Inspection Areas:

14 CFR Part 142 Training Center Inspection Checklist and Job Aid Instructor Copy

Area 1Management and Administration Area 2Training Specifications

Area 3Courseware

Area 4Airman Training Programs

Area 5Instructor and Evaluator Training and Qualification Area 6Facilities

Area 7Flight Training Equipment Area 8Records

Area 9Training Operations

Area 10 Quality Control Measures

**NOTE:**

*References to FAA Order 8900., 8000.95 and 14 CFR part 142 have been included to assist the user and are not meant to be all inclusive or limiting. Other references include FAA Advisory Circulars, Notices, Orders, and/or other FAA guidance material.*

**Revision Summary:**

Corrected numbering of some questions; corrected references to obsolete resources.

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| **Item #** | **Inspection Area 1 Management and Administration**  This inspection area encompasses a description of the management and administration of the training center.  The following checklist items are provided for guidance and should be used during the Inspection. | **References** | **Requires Action** | | **COMMENT/ FINDING** |
| **Yes** | **No** |
| 1-01 | Does any person whose employment or control contributed to the revocation, suspension, or termination of a part 121, 125, 135, 141, or 142 operating certificate within the previous 5 years manage, control, or have substantial ownership of this training center? | 142.11(e) V2 C10 S1 |  |  |  |
| 1-02 | Does the training center have a sufficient number of instructors for each curriculum? | 142.13(a) |  |  |  |
| 1-03 | Does the training center have a sufficient number of approved evaluators to accomplish required checks and tests within 7 calendar days of training completion? | 142.13(b) |  |  |  |
| 1-04 | Are the instructors and evaluators at each satellite training center under the direct supervision of management personnel of the principal training center? | 142.17(a)(2) V3 C54 S1 |  |  |  |
| 1-05 | Does each management representative, and all personnel who conduct direct student training, understand, read, write, and fluently speak English? | 142.13(d) |  |  |  |
| 1-06 | Has the training center certificate been properly issued and does it contain all business names under which the certificate holder may conduct operations and the address of each business office used? | 142.5(b) and 142.11(d)  V2 C10 S1 |  |  |  |
| 1-07 | Is the training center certificate prominently displayed in a place accessible to the public in the principal business office of the training center? | 142.27(a) |  |  |  |
| 1-08 | Has the training center been properly issued training specifications? | 142.5(b)  V6 C8 S1 |  |  |  |
| 1-09 | Are all exemptions, deviations or waivers properly approved and contained in the center’s training specifications paragraph A005? | 142.9 and 142.11(d)(2)(vi) |  |  |  |

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| **Yes** | **No** |
| 1-10 | Does the training center comply with all conditions and provisions of any exemptions, deviations, or waivers? | TSpec A005, applicable training center  written procedures |  |  |  |
| 1-11 | Does the training center conduct, or advertise to conduct, any training, testing, or checking that is designed to satisfy part 142 requirements that is not approved by the FAA? | 142.31(a) V6 C8 S1 |  |  |  |
| 1-12 | Does the training center make any statement in its advertising relating to its certification and ratings that is false or designed to mislead? | 142.31  V6 C8 S1 |  |  |  |
| 1-13 | Does the training center, in its advertising, differentiate between courses that have been FAA approved and those that have not? | 142.31  V6 C8 S1 P6-1602 |  |  |  |
| 1-14 | If the training center utilizes a part 141 pilot school to provide training, testing, or checking, is there a training agreement between the school and the training center? | 142.33(a)  V2 C10 S1 |  |  |  |
| 1-15 | Are the training course outlines used by each such part 141 pilot school under the training agreement FAA approved? | 142.33(c) V2 C10 S1 |  |  |  |
| 1-16 | Does the training center have written procedures to ensure management control of its personnel at satellite centers and/or remote sites? | 142.17  V3 C54 S1 |  |  |  |
| 1-17 | Based upon review of leases, agreements, and contracts, does the training center have exclusive use of flight training equipment? | 142.15(d) V2 C10 S1 |  |  |  |
| 1-18 | NOTE: The following questions 1-18-1 through 1-18-4 concern areas of oversight under the responsibility of the air carrier’s POI. Any findings and/or concerns in these areas should be referred to the POI for action.  Does the center conduct training for part 91 subpart K and/or part 119 air carriers? | V3 C54  and OpSpec A031 issued to the air carrier |  |  |  |

