



สำนักงานการบินพลเรือนแห่งประเทศไทย
The Civil Aviation Authority of Thailand

Air Traffic Controller Assessor Manual

CAAT-PEL-ATCAM

Issue: 03

Revision: 00

Date: 28 January 2026

Approved by

A blue ink signature, likely of Miss Iratrachar Amornpipat, is written over a horizontal line.

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0. ADMINISTRATION

0.1 Table of Contents

0.	ADMINISTRATION.....	0-1
0.1	Table of Contents.....	0-1
0.2	List of Effective Pages	0-6
0.3	Records of Revision.....	0-9
0.4	Revision Highlights.....	0-10
0.5	Distribution List.....	0-11
0.6	Definitions and Acronyms.....	0-12
0.6.1	Definitions.....	0-12
0.6.2	Acronyms and Abbreviations	0-13
1.	OBJECTIVE AND APPLICABILITY	1-1
1.1	Objective.....	1-1
1.2	Applicability	1-2
1.3	Association Document.....	1-3
1.3.1	Legal and Regulation Authority.....	1-3
1.3.2	ICAO Standards	1-3
1.3.3	CAAT Manuals.....	1-3
2.	ATC ASSESSOR APPOINTMENT	2-1
2.1	Phase 1 – Application.....	2-2
2.1.1	General	2-2
2.1.2	Eligibility Requirement for ATCA.....	2-2
2.1.3	Validity of ATCA certificate.....	2-2
2.1.4	Documents Required	2-2
2.2	Phase 2 - Evaluation.....	2-6
2.2.1	General	2-6
2.2.2	Evaluation process	2-6
2.3	Phase 3 - Training	2-7
2.3.1	On-the-Job Training	2-7
2.4	Phase 4 – Assessment.....	2-8
2.4.1	General	2-8
2.4.2	Assessment of Competence.....	2-8
2.4.3	Example of Competence Assessment Checklist Structure	2-9
2.5	Phase 5 – Certification	2-10
2.5.1	General	2-10

2.5.2	Documentation of appointment package includes:	2-10
2.5.3	Certificate format and Necessary information.....	2-11
2.6	Assessor's duties.....	2-12
3.	COMPETENCE ASSESSMENT OF ATCO AND PRACTICAL INSTRUCTOR EXAMINATION	3-1
3.1	Introduction	3-1
3.2	Competency.....	3-2
3.3	Determining Competency Standards.....	3-3
3.4	ATCO Competency Framework.....	3-4
4.	ATC ASSESSMENT ADMINISTRATION	4-1
4.1	Introduction	4-1
4.2	Candidate Qualification Evaluation.....	4-2
4.3	Arrangement and Assignment Assessors.....	4-3
4.4	Assessment Process.....	4-4
4.4.1	Assessor Identification and Authorization.....	4-4
4.4.2	Candidate Identification.....	4-4
4.4.3	General Procedure	4-4
4.4.4	Assessment Structure	4-4
4.4.5	Special Condition	4-5
4.4.6	Remark on Specific Rating.....	4-5
4.4.7	Decision – Marking and Result Processing.....	4-5
4.4.8	Failure and Retake Policy	4-6
5.	ASSESSMENT METHODS.....	5-1
5.1	Knowledge Requirements.....	5-1
5.2	Knowledge – Based Examination	5-2
5.3	Practical Performance Evaluations	5-3
5.3.1	Simulation Assessment (Unit-Dependent)	5-3
5.3.2	Live Operational Environment Assessment (Unit-Dependent)	5-3
5.3.3	Supplementary Questioning	5-3
5.3.4	Unit Operating Multiple Position (Recommendation).....	5-3
5.4	Debriefing and Feedback Methods.....	5-4
6.	CONDUCTING THE WRITTEN KNOWLEDGE EXAM	6-1
6.1	Preparing a Theory Examination Paper.....	6-1
6.1.1	General Instructions.....	6-1
6.1.2	Organization of Examination Items.....	6-1
6.1.3	Formatting Guidelines.....	6-1
6.1.4	Legibility and Accuracy.....	6-1

6.1.5	Marking Scheme	6-1
6.1.6	Areas Typically Evaluated in Examinations.....	6-1
6.2	Administering the Examination.....	6-2
6.2.1	Distribution and Proctoring of the Exam.....	6-2
6.2.2	Grading the Examination	6-2
6.2.3	Pass Rate	6-2
6.2.4	Feedback and Results.....	6-2
7.	ORAL EXAMINATION	7-1
7.1	Purpose and Process of the Oral Examination	7-1
7.1.1	Purpose of the Oral Examination	7-1
7.1.2	Timing of the Oral Examination.....	7-1
7.1.3	Demonstrating Competence.....	7-1
7.1.4	Role of the Oral Examination	7-1
7.1.5	Topics for Oral Examination Questions	7-1
7.1.6	Failure in Practical Examination	7-1
7.1.7	Knowledge Requirements.....	7-1
7.2	Panel of Examiners' Responsibilities During the Oral Examination.....	7-3
7.2.1	Questioning the Examinee/ ATCO.....	7-3
7.2.2	Recording the Examination	7-3
7.3	Oral Examination as a Supplement to Summative assessment	7-4
7.3.1	Limitations of Practical Assessments	7-4
7.3.2	Role of the Oral Examination	7-4
7.4	Oral Examination Environment and Procedure	7-5
7.4.1	Conduct of the Oral Examination.....	7-5
7.4.2	Scenario-Based Questions	7-5
7.4.3	Assessment of Responses	7-5
8.	PRACTICAL ASSESSMENT.....	8-1
8.1	Preparation Prior to the Practical Examination.....	8-1
8.2	Assessor Arrangement.....	8-2
8.3	Assessor Tasks During the Practical Examination	8-3
8.4	Conduct of the Practical Examination.....	8-4
8.5	Assessment Methods.....	8-5
8.5.1	Simulation Assessment	8-5
8.5.2	Live Operational Environment Assessment.....	8-5
9.	TEST DEBRIEFING	9-1
9.1	General Approach.....	9-1

9.2	Steps to Address During Debriefing.....	9-2
9.3	Handling Test Outcomes.....	9-3
9.3.1	When the Test is Passed	9-3
9.3.2	When the Test is Partial Pass or Fail.....	9-3
9.4	Best Practices for Dealing with a Failed Test	9-4
9.5	Handling Disagreements.....	9-5
9.6	Reference to Standard of Completion in the EAM.....	9-6
10.	COMPLETION OF ALL APPLICABLE RECORDS.....	10-1
10.1	Submission of Assessment Results	10-1
10.2	Documentation and Reporting	10-2
10.3	Record Maintenance and Oversight	10-3
11.	RECORD - KEEPING	11-1
11.1	General	11-1
11.2	Data Protection.....	11-2
12.	OVERSIGHT OF ATC ASSESSORS	12-1
12.1	General Oversight Principles.....	12-1
12.2	Planning an Oversight Activity	12-2
12.2.1	Annual Surveillance Plan:.....	12-2
12.2.2	Complaints or Concerns:.....	12-2
12.2.3	Newly Certified Assessors:	12-2
12.2.4	Review of Certification Files:	12-2
12.2.5	Coordination with Certification Events:	12-2
12.2.6	Notice of Oversight Activities:.....	12-2
12.3	Additional Inspections	12-3
12.3.1	Objectives of Additional Inspections:.....	12-3
12.3.2	Performance Factors Prompting Additional Inspections:.....	12-3
12.4	Inspection and Evaluation Protocol	12-5
12.5	Enforcement and Appeal	12-6
12.5.1	Enforcement of Compliance:	12-6
12.5.2	Appeal Process:.....	12-6
12.6	Follow-up Actions	12-7
12.6.1	Types of Follow-up Actions:	12-7
	APPENDIX I: ENDORSEMENT OF AIR TRAFFIC CONTROL.....	A1-1
	A. Air Traffic Control Ratings	A1-1
	A.1 Aerodrome Control Visual (ADV).....	A1-1
	A.2 Aerodrome Control Instrument (ADI)	A1-3

A.3 Approach Control Procedural (APP)	A1-5
A.4 Approach Control Surveillance (APS)	A1-7
A.5 Area Control Procedural (ACP)	A1-9
A.6 Area Control Surveillance (ACS)	A1-10
B. Ratings Endorsements	A1-11
B.1 The Aerodrome Control Instrument (ADI) rating shall bear at least one of the following endorsements:	A1-11
B.2 The Approach Control Surveillance (APS) rating may bear one or more of the following endorsements:	21
APPENDIX II: FORMS AND CHECKLISTS	A2-1
A. Forms	A2-1
B. Checklist	A2-1

0.2 List of Effective Pages

Chapter 0

Pages	Issue	Revision	Effective Date
0-1	03	00	28-Jan 2026
0-2	03	00	28-Jan 2026
0-3	03	00	28-Jan 2026
0-4	03	00	28-Jan 2026
0-5	03	00	28-Jan 2026
0-6	03	00	28-Jan 2026
0-7	03	00	28-Jan 2026
0-8	03	00	28-Jan 2026
0-9	03	00	28-Jan 2026
0-10	03	00	28-Jan 2026
0-11	03	00	28-Jan 2026
0-12	03	00	28-Jan 2026
0-13	03	00	28-Jan 2026

Pages	Issue	Revision	Effective Date

Chapter 1

Pages	Issue	Revision	Effective Date
1-1	03	00	28-Jan 2026
1-2	03	00	28-Jan 2026

Pages	Issue	Revision	Effective Date

Chapter 2

Pages	Issue	Revision	Effective Date
2-1	03	00	28-Jan 2026
2-2	03	00	28-Jan 2026
2-3	03	00	28-Jan 2026
2-4	03	00	28-Jan 2026
2-5	03	00	28-Jan 2026
2-6	03	00	28-Jan 2026
2-7	03	00	28-Jan 2026
2-8	03	00	28-Jan 2026
2-9	03	00	28-Jan 2026

Pages	Issue	Revision	Effective Date
2-10	03	00	28-Jan 2026
2-11	03	00	28-Jan 2026
2-12	03	00	28-Jan 2026

Chapter 3

Pages	Issue	Revision	Effective Date
3-1	03	00	28-Jan 2026
3-2	03	00	28-Jan 2026
3-3	03	00	28-Jan 2026
3-4	03	00	28-Jan 2026
3-5	03	00	28-Jan 2026
3-6	03	00	28-Jan 2026
3-7	03	00	28-Jan 2026
3-8	03	00	28-Jan 2026
3-9	03	00	28-Jan 2026
3-10	03	00	28-Jan 2026

Pages	Issue	Revision	Effective Date
3-11	03	00	28-Jan 2026
3-12	03	00	28-Jan 2026
3-13	03	00	28-Jan 2026

Chapter 4

Pages	Issue	Revision	Effective Date
4-1	03	00	28-Jan 2026
4-2	03	00	28-Jan 2026
4-3	03	00	28-Jan 2026
4-4	03	00	28-Jan 2026
4-5	03	00	28-Jan 2026
4-6	03	00	28-Jan 2026

Pages	Issue	Revision	Effective Date

Chapter 5

Pages	Issue	Revision	Effective Date
5-1	03	00	28-Jan 2026
5-2	03	00	28-Jan 2026
5-3	03	00	28-Jan 2026
5-4	03	00	28-Jan 2026

Pages	Issue	Revision	Effective Date

Chapter 6

Pages	Issue	Revision	Effective Date
6-1	03	00	28-Jan 2026
6-2	03	00	28-Jan 2026

Pages	Issue	Revision	Effective Date

Chapter 7

Pages	Issue	Revision	Effective Date
7-1	03	00	28-Jan 2026
7-2	03	00	28-Jan 2026
7-3	03	00	28-Jan 2026

Pages	Issue	Revision	Effective Date
7-4	03	00	28-Jan 2026
7-5	03	00	28-Jan 2026

Chapter 8

Pages	Issue	Revision	Effective Date
8-1	03	00	28-Jan 2026
8-2	03	00	28-Jan 2026
8-3	03	00	28-Jan 2026
8-4	03	00	28-Jan 2026
8-5	03	00	28-Jan 2026

Pages	Issue	Revision	Effective Date

Chapter 9

Pages	Issue	Revision	Effective Date
9-1	03	00	28-Jan 2026
9-2	03	00	28-Jan 2026
9-3	03	00	28-Jan 2026

Pages	Issue	Revision	Effective Date
9-4	03	00	28-Jan 2026
9-5	03	00	28-Jan 2026
9-6	03	00	28-Jan 2026

Chapter 10

Pages	Issue	Revision	Effective Date
10-1	03	00	28-Jan 2026
10-2	03	00	28-Jan 2026
10-3	03	00	28-Jan 2026

Pages	Issue	Revision	Effective Date

Pages	Issue	Revision	Effective Date
11-1	03	00	28-Jan 2026
11-2	03	00	28-Jan 2026

Pages	Issue	Revision	Effective Date

Pages	Issue	Revision	Effective Date
12-1	03	00	28-Jan 2026
12-2	03	00	28-Jan 2026
12-3	03	00	28-Jan 2026
12-4	03	00	28-Jan 2026
12-5	03	00	28-Jan 2026

Pages	Issue	Revision	Effective Date
12-6	03	00	28-Jan 2026
12-7	03	00	28-Jan 2026

Pages	Issue	Revision	Effective Date
A1-1	03	00	28-Jan 2026
A1-2	03	00	28-Jan 2026
A1-3	03	00	28-Jan 2026
A1-4	03	00	28-Jan 2026
A1-5	03	00	28-Jan 2026
A1-6	03	00	28-Jan 2026
A1-7	03	00	28-Jan 2026
A1-8	03	00	28-Jan 2026
A1-9	03	00	28-Jan 2026
A1-10	03	00	28-Jan 2026
A1-11	03	00	28-Jan 2026
A1-12	03	00	28-Jan 2026
A1-13	03	00	28-Jan 2026
A1-14	03	00	28-Jan 2026
A1-15	03	00	28-Jan 2026
A1-16	03	00	28-Jan 2026
A1-17	03	00	28-Jan 2026
A1-18	03	00	28-Jan 2026
A1-19	03	00	28-Jan 2026
A1-20	03	00	28-Jan 2026

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0.3 Records of Revision

This version of the Air Traffic Controller Assessor Manual is issue no. 03 revision no. 00.

The valid pages are listed in the List of Effective Pages distributed with every revision.

Issue	Revision	Effective Date	Revised By
01	00	19-Jun-2024	Kitipong N.
02	00	31-May-2025	Iratrachar A.
03	00	28-Jan-2026	Kitipong N.

0.4 Revision Highlights

Area of Changed	Amendment Summary
0.7 Definitions	Add definition
1.1 [Objective]	Revised objective
1.3 [Association Document]	Add reference documents
Chapter 2	Revised process for appointment
4.3 [Arrangement and Assignment Assessors]	revised to clarify the establishment, composition, and qualification requirements of the assessor panel, including the designation of a Team Lead through the EMPIC system and updated experience requirements for practical instructor and assessor certificate assessments.
4.4.3 [General Procedure]	revised to specify the CAAT-approved checklists to be used for Air Traffic Controller and ATC Practical Instructor practical assessments, and to correct references to the applicable assessment methods.
4.4.4 [Assessment Structure]	revised to define and standardize the assessment structure for Air Traffic Controller, ATC Practical Instructor, and ATC Assessor assessments, including assessment parts, sequence, and permitted attempts.
4.4.7 [Decision – Marking and Result Processing]	Updated link
4.4.8 [Failure and Retake Policy]	revised to clarify retake conditions, maximum number of attempts.
6.2.4 [Feedback and Results]	revised to clarify feedback requirements for examinees and to define responsibilities and timelines for submission of examination results, including electronic submission via the EMPIC system and submission of original paper-based records.
7.1.2 [Timing of the Oral Examination]	replace “practical” with “written knowledge” to clarify the correct sequencing of examinations.
7.1.6 [Failure in Practical Examination]	replace “practical” with “written knowledge” to clarify the correct sequencing of examinations.
8.1 [Preparation Prior to the Practical Examination]	Remove “Assessment Methods”
8.5.1 Assessment methods	Revise statement
Chapter 10	Revise detail
Chapter 11	Revise detail
12.2 [Planning an Oversight Activity]	revised to simplify the annual surveillance planning provisions, focusing on planned observation and review of ATC Assessor assessment practices.
APPENDIX II: Forms and Checklists	Updated list of forms and checklists

0.5 Distribution List

Type of Document	Distributed To
Electronic Document	Personnel Licensing Department Manager
Electronic Document	Personnel Licensing Department Staff
Electronic Document	CAAT ASI-PEL-ATCO Inspector and ATCA

0.6 Definitions and Acronyms

0.6.1 Definitions

ATC Assessor: A qualified individual appointed by CAAT to assess the operational competence of air traffic controllers (ATCOs), including conducting assessments for licensing and rating.

Competency: the ability to perform a job successfully, demonstrated through behaviours that apply relevant knowledge, skills, and attitudes (KSAs) to tasks under specified conditions. Competency is achieved when the required performance standard is met.

Competency Assessment: An evaluation process designed to determine a candidate's qualifications for an ATC license, rating, or endorsement.

Competent: A result indicating that a candidate can demonstrate the required behaviours, knowledge, skills, or attitudes to achieve the performance criteria of the competency under specified conditions.

Not Competent: A result indicating that a candidate does not demonstrate the required behaviours, knowledge, skills, or attitudes to achieve the performance criteria of the competency under specified conditions.

Certification: The formal process by which CAAT authorizes an individual to act as an ATC assessor, following specific requirements outlined in the relevant regulations.

Revalidation: The process of confirming that an ATC assessor continues to meet the required standards for conducting assessments.

Test/Assessment: A process used to evaluate an individual's ability to meet specific operational standards or knowledge requirements for air traffic control duties.

ASI-PEL-ATC Inspector: A CAAT Air Traffic Control Inspector from the Personnel Licensing Department responsible for the oversight and evaluation of ATC assessors.

