process in the same manner as for a syllabus developed and submitted by the school. When evaluating the school's use of a commercially developed syllabus, the inspector must determine whether the school fully understands the objectives and standards of the commercially developed syllabus and will be able to comply with it fully.

- (1) Before approving a TCO that contains a commercially developed syllabus, the reviewing inspector shall take whatever action is necessary to ensure such understanding, recording these actions in the DGCA school file.
- (2) A careful review of a commercially developed training syllabus should be made to determine whether the school can actually give the training in the manner described in the syllabus, and whether the syllabus completely supports the curriculum upon which it is based.
- (3) Once a commercially developed syllabus has been approved by the DGCA, a school may use it as approved; however, if the school modifies the commercially developed syllabus, the DGCA must approve the modification.
- (4) The producer of a commercial syllabus may decide to change that syllabus. If the pilot school wishes to amend its syllabus accordingly, it must obtain DGCA approval. The syllabus used by the pilot school must be the same as that used by the student; therefore, pilot schools should be alert to changes in course content by producers of commercial syllabi.

H. Contract Training

If a training contractor is used, verify that the contractor can provide the training specified in the TCO. The applicant may adapt a syllabus already in use by the contractor. If this syllabus is not already DGCA approved, it must be approved following standard procedures.

I. Testing

The training syllabus must contain a description of the tests and checks used to measure a student's accomplishment for each stage of training. Copies of each written stage and final test should be submitted along with the TCO.

- (1) During the development of a training syllabus, an appropriate number of stage tests must be included in ground training and flight courses.
- (2) The conduct of stage tests is the responsibility of the chief flight instructor for the particular course of training. The chief flight instructor may authorize this stage check to be given by an assistant chief flight instructor or any other fully qualified instructor employed by the pilot school. However, the final check must be given by the chief or assistant chief flight instructor.
- (3) Test results must be retained in the student training records to show the student's accomplishments in the enrolled course.
- (4) The CASR Part 141 Appendices allow a certain amount of the time acquired during stage and final tests to be credited toward the ground training and flight time required by the particular curriculum.

9. SPECIAL CONSIDERATIONS

A. Ground Trainers

The full extent to which a ground trainer is to be used in an approved training course should be clearly stated in the training syllabus. When a ground trainer is used in an approved training course, the full extent of that use should be clearly stated in the training syllabus, and the learning outcomes should be well defined. This is necessary to provide the instructor with proper guidance and give the DGCA a baseline from which to judge the adequacy of the trainer to be used. CASR 141.41(a) prescribes the requirements for ground trainers that may be used to obtain the maximum flight training credit allowed for ground trainers in an approved pilot training course. The principal operations inspector (POI) are the authorized evaluators of flight training devices (FTD) at Level 5 and below. Prior to administering the evaluation of a Level 5 or lower level FTD, contact the DGCA to obtain approval of the reference data used in a specific FTD. The DGCA must approve a Level 6 or above training device and any level of flight simulator.

- (1) Ground trainers that do not meet the more complex requirements of CASR 141.41 may be used for certain operations meeting the requirements of CASR 141.41. The training syllabus must clearly define the use of ground trainers.
- (2) Because of their limitations, full credit flight time is not to be allowed for instruction in CASR 141.41 ground trainers. According to provisions in Appendices A, C, D, E, and F, credit for instruction in a substitute ground trainer would be 50 percent or less than that for a CASR 141.41 ground trainer.
- (3) Discretion must be used when approving a training syllabus that substitutes ground trainer instruction for the flight time required in a complex airplane. Any use of a ground trainer in lieu of flight time in a complex airplane must be justified with clearly stated objectives applied against the skills expected to be achieved.
- (4) Approval of the TCO must be based on the ability of the ground trainer to provide effective training for the particular airplane.

B. Special Curricula

A pilot school may apply for approval to conduct a special course of pilot training for which a curriculum is not contained in the appendices of CASR Part 141. Such special curricula must contain features which can be expected to achieve a level of pilot competency equivalent in scope and depth to that achieved by the curricula prescribed in the CASR Part 141 Appendices.

- (1) The original and two copies of a proposed special curriculum must be submitted along with a cover letter requesting DGCA approval at least 60 days before the training is scheduled to begin.
- (2) Approval or denial should be accomplished within 30 days to allow the school sufficient time to develop a TCO based on the special curriculum.
- (3) When a special curriculum is approved, each page of the original and office copies should be dated and signed by the DGCA inspector. The original copy of the special curriculum must be returned to the school promptly.

11. ASSESSMENT RESULTS

A. Approval for an Initial Certification

When an application for original certification is evaluated, the training course outline detailing the specifics of each course is approved during the Document Compliance Phase. The certification team must be satisfied that the syllabus adequately measures the students' accomplishments at each stage of training. A chief flight instructor must be approved for each course of training (see Chapter 4 of this S.I). When all certification requirements are met, approval is indicated on the application as detailed in Section 2 of this chapter. The TCO is approved by the certification team for an initial certification and by the DGCA inspector for a renewal or amendment.

B. Additions to Current Pilot School Certificate of Approval

In order to add a course of training the applicant must develop a TCO for that course. The applicant will have to meet the same requirements as those for initial certification. However, a certification team would not be designated. The TCO would be approved by an inspector assigned to review the application for amendment and the accompanying TCO.

C. Disapproval of TCOs

When a TCO is disapproved, the school may not train for that particular rating. The school is eligible to reapply when the discrepancies are corrected.

13. APPENDIX D

A. Commercial Pilot Certification Course - Appendix D

CASR Part 141 Appendix D prescribes the requirements for a commercial pilot certification course leading to an airplane category rating. Upon successful completion of the commercial pilot certification course, the student is issued a graduation certificate that entitles the student to apply for a commercial pilot licence under provisions of CASR 61.71(a).

- (1) Unless the student is the holder of an instrument rating, upon successful completion of the DGCA practical test the student is issued a commercial pilot licence with cross-country and night flight limitations prescribed in CASR 61.129. Additionally, if the school elects to include all the training specified in the instrument rating course (Appendix C) in its commercial pilot certification course, and states this in the TCO, the student may then be issued a graduation certificate for the instrument rating course and may apply for an instrument rating after passing the practical test for the commercial certificate or meeting the experience requirements of CASR 61.65(e). The student may elect to take both commercial and instrument practical tests on the same day or the same flight and may be issued a commercial pilot certificate with an instrument rating after successful completion of both tests. In any case the student may have any cross-country and night flying limitations removed from the commercial pilot certificate after successful completion of the instrument rating practical test.
- (2) Appendix D, states that the course must consist of certain hours as listed in Appendix D. Flight time as pilot in command (PIC) of an airplane

carrying only persons who are pilots assigned by the school to specific flight crew duties on that flight may be credited for not more than 50 hours of that requirement. The PIC time should be used to allow other students to observe during training flights. Other persons should not accompany the student for any other reason. However, for insurance purposes, the school may assign a well qualified pilot to the flight so the student who is acquiring pilot in command time in a complex airplane, required by Appendix D, is accompanied.

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS

A. Prerequisites

This task requires knowledge of the regulatory requirements of CASR Part 141, DGCA policies, and qualification as a DGCA Flight Operation Inspector.

B. Coordination

This task may require coordination with the airworthiness functions.

3. REFERENCES, FORMS, AND JOB AIDS

A. References

- CASR Parts 1, 61, 91, 141, and other appropriate CASRs
- Advisory Circular 141-1A, Pilot School Certification, as amended
- Operator's current TCOs (if an amendment)

B. Forms.

- DAC Form 141-1, Application for Pilot School Certificate of Approval.
- DAC Form 141-2, Pilot School Certificate of Approval.

C. Job Aids.

- Sample letters and figures

5. PROCEDURES

A. File

Upon receipt of an original and two copies of each, proposed TCO, open PTRS file for this task.

B. Application Review

(Amendments only) Review DAC Form 141-1 for completeness and accuracy. (See Section 2, paragraph 9A in Chapter 2 of this S.I.).

- (1) If the application is not complete or accurate, advise the applicant how to correct. If necessary, confirm in writing, including a reasonable suspense date for submission of a new application. (Appendix B-6)
- (2) If the application is acceptable, proceed with the TCO review.

C. TCO Review

- (1) Ensure that each TCO contains at least the following:
 - (a) A statement indicating which curriculum in CASR Part 141 or the name of the special curriculum upon which the TCO is based.
 - (b) A description of each room used for ground training, including its size, location, and maximum number of students that may be instructed in the room at one time.
 - (c) A description of each type of audiovisual aid, projector, tape recorder, mockup, aircraft component, and any other special training aid to be used for ground training.
 - (d) A description of each pilot ground trainer used for instruction, in sufficient detail that the inspector can readily determine if the trainer may be used for the pilot training credit requested.
 - (e) A list of the airports where training flights originate.
 - (f) A description of school facilities, including pilot briefing areas available for use by the students and operating personnel at each of those originating airports.
 - (g) A description of the type (make and model) of each aircraft, including any special equipment used for each phase of instruction.
 - (h) The name of each chief flight instructor and assistant chief flight instructor who will instruct in the course.
 - (i) The minimum qualification and ratings for each instructor who will instruct in ground or flight training.
- (2) Check the qualifications of the chief instructor (and assistant chief instructor, if applicable), proposed for each TCO.
 - (a) If the chief instructors are qualified (CASR 141.35), proceed with the chief instructor practical test.
 - (b) If the chief instructor is not qualified, inform the applicant that the TCO cannot be approved until a qualified candidate is offered. Establish a date for submission of the TCO with the new candidate's name and qualifications.
- (3) If an airworthiness inspector is not available, inspect the aircraft to be used in the practical test to determine it is in compliance with CASR 141.39 and 141.75.
- (4) Conduct the chief flight instructor practical test (see Chapter 4 of this SI). Conduct the practical tests for any assistant chief flight instructors at this time.)

D. Approve TCO

- (1) Mark each page of the original TCO and of the office copy "DGCA Approved." Sign and date each page. If no change has been made to the curriculum of a commercially developed syllabus, stamp the first page "DGCA Approved."
- (2) Return the original copy of the TCO to the school.
- (3) Place the office copy in the DGCA file on the school.
- (4) In the section marked "For DGCA Use Only," on the application, indicate approval, pilot school, effective date and expiration date of the certificate and whether the application is an amendment. On the reverse side, make any necessary comments and sign. Request that the DGCA sign the application.

CHAPTER 4. CONDUCT A CHIEF/ASSISTANT CHIEF FLIGHT INSTRUCTOR PRACTICAL TEST FOR A CASR PART 141 PILOT SCHOOL

SECTION 1. BACKGROUND

1. OBJECTIVE

The objective of this task is to determine that an applicant for a Chief Flight Instructor position for a CASR Part 141 Pilot School meets the requirements for that position.

5. GENERAL

A. Chief Flight Instructor

Each DGCA approved school is required to designate a chief instructor for each course of training. That chief instructor must meet the appropriate requirements prescribed under CASR 141.35. A chief instructor may serve as a chief instructor or as an assistant chief instructor for more than one approved course but may not serve as a chief instructor or assistant chief instructor at another school. The school may employ any other personnel deemed necessary for the successful accomplishment of approved courses.

B. Assistant Chief Flight instructor

Each DGCA approved school may designate one or more assistant chief flight instructors for a course or courses of training. The assistant chief flight instructor must meet the requirements of CASR 141.36 in order to act for the chief flight instructor in the chief instructor's absence.

C. Standardization of Assistant Chief Flight Instructors

For the purposes of this task, if a school proposes an assistant chief flight instructor, this task must be accomplished in the same manner as for the chief flight instructor.

7. INITIATION

A. Chief Instructor and/or Assistant Chief Instructor Designation

A chief instructor or assistant chief instructor is designated by a pilot school when the school applies for, and is approved for, certification in a particular course of training (see Chapter 2 of this S.I). The applying pilot school designates by name the chief flight instructor (and may also designate an assistant chief flight instructor) in the TCO for each course. Pilot schools may also request that a replacement be approved when the chief flight instructor for a particular course leaves that school's employment, moves to another position, or otherwise causes the position to be vacant.

B. Approval as Part of TCO Evaluation

The Letter of Intent used to apply for initial certification of a DGCA approved pilot school must describe the name and qualifications of each intended chief

instructor or assistant chief instructor for each course of instruction. (See Chapters 2 and 3 of this SI).

C. Examination of the Candidate

An appropriately qualified inspector (or certification team during initial certification) evaluates the chief instructor candidate's background and qualifications and conducts the practical test.