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| **Yes** | **No** |
| 1-18-1 | If so, does the center have a procedure to advise the air carrier of changes to its core or other curriculums on which the carrier’s programs are based? | V3 C54 S5 |  |  |  |
| 1-18-2 | Does the center provide a means to enable contract instructors to have updated information concerning assigned operators (read files or electronic system)? | V3 C54 S5 |  |  |  |
| 1-18-3 | Does the center provide written procedures that direct their instructors/evaluators to review a customer’s “read file” prior to conducting any instruction or evaluations? | V3 C54 S5 |  |  |  |
| 1-18-4 | Does the center have or participate in standardization programs with their 91K and/or air carrier  customers? | V3 C54 S5 |  |  |  |

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| **Item #** | **Inspection Area 2 Training Specifications**  This inspection area encompasses a review of the content of the training specifications issued to the training center.  The following checklist items are provided for guidance and should be used during the Inspection. | **References** | **Requires Action** | | **COMMENT/ FINDING** |
| **Yes** | **No** |
| 2-01 | Has the training center been properly issued training specifications? | 142.5(a), V3 C54 S1, and V3 C18 |  |  |  |
| 2-02 | Is the information contained in Part A of the training specifications current, including names, addresses, other business names (dba), satellite center authorizations (including address and contact information), and authorized exemptions, deviations, and waivers? | 142.5,  142.11(d), 142.17(a)(4)  and (b) |  |  |  |
| 2-03 | Does Part B of the training specifications clearly identify each approved training curriculum and the testing and/or checking authorization for each training course and location? | 142.5(a),  142.11(d)(2)(i) |  |  |  |
| 2-03-1 | Does the training center have an approved curriculum that corresponds to each entry in training specification paragraphs B001, B002 and B003? | TSpec B001, B002, and B003 |  |  |  |
| 2-03-2 | Is each curriculum’s approval date and curriculum revision number listed in TSpec B001, B002 and B003 appropriate, accurate and current? | 142.5(a) |  |  |  |
| 2-04 | Is the personnel and staff information contained in Part A of the training specifications current, including that of management and supervisory personnel, evaluators, and instructors? | 142.5(a),  142.47(b) |  |  |  |
| 2-05 | Is the information regarding the maintenance of approved flight training equipment, (flight simulators, flight training devices, and/or aircraft) contained in Part D of the training specifications accurate? | 142.5(a),  142.15(d),  142.11(d)(2)(ii-iv) |  |  |  |
| 2-06 | Is the information regarding record keeping contained in Paragraph A025 of the training specifications current and accurately identify the specific records and system used by the  Training Center to document students, instructors, and evaluators? | 142.15(c),  142.71, 142.73 |  |  |  |
| 2-07 | Is the information regarding the instrument (circling approach) procedures approved for each simulator and airport contained in Part C of the training specifications accurate? | V3 C54 S6 and TSpec C075 V3, C18, S5 |  |  |  |
| 2-08 | Do the training specifications contain authorization for the use of each “Simulator Component Inoperative Guide”? (or MMI as appropriate) | V3 C54 S6 and TSpec D096 |  |  |  |
| 2-09 | Is the information entered into the training specifications concerning satellite centers complete and does it clearly specify the training/testing/checking authorized at each satellite? | TSpecs A008, B001, B002, and B003 |  |  |  |

