



Thailand Civil Aviation Regulation - Personnel Licensing
Part Flight Operations Officer/Flight Dispatcher
Training Organisation
(TCAR PEL Part - FOO/FD.OR)

TCAR PEL Part - FOO/FD.OR

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Approved By

Suttipong Kongpool

Director General

The Civil Aviation Authority of Thailand

THAILAND CIVIL AVIATION REGULATION (TCAR)

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RECORD OF REVISIONS

| Revision No. | Date (DD-MMM-YYYY) | Subject | Insert By (Department/Division) |
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INTRODUCTION AND APPLICABILITY

In this publication the word ‘must’ or ‘shall’ is used to indicate where the Director General requires the Organisation, owner or operator to respond to and comply with, or adhere closely to, the defined requirement.

If the Organisation’s/owner’s/operator’s response is deemed to be inadequate by the Director General, a specific requirement or restriction may be applied as a condition of the appropriate instrument to be issued under Thailand Civil Aviation Regulations.

Whereas Part FOO/FD. OR of TCAR PEL is based upon the standards and recommended practices within ICAO Annex 1, Annex 6 Part I and Annex 6 Part III pertaining to the certification of, duties and responsibilities of a flight operations officer/flight dispatcher training organisation, it is intended to stipulate the requirements pertaining to a Flight Operations Officer/Dispatcher training organisation in the Kingdom of Thailand.

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Flight Operations Officer/Flight Dispatcher Training Organisation

FOO/FD.OR.001 The Competent Authority

For the purpose of this regulation, the authority shall be the Civil Aviation Authority of Thailand (CAAT) to whom a person applies for a training organisation approved by the Director General under this requirement or a training organisation that has been approved by the Director General.

FOO/FD.OR.005 Scope

This regulation establishes the requirements for a person applies for a training organisation approved by the Director General. under this requirement or a training organisation that has been approved by the Director General. to provide aviation training to applicants or holders of Pilot Licence is able to provide training to applicants for a flight operations officer/flight dispatcher licence.

FOO/FD.OR.010 Qualifications

The applicant applying for the Certificate of Training Organisation shall have the following qualifications:

- (1) Must be an administrative agency, government agency, state enterprise or any other government agency; or
- (2) Must be a juristic person having registered in accordance with the laws of Thailand, whereby the said juristic person:
 - (a) Must have its principal office located in the Kingdom of Thailand;
 - (b) Must have incorporated the provision of aviation training in its objectives; and
 - (c) Must have at least fifty-one percent of the total capital or all shares held by Thai nationals.
 - (d) The majority of the directors, managers, or persons authorized to manage the juristic person must be Thai nationals.
 - (e) Must not hold an Air Operator Certificate and the status of juristic person shall be different to prevent conflict of interest
- (3) Must have a stable financial position with adequate capacity to conduct aviation training;
- (4) Must have ownership or possession of, or the right to use, the Main Base;
- (5) Must be equipped with training facilities and equipment that are suitable and sufficient according to the size of the Organisation and the training course to be applied for certificate;
- (6) Must have Quality Assurance System (QA), and Record-Keeping System, including manuals of the said systems;
- (7) Must have personnel with knowledge, expertise and experience that are suitable and adequate for the operations of the Organisation in at least the following positions:
 - (a) Accountable Executive
 - (b) Head of Training
 - (c) Instructional Services Manager
 - (d) Quality Manager
 - (e) Instructional Personnel

(8) Must not currently have the Certificate of Training Organisation being suspended or being within a period of two years from the date of withdrawal of the Certificate.

FOO/FD.OR.015 Application for a Training Organisation Certificate

The applicant applying for the Certificate of Training Organisation shall submit to the Director General the application in accordance with the form prescribed by the Director General along with the documents and evidence set forth hereunder.

(1) A copy of the certificate or evidence of juristic person registration containing such particulars as the name of the juristic person, registered capital, objectives, office address, and current persons authorized to sign and bind the juristic person; whereby such certificate or evidence must be certified by a legal person with the validity of no more than six months from the date of issuance. In case of an administrative agency, government agency, state enterprise, local administrative organisation, or any public organisation registered as a juristic person, the applicant must submit a copy of the government employee identification card pursuant to the law concerning government employee identification card, or the order of appointment to assume the role of the head of that agency.

(2) A document or evidence of financial position which substantiates that there is sufficient capital for operation, such as financial statements proposed to the shareholders or any other documentary evidence indicating the sources and uses of funds or equity investments, or the statement of financial position issued by a financial institution. The provisions contained herein shall apply only to the applicant who is a juristic person pursuant to FOO/FD.OR.010 (2)

(3) A copy of the document substantiating the ownership or possession of, or the right to use, the Main Base.

