

## 5. TRAINING ORGANIZATION AND LANGUAGE PROFICIENCY TESTING CENTER

### 5.1 Approval of Training Organization and Language Proficiency Testing Center (LPC) Procedure

#### 5.1.1 Objective

To provide procedure for certification of training organization and Language Proficiency Testing Center (LPC)

Language Proficiency Testing Center (LPC) Certificate is the Certificate that indicates that a center or entity approved by the Civil Aviation Authority of Thailand to conduct the test for aviation personnel's English language proficiency

#### 5.1.2 Reference

| Training Organization. | List of Regulations                                                                                                                                |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| FTO                    | Notification of the Civil Aviation Authority of Thailand on the Certification of Aviation Training Organization and Courses B.E.2562               |
|                        | CAAT Requirement No.22/2562 On Reporting Of Civil Aviation Occurrence (If required)                                                                |
|                        | CAAT Requirement No. 32/2563 on Safety Data and Safety Information Protection in Civil Aviation (If required)                                      |
| ATCTO                  | Notification of the Civil Aviation Authority of Thailand on the Certification of Air Traffic Control Training Organization B.E.2559                |
| MTO                    | Notification of the Department of Civil Aviation on Approval of Maintenance Training Organisations and Programs, B.E.2551                          |
| LPC                    | Rules of the Civil Aviation Authority of Thailand on the Approval of Language Proficiency Testing Center for Holders of Personnel Licence B.E.2561 |

### 5.1.3 Definition and Acronyms

| <i>Term</i>  | Definition                                                 |
|--------------|------------------------------------------------------------|
| <i>ATCTO</i> | Air Traffic Control Training Organization                  |
| <i>ATO</i>   | Approved Training Organization (including FTO, MTO, ATCTO) |
| <i>CAAT</i>  | The Civil Aviation Authority of Thailand                   |
| <i>EX</i>    | Examination Division                                       |
| <i>FTO</i>   | Flying Training Organization                               |
| <i>LPC</i>   | Language Proficiency Testing Center                        |
| <i>MTO</i>   | Maintenance Training Organization                          |
| <i>PEL</i>   | Personnel Licensing Department                             |
| <i>PI</i>    | Principle Inspector                                        |
| <i>TO</i>    | Training Organization                                      |

### 5.1.4 Responsibility

|                            |                                                                                                                                                   |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>DG:</i>                 | Responsible in scope of overseeing PEL functions, verifying and approving certificate and manual, this include enforcement implementation         |
| <i>Manager of PEL:</i>     | Responsible in scope of verifying and approving document before proposing to DG                                                                   |
| <i>Head of TO:</i>         | Responsible in scope of delegating responsibilities and supervising the work, verifying and assigning certification team                          |
| <i>Certification Team:</i> | Responsible in scope of performing 5 phases of approval of training organization                                                                  |
| <i>EX:</i>                 | Responsible in the scope of assessing and evaluating the capacity of the testing system, facilities, and qualified language proficiency examiners |
| <i>PI:</i>                 | Responsible to perform task assigned                                                                                                              |
| <i>Lead Auditor:</i>       | Responsible to lead and supervise the certification team to complete the task as per assignment                                                   |

### 5.1.5 Procedure

## 1. ISSUANCE OF APPROVED TRAINING ORGANIZATION (ATO) AND LANGUAGE PROFICIENCY TESTING CENTER (LPC) CERTIFICATE

| No.                              | Detail                                                                                                                                                                                                      | Time   | Responsible person            | Document                                                     |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------------------|--------------------------------------------------------------|
| <b>Phase 1 – Pre-Application</b> |                                                                                                                                                                                                             |        |                               |                                                              |
| 1.                               | Submit documents or Email via official channel to apply for Approved Training Organization (ATO) or language proficiency testing center (LPC)                                                               | 1 Day  | Applicant                     | Letter of intention                                          |
| 2.                               | Manager assign to Head of TO                                                                                                                                                                                |        | Manager / Head of TO Division | Registered Letter of intention                               |
| 3.                               | Appoint the PI                                                                                                                                                                                              |        | Head of TO Division           | Registered Letter of intention                               |
| 4.                               | Schedule phase 1 meeting (Either On-site or Online) and prepare relevant documents                                                                                                                          | 5 Days | PI                            | Invitation via Online Calendar Presentation (PPT, PDF, etc.) |
| 5.                               | Receive invitation for Pre-Application meeting and attend meeting                                                                                                                                           |        | Applicant                     | -                                                            |
| 6.                               | Conduct Pre-Application meeting with the applicant                                                                                                                                                          |        | PI                            | Phase 1 Attendant Sheet Minute of Meeting                    |
| 7.                               | Decision whether to continue the process or not <ul style="list-style-type: none"> <li>● If yes, continue to next step</li> <li>● If no, applicant send discontinue letter or email to notify PI</li> </ul> |        | Applicant                     | Accept or discontinue letter (Document or Email)             |
| 8.                               | Send confirmation letter to proceed to next phase                                                                                                                                                           |        | PI                            | Formal Confirmation Letter via Email                         |
| 9.                               | Inform the applicant to submit the application package via EMPIC                                                                                                                                            |        | PI                            | Refer to topic no. 5.1.2                                     |
| 10.                              | Check completion of Phase 1                                                                                                                                                                                 |        | PI                            | 1. Letter of Intention                                       |

| No.                                 | Detail                                                                      | Time   | Responsible person | Document                                                                                                                                          |
|-------------------------------------|-----------------------------------------------------------------------------|--------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
|                                     |                                                                             |        |                    | 2. Phase 1 attendant sheet<br>3. Phase 1 Minute of Meeting<br>4. Accept or discontinue letter<br>5. Confirmation Letter                           |
| 11.                                 | Store document in official system (DRMS and EMPIC)                          |        | PI                 | 1. Letter of Intention<br>2. Phase 1 attendant sheet<br>3. Phase 1 Minute of Meeting<br>4. Accept or discontinue letter<br>5. Confirmation Letter |
| 12.                                 | Terminate applicant when inactive more than 90 days from the latest contact | -      | PI                 | Formal letter or Email                                                                                                                            |
| <b>Phase 2 – Formal Application</b> |                                                                             |        |                    |                                                                                                                                                   |
| 1.                                  | Submit request for initial ATO approval via EMPIC system                    | -      | Applicant          | Refer to topic no. 5.1.2                                                                                                                          |
| 2.                                  | Cursory review of submitted documents                                       | 3 Days | PI and Team        | Refer to topic no. 5.1.2                                                                                                                          |
| 3.                                  | Check completeness of application package                                   |        | PI and Team        | Refer to topic no. 5.1.2                                                                                                                          |
| 4.                                  | Check completion of phase 2                                                 |        | Certification Team | 1. Formal application<br>2. Relevant document refer to topic no. 5.1.2                                                                            |

| No.                                   | Detail                                                                      | Time       | Responsible person | Document                                                               |
|---------------------------------------|-----------------------------------------------------------------------------|------------|--------------------|------------------------------------------------------------------------|
| 5.                                    | Send confirmation letter to proceed to next phase                           |            | PI                 | Formal Confirmation Letter via Email                                   |
| 6.                                    | Store documents in official system (DRMS and EMPIC)                         |            | Certification Team | 1. Formal application<br>2. Relevant document refer to topic no. 5.1.2 |
| 7.                                    | Terminate applicant when inactive more than 90 days from the latest contact | -          | PI                 | Formal letter or Email                                                 |
| <b>Phase 3 – Documents Evaluation</b> |                                                                             |            |                    |                                                                        |
| 1.                                    | Perform Documents Evaluation                                                | 25-70 Days | PI and Team        | Relevant document refers to topic no. 5.1.2                            |
| 2.                                    | Perform Manual Evaluation                                                   |            | PI and Team        | Relevant document refers to topic no. 5.1.2                            |
| 3.                                    | Issue Finding(s) via EMPIC system or reject by using the checklists.        |            | PI and Team        | EMPIC System and checklist                                             |
| 4.                                    | Re-submit the correction via EMPIC system or Email                          |            | Applicant          | Concern manual(s) and Document(s)                                      |
| 5.                                    | Review the re-submitted document and Closure                                |            | PI and Team        | Concern manual(s) and Document(s)                                      |
| 6.                                    | Issue approve letter for manual(s)                                          |            | PI                 | Letter of manual approval                                              |
| 7.                                    | Check the proposed letter                                                   |            | Head of division   | Letter of manual approval                                              |
| 8.                                    | Review the proposed letter                                                  |            | Manager            | Letter of manual approval                                              |
| 9.                                    | Grant manual approval / acceptance letter                                   |            | Director General   | Letter of manual approval                                              |
| 10.                                   | Inform applicant on the readiness of manual approval/accept letter          |            | PI                 | Letter of manual approval                                              |
| 11.                                   | Receive approval letter and cover page                                      |            | Applicant          | Letter of manual approval                                              |
| 12.                                   | Submit the final version of the manual to the CAAT                          |            | Applicant          | All concerned manuals                                                  |

| No.                         | Detail                                                | Time    | Responsible person                   | Document                                   |
|-----------------------------|-------------------------------------------------------|---------|--------------------------------------|--------------------------------------------|
| 13.                         | Review the submitted final version manual(s).         |         | PI                                   | All concerned manuals                      |
| 14.                         | Head of TO assign Certification Team via EMPIC system |         | Head of division                     | -                                          |
| 15.                         | Interview Key Personnels (Onsite or online)           |         | Certification Team                   | Related manuals, CV                        |
| 16.                         | Check completion of Phase 3                           |         | PI                                   | Relavant document refer to topic no. 5.1.2 |
| 17.                         | Store documents in EMPIC and DRMS system              |         | PI                                   | Relavant document refer to topic no. 5.1.2 |
| 18.                         | Terminate applicant after 2 times rejection           | -       | PI                                   | Formal letter or Email                     |
| <b>Phase 4 – Inspection</b> |                                                       |         |                                      |                                            |
| 1.                          | Send the self-evaluation checklist to applicant       | 30 Days | Lead Auditor                         | Training Organization Audit Checklist      |
| 2.                          | Prepare the tariff information for inspection fee     |         | Lead Auditor                         | Details in EMPIC system                    |
| 3.                          | Head of division check tariff information             |         | Head of TO Division                  | Details in EMPIC system                    |
| 4.                          | FAD proceeds to issue invoice for inspection fee      |         | FAD                                  | Invoice for inspection fee                 |
| 5.                          | Applicant proceed to the Inspection Payment Process   |         | Applicant                            | -                                          |
| 6.                          | Team Lead check payment status                        |         | Lead Auditor                         | Receipt issued by FAD                      |
| 7.                          | Prepare formal letter and audit notification          |         | Certification Team                   | Formal letter and audit notification       |
| 8.                          | Check formal letter and audit notification            |         | Head of TO Division                  | Formal letter and audit notification       |
| 9.                          | Review the proposed letter                            |         | Manager                              | Formal letter and audit notification       |
| 10.                         | Grant formal letter and Audit notification            |         | Director General (International ATO) | Formal letter and audit notification       |

| No. | Detail                                                                                | Time | Responsible person           | Document                                                                                                      |
|-----|---------------------------------------------------------------------------------------|------|------------------------------|---------------------------------------------------------------------------------------------------------------|
|     |                                                                                       |      | Manager<br>(Domestic<br>ATO) |                                                                                                               |
| 11. | sends formal letter and audit notification to applicant                               |      | Team Leader                  | Formal letter and audit notification                                                                          |
| 12. | Receive formal letter/Audit Notification                                              |      | Applicant                    | Formal letter and audit notification                                                                          |
| 13. | Lead Auditor invites certification team for internal meeting and document preparation |      | Lead Auditor                 | 1. Relevant document refer to topic no. 5.1.2<br>2. Training Organization Audit Checklist filled by Applicant |
| 14. | Perform on-site inspection / Audit and issue initial report                           |      | Certification Team           | Training Organization Audit Checklist                                                                         |
| 15. | Issue findings via EMPIC System (If any)                                              |      | Lead Auditor                 | NCF in EMPIC System                                                                                           |
| 16. | Prepare formal letter and Audit Report with findings (If any)                         |      | Lead Auditor                 | Formal letter and audit report with findings (If any)                                                         |
| 17. | Check grant formal letter                                                             |      | Head of TO Division          | Formal letter and audit report with findings                                                                  |
| 18. | Review and grant formal letter                                                        |      | Manager                      | Formal letter and audit report with findings                                                                  |
| 19. | Send formal letter to Applicant                                                       |      | Lead Auditor                 | Formal letter and audit report with findings                                                                  |
| 20. | Receive formal letter and Audit Report with findings                                  |      | Applicant                    | -                                                                                                             |
| 21. | Corrective Action Plan (CAP) response and implementation                              |      | Applicant                    | -                                                                                                             |
| 22. | CAP Implementation Review and Closure including related amended manual(s).            |      | Certification Team           | Relate documents, manuals                                                                                     |

| No. | Detail                                   | Time | Responsible person | Document                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----|------------------------------------------|------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 23. | Check completion of Phase 4              |      | Certification Team | <p>1. Training Organization Audit Checklist</p> <p>For the approved ATO and the designated language proficiency testing center</p> <p>1. The approved formal letter to conduct on-site inspection with the audit notification and audit schedule</p> <p>2. Receipt of the audit fee issued by CAAT</p> <p>3. Completed Audit Checklist which both parties' signature</p> <p>4. Audit report with NCF forms</p> <p>5. All documents relate to closing the findings</p> <p>6. Phase 1-4 closing phase checklist with signature</p> |
| 24. | Store documents in EMPIC and DRMS system |      | Certification Team | For the approved ATO and the designated language                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



| No.                            | Detail                                               | Time   | Responsible person  | Document                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------|------------------------------------------------------|--------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                |                                                      |        |                     | proficiency testing center<br>1. The approved formal letter to conduct on-site inspection with the audit notification and audit schedule<br>2. Receipt of the audit fee issued by CAAT<br>3. Completed Audit Checklist which both parties' signature<br>4. Audit report with NCF forms<br>5. All documents relate to closing the findings<br>6. Formal Confirmation Letter via System |
| 25.                            | Terminate applicant after 2 times finding rejection  | -      | PI                  | Formal letter or Email                                                                                                                                                                                                                                                                                                                                                                |
| <b>Phase 5 – Certification</b> |                                                      |        |                     |                                                                                                                                                                                                                                                                                                                                                                                       |
| 1.                             | Prepare the tariff information for Certification fee | 3 Days | PI                  | Details in EMPIC system                                                                                                                                                                                                                                                                                                                                                               |
| 2.                             | Head of TO check tariff information                  |        | Head of TO Division | Details in EMPIC system                                                                                                                                                                                                                                                                                                                                                               |
| 3.                             | FAD proceed invoice for certification fee            |        | FAD                 | Invoice for inspection fee                                                                                                                                                                                                                                                                                                                                                            |
| 4.                             | Applicant proceed Certification Payment Process      |        | Applicant           | -                                                                                                                                                                                                                                                                                                                                                                                     |

| No. | Detail                                                         | Time   | Responsible person  | Document                                                                                                                                                                        |
|-----|----------------------------------------------------------------|--------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.  | PI check payment status                                        |        | PI                  | Details in EMPIC system                                                                                                                                                         |
| 6.  | Prepare and Verify the completeness of certification package   |        | PI and SME          | Certification package                                                                                                                                                           |
| 7.  | Head check the Certification Package                           |        | Head of TO Division | Certification package                                                                                                                                                           |
| 8.  | Manager Review the Certification Package                       |        | Manager             | Certification package                                                                                                                                                           |
| 9.  | Consider granting the certificates                             | 3 Days | Director General    | Certification package                                                                                                                                                           |
| 10. | Informs the applicant for the certification approval           | 1 Day  | Certification Team  | Certification approval package                                                                                                                                                  |
| 11. | Receives information on formal letter and approval certificate |        | Applicant           | Certification approval package                                                                                                                                                  |
| 12. | Pick up formal letter and approval certificate                 |        | Applicant           | Certification approval package                                                                                                                                                  |
| 13. | Check completion of phase 5                                    |        | PI                  | For the approved ATO;<br>1. The Formal ATO approval letter<br>2. Copy of ATO certificate<br>3. Certification fee receipt<br>4. Phase 1-5 closing phase checklist with signature |
| 15. | Store documents in EMPIC and DRMS system                       |        | PI                  | 1. The Formal ATO approval letter<br>2. Copy of ATO certificate<br>3. Certification fee receipt<br>4. Phase 1-5 closing phase                                                   |

Chapter 5: Training Organization and Language Proficiency Testing Center

| No. | Detail | Time | Responsible person | Document                 |
|-----|--------|------|--------------------|--------------------------|
|     |        |      |                    | checklist with signature |

## 2. RENEWAL OF APPROVED TRAINING ORGANIZATION (ATO) AND LANGUAGE PROFICIENCY TESTING CENTER (LPC) CERTIFICATE

| No.                            | Detail                                                                                                                                                                                                                                   | Time    | Responsible person | Document                                                               |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------------------|------------------------------------------------------------------------|
| Phase 2 – Formal Application   |                                                                                                                                                                                                                                          |         |                    |                                                                        |
| 1.                             | The Certificate holder who intends to renew the Certificate shall submit to the Director General the application in accordance with the form attached hereto at least 180 days prior to the expiration date of the original Certificate. | -       | Applicant          | Refer to topic no. 5.1.2                                               |
| 2.                             | Cursory review of submitted documents                                                                                                                                                                                                    | 4 Days  | PI and Team        | Refer to topic no. 5.1.2                                               |
| 3.                             | Check completion of application package                                                                                                                                                                                                  |         | PI and Team        | Refer to topic no. 5.1.2                                               |
| 4.                             | Store documents in official system (DRMS and EMPIC)                                                                                                                                                                                      |         | Certification Team | 1. Formal application<br>2. Relavant document refer to topic no. 5.1.2 |
| Phase 3 – Documents Evaluation |                                                                                                                                                                                                                                          |         |                    |                                                                        |
| 1.                             | Perform Documents Evaluation                                                                                                                                                                                                             | 15 Days | PI and Team        | Relavant document refer to topic no. 5.1.2                             |
| 2.                             | Perform Manual Evaluation (If any)                                                                                                                                                                                                       |         | PI and Team        | Relavant document refer to topic no. 5.1.2                             |
| 3.                             | Issue Finding(s) via EMPIC system or reject by using the checklists. (If any)                                                                                                                                                            |         | PI and Team        | EMPIC System and checklist                                             |
| 4.                             | Re-submit the correction via EMPIC system or Email (If any)                                                                                                                                                                              |         | Applicant          | Concern manual(s) and Document(s)                                      |
| 5.                             | Review the re-submitted document and Closure (If any)                                                                                                                                                                                    |         | PI and Team        | Concern manual(s) and Document(s)                                      |
| 6.                             | Issue approve letter for manual(s) (If any)                                                                                                                                                                                              |         | PI                 | Letter of manual approval                                              |
| 7.                             | Check the proposed letter (If any)                                                                                                                                                                                                       |         | Head of division   | Letter of manual approval                                              |
| 8.                             | Review the proposed letter (If any)                                                                                                                                                                                                      |         | Manager            | Letter of manual approval                                              |

