> **SAMPLE: a fictional flight-training school. The school and everything about it below, every number included, are fictional. Not a client of Adwaizer.**

AI Audit report: Tamarack Ridge Aviation Academy (sample)

Prepared by: Adwaizer AI Consulting Inc. · **Engagement:** Adwaizer AI Audit (2 weeks, fixed scope and fixed price) · **Report version:** sample, October 2026

What this page is. This is the report a client keeps at the end of the Adwaizer AI Audit, shown for a flight-training school. Tamarack Ridge Aviation Academy is invented to show the format and depth; the school does not exist, and neither do its people or numbers. In a real audit, every figure comes from the client's own records or interviews, and every estimate says what it rests on.

How to read the numbers. Nothing in this report was measured. Figures marked *(owner's estimate)* are what the fictional owner or chief flight instructor told us in interviews. Figures marked *(estimate)* are ours and name their assumption next to them. Costs are in Canadian dollars (CAD), before tax.

Regulatory terms. Terms such as daily flight record or pilot training record are used as the Canadian Aviation Regulations (CARs) and Transport Canada use them; each is cited in section 11. This report is not a compliance review and does not replace the school's own reading of the CARs or Transport Canada's inspections.

---

1. Executive summary

Tamarack Ridge Aviation Academy is a flight training unit at a regional airport in eastern Ontario with 31 people. It trains private and commercial pilots and offers multi-engine and instrument ratings, with ten aeroplanes and one flight training device. Its dispatch and office team of four spends much of the week matching aircraft with instructors and simulator slots, re-booking after weather cancellations, and reconciling the same flight in three places: the daily flight record, the aircraft journey logs and student billing. Its instructors re-type lesson debriefs into training records at the end of the day. The owner's concern is that the school cannot take more students without hiring office staff and losing instructor hours to paperwork.

We mapped 10 workflows and scored 6 AI opportunities. Our recommendation:

1. **Start with an evening reconciliation check** (opportunity O2) that compares the daily flight record with journey-log entries and billing, and lists mismatches for a dispatcher to fix. It changes no record, uses data the school already keeps, and gives the office back an estimated 3 hours a week.
2. **Next, lesson debrief to training-record drafts** (O1): the instructor records a short voice note after each lesson, AI drafts the entry in the school's format, and the instructor checks and signs it. Estimated 15 instructor hours a week back.
3. **Then a weather re-booking assistant** (O3) that proposes new slots from the live calendar for a dispatcher to approve.

We advise **against** any AI step in flight authorization or student assessment, and against AI in aircraft maintenance records (section 5). The 90-day plan in section 6 delivers the first opportunity in weeks 1 to 4 and the second in weeks 5 to 10. Estimated cost of the three recommended opportunities: CAD 9,000 to 15,500 one-time plus CAD 1,800 to 4,400 a year to run (section 7).

2. The school (fictional)

Item	Detail
Name	Tamarack Ridge Aviation Academy (invented)
Location	A regional airport in eastern Ontario
Sector	Flight training unit with a flight training unit operator certificate (section 11, [1]): private and commercial pilot licences, multi-engine and instrument ratings, an integrated commercial course
People	31: owner and accountable executive, chief flight instructor, 12 flight instructors, 2 ground instructors, 1 simulator technician, 2 dispatchers, 1 office manager, 1 bookkeeper, 10 part-time line and fuel staff; aircraft maintenance is contracted out
Students	About 140 active *(owner's estimate)*, about 90 flight lessons a week averaged over the year *(owner's estimate)*
Fleet	9 single-engine aeroplanes, 1 twin, 1 flight training device
Revenue	Not disclosed for this sample
Current tools	An online booking calendar for aircraft and instructors; a separate paper sign-up sheet for the flight training device; a spreadsheet daily flight record plus a paper sheet at dispatch; paper aircraft journey logs; pilot training records on paper; QuickBooks Online; Google Workspace (Gmail, Drive, Sheets)
Who we spoke with	Owner, chief flight instructor, both dispatchers, office manager, bookkeeper, simulator technician, three flight instructors (ten 30 to 45 minute interviews)

3. Current-state findings

F1. Scheduling lives in three places. Aircraft and instructors are booked in the online calendar, the flight training device on a paper sheet, and ground briefings by text message. In winter about one flight in four is cancelled for weather *(owner's estimate)*, and dispatchers spend about 10 hours a week re-booking by phone and text *(owner's estimate)*.

