

# APPLICATION FOR THE ISSUE OR REVALIDATION OF AN ATCO ASSESSOR OR OJT INSTRUCTOR LICENCE ENDORSEMENT

Please complete the form online or in BLOCK CAPITALS using black or dark blue ink.



## 1. APPLICATION FOR (Complete sections listed)

- Issue of an ATCO Assessor (ASSR) licence endorsement (Sections 2, 3 & 7)
- Issue of an On-job-training Instructor (OJTI/STDI) licence endorsement (Sections 2, 4 & 7)
- Revalidation of an ATCO Assessor (ASSR) licence endorsement (Sections 2, 5 & 7)
- Revalidation of an On-job-training Instructor (OJTI/STDI) licence endorsement (Sections 2, 6 & 7)

## 2. PERSONAL DETAILS

CAA Reference number

Surname: ..... Forenames: .....

Name of Unit: ..... Post Held: .....

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

Permanent Address: .....  
..... Postcode: .....

Country ..... Email address: .....

Telephone Numbers (Incl. area code) Home: ..... Mobile: .....

## 3. APPLICATION FOR AN ATCO ASSESSOR LICENCE ENDORSEMENT

Place and date of the applicant's Assessor course: .....

### Supernumerary Duties

Unit and date of issue of the applicant's existing or last Assessor licence endorsement: .....

Date of duty (dd/mm/yy): ..... Place (if not your own unit): .....

Rating/Sector: ..... Type of assessment Practical Oral

Type of assessment Rating Unit endorsement Renewal of Unit Tick if applicant acted as Chair

Name of Assessing Assessor: ..... Signature of Assessing Assessor: .....

Assessors ATCO licence number Assessed as satisfactory

Date of duty (dd/mm/yy): ..... Place (if not your own unit): .....

Rating/Sector: ..... Type of assessment Practical Oral

Type of assessment Rating Unit endorsement Renewal of Unit endorsement Tick if applicant acted as Chair

Name of Assessor: .....

Assessing Assessor ATCO licence number Assessed as satisfactory

### Details of Assessor Endorsement Applied for (ATCO Assessor Only)

| Rating                       |                               | Examination                 |    |
|------------------------------|-------------------------------|-----------------------------|----|
|                              |                               | Yes                         | No |
| Aerodrome Control Visual     | Approach Control Surveillance | Unit endorsement            |    |
| Aerodrome Control Instrument | Area Control Surveillance     | Renewal of unit endorsement |    |
| Approach Control Procedural  | Area Control Procedural       | Unit endorsement (Chair)    |    |

Documents

#### 4. APPLICATION FOR AN ON-JOB TRAINING (OJT/STD) INSTRUCTOR LICENCE ENDORSEMENT

Place and date of the applicant's OJT/STDI course: .....

#### 5. APPLICATION FOR REVALIDATION/RENEWAL OF AN ATCO ASSESSOR LICENCE ENDORSEMENT

Assessor Licence Endorsement Expiry Date shown in Licence: .....

Date Assessment of Competence as an ATCO Assessor completed: .....

Name of Assessor: ..... Signature of Assessor : .....

Assessor CAA Reference number

Assessed as Satisfactory (tick as appropriate) Yes

No

#### 6. APPLICATION FOR REVALIDATION OF AN OJT/STD INSTRUCTOR LICENCE ENDORSEMENT

OJT/STD Instructor Licence Endorsement Expiry Date shown in Licence: .....

Date Assessment of Competence as an OJT/STD Instructor completed: .....

Name of Assessing OJT Instructor: ..... Signature of Assessing OJT Instructor: .....

Assessing OJT/STD Instructor CAA Reference number

Assessed as Satisfactory (tick as appropriate) Yes

No

#### 7. ATC UNIT DECLARATION

Please tick and complete as appropriate

- a) I confirm that .....has complied with this Unit's requirements for the GRANT of an ATCO Assessor Licence Endorsement.
- b) I confirm that .....has complied with this Unit's requirements for the GRANT of an OJT/STD Instructor Licence Endorsement.
- c) I confirm that .....has been assessed as competent to continue to exercise the privileges of the ATCO Assessor Licence Endorsement.
- d) I confirm that .....has been assessed as competent to continue to exercise the privileges of the OJT/STD Instructor Licence Endorsement.

Name (Unit Manager): ..... Signature: ..... Date:.....

#### 8. SUBMISSION INSTRUCTIONS

After completion this form should be sent to:

ATCO Licensing, Licensing Assessment, Safety & Airspace Regulation Group, Civil Aviation Authority, Aviation House, Gatwick Airport South, West Sussex, RH6 0YR. Fax 01293 573996. If you have any questions or wish to enquire about your application please telephone 01293 573270 or e-mail [ats.licensing@caa.co.uk](mailto:ats.licensing@caa.co.uk).