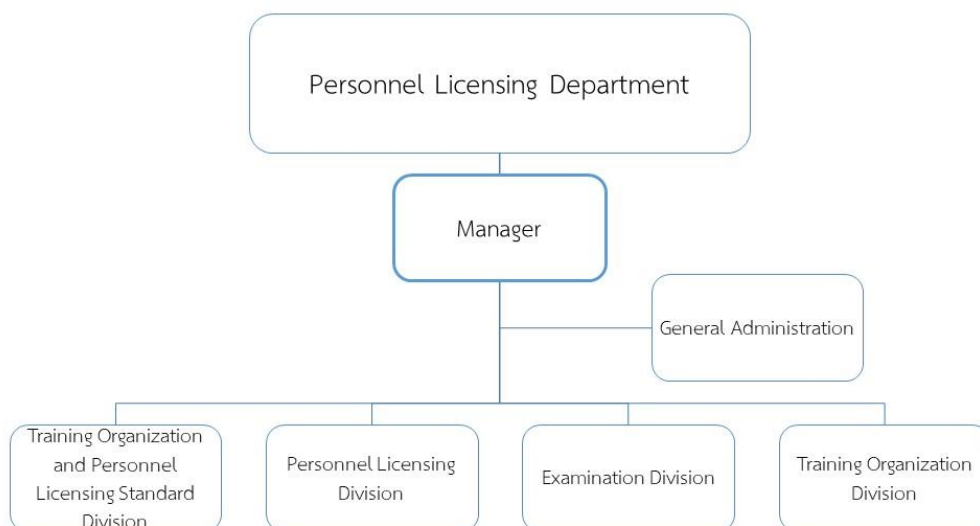


## 2. DEPARTMENT ORGANIZATION

### 2.1 Department Organization Chart



## 2.2 Duties, Responsibilities and Authorities

Refer to Order of the Civil Aviation Authority of Thailand No. 72/2565 Segregation of Functions and Delegation of Power, Personnel Licensing Department (PEL) have roles and responsibilities as follows:

- a) Study, analyze and develop standard, laws, rules, regulations and propose recommendations on the establishment of standards and rules as well as procedures, manuals and guidelines related to personnel licensing and the licensing relevant activities;
- b) Consider and propose recommendations on the ICAO standards in relation to personnel licensing;
- c) Propose recommendations on policies and procedures in relation to theoretical and practical examination of licence holders;
- d) Issue, revalidate and approve of language proficiency and endorsement of the licence which issued by ICAO or contracting state;
- e) Qualify approved training organization (ATO), language proficiency organization (LPO), flight simulation training devices and examiners. Continued surveillance to ensure that ATO, LPO, flight simulation training devices and examiners are complied with the CAAT's regulations and standards;
- f) Control profile of license holders, certificate of licenses. Establish and maintain personal training records;
- g) Manage works, projects and tasks in relation to CAAT's strategic plan to achieve the target;
- h) As a risk owner or joint owner, ensure that the risk under PEL responsibilities is managed appropriately; and
- i) Work in collaboration with or in support of other functions as assigned by DG.

## 2.3 Manager of Personnel Licensing Department

The duties, responsibilities and authorities of PEL Manager are:

- a) To develop strategies, work plan, study and analyse both international and Thai legislation rules regulations and standards in order to set guidelines for revising/ developing/ drafting rules, regulations, standards, and guidance materials related to personnel licensing, aviation medicine, issuing of licence, certificates and relevant activities.
- b) Consider and propose recommendations on the ICAO standards in relation to personal licensing.
- c) Propose recommendations on policies and procedures in relation to theoretical and practical examination of licence holders.
- d) Propose recommendations on aeromedical operation to be in line with standards.
- e) Supervise issuing, revalidating and approving of language proficiency and endorsement of the licence which issued by ICAO or contracting state.
- f) Qualify approved training organization (ATO), language proficiency organization (LPO), flight simulation training devices and examiners. Continued surveillance to ensure that ATO, LPO, flight simulation training devices and examiners are complied with the CAAT's regulations and standards.
- g) Control the document keeping system of personal profiles of licence holders, certification of licenses and conversion of licence.
- h) Supervise the work in collaboration with or in support of other functions as assigned by DG.
- i) Advise and support PEL officer to ensure efficiency of works.
- j) Supervise PEL officer to ensure accomplishment of mission and supervise PEL officer development plan.
- k) As a risk owner or a joint owner of the risk, ensure that the risk under PEL responsibilities is managed appropriately.
- l) Work in collaboration with or in support of other functions as assigned by DG.

