



# CIVIL AVIATION AUTHORITY OF MALAYSIA

## RENEWAL OF AIR TRAFFIC CONTROLLER LICENCE

**APPLICATION:**

(Tick ✓ related column only)

<input type="checkbox"/>	Re-establish / Reinstate the Privileges of Expired ATC Licence.
<input type="checkbox"/>	Renewal of ATC Licence: Class 3 Medical / ICAO LPR (ELP). (Refer item 2)
<input type="checkbox"/>	Endorsement of ATC Examination Record: Rating/Validation/Proficiency/Competency/Familiarisation. (Refer item 3)
<input type="checkbox"/>	Amendment / Replacement / Others. (Refer item 4)

1. PERSONAL PARTICULARS OF APPLICANT (Mandatory)			
Name:		Station:	
IC No:		Tel. No:	
Licence No:	ATC/L		

2. MEDICAL ASSESSMENT INFORMATION			
Medical Assessment Date:		Expiry Date:	

3. ENDORSEMENT OF ATC EXAMINATION RECORD				
Rating	Date of Examination			
	Rating	Validation	Proficiency	Familiarisation
Aerodrome Control				
Approach Control Procedural				
Approach Control Surveillance				
Area Control Procedural				
Area Control Surveillance				
FIS / AFIS - <b>Competency</b>				

#### 4. AMENDMENT / REPLACEMENT

PHOTO (Kindly attach three(3) copies of IC size colour photo with office attire)

PERMANENT ADDRESS \_\_\_\_\_  
\_\_\_\_\_

OTHERS (please state) \_\_\_\_\_

I hereby certify that all particulars are correct. I have also checked that all the required documents are attached.  
I shall notify AND if I do not receive return of my submitted document after 14 working days of submission.

Date: \_\_\_\_\_  
(Note: Fill up or ✓ on the relevant column).

Signature of Applicant: \_\_\_\_\_

FOR AIR NAVIGATION SERVICES AND AERODROME DIVISION			
Payment		Note:	
Receipt No.			
Validity Period			
Signature		Signature of Database	
Date		Entry Officer & Date	

<p><b>RENEWAL OF AIR TRAFFIC CONTROLLER LICENCE: EXPLANATION NOTES AND CHECKLIST</b></p>
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This Form CAAM/BPUA/LIC 02 is used for the  
Applications for Renewal and Endorsement of Air Traffic Controller Licence as follows:  
(This form may not be submitted together with Page G-2-1)

### 1. RE-ESTABLISH / REINSTATE THE PRIVILEGES OF EXPIRED LICENCE

#### 1.1. Purpose:

- a) Re-establish or reinstate expired Class 3 Medical Assessment, when the validity has lapsed or became invalid.
- b) Re-establish or reinstate expired ICAO Language Proficiency Requirements (LPR), when the validity has lapsed or became invalid.

#### 1.2. Checklist:

No	Checklist	Please ✓
1	Covering Letter from the Head of ATS Provider.	
2	Completed form of CAAM/BPUA/LIC 02	
3	Form CAAM/ANS/LIC 10 - Surveillance of ATC Licence Validity (if received from ANS)	
4	Re-establish or reinstate expired Class 3 Medical: 4.1) Original slip of CAAM/ANS/LIC 06 - Certificate of Validity of Air Traffic Controller Licence. 4.2) Photocopy of Class 3 Medical Certificate (front & back) in one page of A4 size paper that is "Certified True Copy" by the CAAM Director, Manager or authorised senior officer.	
5	Re-establish or reinstate expired ICAO LPR (ELP): 5.1) Original slip of CAAM/ANS/LIC 06 - Certificate of Validity of Air Traffic Controller Licence. 5.2) Original slip of CAAM/ANS/LIC 07 - Certificate of ICAO LPR (ELP).	

### 2. RENEWAL OF ATC LICENCE: CLASS 3 MEDICAL / ICAO LANGUAGE PROFICIENCY REQUIREMENTS (LPR)

#### 2.1. Purpose:

- Renewal of Class 3 Medical.
- a) Renewal of ICAO Language Proficiency Requirements (LPR).

