

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> <i>Unit training: Suvarnabhumi Aerodrome Control Rating (ADV – ADI)</i>		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.	Application No.: (For CAAT)
	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. Checklist for Training Manual Approval (If applicable) ☐ 3. Draft Manual ☐ 4. Reference of 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. 6) Once TCAR PEL Part ATCO becomes effective, compliance with all items referenced in Part ATCO will be mandatory.	

No.	Regulatory Requirement(s)			Compliance checked by ATO				CAAT Officials Use Only		
	Required Content	Description	Reference	Yes	No	N/A	Reference (Section/Chapter/ Page/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 – the Certification of Air Traffic Control Training Organisation, Part 2, Course 24 (4)(b)	☐	☐	☐	(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 – the Certification of Air Traffic Control Training Organisation, Part 2, Course 25 (3), 26 (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 – the Certification of Air Traffic Control Training Organisation, Part 2, Course 25 (4)	☐	☐	☐	(filled by ATO)	☐	☐	
4.	Qualification of Instructional personnel	a) Theoretical Knowledge Instructor b) Practical Instructor	R2CAAT 78 – the Certification of Air Traffic Control Training Organisation, Part 2, Course 26 (1)	☐	☐	☐	(filled by ATO)	☐	☐	
5.	Evaluation Mechanism for Examinations and Assessment	a) Methods of evaluation trainees b) Assessment form for used in training session should be made available to the applicant and be available at all times during training.	R2CAAT 78 – the Certification of Air Traffic Control Training Organisation, Part 2, Course 26 (4)	☐	☐	☐	(filled by ATO)	☐	☐	
		c) Theoretical knowledge and understanding shall be demonstrated by examinations.	ATCO.D.065	☐	☐	☐	(filled by ATO)	☐	☐	

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		d) The applicant's assessment shall be conducted in the operational environment under normal operational conditions at least once at the end of the on-the-job training. e) When the unit endorsement course contains a pre-on-the-job training phase, the applicant's skills shall be assessed on a synthetic training device at least at the end of this phase. f) Notwithstanding point (d), a STD may be used during a unit endorsement assessment to demonstrate the application of trained procedures not encountered in the operational environment during the assessment.	ATCO.D.070	☐	☐	☐	(filled by ATO)	☐	☐	

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6.	Prerequisites of unit training	Provided that the requirements set out in points ATCO.B.001(e), ATCO.B.005(f) and ATCO.B.010(f) are met: (a) unit training may only be started by persons who, within 48 months preceding the unit training, have successfully completed initial training relevant to the rating and, if applicable, rating endorsement If the initial training was completed more than 48 months ago, the person must first complete CAAT-approved refresher training and be assessed by an approved training organisation before starting unit training. (b) the OJT phase of unit training may only be started by persons who are holders of a SATCL or an ATC licence with the appropriate rating and, if applicable, rating endorsement.	ATCO.D.050	☐	☐	☐	(filled by ATO)	☐	☐	
7.	Composition of unit training	(1) Operational procedures; 1.1 performance objectives for local operation procedures. 1.2 performance objectives for the local air traffic services procedure. 1.3 performance objectives for local special procedures 1.4 performance objectives for local coordination procedures.	ATCO.D.045(c)(1) AMC1 ATCO.D.045(c)(1)	☐	☐	☐	(filled by ATO)	☐	☐	

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		(2) Task-specific aspects; 2.1 performance objectives for local task-specific aspects. 2.2 Familiarization with local airspace structure and classification 2.3 Familiarization with unit-specific tools (e.g. radar, A-SMGCS, electronic flight strips) 2.4 Handling of special flights (e.g. military, VIP, HEMS)	ATCO.D.045(c)(2) AMC1 ATCO.D.045(c)(2)	☐	☐	☐	(filled by ATO)	☐	☐	
		(3) Abnormal and emergency situations; and 3.1 training for all identified ABES should primarily take place on STD 3.2 performance objectives for ABES training. 3.3 Where a low safety risk for the ATC service provision has been identified and agreed by CAAT, training in ABES may take place by means other than STD. 3.4 If the pre-OJT phase is not provided, the ABES training should be scenario-based and as realistic as possible while maintaining operational safety. 3.5 Checklists for ABES used in operations should be made available to the applicant and be available at all times during scenario training.	ATCO.D.045(c)(3) AMC1 ATCO.D.045(c)(3)	☐	☐	☐	(filled by ATO)	☐	☐	

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		(4) Human factors 4.1 ATO should train the applicant during OJT Phase in team resource management, fatigue management and stress management. 4.2 performance objectives for team resource management training. 4.3 The team resource management training may also make use of STD. 4.4 training objectives for fatigue management and stress management training.	ATCO.D.045(c)(4) AMC1 ATCO.D.045(c)(4)	☐	☐	☐	(filled by ATO)	☐	☐	
8.	Unit endorsement course	(a) A unit endorsement course shall be the combination of the relevant unit training phases for the issue or renewal of a unit endorsement in the licence. Each course shall contain: (1) a transitional training phase; (2) an on-the-job training phase. A pre-on-the-job training phase shall be included, if required, according to ATCO.D.005(a)(2)	ATCO.D.060(a)	☐	☐	☐	(filled by ATO)	☐	☐	
		(b) The unit training phases referred to in paragraph (a) shall be provided separately or in an integrated manner.	ATCO.D.060(b)	☐	☐	☐	(filled by ATO)	☐	☐	

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		(c) Unit endorsement courses shall define the syllabus and the performance objectives in accordance with ATCO.D.045(c) and shall be conducted in accordance with the unit training plan.	ATCO.D.060(c)	☐	☐	☐	(filled by ATO)	☐	☐	
		(d) Unit endorsement courses that include training for rating endorsement(s) according to ATCO.B.015 shall be supplemented with additional training that allows for the acquisition of the concerned rating endorsement skills.	ATCO.D.060(d)	☐	☐	☐	(filled by ATO)	☐	☐	
		(e) Training intended for a rating endorsement shall consist of subjects, subject objectives, topics and subtopics developed by the training organisation and approved as part of the training course.	ATCO.D.060(e)	☐	☐	☐	(filled by ATO)	☐	☐	