

Part I : Applicant's Information			
Name of Organisation:		ATO certificate no.: <i>ATCO-XXXX</i>	
Title of proposed Training Program: <i>Course title issues XX revision XX</i>		Date of Submitted: <i>DD - MMM - YY</i> Proposed Course Start Date: <i>DD - MMM - YY</i>	Application No.: <i>(For CAAT)</i>
Prior Approval	Type of Submission ☐ Initial ☐ Amendment ☐ Other (specify).....		How the training is to be delivered ☐ Classroom Delivery ☐ Virtual Classroom ☐ Simulator Training ☐ On-the-Job Training ☐ Other (specify).....
	Training devices will be used for this course (Type) ☐ Simulator (STD) ☐ N/A ☐ Other (specify).....		
Coordinator Name/ contact: <i>1. Mr. XXX YYYY/ email</i>			
The following documents are submitted by the applicant along with this checklist: ☐ 1. Intention letter on the applicant's company letterhead specifying the title of the training programme ☐ 2. Draft of Course Manual ☐ 3. Reference materials for the training/Other relevant documents as required by competent officials			
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 Name:..... Date:.....			

Part II	Competent Official Use Only
Financial (If applicable) ☐ Invoice No..... Date:..... ☐ Receipt No..... Date:.....	
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 - (S)’, ‘Unsatisfactory - (U)’ or ‘Not applicable - N/A’ a. Satisfactory or ‘S’ refers to satisfactory level. It shall be given if the applicant is able to provide or demonstrate adequate of CAAT regulatory compliant evidence, reliable records of implementation and demonstrate a sound knowledge if interview of relevant personnel are performed. Also, all sub-items must be satisfied. b. Unsatisfactory or ‘U’ refers to unsatisfactory level. It shall be given if any actions found not to be in compliance with CAAT rules and regulations or not to be conformed to any applicant ’s documentation as well as any actions being done without evidence of records. c. Not applicable or ‘N/A’ shall be given when information on a certain table is not provided, because it does not apply to a particular case in question. d. Not review or ‘N/R’ shall be given when information in the course is not changed from previously approved. 3) Remarks column, inspection result information shall be recorded, both satisfactory or unsatisfactory, the information shall be detailed enough to support the inspection result. 4) Signature block: the following shall be filled. a. Name & surname, in capital letters b. Signature c. Signed date in DD Month (e.g. JAN) and year (in C.E.) 5) Provide detail in each subtopic/content of every subjects. Note: All fields/items shall be completed. In fields/items for which there is no answer or is not used, mark a horizontal straight line or enter “N/A” or shaded with a reason.	

The requirements of Notification of the Civil Aviation Authority of Thailand on the Certification of Aviation Training Organization and Courses B.E.2562						
No	Requirements	Compliance Checked by Applicant			CAAT Officials Use Only	
		Yes	No	Manual Reference (Section/Chapter/Page/Topic No.)	Result	Remarks
1	Course Title, Course Objective and Course Expectation	☐	☐		Choose an item.	
2	Person responsible for the course	☐	☐		Choose an item.	
3	Instructor qualifications	☐	☐		Choose an item.	
4	Trainees' entry qualification	☐	☐		Choose an item.	
5	Training course outline (structure of theoretical and practical training)	☐	☐		Choose an item.	
6	Course contents (subjects, topics and learning hours)	☐	☐		Choose an item.	
7	Course timetable, duration, and limitation	☐	☐		Choose an item.	
8	Syllabus, lesson plan and course management/development	☐	☐		Choose an item.	
9	Training methods, training materials, documents, and equipment	☐	☐		Choose an item.	
10	Measurement and assessment	☐	☐		Choose an item.	
11	Instructor names list with qualification, education, and experiences	☐	☐		Choose an item.	
12	Examiner name list with qualification, education, and experiences (If applicable)	☐	☐		Choose an item.	
13	Details of training equipment and facilities i.e. location, airports, classrooms, Briefing-area, etc.	☐	☐		Choose an item.	
14	STD and relevant equipment/ material	☐	☐		Choose an item.	
	Total training program			Program(s)		

No	Training Activities	Training Hour(s)	Manual Reference (Chapter, Page, Topic no.)	CAAT Officials Use Only			
				S	U	N/A	Remarks
1.) Training Program Name: <i>Ex. Recurrent Experience lapsed more than 90 days, etc.</i>							
Course/Program Objective:							
1.1 Theoretical Knowledge Training or Long Briefing (If applicable)							
1	<i>Ex. Aircraft System and Performance</i>			Choose an item			
2	<i>Ex. Normal, Abnormal and Emergency Procedures</i>			Choose an item.			
3	<i>Ex. Flight planning, Weather, NOTAM, CRM and TEM</i>			Choose an item.			
				Choose an item.			
	Total		Hours				
1.2 Practical Training							
1	<i>Ex. Familiarisation/Normal Operation</i>			Choose an item			
2	<i>Ex. General Handling/</i>			Choose an item			
3	<i>Ex. Normal, Abnormal and Emergency Procedure</i>			Choose an item			
4	<i>Ex. Familiarisation/Normal Operation</i>			Choose an item			
				Choose an item			
				Choose an item			
	Total		Hours				
1.3 Assessment (If Applicable)							
1	<i>Ex. Assessment by assessor</i>			Choose an item			
				Choose an item			
	Total		Hours				

Remark: Additional rows can be added by the applicant as needed to accommodate all relevant content

References : Regulation of the Civil Aviation Authority of Thailand Relating to the Certification of Aviation Training Organization and Courses
: Regulation of Civil Aviation Authority of Thailand Relating to Licence issuance and endorsement
: Regulation of the Civil Aviation Authority of Thailand Relating to Licence Privilege