Assessment Recordkeeping: The process of recording and storing data related to ATC assessments, including the results, feedback, and documentation required for compliance with CAAT regulations.

Assessment Specification: A set of guidelines and procedures used to define the standards, criteria, and methods for conducting ATC assessments, including task selection, performance evaluation, and compliance checks.

CAAT: Civil Aviation Authority of Thailand. The governing body responsible for overseeing civil aviation in Thailand, including personnel licensing and the maintenance of aviation safety standards.

Competencies of the Assessor: The skills, knowledge, and qualifications required for assessors to effectively evaluate candidates during ATC assessments. These competencies ensure assessors can accurately assess a candidate's technical skills and ensure the application of safety protocols.

Competency-Based Assessment: A method of assessment that evaluates a candidate's practical competence against defined standards and competencies, ensuring that the individual is capable of performing specific tasks required for certification.

Oversight: The process by which CAAT monitors and evaluates the compliance of ATC assessors to ensure they meet required standards and regulations.

Regulatory Compliance: The adherence to applicable national and international aviation regulations and standards. In the context of ATC assessments, this ensures that assessors follow the requirements set forth by CAAT and ICAO.

Safety Objective: The primary goal of CAAT's oversight is to ensure that ATC assessments are conducted in a manner that ensures aviation safety through compliance with relevant standards and regulations.

Surveillance: Ongoing monitoring and review conducted under CAAT's oversight program to ensure that ATC assessors continuously adhere to regulatory requirements.

0.6.2 Acronyms and Abbreviations

ATCAM: Air Traffic Controller Assessor Manual

ATCO: Air Traffic Controller

CAAT: Civil Aviation Authority of Thailand

EAM: Examiner and Assessor Management Manual

PEL: Personnel Licensing

ASI-PEL-ATC: Air Traffic Control Inspector from the Personnel Licensing Department

TCAR: Thailand Civil Aviation Regulations

1. OBJECTIVE AND APPLICABILITY

1.1 Objective

This Air Traffic Controller Assessor Manual (ATCAM) outlines the guidelines for the conduct of Air Traffic Control (ATC) assessments, the certification, revalidation, and oversight of ATC assessors, the appointment of Air Traffic Controller Assessor (ATCA) and the assessment procedures when conducting assessment for the issuance or renewal of licence or certificate for Air Traffic Controllers, Air Traffic Controller Practical Instructors and ATCAs.

The manual also defines the oversight arrangements for ATCAs to ensuring compliance with Regulation of the Civil Aviation Authority of Thailand No. 102 - Personnel Licensing for Air Traffic Controllers (TCAR PEL Part ATCO)

1.2 Applicability

This manual applies to all individuals and personnel involved in the certification, training, and oversight of ATC assessors. It is intended for:

- (a) Personnel Licensing Department (PEL) staff overseeing the certification and training of ATC assessors.
- (b) ASI-PEL-ATC
- (c) ATC Assessors, who are qualified personnel appointed by CAAT to conduct competency assessments and evaluations for air traffic controllers.

1.3 Association Document

1.3.1 Legal and Regulation Authority

- (a) Regulation of the Civil Aviation Authority of Thailand No. 24– Qualifications of an Applicant for Licenses
- (b) Regulation of the Civil Aviation Authority of Thailand No. 34– Qualifications of an Applicant for Licenses
- (c) Regulation of the Civil Aviation Authority of Thailand No. 29 – Privileges of Holders of Pilot, Air Traffic Controller, and Flight Dispatcher Licenses
- (d) Regulation of the Civil Aviation Authority of Thailand No. 102 - Personnel Licensing for Air Traffic Controllers (TCAR PEL Part ATCO)
- (e) Rules of the Theoretical and Practical Examination of Air Navigation B.E. 2562

1.3.2 ICAO Standards

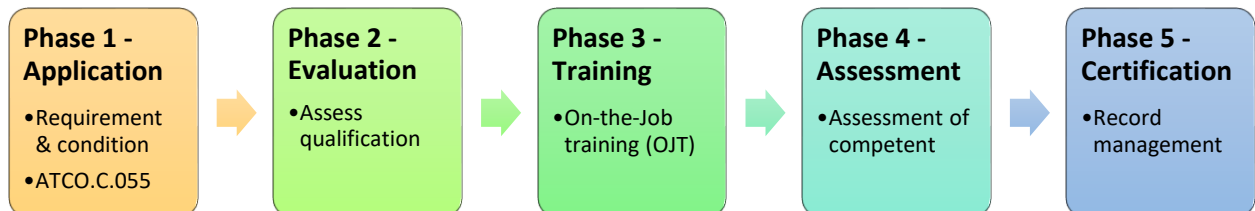
- (a) ICAO Annex 1: Personnel Licensing
- (b) ICAO Document 9868: Training
- (c) ICAO Document 10056: Manual on Air Traffic Controller Competency-Based Training and Assessment, Volume I – Air Traffic Control (ATC)
- (d) ICAO Document 10056: Manual on Air Traffic Controller Competency-Based Training and Assessment, Volume II – On-the-job Training Instructor (OJT)

1.3.3 CAAT Manuals

- (a) CAAT-PEL-OEP: PEL Oversight and Enforcement Procedure
- (b) CAAT-LEG-ENF: Aviation Enforcement Manual
- (c) CAAT-PEL-EAM: CAAT Examiner and Assessor Management Manual (EAM)
- (d) CAAT-PEL-CBTA: Guidance Material for CBTA

2. ATC ASSESSOR APPOINTMENT

The appointment process is structured into five essential phases. PEL rigorously evaluates the applicant's requirements, conditions, and qualifications to determine the privileges that may be granted. Upon meeting the necessary criteria, the applicant will undergo training and assessment. Successful candidates will then receive a Air Traffic Controller Assessor certificate and be recorded in the CAAT DRMS



2.1 Phase 1 – Application

2.1.1 General

Application. An applicant must submit an application form with required documents through EMPIC. Each application will be assigned with the EMPIC Job request, which will serve as a tracking number for the activity and certification records of the applicant.

2.1.2 Eligibility Requirement for ATCA

The CAAT may issue a ATCA certificate granting privileges for conducting practical test and assessments of competence, provided that the requirements established in Regulation of the Civil Aviation Authority of Thailand No. 102 - Personnel Licensing for Air Traffic Controllers (TCAR PEL Part ATCO) are met.

Applicants for issue of an ATCA certificate shall:

- (a) Hold an air traffic controller licence with the rating and rating endorsement(s) they will assess in.
- (b) Have exercised the privileges of an air traffic controller licence for at least five years.
- (c) Within 12 months preceding the application successfully completed CAAT approved assessor course during which the required knowledge and skills are taught using the theoretical and practical methods and have been appropriately assessed. If an applicant has successfully completed CAAT approved assessor course more than 12 months preceding the application, the applicant shall, within the 12 months preceding the application, has successfully completed CAAT approved refresher training on assessment skills and on current operational practices and have been appropriately assessed.
- (d) Hold or have held OJTI certificate for at least two years.
- (e) Have a valid language proficiency endorsement in English, at least an operational level (level 4) of language proficiency.
- (f) Nominated by Air Traffic Service Provider (ATSP) or Approved Training Organization (ATO).

2.1.3 Validity of ATCA certificate

The ATCA certificate shall be valid for a period of three years and may be revalidated when, within the 12 months preceding the application for revalidation, the holder has successfully completed CAAT-approved refresher training on assessment skills and current operational practices.

If the ATCA certificate has expired, it may be renewed when, within the 12 months preceding the application for renewal, the holder has completed CAAT-approved refresher training on assessment skills and current operational practices.

For both the first issuance and renewal of the ATCA certificate, the period of validity shall commence no later than 30 days from the date on which the assessment is successfully completed.

Applicants for revalidation of the ATCA certificate shall submit their application to the Competent Official, using the CAAT-PEL-EX-008 prescribed by the Director General, within 90 days prior to the certificate's expiration.

2.1.4 Documents Required

An applicant submits the following document required for the application process via EMPIC

- a) Initial appointment

For individuals applying for an ATCA certificate for the **first time**, in accordance with Requirement of the Civil Aviation Authority of Thailand No. 102 relating to Air Traffic Controller Licensing (TCAR PEL Part ATCO).

- (1) A completed and signed application form. [CAAT-PEL-EX-008]
- (2) A certified copy of a valid Air Traffic Controller Licence and unit endorsement(s) they will assess in.
- (3) A copy of completion certificate in CAAT approved "assessor course", completed within 12 months preceding the application.
- (4) A certified copy of OJTI certificate.
- (5) Nominated letter by ATSP or ATO.
- (6) Evidence to support that an applicant has a valid language proficiency endorsement in English.
- (7) Evidence to support that an applicant has exercised the privileges of an air traffic controller licence for at least five years.
- (8) Other documents and evidence as required.

b) Revalidation appointment

For individuals applying for the revalidation of an ATCA certificate within 90 days **before** certificate expires, in accordance with Requirement of the Civil Aviation Authority of Thailand No. 102 relating to Air Traffic Controller Licensing (TCAR PEL Part ATCO).

- (1) A completed and signed application form. [CAAT-PEL-EX-008]
- (2) A certified copy of a valid Air Traffic Controller Licence and unit endorsement(s) they will assess in.
- (3) A certified copy of valid ATCA certificate
- (4) A certified copy of OJTI certificate
- (5) Evidence to support that an applicant has a valid language proficiency endorsement in English.
- (6) A copy of the certificate completion in CAAT approved "refresher training on assessment skills and on current operational practices", completed within 12 months preceding the application.
- (7) Other documents and evidence as required.

c) Renewal appointment

For individuals applying for the renewal of an OJTI certificate **after** the original certificate has expired, in accordance with Requirement of the Civil Aviation Authority of Thailand No. 102 relating to Air Traffic Controller Licensing (TCAR PEL Part ATCO).

- (1) A completed and signed application form. [CAAT-PEL-EX-008]
- (2) A certified copy of a valid Air Traffic Controller Licence and unit endorsement(s) they will assess in.
- (3) A certified copy of ATCA certificate that has expired.
- (4) A certified copy of OJTI certificate
- (5) Evidence to support that an applicant has a valid language proficiency endorsement in English
- (6) A copy of the certificate completion in CAAT approved "refresher training on assessment skills and on current operational practices", completed within 12 months preceding the application.
- (7) Other documents and evidence as required.

d) Additional appointment

For individuals applying for the addition of privileges to an existing ATCA certificate after initial issuance, such applications shall be made in accordance with the requirements of the Civil Aviation Authority of Thailand Regulation No. 102 on Air Traffic Controller Licensing (TCAR PEL Part ATCO).

- (1) A completed and signed application form. [CAAT-PEL-EX-008]
- (2) A certified copy of a valid Air Traffic Controller Licence and unit endorsement(s) they will assess in.
- (3) A certified copy of valid ATCA certificate
- (4) A certified copy of OJTI certificate
- (5) Evidence to support that an applicant has a valid language proficiency endorsement in English
- (6) Other documents and evidence as required.

e) Amendment

For individuals applying for amendments to the details of an ATCA certificate, in accordance with Requirement of the Civil Aviation Authority of Thailand No. 102 relating to Air Traffic Controller Licensing (TCAR PEL Part ATCO).

- (1) A completed and signed application form. [CAAT-PEL-EX-008]
- (2) A certified copy of a valid Air Traffic Controller Licence and unit endorsement(s), if applicable
- (3) An official letter from organization stating the proposed amendment details
- (4) A certified copy of valid ATCA certificate
- (5) Other documents and evidence as required.

f) Replacement

In case the ATCA certificate is **lost or damaged**, an individual may apply for a replacement of an ATCA certificate, in accordance with Requirement of the Civil Aviation Authority of Thailand No. 102 relating to Air Traffic Controller Licensing (TCAR PEL Part ATCO).

- (1) A completed and signed application form. [CAAT-PEL-EX-008]
- (2) A Police report (in case of lost)
- (3) A certified copy of valid ATCA certificate
- (4) Other documents and evidence as required.

g) Conversion

Conversion of ATCA Certificates for individuals who have previously been issued such certificates under Regulation of the Civil Aviation Authority of Thailand on the Appointment of Designated Air Traffic Controller Assessor B.E. 2563: Applications for ATCA certificate conversion must be submitted in advance **before 24 September 2026**.

- (1) A completed and signed application form. [CAAT-PEL-EX-008]
- (2) A certified copy of a valid Air Traffic Controller Licence and unit endorsement(s) they will assess in.
- (3) A certified copy of a valid medical certificate
- (4) A certified copy of valid ATCA certificate
- (5) A nominate letter from organization
- (6) Other documents and evidence as required.

h) Require documents – Executive Summary

List of documents	Initial	Revalidate	Renewal	Additional	Amendment	Replacement	Conversion
1. A completed and signed application form. [CAAT-PEL-EX-008]	✓	✓	✓	✓	✓	✓	✓
2. A certified copy of a valid Air Traffic Controller Licence.	✓	✓	✓	✓	✓	✗	✓
3. A copy of completion certificate in CAAT approved "assessor course".	✓	✗	✗	✗	✗	✗	✗
4. A copy of the certificate completion certificate in CAAT approved "refresher training on assessment skills and on current operational practices"	✗	✓	✓	✗	✗	✗	✗
5. A certified copy of OJT certificate.	✓	✓	✓	✓	✗	✗	✗
6. Nominated letter by ATSP or ATO.	✓	✗	✗	✗	✗	✗	✓

List of documents	Initial	Revalidate	Renewal	Additional	Amendment	Replacement	Conversion
7. Evidence to support that an applicant has a valid language proficiency endorsement in English.	✓	✓	✓	✓	✗	✗	✗
8. Evidence to support that an applicant has exercised the privileges of an air traffic controller licence for at least five years.	✓	✗	✗	✗	✗	✗	✗
9. A certified copy of valid ATCA certificate	✗	✓	✗	✓	✓	✓	✓
10. A certified copy of ATCA certificate that has expired.	✗	✗	✓	✗	✗	✗	✗
11. An official letter from organization stating the proposed amendment details	✗	✗	✗	✗	✓	✗	✗
12. A Police report (in case of lost)	✗	✗	✗	✗	✗	✓	✗
13. A certified copy of a valid medical certificate	✗	✗	✗	✗	✗	✗	✓
14. Other documents and evidence as required.	✓	✓	✓	✓	✓	✓	✓

End of Application Phase. CAAT determines whether the application is acceptable and includes all the required attachments. If it is not, it is returned to the applicant. Suppose the application form and attachments are satisfactory. In that case, the application moves into the Evaluation Phase, where the need and ability to manage the CAAT are analyzed, and the applicant's eligibility is reviewed for regulatory compliance.

2.2 Phase 2 - Evaluation

2.2.1 General

The evaluation phase is where CAAT determines if an applicant meets the qualifications and requirements necessary to be granted an Air Traffic Control Assessor certificate. This phase assesses whether the applicant is suitably qualified to perform examinations and meet the needs of the aviation sector.

2.2.2 Evaluation process

The Evaluation Process is the responsibility of the PEL officers who review and assess the applicant's qualifications, experience, and the operational needs for granting an ATCA certificate. This process ensures that the applicant is fit to carry out their duties as an Air Traffic Control Assessor.

- (a) PEL officer determines the need exists and privileges granted for each applicant.
- (b) Considerations for Determining Specific Need.
 - (1) The CAAT cannot support the examination works and need with existing CAAT ATCO Inspectors and designees.
 - (2) Office activity has increased or is forecasted to increase and cannot be supported with existing designees
 - (3) The CAAT has lost an employee or assessor resource.
 - (4) The need for a new designee is driven by the needs of the public and not by the impact on other existing designees or entities
- (c) When applications do not meet the specific requirements and prerequisites for obtaining an assessor certificate, the PEL may take into account certain considerations for the purpose of granting temporary authorisation if there is a need for a designee.
- (d) PEL officer reviews and assesses each applicant's background knowledge and experiences through a thorough review of the application form for completeness and ensures that minimum qualifications are met for each applicant.
- (e) PEL officer must complete the evaluation checklist in the application form and proceed with it in EMPIC for each applicant being evaluated.
- (f) Applicants will receive notification of the evaluation outcomes and successful candidates will be contacted to schedule training appointments. Those not meeting the criteria will be informed of their ineligibility, and their applications will not be accepted.

2.3 Phase 3 - Training

Before being appointed, applicants must satisfactorily complete on-the-job (OJT) training provided by CAAT. This OJT will ensure that applicants are fully prepared for the responsibilities of an air traffic controller, practical instructor and assessor assessment of competent.

2.3.1 On-the-Job Training

The On-the-Job Training phase is designed to provide practical experience and application of the knowledge gained during the theoretical session. This ensures that assessors develop the necessary skills and confidence to perform assessments.

(1) Duration

The duration of OJT is flexible and determined by the complexity of the tasks and the applicant's performance.

- Minimum Requirement: One full OJT cycle for each assigned job function.
- Additional OJT: May be required if the applicant does not demonstrate satisfactory performance or as determined by the ATC Inspector or assigned Assessor.

(2) Training environment

- Conducted assessment for issuance of ATCO licence by using PEL-EX-CK-027 or practical instructor by using PEL-EX-CK-023
- An ATC Inspector or assigned assessor supervising the training will complete the Air Traffic Controller Assessor OJT checklist, PEL-EX-CK-028.

If the applicant's performance is found competent, they will proceed to the next phase for assessment. If the applicant's performance is determined to be not yet competent, additional OJT may be required as directed by the ATC Inspector or assigned Assessor.

A PEL Officer will update the training records for both the theoretical and OJT sessions in DRMS.

2.4 Phase 4 – Assessment

2.4.1 General

The assessment of assessor competence should focus on the practical application of assessment skills. These skills should represent at least a subset of the competences taught during the assessor training course. Applicants should demonstrate an adequate level of knowledge of Thailand's aviation safety regulations to exercise examination privileges, in accordance with **Regulation of the Civil Aviation Authority of Thailand No. 102 - Personnel Licensing for Air Traffic Controllers (TCAR PEL Part ATCO)**

Applicants must show their ability to:

- Apply Thailand's aviation safety regulations.
- Conduct examinations and assessments fairly and competently.
- Use proper evaluation criteria and procedures.

2.4.2 Assessment of Competence

The Assessment of Competence is conducted by a CAAT ATCO inspector or assigned assessor who will assess the applicant's practical abilities in conducting examinations.

a) Assessment procedure:

- The ATCO inspector or assigned assessor will assess the applicant's competence by using Assessment and Surveillance for Air Traffic Controller Assessor (ATCA) Checklist, PEL-EX-CK-029
- The assessment will focus on the applicant's ability to conduct practical examination and competence assessments for the relevant category of assessor.
- The Assessment of Competence checklist is used to document the evaluation. The checklist to be used depends on the applicant's specialization:
 - PEL-EX-CK-027: Air Traffic Controller Competency Checklist and Assessment
 - PEL-EX-CK-023: Assessment of Competence Checklist for Air Traffic Control

Practical Instructor

b) Outcome of the assessment:

- Competent applicants: Applicants who are found competent will be issued an Air Traffic Controller Assessor Certificate, valid for three years. This certifies that the applicant is qualified to perform Air Traffic Controller Assessor duties in accordance with CAAT's regulatory standards.
- Not Competent applicants: Applicants who are found to be not yet competent will be subject to additional training or reevaluation at the discretion of the assigned CAAT inspectors. The scope and content of such training will be determined based on the identified deficiencies. If, after completing the required training, the applicant is still found not competent, a formal notification of rejection will be issued.

2.4.3 Example of Competence Assessment Checklist Structure

The following table could, therefore, be used during the formal assessment of the assessor. This table is merely an example of how a checklist is constructed using the performance objectives as “Prime tasks” and “Sub tasks”. The table includes a “Remarks” column for each sub-task and a “Conclusion” box where the overall outcome of the assessment may be recorded.

Prime Task	Sub Task
Briefing – the controller	• The controller is fully briefed before the assessment. • The controller
Collect and assess performance evidence by observation	• Real-time notes are taken. • Notes accurately represent occurrences during the assessment. • Reconstruction of events from notes is possible. • The assessor remains as discreet as possible. • The assessment is properly carried out. • Performance is accurately assessed against the requirements for air traffic controllers.
Ensure observations by appropriate questions	• Questions asked are valid and unambiguous. • The assessor adopts a positive, non-aggressive attitude.
Collect, assess and record supporting evidence	• Evidence can be reliably attributed to a particular controller. • Evidence is sought from the unit competence records. • Where additional evidence is gathered it is correctly recorded. • Where the controller makes claims directly relating to performance under review, these statements are correctly recorded. • All relevant evidence is considered
Prepare Reports	• Evidence and assessment decisions are recorded. • Reports are made in accordance with unit procedures. • Recommendations for remedial training, where required, are realistic in both time and content. • Confidentiality is maintained.
Discuss the outcome with the controller	• A comprehensive debrief is carried

2.5 Phase 5 – Certification

2.5.1 General

PEL confirms that all phases of the appointment process have been completed successfully before issuing the Air Traffic Controller Assessor certificate or authorization letter using the form prescribed by the Director General in accordance with Regulation of the Civil Aviation Authority of Thailand No. 102 - Personnel Licensing for Air Traffic Controllers (TCAR PEL Part ATCO).

2.5.2 Documentation of appointment package includes:

List of documents	Initial	Revalidate	Renewal	Additional	Amendment	Replacement	Conversion
1. A completed and signed application form. [CAAT-PEL-EX-008]	✓	✓	✓	✓	✓	✓	✓
2. A certified copy of a valid Air Traffic Controller Licence.	✓	✓	✓	✓	✓	✗	✓
3. A copy of completion certificate in CAAT approved "assessor course".	✓	✗	✗	✗	✗	✗	✗
4. A copy of the certificate completion certificate in CAAT approved "refresher training on assessment skills and on current operational practices"	✗	✓	✓	✗	✗	✗	✗
5. A certified copy of OJTI certificate.	✓	✓	✓	✓	✗	✗	✗
6. Nominated letter by ATSP or ATO.	✓	✗	✗	✗	✗	✗	✓
7. Evidence to support that an applicant has a valid language proficiency endorsement in English.	✓	✓	✓	✓	✗	✗	✗
8. Evidence to support that an applicant has exercised the privileges of an air traffic controller licence for at least five years.	✓	✗	✗	✗	✗	✗	✗
9. A certified copy of valid ATCA certificate	✗	✓	✗	✓	✓	✓	✓
10. A certified copy of ATCA certificate that has expired.	✗	✗	✓	✗	✗	✗	✗
11. An official letter from organization stating the proposed amendment details	✗	✗	✗	✗	✓	✗	✗
12. A Police report (in case of lost)	✗	✗	✗	✗	✗	✓	✗
13. A certified copy of a valid medical certificate	✗	✗	✗	✗	✗	✗	✓
14. Other documents and evidence as required.	✓	✓	✓	✓	✓	✓	✓
15. A completed and signed Air Traffic Controller Assessor OJT Checklist. [PEL-EX-CK-028]	✓	✗	✗	✗	✗	✗	✗
16. A completed and signed Assessment and Surveillance for Air Traffic Controller Assessor (ATCA) Checklist. [PEL-EX-CK-029]	✓	✗	✓	✗	✗	✗	✗
17. Checklist for Issuance of Air Traffic Controller Assessor (ATCA) Certificate	✓	✓	✓	✓	✓	✓	✓

2.5.3 Certificate format and Necessary information

The certificate or authorisation letter should contain the following information:

- (1) Authorisation/Certificate number
- (2) Name – Last Name of the assessor
- (3) Issuance date of the certificate
- (4) Expiry date of the certificate
- (5) Examiner category
- (6) Employment
- (7) Privileges and Limitation Details
- (8) Competent Authority' s Signature and CAAT's Seal

2.6 Assessor's duties

An assessor who has been appointed under this regulation shall have the following duties:

- (a) Comply with laws, rules, regulations, orders or any other conditions prescribed by the Competent Official.
- (b) Update news and information pertaining to the flight operations control airspace.
- (c) Conduct practical assessments of air traffic controller and conduct the report as well as the results of such assessment in accordance with Air Traffic Controller Assessor manual issued by CAAT; and submit to CAAT the results thereof within seven business days from the date of completion of such assessment.
- (d) Shall not perform duties during the period of which the ATC's assessor is expired or invalid.
- (e) Shall not be under the influence of alcohol, drugs, or any substances that have psychological effects while performing duties.
- (f) Shall not record false results of practical assessment, or add, amend, delete, or engage in any act that causes the record of assessment to be false.
- (g) Shall carry the Assessor Certificate while performing duties at all times in order to be inspected by the Competent Official at any time.

3. COMPETENCE ASSESSMENT OF ATCO AND PRACTICAL INSTRUCTOR EXAMINATION

3.1 Introduction

The competence assessment within the ATCO and Practical Instructor Examination system is essential to ensure safety in the Air Traffic Services (ATS) operational environment. It standardises the application of ATC procedures and promotes best practices in operational performance.

The ATCO and Practical Instructor Examination process must be reliable and effectively measure operational competence. The assessment must ensure that ATCOs or Practical Instructor demonstrate the required skills and knowledge, as competence cannot be assumed but must be proven through performance

3.2 Competency

Competence enables ATCOs to address complex or unfamiliar situations while maintaining safety and security.

In accordance with ICAO Doc 10056 (Manual on Air Traffic Controller Competency-based Training and Assessment, Volume I – Air Traffic Control (ATC) and Volume II – On-the-job Training Instructor (OJTI)), KSA stands for Knowledge, Skills, and Attitudes. These three elements form the foundation of competency-based training and assessment (CBTA) for Air Traffic Controllers (ATCOs) and Practical Instructor.

- Knowledge (K) – The theoretical and factual understanding required for ATC operations.
Example: Airspace structure, separation standards, aviation regulations, meteorology, and emergency procedures.
- Skills (S) – The practical abilities needed to perform ATC duties effectively.
Example: Communication, situational awareness, decision-making, conflict resolution, and use of ATC systems.
- Attitudes (A) – The behavioral and professional attributes necessary for safe and efficient operations.

3.3 Determining Competency Standards

Competency standards apply to all observable behaviors and relate to compliance with the standards and procedures, rules and regulations as described in the relevant documents (e.g. national rules, Manual of Air Traffic Services, AIPs, local operations manuals, letters of agreement). In some instances, there may be specific standards associated with a particular observable behavior

3.4 ATCO Competency Framework

a) The Air Traffic Controller (ATCO) Competency Framework is based on ICAO Doc 10056 Vol. I

Competency unit	Observable behaviors (OB)	Description
1. Situational awareness: Comprehend the current operational situation and anticipate future events	OB 1.1 Monitors air traffic in own area of responsibility and nearby airspace	Routinely scans surveillance data during all traffic levels and efficiently obtains additional information through menus and radar labels to maintain a complete picture.
	OB 1.2 Monitors the meteorological conditions that impact on own area of responsibility and nearby airspace	Consistently monitors weather and passes relevant information to traffic well in advance.
	OB 1.3 Monitors the status of the ATC systems and equipment	Continuously monitors ATC systems and equipment status and takes timely action when anomalies occur.
	OB 1.4 Monitors the operational circumstances in nearby sectors to anticipate impact on own situation	Proactively monitors adjacent sectors and anticipates potential impact on own traffic situation.
	OB 1.5 Scans all available sources of information	Effectively scans all available sources including surveillance, flight data, and meteorological information.
	OB 1.6 Acquires information from available surveillance and flight data systems, meteorological data, electronic data displays and any other means available	Acquires and integrates information from all relevant systems and sources without delay.
	OB 1.7 Integrates information acquired from monitoring and scanning into the overall picture	Maintains a comprehensive mental picture of the operational situation by integrating all acquired data.
	OB 1.8 Analyses the actual situation based on information acquired from monitoring and scanning	Accurately analyses current traffic and environmental conditions to identify trends and risks.
	OB 1.9 Interprets the situation based on the analysis	Correctly interprets operational implications and communicates as necessary.
	OB 1.10 Anticipates the future operational situation	Anticipates future traffic scenarios and prepares appropriate strategies.
	OB 1.11 Identifies potential threats (e.g. high traffic volumes, mountainous terrain, complex airspace infrastructure, complex ATC procedures, adverse weather, unserviceable navigational equipment, flight crew unfamiliar with airport or procedures)	Identifies threats such as high traffic volumes, adverse weather, or equipment failures early and initiates mitigation.
	OB 1.12 Verifies that information is accurate, and interpretation is correct	Cross-checks data and interpretations to ensure accuracy before acting.
	OB 1.13 Uses available tools to monitor, scan, comprehend and anticipate operational situations	Effectively uses all available tools to maintain situational awareness and anticipate changes.
2. Traffic and capacity management:	OB 2.1 Manages traffic using prescribed procedures.	Applies all prescribed procedures consistently to maintain safe and efficient traffic flow.

Competency unit	Observable behaviors (OB)	Description
Ensure a safe, orderly and efficient traffic flow and provide essential	OB 2.2 Issues clearances and instructions that take into account aircraft performance, terrain obstacles, airspace constraints and weather	Issues timely and accurate clearances considering all operational factors.
	OB 2.3 Uses a variety of techniques to effectively manage the traffic (e.g. speed control, vectoring, traffic sequencing, assigning climb/descent rate)	Employs techniques such as speed control, vectoring, and sequencing effectively to optimize flow.
	OB 2.4 Increases safety margins when deemed necessary.	Proactively increases safety margins in response to changing conditions.
	OB 2.5 Takes action, when appropriate, to ensure that demand does not exceed capacity.	Implements measures to balance demand and capacity before overload occurs.
	OB 2.6 Maintains focus despite varying traffic levels.	Maintains concentration and prioritization under all traffic conditions.
	OB 2.7 Reacts appropriately to situations that have the potential to become unsafe.	Identifies and mitigates unsafe situations promptly.
	OB 2.8 Issues clearances and instructions to flight crew that result in a cost- effective and efficient traffic flow.	Provides clearances that optimize efficiency without compromising safety.
	OB 2.9 Issues appropriate clearances and instructions.	Ensures all clearances are relevant, accurate, and compliant with procedures.
	OB 2.10 Issues clearances and instructions in a timely manner.	Delivers instructions without delay to maintain orderly traffic flow.
	OB 2.11 Uses available tools to reduce delays and optimize flight profiles	Utilizes automation and planning tools to minimize delays and optimize profiles.
	OB 2.12 Issues information on the runway conditions, status of airspace, aerodrome resources and status of facilities in a timely manner	Provides accurate and timely information on operational conditions.
	OB 2.13 Issues hazard and safety alerts to the flight crew when necessary	Immediately issues alerts when hazards are identified.
	OB 2.14 Issues traffic proximity information to flight crew in a relevant, accurate and timely manner	Provides proximity information promptly and accurately.
	OB 2.15 Issues weather information to flight crew when necessary.	Communicates relevant weather updates without delay.
3. Separation and conflict resolution: Manage potential traffic conflicts and maintain separation	OB 3.1 Detects potential traffic conflicts	Identifies potential conflicts early using surveillance/ flight data.
	OB 3.2 Selects the appropriate separation method	Chooses correct separation method suited to traffic/ environment.
	OB 3.3 Applies appropriate separation and spacing	Applies prescribed separation minima consistently/ accurately.
	OB 3.4 Issues clearances and instructions that ensure separation is maintained	Provides timely/precise clearances to maintain separation.
	OB 3.5 Issues clearances and instructions that resolve conflicts	Resolves conflicts promptly through effective clearances/ coordination.
	OB 3.6 Resolves conflicts through coordination with adjacent sectors or units	Coordinates effectively with adjacent sectors/ units to resolve conflicts.

Competency unit	Observable behaviors (OB)	Description
	OB 3.7 Monitors the execution of separation actions	Continuously monitors compliance with issued separation actions.
	OB 3.8 Adjusts control actions, when necessary, to maintain separation	Adapts control actions proactively to maintain separation.
	OB 3.9 Takes corrective action to restore appropriate separation as soon as possible when below minima	Initiates immediate corrective measures to restore separation when compromised.
4. Communication: Communicate effectively in all operational situations	OB 4.1 Selects communication mode that takes into account the requirements of the situation, including speed, accuracy and level of detail of the communication	Chooses the most effective mode (voice/ data/ visual) for clarity and timeliness.
	OB 4.2 Speaks clearly, accurately and concisely	Uses clear, concise, accurate speech consistently.
	OB 4.3 Uses standard radiotelephony phraseology, when prescribed	Consistently applies standard ICAO phraseology when required.
	OB 4.4 Adjusts speech techniques to suit the situation	Adapts tone, pace, and detail to operational context.
	OB 4.5 Demonstrates active listening by asking relevant questions and providing feedback	Displays active listening; seeks clarification and provides feedback to confirm understanding.
	OB 4.6 Verifies accuracy of read backs and corrects as necessary	Ensures read backs are correct; promptly corrects discrepancies.
	OB 4.7 Uses plain language when standardized phraseology does not exist or the situation warrants it	Employs plain language appropriately to ensure clarity when needed.
	OB 4.8 Where applicable, uses eye contact, body movements and gestures that are consistent with verbal messages and the environment	Maintains professional non-verbal communication aligned with verbal messages (where applicable).
	OB 4.9 Writes or inputs messages according to protocol or in a clear and concise manner where protocol does not exist	Accurately records/ inputs messages per protocol or clearly when none exists.
	OB 4.10 Communicates relevant concerns and intentions	Shares operational concerns/ intentions clearly and promptly.
	OB 4.11 Verifies accuracy of system inputs and corrects as necessary	Checks/ corrects system entries to ensure accuracy.
5. Coordination: Manage coordination between personnel in operational positions and with other affected stakeholders	OB 5.1 Determines the need for coordination	Recognizes coordination requirements and initiates action promptly.
	OB 5.2 Coordinates with personnel in other operational positions and other stakeholders, in a timely manner	Coordinates effectively and in a timely manner with all relevant stakeholders.
	OB 5.3 Selects coordination method based on circumstances, including urgency of coordination, status of facilities and prescribed procedures	Chooses appropriate coordination method considering urgency, facility status, and procedures.
	OB 5.4 Coordinates the movement, control, transfer of control and changes of previously coordinated data for flights using the prescribed coordination procedures	Executes coordination accurately using prescribed procedures.
	OB 5.5 Coordinates changes of status of operational facilities such as	Communicates changes in equipment/ system status promptly.

