สำนักงานการบินพลเรือนแห่งประเทศไทย
The Civil Aviation Authority of Thailand

GUIDANCE MATERIAL FOR COMPLETION OF APPLICATION FOR REPAIR STATION CERTIFICATE (FORM 2)

CAAT-GM-AIR-504
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Approved by

Air Chief Marshal
Manat Chavanaprayoon
Director General
The Civil Aviation Authority of Thailand

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ABBREVIATIONS

AMC	Acceptable Means of Compliance
AMO	Approved Maintenance Organisation
AOC	Air Operator Certificate
APU	Auxiliary Power Unit
ATO	Approved Training Organisation
CAAT	The Civil Aviation Authority of Thailand
EMPIC	The CAAT electronic licensing and oversight system (CAAT-EMPIC)
EASA	European Union Aviation Safety Agency
FAA	Federal Aviation Administration
GM	Guidance Material
MOE	Maintenance Organisation Exposition
NAA	National Aviation Authority
NDT	Non-Destructive Testing
OEM	Original Equipment Manufacturer
PPB	Principal Place of Business
SMS	Safety Management System
TPM	Training Program Manual
TCAR	Thailand Civil Aviation Regulation
TCDS	Type Certificate Data Sheets
IATA	International Air Transport Association

RECORD OF AMENDMENTS

Issue	Revision	Date	Amendment Summary
-	01	9-Jul-2021	Original issue of CAAT-GM-AIR-504 Guidance Material For Completion of TCAR Part 145 Form 2 (previous numbering system: Revision only).
01	00	31-Oct-2026	First Issue regarding the change of the CAAT document numbering format to Issue and Revision. Regarding the change in the application name, the title of the guidance document has been revised from "Guidance Material for Completion of TCAR Part 145 Form 2" to "Guidance Material for Completion of Application for Repair Station Certificate (Form 2). The content has also been updated to be consistent with the Notification of the Civil Aviation Authority of Thailand on Repair Station Certificate Requirements (TCAR AIR Part-145) and the Notification of the Civil Aviation Authority of Thailand on Acceptable Means of Compliance and Guidance Material to TCAR AIR Part-145 (AMC/GM to TCAR AIR Part-145) and Form 2 has been updated to its current format.

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0. INTRODUCTION

0.1 Scope and Applicability

The Civil Aviation Authority of Thailand (CAAT) is the Competent Authority for maintenance organisations that are involved in the maintenance of Thai registered aircraft and components intended for fitment thereto as established by TCAR AIR Part-145, 145.A.1 General. CAAT is therefore responsible for the final approval of these maintenance organisations and for establishing procedures detailing how TCAR AIR Part-145 applications and approvals are managed.

This Guidance Material (GM) is applicable to TCAR AIR Part-145 applicants and TCAR AIR Part-145 maintenance organisations regardless of whether their principal place of business is located within Thailand or internationally. The provisions of this GM are complementary to the maintenance organisation certification requirements detailed in TCAR AIR Part-145 and do not supersede or replace any associated regulatory requirements.

0.2 Purpose

The purpose of this GM is to provide instructions for completing Application for Repair Station Sertificate (Form 2) (CAAT-AIR-FM-CER-RSC-523R), which relates to applications for an initial issue, renewal, change or surrender of a TCAR AIR Part-145 approval.

Form 2 is available for download in word and PDF format on the CAAT website (www.caat.or.th).

0.3 Associated Instructions

CAAT has developed associated provisions (guidance, forms, checklists, and templates) that detail specific matters, which need to be considered as an integral part of this GM. This information is available on the CAAT website (www.caat.or.th)

0.4 Communication

All documents and correspondence between the maintenance organisation and CAAT shall be in English. The official e-mail is air-amo@caat.or.th.

0.5 References

- Air Navigation Act B.E. 2497
- Requirements of the Civil Aviation Authority of Thailand Issue 2 on Repair Station Certificate
- Requirements of the Civil Aviation Authority of Thailand Issue 5 on Foreign Repair Station Certificate
- Requirements of the Civil Aviation Authority of Thailand Issue 22 on Reporting of Civil Aviation Occurrences
- Thailand Civil Aviation Regulation – Airworthiness Part Repair Station Certificate Requirements (TCAR AIR Part-145) B.E. 2569 (2026); and
- Acceptable Means of Compliance and Guidance Material to TCAR AIR Part Repair Station Certificate Requirements (AMC/GM to TCAR AIR Part-145) B.E. 2569 (2026).

