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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 |

| No | Item | Regulatory Requirement | Compliance checked by ATO | | References  *Eg. Section 1, Part 4, No. 5 Organisational Structure, p. xx* | CAAT Officials Use only | | | |
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| 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?   |  | | --- | | 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 follows   1. 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 of   1. *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 follows   1. 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* |  |  |  |  |  |  |  |