



Personnel Licensing  
Office Procedures Manual

SLCAP3030

Chapter : 1-12  
ATC L

Appendices E

CAA/PL/P/09

Issuance of ATC Licence

## Civil Aviation Authority of Sri Lanka

Issuance of Air Traffic Controllers Licence



01<sup>st</sup> February 2019

Revision 01

CAASL

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Issuance of ATC Licence

**a) Requirements:-**

1. Age not less than 21 years.
2. Employment with AASL as ATC
3. Medical fitness (Class III).
4. Request letter from AASL to issue the Licence.

**b) Procedure:-**

1. Submit application for Medical Examination under a CAA Medical Examiner
2. Submit duly completed application No. CAA/PL/1/09
3. Undergo Class 3 Medical Investigations as required
4. Complete Class 3 Medical Examination at the Aero Medical Center at CAA

**c) Other relevant Information and supportive documents to be submitted:-**

**Documents:**

- Confirmation letter from AASL with the date of appointment
- Training course completion certificate
- Details of Training Course
- On-the-Job training Assessment reports & records
- Rating Assessment Reports
- Recommendation letter from Head of Air Navigation Services, AASL
- Rating Test Results
- Copy of the Birth Certificate
- Copy of the ID card or Passport
- 2 Stamp size colour photos

**Medical Examination dates-** Monday to Friday  
10.00 a.m to 1.00 p.m)

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**e) Relevant fees:-**

1. Application Evaluation fee – Rs. 8214/= (Not applicable for trainees)
2. Licence issuance fee – Rs. 4457/=
3. ELPC Examination fee Rs. 3520/=

***In additional to above, Medical fee shall be paid to the CAASL and laboratory evaluation charges shall be paid to the hospital.***

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