

# Training Document

## Flight Permit Online System (FPOS) Project

The briefing on Flight Permit Online System (FPOS)  
For Air Operators and Agents  
User Group: Administrator and Normal User



# Training Objectives

1. To build understanding of flight permit online system
2. To acknowledge the alternatives for permit request and be able to contact authorized organization
3. To acknowledge the roles and responsibilities of each related organization.
4. To be able to use flight permit online system accurately and proficiently.
5. To be able to follow and check permit request status on the system.

# Training Content

01

FPOS Overview

02

FPOS Functions  
and Procedures

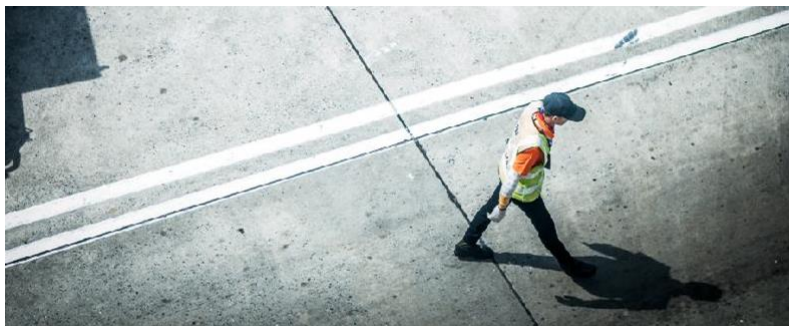
03

FPOS Support  
Center



# 01

## FPOS Overview



## FPOS Overview

# Project Purposes

1. To provide an effective and convenient flight permit online system for air operators and agents
2. To minimize complexity of permit request procedures

**AIR NAVIGATION  
ACT  
B.E. 2497\***

**Bhumibol Adulyadej, Rex**  
Given on the 1<sup>st</sup> Day of September B.E. 2497  
Being the 9<sup>th</sup> year of the Present Reign

14

Air Navigation Act B.E. 2497

**Section 27.** No Aircraft other than a Foreign Aircraft shall fly out of the Kingdom unless it has obtained written permission from the Competent Official.

**Section 28.** No Foreign Aircraft shall fly over or take off from or land in the Kingdom unless it has the right to do so under the Convention or international agreements or has obtained written permission from the Minister.

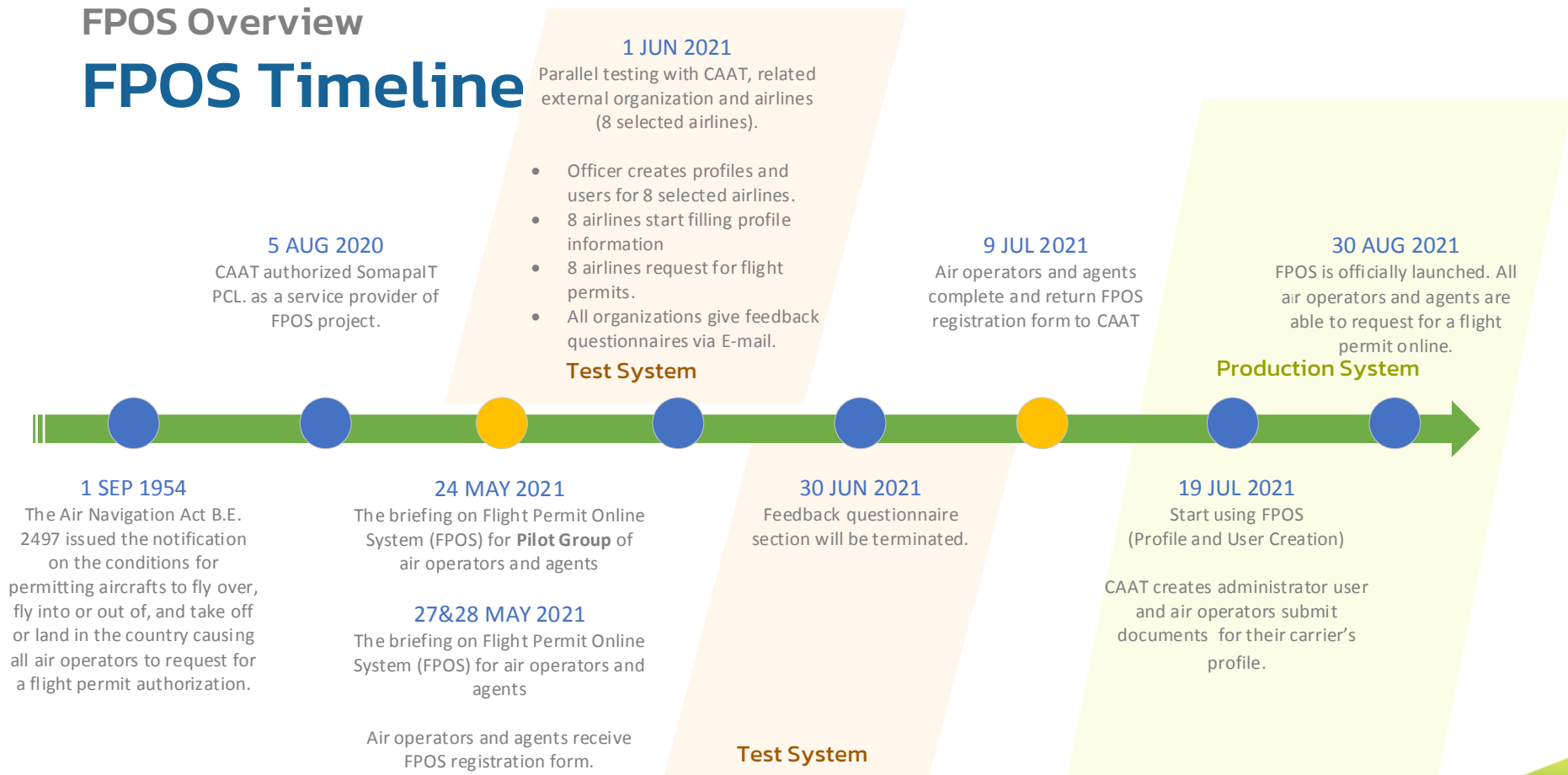
FPOS Overview

## Thai DCA Regulation for Flight Permit

By virtue of **Section 27 and 28** of the Air Navigation Act B.E. 2497 (1954), the Director-General of CAAT hereby issues the notification on the conditions for permitting aircrafts to fly over, fly into or out of, and take off or land in the Kingdom of Thailand.

## FPOS Overview

# FPOS Timeline





## FPOS Overview

# What is FPOS?

FPOS (Flight Permit Online System) is an online system for all aircraft registrants to request permission prior flying over, in, out of the Kingdom of Thailand including take off, land and make a technically stop for related organization to considerate and issue a flight permit which can be used for each organization's purpose.





## FPOS Overview

# What is FPOS?

## FPOS Functionalities

- Considerate permit request and approval
- Check for the time slot for schedule flight
- Issue the permit request document
- Arrange a daily report on permit approvals.
- Monitor the flight approvals via Dashboard
- Submit the permit request for Air Operators/Agents

## FPOS Overview

# FPOS User Group



1

### Permit request approver (CAAT)

- Flight Permit
- Slot Coordinator



2

### Related units

- Other CAAT departments

ERD, OPS, AGA, ANS, AIR, APD, ITD

- Related organizations

1) Aeronautical Radio of Thailand Ltd.

2) Royal Thai Air Force

3) Department of Airports

4) Bangkok Airways Public Company Limited

5) U-Tapao Airport

6) Airports of Thailand Public Company Limited

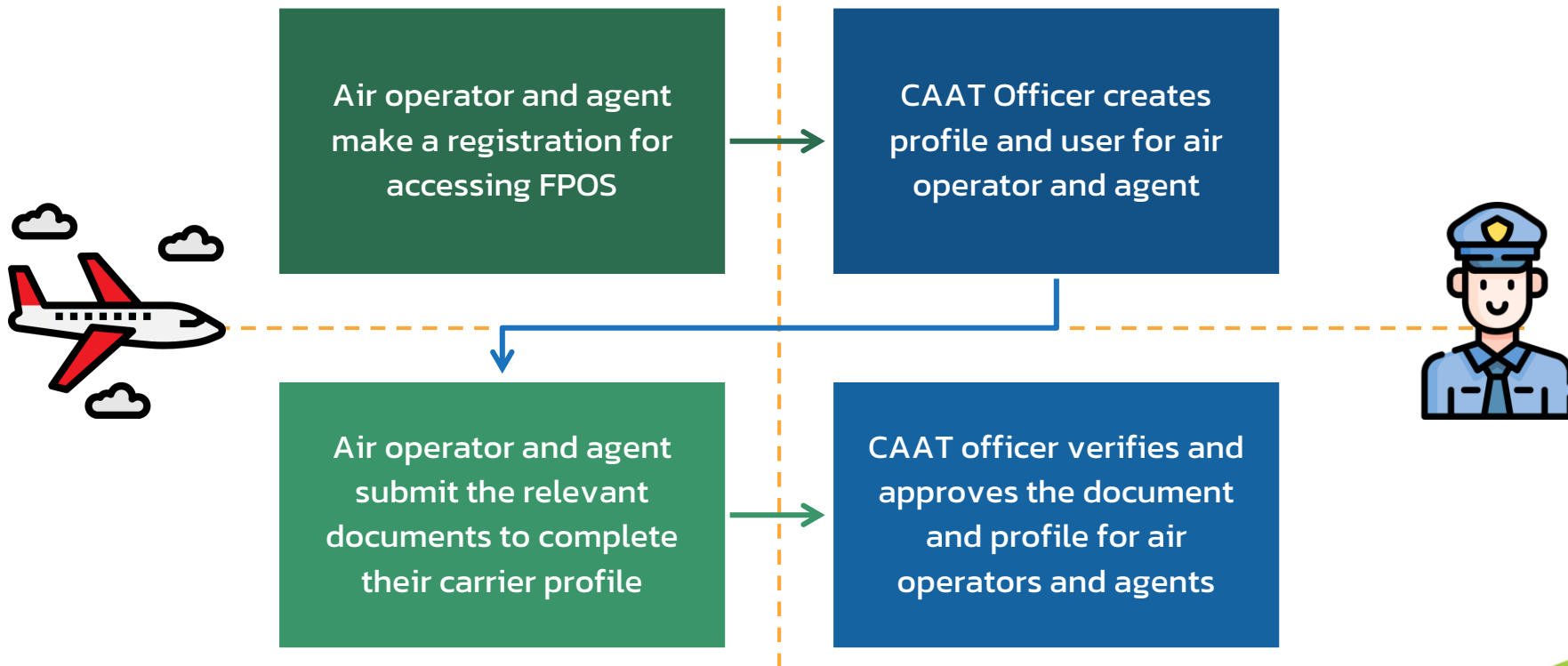


3

### Permit requester

- Airlines
- Operators
- Agents

# User Registration



## FPOS Overview

# User Registration

- Fill in the **FPOS Registration Form** including carrier information and carrier administrator details.

**CAAT**  
Flight Permit Online System (FPOS) REGISTRATION FORM

Please complete the registration form to request a profile and user account to use the Flight Permit Online System (FPOS) and return it to CAAT by **July 9, 2021** at [atopacat@caat.or.th](mailto:atopacat@caat.or.th)

**FOR OPERATOR**

(The term "Operator" refers to airlines, companies, or individuals who are willing to apply the permit request on their own.)

Operator Type\* ☐ Airline ☐ Association/Club/Company ☐ Personal

Operator Name\* \_\_\_\_\_

ICAO \_\_\_\_\_ IATA \_\_\_\_\_

ICAO Callsign \_\_\_\_\_

Country\* \_\_\_\_\_

➤ Address

Address of Headquarter \_\_\_\_\_

Address in Thailand \_\_\_\_\_

Billing Address \_\_\_\_\_

➤ Authorized Person in Thailand

Name - Surname \_\_\_\_\_

\_\_\_\_\_ (Thailand)

Email Address \_\_\_\_\_

Operator

**CAAT**  
Flight Permit Online System (FPOS) REGISTRATION FORM

Please complete the registration form to request a profile and user account to use the Flight Permit Online System (FPOS) and return it to CAAT by **July 9, 2021** at [atopacat@caat.or.th](mailto:atopacat@caat.or.th)

**FOR AGENT**

(The term "Agent" refers to ground handlers who are willing to apply the permit request on behalf of the airlines or operators.)

Operator Name\* \_\_\_\_\_

➤ Address

Address of Headquarter \_\_\_\_\_

Address in Thailand \_\_\_\_\_

Billing Address \_\_\_\_\_

➤ Authorized Person in Thailand

Name - Surname \_\_\_\_\_

Position \_\_\_\_\_

Phone No. (Thailand) \_\_\_\_\_

Email Address \_\_\_\_\_

➤ Contact Person

Name - Surname\* \_\_\_\_\_

Position \_\_\_\_\_

Agent

# User Registration

Contact CAAT for **FPOS Registration Form** via E-mail;

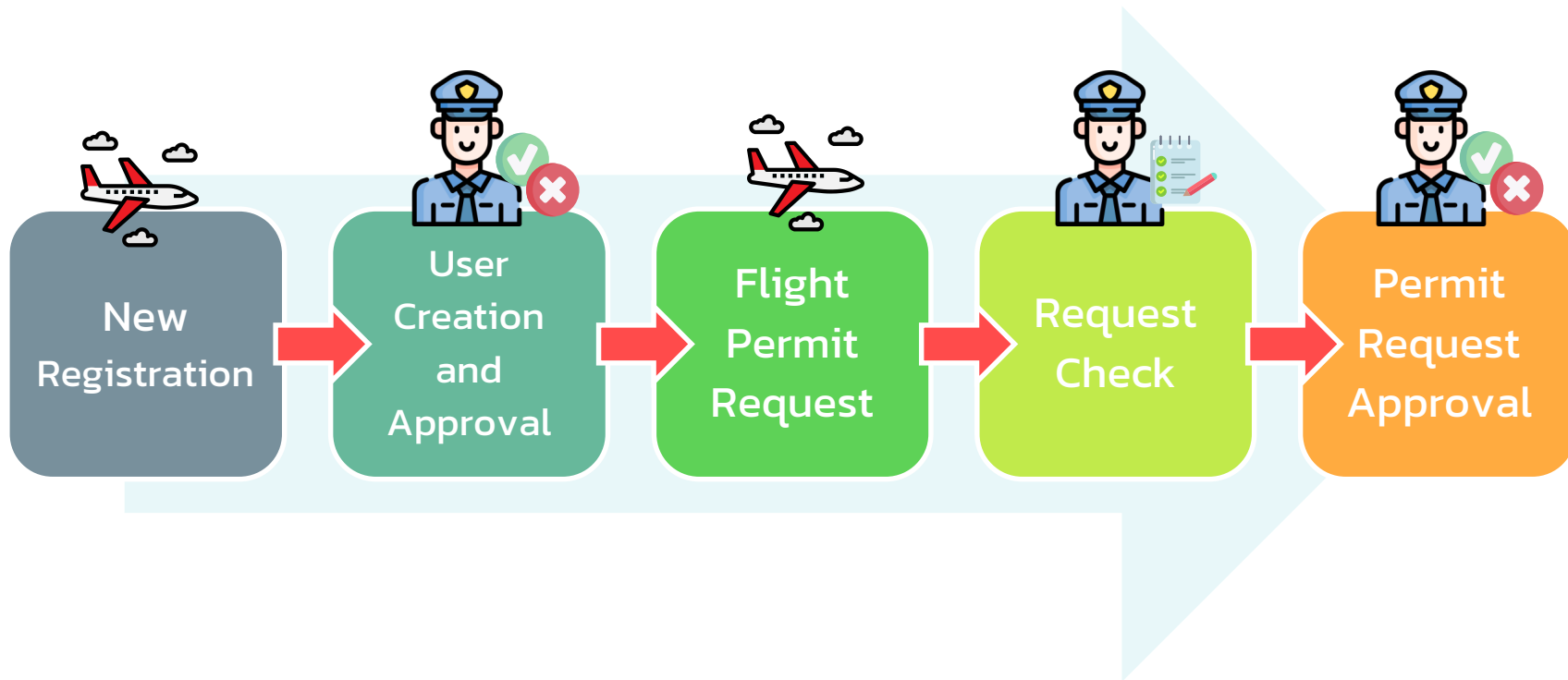
**E-mail:** [atreg@caat.or.th](mailto:atreg@caat.or.th)

## Note:

- Carrier administrator's password will be sent through provided email.
- For the first log-in, user will be forced to change password.

