

PEL CIRCULAR

CIRCULAR NO: 2025/C004

Application for Approved Training Organisation (ATO) Certificate

- Purpose** This circular outline the process for legal entities seeking to obtain an Approved Training Organisation (ATO) certificate according to TCAR PEL Part ORA from the Civil Aviation Authority of Thailand (CAAT).
- Related Regulation:** Requirements of the Civil Aviation Authority of Thailand No.77 on approval on the Approval of Training Organisation.
- Relevant Stakeholders:**
1. New Applicant: A legal entity seeking to obtain an initial Approved Training Organisation (ATO) certificate from the CAAT.
 2. Existing ATO: An organisation currently holding an ATO certificate that is undertaking steps to comply with the TCAR PEL Part ORA requirements.
- Dated on:** 29 May 2025

Existing Approved Training Organisations (ATOs) are instructed to commence the application process at Step 4.

Step 1: Introduction of the Request

1. **Send an Email:** To initiate the ATO approval process, send an email to pel_to@caat.or.th.
2. **Subject Line:** The email subject must be "New ATO – [Your Organisation Name]".
3. **Include a Letter of Intent (LOI):** The LOI must contain the following information:
 - **ATO Focal Point:** Name, title, email address, and phone number of the designated individual who will manage the approval process.
 - **Company Registration:** The company registration number (if your company is already registered).
 - **Scope of Approval:** A detailed description of the scope of approval you are seeking. Provide examples of the type of training, aircraft types.
 - **Desired Start Date:** Your desired start date for training activities.

Step 2: Pre-Application Meeting (Phase 1)

1. **CAAT Contact:** A CAAT inspector will contact your organisation to schedule a pre-application meeting.
2. **Applicant Preparation:** During this meeting, your ATO management staff should be prepared to discuss the following:
 - The scope of your planned training activities
 - Training Tools (Theoretical, FSTD, Aircraft)
 - Proposed Aerodromes and Operating sites
 - Profiles and CVs of key personnel you intend to appoint
 - The date you wish to commence training activities.

3. **CAAT Information:** The CAAT inspector will provide the following information to you:
- An outline of all the steps leading to ATO approval.
 - Guidance on how to correctly complete the required approval process documents.
 - Information on where to find applicable regulations and how to retrieve relevant information.
 - An overview of the applicable fees and the payment schedule.
 - Instructions on how to register an account in the EMPIC system.

Step 3: Decision to Continue the Approval Procedure

1. **Applicant Decision:** After the pre-application meeting, your ATO management staff will have the opportunity to decide whether to continue with the approval process.
2. **Communicate Decision:** Your final decision must be communicated to the CAAT via email to pel_to@caat.or.th.

Step 4: Submission of the Application and Supporting Documents (Phase 2)

1. **Complete Documentation:** If you decide to proceed, your ATO management staff must complete all required support documents and compose the ATO manuals.
2. **Submit via EMPIC:** All completed documents must be submitted through the CAAT's EMPIC system.
3. **Required Documents:** The following documents must be submitted:
 1. CAAT-PEL-TO-019 Application for ATO or FSTD Organisation approval. (Whether this is an Initial approval or Change Approval will depend on the scope you select).
 2. A copy of the certificate or evidence of juristic person registration.

3. Certified true copy of the register of shareholders, as certified by the registrar.
 4. A document or evidence of financial position which substantiates that there is sufficient capital for Operation.
 5. Copy of the document substantiating the ownership, the possession of, or the right to use the Main Base.
 6. CAAT-PEL-TO-020 Application for Nominated Person along with the CVs for each position.
 7. A five-year business plan.
 8. PEL-TO-CK-097 TCAR PEL Part ORA Statement of Compliance Checklist.
 9. Operation Manual with completed PEL-TO-CK-062 Checklist for Operation Manual Compliance or equivalent.
 10. Training Manual with completed PEL-TO-CK-069 Checklist for Training Manual Approval or equivalent.
 11. Organisation Management Manual with completed PEL-TO-CK-061 Checklist for Organisation Management Manual or equivalent (if any).
 12. Any other documents or evidence required by the Director.
4. **Document Organisation:** Send the documents separately by type of document to allow for ease of classification within the CAAT database for processing.

