

**Training Centers & Pilot Schools Section
Organization and Infrastructure Inspection Checklist
Pilot School-GACAR PART-141
EBOOK V4 & V12**

• Pilot School Name		• Address & Contact Number	
• Representative Position		• Representative Name	
• Email Address		• Date (dd/mm/yy)	

			Compliance		
1	Accountable/Executive Manager	GACAR – 141 Reference	YES	NO	NA
a.	The Accountable Manager will have overall responsibility and authority to ensure that all requirements of this part(s) (GACAR PART 141 and any other applicable GACARs and eBOOK Volumes) are met by the pilot school.	§ 141.49 (e)			
b.	6) The name, duties, and qualification of the person designated as the accountable executive and the management representative under GACAR Part 5;	§ 141.81 (a) (6)			

			Compliance		
2	Chief Instructors (CI)	GACAR – 141 Reference	YES	NO	NA
a.	Is the Chief Instructors approved/accepted by GACA?	§ 141.49 § 141.51 V4 4.8.2.11 (a) 4.8.4.5. (a)			
b.	A chief instructor must meet the appropriate experience requirements outlined in GACAR § 141.51.	4.8.4.7. (c) (1)			
c.	Each chief instructor and assistant chief instructor assigned to a training course must complete, at least once every 12 months, an approved syllabus of training consisting of ground or flight training, or both, or an approved flight instructor refresher course.	§ 141.43 (c)			
d.	The name and duties of each chief instructor and assistant chief instructor designated for the course is listed in the applicable Organization Training and Procedures Manual(s).	§ 141.81 (a) (6) & (7) V4 4.8.2.17 (C) (h)			
e.	Each chief instructor, assistant chief instructor, check instructor, or instructor meets the qualifications specified in the holder's approved course of training and the appropriate requirements of GACAR 141.	§ 141.147 4.8.4.5. (A)			
f.	The Organization/Pilots School has adequate personnel including a chief instructor for each approved course of training who is qualified and competent to perform the duties to which that instructor is assigned.	§ 141.49 (1)			
g.	The Organization/Pilot School certificate or for a provisional pilot school certificate must designate a chief instructor for each of the school's approved training courses, who must meet the requirements of GACAR § 141.51.	§ 141.49 (b) § 141.51			
h.	Chief Instructors is appointed and working in a full-time base.	§ 141.49 EBOOK V4 4.8.4.5. (a)			

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2	Chief Instructors (CI)	GACAR – 141 Reference	Compliance		
			YES	NO	NA
i.	A chief instructor designated for a pilot school is responsible, but not limited, for—	§ 141.53 (a) EBOOK V 44.8.4.11.			
(1)	Certifying each student’s training record, graduation certificate, stage check and end-of course test reports, and recommendation for course completion considered eligible for a certificate or rating, unless the duties are delegated by the chief instructor to an assistant chief instructor or recommending qualified instructor;	§ 141.53 (a) (1) EBOOK V 44.8.4.11. (1)			
(2)	Ensuring that each certificated flight instructor, certificated ground instructor, or commercial pilot with a lighter-than-air rating passes an initial proficiency check prior to that instructor being assigned instructing duties in the school’s approved training course, and thereafter that the instructor passes a recurrent proficiency check every 12 months after the month in which the initial test was accomplished;	§ 141.53 (a) (2)			
(3)	Ensuring that each student accomplishes the required stage checks, progress and end-of-course tests in accordance with the school’s approved training course; and	§ 141.53 (a) (3)			
(4)	Maintaining training techniques, procedures, and standards for the school that are acceptable to the President.	§ 141.53(a) (4)			
(5)	When giving a stage or final test, the chief instructor should make “student recommendations,” as discussed in GACAR § 141.53, that are complete and definitive with respect to any additional training needed.	4.8.4.11. (a)(2)			
(6)	The chief instructor is responsible for conducting the stage checks and final tests for the particular course of training.	4.8.4.11. (a)(3)			
(7)	The chief instructor must continue to update and improve the courses of training for which the instructor is responsible whenever he becomes aware of deficiencies in the course or needed changes in training standards.	4.8.4.11. (a)(4)			
(8)	Chief instructors should seek assistance and guidance from GACA Inspectors in the resolution of problems concerning their responsibilities.	4.8.4.11. (a)(5)			
(9)	The chief instructor or an assistant chief instructor must be available at the pilot school or, if away from the pilot school, be available by telephone, radio, or other electronic means during the time that training is given for an approved training course.	§ 141.53 (b)			
(10)	The chief instructor may delegate authority for conducting stage checks, end-of-course tests, and flight instructor proficiency checks to the assistant chief instructor or a check instructor.	§ 141.53 (c)			
(11)	Delegation of Responsibilities. The chief instructor may delegate duties to the assistant chief instructor or check instructor. (Check evidences, if applicable)	§ 141.53 4.8.4.11. (B)			
(12)	For Satellite Base, the instructors are under the direct supervision of the chief instructor or assistant chief instructor for the appropriate training course, who is readily available for consultation in accordance with GACAR § 141.53(b); and	§ 141.149 (c)			

