

# Notification of Completion of an Air Traffic Controller (ATCO) Unit Endorsement Assessment (Commission Regulation (EU) 2015/340)



Please complete this form online (preferred method) then print and sign the form.  
 Alternatively, print, then complete in **BLOCK CAPITALS** using black or dark blue ink.  
 Post or scan and email the form in accordance with Section 7.  
 Please read the attached guidance notes before completing the form .

**FALSE REPRESENTATION STATEMENT**  
 It is an offence under Article 256 of the Air Navigation Order 2016 to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine up to £5000, and on conviction on indictment with an unlimited fine or up to two years imprisonment or both.

**1. PERSONAL DETAILS (Complete as shown on passport) (Completed by the Applicant)**

**Serial Number of Licence**

Title: ..... Surname: ..... Forename(s) .....

Date of Birth (dd/mm/yyyy): ..... Nationality .....

Place of Birth: ..... Country of Birth: .....

Applicants Address: .....

County: ..... Country: ..... Postcode:.....

Telephone Numbers: Home: ..... Mobile: .....

Email Address: .....

Unit Address: .....

ICAO Location Indicator: .....

County: ..... Country: ..... Postcode:.....

**2. TYPE OF UNIT ENDORSEMENT ASSESSED (Completed by the Applicant)**

Initial Issue:      New Rating/Subsequent Issue      Renewal:      Temporary (Special Event)

**3. UNIT ENDORSEMENT ASSESSMENT RESULTS (enter results after Assessment is complete) (Completed by Assessor)**

Actual assessment date (dd/mm/yyyy): ..... Temporary Endorsement Expiry Date (if applic.) (dd/mm/yyyy): .....

Unit Endorsement details: (Sector / Rating / Rating Endorsement)	Practical		Oral	
.....	PASS	FAIL	PASS	FAIL
.....	PASS	FAIL	PASS	FAIL
.....	PASS	FAIL	PASS	FAIL
.....	PASS	FAIL	PASS	FAIL

Assessment remarks (Where the outcome is 'FAIL', Assessors are to record reasons for the decision)

Practical:

Oral:

<b>4. MEMBERS OF THE ASSESSMENT BOARD</b>		<b>(Completed by Assessor(s))</b>	
Surname .....	Forename(s) .....		
Assessor Licence number:	Chair      Assessor	Signature: .....	
Surname .....	Forename(s) .....		
Assessor Licence number:	Chair      Assessor	Signature: .....	
Surname .....	Forename(s) .....		
Assessor Licence number:	Chair      Assessor	Signature: .....	

<b>5. SUBMISSION INSTRUCTIONS</b>
<p>Please check:</p> <ul style="list-style-type: none"> <li>• Section 1 (Personal Details) has been fully completed;</li> <li>• All Sections relevant to the notification have been completed; and,</li> </ul> <p>when completed, return this form to:</p> <div style="margin-left: 150px;"> <p>ATCO Licensing Section,  Licensing Assessment,  Safety and Airspace Regulation Group,  Civil Aviation Authority,  Aviation House,  Gatwick Airport South  West Sussex RH6 0YR</p> <p>Telephone Enquiries: +44 (0) 1293 573270  e-mail: ats.licensing@caa.co.uk</p> </div>

# Notification of Completion of an Air Traffic Controller (ATCO) Unit Endorsement Assessment



## Guidance on the completion of CAA Form SRG1411D

### General

This form must be used to notify CAA Licensing Assessment of the completion of a Unit Endorsement Assessment. This form must be used to notify the completion of Unit Endorsement Assessments relating to:

- The Initial Issue of an ATCO Licence (SRG 1411A)
- The issue of an New or subsequent Rating/Rating endorsement to an existing licence (SRG 1411B)
- The Renewal of an ATCO Unit Endorsement (SRG 1411B)
- The Issue of a Temporary Unit Endorsement for a Special Event (SRG 1411B) and,

### Section 1 Personal Details

To maintain consistency of personal detail records please ensure the details entered match that on the applicant's passport.

The Applicants Permanent Address must be the applying ATCO's address not the unit's address.

Where the unit has an ICAO Locator Indicator code this must be included.

### Section 2 Type of Unit Endorsement Assessed

Be sure to tick the correct box relating to the type of assessment carried.

Initial Issue, New rating or Subsequent issue, Renewal, Temporary, Exchange.

### Section 3 Unit Endorsement Assessment Results

This section is to be completed by the Assessor.

Enter the date of the assessment and for a Temporary Unit Endorsement (Special Event) the expiry date.

Enter the Unit Endorsement details i.e. the Rating and rating endorsement, if applicable, including sector/position as appropriate and indicate 'Pass' or 'Fail' as applicable.

If a 'Fail' is indicated enter reasons in space provided.

### Section 4 Members of the Assessment Board

Enter Assessors details and signatures.

#### SRG Forms for ATCO Licensing

- SRG1411A Initial issue of an ATCO Licence
- SRG1411B Issue/Cancellation/Renewal of Unit Endorsements
- SRG1411C Exchange of Licence between EU Member States
- SRG1411D Notification of the completion of a Unit Endorsement Assessment
- SRG1411E Change of personal details
- On Line Form [Application to replace lost or damaged licence](#)
- SRG1415 Application for the Issue, Revalidation and Renewal of Assessor, OJTI and STDI Endorsements
- SRG1416 Record of Revalidation of an ATCO Unit Endorsement
- SRG1421 Application for Student ATCO Licence
- SRG1426 Renewal of an English language proficiency endorsement