

Part I: Applicant's Information					
Name of Organisation:			ATO certificate no.: FTO-XXXX or ATCO-XXXX or MTO-XXXX		
			Date of Submitted: DD – MMM – YY	Application No.: (For CAAT)	
Prior Approval	Type of Submission ☐ Initial ☐ Amendment	No. of Attempt ☐ 1 st attempt ☐ 2 nd attempt ☐ 3 rd attempt	Issue No. XX Revision No. XX Revision Date: DD – MMM – YY		
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.					
Please ensure that - There is a list of effective pages. Every page is identified with a page number, a date and a revision number. - Training materials and Examination Tests, in any format, shall be made accessible for CAAT inspector - Reference in the applicable Training Program should be detail appropriate with training materials - Organisation declaration and signature in the first page must be signed					
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 - (S)’, ‘Unsatisfactory - (U)’ or ‘Not applicable - N/A’ 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. 4) Remarks column, inspection result information shall be recorded, both satisfactory or unsatisfactory, the information shall be detailed enough to support the inspection result. 5) 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.) 6) Provide detail in each subtopic/content of every subjects. 7) Checklist does not address Training Course requirements as per TCAR PEL Part FCL. Applicant shall provide separate relevant training course checklist for review and approval along with this checklist. 8) The Theoretical Knowledge Checklist shall be submitted along with this checklist for both initial approvals and amendments affecting theoretical knowledge training 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.			

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
General Requirement								
1	Title page	Title of the manual						
		A unique reference of the manual						
		Date of revision						
		Revision 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 – Training plan								
8	The aim of the course.	A statement of what the student is expected to do as a result of the training.						
		The level of performance that must be obtained after the course.						
		The training constraints to be observed (i.e. time constraint).						
9	Pre-entry requirements.	Minimum age.						
		Minimum educational (including language) and entrance requirements (if applicable).						
		AMC1 ORA.ATO.145 and AMC1 to Appendix 3 to Part-FCL requires the ATO to check that the applicant has enough knowledge of mathematics, physics and English to be able to follow the course.						
		Provide information on how the ATO will assess the candidate capabilities.						
		Medical requirements.						
		The training manual shall clearly state that the candidate must have a valid relevant medical certificate to apply for the licence or the rating he will be trained for..						

		Any additional requirements the ATO wants to apply.							
		Define the procedure to enrol in the course.							
10	Credits for previous experience.	Describe the procedure that the ATO will follow to propose a tailor-made program for a candidate having prior experience and how the credits given will be documented.							
		<i>Recurrent cases can be here described.</i>							
		<i>Pre-entry assessment flight, reporting and forms to be used.</i>							
		Procedure to give credit in case of student coming from another training program or another ATO.							
		<i>To be obtained from the Authority <u>before</u> that the training begins in the case of Appendix 3 to Part-FCL trainings (ATPL and CPL).</i>							
		Procedure to establish a training programme in the case of a renewal of a rating or a class/type ratings (if applicable).							
		<i>Guidelines are given in AMC1 FCL.625(c) and AMC1 FCL.740(b)(1).</i>							
		<i>Assessment flight, reporting and forms to be used.</i>							
11	Training Syllabi.	The flight training syllabus (if applicable).							
	<u>Definition syllabus:</u>	<i>Provide the list of all exercises to be done during the flight training.</i>							
	A syllabus (pl. syllabuses, or syllabi ; from Late Latin syllabus "list"), is an outline and summary of topics to be covered in an education or training course. It is descriptive.	<i>Provide a cross reference with the exercises required by the Part-FCL.</i>							
		The synthetic flight training syllabus (if applicable).							
		<i>Provide the list of all exercises to be done during the synthetic flight training. Provide a cross reference with the exercises required by the Part-FCL.</i>							
		The theoretical knowledge training syllabus (if applicable).							
		<i>Provide the list of all subjects that will be instructed during the theoretical knowledge training.</i>							
		<i>Provide a cross reference list of the subjects required by the Part-FCL.</i>							
		In case of Type Rating training courses, the syllabus shall include, as appropriate, all OSD mandatory and non-mandatory elements in order to be compliant with the applicable regulation.							