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| **Item #** | **Inspection Area 3 Courseware**  This inspection area encompasses a review of the courseware used by the Training Center in conducting its approved curriculums/courses.  The following checklist items are provided for guidance and should be used during the Inspection. | **References** | **Requires Action** | | **COMMENT/ FINDING** |
| **Yes** | **No** |
| 3-01 | Is the training center’s courseware adequate to support the curriculum goals and has it been approved by the TCPM? | V3 C54 S6 |  |  |  |
| 3-02 | Do lesson plans adequately describe lesson objectives, training elements, schedule, equipment, student and instructor action, and completion standards? | V3 C54 S6 |  |  |  |
| 3-03 | Does the courseware include Standard Operating Procedures and flight training event descriptions appropriate to the aircraft? | V3 C54 S6 |  |  |  |
| 3-04 | Do computer based instruction programs meet requirements? | V3 C54 S6 |  |  |  |
| 3-05 | Do audiovisual programs contain correct information and conform to lesson objectives? | V3 C54 S6 |  |  |  |
| 3-06 | Do aircraft operating manuals conform to manufacturer procedures and data? | V3 C54 S6 |  |  |  |
| 3-07 | Do weight and balance procedures conform to manufacturer procedures and data? | V3 C54 S6 |  |  |  |
| 3-08 | Do aircraft performance data conform to manufacturer procedures and data? | V3 C54 S6 |  |  |  |
| 3-09 | Have the Checklists or Quick Reference Handbooks used during training, testing and checking been approved and do they conform to the flight training equipment and the AFM/RFM? | V3 C54 S6 |  |  |  |
| 3-10 | Does the training center use a pictorial method to accomplish the preflight inspection testing requirements and does it represent the flight training equipment being used? | V3 C54 S6 |  |  |  |
| 3-10-1 | If pictorial preflights are authorized, does the center have an approval for each? | V3 C54 S6 |  |  |  |
| 3-11 | Do aircraft mockups, cockpit procedures trainer, or other training aids conform to the curriculum/courseware requirements? | V3 C54 S6 |  |  |  |
| 3-12 | Do workbooks and student handouts and other training materials conform to other course materials? | V3 C54 S6 |  |  |  |
| 3-13 | Does the simulator component inoperative guide (SCIG) and/or MMI procedures conform to national policy and Training Specifications requirements? | 142.59(d), V3 C54 S6, 14CFR part 60, and NSP policy |  |  |  |

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| **Item #** | **Inspection Area 4 Airman Training Programs**  This inspection area encompasses brief description of the training programs and individual approved curriculums used for airmen training by the training center.  The following checklist items are provided for guidance and should be used during the Inspection. | **References** | **Requires Action** | | **COMMENT/ FINDING** |
| **Yes** | **No** |
| 4-01 | Are all core and specialty curriculums approved by being listed in the center’s training specifications, and is each maintained by the training center in a form that will enable the user to determine its revision status? | TSpecs B001 and B002,  142.37, and V3 C54 S6 |  |  |  |
| 4-02 | Does the training program identify which curriculums are considered “core” and which are considered “specialty”? | 142.37(d)(1) and V3 C54 S6 |  |  |  |
| 4-03 | Have all curriculums been reviewed to determine if the content meets the minimum requirements for that certificate rating or training requirement in accordance with the applicable ACS/PTS document? | Applicable ACS /PTS and  V3 C54 S6 |  |  |  |
| 4-04 | Does each curriculum include a statement of which requirements of part 61 would be, and would not be, satisfied by the curriculum? | 142.37(d)(2) and (3) |  |  |  |
| 4-05 | Does each curriculum contain a syllabus and courseware listing, and has that syllabus and  courseware been approved by the TCPM? | 142.39(a) and V3  C54 S6 |  |  |  |
| 4-06 | Does each curriculum contain the minimum requirements for flight training equipment used? | 142.39(b) |  |  |  |
| 4-07 | Does each curriculum contain the minimum qualifications for each instructor and evaluator designated to instruct/evaluate in the curriculum? | 142.39(c) |  |  |  |
| 4-08 | Does each curriculum contain within it an initial and continuing training curriculum for each instructor and evaluator designated to instruct/evaluate in the curriculum? | 142.39(d) |  |  |  |
| 4-09 | For each curriculum using fewer than the minimum training hours prescribed in part 61, is there a means of demonstrating the ability to accomplish such training in the reduced hours and a means of tracking trainee performance after leaving the training center? | 142.39(e) |  |  |  |

