

Name of Training Organisation (ATCO.OR)							
Address of audited site with specific room							
ATCO.OR Certificate No.	ATCTO-0000	ATCO.OR Certificate valid until	DD-MMM-YYY	Date of Audit	DD-MMM-YYY		
Type of Audit	Type of STD	Relevant Training Course(s)	Audit Team				
☐ Initial Certification ☐ Revalidation ☐ Renewal ☐ Surveillance ☐ Amendment	☐ Aerodrome Approach ☐ APP ☐ APS Area ☐ ACP ☐ ACS		Position	Name - Surname	Credential No. (As applicable)	Signature	
			Lead Auditor				
			Auditor				
	Trainee/ Observe						
	RESULT		☐ SATISFACTORY ☐ UNSATISFACTORY	This STD shall be valid from: DD-MMM-YYYY until: DD-MMM-YYYY			

DOCUMENT for INITIAL [ข้อกำหนด กพท. ฉบับที่ 78 ว่าด้วยการรับรองสถาบันฝึกอบรมด้านการควบคุมการจราจรทางอากาศ (TCAR PEL Part-ATCO.OR) ข้อ 37]

☐ (1) A certificate or evidence of legal entity status, showing details of the name, objectives, office location, and the names of directors, managers, or persons authorized to bind the legal entity, which must be current. (หนังสือรับรองหรือหลักฐานการเป็นนิติบุคคลซึ่งแสดงรายการเกี่ยวกับชื่อ วัตถุประสงค์ ที่ตั้งสำนักงาน และรายชื่อผู้เป็นกรรมการ ผู้จัดการ หรือผู้มีอำนาจลงนามผูกพันนิติบุคคลที่เป็นปัจจุบัน)

☐ (2) A copy of the document showing ownership or right of possession of the air traffic control simulator for which certification is being applied. (สำเนาเอกสารแสดงกรรมสิทธิ์ หรือสิทธิครอบครองในเครื่องฝึกปฏิบัติการควบคุมการจราจรทางอากาศจำลองที่จะขอใบรับรอง)

☐ (3) Documentation from the manufacturer of the air traffic control simulator indicating the specifications of the simulator. (เอกสารจากผู้ผลิตเครื่องฝึกปฏิบัติการควบคุมการจราจรทางอากาศจำลองซึ่งแสดงคุณสมบัติของเครื่องฝึกปฏิบัติการควบคุมการจราจรทางอากาศจำลอง)

☐ (4) Photographs of the components of the air traffic control simulator and the area where the simulator is located. (รูปถ่ายสีของส่วนประกอบของเครื่องฝึกปฏิบัติการควบคุมการจราจรทางอากาศจำลองและบริเวณเครื่องฝึกปฏิบัติการควบคุมการจราจรทางอากาศจำลอง)

☐ (5) A confirmation letter from the air traffic control training organization stating that the air traffic control simulator for which certification is being applied can be used in accordance with the approved training curriculum. (หนังสือยืนยันจากสถาบันฝึกอบรมด้านการควบคุมการจราจรทางอากาศว่าเครื่องฝึกปฏิบัติการควบคุมการจราจรทางอากาศจำลองที่ขอรับการรับรองนั้นสามารถใช้งานได้ตามหลักสูตรฝึกอบรมที่ได้รับการรับรอง)

☐ (6) A maintenance plan for the air traffic control simulator equipment. (แผนการซ่อมบำรุงอุปกรณ์ของเครื่องฝึกปฏิบัติการควบคุมการจราจรทางอากาศจำลอง)

☐ (7) Any other documents or evidence as specified by the Director (if any). (เอกสารหรือหลักฐานอื่นที่ผู้อำนวยการกำหนด (ถ้ามี))

DOCUMENT for RENEWAL (เอกสารเพิ่มเติมกรณีต่ออายุ) [ข้อกำหนด กพท. ฉบับที่ 78 ว่าด้วยการรับรองสถาบันฝึกอบรมด้านการควบคุมการจราจรทางอากาศ (TCAR PEL Part-ATCO.OR) ข้อ 41]

☐ (1) A copy of the previous air traffic control simulator certificate. (สำเนาใบรับรองเครื่องฝึกปฏิบัติการควบคุมการจราจรทางอากาศจำลองฉบับเดิม)

☐ (2) Supporting documents as required for **DOCUMENT for INITIAL** in cases where there are changes to the facts. (เอกสารหลักฐานตาม DOCUMENT for INITIAL กรณีที่มีการเปลี่ยนแปลงข้อเท็จจริง)

Instructions

1. Inspector(s) shall mark “☒” or “☒” in either Satisfactory or S, Unsatisfactory or U or N/A column:
 - a. ‘Satisfactory’ or ‘S’ refers to satisfactory level. It shall be given if the applicant is able to provide or demonstrate adequate of CAAT regulatory compliant evidence, reliable records of implementation and demonstrate a sound knowledge if interview of relevant personnel are performed. Also, all sub-items must be satisfied.
 - b. ‘Unsatisfactory’ or ‘U’ refers to unsatisfactory level. It shall be given if any actions found not to be in compliance with CAAT rules and regulations or not to be conformed to any applicant’s documentation as well as any actions being done without evidence of records.
 - c. ‘N/A’ shall be given when information in a certain table cell is not provided, because it does not apply to a particular case in question.
2. Remarks column, inspection result information shall be recorded, both satisfactory or unsatisfactory, the information shall be detailed enough to support the inspection result.
3. Signature block: the following shall be filled.
 - a. Name & surname, in capital letters
 - b. Signature
 - c. Signed date in DD Month (e.g. JAN) and year (in C.E.)

Note: All fields/items shall be completed. In fields/items for which there is no answer or is not used, mark a horizontal straight line or enter “N/A” or shaded with a reason.

SECTION 0: GENERAL INFORMATION OF THE ATO

No	Key Positions	Name-Last Name	Date of Appointment
1	Accountable Manager	<i>To be filled by an Applicant</i>	<i>To be filled by an Applicant</i>
2	Head of Training	<i>To be filled by an Applicant</i>	<i>To be filled by an Applicant</i>

SECTION 1: Synthetic training device (STD) criteria

No.	Item	Regulatory Requirement	Compliance References by Applicant				CAAT Officials Use Only		
			S	U	N/A	Reference/ Remark	S	U	Remark
1.1	ATCO Training Course What training course will be using the STD?	ATCO.OR.C.015 Facilities and equipment AMC1 ATCO.OR.C.015(b) Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	
1.2	Technical Specifications: Detailed technical specifications of the STD should be provided								
	1.2.1 Hardware Components: Detailed information about the hardware used in the STD.	ATCO.OR.C.015 Facilities and equipment AMC1 ATCO.OR.C.015(b) Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	
	1.2.2 Software: Specifications of the software used to run the STD.								
	1.2.3 Simulation Accuracy: Data on how accurately the STD simulates real-world conditions, including system responses.								
	1.2.4 Resolution and Graphics: The quality of visual displays.								
	1.2.5 Input/ Output Interfaces: Details on the interfaces used for input and output, such as control panels and touchscreens								
	1.2.6 Connectivity: Information on how the STD connects to other systems, including network capabilities and integration with other training devices.								
	1.2.7 Environmental Controls: Specifications for controlling the training environment, such as temperature, lighting, and sound, to enhance realism.								
1.3	Operational Procedures: Clear procedures for operating the STD during training.								

No.	Item	Regulatory Requirement	Compliance References by Applicant				CAAT Officials Use Only		
			S	U	N/A	Reference/ Remark	S	U	Remark
	1.3.1 Pre-Session Setup: Before each training session, ensure the STD is properly set up	ATCO.OR.C.015 Facilities and equipment AMC1 ATCO.OR.C.015(b) Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	
	1.3.2 Post-Session Checks: Perform post-session checks to ensure the STD is in good condition and ready for the next use.								
1.4	Design of ATC Simulation Exercises STD able to create diverse scenarios that cover routine operations, emergencies, and unusual occurrences.	ATCO.OR.C.015 Facilities and equipment AMC1 ATCO.OR.C.015(b) Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	
1.5	Maintenance and Calibration: Regular maintenance and calibration schedules to ensure the STD remains accurate and reliable.	ATCO.OR.C.015 Facilities and equipment AMC1 ATCO.OR.C.015(b) Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	
1.6	General environment Does the general environment in which STD exercises may be run ensure that there will be no undue interference from unrelated activities?	ATCO.OR.C.015 Facilities and equipment AMC1 ATCO.OR.C.015(b) Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	
	1.6.1 Dedicated Space: Use a dedicated room or area specifically for STD exercises to minimize distractions and interference from unrelated activities								
	1.6.2 Access Control: Limit access to the training area to authorized personnel only, preventing interruptions and maintaining security								
1.7	STD layout Does this represent a similar layout to an operations room using	ATCO.OR.C.015 Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	

