

4. LICENSING

4.1 Issuance of Licences Procedure

4.1.1 Objective

To provide procedure for issuance of licences with precision and efficiency pursuant to applicable regulations. within a timeframe agreed in SLA

LIST OF LICENCES

FLIGHT CREW (PILOTS)

- (1) Student Pilot
- (2) Private Pilot Licence (aeroplane, helicopter & airship & powered-lift aircraft)
- (3) Multi-Crew Pilot Licence
- (4) Commercial Pilot Licence (aeroplane, helicopter, airship & powered-lift aircraft)
- (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

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

4.1.2 Reference

No.	List of Regulations
1.	(a) Air Navigation Act B.E. 2497 Chapter 5 Personnel, Section 42 – 50 bis (b) The Civil Aviation Authority of Thailand Emergency Decree B.E. 2558 Section 25, Edit Air Navigation Act B.E. 2497
2.	(a) Ministerial Regulation; Personnel Licence, B.E. 2550 (b) Ministerial Regulation; Personnel Licence No 2, B.E. 2559 (Medical Certificate)
3.	Civil Aviation Board Regulation No.89; the Qualifications of the Applicant of Personnel
4.	Regulation of CAAT No. 7; Privilege of Holder of Pilot, Air Traffic Controller and Flight Operations Dispatcher Licence B.E. 2561
5.	Rules of CAAT; the Theoretical and Practical Examination of Air Navigation B.E. 2562
6.	Rule and Guideline: an Examination to Increase Rating of Multi-Engine Aircraft, Air Aviation Safety Group, Civil Aviation Department B.E.2542
7.	Requirement of the Civil Aviation Authority of Thailand No.15 regarding Operational Guideline on the Application of Personnel Licence and Rating B.E. 2562
8.	Notification of The Civil Aviation Authority of Thailand; the Standards of Medical Certificate, B.E. 2562
9.	Notification of The Civil Aviation Authority of Thailand; Application and Issue of Medical Certificate, B.E. 2560
10.	Regulation of the Civil Aviation Authority of Thailand; Language Ability for the Radio Communication of Personnel Licence Holder, B.E. 2561
11.	(a) Notification of The Civil Aviation Authority of Thailand; Flight Crew Member Training Programmes- Airplane, B.E. 2559 (b) Notification of The Civil Aviation Authority of Thailand; Flight Crew Member Training Programmes- Airplane No.2, B.E. 2560
12.	(a) Rules of CAAT; Appointment of Designated Check Pilot for Approved Air Operator Certificate and ATO B.E.2561 (b) Rules of CAAT; Appointment of Senior Designated Check Pilot B.E.2562
13.	Order of the the Civil Aviation Authority of Thailand No. 303/2560 Subject: Appointment Authorization for Manager to Give Order and Act on Behalf of Director General of CAAT
14.	Regulation of Civil Aviation Board No. 77; The Qualifications and privileges of applicants for aircraft engineers
15.	Regulation of the Civil Aviation Authority of Thailand No. 3; The Qualifications of Applications for Personnel (ATC), B.E. 2559
16.	Rules of the Civil Aviation Authority of Thailand; Expenditure of Theoretical Examination on Air Navigation, B.E. 2559

17.	Notification of the Civil Aviation Authority of Thailand; Approval of Air Traffic Control Training Course B.E. 2559
18.	Notification of the Civil Aviation Authority of Thailand; Approval of Air Traffic Control Training Organization B.E. 2559
19.	Notification of the Civil Aviation Authority of Thailand; Certification of Aviation Training Organization and Courses B.E. 2562
20.	AMOT – Rules and Requirement for the Exemption of Qualification of an Applicant to Personnel Licence B.E.2563
21.	Regulation of the Civil Aviation Authority of Thailand No.6; Qualifications of the Applicants to Personnel Licence
22.	Regulation of Civil Aviation Board No.43; Ultralight Aircraft
23.	Regulation of Civil Aviation Board No.70; Ultralight Aircraft: Paramotor, Paragliding, Paraplane and Hang Gilder
24.	Regulation of the Civil Aviation Authority of Thailand No.14; Qualifications of the Applicants to Personnel Licence
25.	Notification of Department of Civil Aviation; Rules and Procedure of Skill-Test for Applications for Aircraft Maintenance B.E. 2551
26.	Notification of the Civil Aviation Authority of Thailand; Application and Issuance of Medical Certificate, B.E. 2560
27.	Notification of the Civil Aviation Authority of Thailand; Medical Assessment Standards, B.E. 2562
28.	Notification of the Civil Aviation Authority of Thailand; Class Rating and Type Rating Endorsement B.E. 2562
29.	Notification of the Civil Aviation Authority of Thailand; Rating Endorsement for ATC
30.	Notification of The Civil Aviation Authority of Thailand – Certificate, Licence, Letter of Permission or Letter of Approval Fees issued under CAAT Powers and Duties B.E.2561

4.1.3 Definition and Acronyms

<i>Term</i>	Definition
<i>Alien</i>	an individual who does not have Thai citizenship
<i>ASI-PEL</i>	Personnel Licensing Inspector
<i>ASI-PEL-ATC</i>	Air Traffic Controller
<i>ASI-PEL-FCL</i>	Flight Crew Licences Examiner
<i>ASI-PEL-FDI</i>	Flight Operations Officer License Examiner
<i>DATCA</i>	Designated Air Traffic Controller Assessor
<i>DCP</i>	Designated Check Pilot
<i>EX</i>	Examination Division
<i>LL</i>	Licensing Division
<i>PEL</i>	Personnel Licensing Department

4.1.4 Responsibility

<i>Manager of PEL:</i>	Responsible in scope of overseeing PEL functions, verifying and approving document and licence
<i>Head of LL:</i>	Responsible in scope of delegating responsibilities and supervising the work, verifying the licence to ensure the completeness of licence before proposing to PEL Manager
<i>Head of EX:</i>	Responsible in scope of delegating responsibilities and supervising the work, verifying examination result and assigning qualified personnel to conduct examination
<i>LL Officer:</i>	Responsible in scope of issuing licence
<i>EX Officer:</i>	Responsible in scope of conducting examination
<i>ASI-PEL/ DCP/DATCA:</i>	Responsible in conducting practical examination
<i>PEL Front Officer:</i>	Responsible in checking for completeness of application package and collecting of documents

4.1.5 Procedure

1. ISSUANCE OF PERSONNEL LICENCE OTHER THAN STUDENT PILOT LICENCE AND STUDENT AIR TRAFFIC CONTROLLER LICENCE

No.	Detail	Time	Responsible person	Document
Sub-process 1 - Theoretical Examination				
1.	Request for Theoretical Examination at Service counter		Applicant	Application for theoretical examination for issue licence / Rating and support document
2.	Receives and checks completeness of the application package for theoretical examination that required for each licence submitted by applicant.	15 Min	PEL front officer	
3.	Make a payment of Theoretical Examination fee		Applicant	
4.	Publishes a list of applicants whose application is complete for theoretical test on CAAT website within 5 days before the exam date	10 Min	EX Officer	Announcement of the list of applicants to participate in the theoretical
5.	Conducts and invigilates theoretical examination	420-840 Min	EX Officer	Theoretical exam paper / answer sheets
6.	Evaluate the exam / test paper	150 Min	EX Officer	Draft announcement of theoretical examination result
7.	Submit theoretical examination result to division head for approval	15 Min	EX Officer	
8.	Verify theoretical examination result	15 Min	EX Head	
9.	Approve and sign on theoretical examination result	30 Min	PEL Manager	Announcement of theoretical examination result
10.	Announce the result on CAAT's website	15 Min	EX Officer	

No.	Detail	Time	Responsible person	Document
	10.1 Failure to Pass Theoretical Examination proceed item 11 10.2 Pass Theoretical Examination proceed item 12			
11.	<p>Condition 1: informs an applicant to re-apply for theoretical examination</p> <p>An applicant shall re-apply for and re-take the complete set of theoretical examination papers if an applicant;</p> <ul style="list-style-type: none"> - has failed to pass one of the theoretical knowledge examination papers within 4 attempts; or - has failed to pass all papers within 6 sittings; or - has failed to pass all papers within 18 months counted from applicant first attempted an examination, he/she shall re-take the complete set of examination papers. <p>Condition 2, proceed to item 3</p> <p>In compliance with and unless otherwise determined in Condition 1, an applicant must pay for theoretical examination fee to be eligible to take the remaining theoretical examination papers.</p>		EX officer	
Sub-process 2 – Practical Examination				
12.	Request for practical Examination at Service counter		Applicant	Application for practical and issue Licence and support document

No.	Detail	Time	Responsible person	Document
13.	Check Qualification for practical Examination	30 Min	EX Officer	
14.	Receive the complete application package for practical examination and submit to division head for assign examiner	10 Min	EX Head	
15.	Issue the official authorization letter and submit to division head for approval 15.1 When fee is not required to be paid, issue the authorization letter; or 15.2 When fee is required to be paid, request an applicant to pay for practical examination then issue the authorization letter.	30 Min	EX Officer	Draft of authorization letter for practical examination test
16.	Verify the official authorization letter	15 Min	EX Head	
17.	Approve and sign on the official authorization letter	30 Min	PEL Manager	Authorization letter for practical examination test
18.	Send the official authorization letter by email to an applicant and examiner/organization	10 Min	EX Officer	
19.	Conduct practical examination and submits the practical examination result to PEL within 7 days 19.1 Failure to Pass Practical Examination proceed to item 20 19.2 Pass Practical Examination proceed to item 21	420-840 Min	Examiner	Flight test checklist : Pilot Examiner Manual
20.	Condition 1, informs an applicant to re-apply for theoretical examination		EX officer	

No.	Detail	Time	Responsible person	Document
	<p>An applicant shall re-apply for and re-take the complete set of theoretical examination papers if an applicant;</p> <ul style="list-style-type: none"> - has failed to pass practical examination in 3 attempts within validity period of the theoretical examination result; or - has failed to pass practical examination within validity period of the theoretical examination result. <p>Condition 2, proceed to item 14</p> <p>Unless otherwise determined in Condition 1, an applicant pays for practical examination fee (if required) to be eligible to take the remaining practical examination attempts</p>			
21	Submit an application package, with the theoretical and practical examination of an applicant who passed both examinations to LL	10 Min	EX Officer	Package for issue licence (application form and document support / theoretical /practical examination result)
Sub-process 3 – Issuing Process				
22.	<p>Receives and check qualification of the application package and support document for issue licence that required for each licence</p> <p>22.1 Thai citizen proceed item 32. 22.2 Other citizen proceed item 23.</p>	15 Min	LL Officer	
23.	Submit application and support document for exemption to LL		Applicant	CAAT-PEL-LL-005 - Application for background checks and personal circumstances

No.	Detail	Time	Responsible person	Document
24.	Issue the official letter for background checks and personal circumstances of an applicant	20 Min	LL Officer	Draft Official letter to Immigration Bureau and National Intelligence Agency
25.	Check qualification of applicant	15 Min	LL Head	
26.	Verify qualification of applicant	30 Min	PEL Manager	Official letter to Immigration Bureau and National Intelligence Agency
27.	Send the official letter to Immigration Bureau and National Intelligence Agency	5 Min	LL Officer	
28.	After receive inspection result; Issue letter propose exemption from the nationality	15 Min	LL Officer	
29.	Check qualification for an exemption from the nationality	15 Min	LL Head	
30.	Verify qualification for an exemption from the nationality	30 Min	PEL Manager	
31.	Grants exemption from the nationality qualifications	30 Min	DG	
32.	Applicant contact Aeromedical Center for issuing Medical Certificate then submit Medical Certificate (Only flight crew licence and ATC licence) to LL		Applicant	
33.	Final check qualification by PEL's checklist and verify documents for theoretical & practical & medical certificate (If any) and making licence's list fee	30 Min	LL Officer	1. PEL-LL-CK-001 Checklist for Issue Pilot Licence 2. PEL-LL-CK-002 Checklist for Issue AMEL 3. PEL-LL-CK-003 Checklist for Issue ATCL 4. PEL-LL-CK-004 Checklist for Issue FOO
34.	Pay for licensing fee then submit additional documents (if required by LL officer in order to complete applicable checklist)		Applicant	
35.	Sign-off applicable checklist	10 Min	LL Officer	

No.	Detail	Time	Responsible person	Document
36.	Inputs licence data in database and generate a licence	30 Min	LL Officer	Licence
37.	Check completeness of application package and issue	5 Min	LL Officer	
38.	Check qualification of application	15 Min	LL Head	
39.	Verify application package for issue licence	30 Min	PEL Manager	
40.	Pick up issued licence		Applicant	
Sub-process 4 - Collection and Record-Keeping				
41.	After an applicant picks up the licence, Re-check the required documents of each applicant related to each licence that has issued. Details refer to Record-Keeping and Document Management System Procedure	15 Min	PEL front officer	Complete application package for issue licence
42.	Scans and keeps all related documents of each licence issued as a soft file in a system where accessibility is limited and secured	10 Min	PEL front officer	
43.	Maintains the documents and the duplication of the licence issued in PEL secured storage room under responsibility of LL. Furthermore, all related documents will be stored and maintained by document storage and document management service provider yearly	5 Min	PEL front officer	

2. ISSUANCE OF STUDENT PILOT LICENCE AND STUDENT AIR TRAFFIC CONTROLLER LICENCE

No.	Detail	Time	Responsible person	Document
Sub-process 1 – Issuing Process				
1.	Request for Issue SPL/SATC		Applicant	1. CAAT-PEL-LL-003 - Application for issue student pilot licence 2. CAAT-PEL-LL-004 – Application for issue student air traffic control licence
2.	Receives and check qualification of the application package and support document for issue licence that required for each licence 2.1 Thai citizen proceed item 12. 2.2 Other citizen proceed item 3.	15 Min	LL Officer	
3.	Submit application and support document for exemption to LL		Applicant	CAAT-PEL-LL-005 - Application for background checks and personal circumstances
4.	Issue the official letter for background checks and personal circumstances of an applicant	20 Min	LL Officer	Draft Official letter to Immigration Bureau and National Intelligence Agency
5.	Check qualification of applicant	15 Min	LL Head	
6.	Verify qualification of applicant	30 Min	PEL Manager	Official letter to Immigration Bureau and National Intelligence Agency
7.	Send the official letter to Immigration Bureau and National Intelligence Agency	5 Min	LL Officer	
8.	After receive inspection result; Issue letter propose exemption from the nationality	15 Min	LL Officer	
9.	Check qualification for an exemption from the nationality	15 Min	LL Head	
10.	Verify qualification for an exemption from the nationality	30 Min	PEL Manager	

No.	Detail	Time	Responsible person	Document
11.	Grants exemption from the nationality qualifications	30 Min	DG	
12.	Final check qualification by PEL's checklist and verify documents and making licence's list fee	30 Min	LL Officer	PEL-LL-CK-005 Checklist for Issue SPL/SATC
13.	Pay for licensing fee then submit additional documents (if required by LL officer in order to complete applicable checklist)		Applicant	
14.	Sign-off applicable checklist	10 Min	LL Officer	
15.	Inputs licence data in database and generate a licence	30 Min	LL Officer	Licence
16.	Check completeness of application package and issue	5 Min	LL Officer	
17.	Check qualification of application	15 Min	LL Head	
18.	Verify application package for issue licence	30 Min	PEL Manager	
19.	Pick up issued licence		Applicant	
Sub-process 2 - Collection and Record-Keeping				
20.	After an applicant picks up the licence, Re-check the required documents of each applicant related to each licence that has issued. Details refer to Record-Keeping and Document Management System Procedure	15 Min	PEL front officer	Complete application package for issue SPL / SATC licence
21.	Scans and keeps all related documents of each licence issued as a soft file in a system where accessibility is limited and secured	10 Min	PEL front officer	
22.	Maintains the documents and the duplication of the licence issued in PEL secured storage room under responsibility of LL. Furthermore, all related	5 Min	PEL front officer	

No.	Detail	Time	Responsible person	Document
	documents will be stored and maintained by document storage and document management service provider yearly			

4.1.6 Record Management

- a) Refer to CAAT-PEL-RDMSP: Record-Keeping and Document Management System Procedure. In case of exemption, a list of applicants whose exemption have been granted, will be published on CAAT website in timely manner.

