



Thailand Civil Aviation Regulation - Personnel Licensing
Part Approval of the Declared Training
Organization (TCAR PEL Part - DTO)

TCAR PEL Part - DTO

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Approved By

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Director General

The Civil Aviation Authority of Thailand

THAILAND CIVIL AVIATION REGULATION (TCAR)

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INTRODUCTION AND APPLICABILITY

In this publication the word ‘must’ or ‘shall’ is used to indicate where the Director General requires the Organisation, owner, license holder or operator to respond to and comply with, or adhere closely to, the defined requirement.

If the Organisation’s/owner’s/operator’s/License holder’s response is deemed to be inadequate by the Director General, a specific requirement or restriction may be applied as a condition of the appropriate instrument to be issued under Thailand Civil Aviation Regulations.

This TCAR PEL Part DTO is broadly based upon or derived from European Union Aircrew Regulation (EU) 1178/2011 up to and including (EU) 2019/1747 signed on 15th of October 2019.

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REQUIREMENTS

DTO.GEN.100 General

This regulation (TCAR PEL Part DTO) sets out the requirements applicable to pilot training organisations providing the training referred to in point DTO.GEN.110 and approved by the CAAT on the basis of a declaration made in accordance with point DTO.GEN.115.

DTO.GEN.105 Competent authority

For the purpose of this Part, the competent authority for organisations subject to an approval for a DTO certification located within or outside the Kingdom of Thailand, shall be the CAAT.

DTO.GEN.110 Scope of the training

- (a) A DTO shall be entitled to provide the following training, provided that the DTO has submitted a declaration in accordance with point DTO.GEN.115 and the CAAT has approved the training programme in accordance with point DTO.GEN.230(c):
- (1) for aeroplanes:
 - (a) theoretical knowledge instruction for LAPL(A);
 - (b) flight instruction for LAPL(A);
 - (c) training towards another SEP(land), SEP(sea) or TMG class or variant of aeroplane in accordance with point FCL.135.A LAPL(A);
 - (2) for helicopters:
 - (a) theoretical knowledge instruction for LAPL(H)
 - (b) flight instruction for LAPL(H),
 - (c) training towards another single-engine type rating for helicopters for which the maximum certified seat configuration does not exceed five seats or variant of helicopter in accordance with point FCL.135.H LAPL(H);
 - (3) for gliders:
 - (a) theoretical knowledge instruction for LAPL(G);
 - (b) flight instruction for LAPL(G);
 - (c) training towards extension of privileges to TMG in accordance with point FCL.135.S LAPL(G);
 - (d) training towards additional launch methods in accordance with point FCL.130.S LAPL(G);
 - (4) for balloons:
 - (a) theoretical knowledge instruction for LAPL(B);
 - (b) flight instruction for LAPL(B);
 - (c) training towards class extension in accordance with point FCL.135.B LAPL (B);
 - (d) training towards extension to tethered flight in accordance with point FCL.130.B LAPL (B);

DTO.GEN.115 Declaration

- (a) Prior to providing any of the training specified in point DTO.GEN.110, an organisation intending to provide such training shall submit a declaration to the competent authority. The declaration shall contain at least the following information:
- (1) the name of the DTO;
 - (2) contact details of the DTO's principal place of business and, where applicable, the contact details of the aerodromes and the operating sites of the DTO;
 - (3) names and contact details of the following persons:
 - (i) the representative of the DTO;
 - (ii) the head of training of the DTO; and
 - (iii) all deputy heads of training, if required by point DTO.GEN.250(b)(1);
 - (4) the type of training, as specified in point DTO.GEN.110, provided at each aerodrome and/or operating site;
 - (5) a list of all aircraft and FSTDs to be used for the training, if applicable;
 - (6) the date of intended commencement of the training;
 - (7) a statement confirming that the DTO has developed a safety policy and will apply that policy during all training activities covered by the declaration, in accordance with point DTO.GEN.210(a)(1)(ii);
 - (8) a statement confirming that the DTO complies and will, during all training activities covered by the declaration, continue to comply with the essential requirements set out in TCAR PEL Flight Crew licensing and training organizations and with the requirements of TCAR PEL Part-FCL and TCAR PEL Part-DTO.
- (b) The declaration, and any subsequent changes thereto, shall be made using the form contained in Appendix 1.
- (c) A DTO shall, together with the declaration, submit to the CAAT the training programme or programmes, which it uses or intends to use to provide the training as well as its application for approval of the training programme or programmes in accordance with point DTO.GEN.230(c).
- (d) The organisation shall only operate after having received a formal approval from the CAAT that the content of the declaration is in compliance with requirement of TCAR PEL Part DTO and the programmes approved in reference to DTO.GEN.115.(c)

