

Part I : Applicant's Information			
Name of Organisation:		ATO certificate no.: <i>FTO-XXXX or ATCO-XXXX or MTO-XXXX</i>	
Title of proposed Training Program: Class and Type Refresher Training Program		Scope of Training: ☐ Land ☐ Other: ☐ Sea ☐ SPO ☐ MPO ☐ FSTD Only	Date of Submitted: <i>DD – MMM – YY</i> Proposed Program Start Date: <i>DD – MMM – YY</i> Application No.: (For CAAT)
Aircraft model / Class or Type Name:			
Type of Submission ☐ Initial ☐ Amendment	No. of Attempt ☐ 1 st attempt ☐ 2 nd attempt ☐ 3 rd attempt	How the training is to be delivered ☐ Classroom Delivery ☐ Virtual Classroom (Modular Program Only) ☐ Flight Training ☐ Simulator Training ☐ Other (specify).....	Training device will be used for this program (Type and number) ☐ Simulator (FSTD/STD)..... ☐ Actual aircraft..... <i>Aircraft Type/Class</i>
Coordinator Name/ contact: <i>Mr./Ms. XXX YYYY/ email</i>			
The following documents are submitted with this application by applicant: ☐ 1. Intention letter on the applicant's company letterhead specifying the title of the training programme ☐ 2. Checklist for Training Manual Approval ☐ 3. Draft of Manual ☐ 4. 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 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		
Review of Submitted Documentation ☐ Complete date:..... ☐ Incomplete date:..... Signature: _____ Name: _____		Financial (If applicable) ☐ Invoice No.....Date:..... ☐ Receipt No.....Date:.....
This compliance check form has been verified by:		Verification result: ☐ Accept ☐ Reject
Signature: _____ Name: _____ Date: _____		
(If applicable) Under supervision of:		
Signature: _____ Name: _____ Date: _____		
Remark: 		
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. After 3rd rejected, applicant shall start the new process from the beginning with the new intention letter. 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 subtopic/content of every subjects. 5) Checklist does not address Training Manual requirements as per TCAR PEL Part ORA. Applicant shall provide separate Training Manual checklist for review and approval along with this checklist. 6) The Theoretical Knowledge Checklist shall be submitted along with this checklist for both initial approvals and amendments affecting theoretical knowledge training 7) In case of amendment, Non-applicable items in the checklist may be greyed out by the applicant. 8) Checklist items will be indicated in blue for AMC level and in green for GM level.		

List of FSTDs used for the program.							
No.	Training Device(s)	Type	FSTD Qualification	Sim Certificate No.	Primary reference document	Serial Number	Expiry Date

Long Briefing					
No.	Phase	Subject	Time	Training Material	Remark(s)

No.	Regulatory Requirement(s)			Compliance checked by ATO				CAAT Officials Use Only			
	Subject	Description	Reference	Yes	No	N/A	Reference (Section/Chapter/Page/Topic No.)	S	U	N/A	Remark
	General Requirement										
1	Title page	Title of the manual	General Requirement								
		Date of revision									
		Revision number									
2	Approval page	The approval page must be signed by the Accountable Manager (AM) and the Compliance Monitoring Manager (CMM) .									
3	Record of revision	Gives all the revisions issued for this manual, their revision date and an abstract of the changes performed for each revision.									
	Program Requirement										
4	Determination of Training Needs	Methodology to evaluate the applicant’s prior experience.	TCAR PEL Part FCL, AMC1 FCL.740(b) - Validity and renewal of class and type ratings								
5		Process to assess the time elapsed since the privileges of the rating were last used.									
6		Procedure to account for the complexity of the aircraft.									
7		Approach to consider whether the applicant holds current ratings on other types or classes.									
8		System to determine when a simulated proficiency check in an FSTD or aircraft is necessary.									
9		Criteria to ensure that training volume increases proportionally with the elapsed time since last use.									
10	Training Programme Development	Process for developing an individualised training programme based on identified needs.									
11		Approach to prioritise training on the aspects where the applicant has the greatest need.									
12	Training Content & Delivery	Method to include theoretical knowledge elements for SEP, TMG, or single-engine helicopter ratings where required.									
13		Procedure to cover type-specific system failures in complex aircraft when applicable.									
14		Mechanism to review applicant performance during training.									
15		System for providing additional instruction to meet required proficiency standards.									