1. APPLICATION FOR REPAIR STATION CERTIFICATE FORM 2 COMPLETION INSTRUCTIONS

Form 2 should be completed in English in a clear and legible manner, preferably by typing. **Blue letters** in the table below provide guidelines for completing Form 2 (CAAT-AIR-FM-CER-RSC-523R). An incomplete or incorrectly completed Form 2 will be returned to the applicant and may delay the processing of the application.

1.1 General Information

Block 1 and **2** contain general information relating to the organisation.

<table>
<tr><td colspan="2">1. Applicant's Reference</td><td>Enter the applicant's own internal reference for this application, if used. Otherwise enter "Not applicable".</td></tr>
<tr><td colspan="3">2. Applicant Data Legal name and seat of the company as it appears on the Business Registration or similar legal document</td></tr>
<tr><td rowspan="5">2.1 Registered Name and Address
(registered name and legal seat of the company)</td><td>Registered Name</td><td>Please enter the full name of the company as it appears on the Certificate of Incorporation/Business Registration or similar legal document stating name of the company.</td></tr>
<tr><td>Trading Name</td><td>If you are using a Trade name differing from the registered company name, please indicate it here, otherwise enter "Not applicable".</td></tr>
<tr><td>Street / Number</td><td rowspan="4">Please enter the full Address of the company as it appears on the Certificate of Incorporation/Business Registration or similar legal document stating the seat of the company.</td></tr>
<tr><td>Address</td></tr>
<tr><td>City/ Province</td></tr>
<tr><td>Country</td></tr>
<tr><td colspan="3">Important Note: An approval may be granted to an organisation which may be either a natural person, a legal entity or part of a legal entity. Would you therefore please include with this application confirmation of the legal status of your organisation and enclose a copy of your Certificate of Incorporation.</td></tr>
<tr><td colspan="3">2.2 Billing and Postal Data (addresses may be left blank, if same as 2.1 Applicant Data)</td></tr>
<tr><td rowspan="6">2.2.1 Billing Address
(For the receipt of CAAT Fees and Charges Invoices. CAAT invoices are issued via post-mail to the address provided here.)</td><td>Company Name</td><td>Company name and address to be specified on CAAT invoices. For invoice related queries, contact CAAT's Financial Planning and Analysis Division (fab_pa@caat.or.th).</td></tr>
<tr><td>Street / Number</td><td>Self-explanatory.</td></tr>
<tr><td>PO Box</td><td>Self-explanatory.</td></tr>
<tr><td>Address</td><td>Self-explanatory.</td></tr>
<tr><td>City/ Province</td><td>Self-explanatory.</td></tr>
<tr><td>Country</td><td>Self-explanatory.</td></tr>
<tr><td rowspan="5">2.2.2 Financial Contact
(person that will be contacted for all issues connected with the CAAT invoice/s)</td><td>Title</td><td>☐ Mr ☐ Ms</td></tr>
<tr><td>Name/First name</td><td>Person that will be contacted for all issues connected with the CAAT invoice/s.</td></tr>
<tr><td>Job title/Position</td><td>Self-explanatory.</td></tr>
<tr><td>Phone/Fax</td><td>Self-explanatory.</td></tr>
<tr><td>Email</td><td>Self-explanatory.</td></tr>
</table>

2.2.3 Invoice Recipient	Email	**An electronic invoice copy will be issued to the email address indicated here.** The email address provided may also be a generic email address (can be the same as Organisation Generic Email)
2.2.4 Shipping Address (postal address for the shipping of original CAAT documents; if deviating from 2.1)	Company Name	May be left blank if the same as 2.1 Applicant Data. Postal address for the shipping of original CAAT documents.
	Street / Number	
	PO Box	
	Address	
	City/ Province	
	Country	
2.2.5 Authorised Agent in Thailand (A responsible person who represents an operator and who is authorised by or on behalf of such operator to act on all formalities)	Official Name	An authorised agent in Thailand is required for a maintenance organisation whose principal place of business is located outside Thailand. If no authorised agent is used, enter "Not applicable".
	Address	Self-explanatory.
	Authorised contact person Name	Self-explanatory.
	Job title/Position	Self-explanatory.
	Phone/Fax	Self-explanatory.
	Email	Self-explanatory.