### 2.3.1 Authorities

Refer to Order of The Civil Aviation Authority of Thailand No. 91/2565 regarding Delegation of Certain Authorities to Manager, Assignment of order and perform functions and Action for Director General of the Civil Aviation Authority of Thailand, Manager of Personnel Licensing Department action for Director General of the Civil Aviation Authority of Thailand and have an authority to sign in document as follows:

- i. the document in order to contact with the related organizations for an issue relating to an issuance of personnel licences. For example, an official letter to approved aeromedical centres in order to get a medical examination or an official letter to conduct the practical test;
- ii. Validate personnel licences issued by a contracting state or by a state entering into an agreement with Thailand;
- iii. Announce the result of theoretical examination for personnel licensing;
- iv. Issue and renewal of Flight Instructor certificate;
- v. Approve the result of flight simulator test;
- vi. Approve the result of air traffic control simulator test;
- vii. Issue of Designated Check Pilot (DCP) and Designated Air Traffic Controller Assessor (DATCA) certificate;
- viii. Approve training manual and course manual;
- ix. Approve a manual of skill test for Aircraft Maintenance Engineer Licence (AMEL); and
- x. Issue Crew Member Certificate (CMC).

Refer to Order of The Civil Aviation Authority of Thailand No.47/2563 regarding Delegation of Competent officer to perform duty under the Air Navigation Act, B.E.2497, Manager of Personnel Licensing Department of The Civil Aviation Authority of Thailand is a competent officer as follows:

- i. Issuing personnel licence under Air Navigation Act section 42 and renewing licences, adding ratings, language proficiency, changing information and issuing temporary approvals or special authorizations.
- ii. Validating personnel licences issued by a contracting state or by a state entering into an agreement with Thailand (under Air Navigation Act section 42, paragraph two)
- iii. Ordering the holder of personnel licence to undergo tests by having medical examinations or undergo knowledge and skill tests in theory or practice (under Air Navigation Act section 47)
- iv. Designating doctor to conduct examination and issuing a certificate stating that such Personnel has recovered from the illness or injury under Air Navigation Act section 50, paragraph one.
- v. Authorizing the holder of personnel licence to resume the duty provided that the doctor designated by the Competent Official has conducted an examination and issued a certificate stating that such Personnel has recovered from the illness or injury under Air Navigation Act section 50, paragraph one.
- vi. Requiring the holder of personnel licence to undergo the examination of psychoactive substances usage (under Air Navigation Act section 50/1).
- vii. Detaining the holder of personnel licence who is not willing to be examined or obstructs examination of psychoactive substances usage (under Air Navigation Act section 50/1).
- viii. Converting personnel licence of the holder who holds a personnel licence issued by a State Party to the Convention or a State entering into an agreement with Thailand and who wishes to perform duties on board aircraft registered under Thai Law (under Air Navigation Act section 50/6).

## 2.4 Training Organization and Personnel Licensing Standard Division

The duties, responsibilities and authorities of the Personnel Licensing Standard Division are:

- a) Consider and propose recommendations on the ICAO standards in relation to training organization and personnel licence;
- b) Examine and propose recommendations to establish and review policies, work plans, requirements, work systems, processes and procedures in relation to training organization and personnel licence standards;
- c) Provide counsel on any issues in relation to training organization and personnel licence standards;
- d) Maintaining currency of all regulations, rules, requirements, notifications, regulations interpretation and PEL documents use by PEL staff;
- e) Study, follow up, analyze and develop standards, laws, rules, regulations and propose recommendations on the establishment of standards and rules as well as procedures, manuals and guidelines related to personnel licensing department activities;
- f) Manage works, projects and tasks in relation to CAAT's strategic plan to achieve the target;
- g) As a risk owner or a joint owner of the risk, ensure that the risk under PEL responsibilities is managed appropriately; and
- h) Work in collaboration with or in support of other functions as assigned.

