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# **USER GUIDE FOR CERTIFICATE OF ACCEPTANCE**

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## Username and Password Handling

To use the WEB client, a customer must possess a username and password. To request a username and password, please go to the website <https://www.caat.or.th/th/archives/55072> and click Create Your CAAT- EMPIC Account

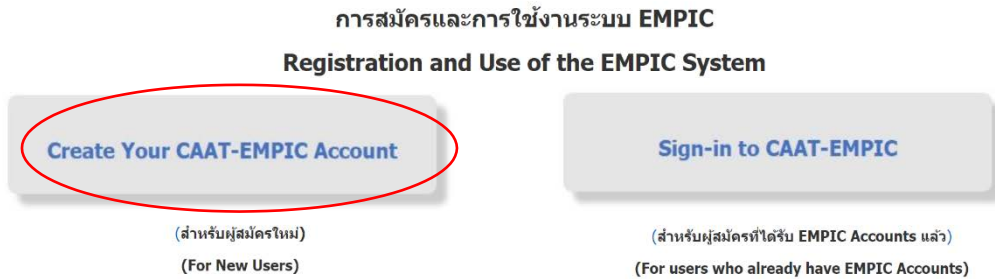


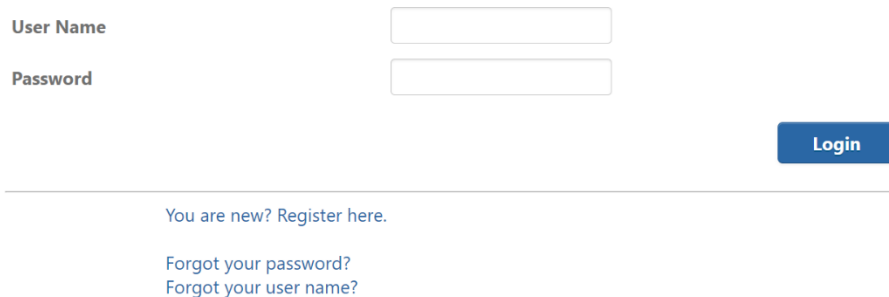
Figure 1: Create your CAAT-EMPIC account

## Log In

For an applicant with a CAAT-EMPIC account, access the WEB client as follows:

1. Open the link to EMPIC WEB Client (<https://service.caat.or.th/webclient/>)
2. Enter your User Name and Password and click login and the system will be displayed as shown in Figure 2.

### Login



The image shows a login page with the following elements:
 

- Input field for "User Name"
- Input field for "Password"
- A blue "Login" button
- Links for "You are new? Register here.", "Forgot your password?", and "Forgot your user name?"

Figure 2: Login page

## Menu Bar

To access functions, select the function from the menu bar on the left panel, and the system will be displayed as shown in Figure 3.

