

PERSONNEL LICENSING DEPARTMENT

CHECKLIST FOR FORMAL APPLICATION PHASE - APPROVED TRAINING ORGANISATION (FLIGHT)

Name of Organisation:

Date:

Type of organisation : Approved Training Organisation (Flight)

No	Requirement	Compliance checked by ATO		Remarks	CAAT Officials Use only		
		Yes	No		S	U	Remark(s)
1	Formal Application Letter :						
	- Full and Official name						
	- Mailing Address						
	- Primary Operating Location (Mainbase)						
	- Key management personnel names or Post holders						
2	Formal Application Documents :						
2.1	Company Certificate .						
2.2	Financial Status.						
2.3	Document substantiating the ownership or possession of, or the right to use, the Main Base.						
2.4	5 years Business Plan.						

No	Requirement	Compliance checked by ATO		Remarks	CAAT Officials Use only		
		Yes	No		S	U	Remark(s)
2.5	Training Procedure Manual (TPM)						
2.6	Quality Assurance System Manual (QAM)						
2.7	Safety Management System Manual (SMS) if applicable						
2.8	Record Keeping System Manual (RCM)						
2.9	Course Manual						
3	Other Documents :						

Prepared By

Name of Organisation:	Name :	
	Signature :	
	Position :	
	Date :	

CAAT Officials Use only

CAAT Inspector :	Accept Formal Application :	
	Signature :	
	Name :	
	Date :	