1.2 Technical Application Data

Blocks 3 to **11** contain technical application data relating to the organisation.

Technical Application Data		
3. References certificate (e.g. CAAT, NAA, EASA, FAA, TC CANADA)		
AMO Certificate (if any)	List all approved maintenance organisation / repair station certificate numbers held from any authority (e.g. CAAT, NAA, EASA, FAA, TC CANADA). For an initial application where no certificate is held, enter "Not applicable".	
4. Addresses of site (s) requiring approval		
4.1 Principal place of business (maybe left blank, if same as 2.1 Applicant Data)	The principal place of business (PPB) is the location where the principal maintenance functions are carried out; this is the address that will be shown on the CAAT approval certificate.	
	Street / Number	Self-explanatory.
	Address	Self-explanatory.
	City/ Province	Self-explanatory.
	Country	Self-explanatory.
	Airport Code	IATA code of the airport concerned, where applicable.
4.2 Base, Engine and Propellers Component Maintenance Site(s) and/or specialized service site Enter "Not applicable" in the case the Maintenance Site is the same as **4.1 Principal Place of Business** or in the case of CAAT Form 2		
4.2.1 Facility/Site 1	Complete one sub-block for each additional site at which the organisation performs maintenance or has offices (e.g. office of the accountable manager, records archive, additional base maintenance facility). Enter "Not applicable" where the maintenance site is the same as the principal place of business declared in block 4.1.	
	Street / Number	Self-explanatory.

	Address	Self-explanatory.
	City/ Province	Self-explanatory.
	Country	Self-explanatory.
	Airport Code	IATA code of the airport concerned, where applicable.
4.2.2 Facility/Site 2	Duplicate the table to add as many further sites (4.2.n) as necessary.	
	Street / Number	Self-explanatory.
	Address	Self-explanatory.
	City/ Province	Self-explanatory.
	Country	Self-explanatory.
	Airport Code	IATA code of the airport concerned, where applicable.

4.3 Line Maintenance Location(s) Enter "Not applicable" in the case the Maintenance Site is the same as 4.1 Principal place of business or in the case of CAAT Form 2.		
4.3.1 Facility/Site 1	Address of each line maintenance location for which approval is requested. Enter "Not applicable" where the line maintenance location is the same as the principal place of business declared in block 4.1, or where no line maintenance is requested.	
	Street / Number	Self-explanatory.
	Address	Self-explanatory.
	City/ Province	Self-explanatory.
	Country	Self-explanatory.
	Airport Code	IATA code of the airport concerned.
4.3.2 Facility/Site 2	Duplicate the table to add as many further locations (4.3.n) as necessary.	
	Street / Number	Self-explanatory.
	Address	Self-explanatory.
	City/ Province	Self-explanatory.
	Country	Self-explanatory.
	Airport Code	IATA code of the airport concerned.

5. Contacts		
5.1 Accountable Manager	Please enter the full details of the proposed Accountable Manager. The term "proposed" only remains applicable until the application has been approved. Note: this field is mandatory for any application	
	Title	☐ Mr ☐ Ms
	Name	Self-explanatory.
	First name	Self-explanatory.
	Job title/Position	Self-explanatory.
	Phone/Fax	Self-explanatory.
	Email	Self-explanatory.

5.2. Compliance Monitoring Manager	Proposed Compliance Monitoring Manager. The person identified here is intended to be the person in the organisation who is in charge of maintaining the relationship with the CAAT. The "Compliance Monitoring" will also act as the contact person in case CAAT has administrative questions related to the application. Note: this field is mandatory for any application	
	Title	☐ Mr ☐ Ms
	Name	Self-explanatory.
	First name	Self-explanatory.
	Job title/Position	Self-explanatory.
	Phone/Fax	Self-explanatory.
	Email	Self-explanatory.
5.3. Organisation Generic Email		Enter the generic email address of the organisation. The "generic" email address to be used by CAAT for formal email communication with your organisation to ensure an efficient and stable communication channel. This email address will be used for all technical communication. The address should remain independent from a person and therefore without specific names. Note: this field is mandatory for any application

6. Identification of Activity	
6.1 Application for	☐ **TCAR AIR Part-145 Approval Repair Station Certificate No.** Enter the Repair Station Certificate No. issued by CAAT. For an initial application, enter "Not applicable".
6.2 Application Type	☐ **Initial application** Tick this box when applying for an initial approval and provide details of the requested scope of approval in box 6.3. ☐ **Renewal application** Tick this box when applying for renewal and provide details of the scope of approval to be renewed in box 6.3. Only one application type may be selected on each Form 2.
	☐ **Application for change** Tick this box when applying for a change to an already existing approval. Please select the box corresponding to the type of change(s) and provide the relevant details in box 6.3. [Multiple selection is possible]. ☐ Organisation name: Select this box when applying for a change of registered name or change of trading name ☐ Rating(s)/Scope: Select this box when applying for: • addition, removal of the ratings (Ax, Bx, Cx, Dx) • changes to approved the scope of work to amend the maintenance level for a particular aircraft, engine or APU limitation (from line to base maintenance, from repair to overhaul, from 3000FH/1000 FC to 15000FH/6000FC, etc) • addition, removal, changes to the approved limitations (i.e aircraft limitations and aircraft models, engine limitations and engine models, APU limitations and APU models) • addition, removal of NDT methods or other specilised activities (welding, heat treatment, painting, etc) ☐ Address data: Select this box when applying for: • a change of PPB, • addition, removal or changes to facilities or addresses where maintenance are performed such as base maintenance, maintenance workshops, offices, storage facilities, etc. • addition, removal or changes to facilities or addresses of the line stations.

	☐ Contact detail(s): Select this box when applying for: • Change to the billing address • Change to the generic email address ☐ Nominated persons: Select this box when applying for a change of nominated persons. ☐ Number of staff: Select this box when applying for a change to the number of staff. The organisation shall ensure that the number of staff declared in the Form 2 application and in the exposition are the same. ☐ Others: The organisation shall select this box when the change is not described in any of the other boxes. A change requires the prior approval of CAAT in a ccordance with 145.A.85, and a change to the scope of work shall also be reflected in block 8.
	☐ **Notification of surrender** For use when the certificate holder no longer wishes to hold the certificate.
6.3 Scope of Part-145 to this application	Please describe the scope of the **initial or renew application** **In case of an initial or renew application** basically the maintenance organisation shall summarise the requested ratings without specifying the A/C, engine/APU types. For example: – A1 line and base maintenance; – A2 line maintenance only; – B1; – C2; – C14; and – specialised activities in the course of maintenance. Please describe the scope of the **application for change.** The organisation is requested to record here only the **change to the existing approval** and not the whole scope. This field shall be used to detail, in an accurate manner, which kind of change(s) the organisation is requesting, such as: - Name change; - Address change; - Addition or removal of location(s); - Removal or addition of Ax, Bx, Cx, Dx rating(s) to the existing Scope; - Removal or addition of aircraft type/limitation to the existing scope; - Addition or removal of aircraft models in an existing aircraft type. For example addition of model 747-8F to the already approved aircraft rating Boeing 747-8 (GE GEnx)) - Removal or addition of an engine type/limitation to the exixting scope - Addition or removal of an specilised activity (painting, welding, etc)

6.4 Attachment	The following documents are required to submit for initial, renewal, change Select each document attached to the application. A document issued in a language other than English shall be accompanied by an English translation; a courtesy translation may be accepted.	
	For Initial Approval ☐ Transmittal Letter ☐ CAAT Form 2 ☐ TCAR AIR Part - 145 Statement of Compliance Checklist ☐ The company registration certificate ☐ Copy of Juristic Person Certificate ☐ Copy of Financial Statement ☐ Maintenance Organisation Exposition (MOE) and/or CAAT MOE Supplement ☐ Training Program Manual (TPM) ☐ Capability List with revision date (if any) ☐ SMS Manual (if any) ☐ Pre-audit result in accordance with 145.A.15(b). (To be submitted after acceptance of draft MOE/CAAT MOE Supplement/TPM) ☐ Completed MOE Review - Compliance Review and Approval Checklist ☐ Completed Training Program Manual/Training Program - Compliance Review and Approval Checklist ☐ Application-for-Schedule-of-Event ☐ others	**For Renewal or change approval** ☐ Transmittal Letter ☐ CAAT Form 2 ☐ Management of Change with Risk Assessment (For change approval) ☐ Capability List with revision date ☐ Maintenance Organisation Exposition (MOE) and/or CAAT MOE Supplement ☐ Pre-Audit regarding changes to approval ☐ other