Note: In order for a type rating course to be considered for approval, the Operational Suitability Data (OSD), or other documentation deemed equivalent by the Civil Aviation Authority of Thailand (CAAT) for the designated aircraft, must be furnished to the CAAT for evaluation.

Step 5: Document Evaluation by the CAAT (Phase 3)

1. **CAAT Assessment:** A CAAT inspector will assess all submitted documents.
2. **Non-Conformities:** If any non-conformities are identified, the CAAT inspector will communicate further guidance or remarks to your organisation via email.
3. **Applicant Correction:** You will have the opportunity to correct the non-conformities and resubmit the documents mentioned in Step 4.

Step 6: Compliance Audit on the Operating Site(s) by the CAAT (Phase 4)

1. **Audit Scheduling:** If deemed necessary, a CAAT inspector will contact your organisation to arrange an audit date.
 - *CAUTION: The audit will be planned only when all ATO manuals are approved.*
2. **Audit Scope:** The scope of the audit will focus on the ATO premises and the didactic material that will be used to provide instruction.
3. **Audit Elements:** The audit will verify the following elements:
 - Personnel
 - Management system and Documentation
 - Record keeping methods and procedures
 - Key Personnel Interviews
 - Facilities)
 - FSTD Qualification and Maintenance (if applicable)
 - Availability of Emergency Response Plan (if applicable)
 - Safety Management System (if applicable)

Step 7: ATO Certificate (Phase 5)

1. **Certificate Issuance:** If all findings are closed satisfactorily, the CAAT will issue the Approved Training Organisation (ATO) certificate.
2. **Training Commencement:** Training activities may only commence upon receipt of the official Approved Training Organisation (ATO) certificate from the CAAT.
3. **Typical Timeframe:** *A typical timeframe for obtaining an ATO certificate is estimated at a minimum of 4 months.*

Important Notes:

- All required support documents are available on the CAAT website.
 - For Application Form [download](#)
 - For Checklist [download](#)
 - For Guidance Material [download](#)
 - For Manual Template [download](#)
- All regulations related to approval of ATO are available on the CAAT website.
 - Regulation of the Civil Aviation Authority of Thailand (RCAAT) No.24 [download](#) and No.34 on the Qualifications of Personnel Licensing [download](#)
 - Requirement of the Civil Aviation Authority of Thailand (R2CAAT) No.77 on Approved Training Organizations, TCAR PEL Part ORA and Cover Regulation [download](#)
 - Requirement of the Civil Aviation Authority of Thailand (R2CAAT) No.93 on Pilot License, TCAR PEL Part FCL and Cover Regulation [download](#)
- The CAAT will not assess or provide guidelines on ATO manuals and procedures *before* Step 5 of this procedure.

Financial Provisions

Inspection Fee	
Domestic operations (no overnight accommodation)	4,000 THB / Inspector / Day
Domestic operations (overnight accommodation)	5,000 THB / Inspector / Day
Overseas Operations	8,500 THB / Inspector / Day
Overseas Operations under special circumstance*	9,500 THB / Inspector / Day
Certification Fee	
ATO Certificate (Valid for 3 years)	
Initial ATO Certificate (+1 Course)	100,000 THB
Additional Course Approval	50,000 THB
Renewal ATO Certificate	50,000 THB
FSTD Certificate (Valid for 1 year)	
Full Flight Simulator (FFS)	15,000 THB / Simulator
Other than FFS	10,000 THB / Simulator

- Coverage for expenses, including airfare, accommodation, and all required travel arrangements, is the responsibility of the Approved Training Organisation (ATO).
- The Civil Aviation Authority of Thailand (CAAT) will be responsible for covering all surveillance-related expenses.
- Country under special circumstances*
 - Japan
 - French Republic
 - Russian Federation
 - Swiss Confederation
 - Italian Republic

- Kingdom of Belgium
- Kingdom of Spain
- Federal Republic of Germany
- United States of America
- United Kingdom of Great Britain and Northern Ireland
- Portuguese Republic
- Republic of Singapore