

2. DEPARTMENT ORGANIZATION

2.1 Department Organization Chart



2.2 Duties, Responsibilities and Authorities

Refer to Order of the Civil Aviation Authority of Thailand No. 247/2562 Segregation of Functions and Delegation of Power, Personnel Licensing Department (PEL) have roles and responsibilities as follows:

- a) Study, analyze and develop standard, laws, rules, regulations and propose recommendations on the establishment of standards and rules as well as procedures, manuals and guidelines related to personnel licensing and aeromedical operation and the licensing relevant activities.
- b) Consider and propose recommendations on the ICAO standards in relation to personal licensing.
- c) Propose recommendations on policies and procedures in relation to theoretical and practical examination of licence holders.
- d) Propose recommendations on aeromedical operation to be in line with standard
- e) Issue, revalidate and approve of language proficiency and endorsement of the license which issued by ICAO or contracting state.
- f) Manage the procedures of designation and termination of Aeromedical Examiner (AME) and Aeromedical Center (AMC).
- g) Qualify approved training organization (ATO), language proficiency organization (LPO), flight simulation training devices and examiners. Continued surveillance to ensure that ATO, LPO, flight simulation training devices and examiners are complied with the CAAT's regulations and standards.
- h) Control profile of license holders, certificate of licenses. Establish and maintain personal training records.
- i) Work in collaboration with or in support of other functions as assigned by DG.

2.3 Manager of Personnel Licensing Department

The duties, responsibilities and authorities of PEL Manager are:

- a) To develop strategies, work plan, study and analyse both international and Thai legislation rules regulations and standards in order to set guidelines for revising/ developing/ drafting rules, regulations, standards, and guidance materials related to personnel licensing, aviation medicine, issuing of licence, certificates and relevant activities.
- b) Consider and propose recommendations on the ICAO standards in relation to personal licensing.
- c) Propose recommendations on policies and procedures in relation to theoretical and practical examination of licence holders.
- d) Propose recommendations on aeromedical operation to be in line with standards.
- e) Supervise issuing, revalidating and approving of language proficiency and endorsement of the licence which issued by ICAO or contracting state.
- f) Manage the procedures of designation and termination of Aeromedical Examiner (AME) and Aeromedical Center (AMC).
- g) Qualify approved training organization (ATO), language proficiency organization (LPO), flight simulation training devices and examiners. Continued surveillance to ensure that ATO, LPO, flight simulation training devices and examiners are complied with the CAAT's regulations and standards.
- h) control the document keeping system of personal profiles of licence holders, certification of licenses and conversion of licence.
- i) Supervise the work in collaboration with or in support of other functions as assigned by DG.
- j) Advise and support PEL officer to ensure efficiency of works.
- k) Supervise PEL officer to ensure accomplishment of mission and supervise PEL officer development plan.
- l) Work in collaboration with or in support of other functions as assigned by DG.

2.3.1 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, Manager of Personnel Licensing Department 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.47/2563 regarding Delegation of Competent officer to perform duty under the Air Navigation Act, B.E.2497, Manager of Personnel Licensing Department of The Civil Aviation Authority of Thailand is a competent officer as follows:

- i. Issuing personnel licence under Air Navigation Act section 42 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 Air Navigation Act section 42, paragraph two)
- iii. Ordering the holder of personnel licence to undergo tests by having medical examinations or undergo knowledge and skill tests in theory or practice (under Air Navigation Act section 47)
- iv. Designating doctor to conduct examination and issuing a certificate stating that such Personnel has recovered from the illness or injury under Air Navigation Act section 50, paragraph one.

- v. Authorizing the holder of personnel licence to resume the duty provided that the doctor designated by the Competent Official has conducted an examination and issued a certificate stating that such Personnel has recovered from the illness or injury under Air Navigation Act section 50, paragraph one.
- vi. Requiring the holder of personnel licence to undergo the examination of psychoactive substances usage (under Air Navigation Act section 50/1).
- vii. Detaining the holder of personnel licence who is not willing to be examined or obstructs examination of psychoactive substances usage (under Air Navigation Act section 50/1).
- viii. Converting personnel licence of the holder who holds a personnel licence issued by a State Party to the Convention or a State entering into an agreement with Thailand and who wishes to perform duties on board aircraft registered under Thai Law (under Air Navigation Act section 50/6).

2.4 Standards Development Division

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

- 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.

2.5 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.

2.6 Training Organization Division

The duties, responsibilities and authorities of the Training Organization 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.

2.7 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

2.8 Aeromedical Division

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

- a) Study, analyze and develop standards, legislation, rules and regulations. Deliver useful recommendation for the designation of standards, rules and also perform the establishment of criterion, manual and operating procedure in aviation medicine;
- b) Propose opinion regarding ICAO Standards and Recommended Practices in the area of aeromedical operation;
- c) Propose for designation of policies, plan, rules and regulations, steps and operating procedures in medical standards regarding medical examination, education and training. Provide counselling in subject matters related to aviation medicine, sanitation and environment of the airports;
- d) Regulate, supervise and inspect issues in the area of civil aviation medicine of state;
- e) Manage the procedures of designation and termination of Aeromedical Examiner (AME) and Aeromedical Center (AMC); and
- f) Coordinate or support operation of involving task force unit or any mission as assigned.

