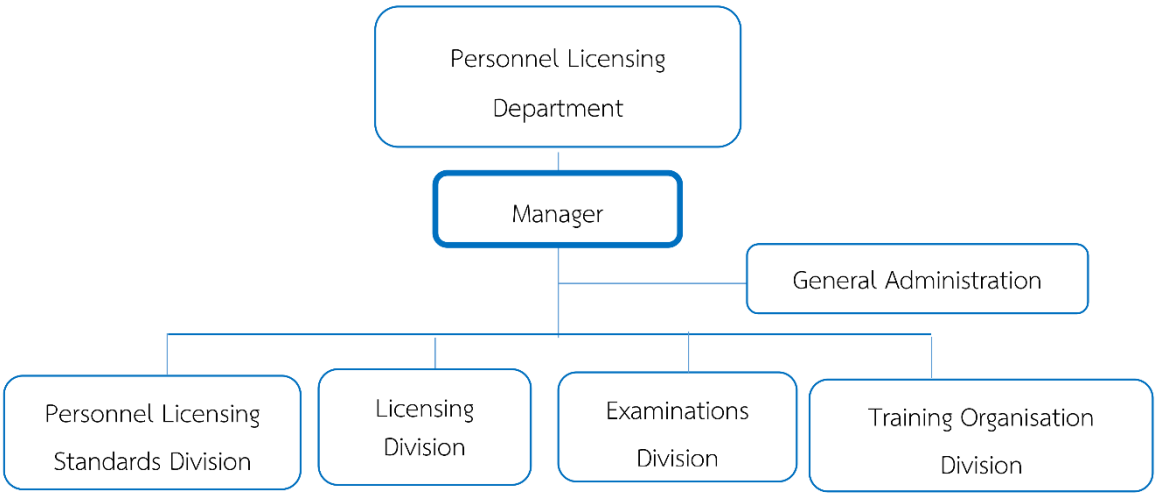
PART 1. GENERAL

1. PERSONNEL LICENSING DEPARTMENT ORGANIZATION STRUCTURE



According to CAAT Order 297/2561 Segregation of Functions and Delegation of Power, Personnel Licencing Department (PEL) have duty and responsibilities as follows:

(1) Conducting study and analysing of legislation, rules, regulations and standards in order to set guidelines for revising/developing/drafting rules, regulations, standards, manual and guidance materials related to personnel licensing and relevant activities.

(2) Considering and recommending on the regulations of the International Civil Aviation Organization in relation to an issuance of Personnel Licence.

(3) Recommending on the improve theoretical knowledge testing procedures, tools and tests are compliance with the standards

(4) Conducting an issuance certificate of Personnel Licence, and renewal/increasing rating of Personnel Licence and validating licence by the contracting members of the convention or the state which Thailand has an agreement with.

(5) Conducting an issuance, renewal, and surveillance of Approval Certificate of Approved Training Organisation (ATO), Flight Simulation Training Device (FSTD), and Aviation English Language Proficiency Testing Centre (LPC)/Aviation English Language Proficiency Examiner.

(6) Acting as a centre for collecting personal profiles of Personnel Licence holders, certificate of Personnel Licence

(7) Coordinating or supporting the operations of other related departments as assigned.

1.1. Manager Personnel Licensing Department

The duties, responsibilities and authorities of PEL Manager are:

a) To manage and ensure performance of PEL staff;
b) To develop and maintain regulations, means of compliance, guidance material and procedures related to the licensing of flight crew members, aircraft maintenance personnel, air traffic controllers, flight operations officer/flight dispatchers and other specialties as applicable as well as with respect to the certification of approved training organizations and flight simulator training devices;
c) Ensure that regulations, and procedures comply with ICAO standards and recommended practices;
d) Coordination and facilitation of rule and regulation promulgation, applicable orders and airworthiness requirements, and the licensing standards as amended from time to time;
e) Ensure that relevant guidance material is published;
f) Ensure that regulations and approved manuals/procedures are being complied with through regular oversight of approved/certified organizations as well as certified persons by CAAT staff;
g) Enforce civil aviation regulations related to the licensing and maintenance of competency of flight crew members, aircraft maintenance personnel, air traffic controllers, flight operations officer/flight dispatchers and other specialties as applicable and submit to the Director General recommendations for action to suspend, revoke, or limit licences or approvals/certificates when appropriate;
h) Ensure that the department has sufficient competent staff and the staff is equipped and trained to ensure continued proper functioning of the Personnel Licensing Department;
i) Maintain liaison with the Medical Department, Flight Operations Department, Airworthiness Department, etc., regarding licensing standards and facilitate the inspection functions of their charged with licensing duties;
j) Ensure that the licensing activities are coordinated with other departments of CAAT where necessary;

