

Applicant's Information <i>(Filled by Applicant)</i>			
Name of Organisation: Click or tap here to enter text.		MTO certificate no.: Click or tap here to enter text.	
Title of proposed Training Program: Course title issues XX revision XX		Date of Submitted: DD - MMM - YYYY Date of Expected : DD - MMM - YYYY	Application No.: <i>(For CAAT)</i>
Prior Approval	Type of Submission ☐ Initial ☐ Amendment	Type of Program ☐ Basic Training ☐ Type Training ☐ Other (specify)	How the training is to be delivered? ☐ Classroom Delivery ☐ Virtual Classroom ☐ Simulator Training ☐ Other (specify)
	No. of Attempt ☐ 1 st attempt ☐ 2 nd attempt ☐ 3 rd attempt		Training device will be used for this course (Type and number) ☐ Simulator (FSTD/ STD) ☐ Actual aircraft
Coordinator Name/ E-mail: Click or tap here to enter text.			
The following documents are submitted with this application by applicant: ☐ 1. Draft MTOE ☐ 2. Reference of training material/Other relevant documents or required by competent official Click or tap here to enter text.			
Declaration and Signature the information provided in this form is complete and correct and that the documents provided are genuine. Signature: Applicant's Name: Click or tap here to enter text. Date: DD - MMM - YYYY			
Check Submitted document <i>(Competent Official Use Only)</i>			
No. of Attempt: ☐ 1 st attempt ☐ 2 nd attempt ☐ 3 rd attempt			
Verification result: ☐ Accept ☐ Reject			
This compliance check form has been verified by: Signature: Inspector's Name/: Click or tap here to enter text. Date: DD - MMM - YYYY			
Financial (If applicable) ☐ Invoice No. Date: DD - MMM - YYYY ☐ Receipt No. Date: DD - MMM - YYYY			

Instructions:

- 1) MTO fills the information in Part “Applicant’s Information”
- 2) MTO is to conduct a self-assessment as part of its compliance check by providing manual references into the “Compliance statements & MTOE Reference checked by MTO”
- 3) 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.
- 4) Each checklist item shall be assessed and given a result either Satisfactory or Unsatisfactory, or N/A
 - (a) **Satisfactory** shall be given if the MTO is able to provide valid contents and details that comply with the requirements.
 - (b) **Unsatisfactory** shall be given if the MTO provides 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 MTO.
 - (c) **N/A** shall be given to indicate when information in a certain table cell is not provided, either because it does not apply to a particular case or because the answer is not available.
- 5) Remarks/Comments column, inspection result information shall be recorded, both satisfactory and unsatisfactory, the information shall be detailed enough to support the inspection result.
- 6) Signature block: the following shall be filled.
 - a. Name & surname, in capital letters
 - b. Signature
 - c. Signed date in DD Month (like JAN) and year (in C.E.)
- 7) 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.

Item	Regulatory Requirement	Compliance statements & MTOE Reference checked by MTO <i>Eg. Section 1, Part 4, No. 5 Organisational Structure, p. xx</i>	CAAT Officials Use only	
			Results	Comment(s)
Subpart A - General				
147.A.05 Scope	This section establishes the requirements to be met by organizations seeking approval to conduct training and examination as specified in TCAR PEL- Part 66.		Choose an item.	
147.A.10 General	A training organisation shall be an organisation or part of an organisation registered as a legal entity.		Choose an item.	
147.A.15 Application	(a) An application for an approval or for the change of an existing approval shall be made on a form and in a manner established by the Civil Aviation Authority of Thailand.		Choose an item.	
	(b) An application for an approval or change to an approval shall include the following information: (1) the registered name and address of the applicant; (2) the address of the organisation requiring the approval or change to the approval; (3) the intended scope of approval or change to the scope of approval; (4) the name and signature of the accountable manager; (5) the date of application		Choose an item.	

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Subpart B - Organizational Requirements				
147.A.100 Facility Requirements	(a) The size and structure of facilities shall ensure protection from the prevailing weather elements and proper operation of all planned training and examination on any particular day.		Choose an item.	
	(b) Fully enclosed appropriate accommodation separate from other facilities shall be provided for the instruction of theory and the conduct of knowledge examinations. 1. The maximum number of students undergoing knowledge training during any training course shall not exceed 28. 2. The size of accommodation for examination purposes shall be such that no student can read the paperwork or computer screen of any other student from his/her position during examinations.		Choose an item.	
	(c) The point (b) accommodation environment shall be maintained such that students are able to concentrate on their studies or examination as appropriate, without undue distraction or discomfort.		Choose an item.	
	(d) In the case of a basic training course, basic training workshops and/or maintenance facilities separate from training classrooms shall be provided for practical instruction appropriate to the planned training course. If, however, the organisation is unable to provide such facilities, arrangements may be made with another organisation to provide such		Choose an item.	