No.	Item	Regulatory Requirement	Compliance References by Applicant				CAAT Officials Use Only		
			S	U	N/A	Reference/ Remark	S	U	Remark
	equipment and systems configured to similar specifications; if not, does the layout facilitate the stated objectives of the practical training and assessment exercises?	AMC1 ATCO.OR.C.015(b) Facilities and equipment							
1.8	Display presentation, functionality, and updating of operational information Is the presentation, functionality, and updating of operational information adequate?	ATCO.OR.C.015 Facilities and equipment AMC1 ATCO.OR.C.015(b) Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	
1.9	Data displays, including strip displays, where appropriate Are these provided where appropriate to facilitate the stated objectives of the practical training and assessment exercises?	ATCO.OR.C.015 Facilities and equipment AMC1 ATCO.OR.C.015(b) Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	
1.10	Coordination facilities Does this have the same capacities and configuration as an Ops room or at least in a way to facilitate the stated objectives of the practical training and assessment exercises?	ATCO.OR.C.015 Facilities and equipment AMC1 ATCO.OR.C.015(b) Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	
	1.10.1 Inter-Controller Communication								
	1.10.2 Pilot Communication								
	1.10.3 External Coordination								
1.11	Aircraft performance characteristics Are the performance characteristics adequate?	ATCO.OR.C.015 Facilities and equipment AMC1 ATCO.OR.C.015(b) Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	
1.12	The availability of real-time changes during an exercise Are real-time changes the available of during an exercise?	ATCO.OR.C.015 Facilities and equipment AMC1 ATCO.OR.C.015(b) Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	

No.	Item	Regulatory Requirement	Compliance References by Applicant				CAAT Officials Use Only		
			S	U	N/A	Reference/ Remark	S	U	Remark
	1.12.1 Dynamic Scenarios: STD should update aircraft positions and performance characteristics in real-time, reflecting changes in flight conditions and ATCO instructions. 1.12.2 Weather Integration: Include real-time weather updates to simulate the impact of weather conditions on aircraft performance and ATCO decision-making. 1.12.3 Scenario Control: Tools for instructors to manage and modify training scenarios in real-time								
1.13	Instructor staff training Is there an adequate process by which the training organisation can be assured that staff associated with the training conducted with the use of an STD are competent?	ATCO.OR.C.015 Facilities and equipment AMC1 ATCO.OR.C.015(b) Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	
1.14	the degree of realism of any voice recognition system associated with the STD Does STD use any voice recognition system? Is the degree of realism of any voice recognition system associated with the STD adequate?	ATCO.OR.C.015 Facilities and equipment AMC1 ATCO.OR.C.015(b) Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	
1.15	Can the training organisation demonstrate a process that assures that interference between the simulated and operational environments is prevented?	ATCO.OR.C.015 Facilities and equipment AMC1 ATCO.OR.C.015(b) Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	
1.16	Does the STD, which is used for pre-on-the-job training and	ATCO.OR.C.015 Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	

No.	Item	Regulatory Requirement	Compliance References by Applicant				CAAT Officials Use Only		
			S	U	N/A	Reference/ Remark	S	U	Remark
	counted as operational training time, fully meet the criteria for realistic and effective training — such as being a full-size replica of the working position, having all required equipment and software, providing realistic wind conditions for SRA, and, for tower units, an accurate out-of-the-tower view?	AMC1 ATCO.OR.C.015(b) Facilities and equipment							
General comment:									

SECTION 2: Aerodrome Control Simulator

No.	Item	Regulatory Requirement	Compliance References by Applicant				CAAT Officials Use Only		
			S	U	N/A	Reference/ Remark	S	U	Remark
2.1	Simulate aircraft and vehicles that are operating in the vicinity of the aerodrome, in the maneuvering area and aircraft arriving and departing the aerodrome	ATCO.OR.C.015 Facilities and equipment AMC1 ATCO.OR.C.015(b) Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	
2.2	Simulate a series of real-world scenarios, such as holding or missed approach, aviation accident, emergency situations, hijacking, communication failure, and other related scenarios.	ATCO.OR.C.015 Facilities and equipment AMC1 ATCO.OR.C.015(b) Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	
2.3	Simulate military training to be in accordance with the operations, such as overhead approach, simulated flameout approach, touch and go approach, and low approach (if applicable).	ATCO.OR.C.015 Facilities and equipment AMC1 ATCO.OR.C.015(b) Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	
2.4	Consistency: STD should provide consistent results for different training sessions. This ensures that all trainees are assessed under the same conditions.	ATCO.OR.C.015 Facilities and equipment AMC1 ATCO.OR.C.015(b) Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	
General comment:									

SECTION 3: Approach Control Simulator

No.	Item	Regulatory Requirement	Compliance References by Applicant				CAAT Officials Use Only		
			S	U	N/A	Reference/ Remark	S	U	Remark
3.1	Simulate air traffic control training for arriving, departing, and	ATCO.OR.C.015 Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	

