

Notification of the Department of Air Transportation

On Certification of Aviation Training Institute B.E. 2551

By virtue of Clause 3.2 (4), 3.3 (4), 3.4 (4), 3.6 (2) and 6 of Regulation of the Civil Aviation Board Regulations No. 74 on the qualifications of an applicant to be a personnel license, the Director-General hereby issues the Notification on Certification of Aviation Training Institute as follows:

Clause 1. The Notification of Department of Air Transport on the Certification of Aviation Training Institute, Given on 22 June B.E. 2550 shall be repealed.

Clause 2: In this Notification

“Director-General” means the Director General of Department of Air Transport.

“Institute” means the aviation training institute.

“Designated Accountable Manager” means an official of those who received the aviation training institute certificate and responsible for coordinating with the Department of Air Transport in order to make sure that the training institute is capable of raising funds and proceeding in accordance with the standard set by the Department of Air Transport.

“Main Base” means the main place the institute uses for its operation which consists of work area, classrooms, learning equipment, aircraft maintaining equipment, other facilities, and retention documents and information.

Clause 3. A person wishing to apply for the aviation training institute certificate shall have the following qualities:

(1) Be a juristic person according to Thai law with head office in Thailand where:

(a) Funds or shares no less than 51% in the ownership of Thai citizens, and

(b) Majority of directors, managers or those authorized to manage the juristic person have Thai nationality.

(2) Having ownership, possessory right, or utilizing right of the main base for training;

(3) Having a steady financial status with sufficient potential to work the institute;

(4) Not being in the stage of institute certificate suspension or the institute certificate has been revoked for less than 2 years.

Clause 4. A person wishing to request for the certification of the institute shall submit its request to the Director- General according to the Attachment of this Notification no less than 120 days before the expected day of proceeding along, together with the following documents:

(1) The letter of certification of juristic person or the prove of juristic person of the person making request and the authorized person's signature of juristic entity involvement

(2) A copy of name list of shareholders approved by the official of registration

(3) A copy of document proving the ownership, possessory right, or utilizing right of the main base for training

(4) Documents evidencing financial status such as financial report to the shareholders or other evidence that prove the source and the use of the fund or investments in other businesses or financial status certificate from a financial institute

(5) Documents concerning operation of the institute including

(a) The organizational structure and the jobs and responsibilities of each personnel

(b) Names and qualifications of those to act as the institute's representatives

(c) The qualifications of executive officials and training staff

(d) Details of the facilities such as training room, lecture room, equipment for training

(e) Aircraft maintaining equipment

(f) Models, number, and details of the aircraft to be used in training, which must be able to be controlled from both the left and right seat independently

(g) Models, numbers, and details of the flying simulators for training

(h) Details of the training plan including manuals, curricula, drafts and teaching equipment

(i) Details of the quality assurance system to be applied by the institute

(j) Details of the location of the main base for training, other bases and the names of the airports to be used in flight training and

(k) Draft Training and Procedure Manual that is seeking certification which must contain at least the details referred to in Clause 5.

Clause 5. Training and Procedure Manual for relevant parties to comply with, which shall be divided into parts with at least the information as follows:

Part 1: General information which displays details to the training limits as permitted in the institute certification conditions, including:

1. Preface
2. Table of contents
3. Scope of permitted training and the permission conditions
4. Revising procedure of the Training and Procedure manual procedure of recording changes in documents
5. Circulation of the Training and Procedure Manual to the relevant units and personnel
6. Policy and an organizational chart of the institution
7. Details of the main base location for training, other bases and names of airport to be used for flight training.

Part 2: Name and details of qualification of the personnel who are responsible for performing duties as representatives of the institution.

Part 3: Names and details of qualifications of the personnel appointed as responsible for planning, operating, and overseeing the training as well as the proportion of said personnel.

Part 4: Details concerning training personnel competency maintenance procedure.

Part 5: Content of the training plan which consists of:

1. Training plan for theoretical and practical training or flight training
2. Training curriculum consisting of
 - 2.1 Objectives of the curriculum
 - 2.2 Qualifications of the trainees
 - 2.3 Qualifications of the personnel overseeing the training
 - 2.4 Training pattern
 - 2.5 The curriculum's content
 - 2.6 Teaching medium, documents and equipment

Part 6: Details of the quality assurance system of the institute.

Part 7: Details of the institute's facilities concerning the information, documents and training equipment.

Part 8: Details of selection, roles and duties of the personnel who are responsible for examination in order to issue the personnel license or increase the personnel license rating, in the case where the Director-General authorized the institute to do the examination in order to issue the personnel license or increase the personnel license rating.

Clause 6: Upon receiving the request, the Director-General shall set up an examination committee to examine the qualifications and characteristics of the person submitting the request according to Clause 3, Training plan, a list of personnel conducting the training, location and training, a draft of the Training and Procedure Manual and an observation of the training. The applicant shall adjust its operation and update its draft Training and Procedure Manual to be in accordance with the practice.

The Director-General shall award a certificate to the applicant when the examination committee conducted the examination according to the first paragraph and found that the applicant has complete qualifications and is capable of conducting the requested training, and have adjusted the Training and Procedure Manual Draft to be in accordance with the practice of the requested training.

In awarding the certificate, the Director-General shall approve the Training and Procedure Manual and those acting as the institute's representative by stipulating the Training Specification which is subject to revision on a case-by-case basis.

