

PERSONNEL LICENSING DEPARTMENT

CHECKLIST FOR APPROVAL OF TRAINING AND PROCEDURES MANUAL (ATCTO)

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 MMM YYYY

Official Use Only

Verification Result:  Accept  Reject

This checklist has been performed by:

*Signature*

Name - Last Name

Date performed: DD MMM 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 '**N/A**' by marking "X"
  - (a) 'S' refers to satisfactory. It shall be given if the ATO is able to provide valid contents and details that comply with the requirements.
  - (b) 'U' refers to unsatisfactory level. It 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)	
<b>Part 1</b>										
1	Introduction	ACAAT- ATCO B.E. 2559, Clause 6 (1) (a)								
2	Table of contents	ACAAT- ATCO B.E. 2559, Clause 6 (1) (b)								
3	Scope of the approved training programme and any conditions on such approval	ACAAT- ATCO B.E. 2559, Clause 6 (1) (c)								
4	Procedures for making amendments to the TPM	ACAAT- ATCO B.E. 2559, Clause 6 (1) (d)								
5	Distribution of the documents	ACAAT- ATCO B.E. 2559, Clause 6 (1) (e)								
6	Policy and organisational chart	ACAAT- ATCO B.E. 2559, Clause 6 (1) (f)								
7	Organisational premises' layout	ACAAT- ATCO B.E. 2559, Clause 6 (1) (g)								
<b>Part 2 – Name and details of the responsible personnel</b>										
8	Qualifications of the Organisational Representatives	ACAAT- ATCO B.E. 2559, Clause 6(2)								
<b>Part 3</b>										
10	List of names and details of the qualifications of the personnel whose responsibilities involve the planning, conducting, and control of the training program	ACAAT- ATCO B.E. 2559, Clause 6(3)								
<b>Part 4</b>										
11	Methods/mechanism to maintain competency and qualifications of instructional personnel	ACAAT- ATCO B.E. 2559, Clause 6(4)								

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<b>Part 5 – Training Plans (Theoretical and Skill Training)</b>										
14	Course Details									
	a) Overview of Theoretical training and Practical training programmes	ACAAT- ATCO B.E. 2559, Clause 6(5) (a)								
	b) Training Curriculum	ACAAT- ATCO B.E. 2559, Clause 6(5) (b)								
	1. Course Objective(s)	ACAAT- ATCO B.E. 2559, Clause 6(5) (b) (1)								
	2. <i>Qualifications of Trainees</i>	ACAAT- ATCO B.E. 2559, Clause 6(5) (b) (2)								
	3. <i>Qualifications of instructor(s)</i>	ACAAT- ATCO B.E. 2559, Clause 6(5) (b) (3)								
	4. Training methods for both theoretical and practical trainings	ACAAT- ATCO B.E. 2559, Clause 6(5) (b) (4)								
	5. Syllabi/training contents that are complied with the ประกาศ กพท. เรื่อง การรับรองหลักสูตรการควบคุมการจราจรทางอากาศ พ.ศ. 2559 (ACAAT-ATC-TN B.E. 2559)	ACAAT- ATCO B.E. 2559, Clause 6(5) (b) (5) ACAAT-ATC-TN B.E. 2559								
	6. Details of the classroom, training facilities, media and equipment used for conducting training	ACAAT- ATCO B.E. 2559, Clause 6(5) (b) (6)								
21	Method of issuance of the graduation certificate	ACAAT- ATCO B.E. 2559, Clause 13 (1)-(2)								
<b>Part 6</b>										
22	Details of the Quality Assurance System	ACAAT- ATCO B.E. 2559, Clause 6(6)								

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			Yes	No		S	U	N/A	Remark(s)	
<b>Part 7</b>										
23	Details of the location and facilities of the ATO, i.e. the information, documents, classrooms, training facilities, media and equipment used for conducting training.	ACAAT-ATCO B.E. 2559, Clause 5(7) <i>*Details of training facilities shall be in line with the training programme which will be conducted and shall be sufficient for the number of student enrolled.</i>								