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| **Item #** | **Inspection Area 5**  **Instructor and Evaluator Training and Qualification**  This inspection area encompasses a brief description of the instructor and evaluator qualifications and training requirements at the training center.  The following checklist items are provided for guidance and should be used during the Inspection. | **References** | **Requires Action** | | **COMMENT/ FINDING** |
| **Yes** | **No** |
| 5-01 | Do all instructors meet qualification and training requirements of part 142 subpart C? | 142.47(a) and V3 C54 S6 |  |  |  |
| 5-02 | Has the training center designated in writing each instructor’s authority to instruct in an approved course, prior to him or her instructing in that course? | 142.47(b) and  V3 C54 S6 |  |  |  |
| 5-03 | Prior to initial designation, did each instructor receive at least 8 hours of ground training in the subjects required? | 142.47(c)(1) and  142.53(a)(2) |  |  |  |
| 5-04 | Prior to initial designation, did each instructor satisfactorily complete a written examination on the required subjects? | 142.47(c)(2)(i) and  V3 C54 S6 |  |  |  |
| 5-05 | Was the initial instructor written test accepted as being equivalent in difficulty, complexity, and scope as the tests provided by the FAA for the “Flight Instructor-Airplane” and “Instrument Flight  Instructor” knowledge tests? | 142.47(c)(2)(ii) and  V3 C54 S6 |  |  |  |
| 5-06 | Prior to initial designation and within each 12 calendar months thereafter, has each instructor satisfactorily demonstrated to an authorized evaluator, instructional knowledge and proficiency in representative segments of **each** curriculum for which that instructor is designated to  instruct? | 142.53(a)(1) and  V3 C54 S6 |  |  |  |
| 5-07 | Prior to designation and within each 12 calendar months thereafter, has each instructor satisfactorily completed an approved course of ground instruction that includes the required  subjects? | 142.53(a)(2) and V3 C54 S6 |  |  |  |
| 5-08 | Prior to designation and within each 12 calendar months thereafter, has each instructor who  instructs in qualified and approved FSTDs, satisfactorily completed an approved course of **flight simulator training** that includes the required subjects? | 142.53(a)(3) and  (4) and  V3 C54 S6 |  |  |  |
| 5-09 | Prior to designation and within each 12 calendar months thereafter, has each instructor who  instructs in qualified and approved FSTDs, satisfactorily completed an approved course of **ground instruction**, applicable to the training courses the instructor is designated to instruct? | 142.53(a)(3) and  V3 C54 S6 |  |  |  |
| 5-10 | Prior to designation and within each 12 calendar months thereafter, has each instructor who instructs in qualified and approved FSTDs or aircraft, satisfactorily passed written tests on the  subject matter and maneuvers pertaining to each curriculum the instructor is designated to instruct? | 142.53(a)(7) and V3 C54 S6 |  |  |  |

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| **Item #** | **Inspection Area 5**  **Instructor and Evaluator Training and Qualification**  This inspection area encompasses a brief description of the instructor and evaluator qualifications and training requirements at the training center.  The following checklist items are provided for guidance and should be used during the Inspection. | **References** | **Requires Action** | | **COMMENT/ FINDING** |
| **Yes** | **No** |
| 5-11 | Prior to designation and within each 12 calendar months thereafter, has each instructor who instructs in qualified and approved FSTDs or aircraft, satisfactorily passed proficiency checks  conducted by ASIs or TCEs in that equipment, on representative segments of **each** curriculum the instructor is designated to instruct? | 142.53(a)(7) and V3 C54 S6 |  |  |  |
| 5-12 | Prior to designation and within each 12 calendar months thereafter, has each flight instructor who provides training in an aircraft, satisfactorily completed an approved course of ground instruction and flight training in an aircraft, flight simulator, or flight training device that includes the required subjects? | 142.53(a)(5) and  142.53(a)(6) |  |  |  |
| 5-13 | Does the center hold deviation authority from the requirements of 142.53(b)? | TSpec A005  V3 C18 S3 |  |  |  |
| 5-14 | Within the previous 12 calendar months, unless the Training Center has a deviation from 142.53(b)(1), has each instructor who instructs in a Level C or D simulator met **one** of the following requirements in the same type of aircraft represented by the simulator:  --2 hours in flight, including 3 takeoffs and landings as sole manipulator in cat/class/type. *(or)*  --Participated in a line observation program in type under part 121 or part 135, including 1 hour LOFT as sole manipulator in a simulator (in type). *(or)*  --Participated in an approved in-flight observation training course with 2 hours in type and 1 hour LOFT as sole manipulator in a simulator (in type). | 142.53(b), and  V3 C54 S6 and  V3 C54 S4 |  |  |  |
| 5-15 | If any instructor was given credit for training based upon completion of an instructor course under part 121 or part 135, was granting of credit approved by the FAA? | 142.53(d) and V3 C54 S6 |  |  |  |
| 5-16 | If any instructor was given credit for training based upon completion of an instructor course under part 121 or part 135, did the course meet the requirements of part 142? | 142.53(d) and V3 C54 S6 |  |  |  |
| 5-17 | Has each instructor provided instruction or testing/checking in only those curriculum for which qualified? | 142.49(a) |  |  |  |
| 5-18 | Has any instructor conducted more than 8 hours of instruction in any 24-consecutive hour period (not including briefing and debriefing time)? | 142.49(c)(1) |  |  |  |

