|  |
| --- |
| **THE CIVIL AVIATION AUTHORITY OF THAILAND****CHECKLIST FOR PHASE I (PRE-APPLICATION MEETING) ACCEPTANCE** |
| **Name of Training Organisation:** |  |
| **Address:**  |  |
| **Type of Organisation:** | **LPC****ATCO****FTO****AMO** |
| **Expect Application Course:**  | ***…………………………………………………………..…………………………………………………………..…..………………………………………………………******…………………………………………………………..…………………………………………………………..…..………………………………………………………******………………………………………………………..……………………………………………………………..…..………………………………………………………*** |
| **Accountable Manager****Email:** **Tel:** |  | **Key Contact Person****Email:****Tel:** |  |
| **Date of Meeting** | **DD MMM YYYY** | **Date of Phase I Acceptance** | **DD MMM YYYY** |
| **FOR CAAT OFFICIALS** |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Position** | **Name – Last Name** | **Signature** |
| 1. | PEL Manager  |  |  |
| 2. | Head of TO |  |  |
| 3. | Principal Inspector (PI) |  |  |

**Date: DD MMM YYYY** |
| **Instructions**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’** 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.
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**SECTION 1: PRE-APPLICATION MEETING EVIDENCE**

**Date of Audit:**

| **NO.** | **Check List Item** | **Ref: Regulatory Requirements** | **CAAT USE ONLY** |
| --- | --- | --- | --- |
| **FTO** | **ATCO** | **AMO** | **LPC** | **Remarks** |
| **S** | **U** | **S** | **U** | **S** | **U** | **S** | **U** |
| 1 | Official Letter of ATO Application | *Record Keeping and Document Management System Procedure, issue 05, revision 00, Page 2-3, Item 2.6.1.1. Pre-Application Phase:* |  |  |  |  |  |  |  |  |  |
| 2 | Signed Meeting Attendance Record | *Record Keeping and Document Management System Procedure, issue 05, revision 00, Page 2-3, Item 2.6.1.1. Pre-Application Phase:* |  |  |  |  |  |  |  |  |  |
| 3 | Minute of Meeting | *Record Keeping and Document Management System Procedure, issue 05, revision 00, Page 2-3, Item 2.6.1.1. Pre-Application Phase:* |  |  |  |  |  |  |  |  |  |
| **General Comments:** |