#### 2.2. Checklist:

No	Checklist	Please ✓
1	Covering Letter from the Head of ATS Provider.	
2	Completed form of CAAM/BPUA/LIC 02	
3	Renewal of Class 3 Medical: 3.1) Original slip of CAAM/ANS/LIC 06 - Certificate of Validity of Air Traffic Controller Licence. 3.2) Photocopy of Class 3 Medical Certificate (front & back) in one page of A4 size paper that is "Certified True Copy" by the CAAM Director, Manager or authorised senior officer.	
4	Renewal of ICAO LPR (If the Licence Holder has failed to submit during LPR Test): 4.1) Original slip of CAAM/ANS/LIC 06 - Certificate of Validity of Air Traffic Controller Licence. 4.2) Original slip of CAAM/ANS/LIC 07 - Certificate of ICAO LPR.	

### 3. ENDORSEMENT OF ATC EXAM RECORD: RATING / VALIDATION / PROFICIENCY / COMPETENCY / FAMILIARISATION

#### 3.1. Purpose:

- a) Endorsement of ATC Rating Exam.
- b) Endorsement of ATC Validation Exam.
- c) Endorsement of ATC Proficiency Exam.
- d) Endorsement of ATC Competency Exam.
- e) Endorsement of ATC Familiarisation Assessment.

#### 3.2. Checklist:

No	Checklist	Please ✓
1	Covering Letter from the Head of ATS Provider.	
2	Completed form of CAAM/BPUA/LIC 02	
3	Endorsement of ATC Rating Exam: 3.1) Certified True Copy of ATC-ATO's Course Certificate. 3.2) Original slip of CAAM/ANS/LIC 03 - Ratings. 3.3) Original slip of CAAM/ANS/LIC 04 - Record of Validations. 3.4) Original slip of CAAM/ANS/LIC 05 - Record of Proficiency Examinations. 3.5) Completed form of CAAM/BPUA/EXM 01 - Practical Examination Report. 3.6) Completed form of CAAM/BPUA/EXM02 - Air Traffic Control Examination Report. 3.7) Original Copy of Marked Theory Papers. 3.8) Certified True Copy of Receipt of Fees Payment.	
4	Endorsement of ATC Validation Exam: 4.1) Original slip of CAAM/ANS/LIC 04 - Record of Validations. 4.2) Completed form of CAAM/BPUA/EXM 01 - Practical Examination Report. 4.3) Completed form of CAAM/BPUA/EXM02 - Air Traffic Control Examination Report. 4.4) Original slip of CAAM/ANS/LIC 05 - Record of Proficiency Examinations. 4.5) Original Copy of Marked Theory Papers. 4.6) Certified True Copy of Receipt of Fees Payment.	
5	Endorsement of ATC Proficiency/Competency Exam: 5.1) Original slip of CAAM/ANS/LIC 05 - Record of Proficiency Examinations. 5.2) Completed form of CAAM/BPUA/EXM 01 - Practical Examination Report. 5.3) Completed form of CAAM/BPUA/EXM02 - Air Traffic Control Examination Report. 5.4) Original Copy of Marked Theory Papers (Not applicable to Familiarisation Assessment). 5.5) Certified True Copy of Receipt of Fees Payment (Not applicable to Familiarisation Assessment, FIS and AFIS Competency Examinations).	

### 4. AMENDMENT / REPLACEMENT / OTHERS

#### 4.1. Purpose:

- a) Endorsement of ATC Examiner.
- b) Endorsement of ICAO LPR Rater.
- c) Change of Photo.
- d) Change of Address.
- e) Replacement of Air Traffic Controller Licence.
- f) Replacement of Licence Book Cover – with valid reasons.
- g) Replacement of Licence Slip – with valid reasons.
- h) Upgrading to new format of Air Traffic Controller Licence.
- i) Amendment of any relevant licence data.

#### 4.2. Checklist:

No	Checklist	Please ✓
1	Covering Letter from the Head of ATS Provider.	
2	Completed form of CAAM/BPUA/LIC 02.	
3	Air Traffic Controller Licence Book.	
4	Certified True Copy of Receipt of Fees Payment (As appropriate)	
5	Others (Example: New Photo, etc).	