



# Checklist

CL: ATO 011A

August, 2019

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## APPROVED TRAINING ORGANISATION CERTIFICATION CHECKLIST AND SCHEDULE OF EVENTS

Office Name of Company
Location Address
Mailing Address (if different from location)
Pre-certification Number:

	Scheduled Date	Inspect or Initials	Date Received	Date Returned for Changes	Date Accomplished
<b>I. Pre-application Phase</b>					
A. Initial Orientation: Inspector: _____					
1. Certification Advisory Circular provided to prospective ATO.					
2. Prospective ATO Pre- assessment statement (PATOPS)					
B. Certification Team Designated					
	<b>Name</b>	<b>Speciality</b>			
<b>PM</b>					
C. Conduct Pre-application Meeting					
1. Verify PATOPS Information					
2. Overview of Certification Process					

<p>3. Provide Certification Package:</p> <ul style="list-style-type: none"> <li>○ Certification Checklist</li> <li>○ Schedule of Events</li> <li>○ Application Form</li> <li>○ Other applicable publications and documents</li> </ul>					
<p>4. Explain Formal Application Submissions</p>					
<p>Remarks:</p>					
<p>SIGNATURES:</p>					

**Approved Training Organisation Certification Checklist and Schedule of Events**

<b>II. Formal Application Phase</b>	<b>Scheduled Date</b>	<b>Inspector Initials</b>	<b>Date Received</b>	<b>Date Returned for Changes</b>	<b>Date Accomplished</b>
<b>A. Review Applicant's Submission</b>					
1. Formal Application Letter					
2. Formal Application Attachments					
a) Completed Training Procedures Manuals					
b) Quality Management Systems Manual					
c) Safety Management Systems Manual					
d) Aircraft Maintenance Program					
e) Initial Statement of Compliance					
f) Completed schedule of events					
g) Biographical Data Forms					
Accountable Manager					
Quality Manager					
Head Of Training					
• Flight Crew Training					

• Aircraft Maintenance Engineering					
• Air Traffic Control					
	<b>Scheduled Date</b>	<b>Inspector Initials</b>	<b>Date Received</b>	<b>Date Returned for Changes</b>	<b>Date Accomplished</b>
• Flight Operations Officers					
Chief Ground Instructor					
• Flight Crew Training					
• Aircraft Maintenance Engineering					
• Air Traffic Control					
• Flight Operations Officers					
Chief Flight Instructor					
Instructors					
• Flight Crew Training					
• Aircraft Maintenance Engineering					
• Air Traffic Control					
• Flight Operations Officers					

Purchase, Lease, and/or contract agreement where applicable					
<b>Evaluation of the Authority Resources Capability Based on Schedule of Events</b>					
<b>B. Formal Application Meeting</b> Schedule of Events Date: _____ Time _____					
1. Discuss each Submission					
2. Resolve Discrepancies/ open Items					
3. Review Certification Process					
4. Review impact if SOE timings not met					
<b>Issue letter accepting/rejecting Formal Application</b>					
<b>Remarks</b>					
SIGNATURES:					

**Approved Training Organisation Certification Checklist and Schedule of Events**

<b>III. Document Evaluation Phase</b>	Scheduled Date	Inspector Initials	Date Received	Date Returned for Changes	Date Accomplished
<b>A. ATO Personnel:</b>					
1. Management Personnel					
a. Accountable Manager					
b. Quality Manager					
c. Head Of Training					
• Flight Crew Training					
• Aircraft Maintenance Engineering					
• Air Traffic Control					
• Flight Operations Officers					
d. Chief Ground Instructor					
• Flight Crew Training					
• Aircraft Maintenance Engineering					
• Air Traffic Control					
• Flight Operations Officers					
e. Chief Flight Instructor					
f. Instructors					
• Flight Crew Training					

• Aircraft Maintenance Engineering					
• Air Traffic Control					
• Flight Operations Officers					

	Scheduled Date	Inspector Initials	Date Received	Date Returned for Changes	Date Accomplished
<b>C. Evaluate Applicable Manual(s)</b>					
Training Manuals					
Procedures Manuals					
Quality Manual					
Safety Management Systems Manual					
Aircraft Maintenance Program					
Maintenance Control Manual					
<b>Remarks:</b>					
<b>Signatures:</b>					



**Approved Training Organisation Certification Checklist and Schedule of Events**

<b>IV. Demonstration and Inspection Phase</b>	Scheduled Date	Inspector Initials	Date Received	Date Returned for Changes	Date Accomplished
A. ATO DOCUMENTATION					
B. Management Personnel Records					
C. Flight Instructor Records					
D. Ground Instructor Records					
E. Record Keeping Systems					
F. Examination Management And Control					
G. Training Facilities And Equipment					
H. Aerodrome And Sites					
I. Flight Simulation Training Devices					
J. Aircraft Documentation/ Inspection					
E. Observation Of Conduct Of Actual Training					
F. Management Personnel Interviews					
G. Satellite Base Inspection					
<b>Remarks:</b>					
<b>Signatures:</b>					

<b>V. Certification Phase</b>	<b>Scheduled Date</b>	<b>Inspector Initials</b>	<b>Date Received</b>	<b>Date Returned for Changes</b>	<b>Date Accomplished</b>
<b>A. Complete Recommendation Form (ATO)</b>					
<b>B. Prepare ATO Certificate</b>					
<b>C. Prepare ATO Training specifications</b>					
<b>D. Present signed ATO Certificate and Training specifications to ATO</b>					
Remarks:					
Signatures:					