



Requirement of the Civil Aviation Authority of Thailand No. 76
on Part Approved Flight Operation Officer/Flight Dispatcher Training Organisation
B.E. 2567 (2024)

Whereas Section 50/13 paragraph one of the Air Navigation Act B.E. 2497 as amended by the Air Navigation Act B.E. 2562 (No. 14) stipulates the applicant for the Personnel License according to the categories determined by the Director must complete the certified course from the Aviation Training Organization certified by the Director General. Also, Paragraph two stipulated the applicant and issuance of the certificate, qualifications and characteristics of the applicant, period, renewal, suspension and revocation of certificate under paragraph one, shall be pursuant to this Requirement. Moreover, Clause 5 (19) of the Regulations of the Civil Aviation Authority of Thailand No. 24 on the Qualifications of Personnel Applicants stipulated the applicant for Flight Operation Officer/Flight Dispatcher shall have work as an assistant in the dispatching of air transport for at least one (1) year or have completed competency – based approved Training Course certified by the Director General from the aviation institution certified by the Director General. By virtue of Section 50/13 Paragraph two of Air Navigation Act B.E. 2497 as amended by Air Navigation Act B.E. 2562 (No. 14) and Clause 5 (19) of the Regulations of the Civil Aviation Authority of Thailand No. 24 on the Qualifications of Personnel Applicants, the Director General of the Civil Aviation Authority of Thailand hereby issued to this Requirement as follows.

Clause 1. This Requirement shall be call “Requirement of the Civil Aviation Authority of Thailand No. 76 on Approved Flight Operation Officer/Flight Dispatcher Training Organisation (TCAR PEL Part - FOO/FD.OR) ”.

Clause 2. This Requirement shall come into force on the day following the date of its publication in the Government Gazette.

Clause 3. In this Requirement:

“Flight Operation Officer/Flight Dispatcher” means the person who designated by air operator that engages in the control and supervision of Flight Operation as described in operator standard granted by the director general. Their duties is to support brief and/or assist and provide to the pilot-in-command operational data and information for the safe conduct of the flight. In the event of an emergency, a flight operations officer/ Flight Dispatcher shall

Disclaimer: This text has been provided for educational/comprehension purposes and contains no legal authority. The civil aviation authority of Thailand shall assume no responsibility for any liabilities arising from the use and/or reference of this text. The original Thai text as formally adopted and published shall in all events remain the sole authority having legal force.

also implement the appropriate procedures, communicate with the pilot-in-command or with the authorities as required by the situation and following the operations manual.

“Aviation Training Organisation” means the aviation training organisation certified by the Director General for purpose of flight operation training course to an applicant for Flight Operations Officer /Flight Dispatcher.

“Training Course” means a flight operation training course approval by the Director General an applicant Flight Operations Officer /Flight Dispatcher.

“ICAO competency framework” means competency framework developed by the International Civil Aviation Organisation for specific purpose on air navigation.

“Accountable Manager” means the executive or person who is designated to be responsible for carrying out the function of the organization and coordinating with the office to ensure that all activities of organization can be carried out to the standard required by the office.

“Director General” means the Director General of The Civil Aviation Authority of Thailand.

“CAAT” means the Office of The Civil Aviation Authority of Thailand.

Clause 4. The person who intends to provide training to applicants or holders of Flight Operations Officer /Flight Dispatcher license shall have received the certificate of Flight Operations Training Organisation and Course certificate by the Director General under this Requirement.

Chapter 1

Approval of Flight Operation Training Organisation

Clause 5. The applicant who intends to submit the Certificate of Flight Operating Training Course shall have the following qualifications as follows.

(1) Being a juridical person as follows.

(a) an administrative agency, government agency, state enterprise or any other government agency; or

(b) Company limited, or public company limited that registered in accordance with the laws of Thailand, whereby the said juristic person:

1) Have a principal office located in the Kingdom of Thailand;

2) Have a purpose for Flight Operating Training Course.

Disclaimer: This text has been provided for educational/comprehension purposes and contains no legal authority. The civil aviation authority of Thailand shall assume no responsibility for any liabilities arising from the use and/or reference of this text. The original Thai text as formally adopted and published shall in all events remain the sole authority having legal force.

3) Have at least fifty-one percent of the total capital or all shares held by Thai nationals.

