



PERSONNEL LICENSING DEPARTMENT

CHECKLIST FOR APPROVAL OF ATC COURSE

Name of Organisation:

By signing below, I, as an authorised person of NAME OF THE ATO, hereby confirm that the information given on this form are entirely true, accurate, and complete.

Signature

Name - Last-Name

Date: DD MONTH YYYY

Official Use Only

Verification Result:  Accept  Reject

This compliance check form has been verified by:

*signature*

Name – Last-Name

Date performed: DD MONTH YYYY



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) Each check list item shall be assessed and given a result either '**Satisfactory - (S)**', '**Unsatisfactory - (U)**' or '**Not applicable - N/A**'
  - (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) '**N/A**' shall be given to indicate when information in a certain table cell is not provided, either because it does not apply to a particular case in question or because the answer is not available

No	Item	Regulatory Requirement	Compliance checked by ATO		References <i>Eg. Section 1, Part 4, No. 5 Organisational Structure, p. xx</i>	CAAT Officials Use only				
			Yes	No		S	U	N/A	Remark(s)	
			0	Title of manual		Manual Format				
	Table of contents									
	List of effective pages									
	Distribution list									
	Definitions and Acronyms									
<b>PART 1 GENERAL</b>										
1	Course title	Notification of CAAT; Approval of Air Traffic Control Training Course B.E. 2559, Clause 5(2)								
2	Course Certificate									
3	Course Objectives									



No	Item	Regulatory Requirement	Compliance checked by ATO		References <i>Eg. Section 1, Part 4, No. 5 Organisational Structure, p. xx</i>	CAAT Officials Use only			
			Yes	No		S	U	N/A	Remark(s)
			4	Course Content					
5	Course Overview (a) Total Theoretical Training Hours (b) Total Practical Training Hours								
6	Pre entry Requirements and Qualifications for Trainees	Notification of CAAT; Approval of Air Traffic Control Training Course B.E. 2559, Clause 5(3)							
7	Qualifications of Course Manager/Director	Notification of CAAT; Approval of Air Traffic Control Training Course B.E. 2559, Clause 5(4) - a							
8	Qualifications of instructors	Notification of CAAT; Approval of Air Traffic Control Training Course B.E. 2559, Clause 5(4) - b							
9	Details of Main base:	Notification of CAAT; Approval of Air Traffic Control Training Course B.E. 2559, Clause 5(5)							
	(a) Locations of the Main Base								
	(b) Organisations and/or airports will be used for practical training.								
10	Training Facilities and Simulators								



No	Item	Regulatory Requirement	Compliance checked by ATO		References <i>Eg. Section 1, Part 4, No. 5 Organisational Structure, p. xx</i>	CAAT Officials Use only			
			Yes	No		S	U	N/A	Remark(s)
	(a) Tools and Equipment for training	Notification of CAAT; Approval of Air Traffic Control Training Course B.E. 2559, Clause 5(6)							
	(b) Numbers and Qualifications of ATC Simulators								
11.	Course Development Plan	Notification of CAAT; Approval of Air Traffic Control Training Course B.E. 2559, Clause 5(8)							
12	Evaluation Mechanism for examinations and assessment	Notification of CAAT; Approval of Air Traffic Control Training Course B.E. 2559, Clause 6(2)							



Course Content – Appendix A: Basic Training

1. Aerodrome Control

No.	Subject	Reference	Theoretical (hours)	Practical (hours)	Name of responsible instructor	CAAT Officials Use only		
						S	U	Remark(s)
1	Course introduction and administration							
2	Technical terms (pilot/controller glossary)							
3	Human factor for air traffic controller							
4	International air law and national regulations							
5	Aerodromes							
6	Aircraft, wake turbulence and designators							
7	Airspace, ATS and ATC organisations							
8	Basic meteorology and altimetry							
9	AIS, ATIS, MET messages and NOTAMs							
10	Rules of the air							
11	Basic radio navigation							
12	Spelling alphabets, codes and indicators							
13	General communication procedures							
14	Control taxiing aircraft and section runway in use							
15	Flight plans and flight progress strips for arriving aircraft							
16	Control arriving IFR aircraft							



