



Flight Operations Standards Department
Flight Crew Licensing & Training Section - English Language Proficiency Assessment Centers
ELPAC Approval Validation Process Form
 FOR CARC USE ONLY

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|--------------------------|------|----------|--------|
| • Center Name | | | |
| • Address | | | |
| • Contact Details | Name | Phone No | E-Mail |
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| 1 | APPLICATION PHASE | Remarks |
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| a | Submit approval revalidation application form | |
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| b | Approval revalidation fees slip | |
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| c | Approval revalidation team members preparations meeting | |
| (1) | Date _____ Time _____ | |
| (2) | Objective. Define certification renewal date, duration, opening and closing meeting and audit schedule details | |
| (3) | Certification team member: | |
| (a) | Flight crew licensing inspector - Team Leader | |
| (b) | Flight crew licensing inspector | |

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| 2 | DOCUMENTS REVIEW PHASE | Date | Time | Initial | Remarks |
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| a | Operations manual | | | | |
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| 3 | INSPECTION PHASE | Date | Time | Initial | Remarks |
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| a | English language proficiency Center inspection | | | | |
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| 4 | CERTIFICATION PHASE |
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| a | Approval Revalidation Report Contents |
| (1) | Copy of approval revalidation application form |
| (2) | Copy of approval revalidation process form |
| (3) | Copy of approval revalidation fees slip |
| (4) | Approval revalidation audit report |

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| b | Chief Commissioners approval for the issue |
| (1) | English Language Proficiency Assessment Center approval certificate issuance |