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| **THE CIVIL AVIATION AUTHORITY OF THAILAND****CHECKLIST FOR PHASE I (PRE-APPLICATION PHASE) ACCEPTANCE** |
| **Name of Company:** |  |
| **Address:**  |  |
| **Type of Organisation:** | **LPC****ATCTO****FTO****MTO** |
| **Proposed Course:**  |  |
| **Accountable Manager****Email: Tel:** |  | **Key Contact Person****Email:****Tel:** |  |
| **Date of Meeting** |  |
|  |
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| --- | --- | --- | --- |
| **No** | **Position** | **Name – Last Name** | **Signature** |
| 1. | PEL Manager  |  |  |
| 2. | Head of TO |  |  |
| 3. | Principal Inspector (PI) |  |  |
| 4. |  |  |  |

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| **Instructions**1. **‘S’** refers to satisfactory level. It shall be given if the ATO is able to provide valid documents, reliable records of implementation and demonstrate a sound knowledge if interview of relevant personnel are performed. Also, all sub-items must be satisfied. All documents are presented and keep in the CAAT storage.
2. **‘U’** shall be given if any actions found not to be compliance with CAAT rules and regulations or not to be conformed to any ATO’s documentations as well as any actions being done without evidence of records.
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| **No.** | **Documents** | **Reference** | **FTO** | **ATCTO** | **MTO** | **LPC** | **Remarks** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S** | **U** | **S** | **U** | **S** | **U** | **S** | **U** |
| 1 | Official Intention Letter of ATO  | *CAAT-PEL-RDMSP* |  |  |  |  |  |  |  |  |  |
| 2 | Meeting Attendance Record | *CAAT-PEL-RDMSP* |  |  |  |  |  |  |  |  |  |
| 3 | Minute of Meeting | *CAAT-PEL-RDMSP* |  |  |  |  |  |  |  |  |  |
| 4 | Other (if any)………………………………………… | *CAAT-PEL-RDMSP* |  |  |  |  |  |  |  |  |  |
| **Remarks:**  |