F2. Lesson debriefs are written twice. Instructors write debrief notes on a kneeboard or in a notes app, then re-type them into the student's training record and the pilot training record at the end of the day, about 15 minutes per lesson *(owner's estimate)*. Records fall behind by several days in busy weeks *(owner's estimate)*.

F3. The same flight is entered three times. Each flight is entered in the daily flight record, the aircraft journey log and the billing sheet. The bookkeeper reconciles them weekly and finds 3 to 5 mismatches a week in times or aircraft *(owner's estimate)*. The daily flight record is the record the CARs require a flight training unit to keep for operational control; it is also what allows a single journey-log entry for a series of flights (section 11, [1], [3]).

F4. Simulator time is credited by hand. The flight training device has its own paper session log. Its hours are copied into each student's record by hand. Preparing for the device's periodic evaluation takes the chief flight instructor and the simulator technician about two days *(owner's estimate)*.

F5. Students and sponsors ask the same question. "How close am I to my flight test?" takes the chief flight instructor 10 to 20 minutes to answer from paper records *(owner's estimate)*, several times a week.

F6. Instructor records are kept in folders. The records the school keeps for each instructor (section 11, [1]) are in paper folders; expiry dates for ratings and medicals are tracked in the chief flight instructor's own spreadsheet.

F7. No AI policy exists. Two instructors already paste debrief notes, with student names, into a free consumer chatbot to tidy the wording. That puts student information into a tool the school has not reviewed.

Readiness (our scoring, 1 = weak, 5 = strong)

Dimension	Score	Why
Data	2	Every flight and lesson is recorded each day, but in three systems that do not agree
Tools	3	Online booking calendar and Google Workspace already paid for; training records and device log on paper
People	4	Instructors want their evenings back; the chief flight instructor wants records current before inspections
Process	3	Regulated records give a fixed structure; the steps between them are manual
Governance	1	No AI policy; unreviewed consumer tool in use with student data

These scores are our judgement from the interviews, not a measurement.

4. Workflow map and scored AI opportunities

4.1 Workflows mapped (10)

#	Workflow	Hours a week, staff *(owner's estimate)*	Error risk	Data sensitivity	Fit for AI
W1	Booking aircraft and instructors, plus device slots	15	Medium	Low	Medium
W2	Re-booking after weather cancellations	10 in winter	Medium	Low	High
W3	Lesson debrief to training record	20+ (instructors)	Medium	High (student records)	High, with instructor sign-off
W4	Reconciling the daily flight record with journey logs and billing	4	High (regulated record)	Medium	High as a checker only
W5	Device session log to student record	3	Medium	Medium	Medium
W6	Student progress answers for students and sponsors	3	Low	High (student records)	Medium
W7	Instructor record and expiry tracking	2	High (currency lapses)	Medium	Low (a structured list does this)
W8	Flight authorization and weather go/no-go	n/a	Safety-critical	Low	None
W9	Student billing and payment follow-up	4	Medium	Medium	Medium
W10	Device evaluation preparation	2 days a cycle	High	Low	Medium

4.2 Scored opportunities

Scoring: **Value** (time saved or errors avoided), **Effort** (how hard to build and run; 5 = easiest), **Risk** (what could go wrong for students or for the school's certificate; 5 = safest). Each is 1 to 5; total out of 15. Scores are our judgement, with the reasoning in the last column.

#	Opportunity	Value	Effort	Risk	Total	Reasoning
O2	**Evening reconciliation check.** Each evening, compare the daily flight record with journey-log entries and billing; list mismatches for a dispatcher.	4	4	5	**13**	Reads only; a person corrects every record; catches errors the same day instead of a week later
O1	**Lesson debrief → training-record draft.** The instructor records a 1 to 2 minute voice note after the lesson; AI drafts the entry in the school's format; the instructor checks and signs it.	5	4	3	**12**	Largest time gain; the instructor stays the author of record; student data must stay in reviewed tools
O3	**Weather re-booking assistant.** When flights are cancelled, propose new slots from the live calendar; a dispatcher approves and sends.	4	3	4	**11**	Big winter gain; the booking calendar's export is the main build risk
O5	**Device log to student record.** Turn each device session into a draft student-record line.	3	4	4	**11**	Small build once O1's record format exists
O4	**Progress summary for students and sponsors.** Draft a summary from the records, checked by the chief flight instructor before it goes out.	3	4	3	**10**	Answers F5; depends on O1 making records current
O6	**AI assessment of student readiness or flight authorization.**	2	2	1	**5**	Safety-critical judgement that belongs to instructors and the regulated authorization process