DTO.GEN.116 Notification of changes and cessation of training activities

A DTO shall notify the CAAT without undue delay of the following:

- (a) any changes to the information contained in the declaration specified in point DTO.GEN.115(a) and to the training programme or programmes referred to in points DTO.GEN.115(c).
- (b) Changes shall only be implemented upon receipt of formal approval of the CAAT;
- (c) the cessation of some or all training activities covered by the declaration.

DTO.GEN.135 Termination of entitlement to provide training

A DTO shall no longer be entitled to provide some or all of the training specified in its declaration on the basis of that declaration, where one of the following occurs:

- (a) the DTO has notified the competent authority of the cessation of some or all of the training activities covered by the declaration in accordance with point DTO.GEN.116(c);
- (b) the DTO has not provided the training for more than 36 consecutive months.

DTO.GEN.140 Access

For the purpose of determining whether a DTO is acting in compliance with its declaration, the DTO shall grant access at any time to any facility, aircraft, document, records, data, procedures or any other material relevant to its training activities covered by the declaration, to any person authorised by the CAAT.

DTO.GEN.150 Findings

- (a) Level of findings

A level 1 finding shall be issued by the competent authority when any significant non-compliance is detected with the applicable requirements, with the organisation's procedures and DTO documentation or with the terms of an approval, or certificate which lowers safety or seriously endangers flight safety.

A level 2 finding shall be issued by the competent authority when any non-compliance is detected with the applicable requirement, with the organisation's procedures and DTO documentation or with the terms of an approval, or certificate which could lower safety or seriously hazards flight safety

An observation is opportunity for improvement which is minor gap, mostly documented and implemented. The management system that may be weak, cumbersome, redundant, overly complex, or in some other manner, may, in the opinion of the auditor, offer an opportunity for an organization to improve its current status. An observation is not subject to any corrective actions unless it is accepted by auditee for improvement.

- (b) After receipt of notification of findings, the organisation shall:
 - (1) identify the root cause of the non-compliance;
 - (2) define a corrective action plan;
 - (3) demonstrate corrective action implementation to the satisfaction of the CAAT.
- (c) The actions referred to in points (b)1, (b)2 and (b)3 shall be performed within the period agreed with the CAAT.

DTO.GEN.155 Immediate Reaction to a safety problem

The organisation shall implement:

- (a) any safety measures mandated by the CAAT; and
- (b) any relevant mandatory safety information issued by CAAT, including airworthiness directives.

DTO.GEN.160 Occurrence reporting

- (a) The organisation shall report to the CAAT, and to any other organisation required by the State of the operator to be informed, any accident, serious incident and occurrence as defined in Section 61 of the

Air Navigation Act B.E.2497 and Kingdom of Thailand Civil Aviation Regulations, including the Kingdom of Thailand Civil Aviation Occurrence Reporting Regulation.

