

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>	Operation Manual (OM)
	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 3 rd 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 1 - General									
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.							
8	A list and description of all volumes in the operations manual.	A summary which clearly defines the content and the purpose of each part of the manual.							
9	Administration (function and management).	An organization chart providing the relationships between the post holders (AM, HT, CFI, CTKI, CMM and SM) their assistants/deputies and the rest of the staff.							
		The contact information of each nominated persons/assistants/deputies or refer to the OMM item 04.							

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10	Responsibilities (all management and administrative staff).	The responsibilities of each nominated persons /assistants/deputies and administrative staff must be described.							
11	Student discipline and disciplinary action.	The rules that the student must follow while trained by the ATO.							
		The consequences and procedure in case of failing to comply with those rules.							
12	Approval/authorisation of flights.	The procedure to authorise a flight (Dual, solo, solo x-country).							
		What are the requirements to authorise a flight?							
		Who are the responsible staff members allowed to authorise a flight?							
		What is the form used to authorised the solo flights and solo navigations?							
13	Preparation of flying programme (restriction of numbers of aircraft in poor weather).	Who is responsible for the flying training programme/dispatching (A/C or FSTD)?							
		Where is the flight planning available?							
		How is a flight booked (by a student or the ATO)?							
		What are the supporting tools to plan the flights?							
		What are the restrictions in terms of A/C numbers that the training staff can supervise at the same time in case of poor weather?							
		When and how a flight can be cancelled?							
		What are the consequences of a flight cancellation for the student and the ATO?							
		When must a student be present before the flight?							
14	Command of aircraft.	What is the procedure and the consequences in case of a "no show" either from a student or an instructor?							
		Who is the PIC for each type of flight (dual, solo, SPIC, skill test,...)?							
15	Responsibilities of pilot-in-command.	Duties and responsibilities of the PIC prior, during and after the flight.							
16	Carriage of passengers.	What are the rules of the school concerning carriage of passengers during training activities?							
17	Aircraft documentation.	Which documents must be aboard an aircraft?							
		A separation must be made between legal documents and ATO's specific documents.							
18	Retention of documents.	Define retention procedures for each type of document (ATO manuals, student folder, instructor folders, POH, document of reference, archives...) :							
		Where they will be contained?							
		Who has access to those documents?							

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		Define the archiving procedure.							
19	Fight crew qualification records (licences and ratings).	How the ATO keeps the qualification record over the training staff (instructor folder)?							
		What are the documents to be kept within the instructor folder, under which form/structure?							
		How and with what means does the ATO oversight the validity of the licences, ratings and medical certificates of the training staff?							
		What are the safety nets to prevent an “unqualified” instructor to be scheduled for a training flight?							
20	Revalidation medical certificates	How will the ATO manage the revalidation of the medical certificates and ratings of the training staff and the students?							
		What are the safety nets to prevent an expiration of a medical certificate and rating?							
21	Flight duty period and flight time limitations (flying instructors).	What are the limits applied in the ATO for the full time FIs and the part time FIs?							
		How the duty and flight time will be tracked within the ATO?							
		How the instruction staff will warn the ATO of its aeronautical activities outside the ATO in order to prevent overwork and lack of performance?							
		What are the restrictions for the FIs working also in an airline?							
		What are the restrictions for the FIs having a small amount of instruction time?							
		What are the ATO flight time minima policies for the FIs having not flown since a while in the ATO? Define such policies for each type of aircraft/training (i.e. returning from sick leaves, long absence).							
22	Flight duty period and flight time limitations (students).	Define the limitations for the students in terms of flight or simulated flight training in order to keep an optimal learning capacity.							
		How will report the student his aeronautical activities outside the ATO?							
23	Rest periods (flight instructors).	Define the minimum rest period between flight training sessions for the FIs in order to maintain his awareness and flying skills.							
24	Rest periods (students).	Define the minimum rest period between flight training sessions for the student in order to maintain his learning capacities.							
25	Pilots’ log books.	Explain how the Pilot’s logbook of the students and the FIs must be fulfil for each type of flight (DUAL, PIC, SPIC, NAV, skill test,...).							
26	Flight planning (general).	Define the procedure for the flight planning.							
27	Safety (general) – equipment, radio	What is the safety equipment aboard the aircrafts, in the ATO premises and on the Apron?							
		Is there a radio listening watch foreseen?							