4.1.7 Appendix

Appendix A: Workflow for Issuance of Licence

Appendix B: Requirement of Qualifications of an Applicant

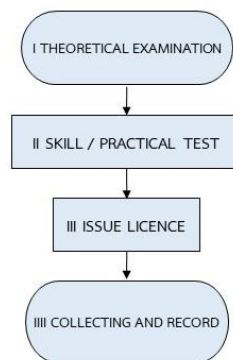
Appendix C: Relevant Documents

APPENDIX A: WORKFLOW FOR ISSUANCE OF LICENCE

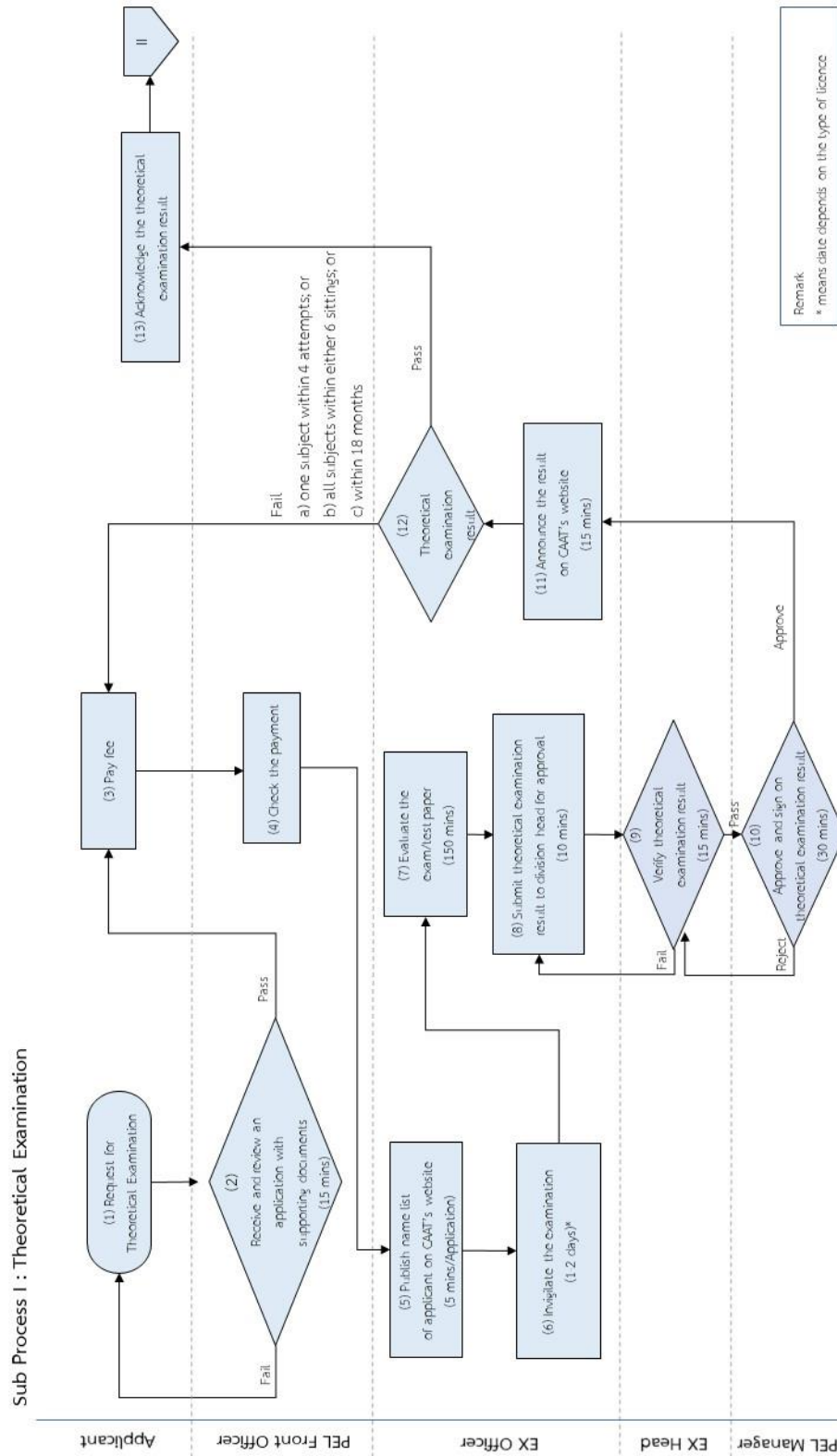
1. ISSUANCE OF PERSONNEL LICENCE OTHER THAN STUDENT PILOT LICENCE AND STUDENT AIR TRAFFIC CONTROLLER LICENCE

I. Overall Process

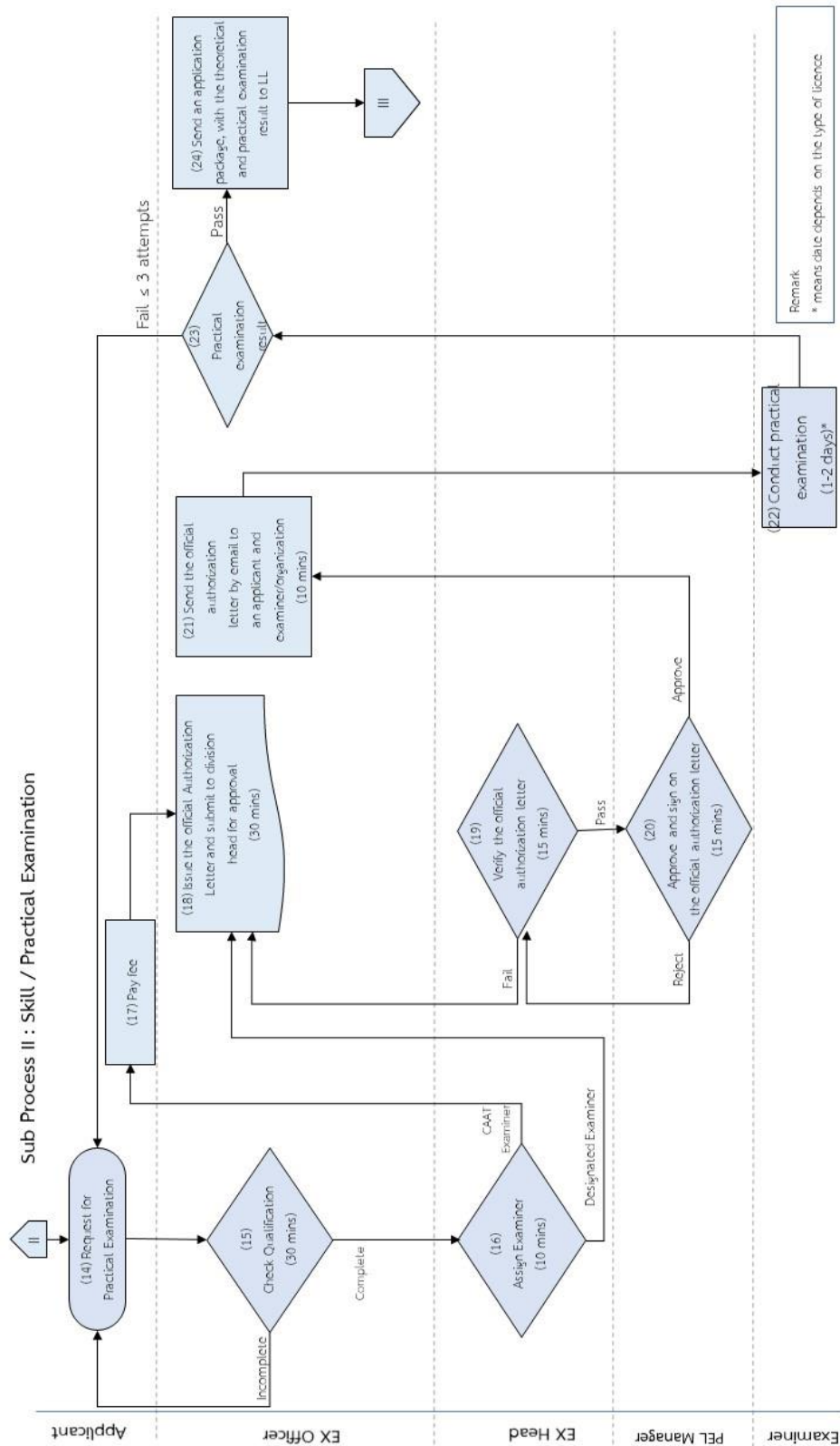
Process : Issue Licence



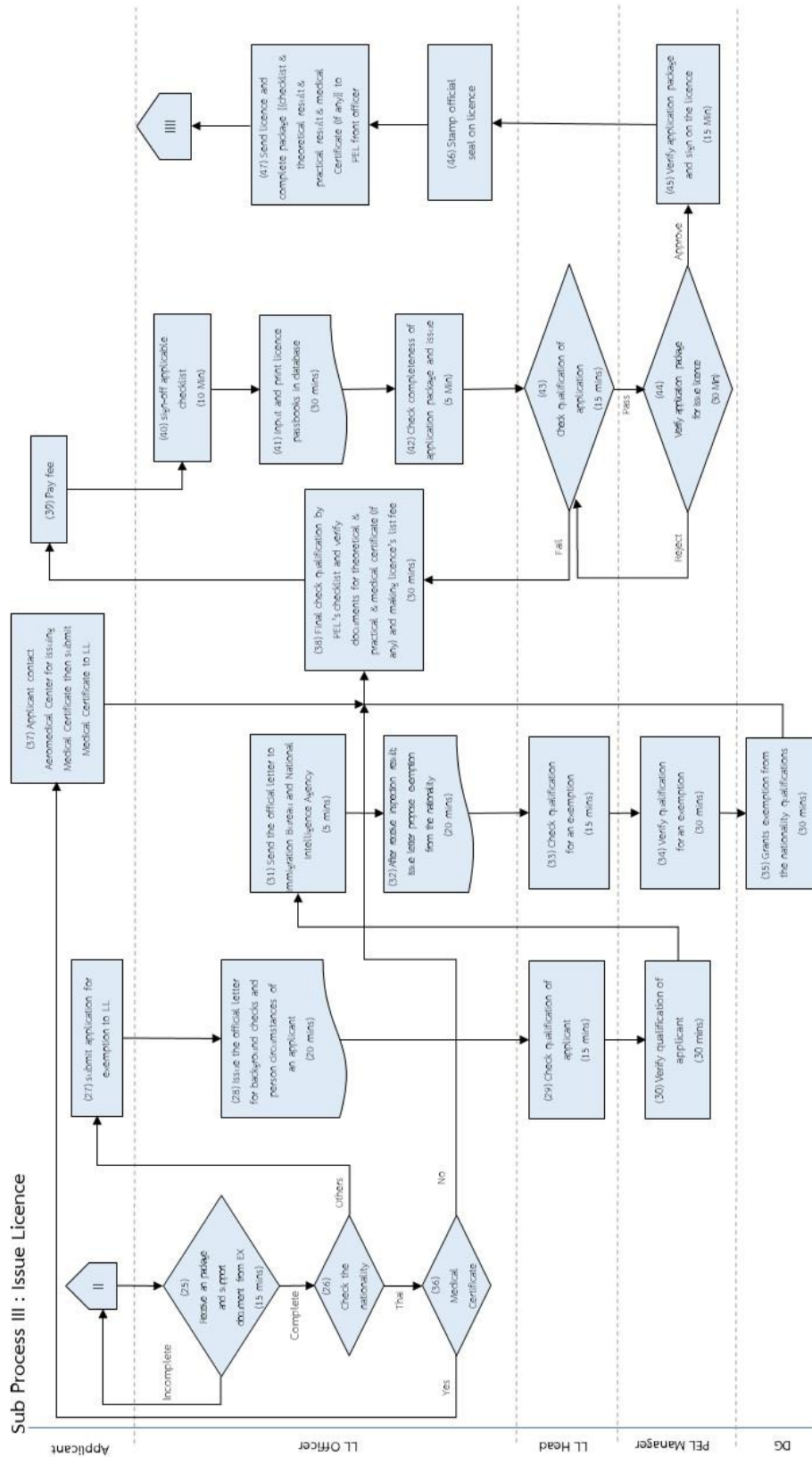
II. Sub Process 1 Theoretical Examination



