

Air Traffic Controllers – Licensing

CAP 1251



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Contents

Revision history	4
The Regulatory Framework.....	5
Introduction.....	5
Foreword	8
International obligations and requirements.....	8
State regulatory body	8
Differences to ICAO and European requirements	9
Format of this document.....	9
Document Revisions	9
Document Availability	10
Definitions and abbreviations	11
Definitions	11
Abbreviations	15
Chapter 1.....	17
Commission Regulation (EU) 2015/340 Air Traffic Controller Licensing Scheme	17
European air traffic controller licensing regulation.....	17
Subject matter and scope.....	17
General Requirements – structure of this document.....	18
Authority	18
Responsibility	19
Recognition of European licences.....	19
Exchange of European licences.....	20
Chapter 2.....	21
Part ATCO Subpart A general requirements	21
Recognition of air traffic controller licences issued by other EU member states	21
Revocation and suspension of licences, ratings and endorsements	23

Provisional suspension.....	23
Suspension	25
Revocation	26
Role and responsibility of the air traffic controller	27
Role and responsibility of the ANSP.....	27
Chapter 3.....	28
Part ATCO Subpart B licences, ratings and endorsements.....	28
Student air traffic controller	28
Air Traffic Controller Licence	29
Trainee air traffic controller.....	30
Ratings and rating endorsements	30
Rating endorsements	30
Surveillance Radar Approaches (SRA)	30
Unit Endorsements.....	31
Unit Competence Scheme	34
Language proficiency endorsement	36
Chapter 4.....	38
Part ATCO Subpart C requirements for instructors and assessors	38
Theoretical Instructors.....	38
Practical Instructors.....	38
OJTI	38
Temporary OJTI	41
STDI	41
Assessing and evaluating.....	43
Evaluators and verifiers.....	43
Assessors.....	44
Assessments and examinations.....	47

Temporary assessors.....	48
Chapter 5.....	49
Part ATCO Subpart D training of air traffic controllers.....	49
General	49
Chapter 6.....	52
UK procedures and processes	52
Maintaining an air traffic controller licence	52
Assessments of Previous Competence (APC)	54
Requirement.....	54
Arrangement for an APC	55
Approach control procedural	56
Surveillance degradation and/or failure	56
training devices	56
CAA Licence administration	57
Application forms and fees.....	58
Arranging an initial UE assessment and examination	59
Disclosure of information.....	60
Applications for the recognition of air traffic controller training completed in an ECAC member state that is not an EU member state	60
Applications for the recognition of an air traffic controller licence obtained in states other than EU/ECAC member states	62
Chapter 7.....	63
Medical requirements	63
Medical fitness	63
Medical certification.....	63
Decrease in medical fitness	64
Use of psychoactive substances	65
Medical examinations.....	66

Revision history

1st edition

June 2016

CAP 1251 – Air Traffic Controllers – Licensing has been produced as a guidance document for air traffic controllers, air traffic control training organisations and ANSPs to assist in guiding them to the relevant requirements laid down in Commission Regulation (EU) 2015/340 pertaining to air traffic controller licensing and certification of training organisations.

CAP 1251 replaces CAP 744 Air Traffic Controllers – Licensing.

2nd edition

December 2018

CAP 1251 Edition 2 – Significant rewrite, considering new EU Legislation. Includes the introduction of numerous editorial changes, several updated references with revised text concerning transfer of licenses, and the removal of all references to gender. In addition, the introduction of (EU) 2017/373 requirements.

The Regulatory Framework

Introduction

Civil Aviation Authority Civil Aviation Publications (CAPs) are based upon national and EU legislation and non-legislative regulatory material, such as ICAO Standards and Recommended Practises. They are published in order to provide:

- a) guidance and clarification on the means of achieving compliance with global, UK and European regulatory requirements, and where applicable:
- b) details of UK 'Alternative Means of Compliance', and
- c) details of any additional national requirements, including CAA administrative procedures.

Details of appropriate supporting administrative procedures are also included where necessary.

CAPs are subject to periodic revision to take account of changes to source regulatory material, feedback from industry, and recognised best practice. CAP 1251 provides guidance and clarification relating to ATCO Licensing – and is to be read in conjunction with (EU) 2015/340 and legislation contained in the UK Air Navigation Order 2016 (as amended) – and the regulatory material referenced below as applicable.

Non-inclusion of source regulatory material within this CAP does not preclude the end user from either the need to be aware of, or the need to comply with, the requirements contained within the source materials unless otherwise exempted from those requirements.

It is the policy of the UK government that, unless a difference or 'Alternative Means of Compliance' (AltMoc) has been established, compliance is with relevant international (i.e. ICAO and applicable equivalents such as International Telecommunications Union) and European regulatory material is required to the extent mandated in law. Additionally, compliance with national requirements that are not addressed by international or EU regulations is also required.

The words 'must', 'shall' and 'will' indicate that compliance with applicable regulatory requirements is necessary. In the case of AMC the word 'should' indicates that compliance is required, unless complying with an approved AltMoC.

Regulatory References

CAP 1251 Air Traffic Controllers - Licensing' is published to assist Air Traffic Control officers and Air Navigation Service Providers in the understanding of, and compliance with the requirements pertaining to ATCO Licensing laid down in:

European regulations:

- Commission Regulation (EU) No.2015/340 the air traffic controllers' (ATCO) licensing and certification regulation;
- Commission Regulation (EU) No. 1034/2011 on safety oversight in ATM and Air Navigation Services (ANS); and
- Commission Regulation (EU) No. 1035/2011 on common requirements for ANS provision.

Regulation (EC) No. 2018/1139 (Basic Regulation).

- Regulation (EC) No. 2017/373 (ATM-IR), with expected date of applicability 2 January 2020

CAA Publications:

- CAP 393 – Air Navigation Order 2016 and Regulations
- CAP 584 – Air Traffic Controllers – Training
- CAP 624 – Air Traffic Controllers – Performance Objectives

ICAO

ICAO Annex 1 – Personnel Licensing

In view of the timescales involved in updating CAP 1251, references in this CAP to EU Level Regulations may not be up to date and it is advised that readers take note of any information promulgated via means such as CAP 1251 Supplementary Amendments, CAA updates and website information.

As the Regulatory Framework is being developed, the various CAPs will be amended to take into account the effects of these Regulations.

EASA was established by Commission Regulation (EC) No 1592/2002 and the Agency received further competences in accordance with Regulation (EC) No 216/2008 (Basic Regulation). This established an extension to EASA's competency to include safety and interoperability of ATM and ANS resulting in new EASA Implementing Regulations. The EASA website can be found at www.easa.eu.

NOTE: Regulation (EC) No 216/2008 has been repealed by EC Reg No. 2018/1139

Foreword

International obligations and requirements

1. The United Kingdom, as a member of the International Civil Aviation Organisation (ICAO) and signatory to the Chicago Convention, complies as far as possible with the standards published in the Annexes to the Convention on International Civil Aviation. The Civil Aviation Act empowers the United Kingdom to implement the Chicago Convention. The United Kingdom, as a member of the European Union, also complies with Community legislation in respect of the licensing of air traffic controllers, specifically Commission Regulation (EU) 2015/340 (from now on referred to as 2015/340) laying down detailed rules for air traffic controllers' licences and certain certificates pursuant to Regulation (EC) No 2018/1139 of the European Parliament of the Council. This document compliments the requirements of Commission Regulation (EU) 2017/373 Annex IV effective 2nd January 2020.
2. CAP 1251, Air Traffic Controllers – Licensing, together with CAP 584, Air Traffic Controllers – Training, the CAP 624 series, Air Traffic Controllers – Performance Objectives and CAP 794 Air Traffic Controllers – Initial Performance Objectives, represents the United Kingdom's compliance with 2015/340.

State regulatory body

3. In the United Kingdom, the Civil Aviation Authority (CAA) regulates ATS, including personnel licensing, under powers granted to it by the European Commission; the Civil Aviation Act; and in accordance with relevant articles of the Air Navigation Order (ANO) and is the nominated competent authority in accordance with 2015/340 Article 5 Competent Authority. The CAA's Safety and Airspace Regulation Group (SARG) is

the authority responsible for regulating licensing and is responsible for the issue of air traffic controller licences.

Differences to ICAO and European requirements

4. The European Union legislative requirements for the licensing of air traffic controllers originate from those required in ICAO Annex 1 Personnel Licensing, although the structure and names of some ratings may vary.

Format of this document

5. CAP 1251 is to be read in conjunction with 2015/340, its associated EASA Acceptable Means of Compliance (AMC) and Guidance Material, and relevant parts of (EU) 2017/373 Annex IV.
6. The words 'must', 'shall' and 'will' indicate that compliance is compulsory.
7. All references to gender in the document have been removed.

Document Revisions

8. Each page of this CAP is uniquely identified by page number, section, subpart and date, so that individual pages can be replaced as required to provide updated information.
9. Individual sections of this publication are separately numbered to allow for the issue of amended and additional pages without the need to renumber and reissue the entire document.
10. When amended or new pages are first issued, changes to the text are indicated by the use of side-line revision marks.
11. Supplementary Amendments (SAs) will be issued to introduce urgent or safety-critical changes to Regulatory Requirements where the routine amendment cycle would not suffice, or to inform users of changes or developments to Regulatory Requirements (typically EU regulations) and

other related standards such as International Civil Aviation Organization (ICAO) SARPs in a timely manner.

SAs will be incorporated into the main body of the document in a suitable and timely manner.

Document Availability

12. CAP 1251 is available from the Civil Aviation Authority website at www.caa.co.uk/cap1251. Visitors to the website may view, download and reproduce this file for use by their company or organisation, or for their own personal use. Please ensure it is the current edition.
13. 2015/340 (the ATCO licensing regulation) is available at www.easa.europa.eu.
14. Supporting EASA Acceptable Means of Compliance and Guidance Material 2015/340 is also available at www.easa.europa.eu.
15. EASA additionally publishes a [consolidation of 2015/340](#), Acceptable Means of Compliance and Guidance Material as 'Easy access rules for ATCO'.

NOTE: 'Easy access rules for ATCO' is not a legal document and it is therefore the responsibility of the individual licence holder to ensure its accuracy.
16. CAA notifications can be received by subscribing to 'Skywise' by clicking on the following [link](#).

