

This letter is addressed to Unit ATC Managers of Air Traffic Service Provider organisations and Managers of organisations approved by the CAA to conduct Initial Air Traffic Controller Training

7 February 2008

Dear Sir/Madam

CAA Re-issue of Air Traffic Controller Licences

1. As a result of the implementation in the UK of the European Union Directive ('the Directive') on a Community Air Traffic Controller Licence, the CAA is obliged to ensure that all UK Air Traffic Controller Licences are fully compliant with the requirements of that Directive.
2. The purpose of this letter is to inform you of the process and timing by which the CAA intends to re-issue all existing Licences to ensure they meet with requirements.

Legislation

3. UK legislation in respect of the licensing of air traffic controllers is detailed in Part 10 and Schedule 11 of the Air Navigation Order (ANO). These parts of the ANO will be changed on or around **17 May 2008** to ensure UK legislation fully reflects the requirements of the Directive.
4. To this end, on 12 December 2007, the Department for Transport (DfT) issued a consultation package on the proposed changes to the ANO. The package is available from the DfT website at www.dft.gov.uk/consultations/open/councildirective. The consultation period ends on 19 March 2008.

CAA Requirements

5. The CAA requirements for the training and licensing of air traffic controllers are contained in the following CAA publications:
 - CAP 584 - Requirements for Initial Air Traffic Control training
 - CAP 624 - Rating Requirements for Air Traffic Controllers
 - CAP 744 - UK Manual of Personnel Licensing - Air Traffic Controllers
6. The requirements detailed within these publications will be changing from the same date as changes to the ANO are implemented.
7. The Air Traffic Standards Division is currently working on the required changes to these publications, which will be made available by April 2008 at the latest. The main changes to CAP 744 are summarised at Appendix 3 to this letter.

Re-issue of Air Traffic Controller Licences

8. Changes will be required to the existing UK Air Traffic Controller Licences to ensure they are fully compliant with the ANO and the Directive. The main changes to Licences will be:
- Inclusion of an English Language Proficiency Endorsement;
 - Inclusion of an expiry date with respect to the On-the-Job Training (OJT) Instructor Licence endorsement and Examiner (EXM) Licence endorsement. These endorsements are required to be re-issued every three years.
9. We wrote to you in August 2006 to explain the requirements and process for English Language Proficiency Assessment of existing Air Traffic Controller Licence-holders. These assessments have been conducted since January 2007 and the outcome reported to the CAA to enable updating of our Licence records. It is expected that all assessments should have been completed by the end of February 2008.
10. The CAA will be taking a phased approach to the re-issuing of Licences. The re-issue of each individual Licence will be triggered when the CAA receives the first notification of the renewal of a Unit Licence Endorsement after 17 May 2008. The re-issue process is therefore expected to take 12 months, with completion due by May 2009.
11. A temporary Exemption to the ANO will be put in place to enable controllers' existing Licences to remain valid until they are in receipt of the re-issued Licence.
12. It is therefore vital that all renewals of Unit Licence Endorsements are reported to the CAA ATS Licensing Section using Form SRG 1416, available from the CAA website at www.caa.co.uk/srg1416.
13. The re-issued Licence will contain:
- An English Language Proficiency endorsement, which reflects the outcome of the English Language Proficiency Assessment, referred to at paragraph 8 above. The Level of Language Proficiency will dictate whether the endorsement has an expiry date. For Level 6, the English Language Proficiency endorsement has no expiry date. For Level 5, the English Language Proficiency endorsement will have a validity period of 6 years and for Level 4, the validity period will be 3 years;
 - Where held, the OJT Instructor endorsement and Examiner endorsement will be re-issued with a validity period of 3 years.
14. All validity periods will be effective from the date upon which the first Unit Licence Endorsement expires after 17 May 2008.
15. The following table shows an example of the possibilities where the first expiry date of a Unit Licence Endorsement is 25 May 2008:

Licence Endorsement type	Expiry date shown on new Licence
English Language Proficiency Endorsement - where Level 6	No expiry date
English Language Proficiency Endorsement - where Level 5	25 May 2014
English Language Proficiency Endorsement - where Level 4	25 May 2011
OJT Instructor Endorsement	25 May 2011
Examiner Endorsement	25 May 2011

16. The process for the re-issue of Licences is detailed at Appendix 1 to this letter.
17. An example of a re-issued Licence is provided at Appendix 2 to this letter. Changes to the information contained in current Licences is shown in **highlighted** text.