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	workshops and/or maintenance facilities, in which case a written agreement shall be made with such organization specifying the conditions of access and use thereof. The Civil Aviation Authority of Thailand shall require access to any such contracted organisation and the written agreement shall specify this access.			
	(e) In the case of an aircraft type/task training course access, shall be provided to appropriate facilities containing examples of aircraft type as specified in 147. A.115(d).		Choose an item.	
	(f) The maximum number of students undergoing practical training during any training course shall not exceed 15 per supervisor or assessor.		Choose an item.	
	(g) Office accommodation shall be provided for instructors, knowledge examiners and practical assessors of a standard to ensure that they can prepare for their duties without undue distraction or discomfort.		Choose an item.	
	(h) Secure storage facilities shall be provided for examination papers and training records. The storage environment shall be such that documents remain in good condition for the retention period as specified in 147.A.125. The storage facilities and office accommodation may be combined, subject to adequate security.		Choose an item.	

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	(i) A library shall be provided containing all technical material appropriate to the scope and level of training undertaken.		Choose an item.	
147.A.105 Personnel Requirements	(a) The organisation shall appoint an accountable manager who has corporate authority for ensuring that all training commitments can be financed and carried out to the standard required by this Part.		Choose an item.	
	(b) A person or group of persons, whose responsibilities include ensuring that the maintenance training organisation is in compliance with the requirements of this Part, shall be nominated. Such person(s) shall be responsible to the accountable manager. The senior person or one person from the group of persons may also be the accountable manager subject to meeting the requirements for the accountable manager as defined in point (a).		Choose an item.	
	(c) The maintenance training organisation shall contract sufficient staff to plan/perform knowledge and practical training, conduct knowledge examinations and practical assessments in accordance with the approval.		Choose an item.	
	(d) By derogation to point (c), when another organisation is used to provide practical training and assessments, such other organization's		Choose an item.	

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	staff may be nominated to carry out practical training and assessments.			
	(e) Any person may carry out any combination of the roles of instructor, examiner and assessor, subject to compliance with point (f).		Choose an item.	
	(f) The experience and qualifications of instructors, knowledge examiners and practical assessors shall be established in accordance with criteria published or in accordance with a procedure and to a standard agreed by the Civil Aviation Authority of Thailand (CAAT)		Choose an item.	
	(g) The knowledge examiners and practical assessors shall be specified in the organisation exposition for the acceptance of such staff.		Choose an item.	
	(h) Instructors and knowledge examiners shall undergo updating training at least every 24 months relevant to current technology, practical skills, human factors and the latest training techniques appropriate to the knowledge being trained or examined.		Choose an item.	
147.A.110 Records of Instructors, Examiners and Assessors	(a) The organisation shall maintain a record of all instructors, knowledge examiners and practical assessors. These records shall reflect the experience and qualification, training history and any subsequent training undertaken.		Choose an item.	
	(b) Terms of reference shall be drawn up for all instructors, knowledge examiners and practical		Choose an item.	

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	assessors.			
	(c) The organisation shall retain the record of all instructors, knowledge examiners and practical assessors for a period of two years after they have left the training organisation.		Choose an item.	
147.A.115 Instructional Equipment	(a) Each classroom shall have appropriate presentation equipment of a standard that ensures students can easily read presentation text/drawings/diagrams and figures from any position in the classroom. Presentation equipment shall include representative synthetic training devices to assist students in their understanding of the particular subject matter where such devices are considered beneficial for such purposes.		Choose an item.	
	(b) The basic training workshops and/or maintenance facilities as specified in 147.A.100 (d) shall have all tools and equipment necessary to perform the approved scope of training.		Choose an item.	
	(c) The basic training workshops and/or maintenance facilities as specified in 147.A.100 (d) shall have an appropriate selection of aircraft, engines, aircraft parts and avionic equipment.		Choose an item.	
	(d) The aircraft type training organisation as specified in 147.A.100 (e) shall have access to the appropriate aircraft type. Synthetic training		Choose an item.	

