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| **PERSONNEL LICENSING DEPARTMENT****CHECKLIST FOR INSTRUCTOR PILOT COURSE MANUAL*****NAME OF INSTRUCTOR PILOT COURSE*** |
| **Name of Organisation:** |
| By signing below, I, as an authorized 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 Date :**  |
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| ***Signature******Name – Last Name*** ***Head of Training Organisation Division*** |

**This compliance check form has been verified by:*****Signature*****Name – Last Name** |
| **Remarks :**  |

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| **Instructions**1. ATO is to conduct a compliance check by marking “X” in either YES or No Column;
	1. ‘Yes’ means contents/details are given. The ATO shall provide manual references into the **‘Reference’** column.
	2. ‘No’ means contents/details are not given. The ATO shall indicate ‘N/A’ in the **‘Reference’** column.
2. Inspector(s) shall mark “**X**” in either S or U column:
	1. ‘**S**’ refers to satisfactory level. It shall be given if the ATO is able to provide valid documents, reliable records of implementation and demonstrate a sound knowledge if interview of relevant personnel are performed. Also, all sub-items must be satisfied.
	2. ‘**U**’ refers to unsatisfactory level. It shall be given if any actions found not to be compliance with CAAT rules and regulations or not to be conformed to any ATO’s documentations as well as any actions being done without evidence of records.
3. **‘N/A’** shall be given in the **‘Remark Column’** 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 | Remark(s) |
| 0 | Title of manual | CAAT-ATO-B.E.2562 |  |  |  |  |  |  |
| Table of contents |  |  |  |  |  |  |
| List of effective pages |  |  |  |  |  |  |
| Distribution list |  |  |  |  |  |  |
| Definitions and Acronyms |  |  |  |  |  |  |
| **PART 1 GENERAL** |
| 1 | Course Title | CAAT-ATO-B.E.2562, Section 2, Clause 18 (2) (b) |  |  |  |  |  |  |
| 2 | Introduction | CAAT-ATO-B.E.2562, Section 2, Clause 18 (2) (a) |  |  |  |  |  |  |
| 3 | Training course outline | CAAT-ATO-B.E.2562, Section 2, Clause 18 (2) (a) |  |  |  |  |  |  |
| 4 | Course Objective(s) | CAAT-ATO-B.E.2562, Section 2, Clause 18 (2) (a) |  |  |  |  |  |  |
| 5 | Pre entry Requirements and Qualifications for Trainees | CAAT-ATO-B.E.2562, Section 2, Clause 18 (2) (a)CAAT-ATO-B.E.2562, Section 2, Clause 18 (3) (a)CAAT-ATO-B.E.2562, Section 2, Clause 19 (4) |  |  |  |  |  |  |
| 6 | Instructor qualification and responsible person | CAAT-ATO-B.E.2562, Section 2, Clause 18 (2) (a)CAAT-ATO-B.E.2562, Section 2, Clause 19 (1) CAAT-ATO-B.E.2562, Section 2, Clause 18 (3) (b) 1) Name list, qualifications, educational qualifications and experience of course directors2) Name list, qualifications, educational qualifications and experience of each subject instructor |  |  |  |  |  |  |
| 7 | Training method | CAAT-ATO-B.E.2562, Section 2, Clause 18 (2) (a) |  |  |  |  |  |  |
| 8 | Instructional materials, documents and equipment | CAAT-ATO-B.E.2562, Section 2, Clause 18 (2) (a) |  |  |  |  |  |  |
| 9 | Lesson Plan | CAAT-ATO-B.E.2562, Section 2, Clause 18 (2) (b) |  |  |  |  |  |  |
| 10 | Methods of Performance Evaluation/Grading System | CAAT-ATO-B.E.2562, Section 2, Clause 18 (2) (b)CAAT-ATO-B.E.2562, Section 2, Clause 19 (5)  |  |  |  |  |  |  |
| 11 | Course Overview1. Total hours of theoretical training and lists of all the subjects.
2. Total hours of practical training:
3. Total hours of Solo
4. Total hours of PIC
5. Total hours of Night flight
6. Total Simulator training hours and maximum credited hours
7. Total Aircraft training hours
8. Required Proficiency
 | CAAT-ATO-B.E.2562, Section 2, Clause 18 (2) (b)RCAB 89 |  |  |  |  |  |  |
| 12 | Summary of Practical Training Hours  | CAAT-ATO-B.E.2562, Section 2, Clause 18RCAB 89CM Template GI  |  |  |  |  |  |  |
| 13 | Location of the main base | CAAT-ATO-B.E.2562, Section 2, Clause 18 (3) (c) |  |  |  |  |  |  |
| 14 | Name list and details of the airport to be used in practical training. | CAAT-ATO-B.E.2562, Section 2, Clause 18 (3) (c) |  |  |  |  |  |  |
| 15 | Theoretical and practical training devices used in the course. | CAAT-ATO-B.E.2562, Section 2, Clause 18 (3) (d) |  |  |  |  |  |  |
| 16 | Flight simulation training devices used in the course. | CAAT-ATO-B.E.2562, Section 2, Clause 18 (3) (d) |  |  |  |  |  |  |
| 17 | Maintenance sites, tools, equipment, and apron parking areas for the training aircrafts | CAAT-ATO-B.E.2562, Section 2, Clause 18 (3) (d) |  |  |  |  |  |  |
| 18 | Computer-based classrooms | CAAT-ATO-B.E.2562, Section 2, Clause 18 (3) (d) |  |  |  |  |  |  |
| 19 | Briefing Area  | CAAT-ATO-B.E.2562, Section 2, Clause 18 (3) (d) |  |  |  |  |  |  |
| 20 | Other instructional materials and facilities relating to the training course. | CAAT-ATO-B.E.2562, Section 2, Clause 18 (3) (d) |  |  |  |  |  |  |

| **PART 2. THEORETICAL TRAINING CURRICULUM** |
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| **Subject** :  |
| No | Item | Regulatory requirement(s) | Compliance checked by ATO | References*Eg. Section 1, Part 4, No. 5 Organisational Structure, p. xx* | CAAT Officials Use Only |
| Yes | No | S | U | Remark(s) |
| 1 | Objectives of Subject | CAAT-ATO-B.E.2562, Section 2, Clause 18 (2) (a) |  |  |  |  |  |  |
| 2 | Lesson Plan and Training Hours1. Learning Activities
2. Training Methods
 | CAAT-ATO-B.E.2562, Section 2, Clause 18 (2) (a)RCAB 89 Clause (4) (7) (a)The applicants shall have met the knowledge requirements in Clause (4) (c) for a commercial pilot license (Air law, Aircraft general knowledge, Flight performance, planning and loading, Meteorology, Navigation, Operational procedures, Principles of flight and Radiotelephony)RCAB 89 Clause (3) (7) (a)1) Techniques of applied instruction. 2) Assessment of student performance in those subjects in which ground instruction is given. 3) The learning process. 4) Elements of effective teaching. 5) Student evaluation and testing, training philosophies. 6) Training program development. 7) Lesson planning. 8) Classroom instructional techniques.9) Use of training aids, including flight simulation training devices as appropriate.10) Analysis and correction of student errors.11) Human performance relevant to flight instruction including principles of threat and error management.12) Hazards involved in simulating system failures and malfunctions in the aircraft. |  |  |  |  |  |  |
| 3 | Training Location and Facilities | CAAT-ATO-B.E.2562, Section 2, Clause 18 (3) (c) |  |  |  |  |  |  |
| 4 | Instructional Materials  | CAAT-ATO-B.E.2562, Section 2, Clause 18 (3) (d) |  |  |  |  |  |  |
| 5 | Passing Requirements | CAAT-ATO-B.E.2562, Section 2, Clause 18 (3) (b) |  |  |  |  |  |  |
| 6 | Safety Requirement | CAAT-ATO-B.E.2562, Section 2, Clause 18 (3) |  |  |  |  |  |  |

| **PART 3. PRACTICAL TRAINING CURRICULUM** |
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| No | Item | Regulatory requirements | Compliance checked by ATO | Reference*Eg. Section 1, Part 4, No. 5 Organisational Structure, p. xx* | CAAT Official Use Only |
| Yes | No | S | U | Remark(s) |
| 1 | Objectives of Practical Training Lesson | CAAT-ATO-B.E.2562, Section 2, Clause 18 |  |  |  |  |  |  |
| 2 | Segmentation of Training into Different Phases  | CAAT-ATO-B.E.2562, Section 2, Clause 18 |  |  |  |  |  |  |
| 3 | Number of Training Hours in Each Lesson including Progress Tests | CAAT-ATO-B.E.2562, Section 2, Clause 18RCAB 89 |  |  |  |  |  |  |
| FLIGHT HOURS Total flight hours as a flight instructor = \_\_\_\_\_\_\_ Hours   | RCAB 89 Clause (3) (7) (b)Proficiency as specified under Clause (3) (4) (d) depending on types of requested aircraft licenses, including at least 20 flight hours as a flight instructor. |  |  |  |  |  |  |
| 4 | Name List and Details of Airport(s) Used in Practical Training | CAAT-ATO-B.E.2562, Section 2, Clause 18 (3) (c) |  |  |  |  |  |  |
| 5 | Methods of Performance Evaluation  | CAAT-ATO-B.E.2562, Section 2, Clause 18 (2) (b)CAAT-ATO-B.E.2562, Section 2, Clause 19 (5) |  |  |  |  |  |  |
| 6 | Passing Requirements | CAAT-ATO-B.E.2562, Section 2, Clause 18 (3) (b) |  |  |  |  |  |  |
| 7 | Safety Requirements | CAAT-ATO-B.E.2562, Section 2, Clause 18 (3) |  |  |  |  |  |  |