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2	Chief Instructors (CI)	GACAR – 141 Reference	Compliance		
			YES	NO	NA
(13)	Satellite bases require that the chief instructor be “available” for consultation, which 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.	§ 141.53 4.8.4.11. (C) (4)			
(14)	If 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 to the assistant chief instructor.	§ 141.53 4.8.4.11. (C) (4)			
(15)	Except for the initial flight check of instructors and final stage check, all duties may be assigned to the assistant chief instructor. Examples of duties that would be appropriate for delegation are the certification of training records and the conduct of stage checks other than the final stage check.	§ 141.53 4.8.4.11. (C) (4)			
(16)	Availability-Direct Supervision. The chief instructor is required to supervise non-certificated instructors directly (see GACAR § 141.145). The chief instructor for a particular course must be available when instruction in that course is given.	§ 141.53 4.8.4.11. (C)			
(17)	Pilot schools are permitted to use non-certificated ground instructors based on the ground instructor’s specific teaching credentials and qualifications. GACAR § 141.145 requires that instruction by non-certificated ground instructors be given under the direct supervision of the chief instructor or the assistant chief instructor for the course.	§ 141.53 § 141.145 4.8.4.11. (C) (1)			
(18)	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 will 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.	§ 141.53 4.8.4.11. (C) (3)			
j.	Responsibility To Receive Annual Recurrent Training. At least once every 12 months, each chief instructor and assistant chief instructor must complete an approved syllabus of training consisting of ground or flight training, or both, or an approved flight instructor refresher course (FIRC) (see GACAR § 141.143(c)). This training is not required to receive initial designation as the chief instructor or assistant chief instructor.	§ 141.53 4.8.4.11. (D)			
k.	Authority to Examine. The pilot 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 approved by the GACA, training can continue beyond the 60-day limit;	4.8.4.13. (B)			
l.	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 a GACA Inspector (see Section 5 of this Chapter 8 of eBook V4);	4.8.4.13. (B)			
m.	By referring to the approved training syllabus, the Inspector becomes familiar with the specific areas to be tested and with the completion standards for each stage of training being tested. The operator of the school must receive the results of the tests given by the Inspector for inclusion in the appropriate student files.	4.8.4.13. (B)			

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2	Chief Instructors (CI)	GACAR – 141 Reference	Compliance		
			YES	NO	NA
n.	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 the transitional period resulting from any change of the chief instructor.	4.8.4.13. (C)			
o.	CI has an extensive knowledge of the regulatory requirements of GACAR Part 141, GACA policies, procedures and all other applicable GACARs and EBOOK Volumes.	EBOOK V4 4.8.4.7. (C) 4.8.4.19. (K)			
p.	CI has an extensive knowledge of the regulatory requirements of GACAR Part 141 and the other applicable GACA requirements that are listed in the Organization/Flight School manuals especially in Training and Procedures Manual(s).	4.8.4.7. (C) 4.8.4.19. (K)			
q.	Has the CI adequate knowledge about, but not limited, the following:	4.8.4.19. (K)			
(1)	• GACAR Parts 5, 61, 91, 141, and other appropriate regulations relating to the course of training	4.8.4.19. (K)			
(2)	• The school's TCOs and/or special curriculums relating to the tested courses	4.8.4.19. (K)			
(3)	• The school's prerequisites and enrollment procedures (GACAR § 141.151)	4.8.4.19. (K)			
(4)	• The school's training standards, objectives, completion standards, and graduation procedures	4.8.4.19. (K)			
(5)	• Aerodromes and aircraft (GACAR §§ 141.61 and 141.63)	4.8.4.19. (K)			
(6)	• Simulators and other training devices (GACAR § 141.65)	4.8.4.19. (K)			
(7)	• The minimum qualifications and ratings for each instructor used for the particular course of training	4.8.4.19. (K)			
(8)	• The safety procedures and practices of the school including their Safety Management System (SMS)	4.8.4.19. (K)			
(9)	• The chief instructor's duties and responsibilities (GACAR § 141.53)	4.8.4.19. (K)			
(10)	• The means by which the chief instructor will ensure standardized instruction (GACAR §§ 141.143, 141.145, 141.91, and 141.147)	4.8.4.19. (K)			
r.	If the knowledge portion of the test is unsatisfactory, inform the applicant and debrief the applicant on how to correct the deficiency.	4.8.4.19. (K)			
(1)	Notify the operator and confirm in writing, indicating the specific areas of deficiency.	4.8.4.19. (K)			
(2)	Reschedule the test at the operator's request after the deficiencies have been corrected.	4.8.4.19. (K)			
s.	CI has an extensive knowledge about his/her duties, responsibilities, privileges, limitations, etc.in accordance with Organization/Flight School approved/accepted manuals, GACAR PART 141, other applicable GACARs, eBOOK Volumes, and other applicable GACA Requirements.	§ 141.53 4.8.4.11. (D) 4.8.4.7. (C) 4.8.4.19. (K)			
t.	Dose the CI carry-out his duties and responsibilities in accordance with the Organization/Flight School approved/accepted manuals, GACAR PART 141 and other applicable GACA requirements.	§ 141.81 (a) (7) § 141.53			