## FPOS Overview

# FPOS Workflow



## Roles and Responsibilities of relevant organizations



## Air Operators or Agents



## Roles and Responsibilities

# CAAT

- To provide the Flight Permit Online System (FPOS)
- To considerate permit request and approval for air operators and agents
- To announce the commence date of using the system



## Roles and Responsibilities Related Units

- To access to the permit approvals
- To arrange a report on flight approvals in order to use for the organization's mission





## Roles and Responsibilities

# Air Operators and Agents

- To submit related documents (e.g. **AOC, AOL, and Aircraft Licensing**) for applicant verification to the Civil Aviation Authority of Thailand (CAAT).
- To request for **flight permit** of overflying, landing, taking off or making a technical stop in any area and airspace of Thailand.
- To submit **flight schedule plans** prior commencing air service to the Civil Aviation Authority of Thailand (CAAT).



# 02

## FPOS Functions and Procedures



# System Accessing

# Login

Username (Registered E-mail)

\*\*\*\*\*

Login

[Forgot Password?](#)

Click [Login] button to log into the system

System Accessing

## Log into FPOS

Enter URL:

<https://fpos.caat.or.th>

# Reset Password

New Password

Confirm New Password

- \* Password must be at least 6 characters long.
- \* Password must contain a number.
- \* Password must contain an uppercase letter.

Change Password

## System Accessing Log into FPOS

For the first log-in, user will be forced to change password.

Click [Change Password] button to change password

# Login

Invalid user ID or password.

Enter your username

Enter your password



CAPTCHA

Login

[Forgot Password?](#)

System Accessing

## Log into FPOS

### Note:

- In case of entering wrong password 3 times, CAPTCHA will be shown in the 4th attempt.
- If entering wrong password **over 4 times**, the user will be automatically **locked**.

# Login

User ID locked.

Enter your username

Enter your password



CAPTCHA

Login

[Forgot Password?](#)

## System Accessing Locked User

### Note:

- For **carrier administrator user**, please contact CAAT Administrator to unlock the user.
- For **carrier normal user**, please contact your carrier administrator to unlock the user.



# Login

Enter your username

Enter your password

Login

[Forgot Password?](#)

Click [Forgot Password?] to reset password

System Accessing

## Forgotten Password

# Forgot Password

Please enter your email.

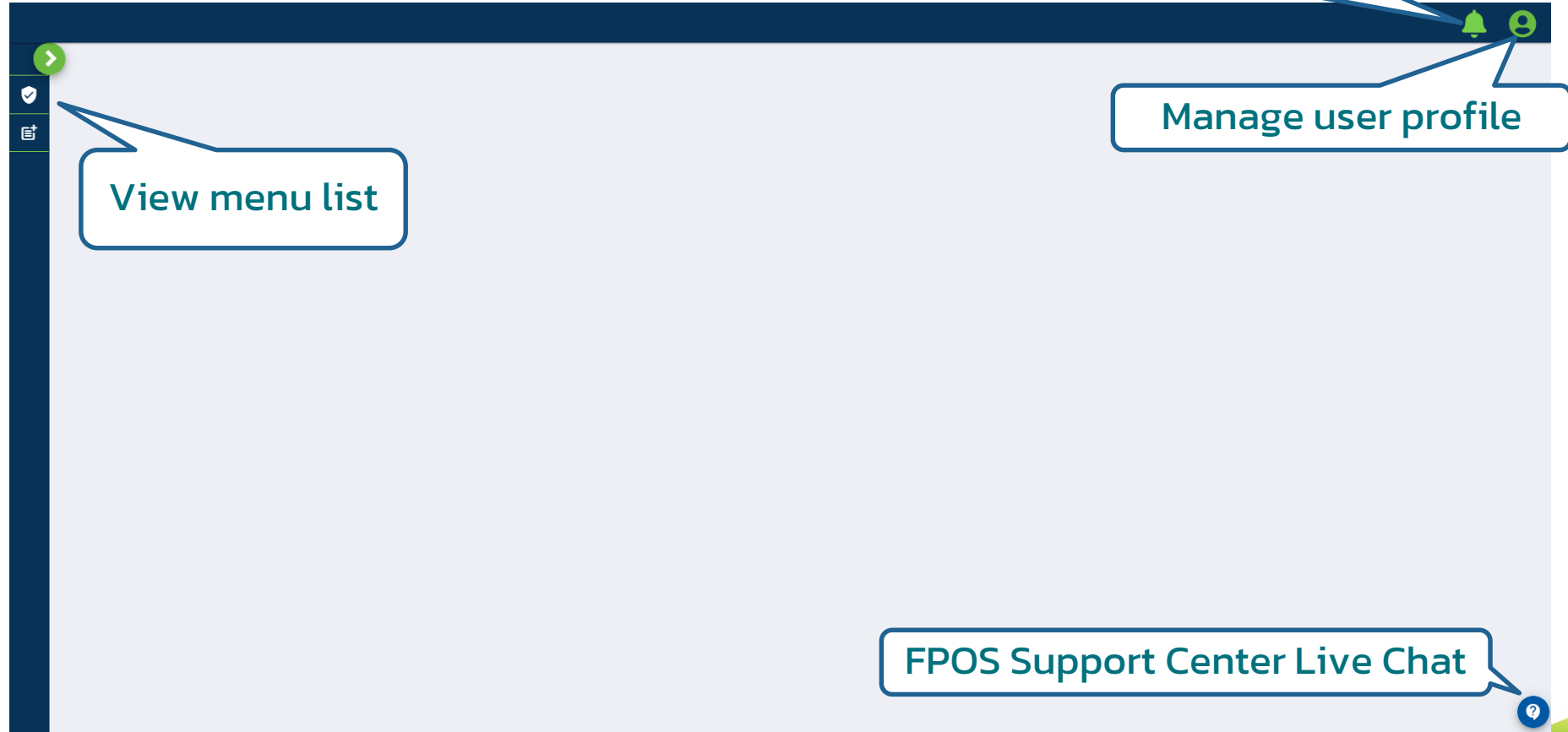
Enter the registered e-mail

Reset Password

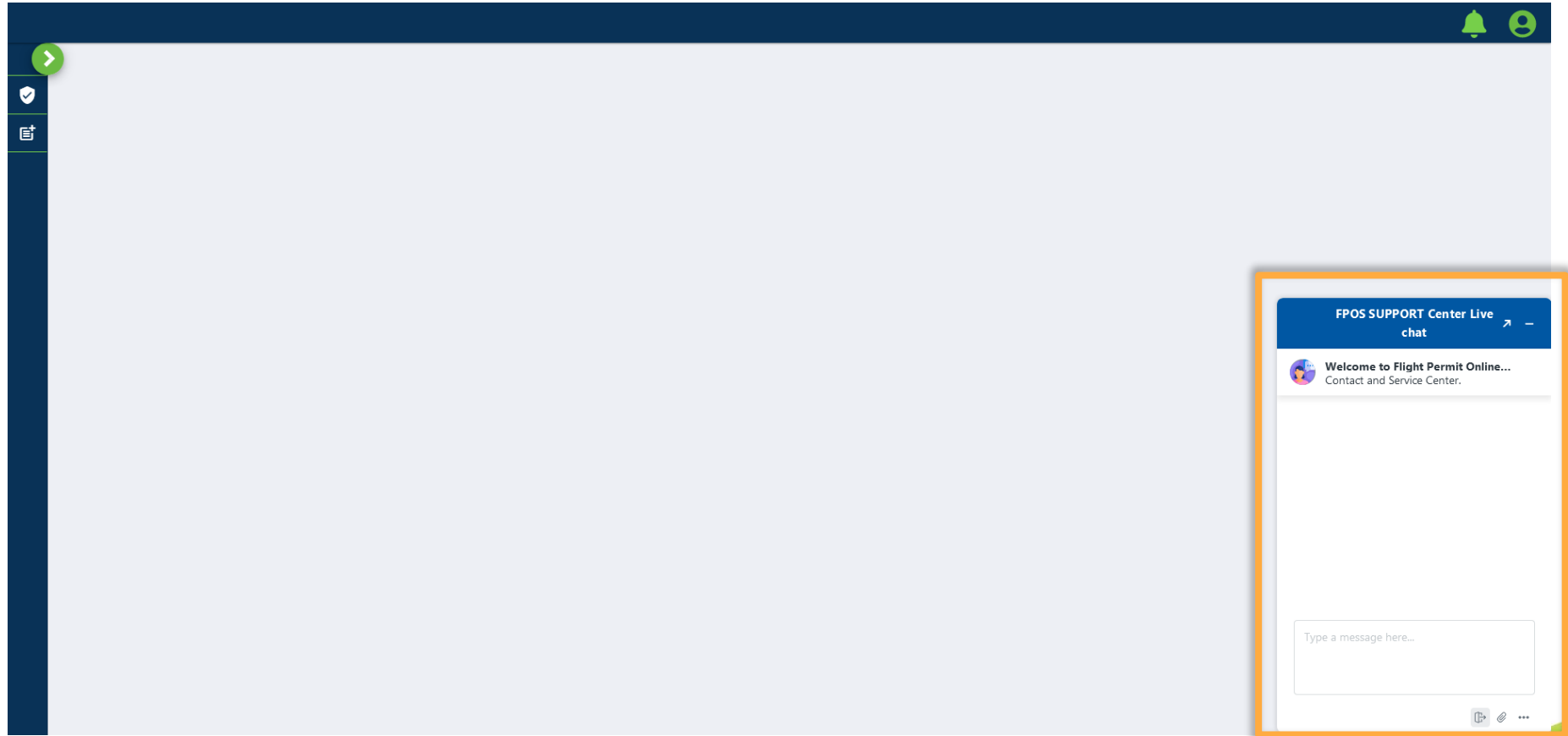
Click [Reset Password] button  
to reset password

\*\* Reset password will be sent automatically  
to the registered email.

# System Accessing: Log into FPOS



# System Accessing: FPOS Support Center Live Chat



# System Accessing: Notification

The screenshot displays the notification interface of the Flight Permit Online System (FPOS). It features a main notification area and a smaller inset window in the top right corner. The main area shows a list of notifications, with the first one being an 'Approved' status. The inset window shows a summary of notifications, categorized by 'Approved' and 'Rejected' status, with 'Read All' buttons and counts. Several callouts provide instructions on how to interact with the interface:

- Click notify icon to turn off notification:** Points to the bell icon in the top left corner of the main notification area.
- Click [Read All] button to clear all notifications:** Points to the 'Read All' button in the main notification area.
- Click [v] icon to show all notification details:** Points to the dropdown arrow icon in the inset window.
- Click Permit No. to view the permit on search page:** Points to the permit number 'ATD 00552/03/2021' in the main notification area.

The main notification area displays the following details for the first notification:

- Status:** Approved
- Permit No.:** ATD 00552/03/2021
- Time:** 17/03/2021 04:02
- Effective Date:** 01/05/2021 03:00
- [Operator Type] Purpose:** [S] Canceled

The inset window displays the following summary:

Notify	
Approved	Read All 3
Rejected	Read All 1

**Note:** If clicking [Read all] button on status Rejected, the system will clear the number of rejected permit request notify messages only.

# System Accessing: Notification > Search

Permit Request System > Manage Permit > Search

>

✓

+

Request date From

\_\_/\_\_/\_\_

Request date To

\_\_/\_\_/\_\_

Operation Type

Schedule, Non-Schedule, Block Permit

Purpose

Q

Request No.

Run number 3 digitDDMMYY

Permit No.

ATD 00552/03/2021

Fight No.

Registration No.

Records per Page

20

⌵



Export

Search

Clear

Number of search results 1 record(s)

Items per page: 20 1 – 1 of 1 < >

No.		Request No.	Request Date	Purpose	Request type	Status	Permit No.	Approved Date	Effective period From	Effective period To	Status Date	Update Date	Draft Name	Flight No.	Registration No.
1	 	006160321	16/03/2021 02:30	[SCH] Canceled	Cancelled	Approved	ATD 00552/03/2021	17/03/2021 04:02	01/05/2021 03:00	31/05/2021 09:00	17/03/2021 04:02	17/03/2021 04:02		ORC378,ORC378 ORC379,ORC3...	345 437 46B 46J

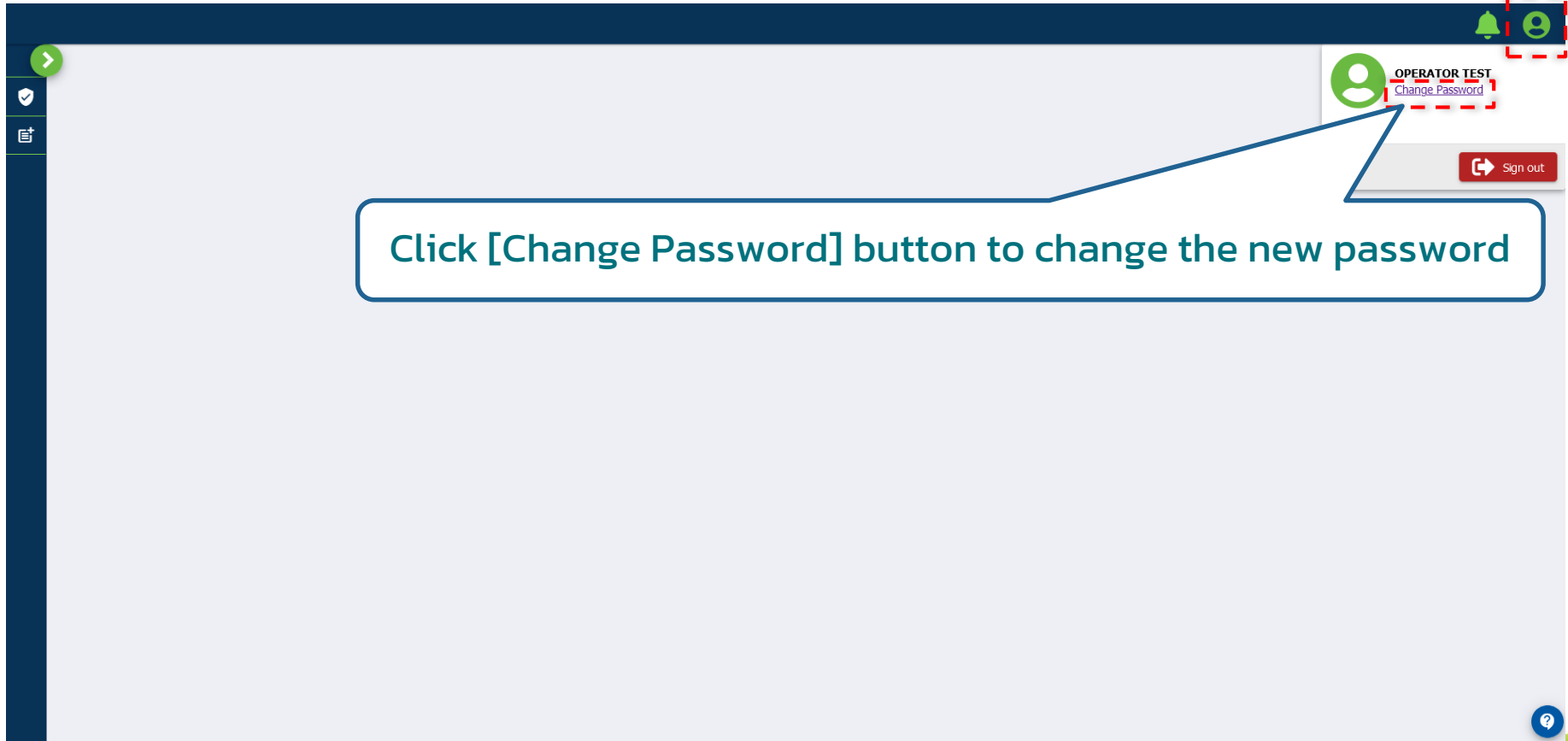
<

Items per page: 20 1 – 1 of 1 < >

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# System Accessing: Change Password



# System Accessing: Change Password

Security System > User Profile (External)

Enter current and new password

Username

Password\*

New Password\*

Confirm New Password\*

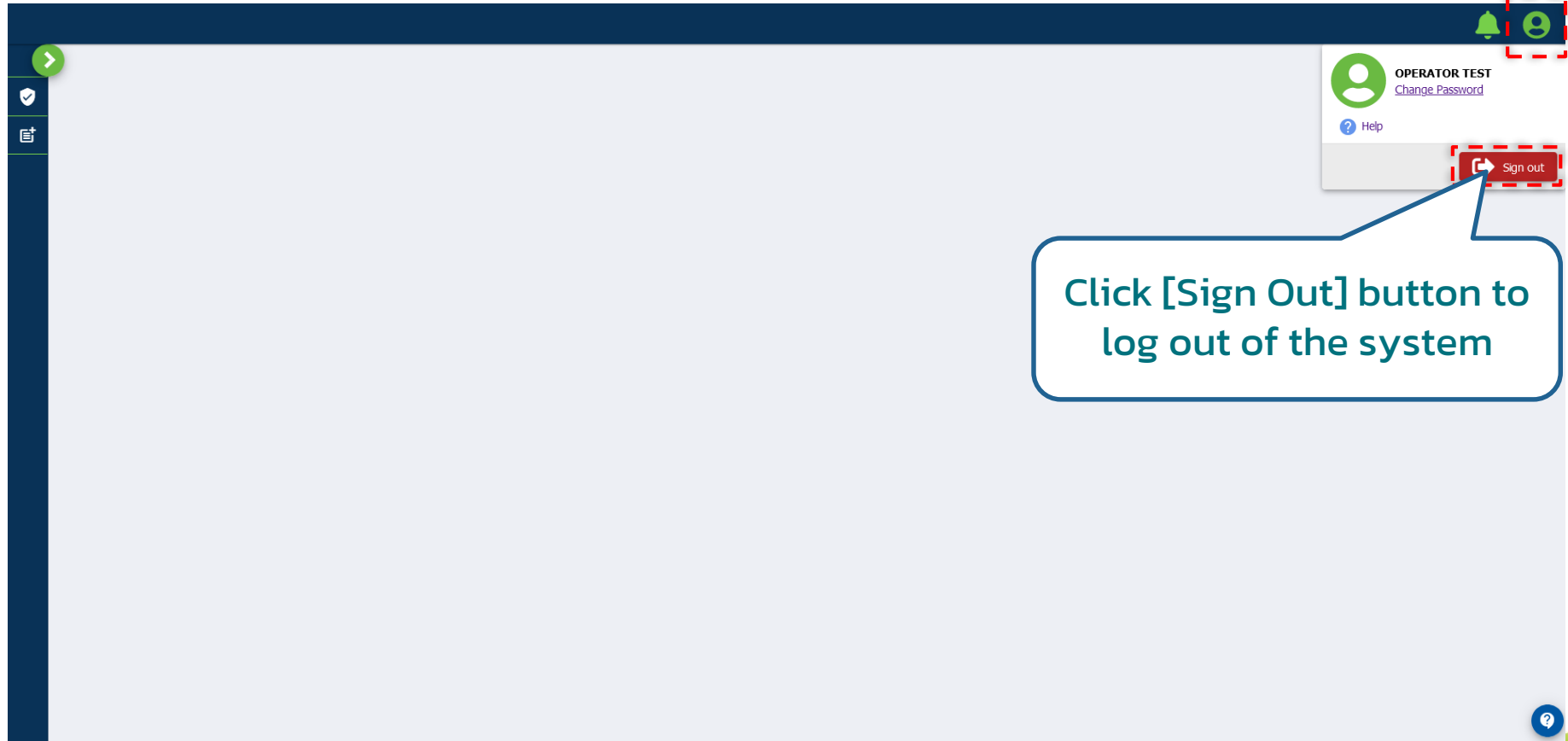
\* Password must be at least 6 characters long.  
\* Password must contain a number.  
\* Password must contain an uppercase letter.

Change Password

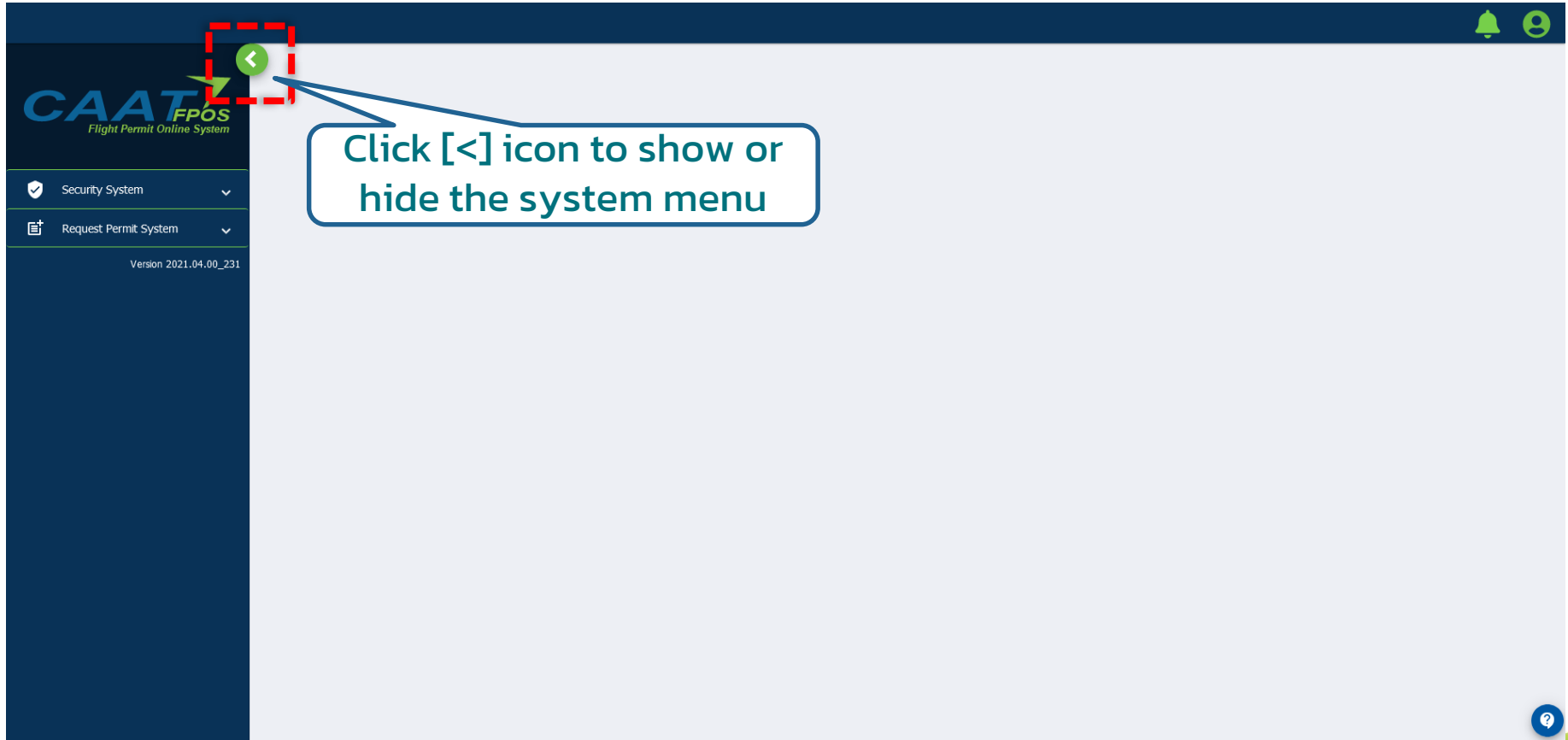
Click [Change Password] button to change the new password



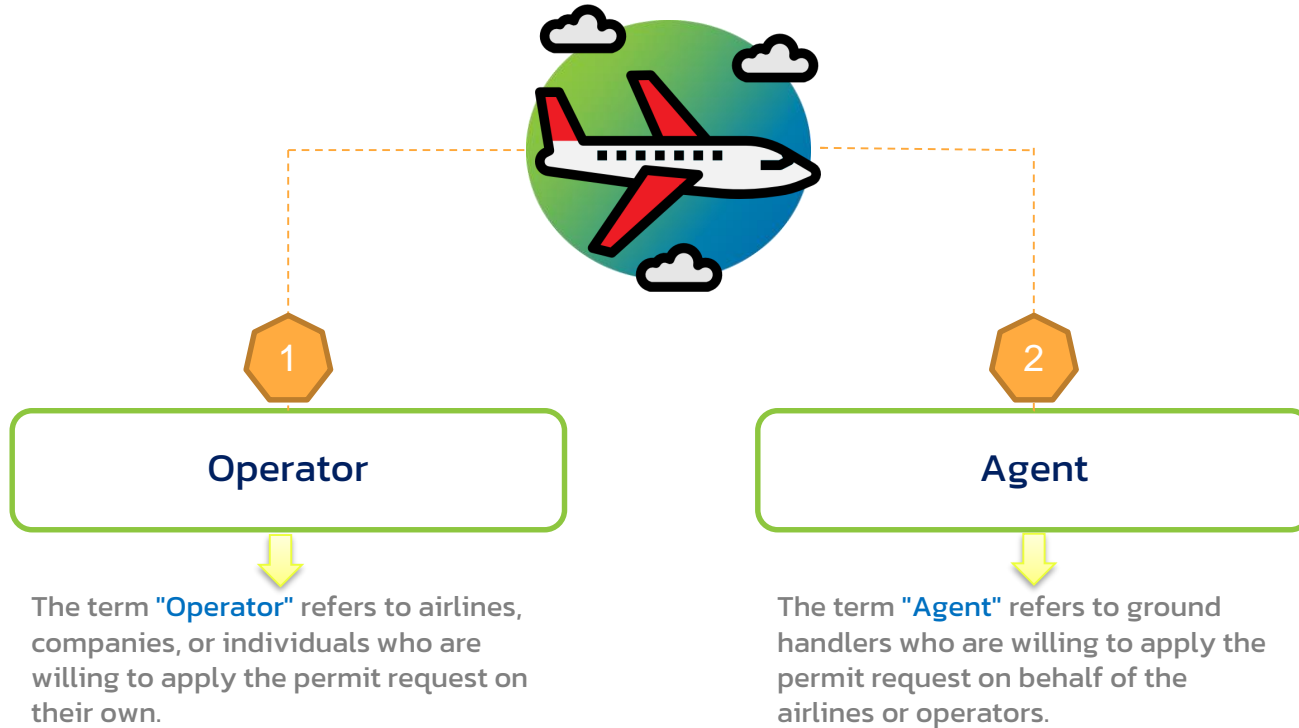
# System Accessing: Log out of FPOS



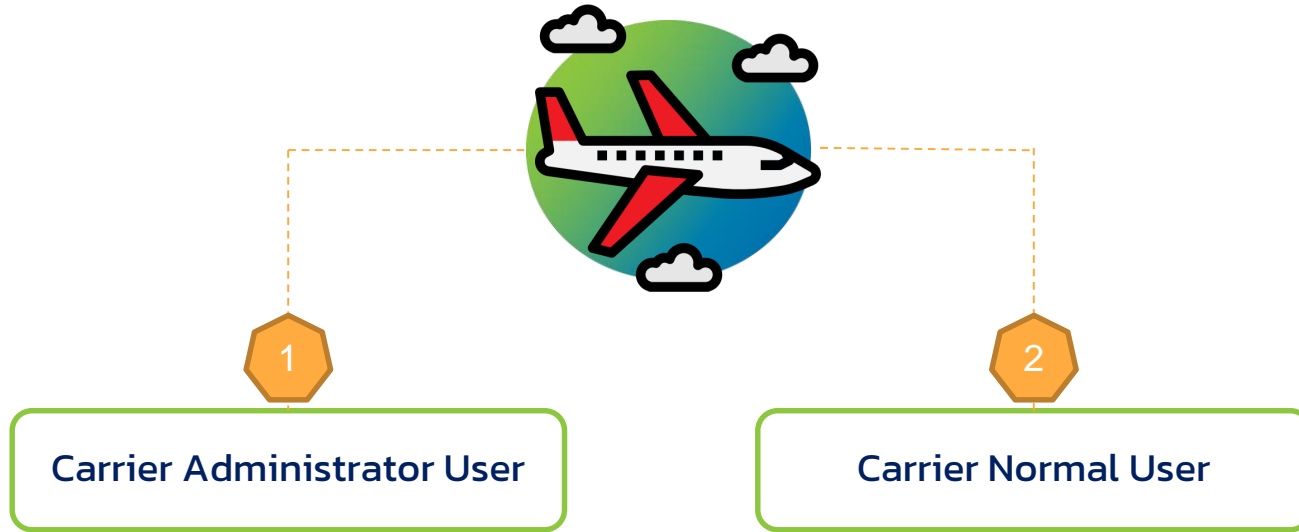
# System Accessing: Log into FPOS



# User Group

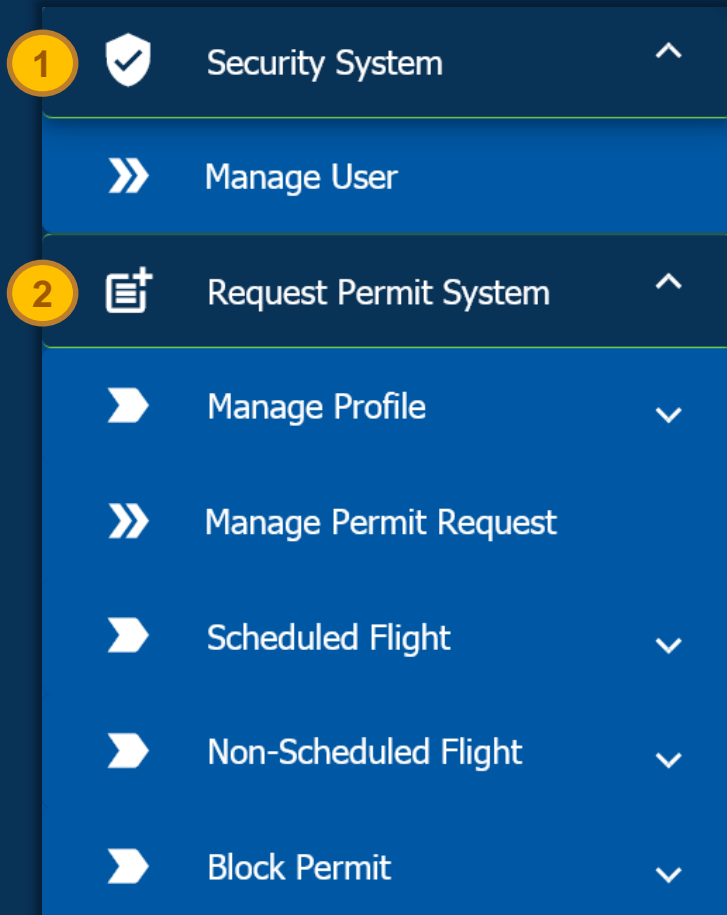


# Air Operators/Agents User Group

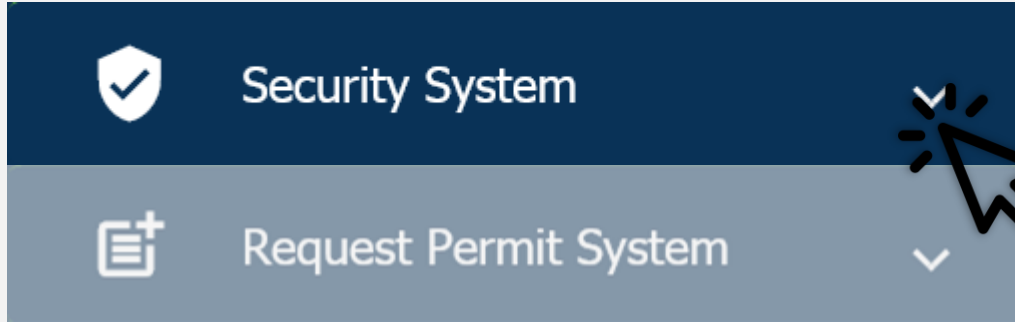


- Manage users within the carrier
- Submit related documents (e.g. **AOC**, **AOL**, and **Aircraft Licensing**) and other related documents.
- Request for a flight permit.