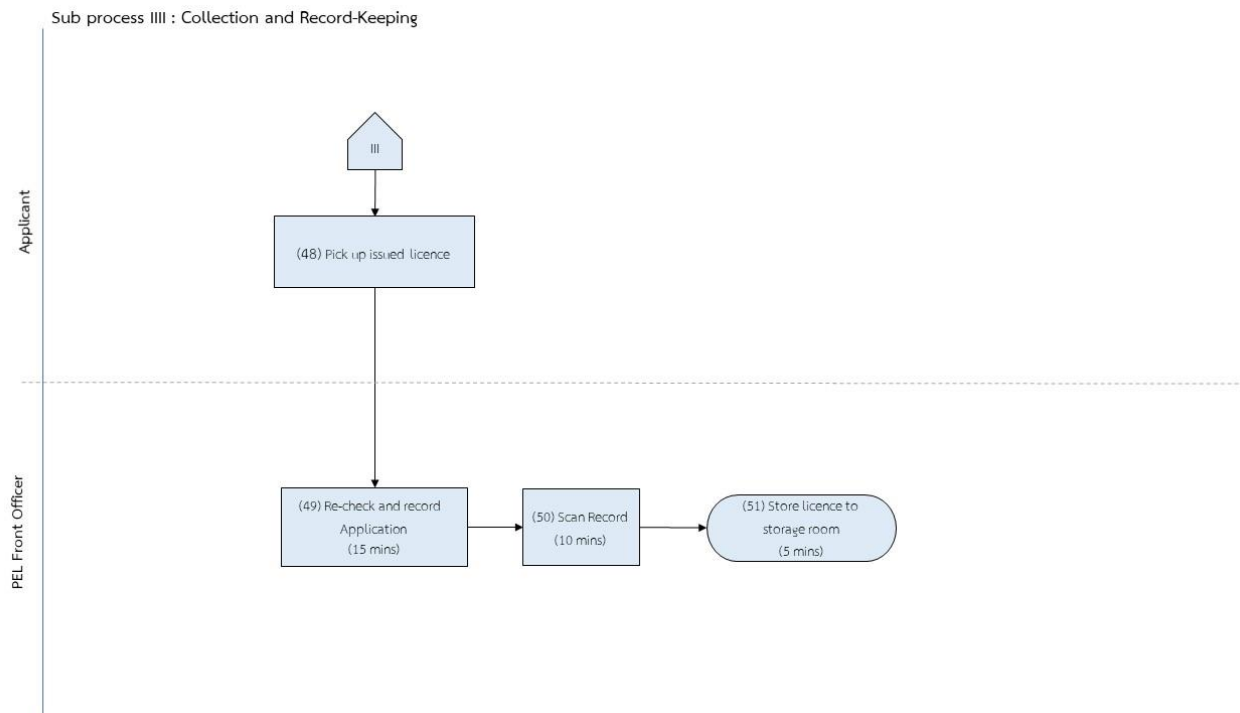
III. Sub Process 2 Skill/Practical Examination



IV.Sub Process 3 Issue Licence



V. Sub Process 4 Collection and Record-Keeping



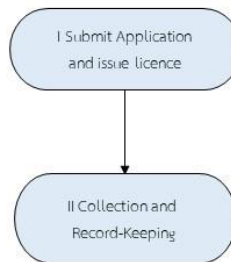
Examples of documents of applicant need to be checked and maintained;

- a) Copy of Licence
- b) Application form
- c) Documents required for application
- d) Fee receipt (if applicable)
- e) Medical Certificate (if applicable)
- f) Theoretical/Practical Examination Results

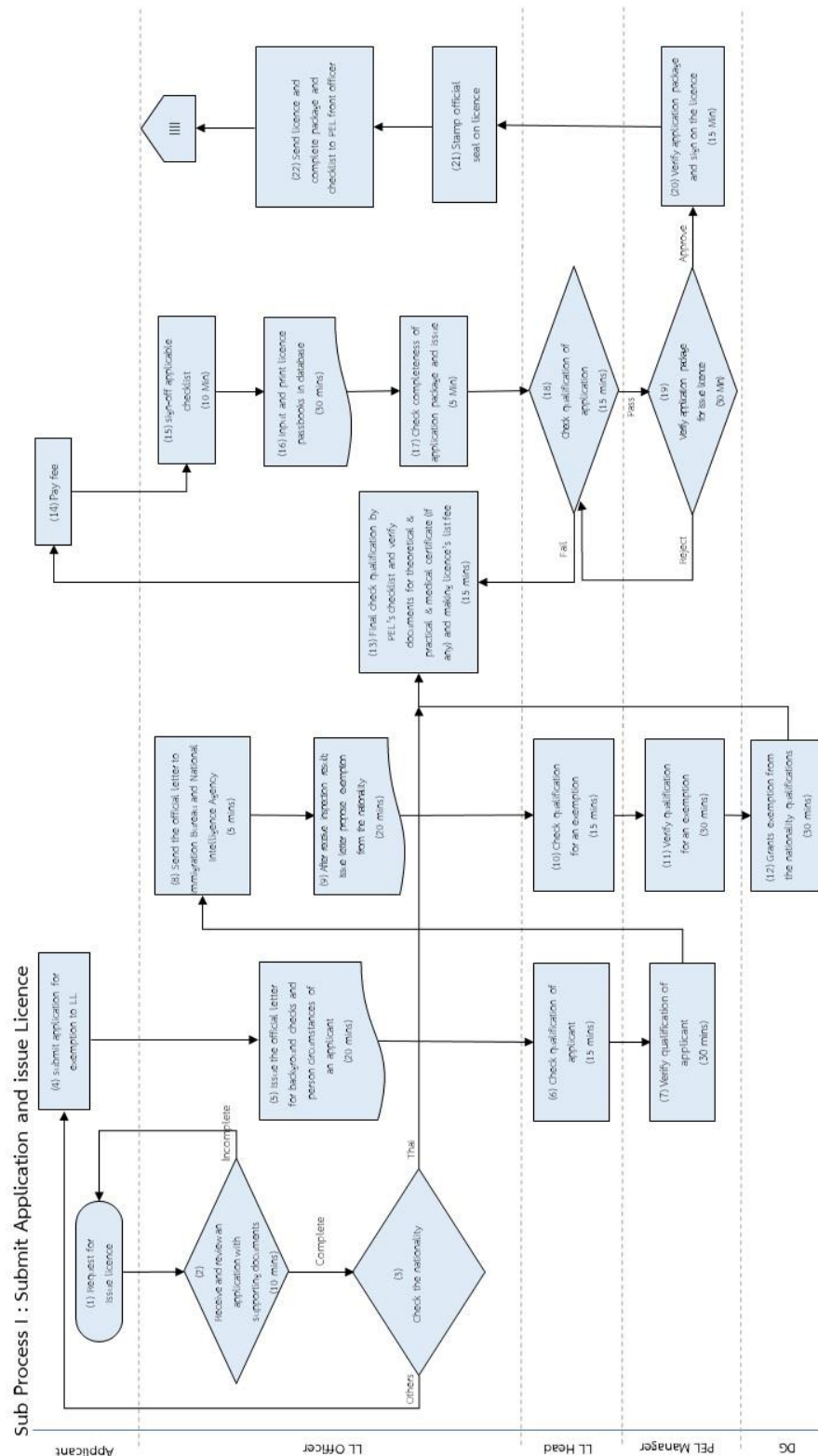
2. ISSUANCE OF STUDENT PILOT LICENCE (SPL) AND STUDENT AIR TRAFFIC CONTROLLER LICENCE (SATC)

I. Overall Process

Process : Issue SPL / SATC

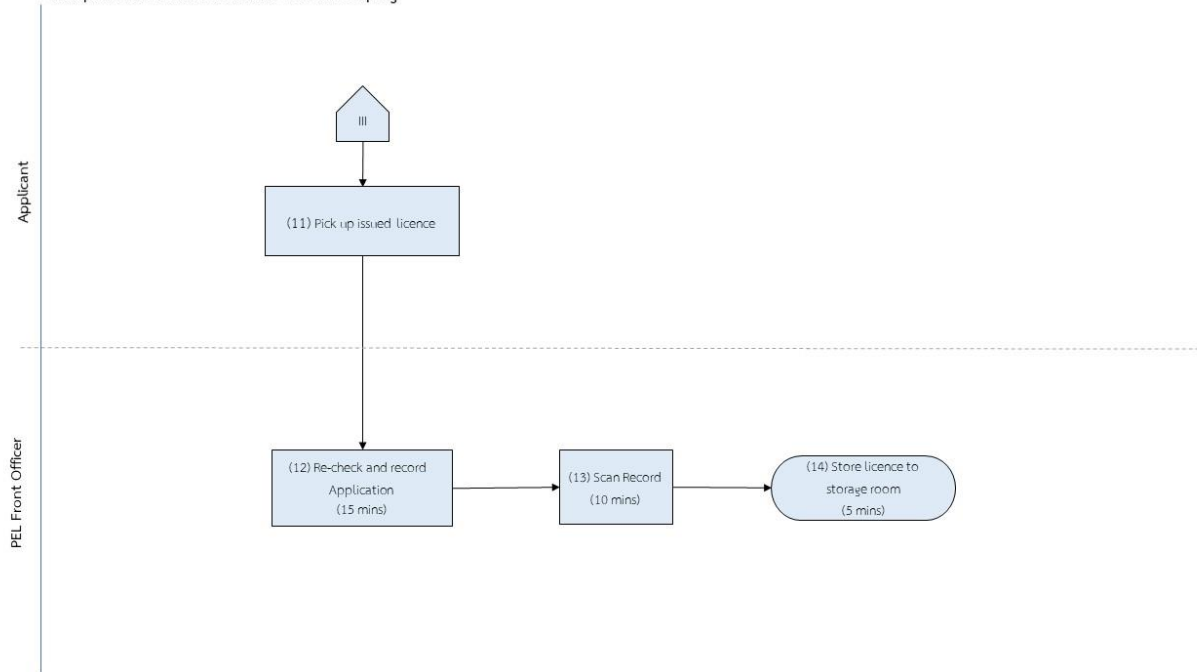


II. Sub Process 1 Submit Application and Issue Licence



III. Sub Process 2 Collection and Record-Keeping

Sub process II : Collection and Record-Keeping



APPENDIX B: REQUIREMENT OF QUALIFICATIONS OF AN APPLICANT

Flight Crew Licence	As prescribed in RCAB 89
Aircraft Maintenance Engineer Licence	As prescribed in RCAB 77
Air Traffic Controller Licence	As prescribed in RCAB 89
Flight Operations Officer/Flight Dispatcher Licence	As prescribed in RCAB 89

APPENDIX C: RELEVANT DOCUMENTS

I. Application Documents

Flight Crew Licence	As prescribed in RCAB 89
Aircraft Maintenance Engineer Licence	As prescribed in RCAB 77
Air Traffic Controller Licence	As prescribed in RCAB 89
Flight Operations Officer/Flight Dispatcher Licence	As prescribed in RCAB 89

4.2 Renewal of Licences Procedure

4.2.1 Objective

To provide procedure for renewal of each type of personnel licences with precision and efficiency pursuant to applicable regulations. within a timeframe agreed in SLA

LIST OF LICENCES

4.2.2 Reference

No.	List of Regulations
1.	(a) Air Navigation Act B.E. 2497 Chapter 5 Personnel, Section 42 – 50 bis (b) The Civil Aviation Authority of Thailand Emergency Decree B.E. 2558 Section 25, Edit Air Navigation Act B.E. 2497
2.	(a) Ministerial Regulation regarding Personnel Licence, B.E. 2550 (b) Ministerial Regulation regarding Personnel Licence No 2, B.E. 2559 (Medical Certificate)
3.	Civil Aviation Board Regulation No.89; the Qualifications of the Applicant of Personnel
4.	Regulation of CAAT No. 7; Privilege of Holder of Pilot, Air Traffic Controller and Flight Operations Dispatcher Licence B.E. 2561
5.	Regulation of CAAT No. 15; Operational Guideline on the Application of Personnel Licence and Rating B.E. 2562
6.	Announcement of CAAT; the Standards of Medical Certificate, B.E. 2562
7.	Announcement of CAAT; Application and Issue of Medical Certificate, B.E. 2560
8.	Regulation of CAAT; Language Ability for the Radio Communication of Personnel Licence Holder, B.E. 2561
9.	Order of CAAT; No. 303/2560 Subject: Appointment Authorization for Manager to Give Order and Act on Behalf of Director General of CAAT
10.	Regulation of Civil Aviation Board No.43; Ultralight Aircraft
11.	Regulation of Civil Aviation Board No.70; Ultralight Aircraft: Paramotor, Paragliding, Paraplane and Hang Gilder
12.	Regulation of Civil Aviation Board No. 77; The Qualifications and privileges of applicants for aircraft engineers
13.	Requirement of CAAT No.26; Operational Guideline on the Application of Personnel Licence and Rating
14.	Notification of CAAT; Certificate, Licence, Letter of Permission or Letter of Approval Fees issued under CAAT Powers and Duties B.E.2561

4.2.3 Definition and Acronyms

<i>Term</i>	Definition
<i>LL</i>	Licensing Division
<i>PEL</i>	Personnel Licensing Department

4.2.4 Responsibility

<i>Manager of PEL:</i>	Responsible in scope of overseeing PEL functions, verifying and approving document and licence
<i>PEL Front Officer:</i>	Responsible in scope of renewing licence

4.2.5 Procedure

No.	Detail	Time	Responsible person	Document
Sub-process 1 – Renewal Process				
1.	Request for renewal personnel licence at Service counter		Applicant	Application for renewal personnel licence and support document
2.	Checks the application form and the required documents of each specific licence for renewal and ensure that the applicant meets all the requirements as stated in related regulations (See Appendix B to this section) and any documents or evidences concerning work experience shall be officially issued and sealed by the organization and shall be submitted by an applicant	15 Min	PEL front officer	
3.	Pay for renewal licensing fee		Applicant	
4.	Check the payment	5 Min	PEL front officer	
5.	Inputs licence data in database and generate a licence	15 Min	PEL front officer	Renewal personnel licence
6.	Check completeness of application package and issue	5 Min	PEL front officer	
7.	Verify application package for renewal personnel licence	30 Min	PEL Manager	
8.	Pick up issued licence		Applicant	
Sub-process 2 - Collection and Record-Keeping				
9.	After an applicant picks up the licence, Re-check the required documents of each applicant related to each licence that has issued. Details refer to Record-Keeping and Document	15 Min	PEL front officer	Complete application package for issue licence

No.	Detail	Time	Responsible person	Document
	Management System Procedure			
10.	Scans and keeps all related documents of each licence issued as a soft file in a system where accessibility is limited and secured	10 Min	PEL front officer	
11.	Maintains the documents and the duplication of the licence issued in PEL secured storage room under responsibility of LL. Furthermore, all related documents will be stored and maintained by document storage and document management service provider yearly	5 Min	PEL front officer	

4.2.6 Record Management

Refer to CAAT-PEL-RDMSP: Record-Keeping and Document Management System Procedure

4.2.7 Appendix

Appendix A: Workflow for Renewal of Licence

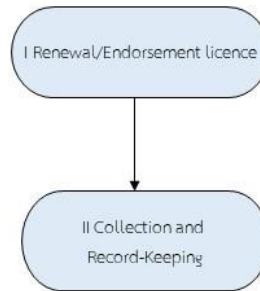
Appendix B: Requirement of Qualifications of an Applicant

