



Civil Aviation Authority
Information Notice
Number: IN-2016/063



Issued: 19 July 2016

Notification of the Change in Process for the Issue of an ATCO Licence Assessor Endorsement

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:	ANSPs, ITOs and Air Traffic Controllers
Airspace:	Not primarily affected
Airworthiness:	Not primarily affected
Flight Operations:	Not primarily affected
Licensed/Unlicensed Personnel:	Not primarily affected

1 Introduction

- 1.1 The purpose of this IN is to advise Air Navigation Service Providers (ANSPs), Initial Training Organisations (ITOs) and air traffic controllers of a change in the process for the issue of an air traffic controller licence assessor endorsement.

2 Scope

- 2.1 As a consequence of the introduction of Commission Regulation (EU) No. 2015/340, an air traffic controller assessor endorsement will now be issued on successful completion of an approved assessor course.
- 2.2 On successful completion of the approved assessor course the applicant should complete and submit form **SRG 1415** to the CAA ATS Licensing team – atslicensing@caa.co.uk. A new air traffic controller licence which includes an assessor endorsement will then be issued.
- 2.3 Prior to exercising the privileges of an assessor endorsement, the licence holder is required to complete at least two supervised assessments and examinations (previously known as supernumeraries) to a satisfactory standard.
- 2.4 All records associated with these assessments and examinations shall be retained by the unit.

- 2.5 ANSPs must have an approved process, detailed in the unit competence scheme, to ensure the competence of an active assessor to be able to conduct assessments and examinations leading to an initial issue, renewal or revalidation of unit endorsements.
- 2.6 This process will be effective from 1 July 2016.

3 Additional Information

- 3.1 Commission Regulation (EU) No. 2015/340 together with associated Acceptable Means of Compliance and guidance material can be found at www.easa.europa.eu.
- 3.2 EASA has published a number of related Frequently Asked Questions (FAQs) that can be found at www.easa.europa.eu/the-agency/faqs/atco-licensing.
- 3.3 The CAA will publish its own guidance to UK processes and procedures associated with Commission Regulation (EU) No. 2015/340 and will inform industry upon publication.

4 Queries

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

Airspace, ATM and Aerodromes
Safety and Airspace Regulation Group
Civil Aviation Authority
1E, Aviation House
Gatwick Airport South
West Sussex
RH6 0YR
E-mail: ats.enquiries@caa.co.uk
FAO: Julie Scherer ATS Inspector (Training)

5 Cancellation

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