



Personnel Licensing  
Office Procedures Manual

SLCAP3030

Chapter : 1-12  
ATC-Rating

Appendices E

*Issuance of ATC Rating*

CAA/PL/P/10

## Civil Aviation Authority of Sri Lanka

Issuance of Air Traffic Controllers Rating



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**a) Requirements:- ( Refer IS 055)**

1. Age not less than 21 years.
2. Employment with AASL as ATC
3. Holder of a valid ATC licence
4. Successfully completion of Rating Course & skill test
5. Request letter from AASL to issue the ATC rating.

**b) Procedure:- (for trainee ATCs)**

1. Submit duly completed application No. CAA/PL/1/17 through the computerized licensing system
2. Follow relevant OJT programme with the organization you are employed.
3. Undergo skill test under the approved panel of examiners by DGCA.
4. Obtain knowledge as required by para 3.2.1 of IS 055 and be familiar with all pertinent and current information.
5. Submit documents in proof of experience as required para of 3.2.2 of IS 055.
6. Submit proof that the training was under the supervision of an appropriately rated ATC
7. Prove that the training is within the six months immediately preceding the application

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

**Documents:**

- Training course completion certificate
- Details of Training Course
- On-the-Job training Assessment reports & records
- Rating Assessment Reports
- Rating Test Results
- Recommendation Letter from HANS

**e) Relevant fees:-**

1. Application Evaluation fee – Rs. 2347/=
  - (Not applicable for trainees)
  2. Rating issuance fee – Rs. 1273/=
  3. Examination fee - Rs. 3520/=
- Rs. 7140/=

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