



Flight Operations Standards Department
Flight Crew Licensing & Training Section - English Language Proficiency Assessment Centres
ELPACs Initial Approval Application Form

Submit at least 90 days before the date of intended operations

Formal Application for approval issue shall be valid for 180 calendar days starting from the date of application

1. Applicant Details.

• Centre Name			
• Address			
• Contact Details	Name	Phone Number	E-Mail

2. Management Structure Details.

Post	Name	Phone No.	E-Mail
• Head of Centre			
• Test Design & Development Personnel			
• Quality Manager			

3. English Language Proficiency Assessor Details.

• Number of English Language Proficiency Assessor that will be employed	
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4. Assessment Facilities Details.

Type	Location	Size	Number
• Assessment Rooms			
• Staff Offices			

5. Application Form Attachments.

Manual/ Documentation
• Approval process form
• Management acceptance form. With attached relevant evidences
• Head of Centre
• Test Design & Development Personnel
• Quality Manager
• *Operations Manual

*A clear separation between testing and training activities should be documented by an organization that provides both services

6. Accountable Manager Declaration.

I hereby apply for English Language Proficiency Assessment Centre Approval Issuance in accordance with JCAR FCL, and I certify that, the information contained in this application is true, corrected and completed		
Name	Signature	Date