

Issued: 13 January 2016

Replacement of Controller Licences in Accordance with Commission Regulation (EU) No. 2015/340 of 20 February 2015

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 ATC Providers and CAA Approved Training Organisations
Airspace:	Not primarily affected
Airworthiness:	Not primarily affected
Flight Operations:	Not primarily affected
Licensed/Unlicensed Personnel:	ATCOs and Student ATCOs

1 Introduction

- 1.1 All Air Traffic Controllers (ATCOs) and Student Air Traffic Controllers (Student ATCOs) within the UK are required to be in possession of a licence issued in accordance with Commission Regulation (EU) No. 2015/340 of 20 February 2015 by 31 December 2016.

2 Scope

- 2.1 The purpose of this Information Notice (IN) is to advise ATCOs, Student ATCOs and relevant Air Navigation Service Provider (ANSP) accountable managers of the processes by which replacement and new licences will be issued and can be obtained.

3 Operational ATCOs

- 3.1 There will be no requirement for an operational ATCO to make a specific application for their licence to be re-issued in accordance with Commission Regulation (EU) No. 340/2015.
- 3.2 As from 13 January 2016 notification provided to the CAA of the annual revalidation of an existing Unit Endorsement, via the current, well established method, will automatically result in an operational ATCO receiving an updated licence. Through this process it is envisaged that all operational ATCOs will be in possession of the correct licence by 31 December 2016.
- 3.3 Any operational ATCOs not in possession of an amended licence by 30 November 2016 should contact the CAA asap to discuss the matter further.

4 Non-Operational ATCOs

- 4.1 The re-issue of licences for non-operational ATCOs will commence on 1 June 2016 for completion by 31 December 2016.
- 4.2 Non-operational ATCOs in the employ of an ANSP should obtain their licence directly from their employer.
- 4.3 To ensure this occurs, the relevant accountable manager at a unit should make an application for the issue of licences for their non-operational ATCO(s) by listing the name(s), licence number(s) and date(s) of birth of all non-operational controller(s) in their employ and by sending this information to ATS2015.340@caa.co.uk.
- 4.4 Any non-operational ATCO who requires a licence to be issued to them in accordance with the new regulation and who is not currently employed by an ANSP should send their name, current notified address, licence number and date of birth, together with a postal address, if different from the one already provided, to ATS2015.340@caa.co.uk

5 Student ATCOs

- 5.1 As from 13 January 2016 applicants for a Student ATCO Licence have to be issued with a licence in accordance with Commission Regulation (EU) No. 2015/340.
- 5.2 Additionally, as of this date, Student ATCOs who have successfully completed an initial rating validation board will, automatically, be issued with an ATCO Licence in accordance with the new regulation.
- 5.3 Student ATCOs who require a re-issued licence and whom are not currently undertaking unit training should submit an application to the CAA as outlined in Para 4.4 of this IN.

6 Licence Holder and ANSP Responsibilities

- 6.1 Licence holders and ANSP accountable managers are reminded that it is the joint responsibility of the ATCO, Student ATCO and relevant ANSP accountable manager to ensure that all operational controllers are in possession of a licence issued in accordance with Commission Regulation (EU) No. 2015/340 by 31 December 2016.

7 Queries

- 7.1 Any queries or requests for further guidance as a result of this communication should be addressed to:

SSC - ATS Licensing
Safety and Airspace Regulation Group
Civil Aviation Authority
1E, Aviation House
Gatwick Airport South
West Sussex
RH6 0YR
E-mail: ATS.Licensing@caa.co.uk

8 Cancellation

- 8.1 This Information Notice will remain in force until 31 December 2016.