Definitions and abbreviations

Definitions

The terms used in CAP 1251 have the same meaning as given in that Article 4 of 2015/340. The following definitions and abbreviations have been included for ease of reference or where terms are unique to the UK.

Abnormal and Emergency situations	the collective term referring to situations, including degraded situations, which are not routinely or commonly experienced and for which automatic skills have not been developed, and serious and dangerous situations requiring immediate actions. (UK CAA)
Abnormal Situations	Circumstances, including degraded situations, which are neither routinely nor commonly experienced and for which an air traffic controller has not developed automatic skills. (Regulation (EU) 2015/340)
Acceptable Means of Compliance (AMC)	A non-binding standard adopted by the Agency to illustrate means by which to establish compliance with Regulation (EC) No 2018/1139 and its implementing rules. (Regulation (EU) 2015/340)
Air Traffic Control (ATC) service	A service provided for the purpose of <ul style="list-style-type: none"> ▪ Preventing collisions between aircraft and in the manoeuvring area, between aircraft and obstructions; ▪ Expediting and maintaining an orderly flow of air traffic. (Regulation (EU) 923/2012 SERA)
Air Traffic Control (ATC) unit	A generic term meaning variously area control centre, approach control unit or aerodrome control tower. (Regulation (EU) 2015/340)

Assessment	An evaluation of the practical skills leading to the issue of the licence, rating and/or endorsement(s) and their revalidation and/or renewal, including behaviour and the practical application of knowledge and understanding being demonstrated by the person being assessed. (Regulation (EU) 2015/340)
Assessor endorsement	The authorisation entered on and forming part of the licence, indicating the competence of the holder to assess the practical skills of student air traffic controller and air traffic controller. (Regulation (EU) 2015/340)
Chairperson	An Assessor who has responsibility for the conduct of an assessment towards the award of a UE. (UK CAA)
Emergency situation	A serious and dangerous situation requiring immediate actions. (Regulation (EU) 2015/340)
English Language Rater (CAA) / Language Proficiency Assessor (EU) (2015/340)	An individual who has successfully completed an approved English Language Proficiency Raters course for ATCOs and, who is approved to assess an individual to determine, in accordance with the ICAO language descriptors, the level of English language proficiency for a UK issued student air traffic controller or air traffic controller licence. (UK CAA)
Examination	A formalised test evaluating the person's knowledge and understanding. (Regulation (EU) 2015/340)
Initial training	the training which leads to the issue of a student air traffic controller licence or to the issue of an additional rating and, if applicable, rating endorsement, providing basic and rating training. (Regulation (EU) 2015/340)
Language proficiency endorsement	The statement entered on and forming part of a licence, indicating the language proficiency of the holder. (Regulation (EU) 2015/340)

On-the-job training instructor endorsement	The authorisation entered on and forming part of a licence, indicating the competence of the holder to give on-the-job training instruction and instruction on synthetic training devices. (Regulation (EU)2015/340)
Provisional Inability	A temporary state in which the licence holder is prevented from exercising the privileges of the licence when ratings, endorsements and his medical certificate are valid. (Regulation (EU) 2015/340)
Psychoactive substances	Alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas caffeine and tobacco are excluded. (Regulation (EU) 2015/340)
Rating endorsement	The authorisation entered on and forming part of a licence, indicating the specific conditions, privileges or limitations pertaining to the relevant rating. (Regulation (EU) 2015/340)
Renewal	The administrative act taken after a rating, endorsement or certificate has expired that renew the privileges or limitations of the rating, endorsement or certificate for a further specified period subject to the fulfilment of specified requirements. (Regulation (EU) 2015/340)
Revalidation	The administrative act taken within the period of validity of a rating, endorsement or certificate that allows the holder to continue to exercise the privileges of a rating, endorsement or certificate for a further specified period subject to the fulfilment of specified requirements. (Regulation (EU) 2015/340)
Synthetic training device (STD)	Any type of device by which operational conditions are simulated, including simulators and part-task trainers. (Regulation (EU) 2015/340)

Synthetic training device instructor (STDI) endorsement	The authorisation entered on and forming part of a licence, indicating the competence of the holder to give instruction on synthetic training devices (Regulation (EU) 2015/340).
Trainee air traffic controller	an air traffic controller licence holder who is training to obtain additional ratings, rating endorsements and/or unit endorsements (UK CAA)
Training Course	The theoretical and/or practical instruction developed within a structured framework and delivered within a defined duration. (Regulation (EU) 2015/340)
Training Organisation	An organisation which has been certified by the competent authority to provide one or more types of training. (Regulation (EU) 2015/340)
Unit Competence Scheme	an approved scheme indicating the method by which the unit maintains the competence of its licence holders. (UK CAA)
Unit Endorsement (UE)	The authorisation entered on and forming part of a licence, indicating the ICAO location indicator and the sectors and/or working positions where the holder of the licence is competent to work.
Unit Endorsement Course	a training course for each UE established at the ATC unit as defined in the unit training plan. (UK CAA)
Unit Evaluator	an air traffic controller authorised by the CAA to make judgements about performance against the requirements of a Unit Endorsement Course. (UK CAA)
Unit Training Plan	an approved plan detailing the Unit Endorsement Course(s), processes and timing required to allow the unit procedures to be applied at the unit under the supervision of an on-the-job training instructor. (UK CAA)

Validation	For the purpose of this document the process by which, through the successful completion of a UE course associated to a rating or a rating endorsement, the holder may start exercising the privileges of that rating or rating endorsement. (UK CAA)
Verifier	a unit training evaluator, approved by the CAA, to ensure that a process is carried out according to set procedures and to the specified requirements. (UK CAA)

Abbreviations

2015/340	Regulation (EU) 2015/340 (the ATCO Licensing regulation)
AAA	Airspace, Air Traffic Management and Aerodromes
ABES	Abnormal and Emergency Situations
ACP	Area Control Procedural
ACS	Area Control Surveillance
ADI	Aerodrome Control Instrument
ADV	Aerodrome Control Visual
AIR	Air Control
AMC	Acceptable Means of Compliance
ANO	Air Navigation Order 2016 (as amended)
ANSP	Air Navigation Service Provider
APC	Assessment for Previous Competence
APP	Approach Control Procedural
APS	Approach Control Surveillance
ATC	Air Traffic Control
ATM	Air Traffic Management
ATS	Air Traffic Service

ATCS	Air Traffic Control Service
ATSU	Air Traffic Services Unit
GM	Guidance Material
GMC	Ground Movement Control
GMS	Ground Movement Surveillance
ICAO	International Civil Aviation Organisation
ITO	Initial Training Organisation
MATS	Manual of Air Traffic Services
OCN	Oceanic
OJT	On-the-Job Training
OJTI	On-the-Job Training Instructor
PAR	Precision Approach Radar
Pre-OJT	Pre On-the-Job Training
RAD	Radar
SARG	Safety and Airspace Regulation Group
SRA	Surveillance Radar Approach
SRATCOH	Scheme for the Regulation of Air Traffic Controllers' Hours
STD	Synthetic Training Device
STDI	Synthetic Training Device Instructor
TCL	Terminal Control
TWR	Tower Control
UE	Unit Endorsement
UEC	Unit Endorsement Course
UCS	Unit Competence Scheme
UTP	Unit Training Plan

Chapter 1

Commission Regulation (EU) 2015/340 Air Traffic Controller Licensing Scheme

European air traffic controller licensing regulation

- 1.1 Commission Regulation (EU) 2015/340 as amended ((from now on referred to as 2015/340) details the Air Traffic Controllers' Licensing and Certification Rules.
- 1.2 Acceptable Means of Compliance and Guidance Material have been published by EASA. These include the ATCO Initial Training content and medical requirements.
- 1.3 The UK CAA, all ANSPs who provide ATS, training organisations and air traffic controllers including student air traffic controllers are required to comply with this regulation.

Subject matter and scope

- 1.4 2015/340 lays down detailed rules for:
 - the conditions for issuing, suspending and revoking air traffic controllers' and student air traffic controllers' licences, associated ratings and endorsements, and the privileges and responsibilities of those holding them;
 - the conditions for, limiting, suspending and revoking air traffic controllers' and student air traffic controllers' medical certificates, and the privileges and responsibilities of those holding them;
 - the certification of aero-medical examiners and aero-medical centres for air traffic controllers and student air traffic controllers;
 - the certification of air traffic controller training organisations;
 - the conditions for validating, revalidating, renewing and using such licences, ratings, endorsements and certificates.

- 1.5 2015/340 shall apply to:
- student air traffic controllers and air traffic controllers exercising their functions within the scope of Regulation (EC) No 2018/1139;
 - persons and organisations involved in the licensing, training, testing, checking and medical examination and assessment of applicants in accordance with this Regulation.

General Requirements – structure of this document

- 1.6 CAP 1251 details the processes to be followed by an individual or organisation in order to comply with Commission Regulation (EU) 2015/340.
- 1.7 The structure of CAP1251 follows that of 2015/340 Annex I Requirements for the licensing of air traffic controllers, which is divided into four subparts:
- SUBPART A - GENERAL REQUIREMENTS
 - SUBPART B - LICENCES, RATINGS AND ENDORSEMENTS
 - SUBPART C - REQUIREMENTS FOR INSTRUCTORS AND ASSESSORS
 - SUBPART D - AIR TRAFFIC CONTROLLER TRAINING
- 1.8 Annex I, part ATCO is applicable to all air traffic controllers and identifies the requirements for the issue, exchange, privileges, revalidation, renewal and training (both initial and unit) of the air traffic controller.

Authority

- 1.9 The Airspace, ATM and Aerodromes (AAA) division of the Safety and Airspace Regulation Group (SARG) is responsible for the certification and oversight of training organisations including the approval of training courses, Unit Training Plans (UTPs) and Unit Competence Schemes (UCSs). AAA is also responsible for the issue, limiting, suspension and revocation of UK issued air traffic controller licences.

