

**Scan for
Attendance
Record**



<https://forms.cloud.microsoft/r/nSxLrtR6kw?origin=lprLink>

Changes Related to an AOC Holder

Meeting with AOC (Air Operator Certificate) Holders

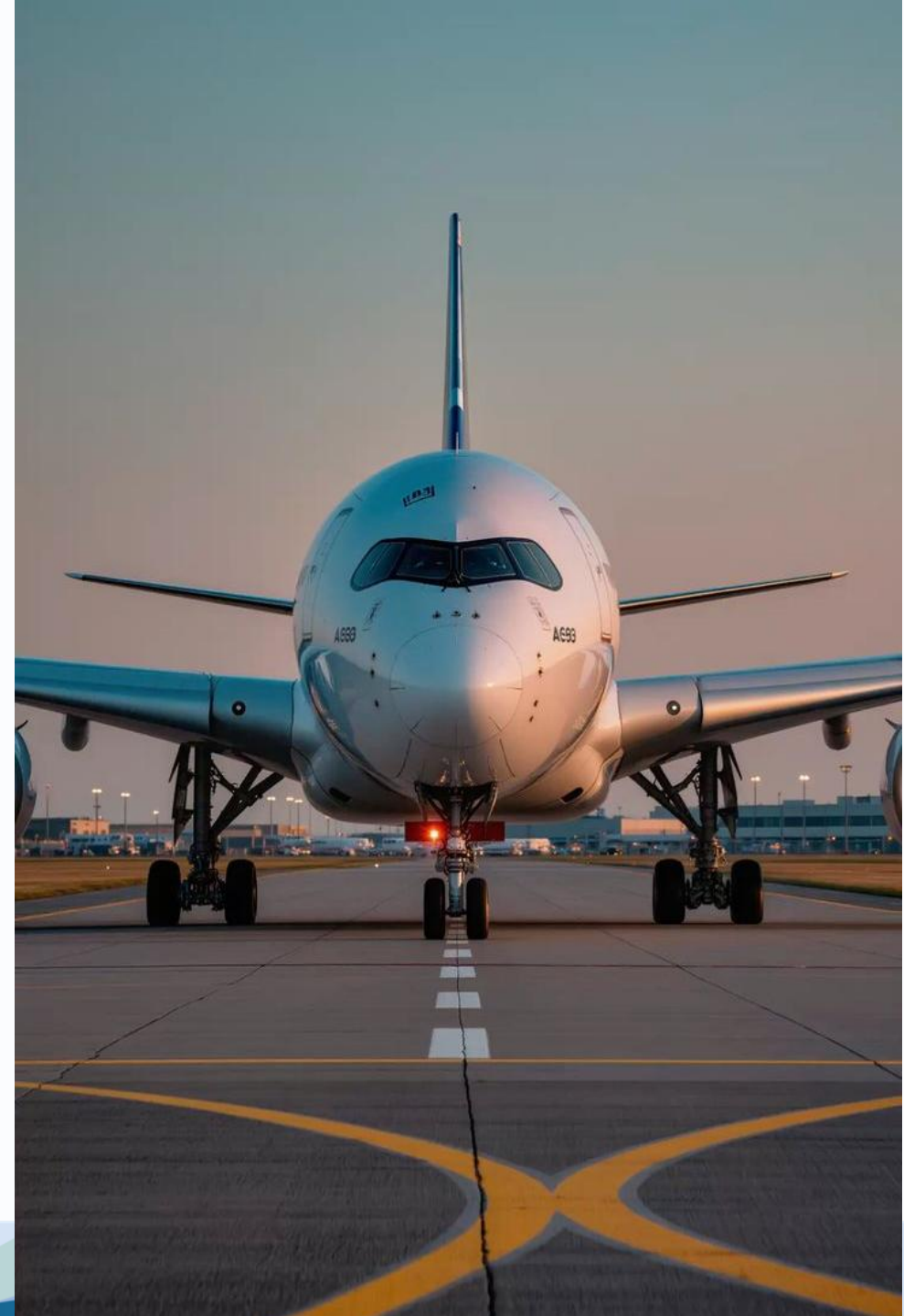
10 August 2026

Online Meeting (Microsoft Teams)

Agenda

09:00 – 09:15	Opening remarks by Chairman
09:15 – 09:45	Concept of Changes Related to an AOC Holder
09:45 – 10:15	Changes Requiring Prior Approval (CR)
10:15 – 11:00	Changes Not Requiring Prior Approval (CN)
11:00 – 11:30	CAAT Response to Questions from AOC Holders / Applicants
11:30 – 12:00	Questions and Answers / Feedback

Air Operator Certification Guidelines (AOC GL)



Air Operator Certification Guidelines (AOC GL)



Single Source
Centralized data hub.
connecting all Critical
ELEMENTS.

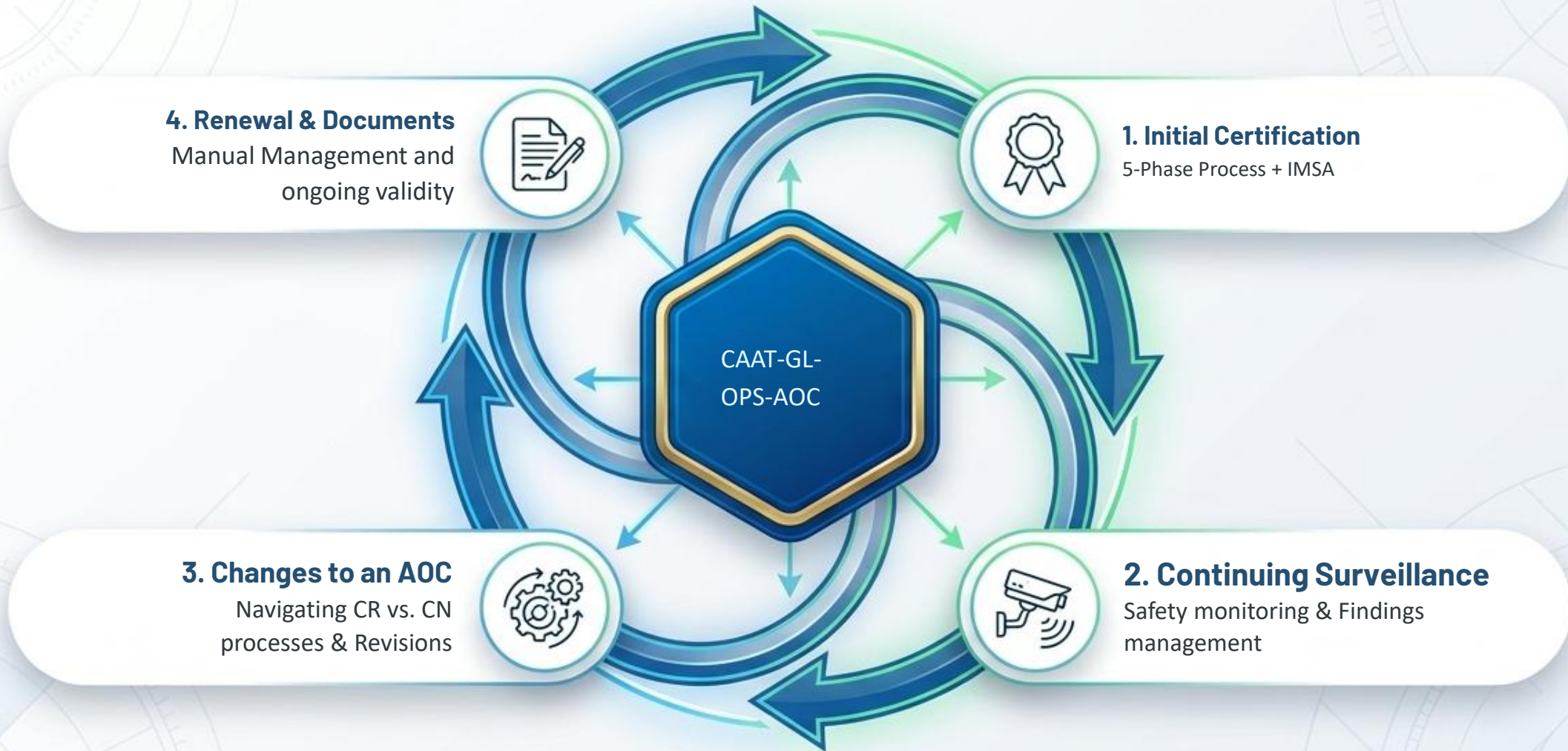


Scenario-Based
Contextualizes regulations
using real-world scenarios,
moving beyond rigid SOPs.

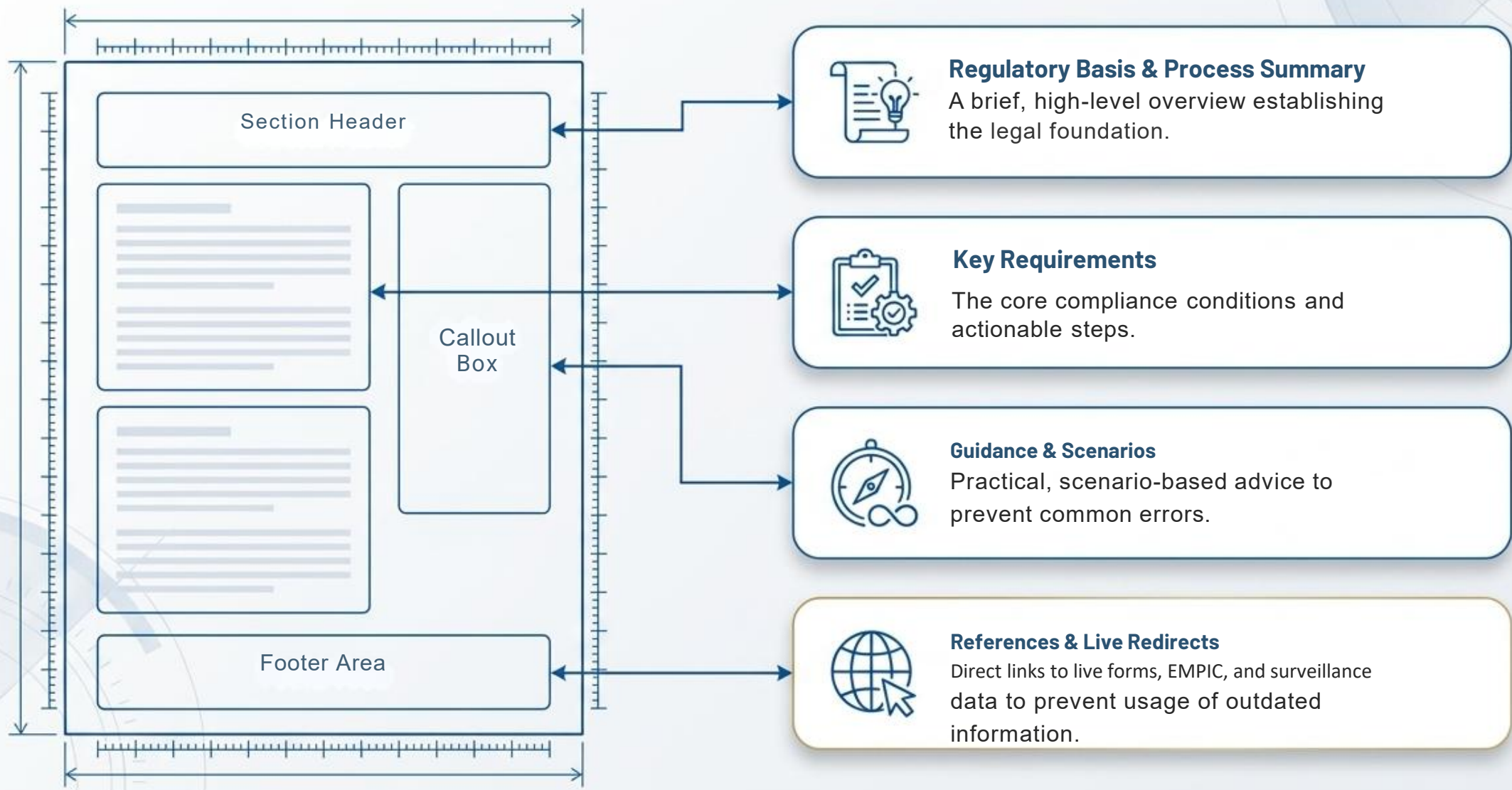


Supplementary Hub
Functions as a practical
roadmap alongside formal
regulations.

Air Operator Certification Guidelines (AOC GL)



Air Operator Certification Guidelines (AOC GL)



The Concept of Changes Related to an AOC Holder



TCAR OPS Classification of Changes

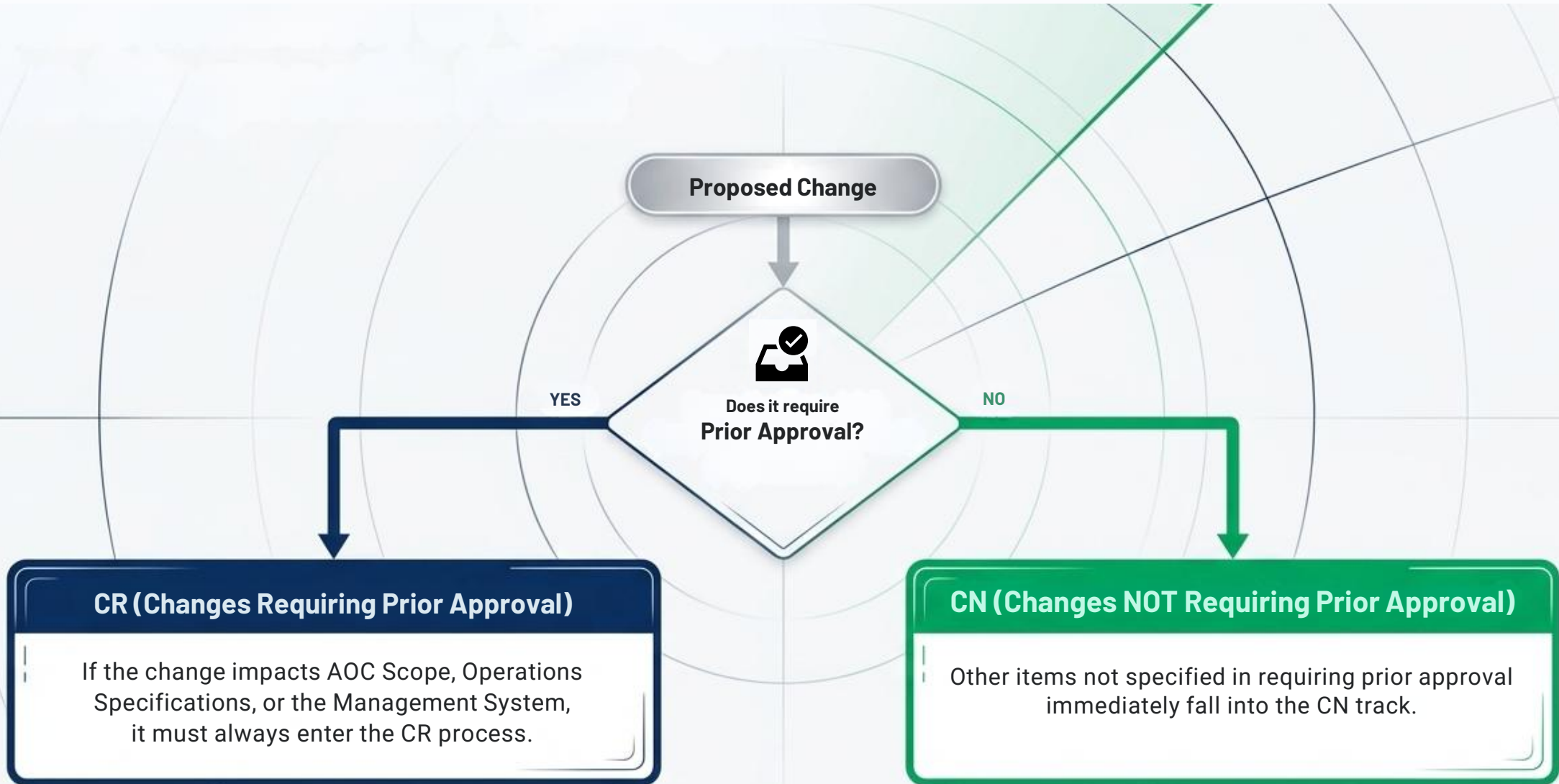
ORO.GEN.130 - Changes related to an AOC holder

