

PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA
NOMOR : KP 253 TAHUN 2017

TENTANG

PETUNJUK TEKNIS PERATURAN KESELAMATAN PENERBANGAN SIPIL BAGIAN
141-01 (*STAFF INSTRUCTION 141-01*) TENTANG PROSEDUR SERTIFIKASI,
PERSYARATAN OPERASI DAN PENGAWASAN UNTUK SEKOLAH PENERBANG
(*CERTIFICATION, OPERATING REQUIREMENTS AND CONTINUING SURVEILANCE
FOR PILOT SCHOOLS*)

DENGAN RAHMAT TUHAN YANG MAHA ESA

DIREKTUR JENDERAL PERHUBUNGAN UDARA,

- Menimbang :
- a. bahwa dalam rangka mengatur mengenai sertifikasi, persyaratan operasi dan pengawasan berkelanjutan untuk sekolah penerbang, telah ditetapkan Peraturan Direktur Jenderal Perhubungan Udara Nomor SKEP/134/VII/2008 tentang Perubahan I Petunjuk Pelaksanaan (*Staff Instruction*) Nomor 141-01 Tentang Sertifikasi Dan Persyaratan Operasi Untuk Sekolah Penerbangan;
 - b. bahwa untuk melakukan pembaruan sesuai dengan standar internasional penerbangan sipil, perlu dilakukan pencabutan terhadap Peraturan Direktur Jenderal Perhubungan Udara Nomor SKEP/134/VII/2008 tentang Perubahan I Petunjuk Pelaksanaan (*Staff Instruction*) Nomor 141-01 Tentang Sertifikasi Dan Persyaratan Operasi Untuk Sekolah Penerbangan, guna penyesuaian perubahan *Staff Instruction CASR* dimaksud;
 - c. bahwa untuk melaksanakan ketentuan sebagaimana dimaksud pada huruf a dan huruf b, perlu menetapkan Peraturan Direktur Jenderal Perhubungan Udara tentang Petunjuk Teknis Peraturan Keselamatan Penerbangan Sipil Bagian 141-01 (*Staff Instruction 141-01*) Tentang Prosedur Sertifikasi, Persyaratan Operasi Dan Pengawasan Untuk Sekolah Penerbang (*Certification, Operating Requirements And Continuing Surveillance For Pilot Schools*);

- Mengingat :
1. Undang-Undang Nomor 1 Tahun 2009 tentang Penerbangan (Lembaran Negara Republik Indonesia Tahun 2009 Nomor 1, Tambahan Lembaran Negara Republik Indonesia Nomor 4956);
 2. Peraturan Presiden Nomor 7 Tahun 2015 tentang Organisasi Kementerian Negara (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 8);
 3. Peraturan Presiden Nomor 40 Tahun 2015 tentang Kementerian Perhubungan (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 75);
 4. Peraturan Menteri Perhubungan Nomor PM 57 Tahun 2010 tentang Peraturan Keselamatan Penerbangan Sipil Bagian 141 (*Civil Aviation Safety Regulations Part 141*) Tentang Persyaratan Sertifikasi Dan Operasi Untuk Sekolah Penerbang (*Certification And Operating Requirement For Pilot School*);
 5. Peraturan Menteri Perhubungan Nomor PM 59 Tahun 2015 tentang Kriteria, Tugas dan Wewenang Inspektur Penerbangan sebagaimana telah diubah terakhir dengan Peraturan Menteri Perhubungan Nomor PM 142 Tahun 2016;

MEMUTUSKAN:

- Menetapkan : PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA TENTANG PETUNJUK TEKNIS PERATURAN KESELAMATAN PENERBANGAN SIPIL BAGIAN 141-01 (*STAFF INSTRUCTION 141-01*) TENTANG PROSEDUR SERTIFIKASI, PERSYARATAN OPERASI DAN PENGAWASAN UNTUK SEKOLAH PENERBANG (*CERTIFICATION, OPERATING REQUIREMENTS AND CONTINUING SURVEILLANCE FOR PILOT SCHOOLS*).

Pasal 1

Memberlakukan Petunjuk Teknis Peraturan Keselamatan Penerbangan Sipil Bagian 141-01 (*Staff Instruction 141-01*) Tentang Prosedur Sertifikasi, Persyaratan Operasi Dan Pengawasan Untuk Sekolah Penerbang (*Certification, Operating Requirements And Continuing Surveillance For Pilot Schools*) sebagaimana tercantum dalam Lampiran yang merupakan bagian tak terpisahkan dari Peraturan ini.

Pasal 2

Pada saat Peraturan ini mulai berlaku, maka Peraturan Direktur Jenderal Perhubungan Udara Nomor SKEP/134/VII/2008 tentang Perubahan I Petunjuk Pelaksanaan (*Staff Instruction*) Nomor 141-01 Tentang Sertifikasi Dan Persyaratan Operasi Untuk Sekolah Penerbangan dicabut dan dinyatakan tidak berlaku.

Pasal 3

Direktur Kelaikudaraan dan Pengoperasian Pesawat Udara mengawasi pelaksanaan Peraturan ini.

Pasal 4

Peraturan ini mulai berlaku sejak tanggal ditetapkan.

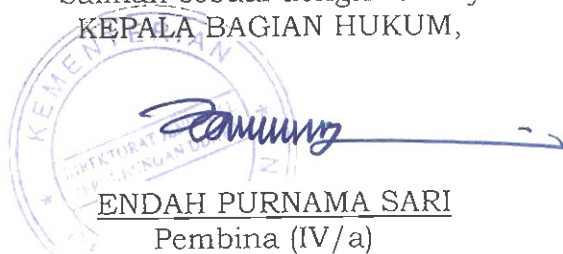
Ditetapkan di : JAKARTA
Pada tanggal : 25 SEPTEMBER 2017

DIREKTUR JENDERAL PERHUBUNGAN UDARA

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LAMPIRAN PERATURAN DIREKTUR JENDERAL
PERHUBUNGAN UDARA
NOMOR : KP 253 TAHUN 2017
TANGGAL : 25 SEPTEMBER 2017

Staff Instruction

SI 141-01

Certification, Operating Requirements and
Continuing Surveillance for Pilot Schools

Edition : 2
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Date :

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

FOREWORD

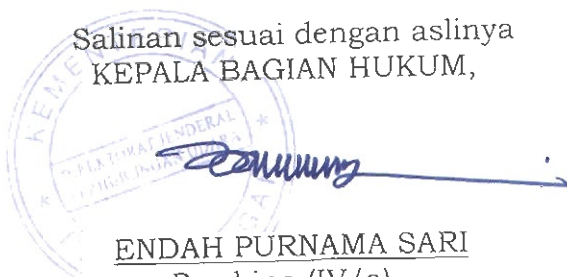
1. PURPOSE : This Staff Instruction prescribes responsibilities, policies, and procedures to be used by the Directorate of Airworthiness Certification (DAAO) for the certification, technical administration, and surveillance of Pilot Schools facilities, organizations and individuals in accordance with 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 DAAO.
2. REFERENCES : This Staff Instruction should be used in accordance with the applicable regulations.
3. CANCELATION : This Staff Instruction Number 141-01 Revision 1 issued on 2 July 2008.
4. REVISION : Revision of this Staff Instruction will be approved by the Director General of Civil Aviation.

