

| Part I: Applicant's Information | | |
|---|--|---|
| Name of Organization: | ATO certificate no.: <i>ATCO-XXXX</i> | |
| No. of Attempt: <input type="checkbox"/> 1 st attempt <input type="checkbox"/> 2 nd attempt <input type="checkbox"/> 3 rd attempt | Date of Submitted: <i>DD - MMM - YY</i> Proposed ATO Start Date: <i>DD - MMM - YY</i> | Application No.: <i>(For CAAT)</i> |
| Coordinator Name/ contact: <i>1. Mr. XXX YYYY/ email</i> <i>2. Mr. XXX YYYY/ email</i> | | |
| <p>Declaration and Signature the information provided in this form is complete and correct and that the documents provided are genuine.</p> <p>Signature: Applicant's Name:/..... Date:.....</p> | | |

| Part II: Competent Official Use Only | | | |
|--|--|--|---|
| Check Submitted document | | | |
| 1st checked <input type="checkbox"/> Complete date..... <input type="checkbox"/> Incomplete date..... Signature/Name: | 2nd checked <input type="checkbox"/> Complete date..... <input type="checkbox"/> Incomplete date..... Signature/Name: | 3rd checked <input type="checkbox"/> Complete date..... <input type="checkbox"/> Incomplete date..... Signature/Name: | Financial (If applicable) <input type="checkbox"/> Invoice No..... Date:..... <input type="checkbox"/> Receipt No..... Date:..... <input type="checkbox"/> Not applicable |
| Verification result: <input type="checkbox"/> Accept <input type="checkbox"/> Reject | | | |
| <p>This compliance check form has been verified by:</p> <p>Signature:..... Name:..... Date:.....</p> <p>(If applicable) Under supervision of:</p> <p>Signature:..... Name:..... Date:.....</p> | | | |

Instructions:

When completing this document, it is important to make a positive statement showing how the organization complies with any relevant part of TCAR PEL Part ORA.

- Column (1) indicates the relevant TCAR PEL Part ORA reference
- Column (2) should contain Manuals/Procedures references. If any part is not relevant, then N/A should be inserted in this column
- Column (3) should describe the details of methods of compliance for applicable paragraphs or why the section is not applicable. If additional information is required to demonstrate compliance, please use the space below or attach an appropriately referenced continuation sheet.
- Column (4) is for CAAT use only.

Once complete please return this document to CAAT.

Note: The training Organization Certificate Requirements (TCAR PEL Part ATCO.OR) should be consulted when completing this compliance checklist

Note: ATO must consider the following when they establish and demonstrate compliance to the CAAT

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.

| Regulation | Reference (1) | Manuals / Procedure Reference (2) | Comment (3) | Result (4) (CAAT only) |
|---|-------------------|---|-------------|---------------------------|
| Part ATCO.OR Requirements for Air Traffic Controller Training Organisations | | | | |
| SUBPART A – GENERAL REQUIREMENTS | | | | |
| ATCO.OR.A.001 | | | | |
| Scope | | | | |
| air traffic controller training organisations in order to obtain and maintain a certificate in accordance with this Regulation. | ATCO.OR.A.001 | | | |
| SUBPART B – REQUIREMENTS FOR AIR TRAFFIC CONTROLLER TRAINING ORGANISATIONS | | | | |
| ATCO.OR.B.001 | | | | |
| Application for a training organisation certificate | | | | |
| Applications for a training organisation certificate shall be submitted to CAAT in due time to allow CAAT to evaluate the application | ATCO.OR.B.001 (a) | | | |
| Applicants for an initial certificate shall demonstrate how they will comply with the requirements established in this regulation | ATCO.OR.B.001 (b) | | | |
| An application for a training organisation certificate shall include the following information (1) the applicant's name and address; (2) the address(es) of the place(s) of operation (including, where relevant, the | ATCO.OR.B.001 (c) | | | |

| Regulation | Reference (1) | Manuals / Procedure Reference (2) | Comment (3) | Result (4) (CAAT only) |
|--|---------------|---|-------------|---------------------------|
| <p>list of ATC units) if different from the applicant's address</p> <p>(3) the names and contact details of:</p> <p>(i) the accountable manager;</p> <p>(ii) the head of the training organisation, if different from point (i);</p> <p>(iii) the person(s) nominated by the training organisation as the focal point(s) for communication with CAAT;</p> <p>(4) date of intended start of activity or change;</p> <p>(5) a list of types of training to be provided and at least one training course from each type of training that is intended to be provided;</p> <p>(6) the declaration of compliance with the applicable requirements shall be signed by the accountable manager, stating the training organisation's compliance with the requirements at all times;</p> <p>(7) the management system processes; and</p> <p>(8) the date of application.</p> | | | | |
| ATCO.OR.B.010 | | | | |

| Regulation | Reference (1) | Manuals / Procedure Reference (2) | Comment (3) | Result (4) (CAAT only) |
|--|-------------------|---|-------------|---------------------------|
| Terms of approval and privileges of a training organisation certificate | | | | |
| Training organisations shall comply with the scope and privileges defined in the terms of approval attached to the organisation's certificate. | ATCO.OR.B.010 (a) | | | |
| In order to ensure that the applicable requirements of this regulation are fulfilled, the privilege to provide unit and continuation training shall only be granted to training organisations which: (1) hold a certificate for the provision of the air traffic control service; or (2) have concluded a specific agreement with the ATC provider | ATCO.OR.B.010 (b) | | | |
| ATCO.OR.B.015 | | | | |
| Changes to the training organisation | | | | |
| Changes to the organisation that affect the certificate or the terms of approval of the training organisation or any relevant element of the training organisation's management systems shall require prior approval by CAAT. | ATCO.OR.B.015 (a) | | | |
| Training organisations shall agree with CAAT on the changes that require prior approval in addition to those specified in point (a). | ATCO.OR.B.015 (b) | | | |

| Regulation | Reference (1) | Manuals / Procedure Reference (2) | Comment (3) | Result (4) (CAAT only) |
|--|--------------------------|---|-------------|---------------------------|
| <p>For any changes requiring prior approval in accordance with points (a) and (b), the training organisation shall apply for and obtain an approval issued by CAAT. The application shall be submitted before any such change takes place in order to enable CAAT to determine continued compliance with this Regulation and to amend, if necessary, the training organisation certificate and related terms of approval attached to it. Training organisations shall provide CAAT with all relevant documentation. The change shall only be implemented upon receipt of formal approval by CAAT. Training organisations shall operate under the conditions prescribed by CAAT during such changes, as applicable.</p> | <p>ATCO.OR.B.015 (c)</p> | | | |
| <p>Changes to the elements referred to in point (a) due to unforeseen circumstances shall be notified to CAAT without delay in order to obtain approval as necessary.</p> | <p>ATCO.OR.B.015 (d)</p> | | | |
| <p>All changes not requiring prior approval shall be managed and notified to CAAT as defined in the procedure approved by CAAT.</p> | <p>ATCO.OR.B.015 (e)</p> | | | |
| <p>Training organisations shall notify CAAT when they cease their activities.</p> | <p>ATCO.OR.B.015 (f)</p> | | | |

| Regulation | Reference (1) | Manuals / Procedure Reference (2) | Comment (3) | Result (4) (CAAT only) |
|---|--------------------|---|-------------|---------------------------|
| ATCO.OR.B.025 | | | | |
| Access to training organisations' facilities and data | | | | |
| Training organisations and applicants for training organisation certificates shall grant access to any person authorised by or acting on behalf of CAAT to the relevant premises in order to examine the required records, data, procedures and any other material pertinent to the execution of the tasks of CAAT. | ATCO.OR.B.025 | | | |
| ATCO.OR.B.030 | | | | |
| Findings; After receipt of notification of findings issued by CAAT the training organisation shall: | | | | |
| identify the root cause of the finding; | ATCO.OR.B.030 (a), | | | |
| define a corrective action plan; and | ATCO.OR.B.030 (b) | | | |
| demonstrate the corrective action implementation to the satisfaction of CAAT | ATCO.OR.B.030 (c) | | | |
| ATCO.OR.B.035 | | | | |
| Immediate reaction to a safety problem | | | | |
| The training organisation shall implement any safety measures mandated by CAAT | ATCO.OR.B.035 | | | |
| ATCO.OR.B.040 | | | | |
| Occurrence reporting | | | | |