k) Ensure that applicable staff and other persons certified, authorized, approved or designated to conduct flight or practical tests on behalf of CAAT are properly appointed, trained, briefed, and supplied with adequate guidance and documentation to carry out their tasks, and ensure that an efficient recording system of such persons and all related licensing actions is maintained;

l) Shall ensure a proper handling of applications for

- Personnel licences and ratings
- Certification of related aviation training organizations and approval of their training programs
- Certification and qualification of flight simulator training devices and
- Certification and authorization of designated persons

m) Manage and ensure the overall operations and productivity of the department in accordance with CAAT's vision, mission, and objectives in accordance with the applicable regulations and standards;

n) Shows professionalism at strategic and executive level including effective decision making with regard to complex and difficult situations and problems;

o) Forecast multiple complex projects;

p) Coordinate and/or support operations of other related departments as assigned

Authorities

Refer to Order of The Civil Aviation Authority of Thailand No.303/2560 regarding Delegation of Certain Authorities to Manager, Assignment of order and perform functions and Action for Director General of the Civil Aviation Authority of Thailand, Personal licensing Manager action for Director General of the Civil Aviation Authority of Thailand and have an authority to sign in document as follows:

i. Issuing under section 42, paragraph one and renewing licences, adding ratings, language proficiency, changing information and issuing temporary approvals or special authorizations.
ii. Validating personnel licences issued by a contracting state or by a state entering into an agreement with Thailand under section 42, paragraph two
iii. Signing in the document in order to contact with the related unit such as an official letter to approved aeromedical centres in order to get a medical examination, an official letter to conduct the Practical Test
iv. Issuing certification of personnel licences
v. Announcing of theoretical examination for Personnel Licensing
vi. Issuing and renewing flight instructor certificate
vii. Approving flight simulator test
viii. Issuing and renewing temporary Aircraft Type Rating
ix. Issuing Designated Check Pilot Certificate

Refer to Order of The Civil Aviation Authority of Thailand No.134/2561 regarding Delegation of Competent officer to perform duty under the Air Navigation Act, B.E.2497, Personal licensing Manager of The Civil Aviation Authority of Thailand is a competent officer as follows:

i. Issuing under Section 42, paragraph one and renewing licences, adding ratings, language proficiency, changing information and issuing temporary approvals or special authorizations.
ii. Validating personnel licences issued by a contracting state or by a state entering into an agreement with Thailand under Section 42, paragraph two
iii. Ordering the personal licensing holder who lack of qualification related to knowledge or competence to conduct the theoretical or practical examination under Section 47
iv. Performing under Section 65,66 and 67

1.2. Examination Division

The duties, responsibilities and authorities of the Examination Division are:

a) The development and maintenance of a sustainable and reliable examination system (theoretical as well as practical) regarding applicants for all categories of personnel licences and ratings as required in the civil aviation regulations;
b) Development of procedures regarding new theoretical knowledge questions;
c) Development of procedures regarding the conduct of examinations;
d) Development of a procedure regarding the issuance of certificate of competence where applicable;
e) Establishment and management of a sustainable theoretical question bank;
f) Organizing theoretical knowledge examination;
g) Coordinating skill tests, licensing proficiency checks and assessments of competence;
h) Provide training as well as recurrent training for Designated Check Pilots/examiners with respect to the certification of DCP'S/examiners;
i) Organize assessments of competence of DCP's/examiners;
j) Provide training for examiners other than flight examiners;
k) Develop schedules with respect to testing flight crew and other applicants for licence;
l) Develop test/assessment report forms;
m) Provide training regarding Senior DCP's/Examiners;
n) Organize regularly DCP/examiners standardization workshop;
o) Establish and maintain a sustainable and reliable record system;
p) Develop an oversight program regarding DCP/examiners;
q) Maintaining a list of certified DCP's/examiners including their privileges;
r) Issuance of DCP/examiners certificated or certificates of competence