DIREKTUR JENDERAL PERHUBUNGAN UDARA

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CHAPTER I

INTRODUCTION TO CASR PART 141 RELATED TASKS

SECTION 1. INTRODUCTION

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 asset 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 a reconducted.

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.

11. Special Emphasis Items

a. General

The following paragraphs provide information for inspectors to consider when performing CASR Part 141 related tasks necessary to ensure the oversight of pilot schools.

b. Dangers Associated with Nonstandard, Un-stabilized, Landing Approaches

Although not a wide spread practice, instructors, including those employed by CASR Part 141 pilot schools, occasionally teach nonstandard procedures which do not adhere to the pilot's operating handbook (POH) and/or the airplane flight manual (AFM). This practice could contribute to instructional accidents.

- 1) Witnesses to a recent fatal, instructional accident observed the aircraft on short final approach performing "S-turns" with bank angles between 30 and 45 degrees. After several such turns, the aircraft nosed down abruptly and struck the ground about 600 feet short of the runway.
- 2) Subsequent investigation of the accident disclosed a pattern with the instructor for using nonstandard techniques or procedures contrary to safe operating practices.
 - a) The instructor had taught the use of S-turns on final approach as a means of increasing the spacing between the air plane and another ahead in the traffic pattern. Where as this is somewhat of a standard procedure, the bank angles used in this accident could have increased the stall speed significantly. Light aircraft POHs or AFMs include information on the effect of high angles of bank on stall speed, as well as recommended airspeeds for approach and landing.
 - b) Although not a factor in this accident, other than to confirm the instructor's use of nonstandard training practices, the instructor had indicated teaching students to retract the flaps all at once from the fully extended position when executing a missed approach procedure. Again, this is contrary to missed approach procedures outlined in the POH or AFM.

c. Adherence to Established Procedures

In order to ensure that instructors in CASR Part 141 schools teach the proper procedures that lead to a safe approach and landing, inspectors shall discuss the following areas with pilot school chief instructors, during appropriate contacts:

- 1) The importance of adhering to procedures specified in the appropriate POH or AFM.
- 2) The importance of stressing the need for ensuring that pilot applicants in small aircraft are properly instructed in the conduct of an appropriate, standard traffic pattern that will place the pilot in a position for a stabilized approach and landing.
- 3) The importance of the "stabilized approach" concept for large aircraft, with emphasis on the timely establishment of a stabilized flight path in the landing configuration, with appropriate power settings, airspeeds, and a sink rate that allow abnormal descent to the runway touchdown zone.

SECTION 2. PILOT SCHOOL INSPECTION RESULTS

1. General

This section is a guide for Pilot School inspections. The information serves only to highlight what were determined to be prevalent areas of discrepancies with CASR Part 141 approved schools. The inspector shall refer to chapters 141 through 147 of this Staff Instruction for guidance on how to conduct certification and inspection tasks and consider the information in this chapter as supplementary.

5. Inspection Procedures And Guidance

The inspections may be characterized as in-depth reviews of a school's total operations to determine compliance with the CASR and other DGCA guidance. As a result, the inspection procedures and guidance are an expansion of existing requirements appropriate to the type of school being inspected. The inspection guidance and the final report format encompass 14 areas of review for operations and 10 areas for airworthiness. These areas reflect specific regulatory requirements of CASR Part 141 as well as other parts of the CASR. The operations areas reflect CASR Part 141 certification requirements in addition to those of CASR Part 61. Since there are no airworthiness requirements contained in CASR Part 141, per se, the airworthiness inspection procedures reflect requirements contained in CASR Parts 39, 43, 91, and other areas. Detailed descriptions of the following methods and procedures, which are used in the inspections to determine compliance within the following areas:

a. Operations

- 1) Management. The inspection team members interview management personnel and flight instructors and compare the information obtained within the DGCA files.
- 2) Ratings and authorizations. The inspection teams compare the schools' certificates, lists of approved courses, and TCOs with the DGCA copies to verify that the schools did not offer any other courses under the authority of CASR Part 141.
- 3) Examining authority and Designated Pilot Examiner Representative (DPER). The inspection teams review DGCA files on the pilot schools to determine if the schools are complying with CASR Part 141.67. The teams also reviewed student records, observed written testing procedures, and interview ACRs.
- 4) TCOs. The inspection teams review the TCOs by auditing the curricula.
TCO contents are compared with the requirements of CASR Part 141. The inspection teams also observe ground school training and flight training.
- 5) Staff qualifications. The inspection teams review the records of, and conduct interviews with, all flight and ground instructors.

- 6) Records. The inspection teams examiner student records to determine compliance with CASR 141.77, 141.93, 141.95 and 141.101.
- 7) Facilities. The inspection teams visually check the facilities of each school to determine compliance with CASR Part 141.
- 8) Airports. The inspection teams conduct visual inspections of all airports used in training to determine if these airports met the requirements of CASR141.38.
- 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 as certain 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 clean lines sand 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. Pre-application 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. (CASR141.11)

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-multi engine (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 anytime 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 (Figure 2-1). 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 owner ship 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, DAAO Form 141-2, 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 layout 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 class rooms, 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 objective sand 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) Not with standing 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 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 DAAO Form 141-2. 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 certificating 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 DAAO Form 141-2 as shown in Figure 2-2. 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 (Figure 2-3). 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 to wing, 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 horse power 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 sea plane class rating (using sea planes 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 instructor or assistant chief instructor.
 - b) The instructor must accomplish such a flight check for each course of training in which the instructor participates every 12 months there after.
 - 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. (CASR141.79(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 knowledge able 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, DAAO 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) These curing 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 maybe 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 landing sand 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 maybe 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 transfer red 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 excepts 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 oral 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 them on thin 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 DAAO 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 or 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, DAAO 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 DAAO 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 are issue 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 DAAO 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 DAAO 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.

- 1) CASR Parts 1,61,91,and141.
- 2) Advisory Circular120-40, Airplane Simulator and Visual System Evaluation.
- 3) Advisory Circular 141-1, Certification of Pilot Schools.
- 4) Advisory Circular141-2, Written Tests Prepared By Pilot Schools with Examining Authority.

b. Forms.

- 1) DAAO Form No. 141-1Approval.
- 2) DAAO Form No. 141-2
- 3) DAAO Form No. 141-4
- 4) DAAO Form No. 141-5
- 5) DAAO Form No. 141-99

c. Job Aids.

- 1) Sample letters and figures
- 2) CASR Part 141 Certification Process Flow Chart (Figure 2-1)

5. Pre-application 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 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

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 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 DAAO 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 instructors and any other proposed management personnel.
- 1) If a certificate suspension or revocation is in effect, in form 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 DAAO 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 as sure search 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 instructors and assistant chief 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 instructor's, assistant chief 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 check lists, 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 Instructor Practical Tests

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

b. Record keeping 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 DAAO 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. 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 (DAAO Form 141-5)
- 3) The application
- 4) A copy of the Pilot School Certificate of Approval issued
- 5) 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 Sub system (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

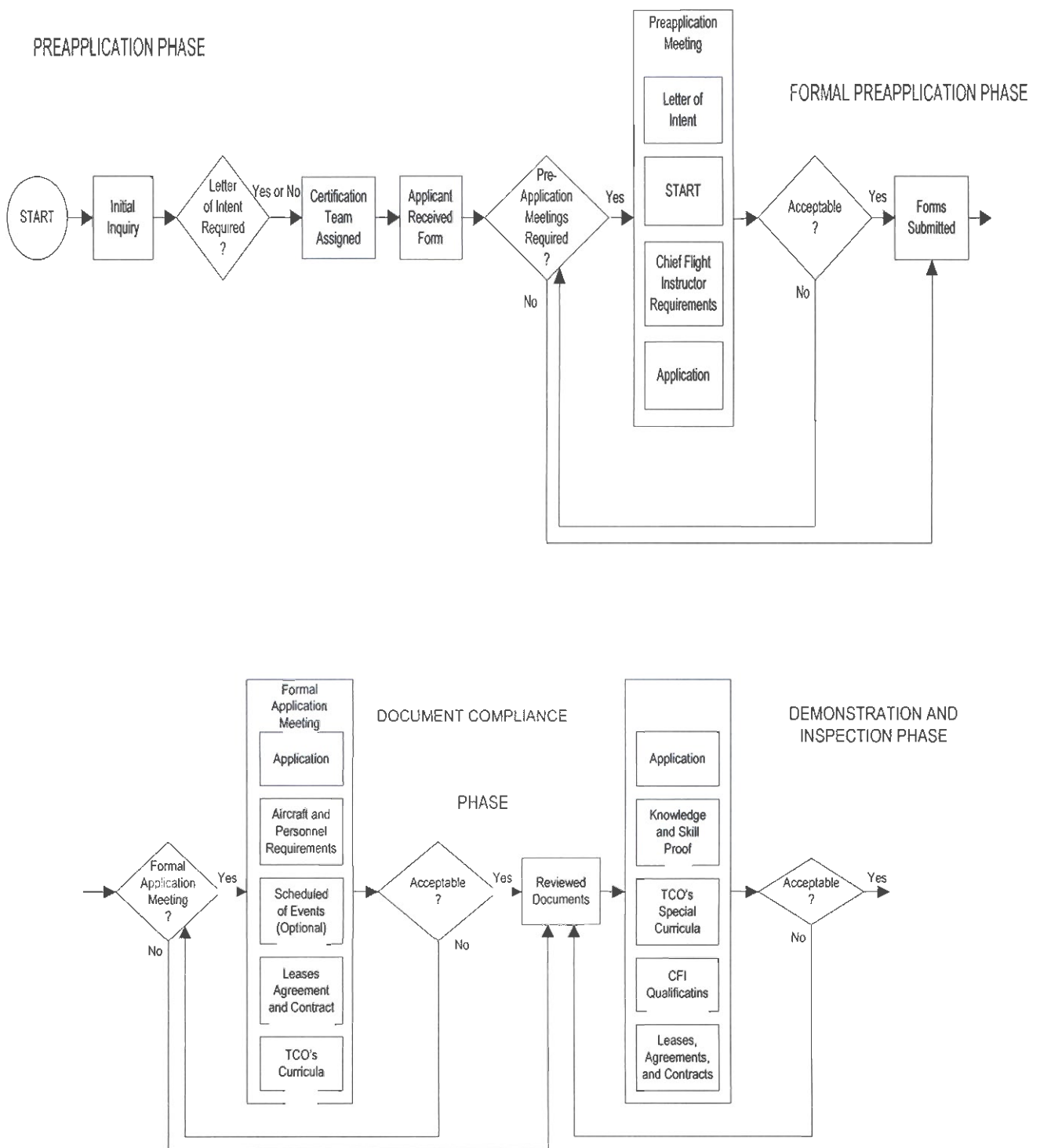
Completion of the task results in either:

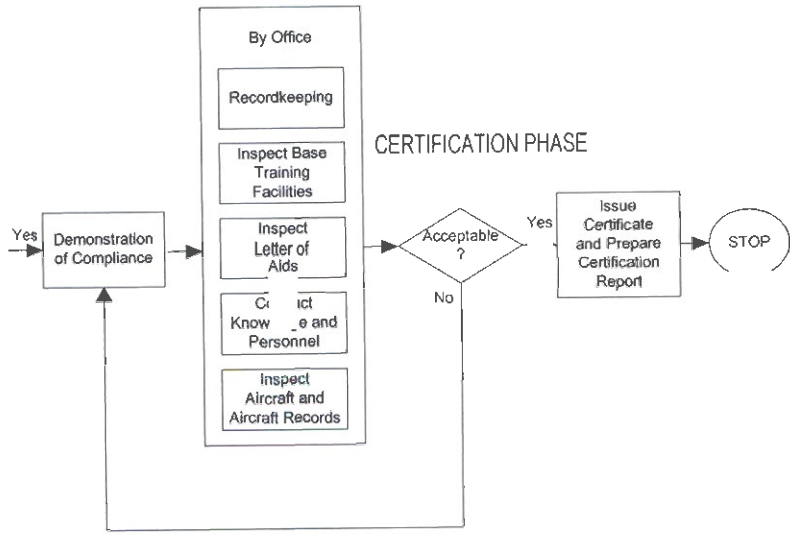
- a. A certificate issued that authorizes operations under CASR Part 141.
- b. A record on file consisting of the following:
 - 1) Written notification to the applicant denying the certificate
 - 2) Indication of the return of all documents to the applicant
- c. A letter to the applicant confirming termination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

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.
- b. Conduct Surveillance
According to the established post certification program; conduct surveillance at appropriate intervals.
- c. Renewal of Certificate
Conduct an audit/renewal certification every one year.
- d. Amendment of Certificate
Amend the Pilot School Certificate of Approval at the operator's request or the DGCA's determination.

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





CHAPTER 3
APPROVE TRAINING COURSE OUTLINES (TCOs) FOR A CASR PART 141
PILOT SCHOOL

SECTION 1. BACKGROUND

1. OBJECTIVE

The objective of this task is to determine if Training Course Outlines (TCOs) for a CASR 141 Pilot School are acceptable (including initial certification and amendment). Successful completion of this task results in approval or disapproval of a TCO.

5. GENERAL

TCO approval may be granted for initial certification of the school, for amendment of a course, or for addition of a course to an existing school certificate. Each course of training requires a separate TCO. Approval of a TCO would result in placing the course on the Pilot School Certificate of Approval and Scope of Approval for the school. This entitles the school to train and certify pilots for that particular rating. Addition of, or amendment to, a TCO for an already certified school constitutes an amendment of the Pilot School Certificate of Approval held by the school. Definitions of the terms used in this Chapter are located in Chapter 1 of this Staff Instructions.

a. Authority

CASR Part 141, Sub part C describes the requirements for TCOs in detail.

b. Background

An applicant for, or the holder of, a school certificate must obtain DGCA Approval for each course of training to be given by the school.