Appendix C: Relevant Documents

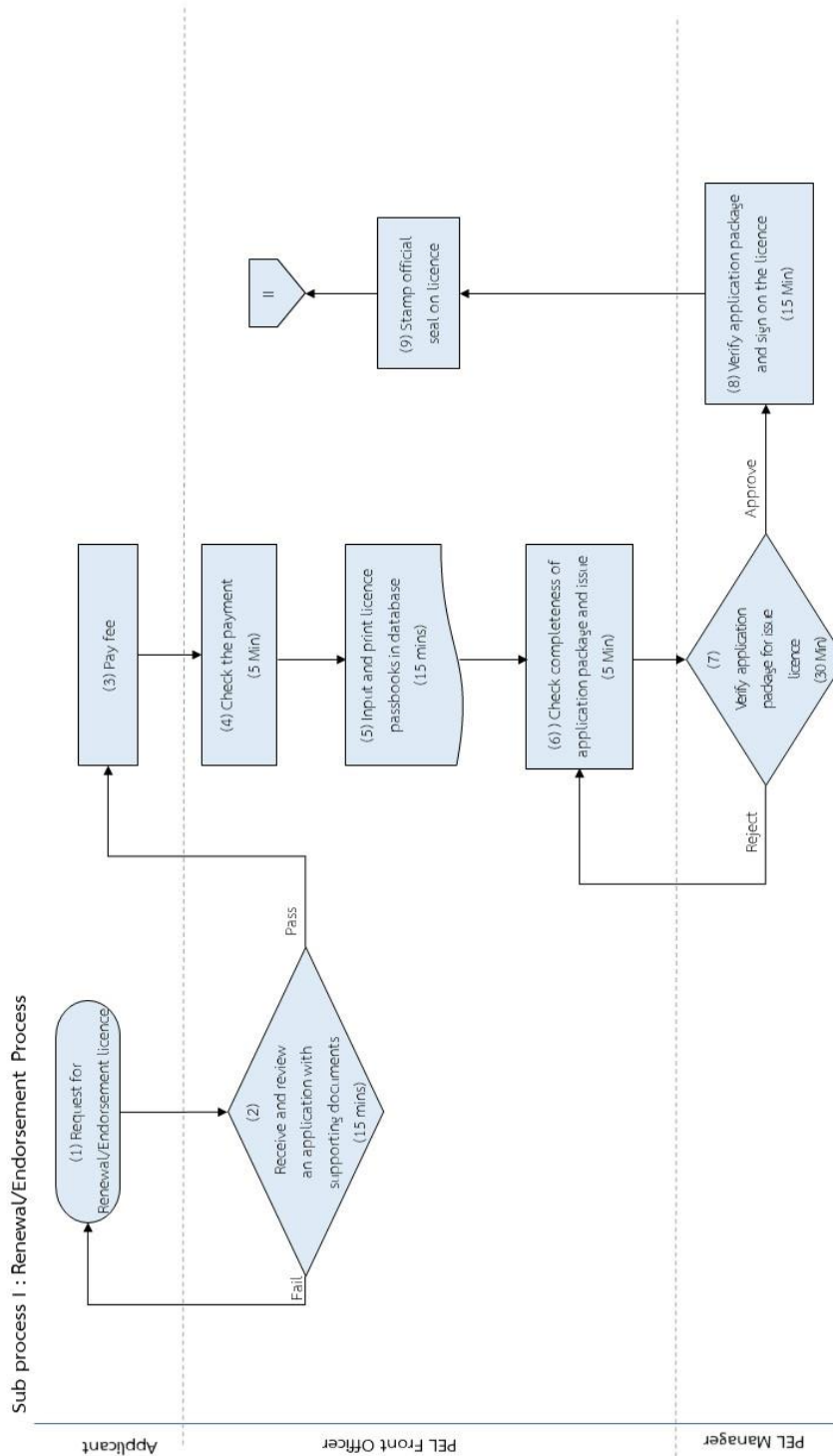
APPENDIX A: WORKFLOW FOR RENEWAL OF LICENCE

I. Overall Process

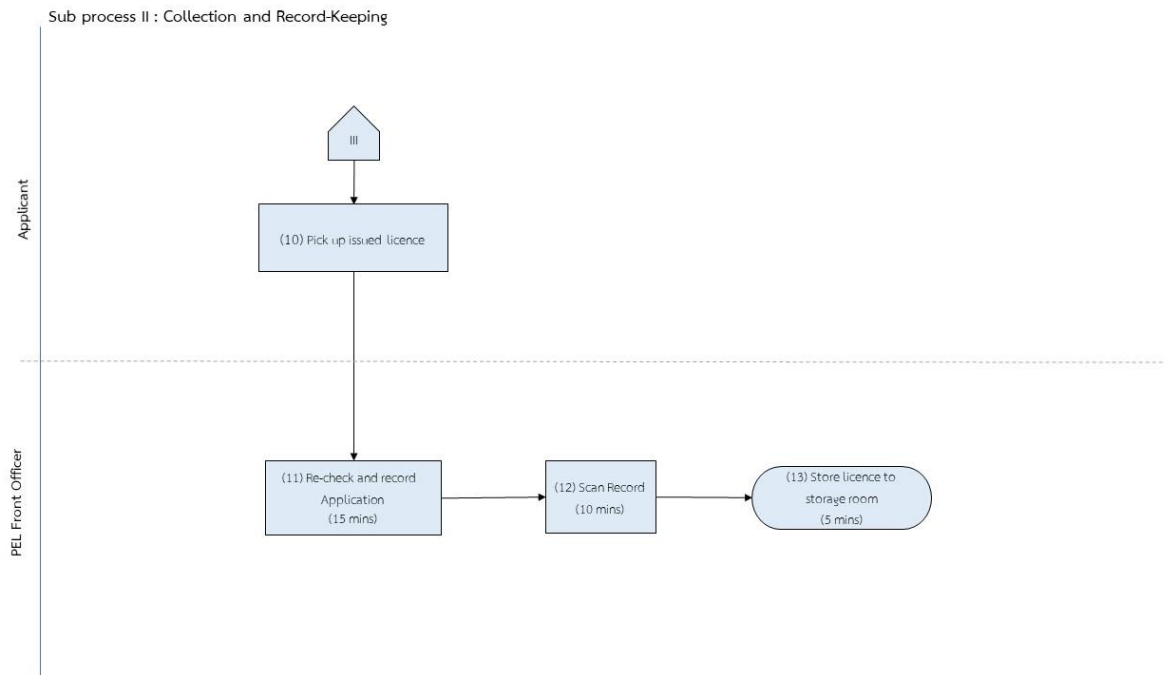
Process : Renewal / Endorsement Licence



II. Sub Process 1 Renewal Process



III. Sub Process 2 Collection and Record Keeping



Examples of documents of applicant need to be checked and maintained;

- a) Copy of Licence
- b) Application form
- c) Documents required for application

APPENDIX B: REQUIREMENT OF QUALIFICATIONS OF AN APPLICANT

As prescribed in Requirement of the Civil Aviation Authority of Thailand No.15 and No.26 regarding Operational Guideline on the Application of Personnel Licence and Rating B.E. 2562

I. Revalidation

Consider on each type of licence and the applicant shall submit to the Competent Official the application in accordance with the form prescribed by the Director General within 60 days prior to expiration of the original Personnel Licence;

Flight Crew Licence

- (1) An applicant shall have operated not less than 3 flight hours within 90 days prior the date of submission.
- (2) An applicant shall hold a valid medical certificate for each specific medical class.
- (3) An applicant who operates international flight shall have English language proficiency endorsement on the licence and the endorsement shall indicate the English language proficiency level 4 as minimum.

Aircraft Maintenance Engineer Licence

- (1) Within 24 months prior the date of submission, an applicant shall have experienced for not less than 6 months in aircraft maintenance or tasks required to ensure the continuing airworthiness of an aircraft or aircraft part of an aircraft type endorsed on licence; or
- (2) Within 6 months prior the date of submission, an applicant shall have successfully completed Re-qualification/Refresher Training Course or Type Rating Course approved by the Director General

Air Traffic Controller Licence

- (1) Within 6 months prior the date of submission, an applicant shall have performed duty for not less than 12 hours in an air traffic service unit or performed duty for not less than 18 hours in ATC simulation training device.
- (2) An applicant shall have English language proficiency endorsement on the licence and the endorsement shall indicate the English language proficiency level 4 as minimum.
- (3) Hold a valid medical certificate class 3

Flight Operations Officer/Flight Dispatcher Licence

An applicant shall perform duty concerning flight operations within 90 days prior the date of submission.

II. Renewal

- a) In case the application is made after a licence has already expired more than 4 years

All licence holders will be required to re-enter to the licensing process for each type of licence by having to pass the theoretical knowledge and practical examination again.

- b) In case the application is made after a licence has already expired not more than 4 years. Applicants shall meet requirements as follows;

Flight Crew Licence

- (1) An applicant shall have operated under supervision of an instructor for not less than 3 flight hours within 90 days prior the date of submission.
- (2) An applicant shall hold a valid medical certificate for each specific medical class.
- (3) An applicant who operates international flight shall have English language proficiency endorsement on the licence and the endorsement shall indicate English language proficiency level 4 as minimum.
- (4) An applicant shall provide document to certify that since the licence has expired, any privileges endorsed on the licence have never been exercised during those period.
- (5) An applicant shall have completed a course of Re - Qualification/Refresher at an ATO (Only in the case that the licence has expired for more than 90 days).

Aircraft Maintenance Engineer Licence

- (1) Within 24 months prior the date of submission, an applicant shall have experienced under supervision of licenced AME for not less than 6 months in aircraft maintenance or tasks required to ensure the continuing airworthiness of an aircraft or aircraft part of an aircraft type endorsed on licence.
- (2) An applicant shall provide document to certify that since the licence has expired, any privileges endorsed on the licence have never been exercised during those period.
- (3) An applicant shall has completed Re - Qualification/Refresher Course at an ATO (Only in the case that the licence has expired for more than 90 days).

Air Traffic Controller Licence

- (1) Within 6 months prior the date of submission, an applicant shall have performed duty under supervision for not less than 12 hours in an air traffic service unit or performed duty for not less than 18 hours in ATC simulation training device.
- (2) An applicant shall hold a valid medical certificate class 3.

- (3) An applicant shall have English language proficiency endorsement on the licence and the endorsement shall indicate English language proficiency level 4 as minimum.
- (4) An applicant shall provide document to certify that since the licence has expired, any privileges endorsed on the licence have never been exercised during those period.
- (5) An applicant shall has completed Re - Qualification/Refresher Course at an ATO (Only in the case that the licence has expired for more than 90 days).

Flight Operations Officer/Flight Dispatcher Licence

- (1) An applicant shall perform duty under supervision concerning flight operations within 90 days prior the date of submission.
- (2) An applicant shall provide document to certify that since the licence has expired, any privileges endorsed on the licence have never been exercised during those period.
- (3) An applicant shall has completed Re - Qualification/Refresher Course at an ATO (Only in the case that the licence has expired for more than 90 days).

APPENDIX C: RELEVANT DOCUMENTS

I. Application Documents

As prescribed in Requirement of the Civil Aviation Authority of Thailand No.15 regarding Operational Guideline on the Application of Personnel Licence and Rating B.E. 2562

4.3 Validation of Foreign Licence Procedure

4.3.1 Objective

To provide procedure for rendering a licences valid in each type of personnel licences with precision and efficiency pursuant to applicable regulations within a timeframe agreed in SLA

LIST OF LICENCES

- a) Private Pilot Licence (Aeroplane and Helicopter)
- b) Commercial Pilot Licence (Aeroplane and Helicopter)
- c) Airline Transport Pilot Licence (Aeroplane and Helicopter)
- d) Aircraft Maintenance Engineer Licence

PURPOSE TO RENDER VALID OF A FOREIGN FLIGHT CREW LICENCE (FCL) AND AMEL:

- a) For private flying or sport flying or non-Commercial Air Transportations
- b) For Commercial Air Transportations
- c) For Flight Instructor-Aircraft Type Rating
- d) For Delivery/Ferry Flight
- e) For Test Flight
- f) For Pilot Proficiency Checks
- g) For School Flight
- h) For Initial Operating Experience (IOE) or Route Introduction (RI)
- i) For AMEL who instructs and/or certifies the airworthiness of a Thai aircraft

4.3.2 Reference

No.	List of Regulations
1.	(a) Air Navigation Act B.E. 2497 Chapter 5 Personnel, Section 42 – 50 bis (b) The Civil Aviation Authority of Thailand Emergency Decree B.E. 2558 Section 25, Edit Air Navigation Act B.E. 2497
2.	(a) Ministerial Regulation regarding Personnel Licence, B.E. 2550 (b) Ministerial Regulation regarding Personnel Licence No 2 B.E. 2559 (Medical Certificate)
3.	Civil Aviation Board Regulation No.77 regarding The Qualification and Privileges of applicants for the Aircraft Maintenance Engineer.
4.	Civil Aviation Board Regulation No.89 regarding the Qualifications of the Applicant of Personnel
5.	Regulation of CAAT No. 7 regarding Privilege of Holder of Pilot, Air Traffic Controller and Flight Operations Dispatcher Licence B.E. 2561
6.	Regulation of CAAT regarding the Theoretical and Practical Examination of Air Navigation B.E. 2562
7.	Rule and Guideline regarding an Examination to Increase Rating of Multi-Engine Aircraft, Air Aviation Safety Group, Civil Aviation Department B.E.2542
8.	Regulation of CAAT No.15; Operational Guideline on the Application of Personnel Licence and Rating B.E. 2562
9.	Requirements of CAAT No.8; the Application, Issuance, and Certification of Personnel Licences Issued by a Contracting State or by a State Entering into an Agreement with Thailand
10.	Regulation of CAAT; Language Ability for the Radio Communication of Personnel Licence Holder, B.E. 2561
11.	(a) Notification of CAAT; Flight Crew Member Training Programmes- Airplane, B.E. 2559 (b) Notification of CAAT; Flight Crew Member Training Programmes- Airplane No.2, B.E. 2560
12.	Rules of CAAT; Appointment of Designated Check Pilot for Approved Air Operator Certificate and ATO B.E.2561
13.	Order of CAAT No. 303/2560 Subject: Appointment Authorization for Manager to Give Order and Act on Behalf of Director General of CAAT
14.	Notification of CAAT; Certificate, Licence, Letter of Permission or Letter of Approval Fees issued under CAAT Powers and Duties B.E.2561

4.3.3 Definition and Acronyms

<i>Term</i>	Definition
<i>ASI-PEL-FCL</i>	Flight Crew Licenses Examiner
<i>CAAT</i>	The Civil Aviation Authority of Thailand
<i>DCP</i>	Designated Check Pilot
<i>EX</i>	Examination Division
<i>ICAO</i>	International Civil Aviation Organization
<i>LL</i>	Licensing Division
<i>PEL</i>	Personnel Licensing Department

