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| **THE CIVIL AVIATION AUTHORITY OF THAILAND****CHECKLIST FOR PHASE III (DOCUMENT REVIEW) 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 Approved Manuals** | **DD MMM YYYY** | **Date of Phase III Acceptance** | **DD MMM YYYY** |
| **FOR CAAT OFFICIALS** |
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| --- | --- | --- | --- |
| **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: DOCUMENT REVIEW 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 | Official Letter to notify the Approval of Manual including with Qualification Requirements and Documentary Evidence. | *CAAT-ATO.B.E.2562, Section 1 Clause 7 (1) – (2)**CAAT-ATCO B.E.2559 Clause 7**CAAT-AMO B.E.2551 Clause 6**CAAT-LPC B.E.2561 Clause 7 (3)**Record Keeping and Document Management System Procedure, issue 05, revision 00, Page 2-4, Item 2.6.1.3. Document Evaluation Phase* |  |  |  |  |  |  |  |  |  |
| 2 | Approved Training Procedure Manual (TPM) or Approved Language Proficiency Testing Procedures Manual (LPC-TPM) including with,1. CAAT approved letter
2. Sign complete checklist for approve TPM / LPC-TPM
3. Evidence of closing finding in Centrik
4. A Copy of approved TPM / LPC-TPM
 | *CAAT-ATO.B.E.2562, Section 1 Clause 7 (3)**CAAT-ATCO B.E.2559 Clause 7**CAAT-AMO B.E.2551 Clause 6**CAAT-LPC B.E.2561 Clause 7 (3)**Record Keeping and Document Management System Procedure, issue 05, revision 00, Page 2-4, Item 2.6.1.3. Document Evaluation Phase* |  |  |  |  |  |  |  |  |  |
| 3 | Approved Safety Management System Manual (SMS) including with,1. CAAT approved letter
2. Sign complete checklist for approve SMS
3. Evidence of closing finding in Centrik
4. A Copy of approved SMS
 | *CAAT-ATO.B.E.2562, Section 1 Clause 7 (3)**Record Keeping and Document Management System Procedure, issue 05, revision 00, Page 2-4, Item 2.6.1.3. Document Evaluation Phase* |  |  |  |  |  |  |  |  |  |
| 4 | Approved Quality Management System Manual (QMS) including with,1. CAAT approved letter
2. Sign complete checklist for approve QMS
3. Evidence of closing finding in Centrik
4. A Copy of approved QMS
 | *CAAT-ATO.B.E.2562, Section 1 Clause 7 (3)**Record Keeping and Document Management System Procedure, issue 05, revision 00, Page 2-4, Item 2.6.1.3. Document Evaluation Phase***Note:** The detail of QMS of ATCO, AMO, and LPC could be contained in TPM / LPC-TPM. |  |  |  |  |  |  |  |  |  |
| 5 | Approved Record-Keeping System Manual including with,1. CAAT approved letter
2. Sign complete checklist for approve Record-Keeping System Manual
3. Evidence of closing finding in Centrik
4. A Copy of approved Record-Keeping System Manual
 | *CAAT-ATO.B.E.2562, Section 1 Clause 7 (3)**Record Keeping and Document Management System Procedure, issue 05, revision 00, Page 2-4, Item 2.6.1.3. Document Evaluation Phase***Note:** The detail of Record- Keeping System of ATCO, AMO, and LPC could be contained in TPM / LPC-TPM. |  |  |  |  |  |  |  |  |  |
| 6 | Approved Training Course Manuals including with,1. CAAT approved letter
2. Sign complete checklists for approve each Training Course Manuals
3. Evidence of closing finding in Centrik
4. A Copy of each approved Training Course Manuals
 | *CAAT-ATO.B.E.2562, Section 1 Clause 7 (3)**CAAT-ATC Course Approval B.E.2559 Clause 7**CAAT-AMO B.E.2551 Clause 6**Record Keeping and Document Management System Procedure, issue 05, revision 00, Page 2-4, Item 2.6.1.3. Document Evaluation Phase* |  |  |  |  |  |  |  |  |  |
| **General Comments:** |