|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Note to Operator:This document should be completed with reference to CAD 6011 (I) – Remote Pilot Training Organisation The compliance checklist shall be used to ensure that all information is inserted in Manuals or present during the certification phase. These information provided to the CAAM will also assist the CAAM in processing the Remote Pilot Training Organisation Certificate of Approval in a more expedient manner. Operator should submit as early as possible, a point-by point reply to the applicable requirement. Additional requirement may be specified by the CAAM when deemed necessary. Applicants are expected to complete the checklist in a clear manner by crossing the appropriate checkbox on the compliance status, and indicating the location of the relevant supporting document. An example is as shown below:

|  |  |  |
| --- | --- | --- |
| **Criteria Code** | **Criteria Compliance status** | **Remarks** (Include reference to documentation or reason for non compliance/ non-applicability) |
|  | **Yes** | **No** | **N/A** |  |
|  |[ ] [ ] [ ]  Document XX – Chapter X, item X.X;Document YY, - Chapter Y, item Y.Y |

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| **ORGANISATION DETAILS** |
| Name of Operator: |  |
| Organisation: |  |
| **OPERATION DETAILS** |
| **Requirement Code** | **Requirement compliance status** | **Remarks** |
|  | **Yes** | **No** | **N/A** |  |
| **General** |
|  | **Operator/ RPTO Name*** Attach contract/ trade licence along with application of security clearances online
 |[ ] [ ] [ ]   |
| **1.5** | **Impartiality of RPTO*** Is the RPTO also an UAS Operator Holder. (e.g., Special UAS Approval Holder, Agricultural UAS AWC Holder)
 |[ ] [ ] [ ]   |
|  | * If yes, is there a clear separation between the training activities and other operational activity to guarantee the independence of the evaluation.
 |[ ] [ ] [ ]   |
| **1.11** | **Insurance**Insurance that will cover a third party liability* For initial RPTO COA: insurance documents may be a provisional one.
 |[ ] [ ] [ ]   |
|  | * For renewal/inspection: insurance documents shall be valid.
 |[ ] [ ] [ ]   |
| **4.2** | **Place of Business*** Attach contract with local authority / Municipality
 |[ ] [ ] [ ]   |
|  | **Location of proposed training*** Feasible and approved by CAAM
 |[ ] [ ] [ ]   |

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| **ORGANISATION DETAILS** |
| Name of Operator: |  |
| Organisation: |  |
| **OPERATION DETAILS** |
| **Requirement Code** | **Requirement compliance status** | **Remarks** |
|  | **Yes** | **No** | **N/A** |  |
| **Safety Management System** |
| **1** | **Management commitment and responsibilities** |
| **1.1** | * The safety policy is relevant to the scope and complexity of the organization’s operations.
 |[ ] [ ] [ ]   |
| **1.2** | * There is evidence that the safety policy is communicated to all employees with the intent that they are made aware of their individual safety obligations.

*(not required for initial applicant)* |[ ] [ ] [ ]   |
| **1.3** | * There is a periodic review of the safety policy by senior management or the safety committee.

*(not required for initial applicant)* |[ ] [ ] [ ]   |
| **1.4** | * The accountable manager’s terms of reference indicate his overall responsibility for all safety issues.
 |[ ] [ ] [ ]   |

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| **OPERATION DETAILS** |
| **Requirement Code** | **Requirement compliance status** | **Remarks** |
|  | **Yes** | **No** | **N/A** |  |
| **Safety Management System** |
| **2** | **Safety accountabilities** |
| **2.1** | * There is a safety committee (or equivalent mechanism) that reviews the SMS and its safety performance.
 |[ ] [ ] [ ]   |
| **2.2** | * The accountable manager’s final authority over all operations conducted under his organization’s certificate(s) is indicated in his terms of reference.
 |[ ] [ ] [ ]   |
| **3** | **Appointment of Key Personnel** |
| **3.1** | * The manager performing the SMS role has relevant SMS functions included in his terms of reference.
 |[ ] [ ] [ ]   |
| **3.2** | * The manager responsible for administering the SMS does not hold other responsibilities that may conflict or impair his role as SMS manager.
 |[ ] [ ] [ ]   |
| **3.3** | * The SMS manager has direct access or reporting to the accountable manager concerning the implementation and operation of the SMS.
 |[ ] [ ] [ ]   |
| **3.4** | * The SMS manager is a senior management position not lower than or subservient to other operational or production positions.
 |[ ] [ ] [ ]   |