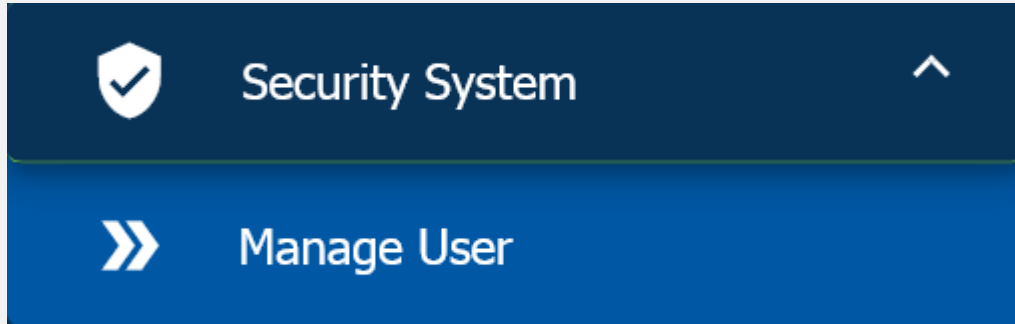
- Request for a flight permit.



## FPOS Functions Menu list



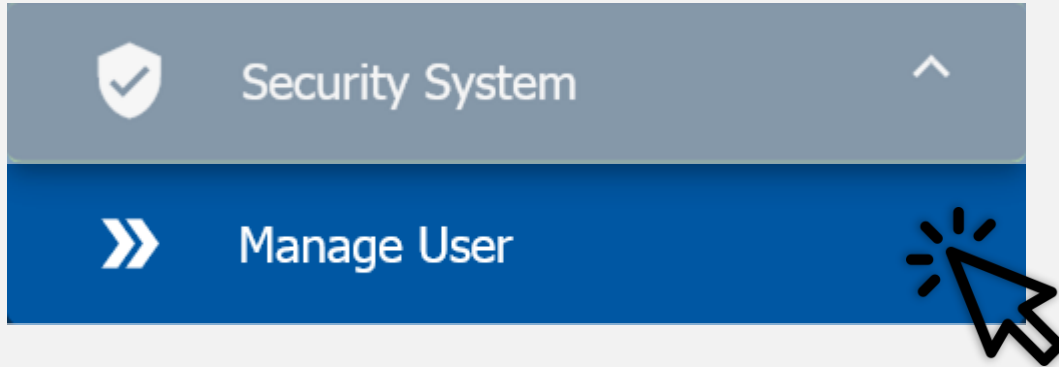
# Security System



## Security System

Security System is designed for carrier administrator to manage users within the carrier.

The system provides "Manage User" function.



## Manage User

Manage User allows carrier administrator to search, add and modify users within the carrier.



# Manage User: Add

Security > User Management > Search User

Username, Names, Family Name, Organization, Email

Search Clear

Number of search results 0 record(s)

Click [+ Add External User] button to add a new user

+ Add External User

# Manage User: Add New User

Security > User Management > Add (External User)

Information detail    Permission

**Personal Information** Enter user details

Username (Email) \*

A password will be generated and e-mailed by default.

Names \*

Family Name \*

Organization \* ☐ Related Units

☒ Airline/Agent

Active \* ☒ Yes ☐ No

Lock Status \* ☐ Locked ☒ Unlocked

Phone no. \*

# Manage User: Add New User

Security > User Management > Add (External User)

Information detail    Permission

Program Permission

No.	<input type="checkbox"/>	System name
-----	--------------------------	-------------

Click [+ Add] button to add system permission for a user

Delete    **+ Add**

**Permission**

- ▼ ☐ All
  - ▼ ☐ Security System
    - > ☐ Manage User
  - ▼ ☐ Request Permit System
    - > ☐ Manage Profile
    - > ☐ Manage Permit Request
    - > ☐ Scheduled Flight
    - > ☐ Non-Scheduled Flight
    - > ☐ Block Permit

Click [Choose] button

**Choose**    Close

# Manage User: Add New User

Security > User Management > Add (External User)

Information detail    Permission

Program Permission

No.	<input type="checkbox"/>	System name	Menu name	Function name
1	<input type="checkbox"/>	Request Permit System		Edit
2	<input type="checkbox"/>	Request Permit System		Search
3	<input type="checkbox"/>	Request Permit System		Export
4	<input type="checkbox"/>	Request Permit System		Add
5	<input type="checkbox"/>	Request Permit System		Edit
6	<input type="checkbox"/>	Request Permit System		View
7	<input type="checkbox"/>	Request Permit System		Export-Request

Delete    + Add

Save    Cancel

Click [Save] button to record a new user

# Manage User: Search

The screenshot displays the 'Manage User: Search' interface. At the top, a dark blue header contains the breadcrumb 'Security > User Management > Search User' on the left and a notification bell and user profile icon on the right. Below the header, a search bar is present with a magnifying glass icon and the placeholder text 'Username, Names, Family Name, Organization, Email'. To the right of the search bar is a dropdown arrow icon. Further right are two buttons: a blue 'Search' button and a red 'Clear' button. Below the search bar, the text 'Number of search results 0 record(s)' is displayed. The interface includes a left sidebar with navigation icons (a green arrow, a green checkmark, and a document icon) and a bottom right corner with a blue help icon. Three callout boxes provide instructions: one pointing to the 'Search' button, one pointing to the dropdown arrow, and one pointing to the 'Clear' button.

Security > User Management > Search User

Click [Search] button to search for users

Click to show advanced search criteria

Click [Clear] button to clear searching condition and results

Username, Names, Family Name, Organization, Email

Number of search results 0 record(s)

# Manage User: Search

Security > User Management > Search User

Search Username, Names, Family Name, Organization, Email

Search Clear

Type External Admin, External User Lock Status Any

Active Any Records per Page 20

Number of search results 4 record(s)

+ Add External User Items per page: 20 1 - 4 of 4

No.		Username	Names	Family Name	Organization	Email	Type	Lock Status	Active
1	<input type="checkbox"/>		OPERATOR	TEST	ORCA AIRLINES	phatcharawan.pp@gmail.com	External Admin	Unlocked	Yes
2	<input type="checkbox"/>	paggad_p@hotmail.com	PP	PP	ORCA AIRLINES	paggad_p@hotmail.com	External User	Unlocked	Yes
3	<input type="checkbox"/>			hoban	ORCA AIRLINES	lalisaaa.mnb@gmail.com	External User	Unlocked	Yes
4	<input type="checkbox"/>	deedee.deedee@gmail.com	Patcharapha	Chaicheur	ORCA AIRLINES	deedee.deedee@gmail.com	External User	Unlocked	Yes

Active Inactive

Items per page: 20 1 - 4 of 4

Click edit icon to edit user detail

Click view icon to view user detail

# Manage User: Edit

Security > User Management > Edit (External User)

Information detail    Permission

**Personal Information**

Username (Email) \*

Names \*

Family Name \*

Organization \* ☐ Related Units   
☒ Airline/Agent

Active \* ☒ Yes ☐ No

Lock Status \* ☐ Locked ☒ Unlocked

Phone no. \*

**Edit** Cancel

Click [Edit] button to save changes

# Manage User: View

Security > User Management > View (External User)

Information detail    Permission

**Personal Information**

Username (Email)

Names

Family Name

Organization ☐ Related Units   
☒ Airline/Agent

Active ☒ Yes ☐ No

Lock Status ☐ Locked ☒ Unlocked

Phone no.

**Close**

Click [Close] button to close viewing section



# Manage User: Activate User

Security > User Management > Search User

The system does not support deleting users.  
Administrator can only activate/inactivate user accounts.

Username, Names, Family Name

Search Clear

Number of search results 4 record(s)

+ Add External User Items per page: 20 1 - 4 of 4

No.	<input type="checkbox"/>			Username	Names	Family Name	Organization	Email	Type	Lock Status	Active
1				phatcharawan.pp@gmail.com	OPERATOR	TEST	ORCA AIRLINES	phatcharawan.pp@gmail.com	External Admin	Unlocked	Yes
2	<input type="checkbox"/>			paggad_p@hotmail.com	PP	PP	ORCA AIRLINES	paggad_p@hotmail.com	External User	Unlocked	Yes
3	<input type="checkbox"/>			lalisaaa.mnb@gmail.com	Lisa	Manoban	ORCA AIRLINES	lalisaaa.mnb@gmail.com	External User	Unlocked	Yes
4	<input type="checkbox"/>			deedee.deedee@gmail.com	Patcharapha	Chaicheur	ORCA AIRLINES	deedee.deedee@gmail.com	External User	Unlocked	Yes

Items per page: 20 1 - 4 of 4

Active Inactive

Click [Inactive] button to inactivate user

Click [Active] button to activate user

# Manage User: Activate User

Security > User Management > Edit (External User)

Information detail    Permission

### Personal Information

Username (Email) \*

Names \*

Family Name \*

Organization \* ☐ Related Units   
☒ Airline/Agent

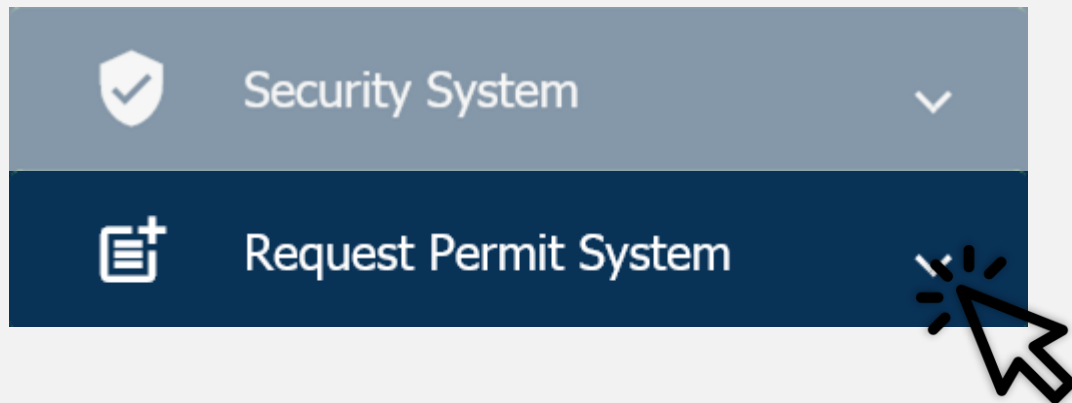
Active \* ☒ Yes ☐ No

Lock Status \* ☐ Locked ☒ Unlocked

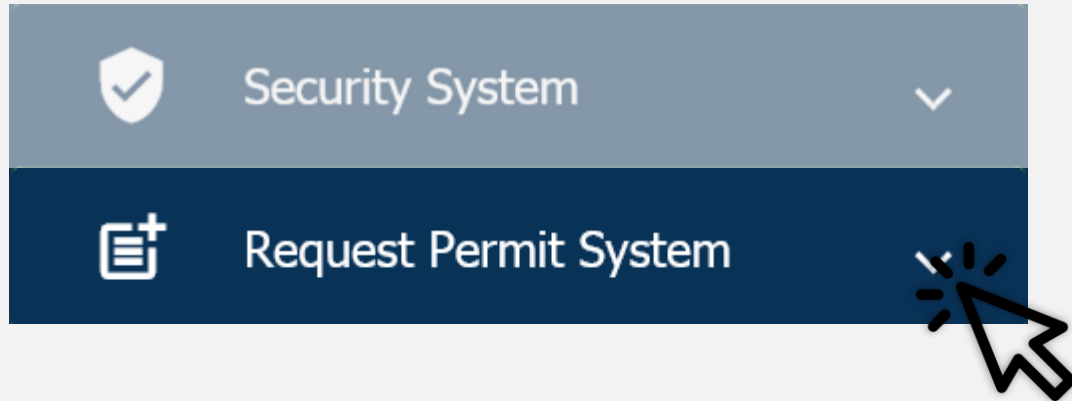
Phone no. \*

To inactivate user, select "no"