4) Have director, manager, or the person with authorized officer by the juridical person no less than two-thirds of them and need to have Thai citizenship.

5) At least two-thirds of the directors, managers, or authorized persons of a legal entity must be Thai nationals.

(2) Have stable financial position with adequate capacity to conduct Flight Operating Training Course.

(3) Have ownership, possessory right, or right of superficies on the Main Base.

(4) Have a person who has knowledge, skill and experience suitable for operating the Flight Operation Training Organisation in the position of Accountable Executive, Head of Training, and others position as specified in Operations Management Manual (OMM).

(5) be equipped with training facilities and equipment that are suitable and sufficient according to the size of the Flight Operation Training Organisation and the training course to be applied for certificate.

(6) Have a quality management system and compliance monitoring system.

(7) Must not currently have the Certificate of Flight Operation Training Organization being suspended or within a period of two years from the date of being withdrawal of the Certificate.

Clause 6. The applicant who intends to apply for the Flight Operation Training Organization shall submit to the Director General the application in accordance with the form prescribed by the Director General at least one hundred eighty days in advance before the estimated start date of training along with the documents and evidence set forth hereunder.

(1) Name and address of the applicant.

(2) the estimated start date of the training.

(3) A copy of the certificates or evidence of juristic person registration containing such particulars as the names of the juristic person, address, purpose, registered capital, list of directors and current persons authorized to sign and bind the juristic person. In case of the an administrative agency, government agency, state enterprise, local administrative organization, or any public organization registered as a juristic person, the applicant shall attach the copy of the government employee identification card according to the law concerning government employee identification card, or the order of appointment to assume the role of the head of that agency;

(4) Copy document of names list of shareholders certified by registrar.

(5) Evidence or documentation of financial position which substantiates that there is sufficient capital for operation, such as financial statements proposed to the shareholders or any other documentary evidence indicating the sources and uses of funds or equity investments, or the statement of financial position issued by a financial institution.

Disclaimer: This text has been provided for educational/comprehension purposes and contains no legal authority. The civil aviation authority of Thailand shall assume no responsibility for any liabilities arising from the use and/or reference of this text. The original Thai text as formally adopted and published shall in all events remain the sole authority having legal force.

(6) Copy document of ownership, possessory right, or right of superficies on the Main Base.

(7) Document showing background and information and qualifications of Head of training and others position specified in Operations Management Manual (OMM).

(8) Evidence documents showing information about the training facilities and equipment that are suitable and adequate in accordance with the size of the Flight Operation Training Organisation and the training course to be applied for certificate.

(9) Document shows details of the Training Course to be applied for a certificate.

(10) Document shows the type of training .

(11) Business Plan in five (5) years (if any).

(12) The draft of Operation Management Manual (OMM).

(13) The draft of Training Manual (TM).

(14) Others document specified by the Director General.

Clause 7. To issue a Flight Operation Training Organisation and Training Course, the Director General shall verify and evaluates the applicant through the following phases.

(1) Pre – Application Phase.

(2) Formal Application Phase.

(3) Documentation Evaluation Phase.

(4) Demonstration and Inspection Phase.

(5) Certification Phase.

Clause 8. The Director General will issue the certificate of Flight Operation Training Organisation, Training Specification, and approve Operation Management Manual (OMM), and Training Manual (TM), and approve training courses when completed 5 phase following in Clause 7 and also evaluate organisation, personnel, training locations, facilities, and equipment for performing Training Course comply with standards in Clause 17 and Clause 18.

Clause 9. The certificate of Flight Operation Training Organisation shall be in accordance with the form attached hereto.

Clause 10. The certificate of Flight Operation Training Organisation shall be valid for three years from the date of signature by the Director General.

Clause 11. The certificate holder who intends to renew the certification shall submit to the Director General the application in accordance with the form prescribed by the Director General no less than one hundred and twenty (120) days prior to the expiration date of the original Certificate and shall therewith submit a copy of certification and documentation following in Clause 6.

Upon submission of the application specified in the preceding paragraph, the Organisation may continue its operations until receiving a notice of non-renewal.

Disclaimer: This text has been provided for educational/comprehension purposes and contains no legal authority. The civil aviation authority of Thailand shall assume no responsibility for any liabilities arising from the use and/or reference of this text. The original Thai text as formally adopted and published shall in all events remain the sole authority having legal force.

