

Application for the inclusion of Unit Endorsements for new Ratings, existing Ratings including Special Events and for the Renewal and Cancellation of Unit Endorsements in an Air Traffic Controller (ATCO) Licence (UK Regulation (EU) 2015/340)



Please read the included guidance notes before completing. Submission instructions can be found at the end of the 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, license, approval, permission or other document. This offence is punishable on summary conviction by a fine, and on conviction on indictment with an unlimited fine or imprisonment or both.

1. APPLICATION FOR

(Complete Sections Listed)

- Unit Endorsement for a New Rating/Rating Endorsement (2, 3, 4, 5, 7, 8 and 9)
- Unit Endorsement for an Existing Rating/Rating Endorsement (2, 3, 4, 7, 8 and 9)
- Unit Endorsement to Renew an Expired Unit Endorsement (2, 3, 4, 7, 8 and 9)
- Unit Endorsement for a Special Event (Temporary) (2, 3, 4, 7, 8 and 9)
- The Cancellation of a Unit Endorsement (2, 6, 7, 8 and 9)

2. PERSONAL DETAILS (Complete as shown on passport)

(Completed by the Applicant)

Serial Number of Licence:

Title: Surname: Forename(s):

Date of Birth : 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. NOTIFICATION OF UNIT ENDORSEMENT ASSESSMENT

(Completed by the Applicant)

Location of assessment: Proposed date

4. RATING/ENDORSEMENT TO BE ASSESSED			(Completed by the Applicant)
Unit Endorsement Sector/Position(s) (if appropriate):			
Rating	Rating Endorsement	Description	
ADV Aerodrome Control Visual:			
ADI Aerodrome Control Instrument:	TWR: AIR: RAD: GMC: GMS:	Tower Control Air Control Aerodrome Radar Ground Movement Control Ground Movement Surveillance	
APP Approach Control Procedural:			
APS Approach Control Surveillance:	SRA: PAR: TCL:	Surveillance Radar Approach Precision Approach Radar Terminal Control	
ACP Area Control Procedure:	OCN:	Oceanic	
ACS Area Control Surveillance:	TCL: OCN:	Terminal Control Oceanic	

5. DETAILS OF APPLICABLE RATING TRAINING COURSE			(Completed only when the unit endorsement is for a new rating)
Rating:	Approved Course completed:	Course number:	
Name of training organisation:			

6. CANCELLATION OF UNIT ENDORSEMENT		(Completed by the Applicant)
Rating/Rating Endorsement/Sector/Operational Position (e.g. ADI/TWR/RAD/GMS/EGXX Tower)		
.....		
..... Date of cancellation:		

7. DECLARATION BY UNIT		(Completed by the Unit Manager)
I, the undersigned, hereby certify that:		
The applicant meets the relevant requirements of UK Regulation (EU) 2015/340.		
The applicant commenced unit training on . and has been in continuous training since that date and is recommended for a Unit Endorsement Assessment		
Date (dd/mm/yyyy):		Signature:
Surname:		Forenames:
Post held:		

8. FINANCIAL DECLARATION (MUST BE COMPLETED BY APPLICANT EVEN IF PAYMENT IS MADE BY A THIRD PARTY)

I am applying for the inclusion of Unit Endorsements for new Ratings, existing Ratings including Special Events or for the Renewal or Cancellation of Unit Endorsements.

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.

I agree to pay the charges for this application in accordance with the Scheme of Charges (www.caa.co.uk/ors5).

I agree to pay any additional charges which may become payable in respect of this application under the Scheme of Charges.

Name of Applicant (as shown in 2):

Signature of Applicant (named in 2): Date:

9. PAYMENT BY A THIRD PARTY

Please provide payee details here (if different from above)

Email:

Mobile number:

HANDLED BY A THIRD PARTY

Is the applicant being handled by a third party? ☐

Name of individual handling application

Email:

Mobile number:

10.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, supporting documentation (if applicable) and to make payment by credit/debit card. 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')

Where payment is to be made via bank transfer, the payment reference must include the individual's CAA reference number and application form, e.g. 123456A1411A.