7. Certifying staff The total number of certifying staff employed by the organisation in order to comply with TCAR AIR Part-145	
	Certifying Staff
Principal Place of Business	Total number of certifying staff directly employed by the maintenance organisation at the principal place of business (block 4.1). This number excludes the personnel working at additional sites and line maintenance locations.
Base Maintenance Site(s)	Total number of certifying staff directly employed at the additional sites, if any (block 4.2).
Line Maintenance Site(s)	Total number of certifying staff directly employed at the line maintenance locations, if any (block 4.3).
Total	Total of Employee (the three figures above)

8. Scope of requested TCAR AIR Part - 145 (*)

- **For Initial application**: Please indicate the scope of the application with reference to the information included in block 6.3.
- **For Renewal application**: Please indicate only the changes to the existing scope of approval. Where no changes are requested, this section may be left blank.
- **For Change application**: Please indicate only those parts of the scope of work affected by the change, with reference to the information provided in Box 6.3.

(*) in case of application for change of the scope of work, only the parts of this table affected by the change shall be completed.

	RATING	LIMITATION	BASE		LINE	
			Yes	No	Yes	No
AIRCRAFT	**A1** Aeroplanes/airships above 5700 Kg	Limitations under each Ax rating: Quote the requested aircraft type(s) by indicating in the column limitation the rating and model as defined in the APPENDICES TO AMCS TO ANNEX III (PART-66) For each aircraft type, the maintenance organisation must define the type of maintenance by selecting Yes or No in the box Base and/or Line maintenance activity	☐	☐	☐	☐
	A2 Aeroplanes/airships 5700 Kg and below		☐	☐	☐	☐
	A3 Helicopters		☐	☐	☐	☐
	A4 Aircraft other than A1, A2 or A3		☐	☐	☐	☐

For example:

RATING	LIMITATION	BASE		LINE	
		Yes	No	Yes	No
A1	Airbus A318/A319/A320/A321(CFM56) Limited to models: A321-111, A321-112, A321-212, A321-213	☐	☒	☒	☐
	Boeing 737-7/8/9 (CFM LEAP-1B) Limited to models: 737-8, 737-9	☒	☐	☒	☐

ENGINES	**B1** Turbine	List the requested turbine engine types as defined in the engine TCDS.
	B2 Piston	List the requested piston engine manufacturers, groups or types as defined by the OEM.
	B3 APU	List the requested APU types as defined by the OEM.
	The B rating is required where the maintenance is carried out in accordance with the Engine Maintenance Manual.	

PROPELLERS/COMPONENTS OTHER THAN COMPLETE ENGINES OR AUXILIARY POWER UNITS	Cx ratings: Select each component rating requested and state any limitation. The details are to be specified in the MOE/Capability List. The Cx rating is required where the maintenance is carried out in accordance with the Component Maintenance Manual.		
	C1 Air Cond & Press	☐	State any limitation.
	C2 Auto Flight	☐	State any limitation.
	C3 Comms and Nav	☐	State any limitation.
	C4 Doors – Hatches	☐	State any limitation.
	C5 Electrical Power & Lights	☐	State any limitation.
	C6 Equipment	☐	State any limitation.
	C7 Engine – APU	☐	State any limitation.
	C8 Flight Controls	☐	State any limitation.
	C9 Fuel	☐	State any limitation.
	C10 Helicopter – Rotors	☐	State any limitation.

