



**MEMORANDUM**

**TO : ALL APPROVED TRAINING ORGANIZATION (ATOs)**

**SUBJECT : ANNUAL AND SURVEILLANCE INSPECTIONS FOR APPROVED TRAINING ORGANIZATIONs (PILOTSCHOOLS)**

**DATE : March 8, 2022**

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It was observed in the audit reports that most of the pilot schools had repetitive findings during the conduct of renewal and annual inspection. Also, the number of accidents/incidents happened during the delivery of the flight training activity.

In this regard, the annual inspection for all ATOs – pilot schools must focus on the following audit areas:

1. Review and evaluation of training program.
2. Staff training to include the standardization of instructional personnel and maintenance of proficiency.
3. Safety Management System (SMS) – Emergency Response Plan (ERP) and Disaster Emergency Plan.
4. Quality Management System (QMS) – Internal Audit Program

All ATO's are encouraged to have a self-evaluation in the aforementioned audit areas during the conduct of internal audit activity.

For information and guidance.

  
**CAPTAIN DONALDO/A. MENDOZA**  
Deputy Director General for Operations