|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **THE CIVIL AVIATION AUTHORITY OF THAILAND**  **CHECKLIST FOR PHASE V (Certification) ACCEPTANCE** | | | | |
| **Name of Training Organisation:** | |  | | |
| **Office Address:** |  | | | |
| **Main Base Address:** |  | | | |
| **ATO Certificate No.** | ***ORG – FTO - No. xx / ORG – ATCO – No. xx / ORG – AMO – No. xx / ORG – LPC – No. xx*** | | | |
| **Approved Course:** | ***…………………………………………………………..………………………………………………………….. …..………………………………………………………***  ***…………………………………………………………..………………………………………………………….. …..………………………………………………………***  ***………………………………………………………..…………………………………………………………….. …..………………………………………………………*** | | | |
| **Accountable Manager**  **Email:**  **Tel:** |  | | **Key Contact Person:**  **Email:**  **Tel:** |  |
| **Date of Issue Certificate:** | **DD MMM YYYY** | | **Date of Phase V 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: APPROVAL AND CERTIFICATION 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 approved training organization certificate and training specification issued by CAAT. | *- CAAT-ATO.B.E.2562, Section 1 Clause 7*  *- Record Keeping and Document Management System Procedure, issue 05, revision 00, Page 2-4, Item 2.6.1.5 Certification Phase* |  |  |  |  |  |  |  |  |  |
| 2 | Certificate of Approved Training Organization and Training Specification (if any). | *- CAAT-ATO.B.E.2562, Section 1 Clause 7*  *- Record Keeping and Document Management System Procedure, issue 05, revision 00, Page 2-4, Item 2.6.1.5 Certification Phase* |  |  |  |  |  |  |  |  |  |
| 3 | Receipt of Certification Fee issued by CAAT (FAB) | *Record Keeping and Document Management System Procedure, issue 05, revision 00, Page 2-4, Item 2.6.1.5 Certification Phase* |  |  |  |  |  |  |  |  |  |
| 4 | Complete Checklist of Phase 1 to Phase 4 Acceptance | *- CAAT-ATO.B.E.2562, Section 1 Clause 7*  *- Record Keeping and Document Management System Procedure, issue 05, revision 00, Page 2-4, Item 2.6.1.5 Certification Phase* |  |  |  |  |  |  |  |  |  |
| **General Comment:** | | | | | | | | | | | |