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	devices may be used when such synthetic training devices ensure adequate training standards.			
147.A.120 Maintenance Training Material	(a) Maintenance training course material shall be provided to the student and cover as applicable: 1. the basic knowledge syllabus specified in TCAR PEL - Part 66 for the relevant aircraft maintenance licence category or subcategory and, 2. the type course content required by TCAR PEL - Part 66 for the relevant aircraft type and aircraft maintenance licence category or subcategory.		Choose an item.	
	(b) Students shall have access to examples of maintenance documentation and technical information of the library as specified in 147.A.100 (i)		Choose an item.	
147.A.125 Records	The organisation shall keep all student training, examination and assessment records for an unlimited period.		Choose an item.	
147.A.130 Training Procedures and Quality System	(a) The organisation shall establish procedures acceptable to the Civil Aviation Authority of Thailand to ensure proper training standards and compliance with all relevant requirements in this Part.		Choose an item.	

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	(b) The organisation shall establish a quality system including: 1. an independent audit function to monitor training standards, the integrity of knowledge examinations and practical assessments, compliance with and adequacy of the procedures, and 2. a feedback system of audit findings to the person(s) and ultimately to the accountable manager referred to in 147.A.105(a) to ensure, as necessary, corrective action.		Choose an item.	
147.A.135 Examinations	(a) The examination staff shall ensure the security of all questions.		Choose an item.	
	(b) Any student found during a knowledge examination to be cheating or in possession of material pertaining to the examination subject other than the examination papers and associated authorised documentation shall be disqualified from taking the examination and may not take any examination for at least 12 months after the date of the incident. The Civil Aviation Authority of Thailand shall be informed of any such incident together with the details of any enquiry within seven days.		Choose an item.	
	(c) Any examiner found during a knowledge examination to be providing question answers		Choose an item.	

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	to any student being examined shall be disqualified from acting as an examiner and the examination declared void. The Civil Aviation Authority of Thailand shall be informed of any such occurrence within seven days.			
147.A.140 Maintenance Training Organisation Exposition	(a) The organisation shall provide an exposition for use by the organisation describing the organisation and its procedures and containing the following information: 1) a statement signed by the accountable manager confirming that the maintenance training organisation exposition and any associated manuals define the maintenance training organization's compliance with this Part and shall be complied with at all times. 2) the title(s) and name(s) of the person(s) nominated in accordance with 147.A.105(b). 3) the duties and responsibilities of the person(s) specified in point 2, including matters on which they may deal directly with the Civil Aviation Authority of Thailand on behalf of the maintenance training organisation. 4) a maintenance training organisation chart showing associated chains of		Choose an item.	

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	responsibility of the person(s) specified in point (a)(2). 5) a list of the training instructors, knowledge examiners and practical assessors. 6) a general description of the training and examination facilities located at each address specified in the maintenance training organization's approval certificate, and if appropriate any other location, as required by 147.A.145(b). 7) a list of the maintenance training courses which form the extent of the approval. 8) the maintenance training organization's exposition amendment procedure. 9) the maintenance training organization's procedures, as required by 147.A.130(a). 10) the maintenance training organization's control procedure, as required by 147.A.145(c), when authorized to conduct training, examination and assessments in locations different from those specified in 147.A.145(b). 11) a list of the locations pursuant to 147.A.145(b).			

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	12) a list of organizations, if appropriate, as specified in 147.A.145(d).			
	(b) The maintenance training organization's exposition and any subsequent amendments shall be approved by the Civil Aviation Authority of Thailand.		Choose an item.	
	(c) Notwithstanding point (b) minor amendments to the exposition may be approved through an exposition procedure (hereinafter called indirect approval).		Choose an item.	
147.A.145 Privileges of the maintenance training organisation.	(a) The maintenance training organisation may carry out the following as permitted by and in accordance with the maintenance training organisation exposition: 1. basic training courses to the TCAR PEL - Part 66 syllabus. 2. aircraft type/task training courses in accordance with TCAR PEL - Part 66. 3. the examination of students who did not attend the aircraft type training course at the maintenance training organisation;		Choose an item.	
	(b) Training, knowledge examinations and practical assessments may only be carried out at the locations identified in the approval certificate and/or at any location specified in the maintenance training organisation exposition.		Choose an item.	