(4) A five-year business plan containing at least the information.

(5) The draft Operation Management Manual (OMM)

(6) The draft Training Manual (TM)

(8) documentary evidence exhibiting information pertaining to the training facilities and equipment that are suitable and adequate in accordance with the size of the Organisation and the training course to be applied for certificate, whereby the said documentary evidence must contain at least the particulars.

(9) Documents concerning the training course to be applied for certificate.

(10) Any other documentary evidence as required by the Director General.

A training organisation that has been approved by the Director General to provide aviation training to applicants or holders of Pilot Licence but not including holders of Ultralight Pilot Licence and Ultralight Sport Pilot Licence shall submit to the Director General the application for an approval of training course along with the CAAT approved certificate of training organisation and the documents and evidence set forth in item (5), (9) and (10)

FOO/FD.OR.020 The Approved Training Organisation Certificate

The Director General will issue the Certificate of Training Organisation to the applicant if it appears that;

(1) The applicant has fulfilled the qualification requirements set forth in FOO/FD.OR.010;

(2) The application and documentary evidence have been completely and accurately submitted pursuant to FOO/FD.OR.015; and

(3) The Training Procedure Manual, the Quality Assurance System Manual and the Record-Keeping System Manual have been approved and, upon , it appears that the Main Base, training facilities and equipment are adequate for training and conform to the prescribed standards.

In issuing the Certificate of Training Organisation under the preceding paragraph, the Director General will certify the submitted training course and prescribe conditions and limitations with respect to the operations of the Organisation in the Training Specifications appended to the Certificate.

The Certificate of Training Organisation shall be in accordance with the form to the requirements of CAAT.

The Certificate of Training Organisation shall be valid for three years from the date of issuance.

FOO/FD.OR.025 Renewal of Certificate

The Certificate holder who intends to renew the Certificate shall submit to the Director General the application in accordance with the form attached hereto at least forty-five days prior to the expiration date of the original Certificate, and shall therewith submit a copy of the Certificate and all documentary evidence set forth in FOO/FD.OR.015.

Upon submission of the application specified in the preceding paragraph, the Organisation may continue its operations until receiving a notice of non-renewal.

The provisions in FOO/FD.OR.020 shall apply mutatis mutandis to the consideration for renewal of the Certificate.

FOO/FD.OR.030 Lost, Destroyed or Materially Damaged of Certificate

In the event that the Certificate is lost, destroyed or materially damaged, the Certificate holder shall submit to the Director General the application for a substitute certificate in accordance with the form attached hereto, along with a police report in case of a lost Certificate, or the original Certificate that has been destroyed or materially damaged.

The substitute certificate under the preceding paragraph shall be issued in accordance with the form of the original Certificate and shall be affixed in red with the term "Substitute" as well as the date of issuance and the signature of the person authorized to issue the Certificate.

FOO/FD.OR.035 Add, Delete or Amend Training Specifications

The Certificate holder intends to add, delete or amend any particular in the Training Specifications appended to the Certificate shall submit the application in accordance with the form attached hereto; whereby such amendment shall become effective only upon certificate of the Director General.

FOO/FD.OR.040 Conduct Training

The Certificate holder shall conduct aviation training within six months from the date of issuance of the Certificate. In the event that the Certificate holder fails to conduct training within the specified period, the Certificate shall be deemed invalid.

FOO/FD.OR.045 Course Certificate

After each trainee has successfully completed the training course, the Certificate holder shall issue the Course Certificate to the trainee, containing at least the following particulars:

- (1) Name and Certificate Number of the Organisation
- (2) Full name of the graduate

- (3) Name of the training course
- (4) Date of completion of training
- (5) Name of the person authorized to sign on behalf of the Organisation

FOO/FD.OR.050 Duties and Responsibilities

The Certificate holder shall have the duties and responsibilities as follows:

- (1) To maintain the qualifications prescribed in FOO/FD.OR.010 In case of changes in the said qualifications, the Certificate holder shall notify the Director General and submit all relevant documents concerning such changes in the qualifications.
- (2) To comply with, and oversee the operations of personnel to ensure compliance with, all applicable laws, rules, regulations, requirements, notifications, orders, or any conditions prescribed by the Director General.
- (3) To conduct aviation training in accordance with the training course that has been approved.
- (4) To comply with the Training Procedure Manual, the Quality Assurance System Manual and the Record-Keeping System Manual that have been approved.
- (5) To display the Certificate and Training Specifications in a place that is clearly visible to the public, at the Main Base specified in the Certificate.
- (6) To propose amendments to the Training Procedure Manual, the Quality Assurance System Manual and the Record-Keeping System Manual, so as to ensure that they are accurate, up-to-date, and conform to the changes in operations, whereby such amendments shall be approved by the Director General. The copy of the most recent Training Procedure Manual must be provided to all officers and personnel in connection with the operations of the Organisation.
- (7) To collect and store all training-related documents, including records of trainees and instructors, which shall be retained for at least five years from the date of completion of training.
- (8) To facilitate and assist the Director General, officials or inspection officers in inspecting the operations of the aviation training organisation and in accessing all equipment, documents, manuals and information pertaining to the services outlined in the Training Procedure Manual.
- (9) To remedy any and all defects or failures as directed by the Director General, officials or inspection officers, within the specified period.
- (10) To notify the Director General of any changes in factual information of the Main Base, facilities and equipment within fourteen days.
- (11) To notify the Director General of any changes in the Accountable Executive within seven days.
- (12) To perform other duties as designated by the Director General.

FOO/FD.OR.055 Inspection and Monitor

For the purpose of inspecting and monitoring the standards of the Organisation, the Director General, officials or inspection officers shall have the authorities as follows:

- (1) To enter the Main Base of the Certificate holder during operating hours so as to inspect its operations and examine all relevant documents or evidence.
- (2) To examine all documents and evidence pertaining to the operations.

(3) To demand a modification to, or suspension of, any activity that fails to conform to the standards or the approved manual, or any harmful or hazardous activity.

(4) To order the Certificate holder to submit any and all relevant documents or evidence for examination.

(5) To issue a letter requesting any person to testify or submit supporting documents for consideration.

Upon inspection, if it appears that the Certificate holder fails to comply with the conditions or limitations prescribed by the Director General, the Director General, officials and inspection officers shall have the authority to issue a notice of non-compliance and order the Certificate holder to rectify such non-compliance within the specified period, whereby the Certificate holder may be required to additionally submit a corrective action plan for certificate.

FOO/FD.OR.060 Non-compliance

In the event that the Certificate holder fails to comply with FOO/FD.OR.050 and the Director General has issued a notice of non-compliance demanding the Certificate holder to correct such non-compliance within the specified period, whereupon the Certificate holder fails to comply with, or fulfill its obligations pursuant to, the said notice, the Director General shall have the authority to suspend the Certificate for a period not exceeding ninety days.

FOO/FD.OR.065 Expiration of Suspension Period

At the expiration of the suspension period of the Certificate, if the Certificate holder fails to make the corrections as directed by the Director General, the Director General shall have the authority to revoke the Certificate.

Upon revocation of the Certificate by the Director General, the Accountable Executive shall return the Certificate to the Director General within seven business days upon receipt of the notice of revocation.

Certificate of Aviation Training Courses

The training courses for Flight Operations Officer/Flight Dispatcher Licence holders that require certificate of the Director General are as follows:

(1) Flight Operations Officers/Flight Dispatchers Course

(2) Refresher Training for Renewal of Flight Operations Officers/Flight Dispatchers Licence

The Organisation may request the Director General to consider approving other pilot training courses in addition to those specified in the preceding paragraph.

A training organisation applies for training course (1) shall also apply for training course (2).

FOO/FD.OR.070 Application for a Training Course Certificate

The applicant applying for the Certificate of Training Organisation, or the Organisation applying for certificate of any training courses outlined in FOO/FD.OR.070, shall submit to the Director General the application in accordance with the form prescribed by the Director General, along with the following documents and evidence:

(1) A copy of the application for the Certificate of Training Organisation or a copy of the Certificate of the Organisation (if any)

(2) Course documents:

(a) Training plan of the course applying for certificate, which must contain at least the following particulars:

- 1) Introduction
- 2) Course objectives
- 3) Entry qualifications
- 4) Instructor qualifications
- 5) Training course outline
- 6) Training method
- 7) Instructional materials, documents and equipment

(b) Course design document containing at least the following particulars:

- 1) Course title
- 2) Course certificate
- 3) Version number and date of document
- 4) Course objectives
- 5) Course content and hours of training
- 6) Lesson plan of each subject
- 7) Methods of trainee performance evaluation

(c) Timetable of each subject in the training course

(3) Course manual containing at least the following particulars:

(a) Entry qualifications

(b) Details of the personnel who are responsible for training, as follows:

- 1) Name list, qualifications, educational qualifications and experience of course directors
- 2) Name list, qualifications, educational qualifications and experience of each subject instructor