- (a) Any change affecting:
- (1) operator; or
 - (2) as required in
- shall require prior approval by the CAAT.
- (b) For any changes requiring prior approval in accordance with the Air Navigation Act B.E 2497 and Kingdom of Thailand Civil Aviation Regulations, the operator shall apply for and obtain an approval issued by the CAAT. The application shall be submitted before any such change takes place, in order to enable the CAAT to determine continued compliance with the Air Navigation Act B.E 2497 and Kingdom of Thailand Civil Aviation Regulations, and to amend, if necessary, the operator certificate and related terms of approval attached to it.
- the CAAT with any relevant documentation.
- implemented upon receipt of formal approval by the CAAT
- CAAT internal oversight, certification and enforcement procedures.
- shall operate under the conditions prescribed by the CAAT during such changes, applicable.
- (c) All changes not requiring prior approval shall be managed and notified to the CAAT as defined in the operator procedure approved by the CAAT.
- (d) In case of introduction of the new aircraft type in the company, while the Authority does not have type-rated officer or have type-rated officer but not adequately meet the overall number of such aircraft type, the AOC holder shall provide aircraft type training for the new aircraft type to the Authority's Officers, at the expense of the AOC holder.

Changes requiring prior approval (CR)
= Approval

Changes NOT requiring prior approval (CN)
= Acceptance

TCAR OPS Classification of Changes



****Refer to List of Changes Requiring Prior Approval (CR)**

List of Changes Requiring Prior Approval (CR)



AOC GL Appendix B



Air Operator Certification Guidelines
Appendix B: List of Changes Requiring Prior CAAT Approval

9. Appendix B — List of Changes Requiring Prior CAAT Approval (CR)

The following is the list of changes requiring prior CAAT approval before implementation, in accordance with ORO.GEN.130. Any change falling within this list must be submitted and approved through the CR process, and a List of Approvals (LoA) signed by the DGCA must be obtained before the change is implemented.

Consult the assigned POI if the operator is uncertain whether a proposed change falls within the CR category.

Reference	Title and Subject	Remark Applicable
Part ORO.GEN - General Requirement		
ORO.GEN.110 (i)	Dangerous Goods training programmes	
ORO.GEN.120 (d)	Implementation of alternative means of compliance: AMOC	
ORO.GEN.130 (a)	Change affecting the scope of the AOC or the Operation Specification	Change related to AOC and/or OPS SPEC
ORO.GEN.130 (c)	Procedure for the management of changes not requiring prior approval	
ORO.GEN.200 (a)(1)(i)	Lines of responsibilities and accountabilities;	
ORO.GEN.200 (a)(1)(ii)	Safety policy	
ORO.GEN.210 (a)	Accountable Manager (AM)	Required form CAAT-OPS-TORM-106
Part ORO.GEN - Air Operator Certification		
ORO.GEN.130 (b)(c)	Use of aircraft listed on an AOC for NCC and/or SPO operations – transfer of operational control	
Part ORO.AOC - Air Operator Certification		
ORO.AOC.110 (b)	Wet lease-in;	
ORO.AOC.110 (c)	Dry lease-in;	Change related to OPS SPEC
ORO.AOC.110 (d)	Dry lease-out;	Change related to OPS SPEC
ORO.AOC.120	Approvals to provide cabin crew training and to issue cabin crew initial training certificate	Change related to OPS SPEC
Part ORO.MLR - Manual, Logs and Records		
ORO.MLR.105 (b)	Minimum equipment list and any amendment;	
ORO.MLR.105 (i)	Operation of an aircraft with inoperative instruments, items of equipment or functions outside the constraints of the MEL but within the MMEL	
Part ORO.FC - Flight Crew		
ORO.FC.145 (c)	Training and checking programme incl. syllabi and the use of individual FTD	
Part ORO.FC - Flight Crew		
• Crew resource management (CRM) training (ORO.FC.113, ORO.FC.213)		
• Operator conversion training (ORO.FC.133, ORO.FC.233)		
• Differences training and familiarisation training (ORO.FC.133, ORO.FC.233)		
• Recurrent training and checking (ORO.FC.133, ORO.FC.233)		
• Pilot qualification to operate in either pilot's seat – Aeroplane: RHS (ORO.FC.133, ORO.FC.233)		
• Pilot qualification to operate in either pilot's seat – Helicopter: RHS (ORO.FC.133, ORO.FC.233)		

Issue: 01, Revision: 00
Effective Date: DD-MMMM-YYYY

9-1

Proposed Change to an AOC (PCA)



Proposed Change to an AOC (PCA)

Changes Requiring Approval			
Reference	Subject	Manual Reference	Required details
Part ORO.GEN - General Requirement			
ORO.GEN.130 (b)(c)	Use of aircraft listed on an AOC for NCC and/or SPO operations – transfer of operational control		
Part ORO.AOC - Air Operator Certification			
ORO.AOC.110 (b)	Wet lease-in		Click for details
ORO.AOC.110 (c)	Dry lease-in		Form CAAT OPS TORM 102
ORO.AOC.110 (d)	Dry lease-out		Form CAAT OPS TORM 102
ORO.AOC.120	Approvals to provide cabin crew training and to issue cabin crew initial training certificate		Form CAAT OPS TORM 102
Part ORO.MLR - Manual, Logs and Records			
ORO.MLR.105 (b)	MEL – Minimum equipment list and any amendment		Click for details
ORO.MLR.105 (i)	Operation of an aircraft with inoperative instruments, items of equipment or functions outside the constraints of the MEL but within the MMEL		Click for details
Part ORO.FC - Flight Crew			
ORO.FC.145 (c)	Training and checking programme incl. syllabi and the use of individual FTD		Click for details
Part ORO.FC - Flight Crew			
• Crew resource management (CRM) training (ORO.FC.113, ORO.FC.213)			
• Operator conversion training (ORO.FC.133, ORO.FC.233)			
• Differences and familiarisation training (ORO.FC.133, ORO.FC.233)			
• Recurrent training and checking (ORO.FC.133, ORO.FC.233)			
• Pilot qualification to operate in either pilot's seat – Aeroplane: RHS (ORO.FC.133, ORO.FC.233)			
• Pilot qualification to operate in either pilot's seat – Helicopter: RHS (ORO.FC.133, ORO.FC.233)			
• Operation on more than one type or variant (ORO.FC.145, ORO.FC.245)			
• Single-pilot operations under IFR or at night (ORO.FC.202)			
• Command course (ORO.FC.202)			
• Pilot qualification to operate in either pilot's seat – Aeroplane: RHS (ORO.FC.233)			
• Other flight crew training and checking programmes (e.g. Line Training Captain, Line Check Captain, CRM Instructor Training, etc.)			
ORO.FC.231	Evidence-based training		

CAAT-OPS-TORM-201 Rev.00
Effective Date: DD-MMMM-YYYY

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List of Approvals (LoA)



The Civil Aviation Authority of Thailand

List of Approvals

Aeroplane & Helicopter

Name of Organisation: [Click or tap here to enter text.](#)

Certificate: [Click or tap here to enter text.](#)

Date of Approval: [Click or tap to enter a date.](#)

The following approvals are valid for certificate of the organization listed above. The validity for the various aircraft registrations is indicated in the attachment to the operations specification (OPS SPEC) or the list of specific approval, as applicable. This list supersedes all previously issued approvals.

gky - new change

Reference	Regulations Approval	Date of Initial	Date of Revision	Manual Ref.
Part ORO.GEN - General Requirement				
ORO.GEN.110 (i)	Dangerous goods training programmes	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap here to enter text.
ORO.GEN.120 (d)	Implementation of alternative means of compliance: AMOC	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap here to enter text.
ORO.GEN.130 (a)	Affecting the scope of the AOC or the Operation Specification	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap here to enter text.
ORO.GEN.130 (c)	Procedure for the management of changes not requiring prior approval	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap here to enter text.
ORO.GEN.200 (a)(1)(i)	Lines of responsibilities and accountabilities;	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap here to enter text.
ORO.GEN.200 (a)(1)(ii)	Safety policy	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap here to enter text.
ORO.GEN.210 (a)	Accountable Manager (AM)	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap here to enter text.
ORO.GEN.130 (b)(c)	Use of aircraft listed on an AOC for NCC and/or SPO operations – transfer of operational control	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap here to enter text.
Part ORO.AOC - Air Operator Certification				
ORO.AOC.110	(b) Wet lease-in	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap here to enter text.
ORO.AOC.110	(c) Dry lease-in	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap here to enter text.
ORO.AOC.110	(d) Dry lease-out	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap here to enter text.
ORO.AOC.120	Approvals to provide cabin crew training and to issue cabin crew initial training certificate	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap here to enter text.

CAAT-OPS-TORM-133 Rev.00
Effective Date: DD-MMMM-YYYY

Page 1 of 3

Documentation: LoA vs RoD

List of Approvals (LoA)



- **Use Case:** Used exclusively for CR (Changes Requiring Prior Approval) changes.
- **Legal Status:** Serves as formal evidence of approval and a definitive finding of compliance.
- **Requirement:** Must be received before implementing any CR changes.
- **Authority:** Signed and issued by the DGCA.

Release of Documentation (RoD)



- **Use Case:** Issued alongside the LoA for CR changes and used for CN (Changes Not Requiring Approval) changes.
- **Legal Status:** Acknowledgment of receipt ONLY. It is not a finding of compliance and does not relieve the operator of compliance responsibility.

The List of Approvals (LoA)



Detailed Regulatory

Designed to track heavy operational privileges across specific regulatory domains (ORO.GEN, CAT, SPA, etc.).

Key Fields:

Includes exact 'Reference', 'Regulations Approval', 'Date of Revision', and 'Manual Ref'.

Evidence of Compliance

Signed as a legally binding declaration:

"THE CAAT HEREBY CONFIRMS THE VALIDITY OF THIS LIST OF APPROVALS."



The Civil Aviation Authority of Thailand

List of Approvals

Reference	Regulations Approval	Date of initial	Date of Revision	Manual Ref.
Part ORO.GEN - General Requirement				
ORO.GEN.110 (i)	Dangerous Goods training programmes	22 June 2026	10 August 2026	DGM Ch.3.2
ORO.GEN.110 (i)	Dangerous Goods training programmes	22 June 2026	10 August 2026	DGM Ch.3.2
Part SPA				
SPA.LVO.100 (c)	Low Visibility Operations – Operations with operational credits	22 June 2026	23 October 2026	OM-A 8.4
SPA.LVO.110 (d)	Dangerous Goods training programmes	22 June 2026	23 October 2026	OM-A 8.4
SPA.LVO.100 (o)	Dangerous Goodss training programmes	22 June 2026	23 October 2026	OM-A 8.4
SPA.LVO.100 (c)	Low Visibility Operations – Operations with operations with operational credits	22 June 2026	23 October 2026	OM-A 8.4

Signed as a legally binding declaration: **"THE CAAT HEREBY CONFIRMS THE VALIDITY OF THIS LIST OF APPROVALS."**



Signature
The Civil Aviation Authority



The List of Approvals (LoA)



Detailed Regulatory

Designed to track heavy operational
 (e.g., specific regulatory
 AT, SPA, etc.).

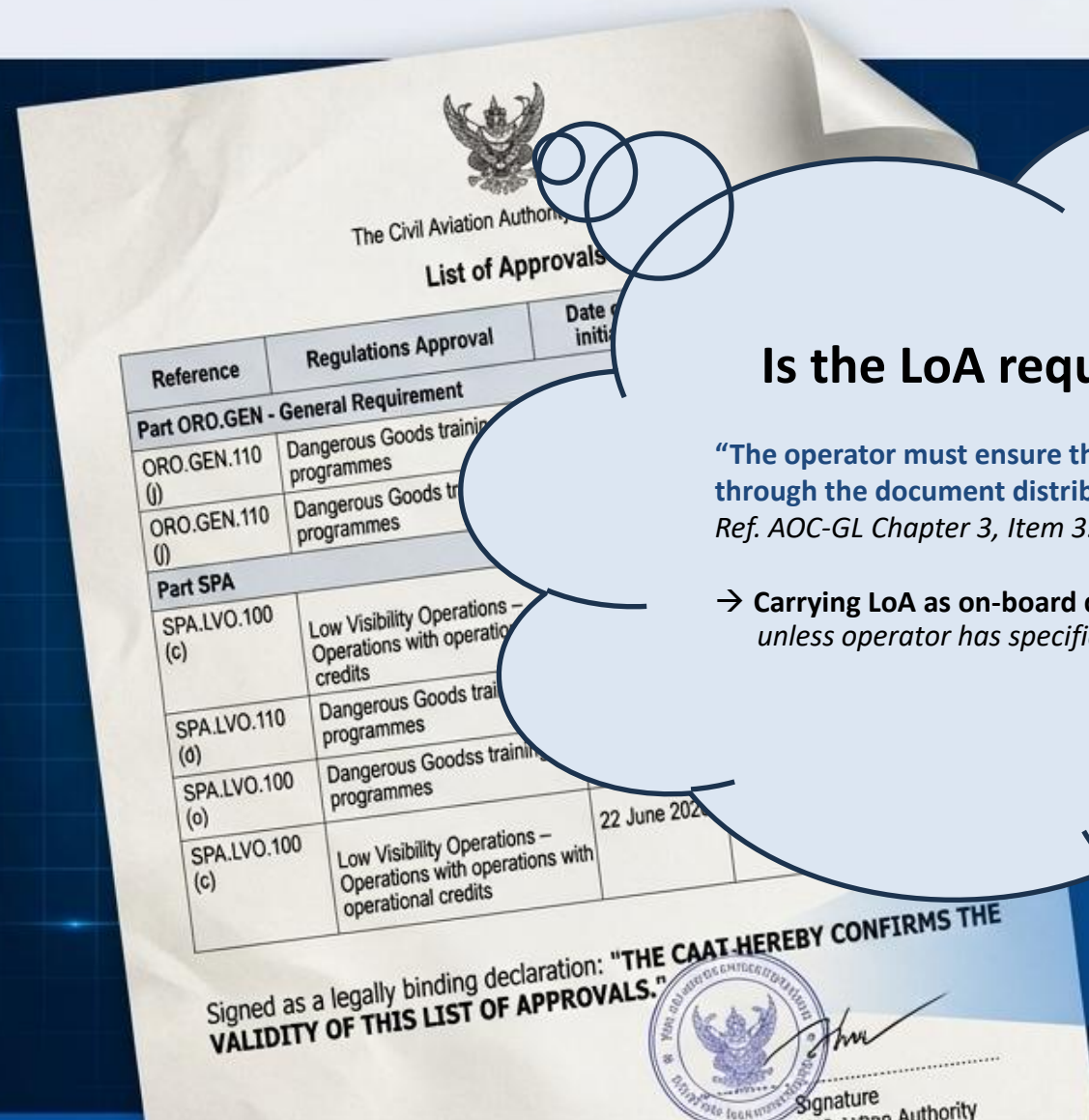
Is the LoA required to be carried on board?

"The operator must ensure that the LoA is made available to relevant personnel through the document distribution system from the effective date of the revision."
Ref. AOC-GL Chapter 3, Item 3.1

→ **Carrying LoA as on-board document is not required by regulation.**
unless operator has specified in manuals that LoA is an on-board documentation.

Compliance

...ed as a legally binding declaration:
**THE CAAT HEREBY CONFIRMS THE
 VALIDITY OF THIS LIST OF APPROVALS.**



Reference	Regulations Approval	Date of initiation
Part ORO.GEN - General Requirement		
ORO.GEN.110 (i)	Dangerous Goods training programmes	
ORO.GEN.110 (i)	Dangerous Goods training programmes	
Part SPA		
SPA.LVO.100 (c)	Low Visibility Operations – Operations with operational credits	
SPA.LVO.110 (d)	Dangerous Goods training programmes	
SPA.LVO.100 (o)	Dangerous Goods training programmes	
SPA.LVO.100 (c)	Low Visibility Operations – Operations with operational credits	22 June 2022

Signed as a legally binding declaration: **"THE CAAT HEREBY CONFIRMS THE VALIDITY OF THIS LIST OF APPROVALS."**

Signature
 The Civil Aviation Authority of Thailand

The Release of Documentation (RoD)



Simple Receipt Format

Stripped of regulatory grids.
Designed purely for administrative speed and document logging.

Essential Tracking Fields:

Captures only 'Document Name' and 'Amendment No.' to confirm version control.

The Critical Legal Boundary

"This document is issued solely to confirm that CAAT has acknowledged receipt; it does not, by itself, imply approval or acceptance."

Release of Documentation

Name of Organisation: ABC Airlines
Date of Issue: 22 June 2026

The CAAT herewith releases the following document:

Document Name: Operations Manual Part A (OM-A)
Amendment No.: Issue 01 Revision 02
**(For OEM only) Issue Date DD Mmm YYYY

"This document is issued solely to confirm that CAAT has acknowledged receipt; it does not, by itself, imply approval or acceptance of any manuals or documentation. It remains the responsibility of the operator to ensure full compliance with applicable regulations, and to amend the manuals or documentation accordingly if any non-compliance is identified."


Veera Cheevaidarakul
Flight Operations Standards Department Manager (12)
Date: 22 June 2026

The Release of Documentation (RoD)



Simple Receipt Format

Stripped of regulatory grids.
Designed purely for administrative speed and document logging.

Is the RoD required to be a part of the manual?

"The RoD may be incorporated into the Operations Manual or maintained as a standalone document."

Ref. AOC-GL Chapter 3, Item 3.1

→ **Not required by regulation.**
unless operator has specified in manuals that RoD is part of manual.

"This does not imply approval or acceptance of any manuals or documentation, and to amend the manuals or documentation accordingly if any non-compliance is identified."

Release of Documentation

Client: ABC Airlines
Date: 22 June 2026

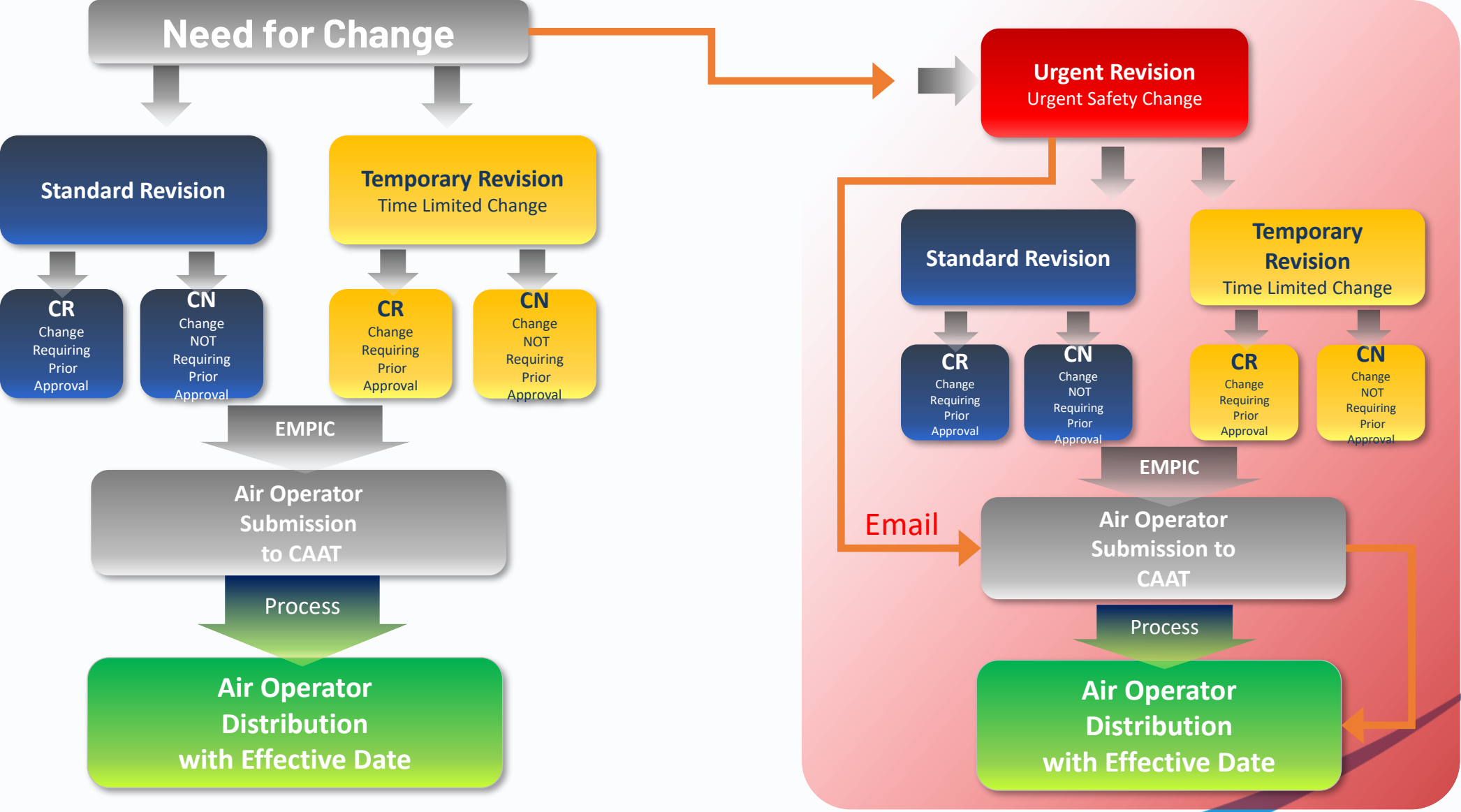
Releases the following document:

Operations Manual Part A (OM-A)
Revision 01 Revision 02
(For OEM only) Issue Date DD Mmm YYYY

I hereby confirm that CAAT has acknowledged receipt; I hereby approve or acceptance of any manuals or documentation, and to amend the manuals or documentation accordingly if any non-compliance is identified."


Jera Cheevaidarakul
Flight Operations Standards Department Manager (12)
Date: 22 June 2026

Classification of Manual Revisions



Classification of Manual Revisions

Ref. AOC-GL Chapter 3, Item 3.4



Normal Changes

Issued when changes affect individual pages or chapters rather than an entire manual.



Standard Revisions

Permanent updates.



Temporary Revisions

Time-limited Changes.



Abnormal Changes (Urgent)

Safety-driven revisions requiring immediate implementation.

Note: An urgent change can technically take the form of either a Standard (permanent) or Temporary (time-limited) revision, but its urgency dictates an accelerated approval track.

Normal Changes: Standard vs Temporary

Ref. AOC-GL Chapter 3, Item 3.4

Standard Revision



Nature

Permanent change. Not time-limited.



Trigger

Routine manual updates, introduction of new permanent procedures, or final incorporation of previously temporary content.



Visual Control

Integrates seamlessly into standard manual formatting.



Process

Follows normal regulatory tracks (CR or CN). Submitted via EMPIC.

Temporary Revision



Nature

Time-limited change.

 **Maximum Validity:
180 Calendar Days**



Trigger

Temporary operational conditions, seasonal changes, or interim mitigation measures.



Visual Control

Must be explicitly marked to prevent crew confusion (e.g., printed on yellow pages, distinct "TEMPORARY REVISION" banners, or dedicated Visual Control digital bookmarks/headers).



Process

Follows normal regulatory tracks (CR or CN) Via EMPIC.
Must be explicitly withdrawn or incorporated as a permanent Standard Revision before the 180-day expiry.

Abnormal Changes: Urgent Revision

Ref. AOC-GL Chapter 3, Item 3.4

An Urgent Revision (UR) is utilized when immediate implementation is strictly necessary to maintain **safety, resolve a serious identified hazard, or comply with an immediate authority directive.**



Email the POI & Concerned Inspector

Action: Send manual extract pages and safety justification via email.

Requirement: Subject line must begin with "URGENT REVISION".



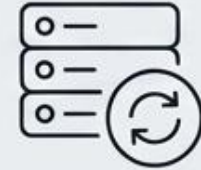
Email Acknowledgement

Action: Await CAAT's written email acknowledgement of the submission.



Immediate Implementation

Action: Operator is authorized to publish and distribute to crews immediately upon email receipt.



Concurrent EMPIC Submission

Action: Process the UR formally through the EMPIC system simultaneously alongside the email track.

List of Required Documents



■ AOC Guidelines (Chapter 3.1)

■ Mandatory Documents :

1. PCA form

2. Draft of Operations Manual or Document

3. Summary of Changes

No.	Document	Document Name		CR: Change Requiring Approval	CN: Change NOT Requiring Approval
1	CAAT-OPS-TCFM-201	Proposed Change to an AOC (PCA)	*	✓	✓
2	Operator-provided	Draft of Operations Manual/Document	*	✓	✓
3	Operator-provided	Summary of Changes	*	✓ (1)	✓ (1)
4	CAAT-OPS-TCCL-101 to CAAT-OPS-TCCL-107	Compliance List for Aeroplane and Helicopter TCAR OPS (CAAT-OPS-TCCL-101 to CAAT-OPS-TCCL-107) as applicable to the change;		(2)	-
5	CAAT-OPS-TCFM-102	Application for Operations Specifications		(3)	-
6	CAAT-OPS-TDGFM-402	Application for Dangerous Goods Operating License (Thai Air Operator) (if applicable)		(4)	-
7	CAAT-OPS-TCFM-106	Nomination for Air Operator Personnel		(5)	(5)
8	CAAT-OPS-TCFM-107	Schedule of Event Form		(6)	-
9	Operator-provided	Risk assessment documentation;		(6)	(6)
10	Operator-provided	Manufacturer/OEM documents or technical documents (e.g., AFM, MMEL, OSD, etc.)		(6)	(6)

✓ = Mandatory Document for all cases
 (#) = See Description of applicability below

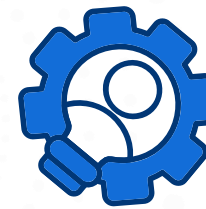


Now

- **CAAT-OPS-AOCFM-201** Application for Variation to an Air Operator Certificate
- **CAAT-OPS-AOCFM- 203** Application for Certificate of Document Approval

-
- **CAAT-OPS-AOCFM-204** Proposal of Manual Amendment Form

-
- Stamp cover page and LEP
 - Collect at CAAT office



To Be

- **CAAT-OPS-TCFM-201** Proposed Change to an AOC (PCA)

-
- Summary of Changes

-
- Collect and Download LoA/RoD from EMPIC web client and email

List of Required Documents



No.	Document	Document Name	CR: Change Requiring Approval	CN: Change NOT Requiring Approval
1	CAAT-OPS-TCFM-201	Proposed Change to an AOC (PCA)	✓	✓
2	Operator-provided	Draft of Operations Manual/Document	✓	✓
3	Operator-provided	Summary of Changes	✓ (1)	✓ (1)
4	CAAT-OPS-TCCL-101 to CAAT-OPS-TCCL-107	Compliance List for Aeroplane and Helicopter TCAR OPS (CAAT-OPS-TCCL-101 to CAAT-OPS-TCCL-107) as applicable to the change;	(2)	-
5	CAAT-OPS-TCFM-102	Application for Operations Specifications	(3)	-
6	CAAT-OPS-TDGFM-402	Application for Dangerous Goods Operating License (Thai Air Operator) (if applicable)	(4)	-
7	CAAT-OPS-TCFM-106	Nomination for Air Operator Personnel	(5)	(5)
8	CAAT-OPS-TCFM-107	Schedule of Event Form	(6)	-
9	Operator-provided	Risk assessment documentation;	(6)	(6)
10	Operator-provided	Manufacturer/OEM documents or technical documents (e.g., AFM, MMEL, OSD, etc.)	(6)	(6)
10	Operator-provided	documents (e.g., AFM, MMEL, OSD, etc.)	(6)	(6)
9	Operator-provided	Risk assessment documentation;	(6)	(6)
8	CAAT-OPS-TCFM-107	Schedule of Event Form	(6)	-

(1) Summary of Changes : CR & CN

This includes all chapters and sections that have been added, revised, or removed.

(2) Compliance List : CR

shall be submitted to the scope or part related to the change.

(3) Application for Operations Specifications : CR

Applicable to an initial AOC application and any changes involving amendments to the Operations Specifications.