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3	Assistant Chief Instructors (ACI)	GACAR – 141 Reference	Compliance		
			YES	NO	NA
a.	Approved/Accepted by GACA	§ 141.49 (a) (c) V4 4.8.4.7. (B)			
b.	ACI Meets the applicable qualifications, experience and requirements of the eligibility for designation as an assistant chief instructor in accordance with GACAR PART-141 requirements.	§ 141.57 V4 4.8.4.7. (B) & (C)			
c.	Standardization of Assistant Chief Instructors. For the purposes of this task to request and designate the assistant position must be accomplished in the same manner as for the chief instructor.	V4 (C (2))			
d.	If the pilot school has or seeks examining authority with respect to a course of training, each assistant chief instructor authorized to administer tests or checks pursuant to that course of training, as a result of the successful completion of which a student may be recommended for a certificate under GACAR § 141.123, must be designated by the President under GACAR Part 183.	§ 141.57 (6)			
e.	The school must ensure that each chief instructor, assistant chief instructor, and check instructor authorized to administer tests or checks, as a result of the successful completion of which a student may be recommended for a certificate under GACAR § 141.123, has been designated by the President under GACAR Part 183.	§ 141.121 (a) (6)			
f.	In accordance with GACAR PART 141, to be eligible for designation as an assistant chief instructor for a ground school course, a person must have at least 6 months of experience as a ground school instructor at a certificated pilot school.	§ 141.57 (e)			
g.	A description of the duties and qualifications of the chief instructor and assistant chief Instructor (if applicable), are listed in the Organization/Flight School Operations or Quality Manual	§ 141.81 (7)			
h.	Each chief instructor and assistant chief instructor assigned to a training course must complete, at least once every 12 months, an approved syllabus of training consisting of ground or flight training, or both, or an approved flight instructor refresher course (FIRC).	§ 141.143 (c) 4.8.4.11. (D)			
i.	Each certificated flight instructor or commercial pilot with a lighter-than-air rating who is assigned to a flight-training course must satisfactorily complete the following tasks, which must be administered by the school's chief instructor, assistant chief instructor, or check instructor:	§ 141.143 (d)			
(1)	(1) Prior to receiving authorization to train students in a flight-training course—	§ 141.143 (d) (1)			
(i)	(i) Accomplish a review of and receive a briefing on the objectives and standards of that training course and	§ 141.143 (d) (1) (i)			
(ii)	(ii) Accomplish an initial proficiency check in each make and model of aircraft used in that training course in which that person provides training.	§ 141.143(d) (1) (ii)			
(2)	Every 12 months after the month in which the person last complied with the requirements of paragraph (d)(1)(ii) of this section, accomplish a recurrent proficiency check in one of the aircraft in which the person trains students.	§ 141.143 (2)			
j.	An assistant chief instructor is designated for each satellite base, and that assistant chief instructor is available at that base or, if away from the premises, by telephone, radio, or other electronic means during the time that training is provided for an approved training course;	§ 141.149 (a)			