Competency unit	Observable behaviors (OB)	Description
	equipment, systems and functions	
	OB 5.6 Coordinates changes of status of airspace and aerodrome resources	Notifies relevant parties of airspace/ aerodrome changes without delay.
	OB 5.7 Uses clear and concise terminology for verbal coordination	Uses precise, unambiguous terminology during verbal coordination.
	OB 5.8 Uses standard ATS message formats and protocol for non-verbal coordination	Applies correct formats/ protocol for non-verbal coordination.
	OB 5.9 Uses clear and concise non-standard coordination methods when required	Communicates effectively when non-standard methods are necessary.
	OB 5.10 Conducts effective briefings during position handover	Provides thorough, structured, and clear handover briefings.
6. Management of non-routine situations: Detect and respond to emergency and unusual situations related to aircraft operations and manage degraded modes of ATS operation	OB 6.1 Recognizes, from the information available, the possibility of an emergency or unusual situation developing	Detects early cues of emergencies/ unusual situations.
	OB 6.2 Verifies the nature of the emergency	Confirms emergency details accurately before acting.
	OB 6.3 Prioritizes actions based on the urgency of the situation	Orders actions according to urgency and safety impact.
	OB 6.4 Selects the most appropriate type(s) of assistance that can be given	Chooses suitable assistance measures promptly.
	OB 6.5 Follows prescribed procedures for communication and coordination of urgent situations	Adheres to emergency communication/ coordination protocols.
	OB 6.6 Provides assistance and takes action, when necessary, to ensure safety of aircraft in area of responsibility	Acts decisively to maintain safety during urgent situations.
	OB 6.7 Detects that ATS systems and/or equipment have degraded	Identifies degraded modes quickly and accurately.
	OB 6.8 Assesses the impact of a degraded mode of operation	Evaluates operational impact and adjusts accordingly.
	OB 6.9 Follows prescribed procedures for managing, coordinating and communicating a degraded mode of operation	Implements degraded-mode procedures effectively.
	OB 6.10 Creates solutions when no procedure exists for responding to non-routine situations	Develops safe, practical solutions when procedures are absent.
7. Problem solving and decision making: Find and implement solutions for identified threats and associated undesired states	OB 7.1 Takes into account the existing rules and operating procedures when determining possible solutions to a problem	Considers all relevant rules/ procedures when solving problems.
	OB 7.2 Uses appropriate tools to interrogate relevant systems as prescribed to assist in determining possible solutions to a problem	Employs system tools effectively to gather decision-support information.
	OB 7.3 Implements an appropriate solution to a problem	Applies solutions that resolve issues without compromising safety.
	OB 7.4 Establishes which situations have the highest priority	Correctly prioritizes situations based on risk and urgency.

Competency unit	Observable behaviors (OB)	Description
	OB 7.5 Organizes tasks in accordance with an appropriate order of priorities	Sequences tasks logically to manage workload and safety.
	OB 7.6 Applies an appropriate mitigation strategy for the threats identified	Implements mitigation strategies effectively and monitors outcomes.
	OB 7.7 Perseveres in working through problems without impacting safety	Maintains persistence/ focus until resolution, with safety preserved.
8. Self-management: Demonstrate personal attributes that improve performance and maintain an active involvement in self-learning and self-development	OB 8.1 Takes responsibility for own performance, detecting and resolving own errors	Acknowledges and corrects own errors promptly; seeks feedback.
	OB 8.2 Improves performance through self-evaluation of the effectiveness of actions	Regularly evaluates actions and identifies improvements.
	OB 8.3 Maintains self-control in adverse situations	Demonstrates composure under stress and maintains performance.
	OB 8.4 Responds as needed to deal with the demands of the changing situation	Adapts behaviour/ actions to meet changing demands effectively.
9. Workload management: Use available resources to prioritize and perform tasks in an efficient and timely manner	OB 9.1 Manages tasks effectively in response to current and future workload	Plans and executes tasks efficiently under varying workload.
	OB 9.2 Manages interruptions and distractions effectively	Maintains focus; minimizes impact of interruptions.
	OB 9.3 Determines if and when support is necessary based on workload	Recognizes need for assistance and initiates accordingly.
	OB 9.4 Asks for help, when necessary	Requests support promptly when required.
	OB 9.5 Delegates tasks when necessary to reduce workload	Delegates appropriately to manage workload safely.
	OB 9.6 Accepts assistance, when necessary	Accepts help and integrates it effectively into workflow.
	OB 9.7 Adjusts the pace of work according to workload	Modifies work pace to maintain efficiency and safety.
	OB 9.8 Selects appropriate tools, equipment and resources to support the efficient achievement of tasks	Uses resources/ toolsets effectively to complete tasks.
	OB 9.9 Uses the automated capabilities of ATS equipment to improve efficiency	Employs automation to optimize performance and reduce workload.
10. Teamwork: Operate as a team member	OB 10.1 Provides both positive and negative feedback constructively	Gives feedback professionally and constructively to improve performance.
	OB 10.2 Accepts both positive and negative feedback objectively	Receives feedback without defensiveness; adjusts as needed.
	OB 10.3 Shows respect and tolerance for other people	Demonstrates consistent respect and tolerance.
	OB 10.4 Carries out actions and duties in a manner that fosters a team environment	Acts collaboratively to support team cohesion and objectives.
	OB 10.5 Manages interpersonal conflicts to maintain an effective team environment	Resolves conflicts diplomatically and promptly.
	OB 10.6 Uses negotiating and problem-solving techniques to help resolve unavoidable conflict when	Employs negotiation/ problem-solving techniques effectively during conflict.

Competency unit	Observable behaviors (OB)	Description
	encountered	
	OB 10.7 Raises relevant concerns in an appropriate manner	Communicates concerns professionally and in a timely way.
	OB 10.8 Anticipates and responds appropriately to the needs of others	Shows awareness of team needs and responds supportively.

b) On-the-job Training Instructor (OJTI) competency Framework is based on ICAO Doc 10056 Vol. II

Competency unit	Observable behaviors (OB)	Description
1. Situational Awareness: Comprehends current operational situation, anticipates future events and the impact of the trainee's performance on the operation.	OB 1.1 Maintains own situational awareness while instructing.	Consistently maintains own situational awareness of the operational situation while providing instruction to the trainee, regardless of the level and complexity of traffic.
	OB 1.2 Monitors impact of trainee's actions on the traffic situation.	Consistently monitors the impact of the trainee's actions on the traffic situation and anticipates a variety of scenarios and possible solutions that the trainee may apply.
	OB 1.3 Monitors impact of trainee's actions on adjacent sector	Continuously observes and evaluates how the trainee's actions affect adjacent sectors and intervenes promptly to prevent any negative impact on overall operations.
	OB 1.4 Monitors the trainee's actions continuously.	Always monitors trainee's actions and reacts promptly and adequately to undesired actions.
	OB 1.5 Monitors trainee's behaviour for physical signs of cognitive overload or acute stress.	Actively monitors the trainee for signs of cognitive overload or acute stress and takes appropriate action to manage workload and maintain safety.
2. Safety & Efficiency Management: Ensures safety and efficiency of the operation during training.	OB 2.1 Prioritizes safety above teaching the trainee.	Always places safety as the highest priority during training. At any point during training, if safety and teaching conflict, the candidate prioritizes safety without hesitation.
	OB 2.2 Takes action to ensure safety is never compromised (e.g. correct errors, take over control).	Promptly identifies and corrects unsafe actions or conditions. This includes pre-emptive measures such as taking control or intervening before a safety breach occurs.
	OB 2.3 Intervenes in a timely manner to maintain separation and an orderly flow of traffic, when appropriate, and to ensure that safety is not compromised.	Acts promptly to maintain safe distances and smooth traffic flow, preventing potential hazards and ensuring operational safety.
	OB 2.4 Ensures traffic efficiency is maintained, including impact on adjacent sectors.	Consistently ensures that normal traffic efficiency and flow are always maintained, proactively. Takes appropriate actions to mitigate any impact on adjacent sectors.
	OB 2.5 Manages own and trainee's workload to ensure safe and efficient operations (e.g. sector splitting, increased spacing, adapting instructional techniques).	Uses all techniques available to ensure that the workload always remains within the appropriate limits. Anticipates traffic level and complexity changes and proactively takes actions to maintain safety and efficiency.
3. Mentoring: Supports trainee integration into the professional environment by mentoring, advising, guiding and creating a positive learning experience.	OB 3.1 Develops a rapport with the trainee and provides encouragement and support.	Establishes a positive relationship with the trainee and consistently provides encouragement and support throughout the training process.
	OB 3.2 Promotes positive working relationships.	Fosters a collaborative and respectful working environment, ensuring interactions are professional and constructive.
	OB 3.3 Encourages a positive approach to learning.	Motivates the trainee to maintain a positive attitude toward learning, even when faced with challenges or setbacks.

Competency unit	Observable behaviors (OB)	Description
	OB 3.4 Demonstrates empathy and understanding, recognizing situations when extra support is required.	Proactively identifies when the trainee needs additional support and responds promptly and appropriately to address those needs.
	OB 3.5 Encourages trainee to self-reflect to identify strengths and weaknesses and areas for improvement.	Guides the trainee in self-reflection, helping them recognize their strengths, weaknesses, and opportunities for improvement.
	OB 3.6 Encourages trainee to look for positive learning experiences from each training session, even those that did not go well.	Promotes resilience by helping the trainee identify valuable lessons from all training experiences, including unsuccessful ones.
	OB 3.7 Encourages trainee to extract maximum training value from any feedback, including negative points.	Ensures the trainee understands and applies feedback effectively, using both positive and negative points to improve performance.
	OB 3.8 Encourages trainee to ask questions as part of the overall learning experience.	Creates an open environment where the trainee feels comfortable asking questions to enhance understanding and learning
	OB 3.9 Helps trainee to build and maintain confidence through encouragement and motivation.	Actively supports the trainee's confidence by providing consistent encouragement and motivation, reinforcing positive behaviors and achievements.
	OB 3.10 Ensures sufficient repetition of learning activities.	Provides adequate opportunities for the trainee to repeat key tasks and activities, ensuring skill reinforcement and retention.
	OB 3.11 Ensure opportunities for increasing complexity.	Progressively introduces more complex tasks and scenarios, allowing the trainee to develop competence and adaptability in a structured manner.
4. Teaching, Instruction & Coaching: Provides instruction and facilitates learning in the operational environment.	OB 4.1 Prepares to deliver tailored training for each training session, briefs the trainee prior to taking over the operational position and ensures the trainee understands what is required of him/ her	prepares and organizes training tailored to the session objectives, provides a clear and comprehensive briefing before the trainee assumes the operational position, and confirms that the trainee fully understands the tasks, responsibilities, and expectations in accordance with established procedures.
	OB 4.2 Sets the goals for the session and explains clearly to the trainee the expected performance standards.	Defines session goals and communicates expected performance standards clearly and effectively to the trainee.
	OB 4.3 Ensures the trainee understands the operational situation prior to assuming control.	Verifies that the trainee fully understands the operational context before taking control.
	OB 4.4 Maintains appropriate seating position and proximity to the trainee.	Maintains correct seating position and proximity to ensure effective supervision and intervention when necessary.
	OB 4.5 Uses targeted training techniques to enable learning (e.g. verbal problem-solving techniques, demonstration, immediate bad habit correction, trainee involvement, questioning techniques).	Applies appropriate training techniques to facilitate learning, including demonstrations, problem-solving, and immediate correction of errors.
	OB 4.6 Adapts training techniques and style to meet the needs of the trainee.	Adjusts training methods and communication style to suit the trainee's learning needs and experience level.
	OB 4.7 Ensures appropriate timing of teaching opportunities.	Identifies and uses suitable moments during operations to provide instruction without compromising safety or efficiency.
	OB 4.8 Recognizes and responds appropriately to the trainee's behaviour (e.g. stress, under-confidence, overconfidence).	Observes trainee behavior and responds appropriately to manage stress, confidence levels, and other behavioral factors.
	OB 4.9 Allows the trainees to make decisions appropriate to their level of competence and experience.	Encourages decision-making within the trainee's capability, promoting confidence and responsibility.

Competency unit	Observable behaviors (OB)	Description
	OB 4.10 Confirms understanding of the trainees' intended actions and plans (e.g. using questioning techniques) and, when appropriate, trusts the trainees to try their own plans.	Verifies the trainee's intentions through questioning and allows them to implement their plans when safe and appropriate.
	OB 4.11 Remains calm when taking control from the trainee in circumstances dictating this type of intervention.	Maintains composure and professionalism when assuming control during critical situations.
	OB 4.12 Provides constructive and balanced feedback in a timely and appropriate manner.	Delivers feedback promptly, ensuring it is constructive, balanced, and focused on improvement.
	OB 4.13 Debriefs the trainee after the operational session to review the performance, emphasizing positive actions, areas to work on and strategies for improvement.	Conducts a thorough debrief, highlighting strengths, identifying areas for improvement, and suggesting strategies, following established procedures.
	OB 4.14 Helps trainee to develop strategies to overcome any gaps in competencies.	Works collaboratively with the trainee to identify competency gaps and provides practical guidance and strategies to address these gaps, ensuring continuous improvement and readiness for operational responsibilities.
5. Communication: Communicates effectively with the trainee in verbal, nonverbal and written form.	OB 5.1 Listens actively.	Demonstrates active listening by paying full attention, acknowledging trainee input, and responding appropriately to ensure understanding.
	OB 5.2 Encourages constructive discussion about the trainee's performance.	Fosters open and constructive dialogue about performance, creating a supportive environment for feedback and improvement.
	OB 5.3 Speaks clearly, accurately and in a calm and measured manner.	Communicates verbally in a clear, precise, and calm tone, ensuring instructions and feedback are easily understood.
	OB 5.4 Adjusts speech techniques to suit the operational and/ or instructional situation (e.g. conveys a sense of urgency, speaks calmly).	Adapts speech style to match the situation, conveying urgency when required and maintaining calmness during routine or stressful conditions.
	OB 5.5 Adapts content of communication to the needs of the trainee (e.g. does not overload the trainee with too much information).	Tailors communication to the trainee's capacity, providing essential information without causing overload.
	OB 5.6 Explains complex situations clearly (e.g. traffic situations, application of procedures, management of emergencies).	Breaks down complex operational scenarios into clear, understandable explanations for the trainee.
	OB 5.7 Explains cognitive strategies clearly (e.g. how to analyse situations, prioritize, select a course of action, distribute attention)	Effectively explains cognitive strategies to help the trainee develop analytical and decision-making skills.
	OB 5.8 Does not allow explanations or questions to cause a distraction.	Manages explanations and trainee questions without compromising operational focus or safety.
	OB 5.9 Delivers difficult messages with tact and sensitivity.	Communicates challenging feedback or decisions respectfully and sensitively, maintaining professionalism.
	OB 5.10 Writes objective and comprehensive reports on the trainee's performance.	Produces clear, factual, and complete written reports that accurately reflect the trainee's performance and progress.
6. Assessment: Evaluates the performance of the trainee for the purposes of enabling learning, monitoring progress and/or	OB 6.1 Gathers factual evidence of the trainee's performance against the objectives.	Collects objective, verifiable evidence of the trainee's performance in relation to the session objectives.
	OB 6.2 Gathers factual evidence for competencies.	Obtains clear and accurate evidence demonstrating the trainee's level of competency in all relevant areas.

Competency unit	Observable behaviors (OB)	Description
determining if competence has been achieved.	OB 6.3 Evaluates the trainee's performance in relation to the competencies and previously set goals and performance standards.	Assesses the trainee's performance against established competencies, goals, and performance standards to determine progress and proficiency
	OB 6.4 Analyses poor performance to determine root causes, when appropriate.	Investigates and identifies underlying factors contributing to poor performance, applying structured analysis when necessary.
	OB 6.5 Determines remedial actions required to address deficiencies in performance, when appropriate.	Recommends targeted remedial actions to correct performance gaps and support improvement.
	OB 6.6 Determines if the evidence gathered, support a decision that the trainee is competent.	Uses collected evidence to make a fair and informed judgment on the trainee's competency.
	OB 6.7 Applies consistent standards when assessing performance.	Ensures all assessments are conducted using uniform, objective standards to maintain fairness and reliability.
7. Collaboration: Collaborates with relevant parties to facilitate a robust training experience for the trainee.	OB 7.1 Gather relevant information in advance for the purpose of tailoring the training approach and to maximise productivity of training session. (e.g. from the training organization, human resources department, previous training reports)	Proactively collects all necessary information from relevant sources before the training session to customize the training approach and ensure maximum effectiveness.
	OB 7.2 Engages with the trainee, other instructors and the training manager(s) for the purpose of tailoring the training approach.	Collaborates with the trainee, fellow instructors, and training managers to align and adapt the training approach to meet individual and organizational needs.
	OB 7.3 Requests supplementary resources to help the trainee, when required. (e.g. learning support specialist, counselling, additional practice on a simulator)	Identifies when additional resources are needed and takes appropriate steps to secure support services or tools to assist the trainee's development.
	OB 7.4 Contributes information on the trainee's progress to the training team.	Provides accurate and timely updates on the trainee's progress to the training team, ensuring coordinated support and continuity in training.
8. Self-Assessment: Improves teaching, instructional and coaching capabilities through self-assessment.	OB 8.1 Remains open to feedback.	Demonstrates receptiveness to feedback from others, acknowledging input without defensiveness and considering it for improvement.
	OB 8.2 Improves performance based on accurate and balanced feedback.	Applies constructive feedback effectively to enhance performance and address identified areas for development.
	OB 8.3 Improves performance through self-evaluation of the effectiveness of actions.	Regularly evaluates personal actions and decisions, identifying opportunities for improvement and implementing changes accordingly.
	OB 8.4 Maintains self-control in challenging training situations.	Remains composed and professional during difficult or high-pressure training scenarios, ensuring effective decision-making and communication.
	OB 8.5 Responds as needed to deal with the demands of challenging training situations.	Adapts appropriately to the demands of complex or stressful training situations, demonstrating flexibility and resilience to maintain safety and learning outcomes.
9. Ethics & Integrity: Demonstrates openness, respect and fairness towards the trainee and considers the consequences when	OB 9.1 Treats the trainee respectfully, fairly and objectively regardless of differences.	Consistently demonstrates respect, fairness, and objectivity toward the trainee, ensuring equal treatment regardless of personal or professional differences.
	OB 9.2 Answers questions truthfully without embellishment or attempt to cover up a lack of knowledge.	Provides honest and accurate responses to trainee questions, acknowledging limitations in knowledge without misrepresentation.

Competency unit	Observable behaviors (OB)	Description
making a decision or taking action.	OB 9.3 Maintains privacy and confidentiality when appropriate.	Safeguards sensitive information and respects confidentiality requirements in all training-related matters.
	OB 9.4 Manages professional relationships with appropriate role boundaries.	Maintains clear professional boundaries in interactions with trainees and colleagues, avoiding conflicts of interest or inappropriate familiarity.
	OB 9.5 Acts with integrity.	Consistently demonstrates honesty, transparency, and ethical behavior in all aspects of training and assessment.
	OB 9.6 Remains objective and starts each training session without prejudice or bias.	Approaches every training session impartially, ensuring decisions and evaluations are free from bias or preconceived judgments.