Responsibility

- 1.10 The individual air traffic controller is responsible for ensuring that their licence is:
- issued in accordance with 2015/340;
 - contains their correct details;
 - has been signed.
- 1.11 Prior to exercising the privileges of their licence they must ensure that they have:
- a minimum current language endorsement of level 4;
 - a current medical certificate;
 - hold the relevant rating(s);
 - hold the relevant UE(s).
- 1.12 An air traffic controller shall ensure that their licence is available at the unit at all times when they are exercising the privileges of their licence.

Recognition of European licences

- 1.13 In accordance with 2015/340, the UK CAA shall recognise student air traffic controller and air traffic controller licences issued by other Member States of the European Union, where such licences have been issued in accordance with the provisions of the regulation.
- 1.14 The responsibility for verifying the licence details of a non-UK EU air traffic controller licence holder rests with the ANSP. The CAA holds the contact details for other EU Member State Competent Authorities that can be made available upon request via email to ats.licensing@caa.co.uk.

Exchange of European licences

- 1.15 Once the holder of a licence issued by an EU Member state has confirmed their intention to exercise the privileges of their licence in the UK and confirmation has been received from the ANSP to this effect, they will exchange their licence for a licence issued by the UK CAA. The CAA will return their original licence to the issuing Competent Authority. Therefore, an air traffic controller shall hold only a UK licence on completion of the exchange process. The simultaneous holding of air traffic controller licences issued from more than one EU member State, including student air traffic controller licences, is prohibited.
- 1.16 The exchange of licence process requires that the exchange is completed prior to any adapted UEC OJT phase in which the licence holder will be exercising the privileges of their licence. On completion of the exchange of licence, the CAA will then return their original licence to the issuing Competent Authority.
- 1.17 **NOTE:** The CAA may take up to 30 days to complete the process of ATCO licence exchange, however recognition of a medical certificate could take significantly longer, therefore applicants are advised to contact CAA Medical prior to applying for exchange of ATCO licence.

Chapter 2

Part ATCO Subpart A general requirements

- 2.1 Subpart A of Part ATCO identifies some general requirements and confirms that the licence is the property of the person to whom it is issued and that the licence must be signed.
- 2.2 ATCO.A.010 identifies the requirements for the exchange of licences and the UK process is detailed below. The non-UK licence will be surrendered and returned to the original issuing authority.
- 2.3 ATCO.A.015 refers to provisional inability. This process allows for both the ANSP or a licence holder to declare provisional inability in a variety of circumstances, such as temporary withdrawal of a UE or medical certificate, or if competence is in doubt.
- 2.4 The ANSP is required to have a procedure to manage the declaration of a provisional inability which includes a process for advising the CAA in certain circumstances when provisional inability has been declared. This procedure shall be published in the unit competence scheme.
- 2.5 ATCO.A.020 refers to the revocation and suspension of licences, ratings and endorsements. The UK processes for this are captured below.

Recognition of air traffic controller licences issued by other EU member states

- 2.6 In accordance with 2015/340 Part ATCO.A.010 the UK CAA recognises student traffic controller licences and air traffic controller licences issued by other Member States of the European Union, where such licences have been issued in accordance with the provisions of 2015/340.
- 2.7 The air traffic control licence holder shall submit an application for the exchange of licence on form CAA SRG 1411 to ATS licensing at ats.licensing@caa.co.uk.

- 2.8 Following exchange of licence the ANSP shall submit an adapted UEC to the CAA for approval.
- 2.9 In the event of an exchange of licence the compilation of an adapted UEC shall consist of the objectives contained in CAP 794. A matrix shall be submitted as part of the adapted UEC, listing the CAP 794 objectives and identifies the mode of delivery.
- 2.10 As an ITO is familiar and experienced in delivering the objectives of CAP 794, the CAA continues to recommend the use of the services of the certified initial training organisations in assisting ANSPs with the design and delivery of these types of training plans. A list of current certified ITOs is available on the CAA website.
- 2.11 Where the individual has not held a UE in the ATC rating discipline in which they wish to undertake training within the previous 4 years, they shall be required to undertake an Assessment for Previous Competence, in accordance with 2015/340 Part ATCO.B.010 Air traffic controller ratings paragraph (b), prior to undertaking unit training, this should be undertaken in the member state where the licence was issued in order for the licence holder to present a licence which complies with 2015/340. To commence UK unit training, the individual must be in possession of a licence issued by the UK CAA, however, provided the application for the exchange of the licence has been submitted and acknowledged by ATS Licensing, the trainee may commence the adapted part of the unit training which has been approved for the national procedures and requirements. The trainee cannot commence on the job training until the exchange of licence has taken place and ATS Licensing have confirmed that the UK licence has been issued.
- 2.12 The UK CAA shall attend all assessments and examinations for the award of an initial UE for all individuals whose licence has been recognised and exchanged in accordance with the above.
- 2.13 An exchange of licence cannot be undertaken until appropriate medical records and an acceptable report have been received from the previous

member state. This process requires the transfer, translation and attestation of the applicant's medical documentation.

NOTE: Past experience has shown that this can take months and therefore should be done at the earliest opportunity to avoid any undue delays.

Revocation and suspension of licences, ratings and endorsements

Provisional suspension

- 2.14 Although this process is not a requirement under 2015/340 the UK has elected to keep the term and process known as provisional suspension in order to allow for the period between investigation and suspension.
- 2.15 Provisional suspension is a temporary measure which places a licence, or its associated rating(s) and/or endorsement(s), in abeyance pending inquiry or investigation into the case.
- 2.16 The CAA may provisionally suspend an air traffic controller's licence whenever:
- competence to provide an air traffic service is in doubt, and/or
 - fitness to hold an air traffic controller licence is considered by the CAA to be in doubt.
- 2.17 An air traffic controller whose licence is provisionally suspended shall not provide any air traffic service. The provisionally suspended licence will not act as a student air traffic controller licence.
- 2.18 The CAA may provisionally suspend the rating(s) of a controller whose competence to provide an air traffic service associated with those rating(s) is in doubt.
- 2.19 An air traffic controller shall not exercise the privileges of a provisionally suspended rating, and any UE(s) associated with that rating, except under the supervision of an OJTI who holds a valid rating appropriate to the air traffic service being provided. An air traffic controller may continue to

- exercise the privileges of ratings which are not subject to provisional suspension.
- 2.20 The CAA may provisionally suspend the rating endorsement(s) of an air traffic controller whose competence to provide an air traffic service associated with the rating endorsement(s) is in doubt.
- 2.21 An air traffic controller shall not exercise the privileges of a provisionally suspended rating endorsement or any UE associated with that rating endorsement, except under the supervision of an OJTI who holds a valid rating appropriate to the air traffic service being provided.
- 2.22 A controller may continue to exercise the privileges of rating endorsements which are not subject to provisional suspension.
- 2.23 The CAA may provisionally suspend the UE(s) of an air traffic controller whose competence to provide the air traffic service associated with the UE(s) is in doubt.
- 2.24 An air traffic controller shall not exercise the privileges of a provisionally suspended UE except under the supervision of an OJTI who holds a valid rating appropriate to the air traffic service being provided.
- 2.25 An air traffic controller may continue to exercise the privileges of UE(s) which are not subject to provisional suspension.
- 2.26 The UK CAA will normally set conditions for the removal of the provisional suspension of rating(s), rating endorsement(s) and UE(s). These conditions will normally be a period of unit training followed by an assessment of the air traffic controller's competence. Provided the controller is assessed as competent the provisional suspension will be removed.
- 2.27 There is no appeal under Regulation 6 (5) of the CAA Regulations against a provisional suspension.
- 2.28 Provisional suspensions are not considered suitable as a long-term measure. The failure of a licence holder to satisfy the conditions for the

removal of a provisional suspension within a reasonable period of time will result in the CAA reviewing the circumstances of the provisional suspension. Under these circumstances the CAA may propose to suspend a licence, rating or endorsement as appropriate.

Suspension

- 2.29 Suspension is the act of placing an air traffic controller licence, or its associated rating(s), rating endorsement(s) or UE(s), in abeyance. Normally, conditions would be set whereby the controller may seek withdrawal of the suspension of rating(s) and/or endorsement(s).
- 2.30 The CAA will issue a proposal to suspend the rating(s), rating endorsement(s) or UE(s) of a controller:
- who is unable or unwilling to meet the conditions for the removal of a provisional suspension;
 - where a more extensive investigation of an incident or accident indicates that the controller actions were a contributory factor.
- 2.31 During the period of the proposal to suspend, the provisional suspension will remain in force and controllers must continue to comply with the requirements associated with the provisional suspension.
- 2.32 A proposal to suspend, including the conditions for the removal of the suspension, is subject to appeal under Regulation 6 (5) of the CAA Regulations 1991.
- 2.33 An air traffic controller who satisfies the conditions for the removal of a suspension will have the suspension removed.
- 2.34 The CAA will suspend the air traffic controller licence, or its associated rating(s), rating endorsement(s) or UE(s) of an air traffic controller who does not appeal or who is unsuccessful at an appeal.
- 2.35 Conditions for the removal of a suspension will normally involve:
- an APC conducted at a certificated ITO;

- successful completion of any training and further assessments identified by the ITO as being required;
- successful completion of unit training and for the award of a UE in the rating that was suspended.

2.36 An air traffic controller whose rating(s), rating endorsement(s) or UE(s) have been suspended must not provide the air traffic service associated with those rating(s), rating endorsement(s) or UE(s) except to comply with the conditions for the removal of the suspension and under the supervision of an OJTI who holds a valid rating appropriate to the air traffic service being provided.

Revocation

2.37 Revocation is the act of withdrawing an air traffic controller licence or its associated rating(s), rating endorsement(s) or UE(s).

2.38 The CAA will propose to revoke the licence of an air traffic controller whenever it considers that air traffic controller is not a fit person to hold an air traffic controller licence. In such a case the licence will either have already been provisionally suspended or will be provisionally suspended at the same time as the proposal to revoke is notified. The CAA may propose to revoke the air traffic controller licence or associated rating(s), rating endorsement(s) or UE(s) of a controller who is unable to demonstrate their competence to provide the air traffic control services associated with their licence, rating(s), rating endorsement(s) or UE(s).

2.39 The proposal to revoke an air traffic controller licence, or associated rating(s), rating endorsement(s) or UE(s) is subject to appeal under Regulation 6 (5) of the Civil Aviation Authority Regulations 1991. If the appeal is successful, the proposal to revoke will be withdrawn.

2.40 The CAA will revoke the licence, or associated rating(s), rating endorsement(s) or UE(s) of an air traffic controller who does not appeal or is unsuccessful at an appeal.

Role and responsibility of the air traffic controller

- 2.41 An air traffic controller whose licence has been provisionally suspended must not provide an air traffic service.
- 2.42 An air traffic controller whose rating(s), rating endorsement(s) or UE(s) has been provisionally suspended or suspended must not provide the air traffic service associated with those rating(s), rating endorsement(s) or UE(s), except to comply with the conditions for removal of the suspension and under the supervision of an OJTI who holds a valid rating appropriate to the air traffic service being provided.

Role and responsibility of the ANSP

- 2.43 ANSPs must have approved processes, procedures and competent personnel in place to ensure that:
- the unit has written procedures:
 - detailing the action to be taken following the withdrawal of a controller from duty in the event of their involvement in an incident or accident; and
 - for conducting a local management assessment or, in the situation of single manning, the action to be taken by the controller involved in the incident or accident.
 - the CAA is advised whenever there has been a significant incident and of the action taken by the unit;
 - the air traffic controller complies with any conditions relating to the provisional suspension or suspension;
 - the CAA is advised of the outcome of any training and assessment of the air traffic controller required for the removal of a provisional suspension or a suspension.

Chapter 3

Part ATCO Subpart B licences, ratings and endorsements

Student air traffic controller

- 3.1 The requirements to hold a student air traffic controller licence are laid down in 2015/340 ATCO.B.001.
- 3.2 The CAA will grant a student air traffic controller licence to an applicant provided they meet the requirements laid down in 2015/340 ATCO.B.001. Student air traffic controller licence.
- 3.3 In accordance with 2015/340 ATCO.A.020 when an exchange of a student air traffic controller licence takes place for an air traffic controller licence the student licence is considered to be revoked and must be returned to the competent authority prior to the air traffic controller licence being issued to the individual. The exchange may take place with the ATS Inspector in attendance at the initial UE assessment and examination.
- 3.4 A student air traffic controller who provides an air traffic service under supervision is responsible for ensuring they comply with the requirements of 2015/340 and in addition:
- is not fatigued to an extent that may endanger the safety of aircraft to which they are providing an air traffic service;
 - complies with a Fatigue Risk Management Policy such as SRATCOH whilst undergoing OJT.
 - is not under the influence of any psychoactive substance or suffering from any illness or injury to an extent that may endanger the safety of aircraft to which an air traffic service is being provided.
- 3.5 ANSPs must have processes, procedures and competent personnel to ensure that:

- Student air traffic controllers comply with 3.4 and in addition commence the unit training plan within twelve months of their having completed the initial course of training in the rating discipline in which they will be providing an air traffic service under supervision, if this period exceeds twelve months an APC is required;
- the OJTI supervising the student air traffic controller licence holds a valid rating appropriate to the air traffic service being provided.

Air Traffic Controller Licence

- 3.6 The requirements to hold an air traffic controller licence are laid down in 2015/340 ATCO.B.005.
- 3.7 The CAA will grant an air traffic controller licence to an applicant provided they meet the requirements laid down in 2015/340 ATCO.B.005 Air traffic controller licence.
- 3.8 An air traffic controller licence holder who provides an air traffic service shall be responsible for ensuring they comply with the requirements of 2015/340 and in addition shall ensure they:
- are not fatigued to an extent that may endanger the safety of aircraft to which they are providing an air traffic service;
 - are not under the influence of any psychoactive substance to an extent that may endanger the safety of aircraft to which they are providing an air traffic service;
 - are not suffering from any illness or injury to an extent that may endanger the safety of aircraft to which they are providing an air traffic service;
 - are not distracted due to personal circumstances;
 - comply with a Fatigue Risk Management Policy such as SRATCOH.

NOTE: Complying with the provisions of a Fatigue Risk Management Policy does not absolve the controller from making a judgement as to their fitness to provide a safe air traffic service in accordance with 2015/340.

- 3.9 ANSPs at units where they are responsible for the provision of air traffic service(s) must have processes, procedures and competent personnel to ensure that air traffic controllers comply with 2015/340, and also meet the requirements of (EU) 2017/373..

Trainee air traffic controller

- 3.10 In accordance with 2015/340 ATCO.B.005 the holder of an air traffic controller licence shall include the privileges of a student air traffic controller licence.
- 3.11 For ease of identifying the role of an air traffic controller who is undertaking training for an additional rating, they shall be known as a trainee air traffic controller.

Ratings and rating endorsements

- 3.12 An air traffic controller licence shall contain one or more of the ratings listed in 2015/340 ATCO.B.010 Air traffic controller ratings.
- 3.13 In accordance with 2015/340 ATCO.B.010 (b) if the holder of a rating has not exercised the privileges of that rating for a period of four or more years an APC is require in that rating.

NOTE: In accordance with 2015/340 the requirements for an APC must ensure the candidate meets the terminal objectives level of initial training therefore APCs can only be conducted by certificated ITOs.

Rating endorsements

- 3.14 An air traffic controller licence shall bear at least one of the rating endorsements listed in 2015/340 ATCO.B.015 paragraph (a) for ADI.
- 3.15 An air traffic controller licence shall bear at least one of the rating endorsements listed in 2015/340 ATCO.B.015 paragraph (b) for APS.

Surveillance Radar Approaches (SRA)

- 3.16 The minimum number of SRAs required for the initial issue of the SRA endorsement is 25.

3.17 It is the responsibility of the ANSP to use the Risk Assessment process in accordance with (EU) 2017/373, to determine the number of SRAs required for the subsequent issue of a UE. In determining this number the ANSP shall consider, the air traffic controller's qualifications and experience. All requirements for the award of the SRA endorsement shall be identified in the UEC and approved by the CAA.

It is further the responsibility of the ANSP to determine and justify the minimum number of SRAs required for the revalidation of an SRA endorsement. This number shall be sufficient to ensure competence in the provision of a surveillance radar approach. This requirement shall be identified in the UCS.

3.18 An air traffic controller licence which has an ACP rating may bear an OCN rating endorsement.

Unit Endorsements

3.19 The requirements for UE(s) are laid down in 2015/340 ATCO.B.020.

3.20 Applicants for a UE must have completed an approved UEC.

3.21 The validity period of a UE shall be specified in the UCS. This shall not exceed three years.

3.22 A UE may be revalidated during a three month period prior to the expiry date.

3.23 An initial UE assessment and examination shall be conducted by:

- An ATS Inspector or
- an assessor and an ATS Inspector (acting as Chairperson)

3.24 **An initial or subsequent UE shall only be issued if the candidate has successfully completed both the assessment and examination.** No part credit can be issued if a candidate was unsuccessful in an assessment or examination, a full re-sit must be undertaken.

Successful completion of the practical assessment will lead to the oral examination being conducted.

- 3.25 An individual who is unsuccessful in the assessment and/or examination for the initial issue of a UE shall not be permitted to retake the assessment and/or examination until a period of at least 30 days has elapsed.
- 3.26 At ATSU's that do not have an assessor, the revalidation assessment and examination shall be conducted by ATS Inspectors.
- 3.27 If a candidate for the revalidation of UE is unsuccessful in either the assessment and/or the examination they cannot continue to exercise the privileges of that UE, however, if still within the validity period of the UE and dependant on what topic was identified as the weakness, in agreement with the ATS Inspector a partial credit maybe given subject to the re-assessment and/or re-examination being undertaken within the original validity period.
- 3.28 Where civilian air traffic controllers are assessed for their competence to provide air traffic services at a military airfield, a military examiner may be present.
- 3.29 If a UE has expired, the process to renew the UE will require a UEC to be successfully completed in accordance with Part ATCO, Subpart D, Section 3.
- 3.30 Revalidation of the UE requires that refresher training is successfully completed in accordance with ATCO.D.080(b). The details of refresher training will be included in the UCS document.
- 3.31 Refresher training consists of three subjects:
- standard practices and procedures training, using approved phraseology and effective communication;
 - abnormal and emergency situations training, using approved phraseology and effective communication; and
 - human factors training.

- 3.32 A UE may not be revalidated if the required minimum number of hours of operational duties have not been completed during the validity period of the UE.
- 3.33 Associated AMCs and GMs of 2015/340 are published to assist with the composition of unit and refresher training. CAP584 Air Traffic Controllers – Training contains guidance on the UK processes and procedures for the conduct of refresher training, and for the content of the UTP and the UCS.
- 3.34 Except where approved by the CAA, the use of simulators to demonstrate competence at a UE assessment is not permitted. When approved by the CAA, a simulator may be used to demonstrate the application of procedures not seen during any assessment. The process for simulator approval and the level of training which can be conducted on a simulator is captured in CAP 584 Air Traffic Controllers – Training.
- 3.35 UEs may be cancelled where a controller is no longer required to provide an air traffic service on a particular sector and/or operational position, or when sectors are reorganised and sector names or designations change. The licence holder shall inform ATS licensing administration (by letter or email) in the event that a UE is withdrawn, cancelled or not renewed unless the unit has procedures to inform CAA on the licence holder's behalf.
- 3.36 Where it is intended that an air traffic controller should hold UEs concurrently at more than one unit, the ANSP(s), concerned are to inform the CAA.
- 3.37 A temporary UE is one that is granted to an air traffic controller in order that they can provide an air traffic service at an event that requires such a service for a short period of time, typically 3 or 4 days.
- 3.38 Controllers who wish to apply for a temporary UE assessment and examination must hold a current UE at a permanent unit in the same rating as that for which the temporary UE is required.

- 3.39 An air traffic controller who already holds a UE will be issued with additional UEs for additional sectors or operational positions associated with that rating upon:
- successful completion of the relevant UEC, and
 - demonstrating that they are competent to provide the air traffic service associated with the additional sectors or operational positions.
- 3.40 When an air traffic controller moves to a new unit, their previously held UEs are still current until the expiry date of the UE(s). If the licence holder subsequently returns to the original unit, the process to ensure competence is dependent upon the time that has elapsed since they last exercised the UE at that unit. The requirements for remaining in current and recent practice at a unit is to be identified in the approved UCS.

Unit Competence Scheme

- 3.41 The requirements for a unit competence scheme are laid down in 2015/340 ATCO.B.025.
- 3.42 All ATCUs are required to have a UCS and relevant documentation whether or not they have ATS Inspectors who conduct the revalidation of UEs.
- 3.43 At units where ATS Inspectors assess all air traffic controllers for the issue, renewal, and/or revalidation of the UEs, the assessments and examinations will be undertaken in all the operational positions for which the air traffic controllers hold current UEs.
- 3.44 The UCS shall satisfy all the requirements laid down in Subpart B on UCS and Subpart D for Continuation training, and all the requirements in associated AMCs. A UCS shall detail the process by which controllers are monitored or regularly tested to ensure they maintain their competence and should include details of continuation training for controllers and a competence assessing system. Fifteen elements are required to be included in the UCS document as laid down in ATCO.B.025.

3.45 In addition to the requirements of 2015/340 ATCO.B.025, the following shall also be included in the UCS:

- Revalidation process for the OJTI and/or STDI endorsement;
- Revalidation process for the assessor endorsement;
- Renewal process for the OJTI and/or STDI endorsement;
- Renewal process for the assessor endorsement;
- Renewal requirements for a UE;
- Revalidation process for a Level 4 (operational) or Level 5 (intermediate) English language endorsement;

NOTE: The English language proficiency assessments for Level 4 and 5 can only be conducted by an organisation which has been approved by the UK CAA to conduct English language proficiency assessment for ATCOs. The UK has two approved CAA certificated English language assessment centres for ATCO's in respect of obtaining a UK ATCO licence: Global ATS Ltd (email: info@global-ats.com) and NATS (email: training@nats.co.uk). Language certificates from other language assessment centres will not be accepted.

- Arrangements for the introduction of licence holders into the roles of Assessors and OJTIs and for their continued competence in these roles;
- An individual shall be nominated as the person responsible for formally accepting that the process has been correctly conducted;
- the formal mechanism by which the controller will be notified of the result of any competence assessment and/or examination;
- the method by which the unit keeps controllers' competence records.

3.46 In accordance with ATCO.B.025 (b) units shall keep records of hours during which the individuals exercise the privileges of their air traffic controller licence.

3.47 ATCUs shall submit their proposed UCS to the CAA for approval.

3.48 Guidance material associated with ATCO.B.025 Unit competence scheme is available on the EASA website. CAP584 Air Traffic Controllers –

Training has guidance material with regards to refresher training for the UCS.

Language proficiency endorsement

- 3.49 Student air traffic controller and air traffic controllers are required to have an English language proficiency endorsement.
- 3.50 An individual who is undertaking their first UK approved rating course at a certificated ITO in the UK, will be assessed for their English language proficiency. The ITO will assess all individuals on the course as to whether they are a Level 6 (Expert). If any of the ICAO descriptors fall below a level 6, this will require a full assessment to determine where the individual is on the ICAO proficiency rating scale. This process ensures parity and fairness to all whether they speak English as a first or second language they will start with the Level 6 assessment.
- 3.51 The requirements for the language proficiency endorsement are detailed in 2015/340 ATCO.B.030.
- 3.52 A Level 4 endorsement is valid for a period of three years, a Level 5 endorsement is valid for a period of six years.
- 3.53 Under 2015/340 the validity period associated with a Level 6 English language endorsement, is nine years. The CAA has yet to determine the process for revalidation of the Level 6 endorsements.
- 3.54 In accordance with 2015/340 ATCO.B.045 ANSP's shall make available language training to maintain the required level of proficiency to Level 4 English language endorsement holders.
- 3.55 An air traffic controller who fails a competence assessment for the revalidation of the English language endorsement, must not provide an air traffic service. In such circumstances the controller shall be permitted to undertake a further assessment, typically following an appropriate period of linguistic training. Should an air traffic controller fail a second assessment, providers of an ATS(s) are required to advise the CAA.

- 3.56 If an air traffic controller fails to revalidate their English language endorsement before the date of expiry, they must not provide an air traffic service until such time as they have successfully undertaken a competence assessment for English language proficiency.

Chapter 4

Part ATCO Subpart C requirements for instructors and assessors

Theoretical Instructors

- 4.1 The requirements for theoretical instructors are laid down in 2015/340 ATCO.C.001 Theoretical instructors and the associated AMC1 ATCO.C.001(b)(2) Theoretical instructors.
- 4.2 The UK CAA approved courses for an OJTI do not include training in classroom techniques and therefore does not qualify an individual in instructional skills for theoretical instruction.
- 4.3 The ANSP shall assure themselves of the skills and competence of a theoretical instructor in accordance with the regulation and have in place a process for continued competence.

Practical Instructors

- 4.4 The requirements for practical instructors are laid down in 2015/340 ATCO.C.005 Practical instructors. This is relevant to an on-the-job instructor (OJTI) and a Synthetic training device instructor (STDI).
- 4.5 There is a requirement under the UCS that practical instructors, both STDI and OJTI are given time to practice their instructional techniques and this process is identified in the UCS.

OJTI

- 4.6 The privileges of an OJTI are listed in 2015/340 ATCO.C.010 On-the-job training instructor (OJTI) privileges.
- 4.7 The qualifications for the application of an OJTI are laid down in 2015/340 ATCO.C.015 Application for on-the-job training instructor endorsement.

- 4.8 An OJTI course can only be completed within the preceding year prior to application for the OJTI endorsement to be issued in the licence.
- 4.9 The requirements for maintaining the validity of the OJTI endorsement are laid down in 2015/340 ATCO.C.020 Validity of on-the-job training instructor endorsement.
- 4.10 The period of validity of the OJTI endorsement is three years. The requirements for the revalidation of the OJTI endorsement have changed to include refresher training. The OJTI revalidation process shall be identified in the UCS document.
- 4.11 In the event of the expiry of the OJTI endorsement, a renewal now comprises of OJTI refresher training and an assessment of competence in the OJTI role shall be completed. An ANSP must include the process which is required to be undertaken for the renewal of the OJTI licence endorsement in the UCS, this may include an approved course of OJTI refresher training and assessment undertaken at an ITO.
- 4.12 The OJTI is responsible for:
- the safety of the air traffic service that the student air traffic controller or trainee air traffic controller is providing under their supervision;
 - in conjunction with the ANSP ensuring that student air traffic controllers:
 - hold a student air traffic controller licence, with a relevant English language endorsement and current medical certificate issued in accordance with 2015/340;
 - have successfully completed an approved course of initial training in the rating discipline in which they will be providing an air traffic service under supervision;
 - in conjunction with the ANSP ensuring that trainee air traffic controllers:
 - hold an air traffic controller licence with a relevant English language endorsement and current medical certificate issued in accordance with 2015/340, which includes the rating(s) and

- rating endorsement(s) appropriate to the air traffic service being provided under supervision and have exercised their privileges within the preceding four years; or
- have successfully completed an approved course of initial training, in the rating and rating endorsement (if any) appropriate to the air traffic service being provided under supervision; and
 - determining and reporting on the training progress;
 - identifying any deficiencies in knowledge or skill and recommending remedial training;
 - recommending student and trainee air traffic controllers as being at an appropriate level of competence where they should be successful at a UE assessment and examination;
 - supervising controllers who have had their rating(s) and/or rating endorsement(s) and/or UE(s) suspended;
 - reviewing and monitoring the UEC(s) and UTP and proposing changes to the training.

NOTE: If the ATCU has procedures which check and ensure that the licence and training record of individuals are correct and current, then the OJTI will not be required to check the student or trainee's licence, training record or medical status.

4.13 ANSPs must have processes, procedures and competent personnel to ensure that OJTIs:

- hold an OJTI licence endorsement and valid ratings entitling them to provide the air traffic service(s) in which they are supervising student or trainee air traffic controllers;
- have received specific training on the conduct of the UEC;
- are competent to supervise student or trainee air traffic controllers;
- are revalidated at least every three years for their competence to train and supervise student or trainee air traffic controllers;
- shall have the opportunity to practice their instructional skills, particularly where the training workload is light. This process shall be identified in the UCS.

- 4.14 ANSPs shall ensure that an OJTI is permitted to provide an air traffic service without any training responsibilities for sufficient time to remain competent on the specific sector(s) or operational position(s) for which they provide OJT. An OJTI can only count 50% of their time acting as an OJTI towards the minimum operational hours required for the revalidation of a UE.
- 4.15 An OJTI who is assessed as not competent to train and supervise student or trainee air traffic controllers shall not undertake duties as an OJTI until they have been assessed as competent to do so. Should a controller be unable to demonstrate competence as an OJTI, the ATSU must inform the CAA.

Temporary OJTI

- 4.16 The 2015/340 has introduced a new requirement of temporary OJTI authorisation, the requirements are laid down in ATCO.C.025 Temporary OJTI authorisation and lists examples of when and where this authorisation can be utilised e.g. Greenfield sites.
- 4.17 AMC1 ATCO.C.025 Temporary OJTI authorisation paragraph (a), requires that the ANSP provides a safety analysis on how the equivalent level of safety will be ensured if a temporary OJTI is issued.

STDI

- 4.18 The privileges of an STDI are listed in 2015/340 ATCO.C.030 Synthetic training device instructor (STDI) privileges.
- 4.19 If an ATCO holds an OJTI endorsement this also includes STDI endorsement privileges.
- 4.20 The qualifications for the application of an STDI are laid down in 2015/340 ATCO.C.035 Application for synthetic training device instructor endorsement.
- 4.21 A STDI course can only be completed within the preceding year prior to application for the STDI endorsement to be issued in the licence.

- 4.22 The requirements for the validity of the STDI endorsement are laid down in 2015/340 ATCO.C.040 Validity of synthetic training device instructor endorsement.
- 4.23 The period of validity for STDI is three years. The requirements for the revalidation of the STDI endorsement includes the successful completion of refresher training. The STDI revalidation process shall be identified in the UCS.
- 4.24 In the event of the expiry of the STDI endorsement, a renewal comprises of STDI refresher training and an assessment of competence in the STDI role shall be completed. An ANSP must include the process which is required to be undertaken for the renewal of the STDI licence endorsement in the UCS, this may include an approved course of STDI refresher training and assessment undertaken at an ITO.
- 4.25 It is the decision of the ANSP as to whether they wish to make use of air traffic controllers who hold STDI endorsements at their unit.
- 4.26 The holder of an STDI licence endorsement is a non-operational role and is responsible for:
- determining and reporting on the training progress;
 - identifying any deficiencies in knowledge or skill and recommending remedial training;
- 4.27 ANSPs must have processes, procedures and competent personnel to ensure that STDIs:
- hold an STDI licence endorsement and ratings entitling them to provide the training in which they are supervising student or trainee air traffic controllers;
 - have received specific training on the conduct of the UEC;
 - are competent to supervise student or trainee air traffic controllers on the synthetic training device;

- are revalidated at least every three years for their competence to train and supervise student or trainee air traffic controllers on synthetic training devices.
- have the opportunity to practice their instructional skills. This process shall be detailed in the UCS.

4.28 An STDI who is assessed as no longer competent to train and supervise student or trainee air traffic controllers shall not undertake duties as an STDI until they have been assessed as competent to do so. Should a controller be unable to demonstrate competence as an STDI, the ANSP must inform the CAA.

Assessing and evaluating

Evaluators and verifiers

- 4.29 The terms evaluator and verifier are UK terms and are associated with processes outlined in the UTP. Evaluators and verifiers are OJTIs who are trained to complete evaluations of those undertaking a UEC to ensure they have met the relevant standard for the phase(s) of the course.
- 4.30 An evaluator must successfully complete an approved unit evaluator course followed by attestation at the unit to ensure that the individual is familiar with the requirements and standards of the phase(s) of a UEC.
- 4.31 To be eligible to complete training as an evaluator, it is necessary for the air traffic controller to hold an OJTI endorsement.
- 4.32 A verifier is an evaluator, who is approved by the CAA to monitor that a process is carried out according to set procedures and to the specified requirements.
- 4.33 A verifier must successfully complete an approved verifier course and have an in-depth knowledge of the unit's UEC processes.
- 4.34 To be eligible to complete training as a verifier, it is necessary for the air traffic controller to be an evaluator.

- 4.35 The process for ITO evaluators is captured in the CAP584 Air Traffic Controllers – Training.

Assessors

- 4.36 The privileges of an assessor are listed in 2015/340 ATCO.C.045 Assessor privileges.
- 4.37 The emphasis on conflict of interest has become a key area in recent years, and is reflected in ATCO.C.050 Vested interest. This is a generic statement and therefore the ATSU should ensure that their assessors are aware of declaring any vested interests prior to any assessment or examination taking place.
- 4.38 The qualification for the application of an assessor endorsement is listed in ATCO.C.055 Application for assessor endorsement.
- 4.39 The CAA may vary the requirements outlined in 4.38 on a case by case basis and where appropriate to do so. Therefore, ANSPs are recommended to contact the CAA to discuss specific requirements.
- 4.40 The validity of an assessor endorsement is laid down in ATCO.C.060 Validity of an assessor endorsement.
- 4.41 The period of validity of the assessor endorsement is three years. The requirements for revalidation of the assessor endorsement include the successful completion of refresher training. The ANSP shall ensure that the revalidation process is identified in the UCS document.
- 4.42 In order to comply with 2015/340 the assessor endorsement will now be issued upon successful completion of the approved assessor course at the ITO. The licence holder may apply to the CAA for the endorsement to be added to their licence.
- 4.43 In order to comply with 2015/340 the assessor endorsement will now be issued upon successful completion of the approved assessor course at the ITO. The licence holder shall apply to the CAA for the endorsement to be added to their licence.

- 4.44 Prior to exercising the privileges of an assessor endorsement at their ATC unit, the ANSP or ITO shall should establish a process which ensures that the licence holder demonstrates that they can conduct assessments and examinations to a satisfactory standard.
- 4.45 The CAA recommends that units maintain the current practice by requiring at least two supervised assessments. Any divergence from this process will require the ANSP or ITO to submit to the CAA an amendment to the UCS for approval. All records associated with these assessments shall be retained at the unit.
- 4.46 An assessor endorsement does not confer on the holder the authority to revalidate, renew or issue a UE that has been provisionally suspended or suspended by the CAA except in accordance with conditions set by the CAA for the removal of the provisional suspension or suspension.
- 4.47 An assessor is responsible for ensuring that they comply with the unit's assessment and examination processes.
- 4.48 Assessors are responsible for determining if controllers are competent to exercise the privileges of their air traffic controller licence on particular sectors or operational positions at that unit.
- 4.49 Assessors shall ensure that controllers whose competence they are assessing towards the issue of a UE hold a current student air traffic controller or air traffic controller licence issued in accordance with 2015/340 with the relevant rating and rating endorsement if applicable, together with an English language endorsement Level 4 or above and a current medical certificate.
- 4.50 An assessor shall ensure that:
- the student air traffic controller or trainee air traffic controller is fully briefed on:
 - the schedule for the assessment and examination and its constituent parts;

- the persons involved and their roles in the assessment and examination;
 - the right to appeal under Regulation 6 (5) of the Civil Aviation Authority Regulations 1991 in respect of the conduct of the assessment and examination. Go to the CAA website for more information on the general appeals process.
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- has successfully completed a UEC which includes ABES and human factors;
 - has been recommended by the OJTI or evaluator as being at an appropriate level of competence to be successful at the assessment and examination.
 - the student air traffic controller or trainee air traffic controller and those involved in the assessment and examination are appropriately licensed;
 - the assessor meets all the licensing requirements to act as an assessor;
 - a controller who is appropriately licensed acts as safety controller of the candidate during the assessment.
 - This may be one of the assessors provided they are an OJTI and holds a valid UE appropriate to the air traffic service to be provided.
 - the student air traffic controller or trainee air traffic controller is fully debriefed following the completion of the assessment and examination with, if appropriate, the reasons for failure;
 - the necessary licensing documentation is completed.

4.51 An assessor who has a vested interest in the candidate, must not conduct the assessment and/or examination. They shall declare the vested interest to the unit management so that a different assessor can be appointed.

4.52 ANSPs must have processes, procedures and competent personnel to ensure that:

- the unit has an appropriate number of suitably qualified assessors;
- assessors hold the relevant rating appropriate to the assessments and/or examinations they are conducting;
- assessors are competent to conduct the assessment and/or examination;
- assessors are required to successfully complete refresher training at least every three years for their competence to exercise the privileges of their assessor endorsement.

4.53 ANSP's that are authorised to conduct UEs, must have processes, procedures and competent personnel to ensure that:

- they are authorised by the CAA;
- the unit assessor responsible for the conduct of the assessment has a letter of authority from the CAA to act as chairperson in respect of initial UE assessments and examinations;
- Other assessors involved in the UE assessment and examination hold the appropriate air traffic controller licence, ratings and relevant endorsements;
- ATS Licensing is advised of the result of the assessment and examination (via SRG 1415).

4.54 An assessor who is assessed as no longer competent to conduct assessments and/or examinations shall not undertake duties as an assessor until they have been assessed as competent to do so. Should a controller be unable to demonstrate competence as an assessor, the ANSP must inform the CAA.

Assessments and examinations

4.55 There are specific definitions captured in the 2015/340 Article 4 Definitions, as to the terms assessment (practical) and examination (oral/written). 2015/340 identifies a minimum pass mark of 75% for all examinations.

4.56 The UK CAA will adopt the terminology of the regulation, however, there is no intention to change the way that an oral examination is currently

conducted and the use of scenario based questions for an individual to demonstrate theoretical knowledge and understanding will continue, with the need to ensure that the key safety areas are tested through this type of examination. There is no requirement to allocated marks for each question, a successful oral examination will equate to a mark of 75%. All records of assessments and examinations shall be retained for future use.

Temporary assessors

- 4.57 Requirements for the authorisation of temporary assessor are laid down in 2015/340 ATCO.C.065 Temporary assessor authorisation. It is considered that temporary assessors will only be appointed in exceptional circumstances, GM1 ATCO.C.065(b) Temporary assessor authorisation, lists the type of exceptional circumstances that can be considered.
- 4.58 ATCO.C.065 Temporary assessor authorisation paragraph (d), requires that the ANSP provides a safety analysis on how the equivalent level of safety will be ensured if a temporary assessor is issued.

Chapter 5

Part ATCO Subpart D training of air traffic controllers

General

- 5.1 The requirements for the training of air traffic controllers are listed in 2015/340 Subpart D. The UK requirements, procedures and processes for initial, unit and continuation training is detailed in the CAP584 Air Traffic Controllers – Training.
- 5.2 The requirements for the certification of training organisations are listed in 2015/340 Part ATCO OR. The UK application process for certification is captured in Section 1 of CAP584 Air Traffic Controllers – Training. Below is a very brief synopsis of air traffic controller training.
- 5.3 Air traffic controller training includes theoretical courses, practical exercises, including simulation, and on-the-job training required in order to acquire and maintain the skills to deliver safe, orderly and expeditious air traffic control services.
- 5.4 In the UK, initial training is delivered by certificated ITOs who are certificated to deliver approved initial training for the issue of a UK licence in accordance with 2015/340 and/or additional rating. These organisations are listed on the CAA website. These organisations also conduct APCs in accordance with the requirements laid down in 2015/340.
- 5.5 The ITOs also deliver approved training courses leading to the issue of an OJTI and/or assessor endorsement(s).
- 5.6 ITOs have the necessary experience to design and deliver an adapted UEC which has been approved by the UK CAA for an exchange of licence under the requirements of 2015/340. This type of training is part of unit training and, should a unit decide to sub contract an ITO for this training, it

remains the unit's responsibility to ensure that the approved adapted UEC is delivered in accordance with the approval.