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	listening watch, hazards, accidents and incidents (including reports), safety pilots etc...	Describe the procedure in case of accident and incident or refer to the ERP.							
		What are the forms used to report accident and incident or refer to the ERP?							
		What is the chain of info and who is the responsible to handle the situation in case of accident/incident (safety pilots) or refer to the ERP?							
		What are the identified hazards of the training fields used by the ATO or give the reference of the document relating those hazards?							
		ow will the student or the FI declare before a training flight that he is “fit to fly”?							

Part 2 - Technical									
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	Aircraft descriptive notes.	Description of all aircraft types in use within the ATO.							
29	Aircraft handling (including checklists, limitations, maintenance and technical logs, in accordance with relevant requirements, etc.).	Define the ATO policy in terms of aircraft handling per aircraft type.							
		Information over aircraft limitations per aircraft type or a reference to the document providing such information.							
		Checklists of every type of aircraft or a reference to the document providing such information.							
		Procedure for reporting of defect items before, during and after the flight.							
		Procedure to release an aircraft after maintenance.							
		Safety nets to prevent an unreleased aircraft to be flown.							

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	Subject	Description	Yes	No	N/A	Reference (Section/Chapter/ Page/Topic No.)	S	U	Remark
30	Emergency procedures.	Describe the emergency procedures for each type of aircraft used by the ATO or where the information can be found.							
31	Radio and radio navigation aids.	What are the radio and radio navigation aids available per aircraft type or a reference to the document providing such information?							
32	Allowable deficiencies (based on MMEL, if available).	Describe the ATO minimum equipment list (MEL) allowed for each type of aircraft in use in the ATO in relation with the type of training flight (night, solo, X-country).							

Part 3 - Route									
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
33	Performance (legislation, take-off, route, landing etc.).	For each type of aircraft in use in the ATO, what are the performances or where the information can be found.							
34	Flight planning (fuel, oil, minimum safe altitude, navigation equipment etc.).	What are the ATO policies in relation with minimum safe altitude, fuel quantity, oil quantity, use of navigation equipment for each type of aircraft and type of training flight (solo, night, X-country, etc)?							
35	Loading (load sheets, mass, balance, limitations).	What are the means and where the information can be found to perform the mass and balance calculation?							
36	Weather minima (flying instructors).	What are the specific ATO minima in terms of minimum visibility, ceiling, X-wind component for each type of training flight?							
37	Weather minima (students – at various stages of training).	What are the specific ATO minima for each type of training flights/skill test in terms of minimum visibility, ceiling, X-wind component in regards with student experience?							
38	Training routes/areas.	Main practice areas and routes used by the ATO for each specific training (Airwork, stalls and spins, T/G, night T/G, SID, STAR, ILS, holdings, hovering, slope landing, confined area, autorotation...).							
		Noise abatement procedures for those areas.							
		Procedures to perform training flights abroad (flight plan, solo flights).							

Part 4 – Personnel training										
No.	Regulatory Requirement(s)			Compliance checked by ATO				CAAT Officials Use Only		
	Subject	Description	Reference	Yes	No	N/A	Reference (Section/Chapter/ Page/Topic No.)	S	U	Remark
39	Appointments of persons responsible for standards/competence of flight personnel.	Define the persons designated for the selection, initial evaluation, continuous evaluation and standardisation of the FIs.								
40	Initial training.	Provide the training plan of the initial training that the new hired FIs and TKIs must performed before being scheduled for a training activity.								
		Forms to be used to report the initial training.								
41	Refresher training.	Describe the training plan and content of the refresher training for the FIs and TKIs depending of their field of activity within the ATO.								
		When will the refresher trainings be organised?								
		Forms to be used to report the refresher training.								
42	Standardisation training.	Describe the training plan and content to standardise the FIs and TKIs for each type of training.								
		When will the standardisation training be organised?								
		Forms to be used to report the standardisation training.								
43	Proficiency checks.	Describe for each type of training the content of a proficiency check that a FI or a TKI must perform.								
		Define the criteria for this evaluation, define the key elements that must be evaluated (skill, behaviour, pedagogy,...).								
		When will the proficiency checks be organised?								
		Forms to be used to report the proficiency check								
44	Upgrading training.	Define the training plan and content for a FI or TKI that is promoted to give instruction in a higher phase of the training or in another branch of the theoretical knowledge instruction/long briefing.								
45	ATO personnel standards evaluation.	Define the procedure to evaluate ATO personnel standards.								

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