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3	Assistant Chief Instructors (ACI)	GACAR – 141 Reference	Compliance		
			YES	NO	NA
k.	The chief instructor or an assistant chief instructor must be available at the pilot school or, if away from the pilot school, be available by telephone, radio, or other electronic means during the time that training is given for an approved training course.	§ 141.53 (b)			
l.	The chief instructor may delegate authority for conducting stage checks, end-of-course tests, and flight instructor proficiency checks to the assistant chief instructor or a check instructor.	§ 141.53 (c)			
m.	Has or had the ACI been delegated duties of the Chief Instructor or check instructor other than those mentioned above	V4 4.8.4.11.(B)			
n.	Availability-Direct Supervision. Pilot schools are permitted to use non-certificated ground instructors based on the ground instructor’s specific teaching credentials and qualifications. GACAR § 141.145 requires that instruction by non-certificated ground instructors be given under the direct supervision of the chief instructor or the assistant chief instructor for the course.	EBOOK V4 4.8.4.11.(C)(1)			
o.	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 will 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.	EBOOK V4 4.8.4.11.(C)(3)			
p.	Satellite bases require that the chief instructor be “available” for consultation, which can be accomplished by telephone. If 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 to the assistant chief instructor.	EBOOK V4 4.8.4.11.(C)(4)			
q.	Satellite base, Except for the initial flight check of instructors and final stage check, all duties may be assigned to the assistant chief instructor. Examples of duties that would be appropriate for delegation are the certification of training records and the conduct of stage checks other than the final stage check.	EBOOK V4 4.8.4.11.(C)(4)			
r.	Assistant Chief Instructor Responsibilities. The assistant chief instructor’s and chief instructor’s responsibilities may be similar, provided the chief instructor has delegated such duties and responsibilities to the assistant chief instructor. Any time the chief instructor delegate’s duties, that delegation should be in writing, citing the specific duties delegated, to whom, and for what time period.	EBOOK V4 4.8.4.11.(E)			
s.	Part of CHANGE OF CHIEF INSTRUCTOR Procedures: For a period not to exceed 60 days, have the stage checks and end-of-course tests administered by: • The training course’s assistant chief instructor, if designated, or • A GACA Inspector,	EBOOK V4 4.8.4.13 (A) (3)			
t.	After 60 days without a chief instructor, a pilot school or provisional pilot school, as appropriate, must cease instruction in that training course or in all the training courses if just one chief instructor is designated for that entire school. Whether a school must surrender its pilot school certificate and permanently shut down depends on whether the school has a qualified and assigned assistant chief instructor who can competently perform the duties of the chief instructor in the interim and whether the school can present a plan for employing a qualified chief instructor in a reasonable amount of time.	EBOOK V4 4.8.4.13 (A) (4)			

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3	Assistant Chief Instructors (ACI)	GACAR – 141 Reference	Compliance		
			YES	NO	NA
u.	B. Authority to Examine. The pilot 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 approved by the GACA, training can continue beyond the 60-day limit; however, at the time of Pilot School Certificate renewal, no TCO may be renewed without a qualified and approved chief instructor.	EBOOK V4 4.8.4.13 (B)			
v.	For adding a course or changing the chief instructor or assistant chief instructor, conduct the practical test for only the affected course.	EBOOK V4 4.8.4.19 (A)(2)			
w.	Has the ACI adequate knowledge about, but not limited, the following:	4.8.4.17. (K)			
(1)	• GACAR Parts 5, 61, 91, 141, and other appropriate regulations relating to the course of training	4.8.4.19. (K)			
(2)	• The school's TCOs and/or special curriculums relating to the tested courses	4.8.4.19. (K)			
(3)	• The school's prerequisites and enrollment procedures (GACAR § 141.151)	4.8.4.19. (K)			
(4)	• The school's training standards, objectives, completion standards, and graduation procedures	4.8.4.19. (K)			
(5)	• Aerodromes and aircraft (GACAR §§ 141.61 and 141.63)	4.8.4.19. (K)			
(6)	• Simulators and other training devices (GACAR § 141.65)	4.8.4.19. (K)			
(7)	• The minimum qualifications and ratings for each instructor used for the particular course of training	4.8.4.19. (K)			
(8)	• The safety procedures and practices of the school including their Safety Management System (SMS)	4.8.4.19. (K)			
(9)	• The chief instructor's duties and responsibilities (GACAR § 141.53)	4.8.4.19. (K)			
(10)	• The means by which the chief instructor will ensure standardized instruction (GACAR §§ 141.143, 141.145, 141.91, and 141.147)	4.8.4.19. (K)			
x.	If the knowledge portion of the test is unsatisfactory, inform the applicant and debrief the applicant on how to correct the deficiency.	4.8.4.19. (K)			
(1)	Notify the operator and confirm in writing, indicating the specific areas of deficiency.	4.8.4.19. (K)			
(2)	Reschedule the test at the operator's request after the deficiencies have been corrected.	4.8.4.19. (K)			