Click [Edit] button to save changes



# Request Permit System

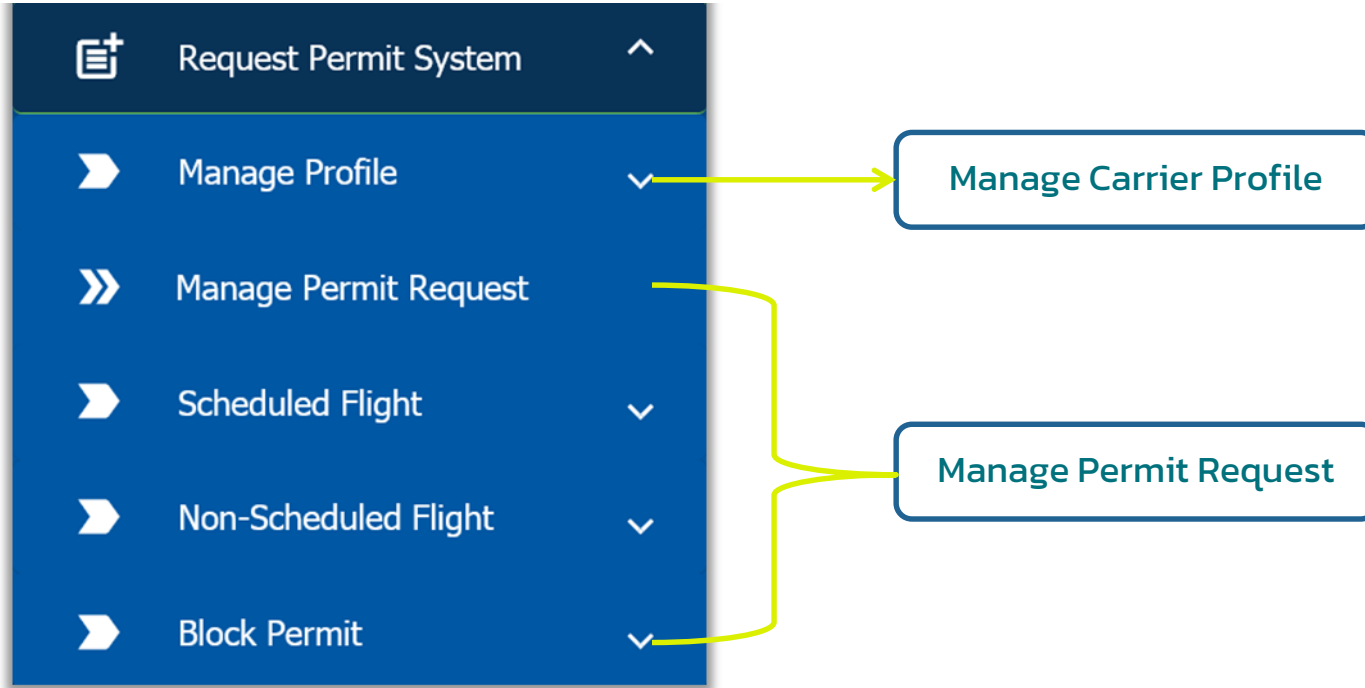


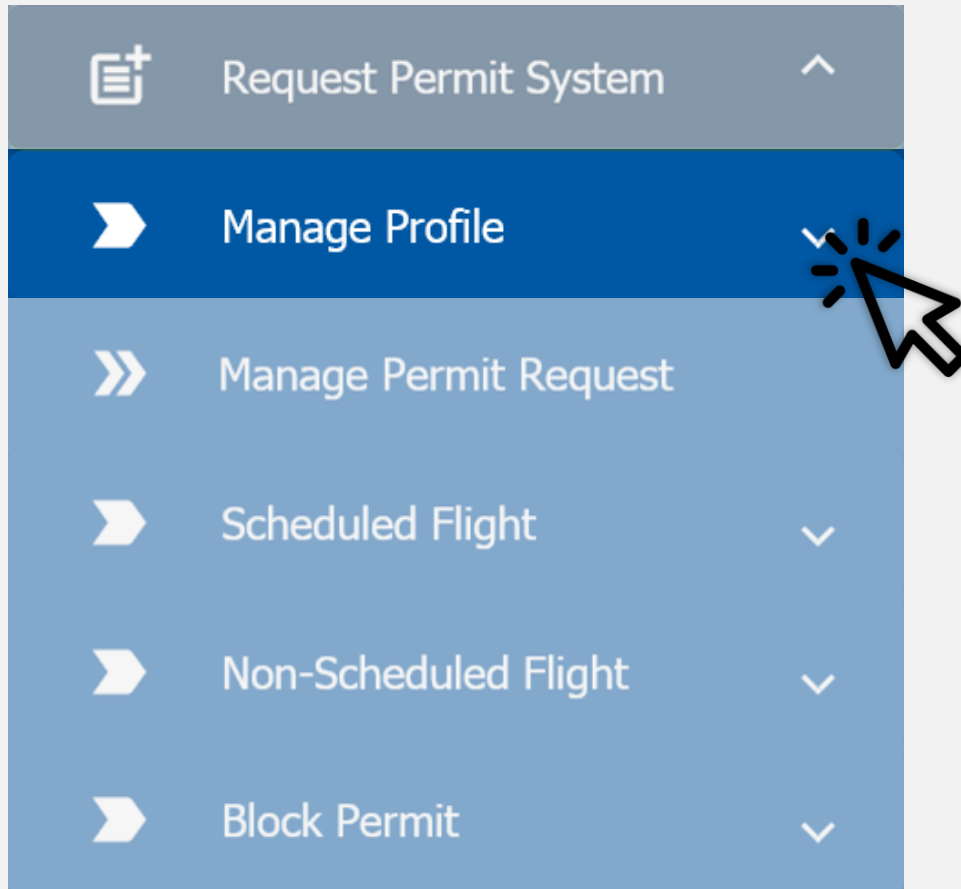
## Request Permit System

- Request Permit System allows a user to submit a request to fly over, fly in and fly out of the country including take off, land and make a technically stop.

## Permit Request System

# Functions





## Manage Profile

- Manage Profile allows administrators to modify carrier information such as operator and aircraft information.
- It consists of one function for each profile category;
  - **Operator Profile** for "Airline", "Association/Club/Company" or "Personal" or
  - **Agent Profile** for "Agent"

# Operator Profile

For "Airline", "Association/Club/Company" or "Personal"

# Operator Profile: Required documents

Operator Type	Required documents to submit	
Airline	Certification and licensing documents such as <a href="#">Air Operator's Certificate (AOC)</a> including <a href="#">Agent information</a> — <i>For non-Thai airlines</i> <a href="#">Air Operator's License (AOL)</a> — <i>For Thai airlines</i>	Aircraft licensing documents such as <a href="#">Certificate of Registration (COR)</a> , <a href="#">Certificates of Airworthiness (COA)</a> , <a href="#">Insurance and Lease</a> .
Association/Club/Company	Certification and licensing documents such as <a href="#">Association/Club/Company's Registration</a>	
Personal	Certification and licensing documents such as <a href="#">Private Aircraft Operating License</a>	

**Note:** User can submit other related documents if any



# Manage Profile: Operator Profile

Permit Request System > Manage Profile > Operator > Edit

Operator Info

Aircraft

Operator Type\* Airline

Operator Name\* ORCA AIRLINES

ICAO ORC

IATA OC

ICAO Callsign

Country\* Thailand

**Address**

Address of Headquarter Bangkok, Thailand

Address in Thailand Bangkok, Thailand

Billing Address Bangkok, Thailand

**Authorized Person in Thailand**

Name - Surname Nattapong Cha

Position Head Man

Phone No. (Thailand) 0812345678

# Manage Profile: Operator Profile

Permit Request System > Manage Profile > Operator > Edit

Name - Surname \* Phatcha Pp

Position Manager

Phone No.(Thailand) 0812345679

Email Address \* phatcharawan.p@somapa.it.com

### File Attachment

No.	<input type="checkbox"/>	Document	Status
1	<input type="checkbox"/>	Air Operating License	<input type="button" value="Edit"/>
2	<input type="checkbox"/>	Air Operator Certificate	<input type="button" value="Edit"/>

Remark for Airline/Agent

#### Detail

The maximum sizes per file is 10 MB

Document \* Air Operating License

File \* AOL.png

Period of Document \* \_\_/\_\_/\_\_ - \_\_/\_\_/\_\_ ☐ No expiry date

Remark

Click [Edit] button to submit required documents

Click [Ok] button to submit the document

The system supports files with format .pdf, .gif, .png, .jpg and Open XML

# Manage Profile: Operator Profile

For “Association/Club/Company”

File Attachment

No.	<input type="checkbox"/>	Document	Period of Document	File	Status
1	<input type="checkbox"/>	Association/Club/Company's Registration *			

Edit

For “Personal”

File Attachment

No.	<input type="checkbox"/>	Document	Period of Document	File	Status
1	<input type="checkbox"/>	Private Aircraft Operating License *			

Edit

# Manage Profile: Operator Profile

Permit Request System > Manage Profile > Operator > Edit

Name - Surname \* Phatcha Pp

Position Manager

Phone No.(Thailand) 0812345679

Email Address \* phatcharawan.p@somapa.it.com

### File Attachment

No.	<input type="checkbox"/>	Document
1	<input type="checkbox"/>	Air Operating License
2	<input type="checkbox"/>	Air Operator Certificate

**Detail** The maximum sizes per file is 10 MB

Document \*

File \*  **Browse**

Period of Document \*  -  ☐ No expiry date

Remark

**Ok** Cancel

**Click [+ Add] button to add additional related documents**

**Click [Ok] button to submit the document**

The system supports files with format .pdf, .gif, .png, .jpg and Open XML

# Manage Profile: Operator Profile

Permit Request System > Manage Profile > Operator > Edit



For Non-Thai operators, ground handling information is required to be filled.

Delete + Add

The maximum sizes per file is 10 MB

## Ground Handling

### Ground Handling

No.	<input type="checkbox"/>	Ground Handling
-----	--------------------------	-----------------

Ground Handling \*

Thailand Airport \*  
(ICAO)



Ok

Cancel

Click [Ok] button to add ground handling details

Delete + Add

Click [+ Add] button to add ground handling details

Edit

Cancel



## Manage Profile: Operator Profile

Permit Request System > Manage Profile > Operator > Edit

Delete

Add

The maximum sizes per file is 10 MB

Ground Handling

No.	<input type="checkbox"/>	Ground Handling	Thailand Airport	
1	<input type="checkbox"/>	ORCA Airlines	VTGR, VTSG, VTSM	<div>Edit</div>
2	<input type="checkbox"/>	Phatchajets	VTBD, VTBS, VTCC, VTSP	<div>Edit</div>

Delete

Add

Remark for Airline/Agent

remark test test ka

Edit

Cancel

# Manage Profile: Operator Profile

Permit Request System > Manage Profile > Operator > Edit

Operator Info

Aircraft

**Aircraft**

No.	Aircraft type
-----	---------------

Click [+ Add] button to add an aircraft

Delete Add

Remark for Airline/Agent

**Aircraft**

Aircraft Type \*

Model \*

Nationality And Registration Mark \*

MTOW (Kg) \*

Owner Name \*

Owner Country \*

Remark

☐ Leased Aircraft with Foreign Registration Marks

Seat \*

**Document**

The maximum sizes per file is 10 MB

COR File \*

Period of Document \*

COA File \*

Period of Document \*

Insurance File \*

Browse

No expiry date

Browse

No expiry date

Browse

Status

# Manage Profile: Operator Profile

Permit Request System > Manage Profile > Operator > Edit

Operator Info Aircraft

### Aircraft

No.	<input type="checkbox"/>	Aircraft type	Nationality and Registration Mark	MTOW (Kg)	Seat								
1	<input type="checkbox"/>	(A306) AIRBUS, A-300B4-600	<a href="#">HS-345</a>	163,000	270	AeroPhatcha	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Waiting	<a href="#">Edit</a>
2	<input type="checkbox"/>	(A319) AIRBUS, A-319	<a href="#">HS-437</a>	64,000	160	AeroPhatcha	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Waiting	<a href="#">Edit</a>
3	<input type="checkbox"/>	(A319) AIRBUS, A-319	<a href="#">HS-46B</a>	64,000	160	AeroPhatcha	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Waiting	<a href="#">Edit</a>
4	<input type="checkbox"/>	(A319) AIRBUS, A-319	<a href="#">HS-46J</a>	64,000	160	AeroPhatcha	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Waiting	<a href="#">Edit</a>

[Delete](#) [+ Add](#)

[Edit](#) [Cancel](#)

Click [Edit] button to edit aircraft details

Click [Delete] button to withdraw aircrafts' details.

Click [Edit] button to save profile changes



# Manage Profile: Operator Profile

Permit Request System > Manage Profile > Operator > Edit

Operator Info Aircraft

### Aircraft

No.	<input type="checkbox"/>	Aircraft type	Nationality and Registration Mark	MTOW (Kg)	Seat	Owner	Lease	COR	COA	Insurance	Status	
1	<input type="checkbox"/>	(A306) AIRBUS, A-300B4-600	<a href="#">HS-345</a>	163,000	270	AeroPhatcha	<input type="checkbox"/> ●	●	●	●	Waiting	<a href="#">Edit</a>
2	<input type="checkbox"/>	(A319) AIRBUS, A-319	<a href="#">HS-437</a>	64,000	160	AeroPhatcha	<input type="checkbox"/> ●	●	●	●	Waiting	<a href="#">Edit</a>
3	<input type="checkbox"/>	(A319) AIRBUS, A-319	<a href="#">HS-46B</a>	64,000	160	AeroPhatcha	<input checked="" type="checkbox"/> ●	●	●	●	Waiting	<a href="#">Edit</a>
4	<input type="checkbox"/>	(A319) AIRBUS, A-319	<a href="#">HS-46J</a>	64,000	160	AeroPhatcha	<input checked="" type="checkbox"/> ●	●	●	●	Waiting	<a href="#">Edit</a>

[Delete](#) [Add](#)

Remark for Airline/Agent

After saving edited profile, **always** click [Cancel] button to exit the page

[Edit](#) [Cancel](#)

# Manage Profile: Operator Profile

Permit Request System > Manage Profile > Operator > Edit

>

✓

+

Name - Surname \*

Phatcha Pp

Position

Manager

Phone No.(Thailand)

0812345679

Email Address \*

phatcharawan.p@somapaIT.com

After documents are approved,  
the status will be changed from "Waiting" to "Approve"

File Attachment

No.	<input type="checkbox"/>	Document		Period of Document	File	Status
1	<input type="checkbox"/>	Air Operating License	<div>Edit</div>	No expiry date	<div><div></div> doc.png</div>	<div>Approve</div>
2	<input type="checkbox"/>	Air Operator Certificate	<div>Edit</div>	No expiry date	<div><div></div> doc.png</div>	<div>Approve</div>
3	<input type="checkbox"/>	Committed to Safety	<div>Edit</div>	01/01/2016 - 31/01/2022	<div><div></div> doc.png</div>	<div>Approve</div>

Delete

+ Add

The maximum sizes per file is 10 MB

Remark for Airline/Agent

Edit

Cancel

# Manage Profile: Operator Profile

Permit Request System > Manage Profile > Operator > Edit

Operator Info Aircraft

**Aircraft**

After aircraft information is approved, the status will be changed from "Waiting" to "Approve"

No.	<input type="checkbox"/>	Aircraft type	Nationality and Registration Mark	MTOW (Kg)	Seat	Owner	Lease	COR	COA	Insurance	Status	
1	<input type="checkbox"/>	(A306) AIRBUS, A-300B4-600	<a href="#">HS-345</a>	163,000	270	AeroPhatcha	<input type="checkbox"/> ●	●	●	●	Approve	<a href="#">Edit</a>
2	<input type="checkbox"/>	(A319) AIRBUS, A-319	<a href="#">HS-437</a>	64,000	160	AeroPhatcha	<input type="checkbox"/> ●	●	●	●	Approve	<a href="#">Edit</a>
3	<input type="checkbox"/>	(A319) AIRBUS, A-319	<a href="#">HS-46B</a>	64,000	160	AeroPhatcha	<input checked="" type="checkbox"/> ●	●	●	●	Approve	<a href="#">Edit</a>
4	<input type="checkbox"/>	(A319) AIRBUS, A-319	<a href="#">HS-46J</a>	64,000	160	AeroPhatcha	<input checked="" type="checkbox"/> ●	●	●	●	Approve	<a href="#">Edit</a>

[Delete](#) [Add](#)

Remark for Airline/Agent

[Edit](#) [Cancel](#)

# Manage Profile: Operator Profile

Permit Request System > Manage Profile > Operator > Edit

Name - Surname \*

Phatcha Pp

Position

Manager

Phone No.(Thailand)

0812345679

Email Address \*

phatcharawan.p@somapaIT.com

File Attachment

No.

☐

Document

1

☐

Air Operating License

2

☐

Air Operator Certificate

3

☐

Committed to Safety

View

No expiry date

[doc.png](#)

Approve

Edit

01/01/2016 - 31/01/2021

[doc.png](#)

Expires

Delete

Add

The maximum sizes per file is 10 MB

Remark for Airline/Agent

Edit

Cancel

68

If documents are **expired**, please resubmit the valid documents otherwise the permit request may not be approved.

Delete Add

The maximum sizes per file is 10 MB

Remark for Airline/Agent

Edit

Cancel

# Manage Profile: Operator Profile

Permit Request System > Manage Profile > Operator > Edit

>

✓

+

Operator Info

Aircraft

Aircraft

No.	<input type="checkbox"/>	Aircraft type	Nationality and Registration Mark	MTOW (Kg)	Seat	Owner	Lease	COR	COA	Insurance	Status	
1	<input type="checkbox"/>	(A306) AIRBUS, A-300B4-600	<a href="#">HS-345</a>	163,000	270	AeroPhatcha	<input type="checkbox"/> ●	●	●	●	Approve	Edit
2	<input type="checkbox"/>	(A319) AIRBUS, A-319	<a href="#">HS-437</a>	64,000	160	AeroPhatcha	<input type="checkbox"/> ●	●	●	●	Approve	Edit
3	<input type="checkbox"/>	(A319) AIRBUS, A-319	<a href="#">HS-46B</a>	64,000	160	AeroPhatcha	<input checked="" type="checkbox"/> ●	●	●	●	Expires	Edit
4	<input type="checkbox"/>	(A319) AIRBUS, A-319	<a href="#">HS-46J</a>	64,000	160	AeroPhatcha	<input checked="" type="checkbox"/> ●	●	●	●	Approve	Edit

Delete

Add

Remark for Airline/Agent

Edit

Cancel

If documents are **expired**, please resubmit the valid documents otherwise the permit request may not be approved.

