

Part I: Applicant's Information		
Name of Organisation:		DTO certificate no.: FTO-XXXX
Title of proposed Training Program: <i>Course title issues XX revision XX</i>		Date of Submitted: DD – MMM – YY Proposed Course Start Date: DD – MMM – YY
Type of Submission ☐ Initial ☐ Amendment		How the training is to be delivered ☐ Classroom Delivery ☐ Virtual Classroom ☐ Flight Training ☐ Simulator Training ☐ Other (specify).....
No. of Attempt ☐ 1 st attempt ☐ 2 nd attempt ☐ 3 rd attempt		Training device will be used for this course (Type and number) ☐ Simulator (FSTD/STD)..... ☐ Actual aircraft.....
Coordinator Name/ contact: Mr. XXX YYYY/ email		
Note(s): - To authorise a training course in a DTO, the CAAT must verify compliance of the training programme towards the TCAR PEL (Parts-FCL and -DTO). This checklist allows an easy verification of the training programme. - Send this checklist together, intention letter with training programme to the CAAT through pel_to@caat.or.th - Only use the latest version of the document. Check the CAAT website at www.caat.or.th to get the latest revision. - All changes to the original training programme should be notified to the CAAT using this checklist. For the submission of a revision, complete only the relevant items impacted by the revision.		
Declaration and Signature the information provided in this form is complete and correct and that the documents provided are genuine.		
Signature:	Applicant Name:	Date:

Part II				Competent Official Use Only	
Check Submitted document					
1 st checked ☐ Complete date..... ☐ Incomplete date..... Signature/Name:		2 nd checked ☐ Complete date..... ☐ Incomplete date..... Signature/Name:		3 rd checked ☐ Complete date..... ☐ Incomplete date..... Signature/Name:	
Verification result: ☐ Accept ☐ Reject					Financial (If applicable) ☐ Invoice No..... Date:..... ☐ Receipt No..... Date:.....
Instructions: 1) DTO is to conduct a self-assessment as part of its compliance check by providing manual references into the ‘Compliance checked by applicant’. 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 checklist item shall be assessed and given a result either Satisfactory or Unsatisfactory (a) Satisfactory shall be given if the DTO is able to provide valid contents and details that comply with the requirements . (b) Unsatisfactory shall be given if the DTO 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 DTO. (c) Not applicable shall be filled out as N/A 4) Provide detail in each subtopic/content of every subjects. 5) In case of amendment, Not-applicable items in the checklist may be insert “N/A” by the applicant.					

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			Yes	No	N/A	Manual Reference <i>(Section/Chapter/Page/Topic No.)</i>	S	U	N/A	Remarks
01	Programme administration	Training course <i>Mention the training provided i.a.w. DTO.GEN.110(a)</i>								

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		<i>For example: LAPL(A), SEP(L), R44, night, aerobatics...</i>								
		Training programme reference <i>Mention a unique reference title of the training programme</i>								
		Date of revision								
		Revision number <i>For example: original, 1.0, 2.1</i>								
		Responsible publisher								
		Authorized user(s), if applicable <i>Mention the user(s) who are authorized to use the training programme.</i>								
02	The aim of the course <i>AMC1 DTO.GEN. 230 (a)(1)</i>	Explain the purpose and of the course. <i>The final objective of the training is the safe performance of the privileges obtained with the licence, rating or certificate.</i>								
		Define the level of performance that must be obtained after the course. <i>Mention for the licence, rating or certificate trained, the standard of performance set in Part-FCL.</i>								
03	Crediting of previous experience and pre-entry requirements <i>AMC1 DTO.GEN 230 (a)(2)</i>	Describe the procedure for crediting previous experience and how it will be documented in the student training file. <i>Include an assessment of the licences and ratings, flight experience, received training, theoretical knowledge, ...</i>								

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		Describe the pre-entry requirements for the specific training programme course. <i>For example: age, licence/rating, flight experience, language proficiency, ...</i>								
		Describe the procedure for assessing and crediting previous training and experience of students wishing to complete their training after having started in a different training organisation. <i>Include an assessment of the licences and ratings, flight experience, received training, theoretical knowledge, ...</i>								
04	Syllabus summary. <u>Definition syllabus:</u> 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 course. It is descriptive. AMC1 DTO.GEN 230 (a)(4)	Provide the syllabus of the theoretical knowledge training. <i>Include a list of all subjects that are instructed during the theoretical knowledge training and make a cross reference list of the subjects required by Part-FCL.</i>								
		Provide the syllabus for the flight training. <i>Include a list of all air exercises to be taught in the flight training and make a cross reference with the exercises required by Part-FCL.</i> AMC1 DTO.GEN.230 (a)(3)								
		Describe the objective of each air exercise.								
		Describe the standard to be reached to complete each air exercise successfully.								

