



DEPARTMENT OF CIVIL AVIATION  
MINISTRY OF TRANSPORT AND INFOCOMMUNICATIONS  
BRUNEI DARUSSALAM

**APPLICATION OF RENEWAL OF ATC LICENCE ENDORSEMENT**

**SECTION 1 – PERSONAL DETAILS**

ATS LICENSE NUMBER		DATE OF ISSUE		
NAME				
DATE OF BIRTH (dd/mm/yy)		MALE		FEMALE
ADDRESS	AIR TRAFFIC SERVICE SECTION, DEPARTMENT OF CIVIL AVIATION			
	MINISTRY OF TRANSPORT AND INFOCOMMUNICATIONS			
COUNTRY	BRUNEI DARUSSALAM			

**SECTION 2 – MEDICAL FITNESS CERTIFICATE**

DATE OF LAST CLASS 3 MEDICAL EXAMINATION		EXPIRY DATE	
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**SECTION 3 – APPLICATION OF LICENCE ENDORSEMENT**

<b>AIR TRAFFIC CONTROL LICENCE / RATINGS: (Tick Where Appropriate)</b>			
<b>A STUDENT AIR TRAFFIC CONTROL LICENCE FOR:</b>			
	AERODROME CONTROL	Expiry Date:	
	APPROACH CONTROL – PROCEDURAL	Expiry Date:	
	APPROACH CONTROL – SURVEILLANCE	Expiry Date:	
	AREA CONTROL – SURVEILLANCE	Expiry Date:	

<b>AIR TRAFFIC CONTROL LICENCE / RATINGS: (Tick Where Appropriate)</b>			
<b>AN AIR TRAFFIC CONTROL LICENCE FOR:</b>			
	AERODROME CONTROL	Expiry Date:	
	APPROACH CONTROL – PROCEDURAL	Expiry Date:	
	APPROACH CONTROL – SURVEILLANCE	Expiry Date:	
	AREA CONTROL – SURVEILLANCE	Expiry Date:	

SIGNATURE : \_\_\_\_\_

DATE OF SUBMISSION : \_\_\_\_\_

**SECTION 4 – PERFORMANCE OF ASSESSMENT RESULTS**

THE APPLICANT HAS BEEN ASSESSED WITH THE FOLLOWINGS:

Grading Guide				
A	B	C	D	E
Far exceeds basic requirements	Exceeds basic requirements	Meets basic requirements	Below basic requirement, shows potential to improve	Unable to meet basic requirement
90%+	89% - 77%	76% - 70%	69% - 60%	>59%

ASSESSMENT OF PERFORMANCE		GRADE				
		A	B	C	D	E
<b>1. Application of Separation Standards and Procedures</b>						
a	How well does the controller know the separation standards?					
b	How well does the controller apply the separation standards to resolve traffic					
Additional Remarks:						
<b>2. Traffic Management and Planning</b>						
a	How well does the controller anticipate and manage his/her traffic?					
b	Does the controller keep a full 'picture' of the traffic situation all the time?					
Additional Remarks:						
<b>3. Judgement and Control Technique</b>						
a	How do you rate the controller's judgement of traffic?					
b	Are the controller's control techniques safe and effective?					
Additional Remarks:						
<b>4. Coordination</b>						
a	How safe and effective is the controller's coordination with other agencies?					
b	How well does the controller priorities the coordination?					
Additional Remarks:						
<b>5. Transfer of Control</b>						
a	Does the controller make accurate and timely hands-off?					
b	Is the controller able to effect the hand-offs safely?					
Additional Remarks:						
<b>6. Composure and Temperament</b>						
a	How well does the controller maintain his/her composure?					
b	How well does the controller cooperate with his/her colleagues?					
Additional Remarks:						

ASSESSMENT OF PERFORMANCE		GRADE				
		A	B	C	D	E
<b>7. RTF Phraseology</b>						
a	Does the controller use standard RTF phraseology all the time?					
b	Does the controller maintain the correct rate of speech?					
Additional Remarks:						
<b>8. Strip Marking</b>						
a	How accurate does the controller mark the strips?					
b	How well does the controller utilize his/her strips?					
Additional Remarks:						
<b>9. Equipment Handling</b>						
a	How well does the controller know his/her equipment?					
b	How well does the controller use the equipment to facilitate his work?					
Additional Remarks:						
<b>10. Handover Brief</b>						
a	How thorough is the controller's briefing?					
b	Is the briefing easily understood or is it ambiguous?					
Additional Remarks:						
<b>11. Handling of Emergency Procedure (Theoretical Assessment)</b>						
a	How well versed is the controller on the emergency procedures?					
b	How well can the controller describe his handling of certain emergency?					
Additional Remarks:						

<b>12. ADVICE GIVEN BY ASSESSOR / WATCH SUPERVISOR</b>

RECOMMENDATION

YES

NO

NAME OF ASSESSOR / ATC WATCH SUPERVISOR

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

DATE

\_\_\_\_\_

SECTION 5 – ENDORSEMENT

SECTION 5A – APPLICATION TRANSMISSION TO ATS MANAGEMENT

DATE OF RECEIVED:

NAME OF OFFICER:


SECTION 5B – ENGLISH LANGUAGE PROFICIENCY (ELP) ENDORSEMENT

The applicant has been assessed against the ICAO language proficiency rating scale and has been assessed to have proficiency in the English Language at the following level:

	Level 6 (Expert Level)		
	Level 5 (Extended Level)	Renewable Date:	
	Level 4 (Operational Level)	Renewable Date:	
The assessment was carried out on (dd/mm/yyyy):			

SECTION 5C – RATING ENDORSEMENT EXAMINATION RESULTS

1. SCHEDULE FOR EXAMINATIONS:

MODE OF EXAMINATION:	DATE OF EXAMINATION:
WRITTEN:	
PRACTICAL:	
ORAL:	

2. EXAMINATION RESULTS:

RATINGS	WRITTEN	PRACTICAL	ORAL BOARD
AERODROME CONTROL			
APPROACH CONTROL – PROCEDURAL			
APPROACH CONTROL – SURVEILLANCE			
AREA CONTROL – SURVEILLANCE			

MEMBERS OF THE EXAMINATION BOARD:

NAME:		NAME:	
SIGNATURE:		SIGNATURE:	

3. RECOMMENDATION:

IT IS RECOMMENDED THAT HIS / HER:

RATINGS:	BE EXTENDED UNTIL
AERODROME CONTROL	
APPROACH CONTROL – PROCEDURAL	
APPROACH CONTROL – SURVEILLANCE	
AREA CONTROL – SURVEILLANCE	

4. ENDORSEMENT:

**I, DIRECTOR OF CIVIL AVIATION, HEREBY ENDORSED THE ATC LICENCE OF**

**NAME OF APPLICANT:**

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**WITH THE ABOVE RATING(S) BE EXTENDED ACCORDINGLY:**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_