## 2.5 Personnel Licensing Division

The duties, responsibilities and authorities of the Licensing Division are:

- a) Develop procedures relating to personnel licensing activities for licensing staff;
- b) Evaluate applicants' qualifications in relation to an issuance of certificates, issuance of personnel licences, conversion of licences, validation of personnel licences Issued by a Contracting State or by a State Entering into an agreement with Thailand including consultation of the State of licence issue (SOLI) as necessary;
- c) Issue and renewal of licences, endorsement of ratings, language proficiency and the issue of temporary approvals or special authorizations;
- d) Setting up and maintaining an efficient and secure record system for licences, certifications, designations, approvals and authorizations;
- e) Legal proceedings relating to limitation, suspension and revocation of licences;
- f) Consider and propose recommendations on the ICAO standards in relation to personnel licence;
- g) Provide counsel on an issue relating to personnel licence;
- h) Study, analyze and develop standards, laws, rules, regulations;
- i) Manage works, projects and tasks in relation to CAAT's strategic plan to achieve the target;
- j) As a risk owner or a joint owner of the risk, ensure that the risk under PEL responsibilities is managed appropriately; and
- k) Work in collaboration with or in support of other functions as assigned.

## 2.6 Training Organization Division

The duties, responsibilities and authorities of the Training Organization Division are:

- a) Establish standards, criteria, manuals and procedures relevant to an oversight of training organization and training courses;
- b) Consider and propose recommendations on the ICAO standards in relation to training organization and training courses;
- c) Propose policies and an oversight of training organizations and training courses in order to improve civil aviation training efficiency and effectiveness;
- d) Develop and revise courses relating to training organization's emergency response plan;
- e) Approve training organizations and training courses;
- f) Conduct surveillance of an approved training organizations;
- g) Develop training standards and provide necessary recommendations for an improvement of training courses;
- h) Develop surveillance plans of training and other activities that required an authorization including an evaluation of qualifications for an approval of training courses;
- i) Authorize to use Flight Simulation Training Device (FSTD) as a part of training and conduct surveillance of FSTD and other related equipment to ensure compliance;
- j) Provide counsel on an issue relating to training organization standards and training courses;
- k) Study, analyze and develop standards, laws, rules, regulations;
- l) Manage works, projects and tasks in relation to CAAT's strategic plan to achieve the target;
- m) As a risk owner or a joint owner of the risk, ensure that the risk under PEL responsibilities is managed appropriately; and
- n) Work in collaboration with or in support of other functions as assigned.



## 2.7 Examination Division

The duties, responsibilities and authorities of the Examination Division are:

- a) Management of theoretical question bank, test results and database of an applicant for all categories of personnel licences and ratings;
- b) Evaluate applicants' qualifications in relation to an issuance of examiner for practical test certificate and supervise examiner for practical test;
- c) Organize theoretical knowledge examination for issue, renewal of flight crew licence, aircraft maintenance engineer licence, air traffic controller licence and flight operations officer/flight dispatcher licence and endorsement of ratings in the licences;
- d) Provide counsel on an issue relating to an assessment of competence of personnel;
- e) Study, analyze and develop standards, laws, rules, regulations;
- f) Manage works, projects and tasks in relation to CAAT's strategic plan to achieve the target;
- g) As a risk owner or a joint owner of the risk, ensure that the risk under PEL responsibilities is managed appropriately; and
- h) Work in collaboration with or in support of other functions as assigned.

## 2.8 General Administration

Administrative has duty and responsibilities of General Administration are:

- a) Handling PEL correspondence;
- b) Support PEL in terms of budget, finance and asset management;
- c) Collect, records of data and make a report relating to PEL human resource; and
- d) Work in collaboration with or in support of other functions as assigned.

## 2.9 PEL Personnel Qualification and Training Programme

The training needs of PEL staff is described in PEL personnel training programme as defined in Training Programme, CAAT-HRD-TNP.

The qualification requirements are described in the Job Description Handbook, CAAT-HRD-JD(TH).