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| **Item #** | **Inspection Area 5**  **Instructor and Evaluator Training and Qualification**  This inspection area encompasses a brief description of the instructor and evaluator qualifications and training requirements at the training center.  The following checklist items are provided for guidance and should be used during the Inspection. | **References** | **Requires Action** | | **COMMENT/ FINDING** |
| **Yes** | **No** |
| 5-19 | Does each instructor who instructs in an aircraft in flight while occupying a required crewmember seat hold at least a valid second class medical certificate? | 142.49(c)(3)(iv) |  |  |  |
| 5-20 | Does each instructor who instructs in an aircraft in flight while occupying a required crewmember seat meet the recency of experience requirements of part 61? | 142.49(c)(3)(v) |  |  |  |
| 5-22 | Has each evaluator been approved and designated by the Managing FAA Office in DMS? | 142.55(a)(1),  Order 8000.95 |  |  |  |
| 5-23 | Are any of the center’s instructors or evaluators also approved as contract instructors/check airmen for their customers? |  |  |  |  |
| 5-23-1 | If so, is the center tracking their time for compliance with the 8-in-24 time limit requirements? | 142.49 |  |  |  |
| 5-23-2 | If so, is the center tracking their proficiency training requirements? |  |  |  |  |
| 5-24 | Does each evaluator meet all the qualification requirements of an instructor in each curriculum in which evaluations will be given? | 142.55(a)(2), and V3 C54 S2 |  |  |  |
| 5-25 | Unless otherwise authorized by the Managing FAA Office, did each evaluator have at least 1 year of experience as an instructor, check pilot, designated examiner, or evaluator in category/class/type prior to selection and 100 hrs. of simulator experience? | Order 8000.95 |  |  |  |
| 5-26 | If evaluating in an aircraft, did each evaluator have at least 100 hours of experience as PIC in type? (Initial Cadre Excepted) | Order 8000.95 |  |  |  |
| 5-27 | Within the preceding 12 calendar months, has each evaluator completed a training program, developed and conducted by the FAA that includes all required subjects? | 142.55(a)(3), Order 8000.95 |  |  |  |
| 5-28 | Has each evaluator satisfactorily passed a written test and annual proficiency check developed and conducted by the FAA in a flight simulator or aircraft? | 142.55(a)(4) and  Order 8000.95 |  |  |  |
| 5-29 | If any evaluator was given credit for training based upon completion of a check pilot course under part 121 or part 135, did the training meet the requirements of part 142? | 142.55(c) and Order 8000.95 |  |  |  |

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| **Item #** | **Inspection Area 5**  **Instructor and Evaluator Training and Qualification**  This inspection area encompasses a brief description of the instructor and evaluator qualifications and training requirements at the training center.  The following checklist items are provided for guidance and should be used during the Inspection. | **References** | **Requires Action** | | **COMMENT/ FINDING** |
| **Yes** | **No** |
| 5-30 | If the evaluator conducts evaluations for more than one air carrier, has he/she completed the training for each air carrier? | Order 8000.95 |  |  |  |
| 5-31 | Have all evaluators been issued a Certificate Letter of Authority (CLOA) stored in the Designee Management System (DMS) that provides a detailed description of the designee’s authorities, limitations, and associated expiration? | Order 8000.95 |  |  |  |
| 5-32 | Do any of the center’s evaluators have approval to conduct testing or checking in more than two aircraft types? | Order 8000.95 |  |  |  |

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| **Item #** | **Inspection Area 6 Facilities**  This inspection area encompasses a review of the facilities utilized by the training center.  The following checklist items are provided for guidance and should be used during the Inspection. | **References** | **Requires Action** | | **COMMENT/ FINDING** |
| **Yes** | **No** |
| 6-01 | Is each room, training area, or other space used for instruction heated (air conditioned), lighted, and ventilated so as to conform to local codes? | 142.15(a)(1) and V3 C54 S6 |  |  |  |
| 6-02 | Are facilities used for instruction free from significant distractions? | 142.15(a)(2) and V3 C54 S6 |  |  |  |
| 6-03 | Is the training center’s principal business office physically located at the address shown on its certificate? | 142.15(b) |  |  |  |
| 6-04 | Do the facilities at all satellite and/or remote training sites meet the requirements of 6-01 and 6- 02 above? | 142.15(a) and  V3 C54 S1 |  |  |  |
| 6-05 | Do the facilities, equipment, personnel, and course content of the satellite training center(s) meet the applicable requirements of part 142? | 142.17(a)(1) |  |  |  |
| 6-06 | Was the FAA notified at least 60 days prior to commencement of operations at any satellite training center(s)? | 142.17(a)(3) |  |  |  |