List of Required Documents



No.	Document	Document Name	CR: Change Requiring Approval	CN: Change NOT Requiring Approval
1	CAAT-OPS-TCFM-201	Proposed Change to an AOC (PCA)	✓	✓
2	Operator-provided	Draft of Operations Manual/Document	✓	✓
3	Operator-provided	Summary of Changes	✓ (1)	✓ (1)
4	CAAT-OPS-TCCL-101 to CAAT-OPS-TCCL-107	Compliance List for Aeroplane and Helicopter TCAR OPS (CAAT-OPS-TCCL-101 to CAAT-OPS-TCCL-107) as applicable to the change;	(2)	-
5	CAAT-OPS-TCFM-102	Application for Operations Specifications	(3)	-
6	CAAT-OPS-TDGFM-402	Application for Dangerous Goods Operating License (Thai Air Operator) (if applicable)	(4)	-
7	CAAT-OPS-TCFM-106	Nomination for Air Operator Personnel	(5)	(5)
8	CAAT-OPS-TCFM-107	Schedule of Event Form	(6)	-
9	Operator-provided	Risk assessment documentation;	(6)	(6)
10	Operator-provided	Manufacturer/OEM documents or technical documents (e.g., AFM, MMEL, OSD, etc.)	(6)	(6)
10	Operator-provided	Manufacturer/OEM documents or technical documents (e.g., AFM, MMEL, OSD, etc.)	(6)	(6)
9	Operator-provided	Risk assessment documentation;	(6)	(6)
8	CAAT-OPS-TCFM-107	Schedule of Event Form	(6)	-

(4) Application for Dangerous Goods Operating License : CR

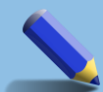
Apply to initial application and any changes to the specific approval for a Dangerous Goods Operating License with required documents.

(5) Nomination for Air Operator Personnel : CR & CN

Apply to change in Nominated or Management Personnel.

(6) This document may be required depending on the type of change or upon the inspector's request.

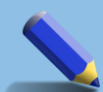
How to complete a PCA form?



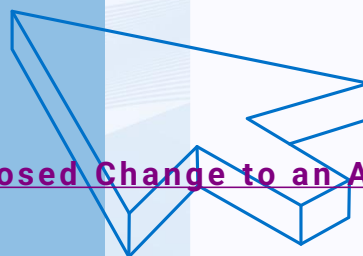
Appendix E - Instructions for completing the PCA form (CAAT-OPS-TCFM-201)



[CAAT-GL-OPS-AOC_Iss.01 Rev.00_Air Operator Certification Guideline \(AOC GL\)](#)



PCA form:



[CAAT-OPS-TCFM-201 Proposed Change to an AOC \(PCA\) Rev.00](#)

12.1.2 PART 1 - GENERAL INFORMATION

Part 1 contains company contact details and general information related to the change.

- (a) Section: **Organization Information** → Entries are free text explaining the organisation's details.

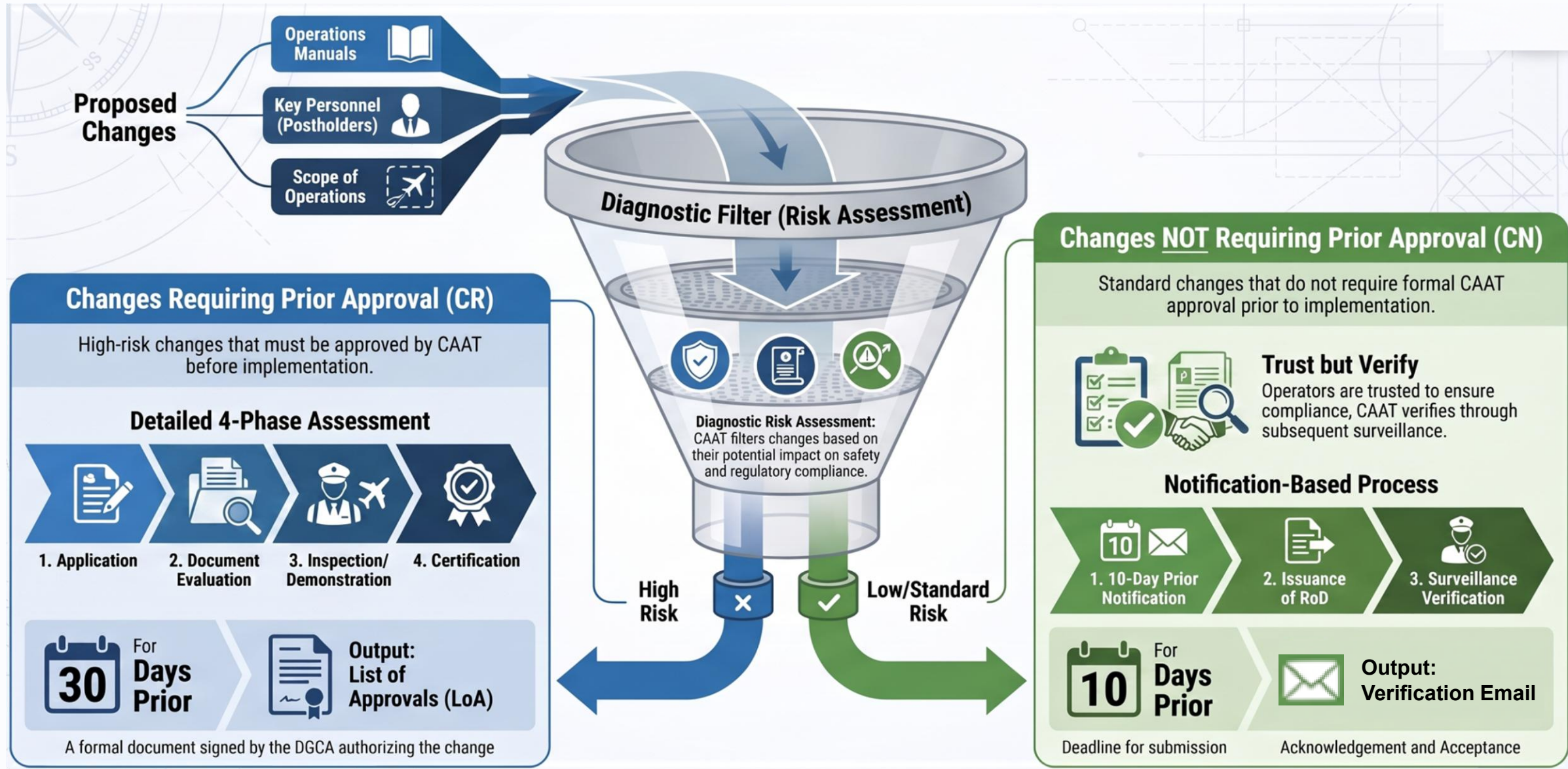
Organization Information			
Name of the Organization:	Enter name of organization	AOC No.:	AOC.XXX
Name of Contact Person:	Enter name of contact person	Position:	Enter position
Company address:	Enter company address		
Email:	Enter email address		
Telephone:	Enter telephone number	Mobile:	Enter mobile number

- (b) Section: **Description of the Change**

Description of the Change	
Briefly specify the change	
e.g., Adding new aircraft HS-XXX.../Request for Specific Approval of.../Amendment procedure of... etc.	
1	Type of Revision: ☐ Standard Revision ☐ Temporary Revision
2	Classification of Change: ☐ Changes Requiring Prior Approval (CR) ☐ Changes NOT Requiring Prior Approval (CN)
3	Submission date: Click to enter a date.
3	Proposed effective date: Click to enter a date.
Note: Changes requiring prior approval by CAAT shall become effective only upon the operator's receipt of the duly signed approval documentation from CAAT.	

effective date:	Click to enter a date
proposed	
3	submission date: Click to enter a date

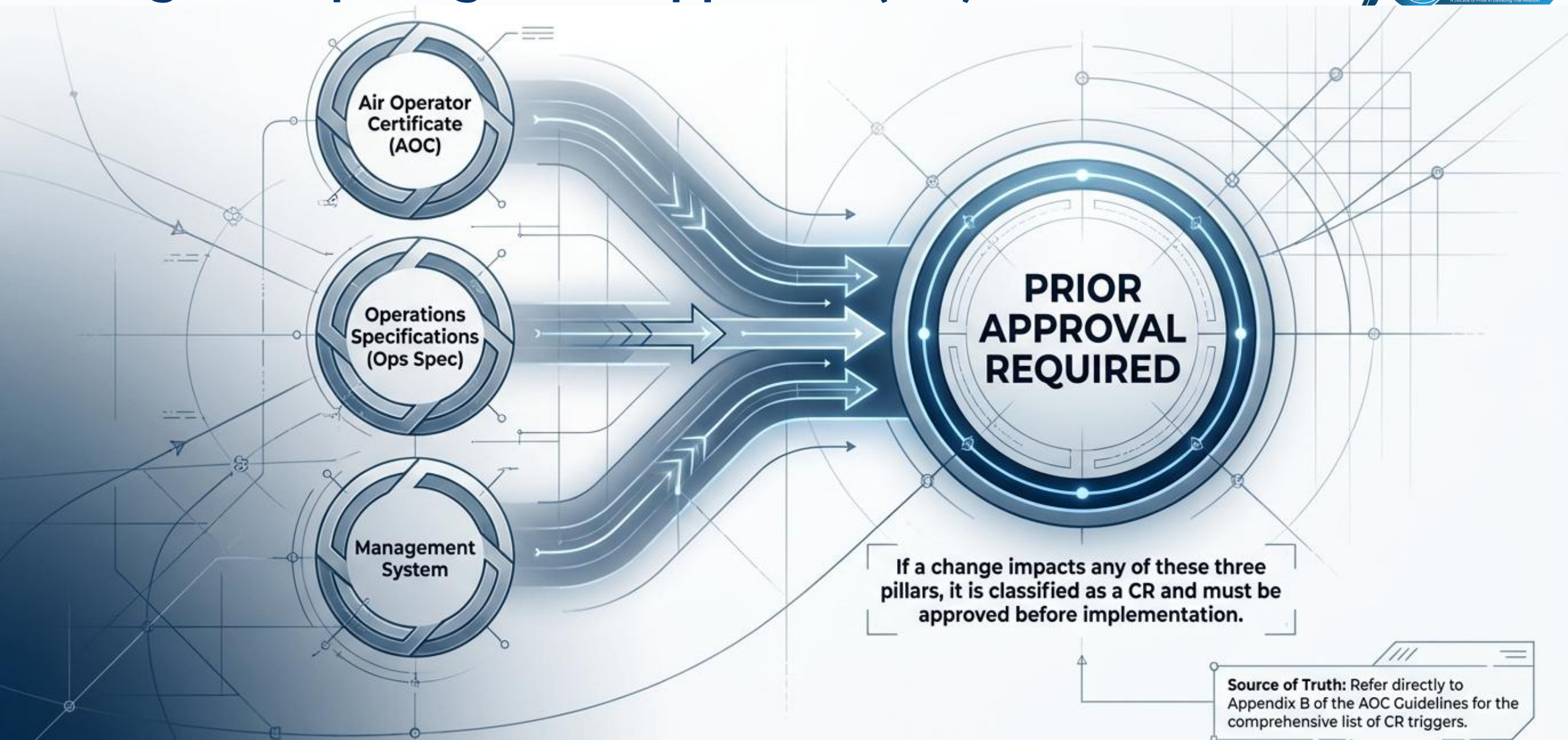
TCAR OPS Classification of Changes



Changes Requiring Prior Approval (CR)



Changes Requiring Prior Approval (CR)



Changes Requiring Prior Approval (CR)



Changes Requiring Prior Approval (CR)



Phase 1: Application

Submission of intent, formal forms, and comprehensive documentation via the EMPIC system.



Phase 2: Document Assessment

Rigorous regulatory compliance review of the submitted manual and evidence by assigned inspectors.

Dear Applicant,

CAAT would like to inform the Operator that the Change to an AOC submission has successfully completed Phase 2 (Document Assessment Phase).

Based on the regulatory assessment performed, the latest submitted manuals have been reviewed and verified to meet the requirements of TCAR OPS and applicable regulations. The Operator is hereby authorized to proceed to Phase 3 (Demonstration and Inspection), in accordance with the applicable certification process.

Note: The associated Release of Documentation (RoD) is attached for reference.

Changes Requiring Prior Approval (CR)



Proactive Communication

Coordinate early with your Principal Operations Inspector (POI) before committing heavy resources or finalizing complex changes.



Internal Self-Verification

Conduct rigorous internal self-audits using the applicable Compliance Lists (CAAT-OPS-TCCL-101 to 107) before submitting the application.



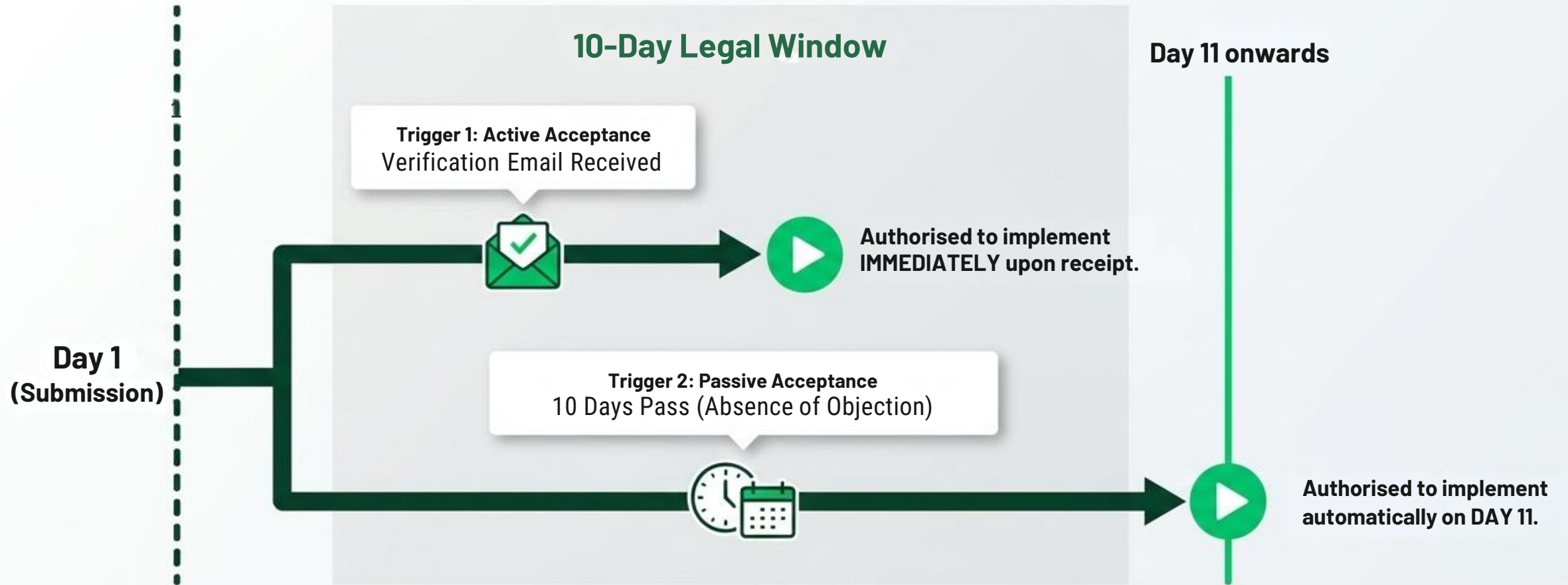
Quality Control

Ensure highly detailed, transparent, and comprehensive initial submissions to drastically reduce review cycles, clarification requests, and Phase 2 bounce-backs.

Changes NOT Requiring Prior Approval (CN)



Changes Not Requiring Prior Approval (CN)



CAUTION: Receipt of an RoD alone DOES NOT authorize implementation before Day 11 unless accompanied by a Verification Email.