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| **Requirement Code** | **Requirement compliance status** | **Remarks** |
|  | **Yes** | **No** | **N/A** |  |
| **Safety Management System** |
| **4** | **Emergency Response Plan** |
| **4.1** | * The ERP addresses possible or likely emergency/crisis scenarios relating to the organization’s aviation service deliveries.
 |[ ] [ ] [ ]   |
| **4.2** | * The ERP includes procedures for the continuing safe production, delivery or support of its aviation products or services during emergencies or contingencies.
 |[ ] [ ] [ ]   |
| **4.3** | * ERP drills or exercises are carried out according to plan and the result of drills carried out are documented.

*(not required for initial applicant)* |[ ] [ ] [ ]   |
| **4.4** | * The ERP addresses relevant integration with external customer or subcontractor organizations where applicable.

*(not required for initial applicant)* |[ ] [ ] [ ]   |
| **4.5** | * There is evidence of periodic review of the ERP to ensure its continuing relevance and effectiveness

*(not required for initial applicant)* |[ ] [ ] [ ]   |

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| **Requirement Code** | **Requirement compliance status** | **Remarks** |
|  | **Yes** | **No** | **N/A** |  |
| **Safety Management System** |
| **5** | **SMS Documentation** |
| **5.1** | * The organization’s SMS components and elements are adequately manifested in the SMS document.
 |[ ] [ ] [ ]   |
| **5.2** | * The organization’s documented SMS components and elements are in line with the aviation authority’s SMS requirements.
 |[ ] [ ] [ ]   |
| **5.3** | * There is evidence of relevant SMS coordination or integration with external customer or subcontractor organizations where applicable.
 |[ ] [ ] [ ]   |
| **5.4** | * There is evidence of procedures for periodic review of the SMS document and supporting documentation to ensure their continuing relevance

*(not required for initial applicant)* |[ ] [ ] [ ]   |
| **5.5** | * Records pertaining to periodic review of existing safety/risk assessments are available.

*(not required for initial applicant)* |[ ] [ ] [ ]   |

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| **Requirement Code** | **Requirement compliance status** | **Remarks** |
|  | **Yes** | **No** | **N/A** |  |
| **Safety Management System** |
| **6** | **Hazard Identification** |
| **6.1** | * The number or rate of the organization’s registered/collected hazard reports is commensurate with the size and scope of the organization’s operations.

*(not required for initial applicant)* |[ ] [ ] [ ]   |
| **6.2** | * The hazard reporting system is confidential and has provisions to protect the reporter’s identity.
 |[ ] [ ] [ ]   |
| **6.3** | * There is evidence that hazards/threats uncovered during the incident/accident investigation process are registered with the HIRM system.

*(not required for initial applicant)* |[ ] [ ] [ ]   |
| **6.4** | * There is evidence that registered hazards are systematically processed for risk mitigation where applicable.

*(not required for initial applicant)* |[ ] [ ] [ ]   |

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| **Requirement Code** | **Requirement compliance status** | **Remarks** |
|  | **Yes** | **No** | **N/A** |  |
| **Safety Management System** |
| **7** | **Safety Risk Assessment and Mitigation** |
| **7.1** | * There is evidence that operations, processes, facilities and equipment with aviation safety implications are progressively subjected to the organization’s HIRM process.

*(not required for initial applicant)* |[ ] [ ] [ ]   |
| **7.2** | * Completed risk assessment reports are approved by an appropriate level of management.
 |[ ] [ ] [ ]   |
| **7.3** | * There is a procedure for periodic review of completed risk mitigation records.
 |[ ] [ ] [ ]   |

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| **Requirement Code** | **Requirement compliance status** | **Remarks** |
|  | **Yes** | **No** | **N/A** |  |
| **Safety Management System** |
| **8** | **Safety performance monitoring and measurement** |
| **8.1** | * Safety performance monitoring and measurement
 |[ ] [ ] [ ]   |
| **8.2** | * There are high-consequence data-based safety performance indicators (e.g., accident and serious incident rates).
 |[ ] [ ] [ ]   |
| **8.3** | * There are lower-consequence safety performance indicators (e.g., non-compliance, deviation events)
 |[ ] [ ] [ ]   |
| **8.4** | * There are alert and/or target level settings within the safety performance indicators where appropriate
 |[ ] [ ] [ ]   |
| **8.5** | * The organization’s management of change procedure includes the requirement for a safety risk assessment to be conducted whenever applicable
 |[ ] [ ] [ ]   |
| **8.6** | * There is evidence of corrective or follow-up action taken when targets are not achieved and/or alert levels are breached.

*(not required for initial applicant)* |[ ] [ ] [ ]   |

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| **Requirement Code** | **Requirement compliance status** | **Remarks** |
|  | **Yes** | **No** | **N/A** |  |
| **Safety Management System** |
| **9** | **The management of change** |
| **9.1** | * There is evidence that relevant aviation safety-related processes and operations have been subjected to the organization’s HIRM process as applicable.

*(not required for initial applicant)* |[ ] [ ] [ ]   |
| **9.2** | * The organization’s management of change procedure includes the requirement for a safety risk assessment to be conducted whenever applicable.
 |[ ] [ ] [ ]   |
| **10** | **Continuous Improvement of the SMS** |
|  | * There is evidence that an internal SMS audit/assessment has been planned and carried out.

*(not required for initial applicant)* |[ ] [ ] [ ]   |

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| **Requirement Code** | **Requirement compliance status** | **Remarks** |
|  | **Yes** | **No** | **N/A** |  |
| **Safety Management System** |
| **11** | **Training, education and communication** |
| **11.1** | * There is evidence that all personnel involved in SMS operations have undergone appropriate SMS training or familiarization.
 |[ ] [ ] [ ]   |
| **11.2** | * Personnel involved in conducting risk evaluation are provided with appropriate risk management training or familiarization.
 |[ ] [ ] [ ]   |
| **11.3** | * There is evidence of a safety (SMS) publication, circular or channel for communicating safety and SMS matters to employees.
 |[ ] [ ] [ ]   |

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| **OPERATION DETAILS** |
| **Requirement Code** | **Requirement compliance status** | **Remarks** |
|  | **Yes** | **No** | **N/A** |  |
| **TRAINING PROCEDURE MANUAL** |
| The training and procedures manual should include the elements below as far as they are appropriate to the type of training to be provided. |
| **Item 0.1 of App 5**  | **Cover and Contact*** Front cover states the Issue and Revision Number of the TPM.
 |[ ] [ ] [ ]   |
| **Item 1.1 of App 5** | **Introduction*** Explains the scope of document
* Details out the scope of training permitted
 |[ ] [ ] [ ]   |
| **Item 1.2 of App 5** | **Safety Statement*** It is signed by the Accountable Manager
* Detail to Commitment to safety as priority
 |[ ] [ ] [ ]   |
| **Item 1.3 of App 5** | **Amendment Record*** Shows how the document is controlled
 |[ ] [ ] [ ]   |
| **Item 1.4 of App 5** | **List of Effective Pages*** Details all the List of Effective Pages
* Column for RPTO and CAAM signature and stamp.
 |[ ] [ ] [ ]   |

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| **OPERATION DETAILS** |
| **Requirement Code** | **Requirement compliance status** | **Remarks** |
|  | **Yes** | **No** | **N/A** |  |
| **TRAINING PROCEDURE MANUAL (continued)** |
| The training and procedures manual should include the elements below as far as they are appropriate to the type of training to be provided. |
| **Item 1.5 of App 5** | **Definitions and Abbreviations*** If a similar definition and abbreviation can be found in the UAS Regulations, CAD 6011, CAGM 6011 or this CAD, it should be used.
* Accurate and concise to the content of TPM.
 |[ ] [ ] [ ]   |
| **Item 1.6 of App 5** | **Table of Content** |[ ] [ ] [ ]   |
| **2** | **Safety Policy** |
| **Item 2 of App 5** | **Safety Policy*** The company’s safety policy, safety management system, safety targets, etc. must be detailed. A cross-reference to Safety Management System Manual (SMM) is acceptable.
 |[ ] [ ] [ ]   |