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| **Item #** | **Inspection Area 7 Flight Training Equipment**  This inspection area encompasses a brief description of the aircraft, flight training devices, and flight simulators used by the training center.  The following checklist items are provided for guidance and should be used during the Inspection. | **References** | **Requires Action** | | **COMMENT/ FINDING** |
| **Yes** | **No** |
| 7-01 | Does the Training Center have available exclusively, for adequate periods of time and at a  location approved by the FAA, adequate flight training equipment, including at least one flight simulator or advanced training device (Level 6 or 7 Flight Training Device)? | 142.15(d)  V3 C54 S6 |  |  |  |
| 7-02 | Has each flight training device or simulator been approved for each maneuver and procedure for the make/model/type? | 142.59(a)(1), and  V3 C54 S6 |  |  |  |
| 7-03 | Has each level 4 through 7 flight training device and each level A through D flight simulator been issued a Statement of Qualification by the NSP? | Part 60 Appendix B, Airplane FTD Qualification or 14 CFR Part 60 Appendix D Helicopter FTD Qualification  Part 60 Appendix A , Airplane Flight Simulator Qualification or Part 60 Appendix C and AC120-63, Helicopter Simulator Qualification. |  |  |  |
| 7-04 | Has each level 4 through 7 flight training device and each level A through D flight simulator been approved for each curriculum or training course by identifying it correctly in the training specifications? | 142.59(a)(1) and V3 C54 S6, TSpecs A015 and A016 |  |  |  |
| 7-05 | Is each flight training device or simulator maintained to ensure reliability of the performances, functions, and all other characteristics that were required for qualification? | 142.59(c)(1) and V3 C54 S6 |  |  |  |
| 7-06 | Has each flight training device or simulator been updated to conform with any modification to the aircraft being simulated, if such modification changes the performance, function or characteristics required for qualification? | 142.59(c)(2) and V3 C54 S6 |  |  |  |
| 7-07 | Is each flight training device and simulator given a functional preflight check daily before use? | 142.59(c)(3) and V3 C54 S6 |  |  |  |
| 7-08 | Is a discrepancy log kept for each flight training device and simulator? | 142.59(c)(4) and  V3 C54 S6 |  |  |  |
| 7-09 | Does the center provide written instructions to their staff on what to do in the event a required training device or portion of a device becomes inoperative? | 142.59(c)(4) and V3 C54 |  |  |  |

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| **Item #** | **Inspection Area 7 Flight Training Equipment**  This inspection area encompasses a brief description of the aircraft, flight training devices, and flight simulators used by the training center.  The following checklist items are provided for guidance and should be used during the Inspection. | **References** | **Requires Action** | | **COMMENT/ FINDING** |
| **Yes** | **No** |
| 7-10 | Does the center have a policy for managing missing, malfunctioning, or inoperative (MMI) equipment? | 142.59(d) and V3 C54 S6 |  |  |  |
| 7-11 | Is each aircraft owned or leased by the training center, registered as a US or foreign civil aircraft? | V3 C54 S6, TSpec  A003 |  |  |  |
| 7-12 | Does each aircraft used for flight instruction and solo flights have an FAA Standard Airworthiness Certificate or foreign equivalent that is acceptable to the FAA? | 142.57(a)(1) |  |  |  |
| 7-13 | Is each aircraft used for flight instruction and solo flights maintained and inspected in accordance with the requirements of part 91 subpart E? | V3 C54 S6 |  |  |  |
| 7-14 | Is each aircraft used for flight instruction and solo flight maintained in accordance with an approved maintenance and inspection program? | 142.57(a)(2)(ii) V3 C54 S6 |  |  |  |
| 7-15 | If foreign registered, is each aircraft used for flight instruction and solo flight maintained and inspected in accordance with the requirements of the state of registry? | V3 C54 S6 |  |  |  |
| 7-16 | Is each aircraft used for flight training equipped to support the associated curriculum? | 142.57(a)(3) and V3 C54 S6 |  |  |  |
| 7-16-1 | If not, has the Training Center developed an appropriate differences module? | 142.57(a)(3) |  |  |  |
| 7-17 | Is each aircraft used for flight instruction a two-place aircraft with engine power and flight controls easily reached and operated in a conventional manner from both pilot stations? | 142.57(b) and (c) |  |  |  |
| 7-18 | Does the center use actual aircraft in any of its training curriculums? |  |  |  |  |
| 7-18-1 | If so, is the aircraft only approved for use to supplement the training, testing, or checking that cannot be accomplished in a simulator or advanced FTD? | V3 C54 S6 |  |  |  |