- (1) A chief flight instructor or assistant chief flight instructor must meet the appropriate experience requirements outlined in CASR 141.35. An assistant chief flight instructor must meet the appropriate experience requirements outlined in CASR 141.36.
- (2) CASR 141.35(a)(3),(4), or 141.36(a)(3),(4) require every chief flight instructor or an assistant chief flight instructor to pass both parts of the knowledge and skill test for each course he or she is designated as chief instructor or assistant chief instructor.
- (3) For the practical test, the inspector reviews the appropriate CASR, the practical test standards, the TCOs, and the safety procedures of the school in order to give a comprehensive test. For additional guidance on conducting the practical test, consult CASR Part 61.
- (4) The knowledge portion of the practical test must include at least the following:
 - (a) The teaching methods and applicable provisions of the Aeronautical Information Publication (AIP).
 - (b) CASR Parts 61, 91, and 141.
 - (c) A discussion of the course of training for which the instructor seeks approval, including training standards, objectives, and completion standards; and
 - (d) The use and understanding of all training aids.
- (5) The flight portion of the practical test should consist of all flight procedures and maneuvers in the appropriate practical test standards for the course of training the test is conducted for. Standards and objectives should be appropriate to the certificates and ratings held by the instructor.

9. EXAMINATION RESULTS

A. Approval of the Candidate

Upon successful completion of the practical test, and when all other requirements have been met, the appropriate TCO should be approved with respect to the applicant's acceptance as chief flight instructor.

B. Disapproval of the Candidate

If the inspector determines that the chief instructor applicant's performance does not meet the minimum standards appropriate to the certificate held, the TCO may not be approved until an acceptable chief instructor is designated. Failure of a practical test by an assistant chief flight instructor is not grounds for disapproval of the TCO; however, the TCO cannot include the assistant chief flight instructor's name until the practical test has been passed.

C. Retesting

The applicant who has failed the chief instructor practical test may apply for a retest. If the retest is accomplished within 60 days, only the portion of the test

that was unsatisfactory need be repeated. If re-examination is delayed beyond 60 days, the entire test must be satisfactorily accomplished.

11. CHIEF INSTRUCTOR RESPONSIBILITIES

A. Responsibilities

CASR Part 141 outlines specific responsibilities for a chief flight instructor. The need for a chief instructor to fulfill the chief instructor's responsibilities completely and accurately cannot be overstressed. These responsibilities include the following.

- (1) The chief flight instructor must properly certify the training records, graduation certificates, and stage and final test reports of airman candidates who will be considered eligible for a certificate or rating.
- (2) When giving a stage or final test, the chief flight instructor should make "student recommendations," as discussed in CASR 141.85(a)(1), that are complete and definitive with respect to additional training needed.
- (3) The chief instructor is responsible for conducting stage checks and final tests for the particular course of training.
- (4) The chief flight instructor should continue to update and improve the courses of training for which the instructor is responsible whenever he or she becomes aware of deficiencies in the course or needed changes in training standards.
- (5) Chief flight instructors must seek assistance and guidance from DGCA inspectors in the resolution of problems concerning their responsibilities.

B. Delegation of Responsibilities

The chief flight instructor may delegate duties to the assistant chief flight instructor or another appropriate, qualified instructor. Except for the initial flight check of instructors and the final stage check, all duties may be assigned to an appropriately qualified instructor. Examples of duties that would be appropriate for delegation are the certification of training records and the conducting of stage checks other than the final stage check. The chief flight instructor may not delegate the authority to conduct an initial flight check of an instructor or the final phase check to an instructor who is not an assistant chief instructor. The ultimate responsibility for each function remains with the chief flight instructor. Delegation of duties ensures that instruction can still be given in a course of training when the chief flight instructor is absent. When the duties of the chief flight instructor are delegated, a written record should be made. The written record should be specific enough so that the duties delegated, the person to whom they are delegated, and the duration of the delegation are clearly understood. In accordance with the provisions of CASR 141.79(d), only the chief flight instructor may conduct an annual flight check of flight instructors assigned to approved courses of training.

C. Availability - Direct Supervision

CASR 141.81(b)(2) requires the chief instructor to supervise instructors directly. The chief instructor for a particular course must be available when instruction in that course is given.

- (1) Pilot schools are permitted to use non-certificated ground instructors based on their particular qualifications. CASR 141.81(b)(2) requires that instruction by non-certificated ground instructors be given under the direct

- supervision of the chief instructor for the course. DGCA policy indicates that the chief instructor, assistant chief instructor, or another instructor designated by the chief instructor must be present at the school and in the classroom when instruction is given by non-certificated ground instructors.
- (2) A chief instructor would not be able to supervise non-certificated ground instructors nor be available for consultation if that chief instructor were employed in another job that demanded the instructor's presence.
 - (3) Certificated ground and flight instructors do not have to be as closely supervised as non-certificated ground instructors. The chief instructor or designated assistant chief instructor shall be available at the pilot school or, if away from the premises, by telephone, radio, or other electronic means during the time the instruction is given for an approved course of training.
 - (4) Satellite bases require that the chief instructor be "available" for consultation; this can be accomplished by telephone. This ensures that the chief instructor can provide necessary supervision and meet the responsibilities with respect to a school's main base of operation and its satellite base. In the event that the chief instructor is unavailable for consultation, training in relation to the chief flight instructor's responsibilities must cease until that chief instructor returns, unless these duties have been delegated. The chief flight instructor may either delegate duties to the assistant chief flight instructor or another appropriate, qualified instructor. Except for the initial flight check of instructors and the final stage check, all duties may be assigned to an appropriately qualified instructor. Examples of duties that would be appropriate for delegation are the certification of training records and the conducting of stage checks other than the final stage check. (See paragraph 11B regarding delegation of authority.)

D. Responsibility to Receive Training

CASR 141.79(c) states that at least once every 12 months, each chief flight instructor must complete a flight instructor refresher course consisting of not less than 16 hours of ground or flight instruction or both.

- (1) To fulfill this requirement, a chief instructor may attend DGCA approved, industry conducted flight instructor refresher course.
- (2) DGCA policy allows the chief instructor to obtain the required hours of ground or flight instruction by attending other standardization seminars or courses. Nevertheless, how the required time is fulfilled must be approved by the DGCA. For example, a chief instructor who is also a pilot examiner may credit the instruction received in the examiner's standardization course toward meeting the requirements of CASR 141.79(c). In addition, any other course of instruction approved by the DGCA may be used to satisfy this instructional requirement.

13. CHANGE OF CHIEF INSTRUCTOR

A. Certificate Amendment

When the chief instructor for a particular course of training changes, the certificate holder must apply to amend the appropriate TCO and, therefore, the Pilot School Certificate of Approval (See Chapter 2 of this S.I).

B. Authority to Examine

The school may continue to train students under an approved course of training without a chief flight instructor for a period of 60 days. If the course of training has an assistant chief instructor who is approved by the DGCA, training can continue beyond the 60 day limit. If there is no assistant chief flight instructor when the school is without a chief flight instructor, each stage or final test of a student enrolled in that approved course of training must be given by an DGCA inspector or a designated pilot examiner (DPE) (See Chapter 6 of this S.I). By referring to the approved training syllabus, the DGCA inspector or designated pilot examiner should become familiar with the specific areas to be tested and with the completion standards for the stage of training being tested. The results of the tests given by the inspector or the designated pilot examiner should be given to the operator of the school for inclusion in the appropriate student files.

C. Maintenance of Records

The holder of the school certificate is responsible for the maintenance of training records, the issuance of graduation certificates, and the general operation of the school during any change of chief instructor.

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS

A. Prerequisites

This task requires knowledge of the regulatory requirements of CASR Part 141, DGCA policies, and qualification as a DGCA Flight Operation Inspector.

B. Coordination

This task will require coordination with the Principal Operations Inspector and may require coordination with the airworthiness functions.

3. REFERENCES, FORMS, AND JOB AIDS

A. References

- CASR Parts 1, 61, and 91
- Appropriate Practical Test Standards (PTS)
- Advisory Circular 141-1, Certification of Pilot Schools
- The school's training course outlines (TCO)

B. Forms

- DAC Form 61-1, Pilot Licence and/or Rating Application.

C. Job Aids

- None

5. PROCEDURES

A. Task Clarification

Determine what course this task will be conducted for.

- (1) For an initial certification, conduct a practical test for all proposed courses.
- (2) For adding a course or a change of chief instructor, conduct the practical test for only the affected course.

B. Application

Provide the applicant a blank copy of DAC Form 61-1. Advise the applicant to mark it, "Application for Chief Flight Instructor Proficiency Check."

C. TCO Review

Review the relevant TCO for the school's procedures.

D. File Review

Review any appropriate DGCA file for pertinent information on the applicant or pilot school.

E. Open file.

F. Personnel History

Check enforcement and accident history of the Chief Flight Instructor applicant or assistant chief flight instructor applicant.

- (1) If the applicant has no previous enforcement or accident/incident history, place the enforcement and accident history report in the DGCA file.
- (2) If the enforcement and accident history report is positive, evaluate the results to determine if the problems were related to flight training. If the problems do relate to flight training, discuss the findings with the school. Inform the school that the test cannot be continued until the school submits a different person for consideration. Set a time limit for receipt of the application.
 - (a) When the school submits a new name, repeat paragraph F and schedule a date and time for the test.
 - (b) If the school does not submit a new application, terminate the task.

G. Schedule Test

Schedule date, time, and location for the practical test.

H. Review the Application

Review DAC Form 61-1, Application for Pilot Licence and/or Rating, for completeness, accuracy, minimum qualifications, and experience requirements.

- (1) Determine that the application is marked "Application for Chief Flight Instructor Proficiency Check" and that it lists the courses for which the chief flight instructor or assistant chief flight instructor will be tested.
- (2) Determine if the pilot's experience and qualifications meet the requirements of the CASR for the approval requested. (CASR 141.33, 141.35, or 141.36.)
- (3) If the application is not correct or the applicant's qualifications are not adequate, inform the applicant that he or she is not qualified. Notify the operator and confirm in writing, indicating the specific areas which were

not adequate (Figure 4-2). Explain to the applicant how to correct the discrepancy, and reschedule the test.

- (4) If the application is correct and the applicant's qualifications meet the CASR, examine the pilot licences.

I. Review Pilot Licences

- (1) Check pilot and flight instructor certificates for appropriate licences and ratings.
- (2) If the pilot licences are not appropriate, inform the applicant that he or she is not qualified. Notify the operator and confirm in writing, indicating the specific areas of deficiency (Appendix B). Explain to the applicant how to correct the discrepancy, and reschedule the test.

J. Inspect Aircraft Used in Test

- (1) If an airworthiness inspector is available have that inspector check aircraft documents and current inspections. If not, check the following:
 - (a) the registration certificate.
 - (b) the airworthiness certificate.
 - (c) the radio station license.
 - (d) the operating limitations.
 - (e) the weight and balance information.
- (2) If the aircraft does not meet any of the above requirements, inform the applicant that the test cannot be conducted and why.
 - (a) Notify the operator and confirm in writing, if necessary, indicating the specific areas that were deficient (Appendix B).
 - (b) Reschedule the test after the deficiencies have been corrected or reschedule the test with another appropriate aircraft after it has been inspected.
- (3) If the aircraft is airworthy and appropriate for the practical test, conduct the knowledge portion of the test.

K. Conduct Chief Instructor/Assistant Chief Flight Instructor Practical Test - Knowledge Portion.

- (1) Test the chief flight instructor or assistant chief flight instructor's knowledge of at least the following:
 - (a) CASR Parts 61, 91, 141 and other appropriate CASR relating to the course of training.
 - (b) The school's TCOs and/or special curricula relating to the courses being tested.
 - (c) The school's prerequisites and enrollment procedures (CASR 141.93).
 - (d) The school's training standards, objectives, completion standards, and graduation procedures.
 - (e) Airports and aircraft (CASR 141.38 and 141.39).
 - (f) Simulators and other training devices (CASR 141.41).
 - (g) The minimum qualifications and ratings for each instructor used for the particular course of training.
 - (h) The safety procedures and practices of the school.
 - (i) The chief instructor's duties and responsibilities (CASR 141.85); and

- (j) The means by which the chief instructor will ensure that instruction is standardized. (CASR 141.79, 141.81, 141.83, and 141.89)
 - (2) If the knowledge portion of the test is satisfactory, proceed with the skill portion.
 - (3) If the knowledge portion of the test is unsatisfactory, inform the applicant and debrief the applicant on how to correct the deficiency.
 - (a) Notify the operator and confirm in writing, indicating the specific areas of deficiency (Appendix B).
 - (b) Reschedule the test at the operator's request after the deficiencies have been corrected.
- L. Conduct Chief Instructor/Assistant Chief Flight Instructor Practical Test - Skill Portion.
- (1) Use the procedures for evaluating a designated pilot examiner. Give special attention to the TCO requirements and the applicant's ability to evaluate not only the performance of students but the performance of other flight instructors as well.
 - (2) If the skill portion of the test is completed satisfactorily, note the result on DAC Form 61-1 and place it in the operator's file in the DGCA.
 - (3) If the knowledge and skill test is not completed satisfactorily, inform the applicant immediately.
 - (a) Notify the operator and confirm in writing, indicating the specific areas of deficiency (Appendix B).
 - (b) After the deficiencies have been corrected, schedule a re-examination at the operator's request
 - (4) If a re-examination is accomplished within 60 days, the inspector may elect to repeat the entire practical test or repeat only that portion of the test that was unsatisfactory. If re-examination is delayed beyond 60 days, repeat the entire practical test.
 - (5) In the case of an existing TCO, remind the operator that he or she may need to change the TCO to reflect the new chief or assistant chief flight instructor.
- M. File.
- Make final file entry.

