|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **THE CIVIL AVIATION AUTHORITY OF THAILAND**  **CHECKLIST FOR PHASE IV (ON-SITE AUDIT) ACCEPTANCE** | | | | |
| **Name of Training Organisation:** | |  | | |
| **Office Address:** |  | | | |
| **Main Base Address:** |  | | | |
| **Type of Organisation:** | **LPC**  **ATCO**  **FTO**  **AMO** | | | |
| **Approved Course:** | ***…………………………………………………………..………………………………………………………….. …..………………………………………………………***  ***…………………………………………………………..………………………………………………………….. …..………………………………………………………***  ***………………………………………………………..…………………………………………………………….. …..………………………………………………………*** | | | |
| **Accountable Manager**  **Email:**  **Tel:** |  | | **Key Contact Person:**  **Email:**  **Tel:** |  |
| **Date of On-Site Audit:** | **DD MMM YYYY - DD MMM YYYY** | | **Date of Phase IV 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: ON-SITE AUDIT 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 | Audit Permission Letter that signed by the Director General | *Record Keeping and Document Management System Procedure, issue 05, revision 00, Page 2-5, Item 2.6.1.4. Inspection Phase* |  |  |  |  |  |  |  |  |  |
| 2 | Receipt of Audit Fee issued by CAAT (FAB) | *Record Keeping and Document Management System Procedure, issue 05, revision 00, Page 2-5, Item 2.6.1.4. Inspection Phase* |  |  |  |  |  |  |  |  |  |
| 3 | Audit Notification and Audit Schedule | *Record Keeping and Document Management System Procedure, issue 05, revision 00, Page 2-5, Item 2.6.1.4. Inspection Phase* |  |  |  |  |  |  |  |  |  |
| 4 | Complete Audit Checklist  **Note:**  1.FTO: PEL-TO-CK-011  2. ATCO; PEL-TO-CK-002  3. AMO: PEL-TO-CK-034  4. LPC: PEL-TO-CK-009 | *Record Keeping and Document Management System Procedure, issue 05, revision 00, Page 2-5, Item 2.6.1.4. Inspection Phase* |  |  |  |  |  |  |  |  |  |
| 5 | Signed Audit Report (Findings) | *Record Keeping and Document Management System Procedure, issue 05, revision 00, Page 2-5, Item 2.6.1.4. Inspection Phase* |  |  |  |  |  |  |  |  |  |
| 6 | Evidence of Closing Finding in Centrik | *Record Keeping and Document Management System Procedure, issue 05, revision 00, Page 2-5, Item 2.6.1.4. Inspection Phase* |  |  |  |  |  |  |  |  |  |
| **General Comments:** | | | | | | | | | | | |