Changes Not Requiring Prior Approval (CN)

10-Day Legal Window

Day 11 onwards

**Day 1
(Submission)**

**Trigger 1: Active Acceptance
Verification Email Received**



**Trigger
10 Days**

Dear Applicant,

Please be informed that CAAT has completed the assessment of the documentation submitted under the Changes NOT Requiring Prior Approval (CN) process.

The submitted documentation has been assessed and found acceptable. This email serves as the verification notification from CAAT.

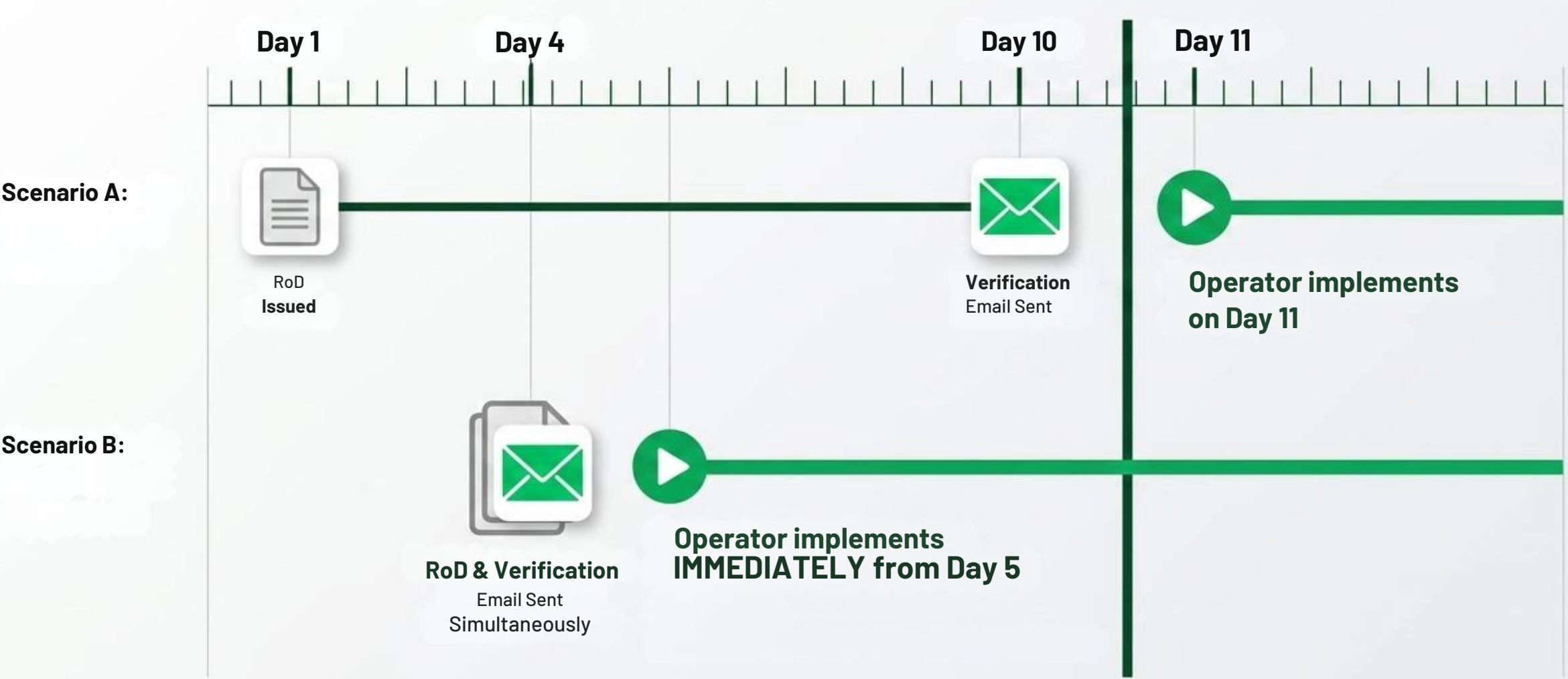
- If your organisation has not yet implemented the change, you may do so with immediate effect upon receipt of this notification.
- If your organisation has already implemented the change following the expiry of the 10-day period without objection from CAAT, this notification serves as formal confirmation of the acceptability of the submitted documentation.

Should you have any further inquiries, please contact your Principal Operations Inspector (POI) or email caataoc@caat.or.th and refer to the following reference numbers:

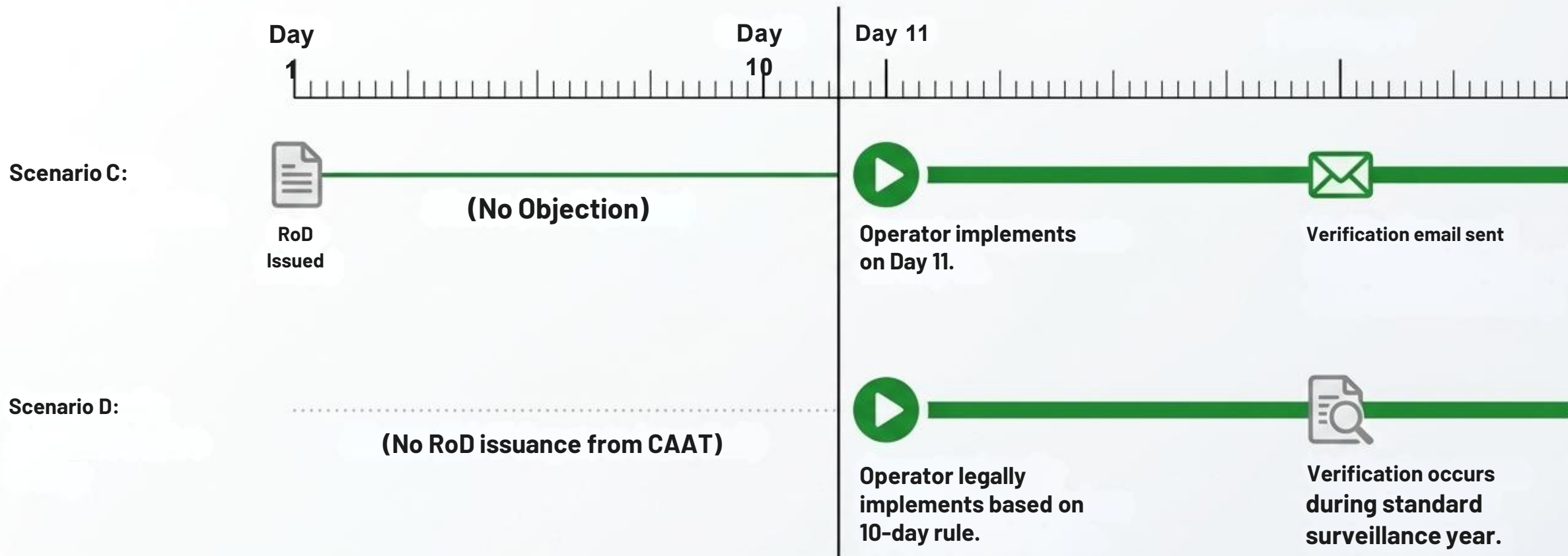


CAUTION: Receipt of an RoD alone DOES NOT authorize implementation before Day 11 unless accompanied by a Verification Email.

Changes Not Requiring Prior Approval (CN)



Changes Not Requiring Prior Approval (CN)



i Even though implementation in Scenario D is authorized, operators should actively follow up for the missing RoD to ensure they hold administrative proof for international ramp inspections.

Changes Not Requiring Prior Approval (CN)



Cursory Review

For CN changes, inspectors perform a preliminary review for speed and issue the RoD.

Shift to Surveillance

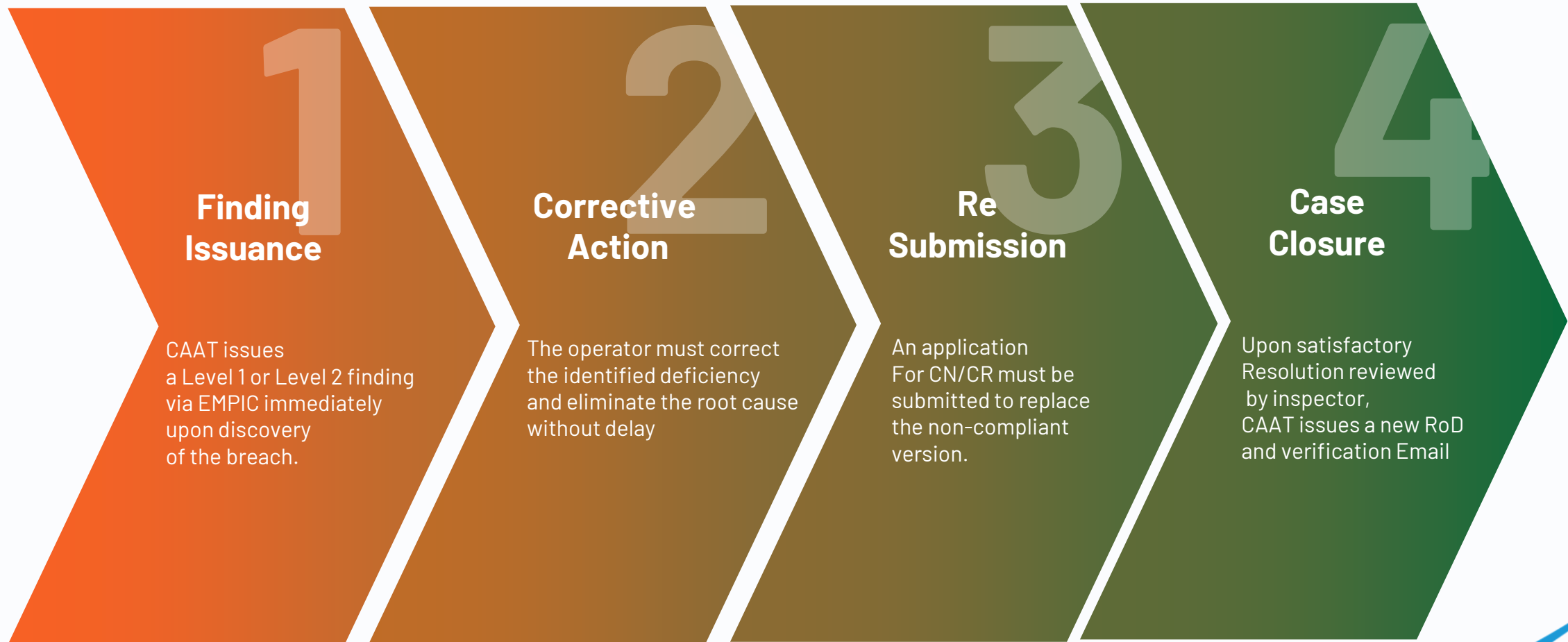
Deep Compliance Evaluation moves to the Surveillance phase, which can be conducted at any time (pre or post implementation)

Operator's Ultimate Responsibility

Refer to RCAAT No. 26 Clause 16, responsibility for legal compliance remains 100% with the operator. If defects are found later, CAAT retains the power to mandate immediate corrections or resubmissions.

“What Happens When a Non-Compliance is Identified after implementation?”

Changes Not Requiring Prior Approval (CN)



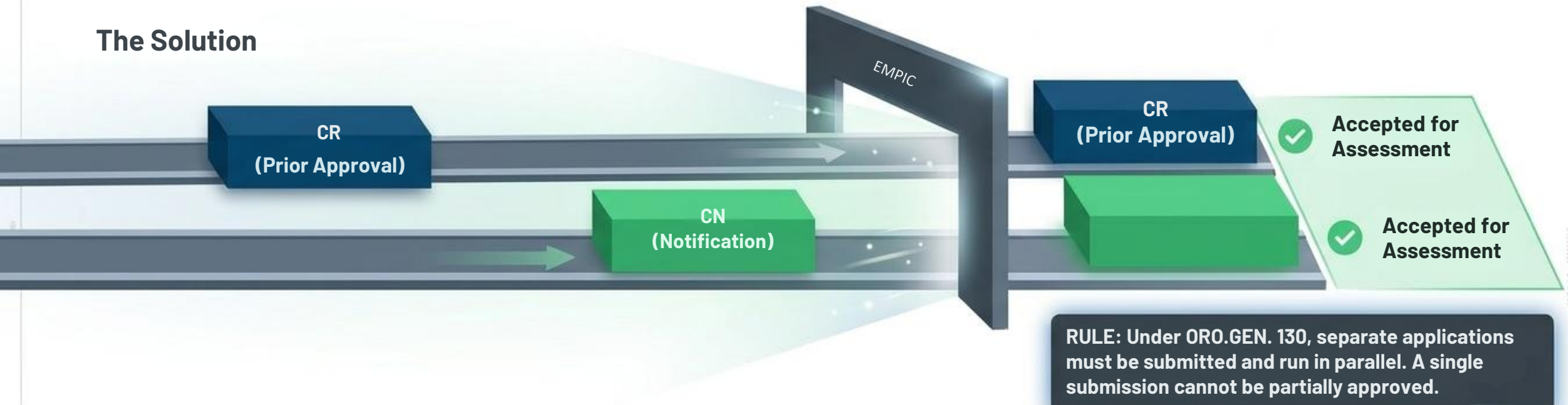
Q&A Scenario: The Mixed Submission

Q: "Can the CR and CN are submitted together in one EMPIC submission?"

A: No mixing CR and CN items in a single EMPIC submission.

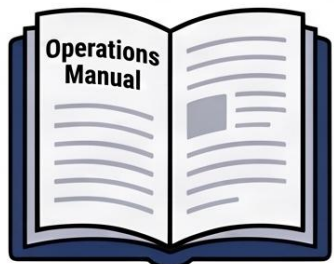


The Solution



RULE: Under ORO.GEN. 130, separate applications must be submitted and run in parallel. A single submission cannot be partially approved.

Q: How to manage parallel CR & CN submissions



SUBMISSION & STRATEGY CHOICE

SUBMIT SEPARATE PCA FORMS



CR FORM



CN FORM

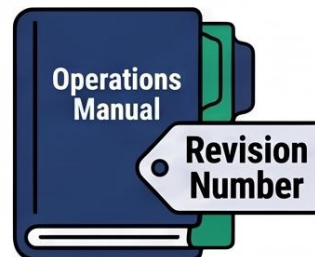
Submit one manual revision with separate PCA forms

BRANCH BY EFFECTIVE DATE



Choose your pathway based on whether you need synchronized or staggered implementation dates.

PATHWAY 1: SYNCHRONIZED IMPLEMENTATION



Use one **Revision Number**



Implementation is **prohibited** until the List of Approvals (LoA) is received.

CR & CN JOINT AUTHORIZATION TRIGGER:
Receipt of LoA

IMPLEMENTATION CONSTRAINT:
Prohibited until LoA issued

CR and CN items implemented **simultaneously** after formal approval

PATHWAY 2: STAGGERED IMPLEMENTATION

PHASE 1 - CN

Revision 01



Publish CN items as 'Revision 01' after 10 days or Verification Email receipt.



10 DAYS

CN AUTHORIZATION TRIGGER:
10 Days or Verification Email

Subject to **post-implementation review**



WARNING: CR content must **NOT** be implemented during the CN phase.