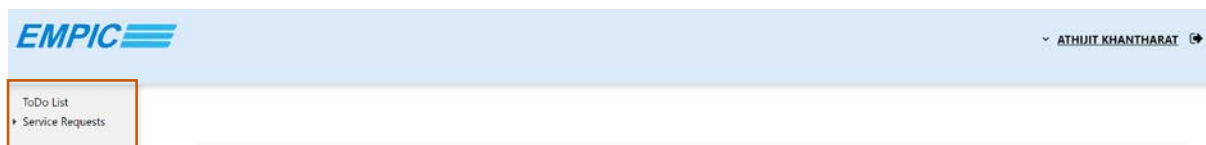

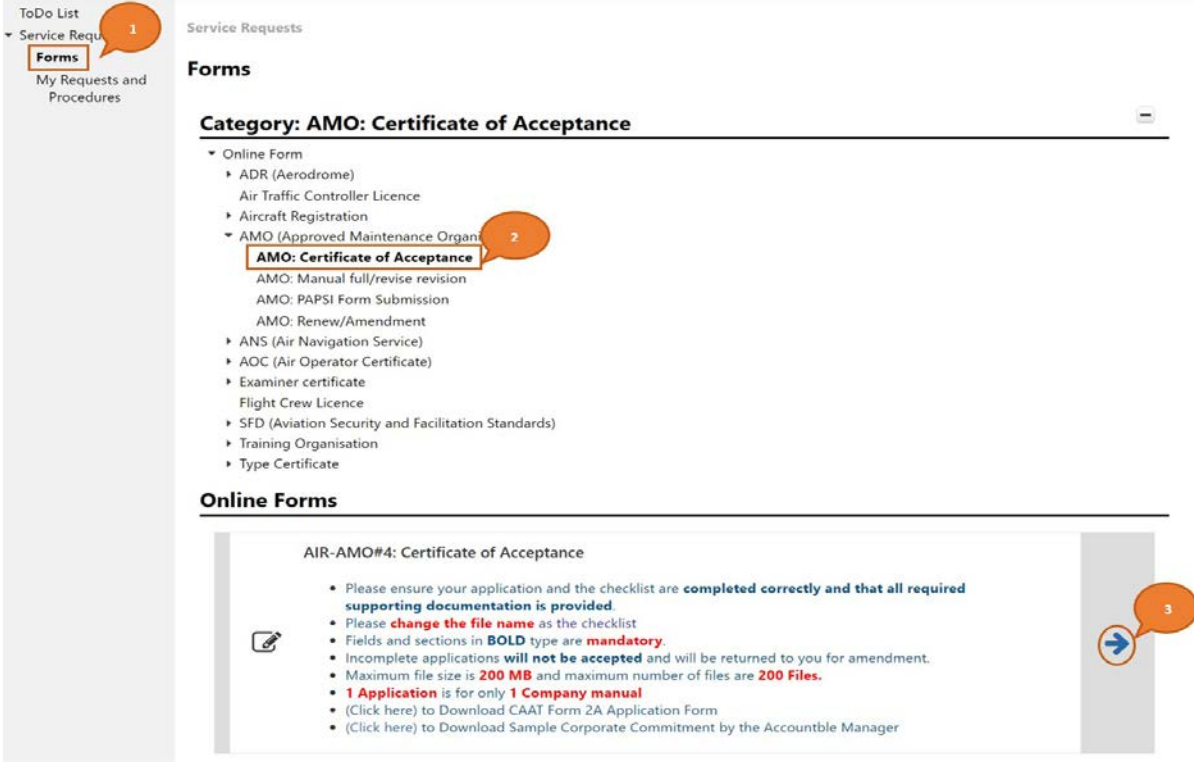


Figure 3: Menu bar

## Certificate of Acceptance Application

1. Under the menu bar on the top left of the web page, click Service Request
2. Click Forms > Online Form > AMO (Approved Maintenance Organisation), then AMO: Certificate of Acceptance
3. Click on  to open the certificate of acceptance application form as shown in Figure 4.



The screenshot displays the CAAT-EMPIC web application interface. On the left, a 'ToDo List' sidebar shows 'Service Requests' and 'Forms' (My Requests and Procedures). The main content area is titled 'Service Requests' and 'Forms'. Under 'Forms', the 'Category: AMO: Certificate of Acceptance' is selected, showing a list of options including 'Online Form', 'ADR (Aerodrome)', 'Air Traffic Controller Licence', 'Aircraft Registration', 'AMO (Approved Maintenance Organisation)', 'ANS (Air Navigation Service)', 'AOC (Air Operator Certificate)', 'Examiner certificate', 'Flight Crew Licence', 'SFD (Aviation Security and Facilitation Standards)', 'Training Organisation', and 'Type Certificate'. The 'AMO: Certificate of Acceptance' option is highlighted. Below this, the 'Online Forms' section displays the 'AIR-AMO#4: Certificate of Acceptance' form. The form includes a list of instructions: 'Please ensure your application and the checklist are completed correctly and that all required supporting documentation is provided', 'Please change the file name as the checklist', 'Fields and sections in BOLD type are mandatory', 'Incomplete applications will not be accepted and will be returned to you for amendment', 'Maximum file size is 200 MB and maximum number of files are 200 Files', '1 Application is for only 1 Company manual', and links to download CAAT Form 2A Application Form and Sample Corporate Commitment by the Accountable Manager. A blue arrow icon is visible on the right side of the form.

Figure 4: Application Form

4. Fill in the data in the provided field (Text in bold indicates that the field is mandatory)
5. Click Select File to add attachments, or drag & drop the files into the attachment area,
6. Click Submit button to submit the form as shown in Figure 5.

**CAAT**  
The Canadian Authority of Transport

Service Requests

**AIR-AMO#4: Certificate of Acceptance**

- Please ensure your application and the checklist are **completed correctly and that all required supporting documentation is provided.**
- Please **change the file name** as the checklist
- Fields and sections in **BOLD** type are **mandatory**.
- Incomplete applications **will not be accepted** and will be returned to you for amendment.
- Maximum file size is **200 MB** and maximum number of files are **200 Files**.
- 1 Application** is for only **1 Company manual**
- (Click here) to Download CAAT Form 2A Application Form
- (Click here) to Download Sample Corporate Commitment by the Accountable Manager

Organisation Name

Representative name

Representative email

Phone number

Foreign Acceptance Application Document Checklist

Application Form for Foreign Repair Station Certificate of Acceptance (CAAT Form 2A)	<input type="radio"/> yes	<input type="radio"/> no	<input checked="" type="radio"/> n/a
Copy of the valid Repair Station Certificate	<input type="radio"/> yes	<input type="radio"/> no	<input checked="" type="radio"/> n/a
MOE or Repair Station Manuals	<input type="radio"/> yes	<input type="radio"/> no	<input checked="" type="radio"/> n/a
The latest surveillance/audit result performed by the authority acceptable to CAAT	<input type="radio"/> yes	<input type="radio"/> no	<input checked="" type="radio"/> n/a
Corporate Commitment by the Accountable Manager	<input type="radio"/> yes	<input type="radio"/> no	<input checked="" type="radio"/> n/a
Qualification of Accountable manager	<input type="radio"/> yes	<input type="radio"/> no	<input checked="" type="radio"/> n/a
The list of Certifying Staff	<input type="radio"/> yes	<input type="radio"/> no	<input checked="" type="radio"/> n/a

Select file or drop attachment files here.

Cancel

Figure 5: Submitted Application Form

Note: please upload the documents in accordance with the “**Foreign Acceptance Application Document Checklist**” shown above.