**Figure 2-76. Part 141 Certification Job Aid**

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| NAME OF SCHOOL: | **CERTIFICATION TEAM:** |
| **Name:** | **Specialty:** |
| ADDRESS: | **INSP. INITIAL** | **DATE** | **YES** | **NO** | **NA** |
| 1. Initial contact handled by |  |  |  |  |  |
| 2. LOI |  |  |  |  |  |
| 3. Pre-application meeting |  |  |  |  |  |
| 4. Applicant provided resources/advised how to obtain |  |  |  |  |  |
| 5. Formal application meeting |  |  |  |  |  |
| 6. Application properly completed and submitted |  |  |  |  |  |
| 7. TCOs submitted (§ 141.53) |  |  |  |  |  |
| a. TCO contains description of each room used for aeronautical knowledge training (§ 141.55) |  |  |  |  |  |
| b. TCO describes all training aids |  |  |  |  |  |
| c. TCO describes each training device/simulator used |  |  |  |  |  |
| d. TCO lists airports at which training flights originate |  |  |  |  |  |
| e. TCO describes minimum instructor qualifications |  |  |  |  |  |
| f. TCO describes trainee’s enrollment qualifications |  |  |  |  |  |
| g. TCO describes each lesson’s objectives and training standards |  |  |  |  |  |
| h. TCO describes tests and checks used to measure each stage of training |  |  |  |  |  |
| 8. Verification of flight instructor’s qualifications (§ 141.33) |  |  |  |  |  |
| 9. Chief instructor/assistant for ground school course has 1 year experience in approved school (§ 141.35/§ 141.36) |  |  |  |  |  |
| 10. Enrollment method meets the requirements of § 141.93 |  |  |  |  |  |
| 11. Safety procedures/practices developed (§ 141.93) |  |  |  |  |  |

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| 12. Graduation certificates appropriate (§ 141.95) |  |  |  |  |  |
| 13. Method for student recordkeeping (§ 141.101) |  |  |  |  |  |
| 14. MEL approved |  |  |  |  |  |
| 15. School has use of aircraft appropriate for each course (§ 141.75) |  |  |  |  |  |
| a. U.S.-registered standard category |  |  |  |  |  |
| b. At least two-place with full-functioning dual controls |  |  |  |  |  |
| c. Maintained in accordance with parts 43 and 91 |  |  |  |  |  |
| d. Inspected by Airworthiness inspector |  |  |  |  |  |
| (1) Optional equipment installation |  |  |  |  |  |
| (2) Airworthiness Directive (AD) records current |  |  |  |  |  |
| (3) In-house or contract maintenance observed |  |  |  |  |  |
| (4) Aircraft for IFR courses properly equipped/maintained |  |  |  |  |  |
| e. Electronic components/communications equipment inspected (Avionics) |  |  |  |  |  |
| f. Checklists required by § 141.75 |  |  |  |  |  |
| 16. Chief instructor/assistance for each course tested (§ 141.35/§ 141.36) |  |  |  |  |  |
| a. Knowledge test |  |  |  |  |  |
| b. Proficiency test |  |  |  |  |  |
| 17. Chief instructor’s method to test other instructors |  |  |  |  |  |
| 18. Pilot briefing areas (§ 141.43) |  |  |  |  |  |
| 19. Aeronautical knowledge training facilities (§ 141.45) |  |  |  |  |  |
| 20. Airports (§ 141.38) |  |  |  |  |  |
| a. Continuous use where flights originate (§ 141.38) |  |  |  |  |  |
| b. One runway/takeoff area for normal takeoff at full gross weight (§ 141.38) |  |  |  |  |  |
| c. Wind direction indicator (§ 141.38) |  |  |  |  |  |

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| d. Traffic direction indicator (if required by § 141.38) |  |  |  |  |  |
| e. Permanent runway lights (if required by § 141.38) |  |  |  |  |  |
| 21. FFSs or FTDs (§ 141.41) |  |  |  |  |  |
| a. Cockpit meets requirements of§ 141.41 |  |  |  |  |  |
| b. Simulates rotation around three axes (§ 141.41) |  |  |  |  |  |
| c. Minimum instruments/equipment required by § 91.205 (§ 141.41) |  |  |  |  |  |
| d. For visual flight rules (VFR) instruction, a means of simulating visual flight conditions (§ 141.41) |  |  |  |  |  |
| e. For IFR instruction, a means of recording flight path (§ 141.41) |  |  |  |  |  |
| 22. Training aids meet requirements of § 141.41 |  |  |  |  |  |
| 23. Certificate number obtained from the Aviation Data Branch |  |  |  |  |  |
| 24. Air Agency Certificate prepared and issued |  |  |  |  |  |
| 25. List of approved courses prepared |  |  |  |  |  |
| 26. Issue LOAs |  |  |  |  |  |
| 27. Certification report and appropriate FSDO file prepared |  |  |  |  |  |
| 28. Surveillance plan developed |  |  |  |  |  |
| 29. Other |  |  |  |  |  |
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REMARKS: