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| **THE CIVIL AVIATION AUTHORITY OF THAILAND**  **CHECKLIST FOR PHASE II (FORMAL APPLICATION) ACCEPTANCE** | | | | | |
| **Name of Training Organisation:** | | |  | | |
| **Address:** |  | | | | |
| **Type of Organisation:** | | **LPC**  **ATCO**  **FTO**  **AMO** | | | |
| **Application Course:** | | ***…………………………………………………………..………………………………………………………….. …..………………………………………………………***  ***…………………………………………………………..………………………………………………………….. …..………………………………………………………***  ***………………………………………………………..…………………………………………………………….. …..………………………………………………………*** | | | |
| **Accountable Manager**  **Email:**  **Tel:** | |  | | **Key Contact Person:**  **Email:**  **Tel:** |  |
| **Date of Formal Application Submission** | | **DD MMM YYYY** | | **Date of Phase II 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. | | | | | |

**SECTION 1: FORMAL APPLICATION EVIDENCE**

**Date of Audit:**

| **NO.** | **Check List Item** | **Ref: Regulatory Requirements** | **CAAT USE ONLY** | | | | | | | | |
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| **FTO** | | **ATCO** | | **AMO** | | **LPC** | | **Remarks** |
| **S** | **U** | **S** | **U** | **S** | **U** | **S** | **U** |
| 1 | Formal Application Form and Formal Application Letter | *CAAT-ATO.B.E.2562, Section 1 Clause 6*  *CAAT-ATCO B.E.2559 Clause 5*  *CAAT-AMO B.E.2551 Clause 4*  *CAAT-LPC B.E.2561 Clause 6* |  |  |  |  |  |  |  |  |  |
| 2 | A copy of the government employee identification card, or the order of appointment to assume the role of the head of that agency. | *CAAT-ATO.B.E.2562, Section 1 Clause 6 (1)*  *CAAT-ATCO B.E.2559 Clause 5 (1)*  *CAAT-AMO B.E.2551 Clause 4 (1)*  *CAAT-LPC B.E.2561 Clause 6 (1)*  **Note:** In case of the applicant is administrative agency, government agency, state enterprise, local administrative organization, or any public organization registered as a juristic person. |  |  |  |  |  |  |  |  |  |
| 3 | A copy of the certificate or evidence of juristic person registration containing such particulars as;   1. Name of the juristic person 2. Registered capital 3. Objectives 4. Office address 5. Current persons authorized to sign and bind the juristic person. | *CAAT-ATO.B.E.2562, Section 1 Clause 6 (1)*  *CAAT-ATCO B.E.2559 Clause 5 (1)*  *CAAT-AMO B.E.2551 Clause 4 (1)*  *CAAT-LPC B.E.2561 Clause 6 (1)*  **Note:** Such certificate or evidence must be certified by a legal person with the validity of no more than six months from the date of issuance |  |  |  |  |  |  |  |  |  |
| 4 | A document or evidence of financial position such as financial statements proposed to the shareholders or any other documentary evidence indicating the sources and uses of funds or equity investments, or the statement of financial position issued by a financial institution | *CAAT-ATO.B.E.2562, Section 1 Clause 6 (2)*  *CAAT-ATCO B.E.2559 Clause 5 (3)*  *CAAT-AMO B.E.2551 Clause 4 (4)*  **Note:**Only the applicant who is a juristic person. |  |  |  |  |  |  |  |  |  |
| 5 | A copy of the document substantiating the ownership, the possession of, or the right to use the Main Base. | *CAAT-ATO.B.E.2562, Section 1 Clause 6 (3)*  *CAAT-ATCO B.E.2559 Clause 5 (2)*  *CAAT-AMO B.E.2551 Clause 4 (3)*  *CAAT-LPC B.E.2561 Clause 5 (5)* |  |  |  |  |  |  |  |  |  |
