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| Terms of approval  |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Is the address listed on the ATO certificate still up to date? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Is all training that has been conducted listed on the ATO certificate? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| If applicable, are all FSTDs used listed on the certificate for the respective training? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Have any changes not requiring prior approval been managed according to the OMM? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
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| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| Training syllabi and course material  |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| If there were changes to EU regulations, are the training course syllabi and material in compliance with the applicable requirements, as last amended (including changes to learning objectives)? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Is the training practice in compliance with the ATO documentation? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Were the flight instruction standardization actions performed according to the ATO documentation? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
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| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| Training equipment and tools  |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Do all equipment and tools other than aircraft and FSTDs meet the criteria defined in the training manual (TM)? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
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| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| Facilities  |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Do the facilities meet the criteria defined in the training manual (TM)? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
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| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| Training aircraft and FSTDs  |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Is the list of aircraft up to date and has it been sent to the competent authority? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| If applicable, do all agreements for additional use of privately owned aircraft exist and have they been sent to the competent authority? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Do the training aircraft and FSTDs meet the criteria defined in the training manual (TM)? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| If applicable, are all available OSDs present and up to date? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
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| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| Personnel  |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Are the current accountable manager and other nominated persons correctly stated in the documentation? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Does the organigram accurately indicate lines of responsibility and accountability throughout the organization (organigram)? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| In case if the number of personnel has decreased or the activity has increased, does the organisation remain in compliance with the applicable requirements? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Has the qualification of all new personnel (or personnel with new functions) been appropriately assessed? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Have the staff involved in any safety management-related processes and tasks been properly trained? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Have the staff been trained, as necessary, to cover changes in regulations, in competent authority publications, in the management system documentation and in associated procedures? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Is the list of instructors up to date and has it been sent to the competent authority? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
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| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| Contracted activities (In case the organisation has contracted activities)  |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| If applicable, does a written agreement exist for all contracted activities and has it been sent to the competent authority? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Does the contracted or purchased service conform to the applicable requirements and have any new providers been assessed prior to the establishment of any contract? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
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| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| Training and communication on safety  |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Are all personnel aware of safety management policies, processes and tasks? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Is safety-related documentation and publications available? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Has safety-critical information derived from occurrence reporting and the hazard identification been timely communicated to all staff concerned? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
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| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| Management system documentation  |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Is the ATO documentation adequate and updated? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Is the staff aware of the safety policy? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Can staff easily access the management system, safety policy and ATO documentation when needed? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
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| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| Record keeping  |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Do the records cover all the training activities and management system processes? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Are the records in compliance with the minimum record keeping periods (random checks)? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
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| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| Emergency Response Plan (ERP)  |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Is the ERP up to date and readily available? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Are all staff aware of the ERP (random checks)? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| In case the ERP has been activated, was it effective? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
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| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| Internal safety reporting procedures |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| How many reports have been received since the last review and is the internal reporting and external occurrence reporting properly performed? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Are the safety reports analysed, including a root-cause analysis, and are corrective and preventive actions taken? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Is the risk-assessment checklist updated on an ongoing basis? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Have all reporters received feedback? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
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| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| Hazard checklists and risk register  |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Is the risk-assessment checklist updated on an ongoing basis? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Is the risk-assessment checklist made available to staff? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Is the risk-assessment checklist used, in particular when significant changes occur (regulations, personnel, training aircraft, training courses, etc.)? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Are the risks assessed and the risk mitigation actions followed-up and recorded? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Is any risk that has been found acceptable duly justified? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Do the assumptions made for the risk assessment remain valid? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
| Are all risk mitigation actions initiated since the last organizational review effective? |
| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| ☺ | ☹ | Finding, recommendation, comments, suggestion: | Root-cause, corrective-/preventive action: | Verification Date: |
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| Sign ACM: |
| Responsible: | Due Date: | Closing Date: | Sign: | Report Closed | 👍 |

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| Person responsible for the organisational review | Name | Date | Signature |

1. According to ORA.GEN.200(c) an organisation providing training only for the LAPL, PPL, SPL or BPL and the associated ratings or certificates, safety risk management and compliance monitoring may be accomplished by an organisational review, which is to be performed at least once every calendar year. The competent authority shall be notified about the results of this review by the organisation without undue delay.
2. All level 1 findings in the sense of ARA.GEN.350 should be immediately notified to the competent authority and all necessary actions immediately taken. The level 1 findings include:
(1) failure to give the competent authority access to the organisation’s facilities as defined in ORA.GEN.140 during normal operating hours and after two written requests;
(2) obtaining or maintaining the validity of the organisation certificate by falsification of submitted documentary evidence;
(3) evidence of malpractice or fraudulent use of the organisation certificate; and
(4) the lack of an accountable manager.