- 1) A careful review of each training course outline or special curriculum submitted for approval must be made to ensure compliance with the provisions of CASR Part 141, Subpart C, and to ensure that the TCO reflects appropriate completion standards.
- 2) The actual content of a TCO is outlined in CASR 141.55 and in the appropriate appendix for that rating.
- 3) Each TCO must support, in full, the syllabus on which it is based. The school must be able to show that it has appropriate facilities, aircraft, and personnel and is able to conduct training as described in the TCO.

7. EVALUATION OF TRAINING COURSE OUTLINES

a. Initiation

The initial request for DGCA approval of a training course outline would come from an existing pilot school or an applicant seeking certification as a CASR 141 pilot school. Approval of an amendment or addition is accomplished in the same manner as the original approval.

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 turbo jet type ratings, 20 percent over the course of time prescribed in the curricula in the Appendices of CASR Part 141.
- 2) For turbo jet 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 have the courage 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) 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 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 instructor for the particular course of training. The chief instructor may authorize this stage check to be given by an assistant chief 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 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 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 as signed 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 recorrected.

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

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

b. Forms.

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

c. Job Aids.

- 1) 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 DAAO 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 instructor and assistant chief 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 instructor practical test (see Chapter 4 of this SI). Conduct the practical tests for any assistant chief 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.
- 5) If this is an amendment, prepare and issue the amended Pilot School Certificate of Approval new Scope of Approval. Give the originals to the school, and place the copies in the school file.

e. Disapprove TCO

- 1) If the content of the TCO is incorrect, indicate how the TCO can be corrected. Set a suspense date for submission of a corrected TCO.
- 2) If the TCO is disapproved because the chief instructor candidate failed the practical test, follow the procedures in Chapter 4 of this S.I.

f. File

Close out file for this task.

g. Vital Information File

Update Pilot School File.

7. TASK OUT COMES

Completion of the task results in one of the following:

- a. An approved TCO, a pilot school certificate, and a Scope of Approval with the new course indicated if the application is for a renewal or an amendment to an existing TCO ; or
- b. Are cordon file consisting of a letter notifying the applicant of denial of the new rating and an indication of the return of all original documents to the applicant ; or
- c. A letter indicating termination of the approval process at the applicant's request.

9. FUTURE ACTIVITIES

Review of the TCO during any future surveillance of the school.

CHAPTER 4

CONDUCT A CHIEF/ASSISTANT CHIEF 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 Instructor position for a CASR Part 141 Pilot School meets the requirements for that position.

5. GENERAL

a. Chief 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 Instructor

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

c. Standardization of Assistant Chief Instructors

For the purposes of this task, if a school proposes an assistant chief instructor, this task must be accomplished in the same manner as for the chief 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 instructor (and may also designate an assistant chief instructor) in the TCO for each course. Pilot schools may also request that their placement be approved when the chief 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 instructor or assistant chief instructor must meet the appropriate experience requirements outlined in CASR 141.35. An assistant chief 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 instructor or an assistant chief 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, and141.
 - 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 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 instructor is not grounds for disapproval of the TCO ; however, the TCO cannot include the assistant chief 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 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 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 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 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 instructors must seek assistance and guidance from DGCA inspectors in the resolution of problems concerning their responsibilities.
- 6) Chief instructor must develop quality control program for ensuring the qualification and competency of the instructor.

b. Delegation of Responsibilities

The chief instructor may delegate duties to the assistant chief 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 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 instructor. Delegation of duties ensures that instruction can still be given in a course of training when the chief instructor is absent. When the duties of the chief 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 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 instructor's responsibilities must cease until that chief instructor returns, unless these duties have been delegated. The chief instructor may either delegate duties to the assistant chief 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 11 B regarding delegation of authority.)

d. Responsibility to Receive Training

CASR 141.79(c) states that at least once every 12 months, each chief 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 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 instructor when the school is without a chief 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

- 1) CASR Parts 1, 61, and 91
- 2) Appropriate Practical Test Standards (PTS)
- 3) The school's training course outlines (TCO)

b. Forms

- 1) DAAO Form 61-1,
- 2) DAAO Form 141-33A
- 3) DAAO Form 141-33B

c. Job Aids

- 1) 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 DAAO Form 61-1. Advise the applicant to mark it, "Application for Chief 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 Instructor applicant or assistant chief 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 DAAO 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 Instructor Proficiency Check" and that it lists the courses for which the chief instructor or assistant chief 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 (). 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 (). 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 ().
 - 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 Instructor Practical Test - Knowledge Portion.

- 1) Test the chief instructor or assistant chief 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.
 - b) Reschedule the test at the operator's request after the deficiencies have been corrected.
1. Conduct Chief Instructor/Assistant Chief 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 DAAO 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 ().
 - b) After the deficiencies have been corrected, schedule a re-examination at the operator's request
 - 4) If are-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 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 instructor or assistant chief 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 instructor's or assistant chief instructor's performance for each course of training for which that instructor is responsible.
- c. Conduct additional chief flight instructor or assistant chief instructor practical tests for other courses or for when the school changes its chief 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. GUIDE LINES 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

- 1) CASR Parts 1, 61, 91, and 141

b. Forms

- 1) None

c. Job Aids

- 1) CASR Part 141 Inspection Job Aid, (DAAO Form 141-5)
- 2) 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 checklist)
- j) Practical Test Standards (PTS); and
- k) 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 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 (Figure5-2), 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 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 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 TCO 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

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

b. Forms

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

c. Job Aids.

- 1) 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, DAAO 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 DAAO 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 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 representative (DPER).
- 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 DPER.

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 DAAO 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 DAAO 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 DAAO 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 DAAO 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 DAAO 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, DAAO 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) whose commends 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 guide lines. 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 its review, a letter containing comments and suggestions will be sent to 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 are as 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/login sheet must include the test title and number.
 - d) The inspector shall ensure that the school promptly submits any obsolete test material to the DGCA.
 - 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 discovering 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 DGCA by telephone; and
 - iii) Promptly submit a complete written report to the DGCA, relating the circumstances and findings, what effort has been made to recover the test materials, what disciplinary action (if any) has been taken or is contemplated, and what action is being taken to prevent a recurrence of the problem.
 - f) If test materials are lost or compromise is suspected, the materials shall be immediately withdrawn from use and replaced.
 - g) If necessary, the DGCA may initiate an investigation in accordance with Compliance and Enforcement.
- 4) The school must adhere to the following guide lines when administering final written tests for DGCA licenses and ratings:
- a) The school must permit only the students enrolled in the course for which the test is being given to take the written test.
 - b) The school must ensure that the students do not mark or deface written test books or supplementary materials.

Plastic overlays should be provided by the school for protection of performance charts during plotting.

