

Part I: Applicant's Information			
Name of Organisation:		ATO certificate no.: <i>FTO-XXXX or ATCO-XXXX or MTO-XXXX</i>	
		Date of Submitted: <i>DD – MMM – YY</i>	Application No.: (For CAAT)
Prior Approval	Type of Submission ☐ Initial ☐ Amendment	Issue No. <i>XX</i> Revision No. <i>XX</i> Revision Date: <i>DD – MMM – YY</i>	Organisation Management Manual (OMM)
	No. of Attempt ☐ 1 st attempt ☐ 2 nd attempt ☐ 3 rd attempt		
Coordinator Name/ contact: 1. Mr. XXX YYYY/ email 2. Mr. XXX YYYY/ email			
Important remarks - The ATO and its associated documents are formally approved via a letter sent by CAAT to the applicant. - The intention of this document is to provide guidelines to set up a manual compliant towards the TCAR PEL Part-ORA. The CAAT will no longer assess the manual in its entirety but will perform spot-checks on items where the most safety and/or compliance issues may arise. It is the ultimate responsibility of the ATO accountable manager with the help of the compliance manager to provide a fully compliant manual. - For the submission of a revision, only the relevant items impacted by the revision should be completed. To ease out the revision procedure, provide a pdf version of the manual with the changes highlighted and/or an abstract of the modifications. - The requirements for the training manual for complex or non-complex organisation are different. Some items are not applicable for non-complex organisations. Therefore, the items that are applicable for both complex and non-complex organisation are already mentioned in this checklist like this: Yes. For further information on the classification of complex/non-complex organisation, refer to the information available on the CAAT website www.caat.or.th.			
ATO Accountable Manager the information provided in this form is complete and correct and that the documents provided are genuine.			
Signature:		Applicant Name:	Date:

Part II		Competent Official Use Only	
Check Submitted document			
1 st checked ☐ Complete date..... ☐ Incomplete date..... Signature/Name:	2 nd checked ☐ Complete date..... ☐ Incomplete date..... Signature/Name:	3 rd checked ☐ Complete date..... ☐ Incomplete date..... Signature/Name:	Financial (If applicable) ☐ Invoice No..... Date:..... ☐ Receipt No..... Date:.....
Verification result: ☐ Accept ☐ Reject			
This compliance check form has been verified by:			
Signature:		Name:	Date:
(If applicable) Under supervision of:			
Signature:		Name:	Date:
Instructions: 1) ATO is to conduct a self-assessment as part of its compliance check by providing manual references into the ‘Compliance checked by ATO’. 2) Failure to complete this form may result in a delay in approval processing. After 3rd rejected, applicant shall start the new process from the beginning with the new intention letter. 3) Each check list item shall be assessed and given a result either Satisfactory or Unsatisfactory (a) Satisfactory shall be given if the ATO is able to provide valid contents and details that comply with the requirements . (b) Unsatisfactory shall be given if the ATO is provide insufficient contents/details that comply with the requirement as well as impractical/non-realistic process or procedures that do not reflect an actual context and operations of the ATO. (c) Not applicable shall be filled out as N/A 4) Provide detail in each subtopic/content of every subjects.			

Part 0 – Manual Administration									
No.	Regulatory Requirement(s)		Compliance checked by ATO				CAAT Officials Use Only		
	Subject	Description	Yes	No	N/A	Reference (Section/Chapter/ Page/Topic No.)	S	U	Remark
1	Title page	Title of the manual							
		A unique reference of the manual							
		Date of revision							
		Revision number							
		Copy number							
2	Approval page	The approval page must be signed by the Accountable Manager (AM) and the Compliance Monitoring Manager (CMM) .							
3	Distribution list	Gives a cross reference of who is in possession of which copy number of the manual.							
4	Record of revision	Gives all the revisions issued for this manual, their revision date and an abstract of the changes performed for each revision.							
5	Revision Procedure	The procedure to follow to revise this manual.							
		By who and how amendment can be proposed.							
		Who is in charge to include the revision in the manual when it has been approved by the CAAT.							
6	Temporary revisions	What is the procedure to implement a temporary revision.							
		By who and how a temporary revision can be proposed.							
7	Record of temporary revisions	Gives all the temporary revisions issued for this manual, their issue date and an abstract of the changes implemented by the temporary revision. This page must be signed by the compliance monitoring manager.							