| Regulation | Reference (1) | Manuals / Procedure Reference (2) | Comment (3) | Result (4) (CAAT only) |
|---|-------------------|-----------------------------------|-------------|------------------------|
| Training organisations providing on-the-job training shall report to CAAT, and to any other organisation required by the State of the operator to be informed, any accident, serious incident and occurrence resulting from their training activity. | ATCO.OR.B.040 (a) | | | |
| Reports shall be made as soon as practicable, but in any case, within 72 hours of the training organisation identifying the condition to which the report relates, unless exceptional circumstances prevent this. | ATCO.OR.B.040 (b) | | | |
| Where relevant, training organisations shall produce a follow-up report to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified. | ATCO.OR.B.040 (c) | | | |
| Without prejudice to CAAT Occurrence Reporting Regulation, the reports referred in paragraphs (a), (b), and (c) shall be made in a form and manner established by CAAT and contain all pertinent information about the condition known to the organisation. | ATCO.OR.B.040 (d) | | | |
| SUBPART C – MANAGEMENT OF AIR TRAFFIC CONTROLLER TRAINING ORGANISATIONS | | | | |
| ATCO.OR.C.001 | | | | |
| Management system of training organisations; Training organisations shall establish, implement and maintain a management system that includes: | | | | |

| Regulation | Reference (1) | Manuals / Procedure Reference (2) | Comment (3) | Result (4) (CAAT only) |
|--|-------------------|---|-------------|---------------------------|
| clearly defined lines of responsibility and accountability throughout the organisation, including direct safety accountability of the accountable manager. | ATCO.OR.C.001 (a) | | | |
| a description of the overall principles of the organisation with regard to safety, referred to as the safety policy. | ATCO.OR.C.001 (b) | | | |
| the identification of aviation safety hazards entailed by the activities of the training organisation, their evaluation and the management of associated risks, including actions to mitigate the risk and verify their effectiveness. | ATCO.OR.C.001 (c) | | | |
| Training organisations who conducts ATC training in a live air traffic control environment shall establish an acceptable Safety Management System | ATCO.OR.C.001 (d) | | | |
| maintaining personnel trained and competent to perform their tasks | ATCO.OR.C.001 (e) | | | |
| documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation | ATCO.OR.C.001 (f) | | | |
| a function to monitor compliance of the organisation with the relevant requirements. | ATCO.OR.C.001 (g) | | | |

| Regulation | Reference (1) | Manuals / Procedure Reference (2) | Comment (3) | Result (4) (CAAT only) |
|---|-------------------|---|-------------|---------------------------|
| Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary | | | | |
| the management system shall be proportionate to the size of the organisation and its activities, taking into account the hazards and associated risks inherent in those activities. | ATCO.OR.C.001 (h) | | | |
| ATCO.OR.C.005 | | | | |
| Contracted Activities | | | | |
| Training organisations shall ensure that when contracting or purchasing any parts of their activities, the contracted or purchased activity or part of activity conform to the applicable requirements. | ATCO.OR.C.005 (a) | | | |
| When a training organisation contracts any part of its activity to an organisation that is not itself certified in accordance with this Regulation to carry out such activity, the contracted organisation shall work under the terms of approval contained in the certificate issued to the contracting training | ATCO.OR.C.005 (b) | | | |

| Regulation | Reference (1) | Manuals / Procedure Reference (2) | Comment (3) | Result (4) (CAAT only) |
|--|-------------------|---|-------------|---------------------------|
| organisation. The contracting training organisation shall ensure that CAAT is given access to the contracted organisation to determine continued compliance with the applicable requirements. | | | | |
| ATCO.OR.C.010 | | | | |
| Personnel requirements | | | | |
| Training organisations shall appoint an accountable manager. | ATCO.OR.C.010 (a) | | | |
| A person or persons shall be nominated by the training organisation with the responsibility for training. Such person or persons shall be ultimately responsible to the accountable manager. | ATCO.OR.C.010 (b) | | | |
| Training organisations shall have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements. | ATCO.OR.C.010 (c) | | | |
| Training organisations shall maintain a record of theoretical instructors with their relevant professional qualifications, adequate knowledge and experience and their demonstration, instructional techniques assessment and subjects they are entitled to teach. | ATCO.OR.C.010 (d) | | | |