|                             |                                                                             |         |                     |                                            |
|-----------------------------|-----------------------------------------------------------------------------|---------|---------------------|--------------------------------------------|
| 9.                          | Grant manual approval / acceptance letter (If any)                          |         | Director General    | Letter of manual approval                  |
| 10.                         | Inform applicant on the readiness of manual approval/accept letter (If any) |         | PI                  | Letter of manual approval                  |
| 11.                         | Receive approval letter and cover page (If any)                             |         | Applicant           | Letter of manual approval                  |
| 12.                         | Submit the final version of the manual to the CAAT (If any)                 |         | Applicant           | All concerned manuals                      |
| 13.                         | Review the submitted final version manual(s). (If any)                      |         | PI                  | All concerned manuals                      |
| 14.                         | Head of TO assign Certification Team via EMPIC system                       |         | Head of division    | -                                          |
| 15.                         | Interview Key Personnel (Onsite or online)                                  |         | Certification Team  | Related Manuals, CV                        |
| 16.                         | Check completion of Phase 3                                                 |         | PI                  | Relavant document refer to topic no. 5.1.2 |
| 17.                         | Store documents in EMPIC and DRMS system                                    |         | PI                  | Relavant document refer to topic no. 5.1.2 |
| <b>Phase 4 – Inspection</b> |                                                                             |         |                     |                                            |
| 1.                          | Send the self-evaluation checklist to applicant                             | 15 Days | Lead Auditor        | Training Organization Audit Checklist      |
| 2.                          | Prepare the tariff information for inspection fee                           |         | Lead Auditor        | Details in EMPIC system                    |
| 3.                          | Head of division check tariff information                                   |         | Head of TO Division | Details in EMPIC system                    |
| 4.                          | FAD proceeds to issue invoice for inspection fee                            |         | FAD                 | Invoice for inspection fee                 |
| 5.                          | Applicant proceed to the Inspection Payment Process                         |         | Applicant           | -                                          |
| 6.                          | Team Lead check payment status                                              |         | Lead Auditor        | Receipt issued by FAD                      |
| 7.                          | Prepare formal letter and audit notification                                |         | Certification Team  | Formal letter and audit notification       |
| 8.                          | Check formal letter and audit notification                                  |         | Head of TO Division | Formal letter and audit notification       |

|     |                                                                                       |  |                                                             |                                                                                                               |
|-----|---------------------------------------------------------------------------------------|--|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| 9.  | Review the proposed letter                                                            |  | Manager                                                     | Formal letter and audit notification                                                                          |
| 10. | Grant formal letter and Audit notification                                            |  | Director General (International ATO) Manager (Domestic ATO) | Formal letter and audit notification                                                                          |
| 11. | sends formal letter and audit notification to applicant                               |  | Team Leader                                                 | Formal letter and audit notification                                                                          |
| 12. | Receive formal letter/Audit Notification                                              |  | Applicant                                                   | Formal letter and audit notification                                                                          |
| 13. | Lead Auditor invites certification team for internal meeting and document preparation |  | Lead Auditor                                                | 1. Relevant document refer to topic no. 5.1.2<br>2. Training Organization Audit Checklist filled by Applicant |
| 14. | Perform on-site inspection / Audit and issue initial report                           |  | Certification Team                                          | Training Organization Audit Checklist                                                                         |
| 15. | Issue findings via EMPIC System (If any)                                              |  | Lead Auditor                                                | NCF in EMPIC System                                                                                           |
| 15. | Prepare formal letter and Audit Report with findings (If any)                         |  | Lead Auditor                                                | Formal letter and audit report with findings (If any)                                                         |
| 15. | Check grant formal letter                                                             |  | Head of TO Division                                         | Formal letter and audit report with findings                                                                  |
| 16. | Review and grant formal letter                                                        |  | Manager                                                     | Formal letter and audit report with findings                                                                  |
| 17. | Send formal letter to Applicant                                                       |  | Lead Auditor                                                | Formal letter and audit report with findings                                                                  |
| 18. | Receive formal letter and Audit Report with findings                                  |  | Applicant                                                   | -                                                                                                             |

|     |                                                                            |  |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----|----------------------------------------------------------------------------|--|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 19. | Corrective Action Plan (CAP) response and implementation                   |  | Applicant          | -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 20. | CAP Implementation Review and Closure including related amended manual(s). |  | Certification Team | Relate documents, manuals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 21. | Check completion of Phase 4                                                |  | Certification Team | <ol style="list-style-type: none"> <li>1. Training Organization Audit Checklist For the approved ATO and the designated language proficiency testing center</li> <li>2. The approved formal letter to conduct on-site inspection with the audit notification and audit schedule</li> <li>3. Receipt of the audit fee issued by CAAT</li> <li>4. Completed Audit Checklist which both parties' signature</li> <li>5. Audit report with NCF forms</li> <li>6. All documents relate to closing the findings</li> <li>7. Phase 1-4 closing phase checklist with signature</li> </ol> |
| 22. | Store documents in EMPIC and DRMS system                                   |  | Certification Team | For the approved ATO and the designated language                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|                                |                                                              |        |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------|--------------------------------------------------------------|--------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                |                                                              |        |                     | <p>proficiency testing center</p> <ol style="list-style-type: none"> <li>1. The approved formal letter to conduct on-site inspection with the audit notification and audit schedule</li> <li>2. Receipt of the audit fee issued by CAAT</li> <li>3. Completed Audit Checklist which both parties' signature</li> <li>4. Audit report with NCF forms</li> <li>5. All documents relate to closing the findings</li> <li>6. Formal Confirmation Letter via System</li> </ol> |
| <b>Phase 5 – Certification</b> |                                                              |        |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 1.                             | Prepare the tariff information for Certification fee         | 3 Days | PI                  | Details in EMPIC system                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2.                             | Head of TO check tariff information                          |        | Head of TO Division | Details in EMPIC system                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 3.                             | FAD proceed invoice for certification fee                    |        | FAD                 | Invoice for inspection fee                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 4.                             | Applicant proceed Certification Payment Process              |        | Applicant           | -                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5.                             | PI check payment status                                      |        | PI                  | Details in EMPIC system                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 6.                             | Prepare and Verify the completeness of certification package |        | PI and SME          | Certification package                                                                                                                                                                                                                                                                                                                                                                                                                                                     |



|     |                                                                |        |                     |                                                                                                                                                                                 |
|-----|----------------------------------------------------------------|--------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.  | Head check the Certification Package                           |        | Head of TO Division | Certification package                                                                                                                                                           |
| 8.  | Manager Review the Certification Package                       |        | Manager             | Certification package                                                                                                                                                           |
| 9.  | Consider granting the certificates                             | 3 Days | Director General    | Certification package                                                                                                                                                           |
| 10. | Informs the applicant for the certification approval           | 1 Day  | Certification Team  | Certification approval package                                                                                                                                                  |
| 11. | Receives information on formal letter and approval certificate |        | Applicant           | Certification approval package                                                                                                                                                  |
| 12. | Pick up formal letter and approval certificate                 |        | Applicant           | Certification approval package                                                                                                                                                  |
| 13. | Check completion of phase 5                                    |        | PI                  | For the approved ATO;<br>1. The Formal ATO approval letter<br>2. Copy of ATO certificate<br>3. Certification fee receipt<br>4. Phase 1-5 closing phase checklist with signature |
| 15. | Store documents in EMPIC and DRMS system                       |        | PI                  | 1. The Formal ATO approval letter<br>2. Copy of ATO certificate<br>3. Certification fee receipt<br>4. Phase 1-5 closing phase checklist with signature                          |

### 3. APPROVAL OF FOREIGN TRAINING ORGANIZATION AND COURSES

CAAT will issue the Certification of Flying Training Organization and the Training Course to The Foreign Training Organization only if it appears that there is no such organization in Thailand or there is no Certificate holder in Thailand who can conduct training under the course for which the certificate is sought. The applicant who intends to apply for certificate of a foreign training organization and the training course that the foreign civil aviation authority has approved can submit the application to the Director General whereby the provision of general requirement on the approval of training organization and Certificate of Aviation Training Courses which appear in The Announcement of the Civil Aviation Authority of Thailand On the Approval of Training Organization and Courses B.E.2562 shall apply mutatis mutandis. The certification team shall utilize the checklist for Foreign Training Organization and Courses Audit Checklist; PEL-TO-CK-050 in approval of the foreign ATO.

### 5.1.6 Oversight

CAAT shall maintain an effective oversight programme of ATO ensure continuing compliance with the approval requirements. Procedures for the establishment and implementation of an annual surveillance plan are outlined in CAAT-PEL-OEP Oversight and Enforcement Procedures.

### 5.1.7 Evaluation and Checking

CAAT may authorize an approved training organization to conduct the testing required for the issuance of a licence, certificate, or rating, the testing shall be conducted by the personnel authorized by CAAT in accordance with criteria approved by CAAT.

### 5.1.8 Refusal/Denial to Issue an ATO Certificate

- a) Where, at any stage of the process, the applicant for an ATO fails to demonstrate compliance with the requirements, CAAT inspector should offer advice and guidance to assist in achieving compliance. It is important that such advice is limited to assist the applicant in understanding the requirements and, where applicable, using the inspectors' experience to point the applicant towards best practice for safe and practical compliance. It is not the inspectors' responsibilities to write the operator's documentation or to do anything which absolves the applicant from his responsibilities as a prospective ATO holder. CAAT inspector should also bear in mind that CAAT resources are finite and a disproportionate amount of inspector time should not be spent on a single applicant.
- b) Where the PI is concerned that an ATO application is not progressing at a reasonable pace, he should seek advice from PEL Manager. PEL Manager may consider calling a meeting with the PI and the applicant to discuss the matter and make clear to the applicant what is required from him, and within what timescale. PEL Manager should not normally permit an ATO application process to continue beyond 12 months.
- c) If the applicant continues to fail to demonstrate compliance after 2 times rejection, the PI should notify PEL Manager. PEL Manager shall decide the course of action from three main options:
  - (1) Instruct the PI to continue with the application. In this case, the applicant shall be informed in writing of a final and limited timescale for completion.
  - (2) Inform the applicant that the ATO application is cancelled. The applicant shall be informed that he has the right to submit a new application, but that it will not be processed until the applicant can

demonstrate that he has addressed the shortcoming of the first application.

- (3) Inform the applicant that CAAT refuses to issue an ATO. This decision results from a serious failure to demonstrate compliance which normally reflects a failure of management capability.
- d) In the event of cancellation or refusal, CAAT shall notify the applicant in writing, giving a clear explanation of the reasons supported by documentary evidence from audits and inspections.

### **5.1.9 Record Management**

Refer to CAAT-PEL-RDMSP: Record-Keeping and Document Management System Procedure

### **5.1.10 Appendix**

Appendix A: Workflow for Approval of Training Organization

Appendix B: Requirement of Qualifications of an Applicant

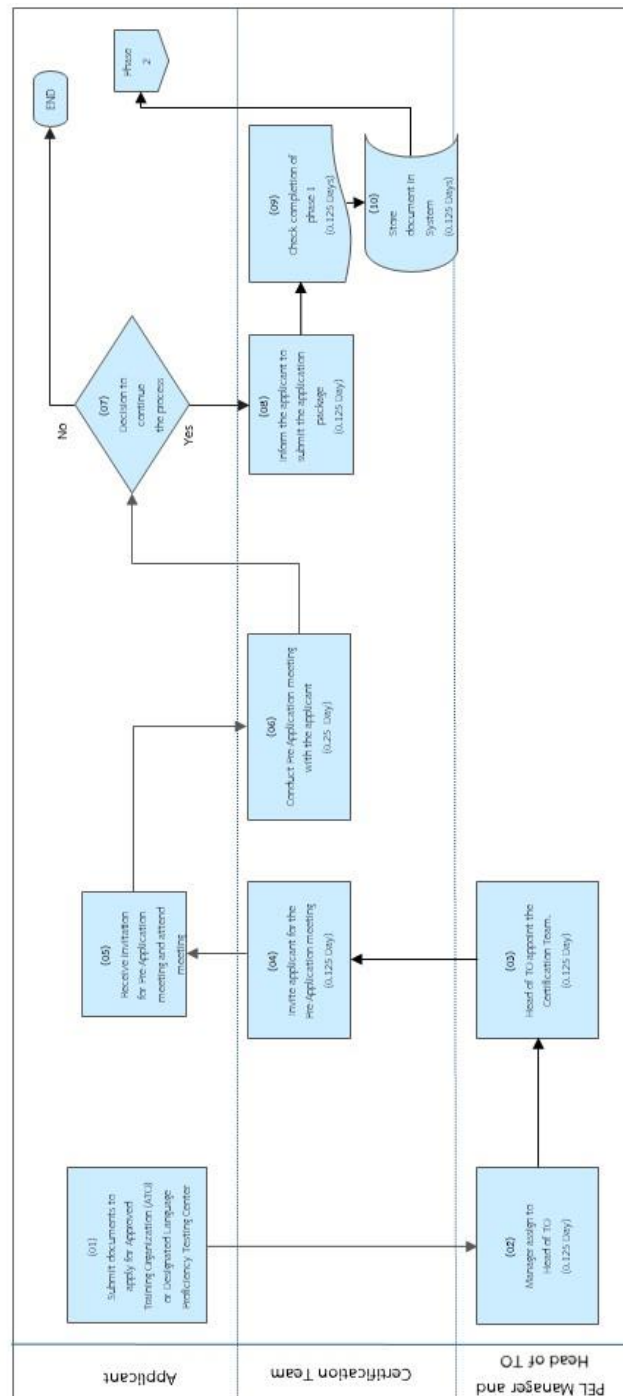
Appendix C: Relevant Documents

## APPENDIX A: WORKFLOW FOR APPROVAL OF TRAINING ORGANIZATION

### I. Issuance of Approved Training Organization (ATO) and Language Proficiency Testing Center (LPC) Certificate

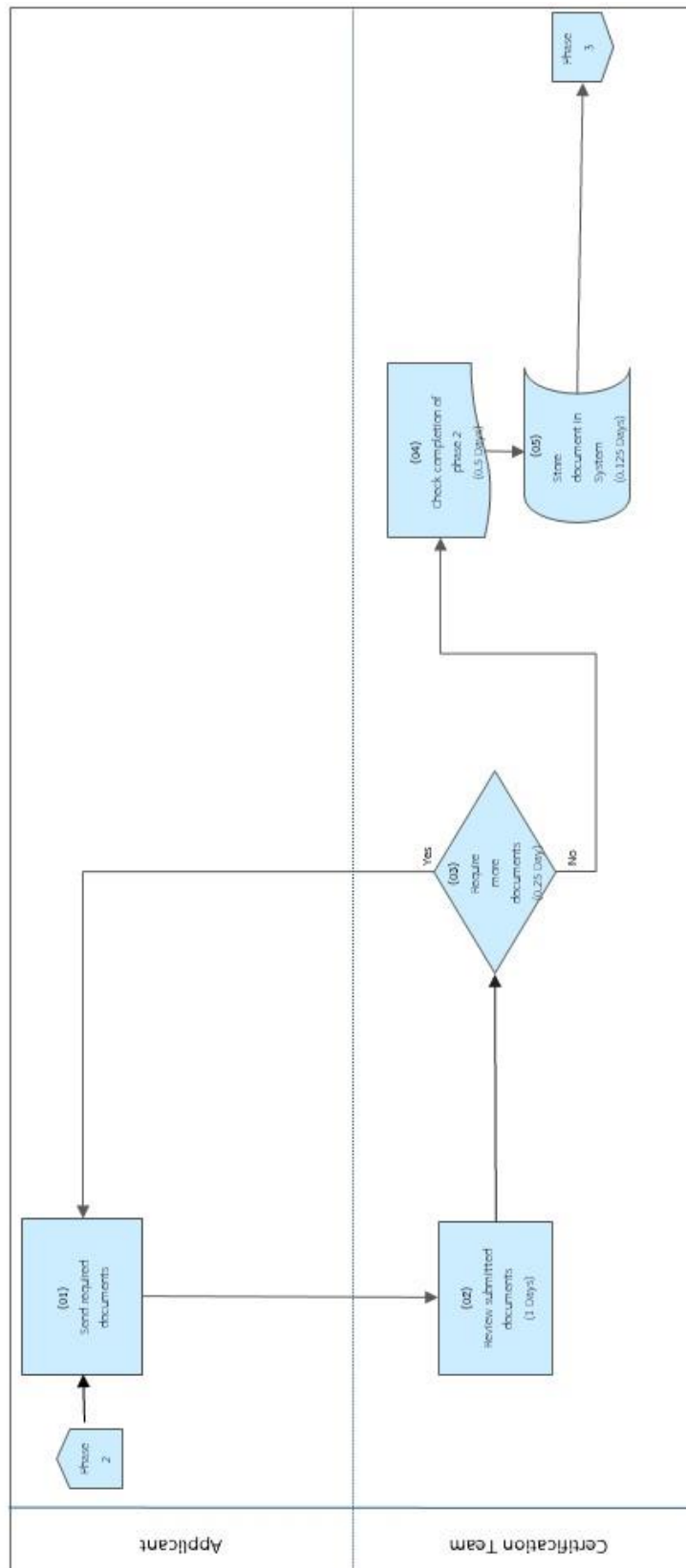
#### Phase I – Pre-Application

Approval of Training Organization and Language Proficiency Testing Center (LPC) Certificate Procedure  
Phase 1 – Pre-Application



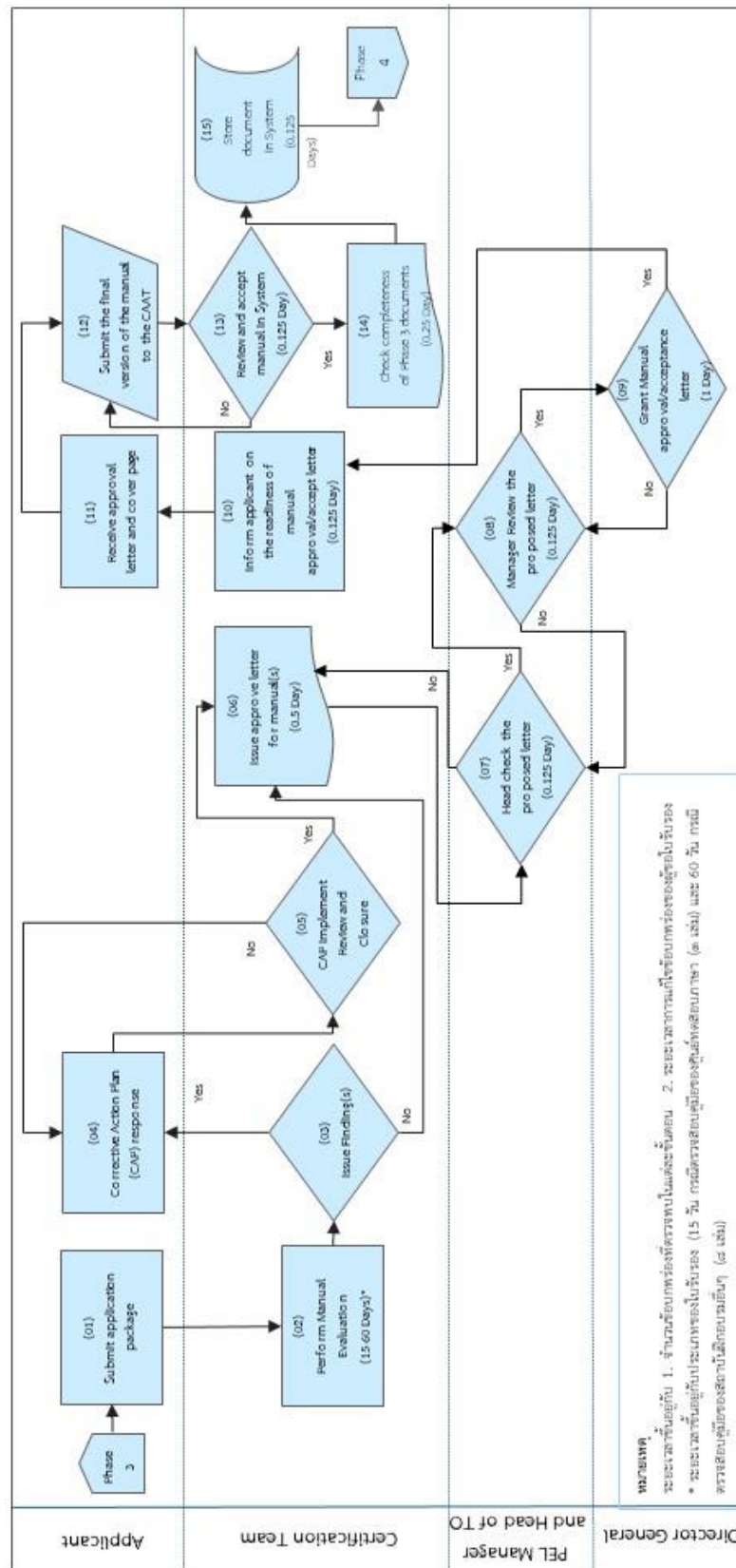
## Phase 2 – Formal Application

### Approval of Training Organization and Language Proficiency Testing Center (LPC) Certificate Procedure Phase 2 – Formal Application



