

Notification of the Department of Civil Aviation

Re: Approval of Ground Maintenance Mechanic Training Organisations and Programs

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By virtue of Section 6 of the Regulations of the Civil Aviation Board No. 77, Re: Qualifications and Right to Perform Duties of the Applicant Ground Maintenance Mechanic, the Director General of the Department of Air Transport hereby issues the following regulations regarding the approval of ground maintenance mechanic training organisations and programs (the “Notification”):

Clause 1 The Notification of the Department of Commercial Aviation, Re: Approval of Ground Maintenance Mechanic Training Programs dated 8 September B.E. 2543 (2000) shall be repealed.

Clause 2 In this Notification:

“Organisation” means an institution which organises training programs for ground maintenance mechanics;

“Training program” means a ground maintenance mechanic training program;

“Representative” means an official of an approved ground maintenance mechanic training organisation who is responsible for coordinating with the Department of Air Transport in order to ensure that the Organisation is able to raise funds and is in compliance with the standards prescribed by the Department of Air Transport; and

“Director General” means the Director General of the Department of Air Transport.

Clause 3 The applicant for the approval of the ground maintenance mechanic training organisation shall possess the following qualifications:

(1) Being a juristic person under the Thai law;

(a) At least 51 per cent of the total capital or number of shares shall be held or owned by Thai nationals;

(b) The majority of the directors, managers, or persons with management authority of the juristic person shall be Thai nationals;

(2) Having ownership rights or possessory rights over, or the right to use the area in which the Organisation will be established;

(3) Having a financial position which is secure and has sufficient potential for operating the Organisation; and

(4) Not being an applicant for whom the Certificate of Approval of a Ground Maintenance Mechanic Training Organisation (“Certificate of Approval”) has been suspended or has been revoked for a period of less than two years.

Clause 4 The applicant for the approval of the Organisation shall submit a written request to the Flight Standards Bureau at least 120 days prior to the expected operation date along with the following documents:

(1) Juristic person registration or documents evidencing the juristic person’s status and the names of the authorised persons;

(2) Copy of the list of the shareholders which has been certified by the Registrar;

(3) Copy of the documents evidencing the ownership right or possessory right over, or right to use the area in which the Organisation will be established;

(4) Evidence of the financial position of the applicant, e.g. financial report presented to the shareholders or other evidence demonstrating the source and use of the capital, details of investments in other businesses, or documents certifying the applicant’s financial position issued by a financial institution;

(5) Documents relating to the operations of the Organisation:

(a) Organisational structure and duties and responsibilities of the personnel in each position;

(b) Name and required qualifications of the person who will be nominated as the Representative;

(c) Qualifications of the executive level officials and personnel who are in charge of providing training; and

(d) Training and procedures manual.

Clause 5 The training and procedures manual of the Organisation, which will be used as a guideline for adherence to by all relevant persons, shall be divided into parts and shall at a minimum include the following information:

(1) Part 1 – General; this section should show the details and scope of the approved training program, subject to the approval of the conditions. It shall comprise the following:

- (a) Introduction;
- (b) Table of contents;
- (c) Scope of the approved training program and any conditions on such approval;
- (d) Procedures for making amendments to the training and procedures manual and the procedures for recording amendments to documents;
- (e) Distribution of the training and procedures manual to the relevant units and personnel;
- (f) Policy and organisation chart; and
- (g) Map of the buildings inside the Organisation premises.

(2) Part 2 – Name and details of the responsible personnel who shall perform duties as the Representative

- (a) Qualifications of the Representative;
- (b) Scope of authority and duties of the Representative;

(3) Part 3 – List of names and details of the qualifications of the personnel whose responsibilities involve the planning, conducting, and control of the training program, and the number of personnel in this respect;

(4) Part 4 – Details relating to the steps to be taken in order to maintain the knowledge and abilities of the personnel conducting the training program;

(5) Part 5 – Contents of the planned training program, both knowledge-based (theoretical aspect) and skills-based (practical aspect), which shall consist of:

(a) Procedures for admission of students and number of expected students who will be admitted to the program in each academic year;

(b) Transfer of credits (if any);

(c) Procedures for determining the ratio of the number of instructors to number of students;

(d) Details of the training program in 9 (1) – (6); and

(e) Method of academic performance evaluation and issuance of the graduation certificate.

