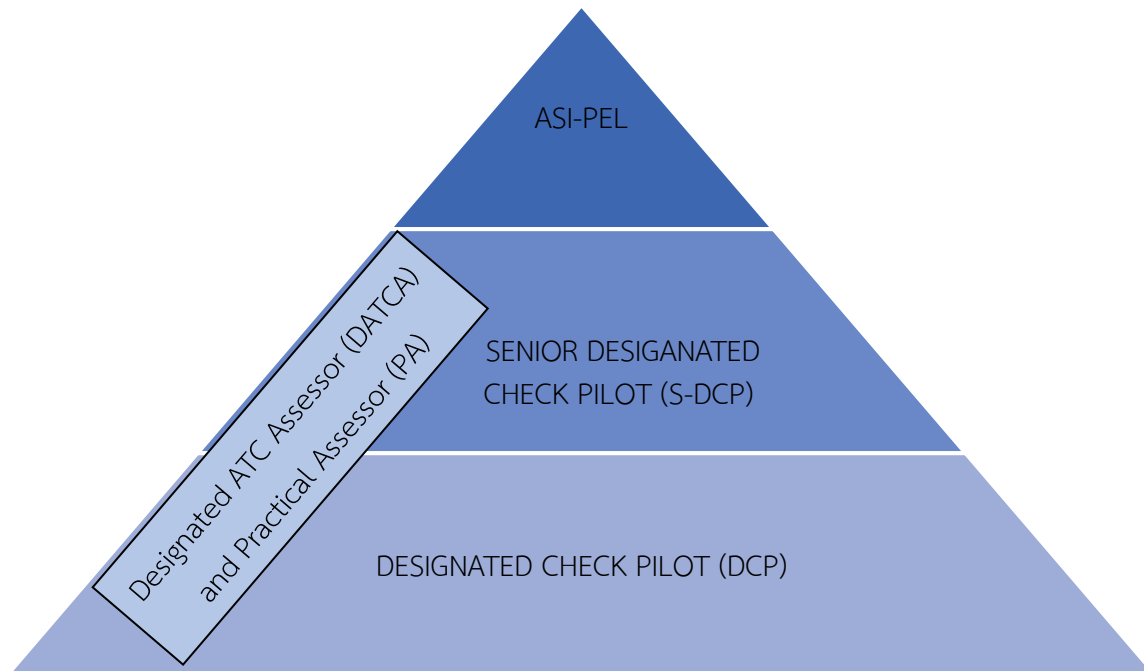


## 6. EXAMINER

### 6.1 Level of Authorization



#### 6.1.1 Duties and Responsibilities

ASI-PEL refer to CAAT-QAD-IAAP Inspector Appointment and Authorization Procedure

Senior Designated Check Pilot refer to Rules of CAAT; Appointment of Senior Designated Check Pilot B.E.2562

Designated Check Pilot (DCP), Designated Check Practical ATC Assessor (DATCA) refer to

1. Rules of CAAT; Appointment of Designated Check Pilot for Approved Air Operator Certificate and ATO B.E.2561
2. Rules of CAAT; Appointment of Designated Air Traffic Controller Assessor B.E.2563

## 6.2 Authorization of Designated Personnel Procedure

### 6.2.1 Objective

To provide procedure for authorizing Designated Personnel.

### 6.2.2 Reference

No.	List of Regulations
1.	Rules of CAAT; Appointment of Designated Check Pilot for Approved Air Operator Certificate and ATO B.E.2561
2.	Rules of CAAT; Appointment of Senior Designated Check Pilot B.E.2562
3.	Rules of CAAT; Appointment of Designated Check Practical ATC Assessor B.E.2563
4.	Notification of the Department of Air Transportation on the Principle and Test Procedures for Skill Test of the Aircraft Maintenance Engineer License B.E. 2551

### 6.2.3 Definition and Acronyms

Term	Definition
<b>DATCA</b>	Designated ATC Assessor
<b>DCP</b>	Designated Check Pilot
<b>PA</b>	Practical Assessor
<b>S-DCP</b>	Senior Designated Check Pilot

### 6.2.4 Responsibility

<b>Manager of PEL:</b>	Responsible in scope of overseeing PEL functions, verifying and approving document
<b>Head of EX:</b>	Responsible in the scope of checking competencies required by the CAAT legislation if the applicant meets the set of criteria.
<b>ASI-PEL-FCL and ATC</b>	Responsible in the scope of checking competencies required by the CAAT legislation if the applicant meets the set of criteria.
<b>EX Officer:</b>	Responsible for the scope of monitoring and issuing of certificates

### 6.2.5 Procedure

Qualification, Appointments and Granting Authorization

Designated Personnel	Applicable Document
Designated Check Pilot (DCP)	Refer to CAAT-PEL-PEM Pilot Examination Manual
Practical Assessor (PA)	Refer to CAAT-PEL-GM01-AMEGM Aircraft Maintenance Engineer Licence Training and Skill Tests Guidance Material
Designated Air Traffic Controller Assessor (DATCA)	Refer to CAAT-PEL-ATCSM Air Traffic Controller Skill Examination Manual

### 6.2.6 Monitoring on Designated Personnel Surveillance Program and Record of Test/Check

Designated Personnel	Applicable Document
Designated Check Pilot (DCP)	Refer to CAAT-PEL-OEP Oversight and Enforcement Procedure
Practical Assessor (PA)	
Designated Air Traffic Controller Assessor (DATCA)	

### 6.2.7 Record Management

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

### 6.2.8 Appendix

N/A

## 6.3 Accepting of Qualified Practical Assessor Procedure

### 6.3.1 Objective

To provide procedures for granting authorization to qualified practical assessors who the authorized skill test provider employs

A Maintenance Training Organization (MTO) or an authorized skill test provider may carry out the examinations on behalf of the CAAT only when they employ a qualified PA being accepted by CAAT.

