

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: TRI/SFI(A) TRAINING COURSE		Date of Submitted: <i>DD - MMM - YY</i> Proposed Course Start Date: <i>DD - MMM - YY</i>	Application No.: <i>(For CAAT)</i>
Prior Approval	Type of Submission <input type="checkbox"/> Initial <input type="checkbox"/> Amendment	Type of Program <input type="checkbox"/> Initial Training <input type="checkbox"/> Certificate <input type="checkbox"/> Rating Training <input type="checkbox"/> LPC <input type="checkbox"/> Refresher <input type="checkbox"/> Recurrent	How the training is to be delivered <input type="checkbox"/> Classroom Delivery <input type="checkbox"/> Virtual Classroom (<i>Distanced Learning only applicable for Modular Course</i>) <input type="checkbox"/> Flight Training <input type="checkbox"/> Simulator Training <input type="checkbox"/> Other (specify).....
	No. of Attempt <input type="checkbox"/> 1 st attempt <input type="checkbox"/> 2 nd attempt <input type="checkbox"/> 3 rd attempt	<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 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. Checklist for Training Manual Approval (If applicable) <input type="checkbox"/> 3. Draft Manual <input type="checkbox"/> 4. 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 <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. 6) The Theoretical Knowledge Checklist shall be submitted along with this checklist for both initial approvals and amendments affecting theoretical knowledge training 7) In case of amendment, Non-applicable items in the checklist may be greyed out by the applicant.							

No.	Regulatory Requirement(s)			Compliance checked by ATO			CAAT Officials Use Only				
	Subject	Description	Reference	Yes	No	N/A	Reference	S	U	Remark	
1	TRI Privileges and Condition	Descriptions of the TRI privileges and conditions as specified in TCAR PEL Part FCL FCL.905, FCL.910, GM1 FCL.910.TRI TRI - Restricted privileges	TCAR PEL Part FCL FCL.905, FCL.910, GM1 FCL.910.TRI TRI - Restricted privileges								
2	Delivering effective UPRT	Guidance for Instructors Instructing for The Issue of A TRI or SFI Certificate (see GM1 FCL.905.TRI(b))	TCAR PEL Part FCL GM1 FCL.905.TRI(b)								
3	TRI training for type extension	Relevant parts of the technical training and the flight instruction parts of the applicable TRI training course' means that the training should be relevant to its purpose, taking into consideration the experience of the individual TRI on other aircraft types that are similar to the one for which the extension of TRI privileges is applied for.	TCAR PEL Part FCL GM1 FCL.910.TRI(b)(2)								
4	TRI Prerequisites	An applicant for a TRI certificate shall be at least 18 years of age.	TCAR PEL Part FCL FCL.915(a)								
		hold a CPL, MPL or ATPL pilot licence on the applicable aircraft category;	TCAR PEL Part FCL FCL.915.TRI(a)								
		For a TRI(MPA) certificate									
		(1) have completed 1500 hours flight time as a pilot on multi-pilot aeroplanes; and	TCAR PEL Part FCL FCL.915.TRI(b)								
		(2) have completed, within the 12 months preceding the date of application, 30 route sectors, including take-offs and landings, as PIC or co-pilot on the applicable aeroplane type, of which 15 sectors may be completed in an FFS representing that type;									
		For a TRI(SPA) certificate									
		(1) have completed, within the 12 months preceding the date of application, 30 route sectors, including take-offs and landings, as PIC on the applicable aeroplane type, of which 15 sectors may be completed in an FSTD representing that type; and	TCAR PEL Part FCL FCL.915.TRI(c)								
		(2) comply with one of the following requirements									
(i) have competed at least 500 hours flight time as pilot on aeroplanes, including 30 hours as PIC on the applicable type of aeroplane; or											