Licence-holders who do not hold a current Unit Licence Endorsement

18. Some UK Air Traffic Controller Licence-holders employed by Air Traffic Service Provider organisations and ATC Training organisations do not hold a current Unit Licence Endorsement and therefore will not be included in the process described above.
19. Such organisations shall be required to submit a list of all Air Traffic Controller Licence holders who do not hold a current Unit Licence Endorsement as at 17 May 2008 to the CAA ATS Licensing Section, who will then prepare new Licences for all listed Licence-holders.
20. Organisations should be aware that Licences for such Licence-holders will only be issued where the CAA ATS Licensing Section has previously been advised of a satisfactory outcome of the English Language Proficiency assessment for each individual.
21. Organisations are to provide Lists to include the following information for each Licence-holder:
 - Surname;
 - All forenames;
 - Date of birth;
 - CAA Air Traffic Controller Licence number.
22. Organisations should submit their List to the CAA ATS Licensing Section by **17 June 2008**. The validity start date for the English language proficiency endorsement, OJT Instructor and Examiner endorsement, where held, will be effective from the date the new Licence is produced. It is expected that these Licences will take up to 3 months to produce and therefore the validity start date is expected to be in the range 17 June 2008 to 17 September 2008.
23. The preferred method for submission of Lists is as a Word or Excel attachment sent to the following e-mail address: ats.licensing@caa.co.uk.
24. Alternatively, Lists can be submitted by post to the following address:

ATS Licensing Section
Personnel Licensing Department
Civil Aviation Authority
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

Queries

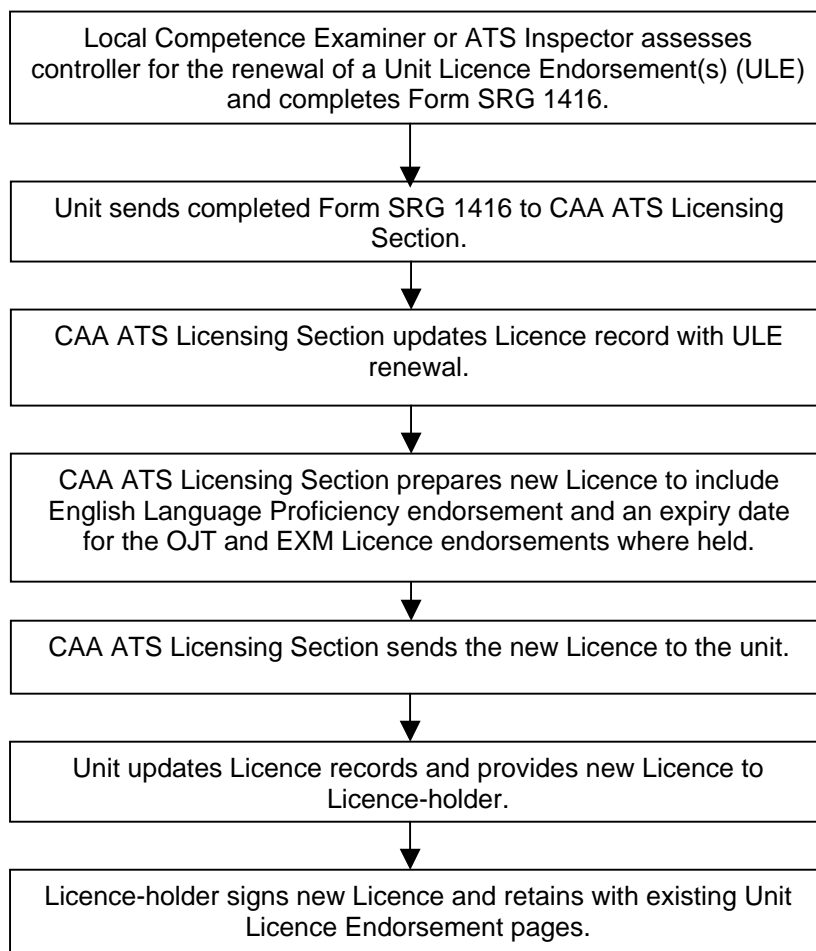
25. If you have any queries with regard to any of the above, please contact me by e-mail at the address at the foot of page 1 of this letter.