1.3. Licensing Division

The duties, responsibilities and authorities of the Licensing Division are:

a) Drafting procedures for licensing staff with respect to the initial issue and renewal of licences, ratings and certificates
b) Evaluating of foreign licences and certificates, with respect to the issue a validation certificate and take appropriate action, including consultation of the State of licence issue (SOLI) as necessary
c) The review of proficiency, recent experience and possible limitations of flight crew, maintenance personnel, air traffic controllers and ground operators and taking the appropriate action;
d) Review and analyze the applications for a licence, related documentation and recommending actions to be taken if necessary (e.g. enforcement actions);
e) The initial issue and renewal of licences, ratings, certificates, and the issue of temporary approvals or special authorizations;
f) Setting up and maintaining an efficient and secure record system for licences, certifications, designations, approvals and authorizations;
g) Handling routine correspondence with respect to applications for licences, ratings, certificates, flight tests, assessments and other routine clerical matters

1.4. Training Organization Division

The duties, responsibilities and authorities of the Licensing Division are:

a) Establish and maintain requirements for approval as provided for in the civil aviation orders, including requirements for the recognition of foreign-approved training organizations;
b) Studying the PEL training standards and making the necessary recommendations for improvement of domestic and foreign training programmes and oversight;
c) Developing and executing plans for the surveillance/evaluation of different aviation training activities, such as pilot, aircraft maintenance training including aircraft manufacturer provided course etc.;
d) Reviewing training curricula and programmes submitted for approval and taking appropriate action;
e) Audit and recommend for approving training organizations and training sections at operational and maintenance organizations, air traffic control units, manufacturers and other approved agencies as appropriate;
f) Inspect and recommend for qualifying flight simulation training devices, conducting their recurrent evaluations and authorizing their use for defined training tasks; and
g) Inspect and recommend for qualifying approved training organization and training courses.

1.5. Personnel Licensing Standard Division

Regulatory tasks cover the development and maintenance of the regulatory support of personnel licensing and include:

a) Drafting and amending regulations and rules (or specific operating regulations) related to the training and licensing of aviation personnel;
b) Managing enforcement of licensing laws and regulations;
c) Developing procedures, taking into account best practices and applicable quality standards; and
d) Maintaining currency of all regulatory material and PEL documents in use by PEL staff;

1.6. General Administration

Administrative has duty and responsibilities as follows:

a) Providing supplies, equipment and facilities to the PEL Office;
b) Handling routine correspondence with other CAAT function;
c) Assist PEL budgeting and asset management; and
d) Managing the PEL Office computer system

1.7. PEL Personnel Qualification and Training Programme

The training needs of PEL staff is described in the PEL personnel training program as defined in Training Manual, CAAT-CRM-TNM.

The qualification requirements are described in the Job Description Handbook, CAAT-CRM-JD(EN).

1.7.1 Personnel Licensing Department Manager

(1) Bachelor degree of Science, Law, or Political Science or related field that CAAT considered appropriate to the responsibilities;

(2) A TOEIC score of at least 600 or IELTS at 5, TOEFL IBT at least 65 or post-graduate study from abroad where English language is a medium of instruction;

(3) At least 11 years of working experiences in related field and having managerial-level working experiences or having been completed training courses accepted by CAAT;

(4) Knowledge in Air Navigation Acts, ICAO ANNEX 1 and related Documents, Safety Air Navigation systems, Aviation Information Technology, and Civil Service Legislation;

(5) Leadership and management skill, strategic thinking, problem-solving and human resource management skills; and

(6) Others as required by concern CAAT regulation and/or manual.

1.7.2 Head of a PEL Division

(1) Bachelor degree of Science, Law, or Political Science or related fields that CAAT considers appropriate.

(2) A TOEIC score of at least 600 or IELTS at 5, TOEFL IBT at least 65 or graduated from abroad, where English language is a medium of instruction;

(3) At least 8 years of working experience in related field or completing training courses that are accepted by CAAT. Having postgraduate degree or having outstanding works of academy will be benefit for consideration equally up to 5 years working experiences; and

(4) Others as required by concern CAAT regulation and manual.

1.7.3 PEL Technical Staff (Inspector)

The PEL technical staff means PEL inspector who has been authorized as a competent official, per CAAT Credential Regulation and Inspector Authorization Handbook (CAAT-QAD-IAH).

1.7.4 PEL Officer (Non-Technical Staff)

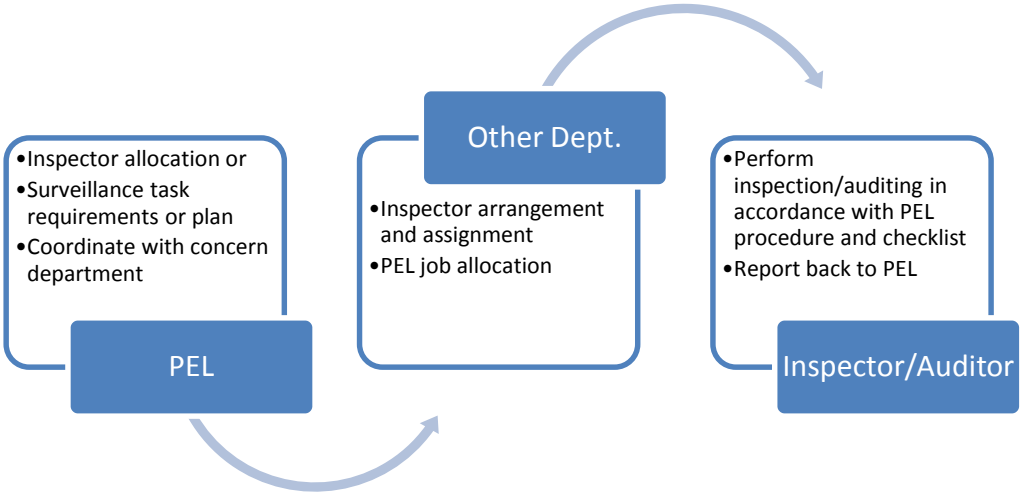
The qualification requirements of a PEL officer are:

(1) Bachelor degree of Science, Law, or Political Science or related fields that CAAT considers appropriate; and

(2) A TOEIC score of at least 550 or IELTS at 4.5, TOEFL IBT at least 60 or graduated from abroad where English language is a medium of instruction.

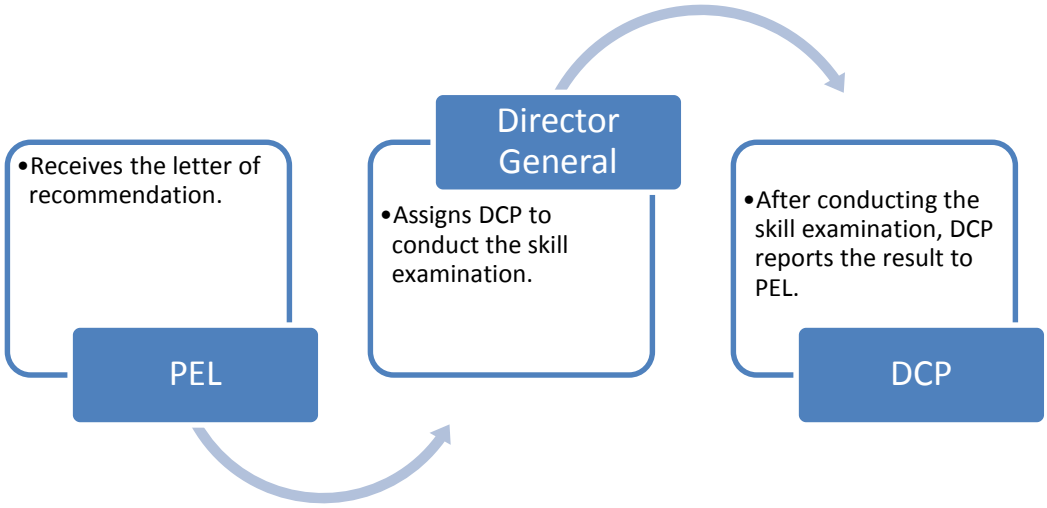
1.8. Technical Staff Sharing with Other Departments

The following diagram describes the coordination between department for technical staff (Inspector) and/or auditor with respect to PEL activities.