Top 3 for Tamarack Ridge: O2, O1 and O3, in that order. O5 rides along with O1 once its record format is agreed.

4.3 What could go wrong, per top opportunity

#	Main risk	How we would contain it
O2	The check misses a mismatch, and staff stop doing their own review	It runs beside the bookkeeper's weekly review for the first 6 weeks; both lists are compared before the weekly review is dropped
O1	A draft records an exercise or a time that did not happen	The instructor checks every draft against the lesson before signing; the draft is never signed or filed by AI; drafts are compared with 30 past lessons before go-live
O3	A proposed slot double-books an aircraft that is out of service	Proposals read the booking calendar's live availability; a dispatcher approves every change; aircraft serviceability is never decided by the assistant

5. Do not do yet

Idea	Why not now	Revisit when
Any AI step in flight authorization or weather go/no-go	Safety-critical; the decision belongs to the authorizing person and the pilot-in-command	Not recommended
AI assessment of student readiness for a flight test (O6)	Student assessment is the instructor's judgement and the record must reflect it	Not recommended
AI writing or changing aircraft journey logs or maintenance records	Airworthiness records belong to the operator and the contracted maintenance organization	Not recommended
Moving training records from paper to a new training-records system	A larger change than an AI step; record formats need the chief flight instructor's and Transport Canada's acceptance	O1 has run for a full season and the school has chosen a system

6. 90-day roadmap

Weeks	Work	Owner (Tamarack Ridge)	Measure of success
1	Write a one-page AI use policy; move instructors off the free consumer chatbot to a reviewed business tool	Owner	Policy signed by all instructors and office staff
1-2	O2 design: export a month of daily flight records with the matching journey-log entries and billing; agree what counts as a mismatch	Bookkeeper, dispatchers	Mismatch rules signed off
3-4	O2 live beside the weekly reconciliation	Bookkeeper	Mismatches found the same day, tracked against the weekly review
5-6	O1 design: agree the training-record draft format with the chief flight instructor; test on 30 past lessons	Chief flight instructor	Format signed off
7-10	O1 pilot with 4 instructors; each instructor checks and signs every draft	Chief flight instructor	80% of drafts need only small edits *(target, not a forecast)*
11-12	O3 design: booking calendar export, re-booking rules, dispatcher approval step (build starts after day 90)	Dispatchers	Rules written and agreed

Measures are set by the client in week 1. We do not promise a saving; we agree how it will be measured before work starts.

7. Costs (CAD, estimates)

All figures are **estimates** for this fictional school. A real proposal replaces them with vendor quotes and a fixed Adwaizer price.

Item	One-time	Yearly running	Assumption
O2 reconciliation check	2,500 to 4,500	300 to 900	2 to 4 days of build at a small-firm consulting rate; running cost assumes model usage on about 4,700 flights a year
O1 debrief to training-record drafts	3,500 to 6,000	900 to 2,000	4 to 6 days including format work with the chief flight instructor; running cost assumes a business AI subscription for 12 instructors plus transcription
O3 re-booking assistant (build after day 90)	3,000 to 5,000	600 to 1,500	3 to 5 days; running cost assumes a forms or messaging tool for confirmations
Total, three opportunities	**9,000 to 15,500**	**1,800 to 4,400**	Sum of the rows above; the audit fee is separate

Value side (estimate). If O1 cuts the instructor's 15 minutes per lesson to about 5 minutes of checking, on about 90 lessons a week, that is about 15 instructor hours a week *(estimate: 90 lessons from the owner's estimate; 5 minutes of checking is our assumption, to be confirmed in the O1 pilot)*. If O2 replaces most of the bookkeeper's weekly reconciliation with a same-day list, that is about 3 office hours a week *(estimate: from the 4 hours in W4)*. These are the numbers the week-1 baseline will confirm or correct.

