



Directorate of Civil Aviation
Grand-Duché de Luxembourg

ISSUE, REVALIDATION, RENEWAL
AND MODIFICATION OF ATCO
LICENCES

DAC-NSA-710

ISSUE, REVALIDATION, RENEWAL AND MODIFICATION OF ATCO LICENCES

PROCEDURE MANAGEMENT

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REVISION FOLLOW-UP

Document Version	Change identification	Date
1.0	Version in accordance with (EU) 2015/340	30/12/2016
2.0	General Revision	01/02/2017




Directorate of Civil Aviation
Grand-Duché de Luxembourg

**ISSUE, REVALIDATION, RENEWAL
AND MODIFICATION OF ATCO
LICENCES**

DAC-NSA-710

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1. GENERAL

1.1. SCOPE

This procedure describes the process to be followed in order to issue, revalidate, renew and to modify ATCO licenses with accordance with the (EU) regulations mentioned in point 1.2 of this procedure.

1.2. REFERENCED DOCUMENTS

Document	Issue
Regulation (EC) 216/2008	Latest amendment
Regulation (EU) 2015/340	20/02/2015

2. TYPE OF APPLICATIONS

The applicant shall send the duly filled out and signed the DAC Form 710-1 – Application form for ATCO Licence together with all relevant documents, to the licensing office of the Direction de l’Aviation Civile (DAC) at least **one month before** the expiry date of the licence, if applicable.

The licence shall remain the property of the person to whom it is issued, unless it is revoked by the DAC/NSA in accordance with the conditions set on the procedure DAC-NSA-711.


2.1. ISSUANCE OF A STUDENT AIR TRAFFIC CONTROLLER LICENCE

Documents to provide:

- a) The filled out and signed DAC Form 710-1 – Application form for ATCO Licence;
- b) A copy of the applicant’s ID card or passport (be at least 18 years old);
- c) A certificate attesting a successfully completion of an initial training at a training organisation satisfying the requirements laid down in Annex III (Part ATCO.OR) relevant to the rating, and if applicable, to the rating endorsement Part ATCO, Subpart D, Section 2;
- d) A certificate attesting an adequate level of English language proficiency (at least level 4);
- e) A copy of a valid medical certificate;
- f) A copy of the bank transfer of 50€. In case of a group bank transfer please join a list with the concerned persons.
- g) A certificate of residence.

2.1.1. GENERAL CONDITIONS

Holders of a student air traffic controller licence shall be authorised to provide air traffic control services in accordance with the rating(s) and rating endorsement(s) contained in their licence under the supervision of an on- the-job training instructor and to undertake training for rating endorsement(s).

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This licence shall contain the language endorsement(s) and at least one rating and, if applicable, one rating endorsement.

The holder of a student air traffic controller licence who has not started exercising the privileges of that licence within one year from the date of its issue or has interrupted exercising those privileges for a period of more than one year may only start or continue unit training in that rating after an assessment of his/her previous competence, conducted by a training organisation satisfying the requirements laid down in Annex III (Part ATCO.OR) and certified to provide initial training relevant to the rating, as to whether he/she continues to satisfy the requirements relevant to that rating, and after satisfying any training requirements resulting from this assessment.

2.2. EXTENSION OF A STUDENT AIR TRAFFIC CONTROLLER LICENCE

Documents to provide:

- a) The filled out and signed DAC Form 710-1 – Application form for ATCO Licence;
- b) A copy of the applicant's ID card or passport;
- c) A certificate attesting an adequate level of English language proficiency (at least level 4);
- d) A copy of a valid medical certificate;
- e) A copy of the bank transfer of 25€. In case of a group bank transfer please join a list with the concerned persons.
- f) A certificate of residence, in case the address has changed since the last application.


2.2.1. GENERAL CONDITIONS

See point 2.1.1.

2.3. ISSUANCE OF AN AIR TRAFFIC CONTROLLER LICENCE (INITIAL ISSUE)

Documents to provide:

- a) Student air traffic controller licence;
- b) The filled out and signed DAC Form 710-1 – Application form for ATCO Licence;
- c) A copy of the applicant's ID card or passport;
- d) A certificate attesting the successful completion of a unit endorsement course and successfully passed the appropriate examinations and assessments in accordance with the requirements set out in Part ATCO, Subpart D;
- e) A certificate attesting an adequate level of English language proficiency (at least level 4);
- f) A copy of a valid medical certificate;
- g) A copy of the bank transfer of 200€. In case of a group bank transfer please join a list with the concerned persons.
- h) A certificate of residence, in case the address has changed since the last application.