7. TASK OUTCOMES

Completion of the task results in either of the following:

- A. Acceptance of the applicant as either chief flight instructor or assistant chief flight instructor for a course of training; or
- B. Denial of the applicant.

9. FUTURE ACTIVITIES

- A. Possible acceptance of the school's TCO

- B. According to established surveillance plan, inspect either the chief flight instructor's or assistant chief flight instructor's performance for each course of training for which that instructor is responsible.
- C. Conduct additional chief flight instructor or assistant chief flight instructor practical tests for other courses or for when the school changes its chief flight instructor.

CHAPTER 5. CONDUCT BASE INSPECTION OF A PILOT SCHOOL

SECTION 1. BACKGROUND

1. OBJECTIVE

The objective of this task is to determine that an applicant for a CASR part 141 certificate meets the certification requirements or that an existing school continues to comply with the CASR. Successful completion of this task results in an indication of either a satisfactory or an unsatisfactory inspection.

5. GENERAL

The initiative for this task comes from the DGCA. Facility inspections are always conducted during the initial certification of a pilot school and at 12 month intervals during the certification renewal. They may also be conducted during spot checks initiated for quality control purposes. A facility inspection generally covers all areas pertinent to the certificate.

7. GUIDELINES FOR CONDUCTING FACILITY INSPECTIONS

A. Coordination

When an airworthiness inspector cannot attend the facility inspection, the operations inspector should tailor the inspection to examine the aspects that an airworthiness inspector would normally examine. For example:

- (1) The inspector should be prepared to examine any available aircraft.
- (2) The inspector should coordinate with the Principal Maintenance Inspector and the Principal Avionics Inspector to ensure follow-up inspections of any items outside of the operations inspector's expertise.

B. Levels of Deficiency and Appropriate Corrective Action

Following are some examples of various deficiencies that might occur in an inspection and the appropriate action to take for each situation. The actions described are based on two assumptions.

- (1) Even if a discrepancy is found, the inspector continues the base inspection for all items. After inspection, all the deficiencies and recommended corrective actions are summarized in a note to the file.
- (2) An unsatisfactory report may initiate an enforcement investigation. Unsatisfactory reports are usually based on obvious violations found during the inspection. There are intermediate stages between satisfactory and unsatisfactory results, any of which may result in a satisfactory inspection with corrective action.
 - (a) A spot correction involves a discrepancy that was not a violation and was noted and corrected during the inspection. Because it was corrected "on-the-spot," it may require no further action. An example of a spot correction is as follows: The inspector finds a student record that does not contain the student's date of graduation in the appropriate box. However, a photocopy of the student's graduation certification with the date is included with the record. The corrective

action consists of the inspector notifying the school of this discrepancy. During the remainder of the inspection, the chief instructor enters the record according to the school's procedures. Additional corrective action is not necessary.

- (b) A follow-up action involves a deficiency or a lack of pilot knowledge or skill that does not involve a violation but does require action other than a spot correction. For example, during the inspection the inspector noted that the pre-takeoff and pre-landing checklists were not in an aircraft and copies of the checklists were not readily available. There was no evidence that the aircraft had been operated for student instruction without the checklists. The corrective action consists of the inspector verbally advising the operator that the checklists must be in place before the aircraft is operated again for instruction in an DGCA approved course. At the office the inspector confirms this in writing to the operator and schedules a follow-up inspection to determine that the checklists were replaced.
- (c) A blatant violation is cause for a finding of Unsatisfactory for the base inspection. For example, during the inspection, an inspector finds that training was conducted for more than 60 days without a chief instructor. The inspector marks the DGCA Report with an "E" indicating that the inspection resulted in an enforcement investigation.

C. Presence of Chief Instructors and Other Instructors during Inspection

It is desirable to spot check the knowledge and skill of the instructors used by a school. Spot checks of instructors are necessary to verify continuing compliance and to ensure that the chief instructors are fulfilling their responsibilities in standardizing instruction.

D. Discrepancies between DGCA Files and Operator Files

When a discrepancy is found between office records kept on the operator and records maintained by the operator, the inspector determines which set of records is current, approved, and correct. The outdated records must be brought up to date. For example, if the operator's records indicate a change in address of the base of operations that the DGCA was not aware of, DGCA records must be altered to reflect the correct address. The inspector determines whether an enforcement action is necessary and updates VIS files.

9. INITIAL CERTIFICATION VS. LATER SURVEILLANCE

When this task is performed as the base inspection for an original certification during the demonstration and inspection phase of the certification process, there are some items that cannot be inspected. For example, an applicant for an application will not have complete student records for the inspector to examine. For an original certification, the inspector marks the "N/A" column on the job aid for items that cannot be evaluated.

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS

A. Prerequisites

This task requires knowledge of the regulatory requirements of CASR Part 141, DGCA policies and qualification as a DGCA Flight Operation Inspector.

B. Coordination

This task will require coordination with the Principal Operations Inspector (POI) and the airworthiness functions.

3. REFERENCES, FORMS, AND JOB AIDS

A. References

- CASR Parts 1, 61, 91, and 141

B. Forms

- None

C. Job Aids

- CASR Part 141 Inspection Job Aid, (DAC Form 141-8)
- Sample letters and figures

5. PROCEDURES

A. Pre-inspection Activities

- (1) Determine the need for the inspection.

- (a) Is the inspection scheduled on the DGCA work program?

- (b) Is the inspection a request by the DGCA?

- (c) Is the inspection the result of complaints?

- (d) Is the inspection part of the certification process?

- (2) Determine if the inspection is to be conducted with or without notice to the school. Conduct initial certification inspections as per the submitted schedule of events.

- (a) If the inspection is to be conducted with notice to the school, notify the school in writing of the day, time, and nature of the inspection. (Figure 5-1)

- (b) If the inspection is to be conducted without notice to the school, schedule the day and time.

- (3) Review the school's DGCA file for complaints, previous enforcement history, accident/incident history, previous base inspections and surveillance reports.

- (4) Review the school's DGCA file with the airworthiness or avionics units for a plan of action and for any specific problem areas.

B. Open file

C. Conduct Base Inspection

- (1) Determine if the following documents are current, complete, and accurate (for a certificated pilot school a sampling may be sufficient):
 - (a) School certificate (CASR 141.19)
 - (b) Scope of Approval
 - (c) Facility use agreement
 - (d) Type of advertisement (CASR 141.23)
 - (e) Chief/assistant flight instructor records
 - (f) Flight instructor records
 - (g) Student records (CASR 141.95 and 141.101)
 - (h) Enrollment certificates (CASR 141.93)
 - (i) Aircraft records (including aircraft check list)
 - (k) Practical Test Standards (PTS); and
 - (l) The Training Course Outline (TCO) revisions (must match revisions in DGCA file).
- (2) Inspect the following physical facilities and equipment for compliance.
 - (a) Airport (CASR 141.38)
 - (b) Aircraft (Airworthiness)
 - (c) Ground trainers and training aids (CASR 141.41)
 - (d) Pilot Briefing Areas (CASR 141.43)
 - (e) Ground Training Facilities (CASR 141.45)
- (3) Check these additional points.
 - (a) Compliance with provisions of CASR 141.77
 - (b) Flight instruction (CASR 141.79)
 - (c) Quality of instruction (CASR 141.83)
 - (d) Chief flight instructor's duties and responsibilities (CASR 141.85)

D. Satisfactory Base Inspection

If the base inspection is satisfactory, indicate the outcome on the job aid.

- (1) For an initial certification, ensure that the job aid becomes part of the certification report.
- (2) For post certification surveillance, place the job aid in the DGCA file on the school.

E. Unsatisfactory Base Inspection

- (1) If the base inspection was unsatisfactory when conducted as part of an initial certification, inform the applicant immediately of the discrepancies.
 - (a) Advise how to correct any deficiencies or discrepancies.
 - (b) Confirm the findings in writing (Figure 5-2), including a suspense date for correction of deficiencies.
 - (c) Note the outcome on the job aid, and ensure that the job aid is included in the certification report.
- (2) If the base inspection was unsatisfactory when conducted as part of post certification surveillance, note the outcome on the job aid.
 - (a) Place the job aid in the DGCA file on the school.
 - (b) Determine if an enforcement investigation is required.

F. Post Inspection Actions

Discuss any findings discovered during the inspection with the school. Bring areas that need improvement to the attention of the school. Compliment the areas that exceed certification or inspection requirements.

G. Close File**7. TASK OUTCOMES**

Completion of this task results in either of the following:

- A. An indication of a satisfactory base inspection in the DGCA file on the school.
- B. Letter indicating an unsatisfactory inspection and indicating areas of deficiency or discrepancy.

9. FUTURE ACTIVITIES

- A. Schedule follow-up inspections for any deficiencies.
- B. Possible enforcement investigation on items not in compliance.

CHAPTER 6. CONDUCT A STAGE TEST FOR A CASR PART 141 PILOT SCHOOL

SECTION 1. BACKGROUND

1. OBJECTIVE

The objective of this task is to conduct stage tests for an DGCA approved flight school. These tests can take place during the absence of the regular chief flight instructor for the school or at the initiative of the DGCA for the purpose of inspection or surveillance. Successful completion of this task results in an indication of either satisfactory or unsatisfactory on the student's official school record. If the stage test is a certification test, the task could result in issuance or denial of a certificate or rating.

5. GENERAL

A. Authority

DGCA inspectors are authorized to conduct pilot school stage tests under CASR 141.21, Inspections.

B. Initiation

- (1) Generally, the pilot school would contact the DGCA and request an inspector to examine flight test candidates in the absence of the chief flight instructor. However, a student who is dissatisfied with the stage or final test results may request a retest by an DGCA inspector.
- (2) The task may also be initiated by the DGCA for spot checking the quality of instruction and training given by the school.

C. Inspector Qualifications

The inspector must be appropriately rated, knowledgeable, and current in the type of aircraft to be used.

D. Aircraft Preparation

The school provides the aircraft for the stage test. The student brings the aircraft and engine logbooks so that the airworthiness of the aircraft can be determined.

7. STAGE TEST

The inspector evaluates the ability of the applicant to perform the required pilot operations described in the TCC for the particular stage of the course being tested. The applicant has satisfactorily completed the stage test only when each required operation is successfully performed. The test may be discontinued at any time an operation is failed.

A. Student Briefing

The student must be briefed on the procedures, objectives, and completion standards for the stage test.

- (1) The student should know how emergencies are simulated. The inspector and the student should discuss appropriate actions to take in the case of an actual emergency.
- (2) The inspector and student must clearly understand the pilot in command (PIC) responsibilities and the terminology used to transfer control of the aircraft.
- (3) If the test is a certification stage test for a certificate or rating, the briefing must include a review of the written test appropriate to the certificate as well as a review of pilot and medical certificates, as appropriate.

B. Stage Test Standards

The appropriate practical test standards (PTS) or the completion standards for the stage test found in the school's TCO are the guide for the certification stage test.

- (1) The student should understand completely the deficiencies and strengths found during the test, and how to correct problem areas.
- (2) In the case of failure, the inspector should tell the student how to request a retest and whether any successful items may be credited toward the retest.
- (3) The student's training record and stage check results are completed by the inspector performing the check.
- (4) The inspector should advise the chief instructor of the school of the results of the tests.

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS

A. Prerequisites

This task requires knowledge of the regulatory requirements of CASR Parts 61 and 141, DGCA policies, and qualification as a DGCA Flight Operations Inspector.

B. Coordination

This task requires coordination with the Principal Operations Inspector (POI) and with an airworthiness inspector.

3. REFERENCES, FORMS, AND JOB AIDS

A. References

- CASR Parts 1, 61, 91, and 141
- School's TCO
- Appropriate training syllabus
- Appropriate practical test standards

B. Forms

- DAC Form 61-1, Application for Pilot Licence or Rating.

C. Job Aids.

- Pilot school stage check forms

5. PROCEDURES

After receipt of a request to conduct a stage test, accomplish the following:

A. Initial Information

- (1) Determine course and stage test to be given.
- (2) Determine aircraft to be used.
- (3) Request the student's records from the school.
- (4) Advise the school on how to fill out the application, DAC Form 61-1. Provide a copy, if necessary.

B. Document Review

- (1) Review the lesson objectives and tasks found in the TCO for the particular stage being tested.
 - (a) Review all required maneuvers for this stage test.
 - (b) Determine the completion standards for each stage test conducted.
- (2) If available, review the pilot's operating handbook for the aircraft to be used on this stage test.
- (3) Review the prerequisites and general procedures for the flight tests (CASR 61.35 and 61.43).
- (4) Review the DGCA file on the school for previous inspection reports and results of previous stage tests.
- (5) Review the student's records for previous stage test results, noting any areas of weakness.