The provision in Clause 8 shall apply mutatis mutandis to the consideration of the certificate renewal.

Clause 12. In the case of the certificate is lost, destroyed, or materially damaged the Certificate holder shall submit to the Director General the application for a substitute certificate in accordance with the form prescribed by the Director General, with a police report in case of a loss certificate, or the original Certificate that has been destroyed or materially damaged.

The substitute certificate under the preceding paragraph shall be issued in accordance with the form of the original Certificate and shall be affixed in red with the term “Substitute” as well as the date of issuance and the signature of the person authorized to issue the Certificate.

Clause 13. The certificate holder intends to amend any particular in the Training or training specifications or other parts in the Management system shall submit the application in accordance with the form prescribed by the Director General with relevant documentary evidence; whereby such amendment shall become effective only upon approval of the Director General.

For amendments other than those mentioned in paragraph one, The Certificate holder shall notify the amendment to the Director General.

Clause 14. For the safe operation of the certificate holder, the Director General has the authority to add to, reduce or amend their training specifications, or to demand a modification to details related to an approved practice, or amend an approved manual. This amendment must be implemented as specified in the provided list and within the specified period.

Clause 15. The certificate holder may suspend training when there is a reasonable necessity and with granted from the Director General. In such case, the Certificate holder may suspend training up to two consecutively time, with each suspension period not exceeding six months.

In the case of the certificate holder suspends training for more than the period specified in paragraph one, it shall be deemed suspension without reasonable necessity and may results in the revocation of the certificate of the Aviation Training Organisation.

Clause 16. The Certificate holder shall issue the Course certificate to the trainees which is signed by the authorized person of the Organisation with at least details as follows.

- (1) Name and Certificate number of the Organisation.
- (2) Full name of the graduate.

Disclaimer: This text has been provided for educational/comprehension purposes and contains no legal authority. The civil aviation authority of Thailand shall assume no responsibility for any liabilities arising from the use and/or reference of this text. The original Thai text as formally adopted and published shall in all events remain the sole authority having legal force.

- (3) Name of the Training Course.
- (4) Date of completion of training
- (5) Name of the person authorized to sign on behalf of the Organization.

Clause 17. The certificate holder shall comply with standards and specified details as follows.

- (1) Flight Operation Officer/Flight Dispatcher Training Organisation
 - (a) The Competent Authority
 - (b) Scope
 - (c) Qualification
 - (d) Application for a Training Organisation Certificate
 - (e) The Approved Training Organisation Certificate
 - (f) Renewal of Certificate
 - (g) Lost, Destroyed or Materially Damaged of Certificate
 - (h) Add, Delete of Amend Training Specification
 - (i) Conduct Training
 - (j) Course Certificate
 - (k) Duties and Responsibilities
 - (l) Inspection and Monitor
 - (m) Non-compliance
 - (n) Expiration of Suspension Period
- (2) Certificate of Aviation Training Course
 - (a) Application for a Training Course Certificate
 - (b) The Training Course Standard
 - (c) The Approved Training Course
 - (d) Conditions or Limitations
 - (e) Amendment of Training Course
 - (f) Changes of Standards
 - (g) Non-compliance

Clause 18. Standards and specified details following Clause 17 shall be in accordance with:

- (1) Cover Regulation to TCAR PEL Part – FOO/FD.OR Issue 01 Revision 00 Date 30 October 2024, which is attached hereto, and its amendment.
- (2) Thailand Civil Aviation Regulation – Personnel Licensing Part Approved Flight Operations Officer/Flight Dispatcher Training Organisation (TCAR PEL Part – FOO/FO.OR) Issue 01 Revision 00 Date 30 October 2024, which is attached hereto and its amendment.

Clause 19. The certificate holder shall have the duties and responsibilities as follows.

- (1) To maintain the qualifications Clause 5. If their qualifications have changed, the holder shall notify the Director General and submit all relevant documents concerning such changes in the qualifications.

Disclaimer: This text has been provided for educational/comprehension purposes and contains no legal authority. The civil aviation authority of Thailand shall assume no responsibility for any liabilities arising from the use and/or reference of this text. The original Thai text as formally adopted and published shall in all events remain the sole authority having legal force.

