



འབྲུག་གི་བདེ་མཁའ་འགྲུལ་དབང་འཛིན། དཔལ་ལྷན་འབྲུག་གཞུང་།

Bhutan Civil Aviation Authority
Royal Government Of Bhutan
Paro : Bhutan



BCAA/ATC/F001

APPLICATION FOR ISSUE/REVALIDATION/RENEWAL OF (STUDENT) AIR TRAFFIC CONTROLLER (ATCO) LICENCE, RATINGS AND ENDORSEMENTS

READ instruction BEFORE signing to complete Forms

Instruction for use:

- 1) Complete in **BLOCK CAPITALS**
- 2) Fill in the relevant sections

Part A: APPLICANT'S DETAILS (Completed by the Applicant)

First name: _____ Second name: _____ Last name: _____
 Date of birth (dd/mm/yyyy): _____ Place of birth: _____ Nationality: _____
 Permanent address: _____
 Contact number: _____ E-mail: _____

(STUDENT) ATCO LICENCE DETAILS (if applicable)

Licence serial No: _____ Date of issue (dd/mm/yyyy): _____

EMPLOYER'S DETAILS (if applicable):

Name: _____ Contact number: _____
 Address: _____

Part B: APPLICATION FOR (Tick the relevant boxes) (Completed by the Applicant)

- Issue of Student ATCO Licence, rating(s) and endorsements (Part C, E and F of this form)
- Language endorsement(s) (Part C, E and F of this form)
- Issue of ATCO Licence, rating(s) and endorsements (Part C, E and F of this form)
- Revalidation of ATCO Licence rating, endorsements (Part C, D, E and F of this form)
- Renewal of ATCO Licence rating, endorsements (Part C, D, E and F of this form)

Part C: RATING/RATING ENDORSEMENT/ATC UNIT/SECTOR (Completed by the Applicant)

Rating	Unit, sector, working position (if appropriate)	ICAO 4-letter code	
ADV Aerodrome Control Visual	<input type="checkbox"/>		
APP Approach Control Procedural	<input type="checkbox"/>		
APS Approach Control Surveillance	<input type="checkbox"/>		
ACP Area Control Procedure	<input type="checkbox"/>		
ACS Area Control Surveillance	<input type="checkbox"/>		

Licence endorsements

OJTI Assessor English language proficiency endorsement



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		— level 4 <input type="checkbox"/> — level 5 <input type="checkbox"/> — level 6 <input type="checkbox"/>
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Part D: DETAILS OF INITIAL or RATING TRAINING COURSE		(Completed by the Applicant)
Rating:	Dates of Course (dd/mm/yyyy):	/ / to / /
Name of Training Institute:	Country:	

Part E: UNIT ENDORSEMENT REVALIDATION/RENEWAL		(Completed by the Assessor)
The applicant meets the requirements according to Regulation BCAR PEL and BCAR ATCO-PEL and to the unit competence scheme (UCS) of unit		
The unit/licence endorsements annotated below are revalidated/renewed * (delete as appropriate). Based on this, REVALIDATION/RENEWAL can be done as listed below:		

Unit endorsement:		Valid until:	
Unit endorsement:		Valid until:	
Unit endorsement:		Valid until:	
Unit endorsement:		Valid until:	
Unit endorsement:		Valid until:	

I certify that the data is complete and true

Authorised assessor's name:

Assessor's licence number:

Signature:

Part F: DECLARATION BY APPLICANT		(Completed by the Applicant)
I hereby:		
1. apply for the issue/revalidation/renewal of (Student) ATCO Licence, ratings and/or endorsements as indicated; 2. confirm that the information contained herein is correct at the time of the application;		
I understand that any incorrect information provided herein could prohibit me from holding a (Student) ATCO Licence.		
Signature:		
Name:		Date (dd/mm/yyyy):

Part G: CERTIFICATES/DOCUMENTS		(Completed by the Applicant)
Please enclose all relevant certificates and/or documents:		
1. Copy of Student ATCO Licence, if applicable		<input type="checkbox"/>
2. Copy of passport or citizenship identity card (CID)		<input type="checkbox"/>
3. Copy of medical certificate		<input type="checkbox"/>



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|--|--------------------------|
| 4. Copy of relevant training certificate/documents proving the successful completion of: | <input type="checkbox"/> |
| a. Initial training (integrated) | <input type="checkbox"/> |
| b. Basic training | <input type="checkbox"/> |
| c. Rating training | <input type="checkbox"/> |
| d. Unit training | <input type="checkbox"/> |
| e. OJTI training | <input type="checkbox"/> |
| f. Assessor training | <input type="checkbox"/> |
| g. Refresher training | <input type="checkbox"/> |
| 5. Copy of English language proficiency certificate(s): language(s) | <input type="checkbox"/> |
| 6. Certificate by ATS provider providing that the licence holder has fulfilled the requirements in accordance with the approved unit competence scheme (UCS) | <input type="checkbox"/> |
| 7. Copy of the competence assessment form | <input type="checkbox"/> |

When completed, please submit this form to:

Personnel licensing section (PEL)
Bhutan Civil Aviation Authority (BCAA)
Paro International Airport
Telephone Enquiries: (975) (08) 271347
e-mail: bcaa@bcaa.gov.bt or bcaa-techdiv@bcaa.gov.bt