

Instructions to the Applicants on New Licensing Procedure

Training Organization & Personnel Licensing (TOPL) Section of CAASL, decided to revamp the procedure for receiving licensing applications and delivering of documents with effect from 02nd January 2022. All applications and requests are to be received by a Civil Aviation Officer at the counter in the lobby.

All applicants are requested to strictly follow the procedure below when dealing with TOPL section.

- Before coming to CAASL for licence and rating issuance/revalidation/renewal, the applicant are required to fill the application in the computerized system ([CAASL Licensing System](#)) and upload the relevant documents. (If your application is at finish processing stage please send an email to dtopl@caa.lk)
- Download and complete the relevant counter checklist. No applications would be accepted without the counter checklist.
- Visit the Training Organization & Personnel Licensing (TOPL) counter at the ground floor, with the original documents and completed counter checklist.
Application/Document submission time: 9.00 am – 12.30 pm
Document Collection time: 1.30 pm – 3.30 pm
- You will receive the payment link from CAASL for the required payment.
- Your application will be processed only after receiving the payment by TOPL section and checking all original documents.
- You are required to bring the old licence when you come to collect the IS 72 conversion licence.
- The applicant shall come to collect the licence by himself/herself in any issuance of licence/ rating.
- **Smart Card Licence** as an initial step shall be issued for the pilots (PPL, CPL and ATPL) with effect from 02nd January 2022.
Fees : Issuance of a card licence – Rs. 5750/-
Issuance of a Duplicate card licence (Lost Card) – Rs. 11500/-

Time frames for Flight Crew Licences and Ratings

<i>Item</i>	<i>No of days</i>
Issuance of SPL	3 working days after submission of all originals, completion of medical, receiving of security clearance report, making payments

Issuance of Flight Crew Licences (PPL/CPL/ATPL)	5 working days after submission of completed skill test form, completion of medical, making payments
Conversion of foreign Flight Crew Licences (PPL/CPL/ATPL)	5 working days after submission of completed skill test form, completion of medical, receiving verifications from relevant Authorities, making payments.
Issuance of class ratings/type ratings	3 working days after submission of all original skill test forms, completion of medical, making payments
Issuance of instructor ratings	5 working days after submission of all original skill test forms, completion of medical, making payments
Conversion of foreign instructor ratings	10 working days after submission of completed skill test form, completion of medical, receiving verifications from relevant Authorities , making payments
Issuance of flight test letters for PPL/CPL/ATPL issuance	7 working days after submission of original training records, log book and other original documents, completion of examinations, making payments
Issuance of flight test letters for Conversion of foreign PPL/CPL/ATPL	10 working days after submission of original documents as per IS 08, receiving verification from relevant Authorities , completion of examinations making payments
Issuance of flight test letters for class rating/type rating issuance	7 working days after submission of original training records, log book and other original documents, completion of examinations, making payments
Issuance of flight test letters for FI/TRI/SFI rating issuance	7 working days after submission of original training records, log book and other relevant original documents, completion of examinations, making payments
Issuance of flight test letters for Conversion of foreign FI rating	10 working days after submission of original documents as per IS 08, receiving verification from relevant Authorities , completion of examinations, making payments
Issuance of flight test letters for class rating/type rating revalidation	3 working days after receiving applicants email request making payments
Issuance of flight test letters for FI/TRI/SFI rating revalidation	7 working days after submission of original training records, log book and other relevant original documents, making payments