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	(c) By derogation to point (b), the maintenance training organisation may only conduct training, knowledge examinations and practical assessments in locations different from the point (b) locations in accordance with a control procedure specified in the maintenance training organisation exposition. Such locations need not be listed in the maintenance training organisation exposition.		Choose an item.	
	(d) The maintenance training organisation may subcontract the conduct of basic theoretical training, to a non-maintenance training organisation only when under the control of the maintenance training organisation quality system. 1. The subcontracting of basic theoretical training is limited to TCAR PEL - Part 66, Appendix I, Modules 1, 2, 3, 4, 5, 6, 8, 9 and 10. 2. The subcontracting of type training and examination is limited to powerplant and avionic systems.		Choose an item.	
	(e) An organisation may not be approved to conduct examinations unless approved to conduct the corresponding training.		Choose an item.	
	(f) By derogation from point (e), an organisation approved to provide basic knowledge training or type training may also be approved to provide type examination in the cases where type training is not required.		Choose an item.	

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147.A.150 Changes to the Maintenance Training Organisation	(a) The maintenance training organisation shall notify the Civil Aviation Authority of Thailand of any proposed changes to the organisation that affect the approval before any such change takes place, in order to enable the Civil Aviation Authority of Thailand to determine continued compliance with this Part and to amend if necessary the maintenance training organisation approval certificate.		Choose an item.	
	(b) The Civil Aviation Authority of Thailand may prescribe the conditions under which the maintenance training organisation may operate during such changes unless the Civil Aviation Authority of Thailand determines that the maintenance training organisation approval shall be suspended.		Choose an item.	
	(c) Failure to inform the Civil Aviation Authority of Thailand of such changes may result in suspension or revocation of the maintenance training organisation approval certificate backdated to the actual date of the changes.		Choose an item.	
147.A.155 Continued Validity	(a) An approval shall be issued for 3 years. It shall remain valid subject to: 1. the organisation remaining in compliance with this Part and 2. the Civil Aviation Authority of Thailand being granted access to the organisation to determine continued compliance with this Annex (Part-147); and		Choose an item.	

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	3. the certificate not being surrendered or revoked.			
	(b) Upon surrender or revocation, the approval shall be returned to the Civil Aviation Authority of Thailand.		Choose an item.	
147.A.160 Findings	(a) A level 1 finding is one or more of the following: 1. any significant non-compliance with the examination process which would invalidate the examination(s), 2. failure to give the Civil Aviation Authority of Thailand access to the organization's facilities during normal operating hours after two written requests, 3. the lack of an accountable manager, 4. a significant non-compliance with the training process.		Choose an item.	
	(b) A level 2 finding is any non-compliance with the training process other than level 1 findings.		Choose an item.	
	(c) After receipt of notification of findings, the holder of the maintenance training organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the Civil Aviation Authority of Thailand within a period agreed with the Authority		Choose an item.	
Subpart C - The Approved Basic Training Course				

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147.A.200 The Approved Basic Training Course	(a) The approved basic training course shall consist of knowledge training, practical training and a practical assessment.		Choose an item.	
	(b) The knowledge training element shall cover the subject matter for a category or subcategory A, B1 or B2 aircraft maintenance licence as specified in TCAR PEL - Part 66.		Choose an item.	
	(c) The practical training element shall cover the practical use of common tooling/equipment, the disassembly/assembly of a representative selection of aircraft parts and the participation in representative maintenance activities being carried out relevant to the particular TCAR PEL - Part 66 complete module.		Choose an item.	
	(d) The practical assessment element shall cover the practical training and determine whether the student is competent at using tools and equipment and working in accordance with maintenance manuals.		Choose an item.	
	(e) The duration of basic training courses shall be in accordance with Appendix I.		Choose an item.	
	(f) The duration of conversion courses between (sub) categories shall be determined through an assessment of the basic training syllabus and the related practical training needs		Choose an item.	
147.A.210 Basic Practical Assessment	(a) Basic practical assessments shall be carried out during the basic maintenance training course by the nominated practical assessors at		Choose an item.	

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	the completion of each visit period to the practical workshops/maintenance facility.			
	(b) The student shall achieve an assessed pass with respect to point 147.A.200(e).		Choose an item.	
Subpart D - Aircraft Type/Task Training				
147.A.300 Aircraft Type/Task Training	A maintenance training organisation shall be approved to carry out TCAR PEL - Part 66 aircraft type and/or task training subject to compliance with the standard specified in TCAR PEL - Part 66.A.45.		Choose an item.	
147.A.305 Aircraft Type Examinations and Task Assessments	A maintenance training organisation approved in accordance with 147.A.300 to conduct aircraft type training shall conduct the aircraft type examinations or aircraft task assessments specified in TCAR PEL - Part 66 subject to compliance with the aircraft type and/or task standard specified in TCAR PEL - Part 66.A.45.		Choose an item.	