

Checklist for Approval of Maintenance Training Organisation Exposition (MTOE)

ข้อกำหนดของสำนักงานการบินพลเรือนแห่งประเทศไทย ฉบับที่ 75 ว่าด้วยการรับรองสถาบันฝึกอบรมนายช่างภาคพื้นดิน (TCAR PEL Part - 147)

Applicant's Information <i>(Filled by Applicant)</i>			
Name of Organisation: Click or tap here to enter text.		MTO certificate no.: Click or tap here to enter text.	
Title of proposed Training Program: Course title issues XX revision XX		Date of Submitted: DD - MMM - YYYY Date of Expected : DD - MMM - YYYY	Application No.: Click or tap here to enter text. <i>(For CAAT)</i>
Prior Approval	Type of Submission <input type="checkbox"/> Initial <input type="checkbox"/> Amendment	Type of Program <input type="checkbox"/> Basic Training Click or tap here to enter text. <input type="checkbox"/> Type Training Click or tap here to enter text. <input type="checkbox"/> Other (specify) Click or tap here to enter text.	How the training is to be delivered? <input type="checkbox"/> Classroom Delivery <input type="checkbox"/> Virtual Classroom <input type="checkbox"/> Simulator Training <input type="checkbox"/> Other (specify) Click or tap here to enter text.
	No. of Attempt <input type="checkbox"/> 1 st attempt <input type="checkbox"/> 2 nd attempt <input type="checkbox"/> 3 rd attempt		Training device will be used for this course (Type and number) <input type="checkbox"/> Simulator (FSTD/ STD) Click or tap here to enter text. <input type="checkbox"/> Actual aircraft Click or tap here to enter text.
Coordinator Name/ E-mail: Click or tap here to enter text.			
The following documents are submitted with this checklist: <input type="checkbox"/> 1. Draft MTOE <input type="checkbox"/> 2. Reference of training material/Other relevant documents or required by competent official Click or tap here to enter text.			
Please ensure that: <ul style="list-style-type: none"> • There is a list of effective pages. Every page is identified with a page number, a date and a revision number • Training materials, in any format, shall be made accessible for CAAT inspector • Reference in the applicable Training Program should be detail appropriate with training materials 			
Declaration and Signature the information provided in this form is complete and correct and that the documents provided are genuine.			
Signature:		Applicant's Name: Click or tap here to enter text.	Date: DD - MMM - YYYY

Check Submitted document <i>(Competent Official Use Only)</i>		
No. of Attempt: <input type="checkbox"/> 1 st attempt <input type="checkbox"/> 2 nd attempt <input type="checkbox"/> 3 rd attempt		
Verification result: <input type="checkbox"/> Accept <input type="checkbox"/> Reject		
This compliance check form has been verified by:		
Signature:	Inspector's Name/: Click or tap here to enter text.	Date: DD - MMM - YYYY
Financial (If applicable)		
<input type="checkbox"/> Invoice No. Click or tap here to enter text. Date: DD - MMM - YYYY		
<input type="checkbox"/> Receipt No. Click or tap here to enter text. Date: DD - MMM - YYYY		

Instructions:

- 1) MTO fills the information in Part "Applicant's Information"
- 2) MTO is to conduct a self-assessment as part of its compliance check by providing manual references into the "MTOE References checked by MTO".
- 3) Failure to complete this form may result in a delay in approval processing. After 3rd rejected, applicant shall start the new process from the beginning with the new intention letter.
- 4) Each checklist item shall be assessed and given a result either Satisfactory, Unsatisfactory, or N/A
 - (a) **Satisfactory** shall be given if the MTO is able to provide valid contents and details that comply with the requirements .
 - (b) **Unsatisfactory** shall be given if the MTO provides 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 MTO.
 - (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 or because the answer is not available.
- 5) Remarks/Comments column, inspection result information shall be recorded, both satisfactory and unsatisfactory, the information shall be detailed enough to support the inspection result.
- 6) Signature block: the following shall be filled.
 - a. Name & surname, in capital letters
 - b. Signature
 - c. Signed date in DD Month (like JAN) and year (in C.E.)
- 7) All fields/items shall be completed. In fields/items for which there is no answer or is not used, mark a horizontal straight line or enter "N/A" or shaded with a reason.

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No	Item	Regulatory Requirement	MTOE References checked by MTO <i>Eg. Section 1, Part 4, No. 5 Organisational Structure, p. xx</i>	CAAT Officials Use only	
				Results	Comment(s)
Part 0 : MTOE Structure	1	Cover Page and Title	147.A.140		Choose an item.
	2	Table of Contents	147.A.140		Choose an item.
	3	List of Effective Pages	147.A.140		Choose an item.
	4	Amendment / Revision Record	147.A.140		Choose an item.
	5	Distribution List	147.A.140		Choose an item.
	6	Abbreviations, Acronyms and Definitions	147.A.140		Choose an item.
	7	Foreword	147.A.140		Choose an item.
CAAT Officials Check by; Note: Signature: Name: Click or tap here to enter text. Date: DD – MMM - YYYY					
Part 1 : Management	8	Corporate Commitment By The Accountable Manager	147.A.140 (a) 1		Choose an item.
	9	Management Personnel	147.A.140 (a) 2		Choose an item.
	10	Duties And Responsibilities Of Management Personnel	147.A.105 (a) (b) (c) (d) (e) (f) (g) (h) 147.A.140 (a) 3		Choose an item.
	10.1	Accountable Manager	Refer to no.10		Choose an item.
	10.2	Training Manager	Refer to no.10		Choose an item.
	10.3	Quality Manager	Refer to no.10		Choose an item.
	10.4	Examination Manager	Refer to no.10		Choose an item.
	10.5	Theoretical / Practical Instructor	Refer to no.10		Choose an item.
	10.6	Theoretical Examiner	Refer to no.10		Choose an item.
	10.7	Practical Assessor	Refer to no.10		Choose an item.
11	Management Personnel Organisation Chart	147.A.140 (a) 4		Choose an item.	