# Agent Profile

For “Agent”

# Agent Profile: Required documents

Required documents to submit for profile approval;

1. Company's Registration \*
2. Authorized Agent \*

**Note:** User can submit other related documents if any

# Manage Profile: Agent Profile

Permit Request System > Manage Profile > Agent > Edit

Agent Info

Airlines

Operator Name \* PHATCHAJETS

**Address**

Address of Headquarter Bangkok, Thailand

Address in Thailand Bangkok, Thailand

Billing Address Bangkok, Thailand

**Authorized Person in Thailand**

Name - Surname Phatcha Jess

Position Manager

Phone No.(Thailand) 0800000000

Email Address phatcha.j@phatchajets.com

**Contact Person**

Name - Surname \* Phatcha Jess



# Manage Profile: Agent Profile

Permit Request System > Manage Profile > Agent > Edit

Name - Surname \* Phatcha Jess

Position

Phone No.(Thailand)

Email Address \* phatcha.j@phatchajets.com

### File Attachment

No.	<input type="checkbox"/>	Document
1		Company's Registration *

**Edit**

Click [Edit] button to submit required documents

#### Detail

The maximum sizes per file is 10 MB

Document \* Company's Registration

File \* operator.png **Browse**

Period of Document \* \_\_/\_\_/\_\_ - \_\_/\_\_/\_\_ ☐ No expiry date

Remark

**Ok** Cancel

Click [Ok] button to submit the document

The maximum sizes per file is 10 MB

### Agent of Operator

No.	<input type="checkbox"/>	Document	Period Of Document	Operator	File	Status
-----	--------------------------	----------	--------------------	----------	------	--------

# Manage Profile: Agent Profile

Permit Request System > Manage Profile > Agent > Edit

Name - Surname \* Phatcha Jess

Position

Phone No.(Thailand)

Email Address \* phatcha.j@phatchajets.com

### File Attachment

No.	<input type="checkbox"/>	Document
1		Company's Registration *

Click [+ Add] button to add additional related documents

Delete + Add

### Detail

The maximum sizes per file is 10 MB

Document \*

File \*  **Browse**

Period of Document \*  -  ☐ No expiry date

Remark

**Ok** Cancel

Click [Ok] button to submit document

### Agent of Operator

No.	<input type="checkbox"/>	Document	Period Of Document	Operator	File	Status
-----	--------------------------	----------	--------------------	----------	------	--------

# Manage Profile: Agent Profile

Permit Request System > Manage Profile > Agent > Edit

Authorized Agent The maximum sizes per file is 10 MB

Document \* Authorized Agent

File \* Browse

Period of Document \*  /  /  -  /  /  ☐ No expiry date

Operator \*

Remark

Ok Cancel

Click [+ Add] button to add agent of operator details

Click [Ok] button to add authorized agent

Remark for Airline/Agent

Edit Cancel

# Manage Profile: Agent Profile

Permit Request System > Manage Profile > Agent > Edit

➤

✓

+

✖ Delete

➕ Add

The maximum sizes per file is 10 MB

Agent of Operator

No.	<input type="checkbox"/>	Document		Period Of Document	Operator	File	Status
1	<input type="checkbox"/>	Authorized Agent	<div>Edit</div>	No expiry date	● OKAY AIRWAYS	<a href="#">cursor.png</a>	Waiting
2	<input type="checkbox"/>	Authorized Agent	<div>Edit</div>	No expiry date	● ORCA AIRLINES	<a href="#">registration.png</a>	Waiting

✖ Delete

➕ Add

The maximum sizes per file is 10 MB

Remark for Airline/Agent

Click [Edit] button to save profile changes

Edit

Cancel

# Manage Profile: Agent Profile

Permit Request System > Manage Profile > Agent > Edit

>

✓

+

Delete

+ Add

After Agent of Operator is approved, the status will be changed from "Waiting" to "Approve"

Agent of Operator

No.	<input type="checkbox"/>	Document		Period Of Document	Operator	File	Status
1	<input type="checkbox"/>	Authorized Agent	<div>Edit</div>	No expiry date	<div>●</div> OKAY AIRWAYS	<a href="#">cursor.png</a>	<div>Approve</div>
2	<input type="checkbox"/>	Authorized Agent	<div>Edit</div>	No expiry date	<div>●</div> ORCA AIRLINES	<a href="#">registration.png</a>	<div>Approve</div>

Delete

+ Add

Remark for Airline/Agent

Edit

Cancel

The maximum sizes per file is 10 MB

# Manage Profile: Agent Profile

Permit Request System > Manage Profile > Agent > Edit

Agent Info

Airlines

[OKAY AIRWAYS](#)

[ORCA AIRLINES](#)

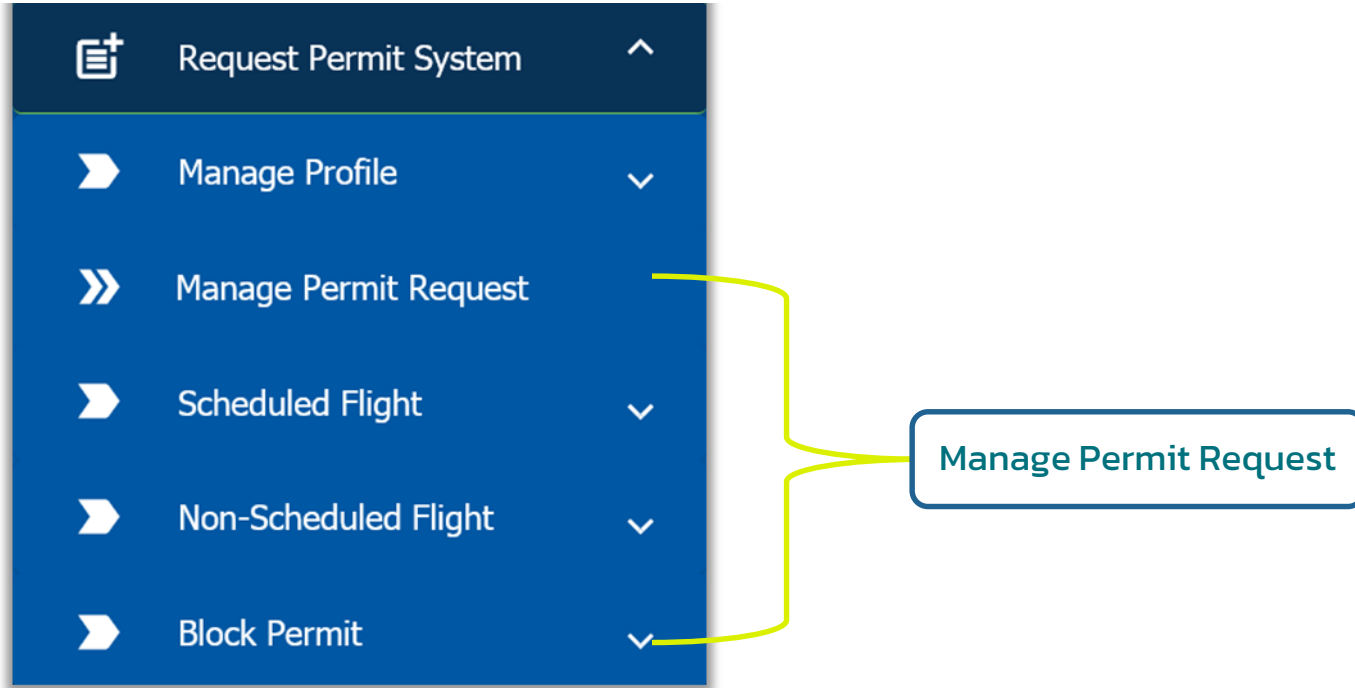
After Agent of Operator is approved, list of operators will be shown

Click [Operator's name] to modify its profile information

# How to request for a flight permit?

## Permit Request System

# Functions





## Request Types

	Scheduled	Non-Scheduled	Block
New	● (+ Marketing airline details)	●	●
Revise	●	● (Revise, Additional, Additional ACFT)	
Additional	●		● (Aircraft, Port)
Cancelled	●		
Additional ACFT	●		
Resume Flights	●		
FOC/ Additional Pax	●	●	

## How to request for a scheduled flight permit?

1. Enter permit details (Season, operator and purpose of flight)
2. Enter flight schedule details (Flight number, effective period, DOP, aircraft type, route, ETD (HH24:MI/UTC), ETA (HH24:MI/UTC) and codeshare)
3. If being marketing airlines, enter marketing airlines details (for New Application only)
4. Enter details in Note & Contact if any
5. Add additional related documents in Document List if any
6. Click [Submit] button to submit a request or Click [Save Draft] button to draft a request

# Scheduled Flight: Purpose of Flight

- **Cargo**
- **Overfly**
- **Pax-Cargo:** Passenger and Cargo

# Scheduled Flight: New Application

Schedule Flight New Application

>

Draft

Season \* Summer 2021

Operator \* ORCA Airlines

Purpose \* [SCH] Pax-Cargo

Copy From

Request No.

Permit No.

Request Date

Permit Date

Flight List

Marketing

Note & Contact

Document List

Flight Schedules

Enter following details

<input type="checkbox"/>	Operating Airline *	Operating Flight No. *	Marketing Airline *	Marketing Flight No *	Sector* <i>i</i>	No. of Flight per Week *	DOP (UTC) *
							Daily 1 2 3 4 5 6 7
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	ORCA Airlines	ORC <input type="text"/>	<input type="text"/> - <input type="text"/>		<input type="checkbox"/> <input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>					<input type="checkbox"/> <input type="text"/>

Delete

+ Add

Click [+ Add] button to add flight details

Note: It is not necessary to fill in details related with the 'Flight List' tab.

Submit

Save Draft

Close

## How to request for a non-scheduled flight permit?

1. Enter permit details (Purpose of flight and TFC proviso)
2. Enter operated aircraft type of the flight
3. Enter flight schedule details (Flight number, effective period, DOP, route, ETD (HH24:MI/UTC), ETA (HH24:MI/UTC) and codeshare flight number)
4. Add additional related documents in Support Document if any
5. Enter details in Note & Contact if any
6. Enter ground handler of Thailand's airports details in Ground Handling
7. Click [Submit] button to submit a request or Click [Save Draft] button to draft a request

## ➤ Non-Scheduled Flight ^

➤ New Application

➤ Revise

➤ FOC Pax / Additional Pax

## Non-Scheduled Flight

There are 3 request types;

- New Application
- Revise
- FOC Pax/ Additional Pax

# Non-Scheduled Flight: Purpose of Flight

- Overfly
- Technical Landing
- Own Use Charter
- Ambulance
- Inclusive Tour Charter
- Pax Charter
- Repatriation Flight
- Extra Flight
- Cargo Flight
- Ferry Flight
- Demonstration Flight
- Other



Non-Scheduled Flight



New Application



Revise



FOC Pax / Additional Pax

**Non-Scheduled  
Flight:  
Revise**



# Non-Scheduled Flight: Revise

Non Schedule Flight Revise

>

✓

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1

2

3

4

5

Draft

Submitted

Checking

On-Process

Approved

Status Date

Enter following details

Draft Name

Request No.

Request Date

Operator \*

ORCA Airlines

Permit No.

Permit Date

Reference

Purpose \*

Permit No.

TFC Proviso \*

Select purpose of flight

Purpose \*

[NON] Cargo Flight

Relate Flight

Reset

TFC Proviso \*

test

(Required by Purpose)

Click [Relate Flight] button to select flight schedules for revision

Aircraft Type \*

Nationality And Registration Mark \*

MTOW (Kg) \*

Seat

Lease

COR

COA

Insurance

Delete

Add

Add (popup Profile)

Copyright@ SomapaIT | Confidential | Training Document • Flight Permit Online System (FPOS)

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# Non-Scheduled Flight: Revise

Non Schedule Flight Revise

>

✓

+

Draft

1

Submitted

2

Checking

3

On-Process

4

Approved

5

Status Date

Draft Name

Operator \*

ORCA Airlines

Reference

Purpose \*

TFC Proviso \*

(Required by Purpose)

Purpose \*

[NON] Cargo Flight

TFC Proviso \*

test

(Required by Purpose)

Aircraft Type \*

Summary

Operator \*

[ORC] ORCA Airlines

Operation Type \*

Non-Scheduled Flight

Season

Operating Period From

\_\_/\_\_/\_\_

to

\_\_/\_\_/\_\_

Purpose of flight \*

[NON] Cargo Flight

Flight No.

Search

Clear

Click [Search] button to search for flight

Delete

Add

Add (popup Profile)

# Non-Scheduled Flight: Revise

Non Schedule Flight Revise

>

✓

+

Draft

Checking

Approved

1

2

3

4

5

Submitted

On-Process

Status Date

Draft No.

Flight No.

Search

Clear

Draft Name

Operator \*

Reference

Purpose \*

TFC Proviso \*

Purpose \*

TFC Proviso \*

Aircraft Type \*

ORCA Airlines

[NON] Cargo Flight

test

Effective Period

DOP

Aircraft

Route

ETA (UTC)

ETD (UTC)

Reference Permit No.

No.

Flight No.

From

To

DOP

Aircraft

Route

HH24:MI

HH24:MI

Next Day

Reference Permit No.

1

☐

ORC198

04/04/2021

25/04/2021

6 7

VTBS-VHHH

06:45

04:30

0

ATD 00462/03/2021

2

☐

ORC199

04/04/2021

25/04/2021

6 7

VHHH-VTBS

12:00

10:00

0

ATD 00462/03/2021

3

☐

ORC155

21/03/2021

21/04/2021

4 7

VTBS-ZGSZ

09:00

07:00

0

ATD 00442/03/2021

4

☐

ORC156

21/03/2021

21/04/2021

4 7

ZGSZ-VTBS

14:00

12:00

0

ATD 00442/03/2021

Choose

Close

Delete

Add

Add (popup Profile)

Click [Choose] button to apply flight schedules for revision

## Non-Scheduled Flight: Revise

Non Schedule Flight Revise

Draft

Submitted

Checking

On-Process

Approved

1

2

3

4

5

Status Date

Draft Name

Request No.

Request Date

Operator

Permit No.

Permit Date

Reference

Purpose

Permit No.

