PERSONNEL LICENSING DEPARTMENT

CHECKLIST FOR FLIGHT OPERATIONS OFFICER/FLIGHT DISPATCHER COURSE APPROVAL

Course Title: .....

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	Reference	S	U	N/A	Remarks
1	**Training Plan**							
	Introduction							
	Course Objective							
	Trainees' entry qualification							
	Instructor qualification							
	Training course outline (Ttheoretical and practical)							
	Training method							
	Training material, document and equipment							
2	**Course Design Document**							
	Course Title and Certificate							
	Version number and Date of document							
	Course Objective							
	Course contents (topics, subjects and training hours)							
	Scope and lesson plan							
	Measurement and assessment							
	Table of course training plan of each subject							

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	Reference	S	U	N/A	Remarks
3	Course Manual							
	Trainees' entry qualification							
	Person responsible for the course (Name, qualification, education, experience)							
	Instructors name list for each subject (Name, qualification, education, experience)							
	Detail of training location							
	Name and detail of intended training airports							
	Details of theoretical and practical training equipment							
	Training aircraft and Flight Simulation Training Devices							
	Facilities, tools and equipment for maintenance							
	Apron parking area							
	Computer-based classroom							
	Briefing area							
	Other equipment and facilities for specific training							
	Course management and development							

COURSE CONTENTS		Compliance Checked by Applicant	CAAT Officials Use Only			
Learning Objectives (Phase 1)		Manual Reference	S	U	N/A	Remarks
1	Air law and air traffic control (LAW) ▪ International law ▪ Conventions and agreements ▪ International private law ▪ International, regional and national organization and regulations ▪ National organizations and rule making process ▪ Rules of the air, general ▪ Air traffic service Standards ▪ Departure, arrival and approach ▪ Holding ▪ Air services and airspace ▪ Aeronautical information broadcast ▪ Alerting service ▪ Lateral navigation procedures LNAV ▪ Vertical navigation procedures ▪ Air traffic management ▪ ATC separation and clearances ▪ AIS and publications ▪ Aerodrome design and operations ▪ Facilitation (ICAO Annex 9)					

COURSE CONTENTS		Compliance Checked by Applicant	CAAT Officials Use Only			
Learning Objectives (Phase 1)		Manual Reference	S	U	N/A	Remarks
	▪ Search and rescue (SAR) ▪ Security ▪ Flight safety, accident and incident ▪ ATS flight plan					
2	Flight Performance (PEF) ▪ Certification standards ▪ Operational regulations ▪ General Performance Theory ▪ Influencing variables on performance ▪ Takeoff Performance Class A under CAR 25 (i.e. CS/FAR 25) ▪ Take-off distances ▪ Accelerate-stop distance ▪ Balanced field length concept ▪ Take-off climb ▪ Obstacle-limited take-off ▪ Performance limited take-off mass ▪ Use of reduced and derated thrust ▪ Climb and descent ▪ Cruise ▪ Cost index					

COURSE CONTENTS		Compliance Checked by Applicant	CAAT Officials Use Only			
Learning Objectives (Phase 1)		Manual Reference	S	U	N/A	Remarks
	▪ Drift down ▪ Approach and Landing based on CAR 25 ▪ Quick turnaround limit					
3	Navigation (NAV) ▪ Basics of General Navigation ▪ Latitude, difference of latitude ▪ Time and time conversions ▪ Determination of sunrise, sunset and civil twilight ▪ Directions ▪ Distance ▪ Charts ▪ Position ▪ Track, course, heading, distance and speed ▪ In-flight navigation ▪ Basics of radio navigation ▪ Radio aids for navigation: NDB and locator beacon ▪ Radio aids for navigation: VOR ▪ Radio aids for navigation: DME ▪ Radio aids for navigation: ILS ▪ Radio aids for navigation: radar ▪ Area Navigation Systems RNAV/FMS					

COURSE CONTENTS		Compliance Checked by Applicant	CAAT Officials Use Only			
Learning Objectives (Phase 1)		Manual Reference	S	U	N/A	Remarks
	▪ FMS and database ▪ Global navigation satellite systems (GNSS) ▪ Satellite augmentation systems					
4	Human performance and limitations (HPL) ▪ Accident Analysis ▪ Flight Safety Concepts ▪ Threat and Error Management ▪ Safety Culture ▪ Stress and stress management ▪ Risk assessment and decision making ▪ Communication ▪ Body rhythm and sleep ▪ Human information processing ▪ Group, team and leadership					
5	Aircraft systems and engines (TEC) ▪ System design, loads, stresses, maintenance ▪ Hydraulics ▪ Landing Gear ▪ Primary flight controls ▪ Secondary flight controls					

COURSE CONTENTS	Compliance Checked by Applicant	CAAT Officials Use Only			
Learning Objectives (Phase 1)	Manual Reference	S	U	N/A	Remarks
▪ Pneumatic ▪ Air conditioning system ▪ De-icing, anti-icing ▪ Fuel ▪ Electrics ▪ Engines ▪ Equipment ▪ Air data parameters ▪ Angle of attack measurement ▪ Vertical speed indicator (VSI) ▪ Airspeed indicator ▪ Air data computer (as a module of the inertial reference system) ▪ Magnetism, direct reading compass and flux valve ▪ Gyro ▪ Automatic flight control system ▪ Communication system ▪ Flight management system (FMS) ▪ Alerting and proximity system ▪ Cockpit user interface and display ▪ Maintenance, monitoring and recording system					