4. ATC ASSESSMENT ADMINISTRATION

4.1 Introduction

This section outlines the procedures and requirements for the administration of the Air Traffic Controller (ATC) skill assessment conducted by the Civil Aviation Authority of Thailand (CAAT). It provides a step-by-step overview of the assessment process, including examiner responsibilities, candidate requirements, and assessment criteria.

4.2 Candidate Qualification Evaluation

- (a) The applicant must submit an application via EMPIC, including details of their qualifications, training, and experience.
- (b) The CAAT evaluates the application and verifies the submitted information in accordance with Regulation of CAAT (RCAAT) No. 24 – Qualification of an Applicant for Personnel Licences.

4.3 Arrangement and Assignment Assessors

(a) Establishment of the Assessor Panel

Upon receiving a letter of recommendation from the air navigation service provider (ANSP), CAAT arranges the assessor panel to conduct the practical assessment. The panel is officially assigned by CAAT and consists of qualified personnel. CAAT will also assign a team lead for assessment through the EMPIC system to ensure proper submission of the examination results via EMPIC.

(b) Composition of the Assessor Panel

- (1) Consists solely of CAAT-ATC Inspectors and ATC Assessors, officially assigned by CAAT.
- (2) Is selected based on relevant experience in the specific rating and endorsement(s) being assessed.

(c) Qualification Requirements

- (1) For assessments related to the issuance, revalidation, or renewal of a unit endorsement, the assessor must have held the unit endorsement for at least one year immediately preceding the assessment.
- (2) For assessments related to the issuance or renewal of practical instructor certificates, if they hold an OJTI certificate and have exercised the privileges of that certificate for at least 3 years.
- (3) For assessments related to issuance or renewal of an assessor certificates, if they have exercised the privileges of the assessor certificate for at least 3 years.
- (4) If no assessor holds the required unit endorsement, an OJTI with the relevant endorsement may be authorized to participate in the assessment alongside the ASI-PEL-ATC and/or assessor to provide additional knowledge or unit-specific expertise.

4.4 Assessment Process

4.4.1 Assessor Identification and Authorization

Assessors must present their authorization documents to the candidate before conducting the assessment. Acceptable authorization documents include:

- (a) Credential card issued by CAAT or Air Traffic Controller Assessor certificate
- (b) Official authorization letter from CAAT

4.4.2 Candidate Identification

The candidate must present an official identification document to verify their identity before the assessment begins. Acceptable documents include a student license, professional license, and a valid medical certificate.

4.4.3 General Procedure

Assessors shall evaluate the candidate using;

- The PEL-EX-CK-027 Checklist for Air Traffic Controller Practical Assessment,
- The PEL-EX-CK-023 Assessment of Competent Checklist for Air Traffic Control Practical Instructor,
- The PEL-EX-CK-029 Assessment and Surveillance for Air Traffic Controller Assessor (ATCA) Checklist

provided by CAAT, following the methods outlined in

4.4.4 Assessment Structure

a) The assessment for Air Traffic Controller consists of four parts, which must be completed in sequential order:

Assessment Part	Assessment Type	Attempts Allowed
Part 1	Written Examination	1 attempt
Part 2	Oral Examination	1 attempt
Part 3	Simulation Assessment	2 attempts
Part 4	Live Operational Environment Assessment	1 attempt

b) The assessment for validate licence (Reserve)

Assessment Part	Assessment Type	Attempts Allowed
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c) The assessment for Air Traffic Control Practical Instructor consists of two parts, which must be completed in sequential order:

Assessment Part	Assessment Type	Attempts Allowed
Part 1	Written Examination	1 attempt
Part 2	Instructional Skills (Interview or Performing duties)	1 attempt

d) The assessment for Air Traffic Control Assessor consists of one part, which is Performance & Competence Assessment

4.4.5 Special Condition

(a) Absence Policy:

- (1) If a candidate is absent for the scheduled assessment, they will not be eligible for a refund.
- (2) The assessment result will be recorded as 'Absent,' and the candidate will therefore be considered not competent.

(b) Postponement Policy:

- (1) Candidates cannot postpone the skill test under any circumstances.

4.4.6 Remark on Specific Rating

(a) ATS Surveillance System Units:

In units where the air traffic control service is supported by an ATS surveillance system, the live operational environment assessment for the following ratings shall be conducted in a Simulation Assessment (only 2 attempts are allowed):

- (1) Approach Control Procedural Rating
- (1) Area Control Procedural Rating

(b) Aerodrome Control Rating:

An assessment shall be conducted only one unit at a time.

(c) Approach Control Rating:

(1) When an applicant applies for both the approach control procedural rating and approach control surveillance rating, the written examination and oral examination may be combined to assess the required knowledge for both ratings.

(2) If an assessment involves two units being assessed simultaneously, the written and oral examinations may be combined if deemed appropriate.

(3) In an assessment using an approved ATC synthetic training device, a maximum of two associated units may be assessed simultaneously.

(d) Area Control Rating:

(1) When an applicant applies for both the area control procedural rating and area control surveillance rating, the written and oral examinations may be combined to assess the required knowledge for both ratings.

(2) If an assessment involves three sectors being assessed simultaneously, the written and oral examinations may be combined if deemed appropriate.

(3) In an assessment using an approved ATC synthetic training device, a maximum of three associated sectors may be assessed simultaneously.

(e) Competencies in Non-Routine Situations:

The management of non-routine situations will not be assessed during the live operational environment assessment.

4.4.7 Decision – Marking and Result Processing

(a) All assessors must reach a unanimous decision during the assessment.

- (b) After the skill test, the assessors will conduct a debriefing with the candidate and provide feedback.
- (c) Assessors shall provide the candidate with a signed assessment report, which the candidate must sign for acceptance.
- (d) If a candidate wishes to challenge the conduct of an examination, they may appeal through the CAAT complaints system available on the CAAT website ([ร้องเรียน รับฟังความคิดเห็น และข้อเสนอแนะ](#)).
- (e) The official result from CAAT will be provided to the company within 7 days after the completion of each examination batch.
- (f) All results will be stored in the CAAT database.

4.4.8 Failure and Retake Policy

- (a) In case the candidate passes the written examination but is not yet competent in other parts (Oral Examination, Simulation, or Live Operation Environment Assessment), the written test result can be retained for 90 days from the date of the examination. During this period, the candidate will be exempted from retaking the written examination.
- (b) If a candidate fails Part 3 (Simulation Assessment), they may reattempt it the following day. A same-day reattempt shall be permitted only upon the candidate's request and subject to the agreement of the assessors.
- (c) If a candidate fails the overall assessment, they must wait at least 30 days before reattempting.
- (d) If the candidate fails the practical test, he or she may retake the practical test up to two (2) additional times, provided that the theoretical test results remain valid in accordance with Article 14 of Rules of the Theoretical and Practical Examination of Air Navigation B.E. 2562.
- (e) If the candidate fails the practical test three (3) times, or if the validity period of the theoretical test results expires, whichever occurs first, the candidate shall submit a new application to retake the examination in accordance with the applicable requirements.
- (f) Candidates who must reattempt the assessment must restart from Part 1 (Written Examination) where the validity of the written examination result under paragraph (a) has expired.
- (g) The assessment report will be deemed invalid if it contains any marks of correction or modification.

5. ASSESSMENT METHODS

5.1 Knowledge Requirements

(a) The ADV and ADI Ratings:

- (1) aerodrome layout, physical characteristics and visual aids;
- (2) airspace structure;
- (3) applicable rules, procedures and source of information;
- (4) air navigation facilities;
- (5) air traffic control equipment and its use;
- (6) terrain and prominent landmarks;
- (7) characteristics of air traffic;
- (8) weather phenomena; and
- (9) emergency and search and rescue plans.

(b) The APP and ACP Ratings:

- (1) airspace structure;
- (2) applicable rules, procedures and source of information;
- (3) air navigation facilities;
- (4) air traffic control equipment and its use;
- (5) terrain and prominent landmarks;
- (6) characteristics of air traffic and traffic flow;
- (7) weather phenomena; and
- (8) emergency and search and rescue plans.

(c) The APS and ACS Ratings:

- (1) airspace structure;
- (2) applicable rules, procedures and source of information;
- (3) air navigation facilities;
- (4) air traffic control equipment and its use;
- (5) terrain and prominent landmarks;
- (6) characteristics of air traffic and traffic flow;
- (7) weather phenomena;
- (8) emergency and search and rescue plans;
- (9) principles, use and limitations of applicable ATS surveillance systems and associated equipment; and
- (10) procedures for the provision of ATS surveillance service, as appropriate, including procedures to ensure appropriate terrain clearance.

5.2 Knowledge – Based Examination

(a) Written Examination (Theory)

The written examination evaluates the ATCO's theoretical knowledge and is divided into three sections:

Part 1: General Section – Assesses basic knowledge relevant to the rating.

Part 2: Local Procedures Section – Focuses on unit-specific procedures.

Part 3: Abnormal Situation Section – Focuses on emergency and unusual situations.

The examination is conducted using a fill-in-the-blank format.

(b) Oral Examination

The oral examination tests the ATCO's understanding and decision-making ability. It typically takes place before the practical assessment.

Format: Scenario-based questioning to evaluate how the ATCO would respond in operational situations.

Duration: The oral examination lasts no more than 2 hours.

Purpose: To assess the ATCO's theoretical understanding of key performance objectives, with a focus on situations that are critical but not directly observable.

5.3 Practical Performance Evaluations

5.3.1 Simulation Assessment (Unit-Dependent)

Simulation assessments replicate live operational conditions in a controlled environment. The assessment lasts between 45 minutes and 1 hour and includes scenarios such as abnormal situations and varying traffic levels. This method provides a comprehensive evaluation of the ATCO's practical abilities.

5.3.2 Live Operational Environment Assessment (Unit-Dependent)

This assessment is conducted in a real-time operational setting, typically lasting 1 hour. It evaluates the ATCO's performance in managing live traffic and dynamic operational scenarios.

5.3.3 Supplementary Questioning

If the ATCO's performance is evaluated under specific conditions (e.g., low traffic volume), additional questioning is required to assess competence in various situations, such as low visibility, military activity, or emergency operations.

5.3.4 Unit Operating Multiple Position (Recommendation)

The following recommendations apply the principles in 5.3.1 and 5.3.2 to unit operating multiple position

(1) Aerodrome Control Towers with Multiple LCL/GND Positions:

For aerodrome control towers that operate more than one Local (LCL) and Ground (GND) control position, the assessment should be conducted at a position where the traffic level is approximately 70–80% of the maximum capacity. This ensures that the evaluation reflects realistic operational complexity and allows for an effective assessment of controller competence. Assessments must be conducted for both LCL and GND positions, and the candidate must achieve a competent result in all assessed positions combined.

(2) Approach Control Units with Multiple Positions:

For approach control units that operate multiple control positions, more than one position may be selected for assessment. The selected positions should have traffic levels approximately 70–80% of the maximum capacity to ensure that the evaluation is effective and representative of operational demands. The candidate must successfully competent all positions included in the combined assessment.

5.4 Debriefing and Feedback Methods

This section outlines the process for providing feedback after the practical assessment.

After the practical assessment, the assessment panel conducts a debriefing session where the ATCO receives feedback on their performance, including strengths and areas for improvement. This method ensures that the ATCO understands their performance and can identify areas for further development.

6. CONDUCTING THE WRITTEN KNOWLEDGE EXAM

6.1 Preparing a Theory Examination Paper

6.1.1 General Instructions

Clearly state the directions for the examination, including the total time allowed, the method of scoring, and the process for recording answers. These instructions should be distinct from the questions, achieved through appropriate spacing or a different typographical style.

6.1.2 Organization of Examination Items

Systematically arrange the items within the examination paper. Group similar item types together and provide clear instructions for each new group. Place easier questions at the beginning of the paper to allow examinees to complete them first, with more challenging questions towards the end. Ensure questions are numbered consecutively and maintain a logical flow.

6.1.3 Formatting Guidelines

- (a) Provide ample spacing between questions to prevent overcrowding, which can lead to inefficiency in administration and scoring.
- (b) Ensure no question is split across two pages. Keep introductory materials and answer spaces on the same page.
- (c) For fill-in-the-blank questions, leave sufficient space for the examinee to write their answers clearly.
- (d) Number each page consecutively and clearly indicate the total number of pages in the question paper. This helps prevent confusion if pages become separated. Include a header on each page for consistency.

6.1.4 Legibility and Accuracy

Ensure that all copies of the examination paper are legible and free from typographical or grammatical errors. Conduct thorough proofreading to ensure clarity and correctness before finalizing the document.

6.1.5 Marking Scheme

Create a comprehensive Marking Scheme to provide clear, consistent, and objective grading criteria. This ensures that all responses are graded fairly and uniformly.

6.1.6 Areas Typically Evaluated in Examinations

Examinations primarily evaluate theoretical knowledge, with a secondary focus on basic skills. Key areas assessed include:

- (a) Knowledge of airspace and procedures (e.g., routine and emergency procedures)
- (b) Understanding of aviation law, meteorology, navigation, aerodynamics, etc.
- (c) Proficiency in standardized phraseology
- (d) Interpretation of SIDS and STARS charts
- (e) Interpretation of aeronautical maps
- (f) Encoding and decoding flight plans and aeronautical messages
- (g) Calculation of transition levels

6.2 Administering the Examination

6.2.1 Distribution and Proctoring of the Exam

ATC inspectors or assessors are responsible for distributing the written examination papers to the examinees. They must ensure that the examinees understand the instructions, including the time limit for completion. The inspector or assessor will monitor the examination to ensure that all procedures are followed and that the integrity of the assessment is maintained.

6.2.2 Grading the Examination

After the exam is completed, the ATC inspectors or assessors will grade the answers based on the pre-established Marking Scheme. This will be done objectively, ensuring consistency in the evaluation of each examinee's performance. All grading must be completed promptly to provide timely feedback to the examinees.

6.2.3 Pass Rate

The pass rate for the written knowledge examination is set at least 75 %. [Insert specific pass rate information here once available.]

6.2.4 Feedback and Results

Once grading is completed, feedback should be provided to the examinees regarding their performance. Areas of strength and improvement should be highlighted, and any follow-up training or re-assessment should be planned if necessary.

ATC inspectors or assessors are responsible for submitting the examination results to the CAAT within required timeframes. The electronic examination results shall be uploaded via the EMPIC system within seven (7) calendar days from the date of examination. In addition, the original paper-based examination results shall be submitted to the CAAT through the designated portal.

If a deficiency is found in the EMPIC submission, ATC inspectors or assessors must correct and resubmit the package within two (2) calendar days.

7. ORAL EXAMINATION

7.1 Purpose and Process of the Oral Examination

7.1.1 Purpose of the Oral Examination

The oral examination aims to assess the candidate's knowledge in all aspects of Air Traffic Control (ATC), including the ability to apply theoretical knowledge to practical situations, and the suitability of the candidate in terms of attitude, approach, and understanding of the ATC tasks to be performed.

7.1.2 Timing of the Oral Examination

The oral examination is conducted after the written knowledge examination.

7.1.3 Demonstrating Competence.

A candidate who demonstrates the practical ability to perform the job (via direct observation) and can explain the reasoning behind their actions (as verified through the oral examination) has shown sufficient understanding and competence to meet the required standards.

7.1.4 Role of the Oral Examination

The oral examination allows the Examiner Panel to evaluate how the candidate would perform under circumstances that were not directly observable during the practical assessment. It also provides an opportunity to clarify specific observations and to confirm the candidate's knowledge and understanding of their actions during the practical assessment.

7.1.5 Topics for Oral Examination Questions

Questions may be based on the following:

- (a) Theory Examination Paper: Clarification of incorrect or incomplete answers.
- (b) Practical Examination: Addressing incorrect application of standard procedures, separation, phraseology, etc.
- (c) Theoretical Knowledge: Assessing the candidate's knowledge on relevant ATC topics.

7.1.6 Failure in Practical Examination

If a candidate fails the written knowledge examination, the oral examination will not be conducted. Instead, a debrief session will be held to highlight areas for improvement.

7.1.7 Knowledge Requirements

All Air Traffic Controllers (ATCOs) must demonstrate knowledge of the following subjects, as required for each air traffic control rating:

- (a) The ADV and ADI Ratings:
 - (1) aerodrome layout, physical characteristics and visual aids;
 - (2) airspace structure;
 - (3) applicable rules, procedures and source of information;
 - (4) air navigation facilities;
 - (5) air traffic control equipment and its use;
 - (6) terrain and prominent landmarks;
 - (7) characteristics of air traffic;
 - (8) weather phenomena; and

- (9) emergency and search and rescue plans.
- (b) The APP and ACP Ratings:
 - (1) airspace structure;
 - (2) applicable rules, procedures and source of information;
 - (3) air navigation facilities;
 - (4) air traffic control equipment and its use;
 - (5) terrain and prominent landmarks;
 - (6) characteristics of air traffic and traffic flow;
 - (7) weather phenomena; and
 - (8) emergency and search and rescue plans.
- (c) The APS and ACS Ratings:
 - (1) airspace structure;
 - (2) applicable rules, procedures and source of information;
 - (3) air navigation facilities;
 - (4) air traffic control equipment and its use;
 - (5) terrain and prominent landmarks;
 - (6) characteristics of air traffic and traffic flow;
 - (7) weather phenomena;
 - (8) emergency and search and rescue plans;
 - (9) principles, use and limitations of applicable ATS surveillance systems and associated equipment; and
 - (10) procedures for the provision of ATS surveillance service, as appropriate, including procedures to ensure appropriate terrain clearance.

7.2 Panel of Examiners' Responsibilities During the Oral Examination

7.2.1 Questioning the Examinee/ ATCO

The Examiner Panel will forward questions to the candidate based on the following:

- (a) Performance Objectives: To confirm understanding of the key elements outlined in section 10.3.
- (b) Scenario-Based Questions: To gather additional evidence of how the candidate would have reacted in situations that could not be directly observed but are still relevant to the overall operation.
- (c) Theory Examination Responses: Clarification of answers, whether correct or incorrect, from the written theory examination.

