

Notification of Completion of an Air Traffic Controller (ATCO) Unit Endorsement Assessment (Regulation UK (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 5.



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. 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.

2. TYPE OF UNIT ENDORSEMENT ASSESSED (Completed by the Applicant)

Initial Issue: New Rating/Subsequent Issue: Renewal: Temporary (Special Event):

3. UNIT ENDORSEMENT ASSESSMENT RESULTS (Completed by Assessor)

Actual Assessment Date (dd/mm/yyyy): Temporary Endorsement Expiry Date (if applic.) (dd/mm/yyyy):

Unit Endorsement details: (Sector / Rating / Rating Endorsement)	Practical		Oral	
	PASS	FAIL	PASS	FAIL
.....	PASS	FAIL	PASS	FAIL
.....	PASS	FAIL	PASS	FAIL
.....	PASS	FAIL	PASS	FAIL
.....	PASS	FAIL	PASS	FAIL

Assessment remarks (where the outcome is 'FAIL', Assessors are to record reasons for the decision):
Practical:

Oral:

4. MEMBERS OF THE ASSESSMENT BOARD (Completed by Assessor(s))

Surname: Forename(s):
Assessor Licence number: Chair: Assessor: Signature:

Surname: Forename(s):
Assessor Licence number: Chair: Assessor: Signature:

Surname: Forename(s):
Assessor Licence number: Chair: Assessor: Signature:

5. APPLICATION FORM SUBMISSION SERVICE (SUBMIT)

Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application and supporting documentation (if applicable). You will be required to upload a copy of the completed application form as part of the submission.

The button will direct you to the CAA Customer Portal. The first time you access the CAA Customer Portal you will need to create a user account, there are instructions provided and it only takes a few minutes to register. If you have used the CAA Customer Portal before, please log in to your existing user account.

After receipt of your application, we will contact you using the contact details provided on this form to request payment of the relevant application fee. Please indicate your preferred payment method:

Email (you will receive a secure payment link from 'noreply@payments.caa.co.uk')

SMS (you will receive a secure payment link from 'CAA PAYMENTS')

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and provided the supporting documentation (if applicable).

The charge(s) required will be calculated in accordance with the current CAA Scheme of charges [List of Official Record Series 5 - Scheme of Charges \(caa.co.uk\)](#)

Important: Please save your completed form before proceeding.



If you prefer, you can access the service by logging onto the CAA Customer Portal via <https://portal.caa.co.uk> and selecting the Application Form Submission Service.

Notification of Completion of an Air Traffic Controller (ATCO) Unit Endorsement Assessment

Guidance on completion of CAA Form SRG 1411D



General

This form must be used to notify CAA Licensing Assessment of the completion of a Unit Endorsement Assessment. This form must be used to notify the completion of Unit Endorsement Assessments relating to:

- The Initial Issue of an ATCO Licence (SRG 1411A)
- The Issue of a new or subsequent Rating/Rating Endorsement to an existing licence (SRG 1411B)
- The Renewal of an ATCO Unit Endorsement (SRG 1411B)
- The Issue of a Temporary Unit Endorsement for a Special Event (SRG 1411B)

Section 1 Personal Details

To maintain consistency of personal detail records please ensure the details entered match that on the applicant's passport. The Applicants Permanent Address must be the applying ATCO's address not the unit's address. Fully complete the Unit Address and ICAO Locator Indicator code.

Section 2 Type of Unit Endorsement Assessed

Be sure to tick the correct box relating to the type of assessment carried. Initial Issue, New rating or Subsequent issue, Renewal, Temporary, Exchange.

Section 3 Rating/Endorsement to be Assessed

This section is to be completed by the Assessor. Enter the date of the assessment and for a Temporary Unit Endorsement (Special Event) the expiry date. Enter the Unit Endorsement details i.e. the Rating and rating endorsement, if applicable, including sector/position as appropriate and indicate 'Pass' or 'Fail' as applicable. If a 'Fail' is indicated enter reasons in space provided.

Section 4 Members of the Assessment Board

Enter Assessors details and signatures.

SRG Forms for ATCO Licensing

- SRG1411A: Application for the Issue of an Air Traffic Controller Licence
- SRG1411B: Application for the inclusion, renewal or cancellation of Unit Endorsements in an ATCO Licence
- SRG1411D: Notification of Completion of an Air Traffic Controller (ATCO) Unit Endorsement Assessment
- SRG1411E: Application for the Notification of a Change to Personal Details to an ATCO or FISO licence or Radio Operator Certificate of Competence
- SRG1411F: Application for the reissue of a UK Regulation (EU) 2015/340 Air Traffic Controller (ATCO) Licence that has been exchanged for an EU Member State licence
- On-Line Form: [Replace a licence or certificate that has been lost, damaged or stolen](#)
- SRG1415: Application for the issue, revalidation or renewal of an ATC Assessor, OJTI or STDI licence endorsement
- SRG1416: Record of Revalidation of an ATCO Unit Endorsement
- SRG1421: Application for the Issue of a Student Air Traffic Controller License or the inclusion of Additional Ratings
- SRG1426: Air Traffic Controller Licence - Revalidation or Renewal of an English Language Proficiency Endorsement