

# Declared Training Organisations

## CAA Oversight Inspection

What will the CAA Inspector want to see and discuss?

The oversight inspection will primarily focus on reviewing items such as:

(i) Safety Policy

The Inspector will ask to see the safety policy and he will assess its adequacy regarding the DTO's activities. He will also look to see what measures are in place to achieve the objectives of the safety policy. These may include how the DTO identifies its hazards / risks and puts in place mitigation measures;

(ii) Flight and Ground Training

Has the training completed 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;

(iii) Training Fleet

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 (CofR; CofA, ARC, Insurance etc), Tech Log. He will not normally ask to see aircraft / engine. Propeller logbooks

(iv) Use of FSTDs (if applicable),

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,

(v) Site Facilities

Do the facilities meet the requirements of the regulation?

(vi) Instructional Staff

Information of flight and theoretical knowledge instructors and the validity of their licences, certificates, ratings and logbooks (as applicable).

(vii) Annual Reviews

The inspector will discuss the results of your annual reviews and, where applicable, any non-conformances that have been identified previously.

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

It is also important to remember that the point of the inspection is for the Inspector to confirm that you are in compliance with the applicable regulations (primarily Part FCL and Part DTO).

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.

It is 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.

For further details please refer to Part DTO and CAP1637