- 5.7 Unit training will consist of UECs in the UTP. An adaption of UEC due to either previous experience of controlling or the exchange of licence process, will require approval by the CAA.
- 5.8 Continuation training which is refresher training and conversion training, shall be detailed in the UCS. Refresher training required for the revalidation of an OJTI/STDI and assessor endorsement shall also be captured in the UCS document.
- 5.9 The renewal of an OJTI/STDI and/or assessor endorsement(s) now requires that refresher training and an assessment is undertaken. This process is to be detailed in the UCS document.
- 5.10 Unit training requirements are detailed in 2015/340, Subpart D, Section 3, and includes the composition of unit training together with performance objectives, the ANSP shall ensure that they comply with these requirements.
- 5.11 For units whose air traffic controllers previously held a special tasks endorsement, GM1 and GM2 to 2015/340 ATCO.D.060 UE courses, list specific performance objectives for air traffic controllers providing services to aircraft carrying out flight tests.
- 5.12 2015/340 Subpart D also details requirements for assessments and examinations including the 75% pass mark required for the demonstration of theoretical knowledge and understanding.
- 5.13 The UK CAA has adopted the terminology of the regulation, however, there is no intention to change the way that an oral examination is currently conducted and the use of scenario based questions for an individual to demonstrate theoretical knowledge and understanding will continue, with the need to ensure that the key safety areas are tested through this type of examination. There is no requirement to allocated marks for each question, a successful oral examination will equate to a

mark of 75%. All records of assessments and examinations shall be retained for future use.

Chapter 6

UK procedures and processes

Maintaining an air traffic controller licence

- 6.1 An air traffic controller licence is issued without any expiry date. A licence holder may not exercise its privileges unless it contains: a rating, its associated rating endorsement(s), relevant UEs, a current language endorsement for the English language and a current medical certificate.
- 6.2 An air traffic controller licence must **not** be cut up into sections, it must be retained whole and folded accordingly to an eighth of an A4 page. An air traffic controller licence which has been cut up is void and the individual shall not exercise the privileges of that licence.
- 6.3 An ATCO is responsible for ensuring that they hold a current 2015/340 licence, which contains current residential home address. There will be a charge for any replacement licence in the event of loss or damage.
- 6.4 Following the initial issue of a UE, a controller will be required to demonstrate continued competence to exercise the privileges of that rating by revalidation of the UE(s).
- 6.5 The revalidation of a UE may be carried out within a three month period preceding the date of expiry of the current UE. Provided the air traffic controller is assessed as competent, the UE will be renewed for the validity period as stated in the UCS from the date of expiry of the current endorsement. Where the unit wishes to align the expiry dates of all UEs held by a controller, a UE may be revalidated for a shorter period.
- 6.6 If necessary, the revalidation of a UE may be carried out more than three months before the date of the expiry of the current UE. In such cases, provided the air traffic controller is assessed as competent, the UE will be revalidated for the validity period as stated in the UCS from the date on which the assessment process was completed. There is no provision for

the revalidation of a UE that has expired. Under these circumstances a UE must be renewed in accordance with the provisions of the UTP and for which a charge is payable to the CAA.

- 6.7 An air traffic controller licence holder, whose language endorsement is below Level 6 of the ICAO Language Proficiency Rating Scale, will be evaluated for continued competence in the English language as laid down in 2015/340 ATCO.B.040 Assessment of language proficiency.
- 6.8 The process for obtaining a revalidation or renewal of the English language endorsement for a UK issued air traffic controller licence requires that the assessment is undertaken in the UK at an organisation which is approved by UK CAA to conduct ATCO English Language assessments. This ensures compliance with ICAO requirements that the assessment is done in context to the task of the air traffic controller.
- 6.9 Air traffic controllers must maintain their competence in accordance with the requirements contained in 2015/340 Part ATCO.
- 6.10 An air traffic controller must ensure they comply with the requirements of their licence and rating and must not exercise the privileges of their licence and ratings without a current UE for the unit they are operating at endorsed on their licence.
- 6.11 An air traffic controller who fails a competence assessment, or fails to renew their UE, must not provide the air traffic service(s) associated with the UE.
- 6.12 ANSPs shall advise the CAA when a controller is no longer considered competent to provide the air traffic service associated with a valid rating.
- 6.13 ANSPs must have procedures to ensure that air traffic controllers returning from extended periods of planned or unexpected absence are competent to provide the air traffic service(s) for which they hold valid ratings.
- 6.14 ANSPs shall ensure that a controller who is assessed as medically unfit to hold an air traffic controller licence is withdrawn from operational duty.

- 6.15 ATCUs must have procedures to ensure that controllers satisfy the unit requirements relating to the maintenance of operational competence. These procedures shall include requirements for controllers to at least:
- complete a minimum specified number of controlling hours within a specified period on the sectors or operational positions for which they hold valid ratings; and
 - be subject to an assessment of their continuing competence by continuous assessment, by a dedicated competence check, or by a combination of both.
- 6.16 Subject to approval by the CAA, part of the requirements detailed above for the maintenance or renewal of competence may be satisfied by the use of a simulator.
- 6.17 ANSPs shall ensure that the CAA is informed in the event that a UE is not renewed or is withdrawn.

Assessments of Previous Competence (APC)

Requirement

- 6.18 A student air traffic controller and an air traffic controller shall undertake an APC in accordance with the requirements in 2015/340 Part ATCO ATCO.B.005 Air traffic controller licence paragraph (e) and when specifically required by the CAA.
- 6.19 An Air traffic controller shall undertake an APC and ATCO.B.010 Air traffic controller ratings paragraph (b).
- An APC is not a training course. However, an initial period of time is given for familiarisation of the ITO's airspace, procedures and simulator prior to the assessment taking place.
- 6.20 An air traffic controller is responsible for ensuring their licence and ratings are current in accordance with 2015/340 Part ATCO prior to exercising the privileges of that licence.

- 6.21 An air traffic controller must request from the UK CAA a letter of eligibility to undertake an APC prior to arranging an APC with the UK certificated ITO.
- 6.22 ANSPs must have processes, procedures and competent personnel to ensure that controllers comply with the requirements of 2015/340 for APCs and if an APC is required by the CAA.
- 6.23 The CAA may require an air traffic controller to undertake an APC when their ability to provide a safe air traffic service is in doubt. The level of competence, against which the controller is assessed, is identified in the UTP and UCS.
- 6.24 Where on-the-job training has commenced within the required twelve months of a successful initial rating course or completion of an APC, but is then subsequently interrupted or stopped, an ANSP shall:
- advise the relevant ATS Inspector/Principal Inspector of the interruption or cancellation of the training and,
 - assess whether any additional training is needed by the air traffic controller prior to recommencing a UEC or starting a UEC at a different unit. The assessment should include, but not be limited to, factors such as the length of time that training has been interrupted, whether the controller affected has remained within the ATM operations environment in some other capacity and, at what stage in the UEC the previous training ceased.
- 6.25 If the elapsed time exceeds twelve months a subsequent APC is required.
- 6.26 As each individual circumstances may vary, it is advisable to discuss the situation with your ATS Inspector at the earliest opportunity.

Arrangement for an APC

- 6.27 An APC can only be conducted by a UK certificated ITO in accordance with 2015/340.

- 6.28 ITOs offering approved courses of initial training and who wish to conduct APCs shall submit their proposals in accordance with CAP584 Air Traffic Controllers – Training, to the CAA for approval.
- 6.29 An APC timetable is usually of three days in length allowing for the individual to familiarise themselves with the airspace and procedures of the ITO for the relevant rating being conducted and to update themselves on current national requirements and procedures.
- 6.30 The ITO shall identify any weak areas in any relevant topics and sub topics and will make a recommendation, if any training is required to bring the individual up to the relevant standard prior to the commencement of the UEC. This recommendation must be agreed with the ATS Inspector (Training).
- 6.31 The ITO shall inform the UK CAA when an APC is due to be conducted giving 30 days notice unless otherwise authorised.
- 6.32 An ATS Inspector may attend any APC.

Approach control procedural

Surveillance degradation and/or failure

- 6.33 Approach Control Surveillance units may apply to the CAA to be approved to enable controllers who hold APS ratings, but do not also hold APP ratings, to provide non-radar services in the event of a surveillance degradation or failure in accordance with procedures approved by the CAA.

Synthetic training devices

- 6.34 The requirements for synthetic training devices which include simulators and part task trainers are detailed in CAP584 Air Traffic Controllers – Training.

- 6.35 Each device utilised for any type of air traffic controller training is required to be approved by the CAA, as an integral part of submitted training plan.
- 6.36 The approval will stipulate what type and category of training the simulator can be utilised for.

CAA Licence administration

- 6.37 Within the UK the CAA may issue or amend student and air traffic controller licences. Licence administration is undertaken by the CAA's ATS Licensing section.
- 6.38 Licence administration is the process by which the CAA ensures that student and air traffic controller licences are issued and maintained. To carry out this function the CAA maintains the licensing records, including personal details, of all licence holders.
- 6.39 The CAA maintains the following personal details of all licence holders:
- full name;
 - date and place of birth;
 - nationality;
 - residential address; and
 - the address of the unit(s) where the student or air traffic controller licence holder is providing an air traffic service.
- 6.40 In the case of the first application for a student and air traffic controller licence, a copy of a birth certificate or passport is required as legal proof of the applicant's name, date of birth and nationality.
- 6.41 In the event of a change of name acceptable proof would be a certified copy of the relevant documentation (Marriage certificate or deed pole certificate, etc.).
- 6.42 In the event of a change of permanent residential address, ATS Licensing must be informed by the submission of a SRG 1411 to facilitate the issue of an updated licence.

- 6.43 Each student and air traffic controller licence issued is uniquely numbered. Licence holders should quote this number, in all communications with the ATS licensing section.
- 6.44 The CAA maintains the following licence records on student air traffic controller licence holders:
- details of the successful completion of initial training, including the date of completion and the results of any associated assessments and/or examinations;
 - the rating discipline, including any rating endorsement, in which the licence holder may provide an air traffic service under supervision;
 - the unit where the licence holder is providing a service under supervision and the date the licence will expire.
- 6.45 The CAA maintains the following licence records on air traffic controller licence holders:
- details of the successful completion of any initial training and the results of any associated assessment(s) and/or examination(s);
 - current valid rating(s), including rating endorsement(s) and UE(s);
 - licence endorsements;
 - the unit(s) at which the controller is providing an air traffic service;
 - previously held rating(s), rating endorsement(s) and UE(s) including the units where the controller previously provided an air traffic service;
 - details of any action taken by the licensing authority to suspend or revoke an air traffic controller licence or its associated rating(s), rating endorsement(s) or UE(s);
 - the date when any current medical certificate expires.
- 6.46 ANSPs are to inform the ATS Licensing section of the renewal of all UEs and also in the event that a UE is not renewed or is withdrawn.