C. Stage Test

Schedule date, time, and location of stage test.

D. Open file

E. Pretest Briefing

Brief the student on the procedures, objectives, and completion standards expected for the stage test. Brief the student on methods used to simulate emergency situations and other safety precautions. Determine a method for turning over control of the airplane to the inspector.

F. Review Application

Review DAC Form 61-1 for eligibility, completeness, and accuracy.

- (1) Complete Section I A through U as for a usual certification. Ensure that the "Other" box is checked and that the words, "Stage Test" are entered after it.
- (2) Complete Section II A as for a usual certification.
- (3) Complete Section III if the test is a final stage test for a certificate or rating. Ensure that the minimum aeronautical experience for the certificate or rating is indicated.
- (4) Ensure that the applicant has indicated either "yes" or "no" in Section IV.
- (5) Ensure that the applicant has signed and dated the application in Section V.
- (6) Ensure that the Pilot School Recommendation section on the reverse of the application is filled out when the stage test is conducted for a certificate or rating.

G. Student File Review

With the student, review the training records, medical certificate, any pilot certificate, and so forth, for eligibility, accuracy, currency, completeness, and qualifications.

H. Conduct Knowledge Test

Review any written test items or other areas appropriate to this specific stage test.

- (1) If the knowledge portion of the test is not satisfactory, make the appropriate entry on the student's official school record.
 - (a) Inform the applicant of the failure, and explain how problems can be corrected.
 - (b) Discuss the areas failed with the chief instructor, and recommend how they can be improved.
 - (c) Mark the Disapproved box in the Inspector's Report section on the reverse of the application. If the test was a certification test, issue a Notice of Disapproval and place the application in the approved school's file at the DGCA.
- (2) If the knowledge portion of the test is satisfactory, conduct the skill portion.

I. Conduct Skill Test

- (1) Follow the objectives and tasks found in the TCO.
- (2) Evaluate the student's performance using the the completion standards in the TCO.
- (3) Debrief student on the quality of the demonstrated knowledge and skill stage test.
- (4) Make appropriate entries in the student records, if the demonstration was satisfactory.
- (5) If the test was the final stage test for a certificate or rating, mark the Approved box in the Inspector's Report section on the reverse of the application and fill out all other appropriate information. Issue the appropriate Certificate.
- (6) If the demonstration was unsatisfactory, make the appropriate entry in the student records.
 - (a) Inform the applicant of the failure, and explain how to correct.
 - (b) Discuss the areas failed with the chief instructor, and recommend how improvement can be made.
 - (c) Mark the Disapproved box in the Inspector's Report section on the reverse of the application. If the test was the final stage test, issue a Notice of Disapproval, and place the application in the DGCA file on the school.
 - (d) If it is desirable to conduct the retest, advise the school.

J. Additional Stage Tests

If a retest is to be conducted by an inspector, schedule the date and time.

K. Close file

7. TASK OUTCOMES

Completion of this task results in either of the following:

- A. An entry in student's record of a satisfactory or an unsatisfactory stage test;
or
- B. The issuance or denial of a certificate or rating.

9. FUTURE ACTIVITIES

- A. Conduct additional stage tests as requested.
- B. Conduct retests as necessary.

CHAPTER 7. ISSUE EXAMINING AUTHORITY

SECTION 1. BACKGROUND

1. OBJECTIVE

The objective of this task is to determine whether a pilot school that is applying for written and/or flight test examining authority meets the requirements outlined in CASR Part 141, Subpart D. Successful completion of this task results in either issuance or denial of examining authority to that pilot school.

5. GENERAL

A. Examining Authority

A pilot school may request flight test examining authority, written test examining authority, or both for a course of training.

- (1) CASR 141.65 states that a holder of examining authority may recommend graduates of that school's approved certification and/or rating courses for pilot certification and ratings without the graduates having to take the CASR flight and/or written tests.
- (2) If a school does not hold flight test examining authority, final pilot certification is conducted by an DGCA inspector or a designated pilot examiner (DPE).
- (3) If a school does not hold written test examining authority, written tests for certificates or ratings must be given by DGCA, a designated written test examiner, or an DGCA approved testing center.

B. Limitations

CASR 141.65 states that holders of examining authority may not recommend graduates for courses for flight instructor licence, airline transport pilot licence and ratings, and turbojet type ratings. However, the DGCA has issued exemptions to pilot schools for examining authority in those courses.

7. ELIGIBILITY

Only the holder of an Pilot School Certificate of Approval is eligible for an examining authority.

A. CASR Requirements

In addition to meeting the requirements of CASR Part 141, Subparts A-C, within the preceding 24 calendar months, an applicant for examining authority must:

- (1) conduct training activities as a certificated pilot school in the course for which examining authority is requested;
- (2) have graduated at least 10 students from the course for which examining authority is requested; and
- (3) have had 9 of the 10 most recent graduates of the course for which examining authority is requested pass any combination of interim or final

tests on the first attempt. These tests must have been given by either an DGCA inspector or a DPE.

B. Types of Examining Authority

Examining authority may be authorized for flight tests, written tests, or both. Issuance of Written Test Examining Authority and Flight Test Examining Authority run along parallel lines.

C. Expiration of Authority

Examining authority expires concurrently with the Pilot School Certificate of Approval on which it is issued, that is, examining authority expires at the end of the 24th month after the month it was issued. Reapplication must be made at least 30 days before the expiration date. Examining authority is routinely renewed at the same time the school's Certificate of Approval is renewed, provided the school meets the requirements of CASR Part 141, Subpart D.

9. INITIATION

A. Application

Application for examining authority is made in duplicate on DAC Form 141-2, Application for Pilot School Certificate of Approval, and sent to the DGCA. The inspector accepts or denies an application on the basis of eligibility, completeness, or accuracy.

- (1) When examining authority is requested for flight testing privileges only, the applicant must enter the words "flight only" on the application immediately after the title of the course or courses.
- (2) When examining authority is requested for written testing privileges only, the applicant must enter the words "written only" on the application immediately after the title of the course or courses.
- (3) When examining authority is requested for both flight and written testing privileges, the applicant must place an "X" in the box beside the title of the course. No other wording is necessary.

B. Role of the DGCA

- (1) When a pilot school notifies the DGCA that it intends to apply for an examining authority for one or more of its approved courses, the DGCA should closely monitor those courses.
- (2) After receipt of the application, the DGCA should conduct at least 50 percent of any upcoming stage tests. These tests should be accomplished in as timely a manner as practical to expedite the issuance of examining authority.

11. INSPECTION

When a correctly completed application for examining authority has been received, the inspector shall conduct an inspection of the school to determine that the school continues to meet the requirements for the privileges it already holds. In addition, inspections for specific examining authorities are noted later in this task.

13. EFFECT OF EXAMINING AUTHORITY ON THE STUDENT

A. Pilot Ground School

When a student graduates from a ground school course conducted by a pilot school that has written test examining authority, that student is issued a Ground School Graduation Certificate (GSGC), which will be accepted as evidence of meeting the aeronautical knowledge requirements for the pilot certificate or rating sought. Such a GSGC is valid for 24 calendar months.

- (1) When a GSGC is presented in lieu of a written or computer test report, the inspector or DPE who administers the practical test should make the appropriate entry on DAC Form 61-1, Pilot Licence and/or Rating Application. The GSGC will be included in the applicant's file.
- (2) When a holder of a GSGC graduates from an appropriate flight course under an examining authority, that student becomes an applicant for a certificate or rating in accordance with CASR 61.71(b). The student should apply for the licence or rating within 90 days following graduation. If application is not made within this 90 day period, the student must meet all of the applicable requirements of CASR Part 61 for the licence or rating sought, including passing the appropriate DGCA written test.
- (3) The following are examples of the use of a GSGC issued under examining authority:
 - (a) When the holder of a GSGC elects to complete training under CASR Part 61, the GSGC holder must meet all the certification requirements of CASR Part 61, except that the GSGC is accepted in lieu of the DGCA written test for 24 calendar months from the date of ground school graduation.
 - (b) When the holder of a GSGC elects to complete training in an DGCA approved flight course without examining authority, the GSGC holder must meet the practical test requirements of CASR Part 61, except that the GSGC is accepted in lieu of the DGCA written test for 24 calendar months from the date of ground school graduation.

B. Certification of Graduates

Holders of examining authority should be advised that certification stage tests shall not be conducted until all other requirements for the pilot licence or rating have been met, including the passing of the required written examination within the preceding 24 calendar months.

- (1) A student completing the approved course applies for a licence or rating by using DAC Form 61-1. After the final flight test, the chief instructor for the examining authority course must enter a recommendation on the reverse of the application, indicating the name and number of the school involved and the course completed.
- (2) The school forwards the student's DAC Form 61-1, complete training record including GSGC, to the DGCA. The training record should include documentation of the student's written test score.
- (3) The DGCA reviews the student's file and evaluates the training record to determine if the required training has been accomplished. The student's DAC Form 61-1 should be clearly marked "Certificated as a graduate of examining authority." After all the documents in the file have been examined and approved, DAC Form 61-1, the GSGC and, written test

score documentation, should be forwarded to DGCA for issuance of a pilot licence or rating. The student's training record is returned to the school. If the inspector has doubts concerning the student's training record (that is, falsification), the matter should be investigated in accordance with Compliance and Enforcement Program.

- (4) Some pilot schools have Designated Pilot Examiner Representative (DPER) who recommends the issuance of pilot licences (see Chapter 8 of this S.I.). The DPER forwards the student's file to the DGCA for review.

15. WRITTEN TEST EXAMINING AUTHORITY

A. General

If a school that has written test authority is designated as a computer testing center, that school must surrender their authority. An DGCA inspector must examine the school's testing materials.

- (1) The school must use current written test books for each course. However, they must develop their own question selection sheets. Using the test books, the school may choose to test for more knowledge beyond DGCA requirements, but not less. Schools must ensure that their final written tests for DGCA licenses and ratings reflect comparable written tests given by the DGCA in scope, depth, and difficulty. No compromise with prescribed standards can be tolerated.
- (2) For written test reports, the school should use the approved standard written test form, which is embossed with the school's seal in the lower right corner. Unique to each CASR Part 141 school, the seal must include the school's name and Pilot School Certificate of Approval number (Figure 7-8). The use of a standard written test report format by approved schools will enable DGCA to readily identify an invalid document when transmitted with an applicant's file to that office, and should also limit the use of altered or falsified documents by pilot applicants. DPEs will check the validity of the records of CASR Part 141 school graduates prior to beginning a practical test.
- (3) All testing programs shall be maintained in good order, their condition is verified through periodic surveillance by the DGCA. Immediate corrective action shall be initiated when a deviation from prescribed standards is evident.

B. Acceptable Written Testing Methods

Pilot schools with written test examining authority must use written test books. Schools may use these materials to test either by the standard hand-marked method or by computer. When the school applies for written test examining authority, it must specify the method it plans to use in addition to specifying which tests it plans to administer. Regardless of the method used, the percentage of questions in each knowledge area of the school's question selection sheets must be the same as the percentage of those questions in the equivalent DGCA tests currently in use.

C. Written Test Book Testing Method

When a pilot school is approved to administer final certification or rating written tests by this method, the inspector shall ensure that only current written test books are used.

- (1) The inspector shall ensure that the school has at least five different question selection sheets available for use in the private pilot airplane and commercial pilot airplane testing area, and that all five question selection sheets are replaced once a year. The replacement shall be accomplished during the months of June through October. The inspector shall coordinate with the appropriate DGCA licensing functions for the specific number of question selection sheets required for each testing area other than the private and commercial pilot airplane.
- (2) The inspector shall ensure that the number of questions on question selection sheets, and the percentage of questions in each knowledge area, conform with DGCA guidelines. The DGCA relays this information to the schools that hold written test examining authority. This information will also be relayed to schools making initial application for that authority.
- (3) A pilot school seeking examining authority for final written tests or a pilot school that has been granted examining authority and is replacing a test shall submit three copies of an appropriate set of at least five question selection sheets, answer sheets, and scoring sheets to the DGCA for review. The inspector who reviews the test materials submitted by the school shall determine whether the number of questions and the percentage of questions in the appropriate knowledge areas meet DGCA guidelines.
- (4) Test materials may be determined unsatisfactory on initial review because of gross errors such as illegibility, incorrect percentages, and insufficient questions.

D. Computer Testing Method

A pilot school that holds or seeks written test examining authority and wishes to administer those tests via computer must establish a bank of questions for each certification or rating area for which they are requesting authorization.

