

Civil Aviation Authority of Sri Lanka

Renewal/Reactivation of Air Traffic Controller Licence



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a) Requirements:-**i. If the Date of renewal is not lapsed**

1. Medical fitness (hold a current class 3 Medical Certificate)
2. Current English Language Proficiency. (Level 4 or higher)
3. Recent Experience as per paragraph 5.1(ii) of IS 055.
4. Knowledge as per as per paragraph 5.1(iii) of IS 055
5. Competency as per paragraph 5.1(iv) of IS 055
6. Submit an application form of “Renewal of Air Traffic Controller Licence” through the computerized Licensing System
7. Relevant fee (Normal Renewal Fee)
8. English Language Proficiency. (Level 4 or higher)

ii. If the Date of renewal is lapsed

1. Medical fitness (hold a current class 3 Medical Certificate)
2. Current English Language Proficiency. (Level 4 or higher)
3. Knowledge as per as per paragraph 5.1(iii) of IS 055
4. Competency as per paragraph 5.1(iv) of IS 055
5. Who has not exercised the privileges of a rating on his licence at least for 40 hrs in a period of six months shall be required to regain competency in the following manner.

When the lapsed period, from the last date of exercising the privileges of that rating, is

i) More than 01 month but less than 02 months:-

Shall satisfactorily complete 10 OJT sessions under the supervision of an appropriately rated OJT instructor in a period of 02 weeks

ii) More than 02 months but less than 03 months :-

Shall satisfactorily complete 15 OJT sessions under the supervision of an appropriately rated OJT instructor in a period of 03 weeks

iii) More than 03 months but less than 06 months:-

Shall satisfactorily complete 20 OJT sessions under the supervision of an appropriately rated OJT instructor in a period of 01 month and competency assessment by a panel appointed as per Manual SLCAP 3060.

iv) Over 06 months:-

Equivalent to a new issuance of a rating.

6. Submit an application form of “Renewal of Air Traffic Controller Licence” through the computerized Licensing System.
7. Relevant fee (Reactivation Fee)

b) Procedure:-

1. Submit Application for Medical Examination & renewal of ELPC Level
2. Undergo Medical Examination with a CAA Medical Examiner and obtain Class 3 Medical Certificate
3. If the licence is lapsed, complete **a ii. 3-5**
4. Appear for ELPC test and have an English Language Proficiency. (Level 4 or higher)
5. Register with the computerized Licensing System through www.caa.lk
6. Create the user profile (if user profile has not been created) and add the ATC Renewal application form.
7. Visit the Personnel Licensing Section with the original documents and make the relevant payment to commence the process of evaluation of the application.
8. The requirements for Renewal of Air Traffic Controller Licences have been published in **Implementing Standard 055** which you can download from the CAASL website, www.caa.lk

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

1. **For a) i.** – Dully completed application form (CAA/PL/R/07) certified by Head of Air Navigational Services (HANS) to prove **a.i.3,4,5**
2. **For a) ii.** - Dully completed application form (CAA/PL/R/07) certified by Head of Air Navigation services and OJT report issued by Head Of Air Navigational Services and Assessment Report issued in accordance with **a.ii.5**

d) Relevant Fees:-

1. For a) i. –Application Evaluation fee	Rs. 4107.00
Licence Renewal fee	Rs. 2228.00
ELPC fee	Rs. 3520.15
2. For a) ii - Application Evaluation fee	Rs. 8214.00
Licence Renewal fee	Rs. 2228.00
ELPC fee	Rs. 3520.15

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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