1.9. DCP Assignment

Director General assigns DCP who hold an equivalent licence/type rating to the ones for which they are authorized to conduct the assessment of competency. The procedure of DCP assignment is as follows:



2. SCOPE OF SERVICES OF PEL:

Theoretical Examination for Licences, the issue, revalidation, renewal of licences, endorsement of associated ratings, certification of training organizations and flight simulator training devices.

2.1. Types of Licences, Certificates, and Rating

(1) Student Pilot/Student ATC

(2) Private Pilot Licence (aeroplane, helicopter & airship & powered-lift)

(3) Commercial Pilot Licence (aeroplane, helicopter & airship)

(4) Airline Transport Pilot Licence (aeroplane, helicopter & airship & powered-lift)

(5) Multi-Crew Pilot Licence

(6) Glider Pilot Licence

(7) Balloon Pilot Licence

(8) Flight Engineer Licence

(9) Flight Operations Officer Licence

(10) Air Traffic Controller Licence

(11) Aircraft Maintenance Engineer Licence

(12) Private Pilot Licence

(13) Ultralight Aircraft Pilot Licence

(14) Certificate of validation of foreign Personnel Licence

(15) Flight Instructor Rating

(16) Instrument Rating

(17) Associated ratings related to licences (Ex. Multi-Engine Rating)

(18) Certification of Training Organizations

(19) Certification and qualification of Flight Simulation Training Devices

2.2. Relevant Regulations

No.	List of Regulation	Date of Announcement
1.	Air Navigation Act B.E. 2497 Chapter 5 Personnel, Section 42 – 50 bis	1 September B.E. 2497
2.	Ministerial Regulations No.3 B.E. 2497	13 December B.E. 2497
3.	Ministerial Regulation regarding Personnel Licence, B.E. 2550	27 March B.E. 2550
4.	Ministerial Regulation regarding Fees and Maximum Service Fee at the Airport, B.E. 2554	17 March B.E. 2554
5.	Regulation of Civil Aviation Board No.10 regarding Qualifications of the Applicants to the Flight Engineer Licence and the Rights of Flight Engineer Licence Holders	18 February B.E. 2506
6.	Regulation of Civil Aviation Board No.43 regarding Ultralight Aircraft	12 September B.E. 2539
7.	Regulation of Civil Aviation Board No.70 regarding Ultralight Aircraft: Paramotor, Paragliding, Paraplane and Hang Glider	27 September B.E. 2549
8.	Regulation of Civil Aviation Board No.72 regarding Ultralight Aircraft	27 September B.E. 2549
9.	Regulation of Civil Aviation Board No.89 regarding the Qualifications of the Applicant of Personnel	5 November B.E. 2550
10.	Regulation of CAAT No. 7 regarding Privilege of Holder of Pilot, Air Traffic Controller and Flight Operations Dispatcher Licence B.E. 2561	25 May B.E. 2561
11.	Regulation of Civil Aviation Board No.77 regarding the Qualification and Operation Right of Applicant of the Aircraft Maintenance Engineer	4 January B.E. 2551
12.	Announcement of DCA regarding the Theoretical and Practical Examination of Air Aviation B.E. 2556 (No.1)	9 September B.E. 2556