Part 1 – ATO General Information									
No.	Regulatory Requirement(s)		Compliance checked by ATO				CAAT Officials Use Only		
	Subject	Description	Yes	No	N/A	Reference (Section/Chapter/ Page/Topic No.)	S	U	Remark
8	General Information <i>ORA.GEN.105</i>	Name of the ATO							
		Principle place of business (trading address): - Address; - Phone; - Email;							
		Alternate place(s) of business: - Address; - Phone; - Email; Name of the site manager.							
9	Legal status of the organisation	Name of the legal entity detaining the ATO certificate.							
		Legal status							
		Company Registration number.							
		Address of the legal entity.							
10	Training courses offered. <i>ORA.GEN.125</i>	List all the training courses offered by the organisation (theoretical and practical).							
11	Organisation chart. <i>ORA.GEN.200</i>	An organisation chart providing the relationships between the nominated persons (AM, HT, CFI, CTKI, CMM and SM) their assistants/deputies, the compliance auditors and the rest of the staff.							
12	Management Staff. <i>ORA.GEN.210</i> <i>ORA.ATO.210</i>	Provide the following information for each ATO nominated persons: - Contact information (Name, phone, mobile, email, full time/part time); - Required qualifications and/or training; Responsibilities.							
		Accountable manager.							
		Head of Training.							
		Chief Flight Instructor.							
		Chief theoretical knowledge Instructor.							
		Safety manager.							
		Compliance monitoring manager.							

Part 1 – ATO General Information									
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	Subject	Description	Yes	No	N/A	Reference (Section/Chapter/ Page/Topic No.)	S	U	Remark
13	Instruction staff. ORA.GEN.210 ORA.ATO.210	Theoretical knowledge instructors: - Name, surname; - Assigned ground training courses; - Assigned branches; Full time/part time.							
		Flight instructors: - Name, Surname; - Licence number; - Ratings / Authorisations; - Assigned flight training courses; Full time/part time.							
14	Administrative staff. ORA.GEN.210	Name, Surname Function and function description. Full time/part time							
15	Aerodrome(s)/Operating site(s) to be used. ORA.ATO.140	List all the aerodromes that will be used for the training and for which type of training (Airwork, stalls and spins, T/G, night T/G, SID, ILS, holdings, hovering, slope landing, confined area, ...) and how it complies with requirements laid down in AMC1 ORA.ATO.140.							
		ATC or any other acceptable means of air to ground communication available.							
		Describe facilities of each aerodrome (VOR, DME, ILS, ATC, Night flying) or refer to the concerned AIP.							
16	Flight operations accommodation. ORA.GEN.215	Per training site, provide a plan of the premises and describe the means to fulfil the following requirements (See AMC1 ORA.GEN.215 and AMC2 ORA.GEN.215):							
		Operations room with facilities to control flying operations.							
		Flight planning room with the following facilities: - Appropriate current maps and charts;							
		- Current aeronautical information service (AIS) information ;							
		- Current meteorological information;							
		- Communications to ATC and the operations room;							
		- Any other flight safety related material.							
Adequate briefing rooms/cubicles of sufficient size and number.									

Part 1 – ATO General Information									
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	Subject	Description	Yes	No	N/A	Reference (Section/Chapter/ Page/Topic No.)	S	U	Remark
17	Theoretical instruction facilities. ORA.GEN.215	Suitable offices for the supervisory staff and rooms to allow flying instructors to write reports on student, complete records and other related documentation							
		Furnished crew rooms for instructors and students.							
		Per training site, provide a plan of the premises and describe the means to fulfil the following requirements:							
		Adequate classroom accommodation for the current student population.							
		Suitable demonstration equipment to support the theoretical knowledge instruction.							
		A reference library containing publication giving coverage of the syllabus.							
18	Description of training devices (as applicable). ORA.ATO.135	Offices for the instructional staff.							
		List all FSTD that will be used by the ATO and for which courses. - Type of FSTD (FFS, FNPT I/II, BITD, etc...); - FSTD identification; - Aircraft simulated including engine fits; - Location; - Operator.							
19	Description of aircraft. ORA.ATO.135	Difference list between the FSTDs and aircrafts used in the ATO or the reference of the document providing that information.							
		List all the aircrafts that will be used by the ATO and for which courses. - Class/type(s) of aircraft; - Registration of aircraft; - IFR equipped; - Night flying equipped.							
20	Didactical material.	List of the reference manuals used for the training or provide a reference of the document mentioning that information.							
		List and describe the computerized theoretical knowledge tools or provide a reference of the document mentioning that information.							
21	Contracted training. ORA.GEN.205	Provide a list of the training or activity done by a third party. Specify if the third party is certified to do such training or if it will work under the approval of the ATO. (See AMC1 ORA.GEN.205 and GM1 ORA.GEN.205).							
22	Access.	Define who has access to the ATO premises and to which part of the building.							

Part 1 – ATO General Information								
No.	Regulatory Requirement(s)			Compliance checked by ATO				CAAT Officials Use Only
	Subject	Description		Yes	No	N/A	Reference (Section/Chapter/ Page/Topic No.)	Remark
	ORA.GEN.140	What are the means to prevent unwanted violation of critical part of the ATO (i.e. aircraft hangar, maintenance, student folders, etc).						

Part 2 – Compliance Monitoring System									
No.	Regulatory Requirement(s)		Compliance checked by ATO				CAAT Officials Use Only		
	Subject	Description	Yes	No	N/A	Reference (Section/Chapter/ Page/Topic No.)	S	U	Remark
23	Compliance monitoring manager. ORA.GEN.200(a)(6) ORA.GEN.210	Who is the compliance monitoring manager.							
		What are his/her responsibilities.							
		Compliance policy statement.							
24	Compliance monitoring auditors (internal, external). ORA.GEN.210	Define a list of the necessary internal or external auditors that have the privileges to perform compliance monitoring audits within the ATO.							
		How will the ATO assess their independence towards the areas they will be appointed to.							
25	Compliance monitoring programme.	Define the compliance monitoring programme for at least the following domains and their support documents: - Facilities; - Flight training; - Theoretical knowledge training; - Compliance with OSD, if applicable - Technical standards; - Training procedures; - Flight safety; - Flight and duty time limitations, rest requirements and scheduling; - Aircraft maintenance/operations interface; - Subcontracted activities; - FSTD specifications adequacy to the related programmes; - FSTD compliance towards CS-FSTD; - FSTD changes monitoring.							
26	Compliance monitoring planning.	Define the compliance monitoring planning on a specific time basis or give the reference to the document/software providing that information.							
		Management evaluations/reviews: - Planning of those management evaluations; - Who must attend those management evaluations; - Forms on which those management evaluations are reported.							

