



**Flight Operations Standards Department**  
**Flight Crew Licensing & Training Section - Theoretical Training Organization**  
**TTOs Quality System Inspection Checklist**

<b>• Inspector Name</b>		<b>• Organization Name</b>	
<b>• Date</b>		<b>• Quality Manager name</b>	

<b>1</b>	<b>Quality Assurance Program</b>	<b>IEM FCL 1.055</b>	<b>YES</b>	<b>NO</b>
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a	Did the Operators Audit scope as a minimum, and where appropriate, monitor	Para 14		
(1)	Organization	Para 14		
(2)	Plans and objectives	Para 14		
(3)	Training Procedures	Para 14		
(4)	Manuals and Records	Para 14		

b	Did the Quality Assurance Program include a defined audit schedule and a periodic review cycle area by area	Para 15		
c	Was the published audit schedule followed	Para 15		
d	Was the operator should audit schedule completed during a specified calendar period, and all aspects of the operation had been reviewed within every period of 12 months in accordance with the program	Para 15		
e	Is there a written agreement should exist between the operator and the sub-contractor clearly defining the safety related services and quality to be provided	Para 20		
f	Were specific quality inspections as well audits conducted	Para 15		
g	Were any undesirable trends identified? If so were follow up audits conducted verify implementation of corrective action	Para 15		
h	Were any unscheduled audits or inspections conducted for problem areas	Para 15		
i	Were all non-compliance communicated to the manager responsible for taking corrective action	Para 16		
j	Has the manager of the department where the finding was issued carried out his responsibility in implementing the corrective action	Para 16		
k	Were all the company published quality procedures followed in regards to any non-compliance/finding	Para 16		
l	Were subcontractors audited in accordance with the company quality assurance program	Para 20		
m	Were any finding not allocated an appropriate time frame for corrective action in relation to their seriousness	Para 17		

<b>2</b>	<b>Quality System</b>	<b>IEM FCL 1.055</b>	<b>YES</b>	<b>NO</b>
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a	Is the feedback system functioning properly:	Para 7		
(1)	The Accountable manger in the loop	Para 7		
(2)	Specify a person to fix the non-compliance	Para 7		
(3)	Specify procedures followed if corrective action was not completed in time	Para 7		
b	Were the number of inspections and audits adequate to cover the scope of operations	Para 16		
c	Does the quality system adequately monitor the compliance with JCARs and company manuals (determined by comparing finding of CARC to company quality system findings)	Para 3		

<b>3</b>	<b>Management Evaluation</b>	<b>IEM FCL 1.055</b>	<b>YES</b>	<b>NO</b>
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a	Has the management evaluations/reviews of the quality system occurred at the documented time interval	Para 18		
b	Was the published format and structure of the management evaluation followed	Para 18		
c	Was the outcome of the management evaluation appropriate in determining the effectiveness of the management in achieving the quality objectives	Para 18		
d	Were any recommendations of the management evaluation submitted in writing to responsible manager? If so was it determined, by subsequent review, that no further non-compliance occurred in this area	Para 18		



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<b>4</b>	<b>Training</b>	<b>IEM FCL 1.055</b>	<b>YES</b>	<b>NO</b>
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a	Have the person responsible for managing the quality system received initial formal quality training			
(1)	An introduction to the concept of the Quality System	Para 21		
(2)	Quality management	Para 21		
(3)	The concept of Quality Assurance	Para 21		
(4)	Quality manuals	Para 21		
(5)	Audit techniques	Para 21		
(6)	Reporting and recording	Para 21		
(7)	The way in which the Quality System will function in the company	Para 21		
b	Was the quality training above conducted by recognized institution or conducted by appropriate qualified persons	Para 22		
c	Were the auditors given appropriate training in relation to their function and duties	Para 21		
d	Have all company personnel received well planned and effective quality briefings	Para 21		

<b>5</b>	<b>Responsibilities</b>	<b>IEM FCL 1.055</b>	<b>YES</b>	<b>NO</b>
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a	Is there any evidence that accountable manager, quality manger, post holders, auditors are not carrying out their responsibilities as outlined in the quality manual	Para 1, 4 9		
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<b>6</b>	<b>Quality Manager</b>	<b>IEM FCL 1.055</b>	<b>YES</b>	<b>NO</b>
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a	Has the quality manager adequately monitored the procedures in place to ensure safe operational practices and airworthy aircraft	Para 4.1		
b	Has the quality manager had direct access to the accountable manger when desired	Para 4.2		
c	Has the quality manager had access to all part of operations, and as necessary any subcontractor	Para 20		
d	Has the quality manager verified that responsible mangers have taken corrective action on finding of non compliance within time limit set	Para 17.1		
e	Has the quality manager monitored the implementation and completion of the corrective actions	Para 17.1		
f	Has the quality manger provided management with an independent assessment on the corrective actions, implementation and completion	Para 17.1		
g	Has the quality manager evaluated the effectiveness of the corrective actions through the follow up process	Para 17.1		
h	Has the quality manger, in his opinion, received adequate funding for system implantation	Para 2		

<b>7</b>	<b>Accountable Manger</b>	<b>IEM FCL 1.055</b>	<b>YES</b>	<b>NO</b>
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a	Has the accountable manger displayed commitment to quality policy	Para 2		
b	Has the accountable manger provided appropriate financial resources when required for the quality system to meet JCARs	Para 1		
c	Has the accountable manager fulfilled his responsibilities regarding the frequency, format and structure of the internal management evaluation activities	Para 2		

<b>8</b>	<b>Records (5 years)</b>	<b>IEM FCL 1.055</b>	<b>YES</b>	<b>NO</b>
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a	Audit schedules	Para 19		
b	Quality inspection and Audit reports	Para 19		
c	Responses to findings	Para 19		
d	Corrective action reports	Para 19		
e	Follow-up and closure reports	Para 19		
f	Management Evaluation reports	Para 19		

<b>• Inspection Result</b>	
<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory

