

ASSOCIATION OF AFRICAN AVIATION TRAINING ORGANIZATIONS (AATO)

CENTER OF EXCELLENCE AUDIT CHECKLIST



“Committed to the provision and sustainability of aviation training excellence in Africa”

CENTER OF EXCELLENCE AUDIT CHECKLIST

NAME OF INSTITUTE	
ADDRESS	
DATE OF APPLICATION	
SCOPE OF APPROVAL	
ACCOUNTABLE PERSON	
DATE OF AUDIT	

ELEMENT	EVALUATION		
	YES	NO	NOTES
ORGANIZATIONAL REQUIREMENTS			
1. STRUCTURE			
a) Departments and faculties separated by aviation discipline			
b) Accountable manager			
c) Quality Assurance Manager			
d) Head of training			
e) Instructors			
2. ADMINISTRATION			
a) Clearly defined Registration and enrolment process			
b) Designated course coordinator			

c) Comprehensive record keeping			
d) Certificates presented on completion of course			
3. MANAGEMENT PROCESSES			
a) Management procedures addresses training quality, customer satisfaction and course delivery mechanisms			
b) Extensive and effective use of technology (explain)			
c) Evaluation process in place			
d) Evaluation process monitors instructor performance			
e) Evaluation process evaluates student performance			
f) Evaluation process evaluates student satisfaction			
g) Evaluation process holistically evaluates learning experience			
4. TRACK RECORD			
a) Student records for the past Five(5) years			
b) Record keeping system			
5. STRATEGY AND BUSINESS SUSTAINABILITY			
a) Evidence of link between talent management and business strategy			
b) Evidence of strategic relationships with other training organisations			
c) Indication of new skills and capabilities needed and how this will affect workforce			

d) Required talent management practices needed to create a high performance workforce.			
e) Operating culture clearly identified			
f) Performance indicators clearly identified in strategy			
g) Financial plan shows financial performance for past five years			
6. REGULATORY APPROVAL			
a) Evidence of current valid ATO approval by CAA			
b) Historical evidence of continuous CAA approval since inception (if applicable)			
FACILITY			
7. CLASSROOMS			
a) Classroom has noise reduction design			
b) Adequate tables and chairs			
c) Carpeted/tiled floors			
d) Optimum environmental control system			
e) Optimum student: lecturer ratio			
f) Ergonomic lighting for learning and projection			
8. TRAINING AIDS			
a) Whiteboard in all classrooms			
b) Technology available to view multimedia			
c) Laboratory available			
d) Well designed training manuals within the scope of this application			
e) At least one projector per class			

9. STUDENT ACCOMMODATION			
a) Student accommodation available			
b) Audit conducted on accommodation (attach checklist)			
c) Transport arrangements available			
10. STUDENT WELFARE			
a) Catering provisions			
b) Availability of medical support			
11. SIMULATORS /LABORATORIES			
a) Simulator facilities holistically address training need			
b) Laboratory facilities holistically address training need			
12. COURSE DEVELOPMENT CAPACITY			
a) Evidence of approval for at least course developed			
b) Adequate instructional design staff available			
13. RESOURCE CENTER			
a) Library is catalogued and user friendly			
b) Computers available with internet access			

PERSONNEL			
14. MANAGEMENT			
a) Optimum management structure which drives the center's strategy			
b) Appropriately qualified senior and middle management			
c) Evidence of clear and transparent communication mechanisms			
15. INSTRUCTORS			
a) Evidence of discipline specific qualifications			
b) Train-the trainer certificate			
c) At least 3 years experience in the training environment			
16. SUBJECT MATTER EXPERTS			
a) Minimum of five (5) years operational experience in the field of expertise			
17. INSTRUCTIONAL DESIGNERS			
a) Evidence of instructional design qualifications			
TRAINING PROGRAMMES			
a) Programmes based on ICAO /IATA standards			

QUALITY MANAGEMENT SYSTEM			
a) Quality Management system in place			
b) Evidence of internal audits conducted for the preceding 3 years			
c) QMS customer orientation evident			
d) Continuous improvement evident			
e) Quality objectives are clear			
f) Quality processes are clearly identified			
g) Quality procedures in place			
h) Ability to conduct off-site and work site activities			
i) Clear procedures for learning design			
j) Clear procedures for learning implementation			
k) Clear procedures for learning evaluation			
l) Clear procedures for Learning administration and record keeping			

AUDIT TEAM

	NAME	DESIGNATION	CONTACT	SIGNATURE
1				
2				
3				
4				