



สำนักงานการบินพลเรือนแห่งประเทศไทย
Civil Aviation Authority of Thailand

Approved Training Organisation
Manuals Templates
Guidance Information

Accepted By

A blue ink signature of Glot Senalaksana is written over a red circular official seal of the Civil Aviation Authority of Thailand. The seal contains the text 'THE CIVIL AVIATION AUTHORITY OF THAILAND' and 'กรมการบินพลเรือน'.

Glot Senalaksana
Manager of Personnel Licensing Department
The Civil Aviation Authority of Thailand

Document format

The task for the applicant or ATO is to add the details of their organisation as currently registered with the CAAT, using this template manual as appropriate. While this is the primary aim, the manual can also be developed further by the applicant/ATO, to reflect any new courses it wishes to deliver.

The document is produced in 'Word' format and should be personalised by the applicant to reflect their organisation, its procedures, courses and ratings as appropriate. It can also be used to detail other information as you see relevant to your ATO. The contents of this CD (file) should be saved to your own computer records system before any changes are made.

The document is made up of **Five Parts**. Once approval has been granted based upon the manual, any changes prescribed in Clause 5 of the Announcement of the Civil Aviation Authority of Thailand on the Certification of Aviation Training Organizations and Courses B.E. 2562, will need the prior approval of the CAAT before they are implemented.

Completion guidance

To assist the ATO, the document includes:

- Text shown in Black is required for the ATO to show its compliance. This can be amended where necessary to reflect the management organisation, type of aircraft and courses peculiar to your ATO.
- Text shown in Blue italics is for guidance on what kind of information you will need to provide and should be replaced with the applicant's material or deleted before submission to the CAA.
- Text shown in Red italics indicates where you will need to provide your own specific information as it relates to your organisation.



FOREWORD

The Approved Training Organisation Manuals Guidance Information provides information and guidance to ATOs providing training leading to the issuance of Private Pilot License (PPL), Commercial Pilot License (CPL), Multi-Crew Pilot License (MPL), and endorsement of a type rating.

This GM includes template samples of required document and manuals including: (1) Training Procedure Manual (TPM); (2) Safety Management Manual (SMM); (3) Quality Management System Manual (QMM); (4) Record Keeping Manual (RCM); and (5) Course Manual (CM). The templates have been designed by CAAT to be personalised by the ATO in order to show their compliance with the **Announcement of the Civil Aviation Authority of Thailand on the Certification of Aviation Training Organizations and Courses B.E. 2562.**

A handwritten signature in blue ink, consisting of stylized cursive letters, is positioned above the title of the signatory.

Manager of Personnel Licensing Department

Effective Date: 21 February 2020