Part 2 – Compliance Monitoring System									
No.	Regulatory Requirement(s)		Compliance checked by ATO				CAAT Officials Use Only		
	Subject	Description	Yes	No	N/A	Reference (Section/Chapter/ Page/Topic No.)	S	U	Remark
27	Audit procedures.	Define or give the reference of the audit procedure.							
28	Reporting procedures.	Define or give the reference of the reporting procedures.							
29	Follow up and corrective action procedures – Findings. ORA.GEN.150	Define or give the reference of the follow up and corrective action procedure. This procedure must be able to handle internal (ATO CMS findings) and external findings (any findings made by a third party). This procedure must address the following: - Identification of corrective action; - Person responsible for rectification; - Feedback system to the accountable manager providing an independent assessment of corrective action, implementation and completion; - Monitoring of corrective action programme; - Ensuring that the corrective action contain the necessary elements; - Evaluation of the effectiveness of the corrective action programme; - Reporting of significant non-compliances to the competent authority.							
30	Recording system. ORA.GEN.220	How and on which form the compliance monitoring process will be recorded and stored. Who has access to it.							
31	Training on compliance monitoring system ORA.GEN.210 ORA.GEN.200(a)(4)	<u>Compliance auditors</u> Define the training that the compliance auditors must perform before being allowed to audit part of the scope of the ATO. When such training must be performed (initial training, recurrent training, refresher training).							
		<u>Organisation personal</u> Define the training that the organisation personnel must perform. When such training must be performed (initial training, recurrent training, refresher training).							
32	Changes to organisations. ORA.GEN.130(a)(b)	Define or give the reference to the procedure managing changes requiring prior approval.							
33	Changes not requiring prior approval. ORA.GEN.130(c)	Define or give the reference of all procedures managing changes not requiring prior approval from the CAAT.							

Part 2 – Compliance Monitoring System									
No.	Regulatory Requirement(s)		Compliance checked by ATO				CAAT Officials Use Only		
	Subject	Description	Yes	No	N/A	Reference (Section/Chapter/ Page/Topic No.)	S	U	Remark
34	Alternative means of compliance (AltMOC). ORA.GEN.120	Describe here if the ATO will use Alternative AMC (AltMOC). If yes, describe or give the reference of the procedure that the ATO will use to assess the risk, demonstrate the equivalent level of safety, and propose the AMC to the CAAT.							
		Give the reference of any AltMOC in use within the ATO.							
35	Record-keeping. ORA.GEN.220 ORA.ATO.120	Define the record keeping means and procedures for any ATO documents.							
36	Documentation control procedure. ORA.GEN.200(a)(5)	Define how ATO manuals and theoretical training courses manuals will be controlled throughout the organisation.							
		Where are the ATO manuals stored and accessible to everyone involved in the organisation.							

Part 2 FSTD – FSTD Operators General Information and Compliance Monitoring System Additional Items

Note: Those items are only applicable to ATOs operating their own FSTDs operators.

No.	Regulatory Requirement(s)		Compliance checked by ATO				CAAT Officials Use Only		
	Subject	Description	Yes	No	N/A	Reference (Section/Chapter/Page/Topic No.)	S	U	Remark
11 FSTD	FSTD Organisation chart. <i>ORA.GEN</i>	An organisation chart providing the relationships between the personnel responsible to maintain the compliance of the FSTD.							
12 FSTD	FSTD Management Staff <i>ORA.GEN.210</i>	<u>Provide the following information for each FSTD nominated persons</u> - Contact information (name, phone, mobile, email, full time/part time); - Required qualifications and/or training; - Responsibilities.							
		FSTD Manager.							
		FSTD maintenance technician.							
17 FSTD	FSTD facilities <i>ORA.FSTD.115</i> <i>AMC1 ORA.FSTD.115</i> <i>GM1 ORA.FSTD.115</i>	Provide information or the reference to the document containing that information, which assess full compliance towards AMC1 ORA.FSTD.115 and local Health and Safety regulations.							
		Provide the reference of the document regarding the safety briefings on the FSTD provided to users and instructors.							
21 FSTD	FSTD contracted activities. <i>ORA.GEN.205</i>	Provide a list of the FSTD maintenance or engineering activities done by a third party.							
22 FSTD	FSTD Access. <i>ORA.GEN.140</i>	Define who has access to the FSTD premises and the means to prevent unexpected visit which can disrupt a FSTD training session.							
24 FSTD	FSTD Compliance monitoring auditors (internal, external). <i>ORA.GEN.210</i>	Define a list of the necessary internal or external auditors that have the privileges to perform compliance monitoring audits for FSTD.							
		How will the ATO assess their independence towards the areas they will be appointed to.							