PHASE 2 - CR

Revision 02



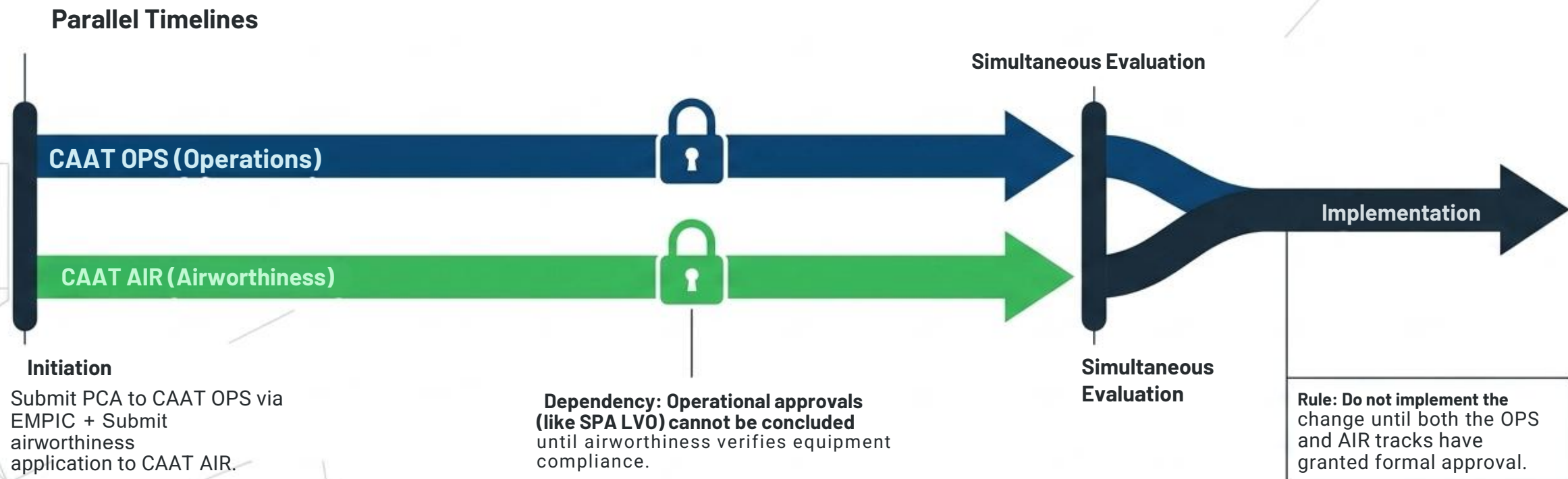
Publish CR items as 'Revision 02' only after formal approval via LoA.

CR AUTHORIZATION TRIGGER:
Receipt of LoA

IMPLEMENTATION CONSTRAINT:
Prohibited until LoA issued

Q: How to submit an application that affects both Operations (OPS) and Airworthiness (AIR)?

A: Changes affecting both require simultaneous, parallel submissions to both CAAT AIR and CAAT OPS. Both evaluation processes are conducted simultaneously, and both approvals must be obtained before implementation.



Q: Can multiple matters be included in a single application?

NO

**Changes Related to an AOC Holder
(e.g., Fleet or SPA additions)**



Answer: Separate PCA forms must be submitted for each distinct change.

YES

Manual and Document Amendments



Answer: Multiple CR or CN changes within a single revision cycle can be identified and included in one submission.

Rule: One submission per revision cycle through EMPIC.
Ensure all applicable items are identified on the PCA form.

Changes Submission via EMPIC



Changes Submission via EMPIC



ToDo List

Notifications

> Aircraft Registration

> Surveillance

> Exposition / Manual Upload

✓ Service Requests

Forms

My Requests and Procedures

Category: -

- ✓ Online Form
 - > ADR (Aerodrome)
 - > ANS (Air Navigation Service)
- ✓ AOC (Air Operator Certificate)
 - AOC-TCAR: Application for Initial AOC (TCAR)
 - AOC: Application for AOC Renewal
 - AOC-TCAR: Application for the Change Related to an AOC (Effective 1 Oct 2026)
 - ✓ AOC-TCAR: Application for the Change of Contents in Manual or Document (Effective 1 Oct 2026)
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 - AOC-DGL: Application for Dangerous Goods Operating License (Renewal Only)
- > Dangerous Goods and Prohibited or Special Handling Items Operating License

Changes Submission via EMPIC



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[→]

ToDo List

Notifications

> Aircraft Registration

> Surveillance

> Exposition / Manual Upload

✓ Service Requests

Forms

My Requests and Procedures

Service Requests

AOC-TCAR: Changes Related to an AOC

- Please ensure your application and the checklist are **completed correctly and that all required supporting documentation is provided.**
- Please **change the file name** as the checklist
- Fields and sections in **BOLD** type are **mandatory.**
- Incomplete applications **will not be accepted** and will be returned to you for amendment.
- Maximum file size is **200 MB** and maximum number of files is **200 files.**
- List of required document to be submitted, please proceed to CAAT website <https://www.caat.or.th/>

Organisation Name *

Responsible person name: *

Type of Change Requiring Prior Approval

Change in Operations : ⓘ *
Requiring Specific Approval (SPA), specify

Change in particulars of an organization (affecting the scope of the AOC) * ☐ Yes ☐ No

Change of Nominated Person * ☐ Yes ☐ No

Fatigue Risk Management * ☐ Yes ☐ No

Changes Submission via EMPIC

ToDo List

Notifications

> Aircraft Registration

> Surveillance

> Exposition / Manual Upload

> Service Requests

Forms

My Requests and Procedures

Type of Change Requiring Prior Approval

Change in Operations Requiring Specific Approval (SPA), specify  *

Change in particulars of an organization (affecting the scope of the AOC) *

☐ Yes ☐ No

Change of Nominated Person *

☐ Yes ☐ No

Fatigue Risk Management (FRM) Approval *

☐ Yes ☐ No

Adding New Aircraft (Same make/model) *

☐ Yes ☐ No

Inclusion of New Aircraft Type *

☐ Yes ☐ No

Removal of Aircraft *

☐ Yes ☐ No

Change in others (Other than above)  *

Application Changes Requiring Prior Approval (CR)

CAAT-OPS-TCFM-201: Proposed Change to an AOC (PCA)  *

☐ Yes ☐ No

Changes Submission via EMPIC

ToDo List

Notifications

> Aircraft Registration

> Surveillance

> Exposition / Manual Upload

> Service Requests

Forms

My Requests and Procedures

Application Changes Requiring Prior Approval (CR)

CAAT-OPS-TCFM-201:
Proposed Change to an
AOC (PCA)

 *

☐ Yes ☐ No

Draft of the proposed
documentation to be
changed

 *

☐ Yes ☐ No

Summary of changes

 *

☐ Yes ☐ No

CAAT-OPS-TCFM-102
Application for Operations
Specification

*

☐ Yes ☐ No

Risk Assessment *

☐ Yes ☐ No

CAAT-OPS-TDGFM-402:
Application for Dangerous
Goods Operating License
(Thai Air Operator)

*

☐ Yes ☐ No

Manufacturer/OEM
documents or technical
documents (e.g., AFM, MMEL,
OSD, etc.)

*

☐ Yes ☐ No

CAAT-OPS-TCFM-106:
Nomination for Air Operator
Personnel

*

☐ Yes ☐ No

Changes Submission via EMPIC



EMPIC

ToDo List

Notifications

> Aircraft Registration

> Surveillance

> Exposition / Manual Upload

> Service Requests

Forms

My Requests and Procedures

Compliance List (TCAR OPS)

Compliance List for Aeroplane and Helicopter TCAR OPS Part ORO

☐ Yes ☐ No

Compliance List for Aeroplane AOC TCAR OPS Part IDE.A

☐ Yes ☐ No

Compliance List for Helicopter AOC TCAR OPS Part CAT.IDE.H

☐ Yes ☐ No

Compliance List for Aeroplane and Helicopter TCAR OPS Part CAT

☐ Yes ☐ No

Compliance List for Aeroplane AOC TCAR OPS Part CC

☐ Yes ☐ No

Compliance List for Aeroplane and Helicopter TCAR OPS Part SPA

☐ Yes ☐ No

Compliance List for Aeroplane AOC Part SEA

☐ Yes ☐ No

Select file or drop attachment files here.

Changes Submission via EMPIC



ToDo List

Notifications

> Aircraft Registration

> Surveillance

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> Service Requests

Forms

My Requests and Procedures

Category: -

> Online Form

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> Dangerous Goods and Prohibited or Special Handling Items Operating License

Changes Submission via EMPIC



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> Exposition / Manual Upload

✓ Service Requests

Forms

My Requests and Procedures

Service Requests

AOC-TCAR: (CR) Manual/Doc Changes Requiring Prior Approval Process

- Please ensure your application and the checklist are **completed correctly** and that **all required supporting documentation is provided**.
- Please **change the file name** as the checklist
- Fields and sections in **BOLD** type are **mandatory**.
- Incomplete applications **will not be accepted** and will be returned to you for amendment.
- Maximum file size is **200 MB** and maximum number of files is **200 files**.
- List of required document to be submitted, please proceed to CAAT website : <https://www.caat.or.th/certificates-licenses/air-operator/aoc-document-manual-revision/>

Organisation Name *

Responsible person name: *

Responsible person contact number: *

Responsible person e-mail: *

Application for Changes Requiring Prior Approval (CR) of an AOC's manual and documents

CAAT-OPS-TCFM-201:  * ☐ Yes ☐ No

Proposed Change to an

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ToDo List

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> Surveillance

> Exposition / Manual Upload

< Service Requests

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My Requests and Procedures

Application for Changes Requiring Prior Approval (CR) of an AOC's manual and documents

CAAT-OPS-TCFM-201: *

Proposed Change to an AOC (PCA)

☐ Yes
☐ No

Draft of the proposed documentation to be changed *

☐ Yes
☐ No

Summary of changes *

☐ Yes
☐ No

Manufacturer/OEM documents or technical documents (e.g., AFM, MMEL, OSD, etc.) *

☐ Yes
☐ No

Other Documents, specify *

Compliance List (TCAR OPS)

Compliance List for Aeroplane and Helicopter TCAR OPS Part ORO *

☐ Yes
☐ No

Compliance List for Aeroplane AOC TCAR OPS Part IDE.A *

☐ Yes
☐ No

Changes Submission via EMPIC



ToDo List

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> Surveillance

> Exposition / Manual Upload

> Service Requests

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My Requests and Procedures

Compliance List (TCAR OPS)

Compliance List for Aeroplane *
and Helicopter TCAR OPS Part ORO

☐ Yes ☐ No

Compliance List for Aeroplane *
AOC TCAR OPS Part IDE.A

☐ Yes ☐ No

Compliance List for Helicopter *
AOC TCAR OPS Part CAT.IDE.H

☐ Yes ☐ No

Compliance List for Aeroplane *
and Helicopter TCAR OPS Part CAT

☐ Yes ☐ No

Compliance List for Aeroplane *
AOC TCAR OPS Part CC

☐ Yes ☐ No

Compliance List for Aeroplane *
and Helicopter TCAR OPS Part SPA

☐ Yes ☐ No

Compliance List for Aeroplane *
AOC Part SEA

☐ Yes ☐ No

Select file or drop attachment files here.

Changes Submission via EMPIC



ToDo List

Notifications

> Aircraft Registration

> Surveillance

> Exposition / Manual Upload

> Service Requests

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My Requests and Procedures

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Changes Submission via EMPIC



▼ **ORG-Pattaraporn K-Mile Air Company Limited** 

ToDo List

Notifications

> Aircraft Registration

> Surveillance

> Exposition / Manual Upload

▼ Service Requests

Forms

My Requests and Procedures

Service Requests

AOC-TCAR: (CN) Manual/Doc Changes NOT Requiring Prior Approval Process

- Please ensure your application and the checklist are **completed correctly and that all required supporting documentation is provided.**
- Please **change the file name** as the checklist
- Fields and sections in **BOLD** type are **mandatory**.
- Incomplete applications **will not be accepted** and will be returned to you for amendment.
- Maximum file size is **200 MB** and maximum number of files is **200 files**.
- List of required document to be submitted, please proceed to CAAT website : <https://www.caat.or.th/certificates-licenses/air-operator/aoc-document-manual-revision/>

Organisation Name *

Responsible person name: *

Responsible person contact number: *

Responsible person e-mail: *

Application for Changes Requiring Prior Approval (CR) of an AOC's manual and documents

CAAT-OPS-TCFM-201:  * ☐ Yes ☐ No

Proposed Change to an

Changes Submission via EMPIC

ToDo List

Notifications

> Aircraft Registration

> Surveillance

> Exposition / Manual Upload

▼ Service Requests

Forms

My Requests and Procedures

Responsible person e-mail: *

Application for Changes Requiring Prior Approval (CR) of an AOC's manual and documents

CAAT-OPS-TCFM-201:  *

Proposed Change to an AOC (PCA)

☐ Yes ☐ No

Draft of the proposed documentation to be changed  *

☐ Yes ☐ No

Summary of changes  *

☐ Yes ☐ No

Manufacturer/OEM documents or technical documents (e.g., AFM, MMEL, OSD, etc.) *

☐ Yes ☐ No

Other Documents, specify  *

Select file or drop attachment files here.



Electronic Mail Template

How's different?



.....

CR : Completed Certification

Inform operator via E-Mail



CAAT EMPIC REQUEST-114947 – Changes Requiring Prior Approval (CR): Certification Completed  สรุปอีเมลฉบับนี้



service@caat.or.th

ถึง:  Kanjana Piriaphanya

สำเนาถึง:  Thanathep Tanumore; OPS-EMPIC Team

Dear Applicant,

Please be informed that the Changes Requiring Prior Approval (CR) process has been completed. The relevant certificates and documents have been prepared and issued as follows (as applicable):

- Air Operator Certificate (AOC)
- Operations Specifications (OPS SPEC) and Attachment to Operations Specifications
- Dangerous Goods Operating License (DGL)
- List of Approvals (LoA)
- Release of Documentation (RoD)

The Principal Operations Inspector (POI) will contact you regarding collection of the documents.

Should you have any further inquiries, please contact your Principal Operations Inspector (POI) or email caataoc@caat.or.th and

=====

Ref. 1 (Job ID): 120835

Ref. 2 (Request ID): REQUEST-114947

Organisation: CAAT_TEST Company Limited (20570)

=====

Best regards,
Flight Operations Standards Department (OPS)
The Civil Aviation Authority of Thailand (CAAT)

** This message is generated by an automated system. Please do not reply directly to this email. **

- ✓ Air Operator Certificate (AOC)
- ✓ Operations Specifications (OPS SPEC) and Attachment to Operations Specifications
- ✓ Dangerous Goods Operating License (DGL)
- ✓ List of Approvals (LoA)
- ✓ Release of Documentation (RoD)

Inform Operator that LoA and RoD have been issued

service@caat.or.th

ถึง: 🟢 Kanjana Piriyaaphanya

สำเนาถึง: 🟢 Thanatthep Tanumore

😊 ⏪️ ตอบกลับ ⏪️ ตอบกลับทั้งหมด ➡️ ส่งต่อ 📌 🗂️ ...

