

CHECKLIST FOR PHASE II (FORMAL APPLICATION PHASE) ACCEPTANCE

For Approval of Approved Training Organization in accordance with TCAR PEL Part ORA

Instructions

Please check the boxes for the items below, complete the required information in the blank fields, and ensure this checklist is signed by the PEL Manager, Head of TO, and Principal Inspector. In the Remarks box, specify any restrictions, constraints, limitations, or rationale, as applicable. For the filling methodology, refer to the CAAT-PEL-RDMSP Manual.

In case of termination or incompleteness of Section 3, managerial personnel may provide a recommendation for further action in Section 4 of this checklist.

1. GENERAL			
Name of ATO			
ATO's Point of Contact Name		Email	
EMPIC Request No.	<i>REQUEST-XXXXX</i>	Remarks	
Phase Start Date	<i>DD/MM/YYYY</i>		
Documentation Verified Date	<i>DD/MM/YYYY</i>		
No	Position	Name – Last Name	Signature
1.	PEL Manager		
2.	Head of TO		
3.	Principal Inspector (PI)		
Phase Completion Date			<i>DD/MM/YYYY</i>
*The phase completion date is the date when the inspector has completed all items in accordance with Section 5, 5.1.5, 1 of the PEL Procedural Manual: Issuance of Approved Training Organization (ATO) Certificate.			

2. PROCEDURES VERIFICATION			
<i>Refer to PEL Procedural Manual Section 5, 5.1.5, 1. ISSUANCE OF APPROVED TRAINING ORGANIZATION (ATO) CERTIFICATE</i>			
No.	Verification of Action Taken	Completed	Remark(s)
1	Cursory review of submitted documents	<input type="checkbox"/>	
2	Check completeness of application package	<input type="checkbox"/>	
3	Store documents in official system (DRMS)	<input type="checkbox"/>	
4	Along with this Checklist, Draft and attach phase completion letter for Manager Approval	<input type="checkbox"/>	
5	(If Applicable) Terminate applicant when inactive more than 90 days from the latest contact (Inform by email or letter)	<input type="checkbox"/>	

3. DOCUMENTS VERIFICATION						
<i>Refer to Record-Keeping and Document Management System Procedure, 2.4.1, Thailand Civil Aviation Regulation - Personnel Licensing Part Organisation Requirements for Aircrew (TCAR PEL Part - ORA), Chapter 1 Clause 7 and PEL Procedural Manual Section 5, 5.1.5, 1.</i>						
No.	Documents Verified	Reference	S	U	N/A	Remark(s)
1	Name and Address of Applicant [<i>Refer to Page 1 of application Form</i>]	Section 7 (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Intended commencement of activity [<i>Refer to Page 1 of application Form</i>]	Section 7 (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Company Registration Documents [<i>certified by authorized person, issued no longer than 6 months</i>]	Section 7 (3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	A copy of the list of shareholders [<i>certified by authorized person</i>]	Section 7 (4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Documents or evidence showing financial status to ensure sufficient capital for the business	Section 7 (5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	A copy of document showing ownership or possession rights or the rights to use the main base	Section 7 (6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Post Holders' CV [<i>Head of Training, Flight Instructor, Flight Simulation Training Instructor, Theoretical Knowledge Instructor</i>]	Section 7 (7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Official documents showing details of the aircraft(s) to be used for training including Class, Type, Registration and Airworthiness (C of R, C of A)	Section 7 (8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Official documents showing details of the Flight Simulation Training Device(s) to be used for training	Section 7 (9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Documents or evidence showing detailed information regarding facilities and equipment that are appropriate and sufficient according to the size of the organisation and type of the training course(s) proposed for approval	Section 7 (10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Documents showing the details of the training course(s) [<i>Training Manual</i>]	Section 7 (11)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Refer to Record-Keeping and Document Management System Procedure, 2.4.1, Thailand Civil Aviation Regulation - Personnel Licensing Part Organisation Requirements for Aircrew (TCAR PEL Part - ORA), Chapter 1 Clause 7 and PEL Procedural Manual Section 5, 5.1.5, 1.

No.	Documents Verified	Reference	S	U	N/A	Remark(s)
12	Documents showing the type of the training course(s) [Training Manual]	Section 7 (12)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	A Five-Year Business Plan	Section 7 (13)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Operational Manual, including training programme [for Key Personnel and Instructional Personnel]	Section 7 (14)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Training Manual	Section 7 (15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Organisation Management Manual [if applicable]	Section 7 (16)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Training Records [of Key Personnel and Instructional Personnel]	Section 7 (16)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Compliance Matrix (TCAR PEL Part ORA Statement of Compliance Checklist)	Section 7 (16)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	For foreign ATO applicant, a copy of the current ATO certificate issued by the National Civil Aviation Authority	Section 7 (16)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	CAAT-PEL-TO-019 Application for a Part - ORA ATO Initial / Change Approval	Section 7 (16)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	CAAT-PEL-TO-020 Application for Nominated Person	Section 7 (16)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4. IN CASE OF TERMINATION OR INCOMPLETION OF SECTION 3 (IF APPLICABLE)	
Further Action Required	
Head of TO's Comment	
PEL Manager's Comment	