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Part 1 :	12	List of Instructional and Assessor Staff	147.A.140 (a) 5		Choose an item.
	13	List of Approved Address(s)	147.A.140 (a) 6, 10, 11 147.A.145 (a) (b) (c)		Choose an item.
	14	List of Sub-Contractors	147.A.140 (a) 12 147.A.145 (d)		Choose an item.
	15	General Description of Facilities at Approved Address(s)	147.A.140 (a) 6, 10, 11 147.A.145 (a) (b) (c)		Choose an item.
	16	Specific List of Courses Approved by The Authority	147.A.140 (a) 7		Choose an item.
	17	Notification Procedures Regarding Changes to Organisation	147.A.140 (a) 8 147.A.150		Choose an item.
	18	Exposition and Associated Manuals Amendment Procedure	147.A.140 (a) 8 (b) (c) 147.A.150		Choose an item.
CAAT Officials Check by; Note: Signature: Name: Click or tap here to enter text. Date: DD – MMM - YYYY					
Part 2 :	19	Organisation of Courses	147.A.140 (a) 9		Choose an item.
	20	Preparation of Course Material (Course Plan)	147.A.120		Choose an item.

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	a. the modules offered for the course; and b. for each of those modules: (i) course objectives/learning outcomes; (ii) the topics to be covered; (iii) the hours of tuition and training. (iv) assessment criteria; (v) the method selected by the organization for assessing that the course objectives have been met by a student. If this includes assessments, then assessment library (ies); or assessment papers for each course will need to be supplied; (vi) student to instructor ratios; (vii) course entry criteria; (viii) conditions under which the course will be conducted; and (ix) course notes.				
21	Preparation of Classrooms and Equipment	147.A.100 147.A.115 147.A.145 (a)		Choose an item.	
22	Preparation of Workshop/Maintenance Facilities and Equipment	147.A.100 147.A.115 147.A.145 (a)		Choose an item.	

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23	Conduct of Basic/Type Knowledge and Practical Training	147.A.145 (a) 147.A.200 147.A.300		Choose an item.	
24	Records of Training Carried Out	147.A.125		Choose an item.	
25	Storage of Records	147.A.125		Choose an item.	
26	Training at Locations not Listed in Approved Address(s)	147.A.145		Choose an item.	
27	Organisation of Assessments	147.A.200 147.A.210 147.A.300 147.A.305		Choose an item.	
28	Security and Preparation of Assessment Material.	147.A.100 (h) 147.A.125 147.A.135 (a)		Choose an item.	
29	Preparation of Assessment Rooms	147.A.100 (h) 147.A.125 147.A.135 (a)		Choose an item.	
30	Conduct of Assessments.	147.A.135 147.A.145 147.A.200 147.A.210 147.A.305		Choose an item.	
31	Conduct of Basic Category or Type Practical Assessments	147.A.145 (e) 147.A.200 147.A.210 147.A.305		Choose an item.	
32	Marking and Records of Assessments and Assessments	147.A.135 (a) 147.A.200		Choose an item.	

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				Results	Comment(s)
		147.A.210 147.A.305			
33	Storage of Assessment Results	147.A.100 (h) 147.A.125 147.A.135 (a)		Choose an item.	
34	Assessments Conducted at Locations Not Listed In Approved Address(s)	147.A.140 (a) 6, 10		Choose an item.	
35	Preparation, Control And Issue of Basic/Type Training Course Certificates	147.A.145 (a)		Choose an item.	
36	Control of Sub-Contractors	147.A.145 (d)		Choose an item.	
CAAT Officials Check by: Note: Signature: Name: Click or tap here to enter text. Date: DD – MMM – YYYY					
Part 3 : Training System Quality	37	Audit of Training	147.A.130		Choose an item.
	38	Audit of Assessments	147.A.130		Choose an item.
	39	Analysis of Assessment Results	147.A.130		Choose an item.
	40	Audit and Analysis Remedial Action	147.A.130		Choose an item.
	41	Accountable Manager Annual Review	147.A.130		Choose an item.
	42	Qualifying The Instructors	147.A.105 (f) (g) (h)		Choose an item.
	43	Qualifying The Examiners/Assessors	147.A.105 (f) (g) (h)		Choose an item.
	44	Records of Qualified Instructors, Examiners and Assessors	147.A.110		Choose an item.
	45	Compliance Matrix	147.A.140		Choose an item.

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Part 4 : Appendices	46	Training Need Analysis (TNA)	147.A.140		Choose an item.
	47	Syllabus of each training course	147.A.140		Choose an item.
	48	Examples of Documents and Forms Used	147.A.140		Choose an item.
	CAAT Officials Check by; Note: Signature: Name: Click or tap here to enter text. Date: <i>DD - MMM - YYYY</i>				