

Part I : Applicant's Information			
Name of Organisation:		ATO certificate no.: <i>FTO-XXXX or ATCO-XXXX or MTO-XXXX</i>	
		Date of Submitted: <i>DD - MMM - YY</i>	Application No.: <i>(For CAAT)</i>
		Proposed Course Start Date: <i>DD - MMM - YY</i>	
Prior Approval	Type of Submission	No. of Attempt	How the training is to be delivered
	<input type="checkbox"/> Initial <input type="checkbox"/> Amendment	<input type="checkbox"/> 1 st attempt <input type="checkbox"/> 2 nd attempt <input type="checkbox"/> 3 rd attempt	<input type="checkbox"/> Classroom Delivery <input type="checkbox"/> Virtual Classroom <input type="checkbox"/> Flight Training <input type="checkbox"/> Simulator Training <input type="checkbox"/> Other (specify).....
			Training device will be used for this course
<input type="checkbox"/> Simulator (FSTD/STD) <input type="checkbox"/> Actual aircraft			
Coordinator Name/ contact: 1. Mr. XXX YYYY/ email 2. Mr. XXX YYYY/ email			
The following documents are submitted with this application by applicant:			
<input type="checkbox"/> 1. Intention letter on the applicant's company letterhead specifying the title of the training programme <input type="checkbox"/> 2. Draft Manual <input type="checkbox"/> 3. Reference of training material/Other relevant documents or required by competent official.....			
Please ensure that			
<ul style="list-style-type: none"> • There is a list of effective pages. Every page is identified with a page number, a date and a revision number . • Training materials and Examination Tests, in any format, shall be made accessible for CAAT inspector • Reference in the applicable Training Program should be detail appropriate with training materials • Organisation declaration and signature in the first page must be signed 			
Declaration and Signature			
the information provided in this form is complete and correct and that the documents provided are genuine.			
Signature:		Applicant's Name:	Date:

Part II				Competent Official Use Only			
Check Submitted document							
1 st checked		2 nd checked		3 rd checked		Financial (If applicable)	
<input type="checkbox"/> Complete date.....		<input type="checkbox"/> Complete date.....		<input type="checkbox"/> Complete date.....		<input type="checkbox"/> Invoice No.....	
<input type="checkbox"/> Incomplete date.....		<input type="checkbox"/> Incomplete date.....		<input type="checkbox"/> Incomplete date.....		Date:.....	
Signature/Name:		Signature/Name:		Signature/Name:		<input type="checkbox"/> Receipt No.....	
						Date:.....	
Verification result: <input type="checkbox"/> Accept <input type="checkbox"/> Reject							
This compliance check form has been verified by:							
Signature:		Name:		Date:			
(If applicable) Under supervision of:							
Signature:		Name:		Date:			
Instructions:							
1) ATO is to conduct a self-assessment as part of its compliance check by providing manual references into the 'Compliance checked by ATO'.							
2) Failure to complete this form may result in a delay in approval processing. After 3 rd rejected, applicant shall start the new process from the beginning with the new intention letter.							
3) Each check list item shall be assessed and given a result either Satisfactory or Unsatisfactory							
(a) Satisfactory shall be given if the ATO is able to provide valid contents and details that comply with the requirements .							
(b) Unsatisfactory shall be given if the ATO is provide insufficient contents/details that comply with the requirement as well as impractical/non-realistic process or procedures that do not reflect an actual context and operations of the ATO.							
(c) Not applicable shall be filled out as N/A							
4) Provide detail in each subtopic/content of every subjects.							
5) In case of amendment, Non-applicable items in the checklist may be greyed out by the applicant.							

List of FSTDs used for the course.							
No.	Training Device(s)	Type	FSTD Qualification	Sim Certificate No.	Primary reference document	Serial Number	Expiry Date

Part III : Course Structure

No	Requirements	Compliance Checked by Applicant			CAAT Officials Use Only			
		Yes	No	References	S	U	N/A	Remarks
The requirements of Notification of the Civil Aviation Authority of Thailand on the Certification of Aviation Training Organization and Courses B.E.2562								
1	Course Title, Course objective and Course expectation							
2	Table of contents, Record of Revision, Revision Highlight, List of effective pages, Distribution list, Definitions and Acronyms							
3	Trainees' entry qualification							
4	Instructor qualifications							
5	Training course outline (structure of theoretical and practical training)							
6	Training methods, training materials, documents and equipment							
7	Example of certificate							
8	Course contents (subjects/topics and learning hours)							
9	Syllabus, lesson plan and course management/development							
10	Measurement and assessment							
11	Course time table, duration and limitation							
12	Person responsible for the course							
13	Instructor names list with qualification, education and experiences							
14	Details of training equipment and facilities i.e. location, airports, routes, Classrooms, Briefing-area,							

No	Requirements	Compliance Checked by Applicant			CAAT Officials Use Only			
		Yes	No	References	S	U	N/A	Remarks
15	Aircraft, FSTD, maintenance and relevant equipment/material							
16	Grade slip/Flight Training Records							