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| **Item #** | **Inspection Area 8 Records**  This inspection area encompasses a brief description of the record keeping system of the Training Center.  The following checklist items are provided for guidance and should be used during the Inspection. | **References** | **Requires Action** | | **COMMENT/ FINDING** |
| **Yes** | **No** |
| 8-01 | Are all records maintained in adequate facilities, as described or referenced in the training specifications? | 142.15(c),  142.73(d),  V3 C54 S6,  TSpec A025, and V3, C18 S3 |  |  |  |
| 8-02 | Does the Training Center have approval for an electronic recordkeeping system? | V3 C54 S6,  V3, C18 S3, and TSpec A025 |  |  |  |
| 8-03 | Are all records for trainees maintained at the training center or satellite center, where the training, testing, or checking occurred (or in another location in accordance with a properly issued deviation)? | 142.73(d)(1),  V3 C54 S6,  and TSpecs A005 and A025 |  |  |  |
| 8-04 | Are all records for instructors and evaluators maintained at the training center or satellite center, where the instructor or evaluator is primarily employed (or in another location in accordance with a properly issued deviation)? | 142.73(d)(2),  V3 C54 S6,  and TSpecs A005 and A025 |  |  |  |
| 8-05 | Does the training center maintain a record for each trainee that includes all of the following items? | 142.73(a)(1)-(7) and V3 C54 S6 |  |  |  |
| 8-05-1 | Name of the trainee. | 142.73(a) |  |  |  |
| 8-05-2 | A copy of the trainee's pilot certificate, if any, and medical certificate, if any. | 142.73(a) |  |  |  |
| 8-05-3 | The name of the course and the make and model of flight training equipment used. | 142.73(a) |  |  |  |
| 8-05-4 | The trainee's prerequisite experience and course time completed. | 142.73(a) |  |  |  |
| 8-05-5 | The trainee's performance on each lesson and the name of the instructor providing instruction. | 142.73(a) |  |  |  |
| 8-05-6 | The date and result of each end-of-course practical test and the name of the evaluator conducting the test. | 142.73(a) |  |  |  |
| 8-05-7 | The number of hours of additional training that was accomplished after any unsatisfactory practical test. | 142.73(a) |  |  |  |
| 8-06 | For training, testing, and checking conducted under an agreement with a part 141 pilot school, has each student’s training record been forwarded to the training center and included in the permanent training record? | 142.33(d) |  |  |  |

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| **Item #** | **Inspection Area 8 Records**  This inspection area encompasses a brief description of the record keeping system of the Training Center.  The following checklist items are provided for guidance and should be used during the Inspection. | **References** | **Requires Action** | | **COMMENT/ FINDING** |
| **Yes** | **No** |
| 8-07 | Are the trainee records maintained for at least one year following the completion of training, testing, or checking? | 142.73(c)(1) |  |  |  |
| 8-08 | Does the training center provide the trainee with a copy of his/her training records when requested? | 142.73(e) |  |  |  |
| 8-09 | Does the training center continuously maintain initial training and recurrent qualification records for all instructors and evaluators currently employed? | 142.73(c)(2) and V3 C54 S6 |  |  |  |
| 8-10 | Does the training center maintain initial training and qualification records for all instructors and evaluators for 1 year after termination of employment? | 142.73(c)(2) |  |  |  |
| 8-11 | Does the training center maintain records for at least one year that document the results of the instructor’s recurrent observations and proficiency check? | 142.73(c)(3) and  V3 C54 S6 |  |  |  |
| 8-12 | Do the records of each instructor and evaluator indicate compliance with the requirements of part 142, sections 142.13, 142.45, 142.47, 142.49, and 142.53, as applicable? | 142.73(b) and  V3 C54 S6 |  |  |  |