## Phase 3 – Document Evaluation

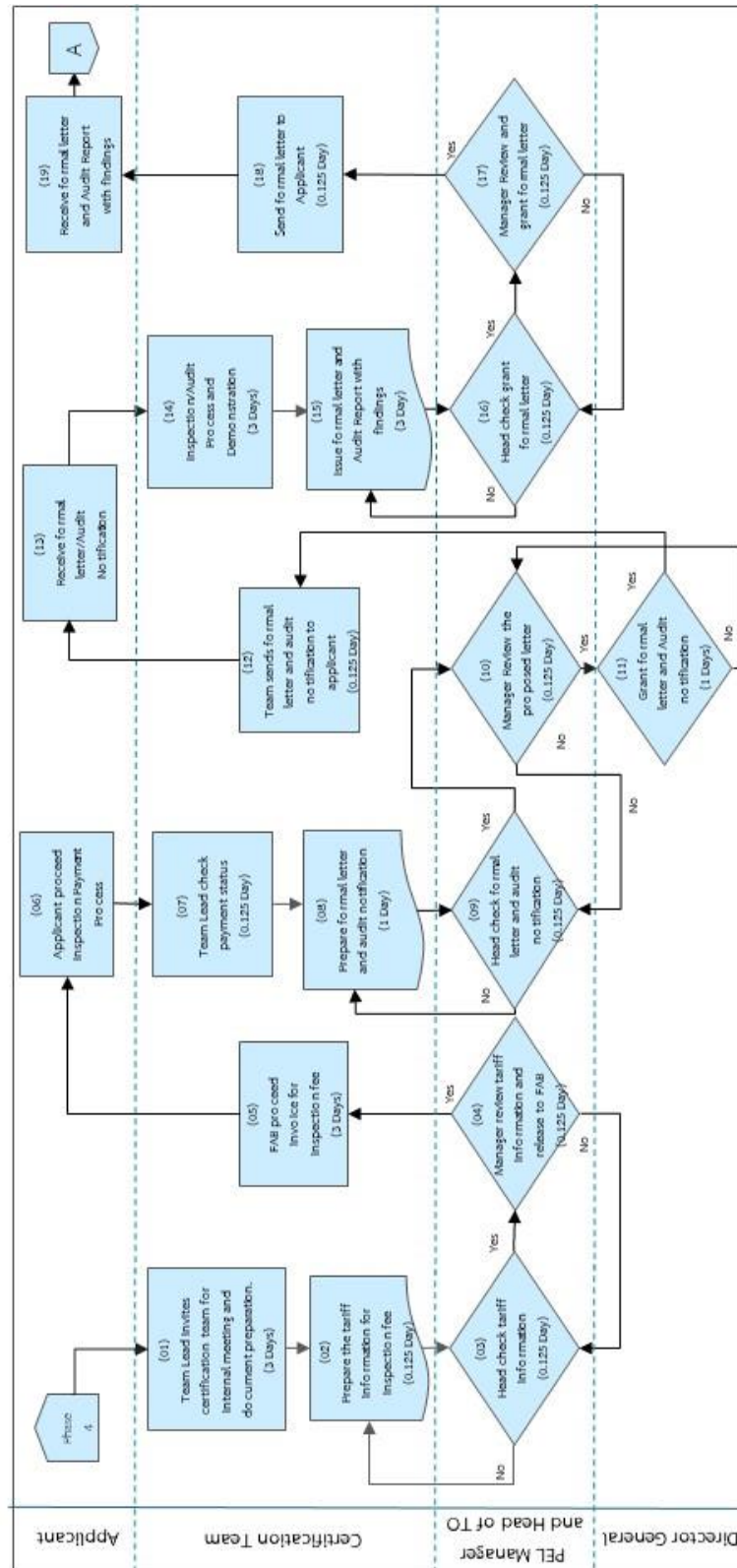
### Approval of Training Organization and Language Proficiency Testing Center (LPC) Certificate Procedure Phase 3 – Documents Evaluation





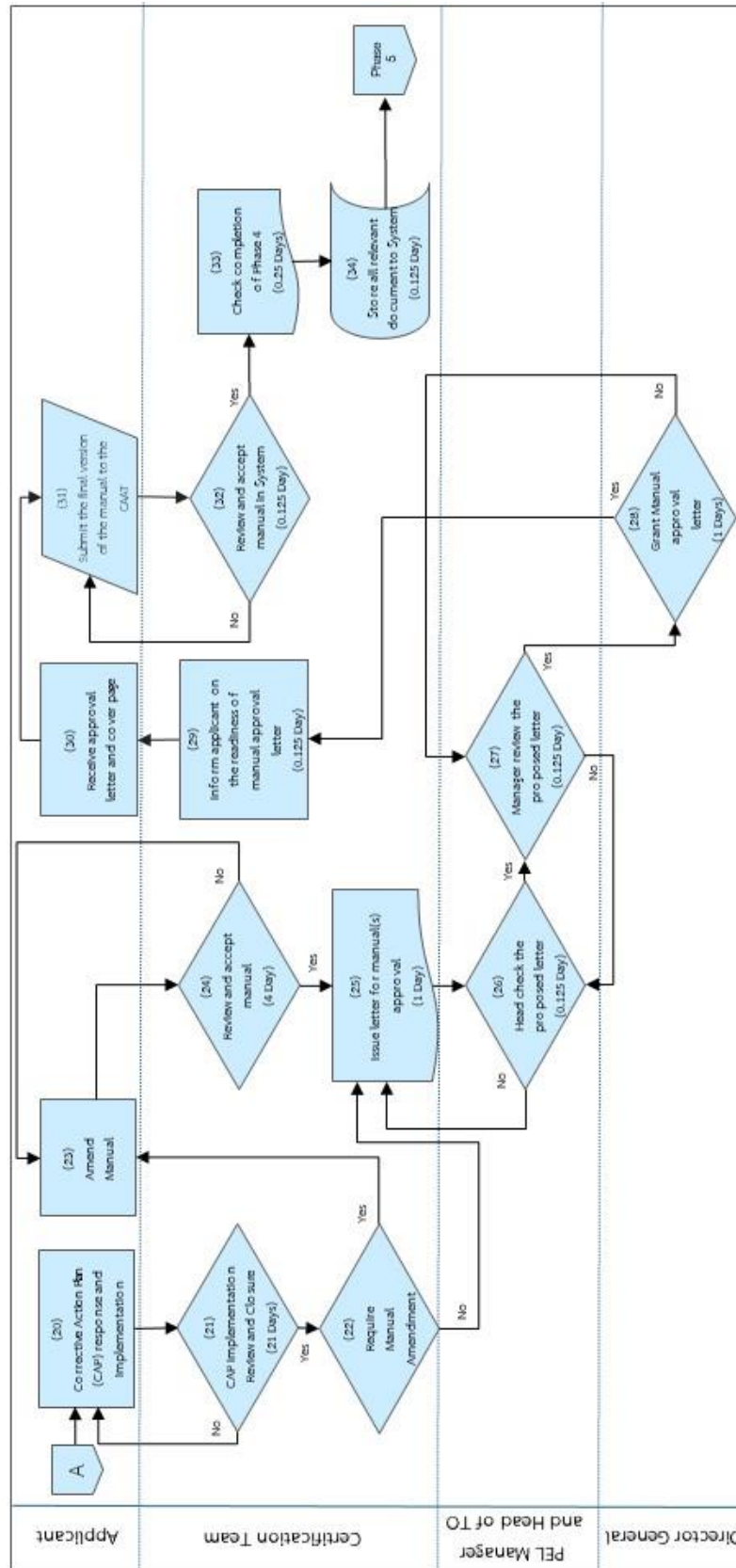
## Phase 4 - Inspection

### Approval of Training Organization and Language Proficiency Testing Center (LPC) Certificate Procedure Phase 4 – Inspection



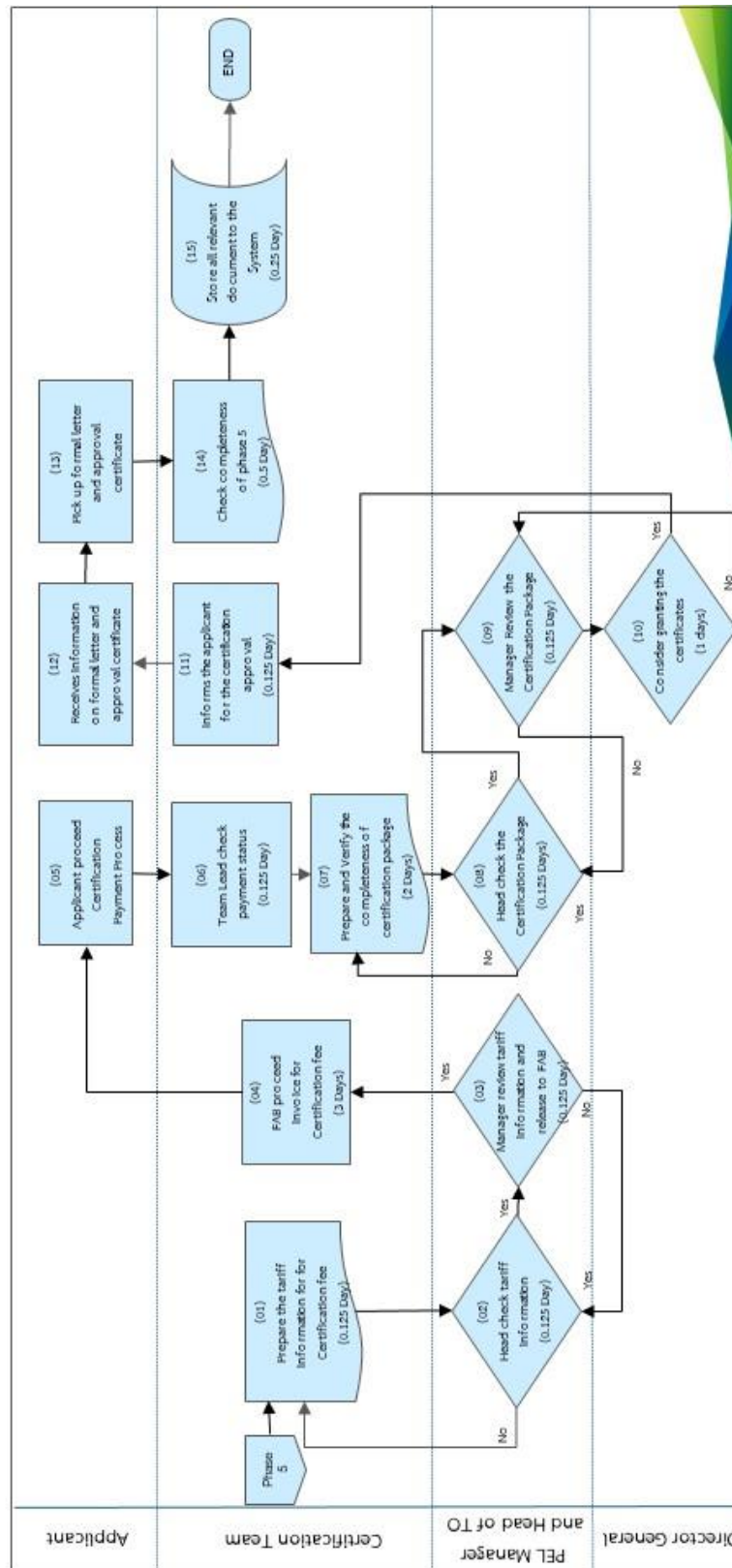
Phase 4 – Inspection (Continued)

Approval of Training Organization and Language Proficiency Testing Center (LPC) Certificate Procedure  
Phase 4 – Inspection (Continued)



## Phase 5 - Certification

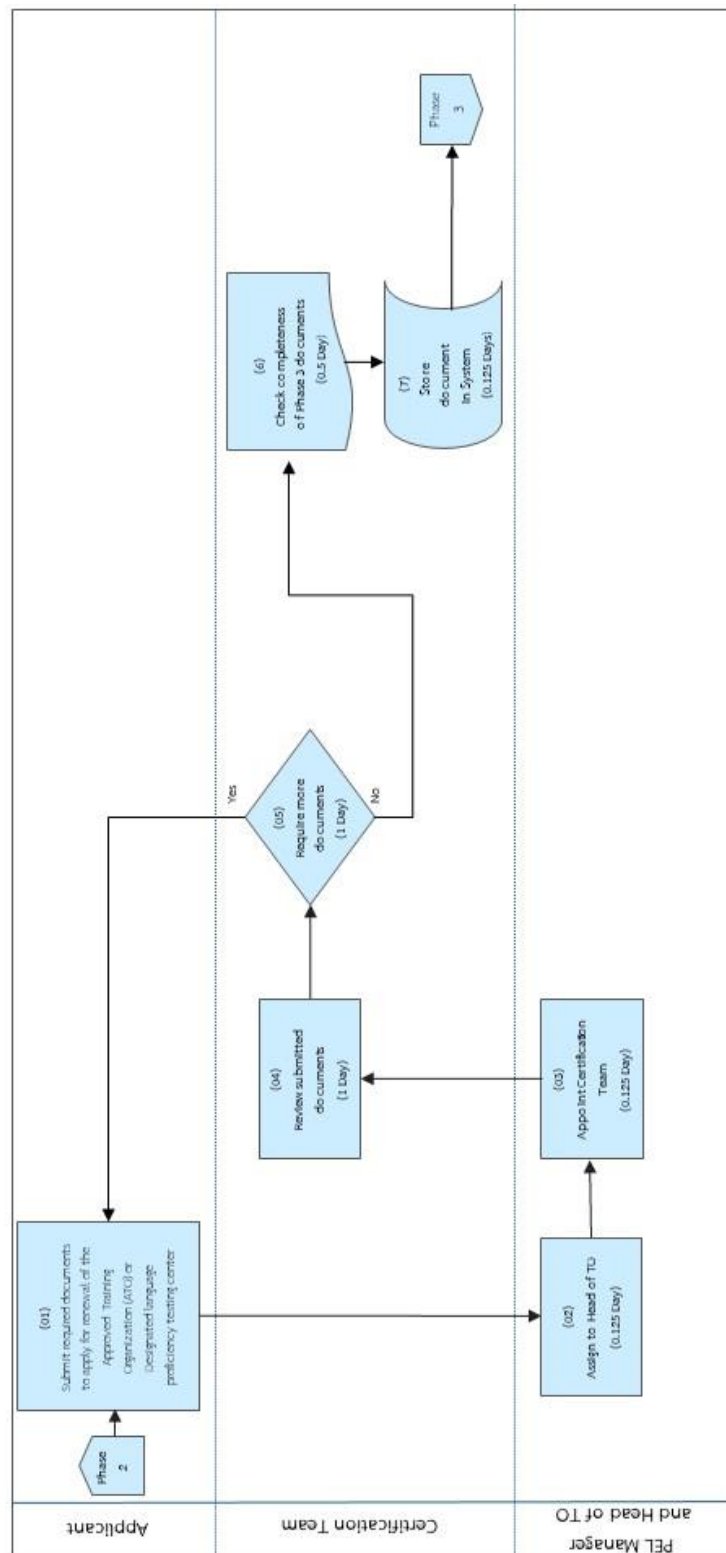
### Approval of Training Organization and Language Proficiency Testing Center (LPC) Certificate Procedure Phase 5 – Certification



## II. Renewal of Approved Training Organization (ATO) and Language Proficiency Testing Center (LPC) Certificate

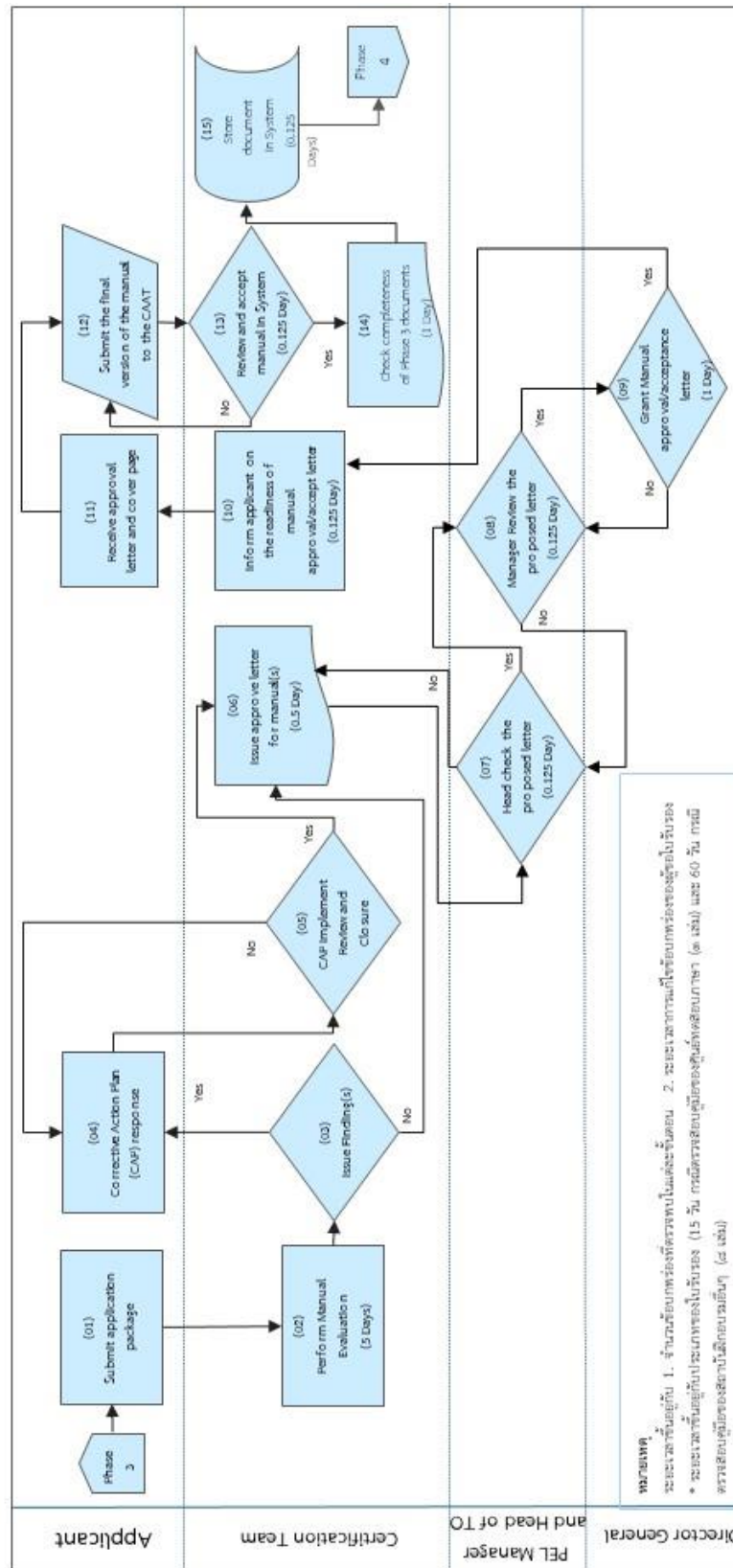
### Phase 2 – Formal Application

Renewal of Training Organization and Language Proficiency Testing Center (LPC) Certificate Procedure  
Phase 2 – Formal Application



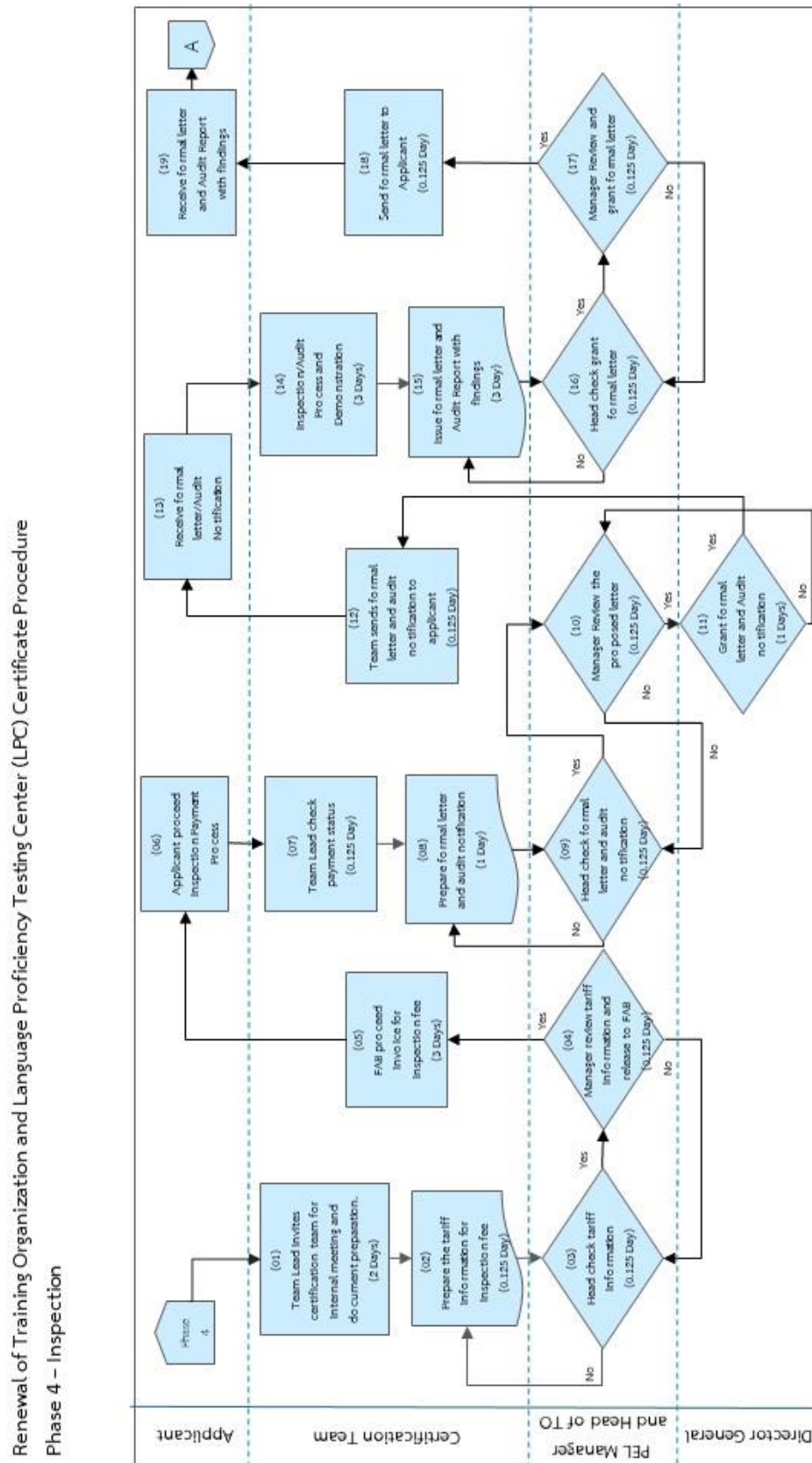
## Phase 3 – Documents Evaluation

### Renewal of Training Organization and Language Proficiency Testing Center (LPC) Certificate Procedure Phase 3 – Documents Evaluation



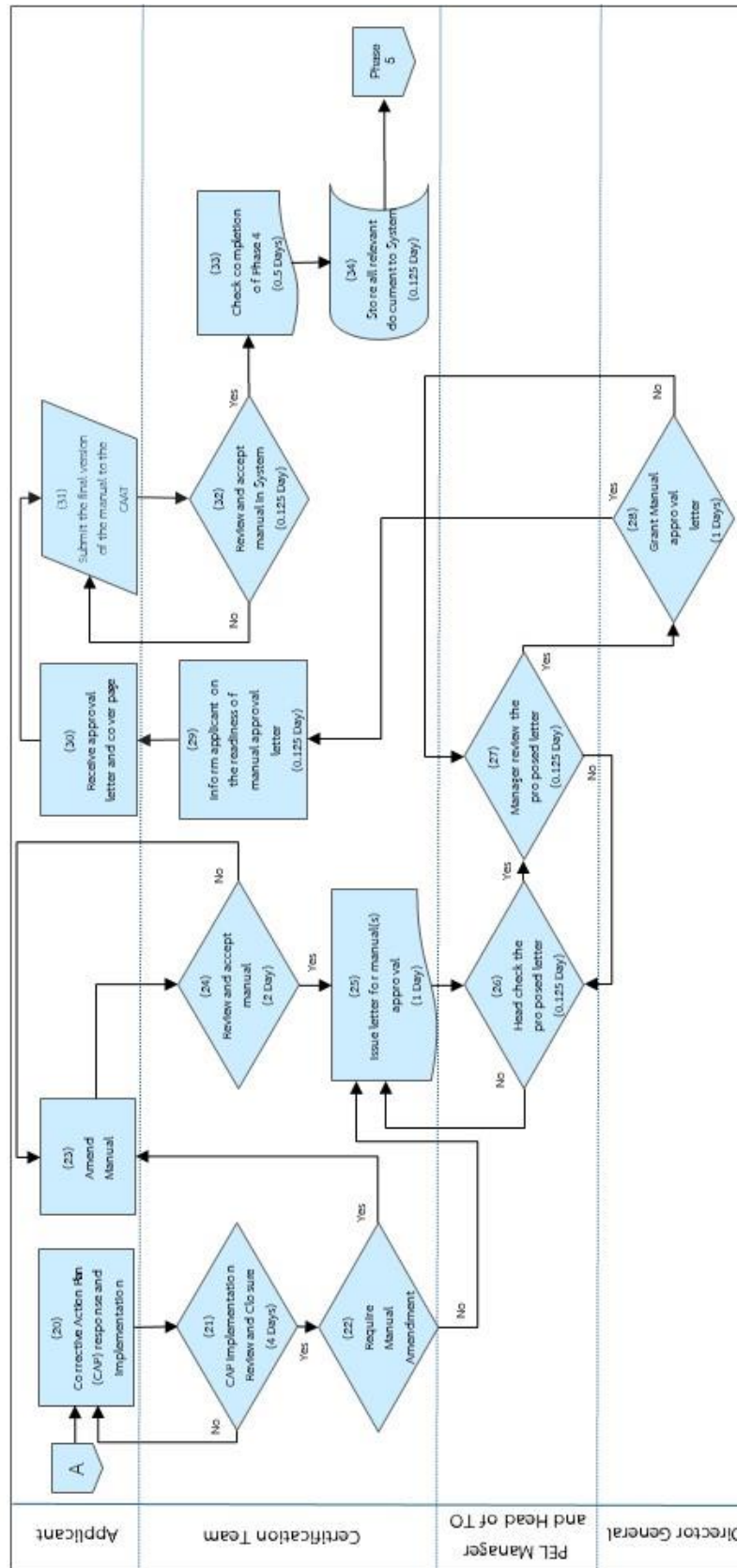


## Phase 4 – Inspection



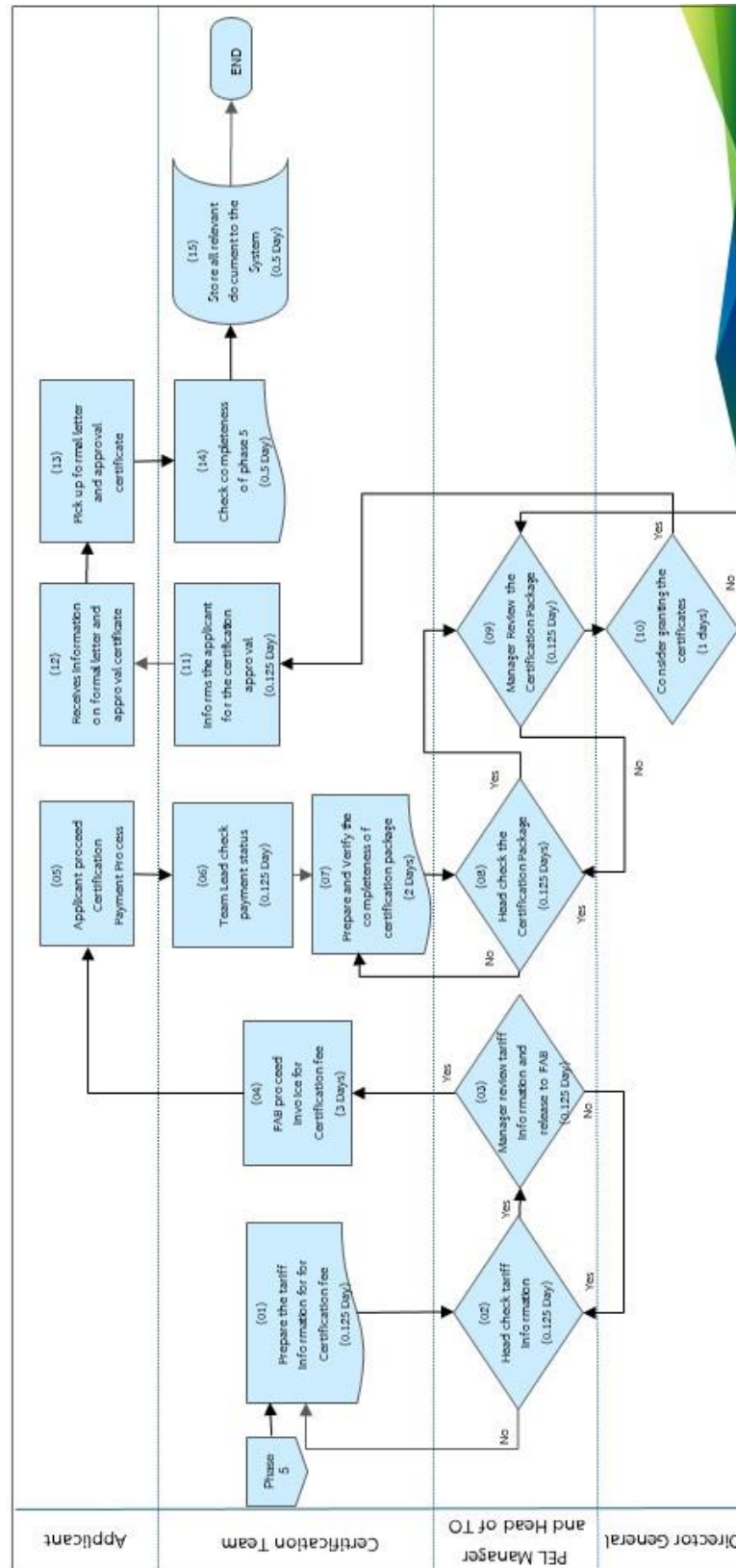
## Phase 4 – Inspection (Continued)

### Renewal of Training Organization and Language Proficiency Testing Center (LPC) Certificate Procedure Phase 4 – Inspection (Continued)



## Phase 5 – Certification

### Renewal of Training Organization and Language Proficiency Testing Center (LPC) Certificate Procedure Phase 5 – Certification





## APPENDIX B: REQUIREMENT OF QUALIFICATIONS OF AN APPLICANT

|                                              |                                                                                                                                                    |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Flying Training Organization                 | The Notification of the Civil Aviation Authority of Thailand - on the Certification of Aviation Training Organization and Courses B.E.2562         |
| Air Traffic Controller Training Organization | Notification of the Civil Aviation Authority of Thailand on the Certification of Air Traffic Control Training Organization B.E.2559                |
| Approved Maintenance Training Organization   | Notification of the Department of Civil Aviation on Approval of Maintenance Training Organisations and Programs, B.E.2551                          |
| Language Proficiency Testing Center          | Rules of the Civil Aviation Authority of Thailand on the Approval of Language Proficiency Testing Center for Holders of Personnel Licence B.E.2561 |

## APPENDIX C: RELEVANT DOCUMENTS

### I. Application Documents

|                                              |                                                                                                                                                    |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Flying Training Organization                 | The Notification of the Civil Aviation Authority of Thailand - on the Certification of Aviation Training Organization and Courses B.E.2562         |
| Air Traffic Controller Training Organization | Notification of the Civil Aviation Authority of Thailand on the Certification of Air Traffic Control Training Organization B.E.2559                |
| Maintenance Training Organization            | Notification of the Department of Civil Aviation on Approval of Maintenance Training Organisations and Programs, B.E.2551                          |
| Language Proficiency Testing Center          | Rules of the Civil Aviation Authority of Thailand on the Approval of Language Proficiency Testing Center for Holders of Personnel Licence B.E.2561 |

### II. Applicable Forms and Checklists

#### *Flying Training Organization (Domestic and International)*

##### *Forms*

CAAT-PEL-TO-003      Application Form for Approval Training Organisation

##### Checklists – Phase 1 Pre-Application Phase

PEL-TO-CK-037      Checklist for Phase I Acceptance

##### Checklists – Phase 2 Formal Application Phase

PEL-TO-CK-038      Checklist for Phase II Acceptance

##### Checklists – Phase 3 Document Evaluation Phase

PEL-TO-CK-006      Checklist for Type Rating Course Approval

PEL-TO-CK-015      Checklist for Approval of QMM Manual

PEL-TO-CK-016      Checklist for Approval of TPM

PEL-TO-CK-017      Checklist for Approval of SMM Manual

PEL-TO-CK-021      Checklist for Upset Prevention and Recovery Training -UPRT

|               |                                                                                        |
|---------------|----------------------------------------------------------------------------------------|
| PEL-TO-CK-028 | Checklist for Approval of Record Keeping Manual                                        |
| PEL-TO-CK-029 | Checklist for Course Manual (PPL CPL MPL ATPL License Course)                          |
| PEL-TO-CK-030 | Checklist for Course Manual (IR Rating Course)                                         |
| PEL-TO-CK-036 | Checklist for Course Manual (IP Rating Course)                                         |
| PEL-TO-CK-039 | Checklist for Phase III Acceptance                                                     |
| PEL-TO-CK-042 | Checklist for Multi Engine Rating Course Approval                                      |
| PEL-TO-CK-043 | Checklist for Refresher, Requalification Course Approval                               |
| PEL-TO-CK-044 | Checklist for Multi-Crew Pilot Licence Course Approval                                 |
| PEL-TO-CK-045 | Checklist for ATP Modular Course Approval                                              |
| PEL-TO-CK-047 | Checklist for Recurrent Course Approval                                                |
| PEL-TO-CK-048 | Checklist for Train the Trainer Course Approval                                        |
| PEL-TO-CK-051 | Checklist for Requalification Course Approval — Licence Revoked                        |
| PEL-TO-CK-052 | Checklist for Flight Operations Officer or Flight Dispatcher Refresher Course Approval |
| PEL-TO-CK-053 | Checklist for Flight Operations Officer or Flight Dispatcher Course Approval           |

#### Checklists – Phase 4 Inspection Phase

|               |                                                               |
|---------------|---------------------------------------------------------------|
| PEL-TO-CK-011 | Training Organisation Audit Checklist                         |
| PEL-TO-CK-040 | Checklist for Phase IV Acceptance                             |
| PEL-TO-CK-050 | Foreign Training Organisation and Courses Audit Checklist-FTO |

#### Checklists – Phase 5 Certification Phase

|               |                                  |
|---------------|----------------------------------|
| PEL-TO-CK-041 | Checklist for Phase V Acceptance |
|---------------|----------------------------------|

### *Air Traffic Control Training Organization*

#### *Forms*

|                 |                                                                          |
|-----------------|--------------------------------------------------------------------------|
| CAAT-PEL-TO-004 | Application for Air Traffic Control Training Organization Approval       |
| CAAT-PEL-TO-005 | Application and Renewal for Air Traffic Control Training Course Approval |

CAAT-PEL-TO-007      Application for Air Traffic Control Simulator Approval

#### Checklists – Phase 1 Pre-Application Phase

PEL-TO-CK-037      Checklist for Phase I Acceptance

#### Checklists – Phase 2 Formal Application Phase

PEL-TO-CK-020      Checklist for ATCTO Application document assessment

PEL-TO-CK-007      Checklist for approval ATC Courses

PEL-TO-CK-038      Checklist for Phase II Acceptance

#### Checklists – Phase 3 Document Evaluation Phase

PEL-TO-CK-015      Checklist for Approval of QMM Manual

PEL-TO-CK-035      Checklist for Approval of TPM for ATCTO

PEL-TO-CK-039      Checklist for Phase III Acceptance

#### Checklists – Phase 4 Inspection Phase

CAAT-PEL-TO-CK-014      Checklist for Surveillance of Air Traffic Control Simulator

PEL-TO-CK-002      Training Organisation Audit Checklist

PEL-TO-CK-005      Checklist for ATC SIM Qualification Approval

PEL-TO-CK-040      Checklist for Phase IV Acceptance

#### Checklists – Phase 5 Certification Phase

PEL-TO-CK-041      Checklist for Phase V Acceptance

### *Approved Maintenance Training Organization (AMO)*

#### *Forms*

CAAT-PEL-TO-008      Application for Aircraft Maintenance Engineering Training Organization and Aircraft Maintenance Engineering Training Course Approval

#### Checklists – Phase 1 Pre-Application Phase

PEL-TO-CK-037      Checklist for Phase I Acceptance

#### Checklists – Phase 2 Formal Application Phase

PEL-TO-CK-038 Checklist for Phase II Acceptance

#### Checklists – Phase 3 Document Evaluation Phase

PEL-TO-CK-025 Checklist for Accepted Aircraft Maintenance Course

PEL-TO-CK-031 Checklist for Approval of Training and Procedures Manual (MTO)

PEL-TO-CK-039 Checklist for Phase III Acceptance

#### Checklists – Phase 4 Inspection Phase

PEL-TO-CK-034 Audit Checklist for MTO Approval

PEL-TO-CK-040 Checklist for Phase IV Acceptance

#### Checklists – Phase 5 Certification Phase

PEL-TO-CK-041 Checklist for Phase V Acceptance

### *Language Proficiency Testing Center (LPC)*

#### Forms

PEL\_TO\_002\_LPO Application for Designated Language Proficiency Testing Center

#### Checklists – Phase 1 Pre-Application Phase

PEL-TO-CK-037 Checklist for Phase I Acceptance

#### Checklists – Phase 2 Formal Application Phase

PEL-TO-CK-018 Checklist for LPC Application Document Assessment

PEL-TO-CK-038 Checklist for Phase II Acceptance

#### Checklists – Phase 3 Document Evaluation Phase

PEL-TO-CK-024 Checklist for Approval of Language Proficiency Testing Center Procedure Manual

PEL-TO-CK-027 Checklist for Course Approval of Language Proficiency Examiner Training

#### Checklists – Phase 4 Inspection Phase

|               |                                                                      |
|---------------|----------------------------------------------------------------------|
| PEL-TO-CK-009 | Language Proficiency Testing Center Audit Checklist - LPC            |
| PEL-TO-CK-010 | Checklist for Designated Language Proficiency Examiner               |
| PEL-TO-CK-022 | Checklist for Assessment of Designated Language Proficiency Examiner |

#### Checklists – Phase 5 Certification Phase

|               |                                  |
|---------------|----------------------------------|
| PEL-TO-CK-041 | Checklist for Phase V Acceptance |
|---------------|----------------------------------|

### III. Approved Training Organisation Manuals Templates Guidance Information

ATO Manual Templates Guidance

<https://www.caat.or.th/th/archives/category/license-certification-th/training-school-th>

## 5.2 Approval of Training Course Procedure

### 5.2.1 Objective

To provide procedure for approving training courses conducted in an Approved Training Organization (ATO) and Language Proficiency Testing Center (LPC)

### 5.2.2 Reference

| No. | List of Regulations                                                                                                                                       |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Notification of the Civil Aviation Authority of Thailand on the Certification of Aviation Training Organization and Courses B.E.2562                      |
| 2.  | Notification of Department of Air Transport on Approval of Training Organization and Training Course for Aircraft Maintenance B.E. 2551                   |
| 3.  | Notification of CAAT on Approval of Air Traffic Control Training Course B.E. 2559                                                                         |
| 4.  | Rules of CAAT; Approval of Language Proficiency Testing Center for Holders of Personnel Licence B.E.2561                                                  |
| 5.  | Regulation of the Civil Aviation Board No. 89 Relating to the Qualifications of Personnel Applicants                                                      |
| 6.  | Regulations of the Civil Aviation Board No. 77 on the Qualifications and Privileges of Applicants for Aircraft Engineers                                  |
| 7.  | Regulations of the Civil Aviation Authority of Thailand No. 7 on The Privileges of Pilot Licence Holders, Air Traffic Controllers, And Flight Dispatchers |
| 8.  | Notification of the Department of Civil Aviation on the Flight Operations Officer or Dispatcher Training Program B.E.2551                                 |

### 5.2.3 Definition and Acronyms

| Term | Definition                                                 |
|------|------------------------------------------------------------|
| AME  | Aircraft Maintenance Engineer                              |
| ATC  | Air Traffic Controller                                     |
| ATO  | Approved Training Organization (including FTO, MTO, ATCTO) |
| CAAT | The Civil Aviation Authority of Thailand                   |
| LPC  | Language Proficiency Testing Center                        |
| PEL  | Personnel Licensing Department                             |
| PI   | Principal Inspector                                        |
| TO   | Training Organization                                      |



#### 5.2.4 Responsibility

|                            |                                                                                                                          |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>DG:</b>                 | Affix the signature to the certification of the training course                                                          |
| <b>Manager of PEL:</b>     | Responsible in scope of overseeing PEL functions, verifying and approving document                                       |
| <b>Head of TO:</b>         | Responsible in scope of delegating responsibilities and supervising the work, verifying and assigning certification team |
| <b>Certification Team:</b> | Responsible in scope of approving training courses                                                                       |
| <b>PI:</b>                 | Responsible to perform task assigned                                                                                     |
| <b>Lead Auditor:</b>       | Responsible to lead and supervise the certification team to complete the task as per assignment                          |
| <b>Responsible Person:</b> | The person who has been assigned to verify the training course                                                           |

## 5.2.5 Procedure

### 1. APPROVAL OF TRAINING COURSES

| No. | Detail                                                                                                                | Time    | Responsible person            | Document                 |
|-----|-----------------------------------------------------------------------------------------------------------------------|---------|-------------------------------|--------------------------|
| 1.  | Submit documents to apply for Course Approval                                                                         | 2 Days  | Applicant                     | Refer to topic no. 5.2.2 |
| 2.  | Manager assign to Head of TO                                                                                          |         | Manager / Head of TO Division | Refer to topic no. 5.2.2 |
| 3.  | Head of TO appoint responsible person(s)                                                                              |         | Head of TO Division           | Refer to topic no. 5.2.2 |
| 4.  | Perform manual evaluation                                                                                             | 15 Days | Responsible Person            | Refer to topic no. 5.2.2 |
| 5.  | Issue findings                                                                                                        |         | Responsible Person            | Concerned manual         |
| 6.  | Corrective action plan (CAP) response                                                                                 |         | Applicant                     | Concerned manual         |
| 7.  | CAP Implement Review and Closure                                                                                      |         | Responsible Person            | Concerned manual         |
| 8.  | Head of TO assign Certification Team via EMPIC system (If required) + Refer to onsite inspection procedure at phase 4 | 30 Days | Head of TO Division           | Details in EMPIC system  |
| 30. | Prepare the tariff information for course manual approval fee                                                         | 3 Days  | Certification Team            | Details in EMPIC system  |
| 31. | Check tariff information                                                                                              |         | Head of TO Division           | Details in EMPIC system  |
| 32. | Review tariff information and release to FAD                                                                          |         | Manager                       | Details in EMPIC system  |
| 33. | Proceed invoice for course manual approval fee                                                                        |         | FAD                           | Details in EMPIC system  |
| 34. | Pay for the course manual approval fee                                                                                |         | Applicant                     | -                        |
| 35. | Check payment status                                                                                                  |         | Certification Team            | Details in EMPIC system  |

| No. | Detail                                                                     | Time   | Responsible person  | Document                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----|----------------------------------------------------------------------------|--------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 36. | Issue formal letter and course manual approval package                     |        | Responsible Person  | Formal letter and course manual approval package                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 37. | Check the proposed letter                                                  |        | Head of TO Division | Formal letter and course manual approval package                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 38. | Review the proposed letter                                                 |        | Manager             | Formal letter and course manual approval package                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 39. | Grant formal letter and course manual approval package                     | 3 Days | Director General    | Formal letter and course manual approval package                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 40. | Inform applicant on the readiness of course manual approval letter package | 1 Day  | Responsible Person  | Formal letter and course manual approval package                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 41. | Receive approval letter and manual cover page                              |        | Applicant           | -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 42. | Submit the final version of the manual to CAAT                             |        | Applicant           | -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 43. | Review and accept manual in system                                         |        | Responsible Person  | Concerned manual                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 44. | Store documents in EMPIC and DRMS system                                   |        | Responsible Person  | <ol style="list-style-type: none"> <li>1. Formal course manual approval application form with evidences</li> <li>2. The approved formal letter to conduct on-site inspection with the audit notification and audit schedule</li> <li>3. Receipt of the audit fee issued by CAAT</li> <li>4. Completed Audit Checklist which both parties' signature</li> <li>5. Audit report with NCF forms</li> <li>6. All documents relate to closing the findings</li> <li>7. Receipt of course manual approval fee</li> <li>8. Formal letter for course approval</li> </ol> |

| No. | Detail | Time | Responsible person | Document                          |
|-----|--------|------|--------------------|-----------------------------------|
|     |        |      |                    | 9. Copy of approved course manual |

## **2. APPROVAL OF COURSES OTHER THAN THE COUSE APPROVED UNDER THAI ATO**

### **I. Aircraft Maintenance Training Courses**

For the approval of the aircraft maintenance training course conducted in a foreign country, the Inspector shall apply the following criterion referenced in considering of training course approval with the result in endorsement of rating on aircraft maintenance engineer licence on the requirements of the Civil Aviation Authority of Thailand No.15 On the Application for Issuance of Personnel Licence and Rating Endorsement;

1. The training course has been previously approved by the Manufacturer
2. The training course has been approved by European Union Aviation Safety Agency (EASA)
3. The training course has been approved under the Repair Station

### **5.2.6 Record Management**

Refer to CAAT-PEL-RDMSP: Record-Keeping and Document Management System Procedure

### **5.2.7 Appendix**

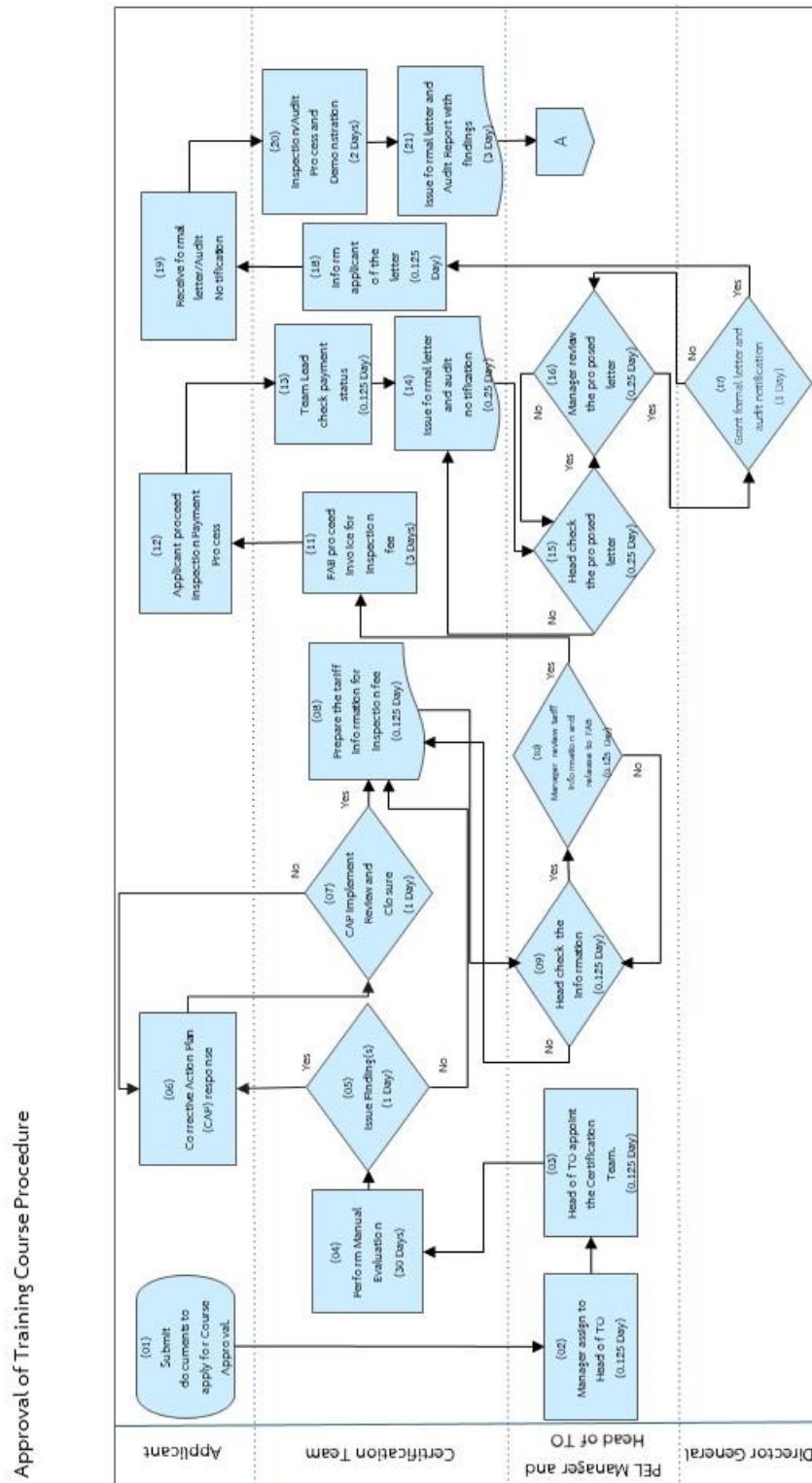
Appendix A: Workflow for Approval of Training Course

Appendix B: Requirement of Qualifications of an Applicant

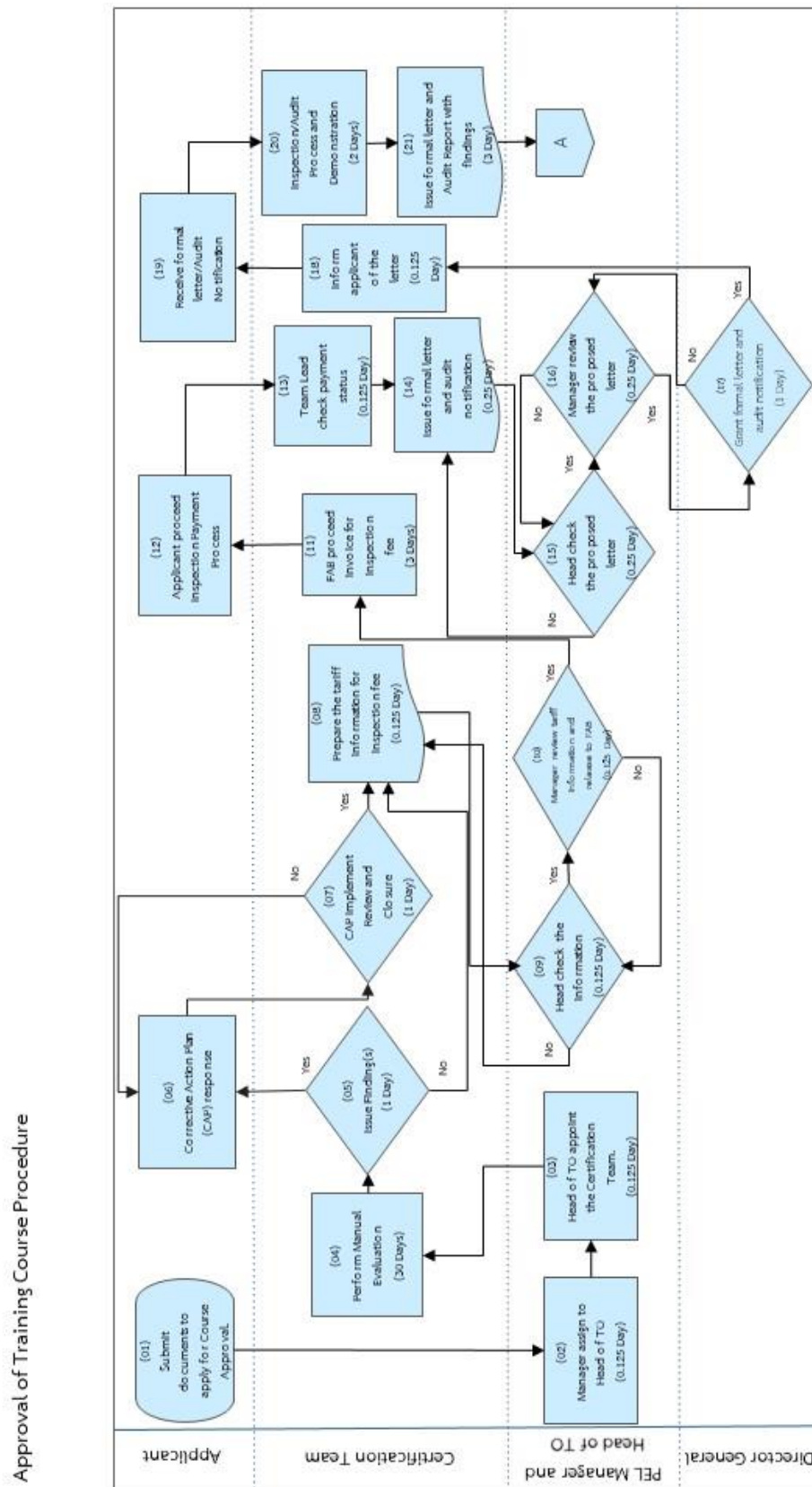
Appendix C: Relevant Documents

## APPENDIX A: WORKFLOW FOR APPROVAL OF TRAINING COURSE

### Approval of Training Course



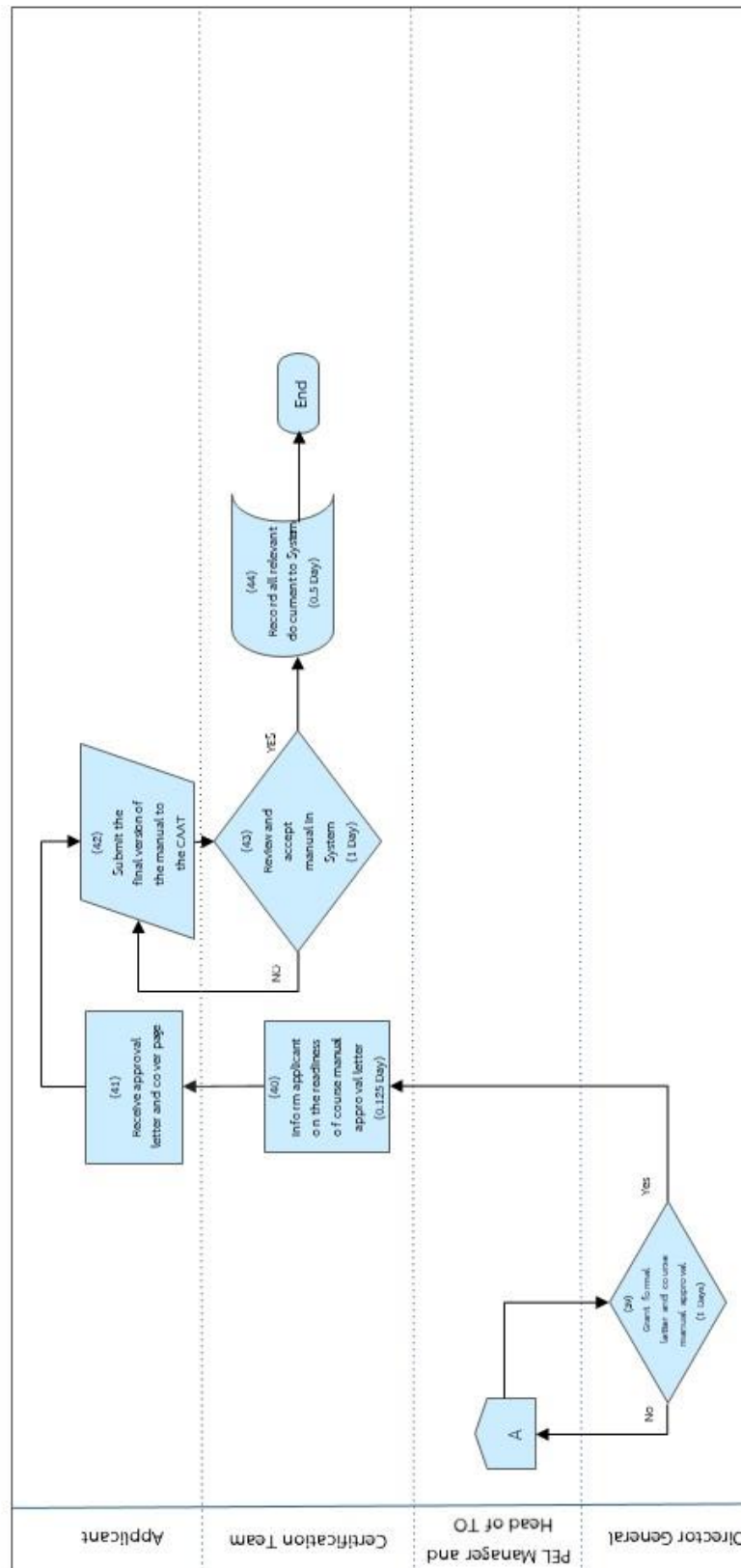
### Approval of Training Course (Continued)





## Approval of Training Course (Continued)

Approval of Training Course Procedure (Continued)



## APPENDIX B: REQUIREMENT OF QUALIFICATIONS OF AN APPLICANT

|                                               |                                                                                                                                            |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Flying Training Courses                       | The Notification of the Civil Aviation Authority of Thailand - on the Certification of Aviation Training Organization and Courses B.E.2562 |
| Air Traffic Controller Training Course        | Notification of CAAT on Approval of Air Traffic Control Training Course B.E. 2559                                                          |
| Maintenance Training Courses                  | Notification of Department of Air Transport on Approval of Training Organization and Training Course for Aircraft Maintenance B.E. 2551    |
| Language Proficiency Examiner Training Course | Rules of CAAT; Approval of Language Proficiency Testing Center for Holders of Personnel Licence B.E.2561                                   |

## APPENDIX C: RELEVANT DOCUMENTS

### I. Application Documents

|                                               |                                                                                                                                            |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Flying Training Courses                       | The Notification of the Civil Aviation Authority of Thailand - on the Certification of Aviation Training Organization and Courses B.E.2562 |
| Air Traffic Controller Training Courses       | Notification of CAAT on Approval of Air Traffic Control Training Course B.E. 2559                                                          |
| Approved Maintenance Training Courses         | Notification of Department of Air Transport on Approval of Training Organization and Training Course for Aircraft Maintenance B.E. 2551    |
| Language Proficiency Examiner Training Course | Rules of CAAT; Approval of Language Proficiency Testing Center for Holders of Personnel Licence B.E.2561                                   |