| 6 | A five-year business plan containing at least the information outlined in Appendix 1 | *CAAT-ATO.B.E.2562, Section 1 Clause 6 (4)* |  |  |  |  |  |  |  |  |  |
| 7 | The draft of Training Procedure Manual (TPM) or Language Proficiency Testing Procedures Manual (LPC-TPM). | *CAAT-ATO.B.E.2562, Section 1 Clause 6 (5)*  *CAAT-ATCO B.E.2559 Clause 6*  *CAAT-AMO B.E.2551 Clause 5*  *CAAT-LPC B.E.2561 Clause 6 (2)* |  |  |  |  |  |  |  |  |  |
| 8 | The draft of Safety Management System Manual (SMS) containing at least the information outlined in Appendix 3 | *CAAT-ATO.B.E.2562, Section 1 Clause 6 (6)*  **Note:**only FTO with aircraft operation |  |  |  |  |  |  |  |  |  |
| 9 | The draft of Quality Management System Manual (QMS) for FTO or Quality Assurance for other ATO (ATCO, AMO, and LPC) | *CAAT-ATO.B.E.2562, Section 1 Clause 6 (7)*  **Note:**QMS of FTO shall containing at least the information outlined in Appendix 4.  *CAAT-ATCO B.E.2559 Clause 6 (6)*  *CAAT-AMO B.E.2551 Clause 5 (6)*  *CAAT-LPC B.E.2561 Clause 5 (3)* |  |  |  |  |  |  |  |  |  |
| 10 | The draft of Record-Keeping System Manual containing at least the information outlined in Appendix 5 | *CAAT-ATO.B.E.2562, Section 1 Clause 6 (8)* |  |  |  |  |  |  |  |  |  |
| 11 | A documentary evidence exhibiting information pertaining to the training area, training facilities, and equipment that are suitable and adequate in accordance with the size of the organization and the training course to be applied for approval | *CAAT-ATO.B.E.2562, Section 1 Clause 6 (9)*  **Note:** At least the particulars outlined in Appendix 6 for FTO  *CAAT-ATCO B.E.2559 Clause 5 (4)*  *CAAT-AMO B.E.2551 Clause 5 (7)* |  |  |  |  |  |  |  |  |  |
| 12 | A documentary evidence exhibiting information pertaining to the testing area, tesing facilities, and testing equipment that are suitable and adequate in accordance with the size of the Language Proficiency Testing Center | *CAAT-LPC B.E.2561 Clause 6 (4) - (5)* |  |  |  |  |  |  |  |  |  |
| 13 | Documents concerning the training course to be applied for approval. | *CAAT-ATO.B.E.2562, Section 1 Clause 6 (10)*  *CAAT-ATC Course Approval B.E.2559 Clause 4 and Clause 5 (2)*  *CAAT-AMO B.E.2551 Clause 5 (5)*  **Note:** AMO Training Course to be applied, could be contained in TPM. |  |  |  |  |  |  |  |  |  |
| 14 | The evidence of CV/Resume of key personnel including,  a) Accountable Executive  b) Head of Training  c) Instructional Services Manager  d) Quality Manager  e) Maintenance Manager  f) Safety Manager  g) Instruction Personnel, which shall at least consist of theoretical knowledge instructors and flight instructors  h) Evaluator | *CAAT-ATO.B.E.2562, Section 1 Clause 6 (11)* |  |  |  |  |  |  |  |  |  |
| 15 | The evidence of CV/Resume of key personnel including,  a) Accountable Executive  b) Instruction Personnel | *CAAT-ATCO B.E.2559 Clause 5 (4)*  *CAAT-AMO B.E.2551 Clause 4 (5)* |  |  |  |  |  |  |  |  |  |
| 16 | The evidence of CV/Resume and qualification of key personnel including,  a) Accountable Executive  b) Interlocutor and Rater | *CAAT-LPC B.E.2561 Clause 6 (3)* |  |  |  |  |  |  |  |  |  |
| 17 | Approval letter for the training area. | *CAAT-ATO.B.E.2562, Section 1 Clause 6 (3)*  *CAAT-ATCO B.E.2559 Clause 5 (2)*  *CAAT-AMO B.E.2551 Clause 4 (3)*  *CAAT-LPC B.E.2561 Clause 5 (5)* |  |  |  |  |  |  |  |  |  |
| **General Comments:** | | | | | | | | | | | |