

Part I: Applicant's Information (Completed by ATO)			
Name of Organisation: <i>(filled by ATO)</i>		ATO certificate no.: <i>(filled by ATO)</i>	
Title of proposed Training Program: Air Traffic Control Refresher Course		Date of Submitted: <i>(filled by ATO)</i>	Application No.: <i>(For CAAT)</i>
Objective: ☐ For trainee who completed their initial training more than 4 years ago and need to refresh and restore their knowledge and skills before commencing unit training. ☐ For ATCO who has been absent from operational duty beyond a specified threshold, has failed a competence or medical assessment, returning from long-term leave, illness or secondment, is approaching the expiry of their rating or unit endorsement and requires a knowledge or skills refresh to ensure that the ATCO maintains the necessary competency and readiness to safely resume or continue operational duties. ☐ Other (specify)		Proposed Course Start Date: <i>(filled by ATO)</i>	
		How the training is to be delivered <i>(filled by ATO)</i> ☐ Classroom Delivery ☐ Simulator Training ☐ Other (specify)	
		Training device will be used for this course (Type and number) <i>(filled by ATO)</i> ☐ Simulator (STD) ☐ Other (specify)	
Type of Submission <i>(filled by ATO)</i>	☐ Initial; Issue no. / Revision No. ☐ Amendment; Issue no. / Revision No.		
Coordinator Name/ contact: <i>(filled by ATO)</i> 1. Name/ email 2. 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 training programme; ☐ 2. Draft Manual ☐ 3. Reference of training material/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. • 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:.....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
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)	☐	☐	☐		☐	☐	
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)	☐	☐	☐		☐	☐	
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)	☐	☐	☐		☐	☐	
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)	☐	☐	☐		☐	☐	
5.	Evaluation Mechanism for Examinations and Assessment	Methods of evaluation trainees	R2CAAT 78 – the Certification of Air Traffic Control Training Organisation, Part 2, Course 26 (4)	☐	☐	☐		☐	☐	

No.	Regulatory Requirement(s)			Compliance checked by ATO				CAAT Official use only		
	Required Content	Description	Reference	Yes	No	N/A	Reference	S	U	Remark
6.	Prerequisite of refresher training		R2CAAT 78 – the Certification of Air Traffic Control Training Organisation, Part 2, Course 25 (3) (ก)	☐	☐	☐		☐	☐	
7.	Refresher training shall be developed and delivered by training organisations. A defined syllabus shall be established for the refresher course, and where the training involves refreshing air traffic control skills, corresponding performance objectives shall also be developed.	Refresher training shall be designed to review, reinforce or enhance the existing knowledge and skills of air traffic controllers to provide a safe, orderly and expeditious flow of air traffic and shall contain at least: a) standard practices and procedures training, using approved phraseology and effective communication; b) abnormal and emergency situations training, using approved phraseology and effective communication; c) human factors training	R2CAAT 78 – the Certification of Air Traffic Control Training Organisation, Part 2, Course 26 (2) ATCO.D.080	☐	☐	☐		☐	☐	