Part 2 FSTD – FSTD Operators General Information and Compliance Monitoring System Additional Items

Note: Those items are only applicable to ATOs operating their own FSTDs operators.

No.	Regulatory Requirement(s)		Compliance checked by ATO				CAAT Officials Use Only		
	Subject	Description	Yes	No	N/A	Reference (Section/Chapter/ Page/Topic No.)	S	U	Remark
25 FSTD	FSTD Compliance monitoring programme. <i>AMC1 ORA.FSTD.100</i> <i>AMC2 ORA.FSTD.100</i> <i>GM2 ORA.FSTD.100</i>	Define the compliance monitoring programme for at least the following domains and their support documents: - Organisation; - Plans and Objectives; - Maintenance procedures; - FSTD qualification level; - Supervision; - FSTD technical status; - Manuals, logs and records; - MQTG; - Defect deferral; - Personnel training; - Aircraft and simulator configuration management, including Airworthiness Directives; - FSTD configuration management; - FSTD safety features (including emergency stops and emergency lighting); - QTGs re-runs; Functional and subjective tests (fly-outs).							
26 FSTD	FSTD Compliance monitoring planning.	Define the FSTD compliance monitoring planning or give the reference to the document/software providing that information.							
		Management evaluations/reviews: - Planning of those management evaluations (at least quarterly); - Who must attend those management evaluations; Forms on which those management evaluations are reported.							
27 FSTD	FSTD Audit procedures	Define or give the reference of the audit procedure regarding FSTDs.							

Part 2 FSTD – FSTD Operators General Information and Compliance Monitoring System Additional Items									
Note: Those items are only applicable to ATOs operating their own FSTDs operators.									
No.	Regulatory Requirement(s)		Compliance checked by ATO				CAAT Officials Use Only		
	Subject	Description	Yes	No	N/A	Reference (Section/Chapter/Page/Topic No.)	S	U	Remark
28 FSTD	FSTD Reporting procedures.	Define or give the reference of the reporting procedures.							
29 FSTD	FSTD Follow up and corrective action procedures – Findings.	Define or give the reference of the follow up and corrective action procedure. This procedure must be able to handle internal (ATO CMS findings) and external findings (any findings made by a third party). This procedure must address the following: - Identification of corrective action; - Person responsible for rectification; - Feedback system to the accountable manager providing an independent assessment of corrective action, implementation and completion; - Monitoring of corrective action programme; - Ensuring that the corrective action contain the necessary elements; - Evaluation of the effectiveness of the corrective action programme; Reporting of significant non-compliances to the competent authority.							
30 FSTD	Recording system. <i>ORA.GEN.220</i>	How and on which form the FSTD compliance monitoring process will be recorded and stored. Who has access to it.							
31 FSTD	Training of FSTD compliance auditors.	Define the training that the FSTD compliance auditors must perform before being allowed to audit part of the scope of the FSTD. When such training must be performed (initial training, recurrent training, refresher training).							
32 FSTD	FSTD specific procedures <i>ORA.FSTD.105</i> <i>ORA.FSTD.110</i> <i>AMC1 ORA.FSTD.110</i>	Define or give the reference of the manual or procedures providing the following information and their support documents:							
		Defect reporting system.							
		Defect rectification process.							

Part 2 FSTD – FSTD Operators General Information and Compliance Monitoring System Additional Items

Note: Those items are only applicable to ATOs operating their own FSTDs operators.