Practical Assessor (PA) refers to an individual appointed by CAAT, who possesses the technical knowledge and experience required for aviation mechanic certification, meets the general qualification requirements outlined in this Chapter and is currently employed by an MTO or an authorized skill test provider

### 6.3.2 Reference

Notification of the Department of Air Transportation on the Principle and Test Procedures for Skill Test of the Aircraft Maintenance Engineer License B.E. 2551

### 6.3.3 Definition and Acronyms

<i>Term</i>	Definition
<i>MTO</i>	Maintenance Training Organization
<i>PA:</i>	Practical Assessor

### 6.3.4 Responsibility

<i>DG:</i>	Responsible for approving Skill Test Procedure Manual
<i>Manager of PEL:</i>	Responsible for the scope of overseeing PEL functions, verifying and approving the document
<i>ASI-PEL-AME</i>	Responsible in the scope of checking competencies OF PERS required by the CAAT legislation if the applicant meets the set of criteria
<i>EX:</i>	Responsible for the scope of monitoring and keeping records of PA

### 6.3.5 Procedure

- a) An applicant (Skill test provider) must complete an application package and submit it to PEL/EX for review and consideration. The package must contain the following:
- (1) A name list of nominated applicants;
  - (2) Copies of the nominated applicants' AME license or relevant experiences concerning the skill tests;
  - (3) Standardised Examination Training records; and
  - (4) Competency of nominated examiners' assessment results by the Skill test provider

**Note:** The qualifications for experiences and qualifications should comply with CAAT-PEL-GM01-AMEGM Aircraft Maintenance Engineer Licence Training and Skill Tests Guidance Material

- b) EX reviews designee applications and checks if those applicants meet the requirements. When applicable, EX notifies PEL inspectors or PEL experts to provide expert recommendations;
- c) The appointing PEL inspectors or PEL experts assess the competency of the nominated practical assessors;
- d) If the nominated practical assessors meet the requirements, EX reports the final result to the PEL manager for acceptance;
- e) After the PEL manager's acceptance, EX will notify the ATO/Skill Test provider to include the name lists of practical assessors in its manual for having the Skill Test manual approved by DG;
- f) After DG consents to the Skill Test manual, EX notifies the ATO/Skill Test provider by issuing a notification letter;
- g) EX registers the Practical assessors' name list in the EX database.

### 6.3.6 Oversight

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

### **6.3.7 Record Management**

#### **a) Stowage of the Approved Training Organization Manuals**

Once the Testing Procedures Manual and all relevant documents submitted by the applicant for an authorized AME skill test provider have been approved, EX will stow a specific volume for reference and review before performing a surveillance audit every year.

Those specific volumes of TPMs and relevant documents retained at the CAAT shall be managed under controlled conditions suitable for document control management to be effectively managed and safely achieved and secured in the Cabinet, ensuring that documents are available where they are needed.

The Examination Division is responsible for identifying the revision and updated status of those specific volumes of manual and relevant documents once they have been revised and submitted for approval.

#### **b) Stowage of the Audit Records**

All audit results and the relevant information records shall be managed with a secure process provided a filing structure that will allow information to be efficiently retrieved by the Examination Division.

### **6.3.8 Appendix**

N/A

## 6.4 Appointment of Check Airmen

### 6.4.1 Objective

To provide a procedure for appointing a check airman

### 6.4.2 Reference

No.	List of Regulations
1.	Regulations of the Department of Civil Aviation on Certification of Check Airmen B.E. 2553

### 6.4.3 Definition and Acronyms

Term	Definition
<b>Check Airman</b>	a person authorized to conduct proficiency checks for Pilots with aircraft, Pilots with a simulator, and Flight engineers of the air operator certificate.

### 6.4.4 Responsibility

<b>Manager of PEL:</b>	Responsible for the scope of overseeing PEL functions, verifying and approving a set of the document before issuing a certificate
<b>Head of EX:</b>	Responsible for ensuring completeness and corrections of documents required by the CAAT legislation if the applicant meets the criteria.
<b>ASI-PEL-FCL; and DCP;</b>	Responsible for checking competencies required by the CAAT legislation if the applicant meets the criteria.
<b>EX Officer:</b>	Responsible for the scope of monitoring and issuing of certificates

### 6.4.5 Procedure

- a) An applicant must complete an application package and submit it to PEL/EX for review and consideration. The package must contain:
  - (1) Application for Check Airman;
  - (2) Documents of the applicant's background, qualification experiences and training required by the Regulations of the Department of Civil Aviation on Certification of Check Airmen B.E. 2553;
  - (3) Medical Certificate;
  - (4) A nomination letter from an AOC; and
  - (5) A 1x1 inch photo with a white background.
- b) EX reviews applications and checks if those applicants meet the requirements. When applicable, EX notifies the ASI-PEL-FCL inspector or assigns an appropriate competent DCP to conduct a competency assessment;
- c) The appointed PEL inspector or DCP PEL assess the competency of the applicant using the checklist number PEL-EX-CK-014
- d) If the applicant is satisfactorily assessed and meets the requirements, the assigned inspector/DCP reports the assessment result to EX;
- e) EX ensures all required documents required by the CAAT legislation are correct and complete and submits to the PEL manager for certificate approval;
- f) After the PEL manager approval, EX will issue a check airman certificate and notify the AOC
- g) EX registers the check airman certificate information in the EX database.

### 6.4.6 Oversight

Check Airman must be surveilled by an ASI-PEL-FCL inspector or a DCP every 24 consecutive months using the checklist number PEL-EX-CK-014.

### 6.4.7 Record Management

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

### 6.4.8 Appendix

N/A