# CAA Oversight Inspection Guidance (DTO)

# What will the CAA Inspector want to see and discuss?

It is important to remember that the aim of the inspection is to confirm that you are in compliance with the applicable regulations (primarily Part FCL and Part DTO of the aircrew regulation). To achieve that objective, the oversight inspection will primarily focus on reviewing:

• The Safety Policy

DTO.GEN.210 Personnel requirements (a)(1)) AMC1 DTO.GEN.210(a)(1)(ii) Personnel requirements

The Inspector will ask to see the safety policy and will assess its adequacy regarding the DTO's activities. They will also look to see what measures are in place to achieve the objectives of the safety policy.

These will include how the DTO:

- identifies its hazards,
- assesses its risks,
- puts in place mitigation measures to deal with those risks and
- periodically assesses the effectiveness of those mitigations (to ensure they are actually working).
- Occurrence Reporting GM1 DTO.GEN.210(a)(1)(i) Personnel requirements

The Inspector will ask to see your occurrence-reporting system and ensure that this caters for both Voluntary Occurrence Reporting and Mandatory Occurrence Reporting (MOR). Individual occurrence reports / hazard reports and the organisation's subsequent investigations into those reports, will also be reviewed.

Training Fleet DTO.GEN.240 Training Aircraft and FSTDs

The inspector will want to see a representative sample of the training aircraft in use, their associated documentation and maintenance records (if applicable).

Documents needed will include all certificates association with the aircraft (C of A, ARC, C of R, Noise, Insurance etc) the technical log / journey Log and your agreement with your maintenance organisation. The Inspector will not normally ask to see aircraft engine or propeller logbooks. The inspector will also want to see how defects are handled.

• Use of FSTDs (if applicable), DTO.GEN.240 Training Aircraft and FSTDs

If you do use a qualified synthetic training device to gain a flight time credit for students, the inspector will want to review the qualification records, paperwork associated with the device and how the training time is integrated into the course,





#### • Flight and Ground Training

DTO.GEN.110 Scope of the training DTO.GEN.220.Record Keeping

The inspector will assess if the training has been conducted in accordance with the training programme(s) that the DTO stated it will use. He will also look at student training records to ensure that they are completed in a manner that gives a full picture of the students training and to ensure that licence/rating issue minima are being met.

Although it is not mandatory for a DTO to have and utilise either an Operations Manual or Flying Order Book, the inspector will ask to see such a document if you are making use of one.

### • Instructional Staff DTO.GEN.210 Personnel requirements (d) & (e)

The inspector will review the training records of the flight and ground instructors at the DTO including the validity of their licences, certificates, ratings medical and logbooks (as applicable).

Site Facilities
 AMC1 DTO.GEN.215 Facility requirements

The inspector will review the facilities in place to ensure they allow the performance and management of all its training activities. This will include arrangements in place for the conduct of theoretical knowledge exams if applicable.

Annual Reviews
 DTO.GEN.270 Annual internal review and annual activity report

The inspector will discuss the results of your annual internal review(s) and the contents of your annual activity report(s) that have been submitted

It is very important that the persons nominated as the 'Responsible Person' and 'Head of Training' are present during the visit. If, after the visit has been arranged, either person finds themselves unavailable, please let the Inspector know as soon as possible as the visit will need to be rescheduled.

Although it is difficult to estimate the exact length of time that each inspection will take, we would suggest that a rough estimate will be half a day.

For additional guidance to aid your preparation for the inspection please refer to

UK Aircrew Regulation (EU) 1178/2011 (as Amended) Annex VIII Requirements for Declared Training Organisations (Part-DTO)

CAP 1637 Guidance Criteria for Declared Training Organisations

CAP 1059: Safety Management Systems: Guidance for small non-complex Organisations.



## **Inspection Preparation Checklist**

Occurrence Reporting       N         Internal, Voluntary Occurrence Reporting (VOR) system in place       Investigations taking place         Root Cause being identified       Investigations taking place         Root Cause being identified       Investigations taking place         Corrective & Preventive action being implemented       Investigations taking place         Mandatory Occurrence Reporting (MOR) in place.       Investigations         Training Fleet       Yee         N       Condition of Aircraft         Technical Log / Journey Log being completed correctly       Internation in order         Is there an agreement in place with your maintenance organisation       Are defects being handled         Flight and Ground Training       Yee         N       N         Content of student training records       Yee         Instructional Staff       Yee         N       Content of instructor records         Instructor Standardisation       Instructor Standardisation	Safety Policy	Yes? No?
Hazards are being identified       Risks are being assessed         Mitigation measures in place to deal with those risks       Effectiveness of those mitigations reviewed periodically (to ensure they are working)         Safety Information is being promulgated       Yet         Occurrence Reporting       Yet         Internal, Voluntary Occurrence Reporting (VOR) system in place       Internal, Voluntary Occurrence Reporting (VOR) system in place         Root Cause being identified       Corrective & Preventive action being implemented       Mandatory Occurrence Reporting (MOR) in place.         Vector       Training Fleet       Yet         Condition of Aircraft       Yet         Technical Log / Journey Log being completed correctly       Aircraft documentation in order         Is there an agreement in place with your maintenance organisation       Yet         Are defects being handled       Yet         Instructional Staff       Yet         Notent of instructor records       Instructional Staff         Instructor Standardisation       Yet		
Risks are being assessed       Mitigation measures in place to deal with those risks         Effectiveness of those mitigations reviewed periodically (to ensure they are working)       Safety Information is being promulgated         Safety Information is being promulgated       Ye         Occurrence Reporting       Ye         Internal, Voluntary Occurrence Reporting (VOR) system in place       Investigations taking place         Root Cause being identified       Corrective & Preventive action being implemented         Mandatory Occurrence Reporting (MOR) in place.       Ye         Condition of Aircraft       Ye         Technical Log / Journey Log being completed correctly       Ye         Aircraft documentation in order       Is there an agreement in place with your maintenance organisation         Are defects being handled       Ye         Flight and Ground Training       Ye         Content of student training records       Ye         Instructional Staff       Ye         No       Ye         Site Eacilitiee       Ye		
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Aircraft documentation in order       Is there an agreement in place with your maintenance organisation         Are defects being handled       Are defects being handled         Flight and Ground Training         Training Programme in use       Yee         Content of student training records       Yee         Instructional Staff       Yee         Site Eacilities       Yee		
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Are defects being handled       Flight and Ground Training       Ye         Flight and Ground Training       N         Training Programme in use       Content of student training records         Instructional Staff       Ye         N       N         Content of instructor records       Instructor Standardisation         Site Facilities       Ye		
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Flight and Ground Training       N         Training Programme in use		
Content of student training records       Ye         Instructional Staff       Ye         Content of instructor records       N         Instructor Standardisation       Ye         Site Eacilities       Ye	Flight and Ground Training	Yes? No?
Instructional Staff Ye N Content of instructor records Instructor Standardisation Site Eacilities Ye	raining Programme in use	
Instructional Start     N       Content of instructor records     Instructor Standardisation       Site Eacilities     Yet	ontent of student training records	
Instructional Start     N       Content of instructor records     Instructor Standardisation       Site Eacilities     Yet		
Instructor Standardisation Ye		Yes? No?
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	structor Standardisation	
		Yes? No?
Sufficient to ensure they allow the performance & management of all training activities.		
Arrangements in place for the conduct of theoretical knowledge exams (if applicable)	rrangements in place for the conduct of theoretical knowledge exams (if applicable)	
	Annual Review	Yes? No?
Internal Annual Review taking place	ternal Annual Review taking place	
Annual Activity Report completed and submitted		