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| **OPERATION DETAILS** |
| **Requirement Code** | **Requirement compliance status** | **Remarks** |
|  | **Yes** | **No** | **N/A** |  |
| **TRAINING PROCEDURE MANUAL (continued)** |
| The training and procedures manual should include the elements below as far as they are appropriate to the type of training to be provided. |
| **3** | **Organisation** |
| **Item 3 of in Chap 3** | **Structure of organisation and management lines*** Organogram/organisational diagram showing associated chains of responsibility
* Direct safety accountability of the AM
 |[ ] [ ] [ ]   |
| **Item 3.12.1 of Chap 3** | **Accountable Manager (AM)*** Has been approved by the CAAM
 |[ ] [ ] [ ]   |
|  | * Has corporate authority for ensuring that all remain compliant as stated in 3.12.1
 |[ ] [ ] [ ]   |
| **Item 3.12.5 of Chap 3** | **Safety Manager (SM)*** Has been approved by the CAAM
 |[ ] [ ] [ ]   |
|  | * Holds an SMS Implementation Course
 |[ ] [ ] [ ]   |
|  | * Responsibilities outlined by the operator to include as required in 3.12.5
 |[ ] [ ] [ ]   |
| **Item 3.12.6 of Chap 3** | **Chief Remote Pilot (CRP)*** Has been approved by the CAAM
 |[ ] [ ] [ ]   |
|  | * Meets the requirements as stated in 3.12.6
 |[ ] [ ] [ ]   |
|  | * Meets the requirements in 3.12.4.1
 |[ ] [ ] [ ]   |
|  | * Responsibilities include those as stated in 3.12.6.1
 |[ ] [ ] [ ]   |

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| **OPERATION DETAILS** |
| **Requirement Code** | **Requirement compliance status** | **Remarks** |
|  | **Yes** | **No** | **N/A** |  |
| **TRAINING PROCEDURE MANUAL (continued)** |
| The training and procedures manual should include the elements below as far as they are appropriate to the type of training to be provided. |
| **Item 3.12.7 of Chap 3** | **Maintenance Controller (MC)*** Has been accepted by the CAAM
 |[ ] [ ] [ ]   |
|  | * Meets the requirements as stated in 3.12.4.1
 |[ ] [ ] [ ]   |
|  | * Meets the requirements in 3.12.7 (a)
 |[ ] [ ] [ ]   |
|  | * Responsibilities include those as stated in 3.12.7 (b)
 |[ ] [ ] [ ]   |
| **Item 3.12.8 of Chap 3** | **Remote Pilot Flight Instructor (RFI) and Remote Pilot Ground Instructor (RGI)*** Has been approved by the CAAM
 |[ ] [ ] [ ]   |
|  | * Meets the requirements listed in 3.12.4.1
 |[ ] [ ] [ ]   |
|  | * If RGI is teaching Agricultural Module, shall hold PCO Licence issued by LRMP
 |[ ] [ ] [ ]   |
| **Item 3.12.9 of Chap 3** | **Authorised Examiner/ Flight Instructor Examiner*** Approved by the CAAM
 |[ ] [ ] [ ]   |
|  | * Minimum requirements for role identified are detailed out
 |[ ] [ ] [ ]   |
| **Item 3.3 of App 5** | * Description of each person’s experience and competency
 |[ ] [ ] [ ]   |
|  | * Personnel duties and responsibilities
 |[ ] [ ] [ ]   |

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| **OPERATION DETAILS** |
| **Requirement Code** | **Requirement compliance status** | **Remarks** |
|  | **Yes** | **No** | **N/A** |  |
| **TRAINING PROCEDURE MANUAL (continued)** |
| The training and procedures manual should include the elements below as far as they are appropriate to the type of training to be provided. |
| **Item 3.4 of App 5**  | **Procedures for Amendments and the notification of these changes to the CAAM*** Description of changes that requires CAAM notification
 |[ ] [ ] [ ]   |
| **Item 3.5 of App 5** | **Internal Safety Review*** Internal safety review, at least once in any 3 calendar period.
* Increased if immediate risk identified
* Cross referenced to SMSM (if applicable)
 |[ ] [ ] [ ]   |
| **Item 3.6 of App 5 and item 4.2.1 of Chap 4** | **Facilities and Equipment Requirement**Description on facilities that will be used for: * Theoretical knowledge
 |[ ] [ ] [ ]   |
|  | * Examinations
 |[ ] [ ] [ ]   |
|  | * Practical training areas
 |[ ] [ ] [ ]   |
|  | * Practical skill assessment
 |[ ] [ ] [ ]   |
|  | * Emergency Response Room
 |[ ] [ ] [ ]   |
|  | * Simulation and procedure trainer areas
 |[ ] [ ] [ ]   |
|  | * Workshop/Maintenance areas
 |[ ] [ ] [ ]   |
|  | * Parts/tools and material storage area
 |[ ] [ ] [ ]   |
|  | * Flt Operations
 |[ ] [ ] [ ]   |