## II. Applicable Forms and Checklists

### *Flying Training Courses*

#### Forms

CAAT-PEL-TO-012      Application for Aviation Training Course Approval

#### Checklists

|               |                                                                                        |
|---------------|----------------------------------------------------------------------------------------|
| PEL-TO-CK-006 | Checklist for Type Rating Course Approval                                              |
| PEL-TO-CK-021 | Checklist for Upset Prevention and Recovery Training -UPRT                             |
| PEL-TO-CK-029 | Checklist for Course Manual (PPL CPL MPL ATPL License Course)                          |
| PEL-TO-CK-030 | Checklist for Course Manual (IR Rating Course)                                         |
| PEL-TO-CK-036 | Checklist for Course Manual (IP Rating Course)                                         |
| PEL-TO-CK-042 | Checklist for Multi Engine Rating Course Approval                                      |
| PEL-TO-CK-043 | Checklist for Refresher, Requalification Course Approval                               |
| PEL-TO-CK-044 | Checklist for Multi-Crew Pilot Licence Course Approval                                 |
| PEL-TO-CK-045 | Checklist for ATP Modular Course Approval                                              |
| PEL-TO-CK-047 | Checklist for Recurrent Course Approval                                                |
| PEL-TO-CK-048 | Checklist for Train the Trainer Course Approval                                        |
| PEL-TO-CK-051 | Checklist for Requalification Course Approval — Licence Revoked                        |
| PEL-TO-CK-052 | Checklist for Flight Operations Officer or Flight Dispatcher Refresher Course Approval |
| PEL-TO-CK-053 | Checklist for Flight Operations Officer or Flight Dispatcher Course Approval           |

### *Air Traffic Controller Training Courses*

#### *Forms*

CAAT-PEL-TO-005      Application and Renewal for Air Traffic Control Training Course Approval

#### *Checklists*

PEL-TO-CK-007      Checklist for Approval of Air traffic Control Course

PEL-TO-CK-049      Checklist for ATC OJT Instructor Certificate

### *Aircraft Maintenance Training Courses*

#### *Forms*

PEL-TO-017\_AMTO      Application for Approval of Training Course of Aircraft Maintenance

#### *Checklists*

PEL-TO-CK-025      Checklist for Accepted Aircraft Maintenance Course

### *Training Course Other Than the Course Approved Under Thai ATO*

#### *Aircraft Maintenance Training Courses*

##### *Forms*

PEL-TO-017\_AMTO      Application for Approval of Training Course of Aircraft Maintenance

##### *Checklists*

PEL-TO-CK-025      Checklist for Accepted Aircraft Maintenance Course

## 5.3 Approval of Simulation Training Device Procedure

### 5.3.1 Objective

To provide procedure for approving Simulation Training Device

#### FLIGHT SIMULATION TRAINING DEVICE (FSTD)

- a) Flight simulation training device (FSTD) means a training device which is:
  - (1) In the case of aeroplanes, a full flight simulator (FSS), a flight training device (FTD), a flight navigation procedures trainer (FNPT), or a basic instrument training device (BITD).
  - (2) In the case of helicopters, a full flight simulator (FSS), a flight training device (FTD) or a flight navigation procedures trainer (FNPT).
- b) Full flight simulator (FSS) means a full size replica of a specific type or make, model and series aircraft flight deck/cockpit, including the assemblage of all equipment and computer programmes necessary to represent the aeroplane in ground and flight operations, a visual system providing an out of the flight deck/cockpit view, and a force cueing motion system. It is in compliance with the minimum standards for FFS qualification.
- c) Flight training device (FTD) means a full size replica of a specific aircraft type's instruments, equipment, panels and controls in an open flight deck/cockpit area or an enclosed aircraft flight deck/cockpit, including the assemblage of equipment and computer software programmes necessary to represent the aircraft in ground and flight conditions to the extent of the systems installed in the device. It does not require a force cueing motion or visual system. It is in compliance with the minimum standards for a specific FTD level of qualification.
- d) Flight and navigation procedures trainer (FNPT) means a training device which represents the flight deck/cockpit environment including the assemblage of equipment and computer programmes necessary to represent an aircraft or class of aeroplane in flight operations to the extent that the systems appear to function as in an aircraft. It follows the minimum standards for a specific FNPT level of qualification.

- e) Basic instrument training device (BITD) means a ground-based training device which represents the student pilot's station of a class of aeroplanes. It may use screen-based instrument panels and spring-loaded flight controls, providing a training platform for at least the procedural aspects of instrument flight.

### 5.3.2 Reference

| No. | List of Regulations                                                                                                 |
|-----|---------------------------------------------------------------------------------------------------------------------|
| 1.  | Rules of CAAT; Approval of Flight Simulation Training Device B.E. 2558                                              |
| 2.  | Notification of CAAT; Approval of Air Traffic Control Simulator B.E. 2560                                           |
| 3.  | Guidance Material for Aeroplane Flight Simulation Training Devices "GM-FSTD(A)" (CAAT-PEL-GM01-FSTD Aeroplane FSTD) |

### 5.3.3 Definition and Acronyms

| Term | Definition                                                 |
|------|------------------------------------------------------------|
| ATC  | Air Traffic Controller                                     |
| ATO  | Approved Training Organization (including FTO, MTO, ATCTO) |
| CAAT | The Civil Aviation Authority of Thailand                   |
| FSTD | Flight Simulation Training Device                          |
| PEL  | Personnel Licensing Department                             |
| TO   | Training Organization                                      |
| PI   | Principal Inspector                                        |

### 5.3.4 Responsibility

|                            |                                                                                                                          |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>DG:</b>                 | Affix the signature to the certification of the training course                                                          |
| <b>Manager of PEL:</b>     | Responsible in scope of overseeing PEL functions, verifying and approving document                                       |
| <b>Head of TO:</b>         | Responsible in scope of delegating responsibilities and supervising the work, verifying and assigning certification team |
| <b>Certification Team:</b> | Responsible in scope of approving Flight Simulation Training Devices                                                     |
| <b>Responsible Person</b>  | The person who has been assigned to verify the training device                                                           |

### 5.3.5 Procedure

#### 1. APPROVAL OF SIMULATION TRAINING DEVICE

| No.  | Detail                                                                        | Time   | Responsible person                                  | Document                                                         |
|------|-------------------------------------------------------------------------------|--------|-----------------------------------------------------|------------------------------------------------------------------|
| 1.   | Submit documents to apply for Approved simulator certificate via EMPIC system | 3 Days | Applicant                                           | Refer to topic no. 5.3.2                                         |
| 2.   | Head of TO appoint the Inspector(s)                                           |        | Head of TO Division                                 | Refer to topic no. 5.3.2                                         |
| 3.   | Review and evaluate documents                                                 |        | Inspector(s)                                        | Refer to topic no. 5.3.2                                         |
| 4.   | Prepare the tariff information for inspection fee and certification fee       | 6 Days | Inspector(s)                                        | Details in EMPIC system                                          |
| 5.   | Head of TO checks the information and release invoices to FAD                 |        | Head of TO Division                                 | Details in EMPIC system                                          |
| 6.8. | FAD issue invoice for inspection fee                                          |        | FAD                                                 | Invoice for inspection fee                                       |
| 9.   | Proceed to pay for the inspection fee                                         |        | Applicant                                           | Simulator inspection fee receipt                                 |
| 10.  | Verify payment status                                                         |        | Inspector(s)                                        | Receipt issued by FAD                                            |
| 11.  | Prepare formal letter approval for simulator inspection                       |        | Inspector(s)                                        | Formal letter for approval of simulator inspection               |
| 12.  | Head checks the proposed letter                                               |        | Head of TO Division                                 | Formal letter for approval of simulator inspection               |
| 13.  | Manager reviews the proposed letter                                           |        | Director General (International) Manager (Domestic) | Formal letter for approval of simulator inspection               |
| 14.  | Inform applicant of the inspection date                                       |        | Inspector(s)                                        | Formal letter via Email                                          |
| 15.  | Receive formal letter of inspection date                                      |        | Applicant                                           |                                                                  |
| 16.  | Perform simulator inspection                                                  | 6 Days | Inspector(s)                                        | 1. Refer to topic no. 5.3.2<br>2. Simulator inspection checklist |



| No. | Detail                                                                        | Time   | Responsible person  | Document                                                                                                                                                                                                      |
|-----|-------------------------------------------------------------------------------|--------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 17. | Submit the inspection result via EMPIC system                                 |        | Inspector(s)        | Simulator inspection checklist and relevant documents                                                                                                                                                         |
| 18. | Proceed to pay for simulator certification fee                                |        | Applicant           | Simulator certification fee receipt                                                                                                                                                                           |
| 19. | Verify payment status                                                         |        | Inspector(s)        | Receipt issued by FAD                                                                                                                                                                                         |
| 20. | Draft simulator approval certificate package                                  | 1 Days | Inspector(s)        | Simulator approval certificate package                                                                                                                                                                        |
| 21. | Head checks the information                                                   |        | Head of TO Division | Simulator approval certificate package                                                                                                                                                                        |
| 22. | Manager reviews and grant certificate package                                 | 3 Days | Manager             | Simulator approval certificate package                                                                                                                                                                        |
| 23. | Inform applicant on the readiness of simulator certificate approval via Email | 1 Day  | Inspector(s)        | Simulator approval certificate package                                                                                                                                                                        |
| 24. | Receive simulator certificate approval                                        |        | Applicant           | Simulator approval certificate package                                                                                                                                                                        |
| 25. | Check completion of documents                                                 |        | Inspector(s)        | 1. Formal letter of simulator approval certificate<br>2. The approved simulator certificate<br>3. Inspection fee receipt and certification fee receipt                                                        |
| 26. | Store documents in EMPIC and DRMS system                                      |        | Inspector(s)        | 1. Formal letter of simulator approval certificate<br>2. The approved simulator certificate package<br>3. Inspection fee receipt and certification fee receipt<br>4. If necessary, audit report may be issued |

## 2. APPROVAL OF SIMULATION TRAINING DEVICE UNDER THE CERTIFICATION OF FAA OR EASA

In the event that CAAT is to approve the Initial training course, the Recurrent training course or any other related flying training courses requested by the AOC and that particular course is to be conducted in the foreign country where the ATO is certified by the FAA or EASA and the simulator utilizes for that training has been certified by FAA or EASA the CAAT Inspector is unable to conduct the simulator inspection under the reasonable circumstances and not in-time for the training, the CAAT Inspector shall certify and issue the CAAT Approved Simulator Certificate using the details criteria stated in the FAA or EASA Simulator Certificate with limited the validity of that certificate for a certain period of time or within the date expire stated in the FAA or EASA certificate, the valid date of those certificates shall be extended respectively after the next on-site simulator inspection. The checklist for EASA, FAA Flight Synthetic Training Device Recognition; PEL-TO-CK-026 shall be used by the Inspector in approving of foreign simulation training devices in these criteria.

### 5.3.6 Record Management

Refer to CAAT-PEL-RDMSP: Record-Keeping and Document Management System Procedure

### 5.3.7 Appendix

Appendix A: Workflow for Approval of Simulation Training Device

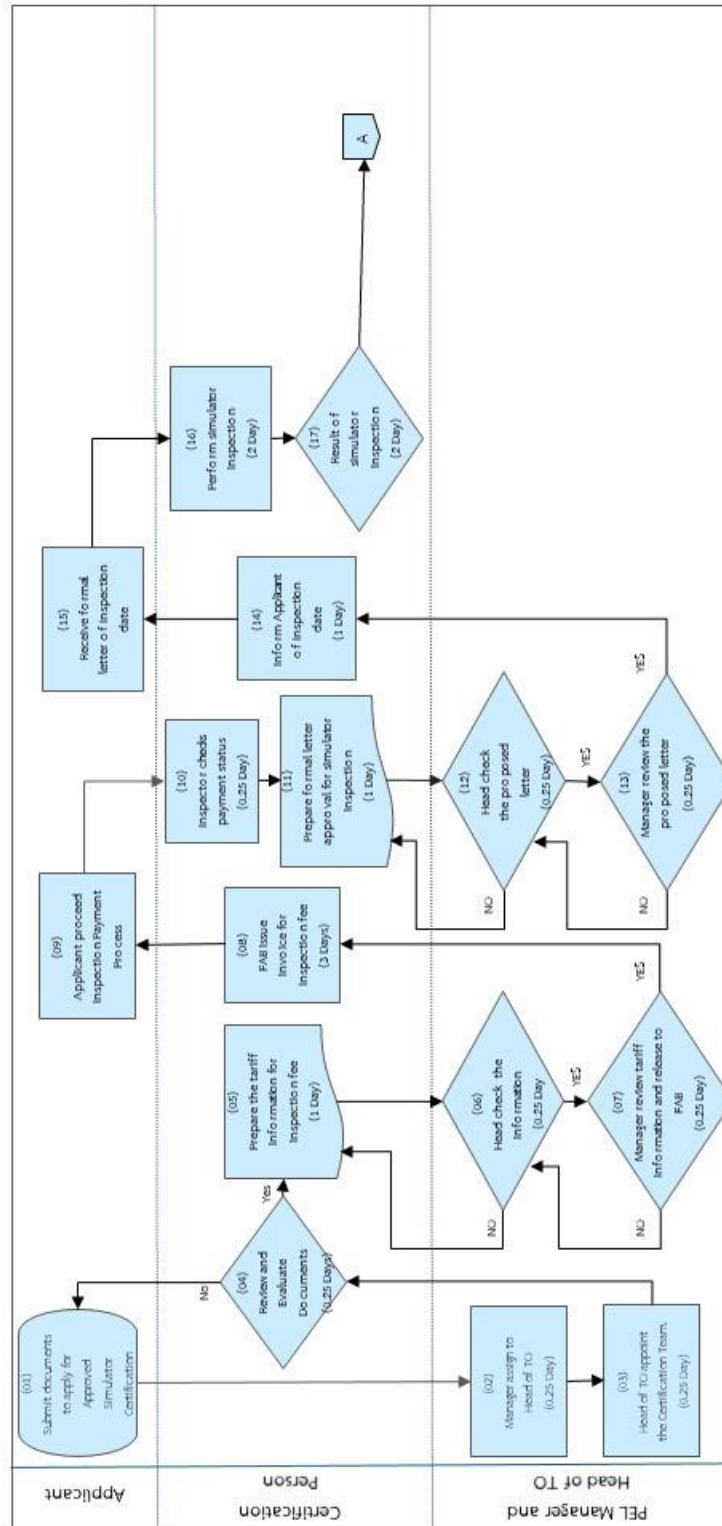
Appendix B: Requirement of Qualifications of an Applicant

Appendix C: Relevant Documents

## APPENDIX A: WORKFLOW FOR APPROVAL OF SIMULATION TRAINING DEVICE

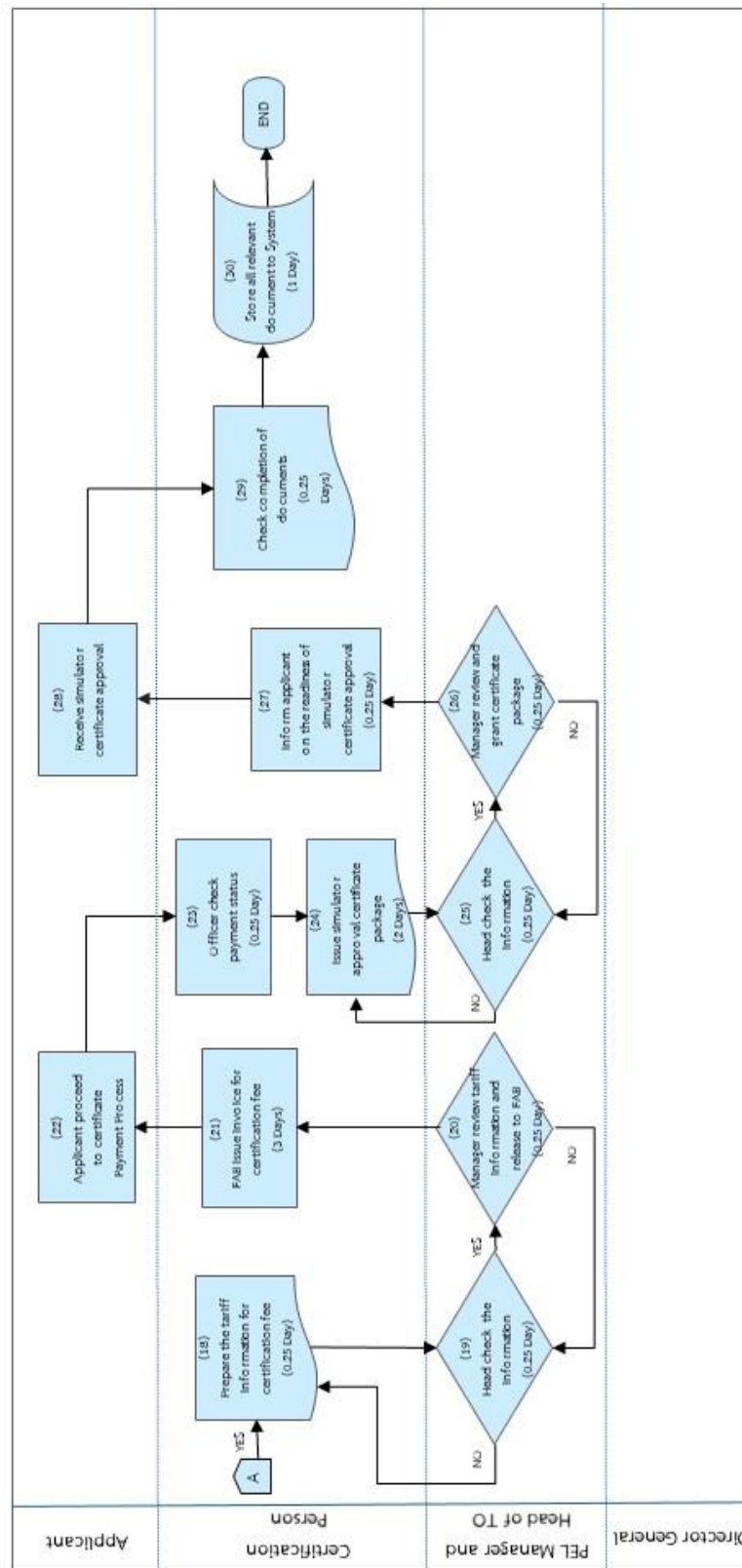
### Approval of Simulation Training Device

Approval of Simulation Training Device Procedure



Approval of Simulation Training Device (Continued)

Approval of Simulation Training Device Procedure (Continued)



## APPENDIX B: REQUIREMENT OF QUALIFICATIONS OF AN APPLICANT

|                                          |                                                                           |
|------------------------------------------|---------------------------------------------------------------------------|
| Flight Simulation Training Device (FSTD) | Rules of CAAT; Approval of Flight Simulation Training Device B.E. 2558    |
| Air Traffic Control Simulator            | Notification of CAAT; Approval of Air Traffic Control Simulator B.E. 2560 |

## APPENDIX C: RELEVANT DOCUMENTS

### I. Application Documents

|                                          |                                                                           |
|------------------------------------------|---------------------------------------------------------------------------|
| Flight Simulation Training Device (FSTD) | Rules of CAAT; Approval of Flight Simulation Training Device B.E. 2558    |
| Air Traffic Control Simulator            | Notification of CAAT; Approval of Air Traffic Control Simulator B.E. 2560 |

### II. Applicable Forms and Checklists

#### *Flight Simulation Training Device (FSTD)*

##### *Forms*

CAAT-PEL-TO-006      Application for Qualification Certification or Recurrent Evaluation of a Flight Simulation Training Device

##### *Checklists*

PEL-TO-CK-004      Simulator Evaluation and Certification Checklist/Report

PEL-TO-CK-054      Simulator (Helicopter) Evaluation and Certification Checklist/Report

#### *Air Traffic Control Simulator*

##### *Forms*

CAAT-PEL-TO-007      Application for Air Traffic Control Simulator Approval

##### *Checklists*

PEL-TO-CK-005      Checklist for ATC Simulator Qualification Approval

#### *Simulation Training Device Under the Certification of FAA or EASA*

##### *Forms*

CAAT-PEL-TO-006      Application for Qualification Certification or Recurrent Evaluation of a Flight Simulation Training Device

##### *Checklists*

PEL-TO-CK-026      Checklist for EASA FAA Flight Synthetic Training Device Recognition

## 5.4 Issuance of Instructor Certificate Procedure

### 5.4.1 Objective

To provide procedure for issuing certificate of ground instructor, flight instructor - simulator and flight instructor- aircraft type rating

#### a) Types of Flight Instructor

The Instructor are categorized into 4 categories as follows:

- (1) Ground Instructor is an instructor who instructs the Flight Crew in the position of the pilot about the aircraft structures, engines, controllers, systems and limitations of the aircraft, practices in normal, abnormal and emergency conditions, including the demonstration on the practices regarding the systems and equipment in case of emergency circumstances and equipment or other supporting devices related to safety in the flight operation as certified by the CAAT, e.g., Doors training, Mock up trainer and etc. However, the Ground Instructor may instruct only one or a few courses.
- (2) Flight Instructor - Simulator is an instructor who instructs the pilot in command and co-pilot about the flight operation processes in normal, abnormal and emergency conditions with the flight simulation training device or flight trainer according to the instructing pattern.
- (3) Flight Instructor - Aircraft Type Rating is the School Flight Instructor who instructs about the processes in normal, abnormal and emergency conditions and/or Initial Operating Experience: IOE for the pilot in command and the co-pilot with the aircraft according to the instructing pattern.

The person who is qualified to perform as Flight Instructor must obtain the certificate issued by CAAT



### 5.4.2 Reference

| No. | List of Regulations                                                                      |
|-----|------------------------------------------------------------------------------------------|
| 1.  | Regulations of the Department of Civil Aviation on Certification of Instructors B.E.2553 |

### 5.4.3 Definition and Acronyms

| Term              | Definition                                                                                          |
|-------------------|-----------------------------------------------------------------------------------------------------|
| <i>PEL</i>        | Personnel Licensing Department                                                                      |
| <i>Instructor</i> | Include ground instructor, flight instructor - simulator and flight instructor-aircraft type rating |

### 5.4.4 Responsibility

|                        |                                                                                                                          |
|------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <i>Manager of PEL:</i> | Responsible in scope of overseeing PEL functions, verifying and approving document                                       |
| <i>Head of TO:</i>     | Responsible in scope of delegating responsibilities and supervising the work, verifying and assigning certification team |
| <i>Examiner:</i>       | Perform skill test check and submit result                                                                               |
| <i>TO Officer:</i>     | Responsible in scope of issuing and monitoring instructor certificate                                                    |
|                        |                                                                                                                          |

### 5.4.5 Procedure

| No. | Detail                                                                                                        | Time   | Responsible person  | Document                                                                                   |
|-----|---------------------------------------------------------------------------------------------------------------|--------|---------------------|--------------------------------------------------------------------------------------------|
| 1.  | Submit documents to apply for Instructor Certificate via EMPIC system                                         | 3 Days | Applicant           | Refer to topic no. 5.4.3                                                                   |
| 2.  | Appoint the Inspector                                                                                         |        | Head of TO Division | Refer to topic no. 5.4.3                                                                   |
| 3.  | Review and evaluate documents                                                                                 |        | Inspector           | 1. Application form and relevant documents with evidences<br>2. Documents check checklist  |
| 4.  | Prepare assignment letter                                                                                     |        | TO Officer          | Formal assignment letter                                                                   |
| 5.  | Review the assignment letter                                                                                  |        | Head of TO Division | Formal assignment letter                                                                   |
| 6.  | Perform check and submit result via EMPIC system                                                              | 2 Days | Inspector           | Result package                                                                             |
| 7.  | Check completeness of document, update details in the EMPIC system and issue approval letter with certificate | 3 Days | TO Officer          | Package of check results and approval letter with certificate                              |
| 8.  | Review the approval letter and certificate                                                                    |        | Head of TO Division | Package of check results and approval letter with certificate                              |
| 9.  | Grant approval letter and certificate                                                                         | 2 Day  | Manager             | Package of check results and approval letter with certificate                              |
| 10. | Inform applicant on the readiness of approved certificate via Email                                           | 1 Day  | TO Officer          | Approval letter with instructor certificate                                                |
| 11. | Receive approved certificate                                                                                  |        | Applicant           | Approval letter with instructor certificate                                                |
| 12. | Store documents in EMPIC and DRMS system                                                                      |        | TO Officer          | Copy of approval letter with<br>Copy of instructor certificate<br>Package of check results |

#### 5.4.6 Appendix

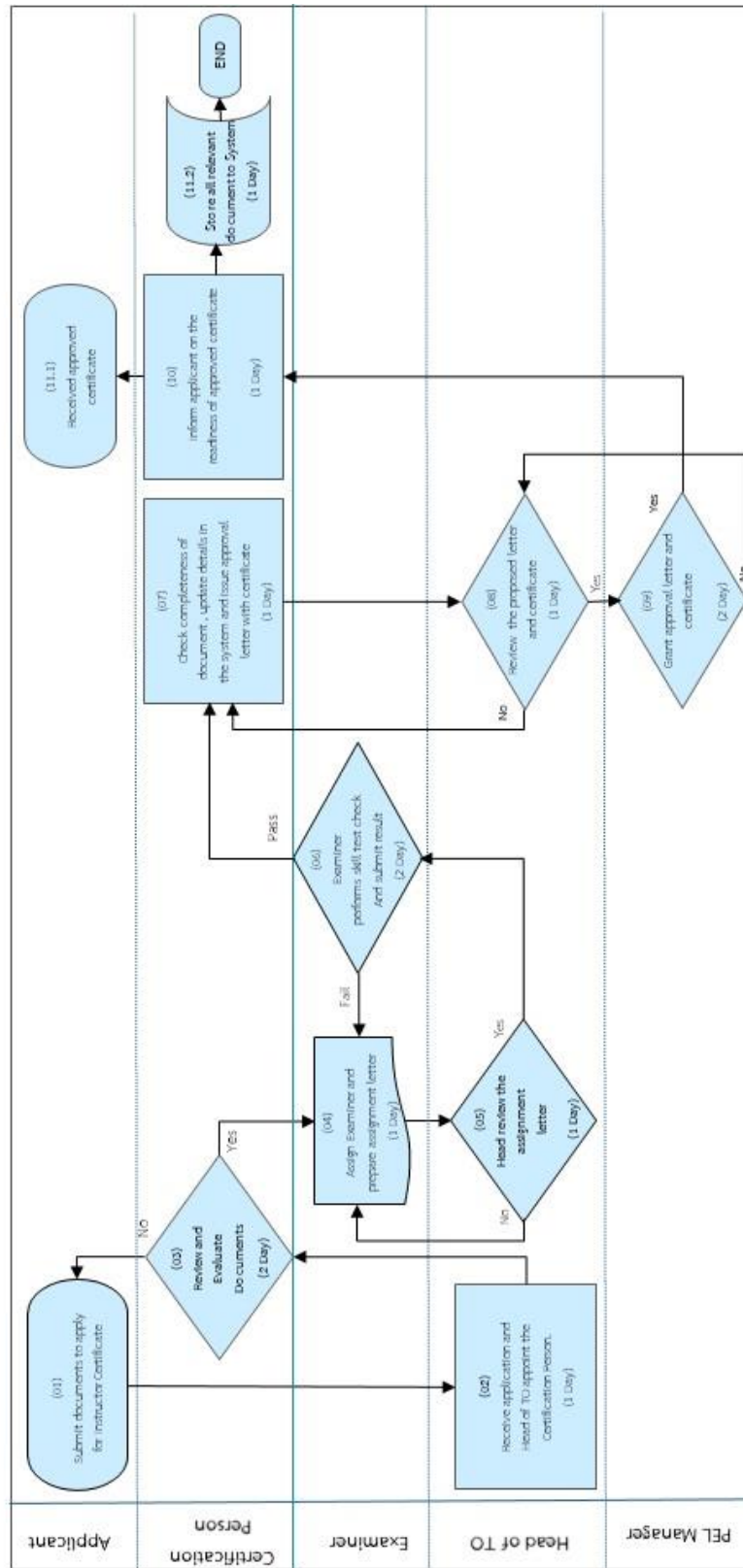
Appendix A: Workflow for Issuance of Instructor Certificate

Appendix B: Requirement of Qualifications of an Applicant

Appendix C: Relevant Documents

## APPENDIX A: WORKFLOW FOR ISSUANCE OF INSTRUCTOR CERTIFICATE

Issuance and Renewal of Instructor Certificate Procedure



## APPENDIX B: REQUIREMENT OF QUALIFICATIONS OF AN APPLICANT

|                                          |                                                                                                                 |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Ground Instructor                        | As prescribed in Regulations of the<br>Department of Civil Aviation on Certification<br>of Instructors B.E.2553 |
| Flight Instructor - Simulator            |                                                                                                                 |
| Flight Instructor - Aircraft Type Rating |                                                                                                                 |

## APPENDIX C: RELEVANT DOCUMENTS

### I. Application Documents

|                                          |                                                                                                           |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Ground Instructor                        | As prescribed in Regulations of the Department of Civil Aviation on Certification of Instructors B.E.2553 |
| Flight Instructor - Simulator            |                                                                                                           |
| Flight Instructor - Aircraft Type Rating |                                                                                                           |

### II. Applicable Forms and Checklists

#### Forms

- Application for Crew Member Instructor

#### Checklists

|                    |                                                                                                                           |
|--------------------|---------------------------------------------------------------------------------------------------------------------------|
| PEL-EX-CK-015      | Assessment of Competence for Flight Instructor Rating/ Simulator Instructor Certificate/ Aircraft Type Rating Certificate |
| CAAT-PEL-EX-CK-021 | Checklist for Assessment of Competence for Ground Instructor                                                              |
| CAAT-PEL-EX-CK-022 | Checklist for Issue Instructor Certificate                                                                                |

## 5.5 Issuance of On-the-Job Training Instructor Certificate Procedure

### 5.5.1 Objective

To provide procedure for issuing certificate of ATC On-the-Job Training Instructor (OJTI).

The ATC On-the-Job Training Instructors are categorized into 5 categories as follows:

- (1) Aerodrome Control Instructor
- (2) Approach Control Procedural Instructor
- (3) Approach Control Surveillance Instructor
- (4) Area Control Procedural Instructor
- (5) Area Control Surveillance Instructor

The person who is qualified to perform as ATC On the Job Training Instructor must obtain the certificate issued by CAAT.

### 5.5.2 Reference

| No. | List of Regulations                                                           |
|-----|-------------------------------------------------------------------------------|
| 1.  | Rules of CAAT; Certificate for On-the-Job-Training-Instructor (ATC) B.E. 2559 |

### 5.5.3 Definition and Acronyms

| Term | Definition                     |
|------|--------------------------------|
| PEL  | Personnel Licensing Department |
| OJTI | On-the-Job Training Instructor |

### 5.5.4 Responsibility

|                        |                                                                                                                          |
|------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>Manager of PEL:</b> | Responsible in scope of overseeing PEL functions, verifying and approving document                                       |
| <b>Head of TO:</b>     | Responsible in scope of delegating responsibilities and supervising the work, verifying and assigning certification team |
| <b>Inspector:</b>      | Perform check and submit result                                                                                          |
| <b>TO Officer:</b>     | Responsible in scope of issuing and monitoring instructor certificate                                                    |

### 5.5.5 Procedure

| No. | Detail                                                                                                  | Time   | Responsible person  | Document                                                                                  |
|-----|---------------------------------------------------------------------------------------------------------|--------|---------------------|-------------------------------------------------------------------------------------------|
| 1.  | Submit documents to apply for OJTI Certificate via EMPIC system                                         | 3 Days | Applicant           | Application for Approval of OJTI Certificate                                              |
| 2.  | Appoint the Inspector via EMPIC system                                                                  |        | Head of TO Division | Application form and relevant documents with evidences                                    |
| 3.  | Review and evaluate documents                                                                           |        | TO Officer          | 1. Application form and relevant documents with evidences<br>2. Documents check checklist |
| 4.  | Prepare formal letter and audit notification                                                            |        | Inspector           | Formal assignment letter                                                                  |
| 5.  | Review the formal letter and audit notification                                                         |        | Head of TO Division | Formal assignment letter                                                                  |
| 6.  | Manager reviews and grant formal letter and audit notification                                          |        | Manager             | Formal assignment letter                                                                  |
| 7.  | Perform check and submit result in the EMPIC system                                                     | 2 Days | Inspector           | Check result package                                                                      |
| 8.  | Check completeness of document, update details in the system and issue approval letter with certificate | 3 Days | TO Officer          | Package of check results and approval letter with certificate                             |
| 9.  | Review the proposed letter and certificate                                                              |        | Head of TO Division | Package of check results and approval letter with certificate                             |
| 10. | Grant approval letter and certificate                                                                   | 2 Days | Manager             | Package of check results and approval letter with certificate                             |
| 11. | Inform applicant on the readiness of approved certificate                                               | 1 Day  | TO Officer          | Approval letter with OJTI certificate                                                     |
| 12. | Receive approved certificate                                                                            |        | Applicant           | Approval letter with OJTI certificate                                                     |
| 13. | Store all relevant documents to the EMPIC and DRMS system                                               |        | TO Officer          | Copy of approval letter with<br>Copy of OJTI certificate<br>Package of check results      |



### 5.5.6 Appendix

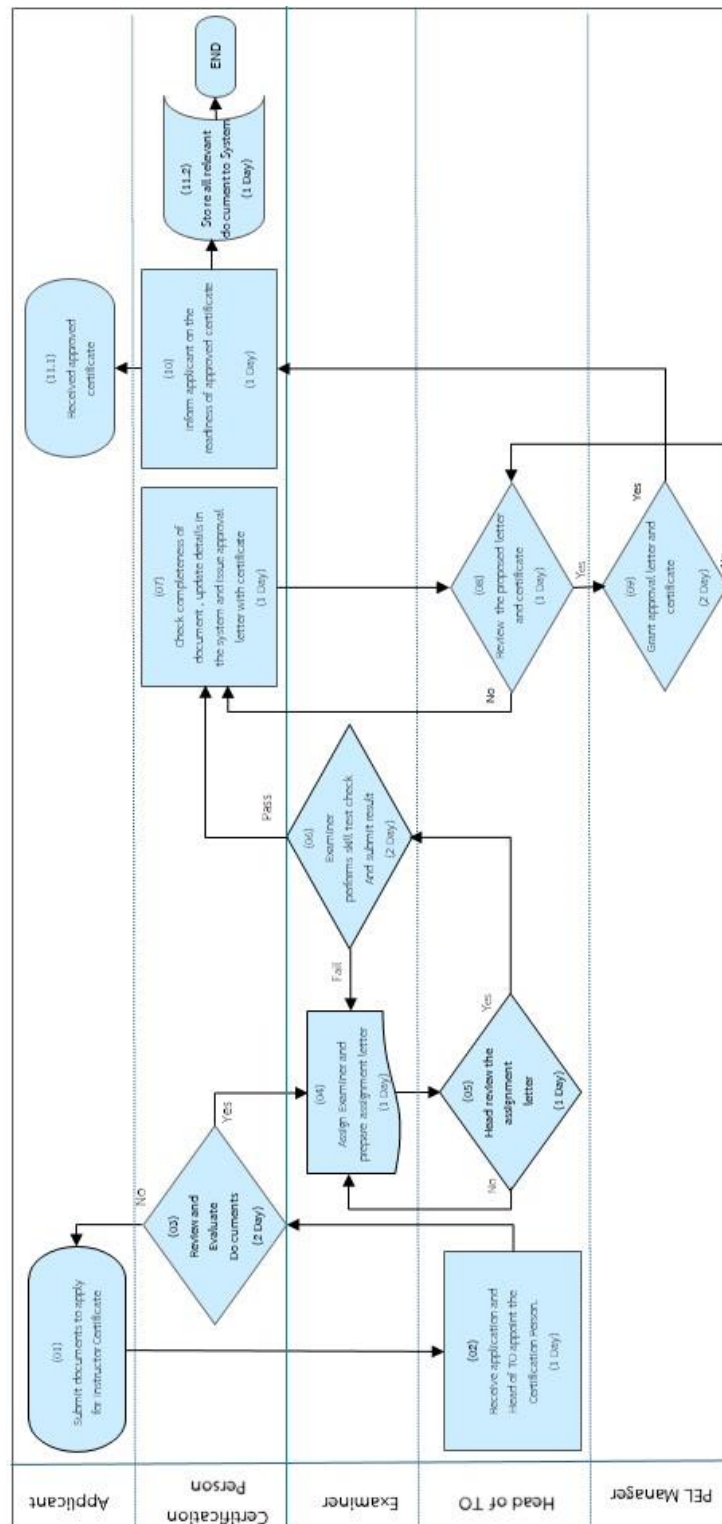
Appendix A: Workflow for Issuance of Instructor Certificate

Appendix B: Requirement of Qualifications of an Applicant

Appendix C: Relevant Documents

## APPENDIX A: WORKFLOW FOR ISSUANCE OF INSTRUCTOR CERTIFICATE

Issuance and Renewal of Instructor Certificate Procedure



## APPENDIX B: REQUIREMENT OF QUALIFICATIONS OF AN APPLICANT

|                                          |                                                                                                |
|------------------------------------------|------------------------------------------------------------------------------------------------|
| ATC On-the-Job Training Instructor (OJT) | As prescribed in Rules of CAAT; Certificate for On-the-Job-Training-Instructor (ATC) B.E. 2559 |
|------------------------------------------|------------------------------------------------------------------------------------------------|

## APPENDIX C: RELEVANT DOCUMENTS

### I. Application Documents

|                                           |                                                                                                |
|-------------------------------------------|------------------------------------------------------------------------------------------------|
| ATC On-the-Job Training Instructor (OJTI) | As prescribed in Rules of CAAT; Certificate for On-the-Job-Training-Instructor (ATC) B.E. 2559 |
|-------------------------------------------|------------------------------------------------------------------------------------------------|

### II. Applicable Forms and Checklists

#### Forms

|             |                                                                                       |
|-------------|---------------------------------------------------------------------------------------|
| CAAT-EX-004 | Application for Certificate of On the Job Training Instructor for Air Traffic Control |
|-------------|---------------------------------------------------------------------------------------|

#### Checklists

|               |                                              |
|---------------|----------------------------------------------|
| PEL-EX-CK-023 | Assessment of Competance for OJTI            |
| PEL-TO-CK-049 | Checklist for ATC OJT Instructor Certificate |

## 5.6 Issuance of the Formal Letter for the Qualified Instructor (ATO Type Rating Instructor)

### 5.6.1 Objective

To provide procedure for issuing the formal letter to the qualified ground instructor and the flight instructor - simulator who conducts the training in the aircraft type rating ATO.

#### a) Types of the qualified Instructor

The Instructor are categorized into 2 categories as follows:

- (1) Ground Instructor is an instructor who instructs the Flight Crew in the position of the pilot about the aircraft structures, engines, controllers, systems and limitations of the aircraft, practices in normal, abnormal and emergency conditions, including the demonstration on the practices regarding the systems and equipment in case of emergency circumstances and equipment or other supporting devices related to safety in the flight operation as certified by the CAAT, e.g., Doors training, Mock up trainer and etc. However, the Ground Instructor may instruct only one or a few courses.
- (2) Flight Instructor - Simulator is an instructor who instructs the pilot in command and co-pilot about the flight operation processes in normal, abnormal and emergency conditions with the flight simulation training device or flight trainer according to the instructing pattern.

The person who is qualified to perform as the ground Instructor and flight instructor – simulator must obtain the formal letter issued by CAAT.

### 5.6.2 Reference

| No. | List of Regulations                                                                      |
|-----|------------------------------------------------------------------------------------------|
| 1.  | Regulations of the Department of Civil Aviation on Certification of Instructors B.E.2553 |

### 5.6.3 Definition and Acronyms

| Term              | Definition                                                                                          |
|-------------------|-----------------------------------------------------------------------------------------------------|
| <i>PEL</i>        | Personnel Licensing Department                                                                      |
| <i>Instructor</i> | Include ground instructor, flight instructor - simulator and flight instructor-aircraft type rating |

### 5.6.4 Responsibility

|                        |                                                                                                                          |
|------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <i>Manager of PEL:</i> | Responsible in scope of overseeing PEL functions, verifying and approving document                                       |
| <i>Head of TO:</i>     | Responsible in scope of delegating responsibilities and supervising the work, verifying and assigning certification team |
| <i>Inspector:</i>      | Perform check and submit result                                                                                          |
| <i>TO Officer:</i>     | Responsible in scope of issuing and monitoring instructor certificate                                                    |

### 5.6.5 Procedure

| No. | Detail                                                                                                | Time     | Responsible person  | Document                                                                                  |
|-----|-------------------------------------------------------------------------------------------------------|----------|---------------------|-------------------------------------------------------------------------------------------|
| 1.  | Submit documents to apply for Instructor Certificate via EMPIC system                                 |          | Applicant           | Refer to topic no. 5.4.3                                                                  |
| 2.  | Appoint the Inspector                                                                                 | 0.25 Day | Head of TO Division | Refer to topic no. 5.4.3                                                                  |
| 3.  | Review and evaluate documents                                                                         | 2 Days   | Inspector           | 1. Application form and relevant documents with evidences<br>2. Documents check checklist |
| 4.  | Prepare assignment letter                                                                             | 1 Day    | TO Officer          | Formal assignment letter                                                                  |
| 5.  | Review the assignment letter                                                                          | 0.25 Day | Head of TO Division | Formal assignment letter                                                                  |
| 6.  | Perform check and submit result via EMPIC system                                                      | 2 Days   | Inspector           | Result package                                                                            |
| 7.  | Check completeness of document, update details in the EMPIC system and issue a formal approval letter | 3 Days   | TO Officer          | Package of check results and a formal approval letter                                     |
| 8.  | Review the formal approval letter                                                                     | 0.25 Day | Head of TO Division | Package of check results and the formal approval letter                                   |
| 9.  | Grant the formal approval letter                                                                      | 1 Day    | Manager             | Package of check results and a formal approval letter                                     |
| 10. | Inform applicant on the readiness of the formal approved letter via Email                             | 1 Day    | TO Officer          | The formal Approval letter                                                                |
| 11. | Receive the formal approval letter                                                                    |          | Applicant           | The formal Approval letter                                                                |
| 12. | Store documents in EMPIC and DRMS system                                                              | 0.25 Day | TO Officer          | Copy of a formal approval letter and a Package of check results                           |

### 5.6.6 Appendix

Appendix A: Workflow for Issuance of Instructor Certificate

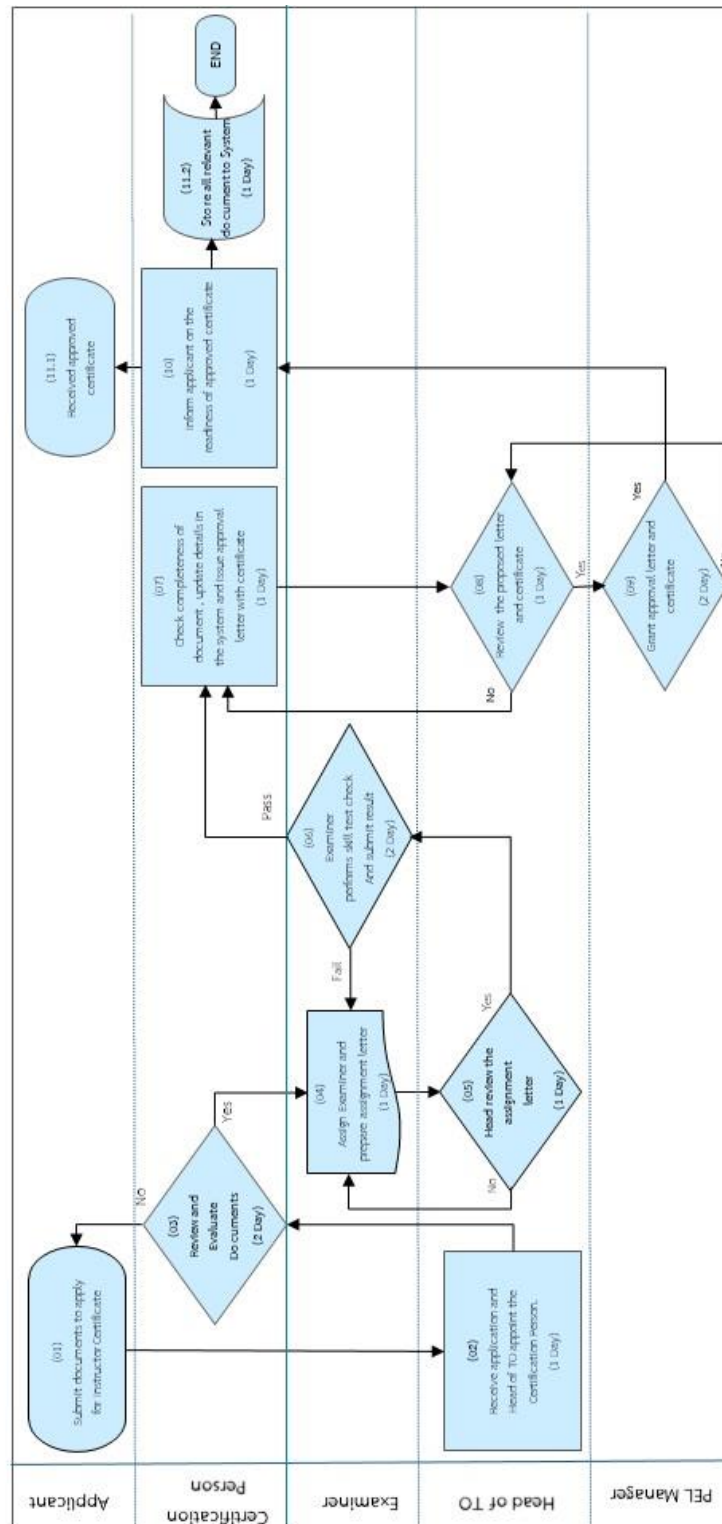
Appendix B: Requirement of Qualifications of an Applicant

Appendix C: Relevant Documents



## APPENDIX A: WORKFLOW FOR ISSUANCE OF INSTRUCTOR CERTIFICATE

Issuance and Renewal of Instructor Certificate Procedure



## APPENDIX B: REQUIREMENT OF QUALIFICATIONS OF AN APPLICANT

|                                          |                                                                                                           |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Ground Instructor                        | As prescribed in Regulations of the Department of Civil Aviation on Certification of Instructors B.E.2553 |
| Flight Instructor - Simulator            |                                                                                                           |
| Flight Instructor - Aircraft Type Rating |                                                                                                           |

## APPENDIX C: RELEVANT DOCUMENTS

### I. Application Documents

|                                          |                                                                                                           |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Ground Instructor                        | As prescribed in Regulations of the Department of Civil Aviation on Certification of Instructors B.E.2553 |
| Flight Instructor - Simulator            |                                                                                                           |
| Flight Instructor - Aircraft Type Rating |                                                                                                           |

### II. Applicable Forms and Checklists

#### Forms

- Application for Crew Member Instructor

#### Checklists

|                    |                                                                                                                           |
|--------------------|---------------------------------------------------------------------------------------------------------------------------|
| PEL-EX-CK-015      | Assessment of Competence for Flight Instructor Rating/ Simulator Instructor Certificate/ Aircraft Type Rating Certificate |
| CAAT-PEL-EX-CK-021 | Checklist for Assessment of Competence for Ground Instructor                                                              |
| CAAT-PEL-EX-CK-022 | Checklist for Issue Instructor Certificate                                                                                |

## 5.7 Issuance of Interlocutors and Raters Certificate Procedure

### 5.7.1 Objective

To provide the procedure for issuance of Interlocutors and Raters Certificate

Any person who will interview or rate the score of language proficiency to Personnel shall obtain the Interlocutor or Rater Certificate from the CAAT.

### 5.7.2 Reference

| No. | List of Regulations                                                                                                                                    |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Rules of CAAT; Qualifications and Criteria for Designation of Language Proficiency Assessment Personnel for Radio Communication of Personnel B.E. 2562 |

### 5.7.3 Definition and Acronyms

| Term                | Definition                                                                                                                                                                                                              |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Interlocutor</b> | A suitably qualified and trained person with whom a candidate interacts during a test in order to complete a speaking task.                                                                                             |
| <b>Rater</b>        | A suitably qualified and trained person who assigns a score to a candidate's performance in a test based on a judgement usually involving the matching of features of the performance to descriptors on a rating scale. |

### 5.7.4 Responsibility

|                              |                                                                                                                            |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>DG:</b>                   | Responsible in verifying and approving certificate                                                                         |
| <b>Manager of PEL:</b>       | Responsible in scope of overseeing PEL functions, verifying and approving document                                         |
| <b>Head of TO:</b>           | Responsible in scope of delegating responsibilities and supervising the work, verifying and assigning certification person |
| <b>Certification Person:</b> | Responsible in scope of issuing and monitoring certificate                                                                 |

### 5.7.5 Procedure

| No. | Detail                                                       | Time    | Responsible person   | Document                                                                                  |
|-----|--------------------------------------------------------------|---------|----------------------|-------------------------------------------------------------------------------------------|
| 1.  | Submit documents to apply for interlocutor/rater Certificate |         | Applicant            | Application for Approval of interlocutor/rater certificate                                |
| 2.  | Appoint the certification person                             | 0.5 Day | Head of TO Division  |                                                                                           |
| 3.  | Review and evaluate documents                                | 2 Days  | Certification Person | 3. Application form and relevant documents with evidences<br>4. Documents check checklist |
| 4.  | Prepare the tariff information for certification fee         | 0.5 Day | Certification Person | Details in e-service system                                                               |
| 5.  | Check tariff information                                     | 0.5 Day | Head of TO Division  | Details in e-service system                                                               |
| 6.  | Review tariff information and release to FAB                 | 0.5 Day | Manager              | Details in e-service system                                                               |
| 7.  | Issue the invoice for certification fee                      | 3 Days  | FAB                  | Invoice for the certification fee                                                         |
| 8.  | Proceed to pay for the certification fee                     |         | Applicant            | Receipt of the certification fee                                                          |
| 9.  | Check payment status                                         | 0.5 Day | Certification Person | Details in e-service and receipt of certification fee                                     |
| 10. | Prepare letter and certificate package                       | 3 Days  | Certification Person | Approval letter with interlocutor/rater certificate                                       |
| 11. | Check the certificate package                                | 0.5 Day | Head of TO Division  | Approval letter with interlocutor/rater certificate                                       |
| 12. | Review the certificate package                               | 0.5 Day | Manager              | Approval letter with interlocutor/rater certificate                                       |
| 13. | Consider granting the certificate                            | 1 Day   | Director General     | Approval letter with interlocutor/rater certificate                                       |
| 14. | Inform applicant on the readiness of approval certificate    | 0.5 Day | Certification Person | Approval letter with interlocutor/rater certificate                                       |
| 15. | Receive formal letter and approved certificate               |         | Applicant            | Approval letter with interlocutor/rater certificate                                       |
| 16. | Check completeness of documents                              | 0.5 Day | Certification Person | 1. Formal approval letter                                                                 |

| No. | Detail                                    | Time    | Responsible person      | Document                                                                                                                                                                                                              |
|-----|-------------------------------------------|---------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                           |         |                         | 2. Copy of the interlocutor/<br>rater certificate<br>3. Receipt of certification<br>fee<br>4. Completed checklist for<br>document check<br>5. Formal application letter<br>and evidences                              |
| 17. | Store all relevant documents to<br>system | 0.5 Day | Certification<br>Person | 1. Formal approval letter<br>2. Copy of the interlocutor/<br>rater certificate<br>3. Receipt of certification<br>fee<br>4. Completed checklist for<br>document check<br>5. Formal application letter<br>and evidences |

### 5.7.6 Functions of Interlocutor/Rater

#### a) Interlocutor

A suitably qualified and trained person with a test taker interacts during a test to complete a speaking task. In direct testing procedures, test-takers are asked to perform language tasks based on a set of elicitation prompts. A prompt may be a question or a topic asked by an interlocutor.

Interlocutors should demonstrate language proficiency of at least ICAO Extended Level 5 in the language to be tested and proficiency at Expert Level 6 if the test is designed to assess ICAO Level 6 proficiency.

#### b) Rater

Raters need to be trained, and the raters need to be trained together to apply the rating scale consistently. Raters should be familiar with aviation English and any vocabulary and structures that are likely to be elicited by test prompts and interactions.

Raters should demonstrate language proficiency of at least ICAO Extended Level 5 in the language to be tested. If the test is designed to assess ICAO Level 6 proficiency, raters should demonstrate language proficiency at ICAO Expert Level 6.

### 5.7.7 Oversight Programme

The oversight programme is designed per CAAT-PEL-OEP - Oversight and Enforcement Procedure.

### **5.7.8 Validity of Aviation English Language Proficiency Interlocutor/Rater Certificate**

#### **a) Period of Validity**

Interlocutor/Rater Certificate is valid for 3 years.

#### **b) Renewal of Aviation English Language Proficiency Interlocutor/Rater Certificate**

The applicant wishing to renew the Language Proficiency Interlocutor/Rater certificate must apply within 45 days before the expiration, together with all documentary evidence prescribed in Regulation of Civil Aviation Authority of Thailand regarding the Designation of Language Proficiency Examiners, B.E. 2562 that are up-to-date and valid, including documentary evidence certifying the Applicant's most recent experience in performing duties as a Proficiency Interlocutor/rater, within sixty days prior to submission of the application.

Competent officials may conduct the assessment as deemed appropriate and consider the Applicant's past performance and training record in conjunction with an audit result conducted by the CAAT.

### **5.7.9 Record Management**

Refer to CAAT-PEL-RDMSP: Record-Keeping and Document Management System Procedure

### **5.7.10 Appendix**

Appendix A: Workflow for Issuance of Interlocutor/Rater Certificate

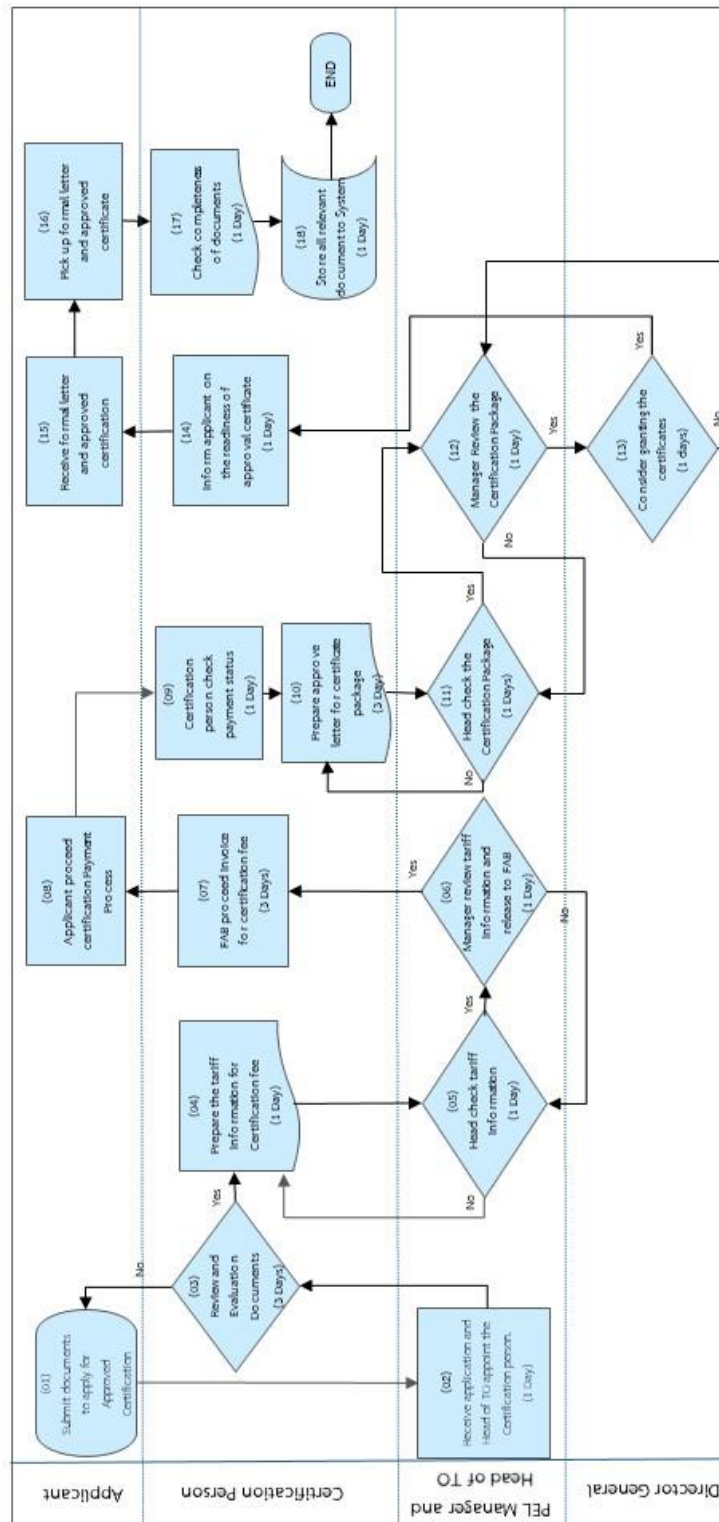
Appendix B: Requirement of Qualifications of an Applicant

Appendix C: Relevant Documents



## APPENDIX A: WORKFLOW FOR ISSUANCE OF INTERLOCUTOR/RATER CERTIFICATE

Issuance of Interlocutors and Raters Certificate Procedure



## APPENDIX B: REQUIREMENT OF QUALIFICATIONS OF AN APPLICANT

|                                                       |                                                                                                                                                                                  |
|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Designated Language Proficiency<br>Interlocutor/Rater | As prescribed in Rules of CAAT; Qualifications<br>and Criteria for Designation of Language<br>Proficiency Assessment Personnel for Radio<br>Communication of Personnel B.E. 2562 |
|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## APPENDIX C: RELEVANT DOCUMENTS

### I. Application Documents

|                                                    |                                                                                                                                                                         |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Designated Language Proficiency Interlocutor/Rater | As prescribed in Rules of CAAT; Qualifications and Criteria for Designation of Language Proficiency Assessment Personnel for Radio Communication of Personnel B.E. 2562 |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### II. Applicable Forms and Checklists

#### Forms

|                |                                                                                               |
|----------------|-----------------------------------------------------------------------------------------------|
| PEL-TO-001_LPE | Application for ICAO Language Proficiency Test Operation (Rater and Interlocutor and Renewal) |
|----------------|-----------------------------------------------------------------------------------------------|

#### Checklists

|               |                                                                      |
|---------------|----------------------------------------------------------------------|
| PEL-TO-CK-010 | Checklist for Designated Language Proficiency Examiner               |
| PEL-TO-CK-022 | Checklist for Assessment of Designated Language Proficiency Examiner |

## 5.8 Monitoring and Assessment Procedures for The Achievement of the Tasks Performed and the Management Process Against Target Failure

### 5.8.1 Objective

To provide the procedures for monitoring and assessment of all certificate's issuance which relevant to ATO scheduled tasks that have been approved by the Director General and also other tasks related to issuance of the certificate or require an approval in order to ensure the achievement of the tasks performed within the service level agreement and to establish the procedures of how to manage against those failure target.

### 5.8.2 Responsibility

|                              |                                                                                                                            |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>DG:</b>                   | Responsible in verifying and approving certificate                                                                         |
| <b>Manager of PEL:</b>       | Responsible in scope of overseeing PEL functions, verifying and approving document                                         |
| <b>Head of TO:</b>           | Responsible in scope of delegating responsibilities and supervising the work, verifying and assigning certification person |
| <b>Certification Person:</b> | Responsible in scope of issuing and monitoring certificate                                                                 |

### 5.8.3 Procedure

Head of Training Organization Division shall hold the division meeting every six months to bring the results of the monitoring tasks that gathered together and sharing in the meeting whether there is any obstacle or defects that contribute to an unsatisfactory level of achievement of the target set and seeking for the solution to a satisfactory level.