- c) The school test monitor shall separate students as much as possible during the administration of written tests. Different question selection sheets should be issued to students seated adjacent to each other. Whenever possible, students taking tests on the same subject should be seated in different parts of the room.
- d) The school shall ensure that students use only those reference materials provided with the written test. DGCA policy concerning the use of aids during a written test, including calculators and hand-held flight computers.
- e) The school shall ensure that the students taking a written test are furnished with only the following:
 - i) The proper written test book and the supplementary material that is referenced on its front cover;
 - ii) An appropriate question selection sheet;
 - iii) An answer sheet;
 - iv) A specific number of sheets of scratch paper, and
 - v) A specific number of number 2 soft lead pencils.
- f) Students taking a written test must be monitored to prevent cheating. The following guide lines should be followed:
 - i) The test monitor must be present and able to view the students at all times, be aware of all activities in the testing room, and be alert for any signs of cheating. The monitor should not perform any tasks during the test that would divert his or her attention for an extended period or require the monitor to be absent from the testing room or monitoring position. The monitor should not answer questions that will give a student an indication of a correct answer.
 - ii) If a student appears to be cheating, the test monitor shall immediately discontinue the test, save the test, collect all supplementary test materials that were issued, and also collect any evidence of cheating. If other students are present in the testing room, the test monitor should move the suspected student to another more private area to avoid disturbing the other students who are taking tests. The test monitor should advise the student suspected of cheating that further attempts to take any DGCA pilot written or computer knowledge tests will not be permitted until suspicion of cheating has been investigated and resolved. The monitor will immediately notify the appropriate school authority. The school shall keep the file on the student suspected of cheating in a locked security area until it is transmitted to the DGCA either in person or by certified mail. The school authority will notify the DGCA by telephone and present all facts relating to the case. The telephone call will be followed by a letter that includes all evidence related to the matter. The DGCA conducts the initial investigation and notifies other appropriate offices. If the charge of cheating is upheld, CASR 61.37(b) applies. If the charge of cheating

is resolved in favor of the student, the DGCA notifies the school and the student. If the test was not completed, arrangements will be made for the student to retake the test.

- iii) At the close of the test, the monitor collects the test materials and each sheet of scratch paper. The monitor should check each sheet of scratch paper to determine if there are missing papers on which portions of the test may have been written. In the presence of the student, the monitor should leaf through the written test book and any supplementary materials to determine that no mark shave been made or pages removed.
- 5) The school must ensure that a student who fails a written test for an DGCA licence or rating is not administered a retest until at least 30 days after failure of the previous test. However, in the case of a first failure, the school may retest the student before the 30 days have expired, if the student presents a written statement from an authorized instructor of the school certifying that the student has received ground instruction and is competent to pass the test. Under no circumstances should a student be permitted to take the same test twice. The school should develop a sufficient number of tests from the written test books to accommodate retests.
- 6) The school must implement a means to record the areas in which the student experienced difficulty on a written test. This information should be available to the instructor for guidance in remedial study with the student before the practical test. The pilot examiner giving the practical test should refer to this information and determine whether a student is competent in the areas in which he or she experienced difficulty on the written test.
- 7) The graduation certificate (final written test results) given by a pilot school with examining authority shall have a duration of 24 calendar months. However, if the student enrolls and graduates from an approved flight training course with examining authority during this 24 month period, the duration of the written test results on the graduation certificate is 90 days from the date of final graduation (CASR 61.71(b)).

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 141-1, Pilot School Certification,
- 3) Appropriate Practical Test Standards (PTS)
- 4) TCO for each course for which examining authority is requested

b. Forms

- 1) DAAO Form 141-1,
- 2) DAAO Form 141-2,
- 3) DAAO Form 141-04
- 4) DAAO Form 141-05

c. Job Aids

- 1) Sample letters and figures

5. GENERAL PROCEDURES

a. Initial Inquiry

- 1) Advise the school to apply for examining authority by completing DAAO Form 141-1, Application for Pilot School Certificate. Give the applicant two copies of DAAO Form 141-1
- 2) Inform the applicant that both copies of DAAO 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.
- 2) When examining authority is requested for written testing privileges only, check that the words, "written only" are 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, check that an "X" is in the appropriate box beside the title of the course; no other wording is necessary.
- 4) If the application is not accurate or complete, inform the applicant of the deficiencies. On the reverse of both copies of DAAO Form 141-2, mark the "Disapproved" box and indicate in the remarks box the specific areas needing correction.
 - a) Return one copy of the original application to the applicant, and place one copy in the DGCA file on the school.
 - b) If necessary, provide additional blank applications for resubmission
- 5) If the application is acceptable, review the applicant's qualifications.

d. Inspection History

Review the DGCA file for information from past inspections. Note any unsatisfactory items which might affect issuance of examining authority.

e. Accident/Incident History

Check enforcement and accident file and note any problems which might affect issuance of flight test examining authority.

f. Qualifications

Based on the information provided in the application, the DGCA file and the accident/incident history, determine if the applicant meets the requirements of CASR Part 141 Subpart D, Examining Authority.

- 1) If the applicant is not qualified, inform the applicant of the deficiencies. On the reverse of both copies of DAAO Form 141-1, mark the Disapproved box and indicate in the remarks box the specific areas needing correction.
 - a) Return one copy of the original application to the applicant, and place one copy in the DGCA file on the school.
 - b) If necessary, provide additional blank applications for resubmission.
- 2) If the applicant is qualified, discuss the privileges and limitations of examining authority.

g. Privileges and Limitations of Examining Authority

Discuss with the applicant the proposed procedure for complying with CASR 61.71(b) and 141.67(d).

h. Schedule Inspection

When the application is complete and accurate and the applicant meets the appropriate qualifications, schedule the inspection for written test examining authority, flight test examining authority, or both.

7. WRITTEN TEST EXAMINING AUTHORITY PROCEDURES (ONLY)

a. Written Test Examining Authority

The following procedures are for issuing written test examining authority.

- 1) Ensure that the school has submitted three copies of each set of question selection sheets, answer sheets, and supplementary material with the application.
- 2) Determine whether the school uses test question books for each course that the school is applying for written test examining authority.
- 3) Examine the question selection sheets developed by the pilot school, and ensure each selection sheet adequately covers the required subject matter.
 - a) Ensure that the school has developed at least five different question selection sheets for each testing area.
 - b) Determine whether the school uses DGCA recommended number of questions on selection sheets, and the recommended percentage of questions in each knowledge area, for each testing area for which written test examining authority application is made.
- 4) If any of the school's question selection sheets are deemed unsatisfactory, return all three copies of these test materials to the school.
 - a) On the reverse of both copies of DAAO Form 141-1, mark the Disapproved box and indicate in the remarks box the specific areas that must be corrected.
 - b) Along with the question selection sheets, answer sheets, scoring sheets, and supplementary material, return one copy of the original application to the applicant. Place one copy in the DGCA file on the school.
- 5) If the question selection sheets, answer sheets, scoring sheets, and supplementary material are satisfactory, send one copy of the test materials to the DGCA.
- 6) While a waiting approval of the test materials from DGCA, continue the inspection as follows:
 - a) Determine if the school uses padded paper bags or equivalent security-type envelopes for shipping tests and supplementary materials.
 - b) Determine if test materials are either carried in person by a school official or are sent by certified mail when transported from one location to another.
 - c) Ensure that the school maintains a record or shipping list of the contents of any test materials package. The shipping list must have provisions for the signatures of the sender and the receiver. Ensure that there is a procedure for the receiver to return the signed form to the sender to indicate receipt of the test materials.
 - d) In the case of shipment of test materials between the main operations base and a satellite base, determine if the school

follows the same procedures as those outlined in this paragraph.