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| **OPERATION DETAILS** |
| **Requirement Code** | **Requirement compliance status** | **Remarks** |
|  | **Yes** | **No** | **N/A** |  |
| **TRAINING PROCEDURE MANUAL (continued)** |
| The training and procedures manual should include the elements below as far as they are appropriate to the type of training to be provided. |
| **4** | **Policies** |
| **Item 4.1 of App 5** | **Policies*** Minimum age requirement
 |[ ] [ ] [ ]   |
| **Item 4.2 of App 5** | **Training Policies*** Max students training time (theory and practical)
* Ratio of instructor (flying/ground) to student
 |[ ] [ ] [ ]   |
| **Item 4.3 of App 5** | **Training Effectiveness*** Procedures to correct unsatisfactory progress
 |[ ] [ ] [ ]   |
|  | * Procedures for changing instructors
 |[ ] [ ] [ ]   |
|  | * Maximum number of instructor changes per student
 |[ ] [ ] [ ]   |
|  | * Internal feedback system for detecting training deficiencies
 |[ ] [ ] [ ]   |
|  | * Procedures for suspending a student from training including ‘suspension board members’
 |[ ] [ ] [ ]   |
|  | * Requirement for reporting and documentation
 |[ ] [ ] [ ]   |
|  | * Completion standards at various stages of training to ensure standardisation
 |[ ] [ ] [ ]   |

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| **OPERATION DETAILS** |
| **Requirement Code** | **Requirement compliance status** | **Remarks** |
|  | **Yes** | **No** | **N/A** |  |
| **TRAINING PROCEDURE MANUAL (continued)** |
| The training and procedures manual should include the elements below as far as they are appropriate to the type of training to be provided. |
| **5** | **Training Syllabus** |
| **Item 5.1 of App 5** | **Lesson Reference*** Reference List in the form of abbreviated list giving main and sub-titles for quick reference
 |[ ] [ ] [ ]   |
| **Item 5.2 of App 5** | **Lesson Phases*** How course may be divided
 |[ ] [ ] [ ]   |
|  | * Phases are arranged to ensure most suitable learning sequence
 |[ ] [ ] [ ]   |
|  | * Sufficient frequency/repetition for emergency exercise
 |[ ] [ ] [ ]   |
| **Item 5.3 of App 5** | **Syllabus Hours*** Syllabus hours for each topic/phase
 |[ ] [ ] [ ]   |
|  | * Specifies when progress test (if applicable) to be conducted
 |[ ] [ ] [ ]   |
| **Item 5.4 of App 5** | **Proficiency Checks*** Standard of proficiency required before progressing to the next phase
 |[ ] [ ] [ ]   |
|  | * Minimum experience requirement detailed out in terms of hours and satisfactory exercise completion before undertaking significant lessons
 |[ ] [ ] [ ]   |

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| **OPERATION DETAILS** |
| **Requirement Code** | **Requirement compliance status** | **Remarks** |
|  | **Yes** | **No** | **N/A** |  |
| **TRAINING PROCEDURE MANUAL (continued)** |
| The training and procedures manual should include the elements below as far as they are appropriate to the type of training to be provided. |
| **Item 5.5 of App 5** | **Instructional Methods*** details on requirements for instructional methods, particularly with respect to pre-flying and post-flying briefings, adherence to syllabi and training specifications.
 |[ ] [ ] [ ]   |
| **Item 5.6 of App 5** | **Outline course details*** This section should detail out the course detail and if additional RCoC modules (case by case basis approval by CAAM) or other additional courses available.
 |[ ] [ ] [ ]   |