4.3.4 Responsibility

<i>Manager of PEL:</i>	Responsible in scope of overseeing PEL functions, verifying and approving document and rendering valid of a foreign licence
<i>Head of LL:</i>	Responsible in scope of delegating responsibilities and supervising the work, verifying the rendering valid of a foreign licence to ensure the completeness of licence before proposing to PEL Manager
<i>Head of EX</i>	Responsible in scope of delegation responsibilities and supervising the work, verifying examination result and assigning qualified personnel to conduct examination
<i>LL Officer:</i>	Responsible in scope of rendering valid of a foreign licence
<i>EX Officer:</i>	Responsible in scope of conducting examination
<i>DCP/ASI-PEL:</i>	Responsible in conducting skill test
<i>PEL Front Officer:</i>	Responsible in checking for completeness of application package and collecting of documents

4.3.5 Procedure

No.	Detail	Time	Responsible person	Document
Sub-process 1 - Theoretical Examination				
1.	Request for Theoretical Examination at Service counter		Applicant	Application for theoretical examination for issue licence / Rating and support document
2.	Receives and checks completeness of the application package for theoretical examination that required for each licence submitted by applicant.	15 Min	PEL front officer	
3.	Make a payment of Theoretical Examination fee		Applicant	
4.	Publishes a list of applicants whose application is complete for theoretical test on CAAT website within 5 days before the exam date	10 Min	EX Officer	Announcement of the list of applicants to participate in the theoretical
5.	Conducts and invigilates theoretical examination	420-840 Min	EX Officer	Theoretical exam paper / answer sheets
6.	Evaluate the exam / test paper	150 Min	EX Officer	Draft announcement of theoretical examination result
7.	Submit theoretical examination result to division head for approval	15 Min	EX Officer	
8.	Verify theoretical examination result	15 Min	EX Head	
9.	Approve and sign on theoretical examination result	30 Min	PEL Manager	Announcement of theoretical examination result
10.	Announce the result on CAAT's website within 7-20 days (depends on each licence after the last date examination)	15 Min	EX Officer	Announcement of theoretical examination result
11.	11.1 an applicant who passes theoretical examination and will take		Applicant	

No.	Detail	Time	Responsible person	Document
	a skill test conducted by the Office's staff or Designated Check Pilot who has been appointed by the Director General, proceed to item 12 11.2 an applicant who passes theoretical examination and submitted a Pilot Proficiency Check perform by Check Airman, proceed to item 22;			
Sub-process 2 – Practical Examination				
12.	Request for practical Examination at Service counter		Applicant	
13.	Check Qualification for practical Examination	30 Min	EX Officer	
14.	Receive the complete application package for practical examination and submit to division head for assign examiner	10 Min	EX Head	
15.	Issue the official authorization letter and submit to division head for approval 15.1 When fee is not required to be paid, issue the authorization letter; or 15.2 When fee is required to be paid, request an applicant to pay for practical examination then issue the authorization letter.	30 Min	EX Officer	Draft of authorization letter for practical examination test
16.	Verify the official authorization letter	15 Min	EX Head	
17.	Approve and sign on the official authorization letter	30 Min	PEL Manager	Authorization letter for practical examination test
18.	Send the official authorization letter by email to an applicant and examiner/organization	10 Min	EX Officer	
19.	Conduct practical examination	420-840 Min	Examiner	Flight test checklist : Pilot Examiner Manual

No.	Detail	Time	Responsible person	Document
	<p>and submits the practical examination result to PEL within 7 days</p> <p>19.1 Failure to Pass Practical Examination proceed to item 20</p> <p>19.2 Pass Practical Examination proceed to item 22</p>			
20.	<p>Condition 1, informs an applicant to re-apply for theoretical examination</p> <p>An applicant shall re-apply for and re-take the complete set of theoretical examination papers if an applicant;</p> <ul style="list-style-type: none"> - has failed to pass practical examination in 3 attempts within validity period of the theoretical examination result; or - has failed to pass practical examination within validity period of the theoretical examination result. <p>Condition 2, proceed to item 14</p> <p>Unless otherwise determined in Condition 1, an applicant pays for practical examination fee (if required) to be eligible to take the remaining practical examination attempts</p>		EX officer	
21	Submit an application package, with the theoretical and practical examination of an applicant who passed both examinations to LL	10 Min	EX Officer	Package for issue licence (application form and document support / theoretical /practical examination result)
Sub-process 3 – Issuing Process				

No.	Detail	Time	Responsible person	Document
22.	Request for issue rendering a personnel licence valid		Applicant	CAAT-PEL-LL-015 - Application for rendering a personnel licence valid and supporting documents
23.	Checks the validity of the licence, type rating endorsement and medical certificate (if applicable)	15 Min	LL Officer	
24.	Issue the official letter to verification and confirmation of the details and the validity of the foreign licence and send by E-Mail	15 Min	LL Officer	
25.	Checks with the Aeronautical Information Publication - AIP of the issuing Authority licence on website (GEN 1.7 Differences from ICAO Standards, Recommended Practices and Procedures) in order to assess the personnel licensing standards of the issuing Authority of the foreign licence whether the issuing authority standards are acceptable	15 Min	LL Officer	
26	After receiving authentication letter from the issuing authority of the foreign licence, LL Final check qualification by PEL's checklist and verify documents for theoretical & practical & medical certificate (If any) and making licence's list fee	30 Min	LL Officer	PEL-LL-CK-006 Checklist for Issue Validation Licence Certificate
27.	Pay for licensing fee then submit additional documents (if required by LL officer in order to complete applicable checklist)		Applicant	
28.	Sign-off applicable checklist	10 Min	LL Officer	
29.	Inputs licence data in database and generate a licence	30 Min	LL Officer	Licence
30.	Check completeness of application package and issue	5 Min	LL Officer	

No.	Detail	Time	Responsible person	Document
31.	Check qualification of application	15 Min	LL Head	
32.	Verify application package for issue licence	30 Min	PEL Manager	
33.	Pick up issued licence		Applicant	
Sub-process 4 - Collection and Record-Keeping				
34.	After an applicant picks up the issue rendering a personnel licence valid, Re-check the required documents of each applicant related to rendering a personnel licence valid that has issued. Details refer to Record-Keeping and Document Management System Procedure	15 Min	PEL front officer	Complete application package for issue rendering a personnel licence valid
35.	Scans and keeps all related documents of each rendering a personnel licence valid issued as a soft file in a system where accessibility is limited and secured	10 Min	PEL front officer	
36.	Maintains the documents and the duplication of the rendering a personnel licence valid issued in PEL secured storage room under responsibility of LL. Furthermore, all related documents will be stored and maintained by document storage and document management service provider yearly	5 Min	PEL front officer	

4.3.6 Record Management

Refer to CAAT-PEL-RDMSP: Record-Keeping and Document Management System Procedure

4.3.7 Appendix

Appendix A: Workflow for Validation of Foreign Licence

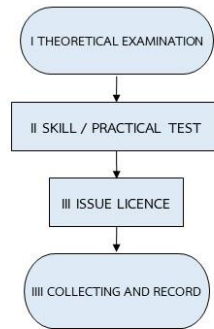
Appendix B: Requirement of Qualifications of an Applicant