จ. 13/7/2026 16:48

 RoD.pdf
2 เมกะไบต์

 LoA.pdf
5 เมกะไบต์

สิ่งที่แนบมา 2 รายการ (6 เมกะไบต์) 📁 บันทึกทั้งหมดไปยัง OneDrive - CAAT ⬇️ ดาวน์โหลดทั้งหมด

Dear Applicant,

Please be informed that the approval process for the Change Requiring Prior Approval (CR) has been completed.

The List of Approvals (LoA), together with the respective Release of Documents (RoD), has been prepared and is attached for your reference.

Please ensure that the final approved version of all relevant operations manuals and the LoA have been uploaded to the CAAT Flight Operations Standards Database (FOSD) system within 7 days.

Should you have any further inquiries, please contact your Principal Operations Inspector (POI) or email caataoc@caat.or.th and refer to the following reference numbers:

=====

Ref. 1 (Job ID): 120854

Ref. 2 (Request ID): REQUEST-114964

Organisation: CAAT_TEST Company Limited (20570)

=====

Best regards,

Flight Operations Standards Department (OPS)

The Civil Aviation Authority of Thailand (CAAT)

** This message is generated by an automated system. Please do not reply directly to this email. **

EMPIC

OPS EMPIC Admin

ToDo List

Notifications

> Surveillance

> Exposition / Manual Upload

> Service Requests

Forms

My Requests and Procedures

Example_Cover_Sheet_2021_Proposed_Change_to_all_ROD_17_City_of_Alexandria.pdf

	Management of Change (MOC).pdf	24/07/2026 13:56:20		
	OM-A Iss.01 Rev.01.pdf	24/07/2026 13:56:20		
	Summary of Change.pdf	24/07/2026 13:56:20		
	Summary of Change.pdf	24/07/2026 14:16:26		
	Compliance List Part IDE_Update 20Jul261.pdf	24/07/2026 14:35:26		
	Compliance List Part ORO_Update 20Jul26.pdf	24/07/2026 14:35:26		
	OPS SPEC and Attachment.pdf	24/07/2026 15:03:50		
	LoA.pdf	24/07/2026 15:03:53		
	RoD - OMB.pdf	24/07/2026 15:04:00		
	RoD - OMA.pdf	24/07/2026 15:04:00		

Back

Control LoA

FOSD

Welcome To System Flight Operations Standards Database

 Kanjana Piriyaanya

✈ TCAR > รายชื่อสายการบิน > Thai Air Asia Company Limited

All Category

List of Approvals

CATEGORY – A General

CATEGORY – B Aircraft Type

CATEGORY – C Route

CATEGORY – D Training

Internal Document

Safety Card

All Category

List of Approvals

CATEGORY – A General

CATEGORY – B Aircraft Type

CATEGORY – C Route

CATEGORY – D Training

Internal Document

Safety Card

Status : Active

Run. No.	Category	Manual	Issue	Revision	Acknowledged by	Previous Edition	Date Time Upload	Attachment	รายละเอียด
No Record									

Status : Process

Run. No.	Category	Manual	Issue	Revision	Previous Edition	Date Time Upload	Attachment	รายละเอียด	ลบ
No Record									

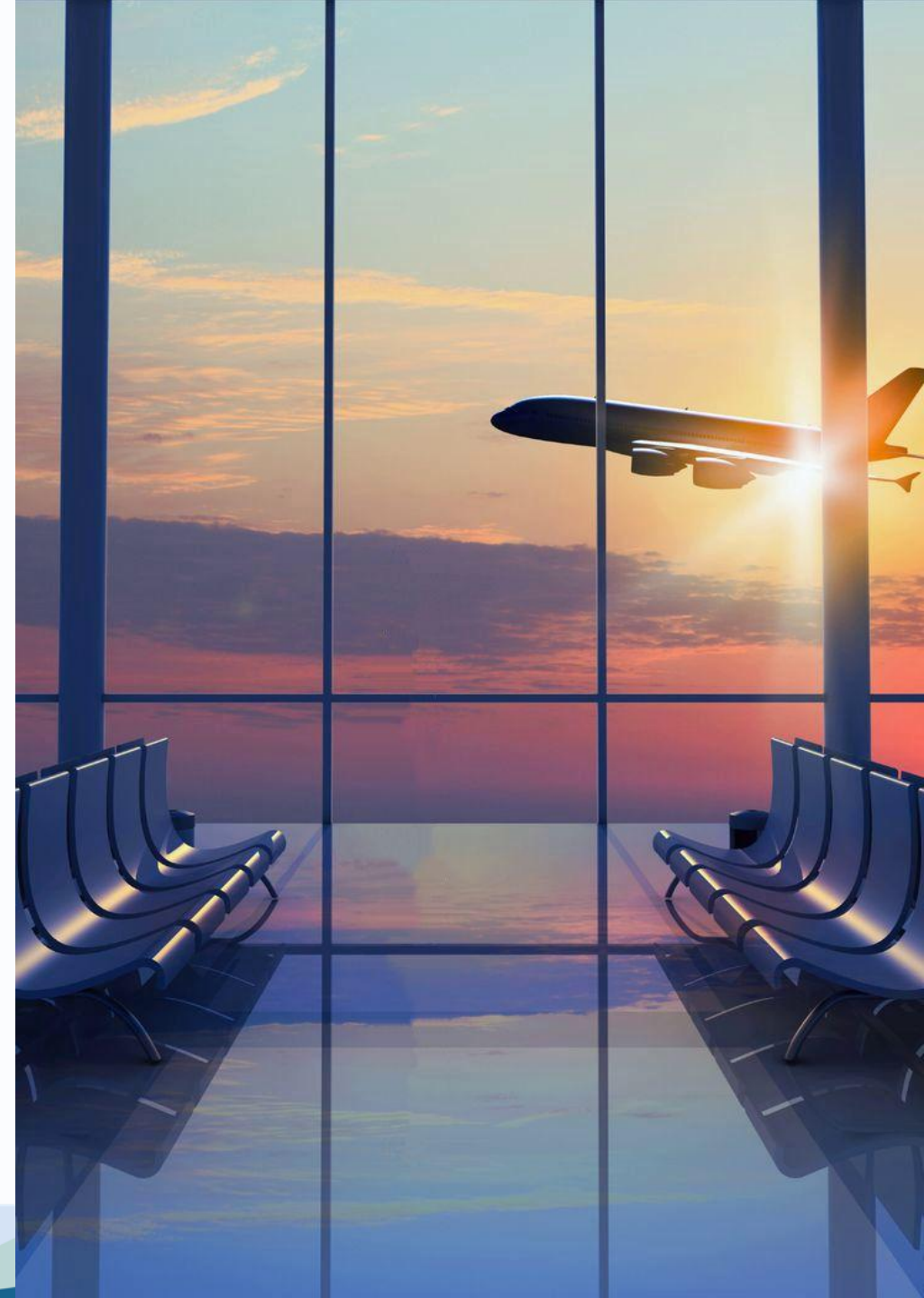
Status : Reject

Run. No.	Category	Manual	Issue	Revision	Acknowledged by	Previous Edition	Date Time Upload	Attachment	รายละเอียด
No Record									

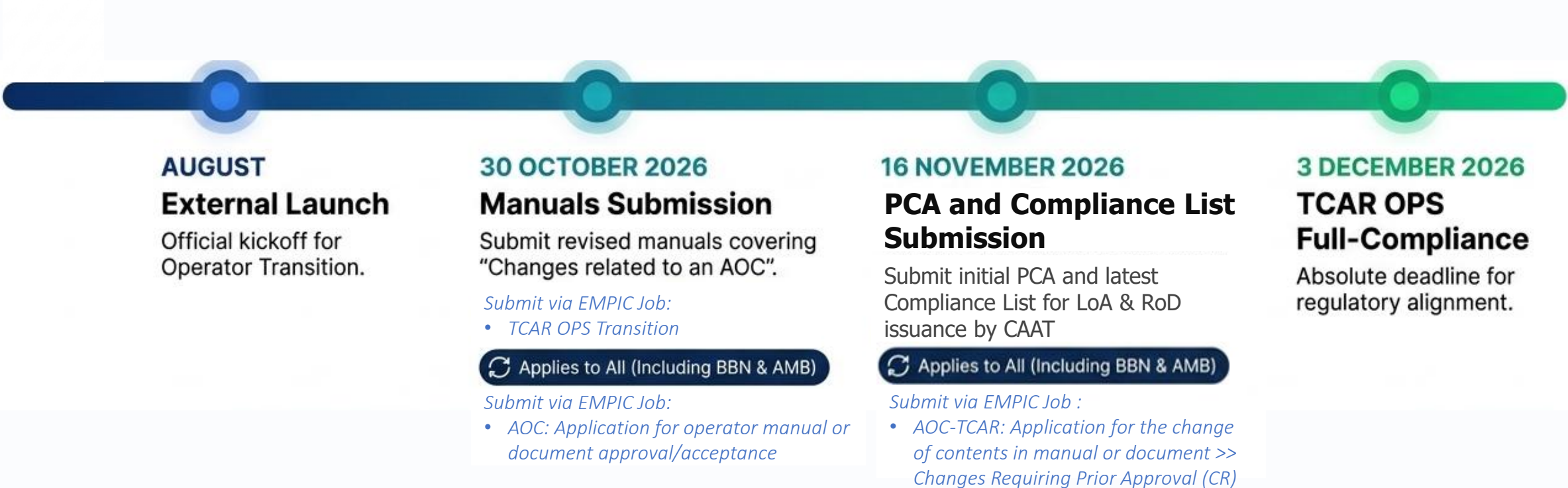


An operator shall upload the LoA in FOSD within 7 days

What's NEXT?



Roadmap & Key Compliance Milestones



Mandatory for Full Compliance

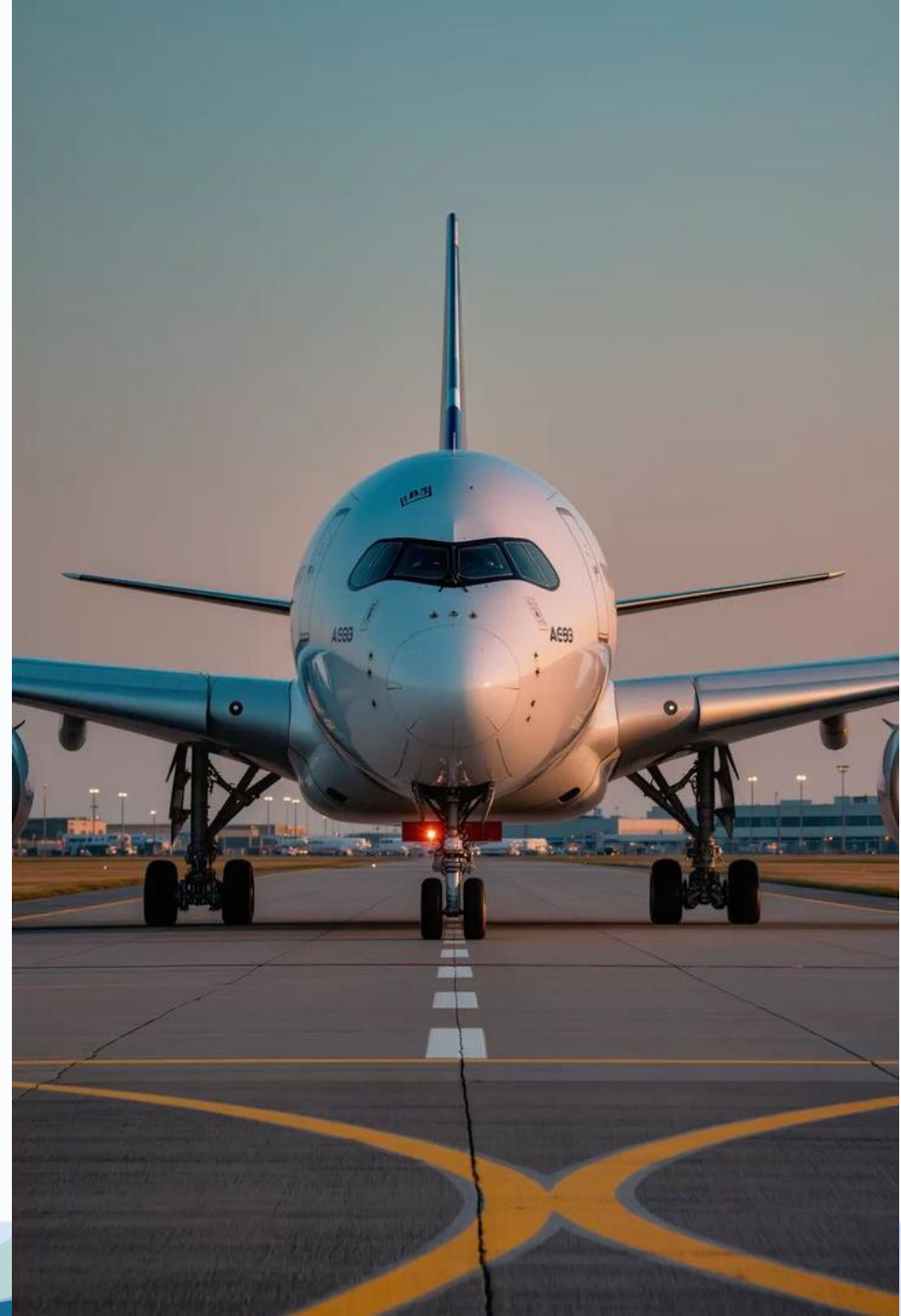
- 
 Complete all area inspections via the official TCAR Checklist.
- 
 Include all Special Approvals (SPA) in the inspection scope.
- 
 Close ALL findings prior to the final December deadline.

Roadmap & Key Compliance Milestones

Q: “When will this the new Changes to and AOC processes be implemented?”

A: Once an operator receives an AOC under TCAR OPS

CAAT Response to Questions from AOC



1. Does every change requiring approval need to be processed through the Management of Change (MOC) process? If an AOC holder does not conduct an MOC, would this be considered a non-compliance, or could CAAT reject the Operations Manual (OM) revision request on that basis?

Ans:

For a CR: Every change requiring prior approval should undergo a documented safety risk assessment under AMC1 ORO.GEN.130(b).

For MoC: A MoC assessment is required where the change may adversely affect safety, in accordance with AMC1 ORO.GEN.200(a)(1)(iii)(e) and the operator's procedures.

Key distinction: CR/CN classification determines how the change is processed with CAAT, whereas MoC addresses the safety risks arising from the change. Therefore:

- A CR does not automatically require a full MoC assessment.
- A CN is not automatically exempt from MoC.
- Administrative or editorial changes may require only proportionate documented screening.

2. Is an AOC holder required to establish its own list of changes requiring prior approval, covering both the "General" and the "Additional Changes Requiring Prior Approval" specified in GM1 ORO.GEN.130(a) and (b) - Changes related to an AOC holder?

