REQUEST FOR ACD RECURRENT MONITOR OR DCC

yyyy-mm-dd

To: Transport Canada Regional Office

Dear Sir/Madam,

In accordance with the requirement of the Approved Check Dispatcher Manual (TP14114, subsection 7.2.2), I would like to request the attendance of a Transport Canada Civil Aviation Inspector to conduct an annual recurrent ACD monitor and/or ACD DCC on _____(day) of the month of _____________ 20____.

The current periodic delegation of authority for ACD _________________________________ (name) will come to expiry on _____(day) of the month of _______________ 20______and a monitor and/or DCC is required before this date.

Should there be a conflict with the proposed date, please do not hesitate to contact me at your earliest convenience so that alternative arrangements can be provided.

Thank you for your cooperation.

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Signature of ACD or Manager Dispatch