(6) Part 6 – Details of the quality assurance system of the Organisation; and

(7) Part 7 – Details of the location and facilities of the Organisation, i.e. the information, documents, classrooms, training facilities, media and equipment used for conducting training. These shall be in line with the training program which will be conducted and shall be sufficient for the number of students enrolled.

Clause 6 Upon receipt of the application, the Flight Standards Bureau shall check the qualifications and characteristics of the applicant in Clause 3, documents and evidence in Clause 4, and the training and procedures manual in Clause 5. If the applicant possesses all of the required qualifications, and engages personnel, and implements or has established procedures, training plans, training programs, a quality assurance system, location, and facilities that will allow for conducting training in compliance with the submitted training and procedures manual, the application shall be presented to the Director General for approval.

Clause 7 The Certificate of Approval shall be valid for five years from its issuance date and in the form enclosed herewith. It shall at a minimum comprise:

(1) Certificate number;

(2) Name of the Organisation;

(3) Address of the Organisation;

(4) Name of the approved training program;

- (5) Issuance date and expiry date of the Certificate; and
- (6) Signature of the Director General.

Clause 8 If the Organisation which has been granted a Certificate of Approval wishes to make amendments to its training and procedures manual, it shall submit an application to the Flight Standards Bureau along with the revised details. It shall only be able to continue operations in compliance with the amended training and procedures manual upon obtaining the approval of the Director General.

Clause 9 If the holder of the Certificate of Approval is desirous of making changes to add, or reduce the number of approved training programs which it will offer, the holder (Organisation) shall submit a written request to the Flight Standards Bureau, along with the following documents and details:

- (1) Objectives of the program for which approval is being sought;
- (2) Qualifications of the trainees in the program for which approval is being sought;
- (3) Format of the training program, both knowledge-based and skills-based aspects (theoretical and practical);
- (4) Contents of the courses in the program, which shall be in compliance with the most updated Doc 7192 Training Manual prescribed by the International Civil Aviation Organisation (ICAO);
- (5) Details of the classrooms, training facilities, media and equipment used for conducting training in the program for which approval is being sought; and
- (6) Methods for academic performance evaluation.

The Flight Standards Bureau shall inspect the documents in the first paragraph. If the Flight Standards Bureau is of the view that the contents of the revised program are in compliance with the most updated Doc 7192 Training Manual prescribed by the International Civil Aviation Organisation (ICAO), and that the applicant is able to efficiently conduct training in accordance with the approved program and the training and procedures manual of the Organisation, it shall propose the matter to the Director General for consideration and approval. The approved program shall be specified in the course syllabus of the ground maintenance mechanic training program in the annex to the Certificate of Approval.

Clause 10 The Organisation shall assign a Representative who shall be responsible for coordinating with the Department of Air Transport in order to ensure that the Organisation is able to raise funds and is in compliance with the standards prescribed by the Department of Air Transport. The duties of the Organisation shall be as set out in Clauses 11 (3) – (10) and Clause 13.

Clause 11 An approved Organisation shall have the following duties:

(1) To ensure that a Representative is appointed during the validity period of the Certificate of Approval. If there are any changes to the Representative, the nominated candidate shall be proposed to the Director General for approval within 14 days from the date of the abovementioned change;

(2) To comply with the training and procedures manual;

(3) To give the Director General a report on all actual changes in Clause 4 (5) within 14 days from the date of such change;

(4) To propose amendments to the training and procedures manual so that it is consistent with the changes in the operations and is up-to-date at all times. Such proposed amendments shall be subject to the approval of the Director General;

(5) To make the amendments to the training and procedures manual in accordance with the details and within the timeline determined by the Director General;

(6) To ensure that all relevant officials and personnel have an updated copy of the training and procedures manual;

(7) To keep a record of the background information of the trainees and retain such records for a period of at least two years from the date of the trainee's successful completion of the program;

(8) To keep a record of the background information of the instructors and examining staff and retain such records for a period of at least two years from the termination of the instructors or examining staff, as the case may be;

(9) To give consent to and facilitate the officials of the Department of Air Transport who shall enter the premises of the Organisation during the operating hours in order to conduct inspections to ensure compliance with the training and procedures manual or as assigned by the Director General; and

(10) To rectify any defaults as determined following an inspection by the officials of the Department of Air Transport to ensure compliance with the training and procedures manual.