Clause 7. The certificate of the aviation training institute is valid for three years since the day of certification with at least the following details:

- (1) Certificate number
- (2) Name of institute
- (3) The institute's address
- (4) The certified training curriculum
- (5) Date of certification and expiration
- (6) The Director General's signature

Clause 8. The Training Specification shall have at least the following details

- (1) Certificate number
- (2) Name of institute
- (3) The certified training curriculum
- (4) The type, number and details of the aircraft and flight simulators used in training
- (5) Names of main base, other bases and airports to be used in flight training
- (6) The institute's facilities, number of classroom and equipment used for theoretical and flight training

(7) The equipment which must be affixed to the aircraft for flight learning in the certified training programme

(8) Aircraft maintaining equipment

Clause 9. A certified institute wishing to increase, decrease or change any conditions of training shall submit a requesting letter together with evidence to the Director-General

Clause 10. The institute shall appoint one representative who is responsible for to coordinating with the Department of Air Transportation as ensuring that the institute is capable of raising funds and operating at the standard determined by the Department of Air Transport, assuming duties according to Clause 11(3) to (14) and Clause 12.

Clause 11. A certified institute shall assume the duties as follows:

(1) Ensuring that there is a representative of the institute throughout the duration of the certificate. If there is a change in representative, the institute shall inform the name to the Director General for an approval within 14 days since the change

(2) Changing the institute representative when notified by the Director-General that the institute representative is unable to perform the duties according to Clause 10

(3) Complying with the Training and Procedure Manual certified by the Director General

(4) Reporting any changes of fact according to Clause 4 (5) (a) (b) (c) (d) (e) (f) (g) (h) (i) and (j) to the Director General within 14 days of changes

(5) Proposing a revision of the Training and Procedure Manual to match the changes in operation and make the manual updated, which must be certified by the Director-General

(6) Adjusting and improving the Training and Procedure Manual within the duration fixed by the Director- General

(7) Preparing a copy of the Training and Procedure Manual for relevant staffs and personnel

(8) Preparing a record of the trainees and keep it for no less than 2 years since the end of the training

The record of trainee shall have at least the following details:

- a. Names and last names of the trainees
- b. Copies of the personnel and doctor's certificate
- c. Copies of the transcripts
- d. Names of the curriculum and the plane models used in flight training
- e. Pre-training qualifications
- f. Training duration
- g. Date of the end of the curriculum or the day the person is no longer a trainee or the day the trainee moved to train at another institute
- h. Results of each stage of training and the names of the personnel conducting the training
- i. Progress for each stage of training
- j. Date of the result of theoretical and practical examination as well as the names of the personnel conducting the examination
- k. Number of hours of additional training in the case where the trainee failed the examination

The pilot log book is not a substitute to the record of trainee.

(9) Preparing a record of the personnel acting as instructors and the institute examining staff and keeping it for no less than 2 years since the day the personnel or the staff are discharged from their responsibilities

(10) Allowing and supporting the staff of the Department of Air Transportation to enter the institute during office hour to make sure that the practice is in accordance with the training and procedure manual or as assigned by the Director-General

(11) Correcting any error identified from the inspection by the staff of the Department of Air Transportation to be in accordance with the Training and Procedure Manual

(12) Providing aircrafts having standard airworthiness certificate for training and maintaining and inspecting such aircrafts to have a condition that is ready to be used and in accordance with the standard

(13) Installing equipment in an aircraft that are used for training in accordance with the training conditions

(14) Providing aerial training simulators that are kept in standard condition and preparing an error record and correction of such error

Clause 12. When the trainees passed the curriculum, the institute shall award a Graduated Certificate and the Transcripts as follows:

(1) The graduated certificate shall have at least the following details

- a. Name of the institute and the number in the institute certificate
- b. Name and last name of the graduate
- c. Name of the training curriculum
- d. The day of graduation
- e. Name of the person of authority of the institute

(2) The transcript shall have at least the following details

- a. Name of the institute and the number in the institute certificate
- b. Name and last name of the graduate
- c. Details of the training curriculum

d. The training result of each stage of the training curriculum

e. Name of the person of authority of the institute

Clause 13. If the institute does not comply with Clause 11 and Clause 12 and the Director-General has sent a notification warning the institute to improve the conditions within a given duration but the institute does not comply or is unable to comply, the Director-General shall suspend the institute's certificate for at least 90 days.

Clause 14. If the Director-General has already suspended the institute's certificate and the institute still cannot improve the conditions within the given duration, the Director-General shall revoke the institute's certificate.

Clause 15. When the Director-General suspended or revoked the institute's certificate, the institute's representative shall return the institute certificate to the Department of Air Transportation within 5 working days.

Clause 16. The institute certificate shall become invalid if the institute does not begin training within 60 days since the day of certification issuance.

Clause 17: A certificate training institute wishing to renew the certificate shall submit a request to the Director- General according to the Attachment of this Notification prior the expiration date of the certificate not less than 60 days. When the request has been submitted, the institute may proceed as usual until notified a rejection.

Clause 6. shall be applied for renewal consideration *mutatis muntantis*

Each renewal is for the duration of 3 years since the last expiration date.

Clause 18. In the case the certificate is lost, destroyed or damaged in the important parts, the holder of such certificate can request for a certificate substitution via the form attached to the end of this Notification. When the Director-General considered approving, the substitute certificate will be given to the applicant.

In issuing the certificate substitute, the same form as the institute certificate must be used and a written or stamped “substitute” in red letters must be displayed on top of that certificate.

Clause 19. If the institute wishes to be the checker, as a part of the personnel license approval or increasing of the personnel license rating, the institute shall propose the names of personnel to act as checker and submit to the Director-General for approval.

Clause 20. This Notification shall come into force after 180 days since the day of announcement.

Given on 18 January B.E. 2551

(Chaisak Angsuwan)

Director-General of the Department of Air Transportation