

Notification and Record of Revalidation of an ATCO Unit Endorsement (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 5.

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

Serial Number of Licence: Medical Certificate expiry date:

Title: Forename: Surname:

Date of birth (dd/mm/yyyy): Nationality:

Place of birth: Country of birth:

Applicants Address:

County: Country Postcode:

Telephone: Mobile telephone:

E-mail:

Unit Address:

ICAO Location Indicator

County: Country Postcode:

2. REVALIDATION ASSESSMENT(S) OF THE FOLLOWING UNIT ENDORSEMENTS HAVE BEEN COMPLETED (Completed by the assessor)

Sector/Position/Rating/Endorsement	Date of revalidation assessment (dd/mm/yyyy)	Endorsement expiry date entered on the licence. dd/mm/yyyy)	Assessor Name (Print)
.....
.....
.....
.....
.....

Assessment remarks (Where the outcome of the assessment is 'FAIL', the assessor is to record reasons for the decision):

Practical:

Oral:

3. DECLARATION BY ASSESSOR(S) (Completed by the assessor(s))

By completing and signing this form the signatories below confirm that the licence holder identified above satisfies all the requirements for the revalidation of unit endorsement(s) as required by Commission Regulation (EU) 2015/340.ATCO.B.020.

Assessor

Surname Forename(s)

Licence Serial number Signature

Assessor

Surname Forename(s)

Licence Serial number Signature

4. DECLARATION BY THE APPLICANT

I hereby declare that I have carefully considered these statements made and that to the best of my belief they are correct.

Signature: Date:

5. SUBMISSION INSTRUCTIONS

After completion this form should be retained by the unit and a copy should be sent to: ATS Licensing, Licensing Assessment, Safety and Airspace Regulation Group, Civil Aviation Authority, Aviation House, Gatwick Airport South, West Sussex, RH6 0YR. If preferred, you may scan and email the completed form to the email address below. If you have any questions or wish to enquire about your application please e-mail ats.licensing@caa.co.uk.

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Guidance

General

This form is used to notify the CAA ATS Licensing Assessment of the outcome of an ATCO licence Unit Endorsement revalidation assessment.

The form may be used to notify up to 5 Unit Endorsement revalidation assessments.

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. Revalidation of the assessment(s) of the following unit endorsements(s) have been completed

Enter clearly the rating and rating endorsement, including sector and position if applicable, for which the revalidation assessment has been undertaken under the appropriate heading.

Enter the date that the revalidation assessment was carried out under the appropriate heading.

Enter the expiry date of the revalidated unit endorsement entered on the ATCO Licence under the appropriate heading.

Note: If the ATCO fails the revalidation assessment leave this space blank.

Note: In accordance with regulation 2015/340 ATCO.B.020 the expiry date is dependent on when the assessment was carried out i.e. if the assessment was carried out in the three months prior to the expiry date the validity period of the revalidated unit endorsement will be counted from the expiry date. If the assessment was carried out before this date, the validity period of the revalidated unit endorsement shall start not later than 30 days after the unit endorsement revalidation assessment.

The assessor to print their name under the appropriate heading.

Assessment results. Notes on the quality of the assessment. If the ATCO fails the assessment record here the rational for this decision.

Section 3. Declaration by the assessor(s).

The assessors are to sign this section and enter their licence details.

Note: By completing and signing this form the signatories confirm that the licence holder who has been assessed satisfies all the requirements for the revalidation of unit endorsement(s) as required by Commission Regulation (EU) 2015/340. ATCO.B.020. This includes the following:

- (1) The applicant has been exercising the privileges of the licence for a minimum number of hours as defined in the unit competence scheme;
- (2) The applicant has undertaken refresher training within the validity period of the unit endorsement according to the unit competence scheme;
- (3) The applicant's competence has been assessed in accordance with the unit competence scheme.

Section 4 Declaration by Applicant Must be completed by the applicant.

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
- SRG 1411E 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 STD1 Endorsements
- SRG1416 Record of Revalidation of an ATCO Unit Endorsement
- SRG1421 Application for Student ATCO Licence
- SRG1426 Renewal of an English language proficiency endorsement