Appendix C: Relevant Documents

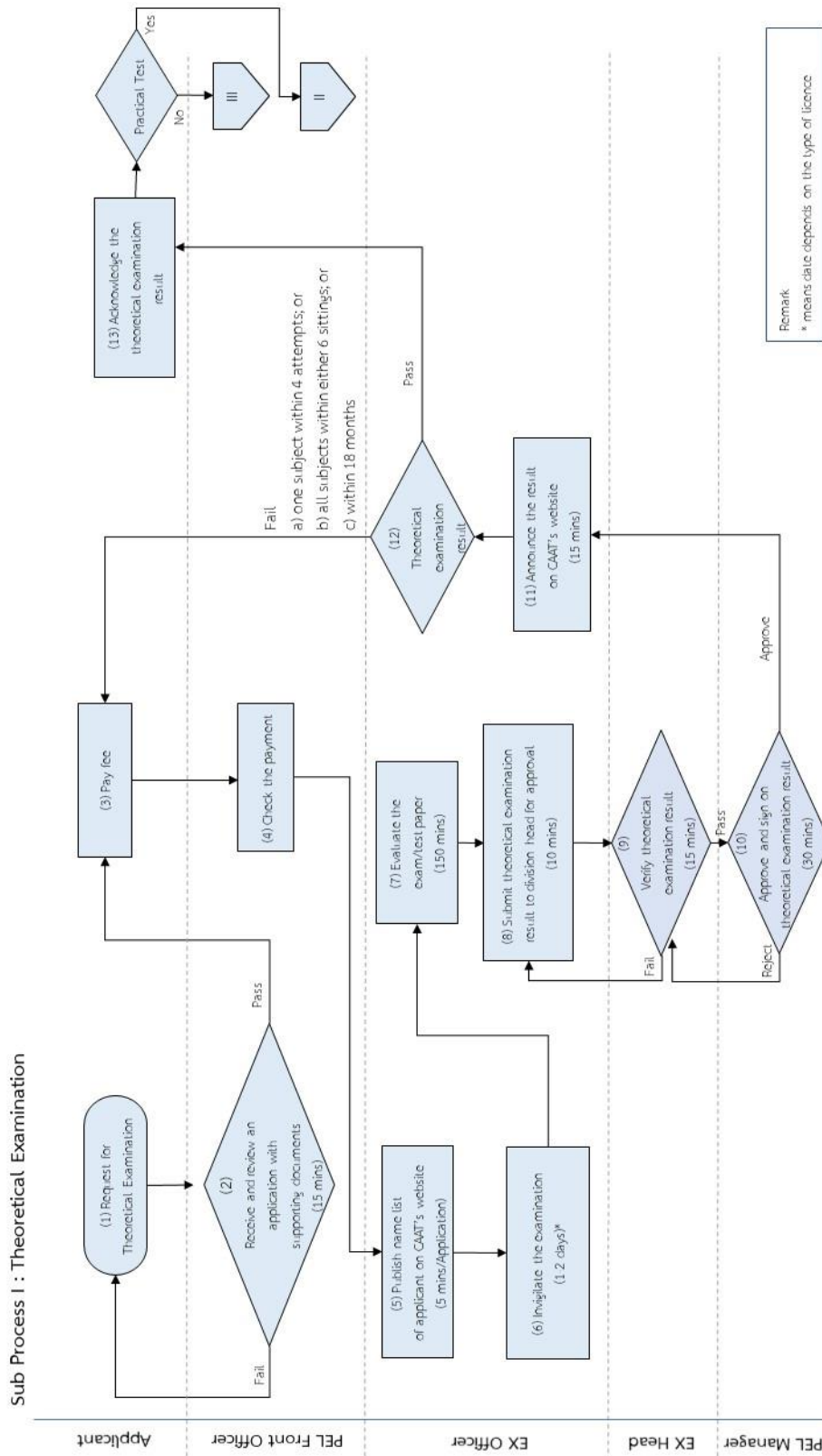
APPENDIX A: WORKFLOW FOR VALIDATION OF FOREIGN LICENCE

I. Overall Process

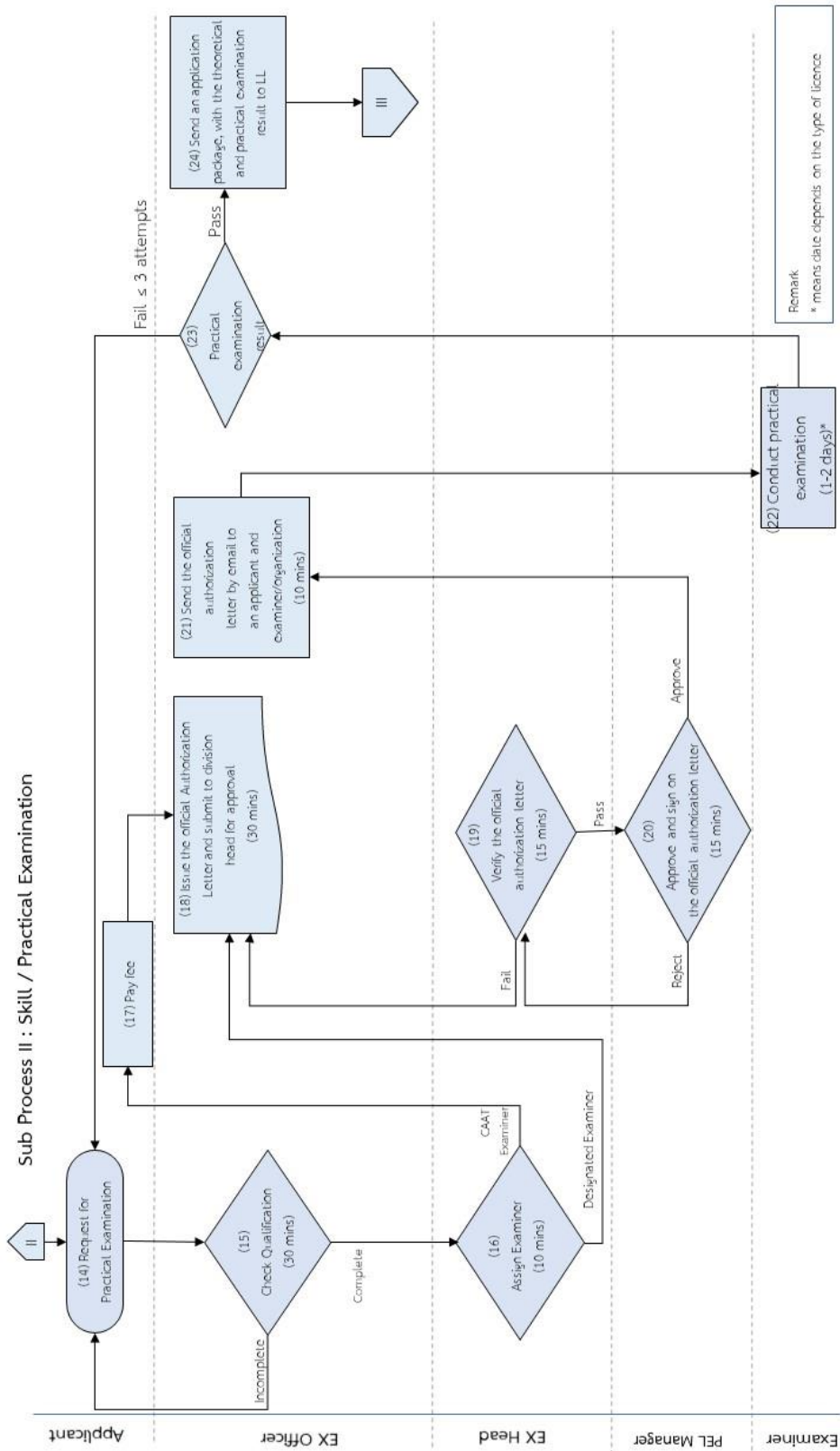
Process : Validation of Foreign Licence



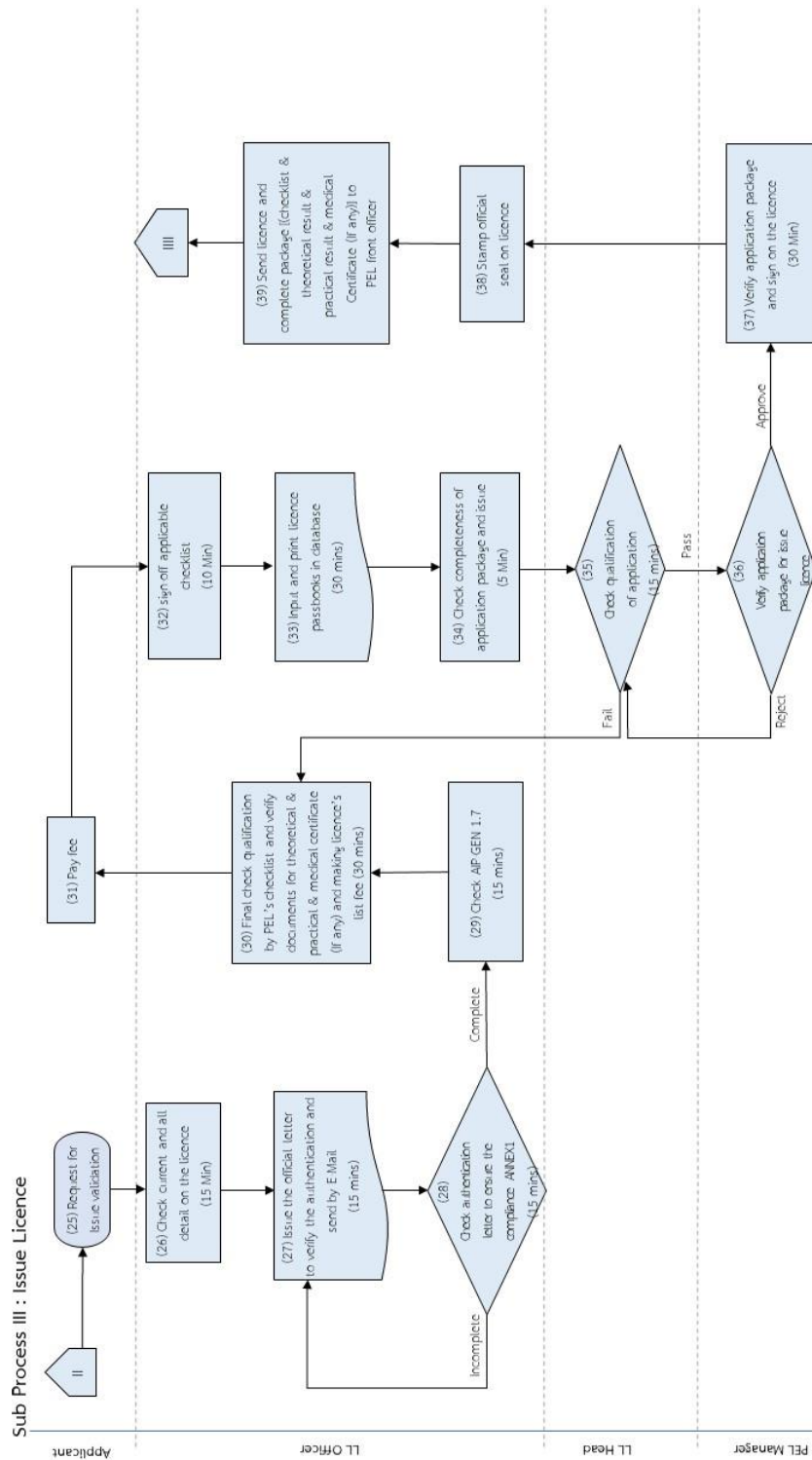
II. Sub Process 1 Theoretical Examination



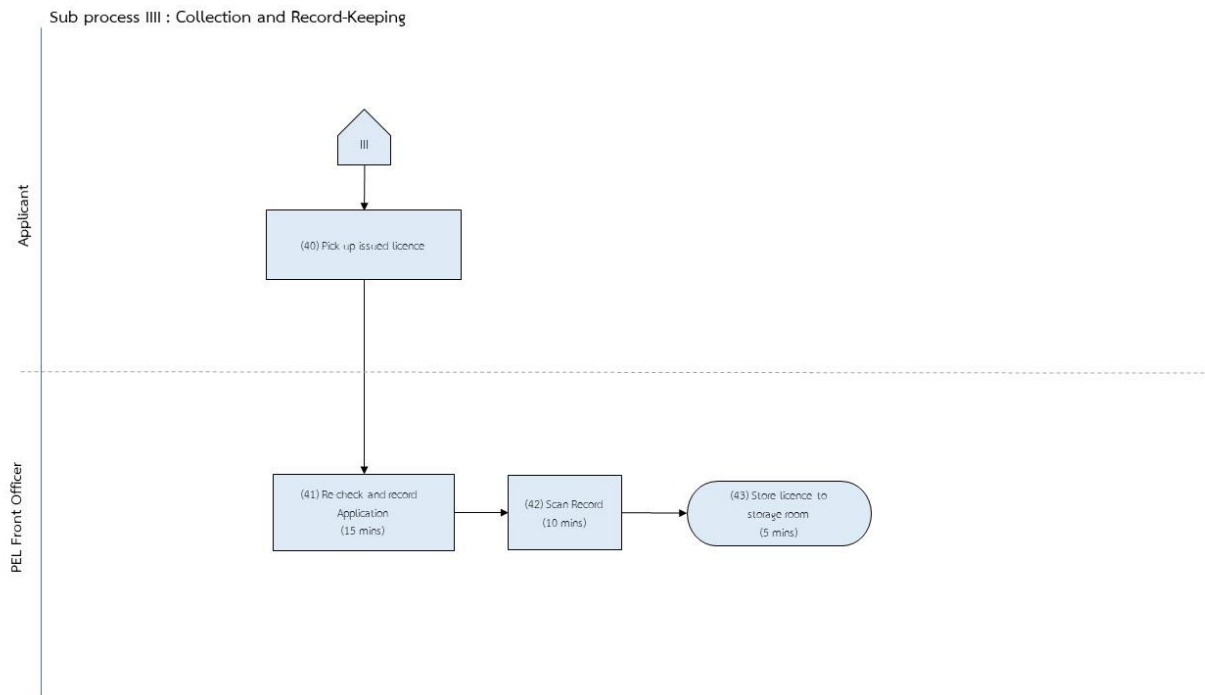
III. Sub Process 2 Skill/Practical Examination



IV.Sub Process 3 Issue Licence



V. Sub Process 4 Collection and Record Keeping



Examples of documents of applicant need to be checked and maintained;

- a) Copy of Licence
- b) Application form
- c) Documents required for application
- d) Fee receipt (if applicable)
- e) Medical Certificate (if applicable)
- f) Theoretical/Practical Examination Results

APPENDIX B: REQUIREMENT OF QUALIFICATIONS OF AN APPLICANT

Flight Crew Licence	As prescribed in Requirements of CAAT No.8 on the Application, Issuance, and Certification of Personnel Licences Issued by a Contracting State or by a State Entering into an Agreement with Thailand
Aircraft Maintenance Engineer Licence	

APPENDIX C: RELEVANT DOCUMENTS

I. Application Documents

As prescribed in Requirements of CAAT No.8 on the Application, Issuance, and Certification of Personnel Licences Issued by a Contracting State or by a State Entering into an Agreement with Thailand

4.4 Conversion of Foreign Licence Procedure

4.4.1 Objective

To provide procedure for conversion of licences in each type of personnel licences with precision and efficiency pursuant to applicable regulations. within a timeframe agreed in SLA

LIST OF LICENCES

- a) Private Pilot Licence (Aeroplane and Helicopter)
- b) Commercial Pilot Licence (Aeroplane and Helicopter)
- c) Airline Transport Pilot Licence (Aeroplane and Helicopter)
- d) Aircraft Maintenance Engineer Licence

4.4.2 Reference

No.	List of Regulations
1.	(a) Air Navigation Act B.E. 2497 Chapter 5 Personnel, Section 42 – 50 bis and Section 50/6 (b) The Civil Aviation Authority of Thailand Emergency Decree B.E. 2558 Section 25
2.	(a) Ministerial Regulation regarding Personnel Licence, B.E. 2550 (b) Ministerial Regulation regarding Personnel Licence No 2 B.E. 2559 (Medical Certificate)
3.	Regulation of CAAT No. 7 regarding Privilege of Holder of Pilot, Air Traffic Controller and Flight Operations Dispatcher Licence B.E. 2561
4.	Regulation of CAAT regarding the Theoretical and Practical Examination of Air Navigation B.E. 2562
5.	Requirement of CAAT No.24; Application and Conversion of Personnel Licences Issued by a Contracting State or a State Entering into an Agreement with Thailand
6.	Requirement of CAAT No.30; Application and Conversion of Personnel Licences Issued by a Contracting State or a State Entering into an Agreement with Thailand
7.	Regulation of CAAT; Language Ability for the Radio Communication of Personnel Licence Holder, B.E. 2561
8.	Rules of CAAT; Appointment of Designated Check Pilot for Approved Air Operator Certificate and ATO B.E.2561
9.	Order of CAAT No. 303/2560 Subject: Appointment Authorization for Manager to Give Order and Act on Behalf of Director General of CAAT.
10.	Notification of CAAT; Class Rating and Type Rating Endorsement B.E. 2562

11.	Notification of CAAT; Certificate, Licence, Letter of Permission or Letter of Approval Fees issued under CAAT Powers and Duties B.E.2561
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4.4.3 Definition and Acronyms

<i>Term</i>	Definition
<i>ASI-PEL-FCL</i>	Flight Crew Licenses Examiner
<i>DCP</i>	Designated Check Pilot
<i>EX</i>	Examination Division
<i>ICAO</i>	International Civil Aviation Organization
<i>LL</i>	Licensing Division
<i>PEL</i>	Personnel Licensing Department

4.4.4 Responsibility

<i>Manager of PEL:</i>	Responsible in scope of overseeing PEL functions, verifying and approving document and licence
<i>Head of LL:</i>	Responsible in scope of delegating responsibilities and supervising the work, verifying the licence to ensure the completeness of licence before proposing to PEL Manager
<i>Head of EX:</i>	Responsible in scope of delegating responsibilities and supervising the work, verifying examination result and assigning qualified personnel to conduct examination
<i>LL Officer:</i>	Responsible in scope of converting foreign licence to Thai Licence
<i>EX Officer:</i>	Responsible in scope of conducting examination
<i>ASI-PEL/DCP:</i>	Responsible in conducting practical examination
<i>PEL Front Officer:</i>	Responsible in checking for completeness of application package and collecting of documents

4.4.5 Procedure

No.	Detail	Time	Responsible person	Document
Sub-process 1 - Theoretical Examination				
1.	Request for Theoretical Examination at Service counter		Applicant	Application for theoretical examination for issue licence / rating and support document
2.	Receives and checks completeness of the application package for theoretical examination that required for each licence submitted by applicant.	15 Min	PEL front officer	
3.	Make a payment of Theoretical Examination fee		Applicant	
4.	Publishes a list of applicants whose application is complete for theoretical test on CAAT website within 5 days before the exam date	10 Min	EX Officer	Announcement of the list of applicants to participate in the theoretical
5.	Conducts and invigilates theoretical examination	420-840 Min	EX Officer	Theoretical exam paper / answer sheets
6.	Evaluate the exam / test paper	150 Min	EX Officer	Draft announcement of theoretical examination result
7.	Submit theoretical examination result to division head for approval	15 Min	EX Officer	
8.	Verify theoretical examination result	15 Min	EX Head	
9.	Approve and sign on theoretical examination result	30 Min	PEL Manager	Announcement of theoretical examination result
10.	Announce the result on CAAT's website	15 Min	EX Officer	
	10.1 Failure to Pass Theoretical Examination proceed item 11 10.2 Pass Theoretical Examination proceed item 12			

No.	Detail	Time	Responsible person	Document
11.	<p>Condition 1: informs an applicant to re-apply for theoretical examination</p> <p>An applicant shall re-apply for and re-take the complete set of theoretical examination papers if an applicant;</p> <ul style="list-style-type: none"> - has failed to pass one of the theoretical knowledge examination papers within 4 attempts; or - has failed to pass all papers within 6 sittings; or - has failed to pass all papers within 18 months counted from applicant first attempted an examination, he/she shall re-take the complete set of examination papers. <p>Condition 2, proceed to item 3</p> <p>In compliance with and unless otherwise determined in Condition 1, an applicant must pay for theoretical examination fee to be eligible to take the remaining theoretical examination papers.</p>		EX officer	
Sub-process 2 – Practical Examination				
12.	Request for practical Examination at Service counter		Applicant	Application for practical and issue Licence and support document
13.	Check Qualification for practical Examination	30 Min	EX Officer	
14.	Receive the complete application package for practical examination	10 Min	EX Head	

No.	Detail	Time	Responsible person	Document
	and submit to division head for assign examiner			
15.	Issue the official authorization letter and submit to division head for approval 15.1 When fee is not required to be paid, issue the authorization letter; or 15.2 When fee is required to be paid, request an applicant to pay for practical examination then issue the authorization letter.	30 Min	EX Officer	Draft of authorization letter for practical examination test
16.	Verify the official authorization letter	15 Min	EX Head	
17.	Approve and sign on the official authorization letter	30 Min	PEL Manager	Authorization letter for practical examination test
18.	Send the official authorization letter by email to an applicant and examiner/organization	10 Min	EX Officer	
19.	Conduct practical examination and submits the practical examination result to PEL within 7 days 19.1 Failure to Pass Practical Examination proceed to item 20 19.2 Pass Practical Examination proceed to item 21	420-840 Min	Examiner	Flight test checklist: Pilot Examiner Manual
20.	Condition 1, informs an applicant to re-apply for theoretical examination An applicant shall re-apply for and re-take the complete set of theoretical examination papers if an applicant;		EX officer	