Issuance of flight test letters for class rating/type rating renewal	7 working days after submission of original training records, log book and other relevant original documents, making payments
Issuance of flight test letters for FI/TRI/SFI rating renewal	7 working days after submission of original training records, log book and other relevant original documents, making payments
Revalidation of class/type rating by CAASL	3 working days after submission of original licence, skill test form, copy of last page of log book, making payments
Revalidation of FI/TRI/ SFI rating by CAASL	3 working days after submission of original licence, skill test form, copy of last page of log book, making payments
Renewal of class/type rating by CAASL	3 working days after submission of skill test form, copy of last page of log book, making payments
Renewal of FI/TRI/ SFI rating	3 working days after submission of skill test form, copy of last page of log book, making payments
Verifications for the licence holders	7 working days after receiving the email request, making payments
Verifications for the foreign Authorities	7 working days after receiving the email request
No objection letters	7 working days after receiving the email request
Issuance of FLVC for PPL	3 working days after completion of all requirements as per IS 08, receiving verification from foreign Authority, completion of medical, completion of examinations, making payments
Issuance of FLVC for CPL	3 working days after completion of all requirements as per IS 08, receiving verification from foreign Authority, completion of medical, completion of examinations, making payments
Issuance of FLVC for ATPL	3 working days after completion of all requirements as per IS 08, receiving verification from foreign Authority, completion of medical, completion of examinations, making payments
Issuance of FLVC for BPL	3 working days after completion of all requirements as per IS 08, receiving verification from foreign

	Authority, completion of medical, completion of examinations, making payments
Renewal/Revalidation of FLVC for PPL	3 working days after completion of all requirements as per IS 08, receiving verification from foreign Authority, completion of medical, completion of examinations, making payments
Renewal/Revalidation of FLVC for CPL	3 working days after completion of all requirements as per IS 08, receiving verification from foreign Authority, completion of medical, completion of examinations, making payments
Renewal/ Revalidation of FLVC for ATPL	3 working days after completion of all requirements as per IS 08, receiving verification from foreign Authority, completion of medical, completion of examinations, making payments
Renewal/Revalidation of FLVC for BPL	3 working days after completion of all requirements as per IS 08, receiving verification from foreign Authority, completion of medical, completion of examinations, making payments

Time frames for Non Flight Crew Licences and Ratings

Item	No of Days
Issuing Licenses	
Issuance of Air Traffic Controller License	5 working days after completion of requirements as per Pamphlet and submission of all originals
Issuance of Aircraft Maintenance License	5 working days after completion of followings; <ol style="list-style-type: none"> 1. After completion of requirements as per Pamphlet and submission of all originals 2. After evaluation of work experience by the Airworthiness Inspector
Issuance of Flight Operations Officer License	5 working days after completion of requirements as per Pamphlet and submission of all original documents
Issuance of Aeronautical Station Operator License	5 working days after completion of requirements as per Pamphlet and submission of all original documents

Issuance of Cabin Crew Member Certificate	5 working days after completion of requirements as per Pamphlet and submission of all original documents
Issuance of Type Rating/Group Rating for AML	5 working days after completion of requirements as per Pamphlet and submission of all original documents
Issue of Direct Course Approval for Type Ratings	5 working days after receiving the verification satisfactorily from respective NAA and the relevant MTO. Note: Application shall be submitted with all supporting documents at least <u>one month prior to start of the training</u>
Issuance of Air Traffic Controller Ratings	3 working days after completion of requirements as per Pamphlet and submission of all original documents
Issue of Duplicate Licence	3 working days after completion of requirements as per Pamphlet and submission of all original documents
Removal of limitations on AML	5 working days after completion of requirements as per Pamphlet and submission of all original documents
Issuance of FLVC for AML	5 working days after completion of requirements as per Pamphlet and submission of all original documents.
Renewal of Licenses	
Renewal of Air Traffic Controller License	3 working days after completion of requirements as per Pamphlet and submission of all original documents
Renewal of Air Traffic Controller Rating	3 working days after completion of requirements as per Pamphlet and submission of all original documents
Renewal of Aircraft Maintenance License	3 working days after completion of requirements as per Pamphlet and submission of all original documents
Renewal of Flight Operations Officer License	3 working days after completion of requirements as per Pamphlet and submission of all original documents
Renewal of Aeronautical Station Operator License	3 working days after completion of requirements as per Pamphlet and submission of all original documents
Renewal of FLVC for AML	5 working days after completion of requirements as per Pamphlet and submission of all original documents.
Renewal of Cabin Crew Member Certificate	3 working days after completion of requirements as per Pamphlet and submission of all original documents

When your Document/Licence is ready, you will be informed by a SMS.

Same day services are available at the request of the applicant for special rates.

Applicants are thoroughly advised refrain making telephone calls to TOPL section. Preferred method of communication with TOPL section is through emails. You are required to send your email to dtopl@caa.lk