

Application for the Issue, Revalidation and Renewal of Assessor, OJTI and STDI ATCO Licence Endorsements (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.

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. APPLICATION FOR (COMPLETE SECTIONS LISTED)

Issue of an Assessor endorsement (Sections 2 & 3)

Issue of an On-Job-Training Instructor (OJTI) or Synthetic Training Device Instructor (STDI) endorsement (Sections 2 & 4)

Revalidation of an Assessor, OJTI or STDI endorsement (Sections 2 & 5)

Renewal of an Assessor, OJTI or STDI endorsement (Sections 2 & 6)

2. PERSONAL DETAILS

Serial Number of Licence:

Title: Surname: Forenames:

Name of Unit: Post held:

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

Permanent Address:

Postcode:

Telephone: Mobile telephone:

E-mail:

3. APPLICATION FOR AN ASSESSOR ENDORSEMENT

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

Course ref No.:

a) I confirm that I have successfully completed the above course for the grant of an Assessor endorsement.

b) I understand that the holder of an Assessor endorsement cannot exercise the privileges of that endorsement until the satisfactory completion of at least two supervised assessments.

Signature: Date:.....

Name:

4. APPLICATION FOR AN ON-JOB TRAINING INSTRUCTOR (OJTI) OR SYNTHETIC TRAINING DEVICE INSTRUCTOR (STDI) ENDORSEMENT

I am applying for an OJTI STDI endorsement.

Place and date of the applicant's practical instructional techniques course: /

Course ref No.:

I confirm that I have successfully completed the above course for the grant of an OJTI/STDI endorsement (as applicable).

Name: Signature: Date:.....

5. APPLICATION FOR THE REVALIDATION OF AN ENDORSEMENT

I am applying for the Revalidation of an Assessor OJTI STDI endorsement.

Assessor/Instructor Endorsement Expiry Date shown on Licence:

Date Refresher Training completed:

I confirm that has satisfied the relevant requirements for the revalidation of their endorsement.

Name: Signature: Date:.....
(Unit manager or authorised representative)

Role:.....

6. APPLICATION FOR THE RENEWAL OF AN ENDORSEMENT

I am applying for the Renewal of an Assessor OJTI STDI endorsement.

Assessor/Instructor Endorsement Expiry Date shown on Licence:

Date Refresher Training completed:

Date of practical instructor competence assessment:

Name of Assessor: Signature of Assessor:

Serial number of Assessor's licence : Date:.....

I confirm that has satisfied the relevant requirements for the renewal of their endorsement

Name: Signature: Date:.....
(Unit manager or authorised representative)

Role:.....

7. SUBMISSION INSTRUCTIONS

After completion this form should be 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.