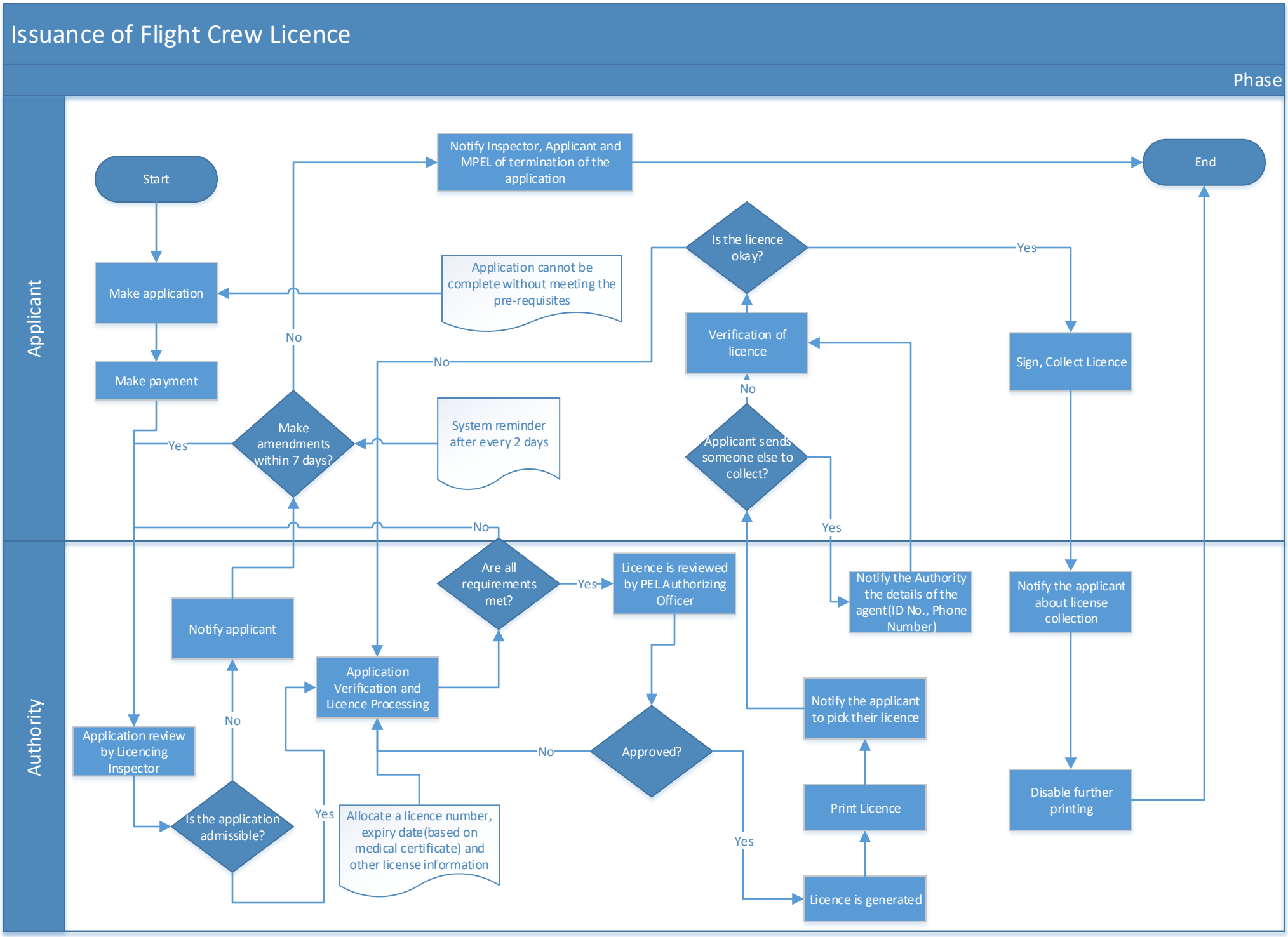
Issuance of Flight Crew Licence
Phase
Applicant
Authority
Start
Make application
Make payment
Application cannot be complete without meeting the pre-requisites
Notify Inspector, Applicant and MPEL of termination of the application
End
No
Yes
Make amendments within 7 days?
System reminder after every 2 days
No
Application review by Licencing Inspector
Is the application admissible?
Notify applicant
No
Yes
Application Verification and Licence Processing
Allocate a licence number, expiry date(based on medical certificate) and other license information
Are all requirements met?
Yes
No
Licence is reviewed by PEL Authorizing Officer
Approved?
No
Yes
Is the licence okay?
Yes
No
Verification of licence
Applicant sends someone else to collect?
Yes
No
Notify the Authority the details of the agent(ID No., Phone Number)
Notify the applicant to pick their licence
Print Licence
Licence is generated
Sign, Collect Licence
Notify the applicant about license collection
Disable further printing