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| **PERSONNEL LICENSING DEPARTMENT****CHECKLIST FOR APPROVAL OF TRAINING AND PROCEDURES MANUAL** |
| **Name of Organisation:** |
| By signing below, I, as an authorised person of NAME OF THE ATO, hereby confirm that the information given on this form are entirely true, accurate, and complete. Signature(NAME Last-Name) Date: DD MONTH YYYY |
| Official Use Only |
| **Verification Result:** **🞏 Accept 🞏 Reject**  |
| **This compliance check form has been verified by:*****signature*****Name – Last-Name** |
| **Date performed: DD MONTH YYYY** |

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| **Instructions**1. ATO is to conduct a self-assessment as part of its compliance check by providing manual references into the ‘Compliance checked by ATO’.
2. Each check list item shall be assessed and given a result either **‘Satisfactory - (S)’, ‘Unsatisfactory - (U)’ or ‘Not applicable - N/A’**
3. **‘Satisfactory’** shall be given if the ATO is able to provide valid contents and details that comply with the requirements.
4. **‘Unsatisfactory’** shall be given if the ATO is provide insufficient contents/details that comply with the requirement as well as impractical/non-realistic process or procedures that do not reflect an actual context and operations of the ATO.
5. **‘N/A’** shall be given to indicate when information in a certain table cell is not provided, either because it does not apply to a particular case in question or because the answer is not available
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| No | Item | Regulatory Requirement | Compliance checked by ATO | References*Eg. Section 1, Part 4, No. 5 Organisational Structure, p. xx* | CAAT Officials Use only |
| --- | --- | --- | --- | --- | --- |
| Yes | No | S | U | N/A | Remark(s) |
| 0 | Title of manual | Manual Format |  |  |  |  |  |  |  |
| Table of contents |
| List of effective pages |
| Distribution list |
| 1 | Details of organisational structure | *Notification of CAAT; Approved Training Organization and Training Course B.E. 2562, Appendix 2, Part1, Section 1, 1.6*  |  |  |  |  |  |  |  |
| 2 | Details of Qualifications, responsibilities and chain of command of the following positions:1. Accountable Executive;
2. Head of Training;
3. Instructional Service Manager;
4. Quality Manager;
5. Maintenance Manager;
6. Safety Manager;
7. Instructional Personnel (both theoretical and practical instructors)
 | *Notification of CAAT; Approved Training Organization and Training Course B.E. 2562, Appendix 2, Part1, Section 1, 1.7(1)-(8)*  |  |  |  |  |  |  |  |
| 3 | Policies relating to:1. Objectives of the Organisation;
2. Criteria for selecting and recruiting personnel;
3. Methods to maintain staff qualification;
4. Design and development of training courses;
5. Maintenance of training facilities and equipment;
6. Quality Assurance System;
7. Safety Management System;
 | *Notification of CAAT; Approved Training Organization and Training Course B.E. 2562, Appendix 2, Part1, Section 1, 1.8(1) - (7)* *CAAT (ENG-01) AIRCRAFT MAINTENANCE SCHEDULES AND PROGRAMME* |  |  |  |  |  |  |  |
| 4 | Details of classroom training:1. General Facilities, including office, storage facilities, library or reference areas;
2. Number and size of classrooms, including installed equipment;
3. Type and number of training equipment, including location of equipment Type and number of training equipment, including location of equipment
 | *Notification of CAAT; Approved Training Organization and Training Course B.E. 2562, Appendix 2, Part1, Section 1, 1.9(1)-(3)*  |  |  |  |  |  |  |  |
| 5 | Details of flight training facilities and equipment included in the TPM?

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| a) Flight simulation training devices;  |
| b) Training Aircraft; |
| c) Maintenance sites and maintenance  service areas for training aircraft; |
| d) computer-based classrooms (if any); |
| e) Briefing areas? |