7.2.2 Recording the Examination

The oral questions and the candidate's responses (whether satisfactory or unsatisfactory) must be recorded using Form PEL-EX-CK-027

7.3 Oral Examination as a Supplement to Summative assessment

7.3.1 Limitations of Practical Assessments

Practical assessments have certain limitations:

- (a) It may not be possible to observe all competencies or a representative cross-section of the unit's operation.
- (b) Discussions with candidates during the practical assessment may not be feasible.

7.3.2 Role of the Oral Examination

The oral examination supplements the practical assessment by allowing the examiner to target areas of performance that could not realistically be observed (e.g., emergency situations, seasonal issues). It also provides an opportunity to revisit actions observed during the practical assessment that may require further clarification or focus.

7.4 Oral Examination Environment and Procedure

7.4.1 Conduct of the Oral Examination

The oral examination can be conducted in front of a simulator or in a controlled environment away from the practical setting (e.g., an office). The oral examination may follow scenarios based on the Aeronautical Radio of Thailand Ltd. Manual of Air Traffic Services (Part I QP-ATS.MATS1-001) and Part II from each unit. It may also be based on the CAAT Manual of Standards for Air Traffic Management Services, focusing on air traffic services and scenario-based situations.

7.4.2 Scenario-Based Questions

The assessor presents a scenario and asks the candidate to describe the actions they would take in that situation. After the candidate explains their response, the assessor may ask further clarifying questions to explore the candidate's reasoning and decision-making process.

7.4.3 Assessment of Responses

The assessor evaluates the candidate's responses based on the adapted competency model, ensuring that their actions align with the required standards.

8. PRACTICAL ASSESSMENT

8.1 Preparation Prior to the Practical Examination

If the theory and practical examinations are conducted on the same day, the assessor conducting the practical examination shall collect the marked theory examination paper or the theory examination results from the dedicated assessor at least 30 minutes before the practical examination begins.

The assessor conducting the practical examination is responsible for reviewing the theory examination results to ensure that the examinee has passed the theory exam and is eligible to proceed with the practical assessment.

8.2 Assessor Arrangement

If the candidate is retaking the examination, the Air Traffic Service Provider (ATSP) must propose a different assessor to conduct the practical assessment.

The assessor panel for newly certified Air Traffic Controllers (ATCs) must be approved by the Air Navigation Service Authority (ANSA).

8.3 Assessor Tasks During the Practical Examination

- (a) The assessor conducting the practical examination must not be involved in any operational duties during the assessment period.
- (b) The assessor must observe the examinee's performance and collect evidence as follows:
 - (1) Take real-time notes that accurately represent occurrences during the assessment.
 - (2) Ensure that the notes can be used to reconstruct events for later review.
 - (3) Conduct the assessment in a professional and unbiased manner.
- (c) The assessor must ask valid and unambiguous questions:
 - (1) Questions asked during the practical examination must be clear and unambiguous.
 - (2) The assessor should maintain a neutral, positive, and non-aggressive approach.
 - (3) Questions should not distort the examinee's focus.
- (d) The assessor must gather and record supporting evidence:
 - (1) Ensure evidence can be reliably attributed to the specific ATCO being assessed.
 - (2) Seek evidence from unit competence records (e.g., training logbooks).
 - (3) Correctly record any additional evidence or statements made by the ATCO relating to their performance.
- (e) The assessor must accurately record evidence and assessment decisions:
 - (1) Prepare reports in accordance with unit procedures.
 - (2) Make realistic recommendations for remedial training, if required, considering both time and content.
 - (3) Maintain confidentiality throughout the process.
- (f) The assessor must conduct a comprehensive debrief with the examinee:
 - (1) A comprehensive debrief must be conducted to discuss the outcome of the assessment.
 - (2) Confidentiality must be maintained during the debriefing.

8.4 Conduct of the Practical Examination

The assessor shall be solely responsible for observing and assessing the quality and standard of work being performed by the examinee/ ATCO during the practical examination.

8.5 Assessment Methods

8.5.1 Simulation Assessment

Synthetic training devices (STD) are essential in ATCO training, allowing candidates to acquire and demonstrate the required skills for license issuance or rating. The Civil Aviation Authority of Thailand must approve all STDs to ensure that the simulation devices comply with applicable international, regional, and national standards. These devices should be used appropriately according to the objectives and requirements of each phase of training.

(a) Simulation Features and Fidelity

It is essential to define the specific training phase for which simulators will be used, the features they will replicate, and the required degree of fidelity for equipment, environment, and human actors. This ensures that training objectives are met and training efficiency is maximized.

(b) Benefits of Simulation

Simulation-based training, following theoretical knowledge, has proven to be a good practice for systematic skill development and improving the overall quality of the training process.

8.5.2 Live Operational Environment Assessment

In addition to simulation assessments, candidates must demonstrate sufficient knowledge and competence in live operational environments, such as air traffic control centers, commercial airports, military bases, and aerodromes. Tasks will vary based on the specialization of the ATCO but may include:

(a) Aircraft Collision Prevention

Ensuring the safe separation of aircraft and preventing collisions between aircraft or with obstacles.

(b) Maintaining Safe Distances

Ensuring minimum safe distances are maintained between aircraft.

(c) Communication and Surveillance

Maintaining radio contact with aircraft and ensuring surveillance using RADAR or similar equipment.

(d) Providing Instructions and Information

Issuing clear instructions to aircraft and providing critical information relevant to their flight.

(e) Managing Air Traffic Flow

Expediting and maintaining a safe, orderly flow of air traffic.

(f) Monitoring Data Systems

Monitoring and responding to air traffic control data systems.

(g) Handling Emergencies

Effectively managing unexpected events, emergencies, and unscheduled traffic.

9. TEST DEBRIEFING

The test debriefing provides an opportunity for the examiner or assessor to deliver feedback based on the candidate's performance during the test. This process must be objective, clear, and focused on improving the candidate's skills. The following procedures outline the steps to be followed when conducting the debriefing.

9.1 General Approach

(a) Fair and Unbiased Feedback:

All feedback must be based on observable, factual evidence gathered during the test. Personal opinions or subjective judgments are not to be included in the debriefing.

(b) Balance of Friendliness and Firmness:

Feedback should be delivered in a professional manner, combining constructive criticism with encouragement. The tone should be firm but respectful, focusing on the candidate's development.

(c) Ensure Transparency:

The debriefing process must be transparent, with the candidate fully understanding the reasons for the outcome. If necessary, an instructor or representative from the relevant school may be present.

(d) Documenting Observations:

The examiner or assessor must keep accurate, brief notes on the candidate's performance throughout the test to support the debriefing process and ensure all points are addressed.

9.2 Steps to Address During Debriefing

(a) Provide an Overall Performance Summary:

Begin the debriefing by summarizing the candidate's performance. Identify strengths and areas requiring improvement based on the test results.

(b) Evaluate Only Observed Performance:

Feedback should be restricted to observed actions during the test. Do not speculate on actions that were not observed or scenarios that did not occur during the test.

(c) Provide Factual Explanations:

All feedback must be based on clear, factual explanations. Each observation should directly link to specific aspects of the test, with objective reasoning for why certain actions were either correct or incorrect.

(d) Offer Constructive Advice:

Advise the candidate on how to improve their performance. Provide actionable steps that the candidate can take to address any shortcomings identified during the test.

(e) Highlight Areas for Development:

Non-critical areas for improvement should be addressed, focusing on skills that can benefit the candidate's future performance.

(f) Address Flight Safety Issues:

If any safety concerns were observed during the test, the examiner should raise these issues and provide advice on how to mitigate or avoid similar problems in future tests.

(g) Allow Time for Candidate Questions:

After providing feedback, allow the candidate to ask questions about the test result or the feedback provided. Address any concerns they may have.

9.3 Handling Test Outcomes

9.3.1 When the Test is Passed

(a) Facilitate Discussion:

Engage the candidate in a discussion on how they can improve in future assessments. Focus on 2 or 3 key areas that will enhance their performance.

(b) Promote Positive Performance:

Reinforce the areas where the candidate performed well. Ensure they are aware of their strengths and encourage continued development.

9.3.2 When the Test is Partial Pass or Fail

(a) Provide Evidence of Deficiencies

Clearly explain why the candidate's performance did not meet the required standard. Prioritize the issues from the most critical to the least critical.

(b) Offer Recommendations for Improvement:

Based on the factual observations, provide the candidate with actionable recommendations for improving their performance. Focus on specific areas where they need to make improvements.

(c) Reinforce Positive Performance:

Even if the result is a partial pass or fail, identify areas where the candidate performed well. Positive reinforcement helps maintain motivation.

(d) Inform About Re-test Requirements:

Explain to the candidate that they cannot exercise the privileges of the rating until they have passed the full test. Outline the further training required and explain the candidate's right to appeal the decision.

9.4 Best Practices for Dealing with a Failed Test

(a) Deliver Feedback in a Neutral Setting

Do not inform the candidate of a failed result immediately in the operational environment. Provide feedback in a neutral and professional setting to ensure the candidate can process the information.

(b) Emphasize Positive Aspects:

Highlight the areas where the candidate showed competence to maintain motivation and focus on areas for improvement.

(c) Ground the Result in Observable Facts:

Ensure the failure or partial pass result is based on observable facts. Avoid subjective judgment and explain each failure in terms of specific test criteria.

(d) Provide Advice for Subsequent Tests:

Offer practical advice on how the candidate can prepare for a re-test. Outline the steps the candidate should take to address the issues that led to the failure or partial pass.

9.5 Handling Disagreements

(a) Record Disagreements:

If the candidate disagrees with the result, the examiner or assessor must document the disagreement on the test form. The examiner should provide an objective account of the situation.

(b) Signatures:

Both the examiner and the candidate should sign the test form. If the candidate refuses to sign, the reason should be noted on the form.

9.6 Reference to Standard of Completion in the EAM

For further guidance on test completion and assessment standards, examiners and assessors should refer to Chapter 6: Standard of Completion in the EAM. This chapter outlines the core principles for pass/fail and partial pass outcomes and the test completion standards that inform the debriefing process. The criteria in the EAM should guide examiners and assessors in determining test results and communicating those results to the candidate.

10.COMPLETION OF ALL APPLICABLE RECORDS

10.1 Submission of Assessment Results

Assessors must:

- (a) Submit the assessment result via EMPIC within seven (7) calendar days after conducting any assigned assessment task.
- (b) If the assessment package review identifies deficiencies, the PEL officer will reject the package. The assessor must correct these deficiencies promptly and resubmit the package within two (2) calendar days via EMPIC.

10.2 Documentation and Reporting

Assessors must:

- (a) Review CAAT's applicable procedures and ensure compliance with them.
- (b) Ensure that assessor notes used during debriefing contain detailed information, while the assessment report accurately reflects the debriefing summary.
- (c) Clearly document the reasons for a candidate being assessed as not competent in the assessment report, specifying item(s) that were not met and explaining why.
- (d) If authorized by CAAT, endorse the candidate's license or certificate with the new expiry date of the rating or certificate.
- (e) Provide the candidate with a signed assessment report and submit all required documentation to CAAT without delay.

10.3 Record Maintenance and Oversight

Assessors must:

- (a) Maintain records for five years, including details of all skill tests, proficiency checks, and assessments of competence performed and their results.
- (b) Upon request by CAAT, submit all records, reports, and any other necessary information for oversight activities.

11. RECORD - KEEPING

11.1 General

Assessor records are kept in the DRMS responsible by Examination Division in the Designated Assessor files. Assessors shall maintain records for five (5) years with details of all application packages, certification, surveillance, seminar and conversion record.

Practical Instructor records are kept in the DRMS responsible by Training Organisation Division in the ATC instructor files. Practical instructor shall maintain records for five (5) years with details of all application packages, certification, surveillance and enforcement records

11.2 Data Protection

Data protection is a very serious issue in the Thai legal framework, and it has a wide-ranging impact on different stakeholders and sectors. Personal Data Protection Act B.E. 2562 (PDPA) announcement 2022 is directly applicable, to provide legal certainty for applicants or holders of licences, ratings and certificates issued by the CAAT. It includes complaints, users through electronic systems and other people involved with CAAT. Part of an Assessor's responsibility is the protection of a Candidate's personal data when it is processed for the purpose of completing a test. Assessor needs to be aware of these responsibilities and take care to comply with the applicable requirements taking account of the many varied circumstances in which a test might be conducted.

12. OVERSIGHT OF ATC ASSESSORS

12.1 General Oversight Principles

CAAT conducts oversight of ATC Assessors to ensure compliance with CAAT regulations and relevant ATC guidelines. This oversight is an integral part of the CAAT Examiner and Assessor Management Manual (CAAT-PEL-EAM), ensuring consistent practices and standards for all Assessors.

The purpose of oversight is to maintain regulatory compliance and the integrity of the practical assessment process. CAAT's oversight ensures that Assessors perform their duties in alignment with CAAT regulations, ensuring that ATCOs meet the required competence and safety standards.

The Oversight Programme includes:

- (a) Surveillance: Continuous monitoring of practical assessments conducted by Assessors.
- (b) Performance Reviews: Evaluations of Assessors based on the results of practical assessments and compliance checks.

12.2 Planning an Oversight Activity

Oversight activities for ATC Assessors are planned based on several key circumstances, including, but not limited to:

12.2.1 Annual Surveillance Plan:

CAAT conducts surveillance of ATC Assessors (ATCA) to ensure that their assessment activities remain compliant with applicable regulatory requirements. Each ATCA is required to undergo surveillance once per calendar year.

This is achieved through planned observation and review of their assessment practices, allowing CAAT to verify that they continue to perform their authorised duties correctly, maintain the required level of competency, and adhere to the scope of their privileges.

12.2.2 Complaints or Concerns:

Complaints regarding the performance of Assessors during practical assessments may trigger additional oversight actions. Complaints can come from applicants, stakeholders, or other CAAT inspectors and will be evaluated to determine whether further surveillance or corrective action is necessary.

12.2.3 Newly Certified Assessors:

Assessors who have recently been issued their CAAT certification are subject to more frequent inspections during the initial period of their certification to ensure full compliance with CAAT standards. This ensures that newly certified Assessors perform their duties properly and in accordance with regulatory requirements.

12.2.4 Review of Certification Files:

The Personnel Licensing Department (PEL) may review certification files or reports submitted via EMPIC to identify any issues that may require further oversight. Areas of focus during this review may include:

- (1) Problems with certification files.
- (2) Unusual trends, such as consistently high pass rates or low failure rates.
- (3) A higher-than-average activity rate compared to other active Assessors.
- (4) Any correspondence between the PEL or CAAT Inspectors and the Assessor since the last inspection.

12.2.5 Coordination with Certification Events:

If appropriate, the PEL may schedule the inspection to coincide with an Assessor's certification event. This ensures that the oversight occurs when the Assessor is actively conducting their duties, making the inspection relevant to their work.

12.2.6 Notice of Oversight Activities:

- (1) For announced surveillance, the PEL should notify the Assessor in advance, where possible, to ensure the necessary materials and documentation are prepared to accommodate the CAAT Inspector.
- (2) Unannounced oversight activities do not require prior notice to the Assessor. These activities may be conducted at any time based on risk indicators, complaints, or performance concerns.

12.3 Additional Inspections

In addition to regular oversight activities, CAAT may conduct additional inspections as necessary. These inspections are typically triggered by specific performance concerns, operational requirements, or as part of a targeted investigation to ensure continued compliance with CAAT regulations and standards.

12.3.1 Objectives of Additional Inspections:

The PEL or CAAT inspectors may carry out additional inspections for the following purposes:

(a) Conducting Additional Direct Observations:

To ensure that Assessors continue to meet CAAT regulations and standards, especially if concerns arise from previous inspections or performance evaluations.

(b) Verification of Appropriate CAAT References:

Ensuring that the Assessor has access to up-to-date CAAT references during practical assessments, including the latest regulatory guidance, assessment standards, and reference materials.

(c) Evaluation of Facilities:

Assessing whether the facilities used by the Assessor to conduct practical assessments are adequate for the task. This includes checking equipment, materials, and the environment in which the assessments take place.

(d) Verification of Maintenance of Minimum Qualifications:

Confirming that the Assessor meets the required qualifications as outlined by CAAT regulations and that these qualifications are up to date.

(e) Analysis of Pass/Fail Rates:

Reviewing the pass/fail rates of the Assessor to identify trends or anomalies that may suggest issues with the Assessor's conduct or assessment practices. A high pass rate or unusually low failure rate could indicate potential concerns with the Assessor's performance or assessment integrity.

(f) Verification of Access to Technology for EMPIC Processing:

Ensuring that the Assessor has the necessary technology and systems in place to properly process EMPIC (Electronic Management of Personnel Information and Compliance) reports, ensuring proper documentation and reporting of assessment results.

(g) Identification of Risks or Hazards:

Conducting inspections to identify potential risks or hazards in the Assessor's practices or environment. This includes evaluating the assessment process for any safety or procedural risks that could compromise the integrity of the test.

(h) Other Areas Deemed Necessary:

Additional inspections may be conducted as needed, based on the PEL or CAAT's assessment of risk or emerging concerns related to Assessor performance or compliance.

12.3.2 Performance Factors Prompting Additional Inspections:

Certain performance factors may prompt additional inspections of Assessors. These factors could indicate potential underlying safety risks or non-compliance that require timely attention from CAAT:

(a) Pass Rate of 90% or Higher:

A pass rate that consistently exceeds 90% may raise concerns about the Assessor's objectivity, and additional inspections may be warranted to assess the validity of the Assessor's assessment procedures.

(b) Failure to Obtain CAAT Approval:

If it is discovered that the Assessor conducted assessments without CAAT approval, additional inspections will be scheduled to assess the situation and address any compliance issues.

