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| **PERSONNEL LICENSING DEPARTMENT**  **CHECKLIST FOR REQUALIFICATION/REFRESHER COURSE APPROVAL** |
| **Course Title:** REQUALIFICATION/REFRESHER **:**  **Name of Organisation: Date Submitted: .**  ***Signature: (ATO Representative)***  **( )**  **Name – Surname** |
| **Official Use Only** |
| **Verification Result:** **🞏 Accept 🞏 Reject** |
| **This compliance check form has been verified by:**  ***Signature: (PEL-ATO Inspector)***  **( )**  **Name – Surname** |
| **Date Completed: / / .** |

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| **Instructions**   1. Applicant is to conduct a self-assessment as part of its compliance check by making ‘X’ in either Yes or No column and by providing manual references into the ‘Compliance checked by applicant’.   **‘Yes’** shall be marked if contents/details are given. The applicant shall provide manual reference into the **‘Reference’** column.  **‘No’** shall be marked if contents/details are not given.  **‘N/A’** shall be indicated in the **‘Reference’** column if it does not apply to a particular requirement.   1. For official use: Each checklist item shall be assessed and given a result either **‘Satisfactory-(S)’, ‘Unsatisfactory-(U)’ or ‘N/A’**   **‘Satisfactory’** shall be given if the applicant is able to provide valid contents and details that comply with the requirements.  **‘Unsatisfactory’** shall be given if the applicant is not comply with the requirement.  **‘N/A’** shall be given to indicate when information in a certain table cell is not provided, either it does not apply to a question or because the answer is not available |

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| **The requirements of Notification of the Civil Aviation Authority of Thailand on the Certification of Aviation Training Organization and Courses B.E.2562** | | | | | | | | |
| No | Requirements | Compliance Checked by Applicant | | | CAAT Officials Use Only | | | |
| Yes | No | Course Manual Reference | S | U | N/A | Remarks |
|  | Course Title, Course Objective and Course Expectation |  |  |  |  |  |  |  |
|  | Person responsible for the course |  |  |  |  |  |  |  |
|  | Instructor qualifications |  |  |  |  |  |  |  |
|  | Trainees’ entry qualification |  |  |  |  |  |  |  |
|  | Training course outline (structure of theoretical and practical training) |  |  |  |  |  |  |  |
|  | Course contents (subjects, topics and learning hours) |  |  |  |  |  |  |  |
|  | Course timetable, duration and limitation |  |  |  |  |  |  |  |
|  | Syllabus, lesson plan and course management/development |  |  |  |  |  |  |  |
|  | Training methods, training materials, documents, and equipment |  |  |  |  |  |  |  |
|  | Measurement and assessment |  |  |  |  |  |  |  |
|  | Instructor names list with qualification, education, and experiences |  |  |  |  |  |  |  |
|  | Details of training equipment and facilities i.e. location, airports, routes,  Classrooms, Briefing-area, |  |  |  |  |  |  |  |
|  | Aircraft, FSTD, maintenance and relevant equipment/material |  |  |  |  |  |  |  |
|  | Example of certificate |  |  |  |  |  |  |  |

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| **1. Refresher** (expired license/rating) | | | | | | | |
| **1.1 “Refresher 1”** (expired more than 90 days but not more than 1 year) | | | | | | | |
| **1.1.1 Theoretical Knowledge** | |  | Course Reference | S | U | N/A | Remarks |
| 1 | Air laws | RCAB 89 - 3 |  |  |  |  |  |
| 2 | Aircraft System | RCAB 89 - 3 |  |  |  |  |  |
| 3 | Weight and Balance | RCAB 89 - 3 |  |  |  |  |  |
| 4 | Aircraft Performance | RCAB 89 - 3 |  |  |  |  |  |
| 5 | Aerodynamics | RCAB 89 - 3 |  |  |  |  |  |
| 6 | Normal Procedure | RCAB 89 - 3 |  |  |  |  |  |
| 7 | Abnormal and Emergency Procedure | RCAB 89 - 3 |  |  |  |  |  |
| 8 | Flight planning, Weather, Notam, CRM, TEM and Others | RCAB 89 - 3 |  |  |  |  |  |
|  |  | (minimum 8 hours) | Total Hours |  |  |  |  |
| **1.1.2 Practical Training** | | | | | | | |
| 1 | Familiarisation/Normal Operation | RCAAT 15 – 13 |  |  |  |  |  |
| 2 | General Handling/Airwork | RCAAT 15 – 13 |  |  |  |  |  |
| 3 | Abnormal/Emergency | RCAAT 15 – 13 |  |  |  |  |  |
| 4 | Instrument Flying | RCAAT 15 – 13 |  |  |  |  |  |
| 5 | Navigation | RCAAT 15 – 13 |  |  |  |  |  |
| 6 | Others… |  |  |  |  |  |  |
| 7 | Assessment |  |  |  |  |  |  |
|  |  | (minimum 5 hours) | Total Hours |  |  |  |  |

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| **1.2 “Refresher 2”** (expired more than 1 year but not more than 2 years) | | | | | | | |
| **1.2.1 Theoretical Knowledge** | |  | Course References | S | U | N/A | Remarks |
| 1 | Air laws | RCAB 89 - 3 |  |  |  |  |  |
| 2 | Aircraft System | RCAB 89 - 3 |  |  |  |  |  |
| 3 | Weight and Balance | RCAB 89 - 3 |  |  |  |  |  |
| 4 | Aircraft Performance | RCAB 89 - 3 |  |  |  |  |  |
| 5 | Aerodynamics | RCAB 89 - 3 |  |  |  |  |  |
| 6 | Normal Procedure | RCAB 89 - 3 |  |  |  |  |  |
| 7 | Abnormal and Emergency Procedure | RCAB 89 - 3 |  |  |  |  |  |
| 8 | Flight planning, Weather, Notam, CRM, TEM and Others | RCAB 89 - 3 |  |  |  |  |  |
|  |  | (minimum 12 hours) | Total Hours |  |  |  |  |
| **1.2.2 Practical Training** | | | | | | | |
| 1 | Familiarisation/Normal Operation | RCAAT 15 – 13 |  |  |  |  |  |
| 2 | General Handling/Airwork | RCAAT 15 – 13 |  |  |  |  |  |
| 3 | Abnormal/Emergency | RCAAT 15 – 13 |  |  |  |  |  |
| 4 | Instrument Flying | RCAAT 15 – 13 |  |  |  |  |  |
| 5 | Navigation | RCAAT 15 – 13 |  |  |  |  |  |
| 6 | Others… |  |  |  |  |  |  |
| 7 | Assessment |  |  |  |  |  |  |
|  |  | (minimum 7 hours) | Total Hours |  |  |  |  |

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| **1.3 “Refresher 3”** (expired more than 2 year but not more than 4 years) | | | | | | | |
| **1.3.1 Theoretical Knowledge** | |  | Course References | S | U | N/A | Remarks |
| 1 | Air laws | RCAB 89 - 3 |  |  |  |  |  |
| 2 | Aircraft System | RCAB 89 - 3 |  |  |  |  |  |
| 3 | Weight and Balance | RCAB 89 - 3 |  |  |  |  |  |
| 4 | Aircraft Performance | RCAB 89 - 3 |  |  |  |  |  |
| 5 | Aerodynamics | RCAB 89 - 3 |  |  |  |  |  |
| 6 | Normal Procedure | RCAB 89 - 3 |  |  |  |  |  |
| 7 | Abnormal and Emergency Procedure | RCAB 89 - 3 |  |  |  |  |  |
| 8 | Flight planning, Weather, Notam, CRM, TEM and Others | RCAB 89 - 3 |  |  |  |  |  |
|  |  | (minimum 16 hours) | Total Hours |  |  |  |  |
| **1.3.2 Practical Training** | | | | | | | |
| 1 | Familiarisation/Normal Operation | RCAAT 15 – 13 |  |  |  |  |  |
| 2 | General Handling/Airwork | RCAAT 15 – 13 |  |  |  |  |  |
| 3 | Abnormal/Emergency | RCAAT 15 – 13 |  |  |  |  |  |
| 4 | Instrument Flying | RCAAT 15 – 13 |  |  |  |  |  |
| 5 | Navigation | RCAAT 15 – 13 |  |  |  |  |  |
| 6 | Others… |  |  |  |  |  |  |
| 7 | Assessment |  |  |  |  |  |  |
|  |  | (minimum 9 hours) | Total Hours |  |  |  |  |

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| **2 Requalification** (Flight Instructor experience lapsed more than 12 months) | | | | | | | |
| **2.1 Theoretical Knowledge** | | | Course References | S | U | N/A | Remarks |
| 1 | Learning process | RCAB 89 - 3 |  |  |  |  |  |
| 2 | Classroom teaching technique and In-flight teaching technique | RCAB 89 - 3 |  |  |  |  |  |
| 3 | Student assessment, test and training philosophy | RCAB 89 - 3 |  |  |  |  |  |
| 4 | Training program development and lesson planning | RCAB 89 - 3 |  |  |  |  |  |
| 5 | Training materials and Student’s error analysis and correction | RCAB 89 - 3 |  |  |  |  |  |
| 6 | Human performance relating to flight instruction and TEM | RCAB 89 - 3 |  |  |  |  |  |
| 7 | Dangerous of FSTD and Aircraft system failures | RCAB 89 - 3 |  |  |  |  |  |
| 8 | Flight planning, Weather, Notam, CRM, TEM and Others | RCAB 89 - 3 |  |  |  |  |  |
|  |  | (minimum 8 hours) | Total Hours |  |  |  |  |
| **2.2 Practical Training** | | | | | | | |
| 1 | Familiarisation / Normal Operations | RCAAT 7 - 12 |  |  |  |  |  |
| 2 | General Handling / Airwork | RCAAT 7 – 12 |  |  |  |  |  |
| 3 | 2 self-Takeoff/Landing and 2 instruction Takeoff/Landing | RCAAT 7 – 12 |  |  |  |  |  |
| 4 | In-flight teaching demonstration | RCAAT 7 – 12 |  |  |  |  |  |
| 5 | error analysis and correction | RCAAT 7 – 12 |  |  |  |  |  |
| 6 | Assessment and briefing | RCAAT 7 – 12 |  |  |  |  |  |
|  | (minimum 2 hours on aircraft, 4 hours on FSTD) | | Total Hours |  |  |  |  |

References : Regulation of the Civil Aviation Board No. 89 Relating to the Qualifications of Personnel Applicants B.E.2559

: Notification of the Civil Aviation Authority of Thailand on the Certification of Aviation Training Organization and Courses B.E.2562

: Rule of Civil Aviation Authority of Thailand No.15 Relating to License issuance and endorsement B.E.2562

: Rule of Civil Aviation Authority of Thailand No.30 Relating to License conversion B.E.2563

: Regulation of the Civil Aviation Authority of Thailand No.7 Relating to License Privilege B.E.2561