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4	Check Instructors (CI)	GACAR – 141 Reference	Compliance		
			YES	NO	NA
a.	D. Check Instructors. A school may designate a person to be a check instructor for conducting student stage checks, end-of-course tests, and instructor proficiency checks in accordance with GACAR § 141.59.	§ 141.59 4.8.4.5. (D)			
b.	To be designated as a check instructor for conducting student stage checks, end-of-course tests, and instructor proficiency checks under this part, a person must meet the following eligibility requirements of § 141.59	§ 141.59 (a)			
c.	A person who meets the eligibility requirements in paragraph (a) of this section must—	§ 141.59 (b)			
(1)	Be designated, in writing, by the chief instructor to conduct student stage checks, end-of course tests, and instructor proficiency checks and	§ 141.59 (b)(1)			
(2)	Be approved by the President.	§ 141.59 (b) (2)			
d.	A check instructor may not conduct a stage check or an end-of-course test of any student for whom the check instructor has—	§ 141.59 (c)			
(1)	Served as the principal instructor or	§ 141.59 (c) (1)			
(2)	Recommended for a stage check or end-of-course test.	§ 141.59 (c) (2)			

5	Organization Management Structure	GACAR – 141 Reference	Compliance		
			YES	NO	NA
a.	Certificate and Operations Specifications Required. Except for ultralight vehicle operator schools, no person may operate a pilot school without, or in violation of, a pilot school certificate or provisional pilot school certificate and operations specifications issued under GACAR Part 141.	§ 141.3			
b.	Pilots School Ratings. Pilot’s School Certificate and Operations Specifications include all Ratings and Certification training Courses that are approved by GACA. (Check Ratings against the Flight School Certificate and Operations Specifications).	§ 141.11			
c.	Examining Authority. The President issues examining authority to a pilot school holding a certificate issued under GACAR § 141.5 with respect to a training course if the pilot school and the training course meet the requirements of Subpart F of GACAR Part 141.	§ 141.9			
d.	Duration of Certificate. The holder of a pilot school certificate or a provisional pilot school certificate issued under this part may not exercise the privileges of that certificate after it expires.	§ 141.15 (a)			
e.	Examining. An examining authority issued to the holder of a pilot school certificate expires on the date that the pilot school certificate expires, or is surrendered, suspended, or revoked.	§ 141.15 (d)			
f.	Certificate Holder’s Duty to Maintain Operations Specifications. Each certificate holder must maintain a complete and separate set of its operations specifications at its principal operations base.	§ 141.21 (a)			
g.	Each certificate holder must insert pertinent excerpts of, or references to, its operations specifications into its manual and must—	§ 141.21 (b)			
(1)	Clearly identify each such excerpt as a part of its operations specifications and	§ 141.21 (b)(1)			
(2)	State that compliance with the operations specifications is mandatory.	§ 141.21 (b)(2)			

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5	Organization Management Structure	GACAR – 141 Reference	Compliance		
			YES	NO	NA
h.	Each certificate holder must keep each of its employees and other persons used in its operations informed of the provisions of its operations specifications that apply to that employee’s or person’s duties and responsibilities.	§ 141.21 (c)			
i	Contents of Operations Specifications. Each certificate holder must obtain operations specifications containing all of the following:	§ 141.23			
(1)	The specific location of the certificate holder’s principal operations base and, if different, the address that will serve as the primary point of contact for correspondence between the GACA and the certificate holder;	§ 141.23 (a)			
(2)	The type of aircraft, registration markings, and serial numbers of each aircraft used for flight training;	§ 141.23(b)			
(3)	The flight training programs offered by the certificate holder;	§ 141.23(c)			
(4)	The authorizations, limitations, and certain procedures under which each flight training program is to be conducted;	§ 141.23 (d)			
(5)	Any other item the President determines is necessary.	§ 141.23 (e)			
j.	Amending Operations Specifications. Did the Certificate Holder apply for an amendment to its operations specifications?	§ 141.25 (c)			
k.	if yes, check the applicable procedures in accordance with GACAR-141 and eBook V15 CHP 7	§ 141.25 (c)			
l.	Did the president suspend or revoke the Organization Certificate and Operations specifications issued under Part 141 in accordance with GACAR 141 and the applicable procedure in GACAR § 13.19 ?,	§ 141.25 (a) & (b)			
m.	if yes, when a certificate holder seeks reconsideration of a decision from the President concerning suspension, revocation, or amendment of a certificate, the procedures in GACAR Part 13 apply.	§ 141.25 (3)			
n.	Display of Certificate. (a) Each holder of a pilot school certificate or a provisional pilot school certificate must display that certificate in a place in the school that is normally accessible to the public and is not obscured.	§ 141.27 (a)			
o.	A certificate must be made available for inspection upon request by—	§ 141.27 (b)			
(1)	(1) The President,	§ 141.27 (b) (1)			
(2)	(2) An authorized representative of the Aviation Investigation Bureau (AIB), or	§ 141.27 (b) (2)			
(3)	(3) Any law enforcement agency in the Kingdom of Saudi Arabia.	§ 141.27 (b) (3)			