 | *Notification of CAAT; Approved Training Organization and Training Course B.E. 2562, Appendix 2, Part 2, Section 1, 1.3 (1)-(4)* |  |  |  |  |  |  |  |
| 6 | Details of staff training as follows1. Details of all staff training procedures and programme;
2. Details of initial, continuous and refresher training courses for instructional personnel; and
3. Procedures of proficiency checks and upgrade training for instructors
 | *Notification of CAAT; Approved Training Organization and Training Course B.E. 2562, Appendix 2, Part1, Section 2, 2.2-2.4*  |  |  |  |  |  |  |  |
| 7 | Details of1. *Objectives of each training course*
2. *Pre-training requirements (as deemed appropriate):*
* *Minimum age*
* *Level of education or qualifications*
* *Health requirements*
* *Language proficiency requirements*
 | *Notification of CAAT; Approved Training Organization and Training Course B.E. 2562, Appendix 2, Part1, Section 3, 3.1(1) – (2).*  |  |  |  |  |  |  |  |
| 8 | Details of the following procedures:1. Procedures for pre-test qualifications;
2. Procedures for Re-writing knowledge tests;
3. Procedure for Test results and records of results;
4. Procedure for Skill progress checks and skill tests;
5. Procedures for knowledge progress test and knowledge test including types of examination, and passing requirements for knowledge tests;
6. Test analysis, review, and administration (applicable to theoretical knowledge tests);
7. Procedures to issue a graduated certificate and transcripts?
 | *Notification of CAAT; Approved Training Organization and Training Course B.E. 2562, Appendix 2, Part 1, Section 3, 3.1 (5).**ระเบียบสำนักงานการบินพลเรือนแห่งประเทศไทย ว่าด้วยการทดสอบความรู้ภาคทฤษฎีและภาคปฏิบัติด้านการเดินอากาศ พ.ศ. 2562* |  |  |  |  |  |  |  |
| 9 | Details of policies and procedures to the efficiency of training, as follows:1. Systems and procedures for obtaining feedback from trainees;
2. Efficiency or competency standards of each phase of training to ensure compliance with the standards;
3. Responsibilities of instructors in relation to safety;
4. Procedures for correcting defects that contribute to an unsatisfactory level of knowledge process;
5. Instructor replacement procedure;
6. Maximum number of times of instructor replacement;
7. Training suspension procedures;
8. student disciplinary policy and have records of implementation (if any)?
 | *Notification of CAAT; Approved Training Organization and Training Course B.E. 2562, Appendix 2, Part 1, Section 3, 3.1(6).* |  |  |  |  |  |  |  |
| 10 | Details of Records Keeping Procedures as follows 1. Records of training attendance;
2. Records of training of each trainee;
3. Records of qualifications and training of staff members;
4. Personnel who are responsible for examining and recording the background of each trainee;
5. *Standards of records;*
6. *List of personal training records (ATO’s Staff members);*
7. *Safety maintenance of the records and all relevant document?*
 | *Notification of CAAT; Approved Training Organization and Training Course B.E. 2562, Appendix 2, Part 1, Section 4 Records* |  |  |  |  |  |  |  |
| 11 | Sample of the following documents in the Appendix section?1. Sample progress tests;
2. Sample logs, test results and records of results;
3. Sample of a graduated training certificate?
 | *Notification of CAAT; Approved Training Organization and Training Course B.E. 2562, Appendix 2, Section 7, Appendices* |  |  |  |  |  |  |  |
| 12 | Operational Policies and Procedures included in relation to aircraft training:1. Approval of flight;
2. Responsibilities of PIC;
3. Procedures concerning flight plans;
4. Carriage of passengers;
5. Operational control system;
6. Report of safety risks, accident and incidents;
7. Determination of flight time limitation and duty period for flying staff and trainees;
8. Minimum rest period for flying staff and trainees.
 | *Notification of CAAT; Approved Training Organization and Training Course B.E. 2562, Appendix 2, Part 2, Section 1, 1.2 (1)-(8)**CAAT-GM 2019, GENERAL AVIATION REQUIREMENTS, Part 1* |  |  |  |  |  |  |  |
| 13 | Aircraft Operation information:1. Copy of C of R, C of A, and operating limitations;
2. Aircraft operations, consisting of:
3. Aircraft performance limitations;
4. Checklists;
5. Standard operating procedures;
6. Aircraft maintenance procedures;
7. Baggage loading recommendations;
8. Fuelling procedures;
9. Emergency procedures?
 | *Notification of CAAT; Approved Training Organization and Training Course B.E. 2562, Appendix 2, Part 2, Section 2, 2.1 - 2.2.**CAAT-GM 2019, GENERAL AVIATION REQUIREMENTS, Part 1* |  |  |  |  |  |  |  |
| 14 | Details regarding the Routes as follows1. Flight performance criteria;
2. Flight planning procedures, consisting of:
3. Fuelling calculation;
4. Safe attitude for flight operations;
5. Emergency planning;
6. Navigation equipment;
7. Weather minima, both in the daytime and night time, and flight operations in VFR and IFR conditions;
8. Training routes and practice areas?
 | *Notification of CAAT; Approved Training Organization and Training Course B.E. 2562, Appendix 2, Part 2, Section 3, 3.1, 3.2 (1)-(4), 3.3, 3.4, and 3.5**CAAT-GM 2019, GENERAL AVIATION REQUIREMENTS, Part 1* |  |  |  |  |  |  |  |
| 15 | Details regarding the Flight Safety Training Policies as follows:1. Weather limitation;
2. Maximum daily, weekly and monthly hours of training for practical training, theoretical knowledge training and flight simulation training;
3. Limitations on the training period of trainees;
4. Maximum flight time for each trainee, both in the daytime and night time;
5. Maximum number of flights for each trainee, both in the daytime and nigh time;
6. Minimum rest period during training?
 | *Notification of CAAT; Approved Training Organization and Training Course B.E. 2562, Appendix 2, Part 2, Section 4, 4.3(1) -(6).**CAAT-* *Flight Time and Flight Duty Period Limitation B.E. 2559* |  |  |  |  |  |  |  |