

Part I : Applicant's Information		
Name of Organisation: <i>(filled by ATO)</i>		ATO certificate no.: <i>(filled by ATO)</i> ATCO-XXXX
Title of proposed Training Program: <i>(filled by ATO)</i>		Date of Submitted: <i>(filled by ATO)</i>
☐ Practical Instructor Course:..... ☐ Practical Instructor Refresher Course:.....		Application No.: DD – MMM – YY Proposed Course Start Date: <i>(filled by ATO)</i> DD – MMM – YY
Prior Approval <i>(filled by ATO)</i>	Type of Submission	How the training is to be delivered <i>(filled by ATO)</i>
	☐ Initial; Issue no. / Revision No. ☐ Amendment; Issue no. / Revision No. Training device will be used for this course (Type and number) ☐ Simulator (STD)..... ☐ N/A ☐ Other (specify).....	
How the training is to be delivered <i>(filled by ATO)</i> ☐ Classroom Delivery ☐ Simulator Training ☐ Other (specify).....		
Coordinator Name/ contact: <i>(filled by ATO)</i> 1. Mr. XXX YYYY/ email 2. Mr. XXX YYYY/ email		
The following documents are submitted with this application by applicant: <i>(filled by ATO)</i> ☐ 1. Intention letter on the applicant's company letterhead specifying the title of the training programme ☐ 2. Draft Course Manual ☐ 3. Reference for training material/Other relevant documents or required by competent official. (If applicable)		
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		
Declaration and Signature <i>(filled by ATO)</i> the information provided in this form is complete and correct and that the documents provided are genuine. Signature:Applicant's Name/:.....Date:.....		

Part II	Competent Official Use Only
Financial ☐ Invoice No. Date: ☐ Receipt No. Date: ☐ Not applicable (specify)	
Verification result: ☐ Accept ☐ Reject (specify) 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. 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 item. 5) In case of amendment, non-applicable items in the checklist may be greyed out by the applicant.	

No.	Regulatory Requirement(s)			Compliance checked by ATO				CAAT Officials Use Only		
	Required Content	Description	Reference	Yes	No	N/A	Reference (Section/Chapter/P age/Topic)	S	U	Remark
1.	Course Title	The training course for the position of Air Traffic Controller must be approved by the General Director.	R2CAAT 78, Part 2, Course 24 (4)(a)	☐	☐	☐	(filled by ATO)	☐	☐	
2.	Draft course manual	a) Pre-entry requirements and qualifications for trainees b) Details regarding the person responsible for the training. c) Details regarding the training place d) Training facilities and Synthetic Training Device	R2CAAT 78, Part 2, Course 25 (3), 26 (1)-(3)	☐	☐	☐	(filled by ATO)	☐	☐	
3.	Course Development plan	Documentation outlining the management of the training course, such as the training course development plan (if available).	R2CAAT 78, Part 2, Course 25 (4)	☐	☐	☐	(filled by ATO)	☐	☐	
4.	Evaluation Mechanism for Examinations and Assessment	Methods of evaluation trainees	R2CAAT 78, Part 2, Course 26 (4)	☐	☐	☐	(filled by ATO)	☐	☐	
5.	Composition of practical instructor: (a) (1) a practical instructional techniques course for OJTI and/or STDI, including an assessment	(a) regulatory impact on air traffic controller training.	ATCO.D.090 AMC2 ATCO.D.090(a)(1)	☐	☐	☐	(filled by ATO)	☐	☐	
		(b) human factors impact on air traffic controller training.					(filled by ATO)			
		(c) determination of the background and experience of the person undertaking training.					(filled by ATO)			
		(d) determination of the current level of ability of the person undertaking training.					(filled by ATO)			
		(e) conduct of a pre-session briefing.					(filled by ATO)			

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	Required Content	Description	Reference	Yes	No	N/A	Reference (Section/Chapter/Para/Topic)	S	U	Remark
		(f) planning and conduct of the training session.					(filled by ATO)			
		(g) demonstration and explanation of the tasks.					(filled by ATO)			
		(h) monitoring of the training session.					(filled by ATO)			
		(i) management of interventions correctly, including error correction.					(filled by ATO)			
		(j) evaluation of the performance of the person undertaking training.					(filled by ATO)			
		(k) debrief of the person undertaking training.					(filled by ATO)			
		(l) furnishing of written reports on the performance of the person undertaking training.					(filled by ATO)			
		(m) taking appropriate follow-up action towards resolving training problems.					(filled by ATO)			
		(n) techniques of pausing clocks.					(filled by ATO)			
		(o) knowledge of technical facilities/environment.					(filled by ATO)			
6.	Composition of practical instructor: (a) (2) a refresher training course on practical instructional skills	Refresher training in practical instructional skills should prevent knowledge and skills erosion, and, for the training of STDIs, it should be designed to maintain awareness of the current operational practices.	ATCO.D.090 AMC2 ATCO.D.090(a)(2)	☐	☐	☐	(filled by ATO)	☐	☐	

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	Required Content	Description	Reference	Yes	No	N/A	Reference (Section/Chapter/P age/Topic)	S	U	Remark
7.	Composition of practical instructor: (a) (3) a method(s) for assessing the competence of practical instructors	The practical instructor competence assessment for an OJTI may be undertaken either in live operations or on a synthetic training device. The practical instructor competence assessment for an STDI should be undertaken on a synthetic training device.	ATCO.D.090 AMC2 ATCO.D.090(a)(3)	☐	☐	☐	(filled by ATO)	☐	☐	