Application forms and fees

- 6.47 Applications for air traffic controller licences, rating(s), rating endorsement(s), and UE(s) must be made using CAA form SRG 1411.

- 6.48 Applications for student air traffic controller licences must be made using CAA form SRG 1421.
- 6.49 The correct fee must be included with all applications for the licences, ratings and associated endorsements referred to above. Including the fee for loss/damage. Details of the CAA's Scheme of Charges for the issue of licences and endorsements are published in [Official Record Series 5](#).
- 6.50 Applications for assessor, OJTI and STDI endorsements, revalidations and renewals must be made on CAA form SRG 1415. There is no charge for inclusion or renewal of these endorsements on the applicant's air traffic controller licence.
- 6.51 The renewal of a UE and/or a language endorsement is to be recorded on form SRG 1411 which should be submitted to the CAA.
- 6.52 CAA forms SRG 1411, 1415, 1416 and 1421 are available from the ATS licensing section or may be downloaded from our [ATS Forms page](#).
- NOTE:** 2015/340 allows a maximum of eight weeks for a licence application to be processed by the CAA. During this period, a licence holder may exercise the privileges of their licence, even though it might not be in their possession, provided confirmation of receipt is received by a CAA email acknowledgment. If after 8 weeks no licence/rating or endorsement is received privileges may not be exercised until such time as the licence is in their possession.
- 6.53 All applications must be sent to:
- ATS Licensing Section
Shared Service Centre
Safety and Airspace Regulation Group
Civil Aviation Authority
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

Arranging an initial UE assessment and examination

- 6.54 The scheduling of assessments and examinations is subject to agreement between the ANSPs and the CAA. To enable the CAA to appropriately

allocate resources it is important that providers advise them when student or trainee air traffic controllers commence unit training.

- 6.55 Application for an initial UE assessment and examination must be made to the CAA at least 30 days prior to the requested date.

Disclosure of information

- 6.56 Upon request from a licence holder, the CAA will make available records of previously held ratings, rating endorsements and UEs to enable controllers to provide this information to licensing Authorities of other EU member States.
- 6.57 The CAA will provide verification, where appropriate, of the qualifications and operational experience of licence holders to other EU member State licensing authorities.

Applications for the recognition of air traffic controller training completed in an ECAC member state that is not an EU member state

- 6.58 The UK shall consider recognition of air traffic controller training and experience obtained in an ECAC Member State, which is not an EU member state, where that State licences its controllers in accordance with 2015/340.
- 6.59 An individual who intends to seek employment as an air traffic controller in the UK, shall apply in writing to the CAA to request confirmation that their ATC training and experience can be recognised by the CAA, before seeking employment.
- 6.60 To be acceptable, the individual shall hold or have held within the previous 4 years a valid rating in the ATC rating discipline in which they wish to undertake training.
- 6.61 Where the CAA recognises the individual's training and experience, it shall confirm this to the individual and also confirm that the individual is

permitted to undertake an APC at a UK ITO with a view to obtaining a UK student air traffic controller licence.

- 6.62 The ITO with whom the individual intends to undertake training, shall ensure that national requirements, procedures and processes are taught and assessed as part of the APC and produce a training plan taking into account the skills, knowledge and experience of the individual and the objectives of the relevant initial rating course(s). The training plan must be approved by the CAA.
- 6.63 Upon successful completion of the training plan, the individual shall undertake a final assessment of competence which includes an oral examination conducted by the same ITO.
- 6.64 The individual must also be assessed for English language proficiency to at least Level 4 of the ICAO Language Proficiency Rating Scale. This assessment can only be conducted by the approved English language proficiency raters at the certificated ITO.
- 6.65 Upon successful completion of the final assessment of competence and English language proficiency assessment, the training organisation shall make a declaration to the CAA that the individual is considered ready to commence unit training. An ATS Inspector may attend this assessment.
- 6.66 On receipt of the declaration, the CAA shall issue a UK Student air traffic controller licence to the individual.
- 6.67 In the event of a declaration from the ITO that the individual is not at the required standard to commence unit training, that individual will be required to successfully undertake a full course of initial training in order to obtain a UK student air traffic controller licence.

Applications for the recognition of an air traffic controller licence obtained in states other than EU/ECAC member states

- 6.68 The UK CAA is not able to recognise air traffic controller licences issued in states other than EU member states and issued in accordance with 2015/340.
- 6.69 The UK CAA has no knowledge of the ATC rating training syllabi of courses undertaken in other States and how these compare with the 2015/340 Initial Training Content. As a result, the CAA is unable to recognise the ATC training undertaken in non-EU/ECAC Member States.
- 6.70 Individuals who hold an air traffic controller licence from a non-EU/ECAC state will be required to successfully complete the UK ATC initial training in its entirety to be able to apply for a UK student air traffic controller licence.

Chapter 7

Medical requirements

Medical fitness

- 7.1 The holders of student ATCO and ATCO licences are required to have a minimum standard of medical fitness to ensure they are fit to provide an air traffic service and to minimise, as far as possible, the risk that they will become suddenly incapacitated to an extent that the safety of aircraft could be compromised.

Medical certification

- 7.2 In order to provide an air traffic service, ATCOs and student ATCOs are required to hold a valid EU Class 3 medical certificate in accordance with ATCO.MED.A.030. An ATCO or student ATCO licence is not valid when the holder is assessed as being unfit. In such circumstances the holder of an ATCO or student ATCO licence is not to provide air traffic services even though the medical certificate held may not have expired or been returned to the Aeromedical Examiner (AME) or the CAA.

- 7.3 Holders of a medical certificate should:
- ensure that their medical certificate is revalidated by the due date (to avoid controlling without a valid certificate/licence);
 - ensure that investigations and special tests are completed when required as failure to meet the requirements can mean that the medical certificate is rendered invalid.

- 7.4 The holder of a student or ATCO licence is to notify their unit management when:
- there is either a decrease in their medical fitness that might render them unable to safely and properly exercise the privileges granted by their licence, or is assessed as unfit at a medical examination; or

- any operational medical limitations or conditions are placed on the medical certificate.

7.5 Air traffic service providers are advised to have procedures and competent personnel to check that student and ATCO licence holders hold valid medical certificates and are compliant with any operational limitations.

Decrease in medical fitness

7.6 Licence holders shall not exercise the privileges of their licence at any time when they:

- are aware of any decrease in their medical fitness which might render them unable to safely exercise those privileges;
- take or use any prescribed or non-prescribed medication which is likely to interfere with the safe exercise of the privileges of the licence;
- receive any medical, surgical or other treatment that is likely to interfere with the safe exercise of the privileges of the licence.

7.7 Holders of EU Class 3 medical certificates shall, without undue delay and before exercising the privileges of their licence, seek aero-medical advice when they:

- have undergone a surgical operation or invasive procedure;
- have commenced the regular use of any prescribed medication;
- have suffered any significant personal injury involving any incapacity to exercise the privileges of the licence;
- have been suffering from any significant illness involving any incapacity to exercise the privileges of the licence;
- are pregnant;
- have been admitted to hospital or a medical clinic;
- first require correcting lenses.

In these cases the Aeromedical Centre (AeMC) or AME shall assess the medical fitness of the licence holder or student air traffic controller and decide whether they are fit to resume to exercise their privileges.

- 7.8 When a licence holder whose medical certificate has been suspended believes that they are fit to resume their functions, they should seek advice from their AME.
- 7.9 The holder of the medical certificate shall comply with any limitations or conditions on their medical certificate.
- 7.10 If an applicant for a medical certificate has been assessed as unfit or a limitation has been placed on their medical certificate, they may request a secondary review or appeal of the medical decision. This procedure is available as a [Medical Appeals Procedure PDF](#).

Use of psychoactive substances

- 7.11 The holder of a student or ATCO licence shall not exercise any of the privileges of their licence while under the influence of psychoactive substances, including any medicine that renders them unable to exercise the privileges of their licence safely and properly.
- 7.12 An ATCO or student ATCO who is exercising any of the privileges of their licence while under the influence of psychoactive substances may not be aware that their judgement and skill have been degraded to the extent that the service being provided is unsafe or their actions inappropriate. This may be the case where psychoactive substances are being abused, or where medicines have been prescribed by a doctor, or non-prescription medicines obtained for a minor illness.
- 7.13 In such circumstances, licence holders must obtain advice from their AME and/or information to enable them to decide if they should, or should not, exercise the privileges of their licence while taking specific medication.
- 7.14 Unit management shall have a robust drug and alcohol policy, and Unit managers should consider their obligations under the Railways and Transport Safety Act 2003, and relevant parts of (EU) 2017/373. A controller who is suspected of being under the influence of psychoactive substances shall be immediately withdrawn from operational duty by the unit.

Medical examinations

- 7.15 Unit Medical Examinations are conducted by Aeromedical Examiners in accordance with PART.ATCO.MED. Initial medical examinations have to be performed in an approved Aeromedical Centre.
- 7.16 ATCOs must take their most recent medical certificate with them when attending medical examinations or assessments.
- 7.17 Applicants should ensure that:
- communication can be established with their AME without language barriers;
 - they are aware of the consequences (including suspension or revocation) of providing incomplete, inaccurate or false statements on their medical history;
 - they provide the AME with a complete medical history and the evidence necessary to make a full and proper assessment of their case. Additional tests or reports may be required;
 - they comply with the aeromedical advice provided.
- 7.18 Medical certificates are valid for a period of 2 years from the date of the medical examination when undertaken under the age of 40 (not later than age 41) and annually thereafter.
- NOTE:** A medical undertaken at the age of 39 will only be valid until the 41st birthday.
- 7.19 ATCOs must return the medical certificate to the CAA when it is revoked, or on request when temporarily or provisionally suspended.