- e) Determine that tests and supplementary materials used by the school at either the main base or a satellite base are stored in locked cabinets or spaces. If three tumbler combination lock safe files are not available for storage of a test material, ensure that the opening to the storage area is secured with lock bars or hasps and combination locks or security-type key locks.
 - f) Determine that the school has designated, 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 are also responsible for maintaining inventory records of all tests by title and number.
 - g) Determine that the school conducts an inventory of its test materials at least once a week to ensure early detection of missing test materials. Require the school to make a complete inventory of its test materials in the event of forced entry, cabinets left unsecured during the absence of responsible personnel, theft, or misplacement of any test materials.
 - h) Determine that the school maintains a logout/login sheet for use when test materials are removed from or replaced in security cabinets or security spaces. Ensure that the log out/log in sheet includes the test title and number.
 - i) Ensure that the school has a procedure to promptly return any obsolete test material to the DGCA. Destruction of these materials shall be accomplished following the same procedure as prescribed in Chapter 1 of this S.I.
 - j) Determine that the school has a procedure for reporting when written test books, test book pages, question selection sheets, or other test materials are missing because of loss, theft, or for any other reason.
- 7) If DGCA disapproves the question selection sheets or other test materials, return all copies to the applicant with a written explanation of what needs to be corrected.
- a) If the applicant is also applying for flight test examining authority, follow the procedures in paragraph 9 of this Section.
 - b) If the applicant does not submit corrected question selection sheets or other test materials within 60 days, close file. Inform the applicant that he or she may reapply.

b. Written Test Examining Authority-Computer Testing Method

Review the letter of application, which accompanied DAAO Form 141-1, requesting written test examining authority using computers. The letter of application must include the following information:

- 1) The type, make, and model of all computer related equipment to be used.
- 2) A statement that describes the availability of the equipment to the school. A copy of an ownership record, use agreement, or lease shall be attached where applicable.

- 3) The location of the equipment. If the equipment is portable, the locations at which use approval is requested.
- 4) The school's detailed plan for test administration, grading, and security.
- 5) The school's procedure for removing a programmed test, and test related software from the computer when it is not being used for testing.
- 6) A description of the question bank.
- 7) Where the correct response for each question can be found.
- 8) The total number of questions for each test.
- 9) A copy of each question selection sheet, if this method issued.
- 10) Evidence that the percentage of questions in each knowledge area included in each test is the same as the percentage of those questions in the equivalent DGCA test currently in use.
- 11) The method by which supplementary information related to the questions will be presented to the student.
- 12) A detailed description of the school's plan for randomizing questions if such a plan is to be implemented.

c. Inspection Satisfactory

If the applicant is seeking written test examining ONLY and the inspection is satisfactory, prepare and issue the new Pilot School Certificate of Approval (DAAO Form 141-2) and Scope of Approval. Refer to paragraph 11 of this Section.

d. Inspection Unsatisfactory

If, after a complete inspection, it is determined that the applicant does not meet all or any of the required items, advise the applicant in writing of the disapproval and of what corrective action should be taken. (Appendix B)

- 1) On DAAO Form 141-1 in the section marked, "for DGCA use only," indicate disapproval.
- 2) On the reverse side of the application, make any necessary comments and sign.
- 3) Return one copy of the application and all documents to the applicant. Place one copy of the application in the DGCA file on the school.

9. FLIGHT TEST EXAMINING AUTHORITY PROCEDURES (ONLY)

a. Flight Test Examining Authority

Use the following procedures for the flight test examining authority inspection:

- 1) Verify the qualifications of chief instructor. Refer to CASR 141.33 and 141.35, and Chapters 2 and 4 of this S.I.
- 2) Inspect training aids, simulators, aircraft, pilot briefing areas, and other facilities for compliance with the school's TCO.
- 3) Verify that the school has current copies of appropriate Practical Test Standards.
- 4) Evaluate the student records to determine whether or not qualifications and standards have been satisfactory and that

the syllabus has been followed. Refer to CASR 141.67, 141.77, 141.85, 141.93, 141.95, and 141.101.

b. Inspection Satisfactory

- 1) If the applicant is seeking flight test examining authority ONLY and the inspection is satisfactory, prepare and issue the new Pilot School Certificate of Approval (Appendix A-2) and Scope of Approval. Refer to Paragraph 11 of this Section.
- 2) If the applicant is seeking both flight and written test examining authority and the inspections are satisfactory, prepare and issue the new Pilot School Certificate of Approval (DAAO Form 141-2) and Scope of Approval.
- 3) If applicable, designate an DPER. Refer to Chapter 8 of this S.I.

c. Inspection Unsatisfactory

If the applicant does not meet all or any of the required items, advise the applicant in writing of the disapproval and of the corrective action that should be taken. (Appendix B).

- 1) On DAAO Form 141-1 in the section marked, "for DGCA use only," indicate disapproval.
- 2) On the reverse side of the application, make any necessary comments and sign.
- 3) Return one copy of the application and all documents to the applicant. Place one copy of the application in the DGCA file on the school.

11. ISSUING EXAMINING AUTHORITY

a. Pilot School Certificate of Approval

Use the procedures found in Chapter 2 of this SI to prepare and issue the Pilot School Certificate of Approval. Include the following as appropriate:

- 1) For written test examining authority, place the words, "Examining Authority - Written Only," immediately after the course title.
- 2) For flight examining authority, place the words, "Examining Authority- Flight Only," immediately after the course title.
- 3) For both, place the words, "Examining Authority," immediately after the course title.

b. Scope of Approval

Prepare a new Scope of Approval showing all courses the school is approved to conduct, including the courses with examining authority.

c. Application

On the reverse side of the application, check the approval box and file one copy with the DGCA file.

- 1) For Written Test Examining Authority only, return to the school one copy each of selection sheets, answer sheets, scoring

sheets, and supplementary material with DGCA approved stamp, the date, and the signature of the inspector on the cover sheet only.

- 2) File a copy of each of the documents included in the application package in the DGCA file.

d. Close file

e. Vital Information Subsystem (VIS)

Update the Pilot School Vital Information Subsystem File.

13. TASK OUTCOMES

Completion of this task results in one or more of the following actions:

- a. Issuance of a new Pilot School Certificate of Approval with Examining Authority and a new Scope of Approval.
- b. Issuance of a new Pilot School Certificate of Approval with Written Test Examining Authority and a new Scope of Approval.
- c. C. Issuance of a new Pilot School Certificate of Approval with Flight Test Examining Authority and a new Scope of Approval.
- d. A letter denying examining authority.
- e. A letter confirming voluntary termination of the authorization process.

