



PERSONNEL LICENSING DEPARTMENT

CHECKLIST FOR APPROVAL OF QUALITY ASSURANCE SYSTEM MANUAL

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 | | | | | | | | |
| 1 | A formal written quality policy statement established as a commitment by the accountable manager as to what the quality system is intended to achieve | Notification of CAAT; Approved Training Organization and Training Course B.E. 2562-appendix 4 | | | | | | | |
| 2 | Qualifications and requirements for a personnel who is who is appointed as a Quality Manager | <i>Notification of CAAT; Approved Training Organization and Training Course B.E. 2562, Clause 13(7)</i> | | | | | | | |



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|----|--|---|---------------------------|----|---|--|---|-----|-----------|
| | | | Yes | No | | S | U | N/A | Remark(s) |
| | | | | | | Notification of CAAT; Approved Training Organization and Training Course B.E. 2562-appendix 4 | | | |
| 3 | Qualifications and requirements for personnel who are responsible for QMS i.e. Quality Officer, Internal Auditors etc. | <i>Notification of CAAT; Approved Training Organization and Training Course B.E. 2562, Clause 13(7)</i> | | | | | | | |
| 4 | Responsibilities of responsible person for checking and maintaining records | <i>Notification of CAAT; Approved Training Organization and Training Course B.E. 2562, Clause 13(7)</i> <i>C Notification of CAAT; Approved Training Organization and Training Course B.E. 2562-appendix 4</i> | | | | | | | |



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|----|---|---|---------------------------|--|---|--|---|-----|-----------|
| | | | Yes | No | | S | U | N/A | Remark(s) |
| | | | 5 | Auditors' roles and responsibilities, and independence | | <i>Notification of CAAT; Approved Training Organization and Training Course B.E. 2562-appendix 4</i> | | | |
| 6 | Outsourcing / part time staff Control process (if applicable) | <i>Notification of CAAT; Approved Training Organization and Training Course B.E. 2562, Clause 13(7)</i> | | | | | | | |
| 7 | Quality management training programme for those who responsible for managing the quality system which covers: (a) An introduction to the concept of quality system (b) Quality management (c) Concept of quality assurance (d) Quality manuals (e) Audit techniques (f) Reporting and recording (g) The way in which the quality system will function in the ATO | <i>Notification of CAAT; Approved Training Organization and Training Course B.E. 2562, Clause 13(7)</i> | | | | | | | |



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|----|--|---|---------------------------|---|---|---|---|-----|-----------|
| | | | Yes | No | | S | U | N/A | Remark(s) |
| | | | 8 | Quality System Training and methods to ensure that all staff understand the objectives as laid down in the quality manual | | <i>Notification of CAAT; Approved Training Organization and Training Course B.E. 2562, Clause 13(7)</i> <i>Notification of CAAT; Approved Training Organization and Training Course B.E. 2562-appendix 4</i> | | | |
| 9 | Quality Assurance programme, corrective and preventive action process | <i>Notification of CAAT; Approved Training Organization and Training Course B.E. 2562-appendix 4</i> | | | | | | | |
| 10 | Procedures and process for (a) Document control (b) Distribution Control (c) Record control | <i>Notification of CAAT; Approved Training Organization and Training Course B.E. 2562, Clause 13(7)</i> | | | | | | | |
| 11 | Record keeping, Retention and Dissemination procedures for: (a) Staff training records (b) Attendance records (c) Students' log books | <i>Notification of CAAT; Approved Training Organization and Training Course B.E. 2562, Clause 13(7)</i> | | | | | | | |



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| | | | Yes | No | | S | U | N/A | Remark(s) |
| | | | | | | | | | |
| | (d) Training device (e) Instructors' licenses & logbooks (f) Evaluators' licenses (g) Students' licensing authorizations (h) Flight time & flight duty period (i) Rest period of flying instructors and trainees (j) External documents | <i>Notification of CAAT; Approved Training Organization and Training Course B.E. 2562-B.E.2562- appendix 4</i> | | | | | | | |
| 12 | Controlling procedures for issuance of Graduated Certificate and Transcripts as required | <i>Notification of CAAT; Approved Training Organization and Training Course B.E. 2562, Clause 13(7)</i> | | | | | | | |
| 13 | Procedures for an oversight/a monitoring of the validities, currency of following information and methods to ensure it up to date as per requirements; (a) License (b) Ratings (c) Medical certificates (d) Instructor training delivery records (e) Training devices (aircraft/FSTD) | <i>Notification of CAAT; Approved Training Organization and Training Course B.E. 2562, Clause 13(7) Notification of CAAT; Approved Training Organization and Training Course B.E. 2562-appendix 4</i> | | | | | | | |



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|----|--|--|---------------------------|--|---|--|---|-----|-----------|
| | | | Yes | No | | S | U | N/A | Remark(s) |
| | | | 14 | Monitoring procedures of: (a) training standard and process control (b) assessment and testing methods (c) personnel qualifications and training (d) training devices and equipment qualification, functionality | | <i>Notification of CAAT; Approved Training Organization and Training Course B.E. 2562-appendix 4</i> | | | |
| 15 | Quality Internal audit procedures (a) Planning audit schedule and monitoring process (b) Corrective / preventive action procedures | <i>Notification of CAAT; Approved Training Organization and Training Course B.E. 2562, Clause 13(7) Notification of CAAT; Approved Training Organization and Training Course B.E. 2562-appendix 4</i> | | | | | | | |
| 16 | Appendices: (a) Forms (b) Checklists | <i>Notification of CAAT; Approved Training Organization and Training Course B.E. 2562-appendix 4</i> | | | | | | | |