Course Content – Appendix A: Basic Training

1. Aerodrome Control

No.	Subject	Reference	Theoretical (hours)	Practical (hours)	Name of responsible instructor	CAAT Officials Use only		
						S	U	Remark(s)
17	Control arriving VFR aircraft							
18	Control arriving IFR/VFR aircraft							
19	ATC clearance							
20	Flight plans and flight progress strips for departing aircraft							
21	Pushback and start-up, control of departing IFR aircraft							
22	Control departing VFR aircraft							
23	Control departing and arriving IFR/VFR aircraft							
24	Aeronautical ground lights							
25	Wind shear							
26	Control of vehicles and personnel							
27	Control helicopter traffics							
28	Control aircraft making touch-and-go landing							
29	Military procedures							
30	Emergencies and abnormal situations							
31	Wind shear							
32	Control of vehicles and personnel							
33	Control helicopter traffics							
34	Control aircraft making touch-and-go landing							



Course Content – Appendix A: Basic Training

1. Aerodrome Control

No.	Subject	Reference	Theoretical (hours)	Practical (hours)	Name of responsible instructor	CAAT Officials Use only		
						S	U	Remark(s)
35	Military procedures							
36	Emergencies and abnormal situations							



Course Content – Appendix A: Basic Training

2. Area Control Procedural

No.	Subject	Reference	Theoretical (hours)	Practical (hours)	Name of responsible instructor	CAAT Officials Use only		
						S	U	Remark(s)
1	Course introduction and administration							
2	Area control services (lecture)							
3	Standard separation and area control responsibility (lecture)							
4	Co-ordination (lecture/exercise)							
5	Flight data							
6	Crossing point calculation (lecture/exercise)							
7	Simulation exercise (lecture/simulator)							





Course Content – Appendix B: Advanced Training

1. ATS Instructor Training

No.	Subject	Reference	Theoretical (hours)	Practical (hours)	Name of responsible instructor	CAAT Officials Use only			
						S	U	N/A	Remark(s)
1	Training objectives								
2	Unit Training Plan								
3	Unit training structure								
4	Teaching and learning process								
5	Systems approach to training								
6	The Role of the instructor								
7	Human performance								
8	Questioning technique								
9	Class management								
10	Notes and handouts								
11	Visual and audio-visual resources instruction								
12	Computer-based training techniques								
13	Talks, lectures and lessons								
14	Designing, planning and preparation								
15	Assessment and evaluation								
16	Practical exercise planning, instruction and assessment								
17	Briefing, monitoring and debriefing								



Course Content – Appendix B: Advanced Training

2. ATS Examiner Training

No.	Subject	Reference	Theoretical (hours)	Practical (hours)	Name of responsible instructor	CAAT Officials Use only			
						S	U	N/A	Remark(s)
1	Unit Training Plan								
2	Unit training structure								
3	Regulation								
4	Preparation of examinations and assessments of competence								
5	Conduct of examinations and assessments of competence								
6	Questioning techniques								
7	Assessing Competence								
8	Scenario practical and oral assessment								
9	Personal data protection and liability								
10	Report writing and recording								



Course Content – Appendix B: Advanced Training

3. OJTI Training

No.	Subject	Reference	Theoretical (hours)	Practical (hours)	Name of responsible instructor	CAAT Officials Use only			
						S	U	N/A	Remark(s)
1	Training Objectives								
2	Unit Training Plan								
3	Unit training structure								
4	Regulation								
5	Teaching and learning								
6	Team resource management (TRM)								
7	Communication skills								
8	Human performance								
9	Concepts of threat and error management (TEM)								
10	OJTI – Professional and personal profile								
11	Stress management								
12	Training session and trainee performance assessment								
13	Progress monitoring and review								
14	Briefing and debriefing								
15	Report writing and recording								



