

Part I: Applicant's Information (Completed by ATO)		
Name of Organisation: <i>filled by ATO</i>		ATO certificate no.: <i>filled by ATO</i> ATCO-XXXX
Title of proposed Training Program: Area Control Procedural Rating [ACP] Training		Application No.: (For CAAT)
Date of Submitted: <i>filled by ATO</i> 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 ☐ Initial; Issue no. / Revision No. ☐ Amendment; Issue no. / Revision No.	How the training is to be delivered <i>filled by ATO</i> ☐ Classroom Delivery ☐ Simulator Training ☐ Other (specify).....
	Training devices will be used for this course ☐ Simulator (STD) ☐ N/A ☐ 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; <i>Document reference no.</i> ☐ 2. Draft Course Manual ☐ 3. Reference for training material/Other relevant documents or required by competent officials. <i>filled by ATO</i>		
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

This compliance check form has been verified by:

Signature: Name: Credential No.: Date:

(If applicable) Under supervision of:

Signature: Name: Credential No.: Date:

Instructions:

- 1) ATO shall conduct a self-assessment as part of its compliance check by providing manual references into the 'Compliance checked by ATO'.
 - a) 'Yes' shall be given when *the requirement is applicable, and the ATO is able to provide sufficient manual references or evidence demonstrating compliance with the requirement.*
 - b) 'No' shall be given when *the requirement is applicable, but the ATO cannot provide the required manual references, evidence, or supporting documentation.*
 - c) 'N/A' shall be given when the requirement is not applicable to the ATO's scope of approval or in case of amendment where the item is not being changed.
- 2) Failure to complete this form may result in a delay in approval processing.
- 3) CAAT shall assess the checklist item by given a result: Satisfactory or Unsatisfactory or Not applicable
 - a) 'Satisfactory' shall be given if the ATO is able to provides valid, complete, and relevant contents or details that fully comply with the requirement.
 - b) 'Unsatisfactory' shall be given if the ATO is provides insufficient, unclear, incomplete, or non-compliant content, or when the processes described are impractical or do not reflect actual ATO operations.
 - c) 'Not applicable' shall be a checklist item does not relate to the ATO's functions, or the item is not subject to review due to no changes from the previously approved version.
- 5) In case of amendment, non-applicable items in the checklist may be greyed out by the applicant.

Section 1 - Structure							
No.	Regulatory Requirement(s)			Compliance checked by ATO		CAAT Official use only	
	Required Content	Description	Reference	Self-assessment	Reference	Result	Remark
1.1	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 (3)	Choose an item.	<i>filled by ATO</i>	Choose an item.	
1.2	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)	Choose an item.	<i>filled by ATO</i>	Choose an item.	
1.3	Qualification of Instructional personnel	a) Theoretical Knowledge Instructor b) Practical Instructor	R2CAAT 78, Part 2, Course 26 (1)	Choose an item.	<i>filled by ATO</i>	Choose an item.	
1.4	Evaluation Mechanism for Examinations and Assessment	Methods of evaluation trainees	R2CAAT 78, Part 2, Course 26 (4)	Choose an item.	<i>filled by ATO</i>	Choose an item.	

Section 2 – Area Control Procedural Rating (ACP) Training [ATCO.D.010, AMC1 ATCO.D.010(a)(2)(iv)]						
Regulatory Requirement(s)			Compliance checked by ATO		CAAT Official use only	
Subject and objective	Topic	Subtopic	Self-assessment	Reference	Result	Remark
1. Introduction to the course: Learners shall know and understand the training programme that they will follow and learn how to obtain the appropriate information.	1.1 Course management	1.1.1 Course introduction	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		1.1.2 Course administration	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		1.1.3 Study material and training documentation	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	1.2 Introduction to the ATC Training course	1.2.1 Course content and organisation	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		1.2.2 Training ethos	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		1.2.3 Assessment process	Choose an item.	<i>filled by ATO</i>	Choose an item.	
2. Aviation Law: Learners shall know, understand and apply the Rules of the Air and the Regulations regarding reporting and airspace, and appreciate the Licensing and Competence principles.	2.1 ATCO Licensing/ Certificate of Competence	2.1.1 Privileges and conditions	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	2.2 Rules and Regulations	2.2.1 Reports	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		2.2.2 Airspace	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	2.3 ATC Safety Management	2.3.1 Feedback process	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		2.3.2 Safety Investigation	Choose an item.	<i>filled by ATO</i>	Choose an item.	
3. Air Traffic Management: Learners shall manage air traffic to ensure safe, orderly and expeditious services.	3.1 Provision of Services	3.1.1 Air Traffic Control (ATC) service	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		3.1.2 Flight information service (FIS)	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		3.1.3 Alerting Service (ALRS)	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		3.1.4 ATS system capacity and air traffic flow management	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		3.1.5 Airspace management (ASM)	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	3.2 Communication	3.2.1 Effective communication	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	3.3 ATC clearances and ATC Instructions	3.3.1 ATC clearances	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		3.3.2 ATC instructions	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	3.4 Coordination	3.4.1 Necessity for coordination	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		3.4.2 Tools and methods for coordination	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		3.4.3 Coordination procedures	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	3.5 Altimetry and Level allocation	3.5.1 Altimetry	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		3.5.2 Terrain clearance	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	3.6 Separations	3.6.1 Vertical separation	Choose an item.	<i>filled by ATO</i>	Choose an item.	

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Subject and objective	Topic	Subtopic	Self-assessment	Reference	Result	Remark
		3.6.2 Horizontal separation	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	3.7 Airborne Collision Avoidance System and Ground-Based safety nets	3.7.1 Airborne collision avoidance systems	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	3.8 Data Display	3.8.1 Data management	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	3.9 Operational Environment (Simulated)	3.9.1 Integrity of the operational environment	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		3.9.2 Verification of the currency of operational procedures	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		3.9.3 Handover – takeover	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	3.10 Provision of Control Service	3.10.1 Responsibility and processing of information	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		3.10.2 Approach control	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		3.10.3 Traffic management process	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		3.10.4 Handling traffic	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	3.11 Holding	3.11.1 General holding procedures	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		3.11.2 Holding aircraft	Choose an item.	<i>filled by ATO</i>	Choose an item.	
4. Meteorology: Learners shall acquire, decode and make proper use of meteorological information relevant to the provision of ATS.	4.1 Meteorological Phenomena	4.1.1 Meteorological Phenomena	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	4.2 Sources of Meteorological data	4.2.1 sources of meteorological information	Choose an item.	<i>filled by ATO</i>	Choose an item.	
5. Navigation: Learners shall analyse all navigational aspects in order to organise the traffic.	5.1 Maps and Aeronautical charts	5.1.1 Maps and Charts	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	5.2 Instrument navigation	5.2.1 Navigational system	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		5.2.2 Navigational assistance	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		5.2.3 PBN applications	Choose an item.	<i>filled by ATO</i>	Choose an item.	
6. Aircraft: Learners shall assess and integrate aircraft performance in the provision of ATS.	6.1 Aircraft instruments	6.1.1 Aircraft instruments	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	6.2 Aircraft categories	6.2.1 Wake turbulence	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	6.3 Factors affecting aircraft performance	6.3.1 Climb factors	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		6.3.2 Cruise factors	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		6.3.3 Descent factors	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		6.3.4 Economic factors	Choose an item.	<i>filled by ATO</i>	Choose an item.	

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Regulatory Requirement(s)			Compliance checked by ATO		CAAT Official use only	
Subject and objective	Topic	Subtopic	Self-assessment	Reference	Result	Remark
7. Human factors: Learners shall recognise the necessity to constantly extend their knowledge and analyse factors which affect personal and team performance.	6.4 Aircraft data	6.3.5 Environmental factors	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		6.4.1 Performance data	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	7.1 Psychological factors	7.1.1 Cognitive	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	7.2 Medical and Physiological factors	7.2.1 Fatigue	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		7.2.2 Fitness	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	7.3 Social and Organisation factors	7.3.1 Team Resource Management (TRM)	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		7.3.2 Teamwork and team roles	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		7.3.3 Responsible behaviour	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	7.4 Stress	7.4.1 Stress	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		7.4.2 Stress management	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	7.5 Human error	7.5.1 Human error	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		7.5.2 Violation of rules	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	7.6 Collaborative work	7.6.1 Communication	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		7.6.2 Collaborative work with the same area of responsibility	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		7.6.3 Collaborative work between different areas of responsibility	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		7.6.4 Controller-pilot cooperation	Choose an item.	<i>filled by ATO</i>	Choose an item.	
8. Equipment and systems: Learners shall integrate knowledge and understanding of the basic working principles of equipment and systems, and comply with the equipment and system degradation procedures in the provision of ATS.	8.1 Voice communication	8.1.1 Radio communications	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		8.1.2 Other voice communications	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	8.2 Automation in ATS	8.2.1 Aeronautical fixed telecommunication network (AFTN)	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		8.2.2 Automatic data interchange	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	8.3 Controller working position	8.3.1 Operation and monitoring of equipment	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		8.3.2 Situation displays and information systems	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		8.3.3 Flight data systems	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	8.4 Future equipment	8.4.1 New development	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	8.5 Equipment and systems' limitations and degradation	8.5.1 Reaction to limitations	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		8.5.2 Communication equipment degradation	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		8.5.3 Navigation equipment degradation	Choose an item.	<i>filled by ATO</i>	Choose an item.	
9. Professional Environment:	9.1 Familiarisation	9.1.1 Study visit to area control centre	Choose an item.	<i>filled by ATO</i>	Choose an item.	

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Regulatory Requirement(s)			Compliance checked by ATO		CAAT Official use only	
Subject and objective	Topic	Subtopic	Self-assessment	Reference	Result	Remark
Learners shall identify the need for close cooperation with other parties concerning ATM operations and appreciate aspects of environmental protection.	9.2 Airspace users	9.2.1 Contributors to civil ATS operations	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		9.2.2 Contributors to military ATS operations	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	9.3 Customer relations	9.3.1 Provision of services and user requirements	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	9.4 Environmental protection	9.4.1 Environmental protection	Choose an item.	<i>filled by ATO</i>	Choose an item.	
10 Abnormal and Emergency Situation: Learners shall develop a professional attitude to manage traffic in abnormal and emergency situations.	10.1 Abnormal and Emergency Situation (ABES)	10.1.1 Overview of ABES	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	10.2 Skills Improvement	10.2.1 Communication effectiveness	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		10.2.2 Avoidance of mental overload	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		10.2.3 Air-ground cooperation	Choose an item.	<i>filled by ATO</i>	Choose an item.	
	10.3 Procedures for Abnormal and Emergency Situations (ABES)	10.3.1 Application of procedures for ABES	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		10.3.2 Radio failure	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		10.3.3 Unlawful interference and aircraft bomb threat	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		10.3.4 Strayed or unidentified aircraft	Choose an item.	<i>filled by ATO</i>	Choose an item.	
		10.3.5 Diversions	Choose an item.	<i>filled by ATO</i>	Choose an item.	