(c) Details of the Main Base containing at least the following particulars:

- 1) Location of the Main Base
- 2) Name list and details of the airport to be used in practical training

(d) Details of training equipment and facilities as follows:

- 1) Theoretical and practical training devices used in the course
- 2) Flight simulation training devices and training aircrafts
- 3) Maintenance sites, tools, equipment, and apron parking areas for the training aircrafts
- 4) Computer-based classrooms
- 5) Briefing area
- 6) Other instructional materials and facilities relating to the training course

(4) Documents outlining details of course management, such as course development plan (if any)

FOO/FD.OR.075 The Training Course Standards

The training course applying for certificate shall conform to the following standards:

(1) The standards and qualifications of instruction personnel shall be as follows:

(a) The instructors shall have qualifications as prescribed in TCAR PEL – Part FOOFD (Flight Operations Officer/Flight Dispatcher Licensing);

(b) An approved training organisation shall provide training to the instructors, the details of training course prescribed in Guidance Material issued by CAAT

The theoretical knowledge instructor must:

- Have adequate knowledge in the subject for which the theoretical training is conducted; or
- Have experience in aviation in the subject relating to the training and have completed the training of trainers.

The practical training instructor must:

- successfully completed Flight Operations Officer/Flight Dispatcher Instructor training course recognized by CAAT

- Hold or have held Flight Operations Officer/Flight Dispatcher licence and has 5 years' experience as Flight Operations Officer/Flight Dispatcher or has 1 year's experience as Flight Operations Officer/Flight Dispatcher Instructor in an approved training course

(2) The standards of (Competency-based training and assessment) and shall provide On-the-Job Training as prescribed by CAAT

(3) The course syllabus must contain details as prescribed in Annex 6 to FOO/FD regulation.

(4) The trainee qualification requirements must be consistent with the training conducted in each course.

(5) Methods of trainee performance evaluation

FOO/FD.OR.080 The Approved Training Course

The Director General will approve the training course only if it appears that:

(1) The application and documentary evidence are accurate and complete pursuant to FOO/FD.OR.070;

(2) The course applying for certificate conforms to the standards set forth in FOO/FD.OR.075; and

(3) The training site, facilities, equipment and systems of the applicant are adequate for conducting training in accordance with the prescribed standards.

In approving the training course pursuant to the preceding paragraph, the Director General will specify the approved training course in the Training Specifications appended to the Certificate of Aviation Training Organisation.

The certificate of the training course shall be valid for the period equal to the remaining validity period of the Certificate of Aviation Training Organisation.

FOO/FD.OR.085 Conditions or Limitations

In approving the training course pursuant to Clause 20, the Director General may prescribe conditions or limitations pertaining to training and amend the said conditions or limitations as it deems appropriate; whereby the Course Certificate holder shall comply with at least the following conditions or limitations:

- (1) To oversee and maintain the approved training course to conform to the standards prescribed in FOO/FD.OR.075.
- (2) To conduct training in accordance with the manual of the approved training course.
- (3) To notify the Director General of the application for commencement of the approved training course according to the form prescribed by the Director General, which shall be submitted at least thirty days prior to the start date of training in order for the Director General to dispatch the designated officer to conduct training observation.
- (4) To prepare and update the records of trainees and graduates on a consistent basis.
- (5) To prepare and record all documents pertaining to training and performance evaluation of the trainees, which shall be retained for at least three years from the date of completion of training.
- (6) To facilitate the Director General, officials and inspection officers in carrying out the inspection of training.

FOO/FD.OR.090 Amendment of Training Course

Should the Course Certificate holder intend to amend any particulars in the approved training course, such as amending the training hours or subjects, the said holder shall submit to the Director General the application for amendment to the training course in accordance with the form attached hereto; whereby such amendment shall become effective only upon certificate of the Director General.

FOO/FD.OR.095 Changes of Standards

Upon certificate of the training course, if there occurs any change to the international standards on the certificate of training courses, the Director General shall have the authority to demand the Course Certificate holder to amend the approved training course so as to comply with the new standards.

FOO/FD.OR.100 Non-compliance

In the event that the Certificate Holder fails to comply with FOO/FD.OR.080, FOO/FD.OR.085 and FOO/FD.OR.090, the Director General shall issue finding shall notify and specify the period of time to correct the finding to the person who has duty related to implementation. The Director General may further require the Certificate Holder to provide Corrective Action Plan for consideration.

In the event that the Certificate Holder fails or is unable to fulfill its obligations or to correct the issue within the specified period as prescribed in the first paragraph, the Director General shall have the authority to suspend the Certificate for at least ninety days.