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16	Completion & Certification	Procedure for issuing a training completion certificate or CAAT-specified document.									
17		Documentation process to include evaluation of factors, training received, and a statement of successful completion.									
18		Requirement to present the training completion certificate to the examiner prior to the proficiency check.									
19		Process to ensure submission of the certificate and examiner’s report to CAAT following renewal.									
20	Exemption from Training	Criteria for deciding that the applicant already possesses the required level of proficiency.									
21		Documentation procedure to record sufficient reasoning when no refresher training is required.									
	Part 1 – Training plan										
22	The aim of the program.	A statement of what the student is expected to do as a result of the training.	TCAR PEL PART ORA AMC1 ORA.ATO.230(a) (a)(1)								
		The level of performance that must be obtained after the program.									
		The training constraints to be observed (i.e. time constraint).									
23	Pre-entry requirements.	Minimum age.	TCAR PEL PART ORA AMC1 ORA.ATO.230(a) (a)(2)								
		Minimum educational (including language) and entrance requirements (if applicable).									
		AMC1 ORA.ATO.145 and AMC1 to Appendix 3 to Part-FCL requires the ATO to check that the applicant has enough knowledge of mathematics, physics and English to be able to follow the program.									
		Provide information on how the ATO will assess the candidate capabilities.									
		Medical requirements.									
		The training manual shall clearly sate that the candidate must have a valid relevant medical certificate to apply for the licence or the rating he will be trained for..									
		Any additional requirements the ATO wants to apply.									

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24	Credits for previous experience.	Define the procedure to enrol in the program.	TCAR PEL PART ORA AMC1 ORA.ATO.230(a) (a)(3)								
		Describe the procedure that the ATO will follow to propose a tailor-made program for a candidate having prior experience and how the credits given will be documented.									
		<i>Recurrent cases can be here described.</i>									
		<i>Pre-entry assessment flight, reporting and forms to be used.</i>									
		Procedure to give credit in case of student coming from another training program or another ATO.									
		<i>To be obtained from the Authority before that the training begins in the case of Appendix 3 to Part-FCL trainings (ATPL and CPL).</i>									
		Procedure to establish a training programme in the case of a renewal of a rating or a class/type ratings (if applicable).									
		<i>Guidelines are given in AMC1 FCL.625(c) and AMC1 FCL.740(b)(1).</i>									
25	Training Syllabi. <i>Definition syllabus: A syllabus (pl. syllabuses, or syllabi; from Late Latin syllabus "list"), is an outline and summary of topics to be covered in an education or training program. It is descriptive.</i>	The flight training syllabus (if applicable).	TCAR PEL PART ORA AMC1 ORA.ATO.230(a) (a)(4)								
		<i>Provide the list of all exercises to be done during the flight training.</i>									
		<i>Provide a cross reference with the exercises required by the Part-FCL.</i>									
		The synthetic flight training syllabus (if applicable).									
		<i>Provide the list of all exercises to be done during the synthetic flight training. Provide a cross reference with the exercises required by the Part-FCL.</i>									
		The theoretical knowledge training syllabus (if applicable).									
		<i>Provide the list of all subjects that will be instructed during the theoretical knowledge training.</i>									
		<i>Provide a cross reference list of the subjects required by the Part-FCL.</i>									

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		In case of Type Rating training programs, the syllabus shall include, as appropriate, all OSD mandatory and non-mandatory elements in order to be compliant with the applicable regulation. <i>Declare in the TM that the Type Rating training program includes, as appropriate, OSD elements approved in accordance with the TCAR regulation. Refer to the latest version of the approved minimum syllabus of pilot type rating training in the OSD for the relevant type of aircraft.</i>									
26	The time scale and scale, in weeks, for each syllabus.	Arrangements of the program and the integration of syllabi time. <i>For each syllabus, provide a synoptic scheme which defines the general chronology of the syllabi.</i>	TCAR PEL PART ORA AMC1 ORA.ATO.230(a) (a)(5)								
Part 2 – Theoretical Knowledge Instruction											
27	Structure of the theoretical knowledge program.	A statement of the structure of the program, including the general sequence of the topics to be taught in each subject, the time allocated to each topic, the breakdown per subject and an example of a program schedule. Distance Learning programs should include instructions of the material to be studied for individual elements of the program.	TCAR PEL PART ORA AMC1 ORA.ATO.230(a) (d)(1)								
28	Lesson plans.	A description of each lesson or group of lessons including teaching materials, training aids, progress test organization and inter-connection of topics with other subjects.	TCAR PEL PART ORA AMC1 ORA.ATO.230(a) (d)(2)								
29	Teaching materials.	Specification of the training aids to be used (e.g. study materials, program manual references, exercises, self-study materials, demonstration equipment). <i>In order to ease the approval of the training manual, the ATO should provide access to the CAAT to all training aids used.(e.g. Aircraft POH, training programs,...)</i>	TCAR PEL PART ORA AMC1 ORA.ATO.230(a) (d)(3)								
30	Student progress.	The requirement for student progress, including a brief but specific statement of the standard that must be achieved and	TCAR PEL PART ORA AMC1								

