



REQUIRED DOCUMENTATION

- A Written Emergency Action Plan (EAP). Submit and maintain a list of all staff trained in this Plan.
- A Risk Management Plan (RMP) that includes a plan for each site utilized and the use of emergency equipment. Include in each site plan the maximum allowed winds and maximum gust factor for that site. If these numbers are high for the industry, please explain why (such as being a coastal site etc.).
- A list of all training facilities, their locations, and any insurance requirements. For those facilities requiring insurance you will also need to provide a list of insured landowners, as well as copies of any written requests for insurance.
- An operations plan that lays out the flow of your school and how you conduct business.
- A 3-year history of injuries and insurance claims. If the school is less than 3 years old, submit the history back to the genesis of the school.
- A list of all officers, directors and managers associated with the PASA school.
- A list of all staff members and instructors utilized by the PASA school, indicating their training in the Emergency Action Plan (EAP). For all instructors you will also need to provide copies of their certifications and signoffs.
- Copies of instructor certifications, signoffs, and current first aid and CPR certification for all utilized instructors.
- A written training syllabus that conforms to all PASA guidelines.
- Copies of any non-USHPA waivers used by the PASA school, if any.
- A list of flying equipment utilized in flight training.
- Three letters of professional reference.
- An acceptable copy of the school owner's personal identification (driver's license, passport, etc.)
- In addition, any New School (never operated before) will be required to provide a resume of qualifications in lieu of a length of operation history.