No.	List of Regulation	Date of Announcement
13.	Announcement of the Civil Aviation Authority of Thailand (CAAT) the Theoretical and Practical Examination of Air Aviation BE.2559 (No.2)	8 April B.E. 2559
14.	Rule and Guideline re : an Examination to Increase Rating of Multi-Engine Aircraft, Air Aviation Safety Group, Civil Aviation Department	4 January B.E. 2542
15.	Regulation of the Civil Aviation Authority of Thailand regarding Operational Guideline on the Application of Personnel Licence and Rating B.E. 2562	22 April B.E. 2562
16.	Requirement of CAAT No. 8 re: Application and Certification of Personnel Licence Issued by the Member States of the Convention or States Having an Agreement with Thailand, B.E 2560	21 April B.E. 2560
17.	Announcement of CAAT regarding the Standards of Medical Certificate, B.E. 2561	20 April B.E. 2561
18.	Announcement of the CAAT regarding Application and Issue of Medical Certificate, B.E. 2560	15 May B.E. 2560
19.	Regulation of the Department of Civil Aviation regarding Language Ability for the Radio Communication of Personnel Licence Holder, B.E. 2556	28 July B.E. 2556

2.3. Required Documents

(1) Applicable application forms

(2) Other documents as prescribed by RCAB and/or MOT regulations and/or CAAT regulations, and/or related regulations.

(3) Notification of flight hours and/or certified copy of the Logbook and the original flight certificate with a photocopy (in the case of pilot and Flight Engineer); or

(4) Applicable medical certificate

(5) In case of ATC, notification of work experience and a medical certificate with the photocopies; or

(6) Notification of work experience (in the case of AMEL and FOO).

(7) Licence and/or a copy Licence (where necessary)

2.4. Certification of Validation of Foreign Licences

2.4.1 Conditions

(1) Holding a Personnel Licence issued by a member states of the Convention or state having an agreement with Thailand, and passing the verification of such Personnel Licence and there are no limitations or it is not under suspension or revocation.

(2) Be employed by a Thai registered air operator or approved training organization or member of a Thai registered flying association.

(3) Passing the theoretical examination from CAAT on:

a) Thai Air Law

b) Human Performance

2.4.2 Relevant Regulations

No.	List of Regulation	Date of Announcement
1.	Air Navigation Act B.E. 2497 Chapter 5 Personnel, Section 42 – 50 bis	1 September B.E. 2497
2.	Ministerial Regulations No.3 B.E. 2497	13 December B.E. 2497
3.	Ministerial Regulation regarding Personnel Licence, B.E. 2550	27 March B.E. 2550
4.	Ministerial Regulation regarding Fees and Maximum Service Fee at the Airport, B.E. 2554	17 March B.E. 2554
5.	Regulation of Civil Aviation Board No.10 regarding Qualifications of the Applicants to the Flight Engineer Licence and the Rights of Flight Engineer Licence Holders	18 February B.E. 2506
6.	Regulation of Civil Aviation Board No.43 regarding Ultralight Aircraft	12 September B.E. 2539
7.	Regulation of Civil Aviation Board No.70 regarding Ultralight Aircraft: Paramotor, Paragliding, Paraplane and Hang Glider	27 September B.E. 2549
8.	Regulation of Civil Aviation Board No.72 regarding Ultralight Aircraft	27 September B.E. 2549

No.	List of Regulation	Date of Announcement
9.	Regulation of CAAT No. 7 regarding Privilege of Holder of Pilot, Air Traffic Controller and Flight Operations Dispatcher Licence B.E. 2561	25 May B.E. 2561
10.	Regulation of Civil Aviation Board No.77 regarding the Qualifications and Operation Right of the Applicant of Aircraft Maintenance Engineer	4 January B.E. 2551
11.	Regulation of Civil Aviation Board No.89 regarding the Qualifications of the Applicant of Personnel	5 November B.E. 2550
12.	Announcement of DCA regarding the Theoretical and Practical Examination of Air Aviation B.E. 2556 (No.1)	9 September B.E. 2556
13.	Announcement of the Civil Aviation Authority of Thailand (CAAT) the Theoretical and Practical Examination of Air Aviation BE.2559 (No.2)	8 April B.E. 2559
14.	The Requirements of The Civil Aviation Authority of Thailand No 8 Application and Certification of Personnel Licence Issued by the Member States of the Convention or States Having an Agreement with Thailand, B.E 2560	21 April B.E. 2560
15.	Announcement of The Civil Aviation Authority of Thailand regarding the Standards of Medical Certificate, B.E. 2561	30 May B.E. 2561
16.	Announcement of The Civil Aviation Authority of Thailand regarding Application and Issue of Medical Certificate, B.E. 2560	15 May B.E. 2560
17.	Regulation of the Department of Civil Aviation regarding Language Ability for the Radio Communication of Personnel Licence Holder, B.E. 2556	28 July B.E 2556
18.	ICAO DOC 9379-AN/916 Manual of Procedure for Establishment and Management of a State's Personnel Licensing System	Second Edition 2012