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| **Item #** | **Inspection Area 9 Training Operations**  This inspection area encompasses a review of the training testing and checking activities conducted by the training center.  The following checklist items are provided for guidance and should be used during the Inspection. | **References** | **Requires Action** | | **COMMENT/ FINDING** |
| **Yes** | **No** |
| 9-01 | Is the training center conducting any training, testing, or checking in flight simulation training devices without, or in violation of their training specifications? | 142.1(c) and 142.5(a) |  |  |  |
| 9-02 | Is all training, testing, and checking being provided under agreement by a part 141 pilot school approved and conducted in accordance with part 142? | 142.33(b) |  |  |  |
| 9-03 | During observation of training, testing, or checking, were all of the flight training components operative? | 142.57(a)(2) and  142.59(d), and V3 C54 S6 |  |  |  |
| 9-03-1 | If not, was each device restricted in accordance with the certificate holder’s SCIG/MMI procedures? |  |  |  |  |
| 9-04 | During observation of testing or checking in a flight training device or simulator, was the “freeze,” “slow motion,” or “repositioning” feature used? | 142.65(a)(1) |  |  |  |
| 9-05 | During observation of evaluation or line-oriented flight training, was the “repositioning” feature used other than to only advance along a flight route to the point where the descent and approach phase began? | 142.65(a)(2), V3 C54 V6 |  |  |  |
| 9-06 | During observation of flight testing, checking, or line operational simulation, was each crewmember position occupied by either:  --A crewmember qualified in the aircraft category, class, and type (if applicable) who was giving instruction, or  --A student in the same specific course | 142.65(b),  V3 C54 S6 P3-4437 |  |  |  |
| 9-07 | During observation of training (either ground or flight) of either students or instructors, was the training being conducted in accordance with the approved program and applicable  curriculums, using approved courseware? | V6 C8 S1 |  |  |  |
| 9-08 | Was any trainee recommended for a certificate or rating without having satisfactorily completed the approved course? | 142.65(c)(1),  V3 C19 S6 |  |  |  |
| 9-09 | Was any trainee recommended for a certificate or rating without having passed the final tests? | 142.65(c)(2),  V3 C19 S6 |  |  |  |
| 9-10 | Was any student graduated from a course without satisfactorily completing the curriculum requirements of that course? | 142.65(d), V3 C19 S6 |  |  |  |
| 9-11 | Does the training center ensure only approved checklists are used during training, testing, and checking? | V3 C 54 S6 |  |  |  |

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| **Item #** | **Inspection Area 9 Training Operations**  This inspection area encompasses a review of the training testing and checking activities conducted by the training center.  The following checklist items are provided for guidance and should be used during the Inspection. | **References** | **Requires Action** | | **COMMENT/ FINDING** |
| **Yes** | **No** |
| 9-12 | Does the center permit the use of a customer-provided checklist during training, testing, and/or checking? | V3 C 54 S6 |  |  |  |
| 9-12-1 | If so, did the customer provide an FAA-approved checklist or letter of no objection from the manufacturer or FAA Aircraft Certification Office or Aircraft Evaluation Group? |  |  |  |  |
| 9-13 | Is each core curriculum supported by an advanced flight training device or a full flight simulator appropriate to the aircraft type, model, and series? | 142.59,  V3 C54 S6 |  |  |  |
| 9-14 | Does the training center explain the proper use of the simulator’s freeze, slow motion,  repositioning features during training, testing, or checking? | 142.65  V3 C 54 S6 |  |  |  |
| 9-15 | Does the center operate actual aircraft as part of the training program? |  |  |  |  |
| 9-15-1 | If so, do the subject personnel hold appropriate FAA certificates and endorsements? | Part 61,  V3 C54 S2 |  |  |  |
| 9-15-2 | If so, and if a simulator or training device was used to meet recency of experience requirements, was its use part of an approved course? | 142.63(a) |  |  |  |

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| **Item #** | **Inspection Area 10 Quality Control Measures**  This inspection area encompasses a review of the training center’s quality control measures.  The following checklist items are provided for guidance and should be used during the Inspection. | **References** | **Requires Action** | | **COMMENT/ FINDING** |
| **Yes** | **No** |
| 10-1 | Does the center have an approved Quality Control Program? | 142.11(b)(9)  V2 C10 S1 |  |  |  |
| 10-2 | Does the Quality Control Program comply with the guidelines specified in Order 8900.1? | V2 C10 S1 |  |  |  |

Revised 12/15/2023