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		the mechanism for achieving this, before application for theoretical knowledge examinations.	ORA.ATO.230(a) (d)(4)								
31	Progress testing.	The organization of progress testing in each subject, including topics covered, evaluation methods and documentation. <i>How the candidate will be evaluated and how and where the results will be contained.</i>	TCAR PEL PART ORA AMC1 ORA.ATO.230(a) (d)(5)								
32	Review procedure.	The procedure to be followed if the standard required at any stage of the program is not achieved, including an agreed action plan with remedial training if required.	TCAR PEL PART ORA AMC1 ORA.ATO.230(a) (d)(6)								
Part 3 – Flight Training in an FSTD											
33	Air Exercise.	A detailed statement of the content specification of all the air exercises to be taught, arranged in the sequence to be flown with main and sub-titles.	TCAR PEL PART ORA AMC1 ORA.ATO.230(a) (b)(1)								
		<i>Define for each air exercise the items that instructor shall demonstrate and that the candidate shall perform up to proficiency.</i>									
		For each point of an air exercise:									
		- Define a standard scenario;									
		- What is the goal of the manoeuvres;									
		- What could be wrong;									
		- What are the common mistakes;									
		- How to cope with such mistakes.									
34	Air exercise reference list.	An abbreviated list of the above exercises giving only main and sub-titles for quick reference, and preferably in flip-card form to facilitate daily use by flight instructors. <i>Item 20 defines in deep how to perform a specific air exercise. This item gives to the instructors/candidates an easy work document referring the main items of an air exercise to be done.</i>	TCAR PEL PART ORA AMC1 ORA.ATO.230(a) (b)(2)								

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	Subject	Description	Reference	Yes	No	N/A	Reference (Section/Chapter/Page/Topic No.)	S	U	N/A	Remark
35	Program structure – Phase of training.	A statement of how the program will be divided into phases, indication of how the above air exercises will be divided between the phases and how they will be arranged to ensure that they are completed in the most suitable learning sequence and that essential (emergency) exercises are repeated at the correct frequency.	TCAR PEL PART ORA AMC1 ORA.ATO.230(a) (b)(3)								
		Also, the syllabus hours for each phase and for groups of exercises within each phase shall be stated and when progress tests are to be conducted, etc.									
36	Program structure integration of syllabi.	The manner in which theoretical knowledge, synthetic flight training and flying training will be integrated so that as the flying training exercises are carried out students will be able to apply the knowledge gained from the associated theoretical knowledge instruction and synthetic flight training.	TCAR PEL PART ORA AMC1 ORA.ATO.230(a) (b)(4)								
37	Student progress.	The requirement for student progress and include a brief but specific statement of what a student is expected to be able to do and the standard of proficiency he must achieve before progressing from one phase of air exercise training to the next. Include minimum experience requirements in terms of hours, satisfactory exercise completion, etc. as necessary before significant exercises.	TCAR PEL PART ORA AMC1 ORA.ATO.230(a) (b)(5)								
38	Instructional methods.	The ATO requirements, particularly in respect of pre- and post-flying briefing, adherence to syllabi and training specifications, authorization of solo flights.	TCAR PEL PART ORA AMC1 ORA.ATO.230(a) (b)(6)								
39	Progress tests.	The instructions given to examining staff in respect of the conduct and documentation of all progress tests.	TCAR PEL PART ORA AMC1 ORA.ATO.230(a) (b)(7)								
40	Glossary of terms.	Definition of significant terms as necessary.	TCAR PEL PART ORA AMC1								