(c) Certification Files Returned for Correction:

If 10% or more of the Assessor's certification files are returned for corrections, this may indicate systemic issues with documentation or testing procedures that require further inspection.

(d) Public Complaints or Involvement in Accidents or Violations:

Public complaints or reports of involvement in aviation incidents, accidents, or violations will trigger additional inspections to investigate the underlying causes and ensure that proper assessment practices are being followed.

12.4 Inspection and Evaluation Protocol

The inspection and evaluation protocol for Assessors follows a structured approach to ensure compliance with CAAT regulations and standards. This process combines direct observation of the Assessor's performance with a comprehensive review of their assessment files and duty records.

(a) Notification of Inspections:

Scheduled Inspections: CAAT will provide at least 48 hours' notice for scheduled inspections, allowing the Assessor to prepare for the visit. This includes ensuring that all necessary documentation, equipment, and resources are available for review and inspection.

Unannounced Inspections: Unannounced inspections may also be conducted based on risk indicators, performance concerns, or randomly as part of CAAT's overall oversight activities.

(b) Conducting the Inspection:

CAAT Inspectors will conduct a comprehensive inspection of the Assessor's practices, including:

- (1) Direct observation of the Assessor conducting practical assessments.
- (2) Reviewing assessment records submitted via EMPIC, including test results, scoring rubrics, and all supporting documentation.
- (3) Assessing compliance with CAAT regulations and standards for test procedures, documentation, and Assessor professionalism.

(c) Focus Areas During the Inspection:

Direct Observation: Inspectors will evaluate how the Assessor conducts practical assessments, ensuring that they follow CAAT-approved procedures, apply proper assessment standards, and maintain professional conduct.

Review of Assessment Files: Inspectors will check all assessment files, including verifying documentation completeness and ensuring that the correct CAAT regulations and standards were applied during assessments.

(d) Reporting and Corrective Actions:

After completing the inspection, CAAT inspectors will prepare a detailed written report outlining the findings of the inspection. This report will include areas of compliance and any deficiencies found, along with corrective actions to be taken.

(e) Record Keeping and Documentation:

All inspection results, including reports, corrective actions, and follow-up actions, will be documented and stored in EMPIC and DRMS for transparency and future oversight activities.

12.5 Enforcement and Appeal

In line with the CAAT Examiner and Assessor Management Manual (EAM), the following enforcement and appeal procedures apply to Assessors:

12.5.1 Enforcement of Compliance:

- (a) If non-compliance with CAAT regulations is identified, CAAT will require the Assessor to take corrective actions within a specific time frame.
- (b) If the corrective actions are not implemented within the stipulated time frame, CAAT may impose sanctions, including suspension or revocation of the Assessor's authorization to conduct practical assessments.

12.5.2 Appeal Process:

- (a) If an Assessor disagrees with the findings of the oversight process, they may submit an appeal to CAAT.
- (b) The appeal will be reviewed by a designated committee that will assess the validity of the findings and determine the next steps.
- (c) The decision from the appeal committee will be final.

12.6 Follow-up Actions

Follow-up actions are essential for addressing any issues or deficiencies identified during oversight activities and ensuring that Assessors maintain the highest standards of compliance with CAAT regulations and standards. These actions may be triggered by the results of direct observations, file reviews, interviews, additional inspections, or any other oversight activity.

12.6.1 Types of Follow-up Actions:

a) Counselling:

Counselling may be provided to the Assessor if deficiencies are identified in their performance, behavior, or adherence to regulatory standards. The purpose of counselling is to offer guidance on improving practices and ensuring that the Assessor follows the correct procedures in future assessments.

b) Additional Training:

If deficiencies identified during oversight activities are significant, the Assessor may be required to complete additional training. This could include:

- (1) Initial standardization courses or refresher training if the Assessor has not demonstrated adequate knowledge or compliance.
- (2) Specific training sessions focused on areas of weakness, such as assessment structure, scoring rubrics, or handling irregularities during assessments.

c) Temporary Suspension of Privileges:

In cases where deficiencies cannot be resolved immediately or if significant concerns arise regarding the Assessor's performance, CAAT may consider temporarily suspending the Assessor's privileges to conduct assessments until the identified issues are addressed.

d) Enforcement Actions:

If deficiencies are severe or if the Assessor continues to violate CAAT regulations, enforcement actions may be initiated. These may include:

- (1) Revocation of the Assessor's authorization if they are found to be in serious non-compliance or pose a risk to aviation safety.
- (2) Suspension of the Assessor's privileges until corrective actions have been completed.

e) Corrective Action Plans:

If deficiencies are identified, CAAT will work with the Assessor to develop a corrective action plan that outlines the steps the Assessor must take to address the issues. This plan will include specific corrective actions, a timeline for completion, and follow-up evaluations to ensure the issues have been addressed.

f) Record Keeping:

All follow-up actions, including counselling, training, suspension, or enforcement actions, will be documented in EMPIC and DRMS for transparency, accountability, and future reference.

APPENDIX I: ENDORSEMENT OF AIR TRAFFIC CONTROL

A. Air Traffic Control Ratings

A.1 Aerodrome Control Visual (ADV)

ATS Unit	Endorsement
Bangkok/ Don Mueang International Airport	ADV (VTBD)
Bangkok/ Suvarnabhumi International Airport	ADV (VTBS)
Buri Ram Airport	ADV (VTUO)
Chiang Mai/ Chiang Mai International Airport	ADV (VTCC)
Chiang Rai/ Mae Fah Luang-Chiang Rai International Airport	ADV (VTCT)
Chumphon/ Chumphon	ADV (VTSE)
Khon Kaen	ADV (VTUK)
Krabi	ADV (VTSG)
Lampang	ADV (VTCL)
Loei	ADV (VTUL)
Lop Buri/Khok Kathiam	ADV (VTBL)
Mae Hong Son	ADV (VTCH)
Mae Hong Son/ Pai	ADV (VTCI)
Nakhon Pathom/ Kamphaeng Saen	ADV (VTBK)
Nakhon Phanom	ADV (VTUW)
Nakhon Ratchasima	ADV (VTUQ)
Nakhon Ratchasima/ Khorat	ADV (VTUN)
Nakhon Sawan	ADV (VTPN)
Nakhon Sawan/ Takhli	ADV (VTPI)
Nakhon Si Thammarat	ADV (VTSF)
Nakhon Si Thammarat/ Cha - Ian	ADV (VTSN)
Nan/Nan Nakhon	ADV (VTCN)
Narathiwat	ADV (VTSC)
Pattani	ADV (VTSK)
Phetchabun	ADV (VTPB)
Phitsanulok	ADV (VTPP)
Phrae	ADV (VTCP)

ATS Unit	Endorsement
Phuket/ Phuket International Airport	ADV (VTSP)
Prachuap Khiri Khan	ADV (VTBP)
Prachuap Khiri Khan/ Hua Hin	ADV (VTPH)
Ranong	ADV (VTSR)
Rayong/ U-Tapao Rayong Pattaya International Airport	ADV (VTBU)
Roi Et	ADV (VTUV)
Sa Kaeo/ Watthana Nakhon	ADV (VTBW)
Sakon Nakhon/ Sakon Nakhon	ADV (VTUI)
Songkhla	ADV (VTSH)
Songkhla / Hat Yai International Airport	ADV (VTSS)
Sukhothai	ADV (VTPO)
Surat Thani	ADV (VTSB)
Surat Thani/ Samui	ADV (VTSM)
Surin	ADV (VTUJ)
Tak	ADV (VTPT)
Tak/ Mae Sot	ADV (VTPM)
Trang	ADV (VTST)
Trat/Khao Sming	ADV (VTBO)
Ubon Ratchathani	ADV (VTUU)
Udon Thani	ADV (VTUD)
Yala/ Betong	ADV (VTSY)

A.2 Aerodrome Control Instrument (ADI)

ATS Unit	Endorsement
Bangkok/ Don Mueang International Airport	ADI (VTBD)
Bangkok/ Suvarnabhumi International Airport	ADI (VTBS)
Buri Ram Airport	ADI (VTUO)
Chiang Mai/ Chiang Mai International Airport	ADI (VTCC)
Chiang Rai/ Mae Fah Luang-Chiang Rai International Airport	ADI (VTCT)
Chumphon/ Chumphon	ADI (VTSE)
Khon Kaen	ADI (VTUK)
Krabi	ADI (VTSG)
Lampang	ADI (VTCL)
Loei	ADI (VTUL)
Lop Buri/Khok Kathiam	ADI (VTBL)
Mae Hong Son	ADI (VTCH)
Mae Hong Son/ Pai	ADI (VTCI)
Nakhon Pathom/ Kamphaeng Saen	ADI (VTBK)
Nakhon Phanom	ADI (VTUW)
Nakhon Ratchasima	ADI (VTUQ)
Nakhon Ratchasima/ Khorat	ADI (VTUN)
Nakhon Sawan	ADI (VTPN)
Nakhon Sawan/ Takhli	ADI (VTPI)
Nakhon Si Thammarat	ADI (VTSF)
Nakhon Si Thammarat/ Cha - Ian	ADI (VTSN)
Nan/Nan Nakhon	ADI (VTCN)
Narathiwat	ADI (VTSC)
Pattani	ADI (VTSK)
Phetchabun	ADI (VTPB)
Phitsanulok	ADI (VTPP)
Phrae	ADI (VTCP)
Phuket/ Phuket International Airport	ADI (VTSP)
Prachuap Khiri Khan	ADI (VTBP)

ATS Unit	Endorsement
Prachuap Khiri Khan/ Hua Hin	ADI (VTPH)
Ranong	ADI (VTSR)
Rayong/ U-Tapao Rayong Pattaya International Airport	ADI (VTBU)
Roi Et	ADI (VTUV)
Sa Kaeo/ Watthana Nakhon	ADI (VTBW)
Sakon Nakhon/ Sakon Nakhon	ADI (VTUI)
Songkhla	ADI (VTSH)
Songkhla / Hat Yai International Airport	ADI (VTSS)
Sukhothai	ADI (VTPO)
Surat Thani	ADI (VTSB)
Surat Thani/ Samui	ADI (VTSM)
Surin	ADI (VTUJ)
Tak	ADI (VTPT)
Tak/ Mae Sot	ADI (VTPM)
Trang	ADI (VTST)
Trat/Khao Sming	ADI (VTBO)
Ubon Ratchathani	ADI (VTUU)
Udon Thani	ADI (VTUD)
Yala/ Betong	ADI (VTSY)

A.3 Approach Control Procedural (APP)

ATS Unit	Endorsement
Bangkok/ Don Mueang International Airport	APP (VTBD)
Bangkok/ Suvarnabhumi International Airport	APP (VTBS)
Buri Ram	APP (VTUO)
Chiang Mai/ Chiang Mai International Airport	APP (VTCC)
Chiang Rai/ Mae Fah Luang-Chiang Rai International Airport	APP (VTCT)
Chumphon/ Chumphon	APP (VTSE)
Khon Kaen	APP (VTUK)
Krabi	APP (VTSG)
Lampang	APP (VTCL)
Loei	APP (VTUL)
Mae Hong Son	APP (VTCH)
Mae Hong Son/ Pai	APP (VTCI)
Nakhon Pathom/ Kamphaeng Saen	APP (VTBK)
Nakhon Phanom	APP (VTUW)
Nakhon Ratchasima	APP (VTUQ)
Nakhon Ratchasima/ Khorat	APP (VTUN)
Nakhon Sawan/ Takhli	APP (VTPI)
Nakhon Si Thammarat	APP (VTSF)
Nan/Nan Nakhon	APP (VTCN)
Narathiwat	APP (VTSC)
Pattani	APP (VTSK)
Phetchabun	APP (VTPB)
Phitsanulok	APP (VTPP)
Phrae	APP (VTCP)
Phuket/ Phuket International Airport	APP (VTSP)
Prachuap Khiri Khan/ Hua Hin	APP (VTPH)
Ranong	APP (VTSR)
Rayong/ U-Tapao Rayong Pattaya International Airport	APP (VTBU)
Roi Et	APP (VTUV)

ATS Unit	Endorsement
Sakon Nakhon/ Sakon Nakhon	APP (VTUI)
Songkhla / Hat Yai International Airport	APP (VTSS)
Sukhothai	APP (VTPO)
Surat Thani	APP (VTSB)
Surat Thani/ Samui	APP (VTSM)
Surin	APP (VTUJ)
Tak	APP (VTPT)
Tak/ Mae Sot	APP (VTPM)
Trang	APP (VTST)
Trat/Khao Sming	APP (VTBO)
Ubon Ratchathani	APP (VTUU)
Udon Thani	APP (VTUD)
Yala/ Betong	APP (VTSY)

A.4 Approach Control Surveillance (APS)

ATS Unit	Endorsement
Bangkok/ Don Mueang International Airport	APS (VTBD)
Bangkok/ Suvarnabhumi International Airport	APS (VTBS)
Buri Ram Airport	APS (VTUO)
Chiang Mai/ Chiang Mai International Airport	APS (VTCC)
Chiang Rai/ Mae Fah Luang-Chiang Rai International Airport	APS (VTCT)
Chumphon/ Chumphon	APS (VTSE)
Khon Kaen	APS (VTUK)
Krabi	APS (VTSG)
Lampang	APS (VTCL)
Loei	APS (VTUL)
Nakhon Pathom/ Kamphaeng Saen	APS (VTBK)
Nakhon Phanom	APS (VTUW)
Nakhon Ratchasima	APS (VTUQ)
Nakhon Ratchasima/ Khorat	APS (VTUN)
Nakhon Sawan/ Takhli	APS (VTPI)
Nakhon Si Thammarat	APS (VTSF)
Phitsanulok	APS (VTPP)
Phuket/ Phuket International Airport	APS (VTSP)
Prachuap Khiri Khan/ Hua Hin	APS (VTPH)
Rayong/ U-Tapao Rayong Pattaya International Airport	APS (VTBU)
Roi Et	APS (VTUV)
Sakon Nakhon/ Sakon Nakhon	APS (VTUI)
Songkhla / Hat Yai International Airport	APS (VTSS)
Sukhothai	APS (VTPO)
Surat Thani	APS (VTSB)
Surat Thani/ Samui	APS (VTSM)
Tak	APS (VTPT)
Trang	APS (VTST)

ATS Unit	Endorsement
Ubon Ratchathani	APS (VTUU)
Udon Thani	APS (VTUD)

A.5 Area Control Procedural (ACP)

ATS Unit	Endorsement
Bangkok Area Control	ACP (SECTOR 1S)
Bangkok Area Control	ACP (SECTOR 2S)
Bangkok Area Control	ACP (SECTOR 3S)
Bangkok Area Control	ACP (SECTOR 4S)
Bangkok Area Control	ACP (SECTOR 5S)
Bangkok Area Control	ACP (SECTOR 6S)
Bangkok Area Control	ACP (SECTOR 1N)
Bangkok Area Control	ACP (SECTOR 2N)
Bangkok Area Control	ACP (SECTOR 3N)
Bangkok Area Control	ACP (SECTOR 4N)
Bangkok Area Control	ACP (SECTOR 5N)
Bangkok Area Control	ACP (SECTOR 6N)

A.6 Area Control Surveillance (ACS)

ATS Unit	Endorsement
Bangkok Area Control	ACS (SECTOR 1N)
Bangkok Area Control	ACS (SECTOR 2N)
Bangkok Area Control	ACS (SECTOR 3N)
Bangkok Area Control	ACS (SECTOR 4N)
Bangkok Area Control	ACS (SECTOR 5N)
Bangkok Area Control	ACS (SECTOR 6N)
Bangkok Area Control	ACS (SECTOR 1S)
Bangkok Area Control	ACS (SECTOR 2S)
Bangkok Area Control	ACS (SECTOR 3S)
Bangkok Area Control	ACS (SECTOR 4S)
Bangkok Area Control	ACS (SECTOR 5S)
Bangkok Area Control	ACS (SECTOR 6S)

B. Ratings Endorsements

B.1 The Aerodrome Control Instrument (ADI) rating shall bear at least one of the following endorsements:

B.1.1 Air Control (AIR)

ATS Unit	Endorsement
Bangkok/ Don Mueang International Airport	AIR (VTBD)
Bangkok/ Suvarnabhumi International Airport	AIR (VTBS)
Buri Ram Airport	AIR (VTUO)
Chiang Mai/ Chiang Mai International Airport	AIR (VTCC)
Chiang Rai/ Mae Fah Luang-Chiang Rai International Airport	AIR (VTCT)
Chumphon/ Chumphon	AIR (VTSE)
Khon Kaen	AIR (VTUK)
Krabi	AIR (VTSG)
Lampang	AIR (VTCL)
Loei	AIR (VTUL)
Lop Buri/Khok Kathiam	AIR (VTBL)
Mae Hong Son	AIR (VTCH)
Mae Hong Son/ Pai	AIR (VTCI)
Nakhon Pathom/ Kamphaeng Saen	AIR (VTBK)
Nakhon Phanom	AIR (VTUW)
Nakhon Ratchasima	AIR (VTUQ)
Nakhon Ratchasima/ Khorat	AIR (VTUN)
Nakhon Sawan	AIR (VTPN)
Nakhon Sawan/ Takhli	AIR (VTPI)
Nakhon Si Thammarat	AIR (VTSF)
Nakhon Si Thammarat/ Cha - Ian	AIR (VTSN)
Nan/Nan Nakhon	AIR (VTCN)
Narathiwat	AIR (VTSC)
Pattani	AIR (VTSK)
Phetchabun	AIR (VTPB)
Phitsanulok	AIR (VTPP)