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5	Organization Management Structure	GACAR – 141 Reference	Compliance		
			YES	NO	NA
p.	Inspections. Each holder of a certificate issued under this part must allow the President to inspect its personnel, facilities, equipment, and records to determine the certificate holder’s compliance with the GACAR.	§ 141.29			
q.	Advertising Limitations. The holder of a pilot school certificate or a provisional pilot school certificate may not make any statement relating to its certification and ratings that is false or designed to mislead any person contemplating enrollment in that school.	§ 141.31 (a)			
r.	Business Office and Operations Base. Each holder of a pilot school certificate or a provisional pilot school certificate must maintain a principal business office with a mailing address in the business name shown on its certificate.	§ 141.33 (a)			
s.	The facilities and equipment at the principal business office must be adequate to maintain the files and records required to operate the business of the school.	§ 141.33 (b)			
t.	The principal business office may not be shared with, or used by, another pilot school.	§ 141.33 (c)			
u.	Each holder of a pilot school certificate or a provisional pilot school certificate must maintain at least one operations base which may be at the same location as its principal business office.	§ 141.33 (d)			
v.	Before changing the location of the principal business office or the principal operations base, each certificate holder must notify the President of the new location, and the notice must be—	§ 141.33 (e)			
(1)	Submitted in writing at least 30 working days before the change of location and	§ 141.33 (e) (1)			
(2)	Accompanied by any amendments needed for the certificate holder’s approved training course outline	§ 141.33 (e) (2)			
w.	A certificate holder may conduct training at the operations base other than its principal operations base in accordance with GACAR § 141.149.	§ 141.33 (f)			
x.	The details of the management structure, Qualifications, experience, duties and responsibilities are included in the Organization/Flight School Operations and Training manual or at least in Quality manual if accepted by GACA.	§ 141.81(6) & (7)			
y.	The management structure and responsibilities shall ensure supervision of all grades of staff by persons having the experience and qualities necessary to ensure the maintenance of high standards	§ 141.49(a)(1)			
z.	Organization must have adequate personnel, including certificated flight instructors, certificated ground instructors, or holders of a commercial pilot certificate with a lighter than-air rating, and a chief instructor for each approved course of training who is qualified and competent to perform the duties to which that instructor is assigned.	§ 141.49(a)(1)			
aa.	If the applicant is to employ dispatchers, aircraft handlers, and line and service personnel, then it must instruct those persons in the procedures and responsibilities of their employment.	§ 141.49(a)(2)			
bb.	The name, duties, and qualification of the person designated as the accountable executive and the management representative under GACAR Part 5;	§ 141.81 (a) (6)			
cc.	The Organization/Pilots School has adequate personnel including a chief instructor for each approved course of training who is qualified and competent to perform the duties to which that instructor is assigned. (repeated)	§ 141.49 (1)			

**Training Centers & Pilot Schools Section
Organization and Infrastructure Inspection Checklist
Pilot School-GACAR PART-141
EBOOK V4 & V12**

			Compliance		
6	Quality Management System (Quality Assurance)	GACAR – 141 Reference	YES	NO	NA
a.	Refer to the Quality Management System (Quality Assurance) inspection checklist	§ 141 Subpart D			

			Compliance		
7	Safety Management System	GACAR – 141 Reference	YES	NO	NA
a.	Refer to the Safety Management System inspection checklist	§ 141.19 GACAR 5			