8. Tool choices

Tamarack Ridge already pays for an online booking calendar plus QuickBooks Online and Google Workspace, and is not asking to switch. Every opportunity above is designed to work with those tools first.

Need	Option we would put in front of Tamarack Ridge	Why it fits
O2 mismatch list and O3 re-booking queue, if the team wants one board for dispatch work	**monday.com** (work management), as an option next to the existing calendar and spreadsheets	One shared board for mismatches and re-bookings, each with an owner and a due date, without changing the booking calendar
O3 student confirmation form	**Jotform** (Forms), as an option	A quick mobile form for students to confirm a new slot
O1 drafting from voice notes	A Claude or OpenAI build by Adwaizer, with the school's record format and an instructor sign-off step	Custom format and checks need a small build; student data stays in reviewed tools

We're a monday.com partner, so we may earn a referral fee; the recommendation stands on fit. New to monday.com: https://try.monday.com/q1hi6cfy4tr6. We are experienced with Jotform. Tamarack Ridge can stay on its current calendar and spreadsheets for all of the above; the partner tools are options, not conditions.

9. What Tamarack Ridge would buy next

Next step	What it is	Indicative scope
Build package 1: O2	Evening reconciliation check, tested and handed over with a one-page runbook	Fixed scope and fixed price, about 1 week *(estimate)*
Build package 2: O1 + O5	Lesson debrief and device session drafting with instructor sign-off	Fixed scope and fixed price, about 2 weeks *(estimate)*
Build package 3: O3	Weather re-booking assistant with dispatcher approval	Fixed scope and fixed price, 2 to 3 weeks *(estimate)*, after packages 1 and 2
Staff training	Two 90-minute sessions on safe AI use and checking AI drafts, built on the AI use policy from week 1	Half a day *(estimate)*

Each package is quoted separately after this audit. Tamarack Ridge can also take this report and build any of it with its own team or another provider.

10. How the work would be delivered

- **Certified delivery:** PMP and PMI-ACP certified; fixed scope and fixed price.
- **Weekly progress:** small deliveries every week, each shown in a live demo.
- **No surprises:** a risk and issue log shared with you, and written acceptance criteria you sign off.

11. Sources for the regulatory terms

Found by web search on 31 Oct 2026; the consolidated CARs on Justice Laws are the authoritative text.

1. Canadian Aviation Regulations (SOR/96-433), Justice Laws: section 406.03 (flight training unit operator certificate), 406.14 (quality assurance program for an integrated course), 406.25 (records kept for each ground instructor, flight instructor and member of operational personnel, at least two years after an entry), 406.56 (daily flight record for operational control), 605.94 (single journey-log entry for a series of flights) and 606.03 (flight simulator and flight training device certificates). https://laws-lois.justice.gc.ca/eng/regulations/SOR-96-433/FullText.html
2. Transport Canada, Standard 426, Flight Training Units (the personnel licensing standards Subpart 406 refers to, including the content of the daily flight record). https://tc.canada.ca/en/corporate-services/acts-regulations/list-regulations/canadian-aviation-regulations-sor-96-433/standards/standard-426-flight-training-units-canadian-aviation-regulations-cars
3. Transport Canada, How to Start a Flight Training Unit (TP 12862): instructor records and the daily flight record are reviewed at inspection; electronic records must print on request. https://tc.canada.ca/en/aviation/publications/how-start-flight-training-unit-tp-12862
4. Transport Canada, Advisory Circular 406-002: the pilot training record (PTR). https://tc.canada.ca/en/aviation/reference-centre/advisory-circulars/advisory-circular-ac-no-406-002
5. Transport Canada, Aeroplane and Rotorcraft Simulator Manual (TP 9685): the standard for evaluating flight simulation training devices under CAR 606.03. https://tc.canada.ca/en/aviation/publications/aeroplane-rotorcraft-simulator-manual-tp-9685

Sample report. Tamarack Ridge Aviation Academy is fictional; any likeness to a real school or business is a coincidence. Adwaizer AI Consulting Inc. promises no savings or regulatory outcome; every figure above is an estimate or an owner's estimate as labelled.