

Issued: 21 September 2015

**Information to ANSPs Regarding European Regulation (EU)
No. 2015/340 on ATCO Licensing and Training**

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

Applicability:	
Aerodromes:	Not primarily affected
Air Traffic:	All ANSPs and ITOs
Airspace:	Not primarily affected
Airworthiness:	Not primarily affected
Flight Operations:	Not primarily affected
Licensed/Unlicensed Personnel:	All Student Air Traffic Controllers and Air Traffic Controllers

1 Introduction

- 1.1 This Information Notice (IN) is the second in a series of INs which is being published to inform industry of the impact and changes being introduced as a result of the publication of European Regulation (EU) No. 2015/340. This IN in particular aims to provide ANSPs with an overview of the changes affecting UK Air Traffic Controller (ATCO) licensing and training.
- 1.2 The terminology used in this IN is in accordance with that published in the regulation Article 4 of the regulation.
- 1.3 This IN should be read in conjunction with [IN-2015/062](#).

2 Scope

- 2.1 ATCO licensing and training.

3 Information

3.1 Licensing

- 3.1.1 A new licence will be issued in accordance with regulation 2015/340 to all holders of a licence previously issued in accordance with regulation European Commission (EU) No. 805/2011. The CAA is currently developing a plan to ensure that the re-issue of licences is done as

seamlessly as practicable. It is anticipated that this will be a phased procedure and this process will be published in a subsequent IN.

- 3.1.2 Applicants for a Student Air Traffic Controller's licence will be issued with a licence in accordance with this regulation. The date that this process will commence will be published in a subsequent IN.
- 3.1.3 A process will be published in a future IN describing how current holders of a Student Air Traffic Controller licence issued in accordance with European Commission (EU) No. 805/2011 may exchange their licence for a new style one.
- 3.1.4 A process will be published in a future IN describing how current non-operational licence holders issued in accordance with European Commission (EU) No. 805/2011 may exchange their licence for a new style one.
- 3.1.5 A new licence endorsement for a Synthetic Training Device Instructor (STDI) is established. Holders of the On-the-Job Training Instructors (OJTI) licence endorsement are automatically granted the privileges of an STDI endorsement although it will not be added to the individual's licence as a separate endorsement. If a licence holder should no longer be entitled to exercise the privileges of an OJTI licence endorsement, they may apply to have the STDI licence endorsement added as a separate endorsement to their licence.
- 3.1.6 Holders of an STDI licence endorsement are authorised to provide practical training on synthetic training devices i.e. simulators, for subjects of a practical nature during initial training, for unit training other than on-the-job training and for continuation training. Full details of those authorised to conduct training should be clearly recorded in unit documentation.
- 3.1.7 There is no abbreviation for the Assessor endorsement and therefore the term must be used in full.
- 3.1.8 To accommodate situations where the full requirements for Assessor and OJTI cannot be met e.g. Greenfield or the introduction of a new unit/sector, the UK CAA can issue an authorisation for a temporary Assessor and/or OJTI. The duration of this authorisation must not exceed twelve months.
- 3.1.9 Assessors shall not conduct assessments whenever their objectivity may be affected. The UK CAA will produce guidelines in respect of this and these will be made available by 31 November 2015.
- 3.1.10 An ATCO may declare a provisional inability which precludes them from exercising some or all of the privileges of their licence e.g. unfitness including fatigue, injury, stress or not meeting all the competence requirements as laid down in the Unit Competence Scheme (UCS). Additionally, ANSPs may declare the provisional inability of an ATCO if they become aware of any doubt concerning the ability of that person to safely exercise the privileges of their licence. EASA guidance is promulgated in conjunction with *ATCO.A.015 exercise of the privileges of licences and provisional inability*. A procedure for this situation arising must be captured within the UCS and must include arrangements for informing the UK CAA as appropriate.
- 3.1.11 European Regulation (EU) No. 2015/340 permits a period of up to eight weeks for the competent authority (i.e. the UK CAA) to issue a licence, rating or licence endorsement and, following revalidation or renewal of that licence rating or endorsement. During this period the licence holder may exercise the privileges of the licence, rating or endorsement even though he/she is not in possession of the document. Full details including timescales will be published by the UK CAA.