



PERSONNEL LICENSING DEPARTMENT
CHECKLIST FOR RECURRENT COURSE APPROVAL

Course Title:..... RECURRENT.....

Name of Organisation:..... Date Submitted:.....

Signature:.....(ATO representative)

(.....)

Name - Surname

Official Use Only

Verification Result: Accept Reject

This compliance check form has been verified by:

Signature:.....(PEL-ATO Inspector)

(.....)

Name - Surname

Date Completed:...../...../.....



Instructions

- 1) Applicant is to conduct a self-assessment as part of its compliance check by making 'X' in either Yes or No column and by providing manual references into the 'Compliance checked by applicant'.
 - 'Yes' shall be marked if contents/details are given. The applicant shall provide manual reference into the '**Reference**' column.
 - 'No' shall be marked if contents/details are not given.
 - 'N/A' shall be indicated in the '**Reference**' column if it does not apply to a particular requirement.
- 2) For official use: Each checklist item shall be assessed and given a result either '**Satisfactory-(S)**', '**Unsatisfactory-(U)**' or '**N/A**'
 - '**Satisfactory**' shall be given if the applicant is able to provide valid contents and details that comply with the requirements.
 - '**Unsatisfactory**' shall be given if the applicant is not comply with the requirement.
 - '**N/A**' shall be given to indicate when information in a certain table cell is not provided, either it does not apply to a question or because the answer is not available



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	Course Manual Reference	S	U	N/A	Remarks
	Course Title, Course Objective and Course Expectation							
	Person responsible for the course							
	Instructor qualifications							
	Trainees' entry qualification							
	Training course outline (structure of theoretical and practical training)							
	Course contents (subjects, topics and learning hours)							
	Course timetable, duration, and limitation							
	Syllabus, lesson plan and course management/development							
	Training methods, training materials, documents, and equipment							
	Measurement and assessment							
	Instructor names list with qualification, education, and experiences							
	Details of training equipment and facilities i.e. location, airports, routes, Classrooms, Briefing-area,							
	Aircraft, FSTD, maintenance and relevant equipment/material							



No	Requirements	Regulation	Checked by Applicant	CAAT Officials Use Only			
			References	S	U	N/A	Remarks
1) Recurrent A (Valid licence /rating)							
1.1 Classroom and Briefing							
1	Aircraft System and Performance	RCAB 89 - 3					
2	Normal, Abnormal and Emergency Procedures	RCAB 89 - 3					
3	Flight planning, Weather, Notam, CRM and TEM	RCAB 89 - 3					
4	Others...						
		(minimum 1 hour)	Total.....Hours				
1.2 Practical Training							
1	Familiarisation/Normal Operation	RCAAT 7 – 8					
2	Takeoff/Landing	RCAAT 7 – 8					
3	Others...						
			Total.....Hours				

Note : Recurrent A (Adaptive) is flexible. The minimum hour is not specified. ATOs may design course minimum hour, time condition (day or night), flight rule (VFR or IFR) as appropriate with authority agreement.



No	Requirements	Regulation	Checked by Applicant	CAAT Officials Use Only			
			References	S	U	N/A	Remarks
2) Recurrent E (licence /rating Expired <u>not more than 90 days</u>)							
2.1 Theoretical Knowledge							
1	Aircraft System	RCAB 89 - 3					
2	Weight and Balance	RCAB 89 - 3					
3	Aircraft Performance	RCAB 89 - 3					
4	Normal, Abnormal and Emergency Procedure	RCAB 89 - 3					
5	Flight planning, Weather, Notam, CRM and TEM	RCAB 89 - 3					
6	Others...	RCAB 89 - 3					
		(minimum 6 hours)	Total.....Hours				
2.2 Practical Training							
1	Familiarisation/Normal Operation	RCAAT 7 – 8					
2	General Handling/Airwork	RCAAT 7 – 8					
3	3 Takeoff/Landing	RCAAT 7 – 8					
4	Normal, Abnormal and Emergency Procedure	RCAAT 7 – 8					
5	Others...	RCAAT 15 – 13					
		(minimum 3 hours)	Total.....Hours				



No	Requirements	Regulation	Checked by Applicant	CAAT Officials Use Only			
			References	S	U	N/A	Remarks
3) Recurrent IR (Instrument experience lapsed more than 180 days)							
3.1 Theoretical Knowledge							
1	Air laws and Aircraft General concerning for IFR	RCAB 89 - 3					
2	Aircraft Performance and Flight Planning for IFR	RCAB 89 - 3					
3	Human factor for Instrument flying and TEM	RCAB 89 - 3					
4	Meteorology and IFR Operations procedures	RCAB 89 - 3					
5	Instrument Navigation (Nav aids ident and use, SID-STAR & Approaches)	RCAB 89 - 3					
6	Others...						
		(minimum 4 hours)	Total.....Hours				
3.2 Practical Training							
1	IFR flight with instructor	RCAAT 7 – 10					
2	3 hours of Instrument flying	RCAAT 7 – 10					
3	3 Instrument approaches	RCAAT 7 – 10					
		(minimum 3 hours)	Total.....Hours				



No	Requirements	Regulation	Checked by Applicant	CAAT Officials Use Only			
			References	S	U	N/A	Remarks
4) Recurrent Night (Night experience lapsed more than 90 days)							
4.1 Briefing							
1	Aircraft System and Performance	RCAB 89 - 3					
2	Normal, Abnormal and Emergency Procedures	RCAB 89 - 3					
3	Flight planning, Weather, Notam, CRM and TEM	RCAB 89 - 3					
4	Others...						
		(minimum 1 hours)	Total.....Hours				
4.2 Practical Training							
1	Familiarisation/Normal Operation	RCAAT 7 - 8					
2	3 night Takeoff/Landings	RCAAT 7 - 11					
3	Others...						
		(minimum 1 hours)	Total.....Hours				

- References**
- : Regulation of the Civil Aviation Board No. 89 Relating to the Qualifications of Personnel Applicants B.E.2559
 - : Notification of the Civil Aviation Authority of Thailand on the Certification of Aviation Training Organization and Courses B.E.2562
 - : Rule of Civil Aviation Authority of Thailand No.15 Relating to Licence issuance and endorsement B.E.2562
 - : Rule of Civil Aviation Authority of Thailand No.30 Relating to Licence conversion B.E.2563
 - : Regulation of the Civil Aviation Authority of Thailand No.7 Relating to Licence Privilege B.E.2561