		<i>Declare in the TM that the Type Rating training course includes, as appropriate, OSD elements approved in accordance with the TCAR regulation. Refer to the latest version of the approved minimum syllabus of pilot type rating training in the OSD for the relevant type of aircraft.</i>							
12	The time scale and scale, in weeks, for each syllabus.	Arrangements of the course and the integration of syllabi time.							
		<i>For each syllabus, provide a synoptic scheme which defines the general chronology of the syllabi.</i>							
13	Training programme.	The general arrangements of daily and weekly programs for flying, ground and synthetic flight training.							
		<i>Describe in general how long, when and where the courses are given.</i>							
		<i>How many sessions per day, per week.</i>							
		Bad weather constraints.							
		<i>Describe the procedure if there is a delay in the training due to a long period of bad weather.</i>							
		Program constraints in terms of maximum student training times, (flying, theoretical knowledge, on FSTDs) i.e. per day/week/month.							
		Restrictions in respect of duty periods for students.							
		Duration of dual and solo flights at various stages.							
		Maximum flying hours in any day/night.							
		Maximum number of training flights in any day/night.							
14	Training records.	Minimum rest period between duty periods.							
		Rules for security of records and documents.							
		<i>Describe the procedures for the preservation and confidentiality of the records and documents or give the reference of the OM item 18.</i>							
		Attendance records.							
		<i>Which form and/or system will be used to attest the presence of the candidate at the training sessions (i.e. classroom teaching, long briefings).</i>							
		The form of training records to be kept.							
		<i>Which forms will be used to report and assess the training. Each form must have a clear identification (reference number, version number and version date).</i>							
		Persons responsible for checking records and students logbooks.							
		<i>At least one staff member must be appointed to check the records and the students logbook. Ideally, it should be the head of training or a person appointed by him.</i>							
		The nature and frequency of record checks.							
		<i>Describe what will be checked in the training records and when.</i>							
		<i>i.e. before first solo, before first solo x-country, any major step during the training.</i>							
		<u><i>The training records and candidate logbook must be checked entirely by the ATO before the skill test.</i></u>							
		Standardisation of entries in training records.							

		How and on which identical criteria and method will the FIs evaluate the candidate and report the evaluation in the training records.							
		Rules concerning log book entries.							
		Define how the student must fulfil his logbook for each phase of the training and what the FI must have a look to before countersigning a training session.							
		The mission reference number must be also registered in the remark column (if applicable), there must be a clear link between a training session and a logbook entry.							
15	Safety training.	Individual responsibilities.							
		Who is responsible in each phase of the training regarding safety concerns.							
		Essential exercises.							
		What are the essential exercises that a candidate must perform before each phase of the training.							
		Emergency drills (frequency).							
		When in the training will the candidate perform the essential exercises.							
		Dual checks (frequency at various stages).							
		When will the essential exercises and emergency drills will be reviewed.							
		Requirement before first solo day/night/navigation or any other major step of the training.							
		ATO requirements in regard of technical level, knowledge, and operational rules.							
		What must be checked by the FI before releasing the candidate for a solo flight day/night/navigation.							
		On which form will it be reported or give the reference of the OM item 12.							
16	Tests and examinations.	Theoretical Knowledge							
		(a) Progress tests.							
		(b) Theoretical knowledge examinations.							
		(a) Progress tests (PTs) shall be organised on a regular basis to assess the candidate progress.							
		When and how those PTs will be organised.							
		Theoretical knowledge PTs should be CAAT-like exams (multiple choice) <u>and</u> open questions exams.							
		Define here the pass mark.							
		(b) When and how the theoretical knowledge examinations/final progress checks will be organised.							
		What are the requirements/minimum pass mark in the PTs to attend the theoretical knowledge examinations/final progress checks.							
		What is minimum pass mark to succeed the ATO final theoretical knowledge examinations.							
		Flying							
		(a) Progress checks.							
		(b) Skill tests.							

		(a) When and how the progress checks (PCs) will be organized.						
		On which form the PC will be reported.						
		Which categories of FIs are allowed to perform the PCs.						
		(b) A form must be developed stipulating that the ATO judges that the candidate fulfil all legal requirements and that he is theoretically and practically ready to present a skill test.						
		Authorization for test.						
		Describe the procedure and criteria to authorise a candidate to apply for a						
		- Theoretical knowledge progress test						
		- Theoretical knowledge examinations in the ATO (ATO final theoretical examination)						
		- Theoretical knowledge examination at national authorities : <u>An official ATO recommendation must be available</u>						
		- Practical progress check						
		- Skill test : <u>An official ATO recommendation must be available</u>						
		It could be done through a checklist/release form.						
		Rules concerning refresher training before retest.						
		In case of failure in a PT or a PC, what is the procedure to determine the amount of training that the candidate needs in order to retry the concerned PT or PC.						
		Test reports and records.						
		Which forms are used to collect the results of the PTs and PCs. Which documents, where and under which format it will be stored (paper version, digital version).						
		Procedures for examination paper preparation, type of question and assessment, standard required for "Pass".						
		Describe when and how the ATO will organize a blank exam to prepare the candidate for the CAAT exam.						
		Procedure for question analysis and review and for raising replacement papers.						
		Describe the procedure to update and review the ATO question bank.						
		Examination resit procedures.						
		Describe the procedure to re-train and re-assess a candidate when he fails to the CAAT exams.						
17	Training effectiveness.	Individual responsibilities.						
		Describe the responsibilities of the candidate and the FI/TKI regarding the training effectiveness.						
		General assessment.						
		Define how the ATO will assess the effectiveness of the training.						
		Liaison between departments.						

		How the ATO will organise the transfer of information over the candidates between the theoretical and flight training departments (meetings, reports). How both departments will be aware of the progress of the candidates.							
		Identification of unsatisfactory progress (individual students).							
		How an instructor may report a lack of knowledge or aptitudes of a candidate to the head of training, chief flight instructor and the chief theoretical knowledge instructor.							
		Actions to correct unsatisfactory progress.							
		What is the procedure to correct unsatisfactory progress of a candidate.							
		Procedure for changing instructors.							
		What is the procedure for a candidate to have another FI/TKI. Is it allowed?							
		What is the procedure for a FI/TKI to not be assigned to train a specific candidate? Is it allowed?							
		Maximum number of instructor changes per student.							
		What is the maximum instructor changes allowed per student.							
		Internal feedback system for detecting training deficiencies.							
		How the ATO will collect information on the efficiency of the training provided (i.e. General poor performance of the candidates at the CAAT exams, inadequacy between FNPTs and A/C fleet, recurrent failures in skill tests).							
		What is the procedure to correct those training deficiencies.							
		How a candidate may report a training deficiency and to who.							
		Procedure for suspending a student from training.							
		Describe the procedure that the ATO must comply with in order to suspend or expulse a candidate. The CAAT must be informed when a student stops for personal reasons his training or when he has been stopped by the ATO.							
		Discipline.							
		What are the specific discipline requirements linked to the training described in concerned training manual to be observed by the candidate.							
		General discipline requirements are described in the operations manual.							
		Reporting and documentation.							
		On which form or document all of the above will be reported and stored and under which format (paper or digital version).							
18	Standards and level of performance at various stages.	Individual responsibilities.							
		Define the responsibilities of the candidate and the FI/TKI towards the level of performance to be achieved for various stages of the training. If something goes wrong, has everyone made their part of the job.							
		Standardization.							
		Define for various stages of the training the standards to be achieved by the candidate.							

		Standardization requirements and procedures.							
		Define how the standardisation requirements will be verified and respected. By who it will be verified and with what means.							
		Application of test criteria.							
		Define a commune base and criteria to assess the performance of a candidate for							
		- Theoretical knowledge instruction							
		- Flight training session							
Part 2 – Briefing and Air Exercises									
19	Air Exercise.	A detailed statement of the content specification of all the air exercises to be taught, arranged in the sequence to be flown with main and sub-titles.							
		Define for each air exercise the items that instructor shall demonstrate and that the candidate shall perform up to proficiency.							
		For each point of an air exercise:							
		- Define a standard scenario;							
		- What is the goal of the manoeuvres;							
		- What could be wrong;							
		- What are the common mistakes;							
		- How to cope with such mistakes.							
20	Air exercise reference list.	An abbreviated list of the above exercises giving only main and sub-titles for quick reference, and preferably in flip-card form to facilitate daily use by flight instructors.							
		Item 19 defines in deep how to perform a specific air exercise.							
		This item gives to the instructors/candidates an easy work document referring the main items of an air exercise to be done.							
21	Course structure – Phase of training.	A statement of how the course will be divided into phases, indication of how the above air exercises will be divided between the phases and how they will be arranged to ensure that they are completed in the most suitable learning sequence and that essential (emergency) exercises are repeated at the correct frequency.							
		Also, the syllabus hours for each phase and for groups of exercises within each phase shall be stated and when progress tests are to be conducted, etc...							
22	Course structure integration of syllabi.	The manner in which theoretical knowledge, synthetic flight training and flying training will be integrated so that as the flying training exercises are carried out students will be able to apply the knowledge gained from the associated theoretical knowledge instruction and synthetic flight training.							

