

| Part I : Applicant's Information | | | |
|--|--|--|---|
| Name of Organisation: | | ATO certificate no.: <i>FTO-XXXX or ATCO-XXXX or MTO-XXXX</i> | |
| Title of proposed Training Program: <i>Course title issues XX revision XX</i> | | Date of Submitted: <i>DD - MMM - YY</i> | Application No.: |
| | | Proposed Course Start Date: <i>DD - MMM - YY</i> | <i>(For CAAT)</i> |
| Prior Approval | Type of Submission <input type="checkbox"/> Initial <input type="checkbox"/> Amendment No. of Attempt <input type="checkbox"/> 1 st attempt <input type="checkbox"/> 2 nd attempt <input type="checkbox"/> 3 rd attempt | Type of Program <input type="checkbox"/> Initial Training <input type="checkbox"/> Recurrent <input type="checkbox"/> LPC <input type="checkbox"/> Other (specify)..... | How the training is to be delivered <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 (Type and number) <input type="checkbox"/> Simulator (FSTD/STD)..... <input type="checkbox"/> Actual aircraft..... |
| Coordinator Name/ contact: <i>1. Mr. XXX YYYY/ email</i> <i>2. Mr. XXX YYYY/ email</i> | | | |
| The following documents are submitted by the applicant along with this checklist: <input type="checkbox"/> 1. Intention letter on the applicant's company letterhead specifying the title of the training programme <input type="checkbox"/> 2. Checklist for Training Manual Approval (If applicable) <input type="checkbox"/> 3. Draft of Manual <input type="checkbox"/> 4. Reference materials for the training/Other relevant documents as required by competent officials | | | |
| 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 Name: | Date: |

| Part II Competent Official Use Only | | | |
|---|--|--|---|
| Check Submitted document | | | |
| 1 st checked <input type="checkbox"/> Complete date..... <input type="checkbox"/> Incomplete date..... Signature/Name: | 2 nd checked <input type="checkbox"/> Complete date..... <input type="checkbox"/> Incomplete date..... Signature/Name: | 3 rd checked <input type="checkbox"/> Complete date..... <input type="checkbox"/> Incomplete date..... Signature/Name: | Financial (If applicable) <input type="checkbox"/> Invoice No..... Date:..... <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) Checklist does not address Training Manual requirements as per TCAR PEL Part ORA. Applicant shall provide separate Training Manual checklist for review and approval along with this checklist. (If Applicable) 6) In case of amendment, Non-applicable items in the checklist may be greyed out by the applicant. | | | |

| 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 | Manual Reference <i>(Section/Chapter/Page/Topic No.)</i> | S | U | N/A | Remarks |
| 1 | Course Title, Course Objective and Course Expectation | | | | | | | |
| 2 | Person responsible for the course | | | | | | | |
| 3 | Instructor qualifications | | | | | | | |
| 4 | Trainees' entry qualification | | | | | | | |
| 5 | Training course outline (structure of theoretical and practical training) | | | | | | | |
| 6 | Course contents (subjects, topics and learning hours) | | | | | | | |
| 7 | Course timetable, duration, and limitation | | | | | | | |
| 8 | Syllabus, lesson plan and course management/development | | | | | | | |
| 9 | Training methods, training materials, documents, and equipment | | | | | | | |
| 10 | Measurement and assessment | | | | | | | |
| 11 | Instructor names list with qualification, education, and experiences | | | | | | | |
| 12 | Examiner name list with qualification, education, and experiences (If applicable) | | | | | | | |
| 13 | Details of training equipment and facilities i.e. location, airports, routes, Classrooms, Briefing-area, | | | | | | | |
| 14 | Aircraft, FSTD, maintenance and relevant equipment/material | | | | | | | |
| 15 | Total training program | | | Program(s) | | | | |

| No | Training Activities | Training Hour(s) | Manual Reference <i>(Chapter, Page, Topic no.)</i> | CAAT Officials Use Only | | | |
|--|---|------------------|---|-------------------------|---|-----|---------|
| | | | | S | U | N/A | Remarks |
| 1.) Training Program Name: <i>Ex. Recurrent Experience lapsed more than 90 days, etc.</i> | | | | | | | |
| Course/Program Objective: | | | | | | | |
| 1.1 Theoretical Knowledge Training or Long Briefing (If applicable) | | | | | | | |
| 1 | <i>Ex. Aircraft System and Performance</i> | | | | | | |
| 2 | <i>Ex. Normal, Abnormal and Emergency Procedures</i> | | | | | | |
| 3 | <i>Ex. Flight planning, Weather, NOTAM, CRM and TEM</i> | | | | | | |
| | | | | | | | |
| | Total | | Hours | | | | |
| 1.2 Flight Training | | | | | | | |
| 1 | <i>Ex. Familiarisation/Normal Operation</i> | | | | | | |
| 2 | <i>Ex. General Handling/Airwork</i> | | | | | | |
| 3 | <i>Ex. 3 Take-off/Landing</i> | | | | | | |
| 4 | <i>Ex. Normal, Abnormal and Emergency Procedure</i> | | | | | | |
| 5 | <i>Ex. Familiarisation/Normal Operation</i> | | | | | | |
| | | | | | | | |
| | Total | | Hours | | | | |
| 1.3 Assessment (If Applicable) | | | | | | | |
| 1 | <i>Ex. Assessment by Examiner</i> | | | | | | |
| | | | | | | | |
| | Total | | Hours | | | | |

