



PERSONNEL LICENSING DEPARTMENT

CHECKLIST FOR FLIGHT OPERATIONS OFFICER/FLIGHT DISPATCHER REFRESHER COURSE APPROVAL

Course Title:.....Flight Operation Officer Refresher.....

Name of Organisation:..... Date Submitted:.....

Signature:.....(ATO Representative)

(.....)

Name – Surname

Official Use Only

Verification Result: Accept Reject

This compliance check form has been verified by:

Signature:.....(PEL-ATO Inspector)

(.....)

Name – Surname

Date Completed:...../...../.....



Instructions

- 1) Applicant is to conduct a self-assessment as part of its compliance check by making 'X' in either Yes or No column and by providing manual references into the 'Compliance checked by applicant'.
 - 'Yes' shall be marked if contents/details are given. The applicant shall provide manual reference into the '**Reference**' column.
 - 'No' shall be marked if contents/details are not given.
 - 'N/A' shall be indicated in the '**Reference**' column if it does not apply to a particular requirement.
- 2) For official use: Each checklist item shall be assessed and given a result either '**Satisfactory-(S)**', '**Unsatisfactory-(U)**' or '**N/A**'
 - '**Satisfactory**' shall be given if the applicant is able to provide valid contents and details that comply with the requirements.
 - '**Unsatisfactory**' shall be given if the applicant is not comply with the requirement.
 - '**N/A**' shall be given to indicate when information in a certain table cell is not provided, either it does not apply to a question or because the answer is not available



The Requirements of Notification of the Civil Aviation Authority of Thailand on the Certification of Aviation Training Organization and Courses B.E.2562								
No	Requirements	Compliance Checked by Applicant			CAAT Officials Use Only			
		Yes	No	Course manual reference	S	U	N/A	Remarks
	Course Title, Course Objective and Course Expectation							
	Person responsible for the course							
	Instructor qualifications							
	Trainees' entry qualification							
	Training course outline (structure of theoretical and practical training)							
	Course contents (subjects, topics and learning hours)							
	Course timetable, duration and limitation							
	Syllabus, lesson plan and course management/development							
	Training methods, training materials, documents, and equipment							
	Measurement and assessment							
	Instructor names list with qualification, education, and experiences							
	Details of training equipment and facilities i.e. location, airports, routes, Classrooms, Briefing-area,							
	Aircraft, FSTD, maintenance and relevant equipment/material							
	Example of certificate							



COURSE CONTENTS						
1. Theoretical Knowledge		Course Reference	S	U	N/A	Remarks
1	Human Factors <ul style="list-style-type: none"> ▪ Operating environment ▪ Situation awareness ▪ Communication ▪ Handling information ▪ Interpersonal skills ▪ Workload management ▪ Effective decision making ▪ Fundamental of training implementation ▪ Continuing reinforcement 					
2	Meteorology <ul style="list-style-type: none"> ▪ Seasonal meteorological conditions and hazards ▪ Source of meteorological information ▪ Meteorological services 					
3	Aircraft Mass Weight and Balance (Aeroplane) <ul style="list-style-type: none"> ▪ Introduction to mass and balance ▪ Load planning ▪ Review of operation factors that may restrict mass 					

	<ul style="list-style-type: none"> ▪ Determine available payload ▪ Local floor strength ▪ Maximum package table ▪ Load restraints ▪ Cargo pallets ▪ Cargo containers ▪ Loading instructions ▪ Last minute change (LMC) ▪ Dangerous goods ▪ Live cargo 				
4	<p>Aircraft Mass Weight Performance (Aeroplane)</p> <ul style="list-style-type: none"> ▪ Aircraft certification standards ▪ Maximum structural mass ▪ Speed limitations ▪ Flight strength diagram ▪ Takeoff runway requirements ▪ Climb performance requirement ▪ Landing runway requirement 				
5	<p>Flight Planning</p> <ul style="list-style-type: none"> ▪ Flight planning situations ▪ Re-clearance ▪ EDTO (ETOPS) 				

6	<p>Flight Monitoring</p> <ul style="list-style-type: none"> ▪ Positive of the aircraft ▪ Effect of ATC route ▪ En-route weather changes ▪ Emergency situations ▪ Flight monitoring resources 					
7	<p>Selection subjects (select 4 subjects from 7 subjects)</p> <ul style="list-style-type: none"> ▪ Navigation ▪ Air traffic services ▪ Dangerous goods ▪ Communications and phraseologies ▪ Safety management system ▪ Aircraft mass weight and balance (Helicopter) ▪ Aircraft mass weight performance (Helicopter) 					



2. Practical Training					
▪ Not applicable					

References : Notification of the Civil Aviation Authority of Thailand on the Certification of Aviation Training Organization and Courses B.E.2562
: ICAO Doc 7192-AN/857 Part D-3 Flight Operations Officer/Flight Dispatchers