COURSE CONTENTS		Compliance Checked by Applicant	CAAT Officials Use Only			
Learning Objectives (Phase 1)		Manual Reference	S	U	N/A	Remarks
6	Meteorology (MET) ▪ Atmosphere, composition, extent, vertical division ▪ Air temperature, Definition and units ▪ Development of inversions, types of inversions ▪ Atmospheric pressure and density ▪ International Standard Atmosphere ▪ Altimetry ▪ Wind ▪ Humidity ▪ Clouds and fog ▪ Precipitation ▪ Air masses and fronts ▪ Pressure systems ▪ Climatology ▪ Icing conditions ▪ Turbulence and Wind Shear ▪ Thunderstorms and tornados ▪ Flight Hazards ▪ Meteorological information					

COURSE CONTENTS		Compliance Checked by Applicant	CAAT Officials Use Only			
Learning Objectives (Phase 1)		Manual Reference	S	U	N/A	Remarks

7	Mass and balance (M&B) ▪ Importance in regard to structural limitations ▪ Mass terms ▪ Mass limits, structural limitations ▪ Performance and regulatory limitations ▪ Cargo compartment limitations ▪ Mass calculations ▪ Definition of center of gravity ▪ Details of passenger and cargo compartments ▪ Weighing of aircraft (general aspects) ▪ Load and trim sheet, general considerations					
8	Operational procedures (OPR) ▪ Operation of aircraft ▪ Regional/national regulations and operational standards ▪ Air operator certification and manuals ▪ Responsibility, program and policy ▪ Aircraft Airworthiness ▪ Aircraft maintenance planning and control basics					

	▪ Ground operations ▪ Passenger and cargo ▪ Transport of dangerous goods by air ▪ Operational limitations and minima ▪ Minimum aircraft installations and equipment ▪ Staff licensing, qualification, composition and checking ▪ Duty time limitations and rest requirements ▪ Flight planning basics ▪ Flight Management ▪ Operational flight plan ▪ Hazards and special operation ▪ Security (unlawful events) ▪ Abnormal and emergency procedures ▪ Cold weather operation ▪ Direct operating costs ▪ Network planning basics ▪ Flight scheduling basics ▪ Crew planning basics ▪ Crew control basics ▪ Communication systems and procedures					
9	Principles of flight (POF) ▪ Units and basic definitions ▪ Air flow and wing design					

	▪ Drag and lift ▪ Lift control devices ▪ High speed aerodynamics ▪ Static and dynamic stability ▪ Control ▪ Trim ▪ Operating limitations ▪ Flight mechanics					

Tasks (Phase 2)		Manual Reference	S	U	N/A	Remarks
1	**Performance low speed (T/O and LDG) (PEFLS)** ▪ Payload/range alterations ▪ Planned payload (passengers, cargo, bags) ▪ Runway selection ▪ Identify performance limitation (RATOW, CLW, STRUCT) ▪ Mitigation strategy for weight limited flights Planned or expected RWY in use versus actual RWY in use ▪ Planned or expected RWY in use versus actual RWY in use					
2	**Performance high speed, special performance (PEFHS)** ▪ En route performance ▪ Drift down, Critical terrain ▪ MEL items ▪ CDL items ▪ En route performance (drift down, critical terrain) ▪ Influence of flight speed deviations from planned speed regime ▪ Influence of gross weight deviations from planned gross weight ▪ Influence of wind deviations from forecasted wind ▪ Evaluation of the planned and actual remaining fuel					

Tasks (Phase 2)		Manual Reference	S	U	N/A	Remarks
3	**Selection of aerodromes (SELA)** ▪ Analyze weather data (METAR and TAF for origin, en route, destination and alternate airports) ▪ Analyse AIP/NOTAM data (long term airspace and airport closure) ▪ Takeoff alternate selection ▪ En route alternate selection (EDTO/ETOPS, drift down, critical terrain) ▪ Destination alternate selection ▪ Takeoff/landing/alternate minimums ▪ NOTAM (Navaids, airport facilities) ▪ Approach procedure ▪ Crew Qualification (CAT II/III, RNP) ▪ Pavement loading limitations ▪ CAT II/III capability ▪ Availability of landing procedures (RNP/precision/non precision) during actual time of arrival ▪ Potential risks of given delays in relation to the actual risks and consequences based on MET, ATM and AIP standards, policies, data and SOPs ▪ ATC service strike action					