TFC Proviso

(Required by Purpose)

Purpose

Relate Flight

Reset

TFC Proviso

(Required by Purpose)

Click [x] icon to cancel the aircraft

		Aircraft Type *	Nationality And Registration Mark *	MTOW (Kg) *	Seat	Lease	COR	COA	Insurance		
<input type="checkbox"/>	<input type="checkbox"/>	O	(B739) BOEING, 737-900	P	HS-888	85000	180	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

Click edit icon to edit aircraft details

Delete

Add

Add (popup Profile)

## Non-Scheduled Flight: Revise

Non Schedule Flight Revise

>

Draft

Checking

Approved

Draft Name

Operator \*

ORCA Airlines

Reference

Purpose \*

[NON] Cargo Flight

TFC Proviso \*

test

(Required by Purpose)

Purpose \*

[NON] Cargo Flight

TFC Proviso \*

test

(Required by Purpose)

Aircraft

X

O

(B739) BOEING, 73

Click [+ Add] button to add operated aircraft (additional from profile)

Delete

+ Add

+ Add (popup Profile)

Aircraft

Aircraft Type \*

Q

Model \*

Nationality And Registration Mark \*

Q

☐ Lease

MTOW (Kg) \*

Seat \*

Owner Name \*

Owner Country \*

Q

Remark

Document

The maximum sizes per file is 10 MB

COR File \*

Browse

Period of Document \*

\_/\_/\_\_\_

-

\_/\_/\_\_\_

☐ No expiry date

COA File \*

Browse

Period of Document \*

\_/\_/\_\_\_

-

\_/\_/\_\_\_

☐ No expiry date

Insurance File \*

Browse

# Non-Scheduled Flight: Revise

Non Schedule Flight Revise

>

✓

+

1

2

3

4

5

Draft

Submitted

Checking

On-Process

Approved

Status Date

Draft Name

Operator \*

ORCA Airlines

Reference

Purpose \*

[NON] Cargo Flight

TFC Proviso \*

test

(Required by Purpose)

Purpose \*

[NON] Cargo Flight

TFC Proviso \*

test

(Required by Purpose)

Aircraft

Aircraft (Profile)

Aircraft Type

Nationality And Registration Mark

Search

Clear

No.	<input type="checkbox"/>	Aircraft Type	Nationality and Reg Mark			<input type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	<input type="checkbox"/>	(A306) AIRBUS, A-300B4-600	HS-345	163,000	270	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input type="checkbox"/>	(A319) AIRBUS, A-319	HS-437	64,000	160	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	<input type="checkbox"/>	(A319) AIRBUS, A-319	HS-46B	64,000	160	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	<input type="checkbox"/>	(A319) AIRBUS, A-319	HS-46J	64,000	160	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	<input type="checkbox"/>	(A388) AIRBUS, A-380-800	HS-36N	575,000	850	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	<input type="checkbox"/>	(AS50) AEROSPATIALE, AS-350 Ecureuil	HS-12F	2,250	6	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	<input type="checkbox"/>	(B701) BOEING, 707-100	HS-123	443,613	410	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	<input type="checkbox"/>	(B739) BOEING, 737-900	HS-894	85,000	180	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	<input type="checkbox"/>	(BALL) (ANY MANUFACTURE)				<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Choose

Close

Click [+ Add (popup Profile) button to select aircraft from profile

Click [Search] button to search for aircraft

Click [Choose] button to apply the aircraft

Delete

+

Add

+

Add (popup Profile)

## Non-Scheduled Flight: Revise

Non Schedule Flight Revise

>

**Reference**

Purpose \* [NON] Cargo Flight

Permit No. ATD 00462/03/2021

TFC Proviso \* test  
(Required by Purpose)

Purpose \* [NON] Cargo Flight

Relate Flight

Reset

TFC Proviso \* test  
(Required by Purpose)

☐		"O" stands for Original	Nationality And Registration Mark *	MTOW (Kg) *	Seat	Lease	COR	COA	Insurance
	X	O (B739) BOEING, 737-900	P HS-888	85000	180	<input type="checkbox"/> ●	●	●	●
☐		A (B739) BOEING, 737-900	HS-759	85000	180	<input type="checkbox"/> ●	●	●	●
☐		A (B739) BOEING, 737-900	P HS-894	85000	180	<input type="checkbox"/> ●	●	●	●

Delete + Add + Add (popup Profile)
 "A" stands for Additional

Schedule

Support Document

Note & Contact

Ground Handling

☐	Flight No.	Effective Period (DD/MM/YYYY) *	DOP *	Route*	ETD (HH24:MI) *	ETA (HH24:MI) *
		From To	1 2 3 4 5 6 7	(Temporary Airfield/Private Aerodrome ⓘ)	UTC Next Day	UTC Next Day

## Non-Scheduled Flight: Revise

Non Schedule Flight Revise

>

✓

+

✖ Delete

+

Add

+

Add (popup Profile)

Schedule

Support Document

Note & Contact

Ground Handling

			Flight No.	Effective Period (DD/MM/YYYY) *		DOP *	Route* (Temporary Airfield/Private Aerodrome ⓘ)	ETD (HH24:MI) *		ETA (HH24:MI) *	
				From	To			UTC	Next Day	UTC	Next Day
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ORC 198	04/04/2021	25/04/2021	1 2 3 4 5 6 7	VTBS - VHHH				
							VTBS - VHHH	04:30		06:45	0
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ORC 199	04/04/2021	25/04/2021	1 2 3 4 5 6 7	VHHH - VTBS				
							VHHH - VTBS	10:00		12:00	0

✖ Delete

+

Add

Submit

Save Draft

Close



# Non-Scheduled Flight: Revise

Non Schedule Flight Revise

Delete
Add
Add (popup Profile)

Schedule
Support Document
Note & Contact
Ground Handling

		Flight No.	Effective Period (DD/MM/YYYY) *		DOP *	Route* (Temporary Airfield/Private Aerodrome 1)	ETD (HH24:MI) *		ETA (HH24:MI) *	
			From	To			UTC	Next Day	UTC	Next Day
<input type="checkbox"/>	<input type="checkbox"/>	ORC 198	04/04/2021	25/04/2021	1 2 3 4 5 6 7 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	VTBS VHHH				
						VTBS - VHHH	04:30		06:45	0
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	R ORC 198	05/04/2021	17/04/2021	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	VTBD VHHH				
						VTBD - VHHH	03:30	0	05:45	0
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	R ORC 198	18/04/2021	25/04/2021	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	VTBS VHHH				
						VTBS - VHHH	04:30		06:45	0

Delete
Add

Click [Save Draft] button to save draft request

Click [Submit] button to submit request

Submit
Save Draft
Close

"O" stands for Original  
"R" stands for Revise

Click [+] icon to add more row for flight schedule details

Click [-] icon to delete row

## How to request for a block permit?

1. Enter operator details
2. Add additional related documents if any
3. Enter aircraft and port details
4. Enter flight details (Purpose, time (UTC+7), effective period and other related details of the flight)
5. Click [Submit] button to submit a request or Click [Save Draft] button to draft a request



Block Permit



New Application



Additional

## Block Permit

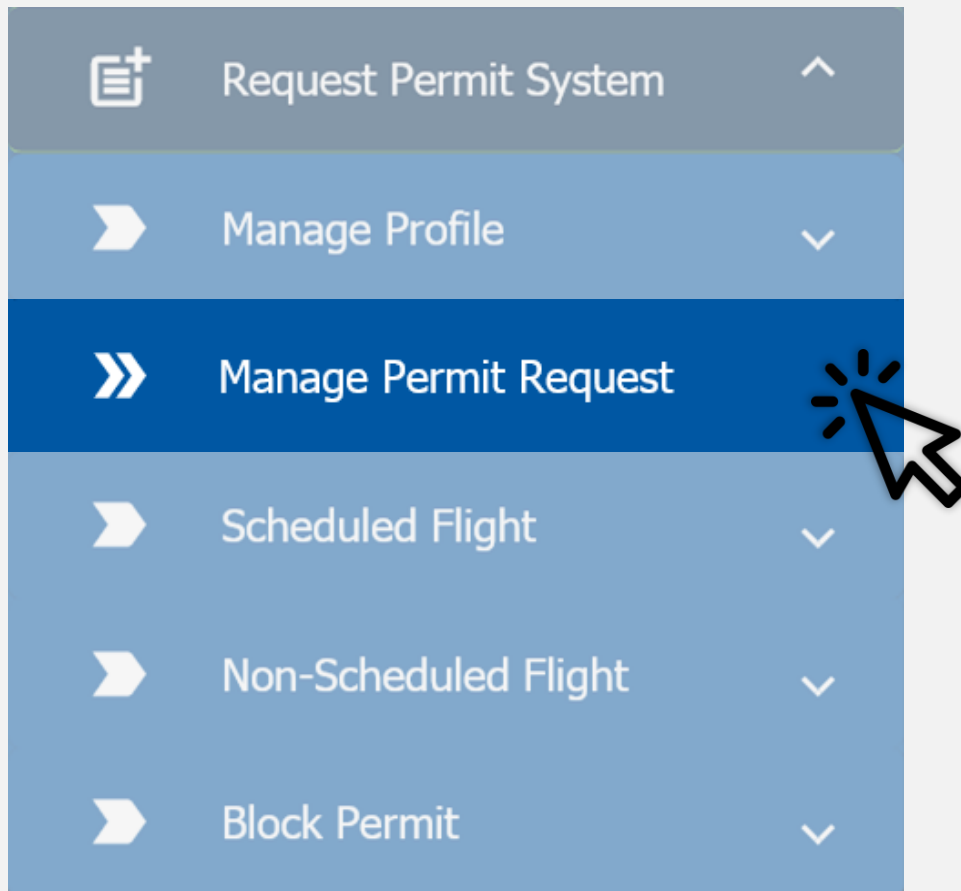
Block Permit have two request types:

- New Application
- Additional

# Block Permit: Purpose of Flight

- Aerial Survey/ Aerial Photograph
- Balloon
- Hot Air Balloon
- Operate BLOCK PERMIT for 1 month
- Operate BLOCK PERMIT for 3 months
- Operate BLOCK PERMIT for 6 months
- Parachute

# How to follow and check status of a flight permit?



## Manage Permit Request

Manage Permit Request allows users to search, view, edit and export permit requests.

## Manage Permit Request

# Permit Request Status

Draft

The request has been made but has not yet been submitted

Submitted

The request is submitted to officer

Checking

The request is being checked by officers

Correction

The request needs to be corrected and resubmitted

On-Process

The request has been checked and submitted for authorization

Approved

The request has been approved

Rejected

The request has been rejected

Cancelled

The request has been cancelled by permit requester

# How to correct the permit request?



# System Accessing: Notification > Correction

The screenshot displays the 'Notify' section of the FPOS interface. A notification titled 'Correction' is shown, with a red dashed box highlighting the request number '057100321'. A callout box with a blue border and a pointer to the request number contains the text: 'Click Request No. to view the permit request on search page'. The notification also includes the date '30/03/2021 07:32' and a description: 'Effective Date : 01/05/2021 [Operator Type] Purpose Operate BLOCK PERMIT for 3 months'. Below the notification, there are two 'Read All' buttons with red circular indicators showing '3' and '1' respectively. The interface has a dark blue sidebar on the left with icons for navigation, and a top navigation bar with a bell icon and a user profile icon.

# Manage Permit Request: Correction

Permit Request System > Manage Permit > Search

>

✓

+

Request date From

\_\_/\_\_/\_\_

Request date To

\_\_/\_\_/\_\_

Operation Type

Schedule, Non-Schedule, Block Permit

Purpose

Q

Request No.

057100321

Permit No.

ATD running no. 5 digit/MM/YYYY

Fight No.

Registration No.

Records per Page

20

⌵

Export

Search

Clear

Number of search results 1 record(s)

Items per page: 20 1 – 1 of 1 < >

No.		Request No.	Request Date	Purpose	Request type	Status	Permit No.	Approved Date	Effective period From	Effective period To	Status Date	Update Date	Draft Name	Flight No.	Registration No.	Route
1	<div><div>✎</div><div>👁</div></div>	057100321	10/03/2021 10:26	[BLK] Operate BLOCK	New	Correction			01/05/2021 02:00	01/08/2021 09:00	30/03/2021 07:32	11/03/2021 02:21			12F	

Items per page: 20 1 – 1 of 1 < >

Click edit icon to edit permit request

# Manage Permit Request: Correction

BLOCK PERMIT > New Application

Temporary Airfield Licensing / Private Aerodrome Licensing

Port Type	Port Name
<input type="checkbox"/> Temporary Airfield	Test Airport

Delete + Add (Popup Airport-STD) + Add (New Port)

Purpose \* [BLK] Operate BLOCK PERMIT for 3 months Time (UTC+7) \* 09:00 - 16:00

Effective Period \* 01/05/2021 - 01/08/2021

Height (ft.) \* - Max Height (ft.) \* Height (m.) \*

Radius (Nautical Miles) \* Size (m³) \*

Aerial Of Survey \* Latitude \* Longitude \*

RTSD \* Browse

Remark

Remark From Officer need g

Click [Submit] button to submit permit request

Cancel Request Submit Save Close

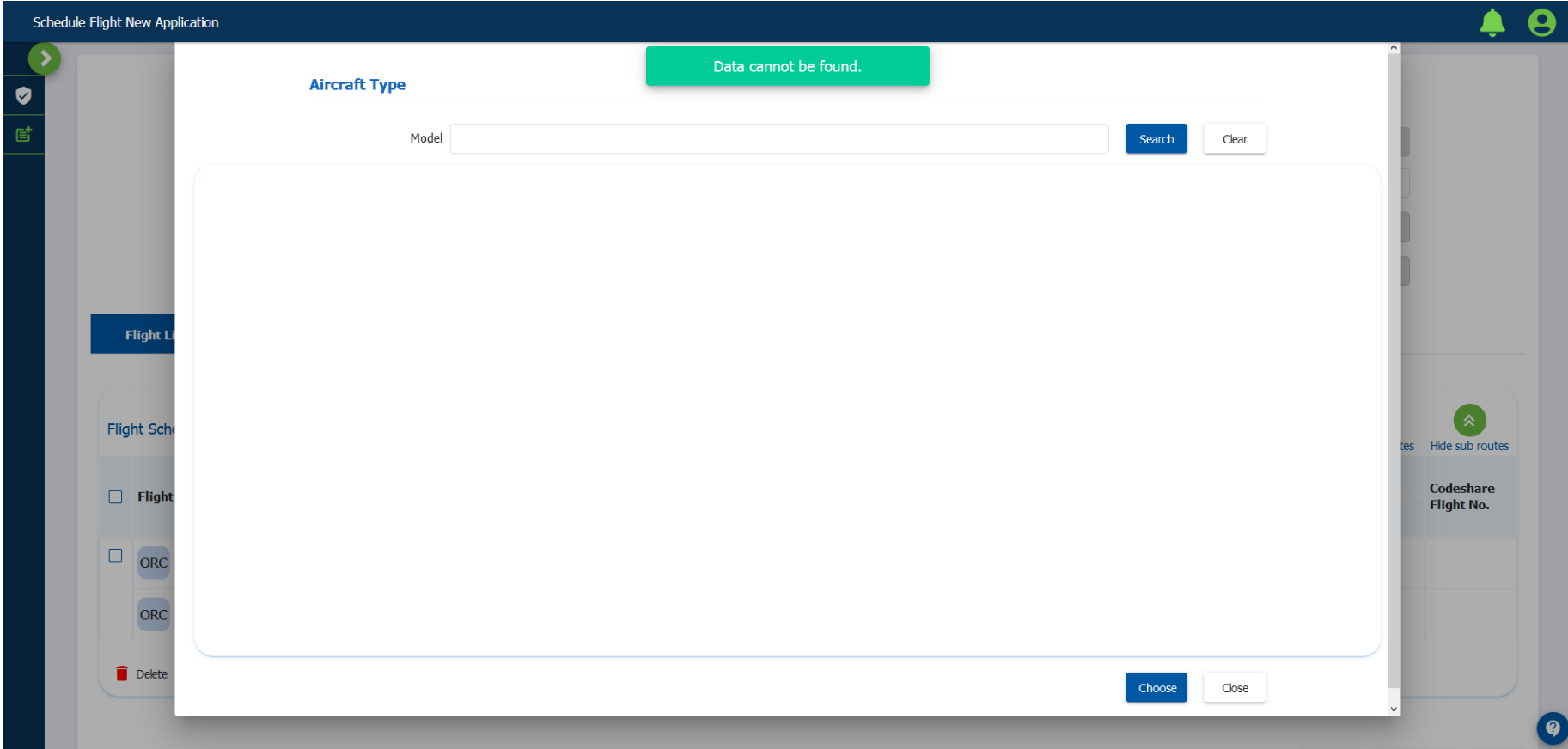
Expired document will be marked as red

Remark from officer



# Trouble Shooting

# Troubleshooting: (1)



# Troubleshooting: (1)

**"Data cannot be found."**

(No aircraft type to choose when requesting a scheduled flight permit.)