- (b) Without prejudice to paragraph (a) the organisation shall report to the CAAT and to the organisation responsible for the design of the aircraft any incident, malfunction, technical defect, exceeding of technical limitations and any occurrence that would highlight inaccurate, incomplete or ambiguous information contained in the operational suitability data established in accordance with EASA Part 21 or any equivalent material acceptable to the CAAT II or other irregular circumstance that has or may have endangered the safe operation of the aircraft and that has not resulted in an accident or serious incident.
- (c) Without prejudice to the CAAT Occurrence Reporting Regulation, the reports referred in paragraphs (a) and (b) shall be made in a form and manner established by the CAAT and contain all pertinent information about the condition known to the organisation.
- (d) Reports shall be made as soon as practicable, but in any case, within 72 hours of the organisation identifying the condition to which the report relates, unless exceptional circumstances prevent this.
If the occurrence is categorized as an accident or serious incident, the Operator shall notify the CAAT immediately and submit initial report within 24 hours.
- (e) Where relevant, the organisation shall produce a follow-up report to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified. This report shall be produced in a form and manner established by the CAAT.

DTO.GEN.210 Personnel requirements

- (a) A DTO shall designate:
 - (1) a representative, who shall be responsible and duly authorised to do at least the following:
 - (i) ensure compliance of the DTO and its activities with the applicable requirements and with its declaration;
 - (ii) develop and establish a safety policy which ensures that the DTO's activities are carried out safely, ensure that the DTO adheres to that safety policy and take the necessary measures in order to achieve the objectives of that safety policy;
 - (iii) promote safety within the DTO;
 - (iv) ensure the availability of sufficient resources within the DTO so that the activities referred to in points (i), (ii) and (iii) can be carried out in an effective manner.
 - (2) a head of training, who shall be responsible and qualified to ensure at least the following:
 - (i) that the training provided complies with the requirements of TCAR PEL Part-FCL and with the DTO's training programme;
 - (ii) the satisfactory integration of flight training in an aircraft or a flight simulation training device (FSTD) and theoretical knowledge instruction;
 - (iii) the supervision of the progress of students;
 - (iv) In the case referred to in point DTO.GEN.250(b), the supervision of the deputy head or heads of training.
- (b) A DTO may designate a single person as its representative and its head of training.
- (c) A DTO shall not designate a person as its representative or its head of training if there are objective indications that he or she cannot be trusted to carry out the tasks listed in point (a) in a manner which

safeguards and furthers aviation safety. The fact that a person has been subject to an enforcement measure in the past three years shall be deemed to constitute such an objective indication, unless that person can demonstrate that the finding leading to that measure, by reason of its nature, scale or impact on aviation safety, is not such as to indicate that he or she cannot be trusted to carry out those tasks in that manner.

- (d) A DTO shall ensure that its theoretical knowledge instructors have either of the following qualifications:
 - (1) practical background in aviation in the areas relevant for the training provided and have undergone a course of training instructional techniques;
 - (2) previous experience in giving theoretical knowledge instruction and an appropriate theoretical background in the subject on which they will provide theoretical knowledge instruction.
- (e) Flight instructors and flight simulation training instructors shall hold the qualifications required by TCAR PEL Part-FCL for the type of training they are providing.

DTO.GEN.215 Facility requirements

A DTO shall have facilities in place allowing the performance and management of all its activities in accordance with the essential requirements set out in TCAR PEL Personnel Licensing and Training Organizations and with the requirements of this regulation TCAR PEL Part- DTO.

DTO.GEN.220 Record-keeping

- (a) A DTO shall keep for each individual student the following records throughout the training course and for three years after completion of the last training session:
 - (1) details of ground, flight and simulated flight training;
 - (2) information on individual progress;
 - (3) information on the licences and associated ratings relevant to the training provided, including expiry dates of ratings and medical certificates.
- (b) A DTO shall keep the report on the annual internal review and the activity report referred to in point DTO.GEN.270(a) and (b) respectively for three years from the date at which the DTO established those reports.
- (c) A DTO shall keep its training programme for three years from the date at which it provided the last training course in accordance with that programme.
- (d) A DTO shall, in accordance with the applicable law on the protection of personal data, store the records referred to in point (a) in a manner that ensures protection by appropriate tools and protocols and take the necessary measures to restrict the access to those records to persons who are duly authorised to access them.