Yours faithfully

Paul Atherton
ATS Licensing Policy Specialist

Appendix 1: Process for the re-issue of Air Traffic Controller Licences

With effect from 17 May 2008



Notes:

1. The day and month entered in the 'Date certified competent to' field on the Form SRG 1416 will be assumed to be the expiry day and month of the ULE in the current year. This date will be used as the effective date from which the validity period of the English Language Proficiency endorsement and re-issued OJT and EXM Licence endorsements will run.
2. The CAA ATS Licensing Section will only re-issue the first sheet of the Air Traffic Controller Licence. No Unit Licence Endorsements will be included on the re-issued Licence. All existing licence pages containing current Unit Licence Endorsement records are to be retained by the controller.

Appendix 2 - Layout of re-issued Air Traffic Controller Licence

UNITED KINGDOM
CIVIL AVIATION AUTHORITY



AIR TRAFFIC CONTROLLER LICENCE

Licence Number **123456A**

Name (Surname) **WILLIAMS**

Other Name(s) **ANDREW DAVID**

Nationality **BRITISH**

Date of Birth **20/09/1961**

Place of Birth **CARDIFF**

Signature of Holder _____

Signature of Issuing Officer _____

Date of Issue *dd/mm/yyyy*

Issued in accordance with the EU Community Air Traffic Controller Licence Directive 2006/23/EC and in

accordance with the provisions of the Civil Aviation Act 1982, and Annex 1 to the Convention on International Civil Aviation signed on 7 December 1944, and subject to the terms and conditions of the Air Navigation Order for the time being in force.

SUBJECT TO THE INCLUSION OF A VALID MEDICAL CERTIFICATE

and valid ratings, rating endorsements and unit endorsements, which form part of this licence, and to any conditions and limitations specified herein, the holder is hereby authorised to act as an air traffic controller.

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RATINGS

The holder is entitled to exercise the functions of the following rating(s) at the air traffic service unit(s) for which current endorsement(s) is/are held as detailed below:

Rating	Date of first issue
ACP	16/12/2003
ACS	16/12/2003

LICENCE ENDORSEMENTS

	<u>Date of first issue</u>	<u>Date of expiry</u>
OJT	16/12/2003	<u>25/05/2011</u>
EXM	16/12/2003	<u>25/05/2011</u>
<u>LAN – ENG (6)</u>	<u>25/05/2008</u>	<u>N/A</u>

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DECODE

Rating Abbreviations

Aerodrome Control Visual	ADV
Aerodrome Control Instrument	ADI
Approach Control Procedural	APP
Approach Control Surveillance	APS
Area Control Procedural	ACP
Area Control Surveillance	ACS

Rating Endorsement Abbreviations

Air Control	AIR
Automatic Dependent Surveillance	ADS
Ground Movement Control	GMC
Ground Movement Surveillance	GMS
Precision Approach Radar	PAR
Radar	RAD
Surveillance Radar Approach	SRA
Terminal Control	TCL
Tower Control	TWR

UK Rating Endorsement Abbreviations

Oceanic	OCN
Offshore	OFF
Special tasks	SPT

Licence Endorsement Abbreviations

Examiner	EXM
On-the-job training Instructor	OJT
<u>Language Proficiency - English (ICAO Level)</u>	<u>LAN-ENG</u>

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Appendix 3 - Summary of changes to CAP 744 to be introduced from May 2008

The following proposed changes are subject to the outcome of the Department for Transport's consultation on an amendment to the Air Navigation Order to incorporate the requirements of the European Union Directive on a Community Air Traffic Controller Licence.