ATS Unit	Endorsement
Phrae	AIR (VTCP)
Phuket/ Phuket International Airport	AIR (VTSP)
Prachuap Khiri Khan	AIR (VTBP)
Prachuap Khiri Khan/ Hua Hin	AIR (VTPH)
Ranong	AIR (VTSR)
Rayong/ U-Tapao Rayong Pattaya International Airport	AIR (VTBU)
Roi Et	AIR (VTUV)
Sa Kaeo/ Watthana Nakhon	AIR (VTBW)
Sakon Nakhon/ Sakon Nakhon	AIR (VTUI)
Songkhla	AIR (VTSH)
Songkhla / Hat Yai International Airport	AIR (VTSS)
Sukhothai	AIR (VTPO)
Surat Thani	AIR (VTSB)
Surat Thani/ Samui	AIR (VTSM)
Surin	AIR (VTUJ)
Tak	AIR (VTPT)
Tak/ Mae Sot	AIR (VTPM)
Trang	AIR (VTST)
Trat/Khao Sming	AIR (VTBO)
Ubon Ratchathani	AIR (VTUU)
Udon Thani	AIR (VTUD)
Yala/ Betong	AIR (VTSY)

B.1.2 Ground Movement Control (GMC)

ATS Unit	Endorsement
Bangkok/ Don Mueang International Airport	GMC (VTBD)
Bangkok/ Suvarnabhumi International Airport	GMC (VTBS)
Buri Ram Airport	GMC (VTUO)
Chiang Mai/ Chiang Mai International Airport	GMC (VTCC)
Chiang Rai/ Mae Fah Luang-Chiang Rai International Airport	GMC (VTCT)
Chumphon/ Chumphon	GMC (VTSE)
Khon Kaen	GMC (VTUK)
Krabi	GMC (VTSG)
Lampang	GMC (VTCL)
Loei	GMC (VTUL)
Lop Buri/Khok Kathiam	GMC (VTBL)
Mae Hong Son	GMC (VTCH)
Mae Hong Son/ Pai	GMC (VTCI)
Nakhon Pathom/ Kamphaeng Saen	GMC (VTBK)
Nakhon Phanom	GMC (VTUW)
Nakhon Ratchasima	GMC (VTUQ)
Nakhon Ratchasima/ Khorat	GMC (VTUN)
Nakhon Sawan	GMC (VTPN)
Nakhon Sawan/ Takhli	GMC (VTPI)
Nakhon Si Thammarat	GMC (VTSF)
Nakhon Si Thammarat/ Cha - lan	GMC (VTSN)
Nan/Nan Nakhon	GMC (VTCN)
Narathiwat	GMC (VTSC)
Pattani	GMC (VTSK)
Phetchabun	GMC (VTPB)
Phitsanulok	GMC (VTPP)
Phrae	GMC (VTCP)
Phuket/ Phuket International Airport	GMC (VTSP)

ATS Unit	Endorsement
Prachuap Khiri Khan	GMC (VTBP)
Prachuap Khiri Khan/ Hua Hin	GMC (VTPH)
Ranong	GMC (VTSR)
Rayong/ U-Tapao Rayong Pattaya International Airport	GMC (VTBU)
Roi Et	GMC (VTUV)
Sa Kaeo/ Watthana Nakhon	GMC (VTBW)
Sakon Nakhon/ Sakon Nakhon	GMC (VTUI)
Songkhla	GMC (VTSH)
Songkhla / Hat Yai International Airport	GMC (VTSS)
Sukhothai	GMC (VTPO)
Surat Thani	GMC (VTSB)
Surat Thani/ Samui	GMC (VTSM)
Surin	GMC (VTUJ)
Tak	GMC (VTPT)
Tak/ Mae Sot	GMC (VTPM)
Trang	GMC (VTST)
Trat/Khao Sming	GMC (VTBO)
Ubon Ratchathani	GMC (VTUU)
Udon Thani	GMC (VTUD)
Yala/ Betong	GMC (VTSY)

B.1.3 Tower Control (TWR)

ATS Unit	Endorsement
Bangkok/ Don Mueang International Airport	TWR (VTBD)
Bangkok/ Suvarnabhumi International Airport	TWR (VTBS)
Buri Ram Airport	TWR (VTUO)
Chiang Mai/ Chiang Mai International Airport	TWR (VTCC)
Chiang Rai/ Mae Fah Luang-Chiang Rai International Airport	TWR (VTCT)
Chumphon/ Chumphon	TWR (VTSE)
Khon Kaen	TWR (VTUK)
Krabi	TWR (VTSG)
Lampang	TWR (VTCL)
Loei	TWR (VTUL)
Lop Buri/Khok Kathiam	TWR (VTBL)
Mae Hong Son	TWR (VTCH)
Mae Hong Son/ Pai	TWR (VTCI)
Nakhon Pathom/ Kamphaeng Saen	TWR (VTBK)
Nakhon Phanom	TWR (VTUW)
Nakhon Ratchasima	TWR (VTUQ)
Nakhon Ratchasima/ Khorat	TWR (VTUN)
Nakhon Sawan	TWR (VTPN)
Nakhon Sawan/ Takhli	TWR (VTPI)
Nakhon Si Thammarat	TWR (VTSF)
Nakhon Si Thammarat/ Cha - lan	TWR (VTSN)
Nan/Nan Nakhon	TWR (VTCN)
Narathiwat	TWR (VTSC)
Pattani	TWR (VTSK)
Phetchabun	TWR (VTPB)
Phitsanulok	TWR (VTPP)
Phrae	TWR (VTCP)
Phuket/ Phuket International Airport	TWR (VTSP)

ATS Unit	Endorsement
Prachuap Khiri Khan	TWR (VTBP)
Prachuap Khiri Khan/ Hua Hin	TWR (VTPH)
Ranong	TWR (VTSR)
Rayong/ U-Tapao Rayong Pattaya International Airport	TWR (VTBU)
Roi Et	TWR (VTUV)
Sa Kaeo/ Watthana Nakhon	TWR (VTBW)
Sakon Nakhon/ Sakon Nakhon	TWR (VTUI)
Songkhla	TWR (VTSH)
Songkhla / Hat Yai International Airport	TWR (VTSS)
Sukhothai	TWR (VTPO)
Surat Thani	TWR (VTSB)
Surat Thani/ Samui	TWR (VTSM)
Surin	TWR (VTUJ)
Tak	TWR (VTPT)
Tak/ Mae Sot	TWR (VTPM)
Trang	TWR (VTST)
Trat/Khao Sming	TWR (VTBO)
Ubon Ratchathani	TWR (VTUU)
Udon Thani	TWR (VTUD)
Yala/ Betong	TWR (VTSY)

B.1.4 Ground Movement Surveillance (GMS)

ATS Unit	Endorsement
Bangkok/ Don Mueang International Airport	GMS (VTBD)
Bangkok/ Suvarnabhumi International Airport	GMS (VTBS)
Buri Ram Airport	GMS (VTUO)
Chiang Mai/ Chiang Mai International Airport	GMS (VTCC)
Chiang Rai/ Mae Fah Luang-Chiang Rai International Airport	GMS (VTCT)
Chumphon/ Chumphon	GMS (VTSE)
Khon Kaen	GMS (VTUK)
Krabi	GMS (VTSG)
Lampang	GMS (VTCL)
Loei	GMS (VTUL)
Lop Buri/Khok Kathiam	GMS (VTBL)
Mae Hong Son	GMS (VTCH)
Mae Hong Son/ Pai	GMS (VTCI)
Nakhon Pathom/ Kamphaeng Saen	GMS (VTBK)
Nakhon Phanom	GMS (VTUW)
Nakhon Ratchasima	GMS (VTUQ)
Nakhon Ratchasima/ Khorat	GMS (VTUN)
Nakhon Sawan	GMS (VTPN)
Nakhon Sawan/ Takhli	GMS (VTPI)
Nakhon Si Thammarat	GMS (VTSF)
Nakhon Si Thammarat/ Cha - lan	GMS (VTSN)
Nan/Nan Nakhon	GMS (VTCN)
Narathiwat	GMS (VTSC)
Pattani	GMS (VTSK)
Phetchabun	GMS (VTPB)
Phitsanulok	GMS (VTPP)
Phrae	GMS (VTCP)
Phuket/ Phuket International Airport	GMS (VTSP)

ATS Unit	Endorsement
Prachuap Khiri Khan	GMS (VTBP)
Prachuap Khiri Khan/ Hua Hin	GMS (VTPH)
Ranong	GMS (VTSR)
Rayong/ U-Tapao Rayong Pattaya International Airport	GMS (VTBU)
Roi Et	GMS (VTUV)
Sa Kaeo/ Watthana Nakhon	GMS (VTBW)
Sakon Nakhon/ Sakon Nakhon	GMS (VTUI)
Songkhla	GMS (VTSH)
Songkhla / Hat Yai International Airport	GMS (VTSS)
Sukhothai	GMS (VTPO)
Surat Thani	GMS (VTSB)
Surat Thani/ Samui	GMS (VTSM)
Surin	GMS (VTUJ)
Tak	GMS (VTPT)
Tak/ Mae Sot	GMS (VTPM)
Trang	GMS (VTST)
Trat/Khao Sming	GMS (VTBO)
Ubon Ratchathani	GMS (VTUU)
Udon Thani	GMS (VTUD)
Yala/ Betong	GMS (VTSY)

B.1.5 Aerodrome Radar Control (RAD)

ATS Unit	Endorsement
Bangkok/ Don Mueang International Airport	RAD (VTBD)
Bangkok/ Suvarnabhumi International Airport	RAD (VTBS)
Buri Ram Airport	RAD (VTUO)
Chiang Mai/ Chiang Mai International Airport	RAD (VTCC)
Chiang Rai/ Mae Fah Luang-Chiang Rai International Airport	RAD (VTCT)
Chumphon/ Chumphon	RAD (VTSE)
Khon Kaen	RAD (VTUK)
Krabi	RAD (VTSG)
Lampang	RAD (VTCL)
Loei	RAD (VTUL)
Lop Buri/Khok Kathiam	RAD (VTBL)
Mae Hong Son	RAD (VTCH)
Mae Hong Son/ Pai	RAD (VTCI)
Nakhon Pathom/ Kamphaeng Saen	RAD (VTBK)
Nakhon Phanom	RAD (VTUW)
Nakhon Ratchasima	RAD (VTUQ)
Nakhon Ratchasima/ Khorat	RAD (VTUN)
Nakhon Sawan	RAD (VTPN)
Nakhon Sawan/ Takhli	RAD (VTPI)
Nakhon Si Thammarat	RAD (VTSF)
Nakhon Si Thammarat/ Cha - lan	RAD (VTSN)
Nan/Nan Nakhon	RAD (VTCN)
Narathiwat	RAD (VTSC)
Pattani	RAD (VTSK)
Phetchabun	RAD (VTPB)
Phitsanulok	RAD (VTPP)
Phrae	RAD (VTCP)
Phuket/ Phuket International Airport	RAD (VTSP)

ATS Unit	Endorsement
Prachuap Khiri Khan	RAD (VTBP)
Prachuap Khiri Khan/ Hua Hin	RAD (VTPH)
Ranong	RAD (VTSR)
Rayong/ U-Tapao Rayong Pattaya International Airport	RAD (VTBU)
Roi Et	RAD (VTUV)
Sa Kaeo/ Watthana Nakhon	RAD (VTBW)
Sakon Nakhon/ Sakon Nakhon	RAD (VTUI)
Songkhla	RAD (VTSH)
Songkhla / Hat Yai International Airport	RAD (VTSS)
Sukhothai	RAD (VTPO)
Surat Thani	RAD (VTSB)
Surat Thani/ Samui	RAD (VTSM)
Surin	RAD (VTUJ)
Tak	RAD (VTPT)
Tak/ Mae Sot	RAD (VTPM)
Trang	RAD (VTST)
Trat/Khao Sming	RAD (VTBO)
Ubon Ratchathani	RAD (VTUU)
Udon Thani	RAD (VTUD)
Yala/ Betong	RAD (VTSY)

B.2 The Approach Control Surveillance (APS) rating may bear one or more of the following endorsements:

B.2.1 Precision Approach Radar (PAR)

ATS Unit	Endorsement
Bangkok/ Don Mueang International Airport	PAR (VTBD)
Bangkok/ Suvarnabhumi International Airport	PAR (VTBS)
Buri Ram Airport	PAR (VTUO)
Chiang Mai/ Chiang Mai International Airport	PAR (VTCC)
Chiang Rai/ Mae Fah Luang-Chiang Rai International Airport	PAR (VTCT)
Chumphon/ Chumphon	PAR (VTSE)
Khon Kaen	PAR (VTUK)
Krabi	PAR (VTSG)
Lampang	PAR (VTCL)
Loei	PAR (VTUL)
Nakhon Pathom/ Kamphaeng Saen	PAR (VTBK)
Nakhon Phanom	PAR (VTUW)
Nakhon Ratchasima	PAR (VTUQ)
Nakhon Ratchasima/ Khorat	PAR (VTUN)
Nakhon Sawan/ Takhli	PAR (VTPI)
Nakhon Si Thammarat	PAR (VTSF)
Phitsanulok	PAR (VTTP)
Phuket/ Phuket International Airport	PAR (VTSP)
Prachuap Khiri Khan/ Hua Hin	PAR (VTPH)
Rayong/ U-Tapao Rayong Pattaya International Airport	PAR (VTBU)
Roi Et	PAR (VTUV)
Sakon Nakhon/ Sakon Nakhon	PAR (VTUI)
Songkhla / Hat Yai International Airport	PAR (VTSS)
Sukhothai	PAR (VTPO)
Surat Thani	PAR (VTSB)
Surat Thani/ Samui	PAR (VTSM)
Tak	PAR (VTPT)

ATS Unit	Endorsement
Trang	PAR (VTST)
Ubon Ratchathani	PAR (VTUU)
Udon Thani	PAR (VTUD)

B.2.2 Surveillance Radar Approach (SRA)

ATS Unit	Endorsement
Bangkok/ Don Mueang International Airport	SRA (VTBD)
Bangkok/ Suvarnabhumi International Airport	SRA (VTBS)
Buri Ram Airport	SRA (VTUO)
Chiang Mai/ Chiang Mai International Airport	SRA (VTCC)
Chiang Rai/ Mae Fah Luang-Chiang Rai International Airport	SRA (VTCT)
Chumphon/ Chumphon	SRA (VTSE)
Khon Kaen	SRA (VTUK)
Krabi	SRA (VTSG)
Lampang	SRA (VTCL)
Loei	SRA (VTUL)
Nakhon Pathom/ Kamphaeng Saen	SRA (VTBK)
Nakhon Phanom	SRA (VTUW)
Nakhon Ratchasima	SRA (VTUQ)
Nakhon Ratchasima/ Khorat	SRA (VTUN)
Nakhon Sawan/ Takhli	SRA (VTPI)
Nakhon Si Thammarat	SRA (VTSF)
Phitsanulok	SRA (VTPP)
Phuket/ Phuket International Airport	SRA (VTSP)
Prachuap Khiri Khan/ Hua Hin	SRA (VTPH)
Rayong/ U-Tapao Rayong Pattaya International Airport	SRA (VTBU)
Roi Et	SRA (VTUV)
Sakon Nakhon/ Sakon Nakhon	SRA (VTUI)
Songkhla/ Hat Yai International Airport	SRA (VTSS)
Sukhothai	SRA (VTPO)
Surat Thani	SRA (VTSB)
Surat Thani/ Samui	SRA (VTSM)
Tak	SRA (VTPT)
Trang	SRA (VTST)

ATS Unit	Endorsement
Ubon Ratchathani	SRA (VTUU)
Udon Thani	SRA (VTUD)

B.2.3 Terminal Control (TCL)

ATS Unit	Endorsement
Bangkok/ Don Mueang International Airport	TCL (VTBD)
Bangkok/ Suvarnabhumi International Airport	TCL (VTBS)
Buri Ram Airport	TCL (VTUO)
Chiang Mai/ Chiang Mai International Airport	TCL (VTCC)
Chiang Rai/ Mae Fah Luang-Chiang Rai International Airport	TCL (VTCT)
Chumphon/ Chumphon	TCL (VTSE)
Khon Kaen	TCL (VTUK)
Krabi	TCL (VTSG)
Lampang	TCL (VTCL)
Loei	TCL (VTUL)
Nakhon Pathom/ Kamphaeng Saen	TCL (VTBK)
Nakhon Phanom	TCL (VTUW)
Nakhon Ratchasima	TCL (VTUQ)
Nakhon Ratchasima/ Khorat	TCL (VTUN)
Nakhon Sawan/ Takhli	TCL (VTPI)
Nakhon Si Thammarat	TCL (VTSF)
Phitsanulok	TCL (VTPP)
Phuket/ Phuket International Airport	TCL (VTSP)
Prachuap Khiri Khan/ Hua Hin	TCL (VTPH)
Rayong/ U-Tapao Rayong Pattaya International Airport	TCL (VTBU)
Roi Et	TCL (VTUV)
Sakon Nakhon/ Sakon Nakhon	TCL (VTUI)
Songkhla/ Hat Yai International Airport	TCL (VTSS)
Sukhothai	TCL (VTPO)
Surat Thani	TCL (VTSB)
Surat Thani/ Samui	TCL (VTSM)
Tak	TCL (VTPT)
Trang	TCL (VTST)

ATS Unit	Endorsement
Ubon Ratchathani	TCL (VTUU)
Udon Thani	TCL (VTUD)

APPENDIX II: FORMS AND CHECKLISTS

A. Forms

Form	Description
CAAT-PEL-EX-008	Application for Appointment of ATCO Assessor
PEL-EX-001	Conflict of Interest Declaration Form (COI)

B. Checklist

Form	Description
PEL-EX-CK-023	Assessment of Competence Checklist for Air Traffic Control Practical Instructor
PEL-EX-CK-027	Air Traffic Controller Competency Checklist and Assessment
PEL-EX-CK-028	Air Traffic Controller Assessor OJT Checklist
PEL-EX-CK-029	Assessment and Surveillance for Air Traffic Controller Assessor (ATCA) Checklist
PEL-EX-CK-030	Checklist for Issuance of Air Traffic Controller Assessor (ATCA) Certificate