



สำนักงานการบินพลเรือนแห่งประเทศไทย  
The Civil Aviation Authority of Thailand

---

# GUIDANCE MATERIAL FOR COMPLETION OF TCAR PART 145 FORM 2

---

CAAT-GM-AIR-504

Revision: 01

Date: 9 July 2021



Suttipong Kongpool  
Director General

The Civil Aviation Authority of Thailand

**Intentionally Left Blank**

## TABLE OF CONTENTS

<b>TABLE OF CONTENTS .....</b>	<b>1</b>
<b>ABBREVIATIONS .....</b>	<b>2</b>
<b>0. INTRODUCTION .....</b>	<b>3</b>
0.1 Scope and Applicability.....	3
0.2 Purpose.....	3
0.3 Associated Instructions.....	3
0.4 Communication .....	3
0.5 References .....	3
<b>1. TCAR PART 145 FORM 2 COMPLETION INSTRUCTIONS .....</b>	<b>4</b>
1.1 General Information .....	4
1.2 Technical Application Data .....	5

## ABBREVIATIONS

AMC	Acceptable Means of Compliance
APU	Auxiliary Power Unit
CAAT	The Civil Aviation Authority of Thailand
EASA	European Aviation Safety Agency
FAA	Federal Aviation Administration
GM	Guidance Material
MOE	Maintenance Organisation Exposition
NAA	National Aviation Authority
NDT	Non-Destructive Testing
OEM	Original Equipment Manufacturer
PPB	Principal Place of Business
TCAR	Thailand Civil Aviation Regulation
TCDS	Type Certificate Data Sheets

## 0. INTRODUCTION

### 0.1 Scope and Applicability

The Civil Aviation Authority of Thailand (CAAT) is the Competent Authority for maintenance organisations that are involved in the maintenance of Thai registered aircraft and components intended for fitment thereto as established by TCAR Part 145.A.1 General. CAAT is therefore responsible for the final approval of these maintenance organisations and for establishing procedures detailing how TCAR Part 145 applications and approvals are managed.

This Guidance Material (GM) is applicable to TCAR Part 145 applicants and TCAR Part 145 maintenance organisations regardless of whether their principal place of business is located within Thailand or internationally. The provisions of this GM are complementary to the maintenance organisation certification requirements detailed in TCAR Part 145 and do not supersede or replace any associated regulatory requirements.

### 0.2 Purpose

The purpose of this GM is to provide instructions for completing TCAR Part 145 Form 2 (CAAT-AIR-RI-201), which relates to applications for an initial issue, change or surrender of a TCAR Part 145 approval.

Form 2 is available for download in word and pdf format on the CAAT website ([www.caat.or.th](http://www.caat.or.th)).

### 0.3 Associated Instructions

CAAT has developed associated provisions (guidance, forms, checklists, and templates) that detail specific matters, which need to be considered as an integral part of this GM. This information is available on the CAAT website ([www.caat.or.th](http://www.caat.or.th))

### 0.4 Communication

All documents and correspondence between the maintenance organisation and CAAT shall be in English. The official e-mail is [air-amo@caat.or.th](mailto:air-amo@caat.or.th).

### 0.5 References

- Air Navigation Act B.E. 2497
- Requirements of the Civil Aviation Authority of Thailand Issue 2 on Repair Station Certificate
- Requirements of the Civil Aviation Authority of Thailand Issue 5 on Foreign Repair Station Certificate
- Requirements of the Civil Aviation Authority of Thailand Issue 22 on Reporting of Civil Aviation Occurrences
- Thailand Civil Aviation Regulation on Repair Station Certificate Requirements (TCAR PART 145)
- Acceptable Means of Compliance to Thailand Civil Aviation Regulation on Repair Station Certificate Requirements (AMC to TCAR Part 145)

## 1. TCAR PART 145 FORM 2 COMPLETION INSTRUCTIONS

Form 2 should be completed in English in a clear and legible manner, preferably by typing. **Blue letters** in the table below provide guidelines for completing Form 2 (CAAT-AIR-RI-201).

### 1.1 General Information

**Block 1 and 2** contain general information relating to the organisation.

<b>1. Applicant's Reference</b>	Currently not required (reserved for future use)	
<b>2. Applicant Data</b> Legal name and seat of the company as it appears on the Business Registration or similar legal document		
<b>2.1 Registered Name and Address</b> (registered name and legal seat of the company)	Registered Name	Full name of the company as shown on the Business Registration or similar legal document.
	Trading Name	If trade name differs from the registered company name.
	Street/Number	Full address of the company as shown on the Business Registration or similar legal document.
	Address	
	City/Province	
Country		
<b>Important Note:</b> An approval may be granted to an organisation which may be either a natural person, a legal entity or part of a legal entity. Would you therefore please include with this application confirmation of the legal status of your organisation and enclose a copy of your Certificate of Incorporation.		
<b>2.2 Billing and Postal Data</b> (addresses may be left blank if the same as 2.1 Applicant Data)		
<b>2.2.1 Billing Address</b> (For the receipt of CAAT Fees and Charges Invoices. issued via post-mail to the address CAAT invoices are provided here.)	Company Name	Company name and address to be specified on CAAT invoices.
	Street/Number	
	PO Box	For invoice related queries, please contact CAAT's Financial Planning and Analysis Division (pa@caat.or.th).
	Address	
	City/Province	
Country		
<b>2.2.2 Financial Contact</b> (person that will be contacted for all issues connected with CAAT invoices)	Title	Self-explanatory
	Name/First	
	Job	
	Phone/Fax	
	Email	
<b>2.2.3 Invoice Recipient</b>	Email	Email address to be used for invoice receipt
<b>2.2.4 Shipping Address</b> (postal address for the shipping of original)	Company Name	Self-explanatory
	Street/Number	
	PO Box	
	Address	

CAAT documents; if different from 2.1)	City/Province	
	Country	
<b>2.2.5 Authorized Agent in Thailand</b> (A responsible person who represents an operator and who is authorized by, or on behalf, of such operator to act on all formalities)	Official Name	If no authorised agent is used, indicate "Not applicable".
	Address	
	Authorised	
	Job title/Position	
	Phone/Fax	
	Email	

## 1.2 Technical Application Data

Blocks 3 to 11 contain technical application data relating to the organisation.

<b>Technical Application Data</b>		
<b>3. References Certificate (e.g. CAAT, NAA, EASA, FAA, TC CANADA)</b>		
<b>AMO Certificate (if any)</b>	List of all approved repair station certificate numbers from all authorities	
<b>4. Addresses of Site(s) Requiring Approval</b>		
<b>4.1 Principal place of business</b> (may be left blank, if same as 2.1 Applicant Data)	Street/Number	The PPB is the location where the principal maintenance functions are carried out and will be the address shown on the CAAT approval certificate.
	Address	
	City/Province	
	Country	
	Airport Code	
<b>4.2 Base, Engine and Propellers Component Maintenance Site(s) and/or specialized service site(s)</b>		
Addresses of any additional sites used by the organisation, except for Line Maintenance Locations which are to be listed in block 4.3.		
This block should be used to identify sites in addition to the PPB, where the organisation is performing maintenance or has offices (e.g. office of the accountable manager, records archive, additional base maintenance facilities, etc.).		
Enter "Not applicable" if the Maintenance Site is the same as 4.1 Principal Place of Business.		
[Duplicate the table to add as many additional sites as necessary.]		

5. Contacts		
<b>5.1 Accountable Manager</b>	Title	Proposed Accountable Manager
	Name	
	First name	
	Job title/Position	
	Phone/Fax	
	Email	
<b>5.2 Compliance Monitoring Manager</b>	Title	Proposed Compliance Monitoring Manager.  This person will act as a contact person with CAAT for any administrative questions.
	Name	
	First name	
	Job title/Position	
	Phone/Fax	
	Email	
<b>5.3 Organisation Generic Email</b>		Email address to be used for technical communications.  The address should remain independent from a person and therefore without specific names.

6. Identification of Activity	
<b>6.1 Application for</b>	CAAT approved certificate number or for initial application, enter "Not applicable"
<b>6.2 Application Type</b>	Select appropriate block <b>Initial application:</b> <b>Renewal application:</b> <b>Application for change:</b>
	<b>Date of Application:</b> Currently not required
	<b>For type of change (s):</b> Select the box corresponding to the type of change. Multiple selection is possible
	<b>Notification of surrender:</b> For use when the certificate holder no longer wishes to hold the certificate
	<b>6.3 Scope of Application</b>
<b>6.4 Attachment</b>	Self-explanatory



<b>7. Certifying Staff</b>	
The total number of certifying staff employed by the organisation in order to comply with TCAR Part 145	
	<b>Certifying Staff</b>
<b>Principal Place of Business</b>	Total number of certifying staff directly employed by the maintenance organisation at the PPB (block 4.1). This number should exclude personnel working in additional sites and line stations.
<b>Base Maintenance Site(s)</b>	Total number of certifying staff directly employed by the maintenance organisation at additional sites, if any (block 4.2).
<b>Line Maintenance Site(s)</b>	Total number of certifying staff directly employed by the maintenance organisation at line stations, if any (block 4.3)
<b>Total</b>	Total number of employees

<b>8. Scope of Requested TCAR Part 145</b>		
Detail the scope of the application with reference to the information included in block 6.3.		
In cases of application for changes to the scope of work, only the parts of this table affected by the change need to be completed.		
<b>AIRCRAFT</b>	Rating A limitation	<p><b>A1 rating:</b> List of requested aircraft types as defined in the TCDS</p> <p><b>A2 rating:</b> List of requested aircraft types as defined in the TCDS</p> <p><b>A3 rating:</b> List of requested aircraft types as defined in the TCDS</p> <p><b>A4 rating:</b> List of requested aircraft types - other than A1, A2, A3 ratings as defined in the TCDS</p> <p>Line &amp; Base: For each aircraft type, make the appropriate selection</p>
<b>ENGINES</b>	Rating B limitation	<p><b>B1 rating:</b> List of requested engine types as defined in the engine TCDS.</p> <p><b>B2 rating:</b> List of requested engine manufacturers, groups, or types as defined by the OEM</p> <p><b>B3 rating:</b> List of requested APU types as defined by the OEM</p> <p>The B rating is required when maintenance is carried out in accordance with the Engine/APU Maintenance Manual.</p>
<b>COMPONENTS</b>	Rating C limitation	<p><b>Cx ratings:</b> Select the appropriate rating. Details should be specified in the MOE/Capability list.</p> <p>The Cx rating is required when maintenance is carried out in accordance with the Component Maintenance Manual.</p>
<b>SPECIALISED SERVICES</b>	Rating D limitation	<p><b>D1 rating:</b> Select the appropriate methods</p> <p>Holding a D1 rating enables an organisation to issue a CAAT Form 1 but this is limited to an NDT inspection only.</p>

<b>SPECIALISED SERVICES</b>	<p>List of specialised activities (such as NDT, painting, welding, plating, plasma spray, heat treatment, etc.) intended to be performed in the course of maintenance under any rating (Ax, Bx or Cx).</p> <p>These activities do not need to be mentioned if contracted to another TCAR Part 145 AMO (as listed in MOE chapter 5.4).</p>
<b>9. Other CAAT Approvals Held by the Applicant</b>	List any other CAAT approval numbers

<b>10. Applicant's Declaration and Acceptance of the Terms of Use for the CAAT Inspection and Non-Compliance Form (NCF)</b>	
Date/Location	Self-explanatory
Name of the Compliance Monitoring Manager	Self-explanatory
Signature of the Compliance Monitoring Manager	Self-explanatory

<b>11. Applicant's Declaration and Acceptance of the General Conditions and Terms of Payment</b>	
Date/Location	Self-explanatory
Name of the Accountable Manager	Self-explanatory
Signature of the Accountable Manager	The application form must be signed by the accountable manager.

**\*\*Important note:** CAAT does not accept applications without a signature. The signature of either the Accountable Manager or that of a newly proposed Accountable Manager (in the case of initial application for TCAR Part 145 or change of Accountable Manager) is always required.

This Application should be sent by e-service, email or regular mail to:

- **E-Service:** <https://eservice.caat.or.th>  
E-Service is no longer in serviced.  
All applications must now be submitted by **CAAT-EMPIC** (<https://service.caat.or.th/webclient/index>)
- **The Civil Aviation Authority of Thailand (CAAT)**  
Airworthiness and Aircraft Engineering Department  
333/105 Laksi Plaza, Khamphaeng Phet 6 Rd., Talat Bangkhen, Laksi, Bangkok 10210
- **Email as applicable to:**  
Email: [145@caat.or.th](mailto:145@caat.or.th)  
Additional email: [AIR-AMO@caat.or.th](mailto:AIR-AMO@caat.or.th)