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		Provide, if applicable, the syllabus for the synthetic flight training. <i>Include a list of all exercises to be done in the synthetic flight training and make a cross reference with the exercises required by Part-FCL. AMC1 DTO.GEN.230 (a)(3)</i>								
		Describe the objective of each air exercise.								
		Describe the standard to be reached to complete each air exercise successfully.								
05	Structure and content of the theoretical knowledge instruction AMC1 DTO.GEN.230 (a)(5)	Present or describe the structure of the theoretical knowledge course. <i>Include 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 course schedule.</i>								
		Describe the used training aids (e.g. study materials, course manual references, exercises, self-study materials, demonstration equipment). <i>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 courses, OSD documents, ...).</i>								
06	Structure of the entire course and integration	Present or describe the structure of the entire course.								

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	of theoretical knowledge instruction, FSTD and flight training AMC1 DTO.GEN. 230 (a)(6)	<i>present or describe how the course will be divided into phases, indication of how the air exercises will be divided between the phases.</i>								
		Describe how the theoretical knowledge training, synthetic flight training and flying training will be integrated. <i>The student shall be able to apply the knowledge gained from the associated theoretical knowledge instruction in the flight training.</i>								
07	Student progress checks for theoretical knowledge and flight training, as appropriate AMC1 DTO.GEN. 230 (a)(7)	Explain the organisations' procedure of progress testing in each subject of the theoretical knowledge, including the topics covered, evaluation methods and the supporting documents used for recording the student's progress. <i>How will the student be evaluated and how and where are the results recorded?</i> <i>When and how are the tests be organised.</i> <i>Theoretical knowledge progress tests should be multiple choice questions exams. Define the minimum pass mark to attend the theoretical knowledge examinations at the CAAT.</i>								
		Explain the organisations' procedure of progress testing in each phase of the flight training, including the air exercises covered, a brief statement of the standard of proficiency that must be achieved before progressing from one phase of air exercise								

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		training to the next and the supporting documents that are used for recording the student's progress. <i>Include the minimum experience requirements in terms of hours, satisfactory exercise completion, emergency exercises, radio communication proficiency, etc.</i>								
08	Additional requirements for type rating courses <i>AMC1 DTO.GEN 230 (b)</i>	For a type rating course, in addition to complying with the mandatory training elements included in the operational suitability data (OSD), or any equivalent materials established in accordance with Type certification regulations acceptable to CAAT, the DTO should also follow any further recommendations (i.e. acceptable means of compliance (AMC)) contained therein. <i>To ease the verification of compliance with the mandatory and non-mandatory requirements, the DTO shall attach the latest version of the OSD to the training programme. Indicate which subjects are affected with the OSD requirements</i>								

Part III Competent Official Use Only			
Verification of the training programme by the CAAT			
The training programme is verified for compliance towards the Requirements of the Civil Aviation Authority of Thailand No. 79, 93, 107 On the Part-FCL and Part-DTO.			
☐ The training programme is accepted by the CAAT. The information contained in the training programme is considered complete and in compliance with the TCAR PEL (Part-FCL and -DTO).			
☐ The training programme is not accepted by the CAAT. The following elements are missing or are not correct in the training programme:			
The DTO shall make changes to the training programme and introduce the modified programme within 3 months to the CAAT.			
CAAT Inspector	Name	Date	Signature

References : Requirement of the Civil Aviation Authority of Thailand No. 79 Part Approved Declared Training Organisation (TCAR PEL Part - DTO))
 : Requirements of the Civil Aviation Authority of Thailand No. 93, 107 On the Pilot licence (Thailand Civil Aviation Regulation - Personnel Licensing Part Flight Crew Licensing (TCAR PEL PART - FCL))
 : Requirements of the Civil Aviation Authority of Thailand No. 110 On the Application for and Issuance of Personnel Licence and Rating Endorsement.