- (1) All of the questions contained in the appropriate DGCA written test book for a particular certificate or rating must be entered in the computer question bank.
- (2) At least three different question selection sheets, or a randomizing plan for at least three tests, must be developed for each authorized certification or rating area. The three question selection sheets or tests shall be replaced in accordance with paragraph 15C of this Section, as it applies. The guidance that is provided in paragraph 15C(2) of this Section also applies to computer testing methods.
- (3) Regardless of the method used, the total number of questions for each test must be at least equal to that of the equivalent DGCA test. The guidance in paragraph 15C of this Section should be followed as it applies to a computer testing program.
- (4) A pilot school that wishes to test using computers must apply by letter to the DGCA.
- (5) Before the issuance of the authorization letter, an inspector from the DGCA will observe the simulated administration of a test by computer and determine whether the integrity of the test administration process is compromised. If, in the inspector's judgment, the school's equipment and procedures are satisfactory, the inspector will forward a copy of the school's application letter, including information on the proposed tests and testing procedures to DGCA for review. After DGCA has completed

the DGCA. If DGCA concurs, the DGCA issues a letter authorizing the administration of specific tests via computer. The letter will list the authorized tests by title (Appendix B).

- (6) The pilot school is responsible for ensuring that the computer equipment functions properly during a test.
- (7) The pilot school is responsible for ensuring that the complete set or bank of questions for each test authorized is accurately entered in the computer's memory and displayed in an easily readable format on the monitor screen.
- (8) Pilot school personnel, who are involved with computer testing, must be knowledgeable in all computer uses associated with the testing program and be competent in answering questions concerning the computer terminal and its uses.
- (9) A pilot school with authority to test by computer must own or have exclusive use of the computer equipment used and must have operational control during test periods.
- (10) A designated member of the pilot school's staff must monitor applicants during computer testing periods.
- (11) The computer terminal will be available only to the applicant and the test monitor while the test is being administered. The computer terminal will not be used by the applicant for mathematical computations or for providing any unauthorized information that may assist in taking the test.
- (12) In addition to general security information found in paragraph 15E of this section, written testing with computers requires strict security procedures to avoid test compromise.
 - (a) Access to computer equipment when loaded with test information must be controlled by the pilot school staff.
 - (b) Access by unauthorized persons must be prohibited.
 - (c) Test information and related software must be deleted from the computer at the completion of the testing period if the equipment is to be used for other purposes.
 - (d) Any disk or similar magnetic storage device containing test questions, selection sheets, or other test information must be secured in accordance with the security provisions.
 - (e) A computer terminal must not have a two-way communications feature operating during the test which could provide unauthorized assistance to the applicant or which could contribute to test compromise.

E. It is essential that school personnel follow strict security procedures to prevent test compromise. Adequate security also ensures that the students enrolled in courses conducted by pilot schools will be tested on CASR Part 61 knowledge requirements pertinent to the certificates or ratings sought without compromise. Before issuing written test examining authority, the inspector must determine if the storage, transportation, and administration of written tests are carefully controlled.

- (1) The inspector shall ensure that pilot schools with examining authority meet their responsibilities in establishing and implementing written test security procedures conforming with those required by this SI and recommended in Advisory Circular 141-1, Pilot School Certification, as amended.

- (2) Instructors, students, and the general public shall not be allowed to use question selection sheets for study or discussion purposes nor copy any portion of the question selection sheets or supplementary material.
- (3) Both before approval of examining authority and periodically thereafter, the inspector shall inspect the school to determine if personnel of the school involved in the administration of tests are fully informed about written test security requirements. The inspector should determine if the school has adequate storage facilities for tests (such as lock safe files), and whether the school has sufficient space and personnel to separate and monitor students adequately during written test administration. After examining authority has been granted, the inspector shall conduct a periodic inspection of the school to ensure compliance in the following areas:
 - (a) The school must use padded paper bags or equivalent security-type envelopes for shipping tests and supplementary materials. When test materials are transported from one location to another, they must be hand carried by a school official or sent by certified mail. The school must maintain a record of the contents of each test materials package. This form shall be signed by the sender and by the receiver. The receiver shall return the signed form to the sender to indicate receipt of the test materials (Appendix B). This procedure shall be followed in shipping test materials between the main operations base and a satellite base.
 - (b) Tests and supplementary materials must be stored in locked cabinets or spaces (preferably three tumbler lock safes, combination-type). If three tumbler combination lock safe files are not available for storage of test materials, the inspector shall ensure that the opening to the storage area is secured with lock bars or hasps and combination locks or security-type key locks.
 - (c) The school must designate, in writing, one or more individuals who are responsible for opening and closing security cabinets or spaces and for monitoring cabinets or areas when open. Those individuals will be responsible for maintaining inventory records of all tests by title and number. The school must maintain log out/log in sheets for use when test materials are removed or replaced in security cabinets or security spaces. This log out/log in sheet must include the test title and number.
 - (d) The inspector shall ensure that the school promptly submits any obsolete test material to the I GCA.
 - (e) The school shall conduct an inventory of its test materials and maintain an inventory record at least once a week. This ensures early detection of missing test materials. The inspector shall require the school to make a complete inventory of its test materials in the event of forced entry, theft, unsecured cabinets left during the absence of responsible personnel, or the misplacement of any test materials. If any test materials are discovered to be missing, the school official responsible for the loss shall perform the following:
 - (i) determine, if possible, the identity of the person or persons responsible for the missing test materials and promptly attempt to recover the materials;
 - (ii) immediately notify the I GCA by telephone; and

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS

A. Prerequisites

This task requires knowledge of the regulatory requirements of CASR Part 141, DGCA policies, and qualification as a DGCA Flight Operation Inspector.

B. Coordination

This task requires coordination with the Principal Operations Inspector.

3. REFERENCES, FORMS AND JOB AIDS

A. References

- (1) CASR Parts 1, 61, 91, 141, and other applicable CASR.
- (2) Advisory Circular 60-11, Aids Authorized for Use by Written Test Applicants
- (3) Advisory Circular 141-1, Pilot School Certification,
- (4) Appropriate Practical Test Standards (PTS)
- (5) TCO for each course for which examining authority is requested

B. Forms

- (1) DAC Form 141-1, Application for Pilot School Certificate of Approval.
- (2) DAC Form 141-2, Pilot School Certificate of Approval.

C. Job Aids

- Sample letters and figures

5. GENERAL PROCEDURES

A. Initial Inquiry

- (1) Advise the school to apply for examining authority by completing DAC Form 141-1, Application for Pilot School Certificate. Give the applicant two copies of DAC Form 141-1 (Appendix A-1).
- (2) Inform the applicant that both copies of DAC Form 141-1 must be filled out and signed by appropriate school officials (see Chapter 2 of this S.I).
- (3) Explain the requirements of written test examining authority, flight test examining authority, or both.

B. Open file

C. Review Application

Upon receipt of the completed application, examine it for completeness and accuracy.

- (1) When examining authority is requested for flight testing privileges only, check that the words, "flight only" are on the application immediately after the title of the course or courses.

Area	Objective and Activities	References	S	U	Remarks
3	Have the ownership or Facilities changed since the Pilot school certificate was issued	141.17(b)			
4	Carriage of narcotic drugs, marijuana, depressant or stimulant drugs or substances	141.18			
4	Is the Pilot certificated appropriately displayed	141.19(a)			
5	Does the Pilot school maintain a principal business office with a mailing address in the name shown on its certificates?	141.25(a)			
6	Is the principal business office shared with another Pilot School?	141.25(c)			
7	Does the school use any other operating bases?	141.25 (c)			
8	Does the school has/maintain the memorandum of agreement and contractual agreement ?	141.25 (c)			
1.02	Training Procedure Manual				
1	Is the Training Program Manual has evaluated and approved by the DGCA?	141.7			
2.	The applicant for a pilot school approval shall prepare a Training Procedures Manual. Each manual shall be specifically identified and shall include at least the following: - System for amendments - Manual holder name and copy number	CASR 141.7 141.38 141.39 141.41 141.89			

Area	Objective and Activities	References	S	U	Remarks
	<ul style="list-style-type: none"> - Organizational chart and description of the duties and responsibilities of the reporting levels listed on the organizational chart; - Roster of personnel authorization. - Simple floor plan of the facility, showing the location of the, classrooms and offices, and a general description of facilities; - Aircraft Authorization Listing; - Aircraft maintenance personnel, facility and equipment; - Airport information facility; - Facilities of flight simulator, flight training devices and training aids; - Instructor qualifications; - Description of the quality control system that ensures the policies and procedures are effectively in place; - Copy of the course curriculum; - Sample copies of examination questions - Student attendance and grades - Exception of attendance - Procedure for development of examinations - Copy of graduation certificate - Authorized to sign certificate - Procedure for student admission - Procedure to control type training course 				

Area	Objective and Activities	References	S	U	Remarks
	<ul style="list-style-type: none"> - List of reference materials - Description of training aids available Safety procedure in accordance with 141.93. - Minimum Equipment List Procedure (if applicable). 	141.55			
1.03	Curriculum and Syllabus				
1	Is the curriculum and syllabus has evaluated and approved by the DGCA ?	141.55			
2	Is the revision/amendment curriculum and syllabus has controlled by the DGCA ?	141.55			
3	Is the Pilot School have special curricula authorized by the DGCA?	141.55			
1.04	Rating and Authorization				
1	Does the Training School operate within the current rating and authorization?	141.11(a)			
2	Does the current/amendment of rating and authorization (Operation Specification) approved by the DGCA ?	141.11			
1.05	Examining Authority				
1	Have at least 9 of the most recent 10 graduates who were given an interim or final test by an DGCA Inspector or designated Pilot Examiner ?	141.63(b)			
2	Does the school hold an exemption allowing graduation without taking the DGCA flight or written test for flight instructor certificates, airline transport certificates and rating, and turbojet type rating?	141.65			

Area	Objective and Activities	References	S	U	Remarks
3	Is the final written or flight test that is given by the holder of an examining authority equal in scope, depth, and difficulty the comparable written or flight test prescribed by the DGCA under CASR Part 141.	141.67			
4	Has the final ground school written test been approved by the DGCA?	141.67 (c)			
5	Has the DPER submitted to the DGCA a copy of the appropriate training record for each person that the school has recommended for a pilot certificate or rating?	141.67 (d)			
6	Examination development and evaluation of the following : <ul style="list-style-type: none"> - Examination procedure and implementation - The examining authority to the holder of a pilot school certificate, and the privileges and limitations of that examining authority. - Written test or combination written & oral and flight test examining authority evaluation. - Acceptable Written Testing Methods - Written Test Book Testing Method - Computer Testing Method - Flight Test Examining Authority - Passing grade graduation. 	141.7 (m)			
1.06	Training Course Outline				
1	Does the pilot School have approval for each training course for which certificate or rating is sought?	14.53			

Area	Objective and Activities	References	S	U	Remarks
2	Does the outline for each approved course of training meet the minimum curriculum for that course prescribed in the appropriate appendix of CASR Part 141?	141.55 (a)			
3	<p>Does the outline for each approved course of training contain following informations?</p> <ul style="list-style-type: none"> - Description of each room used for ground training including its size, and the maximum number of students that may be instructed in the one time? - A description of each type of audio visual aids, projector, tape recorder, mock up, and another special training aids used for ground training? - A description of each Pilot ground trainer used for instruction? - A listing of the airports at which training flights originate and a description of the facilities, including pilot briefing areas, that are available for use by the student and operating personnel at each of those airports? - A description of the type aircraft, including any special equipment, used for each phase of instruction? - The minimum qualification and rating for each instructor used for ground or flight training 	145.55			
4	Does the course outline include a training syllabus for each course of training that includes at least the following information?	141.55(b)			

Area	Objective and Activities	References	S	U	Remarks
	- The pilot certificated and ratings, if any, the medical certificate, if necessary, and the training, pilot experience, and knowledge required for enrollment in the course?	141.55(b)			
5	Does the pilot school have an approved special curriculum that achieves level of pilot competency equivalent to CASR part 61 or 141?	141.57			
1.07	Staff Qualification				
1	Does the pilot school have adequate personnel and authorized instructors, including a chief instructor for each course of training	141.33(a)			
2	Are the personnel mentioned above qualified and competent to perform their duties? How are their duties assigned?	141.35			
3	Has each dispatcher, aircraft handler, line crewman, and service man been instructed in the procedures and responsibilities of their employment?	141.33			
4	Does each flight or ground instructor hold a valid flight or ground certificate as appropriate with ratings for the course of instruction and any aircraft used in that course?	141.35			
5	Who is the chief Instructor for each course of training?	141.33(b)			
6	Who is the assistance chief instructor for each course of training?	141.33(b)			