DTO.GEN.230 DTO training programme

- (a) A DTO shall establish a training programme for each of the trainings specified in point DTO.GEN.110 which the DTO provides.
- (b) The training programmes shall comply with the requirements of TCAR PEL Part-FCL.
- (c) A DTO shall be entitled to provide the training referred to in point DTO.GEN.110(a) only where its training programme for that training, and any changes thereto, have been approved by the CAAT, upon

application by the DTO, with an approval confirming that the training programme and any changes comply with the requirements of TCAR PEL Part-FCL, in accordance with CAAT procedures. A DTO shall apply for such approval through the submission of its declaration in accordance with point DTO.GEN.115.

DTO.GEN.240 Training aircraft and FSTDs

- (a) A DTO shall use an adequate fleet of training aircraft or FSTDs appropriately equipped for the training course provided.
- (b) A DTO shall establish and keep up-to-date a list of all aircraft, including their registration marks, used for the training it provides.

DTO.GEN.250 Aerodromes and operating sites

- (a) When providing flight training on an aircraft, a DTO shall only use aerodromes and operating sites that have the appropriate facilities and characteristics to allow training of the relevant manoeuvres, taking into account the training provided and the category and type of aircraft used.
- (b) When a DTO uses more than one aerodrome to provide any of the training specified in point DTO.GEN.110(a)(1) and (2), it shall:
 - (1) for each additional aerodrome, designate a deputy head of training, who shall be responsible for the tasks referred to in point DTO.GEN.210(a)(2)(i) to (iii) on that aerodrome; and
 - (2) ensure the availability of sufficient resources to safely operate on all aerodromes, in compliance with the requirements of this Annex (Part- DTO).

DTO.GEN.260 Theoretical knowledge instruction

- (a) When providing theoretical knowledge instruction, a DTO may use on-site instruction or distance learning.
- (b) A DTO shall monitor and record the progress of any student undergoing theoretical knowledge instruction.

DTO.GEN.270 Annual internal review and annual activity report

A DTO shall take the following steps:

- (a) conduct an annual internal review of the tasks and responsibilities specified in point DTO.GEN.210 and establish a report on that review;
- (b) establish an annual activity report;
- (c) submit the report on the annual internal review and the annual activity report to the CAAT by the date determined by the CAAT.

Appendix 1

DECLARATION

- Initial declaration
- Notification of changes ⁽¹⁾ – DTO reference number:

1	<p>Declared training organisation (DTO)</p> <p>Name:</p>
2	<p>Place(s) of business</p> <p>Contact details (address, phone, email) of the DTO's principal place of business:</p>
3	<p>Personnel</p> <p>Name and contact details (address, phone, email) of the DTO's representative:</p> <p>Name and contact details (address, phone, email) of the DTO's head of training and, if applicable, of the DTO's deputy head(s) of training:</p>
4	<p>Training scope</p> <p>List of all training provided:</p> <p>List of all training programmes used to provide the training (documents to be attached to this declaration)</p>
5	<p>Training aircraft and FSTDs</p> <p>List of aircraft used for the training (including their registration marks):</p> <p>List of qualified FSTDs used for the training (if applicable, including letter code as indicated on the qualification certificate):</p>
6	<p>Aerodrome(s) and the operating site(s)</p> <p>Contact details (address, phone, email) of all aerodromes and operating sites used by the DTO to provide the training:</p>
7	<p>Date of intended commencement of training:</p>

8	<p>Statements</p> <p>The DTO has developed a safety policy in accordance with TCAR PEL Part-DTO, and in particular with point DTO.GEN.210(a)(1)(ii) thereof, and will apply that policy during all training activities covered by the declaration.</p> <p>The DTO complies and will, during all training activities covered by the declaration, continue to comply with the essential requirements set out in TCAR PEL Personnel Licensing and Training Organisations and with the requirements of TCAR PEL Part-FCL and TCAR PEL Part-DTO</p> <p>We confirm that all information contained in this declaration, including its annexes (if applicable), is complete and correct.</p> <p>Name, date and signature of the representative of the DTO</p> <p>Name, date and signature of the head of training of the DTO</p>
	<p>(1) In the case of changes, only point 1 and those fields containing changes need to be completed.</p>