15. FUTURE ACTIVITIES

- a. Conduct surveillance or inspections at appropriate intervals.
- b. Conduct phase checks and/or prepare pilot licences.
- c. Possibly designate an DPER.

CHAPTER 8

DESIGNATE AND/OR RENEW AN DESIGNATED PILOT EXAMINER REPRESENTATIVE (DPER) FOR CASR PART 141 SCHOOLS ONLY

SECTION 1. BACKGROUND

1. OBJECTIVE

The objective of this task is to evaluate the qualifications of an applicant for designation as an Designated Pilot Examiner Representative (DPER) for approved 141 pilot schools that have examining authority or flight test examining authority. Successful completion of this task results in either the designation or the disapproval of an DPER.

5. GENERAL

Designated Pilot Examiner Representative recommends the issuance of pilot licences and ratings to graduates of pilot schools that hold examining authority under CASR Part 141. Since the schools hold examining authority, graduates of those courses under the authority are not required to take DGCA examinations in order to receive their licenses or ratings. (See Chapter 7, Issue Examining Authority.) Authority to appoint DPERs is found in CASR 183.1, Subpart A.

7. DPER TASKS

a. Duties

An DPER for an DGCA approved school recommends issuance of the licences after the chief instructor has determined that a student has successfully completed all required stage tests for a particular course.

b. Limitations

DPERs do not necessarily conduct practical tests of candidates. They must be employed by the pilot school requesting the DPER designation. They may not be employed by more than one pilot school.

9. INITIATION

Only holders of flight test examining authority under Subpart D of Part 141 may request an DPER designation. The pilot school may initiate designation for an owner, corporate officer, partner, or other responsible employee of the company who meets the qualifications.

a. Application

The pilot school must submit DAAO Form 183-1B, Statement of Qualification when requesting an DPER.

b. DPER Qualifications

From the application, the inspector examines the applicant's background for the applicant's history within the organization, personal history, and job experience. The applicant's qualifications should be carefully reviewed by a general aviation operations inspector. Particular attention should be paid to the applicant's background in pilot school administration or management and the employer's attitude regarding DPER responsibilities.

11. DESIGNATION

a. Oral Examination

The DPER applicant shall be given an oral examination to determine if the applicant's knowledge of pilot school certification requirements, general operating rules, examining authority privileges and limitations, pilot certification and rating requirements, and specific standards and requirements is adequate for the effective performance of the designation.

b. Evaluation of Pilots

If the applicant is qualified, and will be designated, the inspector shall train the DPER in procedures used to evaluate pilot applications and training records to determine the validity of the pilot school recommendation.

c. Supplies

After an DPER is designated, the inspector issues an initial supply of forms appropriate to the authorization and instructs the DPER on completion, checking, and disposition of certification files. The inspector makes certain that the DPER has the appropriate regulations and official guidance materials for designation and explains any items that are unclear to the DPER.

13. DESIGNATION MANAGEMENT

a. Renewal of Designation

An DPER certificate of authority will bear the same expiration date as the Pilot School Certificate of Approval against which it is issued. The designation is valid only as long as the DPER remains in the employ of that pilot school. An DPER designation is renewed by following the initial issuance procedures. It is the responsibility of the DPER to present the designation for renewal before its expiration.

b. Cancellation of Designation

When a designation for an DPER is canceled (for example, the school loses examining authority, DPER leaves the employ of the school, consistently issues licences incorrectly, and so forth), the DGCA shall enter the record on the canceled designee's file. An DPER may voluntarily surrender the designation for cancellation by submitting a written request accompanied by DAAO Form, Certificate of Authority. All manuals and related materials issued to the DPER must be returned to the DGCA.

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).

3. REFERENCES, FORMS, AND JOB AIDS

a. References

- 1) CASR Parts 1, 61, 91, 141,183, and other applicable CASR

b. Forms

- 1) DAAO Form 183-3
- 2) DAAO Form 183-2)
- 3) DAAO Form 183-1B)

c. Job Aids

- 1) Sample letters and figures

5. PROCEDURES

a. Application

Give the DPER applicant a copy of DAAO Form 183-1B.

- 1) Inform the DPER applicant to fill out DAAO Form 183-1
Band sign it.
- 2) Schedule the DPER evaluation.

b. Open file

c. Pre-Evaluation Activities

- 1) Review the DGCA file on the pilot school for any history of problems - either with the school or the individual for whom the designation is requested. If problems are detected, discuss them with the applicant. Determine if the school wants to offer another applicant.
 - a) If the school wishes to offer another applicant, begin the task again.
 - b) If the school wishes to continue with the same applicant, check the applicant's enforcement history.

- c) If the school wishes to withdraw its request for an DPER, terminate the task by closing out file. Confirm the action in writing. (Figure 8-2)
- 2) Using office procedures, query enforcement and accident/incident data file for the applicant's enforcement and accident/incident history. Place the results in the school file.
 - a) If enforcement action is pending against the applicant, inform the school that action on the DPER designation cannot proceed until the enforcement action is resolved.
 - b) If the enforcement and accident/incident data file results are negative, proceed with the applicant's evaluation.

d. Application Review

Review DAAO Form 183-1B for completeness and accuracy.

- 1) Ensure that the Pilot Examiner box under Type of Designation is marked with an "X" and the letters "Pilot School-DPER" have been entered.
- 2) Determine that the corresponding box on the reverse side of the form has been used to indicate the type of designation as DPER.
- 3) If the application is complete and correct, check the applicant's qualifications.

e. DPER Qualifications

From the application and any additional information, determine whether the applicant meets the requirements for designation:

- 1) Ensure that the applicant is at least 21 years of age.
- 2) Ensure that the applicant has a good record as a pilot and a good reputation in the industry and community for honesty and dependability.
- 3) Determine whether the applicant holds a management or administrative position within the pilot school organization that is superior to the chief instructor designated for each course of training conducted under the examining authority.
- 4) Determine that the applicant holds at least a commercial pilot certificate with an instrument rating.
- 5) Determine whether the applicant's flight history reflects compliance with the CASR and cooperation with the DGCA.
- 6) Determine that the applicant has been employed as a chief instructor at the pilot school or in similar managerial or supervisory positions for at least 12 months immediately preceding the request for designation. Acceptable alternative experience is the holding of Designated Pilot Examiner Representative authorization.
- 7) If the applicant meets the experience and qualifications requirements, schedule an oral examination.
- 8) If any of the experience or qualification requirements are unsatisfactory, inform the applicant that he or she is not eligible for the DPER designation. Explain how to correct the problem, and notify the operator in writing. (Figure 8-3)
 - a) If the school offers another applicant, begin the process again.

b) If the problems have not been corrected within a time specified in the letter of denial, terminate the task by closing file.