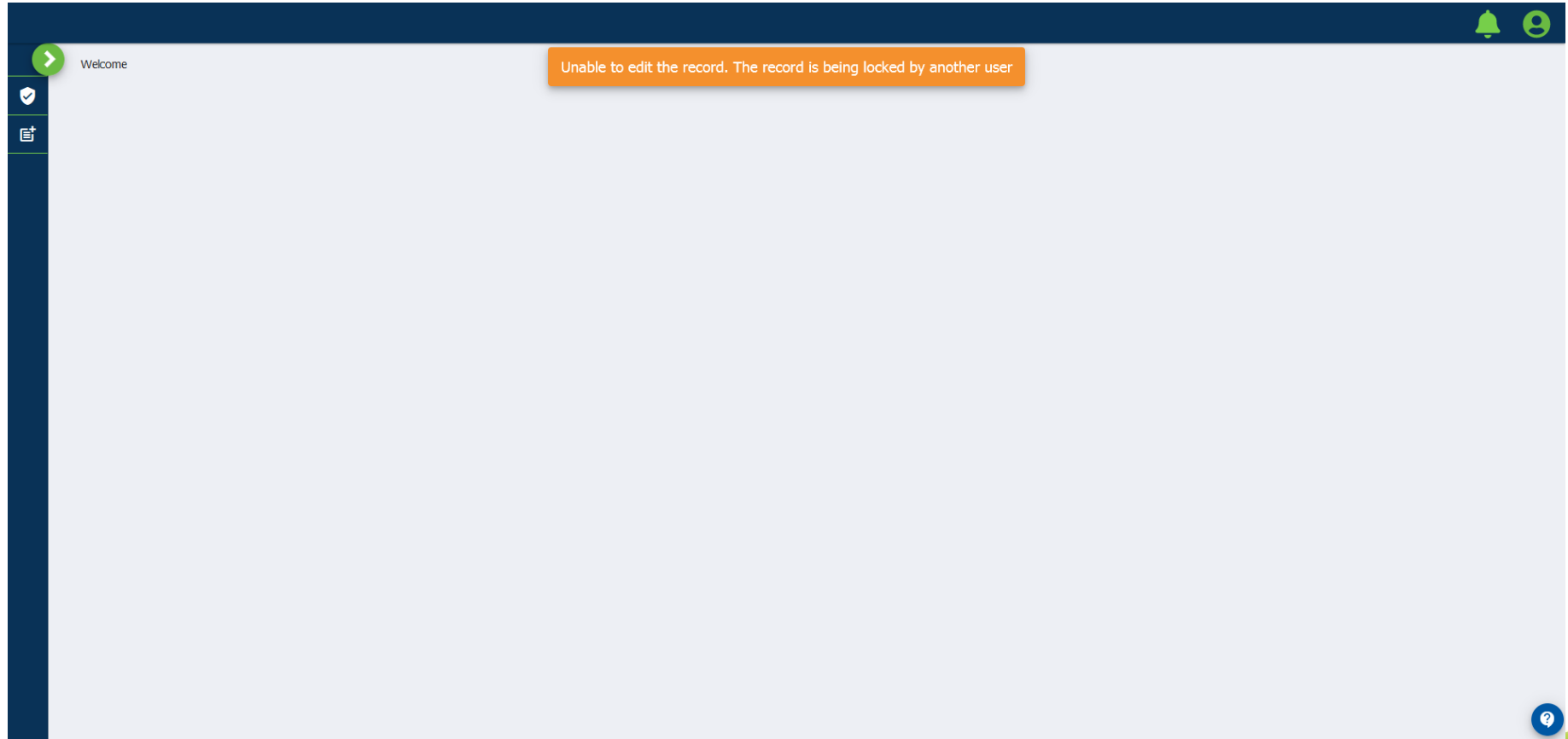
**Cause:** Aircraft has not been added into the system or approved by officers.

Approved aircraft models will only be shown in "Aircraft Type" popup.

**Solution:**

1. Add aircraft details in Operation profile.
2. Wait for approval.
3. Once approved, aircrafts will be shown to apply.

# Troubleshooting: (2)



## Troubleshooting: (2)

**Unable to edit the record. The record is being locked by another user.**

**Cause:** This situation occurs when

- User desires to edit profile in [Manage Profile] while officers are managing the same profile or
- User desires to edit permit request while officers are checking that permit.

**Solution:** Wait for the officers to finish managing profile.



# Troubleshooting: (3)

Schedule Flight Revise

Original Purpose \* [SCH] Pax-Cargo

Invalid Data, Please check again.

Permit Date

Purpose \* [SCH] Pax-Cargo

Reference Permit No. ATD 00463/03/2021

Flight List

Note & Contact

Document List

Revise Flights

Show sub routes

Hide sub routes

	Flight No. *	Effective Period (DD/MM/YYYY) *		DOP *							Aircraft Type *	Max Seat	MTOW (Kg.)	Route* !	ETD (UTC) *		ETA (UTC) *		Codeshare Flight No.
		From	To	Daily	1	2	3	4	5	6					7	HH24:MI	Next Day	HH24:MI	
<input type="checkbox"/>	O ORC 531	12/04/2021	30/04/2021		1				5	7	A319	160	64,000	VTBS - VHHH					
														VTBS - VHHH	03:00		06:00		
<input type="checkbox"/>	R + ORC 531	12/04/2021	30/04/2021		1						A319	160	64,000	VTBS - VHHH					
														VTBS - VHHH	03:00	0	06:00	0	

Delete

Add Flight (Popup)

Submit

Save Draft

Close

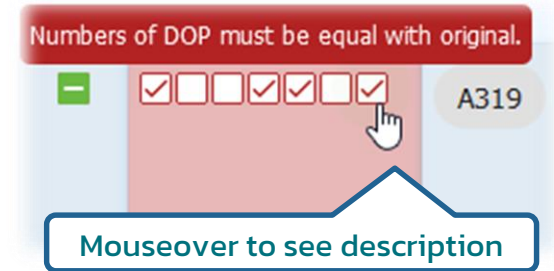
## Troubleshooting: (3)

DOP details in Flight Schedules cannot be changed e.g. from 3 DOP to 4 DOP when requesting a revise permit.

**Cause:** DOP of revise permit must have the same frequency as the original permit. For ex, this revise permit should have 3 DOP.

**Solution:** In case there are more than one flights in the permit,

1. Request for a Cancelled permit for that flight.
2. Request for an Additional permit and filled in 4 DOP.



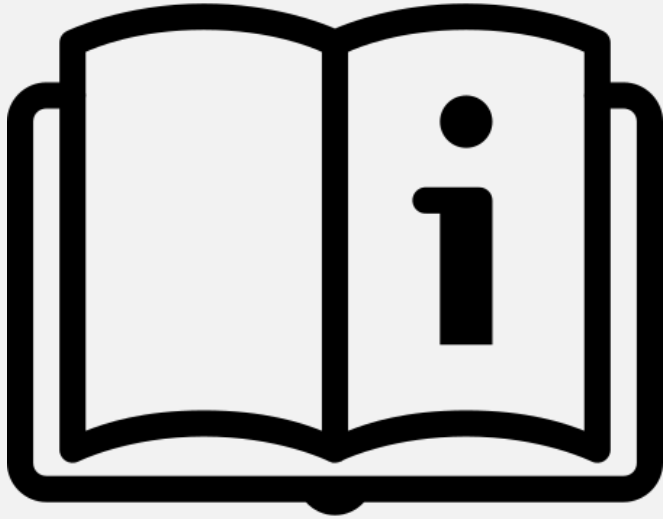
## Troubleshooting: (3)

DOP details in Flight Schedules cannot be changed e.g. from 3 DOP to 4 DOP when requesting a revise permit.

### Solution:

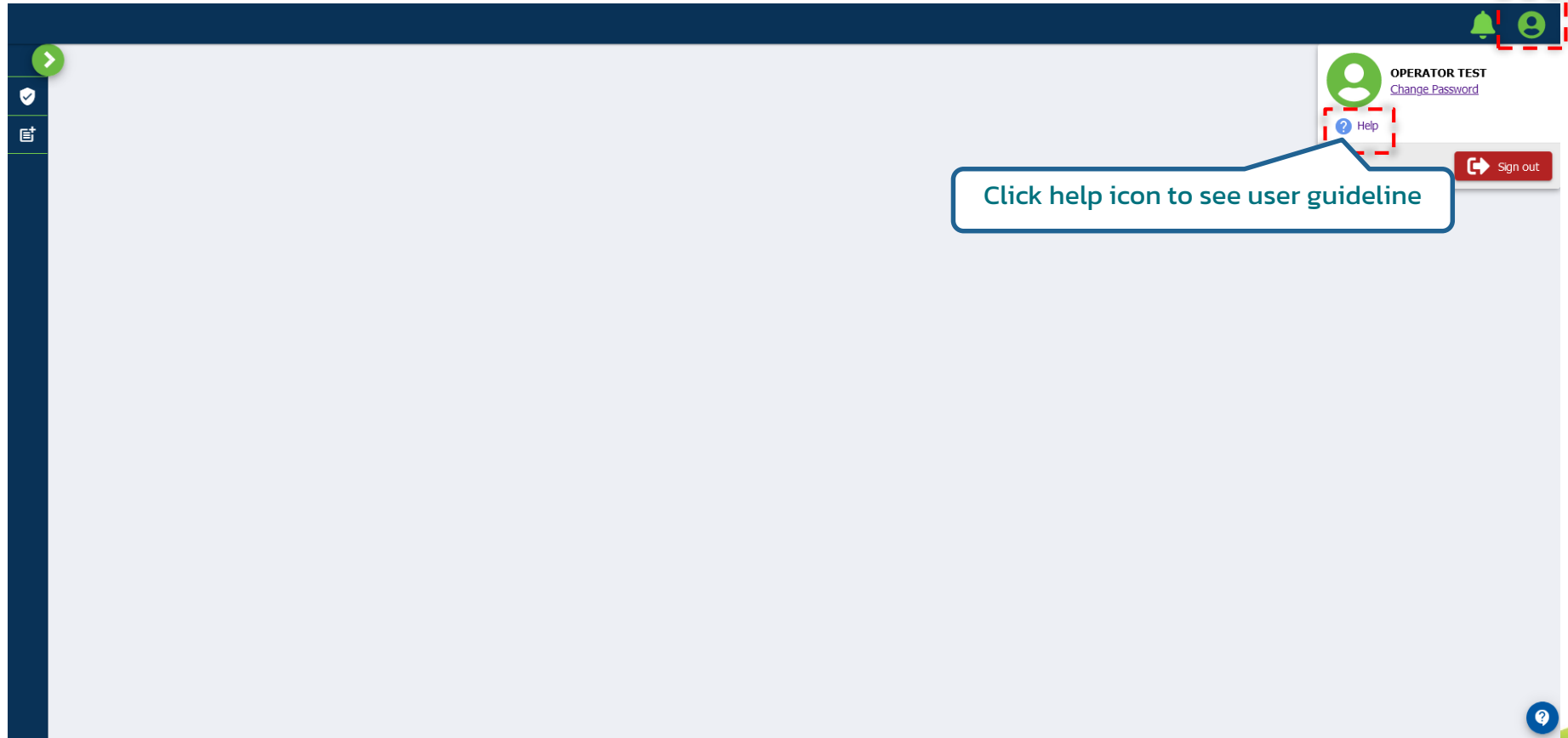
**In case there is only one flight in the permit,**

1. Request for a Cancelled permit.
2. Then, request for a New Application permit



# Help System

# Help System: User Guideline



# Help System: User Guideline

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Managing Request Permit

Help FPOS System



## Welcome to help system

**Welcome to help system**

For Agent Officer

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# 03

## FPOS Support Center

# FPOS Support Center



## FPOS Support Center

Service Hour	24 Hours (24x7 Availability)
Phone	(+66) 2 033 1955
E-mail	<a href="mailto:fpos.support@caat.or.th">fpos.support@caat.or.th</a>
Live Chat	<a href="https://fpos.caat.or.th">https://fpos.caat.or.th</a>

**Note:** FPOS Support Center via **Phone** and **Live Chat**  
will be effective on **July 19<sup>th</sup>, 2021**

We provide users with efficient and effective technical support and customer service **24 hours a day** in both **Thai** and **English**.



# CAAT Contact



For administrator user's registration and unlocking,  
please contact CAAT for assistance by the following e-mail;

**E-mail:** [atreg@caat.or.th](mailto:atreg@caat.or.th)

# FPOS Registration Form : For Operators

**CAAT**  
สำนักงานการบินพลเรือนแห่งประเทศไทย  
The Civil Aviation Authority of Thailand

FLIGHT PERMIT ONLINE SYSTEM (FPOS) REGISTRATION FORM

Please complete the registration form to request a profile and user account to use the Flight Permit Online System (FPOS) and return it to CAAT by July 9, 2021 at [atreg@caat.or.th](mailto:atreg@caat.or.th)

**→ FOR OPERATOR**

(The term "Operator" refers to airlines, companies, or individuals who are willing to apply the permit request on their own.)

Operator Type\* ☐ Airline ☐ Association/Club/Company ☐ Personal

Operator Name\* \_\_\_\_\_

ICAO \_\_\_\_\_ IATA \_\_\_\_\_

ICAO Callsign \_\_\_\_\_

Country of operator\* \_\_\_\_\_

➤ Address

Address of Headquarter \_\_\_\_\_

Address in Thailand \_\_\_\_\_

Billing Address \_\_\_\_\_

➤ Authorized Person in Thailand

Name - Surname \_\_\_\_\_

Position \_\_\_\_\_

Phone No.(Thailand) \_\_\_\_\_

Email Address \_\_\_\_\_

FPOS Registration Form Version 1.0

**CAAT**  
สำนักงานการบินพลเรือนแห่งประเทศไทย  
The Civil Aviation Authority of Thailand

FLIGHT PERMIT ONLINE SYSTEM (FPOS) REGISTRATION FORM

➤ Contact Person

Name - Surname\* \_\_\_\_\_

Position \_\_\_\_\_

Phone No.(Thailand) \_\_\_\_\_

Email Address\* \_\_\_\_\_

Remark:

Once the profile has been created, the operator will be required to access to the FPOS system then edit the profile with document attachment as following:

- ✓ Air Operator Certificate (for operator type 'Airline') including Agent information for 'foreign airlines'
- ✓ Air Operating License (for operator type 'Airline') for 'Thai airlines'
- ✓ Association/Club/Company's Registration (for operator type 'Association/Club/Company')
- ✓ Private Aircraft Operating License (for operator type 'Personal')

FPOS Registration Form Version 1.0

Fill in the  
Carrier  
Administrator  
Information

# FPOS Registration Form : For Agents

**CAAT**  
สำนักงานการบินพลเรือนแห่งประเทศไทย  
The Civil Aviation Authority of Thailand

FLIGHT PERMIT ONLINE SYSTEM (FPOS) REGISTRATION FORM

Please complete the registration form to request a profile and user account to use the Flight Permit Online System (FPOS) and return it to CAAT by **July 9, 2021** at [atreg@caat.or.th](mailto:atreg@caat.or.th)

➔ FOR AGENT

(The term "Agent" refers to ground handlers who are willing to apply the permit request on behalf of the airlines or operators.)

Agent Name\* \_\_\_\_\_

Operator Name\* (1) \_\_\_\_\_  
(2) \_\_\_\_\_  
(3) \_\_\_\_\_  
(4) \_\_\_\_\_

➤ Address

Address of Headquarter \_\_\_\_\_

Address in Thailand \_\_\_\_\_

Billing Address \_\_\_\_\_

➤ Authorized Person in Thailand

Name - Surname \_\_\_\_\_

Position \_\_\_\_\_

Phone No.(Thailand) \_\_\_\_\_

Email Address \_\_\_\_\_

FPOS Registration Form Version 1.1

**CAAT**  
สำนักงานการบินพลเรือนแห่งประเทศไทย  
The Civil Aviation Authority of Thailand

FLIGHT PERMIT ONLINE SYSTEM (FPOS) REGISTRATION FORM

➤ Contact Person

Name - Surname\* \_\_\_\_\_  
Position \_\_\_\_\_  
Phone No.(Thailand) \_\_\_\_\_  
Email Address\* \_\_\_\_\_

Remark:

Once the profile has been created, the agent will be required to access to the FPOS system then edit the profile with document attachment as following:

✓ Company's Registration

FPOS Registration Form Version 1.0

Fill in the  
Carrier  
Administrator  
Information

# Question?

## Thank you for your participation



**FPOS Support Center (24 Hours)**



**(+66) 2 033 1955**



**fpos.support@caat.or.th**

**CAAT URL:** <https://fpos-office.caat.or.th>

**Airline and OGA URL:** <https://fpos.caat.or.th>

Presented by SomapaIT Training Department