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		(ii) hold or have held an FI certificate for multi-engine aeroplanes with IR(A) privileges;								
5	License and Rating Requirements	TRIs shall hold at least the license and the relevant rating for the type of flight instruction to be given, ensuring they are adequately prepared to teach others.	TCAR PEL Part FCL FCL.915(b)(1), (2)							
6	Flight Experience Requirements	TRIs shall have completed at least 15 hours of flight time on the class or type of aircraft where they will instruct, of which up to 7 hours may be in an FSTD. Alternatively, they shall pass an assessment of competence for the relevant category of instructor on that class or type of aircraft to conduct flight instruction without restrictions.	TCAR PEL Part FCL FCL.915(b)(3)							
7	PIC Entitlement	TRIs shall be entitled to act as PIC during the flight instruction on the type or class of aircraft they are instructing on.	TCAR PEL Part FCL FCL.915(b)(4)							
8	Credit for Teaching and Learning Skills	Full credit for teaching and learning skills shall be granted for TRI applicants who already hold an instructor certificate when applying for additional instructor certificates, acknowledging the skills already obtained through prior instructional experience.	TCAR PEL Part FCL FCL.915(c)(1)							
9	Credit for Examiner Experience	Hours flown by TRIs as examiners during skill tests or proficiency checks shall be credited in full towards the revalidation requirements for all instructor certificates they hold, helping maintain their certification status and acknowledging their continuous professional activity.	TCAR PEL Part FCL FCL.915(c)(2)							
10	Instructor competencies and assessment	All instructors shall be trained to achieve the following competences: <ul style="list-style-type: none"> • prepare resources, • create a climate conducive to learning, • present knowledge, • integrate threat and error management (TEM) and crew resource management (CRM), • manage time to achieve training objectives, • facilitate learning, • assess trainee performance, • monitor and review progress, • evaluate training sessions, • report outcome 	TCAR PEL Part FCL FCL.920							
		Additional requirements for instructors for the MPL								

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		Instructors conducting training for the MPL shall:								
11	Instructors for the MPL	(1) have successfully completed an MPL instructor training course at an ATO; and	TCAR PEL Part FCL FCL.925(a)(1)							
12		(2) additionally, for the basic, intermediate and advanced phases of the MPL integrated training course:	TCAR PEL Part FCL FCL.925(a)(2)							
13		(i) be experienced in multi-pilot operations; and								
14		(ii) have completed initial crew resource management training with a commercial air transport operator approved in accordance with the applicable air operations requirements								
			MPL instructors training course							
15		The MPL instructor training course shall comprise at least 14 hours of training. Upon completion of the training course, the applicant shall undertake an assessment of instructor competencies and of knowledge of the competency-based approach to training.	TCAR PEL Part FCL FCL.925(b)(1)							
16		The assessment shall consist of a practical demonstration of flight instruction in the appropriate phase of the MPL training course. This assessment shall be conducted by an examiner qualified in accordance with Subpart K.	TCAR PEL Part FCL FCL.925(b)(2)							
17		Upon successful completion of the MPL training course, the ATO shall issue an MPL instructor qualification certificate to the applicant.	TCAR PEL Part FCL FCL.925(b)(3)							
18		In order to maintain the privileges, the instructor shall have, within the preceding 12 months, conducted within an MPL training course:	TCAR PEL Part FCL FCL.925(c)							
19		(1) 1 simulator session of at least 3 hours; or								
20	(2) 1 air exercise of at least 1 hour comprising at least 2 take-offs and landings.									
21	If the instructor has not fulfilled the requirements of (c), before exercising the privileges to conduct flight instruction for the MPL he/she shall:	TCAR PEL Part FCL FCL.925(d)								
22	(1) receive refresher training at an ATO to reach the level of competence necessary to pass the assessment of instructor competencies; and									
23	(2) pass the assessment of instructor competencies as set out in (b)(2).									

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24	MPL Instructor course	(a) The objectives of the MPL instructors training course are to train applicants to deliver training in accordance with the features of a competency-based approach to training and assessment.	TCAR PEL Part FCL AMC1 FCL.925							
25		(b) Training should be both theoretical and practical. Practical elements should include the development of specific instructor skills, particularly in the area of teaching and assessing threat and error management and CRM in the multi-crew environment.	TCAR PEL Part FCL AMC1 FCL.925							
26		(c) The course is intended to adapt instructors to conduct competency-based MPL training. It should cover the items specified below:	TCAR PEL Part FCL AMC1 FCL.925							
27		Theoretical knowledge and practical training as stated in TCAR PEL Part FCL AMC1 FCL.925	TCAR PEL Part FCL AMC1 FCL.925							
28	Training course	Applicants for an instructor certificate shall have completed a course of theoretical knowledge and flight instruction at an ATO.	TCAR PEL Part FCL FCL.930(a)							
29		In addition to the specific elements prescribed in this regulation for each category of instructor, the course shall contain the elements required in FCL.920.	TCAR PEL Part FCL FCL.930(b)							
30	TRI Training Course Requirement	The TRI training course shall be conducted in the aircraft only if no FSTD is available and accessible and shall include:	TCAR PEL Part FCL FCL.930.TRI(a)							
31	Training course – Part 1	(1) 25 hours of teaching and learning;								
32	Training course – Part 2	(2) 10 hours of technical training, including revision of technical knowledge, the preparation of lesson plans and the development of classroom/ simulator instructional skills;								
33	Training course – Part 3	(3) 5 hours of flight instruction on the appropriate aircraft or an FSTD representing that aircraft for single-pilot aircraft and 10 hours for multi-pilot aircraft or an FSTD representing that aircraft;								
34	Training course – Additional specific training	(4) the following training, as applicable:								
		(i) additional specific training before conducting LIFUS;								
		(ii) additional specific training before conducting landing training. That training in the FSTD shall include training for emergency procedures related to the aircraft.								