9) A recommendation for the designation of an DPER who does not meet all of the requirements listed above shall be referred to the DGCA for review and approval before any commitment is made or DAAO Form 183-2, Certificate of Authority, is issued. Recommendations for designation of an DPER who does not meet all requirements should include statements of all special circumstances affecting the designation.

f. Conduct the Oral Examination

1) After determining that the applicant meets all the experience and qualifications requirements, give the applicant an oral examination to determine the applicant's knowledge of:

- a) the pilot school certification requirements.
- b) the pilot school general operating rules.
- c) the examining authority privileges and limitations.
- d) the pilot certification and rating requirements and procedures.

2) If the oral examination is satisfactory, issue DPER designation.

3) If the oral evaluation is unsatisfactory, inform the applicant and explain how to correct the deficiency. Notify the operator in writing. (Figure 8-3)

- a) If the school offers another applicant, begin the process again.
- b) If the problems have not been corrected within a time specified in the letter of denial, terminate the task by closing file.

g. Issue DPER Designation

When all of the certification requirements have been met and the DPER has been properly briefed on procedures, do one of the following, as appropriate, on the reverse of DAAO Form 183-1B:

- 1) If the applicant for DPER designation is not already a DPER and is qualified to be an DPER, mark the Original Issuance box under Type of Action. Beside the Inspector's Recommendation/Action box, mark the Approve box, and include any justification in the space provided. In the Additional Qualifications/Limitations box, write "Designated Pilot Examiner Representative for (name of pilot school)". Sign and date in the spaces provided.
- 2) If the applicant for DPER designation is already a DPER and is also found competent to perform the duties of an DPER, mark the Additional Authority box under Type of Action. Beside the Inspector's Recommendation/Action box, mark the Approve box, and include any justification in the space provided. In the Additional Qualifications/Limitations box, write "Designated Pilot Examiner Representative for (name of pilot school)." Sign and date in the spaces provided.
- 3) If this is a renewal, check the Renewal box. Mark the Approve box; include any justification in the space provided. In the Additional Qualifications/ Limitations box, write "Designated Pilot Examiner Representative for (name of pilot school)." Sign and date in the spaces provided.

- 4) Obtain DPER number from DGCA.
- 5) Issue DAAO Form 183-3,
- 6) Issue DAAO Form 183-2,

h. Renewal of Designation

If this is a renewal, determine whether the DPER meets all the requirements for original designation. Discuss any discrepancies found in the pilot files submitted by the DPER. In addition:

- 1) Have the DPER surrender his or her current DAAO Form 183-2.
- 2) Have the DPER provide a record of all licenses or rating applications processed since the issuance or renewal of the designation.
- 3) Review the DGCA file for discrepancies in pilot files submitted by the DPER.
- 4) If all of the above is satisfactory, issue DAAO Form 183-2. If a new DAAO Form 183-2 is issued, the DPER surrenders the previously issued DAAO Form 183-2, and that form is placed in the DGCA file.
- 5) If the previous DPER designation has expired, reinstate it by following the initial issuance procedures. It may not be possible to retain the original number.

i. DGCA File

Establish a file for the DPER within the DGCA file for the school.

j. DPER Training

Instruct the DPER on the proper DGCA procedures. Inform the DPER on the proper procedures for forwarding files to the DGCA.

k. Close file

l. Vital Information Subsystem (VIS)

Update Vital Information Subsystem files.

7. TASK OUTCOMES

Completion of this task results in either of the following:

- a. Issuance of Designation of Authority.
- b. Denial of Designation of Authority.

9. FUTURE ACTIVITIES

- a. Designate additional DPERs for school.
- b. Monitor the quality of the pilot files submitted by the DPER.
- c. Renew or reinstate an DPER.
- d. Cancel an DPER designation in accordance with CASR 183.15.

- e. Possibly take enforcement action against an DPER or school if airman files have been handled fraudulently.
- f. Accept voluntary surrender (not related to any possible enforcement action) of DPER designation.

CHAPTER 9

CONTINUING SURVEILLANCE

1. OBJECTIVE

The objective of this chapter is continue surveillance and evaluate the holder of certificate for 141 pilot schools that continues to comply with the terms set for thin the applicable regulations, Certificate, Operation Specification, Manual and facilities. Successful completion of this task results in the continuation of an operational existing certificate.

2. PREPARE SURVEILLANCE PROGRAM

- a. Assigned DGCA inspectors should schedule surveillance for the first 60 days after initial or renewal issuance of the Pilot School Certificate.
- b. The subsequent surveillance program shall be performed at minimum of 1 (one) activity annually.
- c. The DGCA inspectors may detect a need for changes in the methods of instruction during this early stage of operation and request changes to the observed areas of deficiency.

3. SURVEILLANCE AREA

The surveillance index are listed as follows :

- a. Operations Inspection job:
 - 1) Management
 - 2) Ratings and Authorizations or Operation Specification.
 - 3) Examining Authority
 - 4) Training Course Outline
 - 5) Staff Qualifications
 - 6) Records
 - 7) Exemptions
 - 8) Facilities
 - 9) Airports
 - 10) Ground Trainers and Training Aids
 - 11) Quality of Instruction
 - 12) Advertising
 - 13) "The airman training organization certification regulation" compliance
 - 14) Minimum Equipment List Procedures
- b. Airworthiness Inspection job:
 - 1) Management
 - 2) Ratings and Authorizations
 - 3) Personnel – Qualifications/Supervision
 - 4) Maintenance Program/Inspection Times

- 5) Facilities
- 6) Records
- 7) Airworthiness Directives
- 8) Fueling/ Servicing
- 9) Aircraft/Manuals/Pilot Operating Handbook
- 10) Inoperative Equipment/Deferred Maintenance

APPENDIX A. CHECKLIST AND FORM

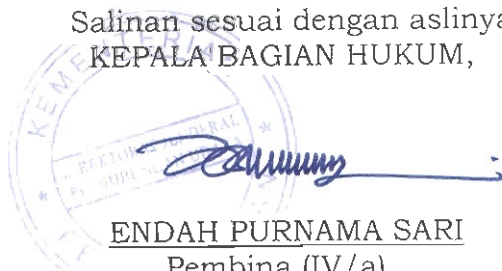
- | | |
|--------------------------|---|
| 1. DAAO Form No. 141-01 | Application For Approval of a Pilot School |
| 2. DAAO Form No. 141-02 | Certificate of Approval - Pilot School |
| 3. DAAO Form No. 141-03 | Operation Specification - Pilot School |
| 4. DAAO Form No. 141-04 | Pilot School Certification, Renewal, and Surveillance Checklist |
| 5. DAAO Form No. 141-05 | Certification Job Aid |
| 6. DAAO Form No. 141-33A | Personnel Qualification Checklist - Chief Instructor |
| 7. DAAO Form No. 141-33B | Personnel Qualification Checklist - Assistant Chief Instructor |
| 8. DAAO Form No. 141-33C | Personnel Qualification Checklist - Quality Control |
| 9. DAAO Form No. 141-99 | Preliminary Assessment Checklist |

DIREKTUR JENDERAL PERHUBUNGAN UDARA

ttd

Dr. Ir. AGUS SANTOSO, M. Sc

Salinan sesuai dengan aslinya
KEPALA BAGIAN HUKUM,



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