If a transfer is for multiple individuals/applications, please send an accompanying email to licence.applications@caa.co.uk detailing the fee for each CAA reference and application. This ensures accurate reconciliation of payments, and will reduce the time taken to process your application.

Delays will occur where the above guidance is not followed.

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and paid the relevant fee.

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.

Application Form Submission Service

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.

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Guidance on completion of CAA Form SRG1411B



Section 1 Type of Application
<p>This form is used for five types of application:</p> <ul style="list-style-type: none">• The application to obtain a unit endorsement for a new rating• The application to obtain a subsequent unit endorsement for an existing rating• The application to renew an expired unit endorsement• The application for a temporary endorsement (Special Event)• The application to cancel a unit endorsement <p>Select the type of application in Section 1 and tick the appropriate box. It is then important to ensure all the appropriate sections of the form indicated in Section 1 are completed.</p>

Section 2 Personal Details
<p>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.</p>

Section 3 Notification of Unit Endorsement Assessment
<p>Enter the Location and Proposed date (see below) of the Unit Endorsement Assessment.</p> <p>Where the application is to obtain an Initial Unit Endorsement for a new rating the applicant must be assessed for competence by a Unit Endorsement assessment board. The board must be chaired by a CAA Inspector ATS unless otherwise authorised. Please contact your Regional Office CAA Inspector ATS to agree dates for the assessment board before submitting this form.</p> <p>Where the application is for a Subsequent Unit Endorsement for an existing rating or for the Renewal of a Unit Endorsement that has expired, the applicant must be assessed for competence by a Unit Endorsement assessment board. Unit Assessors who hold an Assessor Endorsement (Chairman), authorisation letter may, at the discretion of the relevant Regional Office Principal Inspector be permitted to conduct the assessment board.</p> <p>At Units that do not have an appropriately authorised assessor, a CAA Inspector ATS will chair the assessment board.</p> <p>Please contact your CAA Regional Office to obtain permission to chair the assessment board or to arrange for the attendance of a CAA Inspector ATS as appropriate and in the latter case, agree a date for the assessment before submitting this form.</p> <p>Where the application is for a Temporary Unit Endorsement, this is usually for a Special Event of limited duration; the assessment must be carried out by a CAA Inspector ATS.</p> <p>To allow time for processing, this form should be submitted at least 15 days before the agreed assessment date.</p> <p>Where a new Rating has to be included on the licence, CAA ATS Licensing will issue a new ATCO licence on receipt of this form. The licence will contain the details of the Rating/Endorsement being assessed including the expiry date, based on the proposed assessment date. Should, for any reason, the proposed assessment date have to be amended, notify ATS Licensing by e mail (ats.licensing@caa.co.uk) of the new date as soon as possible. ATS Licensing will issue a new licence based on the new assessment date. The old licence is to be returned to the CAA at the address shown in section 10.</p> <p>Should the unit endorsement assessment be cancelled inform ATS licensing and your CAA Regional Office.</p> <p>NOTE: COMPLETION OF A UNIT ENDORSEMENT ASSESSMENT MUST BE NOTIFIED TO THE CAA ON FORM SRG1411D</p>

Section 4 Rating/Endorsement to be Assessed
<p>Tick the appropriate boxes to indicate the Rating and Rating Endorsement, where relevant, to be assessed and enter details of Sector/Position against the Rating Endorsement if appropriate.</p>

Section 5 Details of Rating Training Course

This section must be completed only when a New Rating is to be added to a licence and must detail relevant Initial Training Organisation course undertaken for the new rating.

Section 6 Cancellation of a Unit Endorsement

This section to be completed only when cancelling a Unit Endorsement.

Details of the Unit Endorsement to be cancelled are to be entered here. On receipt of this form ATS Licensing will issue a new and appropriately amended licence if the cancelled unit endorsements are within their validity period.

Section 7 Declaration by Unit

Must be completed by the ATS Unit Manager or other senior staff member.

Section 8 Financial Declaration

This must be completed by the applicant.

Section 9 Payment

Certain Air Traffic Service Providers/Training Organisations e.g. NATS, have an 'Agreed Method of Payment' with the CAA. All other organisations must make the appropriate payment by any of the methods shown on the form.

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 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