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35	Training course contents	Course content of TRI training course as stated in AMC1 FCL.930.TRI including; <ul style="list-style-type: none"> Part 1: teaching and learning instruction in accordance with AMC1 FCL.920; Part 2: technical theoretical-knowledge instruction (technical training); and Part 3: flight instruction. 	TCAR PEL Part FCL AMC1 FCL.930.TRI							
36	Crediting of Previous Experience	Applicants holding or having held an instructor certificate shall be fully credited towards the requirement of (a)(1).	TCAR PEL Part FCL FCL.930.TRI(b)							
		An applicant for a TRI certificate who holds an SFI certificate for the relevant type shall be fully credited towards the requirements of this paragraph for the issue of a TRI certificate restricted to flight instruction in simulators.	TCAR PEL Part FCL FCL.930.TRI(c)							
37	Assessment of Competence for Instructors	TRI applicants shall pass an assessment of competence, demonstrating to a qualified examiner the ability to instruct a student pilot to the level required for the issuance of the relevant licence, rating, or certificate. The assessment shall include:	TCAR PEL Part FCL FCL.935(a)							
38		1. Demonstration of Competencies: Show the competencies outlined in FCL.920 during pre-flight, post-flight, and theoretical knowledge instruction.	TCAR PEL Part FCL FCL.920, FCL.935(b)(1)							
39		2. Oral theoretical examinations on the ground, pre-flight and post-flight briefings and in-flight demonstrations in the appropriate aircraft class, type or FSTD	TCAR PEL Part FCL FCL.935(b)(2)							
40		3. exercises adequate to evaluate the instructor's competencies.	TCAR PEL Part FCL FCL.935(b)(3)							
41		The assessment shall be performed on the same class or type of aircraft or FSTD used for the flight instruction.	TCAR PEL Part FCL FCL.935(c)							
42		Training should be both theoretical and practical. Practical elements should include the development of specific instructor skills, particularly in the area of teaching and assessing threat and error management and CRM.	TCAR PEL Part FCL AMC1 FCL.920(a)							
43		The training and assessment of instructors should be made against the performance standards stated in TCAR PEL Part FCL AMC1 FCL.920(b)	TCAR PEL Part FCL AMC1 FCL.920(b)							
44		(a) The format and application form for the assessment of competence are determined by the CAAT.	TCAR PEL Part FCL AMC1 FCL.935(a)							
45		(b) When an aircraft is used for the assessment, it should meet the requirements for training aircraft.	TCAR PEL Part FCL AMC1 FCL.935(b)							