Remark: Additional rows can be added by the applicant as needed to accommodate all relevant content

| No | Training Activities | Training Hour(s) | Manual Reference (Chapter, Page, Topic no.) | CAAT Officials Use Only | | | |
|--|--|------------------|--|-------------------------|---|-----|---------|
| | | | | S | U | N/A | Remarks |
| 2.) Training Program Name: <i>Ex. Instrument experience lapsed more than 180 days, etc.</i> | | | | | | | |
| Course/Program Objective: | | | | | | | |
| 2.1 Theoretical Knowledge Training or Long Briefing (If applicable) | | | | | | | |
| 1 | <i>Ex. Air laws and Aircraft General concerning for IFR</i> | | | | | | |
| 2 | <i>Ex. Aircraft Performance and Flight Planning for IFR</i> | | | | | | |
| 3 | <i>Ex. Human factor for Instrument flying and TEM</i> | | | | | | |
| 4 | <i>Ex. Meteorology and IFR Operations procedures</i> | | | | | | |
| 5 | <i>Ex. Instrument Navigation (Nav aids ident and use, SID-STAR & Approaches)</i> | | | | | | |
| | | | | | | | |
| | Total | | Hours | | | | |
| 2.2 Flight Training | | | | | | | |
| 1 | <i>Ex. IFR flight with instructor</i> | | | | | | |
| 2 | <i>Ex. 3 hours of Instrument flying</i> | | | | | | |
| 3 | <i>Ex. 3 Instrument approaches</i> | | | | | | |
| | | | | | | | |
| | Total | | Hours | | | | |
| 1.3 Assessment (If Applicable) | | | | | | | |
| 1 | <i>Ex. Assessment by Examiner</i> | | | | | | |
| | | | | | | | |
| | Total | | Hours | | | | |

Remark: Additional rows can be added by the applicant as needed to accommodate all relevant content

| No | Training Activities | Training Hour(s) | Manual Reference (Chapter, Page, Topic no.) | CAAT Officials Use Only | | | |
|---|---------------------|------------------|--|-------------------------|---|-----|---------|
| | | | | S | U | N/A | Remarks |
| 4.) Training Program Name: | | | | | | | |
| Course/Program Objective: | | | | | | | |
| 4.1 Theoretical Knowledge Training or Long Briefing (If applicable) | | | | | | | |
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| | | | | | | | |
| Total | | | Hours | | | | |
| 4.2 Flight Training | | | | | | | |
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| | | | | | | | |
| Total | | | Hours | | | | |
| 1.3 Assessment (If Applicable) | | | | | | | |
| | | | | | | | |
| Total | | | Hours | | | | |

Remark: Additional rows can be added by the applicant as needed to accommodate all relevant content

| No | Training Activities | Training Hour(s) | Manual Reference <i>(Chapter, Page, Topic no.)</i> | CAAT Officials Use Only | | | |
|---|---------------------|------------------|---|-------------------------|---|-----|---------|
| | | | | S | U | N/A | Remarks |
| 5.) Training Program Name: | | | | | | | |
| Course/Program Objective: | | | | | | | |
| 5.1 Theoretical Knowledge Training or Long Briefing (If applicable) | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | Total | | Hours | | | | |
| 5.2 Flight Training | | | | | | | |
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| | | | | | | | |
| | Total | | Hours | | | | |
| 1.3 Assessment (If Applicable) | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | Total | | Hours | | | | |

Remarks: Additional rows can be added by the applicant as needed to accommodate all relevant content

In case applicants have more courses than the number of tables provided in the checklist, additional tables can be added accordingly

- References** : Regulation of the Civil Aviation Authority of Thailand Relating to the Certification of Aviation Training Organization and Courses
: Regulation of Civil Aviation Authority of Thailand Relating to Licence issuance and endorsement
: Regulation of the Civil Aviation Authority of Thailand Relating to Licence Privilege