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| **PERSONNEL LICENSING DEPARTMENT****CHECKLIST FOR APPROVAL OF TRAINING AND PROCEDURES MANUAL (MTO)** |
| **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 MMM YYYY |
| Official Use Only |
| **Verification Result:** **🞏 Accept 🞏 Reject**  |
| **This checklist has been performed by:*****Signature*****Name – Last Name** |
| **Date performed: DD MMM 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 ‘N/A’** by marking “X”
3. ‘S’ refers to satisfactory. It shall be given if the ATO is able to provide valid contents and details that comply with the requirements.
4. ‘U’ refers to unsatisfactorylevel. It 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 |
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| Yes | No | S | U | N/A | Remark(s) |
| **Part 1** |
| 1 | Introduction | A-CAAT-B.E. 2551, Clause 5 (1) (a) |  |  |  |  |  |  |  |
| 2 | Table of contents | A-CAAT-B.E. 2551, Clause 5 (1) (b) |  |  |  |  |  |  |  |
| 3 | Scope of the approved training programme and any conditions on such approval | A-CAAT-B.E. 2551, Clause 5 (1) (c) |  |  |  |  |  |  |  |
| 4 | Procedures for making amendments to the TPM  | A-CAAT-B.E. 2551, Clause 5(1)(d) |  |  |  |  |  |  |  |
| 5 | Procedures for recording amendments to documents | A-CAAT-B.E. 2551, Clause 5(1)(d) |  |  |  |  |  |  |  |
| 6 | Policy and organisation chart | A-CAAT-B.E. 2551, Clause 5(1)(e) |  |  |  |  |  |  |  |
| 7 | Organisational premises’ layout | A-CAAT-B.E. 2551, Clause 5(1)(f) |  |  |  |  |  |  |  |
| **Part 2 – Name and details of the responsible personnel** |
| 8 | Qualifications of the Representative | A-CAAT-B.E. 2551, Clause 5(2)(a) |  |  |  |  |  |  |  |
| 9 | Scope of authority and duties of the representative | A-CAAT-B.E. 2551, Clause 5(2)(b) |  |  |  |  |  |  |  |
| **Part 3** |
| 10 | *List of names and details of the qualifications of the personnel whose responsibilities involve the planning, conducting, and control of the training program* | A-CAAT-B.E. 2551, Clause 5(3) |  |  |  |  |  |  |  |
| **Part 4** |
| 11 | Methods/mechanism to maintain instructional personnel  | A-CAAT-B.E. 2551, Clause 5(4) |  |  |  |  |  |  |
| **Part 5 – Training Plans (Theoretical and Skill Training)** |
| 12 | Procedures for admission of student and number of expected students who will be admitted to the programme in each academic year. | A-CAAT-B.E. 2551, Clause 5(5)(a) |  |  |  |  |  |  |  |
| 13 | Method of Transfer of credits (if any) | A-CAAT-B.E. 2551, Clause 5(5)(b) |  |  |  |  |  |  |  |
|  | Procedures for determining the ratio of the number of instructors to number of students | A-CAAT-B.E. 2551, Clause 5(5)(c) |  |  |  |  |  |  |  |
| 14 | Course Details | A-CAAT-B.E. 2551, Clause 5(5)(d) |  |  |  |  |  |  |  |
| 15 | 1. Objectives of the course
 | A-CAAT-B.E. 2551, Clause 9(1) |  |  |  |  |  |  |  |
| 16 | 1. *Pre-training requirements*
 | A-CAAT-B.E. 2551, Clause 9(2) |  |  |  |  |  |  |  |
| 17 | 1. Training methods for both theoretical and practical trainings
 | A-CAAT-B.E. 2551, Clause 9(3) |  |  |  |  |  |  |  |
| 18 | 1. Syllabi/training contents that are complied with the current ICAO Doc 7192
 | A-CAAT-B.E. 2551, Clause 9(4) \*Current ICAO Doc 7192 shall be used while completing this item. |  |  |  |  |  |  |  |
| 19 | 1. Details of the classroom, training facilities, media and equipment used for conducting training
 | A-CAAT-B.E. 2551, Clause 9(5) |  |  |  |  |  |  |  |
| 20 | 1. Methods for performance evaluation
 | A-CAAT-B.E. 2551, Clause 9(6) |  |  |  |  |  |  |  |
| 21 | Method of issuance of the graduation certificate | A-CAAT-B.E. 2551, Clause 5(5)(e) |  |  |  |  |  |  |  |
| **Part 6** |
| 22 | Details of the Quality Assurance System | A-CAAT-B.E. 2551, Clause 5(6) |  |  |  |  |  |  |  |
| **Part 7** |
| 23 | Details of the location and facilities of the ATO, i.e. the information, documents, classrooms, training facilities, media and equipment used for conducting training.  | A-CAAT-B.E. 2551, Clause 5(7) *\*Details of training facilities shall be in line with the training programme which will be conducted and shall be sufficient for the number of student enrolled.* |  |  |  |  |  |  |  |