| Regulation | Reference (1) | Manuals / Procedure Reference (2) | Comment (3) | Result (4) (CAAT only) |
|--|-------------------|-----------------------------------|-------------|------------------------|
| Training organisations shall establish a procedure to maintain competence of the theoretical instructors. | ATCO.OR.C.010 (e) | | | |
| Training organisations shall ensure that practical instructors and assessors successfully complete refresher training in order to revalidate the respective endorsement. | ATCO.OR.C.010 (f) | | | |
| Training organisations shall maintain a record of persons qualified for assessing practical instructors' competence and assessors' competence, in accordance with TCAR PEL Part ATCO ATCO.C.045, with their relevant endorsements. | ATCO.OR.C.010 (g) | | | |
| ATCO.OR.C.015 | | | | |
| Facilities and equipment | | | | |
| Training organisations shall have facilities allowing the performance and management of all planned tasks and activities in accordance with this Regulation. | ATCO.OR.C.015 (a) | | | |
| The training organisation shall ensure that the synthetic training devices comply with the applicable specifications and requirements appropriate to the task. | ATCO.OR.C.015 (b) | | | |
| During on-the-job training instruction, the training organisation shall ensure that the | ATCO.OR.C.015 (c) | | | |

| Regulation | Reference (1) | Manuals / Procedure Reference (2) | Comment (3) | Result (4) (CAAT only) |
|---|-------------------|---|-------------|---------------------------|
| instructor has exactly the same information as the person undertaking OJT and the means to intervene immediately. | | | | |
| ATCO.OR.C.020 | | | | |
| Record keeping | | | | |
| Training organisations shall retain detailed records of persons undertaking or having undertaken training to show that all requirements of the training courses have been met. | ATCO.OR.C.020 (a) | | | |
| Training organisations shall establish and maintain a system for recording the professional qualifications and instructional techniques assessments of instructors and assessors, as well as the subjects they are entitled to teach, where appropriate. | ATCO.OR.C.020 (b) | | | |
| The records required in points (a) and (b) shall be retained for a minimum period of five years subject to the applicable national data protection law: (1) after the person undertaking training has completed the course; and (2) after the instructor or assessor ceases to perform a function for the training organisation, as applicable. | ATCO.OR.C.020 (c) | | | |

| Regulation | Reference (1) | Manuals / Procedure Reference (2) | Comment (3) | Result (4) (CAAT only) |
|---|-------------------|-----------------------------------|-------------|------------------------|
| The archiving process including the format of the records shall be specified in the training organisation's management system. | ATCO.OR.C.020 (d) | | | |
| Records shall be stored in a secure manner. | ATCO.OR.C.020 (e) | | | |
| SUBPART D – REQUIREMENTS FOR TRAINING COURSES AND TRAINING PLANS | | | | |
| ATCO.OR.D.001 | | | | |
| Requirements for training courses and training plans; Training organisations shall develop: | | | | |
| training plans and training courses associated to the type(s) of training provided in accordance with the requirements set out in TCAR PEL Part ATCO | ATCO.OR.D.001 (a) | | | |
| methods of assessments in accordance with TCAR PEL Part ATCO ATCO.D.090(a)(3) and ATCO.D.095(a)(3). | ATCO.OR.D.001 (b) | | | |
| ATCO.OR.D.005 | | | | |
| Examination and assessment results and certificates | | | | |
| The training organisation shall make available to the applicant his/her results of examinations and assessments and, upon applicant's request, issue a certificate with his/her result of examinations and assessments. | ATCO.OR.D.005 (a) | | | |

| Regulation | Reference (1) | Manuals / Procedure Reference (2) | Comment (3) | Result (4) (CAAT only) |
|---|-------------------|---|-------------|---------------------------|
| Upon successful completion of initial training, or of rating training for the issue of an additional rating, the training organisation shall issue a certificate. | ATCO.OR.D.005 (b) | | | |
| A certificate of completion of the basic training shall only be issued upon request of the applicant if all elements of basic training have been completed and the applicant has successfully passed the associated examinations and assessments. | ATCO.OR.D.005 (c) | | | |