

School Operations Manager Roles **(LTF Flying OPS Structure)**

1. Conduct Monthly Student Management Audit

1. Conduct the [Monthly Student Management Audit](#) between the 10th and 15th of each month, which can be carried out by you or any experienced admin staff.
2. Randomly select **2 students** from each instructor being audited.
3. If the check is not done by you, ensure the admin staff who conducted the check submits an online report. A separate audit submission is required for each instructor by 15th of each month.

2. Conduct Quarterly Instructor Folder Audit

1. Conduct the [Quarterly Instructor Folder audit](#)
2. Check all instructor's folder and make sure all documents are uploaded onto FlightLogger

3. Submit & Review Audit Findings

1. After completing each audit, make sure all the findings are recorded through the online [Submit Audit Findings](#) form.
2. Review the [Auditing Findings Register](#)
3. Make sure all the corrective actions are completed by the due date

4. Follow up on Audit Findings

1. *Document Audit findings Closure*

5. Join Quarterly Training Management Meeting

1. A quarterly Training Management meeting will be organized by the HOO quarterly
2. Share audit findings

6. Aware of your [Responsibilities and Audit, Meeting & Training Schedule](#)

1. Internal audits will be conducted monthly and quarterly, details of each internal audit [can be found here](#).