2.5. Issuance, Revalidation or Renewal of Personnel Licence

2.5.1 Relevant Regulations

No.	List of Regulation	Date of Announcement
1.	Air Navigation Act B.E. 2497 Chapter 5 Personnel, Section 42 – 50 bis	1 September B.E. 2497
2.	Ministerial Regulation regarding Personnel Licence, B.E. 2550	27 March B.E. 2550
3.	Ministerial Regulation regarding Fees and Maximum Service Fee at the Airport, B.E. 2554	17 March B.E. 2554
4.	Regulation of Civil Aviation Board No.10 regarding Qualifications of the Applicants to the Flight Engineer Licence and the Rights of Flight Engineer Licence Holders	18 February B.E. 2506
5.	Regulation of Civil Aviation Board No.43 regarding Ultralight Aircraft	12 September B.E. 2539
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10.	Regulation of Civil Aviation Board No.89 regarding the Qualifications of the Applicant of Personnel	5 November B.E. 2550
11.	Announcement of DCA regarding the Theoretical and Practical Examination of Air Aviation B.E. 2556 (No.1)	9 September B.E. 2556
12.	Announcement of the Civil Aviation Authority of Thailand (CAAT) the Theoretical and Practical Examination of Air Aviation BE.2559 (No.2)	8 April B.E. 2559

No.	List of Regulation	Date of Announcement
13.	Requirement of CAAT No. 8 re: Application and Certification of Personnel Licence Issued by the Member States of the Convention or States Having an Agreement with Thailand, B.E 2560	21 April B.E. 2560
14.	Regulation of the Civil Aviation Authority of Thailand regarding Operational Guideline on the Application of Personnel Licence and Rating B.E. 2562	22 April B.E. 2562
15.	Announcement of The Civil Aviation Authority of Thailand regarding the Standards of Medical Certificate, B.E. 2561	30 May B.E. 2561
16.	Announcement of The Civil Aviation Authority of Thailand regarding Application and Issue of Medical Certificate, B.E. 2560	15 May B.E. 2560
17.	Announcement of Air Navigation Safety Section, Department of Commercial Aviation (Civil Aviation Authority of Thailand) re: The Renewal of Personnel Licence as of 20 December B.E. 2544	20 December B.E. 2554

2.5.2 Required Documents

(1) Applicable application forms.

(2) Other documents as prescribed by RCAB and/or MOT regulations and/or CAAT regulations, and/or related regulations

(3) Notification of flight hours and/or certified copy of the Logbook (in the case of pilot and flight engineer); or

(4) Applicable medical certificate

(5) In case of ATC, notification of work experience and a medical certificate with the photocopies; or

(6) Notification of work experience (in the case of AMEL and FO)

(7) Licence and/or a copy of Licence (where necessary)

2.6. Replacement Documents or Licences

2.6.1 Conditions

A replacement of document or Licence can only occur based on the original document or Licence which has been previously issued in the case of:

(1) Being mutilated

(2) Being lost

Remarks: For any changes of first name, family name, address or others (if any): If the applicant wishes the Civil Aviation Authority of Thailand to reissue the document or Licence, they can use the new one through this replacement.

2.6.2 Relevant Regulations

(1) Air Navigation Act B.E. 2497 Section 30, 31 and 33

(2) Ministerial Regulations No.3 (B.E. 2497)

(3) Ministerial Regulation regarding Fees and Maximum Service Fee at the Airport, B.E. 2554

2.6.3 Required Documents

(1) Application for the Issuance of Replacement Documents or Licences

(2) Other document as per prescribed by RCAB and/or MOT regulations and/or CAAT regulations, and/or related regulations