No.	Item	Regulatory Requirement	Compliance References by Applicant				CAAT Officials Use Only		
			S	U	N/A	Reference/ Remark	S	U	Remark
	overflying aircraft that are operating under instrument flight rules (IFR) and visual flight rules (VFR);	AMC1 ATCO.OR.C.015(b) Facilities and equipment							
3.2	Simulate a series of real-world scenarios, such as SIDs, STARS. holding or missed approach, aviation accidents, emergency situations, hijacking, communication failure, conflict alert, and other related scenarios.	ATCO.OR.C.015 Facilities and equipment AMC1 ATCO.OR.C.015(b) Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	
3.3	Consistency: STD should provide consistent results for different training sessions. This ensures that all trainees are assessed under the same conditions.	ATCO.OR.C.015 Facilities and equipment AMC1 ATCO.OR.C.015(b) Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	
General comment:									

SECTION 4: Area Control Simulator

No.	Item	Regulatory Requirement	Compliance References by Applicant				CAAT Officials Use Only		
			S	U	N/A	Reference/ Remark	S	U	Remark
4.1	Simulate air traffic control training for arriving and departing aircraft that are operating along an ATS route, as well as overflying aircraft	ATCO.OR.C.015 Facilities and equipment AMC1 ATCO.OR.C.015(b) Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	
4.2	Simulate a series of real-world scenarios, such as emergency situations, aviation accidents, emergency situations, hijacking, communication failure, conflict alert, strayed aircraft, and other related scenarios.	ATCO.OR.C.015 Facilities and equipment AMC1 ATCO.OR.C.015(b) Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	
4.3	Consistency: STD should provide consistent results for different training sessions. This ensures that all trainees are assessed under the same conditions.	ATCO.OR.C.015 Facilities and equipment AMC1 ATCO.OR.C.015(b) Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	
General comment:									

SECTION 5: Record-Keeping

No.	Item	Regulatory Requirement	Compliance References by Applicant				CAAT Officials Use Only		
			S	U	N/A	Reference/ Remark	S	U	Remark
5.1	Has the ATO appointed responsible person(s) for checking and maintaining records?	ATCO.OR.C.015 Facilities and equipment AMC1 ATCO.OR.C.015(b) Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	
5.2	Have the ATO implemented its retention and dissemination policy?	ATCO.OR.C.015 Facilities and equipment AMC1 ATCO.OR.C.015(b) Facilities and equipment	☐	☐	☐	<i>To be filled by an Applicant</i>	☐	☐	
General comment:									

SURVEILLANCE REPORT

Conditions and Limitations

A.	Type: ☐ Table-top ☐ Computerized	
B.	Additional capabilities:	
C.	Restrictions or limitations:	
D.	Guidance information for training, testing and checking considerations	
	Recency	☐ Yes ☐ No
	Training	☐ Yes ☐ No
	Practical Assessment	☐ Yes ☐ No
	Other	

Category	Description
Level 1	A level 1 finding shall be issued by the competent authority when any significant noncompliance is detected with the applicable requirements, with the organization's procedures and manuals or with the terms of an approval, certificate, specialized operation authorization or with the content of a declaration which lowers safety or seriously endangers flight safety. Timescale for corrective action is recommended as immediate to 3 days. <u>The level 1 findings shall include:</u> - failure to give the competent authority access to the facilities of the organization or failure to furnish document or evident in accordance with Air Navigation Act section 15/25; - obtaining or maintaining the validity of the organization certificate or specialized operation authorization by falsification of submitted documentary evidence; - evidence of malpractice or fraudulent use of the organization certificate or specialized operation authorization; - the lack of an accountable manager.
Level 2	A level 2 finding shall be issued by the competent authority when any non-compliance is detected with the applicable requirements, with the organization's procedures and manuals or with the terms of an approval, certificate, specialized operation authorization or with the content of a declaration which lowers safety or seriously hazard flight safety which is not classified as level one, timescale for corrective action is recommended as up to 3 months (depending on nature of finding);
Observation	An observation is opportunity for improvement which is minor gap, mostly documented and implemented. The management system that may be weak, cumbersome, redundant, overly complex, or in some other manner, may, in the opinion of the auditor, offer an opportunity for an organization to improve its current status. An observation is not subject to any corrective actions unless its accepted by auditee for improvement.

Deficiencies

Overall, there are.....items found unsatisfactory, indicated in the table below.

No.	Section	Findings	Observation
1	Synthetic training device (STD) criteria		
2	Aerodrome Control Simulator		
3	Approach Control Simulator		
4	Area Control Simulator		
5	Record Keeping		
Total			

The official findings will be issued in the form of Non-Compliance Forms (NCF) along with an official audit report, the organization is required to complete the NCFs and return them with supporting documents within the given time stated on the NCFs. The follow-up actions are also written in the official audit report.

Compliance Monitoring Manager:
Date:

Lead Auditor:
Date: