

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 Manual: Training and Procedures Manual	Date of Submitted: DD – MMM - YYYY <i>(filled by ATO)</i>	Application No.: (For CAAT)
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 of TPM ☐ 3. Reference of internal document/ 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:		

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: 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 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 3) Provide detail in each item. 4) In case of amendment, Non-applicable items in the checklist may be greyed out by the applicant. 5) 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 Official use only		
	Required Content	Description	Reference	Yes	No	N/A	Reference	S	U	Remark
0	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, Clause 24 (4)(b)	☐	☐	☐	(filled by ATO)	☐	☐	
1	General Information									
1.1	Organization structure and staff responsibilities		R2CAAT 78 – the Certification of Air Traffic Control Training Organisation, Part1, Clause 7 (1)	☐	☐	☐	(filled by ATO)	☐	☐	
1.2	Compliance with standard requirements for operating an Air Traffic Controller Training Organisation (ATCTO)		R2CAAT 78 – the Certification of Air Traffic Control Training Organisation, Part 1 Clause 6 (1) (ก) 2	☐	☐	☐	(filled by ATO)	☐	☐	
1.3	Facilities and Equipment	- Location (Main base/ base/ Another base) - Staff working area - Storage facilities - Library or reference areas - classroom - training device	R2CAAT 78 – the Certification of Air Traffic Control Training Organisation, Part 1 Clause 6 (3), (5) ATCO.OR.C.015	☐	☐	☐	(filled by ATO)	☐	☐	
1.4	other duties as designated by the CAAT	Feedback system from principal users of TPM	R2CAAT 78 – the Certification of Air Traffic Control Training Organisation, Part 1 Clause 20 (9)	☐	☐	☐	(filled by ATO)	☐	☐	
2	Personnel									

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	Required Content	Description	Reference	Yes	No	N/A	Reference	S	U	Remark
2.1	Qualifications and responsibilities of personnel	clearly defined lines of responsibility and accountability throughout the organisation, including direct safety accountability of the accountable manager;	R2CAAT 78 – the Certification of Air Traffic Control Training Organisation, Part 1 Clause 6 (4), 7 (7) ATCO.OR.C.001 (a) ATCO.OR.C.010	☐	☐	☐	(filled by ATO)	☐	☐	
2.2	Capability of Instructors	- Training organisations shall maintain a record of theoretical instructors with their relevant professional qualifications, adequate knowledge and experience and their demonstration, instructional techniques assessment and subjects they are entitled to teach. - training - maintain competency - instructor certifying system	R2CAAT 78 – the Certification of Air Traffic Control Training Organisation, Part 1 Clause 7 (7), 20 (1) ATCO.OR.C.001 (e) ATCO.OR.C.010 ATCO.D.015 (h)	☐	☐	☐	(filled by ATO)	☐	☐	
3	Training Course	List of all offered course	R2CAAT 78 – the Certification of Air Traffic Control Training Organisation, Part 1 Clause 7 (10)	☐	☐	☐	(filled by ATO)	☐	☐	
4.	Initial Training Plan (ATCO.D.015); shall be established by the training organisation and approved by CAAT ☐ Yes, please submit PEL-TO-CK-077 ☐ No, (Specify)							☐	☐	
5	Unit Training Plan (ATCO.D.055); shall be established by the training organisation for each ATC unit and shall be approved by CAAT ☐ Yes, please submit PEL-TO-CK-089 ☐ No, (Specify)							☐	☐	

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	Required Content	Description	Reference	Yes	No	N/A	Reference	S	U	Remark
6	Unit Competence Scheme (R2CAAT 78, Part 1 Clause 7 (15) ATCO.B.025); shall be established by the air navigation service provider and approved by CAAT ☐ Yes, please submit PEL-TO-CK-087 ☐ No, (Specify)							☐	☐	
7	Compliance monitoring system	A function to monitor compliance of the organisation with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary	R2CAAT 78 – the Certification of Air Traffic Control Training Organisation, Part 1 Part 1 Clause 6 (6) ATCO.OR.001 (g)	☐	☐	☐		☐	☐	
8	Record keeping system	- Training organisations shall retain detailed records of persons undertaking or having undertaken training to show that all requirements of the training courses have been met. - Training organisations shall establish and maintain a system for recording the professional qualifications and instructional techniques assessments of instructors and assessors, as well as the subjects they are entitled to teach, where appropriate. - archiving process including the format of the records shall be specified in the training	R2CAAT 78 – the Certification of Air Traffic Control Training Organisation, Part 1 Part 1 Clause 6 (6) Clause 18 (3) (e) ATCO.OR.C.020 ATCO.D.015 (k)	☐	☐	☐		☐	☐	

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	Required Content	Description	Reference	Yes	No	N/A	Reference	S	U	Remark
		organisation's management system. - Records shall be stored in a secure manner. - Identification of records to be kept specific to initial training								
9	Safety Management system	Training organisations who conducts ATC training in a live air traffic control environment shall establish an acceptable Safety Management System	R2CAAT 78 – the Certification of Air Traffic Control Training Organisation, Part 1 Part 1 Clause 6 (6) ATCO.OR.C.001 (d)	☐	☐	☐		☐	☐	