Course Content – Appendix B: Advanced Training

4. Assessor Training

No.	Subject	Reference	Theoretical (hours)	Practical (hours)	Name of responsible instructor	CAAT Officials Use only			
						S	U	N/A	Remark(s)
1	Introduction								
2	Regulations								
3	Competence								
4	Assessment								
5	Communication								
6	The role of the assessor								
7	Assessment in different countries								



Course Content – Appendix C: Refresher training

1. Air traffic control refresher/improver training

No.	Subject	Reference	Theoretical (hours)	Practical (hours)	Name of responsible instructor	CAAT Officials Use only			
						S	U	N/A	Remark(s)
1	Air Traffic Management <input type="checkbox"/> General Air Traffic Management <ul style="list-style-type: none"> <li>- Maintain situational awareness</li> <li>- Ensure a safe, orderly and expeditious traffic flow</li> <li>- Manage potential traffic conflicts and maintain separation</li> <li>- Maintain separation</li> <li>- Provide information to flight crew</li> <li>- Implement solutions for any identified hazards and associated risks</li> <li>- Manage workload</li> <li>- Manage coordination</li> <li>- Manage abnormal situations</li> <li>- Operate as a team member</li> </ul>								
2	Communication <input type="checkbox"/> Communications Failure <ul style="list-style-type: none"> <li>- Manage a complete loss of an aircraft radio communication failure effectively</li> </ul>								



Course Content – Appendix C: Refresher training

1. Air traffic control refresher/improver training

No.	Subject	Reference	Theoretical (hours)	Practical (hours)	Name of responsible instructor	CAAT Officials Use only			
						S	U	N/A	Remark(s)
	<ul style="list-style-type: none"> <li>- Manage a partial loss of an aircraft radio communication failure effectively</li> <li><input type="checkbox"/> Radio Discipline</li> <li>- Uses appropriate radio telephony phraseology</li> <li>- Applies correct radio communication techniques</li> </ul>								
3	Control arriving VFR aircraft								
4	Control arriving IFR/VFR aircraft								
5	ATC Clearance								
6	Flight plans and flight progress strips for departing aircraft								
7	Pushback and start-up, control of departing IFR aircraft								
8	Control departing VFR aircraft								
9	Control departing and arriving IFR/VFR aircraft								
10	Aeronautical ground lights								
11	Wind shear								



Course Content – Appendix C: Refresher training

1. Air traffic control refresher/improver training

No.	Subject	Reference	Theoretical (hours)	Practical (hours)	Name of responsible instructor	CAAT Officials Use only			
						S	U	N/A	Remark(s)
12	Control of vehicles and personnel								
13	Control helicopter traffics								
14	Control aircraft making touch-and-go landing								
15	Military procedures								
16	Emergencies and abnormal situations								
17	Familiarisation visit the airport								



Course Content – Appendix C: Refresher training

2. Unusual and emergency management training

No.	Subject	Reference	Theoretical (hours)	Practical (hours)	Name of responsible instructor	CAAT Officials Use only			
						S	U	N/A	Remark(s)
1	Planning and conduct of emergency training courses								
2	The ASSIST concept								
3	Design of an exercise for unusual incidents and emergency situations								
4	Content and use of an emergency checklist								
5	Human factors contribution to the handling of unusual incidents and emergency situations								
6	Role play of the tasks and behaviour of an emergency training instructor								
7	Guidelines for the observation of exercises and the feedback to the trainee								





