

| Applicant's Information   |  |  |
|---|--|--|
| Name of Organisation: <a href="#">Click or tap here to enter text.</a>  |  |  |
| Address: <a href="#">Click or tap here to enter text.</a>   |  |  |
| Title of proposed Training Program: <a href="#">Course title issues XX revision XX</a>  |  |  |
| Accountable Manager Name/ E-mail: <a href="#">Click or tap here to enter text.</a>  |  |  |
| Coordinator Name/ E-mail: <a href="#">Click or tap here to enter text.</a>  |  |  |
| <b>Type of Submission</b><br><input type="checkbox"/> Initial<br><input type="checkbox"/> Renewal<br><input type="checkbox"/> Re-Validation                               | <b>Type of Program</b><br><input type="checkbox"/> Basic Training <a href="#">Click or tap here to enter text.</a><br><input type="checkbox"/> Type Training <a href="#">Click or tap here to enter text.</a><br><input type="checkbox"/> Other (specify) <a href="#">Click or tap here to enter text.</a> | <b>Intention Letter No.:</b> <a href="#">Click or tap here to enter text.</a> <b>Date:</b> <i>DD - MMM - YYYY</i>  |
|   |  | <b>EMPIC Request No.:</b> <a href="#">Click or tap here to enter text.</a> <b>Date:</b> <i>DD - MMM - YYYY</i>   |
|   |  | <b>Financial (If applicable)</b><br><input type="checkbox"/> Invoice No. <a href="#">Click or tap here to enter text.</a> <b>Date:</b> <i>DD - MMM - YYYY</i><br><input type="checkbox"/> Receipt No. <a href="#">Click or tap here to enter text.</a> <b>Date:</b> <i>DD - MMM - YYYY</i> |
| <b>Verification result:</b><br><input type="checkbox"/> Accept <b>Date:</b> <i>DD - MMM - YYYY</i><br><input type="checkbox"/> Reject <b>Date:</b> <i>DD - MMM - YYYY</i> |  | <b>General Comments (If any)</b><br><a href="#">Click or tap here to enter text.</a>   |

| Competent Official Use Only |  |  |           |
|-----------------------------|--|--|-----------|
| No                          | Position   | Name – Last Name                                 | Signature |
| 1                           | Head of TO                                       | <a href="#">Click or tap here to enter text.</a> |           |
| 2                           | Principal Inspector (PI) or Project Manager (PM) | <a href="#">Click or tap here to enter text.</a> |           |

**Instructions**

1. **Satisfactory** level. It shall be given if the valid documents are provided.
2. **Unsatisfactory** level It shall be given if any valid documents are not provided, or any actions found not to follow CAAT rules and regulations, or not to be conformed to any MTO's documentations as well as any actions being done without evidence of records.
3. **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.
4. **Remarks/Comments** column, inspection result information shall be recorded, both satisfactory and unsatisfactory, the information shall be detailed enough to support the inspection result.
5. 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.
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.

| No.   | Check List Item   | Regulatory Requirements   | CAAT USE ONLY   |         |
|---|---|---|-----------------|---------|
|   |   |   | Results         | Remarks |
| 1   | Revision of Part 147 Compliance Statement, PEL-TO-CK-064, as applicable.      | Requirement of CAAT No.75 (TCAR PEL Part - 147) Chapter 1 Clause 8, Clause 9                                | Choose an item. |         |
| 2   | Revision of CAAT Approved MTOE, as applicable.                                | Requirement of CAAT No.75 (TCAR PEL Part - 147) Chapter 1 Clause 8, Clause 9                                | Choose an item. |         |
| 3   | Receipt of Certification Fee issued by CAAT                                   | Requirement of CAAT No.75 (TCAR PEL Part - 147) Chapter 1 Clause 8  | Choose an item. |         |
| 4   | Complete Phase 1 to Phase 4 package   | Requirement of CAAT No.75 (TCAR PEL Part - 147) Chapter 1 Clause 8, Clause 9                                | Choose an item. |         |
| 5   | Official Letter of approved training organization certificate issued by CAAT. | Requirement of CAAT No.75 (TCAR PEL Part - 147) Chapter 1 Clause 8, Clause 9, Chapter 3 Clause 32           | Choose an item. |         |
| 6   | Certificate of Approved Training Organization                                 | Requirement of CAAT No.75 (TCAR PEL Part - 147) Chapter 1 Clause 8, Clause 9, Chapter 3 Clause 32 Clause 33 | Choose an item. |         |
| <b>General Comments:</b>  |   |   |                 |         |
| CAAT Officials Check by;  |   |   |                 |         |
| Note: .....   |   |   |                 |         |
| Signature: ..... Name: <a href="#">Click or tap here to enter text.</a> Date: DD - MMM - YYYY |   |   |                 |         |