Form No: CAA/AS/058

Aeronautical Information Service Provider Competency Certificate

Application/ Renewal Form

Note - An applicant who intends to obtain Competency Certificates for two or more categories shall make separate applications for each service category.

Application type: (Select as appropriate)	
Initial Issuance	☐
Renewal	☐

1	**Organizational Details**						
1.1	Name of Organization						
1.2	Address for Service *(Applicant is required to provide a physical address for service in Sri Lanka)*						
		Tel.		Fax.		email	
1.3	Postal Address *(if different from the above Address for Service)*						
		Tel.		Fax.		email	
1.4	Details of the person who may be contacted for further information:						
	Name						
	Position						
	Tel.						
	Fax.						
	Email						
2	**Operational Details**						
2.1	Service(S) to be provided *(Mark the appropriate boxes)* and Locations						
i	Aeronautical Information Service	☐					
	Aeronautical information products (including distribution services)						
	☐	Aeronautical information publication (AIP)		☐	AIP data se		
	☐	Aeronautical information circular (AIC)		☐	Obstacle data sets		
	☐	NOTAM		☐	Aerodrome mapping data sets		
	☐	Instrument flight procedure data sets		☐	Preflight information services		
	Comments:						

ii	Aeronautical Charts Service	☐		
	☐		☐	
	☐			
	Comments:			
2.2	Proposed Commencement Date:			
2.3	Daily Hours of Service:			
3	**List of documentation to be provided with the application**			
3.1	Manual Title	Amendment no. and date		
☐	Manual of Operations			
☐	Administrative procedure Manual			
☐	Quality Manual			
☐	Training Manual			
4	**Details of Human Resources**			
4.1	Total number of staff intended to be deployed			
	Number of Management staff			
	Number of operations staff			
	Subordinate Staff			
	No of contracted staff (if any)			
4.2	Details of the key post-holders			
	Nominated Post	Name & Organizational Title		
	Accountable Manager			
	Head of the Service Provision			
	Operation Manager			
	Quality Manager			
	Training Manager			
Separate written profiles shall be accompanied with this application for each of the nominated post holders mentioned above. Note: In the renewal process, the names and titles of unchanged positions who continue in CAA accepted senior roles, must be included in the form and do not need to submit written profiles again.				

5	**Training Details *(Indicate type of Training to be undertaken within the organization for operational personnel)***	
	If training will not be provided within the service provider's organization, details of arrangements how training will be provided to operational personnel.	
6	Has the organization been convicted for any offence such as breach of any aviation safety or security requirements? YES ☐ NO ☐ Note: If "YES", please provide details with the application on separate sheets.	
7	**Declaration by Accountable Manager**	
	I hereby certify that to the best of my knowledge and belief the statements made, the information and attachments supplied are complete and correct.	
	Name of the Accountable Manager:	
	Contact address	
	Tel No.	
	Fax No.	
	E-mail	
	Signature	
	Date	
Note: Submit the completed application together with the appropriate fee and supporting documentation to The Director General of Civil Aviation, No.152/1, Minuwangoda Road, Katunayake, Sri Lanka.		