**SUBPART ATO. SPECIFIC REQUIREMENTS RELATED to ATO’s**

 **( APPROVED TRAINING ORGANISATIONS )**

 **Section I. General**

***AMC 1.* ARA. ATO. 105 Oversight Programme**

 *GENERAL*

a ) The audit or inspection of an ATO should be conducted on the basis of checking the facility for compliance, interviewing personnel and sampling any relevant training course for its conduct and standard ;

b ) In addition to the items required in AMC 1. ARA.GEN.310 ( a ), such an audit or inspection should focus on :

1 ) information on flight instructors, validity of licences, certificates, ratings and log books ;

2 ) evidence of sufficient funding ;

3 ) training aircraft in use, including their registration, associated documents and maintenance records ;

4 ) aerodromes, operating sites and associated facilities ;

5 ) facilities with regard to their adequacy to the courses being conducted and number of students ;

6 ) FSTDs, including their qualification certificates, associated documents and maintenance records ;

7 ) documentation, in particular documents related to courses, information on the updating system, and training and operations manual(s) ;

8 ) training records and checking forms ; *and*

9 ) flight instruction, including pre-briefing, actual flight and debriefing.

***AMC 1.* ARA. ATO. 120 Record - keeping**

 *FSTD’s*

Records relating to FSTD’s should include, as a minimum :

a ) the application for an FSTD qualification ;

b ) the FSTD qualification certificate including any changes ;

c ) a copy of the evaluation programme listing the dates when evaluations are due and when evaluations were carried out ;

d ) initial and recurrent evaluation records ;

e ) copies of all relevant correspondence ;

f ) details of any exemption and enforcement actions ; *and*

g ) any report from other competent authorities relating to initial and recurrent evaluations.

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