(2) To conduct Training in accordance with standard following Clause 18.

(3) To comply with, and oversee the operations of personnel to ensure compliance with, all applicable laws, rules, regulations, requirements, notifications, orders, or any conditions as prescribed by the Director General.

(4) To conduct Training in accordance with the approved Training Courses.

(5) To display the certificate and training specifications in a place that is visible to the public at the training location as specified on the certificate.

(6) To Facilitate and assist the Director General, officials, or aviation safety inspectors in inspecting the operations of the Flight Operation Training Organisation and in accessing all equipment, document, manuals, and information pertaining to the services outlined in the Training and Procedure manual.

(7) To correct all findings as directed by the Director General, CAAT officials or aviation safety inspectors within the specified period.

(8) To notify the Director General of any changes in factual information of the training location, facilities, and equipment within fourteen days, the Director General shall be notified of a change of the Accountable Manager within seven (7) days.

(9) To perform other duties as designated by the Director General.

Clause 20. The Director General has the authority to notify the certificate holder to inspect, amend their documentation, or perform following the list within specified period if it appears to the Director General that:

(1) Violate or fail to comply with Training Specifications as attached in the certificate of the Flight Operation-Training Organisation.

(2) Violate or fail to comply with the manual approved by the Director General.

(3) Violate or fail to comply with Air Navigation laws and relevant regulations.

(4) Violate or fail to comply with safety criteria and procedures as prescribed by the Director General.

(5) Amend the manual or information previously approved by the Director General.

Clause 21. The Director General has the authority to suspend the certificate when it appears that:

(1)-Violating or failing to comply with the Director General's order in Clause 20.

(2) Violating or failing to comply with training specifications as attached to the certificate.

(3) Violating or failing to comply with duties of the holder as stated in Clause 19.

(4) The certificate holder is unable to conduct training in accordance with safety standards.

(5) Fail to comply with Air Navigation laws and relevant regulations.

Disclaimer: This text has been provided for educational/comprehension purposes and contains no legal authority. The civil aviation authority of Thailand shall assume no responsibility for any liabilities arising from the use and/or reference of this text. The original Thai text as formally adopted and published shall in all events remain the sole authority having legal force.

In the order of suspension of a Flight Operation Training Organisation Certificate, the Director shall specify the period or conditions that the Flight Operation Training Organisation must correct or follow.

Clause 22. The Director General has authority to revoke the certificate if it appears that:

(1) The certificate holder fails to comply with the Director General's order following Clause 21 resulting in serious harm to air navigation.

(2) Violating or failing to comply with the Training Specifications or conditions or limitations as attached to the certificate causing serious harm to air navigation.

(3) Its Flight Operation Training Organisation Certificate has been suspended more than twice within two years.

(4) Ceases its training operation as a whole or partially without permission.

(5) Ceases its training operation continuously for more than one year without reasonable grounds.

When the Director General orders the revocation of the Flight Operation Training Organisation certificate, the holder shall return the certificate to the Director General within fourteen days from the date of its recognition of such order.

Chapter 2

Certification of a Flight Operation Training Course

Clause 23. The following Training Course for a holder of Flight Operation Officers/Flight Dispatcher licence as follows shall be certified by the Director General.

(1) Flight Operation Officers/Flight Dispatchers Course.

(2) Refresher Training Course.

The Flight Operation Training Organisation may request the Director General to consider approving other courses in addition to those specified in the preceding paragraph.

Clause 24. The applicant applying for the Certificate of Flight Operation Training Organisation, or the Organisation applying for a certificate of any training courses outlined in Clause 23, shall submit to the Director General the application in accordance with the form prescribed by the Director General, along with the following documents and evidence:

Disclaimer: This text has been provided for educational/comprehension purposes and contains no legal authority. The civil aviation authority of Thailand shall assume no responsibility for any liabilities arising from the use and/or reference of this text. The original Thai text as formally adopted and published shall in all events remain the sole authority having legal force.

- (1) A Copy of the application for the certificate of Training Organisation or a copy of the certificate of the Organisation
- (2) Course Document-
- (3) A Draft of course manual.
- (4) Document outlining details of course management, such as course development plan (if any).
- (5) Any other documentary evidence as required by the Director General.