Course Content – Appendix D: Specialised training

1. Aerodrome control rating

No.	Subject	Reference	Theoretical (hours)	Practical (hours)	Name of responsible instructor	CAAT Officials Use only			
						S	U	N/A	Remark(s)
1	Course introduction and administration								
2	Technical terms (pilot/controller glossary)								
3	Human factor for air traffic controller								
4	International air law and national regulations								
5	Aerodromes								
6	Aircraft, wake turbulence and designators								
7	Airspace, ATS and ATC organisations								
8	Basic meteorology and altimetry								
9	Spelling alphabets, codes and indicators								
10	General communication procedures								
11	Control taxiing aircraft and section runway in use								
12	Flight plans and flight progress strips for arriving aircraft								
13	Control arriving IFR aircraft								
14	Control arriving VFR aircraft								
15	Control arriving IFR/VFR aircraft								
16	ATC Clearance								
17	Flight plans and flight progress strips for departing aircraft								



Course Content – Appendix D: Specialised training

1. Aerodrome control rating

No.	Subject	Reference	Theoretical (hours)	Practical (hours)	Name of responsible instructor	CAAT Officials Use only			
						S	U	N/A	Remark(s)
18	Pushback and start-up, control of departing IFR aircraft								
19	Control departing VFR aircraft								
20	Control departing and arriving IFR/VFR aircraft								
21	Aeronautical ground lights								
22	Wind shear								
23	Control of vehicles and personnel								
24	Control helicopter traffics								
25	Control aircraft making touch-and-go landing								
26	Military procedures								
27	Emergencies and abnormal situations								
28	Familiarisation visit the airport								



Course Content – Appendix D: Specialised training

2. Approach control procedural rating

No.	Subject	Reference	Theoretical (hours)	Practical (hours)	Name of responsible instructor	CAAT Officials Use only			
						S	U	N/A	Remark(s)
1	Course introduction and administration								
2	Flight information services and airspace structures								
3	Separation for departing traffics and approach responsibility								
4	Flight plans and flight progress strips for arriving and departing aircraft								
5	Control departing IFR traffics								
6	Control departing IFR/VFR traffics								
7	Instrument approach procedures								
8	ATC clearance and coordination								
9	Control arriving IFR traffics								
10	Control arriving IFR/VFR traffics								
11	Control arriving IFR traffics when delay expected								
12	Control arriving and departing IFR/VFR traffics								
13	Control over-flying traffics								
14	Missed approach procedures								
15	Normal traffics and repeated instrument approach								



Course Content – Appendix D: Specialised training

2. Approach control procedural rating

No.	Subject	Reference	Theoretical (hours)	Practical (hours)	Name of responsible instructor	CAAT Officials Use only			
						S	U	N/A	Remark(s)
16	Control traffic in abnormal situations								
17	Familiarisation visit approach control unit								



Course Content – Appendix D: Specialised training

3. Approach control surveillance rating

No.	Subject	Reference	Theoretical (hours)	Practical (hours)	Name of responsible instructor	CAAT Officials Use only			
						S	U	N/A	Remark(s)
1	Course introduction and administration								
2	Radar Theory <ul style="list-style-type: none"> <li>- Principles of primary and secondary radar</li> <li>- SSR mode and code</li> <li>- Radar presentation</li> <li>- Automated radar tracking system</li> <li>- Multi-radar tracking system</li> </ul>								
3	Radar operational techniques and procedures <ul style="list-style-type: none"> <li>- Use of radar in air traffic control services</li> <li>- Use of radar in flight information services</li> <li>- Use of radar in approach control services</li> </ul>								
4	Introduction to CNS/ATM <ul style="list-style-type: none"> <li>- Communications</li> <li>- Navigations</li> <li>- Surveillances</li> <li>- Air traffic management</li> <li>- Automatic Dependent Surveillance-Broadcast (ADS-B)</li> <li>- Performance-Based Navigation (PBN)</li> </ul>								