### 2.9.1 PEL Technical Staff (ASI-PEL)

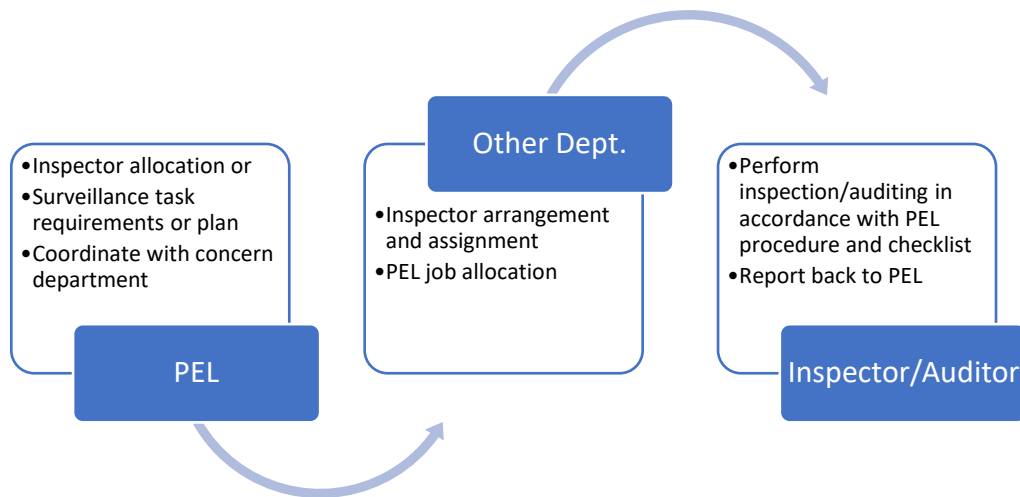
The PEL technical staff means Personnel Licensing Inspector (ASI-PEL) who has been authorized as a competent official, as per CAAT Credential Regulation and Inspector Appointment and Authorization Procedure (CAAT-QAD-IAAP).

### 2.9.2 PEL Staff Other than PEL Technical Staff

Qualifications of PEL staff other than Personnel Licensing Inspector (ASI-PEL) refer to CAAT-HRD-JD(TH)

## 2.10 Technical Staff Sharing with Other Departments

The following diagram describes the coordination between department for technical staff (Inspector) and/or auditor with respect to PEL activities.



## 2.11 Scope of Services of PEL

- (1) Theoretical Examination for Licences;
- (2) Issue, revalidation, renewal, conversion, rendering validation of licences;
- (3) Endorsement of associated ratings;
- (4) Endorsement of Language Proficiency Level
- (5) Certification of Training Organizations, Flight Simulation Training Devices, Language Proficiency Testing Center, Instructor, Examiner, Interlocutor, Rater and other certificates associated with Aeromedical.

### 2.11.1 Types of Licences, Certificates, and Ratings

- a) Flight Crew (Pilots)
  - (1) Student Pilot Licence
  - (2) Private Pilot Licence (aeroplane, helicopter & airship & powered-lift)
  - (3) Multi-Crew Pilot Licence
  - (4) Commercial Pilot Licence (aeroplane, helicopter & airship)
  - (5) Airline Transport Pilot Licence (aeroplane, helicopter & airship & powered-lift)
  - (6) Glider Pilot Licence
  - (7) Balloon Pilot Licence
  - (8) Private Pilot Licence for Very Light Aircraft
- b) Personnel other than Flight Crew Members

#### I. Aircraft Maintenance Engineer

- (1) Aircraft Maintenance Engineer Licence

#### II. Air Traffic Controller

- (1) Student Air Traffic Controller Licence
- (2) Air Traffic Controller Licence

#### III. Flight Operations Officer/Flight Dispatcher

- (1) Flight Operations Officer Licence

- c) Other Certificates and Ratings
  - (1) Certificate of Rendering Personnel Licence Valid
  - (2) Endorsement of Ratings
    - Flight Instructor Rating
    - Instrument Rating
    - Type Rating
    - Other ssociated ratings related to licences (Ex. Multi-Engine Rating and etc.)
  - (3) Endorsement of Language Proficiency Level
  - (4) Certification of Training Organizations
  - (5) Certification and Qualification of Flight Simulation Training Devices
  - (6) Certification of Language Proficiency Testing Center
  - (7) Certification of Instructor/Examiner/Interlocutor/Rater
  - (8) Certification of Aeromedical Center/Aeromedical Office
  - (9) Medical Certificate

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