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| **PERSONNEL LICENSING DEPARTMENT**  **CHECKLIST FOR RECURRENT COURSE APPROVAL** |
| **Course Title:** RECURRENT  **:**  **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 |  |  |  |  |  |  |  |

| No | Requirements | Regulation | Checked by Applicant | | CAAT Officials Use Only | | | | | | |
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| References | | S | | U | | N/A | | Remarks |
| **1)** **Recurrent A** (Valid licence /rating) | | | | | | | | | | | |
| **1.1 Classroom and Briefing** | | | | | | | | | | | |
| 1 | Aircraft System and Performance | RCAB 89 - 3 | |  | |  | |  | |  |  |
| 2 | Normal, Abnormal and Emergency Procedures | RCAB 89 - 3 | |  | |  | |  | |  |  |
| 3 | Flight planning, Weather, Notam, CRM and TEM | RCAB 89 - 3 | |  | |  | |  | |  |  |
| 4 | Others… |  | |  | |  | |  | |  |  |
|  |  | (minimum 1 hour) | | Total Hours | |  | |  | |  |  |
| **1.2 Practical Training** | | | | | | | | | | | |
| 1 | Familiarisation/Normal Operation | RCAAT 7 – 8 | |  | |  | |  | |  |  |
| 2 | Takeoff/Landing | RCAAT 7 – 8 | |  | |  | |  | |  |  |
| 3 | Others… |  | |  | |  | |  | |  |  |
|  |  |  | | Total Hours | |  | |  | |  |  |

**Note** : Recurrent A (Adaptive) is flexible. The minimum hour is not specified. ATOs may design course minimum hour, time condition (day or night),

flight rule (VFR or IFR) as appropriate with authority agreement.

| No | Requirements | Regulation | Checked by Applicant | | CAAT Officials Use Only | | | | | | |
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| References | | S | | U | | N/A | | Remarks |
| **2)** **Recurrent E** (licence /rating **E**xpired not more than 90 days) | | | | | | | | | | | |
| **2.1 Theoretical Knowledge** | | | | | | | | | | | |
| 1 | Aircraft System | RCAB 89 - 3 | |  | |  | |  | |  |  |
| 2 | Weight and Balance | RCAB 89 - 3 | |  | |  | |  | |  |  |
| 3 | Aircraft Performance | RCAB 89 - 3 | |  | |  | |  | |  |  |
| 4 | Normal, Abnormal and Emergency Procedure | RCAB 89 - 3 | |  | |  | |  | |  |  |
| 5 | Flight planning, Weather, Notam, CRM and TEM | RCAB 89 - 3 | |  | |  | |  | |  |  |
| 6 | Others… | RCAB 89 - 3 | |  | |  | |  | |  |  |
|  |  | (minimum 6 hours) | | Total Hours | |  | |  | |  |  |
| **2.2 Practical Training** | | | | | | | | | | | |
| 1 | Familiarisation/Normal Operation | RCAAT 7 – 8 | |  | |  | |  | |  |  |
| 2 | General Handling/Airwork | RCAAT 7 – 8 | |  | |  | |  | |  |  |
| 3 | 3 Takeoff/Landing | RCAAT 7 – 8 | |  | |  | |  | |  |  |
| 4 | Normal, Abnormal and Emergency Procedure | RCAAT 7 – 8 | |  | |  | |  | |  |  |
| 5 | Others… | RCAAT 15 – 13 | |  | |  | |  | |  |  |
|  |  | (minimum 3 hours) | | Total Hours | |  | |  | |  |  |

| No | Requirements | Regulation | Checked by Applicant | | CAAT Officials Use Only | | | | | | |
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| References | | S | | U | | N/A | | Remarks |
| **3)** **Recurrent IR** (Instrument experience lapsed more than 180 days) | | | | | | | | | | | |
| **3.1 Theoretical Knowledge** | | | | | | | | | | | |
| 1 | Air laws and Aircraft General concerning for IFR | RCAB 89 - 3 | |  | |  | |  | |  |  |
| 2 | Aircraft Performance and Flight Planning for IFR | RCAB 89 - 3 | |  | |  | |  | |  |  |
| 3 | Human factor for Instrument flying and TEM | RCAB 89 - 3 | |  | |  | |  | |  |  |
| 4 | Meteorology and IFR Operations procedures | RCAB 89 - 3 | |  | |  | |  | |  |  |
| 5 | Instrument Navigation (Nav aids ident and use, SID-STAR & Approaches) | RCAB 89 - 3 | |  | |  | |  | |  |  |
| 6 | Others… |  | |  | |  | |  | |  |  |
|  |  | (minimum 4 hours) | | Total Hours | |  | |  | |  |  |
| **3.2 Practical Training** | | | | | | | | | | | |
| 1 | IFR flight with instructor | RCAAT 7 – 10 | |  | |  | |  | |  |  |
| 2 | 3 hours of Instrument flying | RCAAT 7 – 10 | |  | |  | |  | |  |  |
| 3 | 3 Instrument approaches | RCAAT 7 – 10 | |  | |  | |  | |  |  |
|  |  | (minimum 3 hours) | | Total Hours | |  | |  | |  |  |

| No | Requirements | Regulation | Checked by Applicant | | CAAT Officials Use Only | | | | | | |
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| References | | S | | U | | N/A | | Remarks |
| **4)** **Recurrent Night** (Night experience lapsed more than 90 days) | | | | | | | | | | | |
| **4.1 Briefing** | | | | | | | | | | | |
| 1 | Aircraft System and Performance | RCAB 89 - 3 | |  | |  | |  | |  |  |
| 2 | Normal, Abnormal and Emergency Procedures | RCAB 89 - 3 | |  | |  | |  | |  |  |
| 3 | Flight planning, Weather, Notam, CRM and TEM | RCAB 89 - 3 | |  | |  | |  | |  |  |
| 4 | Others… |  | |  | |  | |  | |  |  |
|  |  | (minimum 1 hours) | | Total Hours | |  | |  | |  |  |
| **4.2 Practical Training** | | | | | | | | | | | |
| 1 | Familiarisation/Normal Operation | RCAAT 7 – 8 | |  | |  | |  | |  |  |
| 2 | 3 night Takeoff/Landings | RCAAT 7 – 11 | |  | |  | |  | |  |  |
| 3 | Others… |  | |  | |  | |  | |  |  |
|  |  | (minimum 1 hours) | | 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 Licence issuance and endorsement B.E.2562

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

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