

Unit Training Plan Approval Checklist

Part I : Applicant's Information (Completed by ATO)		
Name of Organisation:		ATO certificate no.: <i>ATCTO-XXXX</i>
Title of proposed Manual: <i>[Unit Training Plan (XXX Airport)]</i>		Date of Submitted: <i>[DD MMM YYYY]</i>
		Application No.: <i>(For CAAT)</i>
Prior Approval <i>(filled by ATO)</i>	Type of Submission ☐ Initial; Issue no. / Revision No. ☐ Amendment; Issue no. / Revision No.	
Coordinator Name/ contact: 1. Full name// email 2. Full name// 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 manual. ☐ 2. Draft Manual ☐ 3. Reference of internal documents/ Other relevant documents or required by competent official.		
Please ensure that • There is a list of effective pages. Every page is identified with a page number, a date and a revision number . • Read the instructions carefully before completing the checklist. • 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: <i>[DD MMM YYYY]</i>		

Part II	Competent Official Use Only
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) Each check list item shall be assessed and given a result either ‘Satisfactory - (S)’ or ‘Unsatisfactory - (U)’ or ‘Not applicable - N/A’ or ‘Not review - N/R’ 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. Not applicable or ‘N/A’ shall be given when information on a certain table is not provided, because it does not apply to a particular case in question. d. Not review or ‘N/R’ shall be given when information in the course is not changed from previously approved. 3) 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.) 3) Provide detail in each item. 4) 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 Official use only	
	Required Content	Description	Reference	Self-checked	Reference	Result	Remark
1.	Manual Title	A unit training plan shall be established by the training organisation for each ATC unit and shall be approved by CAAT.	R2CAAT 78 – the Certification of ATCTO, Course 7 (14) ATCO.D.055 (a)	Choose an item.	(filled by ATO)	Choose an item.	
2.	Ratings and endorsements for which the training is conducted	Rating and Rating Endorsements: - ADV - ADI (TWR) (AIR) (GMC) (GMS) (RAD) - APP - APS (PAR) (SRA) (TCL) - ACP - ACS	ATCO.D.055 (b) (1)	Choose an item.	(filled by ATO)	Choose an item.	
3.	The structure of the unit training	- Transitional training phase - Pre-on-job training (if required) - On-job training phase. These may be provided separately or integrated	ATCO.D.055 (b) (2)	Choose an item.	(filled by ATO)	Choose an item.	
4.	The list of unit endorsement course(s) according to ATCO.D.060	A list of the courses provided and their structure, e.g. is there a single ADI course that includes all the relevant rating endorsements or are these provided separately.	ATCO.D.055 (b) (3)	Choose an item.	(filled by ATO)	Choose an item.	
5.	The process for the conduct of a unit endorsement course	A description of the course process from induction to completion.	ATCO.D.055 (b) (4)	Choose an item.	(filled by ATO)	Choose an item.	
6.	The training methods	On-the-job, lecture, lesson/ demonstration, case study, computer-based practical exercise, exercise, facilitation, group work, hands-on, interactive training, supervised practices, part-task practice, individual simulation, team simulation, group simulation, briefing/ debriefing, structured briefing,	ATCO.D.055 (b) (5) GM1 ATCO.D.055(b)(5)	Choose an item.	(filled by ATO)	Choose an item.	

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		structured debriefing, virtual classroom, role play, skill acquisition, self-study, self-test, resilience training.					
7.	The minimum duration of the unit endorsement course(s)	- ADV & ADI: An aerodrome control service, for a period of not less than 90 hours or one month, whichever is greater, at the unit for which the rating is sought. - APP, APS, ACP & ACS. The control service for which the rating is sought, for a period of not less than 180 hours or three months, whichever is greater, at the unit for which the rating is sought.	ATCO.D.055 (b) (6) AMC1 ATCO.D.055(b)(6)	Choose an item.	(filled by ATO)	Choose an item.	
8.	Process for adapting the unit endorsement course (s)	Courses may be adapted to take due account of the acquired ratings and/or rating endorsements and experience of applicants, when relevant.	ATCO.D.055 (b) (7)	Choose an item.	(filled by ATO)	Choose an item.	
9.	Processes for demonstrating theoretical knowledge and understanding according to ATCO.D.065, including the number, frequency and type of, as well as pass marks for examinations, which shall be a minimum of 75 % of the marks allocated to these examinations	Theoretical knowledge and understanding shall be demonstrated by examinations Oral examinations and/or written/ computer-based examinations should be used to demonstrate the controller's knowledge and understanding.	ATCO.D.055 (b) (8)	Choose an item.	(filled by ATO)	Choose an item.	
10.	Processes for the assessment according to ATCO.D.070, including the number and frequency of assessments	a) 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.	ATCO.D.055 (b) (9) ATCO.D.070	Choose an item.	(filled by ATO)	Choose an item.	

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		b) 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. c) Notwithstanding point (a), a synthetic training device may be used during a unit endorsement assessment to demonstrate the application of trained procedures not encountered in the operational environment during the assessment.					
11.	Training personnel qualifications, roles and responsibilities	The roles and responsibilities of individuals involved in the training and the training program must be described along with the qualification required for each allocated task.	ATCO.D.055 (b) (10)	Choose an item.	(filled by ATO)	Choose an item.	
12.	Process for early termination of training	Training may be terminated for a variety of reasons but usually for a failure at one of the assessment points	ATCO.D.055 (b) (11)	Choose an item.	(filled by ATO)	Choose an item.	
13.	The appeal process	The trainee may appeal against the assessment or examination process and an appeal process must be included.	ATCO.D.055 (b) (12)	Choose an item.	(filled by ATO)	Choose an item.	
14.	Identification of records to be kept specific to unit training	Records of assessment and examination results must be maintained.	ATCO.D.055 (b) (13)	Choose an item.	(filled by ATO)	Choose an item.	
15.	A list of identified abnormal and emergency situations specific for each unit endorsement	Scenarios to be developed for abnormal and emergency situations that are applicable to each unit endorsement for which training is provided.	ATCO.D.055 (b) (14)	Choose an item.	(filled by ATO)	Choose an item.	

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16.	Process and reasons for reviewing and amending the unit training plan and its submission to CAAT.	The review of the unit training plan shall take place at least once every three years.	ATCO.D.055 (b) (15)	Choose an item.	(filled by ATO)	Choose an item.	