

CHECKLIST FOR CONVERSION OF ATS LICENCE

Date			
Name			
License Number (To be allocated)			
CONVERSION REQUIREMENTS: PART 65			
<i>Please mark with the applicable symbol as indicated</i>			YES / NO / N.A.
			LO1 LO2
1.	Verify compliance with ICAO EI (Effective Implementation)		
2.	Application form CA 65.01 must be completed and signed by the applicant.		
3.	Strictly no Tippex allowed		
4.	All corrections or alterations made on the form need to be initialled (Line through the incorrect information, make the change and Date & Initial the change)		
5.	Language Proficiency to be completed by Designated Examiner.		
6.	Air Traffic controller-Class 3 Medical certificate.		
7.	Air Traffic Assistant – Class 4 medical certificate.		
8.	Copy of ID/Passport		
9.	Copy of foreign license.		
10.	Copy of work permit		
11.	Confirmation on verification of licence at foreign confirming that licence was never revoked or suspended and that it was issued and is valid. To be requested by the CAA.		
12.	Appointment letter		
13.	2 x Color Passport photo's.		
14.	The prescribed fee as in Part 187.		
Note			
SIGNATURE OF LICENSING OFFICER (LO1) (ISSUER)		NAME IN BLOCK LETTERS	DATE
SIGNATURE OF LICENSING OFFICER (LO2) (APPROVER)		NAME IN BLOCK LETTERS	DATE
		R	
		Receipt number	