Course Content – Appendix D: Specialised training

3. Approach control surveillance rating

No.	Subject	Reference	Theoretical (hours)	Practical (hours)	Name of responsible instructor	CAAT Officials Use only			
						S	U	N/A	Remark(s)
5	Other aviation subjects - Meteorological - Instrument Approach Procedures - Standard Instrument Departure (SID) and Standard Terminal Arrival Route (STAR) - Simulation exercises								
6									
7									
8									
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11									
12									
13									
14									
15									
16									
17									



Course Content – Appendix D: Specialised training

4. Area control procedural rating

No.	Subject	Reference	Theoretical (hours)	Practical (hours)	Name of responsible instructor	CAAT Officials Use only			
						S	U	N/A	Remark(s)
1	Course introduction and administration								
2	Area control services <ul style="list-style-type: none"> <li>- Air traffic control service</li> <li>- Flight information service</li> <li>- Alerting service</li> <li>- Air traffic control clearance</li> <li>- Airspace structures (ATS route, TMA, CTA, CTR)</li> </ul>								
3	Standard separation and area control responsibility <ul style="list-style-type: none"> <li>- Horizontal</li> <li>- Vertical</li> <li>- Composite</li> </ul>								
4	Co-ordination <ul style="list-style-type: none"> <li>- Estimate of transfer</li> <li>- Inbound estimated</li> <li>- Transfer of control</li> </ul>								
5	Flight data <ul style="list-style-type: none"> <li>- Maps and charts</li> <li>- Strip marking</li> </ul>								



Course Content – Appendix D: Specialised training

4. Area control procedural rating

No.	Subject	Reference	Theoretical (hours)	Practical (hours)	Name of responsible instructor	CAAT Officials Use only			
						S	U	N/A	Remark(s)
	- Board management								
6	Crossing point calculation - DR computer - Closure time								
7	Simulation exercise - Control of over-flying traffics - Control of arriving traffics - Control of departing traffics - Control of arriving and departing traffics - Control of over-flying, arriving and departing traffics - Control of traffics in abnormal situations - Familiarisation visit								
8									
9									
10									
11									
12									
13									
14									





Course Content – Appendix D: Specialised training

4. Area control procedural rating

No.	Subject	Reference	Theoretical (hours)	Practical (hours)	Name of responsible instructor	CAAT Officials Use only			
						S	U	N/A	Remark(s)
15									
16									
17									



Course Content – Appendix D: Specialised training

5. Area control Surveillance rating

No.	Subject	Reference	Theoretical (hours)	Practical (hours)	Name of responsible instructor	CAAT Officials Use only			
						S	U	N/A	Remark(s)
1	Course introduction and administration								
2	Principles of primary and secondary radar <ul style="list-style-type: none"> <li>- Principles of primary and secondary radar</li> <li>- Radar presentation</li> <li>- Automated radar tracking system</li> <li>- Radar data block</li> <li>- SSR transponder modes and codes</li> <li>- Multi-radar tracking system</li> </ul>								
3	Radar operational techniques and procedures <ul style="list-style-type: none"> <li>- Use of radar in air traffic control services</li> <li>- General radar procedures</li> <li>- Use of radar in flight information services</li> <li>- Co-ordination</li> </ul>								
4	Other aviation subjects <ul style="list-style-type: none"> <li>- Closure time</li> <li>- Introduction to CNS/ATM</li> <li>- Introduction to PBN</li> </ul>								
5	Flight data <ul style="list-style-type: none"> <li>- Maps and charts</li> <li>- Strip marking</li> </ul>								



Course Content – Appendix D: Specialised training

5. Area control Surveillance rating

No.	Subject	Reference	Theoretical (hours)	Practical (hours)	Name of responsible instructor	CAAT Officials Use only			
						S	U	N/A	Remark(s)
	- Strip Board management								
6	Simulation exercises - Basic vectoring - Control over-flying traffics - Control arriving traffics - Control arriving traffics - Control departing traffics - Control over-flying, arriving and departing traffics - Control traffics in abnormal situations (EMF/CMF) - Radar failure procedures								