No.	Regulatory Requirement(s)		Compliance checked by ATO				CAAT Officials Use Only		
	Subject	Description	Yes	No	N/A	Reference (Section/Chapter/ Page/Topic No.)	S	U	Remark
	GM1 ORA.FSTD.110	Defect tracking mechanism.							
		Preventive maintenance programmes.							
		Spares handling.							
		Equipment calibration.							
		QTG running and checking.							
		Software and hardware control procedures.							
		Configuration control procedures for: - Control of training loads; - Updates to visual models; - Updates to navigation and instructor operation station (IOS) databases; - QTG running and checking procedures; - Maintenance procedures for defect rectification; Maintenance procedures for preventing maintenance.							
		Control of the FSTD configuration Vs aircraft being simulated.							
		System that ensures that all relevant Airworthiness Directives are introduced where applicable on affected FSTDs.							
		Procedure to notify the authority in case of: - Major change; - Relocation; - Deactivation; - Major failure of a qualified device; - Major safety issue associated with the installation.							
		Procedure that ensure compliance with applicable health and safety regulations, including: - Safety briefings; - Fire/Smoke detection and suppression;							

Part 2 FSTD – FSTD Operators General Information and Compliance Monitoring System Additional Items

Note: Those items are only applicable to ATOs operating their own FSTDs operators.

No.	Regulatory Requirement(s)		Compliance checked by ATO				CAAT Officials Use Only		
	Subject	Description	Yes	No	N/A	Reference (Section/Chapter/Page/Topic No.)	S	U	Remark
		- Protection against electrical, mechanical, hydraulic and pneumatic hazards; - Other items as defined in AMC1 ORA.FSTD.115.							
		Process to produce, review and track the following: - FSTD availability; - Numbers of defect by ATA chapter; - Open defects; - Defect closure rates; - Training session interrupt rates; - Training session compliance rating.							
35 FSTD	FSTD Record-keeping. ORA.GEN.220	Define the record keeping means and procedures for any FSTD documents.							
	ORA.FSTD.240	Define the content of the dossier for an authority recurrent evaluation or give the reference of the document providing that information.							

Part 3 – Safety Management System									
No.	Regulatory Requirement(s)		Compliance checked by ATO				CAAT Officials Use Only		
	Subject	Description	Yes	No	N/A	Reference (Section/Chapter/Page/Topic No.)	S	U	Remark
37	Scope of the safety management system.	Define here what will be the scope of the ATO safety management system. In which area of activities of the ATO it will be active (Administrative, training, FSTD, maintenance,...).							
38	Safety policy and objectives. ORA.GEN.200(a)(2)	The overall philosophies and principles of the organisation with regard to safety endorsed by the accountable manager.							
		Define the organisation’s safety objectives and performance standards.							
		Commitment from the management that a “no blame” culture is in place.							
		Define the “just culture” approach.							
		Define the means to promote the safety policy to all personnel.							
39	Lines of responsibility and accountability regarding safety. ORA.GEN.200(a)(1)	Define lines of responsibility and accountability throughout the organisation, including a direct safety accountability of the accountable manager.							
40	Safety manager (SM). ORA.GEN.200(a)(1)	Who is the safety manager.							
		Define his/her responsibilities and functions.							
		Define how he/she will comply with the requirements of such responsibilities/functions.							
41	Safety review board (SRB). ORA.GEN.200(a)(1)	Define the SRB members.							
		Define the responsibilities and functions within the SRB of each member.							
		Explain how the SRB will comply with its mission.							
		Define the planning of the SRB meetings.							
42	Safety action group (SAG). ORA.GEN.200(a)(1)	Define any needed SAGs members.							
		Define SAGs members.							
		Define the responsibilities and functions within SAGs of each member.							
		Explain how the SAG will comply with its mission.							
		Define the planning of the SAGs meetings.							

