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02	00	30-Jul-2021	Thida S, Orakanit C. Tanate D., Iratrachar A. and Sasiwan A.
02	01	14-Dec-2022	Thida S, Orakanit C. and Iratrachar A.
02	02	15-Jun-2023	Orakanit C., Tanate D. and Iratrachar A.

0.4 Revision Highlights

Area of Changed	Amendment Summary
Chapter 4 Licensing	Add item 4.7 Confirmation of Validity of a Licence Issued by CAA Thailand Procedures
Chapter 5 Traning Organization and Language Proficiency Testing Center	Add/Revise the following items: - 5.1 Approval of Traning Organization and Language Proficiency Testing Center (LPC) Procedure; - 5.2 Approval of Training Courses Procedure; - 5.3 Approval of Simulation Training Device Procedure; - 5.4 Issuance of Instructor Certificate Procedure; - Add 5.5 Issuance of On-the-Job Training Instructor Certificate Procedure;; - Add 5.6 Issuance of the Formal Letter for Qualified Instructor (ATO Type Rating Instructor); - Add 5.8 Monitoring and Assessment Procedures for The Achievement of the Tasks Performed and the Management Process Against Target Failure
Chapter 6 Examiner	Revise item 6.1 Level of Authorization

0.5 Distribution List

Type of Document	Distributed To
Electronic Document	Personnel Licensing Department Staff

0.6 Administration

0.6.1 Control of Manual

Document and Records Management System (DRMS) is developed to ensure full alignment all records and amendments to it. The respective Department Manager shall ensure that this manual contains legible and accurate information. Whereas, QAD shall ensure that this manual is presented in a format the meets corporate standards and is available in DRMS.

0.6.2 Amendment and Revision

Whenever there is a significant change, a new manual issuance is required. Minor amendments shall be issued in the form of revision with effective pages being reviewed not later than the effective date. A vertical black line is required on the left-hand side of the page identifying the change of this revision.

Significant changes are extensive revisions necessitating a complete re-issuance when involving significant changes in organization, responsibility, guidelines, policy or procedures including substantial format change.

Minor changes are affected some contents in provision, the revision can be made to the corresponding page.

Manual custodian shall record the details of revision and indicate their name with initial last name in the Records of Revision.

0.6.3 Users' Feedback

All concerned personnel shall be familiar with the contents of this manual, at least as these pertain to their duties, and to adhere at all times to the policies, processes and procedures laid down in this manual. Any deviations or feedback should be reported to Personnel Licensing Department.

0.7 List of Associated Documents

There are some associated documents in the provision of this manual, as listed below:

Document Reference No.	Name of Document	Applicable to
CAAT-HRD-JD(TH)	Job Description Handbook	All CAAT Staff
CAAT-HRD-TNP	Training Programme	All CAAT Staff
CAAT-LEG-CARD	คู่มือปฏิบัติงานการพัฒนากฎระเบียบด้านการบินพลเรือน	All CAAT Staff
CAAT-LEG-SAM	Manual for ICAO SARPs Management and Development of Legal Framework for Regulatory Oversight	All CAAT Staff
CAAT-PEL-GM01-AMEGM	Aircraft Maintenance Engineer Licence Training and Skill Tests Guidance Material	PEL Staff
CAAT-PEL-ATCSM	Air Traffic Controller Skill Examination Manual	PEL Staff
CAAT-PEL-OEP	Oversight and Enforcement Procedure	PEL Staff
CAAT-PEL-PEM	Piot Examination Manual	PEL Staff
CAAT-PEL-RDMSP	Record-Keeping and Document Management System Procesure	PEL Staff
CAAT-QAD-IAAP	Inspector Appointment and Authorization Procedure	All CAAT Staff

0.8 Definitions and Acronyms

0.8.1 Definitions

Definitions are prescribed in each particular chapter

0.8.2 Acronyms and Abbreviations

Acronyms and abbreviations are prescribed in each particular chapter