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Assessment remarks (Where the outcome is 'FAIL', Assessors are to record reasons for the decision)

Practical:

Oral:

Assessment board members:

Surname: Name:

Assessor Licence number: Chair Supernumerary Signature:

Surname: Name:

Assessor Licence number: Chair Supernumerary Signature:

6. DECLARATION BY APPLICANT

I hereby declare that to the best of my knowledge the particulars entered on this application form are accurate.

Signature of applicant: Date:

7. DECLARATION BY TRAINING UNIT MANAGER

I, the undersigned, hereby certify:

- The applicant meets the relevant requirements of EASA L63, ANNEX I, PART ATCO;
- The applicant is recommended for a Unit Endorsement in accordance to section 1 of this application form.

Surname: Name: Position:

Signature: Date (dd/mm/yyyy):

8. SUBMISSION INSTRUCTIONS

Please check:

- All Sections relevant to the application have been completed; and
- The declaration has been signed by the applicant and Training Unit Manager.

When completed, submit this form to: Personnel Licensing Office
Safety & Security Regulation Department
Seychelles Civil Aviation Authority
P.O. Box 181

Telephone Enquiries: +248 4384271
E-mail: PEL@scaa.sc

Application for the Inclusion of a Unit Endorsement for a New Rating, an Existing Rating and for the Renewal of an Expired Unit Endorsement in an Air Traffic Controller Licence (EASA L63, ANNEX I, PART ATCO).

Guidance on completion of FORM SSR ATCL 1763/I-C.

Section 1 Type of Application

This form is used for four types of application:

- The application to obtain a unit endorsement for a new rating
- The application to obtain a subsequent unit endorsement for an existing rating
- The application to renew an expired unit endorsement

Select the type of application in Section from the appropriate box. It is then important to ensure all the appropriate sections of the form indicated in Section 1 are completed.

The following should also be noted:

Where the application is to obtain a **Unit Endorsement for a New Rating** the applicant must be assessed for competence by a Unit Endorsement assessment board, comprising a chair assessor and a supernumerary assessor. Please notify the ANS Inspector (ATS) on the date(s) for the assessment board by email prior to conducting the assessment.

Where the application is for a **Subsequent Unit Endorsement** for an existing rating or for the **Renewal of a Unit Endorsement** that has expired, the applicant must be assessed for competence by a Unit Endorsement assessor.

Where a new Rating has to be included on the licence, PEL Office will update page 4 of the ATCO licence on receipt of this form. The licence will contain the details of the Rating/Rating Endorsement/Unit Endorsement assessed including the expiry date, based on the assessment date.

Should the unit endorsement assessment be cancelled, the ANS Inspector (ATS) must be informed.

Section 2 Personal Details

To maintain consistency of personal detail records please ensure the details entered match that on the applicant's passport.

Where the unit has an ICAO Location Indicator code, this must be included.

Section 3 Rating/Rating Endorsement/Unit Endorsement applying for.

Tick the appropriate boxes to indicate the Rating and Rating Endorsement, where relevant, to be assessed and enter details of Sector/Position against the Rating Endorsement if appropriate.

Section 4 Details of Approved Rating Training Course

This section must be completed only when a New Rating is to be added to a licence and must detail relevant Initial Training course undertaken for the new rating and the Authority Approved Training Organisation.

Section 5 Unit Endorsement Assessment Results.

This section is to be completed by the chair Assessor.

Enter the date of the assessment.

Enter the Unit Endorsement details i.e. the Rating and rating endorsement, if applicable, including sector/position as appropriate and indicate 'Pass' or 'Fail' as applicable. If a 'Fail' is indicated, enter reason(s) in space provided.

Enter Assessors' details and signatures.

Section 6 Declaration by applicant

This must be completed by the applicant.

Section 7 Declaration by Unit Training Manager

Must be completed by the ATS Training Unit Manager or delegated ATS Management staff.