Tasks (Phase 2)		Manual Reference	S	U	N/A	Remarks
4	**Flight planning and flight monitoring (FPL&FM)** ▪ Analyze weather data (Upper air data) ▪ SIG WX and PIREP's (convection activity, jet streams, turbulence, volcanic ash, icing, ITCZ) ▪ Major weather events (Typhoon, snow, freezing rain) ▪ Local outstanding weather phenomena ▪ ATC service strike action ▪ Long term airspace and airport closure ▪ Long term ATC route closure ▪ SUA airspace ▪ Fuel availability ▪ Payload vs range alterations ▪ En route performance ▪ Navigation procedure and permits ▪ Crew availability ▪ Optimized time/burn/cost ▪ Flight level ▪ NAV equipment and procedure requirements ▪ SIG WX (turbulence, convective activity vs comfort) ▪ Fuel freeze assessment					

Tasks (Phase 2)	Manual Reference	S	U	N/A	Remarks
▪ ATC preferred routing and ATC required routing ▪ Grid MORA (high terrain OPS) ▪ Regulatory fuel requirements ▪ Holding/contingency ▪ Fuel policy ▪ Standard vs nonstandard distribution ▪ EDTO/ETOPS fuel requirements ▪ Aircraft suitability (MEL and CDL items) ▪ MEL in view of RVSM, RNP, altitude restrictions ▪ Plan payload (passengers, cargo, bags) ▪ METAR and TAF (origin, en route, destination and alternate airports) ▪ PIREPs ▪ OCC inflight support ▪ Influence of flight altitude deviations from planned altitude ▪ Influence of flight track (NAM) deviations from planned routing ▪ Remaining fuel in flight at a given position and evaluate the maximum holding time ▪ Assess the availability of landing procedures during actual time of landing (RNP/precision/non precision)					

Tasks (Phase 2)		Manual Reference	S	U	N/A	Remarks
	▪ Technical status of the aircraft during operation and the aircraft system availability ▪ Handling options in relation to the published rules and SOP's from the Flight Operations Manual ▪ Assessment of irregular operations (return, divert, incident and accident)					
5	**Operational standard, resource limitation, risk management (OPSSTD)** ▪ OCC responsibility, set up and capacity ▪ Navigation procedures and permits ▪ Traffic rights (landing and overflight permits) ▪ Ground handling provisions ▪ MRO service provisions ▪ Crew availability ▪ Equipment availability ▪ MEL / CDL items ▪ Overwater capability (life vests/rafts) ▪ Dangerous goods/hazmat/special load ▪ Human remains ▪ Organs for transplant ▪ Load planning					

Tasks (Phase 2)		Manual Reference	S	U	N/A	Remarks
	▪ Mitigation strategy for weight limited flights ▪ OCC inflight support ▪ Analyze root cause of the given IRREG ▪ Potential risks of given IRREG's in relation to the actual risks and consequences ▪ Availability and quality of information during operation from MET, ATC, airports and internal sources ▪ Handling options in relation to the published rules and SOP's from the Flight Operations Manual (OM-A, FOM, OM-B, OM-C) ▪ Potential risks of given delays in relation to the actual risks and consequences based on operator standards, policies, data and SOPs ▪ Potential risks of given delays in relation to the actual risks and consequences based on MET, ATM and AIP standards, policies, data and SOPs ▪ Potential risks of given delays in relation to the actual risks and consequences based on CAMO, MRO and aircraft manufacture standards, policies, data and SOP's ▪ Potential risks of given delays in relation to the actual risks and consequences based on Crew planning and scheduling standards, policies, data and SOP's					

Tasks (Phase 2)		Manual Reference	S	U	N/A	Remarks
	▪ Potential risks of given delays in relation to the actual risks and consequences based on OCC standards, policies, data and SOP's ▪ Potential consequences caused by communication standards, policies, tools and data ▪ Factor of influence to the quality of the decision making process in the OCC ▪ Factor of influence to the effect of the SMS ▪ Potential consequences caused by incomplete or missing certificates, standards and approvals ▪ Terrorist acts ▪ Natural disasters, i.e. earthquakes, tsunami ▪ Widespread industrial action ▪ Unauthorized interference in flight operation					
6	**Direct operating costs, resource planning, customer, network – commercial risks (COMCL)** ▪ Payload/range alterations ▪ Equipment availability ▪ Ground handling provisions ▪ Direct operating costs ▪ Direct operating costs (planned versus actual)					

Tasks (Phase 2)		Manual Reference	S	U	N/A	Remarks
	▪ Variable costs of a specific flight ▪ Total flight revenue and route profitability ▪ Potential risks of given IRREG's in relation to the actual risks and consequences ▪ Total additional costs of the IRREG ▪ Potential risks of given delays in relation to the actual risks and consequences based on operator standards, policies, data and SOPs ▪ Potential consequence in view of passenger experience ▪ Potential risks of given delays in relation to the actual risks and consequences based on CAMO, MRO and aircraft manufacture standards, policies, data and SOP's ▪ Potential risks of given delays in relation to the actual risks and consequences based on Crew planning and scheduling standards, policies, data and SOP's ▪ Potential consequences for the passenger experience and the commercial result ▪ Potential consequences caused by incomplete or missing certificates, standards and approvals					

References : Notification of the Civil Aviation Authority of Thailand on the Certification of Aviation Training Organization and Courses B.E.2562
: ICAO Doc 10106 Manual on Flight Operations Officers/Flight Dispatchers Competency-Based Training and Assessment 1st Edition, 2020