

Notification and Record of Revalidation of an ATCO Unit 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 the sections listed)

- Notification of an intended revalidation of an ATCO Unit Endorsement by a CAA Inspector (Sections 1,2,3,7 & 8)
- Notification and record of the completion of a revalidation assessment by a CAA Inspector (Sections 1,2,4,5,6)
- Notification and record of the revalidation of an ATCO Unit Endorsement by a unit assessor (Sections 1,2,4,5,6)

2. PERSONAL DETAILS

(Complete as shown on passport)

Serial Number of Licence: Medical Certificate Expiry Date:

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. PROPOSED DATE OF REVALIDATION ASSESSMENT

Date: Number of planned Unit Endorsements (UE).....

**4. REVALIDATION ASSESSMENT(S) OF THE FOLLOWING UNIT ENDORSEMENTS
HAVE BEEN COMPLETED** (Completed by the Assessor)

Sector/Position/Rating/Endorsement	Date of revalidation assessment (dd/mm/yyyy)	Endorsement expiry date entered on the licence (dd/mm/yyyy)	Assessor Name (Print)
.....
.....
.....
.....
.....

Assessment remarks (where the outcome of the assessment is 'FAIL', the assessor is to record reasons for the decision):

Practical:

Oral:

5. DECLARATION BY ASSESSOR(S) (Completed by the Assessor(s))

By completing and signing this form the signatories below confirm that the licence holder identified above satisfies all the requirements for the revalidation of unit endorsement(s) as required by UK Regulation (EU) 2015/340.ATCO.B.020.

Assessor
Surname: Forename(s):
Licence Serial Number: Signature:

Assessor
Surname: Forename(s):
Licence Serial Number: Signature:

6. DECLARATION BY THE APPLICANT

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

Signature: Date:

7. FINANCIAL DECLARATION

I am applying for the revalidation of an ATCO licence unit endorsement **conducted by a CAA Inspector**.
I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.
I enclose the charges payable on 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:

8. 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')

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 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.

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.

Notification and Record of Revalidation of an ATCO Unit Endorsement

Guidance on completion of CAA Form SRG 1416



General

This form is used to notify the CAA ATS Licensing Assessment of the planned revalidation assessment by a CAA Inspector and outcome of an ATCO licence Unit Endorsement revalidation assessment by either a unit assessor or CAA Inspector.

The form may be used to notify up to 5 Unit Endorsement revalidation assessments.

Section 1 Type of Application

This form is used for three types of application :

- To notify of an intended revalidation of an ATCO Unit Endorsement by a CAA Inspector (**Payment required**)
- To notify and record the completion of the revalidation of an ATCO Unit Endorsement by a CAA Inspector
- The notify and record of the revalidation of an ATCO Unit Endorsement by a unit assessor

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.

Section 2 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 3 Proposed date of Revalidation Assessment

This section is only required for completion where the revalidation assessment is to be conducted by a CAA Inspector.

Section 4 Revalidation of the assessment(s) of the following unit endorsements(s) have been completed

Enter clearly the rating and rating endorsement, including sector and position if applicable, for which the revalidation assessment has been undertaken under the appropriate heading.

Enter the date that the revalidation assessment was carried out under the appropriate heading.

Enter the expiry date of the revalidated unit endorsement entered on the ATCO Licence under the appropriate heading.

Note: If the ATCO fails the revalidation assessment leave this space blank.

Note: In accordance with regulation 2015/340 ATCO.B.020 the expiry date is dependent on when the assessment was carried out i.e. if the assessment was carried out in the three months prior to the expiry date the validity period of the revalidated unit endorsement will be counted from the expiry date. If the assessment was carried out before this date, the validity period of the revalidated unit endorsement shall start not later than 30 days after the unit endorsement revalidation assessment.

The assessor to print their name under the appropriate heading.

Assessment results: Notes on the quality of the assessment. If the ATCO fails the assessment record here the rational for this decision.

Section 5 Declaration by the Assessor(s)

The assessors are to sign this section and enter their licence details.

Note: By completing and signing this form the signatories confirm that the licence holder who has been assessed satisfies all the requirements for the revalidation of unit endorsement(s) as required by UK Regulation (EU) 2015/340. ATCO.B.020. This includes the following:

- (1) The applicant has been exercising the privileges of the licence for a minimum number of hours as defined in the unit competence scheme;
- (2) The applicant has undertaken refresher training within the validity period of the unit endorsement according to the unit competence scheme;
- (3) The applicant's competence has been assessed in accordance with the unit competence scheme.

Section 6 Declaration by the Applicant

This must be completed by the applicant .

Section 7 Financial Declaration

This must be completed by the applicant.

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 2015/340 Air Traffic Controller (ATCO) 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: Notification and 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 – Application for the initial issue, revalidation or Renewal of an English Language Proficiency Endorsement