

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.

Signature of ACD or Manager Dispatch