	C11 Helicopter – Trans ☐	State any limitation.	
	C12 Hydraulic Power ☐	State any limitation.	
	C13 Indicating/Recording System ☐	State any limitation.	
	C14 Landing Gear ☐	State any limitation.	
	C15 Oxygen ☐	State any limitation.	
	C16 Propellers ☐	State any limitation.	
	C17 Pneumatic & Vacuum ☐	State any limitation.	
	C18 Protection Ice/Rain/Fire ☐	State any limitation.	
	C19 Windows ☐	State any limitation.	
	C20 Structural ☐	State any limitation.	
	C21 Water Ballast ☐	State any limitation.	
	C22 Propulsion Augmentation ☐	State any limitation.	
SPECIALISED SERVICE	**D1** Non-Destructive Testing	☐ Eddy Current Inspection	Select each non-destructive testing method requested and state any limitation. Holding a D1 rating enables an organisation to issue a CAAT Form 1, but this is limited to the NDT inspection only.
		☐ Liquid Penetrant Inspection	
		☐ Magnetic Particle Inspection	
		☐ Radiography Inspection	
		☐ Shearography Inspection	
		☐ Thermography Inspection	
		☐ Ultrasonic Inspection	
		☐ Other Method: Specify any NDT method that is not listed above.	
SPECIALISED ACTIVITIES IN THE COURSE OF MAINTENANCE		List the specialised activities (such as painting, welding, plating, plasma spray, heat treatment, etc.) intended to be performed in the course of maintenance under any rating (Ax, Bx or Cx). These activities do not need to be mentioned if contracted to another TCAR AIR Part-145 AMO, as listed in MOE chapter 5.4.	

9. Other CAAT approvals held by the applicant			
AOC Certificate Approval	Enter the AOC certificate number held, or "Not applicable".	**ATO Certificate Approval**	Enter the ATO certificate number held, or "Not applicable".

10. Applicant's declaration and acceptance of the Terms of Use for the CAAT Inspection and Non-Compliance Form (NCF)		
I, as Compliance Monitoring Manager of the Organisation, herewith declare to be duly authorised/empowered to validly represent the company as detailed above for the purpose of accessing and using the CAAT Inspection and Non-Compliance Form (NCF) I acknowledge that I have read and understood the Terms of Use of the NCF and I agree to abide by them.		
Date/Location of signature.	Name of the Compliance Monitoring Manager.	Signature of the Compliance Monitoring Manager.
Date/Location	Name	Signature of Compliance Monitoring Manager
11. Applicant's declaration and acceptance of the General Conditions and Terms of Payment		

I declare that I have the legal capacity to submit this application to CAAT and that all information provided in this application form is correct and complete.

I have understood that I am submitting an application for which fees or charges will be levied by CAAT. The condition of fees (The rate is that prescribed by Ministry's regulation)

- Initial Certification
- Renewal of certification
- Change the location of repair station
- Amendment of rating or certain service to the certificate.
- Oversitght audits or surveillance of the repair station
- Inspection Fee as following information
    - Daily service fee for each travel and audit/ inspection day (the fee is charged as per calendar day for the entire period of the mission including travel days from and to Bangkok.
    - The applicant is responsible to provide air ticket (unrestricted, refundable tickets) return air travel, ground transportation and hotel accommodation for CAAT Airworthiness Inspector who is assigned to perform audit of the repair station's facilities.

I acknowledge that I have read and understood CAAT Terms of Payment and agree to abide by them. I declare to be aware that fees or charges, as well as all relevant travel costs, must be paid whether or not the application is successful and that they might not be refundable. Moreover, I declare that I am aware of the consequences of non-payment.
The inspection fee must be paid before the CAAT audit takes place.

Date/Location of signature.	Name and Surname of the Accountable Manager	Signature of the Accountable Manager
Date/Location	Name	Signature of Accountable Manager**

****Important note:** CAAT does not accept applications without signature. **The signature** of either the Accountable Manager or of the new proposed Accountable Manager (in case of initial TCAR AIR Part - 145 or in case of changed Accountable Manager) **is always required.**

This Application should be sent by EMPIC, email or regular mail to:

The Civil Aviation Authority of Thailand (CAAT)
Airworthiness and Aircraft Engineering Department
222 Soi Vibhavadi Rangsit 28, Vibhavadi Rangsit Road, Chatuchak,
Chatuchak, Bangkok 10900

Email as applicable to:
Email: air-amo@caat.or.th

The application shall be submitted through CAAT-EMPIC (https://service.caat.or.th/webclient/index).