23	Student progress.	The requirement for student progress and include a brief but specific statement of what a student is expected to be able to do and the standard of proficiency he must achieve before progressing <u>from one phase of air exercise training to the next</u> . Include minimum experience requirements in terms of hours, satisfactory exercise completion, etc... as necessary before significant exercises.							
24	Instructional methods.	The ATO requirements, particularly in respect of pre- and post-flying briefing, adherence to syllabi and training specifications, authorization of solo flights.							
25	Progress tests.	The instructions given to examining staff in respect of the conduct and documentation of all progress tests.							
26	Glossary of terms.	Definition of significant terms as necessary.							
27	Appendices.	Progress test report forms.							
		<i>Forms used for the reporting of the performance of the student during the flight. The form used for the different PCs.</i>							
		<i>Each form must have a clear identification (reference number, version number and version date).</i>							
		Skill test report forms.							
		ATO certificates of experience, competence, solo authorization, solo debriefing certificate... as required.							
		<i>A certificate might be delivered by the ATO after certain phases of the flight training to attest officially that the candidate is proficient for a certain part of the training. This kind of document is useful for the candidate if he wants to change of ATO. Each certificate must have a clear identification (reference number, version number and version date), be signed by the head of training and have a date of issue.</i>							
		<i>For the solo flights, the ATO shall use the following official CAAT forms (The solo authorisation and The solo cross country briefing certificate and authorisation) or any suitable internal document.</i>							
Part 3 – Flight Training in an FSTD									
28	Air Exercise.	A detailed statement of the content specification of all the air exercises to be taught, arranged in the sequence to be flown with main and sub-titles.	Yes						
		<i>Define for each air exercise the items that instructor shall demonstrate and that the candidate shall perform up to proficiency.</i>							
		<i>For each point of an air exercise :</i>							
		- <i>Define a standard scenario;</i>							
		- <i>What is the goal of the manoeuvres;</i>							
		- <i>What could be wrong;</i>							
		- <i>What are the common mistakes;</i>							
		- <i>How to cope with such mistakes.</i>							

29	Air exercise reference list.	An abbreviated list of the above exercises giving only main and sub-titles for quick reference, and preferably in flip-card form to facilitate daily use by flight instructors.	Yes							
		Item 19 defines in deep how to perform a specific air exercise. This item gives to the instructors/candidates an easy work document referring the main items of an air exercise to be done.								
30	Course structure – Phase of training.	A statement of how the course will be divided into phases, indication of how the above air exercises will be divided between the phases and how they will be arranged to ensure that they are completed in the most suitable learning sequence and that essential (emergency) exercises are repeated at the correct frequency.	Yes							
		Also, the syllabus hours for each phase and for groups of exercises within each phase shall be stated and when progress tests are to be conducted, etc.								
31	Course structure integration of syllabi.	The manner in which theoretical knowledge, synthetic flight training and flying training will be integrated so that as the flying training exercises are carried out students will be able to apply the knowledge gained from the associated theoretical knowledge instruction and synthetic flight training.	Yes							
32	Student progress.	The requirement for student progress and include a brief but specific statement of what a student is expected to be able to do and the standard of proficiency he must achieve before progressing from one phase of air exercise training to the next. Include minimum experience requirements in terms of hours, satisfactory exercise completion, etc. as necessary before significant exercises.								
33	Instructional methods.	The ATO requirements, particularly in respect of pre- and post-flying briefing, adherence to syllabi and training specifications, authorization of solo flights.								
34	Progress tests.	The instructions given to examining staff in respect of the conduct and documentation of all progress tests.	Yes							
35	Glossary of terms.	Definition of significant terms as necessary.								
36	Appendices.	Progress test report forms.	Yes							
		Forms used for the reporting of the performance of the student during the flight. The form used for the different PCs.								
		Each form must have a clear identification (reference number, version number and version date).								
		Skill test report forms.	Yes							
		ATO certificates of experience, competence, etc. as required.								
		A certificate might be delivered by the ATO after certain phases of the flight training to attest officially that the candidate is proficient for a certain part of the training. This kind of document is useful for the candidate if he wants to change of ATO. Each certificate must have a clear identification (reference number, version number and version date), be signed by the head of training and have a date of issue.								
	Part 4 – Theoretical Knowledge Instruction									

37	Structure of the theoretical knowledge course.	A statement of the structure of the course, including the general sequence of the topics to be taught in each subject, the time allocated to each topic, the breakdown per subject and an example of a course schedule.							
		Distance Learning courses should include instructions of the material to be studied for individual elements of the course.							
38	Lesson plans.	A description of each lesson or group of lessons including teaching materials, training aids, progress test organization and inter-connection of topics with other subjects.							
39	Teaching materials.	Specification of the training aids to be used (e.g. study materials, course manual references, exercises, self-study materials, demonstration equipment).							
		<i>In order to ease the approval of the training manual, the ATO should provide access to the CAAT to all training aids used.(e.g. Aircraft POH, training courses,...)</i>							
40	Student progress.	The requirement for student progress, including a brief but specific statement of the standard that must be achieved and the mechanism for achieving this, before application for theoretical knowledge examinations.							
41	Progress testing.	The organization of progress testing in each subject, including topics covered, evaluation methods and documentation.							
		<i>How the candidate will be evaluated and how and where the results will be contained.</i>							
42	Review procedure.	The procedure to be followed if the standard required at any stage of the course is not achieved, including an agreed action plan with remedial training if required.							

Reference/Regulatory Requirements:

1. TCAR PEL PART ORA ORA.ATO.130 Training manual and operations manual
2. TCAR PEL PART ORA ORA.ATO.230 Training manual and operations manual
3. TCAR PEL PART ORA AMC1 ORA.ATO.230(a) Training manual and operations manual