Area	Objective and Activities	References	S	U	Remarks
7	Do the chief flight instructor and assistant meet the requirement of CASR 141.35 and 141.36, as appropriate?	141.79(a)			
8	Does its flight Instructor who is giving flight instruction under an approved course of training have the rating and minimum qualification specified in the rating?	141.79(c)			
9	Has each chief flight instructor completed a flight instructor refresher within the preceding 12 months?	141.79 (c)			
10	Has each instructor for an approved course of training accomplished an initial flight check, given by the designated chief or assistant chief flight instructor in each type of aircraft?	141.79(d)			
11	Has each instructor accomplished a flight check within the preceding 12 months with the chief or assistant chief flight instructor	141.79(d)			
12	Has each ground and flight instructor used in an approved course or training been briefed on the objectives and standards og the course by the designated chief instructor or assistant chief instructor?	141.79(c) 141.81(c)			
13	Does the instructor used for ground training in an approved course of training hold a flight or instructor certificate with an appropriate rating for course of training?	141.81(a)			

Area	Objective and Activities	References	S	U	Remarks
14	<p>Is a person who does not meet the above requirements only used for ground training in an approved course when:</p> <ul style="list-style-type: none"> - The chief instructor for that course of training finds the person qualified to give that instructions - The instruction is given under the supervision of the chief instructor or the assistant chief instructor who is present at the base when the instruction is given 	141.81(b)			
15	Has the chief instructor given an initial proficiency check to each instructor used in an approved course of training and then at least once every 12 months?	141.85(a)			
16	Has the policy or procedure to continue evaluate the capability instructor has been implemented?	141.85			
17	Has the instructor was trained to improve knowledge ?	141.85			
1.08	Records				
1	Has the pilot school given a flight test or written test to determine how much credit a student is given in a curriculum?	141.77(b)			
2	<p>Does the pilot school furnish each student at the time the student is enrolled in each approved training course, with the following;</p> <ul style="list-style-type: none"> - A certificate of enrollment containing the name of the course and date - A copy of training syllabus under 141.55(b) - A copy of safety procedure 	141.93(a)			

Area	Objective and Activities	References	S	U	Remarks
3	Has the pilot school issued a graduation certificate to each student who has completed its approved course of training?	141.95(a)			
4	Does the graduation certificates contain at least the following information: -the name of the school and number approval, dated graduation; - The name of the graduate to whom it was issued? - the course of training for which it was issued?	141.95(b)			
5	Has the pilot school established and maintained a current and accurate record for each student?	141.101(a)			
6	Whenever a student has graduated terminated training, or transferred to another school, has the chief instructor certified the student record's	141.101(b)			
7	Does the pilot school retain each student record for at least 1 year from the date that the student graduates from the course for which the record pertains, terminates enrollment in that course, or transfers to another school?	141.101(c)			
8	Does the pilot school make a copy of the student record available to him/her?	141.101(d)			

Area	Objective and Activities	References	S	U	Remarks
9	<p>Does the pilot school keep the recording of the following :</p> <ul style="list-style-type: none"> - Pilot School certificate and Operation Specification. - Facility use agreement - Type of advertisement - Chief/assistant flight instructor records - Flight instructor records - Student records - Enrollment certificates - Aircraft records (including aircraft check list) - Practical Test Standards (PTS); and - The Training Course Outline (TCO) revisions (must match revisions in DGAC file). 	<p>141.23 141.93 141.95 141.101</p>			
1.09	Training Facilities				
1	Does the pilot school have continuous use of the facilities ?	141.31			
2	Does the pilot school have adequate space of area office, classroom?	141.43(a)			
3	Are Available Each training aid, including any audiovisual aid, projector, tape recorder, mockup, chart, or aircraft component listed in the approved training course outline, must be accurate and appropriate to the course for which it is used?	141.41			
2	Does the pilot school have briefing area?	141.43(a)			
3	Is the briefing area used by other pilot school during the same period as the principal school?	141.43(b)			

Area	Objective and Activities	References	S	U	Remarks
4	Is the room or other space used for instructional purposes, heated, lighted, and ventilated to conform to local building, sanitation and health codes?	141.45			
5	Is Each aircraft necessary for that training meets the regulation standards?	141.45			
7	Are available flight simulator or flight training device used for training?	141.41			
8	Are flight simulator has certified and approved by the DGCA?	141.41			
1.10	Airports				
1	Does the pilot school have continuous use of the airport?	141.31			
2	Does the airport used by the pilot school have at least one runway or takeoff area that allows training aircraft to make a normal take off or landing?	141.37(b)			
3	Does the airport have a wind direction indicator that is visible from the ends of each runway at ground level	141.37(c)			
4	If the airport is used for night training flights, does it have permanent runway lights?	141.37(e)			
1.11	Ground Trainers and Training Aids				
1	Does each ground trainer used to obtain the maximum flight training credit allowed for ground trainers in appropriate pilot training course have: - An enclosed pilot station or cockpit that accommodates one or more flight crew member - Control to simulate the rotation of the trainer about three axis	141.41(a)			

Area	Objective and Activities	References	S	U	Remarks
	<ul style="list-style-type: none"> - The minimum instrument and equipment required for powered aircraft in 91.33 of this chapter, for the type of flight operation simulated - For VFR instruction a means of simulation visual flight condition including motion of the trainer, or projection or models operated by flight control -For IFR instruction, a means for recording the flight simulated by the trainer? 	141.41(a)			
2	Does the pilot school have adequate ground training facility?	141.45			
3	Is each training aid including an audiovisual, mockup, chart, or aircraft component listed in the approved training course outline accurate and appropriate for the course which it used?	141.41(b)			
1.12	Quality of Instruction				
1	Has each graduate or pilot recommended for a pilot certificate or rating completed the training and required final test?	141.77(a)			
2	Does the pilot school : <ul style="list-style-type: none"> - Conduct training and instruction in accordance with its approved course of training? - Enroll the student in its approved course before receiving the instruction and training? 	141.77(b)			

Area	Objective and Activities	References	S	U	Remarks
3	Has each student solo practice flight been approved by an authorized flight instructor who is present at that airport	141.79(b)			
4	Has the chief instructor conducted each stage or test given to a student enrolled in appropriated of instructions	141.85(a)			
5	Has the chief instructor maintained training techniques, procedure and standard for the school that are acceptable to the DGCA?	141.85 (a)			
6	Has the pilot school immediately notified to the DGCA in writing of any change in its designation of a chief instructor for an approved training course?	141.87(a)			
7	Has the pilot school conducted training in instruction for more than 60 days without a chief instructor?	141.87(b)			
1.13	Advertising				
1	Has the pilot school made ant statement relating to its certification and rating that is false or designed to mislead any person contemplating enrollment in that schools	141.23(a)			
2	Does the pilot school clearly differentiate between course which have been approved and those which have not?	141.23(b)			
3	If the pilot school has relocated or does not hold a current certificates, has it removed indication that the school is certificated by the DGCA?	141.23(c)			
4	Does the pilot school advertise and conduct approved pilot courses in accordance with the certificate and rating its holds?	141.73(a)			

Area	Objective and Activities	References	S	U	Remarks
1.14	Minimum Equipment List Procedure				
1	Does the Pilot School have and appropriately use MEL's?	91.213			
1.14	Manual/Publication Library				
1	Are all manual pertinent to each pilot training course available and up-to date?	141.75			
2	Complete set of aircraft operation manual primary pilot training.	141.75			
3	Are Aircraft Manual, Pilot Operating Handbook available?	141.75			
	INSPECTION (AIRWORTHINESS) AREA				
2.1	Personnel-Qualifications /Supervision				
1	Is each person performing aircraft maintenance authorized to perform that function ?	43.3			
2	Is each person authorizing return to service qualified to do so?	43.7			
2.2	Maintenance Program/Inspection Items				
1	Is the Maintenance/Inspection Aircraft Program evaluated and approved by the DGCA?	141.89			
2	Is Each aircraft necessary for that training inspected and maintained by appropriate personnel and facility?	141.89			
3	Are the aircraft used by the pilot school has received an inspection for the issuance of an airworthiness certificate?	91.409(b)			

4	Are the aircraft manufacturer recommendation being accomplished as related the following: -Lubrication requirements 100 hours; -Retractable landing gear rigging;				
3	Are the following system and equipment as applicable properly maintained? -VOR; Altimeter;. Altitude Reporting; ATC Transponder; Emergency Locator Transmitter	91.413; 91.207			
2.3	Maintenance Manual/Technical Publication				
1	Are all manufacturer maintenance manual available? Aircraft; avionic; etc	43.2			
2	Are all manual and Technical publication available and up to date.	43.2			
2.4	Records				
1	Are maintenance record maintained in accordance with CASR 91.417	91.417			
2.5	Airworthiness Directive				
1	Has the operator kept AD records? (number, method, revision, time and date when action taken)	91.417			
2.6	Fueling/Serviceing				
1	Does the operator have STC to use automotive fuel?				
2	is the storage of automotive fuel adequate?				
3	Are the aircraft fuel tanks marked with type and grade of fuel?				
4	Is the required emergency equipment in each aircraft?				

Area	Objective and Activities	References	S	U	Remarks
2.7	Fueling/Serviceing				
1	Does the operator have STC to use automotive fuel?				
2	Is the storage of automotive fuel adequate?				
3	Are the aircraft fuel tanks marked with type and grade of fuel?				
4	Is the required emergency equipment in each aircraft?				
2.8	Aircraft /Manuals/Pilot Handbook				
1	Are the aircraft used by the pilot school registered as civil aircraft in Indonesia?	141.39(a)			
2	Are the aircraft used in IFR operations properly equipped and maintained?	141.39(c)			
3	Are pre take off and prelanding checklist and the operators handbook for the aircraft or copies of the handbook carried on each aircraft used for flight instruction and solo flights?	141.75(a)			
4	Are the aircraft data plates in place and legible for the aircraft and engine(s)?				
2.9	Inoperative Equipment/Differed Maintenance				
1	Have any multiengine aircraft used with inoperable equipment without an MEL	91.213			
2	Are there established procedures for reporting malfunctions or defect?	141.93(a)			

Remark/Finding Items :

Date :		Place :	
DGCA Inspector	1. 2. 3.	Sign :	1. 2. 3.

DAC FORM 141-5 : CASR PART 141 CERTIFICATION JOB AID

NAME OF SCHOOL:	CERTIFICATION TEAM			Specialty	
	Name				
ADDRESS:	INSP. INITIAL	DATE	YES	NO	N/A
1. Initial contact handled by					
2. Letter of Intent					
3. Pre-application meeting					
4. Applicant provided resources/advised how to obtain					
5. Formal application meeting					
6. Application properly completed and submitted					
7. TCO's submitted					
a. TCO contains description of each room used for ground training					
b. TCO describes all training aids					
c. TCO describes each ground trainer/simulator used					
d. TCO lists airports at which training flights originate					
e. TCO describes minimum instructor qualifications					
f. TCO describes trainee's enrollment qualifications					
g. TCO describes each lesson's objectives and training standards					
h. TCO describes tests and checks used to measure each stage of training					
8. Verification of flight instructors' qualification (CASR 141.33/141.35)					
9. Chief instructor/assistant for ground school course has 1 year experience in approved school					
10. Enrollment method meets the requirements of CASR 141.93(a)(1)(3)					
11. Safety procedures/practices developed (CASR 141.93(a)(3)(i)-(x))					
12. Graduation certificates appropriate (CASR 141.95)					
13. Method for student recordkeeping (CASR 141.95)					
14. MEL approved					
15. School has use of aircraft appropriate for each course					
a. P.K.-registered standard category					
b. At least two-place with full-functioning dual controls					
c. Maintained in accordance with CASR Parts 43 and 91					
d. Inspected by airworthiness inspector					
(1) Optional equipment installation					
(2) Airworthiness Directive records current					
(3) In-house or contract maintenance observed					
(4) Aircraft for IFR courses properly/maintained					
e. Electronic/communications inspected (Avionics)					
f. Checklists required by CASR 141.75					
16. Chief/instructor/assistance for each course tested.					
a. Knowledge test					
b. Skill test					
17. Chief instructor's method to test other instructors					
18. Pilot briefing areas CASR 141.43(a) and (b)					
19. Ground training facilities (CASR 141.45)					

20. Airports					
a. Continuous use where flights originate (CASR 141.38 (a))					
b. One runway/takeoff area for normal takeoff at full gross weight (CASR 141.38(b)(1) - (4))					
c. Wind direction indicator (CASR 141.38(c))					
d. Traffic direction indicator (if required by CASR 141.38(d))					
e. Permanent runway lights (if required by CASR 141.38(e))					
21. Ground trainers					
a. Cockpit meets requirements of CASR 141.41(a)(1)					
b. Simulates rotation around three axes (CASR 141.41(a)(3))					
c. Minimum instruments/equipment required by CASR 91 (CASR 141.41)					
d. For VFR instruction, a means of simulating visual flight conditions (CASR 141.41)					
e. For IFR instruction, a means of recording flight path CASR 141.41					
22. Training aids meet requirements of CASR 141.41					
23. Certificate number obtained from DGCA					
24. Pilot School certificated prepared and issued					
25. List of approved course prepared					
26. Certification report and DGCA file prepared					
27. Surveillance plan developed					
28. Other					
REMARKS					