No.	Detail	Time	Responsible person	Document
	<ul style="list-style-type: none"> - has failed to pass practical examination in 3 attempts within validity period of the theoretical examination result; or - has failed to pass practical examination within validity period of the theoretical examination result. <p>Condition 2, proceed to item 14</p> <p>Unless otherwise determined in Condition 1, an applicant pays for practical examination fee (if required) to be eligible to take the remaining practical examination attempts</p>			
21	Submit an application package, with the theoretical and practical examination of an applicant who passed both examinations to LL	10 Min	EX Officer	Package for issue licence (application form and document support / theoretical /practical examination result)
Sub-process 3 – Issuing Process				
22.	Receives and check qualification of the application package and support document for issue licence that required for each licence 22.1 Thai citizen proceed item 32. 22.2 Other citizen proceed item 23.	15 Min	LL Officer	
23.	Submit application and support document for exemption to LL		Applicant	CAAT-PEL-LL-005 - Application for background checks and personal circumstances
24.	Issue the official letter for background checks and personal circumstances of an applicant	20 Min	LL Officer	Draft Official letter to Immigration Bureau, National Intelligence Agency and

No.	Detail	Time	Responsible person	Document
				Office of the Narcotics Control Board
25	Check qualification of applicant	15 Min	LL Head	
26	Verify qualification of applicant	30 Min	PEL Manager	Official letter to Immigration Bureau, National Intelligence Agency and Office of the Narcotics Control Board
27.	Send the official letter to Immigration Bureau, National Intelligence Agency and Office of the Narcotics Control Board	5 Min	LL Officer	
28.	After receive inspection result; Issue letter propose exemption from the nationality	15 Min	LL Officer	
29.	Check qualification for an exemption from the nationality	15 Min	LL Head	
30.	Verify qualification for an exemption from the nationality	30 Min	PEL Manager	
31.	Grants exemption from the nationality qualifications	30 Min	DG	
32.	Issue the official letter to verification and confirmation of the details and the validity of the foreign licence and send by E-Mail	15 Min	LL Officer	
33.	Applicant contact Aeromedical Center for issuing Medical Certificate then submit Medical Certificate (Only flight crew licence and ATC licence) to LL		Applicant	
34.	After receiving authentication letter from the issuing authority of the foreign licence, LL Final check qualification by PEL's checklist and verify documents for theoretical & practical & medical certificate (If any) and making licence's list fee	30 Min	LL Officer	1.PEL-LL-CK-001 Checklist for Issue Pilot Licence 2.PEL-LL-CK-002 Checklist for Issue AMEL

No.	Detail	Time	Responsible person	Document
35.	Pay for licensing fee then submit additional documents (if required by LL officer in order to complete applicable checklist)		Applicant	
36.	Sign-off applicable checklist	10 Min	LL Officer	
37.	Inputs licence data in database and generate a licence	30 Min	LL Officer	Licence
38.	Check completeness of application package and issue	5 Min	LL Officer	
39.	Check qualification of application	15 Min	LL Head	
40.	Verify application package for issue licence	30 Min	PEL Manager	
41.	Pick up issued licence		Applicant	
Sub-process 4 - Collection and Record-Keeping				
42.	After an applicant picks up the licence, Re-check the required documents of each applicant related to each licence that has issued. Details refer to Record-Keeping and Document Management System Procedure	15 Min	PEL front officer	Complete application package for issue licence
43.	Scans and keeps all related documents of each licence issued as a soft file in a system where accessibility is limited and secured	10 Min	PEL front officer	
44.	Maintains the documents and the duplication of the licence issued in PEL secured storage room under responsibility of LL. Furthermore, all related documents will be stored and maintained by document storage and document management service provider yearly	5 Min	PEL front officer	

4.4.6 Record Management

Refer to CAAT-PEL-RDMSP: Record-Keeping and Document Management System Procedure

4.4.7 Appendix

Appendix A: Workflow for Conversion of Foreign Licence

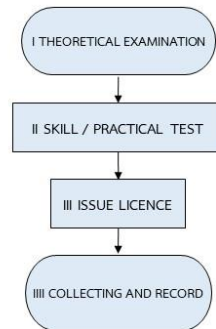
Appendix B: Requirement of Qualifications of an Applicant

Appendix C: Relevant Documents

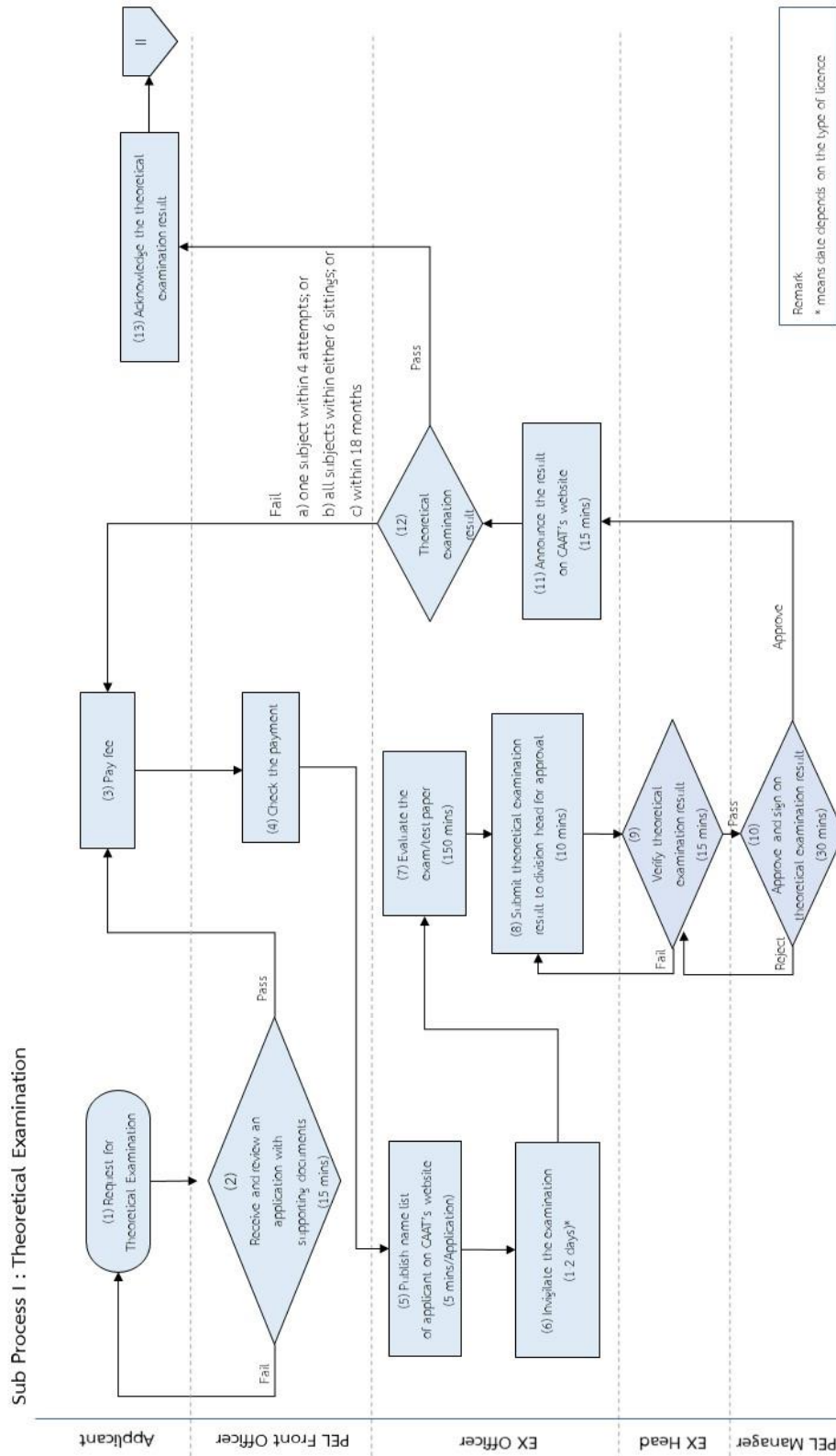
APPENDIX A: WORKFLOW FOR CONVERSION OF FOREIGN LICENCE

I. Overall Process

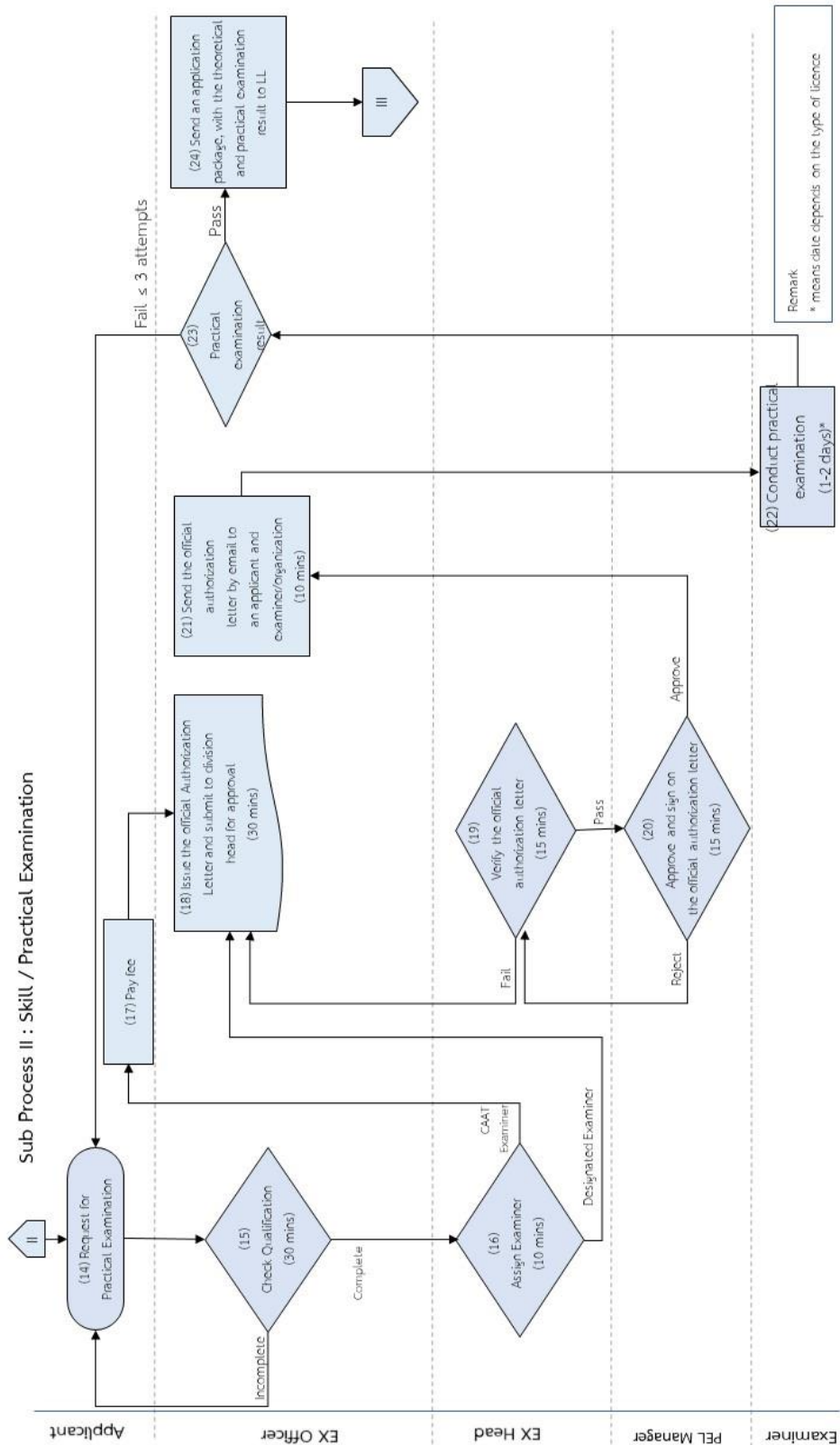
Process : Issue Conversion of Foreign Licence



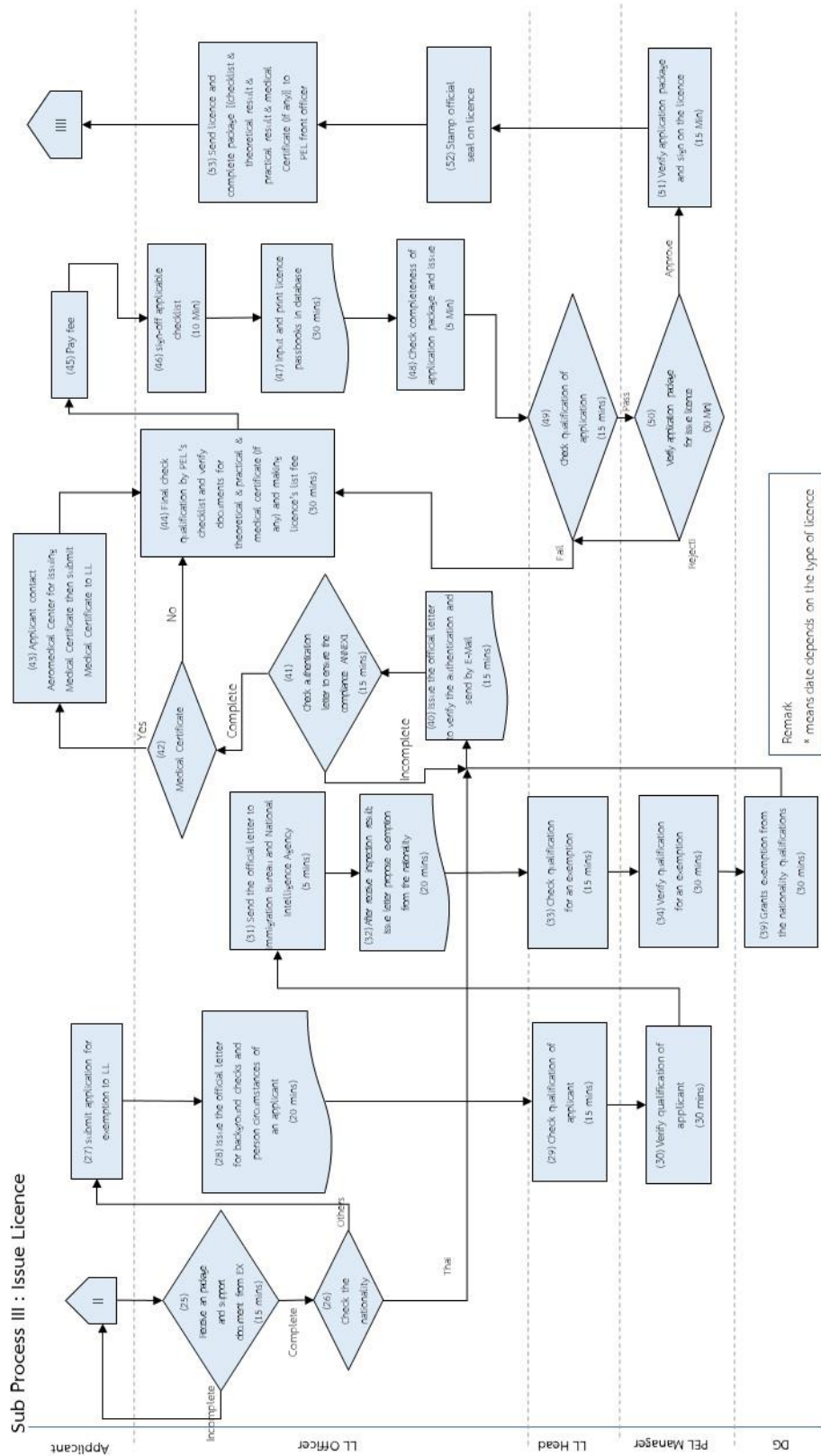
II. Sub Process 1 Theoretical Examination