Part 3 – Safety Management System									
No.	Regulatory Requirement(s)		Compliance checked by ATO				CAAT Officials Use Only		
	Subject	Description	Yes	No	N/A	Reference (Section/Chapter/Page/Topic No.)	S	U	Remark
43	Identification of safety hazards. <i>ORA.GEN.200(a)(3)</i>	Define or give the reference of the identification of safety hazards procedure.							
44	Risk assessment process. <i>ORA.GEN.200(a)(3)</i>	Define or give the reference of the process in place within the organisation to analyse and assess the identified risks.							
45	Risk mitigation process. <i>ORA.GEN.200(a)(3)</i>	Define or give the reference of the process in place within the organisation to mitigate the identified risks.							
46	Safety action planning. <i>ORA.GEN.200(a)(3)</i>	Define the planning of all safety actions that the ATO management chooses to perform or give the reference to the document/software providing that information.							
47	Safety performance monitoring and measurement. <i>ORA.GEN.200(a)(3)</i>	Define or give the reference of the process in place within the organisation to verify the safety performance and measurement in comparison to the safety policy and objectives.							
		Define when this process will be performed and by who.							
		Define how it will be reported and by who.							
48	Continuous improvement. <i>ORA.GEN.200(a)(3)</i>	Define how the organisation will achieve continuous improvement of its safety performance.							
49	Incident investigation and reporting - Internal safety investigation. <i>ORA.GEN.200(a)(3)</i>	Define or give the reference of the process managing internal safety investigations.							
50	The Emergency Response Plan (ERP). <i>ORA.GEN.200(a)(3)</i>	Define the organisation ERP.							
51	Management of change (MOC).	Define or give the reference of the process in place within the organisation to cope with safety risks related to an external or internal change.							

Part 3 – Safety Management System									
No.	Regulatory Requirement(s)		Compliance checked by ATO				CAAT Officials Use Only		
	Subject	Description	Yes	No	N/A	Reference (Section/Chapter/Page/Topic No.)	S	U	Remark
	ORA.GEN.200(a)(3)								
52	Training on safety. ORA.GEN.200(a)(4)	Define the training over safety for every category of personnel and for the candidates.							
		Define how the safety training will be performed (self-instruction via media, classroom training, e-learning, etc...) recorded and stored.							
		Define how the safety training will be recorded.							
53	Safety promotion – Communication on safety. ORA.GEN.200(a)(4)	Define the means that the ATO will use to promote safety in order to : - Ensure that everyone involved in the ATO is aware of the safety management activities; - Inform about the outcome of any assessed risks and analysed hazard; - Explain the mitigation measures undertaken; That relevant persons receives a feedback from a voluntary report.							
54	Immediate reaction to a safety problem. ORA.GEN.155	Describe how the organisation will remain vigilant towards any safety problems raised either by the industry or the CAAT and who is responsible for this task.							
55	Occurrence reporting. ORA.GEN.160	Describe how the organisation and who will report any accident, serious incident and occurrences as defined in the CAAT Reporting Regulation.							
		Describe how the organisation will report to the competent authority and to the organisation responsible for the design of the aircraft any incident, malfunction, technical defect, exceeding of technical limitations, occurrence that would highlight inaccurate, incomplete or ambiguous information contained in data established in accordance with Part-21 or other irregular circumstance that has or may have endangered the safe operation of the aircraft and that has not resulted in an accident or serious incident.							
		Describe also how the organisation will produce a follow up report to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified.							

Findings					
No.	Status	Description	TO BE COMPLETED BY THE ATO	CAAT Follow-up	Close Date
			Organisation Corrective Action		
1	OPEN		DD/MM/YYYY Comments	DD/MM/YYYY Comments	DD/MM/YYYY
2	CLOSED		DD/MM/YYYY Comments	DD/MM/YYYY Comments	DD/MM/YYYY
3			DD/MM/YYYY Comments	DD/MM/YYYY Comments	DD/MM/YYYY
4			DD/MM/YYYY Comments	DD/MM/YYYY Comments	DD/MM/YYYY