DAC FARM 141-6 CASR PART 141 SCHEDULE OF EVENTS

NAME OF SCHOOL: ADDRESS:	CERTIFICATION TEAM Name			Specialty	
	School DATE RADY	DGCA DATE REC'D	DGCA RET'D	DGCA DATE APP'D	INSP INIT
1. Letter of Intent					
2. Application (DAC Form 141-2)					
3. TCO's					
4. Special Curricula (if applicable)					
5. Recordkeeping procedures					
6. Enrollment method					
7. Safety procedures/practices					
8. Graduation certificates					
9. Instructors' qualifications					
10. Chief flight instructor/assistant practical test					
11. Base inspection (including satellite bases)					
12. Appropriate aircraft for each course					
13. Aircraft conformity inspections (Airworthiness)					
14. Ground trainer inspection					
15. Training aids inspection					
16. Pilot briefing areas					
17. Ground training facilities					
18. Airports					
19. Proposed date to start operations					
20. Other					

DAC FORM 141-8 : CASR PART 141 FACILITY INSPECTION JOB AID

NAME OF SCHOOL:		CERTIFICATION TEAM Name			Specialty	
ADDRESS:		INSP. INITIAL	DATE	SAT	UNS	N/A
1. TCO's						
a. Current						
b. Conforms to copy from district office file						
c. All changes DGCA Approved						
2. Verification of flight instructors' qualifications						
3. Chief instructor/assistant for each course						
4. Enrollment procedures conform to CASR 141.93(a)(1)-(3)						
5. Copies of enrollments sent to DGCA						
6. Safety procedures/practices as per CASR 141.93(a)(1)-(3)						
7. Graduation certificates as per CASR 141.95						
8. Recordkeeping as per CASR 141.101(a)(1)-(3)						
9. Minimum Equipment List (MEL) current (if applicable)						
10. Aircraft meet requirements of CASR 141.39/141.75						
11. Chief instructor standardization of all instructors						
12. Pilot briefing areas (CASR 141.43)						
13. Ground training facilities (CASR 141.45)						
14. Airports (CASR 141.38)						
15. Ground trainers (CASR 141.41(a))						
16. Training aid (CASR 141.41(b))						
17. Pilot School certificate matches one on file						
18. List of approved courses current						
19. Other						
REMARKS:						
Date Inspection :		Place :		DGCA Inspector :		

DAC FORM 61-1 APPLICATION FOR PILOT LICENCE OR RATING



**MINISTRY OF TRANSPORTATION
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS CERTIFICATION**

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

I. Application information

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Student | <input type="checkbox"/> Instrument | <input type="checkbox"/> Glider | <input type="checkbox"/> Ground Instructor |
| <input type="checkbox"/> Sport | <input type="checkbox"/> Additional Aircraft Rating | <input type="checkbox"/> Lighter-Than-Air | <input type="checkbox"/> Medical Flight Test |
| <input type="checkbox"/> Private | <input type="checkbox"/> Airplane Single-Engine | <input type="checkbox"/> Flight Instructor _____ Initial _____ Renewal | <input type="checkbox"/> Reexamination |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Airplane Multiengine | <input type="checkbox"/> Flight Instructor Reinstatement | <input type="checkbox"/> Reissuance of _____ Licence |
| <input type="checkbox"/> Airline Transport | <input type="checkbox"/> Rotorcraft | <input type="checkbox"/> Additional Instructor Rating | <input type="checkbox"/> Other _____ |

A. Name (First, Middle, Last)		B. I.D. Number	C. Date of Birth Mo. Day Year		D. Place of Birth
E. Address		F. Nationality Specify <input type="checkbox"/> Indonesian <input type="checkbox"/> Other _____		G. Do you read, speak and understand English? <input type="checkbox"/> Yes <input type="checkbox"/> No	
City, Province, ZIP Code		H. Height	I. Weight	J. Hair	K. Eyes
M. Do you now hold, or have you ever held a DGCA Pilot Licence? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, has licence ever been suspended or revoked <input type="checkbox"/> Yes _____ Date <input type="checkbox"/> No		N. Grade Pilot Licence	O. Licence No.
P. Date Issued		R. Class of Certificate		S. Date Issued	T. Name of Examiner
Q. Do you hold a Medical Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No		U. Have you ever been convicted for violation of any laws pertaining to narcotic drugs, marijuana, and depressant or stimulant drugs or substances, or motor vehicle operation involving alcohol related offenses? <input type="checkbox"/> No <input type="checkbox"/> Yes		V. Date of Final Conviction	
Glider or free balloon pilots only:		Medical Statement: I have no known physical defect which makes me unable to pilot a glider or free balloon		W. Signature	X. Date

II. Licence or Rating applied for on basis of:

<input type="checkbox"/> A. Completion of required test	1. Aircraft to be used (if flight test required)	2a. Total time in this aircraft hours	2b. Pilot in command hours
<input type="checkbox"/> B. Military competence obtained in	1. Service	2. Date rated	
	3. Rank or grade and service number	4. Has flown at least 10 hours as pilot in command during the past 12 months in the following military aircraft.	
<input type="checkbox"/> C. Graduate of approved course	1. Name and location of training school	2. School Number	
	3. Curriculum from which graduated	4. Date	
<input type="checkbox"/> D. Holder of foreign licence issued by	1. Country	2. Grade of Licence	
	3. Number	4. Ratings	

III. Record of pilot time


	Total	Instr. Rec'd	Solo	Second in Command	Cross Count. Inst. Rec'd	Cross Count. Solo	Cross Count. PIC	Instru-ment	Night Instr. Rec'd	Night Take-off/Landing	Night PIC	Night Take-off/Landing PIC	No. of Flight	No. of Aero-Tows	No. of Ground Launches	No. of Powered Launches	No. of Free Flights
Airplane																	
Rotorcraft																	
Gliders																	
Lighter Than Air																	
Training Devices																	

IV. Have you failed a test for this licence or rating within the past 30 days? Yes No

V. Applicant's Certification: I certify that the statements made by me on this application are true.	A. Signature	B. Date
---	--------------	---------

Instructor's Recommendation: I have personally instructed the applicant and consider this person ready to take the test				
Date	Instructor's Signature	Licence no.	Licence expires	
Pilot School Recommendation The applicant has successfully completed our _____ course , and is Recommended for certification or rating without further _____ test.				
Date	School name and number	Official's Signature		
		Title		
Designated Examiner's Report: <input type="checkbox"/> Student Pilot Licence issued (Copy attached) <input type="checkbox"/> I have personally renewed this applicant's pilot logbook, and certify that the individual meets the pertinent requirements of CASR 61 for the pilot licence or rating sought. <input type="checkbox"/> I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate. <input type="checkbox"/> I have personally desired and/or verified this applications in accordance with pertinent procedures and standards with the result indicated below. <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved – Disapproval Notice issued (Copy Attached)				
Location of Test (Facility, City, Province)		Duration of test		
		Ground	Simulator	Flight
Licence or Rating for which tested		Type(s) of aircraft used	Registration No.(s)	
Date	Examiner's Signature	Licence No.	Designation No.	Designation expires
Evaluator's record for airline Transport Licence/Rating only:				
	Inspector	Examiner	Signature	Date
Oral	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Approved simulator/training device check	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Aircraft flight check	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
DGCA Inspector's Report				
I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, polices and or necessary requirements with the result indicated below:				
<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved – Disapproval Notice Issued		
Location of test (Facility, City, Province)		Duration of Test		
		Ground	Simulator	Flight
Licence or Rating for which tested		Type(s) of aircraft used	Registration No.(s)	
<input type="checkbox"/> Student Pilot Licence issued <input type="checkbox"/> Examiner's recommendation <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED <input type="checkbox"/> Reissue of exchange of Pilot Licence <input type="checkbox"/> Special medical test conducted – report forwarded to DGCA				
<input type="checkbox"/> Licence or Rating based on <input type="checkbox"/> Military competence <input type="checkbox"/> Foreign Licence <input type="checkbox"/> Approved course graduate <input type="checkbox"/> Other approved DGCA qualification criteria <input type="checkbox"/> Licence issued <input type="checkbox"/> Licence denied				
<input type="checkbox"/> Instructor <input type="checkbox"/> Renewal <input type="checkbox"/> Reinstatement Instructor Renewal Based on: <input type="checkbox"/> Activity <input type="checkbox"/> Acquaintance				
<input type="checkbox"/> Flight <input type="checkbox"/> Ground <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Training Course <input type="checkbox"/> Test				
Flight Instructor Refresher Course Name		Graduation Certificate No.	Date	
Date	Inspector's Signature	DGCA Office		
Attachments:				
<input type="checkbox"/> Student Pilot Licence (copy) <input type="checkbox"/> Report of written examination		<input type="checkbox"/> Pilot Identification (ID) Form of ID _____ Number _____ Expiration Date _____		<input type="checkbox"/> Notice of Disapproval <input type="checkbox"/> Superseded Pilot Licence <input type="checkbox"/> Answer sheet graded <input type="checkbox"/> Answer sheet graded (Foreign Instrument)


DAC FORM 183-1B STATEMENT OF QUALIFICATION (DPER, DFEER, DFNER, DFOOER, DFAER)

 DIRECTORATE GENERAL OF CIVIL AVIATION		TYPE OF DESIGNATION	PRIVATE PILOT EXAMINER REPRESENTATIVE					
			COMMERCIAL PILOT EXAMINER REPRESENTATIVE					
			AIRLINE TRANSPORT PILOT EXAMINER REPRESENTATIVE					
			PROFICIENCY PILOT EXAMINER REPRESENTATIVE					
			FLIGHT ENGINEER EXAMINER REPRESENTATIVE					
			FLIGHT INSTRUCTOR EXAMINER REPRESENTATIVE					
Attach supplemental sheets if more space is required for any item				X	OTHER:			
1. NAME (Last First middle)		Telephone No.						
2. ADDRESS (Number Street City Province and ZIP code)		3. DATE OF BIRTH (Month, day, and year)		4. INDONESIAN				
				YES				
				NO				
5. DO YOU NOW HOLD, OR HAVE YOU EVER HELD, AN EXAMINER DESIGNATION		YES	TYPE AND NUMBER					
		NO						
6. HAS ANY LICENCE OR RATING ISSUED YOU EVER BEEN SUSPENDED OR REVOKED OR HAVE YOU PAID A CIVIL PENALTY AS A RESULT OF A VIOLATION OF THE CASRs (Complete for original designations only):								
<input type="checkbox"/> YES <input type="checkbox"/> NO								
7. LICENSES HELD								
TYPE	LICENCE NO.	RATINGS	DATE ISSUED					
8. FLIGHT EXPERIENCE (in hour)								
	AIRPLANE		ROTORCRAFT		GLIDERS		INSTRUMENT FLIGHT (Actual or sim)	NIGHT FLIGHT
	TOTAL	LAST 12 MOS	TOTAL	LAST 12 MOS	TOTAL	LAST 12 MOS		
PILOT-IN COMMAND								
FLIGHT INSTRUCTION GIVEN								
COPILOT								
FLIGHT NAVIGATOR								
FLIGHT ENGINEER								
9. EMPLOYMENT (Indicate professional experience pertinent to this designation)								
EMPLOYERS NAME	NTURE OF WORK		DATE		TITLE OF POSITION			
10. SPECIAL TRAINING PERTINENT TO THE DESIGNATION								
CERTIFICATION: I certify that I am familiar with the requirements for this designation its privileges and limitations and that the information stated herein is true it is understood that this designation may be terminated upon notice by the DGCA for the reasons specified in section 183.15 of the CASR								
DATE			SIGNATURE					

FOR DGCA USE							
TYPE OF ACTION		FLIGHT TEST ACTIVITIES GENERAL AVIATION <i>(Complete for renewals and additional designations)</i>				DATE LAST REPORT SUBMITTED	
	ORIGINAL ISSUANCE	LICENSES RATINGS	TOTAL SUBMITTED	DISAPPROVED BY EXAMINER	ACCEPTED BY INSPECTOR	RECHECKED BY INSPECTOR	RETURNED FOR CORRECTION
	RENEWAL	PRIVATE PILOT					
		COMMERCIAL PILOT					
	ADDITIONAL AUTHORITY	AIRLINE TRANSPORT PILOT					
		INSTRUMENT RATING					
	SPOT CHECK ONLY NO RENEWAL EFFECTED	ADDITIONAL RATINGS	PRIVATE				
			COMMERCIAL				
	REINSTATEMENT		ATR				
Complete for original issuance and reassignment only	CHARACTER AND REPUTATION <i>(Include industry and community reputation as well as personal knowledge possessed by DGCA personnel)</i>						
	INSPECTOR'S RECOMMENDATION/ACTION						approve
							disapprove
JUSTIFICATION FOR APPROVAL/REASONS FOR DISAPPROVAL							
The individual named has been flight tested examined and deemed competent to perform the duties of the designation indicated below							
DESIGNATION	PRIVATE PILOT	CATEGORY		ADDITIONAL QUALIFICATIONS LIMITATIONS (For pilot flight engineer examiner give aircraft category)			
	COMMERCIAL PILOT EXAMINER	AIRPLANE					
	AIRLINE TRANSPORT PILOT EXAMINER						
	PROFICIENCY PILOT EXAMINER	ROTOCRAFT					
	FLIGHT ENGINEER EXAMINER						
	FLIGHT INSTRUCTOR EXAMINER	GLIDER					
	OTHER						
DATE		OFFICE NO.		INSPECTOR'S SIGNATURE			
DGCA ACTION							
	CONCUR	DATE			SIGNATURE		
	DISAPPROVE						
TYPE OF DESIGNATION				CERTIFICATE OF AUTHORITY ISSUED			
		NO.		DO TO SERVE UNDER		EXPIRATION DATE	

DAC FORM 183-2 CERTIFICATE OF AUTHORITY

Front

	MINISTRY OF TRANSPORTATION DIRECTORATE GENERAL OF CIVIL AVIATION DIRECTORATE OF AIRWORTHINESS CERTIFICATION Karya Building, 22 nd Floor Jl. Merdeka Barat No. 8 Jakarta Pusat Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663 Box 3049, Jakarta 10030	
	CERTIFICATE OF AUTHORITY	
	DESIGNATION NO.	
DESIGNEE'S SIGNATURE	NAME	DESIGNATION EXPIRES
	Is authorized to act in the capacity of a	
	AT FIXED BASE OF OPERATION	
	On behalf of The Director General of Air Communication	
	_____	_____
	DATE	SIGNATURE
The bearer has received all pertinent instructions and is authorized to act in the capacity set forth on this Certificate of Authority while under the supervision of the DGCA.		