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			ORA.ATO.230(a) (b)(8)								
41	Appendices.	Progress test report forms.	TCAR PEL PART ORA AMC1 ORA.ATO.230(a) (b)(9)								
		Forms used for the reporting of the performance of the student during the flight. The form used for the different PCs.									
		Each form must have a clear identification (reference number, version number and version date).									
		Skill test report forms.									
		ATO certificates of experience, competence, etc. as required.									
		A certificate might be delivered by the ATO after certain phases of the flight training to attest officially that the candidate is proficient for a certain part of the training. This kind of document is useful for the candidate if he wants to change of ATO. Each certificate must have a clear identification (reference number, version number and version date), be signed by the head of training and have a date of issue.									
Part 4 – Briefing and Air Exercises											
42	Air Exercise.	A detailed statement of the content specification of all the air exercises to be taught, arranged in the sequence to be flown with main and sub-titles.	TCAR PEL PART ORA AMC1 ORA.ATO.230(a) (b)(1)								
		Define for each air exercise the items that instructor shall demonstrate and that the candidate shall perform up to proficiency.									
		For each point of an air exercise :									
		- Define a standard scenario;									
		- What is the goal of the manoeuvres;									
		- What could be wrong;									
		- What are the common mistakes;									
		- How to cope with such mistakes.									
43	Air exercise reference list.	An abbreviated list of the above exercises giving only main and sub-titles for quick reference, and preferably in flip-card form to facilitate daily use by flight instructors.	TCAR PEL PART ORA AMC1								

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		Item 29 defines in deep how to perform a specific air exercise. This item gives to the instructors/candidates an easy work document referring the main items of an air exercise to be done.	ORA.ATO.230(a) (b)(2)								
44	Program structure – Phase of training.	A statement of how the program will be divided into phases, indication of how the above air exercises will be divided between the phases and how they will be arranged to ensure that they are completed in the most suitable learning sequence and that essential (emergency) exercises are repeated at the correct frequency. Also, the syllabus hours for each phase and for groups of exercises within each phase shall be stated and when progress tests are to be conducted, etc.	TCAR PEL PART ORA AMC1 ORA.ATO.230(a) (b)(3)								
45	Program structure integration of syllabi.	The manner in which theoretical knowledge, synthetic flight training and flying training will be integrated so that as the flying training exercises are carried out students will be able to apply the knowledge gained from the associated theoretical knowledge instruction and synthetic flight training.	TCAR PEL PART ORA AMC1 ORA.ATO.230(a) (b)(4)								
46	Student progress.	The requirement for student progress and include a brief but specific statement of what a student is expected to be able to do and the standard of proficiency he must achieve before progressing from one phase of air exercise training to the next. Include minimum experience requirements in terms of hours, satisfactory exercise completion, etc. as necessary before significant exercises.	TCAR PEL PART ORA AMC1 ORA.ATO.230(a) (b)(5)								
47	Instructional methods.	The ATO requirements, particularly in respect of pre- and post-flying briefing, adherence to syllabi and training specifications, authorization of solo flights.	TCAR PEL PART ORA AMC1 ORA.ATO.230(a) (b)(6)								
48	Progress tests.	The instructions given to examining staff in respect of the conduct and documentation of all progress tests.	TCAR PEL PART ORA AMC1								

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	Subject	Description	Reference	Yes	No	N/A	Reference (Section/Chapter/Page/Topic No.)	S	U	N/A	Remark
			ORA.ATO.230(a) (b)(7)								
49	Glossary of terms.	Definition of significant terms as necessary.	TCAR PEL PART ORA AMC1 ORA.ATO.230(a) (b)(8)								
50	Appendices.	Progress test report forms.	TCAR PEL PART ORA AMC1 ORA.ATO.230(a) (b)(9)								
		<i>Forms used for the reporting of the performance of the student during the flight. The form used for the different PCs.</i>									
		<i>Each form must have a clear identification (reference number, version number and version date).</i>									
		Skill test report forms.									
		ATO certificates of experience, competence, etc. as required.									
		<i>A certificate might be delivered by the ATO after certain phases of the flight training to attest officially that the candidate is proficient for a certain part of the training. This kind of document is useful for the candidate if he wants to change of ATO. Each certificate must have a clear identification (reference number, version number and version date), be signed by the head of training and have a date of issue.</i>									
		<i>For the solo flights, the ATO shall use the following official CAAT forms (The solo authorisation and The solo cross country briefing certificate and authorisation) or any suitable internal document.</i>									