

Part I : Applicant's Information		
Name of Organisation: <i>(filled by ATO)</i>		ATO Certificate No.: <i>(filled by ATO)</i> ATCO-XXXX
Conversion Training Course : <i>(filled by ATO)</i> <i>(Conversion training does not need to be developed or included within the UCS unless there is a change in the operational environment and a safety assessment of the change concludes the need for such training. Such a change in operating environment which results in a change to the UCS should be notified to the CAA as a change that will require prior approval. This will require the re-approval of the UCS to cover the additional content.)</i>		Date of Submitted: <i>(filled by ATO)</i> DD – MMM – YY Proposed Course Start Date: <i>(filled by ATO)</i> DD – MMM – YY
Application No.: <i>(For CAAT)</i>		
Sector/Position/Rating/Endorsements affected :		
Training devices 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).....
Condition : The conversion training plan is to be completed, to a satisfactory standard by each trainee ATCO, prior to the individual exercising the privileges of the applicable ratings in the changed operational environment. Verification of the training is required by the submission of the associated training records. Any amendments made to the approved conversion training course or Synt hetic Training Devices must be notified to the CAAT.		
Coordinator Name/ contact: <i>(filled by ATO)</i> 1. Mr. XXX YYYY/ email		
The following documents are submitted with this application by applicant: <i>(filled by ATO)</i> ☐ 1. Formal safety assessment ☐ 2. Intention letter on the applicant's company letterhead specifying the title of the training course ☐ 3. Draft training course ☐ 4. Reference of training material/Other relevant documents or required by competent official. (If applicable)		
Please ensure that • If 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/assessment, in any format, shall be made accessible for CAAT inspector • Reference in the applicable Training Program should be detail appropriate with training material s • 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.	

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	N/A	Remark
1.	Safety Assessment	A formal safety assessment of a change in the operational environment shall be conducted to determine whether additional training, including conversion training, is necessary.	TCAR PEL Part ATCO ATCO.D.085	☐	☐	☐	(filled by ATO)	☐	☐	☐	
2.	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)	☐	☐	☐	
3.	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)	☐	☐	☐	
4.	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)	☐	☐	☐	
5.	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)	☐	☐	☐	

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	N/A	Remark
6.	Examination and/or assessment methods for the conversion training	Processes for the examination of theoretical knowledge and/or the assessment of practical skills acquired during conversion training, including pass marks for examinations	- R2CAAT 78 – the Certification of Air Traffic Control Training Organisation, Part 2, Course 26 (4) - TCAR PEL Part ATCO ATCO.B.025 (a)(9) and ATCO.D.085	☐	☐	☐	(filled by ATO)	☐	☐	☐	
7.	Course syllabus	Conversion training shall be designed to provide knowledge and skills appropriate to a change in the operational environment	TCAR PEL Part ATCO ATCO.D.085	☐	☐	☐	(filled by ATO)	☐	☐	☐	