Ans:

No, an AOC holder is not required to establish its own separate list of changes requiring prior approval (CR). The **CAAT has already provided a comprehensive and standardized list in Appendix B (List of Changes Requiring Prior CAAT Approval) of the AOC Certification Guidelines (AOC GL)**. This list is developed based on the regulatory requirements of TCAR OPS ORO.GEN.130 and covers both the "General" and "Additional" changes specified in GM1 ORO.GEN.130(a) and (b).

3. If CAAT approves the content and information of the Operations Manual, is the cover page of each manual required to include the name and signature of the CAAT approver? If not, should the cover page instead contain the internal approval of the AOC holder?

Ans:

No, the cover page of each manual is not required to include the name and signature of a CAAT approver. Instead, ensure that the latest LoA and RoD are available to relevant personnel to substantiate that the manual has been officially approved or acknowledged by CAAT.

Internal approvals should follow your company's document control procedures.

4. If a single change requiring prior approval involves several related pieces of information that are addressed in different sections or documents, rather than in one specific location, how should the approval be processed? Should the change be submitted as a single approval request or as separate approval requests for each related item?

Ans:

If a **single change requiring prior approval** (e.g., implementing a new EFB system or a new Low Visibility Operation capability) requires updates across multiple manual sections, fleet types, or separate documents, it **should be submitted as a single approval request (one PCA Form)**.

For manual amendments involving multiple changes requiring prior approval (CR), **operators are permitted to submit these under a single PCA application** if they are part of the same manual revision cycle. However, must accurately list every affected manual, section, and the specific revision/issue numbers.

5. With the implementation of the new change management process for changes requiring prior approval and changes not requiring prior approval, does CAAT plan to review and revise GM3 ORO.MLR.100(a) - Operations Manual - General to ensure it is aligned with the new requirements?

Ans:

The implementation of the **new CR/CN process is fully consistent with GM3 ORO.MLR.100(a)**, as the existing guidance already requires operators to distinguish between change elements that require prior approval and those that do not. The AOC Certification Guidelines (AOC GL) serve as a practical, scenario-based tool to help operators execute these regulatory requirements effectively.

While the concepts are aligned, CAAT will continue to monitor the maturity of the process and evaluate whether future updates to GM3 ORO.MLR.100(a) are necessary to provide even greater clarity for the industry.

6. Does CAAT provide any tools, templates, or standard forms to support the implementation of the new change management process, including changes requiring prior approval and changes not requiring prior approval?

Ans:

Yes, CAAT provides a comprehensive set of standardized tools and templates within the **AOC Certification Guidelines (AOC GL)** to support the CR/CN process. Key resources include:

- **Mandatory Forms:** The PCA Form (CAAT-OPS-TCFM-201) for all change applications and Compliance Lists (TCCL-101 to 107) for manual verification
- **Classification Lists:** Definitive reference lists for CR items (Appendix B) and CN notification items (Appendix C)
- **Administrative Templates:** Standardized formats for the Summary of Changes, List of Approvals (LoA), and Release of Documentation (RoD)
- **Centralized Hub:** Appendix A contains "Quick Links" to all required regulations and downloadable forms

These tools are fully integrated with the **EMPIC** and **FOSD** systems to ensure a transparent, digital oversight framework.

7. Regarding the approval fee, does CAAT charge THB 1,000 per approval request (which may include one or more related changes/items), or THB 1,000 for each individual change/item requiring prior approval?

Ans:

CAAT generally **charges the certification fee per approval request** (per LoA).

However, please note that fees are subject to change in the future. Operators should always refer to the latest official Announcement of CAAT on Certificate Fees for the most current rates.

8. Can CAAT issue guidance for manage the List of Approval page to understand for the same direction?

Ans: Refer to AOC GL

- Chapter 3, Item 3.1

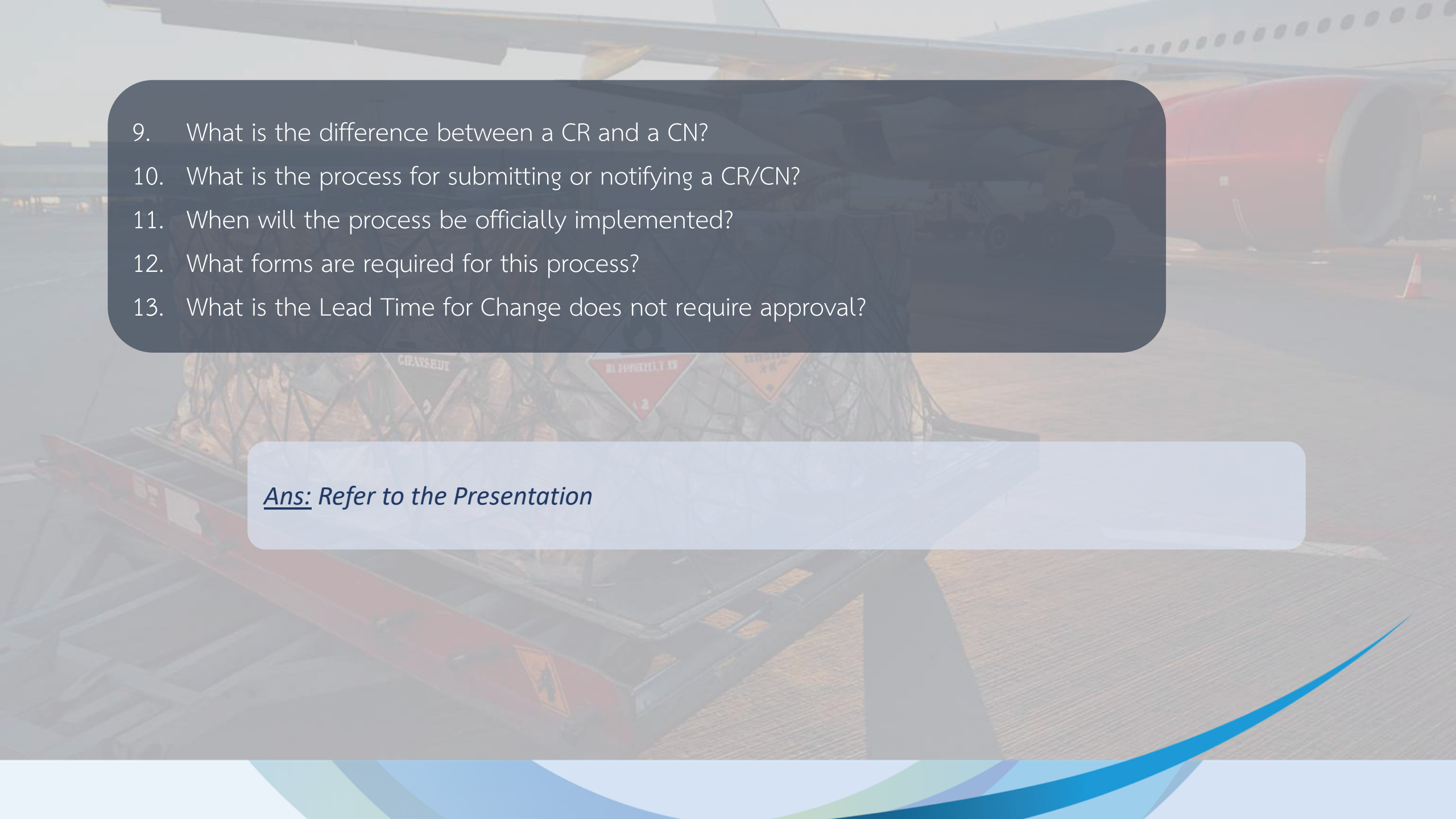
- **List of Approvals (LoA):** A formal document signed and issued by the DGCA that lists all approvals currently held by the operator, including the date of initial approval and the date of the most recent amendment. The LoA is revised whenever a process or content requiring prior approval is newly granted, amended, or revoked. It is not required to be part of the Operations Manual and may be maintained as a standalone document, provided it is readily accessible as evidence of formal approval. The LoA is issued in electronic (.PDF) format. **The operator must ensure that the LoA is made available to relevant personnel through the document distribution system from the effective date of the revision.**

- Chapter 6, Item 6.3.3

6.3.3 Timeline for Uploading to FOSD

The operator must upload the following documents to FOSD within the timeframes below:

Document	Upload Deadline	Trigger Event
List of Approvals (LoA)	Within 7 days	From the date of receipt of the LoA

- 
9. What is the difference between a CR and a CN?
 10. What is the process for submitting or notifying a CR/CN?
 11. When will the process be officially implemented?
 12. What forms are required for this process?
 13. What is the Lead Time for Change does not require approval?

Ans: *Refer to the Presentation*

Q & A Session



Thank You



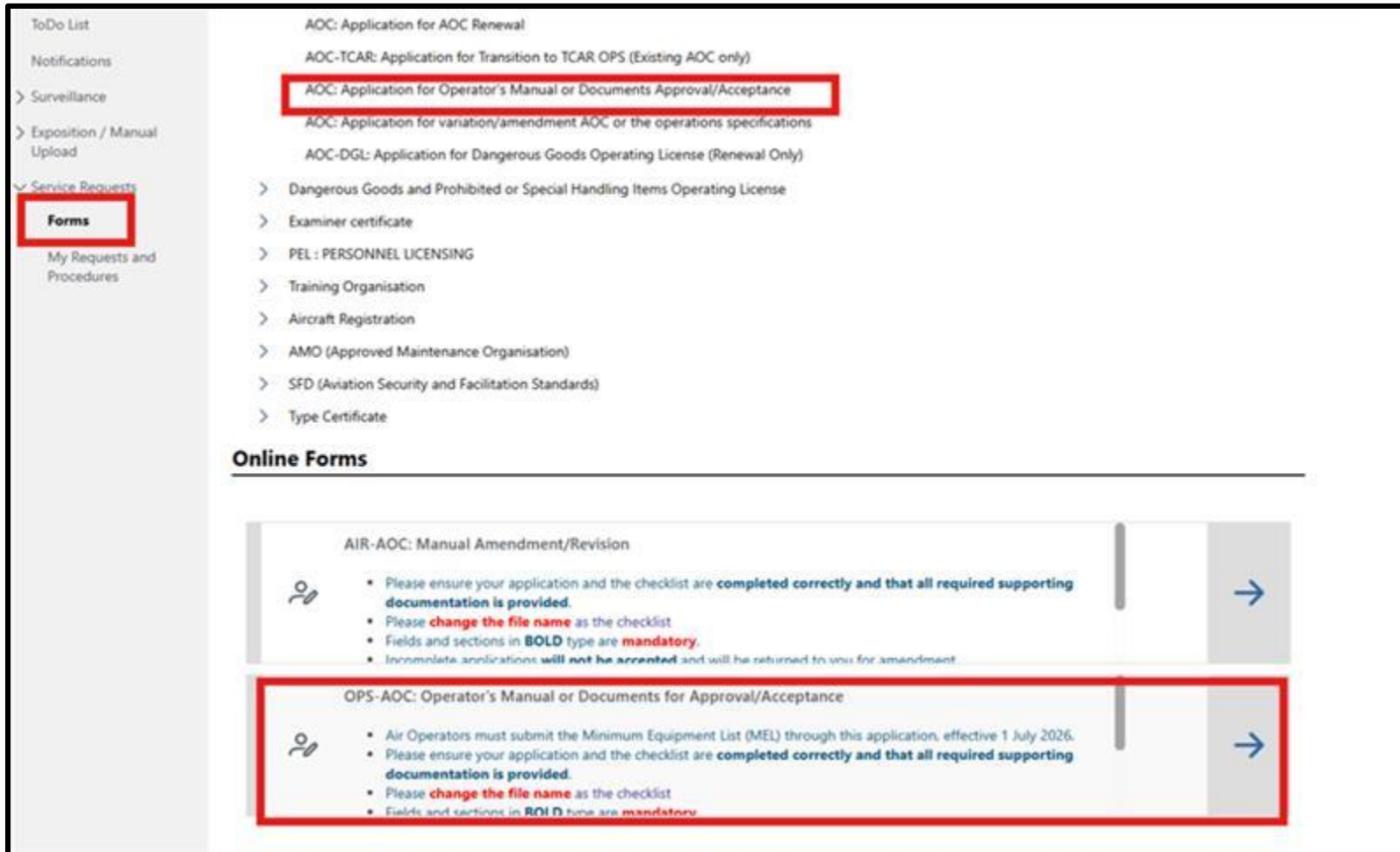
[Fill | Changes Related to an AOC Holder - Feedback Form](#)

"We appreciate your valuable feedback, which will be used for improvement in the next session."

Transition of MEL Manual Submission

Effective Date: 1 July 2026

1. All MEL Manuals must be submitted through the new channel. Submissions are to be made via the form "OPS-AOC: Operation's Manual or Documents for Approval/Acceptance," replacing the previous AIR-AOC channel.



The screenshot displays the CAAT online forms interface. On the left sidebar, the 'Forms' option under 'Service Requests' is highlighted with a red box. The main content area lists various application types, with 'AOC: Application for Operator's Manual or Documents Approval/Acceptance' highlighted by a red box. Below this, the 'Online Forms' section shows two application cards. The top card, 'AIR-AOC: Manual Amendment/Revision', is partially visible. The bottom card, 'OPS-AOC: Operator's Manual or Documents for Approval/Acceptance', is highlighted with a red box and contains the following instructions:

- Air Operators must submit the Minimum Equipment List (MEL) through this application, effective 1 July 2026.
- Please ensure your application and the checklist are **completed correctly and that all required supporting documentation is provided**.
- Please **change the file name** as the checklist
- Fields and sections in **BOLD** type are **mandatory**.
- Incomplete applications **will not be accepted** and will be returned to you for amendment.

Transition of MEL Manual Submission

Effective Date: 1 July 2026

- Under this form, you will find "คู่มือรายการอุปกรณ์ขั้นต่ำที่ใช้งานได้ (Minimum Equipment List: MEL) (Effective 1 July 2026)" listed as a selectable Type of Manual.

Type of Manual

คู่มือการปฏิบัติการ (Operation Manual)

☐ Yes
☐ No
☒ N/A

คู่มือประกอบการบิน (Airplane Flight Manual)

☐ Yes
☐ No
☒ N/A

คู่มือแผนการฝึกอบรม (Training Programmes)

☐ Yes
☐ No
☒ N/A

คู่มือการฝึกอบรมบุคลากร (Training Manual)

☐ Yes
☐ No
☒ N/A

คู่มือฝึกอบรมผู้ประจำหน้าที่ในอากาศ (Flight Crew Training Manual)

☐ Yes
☐ No
☒ N/A

คู่มือการขนส่งสินค้าอันตราย (Dangerous Goods Manual)

☐ Yes
☐ No
☒ N/A

คู่มือฝึกอบรมพนักงานต้อนรับในอากาศยาน (Cabin Crew Training Manual)

☐ Yes
☐ No
☒ N/A

คู่มือรายการอุปกรณ์ขั้นต่ำที่ใช้งานได้ (Minimum Equipment List: MEL) (Effective 1 July 2026)

☐ Yes
☐ No
☒ N/A

การรับรองเอกสารเพื่อยื่นขออนุญาตต่อกรมการบินพลเรือนของต่างประเทศ

☐ Yes
☐ No
☒ N/A

Manual Name*: *