1. Terminology/Editorial Changes

1a	CAP 744 title changed to 'Air Traffic Controllers - Licensing'
1b	The term 'Unit Licence Endorsement' replaced by the term 'Unit Endorsement'.
1c	The term 'Local Competence Scheme' replaced by the term 'Unit Competence Scheme'.
1d	Inclusion of Automatic Dependent Surveillance (ADS) rating endorsement to the Approach Control Surveillance rating and Area Control Surveillance rating.

2. Changes to Existing Requirements

2a	All Units required to have an approved Unit Competence Scheme.	Note: Units that do not currently participate in the Local Competence Scheme will not be required to employ Local Competence Examiners as a result of this change.
2b	The '5 year rule' changed to a '4 year rule'.	At present, a controller who has not exercised the privileges of a rating for a period of 5 or more years is required to undertake an Assessment for Previous Competence before being permitted to commence unit training in that rating. This period will be reduced to 4 years.
2c	Minimum age for applicants for a full ATCO Licence increased from 20 to 21 years of age.	The CAA (ATSD) will have discretion to accept applications for a full ATCO Licence from applicants who are 20 years of age in duly justified cases.
2d	Competence of OJT Instructors to be re-assessed at least every 3 years.	OJT Instructor Endorsement to have 3-year validity period.

3. New Requirements

3a	Requirement for controllers to be assessed for proficiency in the English Language.	In accordance with the Language Proficiency requirements contained in ICAO Annex 1.
3b	Requirement for ATCO Licences and Student ATCO Licences to include an English Language Proficiency endorsement.	A Licence is not valid unless it contains a current English Language Proficiency endorsement.
3c	Requirement for periodic re-assessment of English Language Proficiency, where a controller's level of language proficiency is below 'Expert' Level.	Expert Level is Level 6 of the ICAO Language Proficiency rating scale.
3d	Mutual Recognition of Licences issued in accordance with the Directive added.	UK CAA is obliged to recognise an ATCO Licence from other EU States where that Licence has been issued in accordance with the Directive.
3e	Applicants for a Student ATCO Licence must hold at least one 'GCSE' qualification or equivalent.	The CAA (ATSD) will have discretion to accept applications from applicants who do not meet these requirements.
3f	Competence of Examiners to be re-assessed at least every 3 years.	Examiner Endorsement to have 3-year validity period.

4. CAP 744 Content Changes

4a	Part 3, Section 4 - 'Training at ATC units'.	Removed from CAP 744 and inserted in CAP 584 as the latter will contain all the requirements related to the certification of training provision, including Unit Training.
4b	Part 3, Section 5 - 'Unit Training Plan'.	Removed from CAP 744 and inserted in CAP 584 as the latter will contain all the requirements related to the certification of training provision, including Unit Training.
4c	Appendix 1 'A Guide to the Licensing Process'.	Removed from CAP 744 and to be issued as a separate guidance CAP primarily for the use of potential and existing ATCO licence-holders.
4d	Appendix 2 Parts A, B, C and D - Unit Training Plans and TRUCE.	Removed from CAP 744 and inserted in CAP 584 as the latter will contain all the requirements related to the certification of training provision, including Unit Training.
4e	Appendix 3 'Guidance to ATS Providers on Briefing and Debriefing of Student and Trainee Air Traffic Controllers'	Removed from CAP 744 as content contained in OJT Instructor training course material.
4f	Appendix 4 'Criteria for the use of simulators in ATC training'.	Removed from CAP 744 and inserted in CAP584.