

Application for the Issue, Revalidation, Renewal of Assessor, OJTI and STDI ATCO Licence Endorsements and Exchange of OJTI for an STDI Endorsement (UK Regulation (EU) 2015/340)



Please complete this form online (preferred method) then print, sign and submit as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink. Post or scan and email in accordance with Section 9.

Please read attached Guidance Notes before completing this form.

FALSE REPRESENTATION STATEMENT

It is an offence under the UK Air Navigation Order 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. Persons doing so render themselves liable, on summary conviction, to a fine not exceeding the statutory maximum and on conviction on indictment to an unlimited fine or imprisonment for a term not exceeding two years or both.

1. APPLICATION FOR

(Tick relevant box and complete sections listed)

Issue of an Assessor endorsement (Sections 2,3,7 & 8)

Issue of an On-Job-Training Instructor (OJTI) or Synthetic Training Device Instructor (STDI) endorsement (Sections 2,4,7 & 8)

Revalidation of an Assessor, OJTI or STDI endorsement (Sections 2,5,7 & 8)

Renewal of an Assessor, OJTI or STDI endorsement (Sections 2,6,7 & 8)

Exchange of OJTI for STDI endorsement (Section 2,7 & 8) **Refer to Guidance Note 4**

2. PERSONAL DETAILS (Complete as shown on passport)

(Completed by the Applicant)

Serial Number of Licence:

Title: Surname: Forename(s):

Date of Birth (dd/mm/yyyy): Nationality:

Place of Birth: Country of Birth:

Applicants Address:

County: Postcode: Country:

Telephone Numbers: Home: Mobile:

Email Address:

Unit Name:

Unit Address:

County: Postcode: Country:

ICAO Location Indicator:

The licence will be sent to the unit by default unless specified otherwise by the unit or individual with an explanation to: ats.licensing@caa.co.uk.

3. APPLICATION FOR THE INITIAL ISSUE OF AN ASSESSOR ENDORSEMENT

Location of Assessor course: Date of Course:

Course Ref No:

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

Name: Signature: Date:

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

I am applying for an OJTI: STDI: endorsement.

Location of OJTI/STDI course: Date of 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 the applicants licence:

I can confirm that the applicant has successfully completed the applicable refresher training on this date and has satisfied the requirements for the revalidation of their endorsement as per the Unit Competence Scheme.

Name: Signature: Date:

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 applicants Licence:

Date Refresher Training completed:

Date of assessor/practical instructor competence assessment:

Name of Assessor: Signature of Assessor:

Serial number of Assessors licence:

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 Date:

7. DECLARATION BY UNIT

(Completed by the Unit Manager)

I, the undersigned, hereby certify that:

The applicant meets the relevant requirements UK Regulation (EU) 2015/340.

Date (dd/mm/yyyy): Signature:

Surname: Forenames:

Post held:

8. DECLARATION BY THE APPLICANT

(Completed by the Applicant)

I hereby declare that I have carefully considered the statements made and that to best of my knowledge they are correct.

Signature: Date:

9. SUBMISSION INSTRUCTIONS

When completed, return to:

Civil Aviation Authority
Aviation House
Beehive Ring Road
Crawley
West Sussex
RH6 0YR

or e-mail to: ats.licensing@caa.co.uk

Telephone Enquiries: +44 (0)330 022 1972