2.9 General Administration

Administrative has duty and responsibilities of General Administration are:

- 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

2.10 PEL Personnel Qualification and Training Programme

The training needs of PEL staff is described in PEL personnel training programme as defined in Training Programme, CAAT-HRD-TNP.

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

2.10.1 PEL Technical Staff (ASI-PEL)

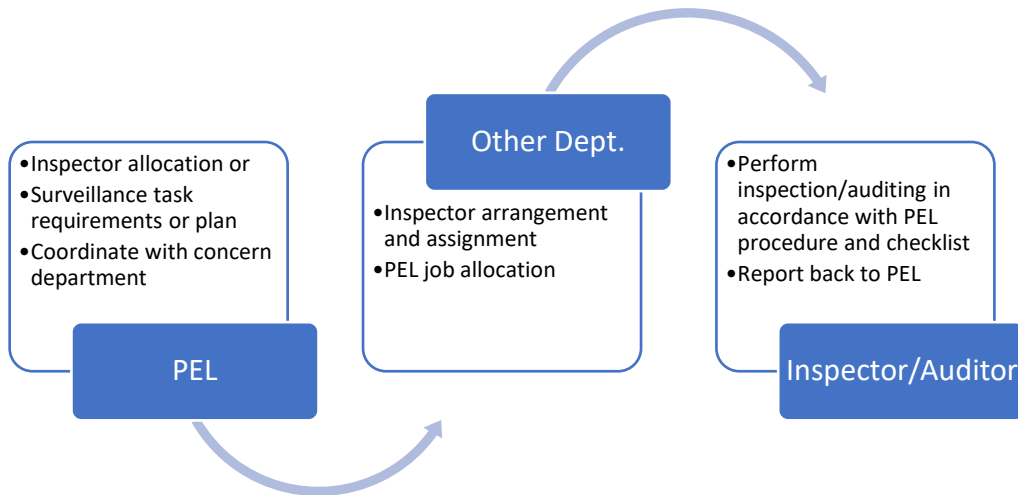
The PEL technical staff means Personnel Licensing Inspector (ASI-PEL) who has been authorized as a competent official, as per CAAT Credential Regulation and Inspector Appointment and Authorization Procedure (CAAT-QAD-IAAP).

2.10.2 PEL Staff Other than PEL Technical Staff

Qualifications of PEL staff other than Personnel Licensing Inspector (ASI-PEL) refer to CAAT-HRD-JD(TH)

2.11 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.



2.12 Scope of Services of PEL

- (1) Theoretical Examination for Licences;
- (2) Issue, revalidation, renewal, conversion, rendering validation of licences;
- (3) Endorsement of associated ratings;
- (4) Endorsement of Language Proficiency Level
- (5) Certification of Training Organizations, Flight Simulation Training Devices, Language Proficiency Testing Center, Instructor, Examiner, Interlocutor, Rater and other certificates associated with Aeromedical.

2.12.1 Types of Licences, Certificates, and Ratings

- a) Flight Crew (Pilots)
 - (1) Student Pilot Licence
 - (2) Private Pilot Licence (aeroplane, helicopter & airship & powered-lift)
 - (3) Multi-Crew Pilot Licence
 - (4) Commercial Pilot Licence (aeroplane, helicopter & airship)
 - (5) Airline Transport Pilot Licence (aeroplane, helicopter & airship & powered-lift)
 - (6) Glider Pilot Licence
 - (7) Balloon Pilot Licence
 - (8) Private Pilot Licence for Very Light Aircraft
- b) Personnel other than Flight Crew Members

I. Aircraft Maintenance Engineer

- (1) Aircraft Maintenance Engineer Licence

II. Air Traffic Controller

- (1) Student Air Traffic Controller Licence
- (2) Air Traffic Controller Licence

III. Flight Operations Officer/Flight Dispatcher

- (1) Flight Operations Officer Licence

- c) Other Certificates and Ratings
 - (1) Certificate of Rendering Personnel Licence Valid
 - (2) Endorsement of Ratings
 - Flight Instructor Rating
 - Instrument Rating
 - Type Rating
 - Other associated ratings related to licences (Ex. Multi-Engine Rating and etc.)
 - (3) Endorsement of Language Proficiency Level
 - (4) Certification of Training Organizations
 - (5) Certification and Qualification of Flight Simulation Training Devices
 - (6) Certification of Language Proficiency Testing Center
 - (7) Certification of Instructor/Examiner/Interlocutor/Rater
 - (8) Certification of Aeromedical Center/Aeromedical Office
 - (9) Medical Certificate