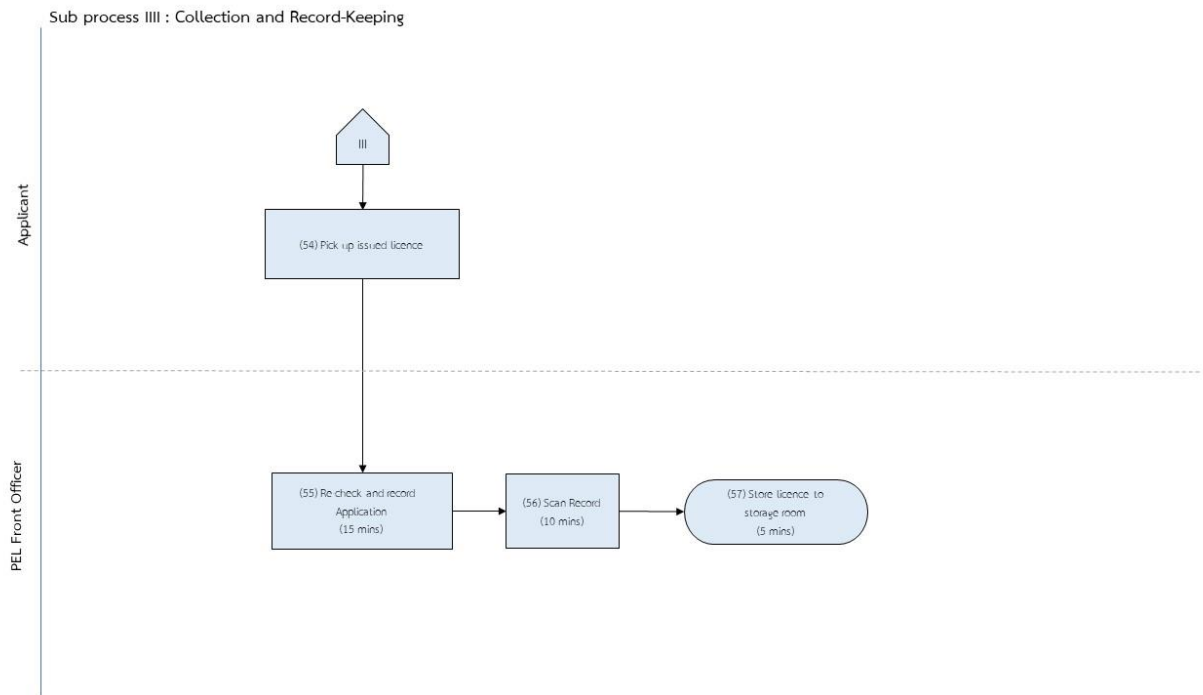
III. Sub Process 2 Skill/Practical Examination



IV.Sub Process 3 Issue Licence



V. Sub Process III Collection and Record-Keeping



APPENDIX B: REQUIREMENT OF QUALIFICATIONS OF AN APPLICANT

Flight Crew Licence	As prescribed in Requirement of CAAT No.24 and No.30 on Conversion of Personnel Licences Issued by a Contracting State or a State Entering into an Agreement with Thailand
Aircraft Maintenance Engineer Licence	

APPENDIX C: RELEVANT DOCUMENTS

I. Application Documents

Flight Crew Licence	As prescribed in Requirement of CAAT No.24 on Conversion of Personnel Licences Issued by a Contracting State or a State Entering into an Agreement with Thailand
Aircraft Maintenance Engineer Licence	

4.5 Reissue of Personnel Licence/Personnel Licence Rendered Valid Procedure

4.5.1 Objective

To provide procedure for Reissue of Personnel Licence/Personnel Licence Rendered Valid with precision and efficiency pursuant to applicable regulations. within a timeframe agreed in SLA.

A reissue of personnel licence/personnel licence rendered valid can only occur based on the original of licence/personnel licence rendered valid which has been previously issued in the case of:

- (1) Being mutilated
- (2) Being lost
- (3) Amendment of name or surname or address on licence

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 of licence/personnel licence rendered valid, they can use the new one through this replacement.

4.5.2 Reference

No.	List of 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

4.5.3 Definition and Acronyms

Term	Definition
<i>LL</i>	Licensing Division
<i>PEL</i>	Personnel Licensing Department

4.5.4 Responsibility

<i>Manager of PEL:</i>	Responsible in scope of overseeing PEL functions, verifying and approving document
<i>Head of LL:</i>	Responsible in scope of delegating responsibilities and supervising the work, verifying the licence to ensure the completeness of licence before proposing to PEL Manager
<i>LL Officer:</i>	Responsible in scope of reissuing of Personnel Licence/Personnel Licence Rendered Valid
<i>PEL Front Officer:</i>	Responsible in checking for completeness of application package and collecting of documents

4.5.5 Procedure

No.	Detail	Time	Responsible person	Document
Sub-process 1 – Reissue Process				
1.	Request for reissue personnel licence at Service counter		Applicant	Application for reissue personnel licence and support document
2.	Checks the application form and the required documents of each specific licence for reissue and ensure that the applicant meets all the requirements as stated in related regulations (See Appendix B to this section) and any documents	15 Min	PEL front officer	
3.	Pay for renewal licensing fee		Applicant	
4.	Check the payment	5 Min	PEL front officer	
5.	Check completeness of application package	10 Min	LL officer	
6.	Inputs licence data in database and generate a licence	15 Min	LL Officer	Licence
7.	Check completeness of application package and issue	5 Min	LL officer	
8.	Check qualification of application	15 Min	LL Head	
9.	Verify application package for issue licence	30 Min	PEL Manager	
10.	Forwards the official licence and completed application package to PEL front officer		LL officer	
11.	Pick up issued licence		Applicant	
Sub-process 2 - Collection and Record-Keeping				
11.	After an applicant picks up the licence, Re-check the required documents of each applicant related to each licence that has issued. Details refer to Record-Keeping and Document	15 Min	PEL front officer	Complete application package for issue licence

No.	Detail	Time	Responsible person	Document
	Management System Procedure			
12.	Scans and keeps all related documents of each licence issued as a soft file in a system where accessibility is limited and secured	10 Min	PEL front officer	
13.	Maintains the documents and the duplication of the licence issued in PEL secured storage room under responsibility of LL. Furthermore, all related documents will be stored and maintained by document storage and document management service provider yearly	5 Min	PEL front officer	

4.5.6 Appendix

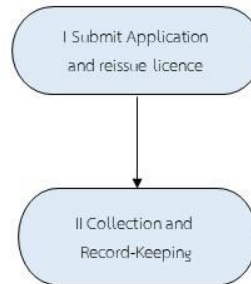
Appendix A: Workflow for Reissue of Personnel Licence/Personnel Licence Rendered Valid

Appendix B: Relevant Documents

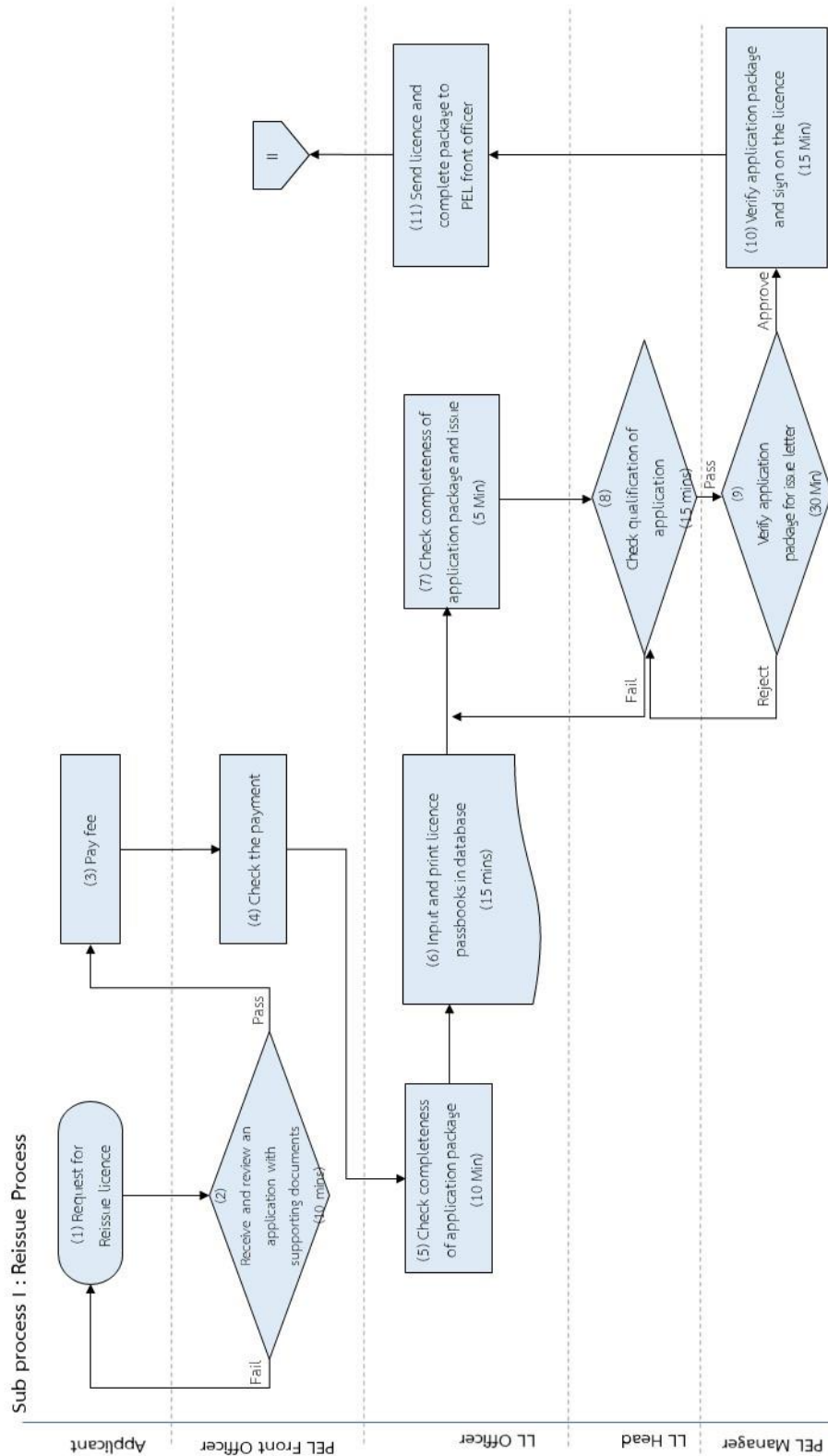
APPENDIX A: WORKFLOW FOR REISSUE OF PERSONNEL LICENCE/PERSONNEL LICENCE RENDERED VALID

I. Overall Process

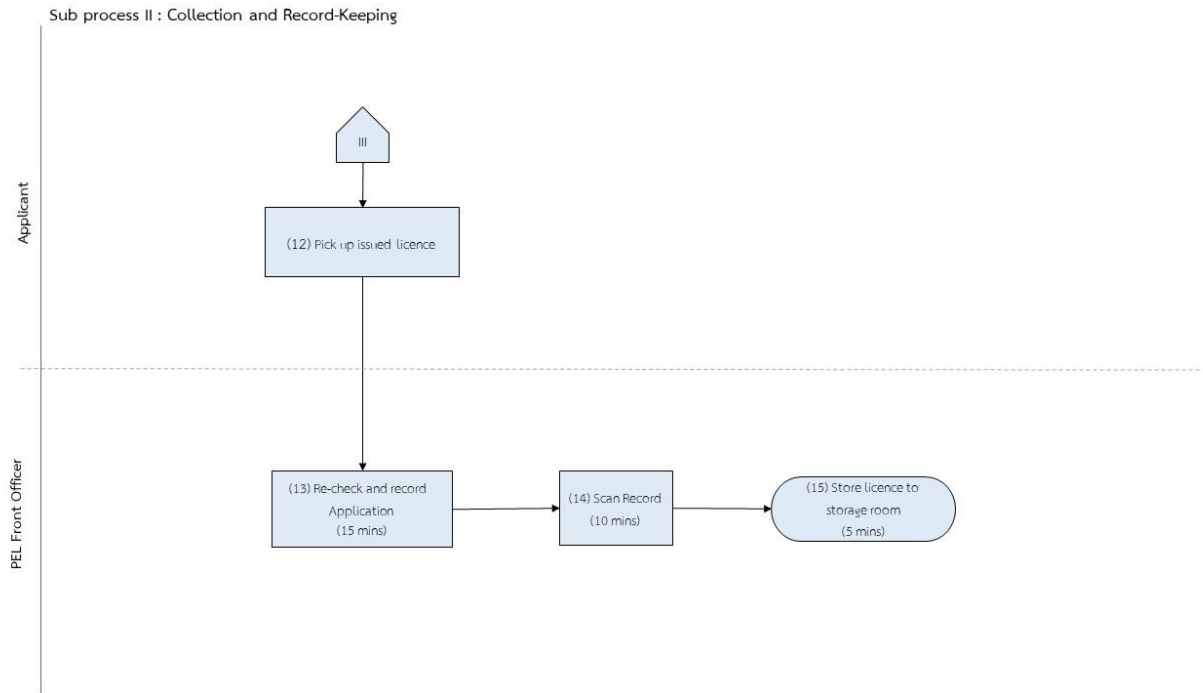
Process : Reissue Licence



II. Sub Process 1 Reissue Process



III. Sub Process 2 Collection and Record Keeping



APPENDIX B: RELEVANT DOCUMENTS

I. Required Documents

- (1) Application for reissue of personnel licence
- (2) Other document as per prescribed by RCAB and/or MOT regulations and/or CAAT regulations, and/or related regulations.