No	Requirements	Regulation	Checked by Applicant	CAAT Officials Use Only			
			References	S	U	N/A	Remarks
1. Multi Engine (Full Course)							
1.1 Theoretical Knowledge							
1	Aircraft System	RCAAT 24, Clause 5 (8)					
2	Weight and Balance	RCAAT 24, Clause 5 (8)					
3	Aircraft Performance	RCAAT 24, Clause 5 (8)					
4	Aerodynamics	RCAAT 24, Clause 5 (8)					
5	Normal Procedure	RCAAT 24, Clause 5 (8)					
6	Abnormal and Emergency Procedure	RCAAT 24, Clause 5 (8)					
7	Instrument Flying	RCAAT 24, Clause 5 (8)					
			Total.....Hours				
1.2 Practical Training							
1	Familiarisation/Normal Operation	RCAAT 24, Clause 5 (8)					
2	General Handling/Airwork	RCAAT 24, Clause 5 (8)					
3	Asymmetric	RCAAT 24, Clause 5 (8)					
4	Asymmetric Emergency	RCAAT 24, Clause 5 (8)					
5	VFR/IFR Navigation	RCAAT 24, Clause 5 (8)					
6	Flight Test (Internal)	RCAAT 24, Clause 5 (8)					
		(minimum 15 hours)	Total.....Hours				

2.1 Multi Engine (Conversion A, multi-engine experience 70 < 100 Hours)							
2.1.1 Theoretical Knowledge							
1	Aircraft System	RCAAT 24, Clause 5 (8)					
2	Weight and Balance	RCAAT 24, Clause 5 (8)					
3	Aircraft Performance	RCAAT 24, Clause 5 (8)					
4	Aerodynamics	RCAAT 24, Clause 5 (8)					
5	Normal Procedure	RCAAT 24, Clause 5 (8)					
6	Abnormal and Emergency Procedure	RCAAT 24, Clause 5 (8)					
7	Instrument Flying	RCAAT 24, Clause 5 (8)					
		(minimum 8 hours)	Total.....Hours				
2.1.2 Practical Training							
1	Familiarisation/Normal Operation	RCAAT 30 – 1, 1.1					
2	General Handling/Airwork	RCAAT 30 – 1, 1.1					
3	Asymmetric	RCAAT 30 – 1, 1.1					
4	Asymmetric Emergency	RCAAT 30 – 1, 1.1					
5	VFR/IFR Navigation	RCAAT 30 – 1, 1.1					
6	Flight Test (Internal)	RCAAT 30 – 1, 1.1					
		(minimum 1 hours)	Total.....Hours				

2.2 Multi Engine (Conversion B, multi-engine experience = 40 < 70 Hours)							
2.2.1 Theoretical Knowledge							
1	Aircraft System	RCAAT 24, Clause 5 (8)					
2	Weight and Balance	RCAAT 24, Clause 5 (8)					
3	Aircraft Performance	RCAAT 24, Clause 5 (8)					
4	Aerodynamics	RCAAT 24, Clause 5 (8)					
5	Normal Procedure	RCAAT 24, Clause 5 (8)					
6	Abnormal and Emergency Procedure	RCAAT 24, Clause 5 (8)					
7	Instrument Flying	RCAAT 24, Clause 5 (8)					
		(minimum 8 hours)	Total.....Hours				
2.2.2 Practical Training							
1	Familiarisation/Normal Operation	RCAAT 30 – 1, 1.2					
2	General Handling/Airwork	RCAAT 30 – 1, 1.2					
3	Asymmetric	RCAAT 30 – 1, 1.2					
4	Asymmetric Emergency	RCAAT 30 – 1, 1.2					
5	VFR/IFR Navigation	RCAAT 30 – 1, 1.2					
6	Flight Test (Internal)	RCAAT 30 – 1, 1.2					
		(minimum 2 hours)	Total.....Hours				

2.3 Multi Engine (Conversion C, multi-engine experience < 40 Hours)							
2.3.1 Theoretical Knowledge							
1	Aircraft System	RCAAT 24, Clause 5 (8)					
2	Weight and Balance	RCAAT 24, Clause 5 (8)					
3	Aircraft Performance	RCAAT 24, Clause 5 (8)					
4	Aerodynamics	RCAAT 24, Clause 5 (8)					
5	Normal Procedure	RCAAT 24, Clause 5 (8)					
6	Abnormal and Emergency Procedure	RCAAT 24, Clause 5 (8)					
7	Instrument Flying	RCAAT 24, Clause 5 (8)					
		(minimum 8 hours)	Total.....Hours				
2.3.2 Practical Training							
1	Familiarisation/Normal Operation	RCAAT 30 – 1, 1.3					
2	General Handling/Airwork	RCAAT 30 – 1, 1.3					
3	Asymmetric	RCAAT 30 – 1, 1.3					
4	Asymmetric Emergency	RCAAT 30 – 1, 1.3					
5	VFR/IFR Navigation	RCAAT 30 – 1, 1.3					
6	Flight Test (Internal)	RCAAT 30 – 1, 1.3					
		(minimum 3 hours)	Total.....Hours				

PART VI : SUMMARY OF FLIGHT EXERCISE LESSONS FOR ME(A)

Stage/Lesson		Solo/PIC						Dual			Night					Simulator			TOTAL	ACCUMULATE
		Solo LC	Solo CC	Total	PIC LC	PIC CC	Total	LC	CC	Total	PIC LC	PIC CC	Dual LC	Dual CC	Total	BITD	FNPT, FTD, FFS	Total		
Stage1	MDGH01																			
Stage1	MDGH02																			