DAC Form 183-2 (7-02)

Back

The bearer has received all pertinent instruction and is authorized to act in the capacity set forth on this Certificate of Authority while under the supervision of the following DGCA office.

DGCA OFFICE	DATE	INSPECTOR SIGNATURE

DAC Form 183-2 (7-02)

APPENDIX B. FIGURE SAMPLE LETTER

FIGURE APP.B - 1. LETTER DISAPPROVING A SPECIAL CURRICULUM OR TCO



**MINISTRY OF TRANSPORTATION
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS CERTIFICATION**

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

[date]

Address: _____

Dear _____:

We are unable to approve your [name of course] Training Course Outline [or special curriculum] for the following reasons:

All other Training Course Outlines [and/or special curricula] have been approved and are reflected in your Scope of Approval. If you wish to continue to seek approval for the above course [or special curriculum], you may reapply when appropriate corrections have been made.

Sincerely,

[DGCA signature]

FIGURE APP.B – 2 : LETTER DENYING SATELLITE BASE



**MINISTRY OF TRANSPORTATION
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS CERTIFICATION**

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

[date]

Address: _____

Dear _____

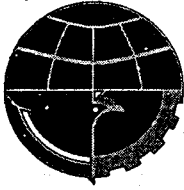
We are unable to approve your application for a satellite base at _____
for the following reasons:

When you feel your organization meets the certification requirements for a satellite base, you may reapply to this office.

Sincerely,

[DGCA signature]

FIGURE APP.B – 3 : NOTICE OF COURSE CANCELLATION



**MINISTRY OF TRANSPORTATION
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS CERTIFICATION**

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

[date]

Address _____

Dear _____:

After reviewing your application for renewal of your Pilot School Certificate of Approval and conducting the appropriate inspection, we require that you cease [name of course] training immediately for the following reasons:

Failure to cease [name of course] training shall result in enforcement action against your certificate.

All other courses of training and pilot school ratings inspected at the time of renewal were acceptable, and you may continue to conduct training under them. When you feel that your organization meets the certification requirements for [name of course], you may apply for reinstatement of the course.

Sincerely,

[DGCA signature]

FIGURE APP.B – 4 : SAMPLE LETTER OF INTENT

RUDI'S FLYING SCHOOL

Address _____

March 5, 2002

DGCA

Address _____

Gentlemen:

This is to notify the Directorate General of Civil Aviation of our intent to become an Approved Pilot School under Part 141 of the Civil Aviation Safety Regulations.

We are prepared to begin operations on July 1, 2002 and are ready for your certification inspection at this time. Enclosed are three copies (an original and two facsimiles) of DAC Form 141-2. Operations will be confined to the : Airport. We plan to operate two Cessna 152's, one Cessna 172, and a Piper Comanche (PA-24-250), which meets the complex aircraft requirements for commercial pilot certification.

Courses identified on DAC Form 141-2 will be supervised by our Chief Flight Instructor, Mr. _____, holder of Airline Transport Pilot Certificate number: _____. He meets the requirements of CASR 141.35, and his instructor resume is available for verification when you conduct your certification inspection.

Also enclosed are three copies of each Training Course Outline for your review and approval.

Sincerely,

President

**FIGURE APP.B – 5 : LETTER INDICATING CERTIFICATION PROCESS CANNOT
CONTINUE BECAUSE OF PENDING ENFORCEMENT ACTION**



**MINISTRY OF TRANSPORTATION
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS CERTIFICATION**

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

[date]

[name and address of applicant]

Dear [name]:

This letter is to inform you that your application for a Pilot School Certificate of Approval cannot be processed because of enforcement action [pending/taken] against [cite the specific certificate - airman, other air operator certificate, etc.]. Until such time that this enforcement action is fulfilled, you are ineligible for certification.

Enclosed with this letter is a copy of your application and the Training Course Outlines you submitted for approval.

Should you wish to discuss this matter, please contact this office at [telephone number].

Sincerely,

[DGCA signature]

FIGURE APP.B – 6 : LETTER INDICATING APPLICATION IS NOT SATISFACTORY



**MINISTRY OF TRANSPORTATION
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS CERTIFICATION**

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

[date]

[name and address of applicant]

Dear [name of applicant]:

The enclosed DAC Form 141-2, Application for Pilot School Certificate of Approval, is returned because [cite discrepancies].

Enclosed are three blank application forms that you may use to reapply when the above items are corrected. In order to continue the certification process, the corrected applications must be received no later than [date, not longer than 30 days from the date of the letter]. If we do not hear from you by that date, we shall consider the certification process terminated.

If you have any questions concerning this matter, please feel free to contact this office at [telephone number].

Sincerely,

[DGCA signature]

FIGURE APP.B – 7 : LETTER INDICATING DISCREPANCIES FOUND DURING INSPECTION**MINISTRY OF TRANSPORTATION
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS CERTIFICATION**

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

[date]

[name and address of school]

Dear [name]:

These discrepancies were found during a CASR Part 141 certification inspection conducted as part of your certification as a Pilot School under CASR Part 141.

- List each discrepancy
- List methods of correcting the discrepancies, if appropriate
- Indicate a reasonable length of time for the corrections to be made (not to exceed 90 days from the date of the letter)
- Indicate that if no response is received within 90 days, the certification process will be terminated

Sincerely,

[DGCA signature]

FIGURE APP.B – 8 : LETTER LISTING DOING BUSINESS AS (DBAs)**MINISTRY OF TRANSPORTATION
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS CERTIFICATION**

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

[date]

This letter, accompanied by Pilot School Certificate of Approval No. [number] issued to [legal name of school] on [date of issuance], authorizes the following additional persons to exercise the privileges and limitations of the certificate.

- List all DBAs

[DGCA signature]

FIGURE APP.B – 9 : LETTER DENYING CERTIFICATE



**MINISTRY OF TRANSPORTATION
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS CERTIFICATION**

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

[date]

[name and address of applicant]

Dear [name of applicant]:

Your application for a Pilot School Certificate of Approval is denied because of the following reasons:

- List specific items that have not been corrected in the document compliance phase or demonstration and inspection phase within a reasonable time, i.e., not to exceed 90 from the time the applicant was notified of the discrepancy.
- If applicable, cite any false or fraudulent information that was provided.
- If applicable, indicate why TCOs were not approved.
- If applicable, specifically list the lack of qualifications of personnel or deficiencies in facilities and equipment.

If you have any questions concerning this matter, please contact this office at [telephone number].

Sincerely,

[DGCA signature]

**FIGURE APP.B – 10 : LETTER CONFIRMING TERMINATION OF CERTIFICATION
PROCESS AT APPLICANT'S REQUEST**



**MINISTRY OF TRANSPORTATION
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS CERTIFICATION**

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

[date]

[name and address of applicant]

Dear [name of applicant]:

This letter confirms your request to terminate the project to certificate you as a Pilot School under CASR Part 141.

All materials submitted for review are enclosed with this letter. Any attempt to reapply after the date of this letter will require reinitiating the entire certification process.

Sincerely,

[DGCA signature]

**FIGURE APP.B – 11 : LETTER EXPLAINING WHY CHIEF FLIGHT INSTRUCTOR
KNOWLEDGE AND SKILL TEST WAS UNSATISFACTORY**



**MINISTRY OF TRANSPORTATION
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS CERTIFICATION**

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

[date]

[name and address of school]

Dear [name of applicant]:

On [date of test], [name of pilot] failed to satisfactorily demonstrate the appropriate [knowledge/skills] to be designated as chief flight instructor for [names of courses]. The specific areas that were unsatisfactory are [list unsatisfactory items].

A re-examination of this candidate or of a new candidate may be rescheduled only at your request.

Sincerely,

[DGCA signature]

FIGURE APP.B – 12 : LETTER INFORMING SCHOOL OF BASE INSPECTION**MINISTRY OF TRANSPORTATION
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS CERTIFICATION**

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

[Company name and address]

Dear _____:

Inspectors from this office will conduct an inspection of your pilot school at [time] on [date]. The purpose of this inspection is to determine whether your school is operating in accordance with CASR Part 141.

Enclosed is a copy of the inspection job aid for your review. This job aid will be used to assist us in conducting the inspection. If you have any questions, please contact this office at [telephone number].

[DGCA signature]

FIGURE APP.B – 13 : LETTER CONFIRMING RESULTS OF INSPECTION**MINISTRY OF TRANSPORTATION
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS CERTIFICATION**

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

[School name and address]

Dear _____:

The results of the inspection of your pilot school conducted on [date] are as follows:

- List the discrepancies and the specific CASR requirement
- Note any corrective action that was taken or needs to be taken
- Note date of follow-up inspections, if necessary
- Indicate that any items not corrected by a specific date may result in enforcement action if already certificated.
- If all discrepancies were resolved by the date of this letter, indicate that no enforcement action is pending

[DGCA signature]

FIGURE APP.B – 14 : LETTER AUTHORIZING TESTING BY COMPUTER**MINISTRY OF TRANSPORTATION
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS CERTIFICATION**

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

[date]

[name and address of school]

Dear [name]:

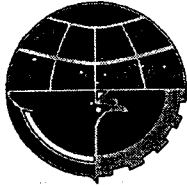
This letter authorizes the holder of Pilot School Certificate of Approval number [number and name of pilot school] to use the following computers to conduct certain pilot written tests.

- List each computer by make and model and the titles of the pilot written tests to be given on each

The following provisions apply:

1. A bank of questions for each pilot licence or rating written test authorized by this letter must contain a total number of questions equal to the number of question in the appropriate, equivalent DGCA question book currently in use, or 500 questions, whichever is greater.
2. The bank shall include only questions which appear in the equivalent DGCA question book, and the total number of questions for each test must be equal to that of the appropriate equivalent DGCA test.
3. At least three different question selection sheets or a random select plan for at least three question selection sheets, must exist for each authorized test.
4. The computers listed in this authorization must be owned or exclusively used by the pilot school.
5. Access to computers when used for pilot written testing must be limited to pilot school staff only.
6. Test information and related software will be removed from each computer at the completion of a testing period and before the computer is used for another purpose.
7. Test material will be secured.

[DGCA signature]

FIGURE APP.B – 15 : LETTER DENYING EXAMINING AUTHORITY**MINISTRY OF TRANSPORTATION
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS CERTIFICATION**

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

[date]

[name and address of school]

Dear [name]:

This letter is to inform you that your application for [written] [flight] examining authority is denied because of the following:

- List specific discrepancies that were reason for denial

Should you wish to reapply for this examining authority or want to discuss this matter, please contact this office at [telephone number].

[DGCA signature]

FIGURE APP.B – 16 : LETTER CONFIRMING APPLICANT'S WITHDRAWAL



**MINISTRY OF TRANSPORTATION
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS CERTIFICATION**

Karya Building, 22nd Floor
Jl. Merdeka Barat No. 8 Jakarta Pusat
Tlp. : (62-21) 3506664 3506665 Fax. : (62-21)3506663
Box 3049, Jakarta 10030

[School's name and address]

Dear [name]:

Your request to withdraw [name of person] as an applicant for Designated Pilot Examiner Representative is confirmed.

All materials submitted concerning this request are enclosed with this letter.

If you have any questions concerning this matter or wish to offer another applicant, please contact this office at [telephone number].

On behalf of DGCA

[Signature]