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46		(c) If an aircraft is used for the test or check, the examiner acts as the PIC, except in circumstances agreed upon by the examiner when another instructor is designated as PIC for the flight.	TCAR PEL Part FCL AMC1 FCL.935(c)							
47		(d) During the assessment of competence, the applicant occupies the seat normally occupied by the instructor (instructors seat if in an FSTD, or pilot seat if in an aircraft), except in the case of balloons. The examiner, another instructor or, for MPA in an FFS, a real crew member under instruction, functions as the 'student'. The applicant is required to explain the relevant exercises and to demonstrate their conduct to the 'student', where appropriate. Thereafter, the 'student' executes the same manoeuvres (if the 'student' is the examiner or another instructor, this can include typical mistakes of inexperienced students). The applicant is expected to correct mistakes orally or, if necessary, by intervening physically.	TCAR PEL Part FCL AMC1 FCL.935(d)							
48		(e) The assessment of competence should also include additional demonstration exercises, as decided by the examiner and agreed upon with the applicant before the assessment. These additional exercises should be related to the training requirements for the applicable instructor certificate.	TCAR PEL Part FCL AMC1 FCL.935(e)							
49		(f) All relevant exercises should be completed within a period of 6 months. However, all exercises should, where possible, be completed on the same day. In principle, failure in any exercise requires a retest covering all exercises, with the exception of those that may be retaken separately. The examiner may terminate the assessment at any stage if they consider that a retest is required.	TCAR PEL Part FCL AMC1 FCL.935(f)							
50		The assessment should consist of at least 3 hours of flight instruction related to the duties of an SFI on the applicable FFS or FTD 2/3.	TCAR PEL Part FCL AMC4 FCL.935							
		Revalidation								
51	TRI Revalidation	To revalidate a TRI(A) certificate, the applicant shall, within the last 12 months immediately preceding the expiry date of the certificate, fulfil two of the three following requirements:	TCAR PEL Part FCL FCL.940.TRI(a)(1)							

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		(i) conduct one of the following parts of a complete type rating training course or recurrent training course: simulator session of at least 3 hours or one air exercise of at least 1 hour comprising a minimum of 2 take-offs and landings;	TCAR PEL Part FCL FCL.940.TRI(a)(1)							
		(ii) receive instructor refresher training as a TRI at an ATO;								
		(iii) pass the assessment of competence in accordance with FCL.935. Applicants who have complied with point FCL.910.TRI(b)(3) shall be deemed to comply with this requirement.								
		For at least each alternate revalidation of a TRI certificate, holder shall have to pass the assessment of competence in accordance with FCL.935.	TCAR PEL Part FCL FCL.940.TRI(a)(3)							
		If TRIs hold a certificate on more than one type of aircraft within the same category, the assessment of competence taken on one of those types shall revalidate the TRI certificate for the other types held within the same category of aircraft unless it is otherwise determined in the operational suitability data established in accordance with EASA Part 21 or any equivalent material established in accordance with Type certification regulations acceptable to the CAAT.	TCAR PEL Part FCL FCL.940.TRI(a)(4)							
		Renewal								
52	TRI Renewal	To renew a TRI certificate, applicants shall, within the 12 months immediately preceding the date of the application, have passed the assessment of competence in accordance with point FCL.935 and shall have completed the following:	TCAR PEL Part FCL FCL.940.TRI(b)							
		(i) at least 30 route sectors, including take-offs and landings on the applicable aeroplane type, of which maximum 15 sectors may be completed in an FFS;	TCAR PEL Part FCL FCL.940.TRI(b)(1)(i)							
		(ii) instructor refresher training as a TRI at an ATO which shall cover the relevant elements of the TRI training course;	TCAR PEL Part FCL FCL.940.TRI(b)(1)(ii)							
		If applicants held a certificate for more than one type of aircraft within the same category, the assessment of competence taken on one of those types of aircraft shall renew the TRI certificate for the other types held within the same category of aircraft, unless it is otherwise determined in the operational suitability data established in accordance with EASA Part 21 or any equivalent material established in accordance with Type certification regulations acceptable to the CAAT.	TCAR PEL Part FCL FCL.940.TRI (3)							

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53	Revalidation and Failure to Pass Assessment	For revalidation of an instructor certificate, if an applicant fails to pass the assessment of competence before the expiry date of the certificate, the privileges of the certificate shall not be exercised until the assessment has been successfully completed. This condition ensures ongoing proficiency and upholds the integrity of aviation training standards.	TCAR PEL Part FCL FCL.935(d)							
54	TRI Assessment of Competence	(a) The assessment of competence for a TRI for MPA and PL shall be conducted in an FFS. If no FFS is available, an aircraft shall be used.	TCAR PEL Part FCL FCL.935.TRI(a)							
		(b) The assessment of competence for a TRI for single-pilot high performance complex aeroplanes and helicopters shall be conducted in any of the following:	TCAR PEL Part FCL FCL.935.TRI(b)							
		(1) An available and accessible FFS ; or								
		(2) if an FFS is not available or accessible, in a combination of FSTD(s) and an aircraft; or								
(3) if no FSTD is available or accessible in an aircraft.										