

## Application for the Issue, Revalidation, Renewal of ASSR, OJTI, STDI endorsements and exchange of OJTI for an STDI endorsement

Please complete this form electronically then print, sign and submit to PEL Office.  
Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink and submit to PEL Office.  
Please read the attached guidance notes before completing the form.

### FALSE REPRESENTATION STATEMENT

It is an offence under regulation 84. (c)(1) of the Civil Aviation (Safety) Regulations, 2017 to make false representation for procuring for him/herself or another person, a grant, an issue, a renewal or a variation of a certificate, licence, approval, permission, exemption, authorisation or any other document. Under regulation 99. (4), any person who commits an offence shall be liable to imprisonment not exceeding two years or to a fine of SR200,000.00 or both.

### 1. APPLICATION FOR (Complete sections indicated in brackets)

- Issue of an Assessor (ASSR) endorsement (Sections 2 & 3)
- Issue of an On-Job-Training Instructor (OJTI) or Synthetic Training Device Instructor (STDI) endorsement (Sections 2 & 4)
- Revalidation of an ASSR, OJTI or STDI endorsement (Sections 2 & 5)
- Renewal of an ASSR, OJTI or STDI endorsement (Sections 2 & 6)
- Exchange of OJTI for STDI endorsement (Sections 1 & 2)

### 2. PERSONAL DETAILS (To be completed by applicant as shown on passport)

ATCO Licence Number

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Title: ..... Surname: ..... Forename(s): .....

Date of Birth (dd/mm/yyyy): ..... Nationality: .....

Place of Birth: ..... Country of Birth: .....

Permanent Address: .....

Country: .....

Telephone Numbers: Home: ..... Office: ..... Mobile: .....

Email: .....

Unit Name: .....

### 3. APPLICATION FOR AN ASSR ENDORSEMENT

Place and date of the applicant's Assessor course: ..... / .....

Course ref No.: .....

I confirm that I have successfully completed the above course for the grant of an Assessor endorsement.

Name: ..... Signature: ..... Date: .....

### 4. APPLICATION FOR AN OJTI OR STDI ENDORSEMENT

I am applying for an OJTI  STDI  endorsement

Place and date of the applicant's practical instructional techniques course: ..... / .....

Course ref No.: .....

I confirm that I have successfully completed the above course for the grant of an OJTI/STDI endorsement (as applicable).

Name: ..... Signature: ..... Date: .....

**5. APPLICATION FOR THE REVALIDATION OF AN ENDORSEMENT**

I am applying for the revalidation of an ASSR  OJTI  STDI  endorsement

Assessor/Instructor Endorsement Expiry Date shown on Licence: .....

Date Refresher Training completed: .....

I confirm that ..... has satisfied the relevant requirements for the revalidation of the endorsement.

Name: ..... Signature: ..... Date: .....  
(Training Unit manager or Authorised representative)

Role: .....

**6. APPLICATION FOR THE RENEWAL OF AN ENDORSEMENT**

I am applying for the renewal of an ASSR  OJTI  STDI  endorsement

Assessor/Instructor Endorsement Expiry Date shown on Licence: .....

Date Refresher Training completed: .....

Date of assessor/practical instructor competence assessment: .....

Name of Assessor: ..... Signature of Assessor: .....

Assessors licence:

I confirm that ..... has satisfied the relevant requirements for the renewal of the endorsement.

Name: ..... Signature: ..... Date: .....  
(Training Unit Manager or Authorised representative)

Role: .....

**7. SUBMISSION INSTRUCTIONS**

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](mailto:PEL@scaa.sc)

## Application for the Issue, Revalidation, Renewal of ASSR, OJTI, STDI endorsements and exchange of OJTI for an STDI endorsement

### General

The applicant must ensure that this form is correctly and fully completed. Incomplete or incorrectly completed submissions can significantly delay the processing of an application and may require resubmission.

This form is used to make application to the PEL Office for the issue of the following endorsements to an ATCO's licence:

The issue, revalidation and renewal of ASSR Endorsements.

The issue, revalidation and renewal of OJTI Endorsements.

The issue, revalidation and renewal of STDI Endorsements.

### Section 1. Application for:

Tick the appropriate box for the type of application being made and complete the relevant sections of the form as indicated.

### Section 2. Personal Details

To maintain consistency of personal detail records please ensure the details entered match that on the applicant's passport. The applicant's permanent address must be the applying ATCO's address not the unit's address.

### Section 3. Application for an ASSR Endorsement

Complete this section when applying for the initial issue of an ASSR endorsement.

Enter the details of Training Organisation where the Assessor course was attended, the course completion date and the course reference.

Section 3 to be endorsed by the applicant.

### Section 4. Application for an OJTI or STDI Endorsement.

Complete this section if applying for the initial issue of an OJTI or STDI endorsement. Tick the appropriate box OJTI or STDI.

Enter the details of Training Organisation where the applicant's practical instructional techniques course was attended, the course completion date and the course reference.

(See NOTE 1 Below)

Section 4 to be endorsed by the applicant.

### Section 5. Application for the Revalidation of an Endorsement.

Complete this section if applying to revalidate an endorsement.

Tick the appropriate box for an Assessor, OJTI or STDI endorsement.

Enter the expiry date of the current endorsement shown on the applicants licence. Enter the date the required refresher training was completed.

Enter the applicant's name to indicate that the relevant requirements for the revalidation have been satisfied. (See NOTE 2 and 3 below)

Section 5 to be endorsed by the Training Unit Manager.

### Section 6. Application for the Renewal of an endorsement.

This section is to be completed when applying for the renewal of an OJTI or STDI endorsement.

Tick the appropriate box for an Assessor, OJTI or STDI endorsement

Enter the expiry date of the current endorsement shown on the applicants licence Enter the date the required refresher training was completed.

Enter the date of the practical instructor competence assessment was completed.

The Assessor who carried out the assessor competence assessment is to enter their name and signature, licence number and date of signing.

Enter the applicants name to indicate that the relevant requirements for the renewal have been satisfied. See NOTES 1, 2 and 3 below.

Section 6 to be endorsed by the Training Unit Manager.

### NOTES

**NOTE 1:** When making an application for the issue, revalidation or renewal of an OJTI endorsement the applicant must have a current unit endorsement on their licence.

**NOTE 2: REVALIDATIONS.** Refresher training can take place anytime within the endorsement validity period.

Consideration should be given as to when applications for revalidation are submitted to the PEL Office.

If the application is made within 90 days of the endorsement expiry date the PEL Office will issue the revalidated endorsement to be valid from the expiry date with a validity period of three years.

If the application is made earlier in the validity period i.e. after the completion of the refresher training the PEL Office will issue the revalidated endorsement to be valid from the refresher training date with a validity period of three years. Therefore, it is recommended that applications are submitted within the 90 days prior to the current endorsement expiry date to maximise the validity period.

**NOTE 3: RENEWALS.** For ASSR and OJTI/STDI endorsement renewals, EASA L63, ANNEX I, PART ATCO requires that the endorsement must have an issue date within 30 days of the competence assessment date.

If the application is received PEL Office within 30 days of the competence assessment date the issue date will be set as the date the competence assessment was completed and the expiry date 3 years after this date.

If an application is received more than 30 days after the competence assessment date, the issue date will be set to 30 days after the competence assessment date and the expiry date 3 years after this date.

**Further Information:**

EASA L63, ANNEX I, PART ATCO allows for an OJTI to exchange their endorsement for an STDI endorsement in certain circumstances. If such an exchange is contemplated the applicant should contact PEL Office direct at the email address shown in Section 7.