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| **OPERATION DETAILS** |
| **Requirement Code** | **Requirement compliance status** | **Remarks** |
|  | **Yes** | **No** | **N/A** |  |
| **TRAINING PROCEDURE MANUAL (continued)** |
| The training and procedures manual should include the elements below as far as they are appropriate to the type of training to be provided. |
| **6** | **Practical Flight Assessment/Test conducted by AE for the issuance of RCoC** |
| **Item 6.1 of App 5** | **Name of personnel** * Are personnel approved by CAAM?
 |[ ] [ ] [ ]   |
|  | * Scope of testing authority
 |[ ] [ ] [ ]   |
| **Item 6.2 of App 5** | **Roles and duties of the authorised personnel** |[ ] [ ] [ ]   |
| **Item 6.3 of App 5** | **Practical flight assessment requirement and process*** Instruction, on how the practical flying assessment to be conducted including a clear explanation and illustration of any specific manoeuvres that will be assessed.
 |[ ] [ ] [ ]   |
| **Item 6.4 of App 5** | **Criteria for assessment*** This section should include procedures and criteria that the RPTO shall apply to determine whether a certificate should be issued to a remote pilot.
 |[ ] [ ] [ ]   |

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| **OPERATION DETAILS** |
| **Requirement Code** | **Requirement compliance status** | **Remarks** |
|  | **Yes** | **No** | **N/A** |  |
| **TRAINING PROCEDURE MANUAL (continued)** |
| The training and procedures manual should include the elements below as far as they are appropriate to the type of training to be provided. |
| **7** | **Records** |
| **Item 7.1 of App 5** | **Policy and Procedures*** Attendance Records
 |[ ] [ ] [ ]   |
|  | * Student Training Records
 |[ ] [ ] [ ]   |
|  | * Staff training qualification records
 |[ ] [ ] [ ]   |
|  | * Person responsible for checking records and student personal logs
 |[ ] [ ] [ ]   |
|  | * Nature and frequency of records checks
 |[ ] [ ] [ ]   |
|  | * Standardisation of record entries
 |[ ] [ ] [ ]   |
|  | * Personal log entries
 |[ ] [ ] [ ]   |
|  | * Security of records and documents
 |[ ] [ ] [ ]   |

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| **OPERATION DETAILS** |
| **Requirement Code** | **Requirement compliance status** | **Remarks** |
|  | **Yes** | **No** | **N/A** |  |
| **STANDARD OPERATING PROCEDURES** |
| Ensures standards operating procedure manual conforms with the manufacturers operating procedures |
|  | Remarks: |[ ] [ ] [ ]   |

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| **OPERATION DETAILS** |
| **Requirement Code** | **Requirement compliance status** | **Remarks** |
|  | **Yes** | **No** | **N/A** |  |
| **TEACHING MATERIALS/ SLIDES AND INSTRUCTOR GUIDE** |
| Instructor study guide should detail the training syllabus to be conducted and conform with the student study guide |
|  |  |[ ] [ ] [ ]   |

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| **OPERATION DETAILS** |
| **Requirement Code** | **Requirement compliance status** | **Remarks** |
|  | **Yes** | **No** | **N/A** |  |
| **STUDENT HANDOUTS** |
| Student study guide should detail the training syllabus to be undertaken and conform with the student study guide |
|  |  |[ ] [ ] [ ]   |

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| **OPERATION DETAILS** |
| **Requirement Code** | **Requirement compliance status** | **Remarks** |
|  | **Yes** | **No** | **N/A** |  |
| **AIRCRAFT FLIGHT MANUAL (or Equivalent)** |
|  |  |[ ] [ ] [ ]   |

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| **DECLARATION STATEMENT BY APPLICANT** |
| I declare that the information provided in this form meets the requirements as stated in CAD 6011 (I) – RPTO |
| Name of Accountable Manager: |  | Signature: |  |
| Date: |  |

|  |
| --- |
| **FOR CAAM OFFICIAL USE ONLY** |
| [ ] SATISFACTORY [ ] UNSATISFACTORYComments: |
| Name of Inspector |  | Signature: |  |
| Date: |  |