Clause 12 The register of the background information of the trainees in Clause 11 (7) shall at a minimum contain the following particulars:

- (1) First and last name of the trainee;
- (2) Copy of the transcript;
- (3) Qualifications prior to receiving training;
- (4) Duration of training;
- (5) Name of training program;
- (6) Date of completion of the program or date on which the trainee is no longer deemed a trainee or the date on which the trainee transfers to another Organisation;
- (7) Evaluation results in each stage of the training program and names of the instructors;
- (8) Progress of each of the stages of training;
- (9) Date on which the results of the knowledge-based (theoretical) and skills-based (practical) examinations are announced, and the names of the instructors; and
- (10) Number of additional training hours (in the case that the trainee fails the examinations).

Clause 13 Upon the successful completion of the training program, the Organisation shall issue the trainee a graduation certificate and transcript, which shall at a minimum include the following particulars:

- (1) The graduation certificate shall at a minimum include:
  - (a) Name of the Organisation and certificate number;
  - (b) First and last name of the graduate;
  - (c) Name of the training program;
  - (d) Completion date of the training program;
  - (e) Name of the authorised person of the Organisation.
- (2) The transcript shall at a minimum include:

- (a) Name of the Organisation and certificate number;
- (b) First and last name of the graduate;
- (c) Details of the training program;
- (d) Evaluation results in each stage of the training program; and
- (e) Name of the authorised person of the Organisation.

Clause 14 If the Organisation fails to comply with Clause 11 and Clause 13, and the Director General has issued a letter requesting that the Organisation rectify the same within a specific timeframe, but the Organisation fails to or is unable to rectify the same, the Director General shall suspend the Certificate of Approval for at least 90 days.

Clause 15 If the Director General suspends the Certificate of Approval and the suspension period has expired but the Organisation fails to rectify the issue in compliance with the instructions of the Director General, the Certificate of Approval shall be revoked.

Clause 16 If the Director General suspends or revokes the Certificate of Approval, the Representative shall return the Certificate of Approval by submitting the same to the Department of Air Transport within five business days.

Clause 17 The Certificate of Approval shall become invalid if the Organisation fails to commence training within 60 days from the issuance date of the Certificate of Approval.

Clause 18 The holder of the Certificate of Approval who is desirous of renewing the Certificate shall submit a request for renewal to the Flight Standards Bureau at least 60 days prior to the expiry of such Certificate. After having submitted the request for renewal, the Certificate holder shall continue its operations until otherwise instructed by the Flight Standards Bureau.

The provision in Clause 6 shall apply, *mutatis mutandis*, to the consideration of the renewal of the Certificate of Approval,.

Each renewal shall be valid for a period of five years from the expiry date of the Certificate of Approval.



Clause 19 If the Certificate of Approval is lost, destroyed, or materially damaged, the Certificate holder shall submit an application for a substitute Certificate of Approval. If, after due consideration, the Director General approves the request, the substitute Certificate of Approval shall be issued.

The substitute Certificate of Approval in the first paragraph shall be in the same format as the existing Certificate of Approval and contain a “Substitute” stamp in red ink on the front of the substitute Certificate of Approval.

Clause 20 For Organisations offering approved ground maintenance mechanic training programs that are in operation and have been granted the Certificate of Approval prior to the date on which this Notification comes into force and effect: the owners or operators of the Organisation shall submit an application for a Certificate of Approval for the Organisation and Training Program within thirty days from the date on which this Notification comes into force and effect.

Upon having submitted the application, the owner or operator of the Organisation shall continue the operations until otherwise instructed by the Director General.

This Notification shall be effective from this day onward.

Given on 14 May 2008

*-Signature-*

Mr. Chaisak Angsuwan

Director General of the Department of Air Transport