Clause 25. The Training Course applying for certificate shall comply with the following standards as follows.

- (1) The standards and qualifications of instructional personnel, consisting of Theoretical Knowledge Instructor and Practical Instructor, shall comply with applicable requirements.
- (2) Substantive the scope of the content of the Training Course is fully detailed.
- (3) The trainee qualifications requirements must be consistent with the training conducted in each course.
- (4) Methods of trainees competency evaluation.

Clause 26. The Director General shall approve Training Course when it appears as follows.

- (1) The application and documentary evidence are accurate and complete following Clause 24.
- (2) The Course applying for a certificate conforms to the standards outlined in Clause 25.
- (3) The training site, facilities, equipment and system of the applicant are adequate for conducting training per the specified standards.

For approval training course following Paragraph one, the Director General will specify approved training course in the Training Specifications as attached in the certificate of the Aviation Training Organisation.

The certificate of the training course shall be valid for the period equal to the remaining validity period of the certificate of aviation training organisation.

Clause 27. For approval the training course following Clause 26, the Director General may specify conditions or limitations relevant to the Training and amend the said conditions or limitations as it deems appropriate; whereby the Course Certificate holder shall comply with at least the following conditions or limitations:

- (1) To oversee and maintain the approved training course to conform to the standards following Clause 24.

Disclaimer: This text has been provided for educational/comprehension purposes and contains no legal authority. The civil aviation authority of Thailand shall assume no responsibility for any liabilities arising from the use and/or reference of this text. The original Thai text as formally adopted and published shall in all events remain the sole authority having legal force.

(2) To conduct training in compliance with the approved training course manual.

(3) To notify the Director General of the application for commencement of the approved training course according to the form prescribed by the Director General, which shall be submitted at least thirty days prior to the start date of training for the Director General, to sending a designated officer to conduct training observation.

(4) To prepare and update the records of trainees and graduates.

(5) To prepare and record all documentation relevant to the training and competency evaluation of trainees at least three years from the date of completion of training.

Clause 28. If the course certificate holder intends to amend any particulars in the approved training course, such as amending the training hours or subjects, the holder shall submit to the Director General the application for an amendment to the training course in accordance with the form attached hereto; whereby such amendment shall become effective only upon certificate of the Director General.

Clause 29. Upon certificate of the training course, if there occurs any change to the international standards on the certificate of training courses, the Director General has the authority to command the holder of the Course Certificate to amend their approved Training Course to comply with the new standard.

Transitory Provision

Clause 30. Organisations or Training Organisation offering a flight operations officer/flight dispatcher training programs that have been granted a Certificate of Approval prior to the date on which this Notification comes into force and effect shall submit an application for a Certificate of Approval for the Organisation and Training Program by 31 January 2027 in accordance with this Requirement. Moreover, the organizations or training organization must conform to the standard prescribed in Article 7 of Cover regulation to TCAR PEL – Personnel Licensing Part – FOOR, Issue 01, Revision 00, date DD/MM/2024 which set forth hereunder, by 31 January 2027. Upon having submitted the application and the standard are met, the organisation or training organization shall continue their operations. If the organization or training organization fails to comply with the foregoing within the specified period, the organization shall not continue their operations.

The applicant or the holder of a Flight Operation Officer/Flight Dispatcher licence who has completed a training course as outlined in the preceding paragraph is deemed to meet the qualifications for applying the Flight Operation Officer/Flight Dispatcher licence

Disclaimer: This text has been provided for educational/comprehension purposes and contains no legal authority. The civil aviation authority of Thailand shall assume no responsibility for any liabilities arising from the use and/or reference of this text. The original Thai text as formally adopted and published shall in all events remain the sole authority having legal force.

under the Regulations of the Civil Aviation Authority of Thailand No.24 on the Qualifications of Personnel Applicants.

Given on 30 October B.E. 2567 (2024)

- Signature -

(Mr. Suttipong Kongpool)

Director General

The Civil Aviation Authority of Thailand

Disclaimer: This text has been provided for educational/comprehension purposes and contains no legal authority. The civil aviation authority of Thailand shall assume no responsibility for any liabilities arising from the use and/or reference of this text. The original Thai text as formally adopted and published shall in all events remain the sole authority having legal force.