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2.3.1. GENERAL CONDITIONS

The validity period of unit endorsements for initial issue and renewal shall start not later than 30 days from the date on which the assessment has been successfully completed.

2.4. REVALIDATION OF AN AIR TRAFFIC CONTROLLER LICENCE

Documents to provide:

- a) The filled out and signed DAC Form 710-1 – Application form for ATCO Licence;
- b) A copy of the applicant's ID card or passport;
- c) Evidence that the applicant has been exercising the privileges of the licence for a minimum number of hours as defined in the unit competence scheme;
- d) Evidence that the applicant has undertaken refresher training within the validity period of the unit endorsement according to the unit competence scheme;
- e) Evidence that the applicant's competence has been assessed in accordance with the unit competence scheme not earlier than three months prior to the expiry date of the unit endorsement;
- f) A certificate attesting an adequate level of English language proficiency (at least level 4);
- g) A copy of a valid medical certificate;
- h) A copy of the bank transfer of 25€. In case of a group bank transfer please join a list with the concerned persons.
- i) A certificate of residence, in case the address has changed since the last application.

2.4.1. GENERAL CONDITIONS


Unit endorsements shall be revalidated, provided that the requirements set out in PART ATCO. B.020 (g) are met, within the 3-month period immediately preceding their expiry date. In such cases the validity period shall be counted from that expiry date.

If the unit endorsement is revalidated before the period provided for in point PART ATCO. B.020 (h), its validity period shall start not later than 30 days from the date on which the assessment has been successfully completed, provided that the requirements in PART ATCO. B.020 (g)(1) and (2) are also met.

2.5. RENEWAL OF AN AIR TRAFFIC CONTROLLER LICENCE

Documents to provide:

- a) The filled out and signed DAC Form 710-1 – Application form for ATCO Licence;
- b) A copy of the applicant's ID card or passport;
- c) A certificate attesting the successful completion of a unit training plan at a certified training organisation as defined in the unit competence scheme;
- d) A certificate attesting an adequate level of English language proficiency (at least level 4);
- e) A copy of a valid medical certificate;

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- f) A copy of the bank transfer of 25€. In case of a group bank transfer please join a list with the concerned persons;
- g) A certificate of residence, in case the address has changed since the last application.

2.5.1. GENERAL CONDITIONS

The validity period of unit endorsements for initial issue and renewal shall start not later than 30 days from the date on which the assessment has been successfully completed.

If the validity of a unit endorsement expires, the licence holder shall successfully complete the unit endorsement course in accordance with the requirements set out in **Part ATCO, Subpart D, Section 3** in order to renew the endorsement.

2.6. MODIFICATION OF AN AIR TRAFFIC CONTROLLER LICENCE

Documents to provide:


- a) The filled out and signed DAC Form 710-1 – Application form for ATCO Licence;
- b) A copy of the applicant’s ID card or passport;
- c) A certificate attesting the successful completion of new ratings or rating endorsements;
- d) A certificate attesting an adequate level of English language proficiency (at least level 4);
- e) A copy of a valid medical certificate;
- f) A copy of the bank transfer of 50€. In case of a group bank transfer please join a list with the concerned persons.
- g) A certificate of residence, in case the address has changed since the last application.

2.6.1. GENERAL CONDITIONS

Holders of an air traffic controller licence shall be authorised to provide air traffic control services in accordance with the ratings and rating endorsements of their licence, and to exercise the privileges of the endorsements contained therein. This licence shall include the privileges of a student air traffic controller licence.

The air traffic controller licence shall be validated by the inclusion of one or more ratings and the relevant rating, unit and language proficiency endorsements for which the training was successful.

The holder of an air traffic controller licence who has not started exercising the privileges of any rating within one year from the date of its issue may only start unit training in that rating after an assessment of his/her previous competence, conducted by a training organisation satisfying the requirements laid down in Annex III (Part ATCO.OR) and certified to provide initial training relevant to the rating, as to whether he/she continues to satisfy the requirements relevant to that rating, and after satisfying any training requirements resulting from this assessment.

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2.7. RENEWAL OR MODIFICATION OF AN ENGLISH LANGUAGE PROFICIENCY ENDORSEMENT

Documents to provide:

- a) The filled out and signed DAC Form 710-1 – Application form for ATCO Licence;
- b) A copy of the applicant’s ID card or passport;
- c) A copy of the certificate attesting the successful completion of a new English language proficiency endorsement; (at least level 4);
- d) A copy of a valid medical certificate;
- e) A copy of the bank transfer of 50€. In case of a group bank transfer please join a list with the concerned persons.
- f) A certificate of residence, in case the address has changed since the last application.

2.7.1. GENERAL CONDITIONS

The validity period of the language proficiency endorsements for initial issue and renewal shall start not later than 30 days from the date on which the language proficiency assessment has been successfully completed.

Language proficiency endorsements shall be revalidated following successful completion of the language proficiency assessment taking place within three months immediately preceding their expiry date. In such cases the new validity period shall be counted from that expiry date.


If the language proficiency endorsement is revalidated before the period mentioned before its validity period shall start not later than 30 days from the date on which the language proficiency assessment has been successfully completed.

When the validity of a language proficiency endorsement expires, the licence holder shall successfully complete a language proficiency assessment in order to have his/her endorsement renewed.

2.8. ISSUANCE OF AN ON-THE-JOB TRAINING INSTRUCTOR (OJTI) ENDORSEMENT (INITIAL ISSUE)

Documents to provide:

- a) The filled out and signed DAC Form 710-1 – Application form for ATCO Licence;
- b) A copy of the applicant’s ID card or passport;
- c) A copy of the air traffic controller licence containing a valid unit endorsement;
- d) Evidence that the applicant has exercised the privileges of an air traffic controller licence for a period of at least two years immediately preceding the application. This period can be shortened to not less than one year by the DAC/NSA when requested by the training organisation;
- e) Evidence that the applicant has exercised for an immediately preceding period of at least six months the privilege of the valid unit endorsement, in which instruction will be given;

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- f) Evidence that the applicant has, within the year preceding the application, successfully completed a practical instructional techniques course during which the required knowledge and pedagogical skills are taught and have been appropriately assessed;
- g) A valid certificate attesting an adequate level of English language proficiency (at least level 4);
- h) A copy of a valid medical certificate;
- i) A copy of the bank transfer of 50€. In case of a group bank transfer please join a list with the concerned persons.
- j) A certificate of residence, in case the address has changed since the last application.

2.8.1. GENERAL CONDITIONS

Holders of an OJTI endorsement are authorised to provide practical training and supervision on operational working positions for which a valid unit endorsement is held and on synthetic training devices in the ratings held.


A person shall only carry out practical training when he/she holds an air traffic controller licence with an on-the-job training instructor (OJTI) endorsement. The OJTI endorsement shall be valid for a period of three years.

In the case of first issue and renewal the period of validity of the OJTI endorsement shall start not later than 30 days from the date on which the assessment has been successfully completed.

2.9. REVALIDATION OF AN ON-THE-JOB TRAINING INSTRUCTOR (OJTI) ENDORSEMENT.

Documents to provide:

- a) The filled out and signed DAC Form 710-1 – Application form for ATCO Licence;
- b) A copy of the applicant's ID card or passport;
- c) A copy of the air traffic controller licence containing a valid unit endorsement and a valid OJTI endorsement in which instruction will be given;
- d) Evidence that the applicant has exercised the privileges of an air traffic controller licence for a period of at least two years immediately preceding the application. This period can be shortened to not less than one year by the DAC/NSA when requested by the training organisation;
- e) Evidence that the applicant has successfully completed refresher training on practical instructional skills during its validity period;
- f) A certificate attesting an adequate level of English language proficiency (at least level 4);
- g) A copy of a valid medical certificate;
- h) A copy of the bank transfer of 25€. In case of a group bank transfer please join a list with the concerned persons.
- i) A certificate of residence, in case the address has changed since the last application.

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2.9.1. GENERAL CONDITIONS

See point 2.8.1.

2.10. RENEWAL OF AN ON-THE-JOB TRAINING INSTRUCTOR (OJTI) ENDORSEMENT

Documents to provide:

- a. The filled out and signed DAC Form 710-1 – Application form for ATCO Licence;
- b. A copy of the applicant's ID card or passport;
- c. A copy of the air traffic controller licence containing a valid unit endorsement in which instruction will be given;
- d. Evidence that the applicant has exercised the privileges of an air traffic controller licence for a period of at least two years immediately preceding the application. This period can be shortened to not less than one year by the DAC/NSA when requested by the training organisation;
- e. Evidence that the applicant has exercised for an immediately preceding period of at least six months the privilege of the valid unit endorsement, in which instruction will be given;
- f. Evidence that the applicant has successfully completed refresher training on practical instructional skills within the year preceding the application for renewal;
- g. Evidence that the applicant has successfully passed a practical instructor competence assessment within the year preceding the application for renewal;
- h. A certificate attesting an adequate level of English language proficiency (at least level 4);
- i. A copy of a valid medical certificate;
- j. A copy of the bank transfer of 25€. In case of a group bank transfer please join a list with the concerned persons.
- k. A certificate of residence, in case the address has changed since the last application.


2.10.1. GENERAL CONDITIONS

See point 2.8.1.

2.11. ISSUANCE OF A TEMPORARY ON-THE-JOB TRAINING INSTRUCTOR (OJTI) ENDORSEMENT (IN CASE OF THE IMPLEMENTATION OF A NEW SECTOR OR UNIT ENDORSEMENT WITHIN A UNIT)

Documents to provide:

- a. The filled out and signed DAC Form 710-1 – Application form for ATCO Licence;
- b. A copy of the applicant's ID card or passport;
- c. A copy of the air traffic controller licence containing a valid unit endorsement and a valid OJTI endorsement;
- d. Evidence that the applicant has exercised the privileges of an air traffic controller licence for a period of at least two years immediately preceding the application.;

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- e. Evidence that the applicant has exercised for an immediately preceding period of at least six months the privilege of the valid unit endorsement. If this is not possible, the DAC/NSA may grant temporary OJTI authorization based on a safety analysis presented by the air navigation service provider;
- f. A certificate attesting an adequate level of English language proficiency (at least level 4);
- g. A copy of a valid medical certificate;
- h. A copy of the bank transfer of 25€. In case of a group bank transfer please join a list with the concerned persons.
- i. A certificate of residence, in case the address has changed since the last application.

The applications are only valid when all required documents have been provided.

2.11.1. GENERAL CONDITIONS

The temporary OJTI authorisation may be issued to holders of a valid OJTI endorsement. This authorisation shall be limited to the instruction necessary to cover exceptional situations and its validity shall not exceed one year or the expiration of the validity of the OJTI endorsement issued in accordance with point 7, 8 and 9, whichever occurs sooner.

The temporary OJTI endorsement will be issued in a separate document as foreseen in the (EU) 2015/340.


2.12. ISSUANCE OF A SYNTHETIC TRAINING DEVICE INSTRUCTOR (STDI) ENDORSEMENT (INITIAL ISSUE)

Documents to provide:

- a. The filled out and signed DAC Form 710-1 – Application form for ATCO Licence;
- b. A copy of the applicant's ID card or passport;
- c. Evidence that the applicant has exercised the privileges of an air traffic controller licence in the rating they will instruct in for at least two years;
- d. Evidence that the applicant has, within the year preceding the application, successfully completed a practical instructional techniques course during which the required knowledge and pedagogical skills are taught using theoretical and practical methods and have been appropriately assessed;
- e. Where the STDI is providing pre-OJT, he/she shall hold or have held the relevant unit endorsement;
- f. A copy of the bank transfer of 50€. In case of a group bank transfer please join a list with the concerned persons.
- g. A certificate of residence, in case the address has changed since the last application.

2.12.1. GENERAL CONDITIONS

A person shall only carry out practical training when he/she holds an air traffic controller licence with a synthetic training device instructor (STDI) endorsement. The STDI endorsement shall be valid for a period of three years.

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Holders of an STDI endorsement are authorised to provide practical training on synthetic training devices:

- a) for subjects of practical nature during initial training;
- b) for unit training other than OJT; and
- c) for continuation training. Where the STDI is providing pre-OJT, he/she shall hold or have held the relevant unit endorsement.

Holders of an STDI endorsement shall only exercise the privileges of the endorsement if they have demonstrated knowledge of current operational practices.

Notwithstanding point 2.12 (c):

- a) for the purpose of basic training any rating held is appropriate;
- b) for the purpose of rating training, training may be provided for specific and selected operational tasks by an STDI holding a rating that is relevant for that specific and selected operational task.

In the case of first issue and renewal the period of validity of the STDI endorsement shall start not later than 30 days from the date on which the assessment has been successfully completed.

2.13. REVALIDATION OF A SYNTHETIC TRAINING DEVICE INSTRUCTOR (STDI) ENDORSEMENT.


Documents to provide:

- a. The filled out and signed DAC Form 710-1 – Application form for ATCO Licence;
- b. A copy of the applicant’s ID card or passport;
- c. Evidence that the applicant has exercised the privileges of an air traffic controller licence in any rating for at least two years;
- d. Evidence that the applicant has successfully completed refresher training on practical instructional skills and on current operational practices during its validity period (STDI refresher course);
- e. Where the STDI is providing pre-OJT, he/she shall hold or have held the relevant unit endorsement;
- f. A copy of the bank transfer of 25€. In case of a group bank transfer please join a list with the concerned persons.
- g. A certificate of residence, in case the address has changed since the last application.

2.13.1. GENERAL CONDITIONS

See point 2.12.1.

The STDI endorsement may be revalidated by successfully completing refresher training on practical instructional skills and on current operational practices during its validity period.

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2.14. RENEWAL OF A SYNTHETIC TRAINING DEVICE INSTRUCTOR (STDI) ENDORSEMENT

Documents to provide:

- a. The filled out and signed DAC Form 710-1 – Application form for ATCO Licence;
- b. A copy of the applicant’s ID card or passport;
- c. Where the STDI is providing pre-OJT, he/she shall hold or have held the relevant unit endorsement;
- d. Evidence that the applicant has exercised the privileges of an air traffic controller licence in any rating for at least two years;
- e. Evidence that the applicant has received refresher training on practical instructional skills and on current operational practices within the year preceding the application for renewal;
- f. Evidence that the applicant has successfully passed a practical instructor competence assessment within the year preceding the application for renewal;
- g. A copy of the bank transfer of 25€. In case of a group bank transfer please join a list with the concerned persons.
- h. A certificate of residence, in case the address has changed since the last application.

2.14.1. GENERAL CONDITIONS


See point 2.12.1.

If the STDI endorsement has expired, it may be renewed by receiving refresher training on practical instructional skills and on current operational practices; and successfully passing a practical instructor competence assessment; within the year preceding the application for renewal.

2.15. ISSUANCE OF AN ASSESSOR ENDORSEMENT (INITIAL ISSUE)

Documents to provide:

- a. The filled out and signed DAC Form 710-1 – Application form for ATCO Licence;
- b. A copy of the applicant’s ID card or passport;
- c. A copy of the air traffic controller licence containing a valid unit endorsement;
- d. Evidence that the applicant has exercised the privileges of an air traffic controller licence for at least two years;
- e. Evidence that the applicant has, within the year preceding the application have successfully completed an assessor course during which the required knowledge and skills are taught using theoretical and practical methods, and have been appropriately assessed;
- f. If the applicant will be responsible for assessments leading to the issue, revalidation and renewal of a unit endorsement, he/she shall also hold the unit endorsement associated with the assessment for an immediately preceding period of at least one year, and join the evidence;
- g. If the applicant will be responsible for assessing the competence of an applicant for the issue or renewal of an STDI endorsement, he/she shall hold an STDI or OJTI endorsement and have exercised the privileges of that endorsement for at least three years and join the evidence;

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- h. If the applicant will be responsible for assessing the competence of an applicant for the issue or renewal of an OJTI endorsement, he/she shall hold an OJTI endorsement and have exercised the privileges of that endorsement for at least three years and join the evidence;
- i. If the applicant will be responsible for assessing the competence of an applicant for the issue or renewal of an assessor endorsement, he/she shall have exercised the privileges of the assessor endorsement for at least three years and join the evidence;
- j. A certificate attesting an adequate level of English language proficiency (at least level 4);
- k. A copy of a valid medical certificate;
- l. A copy of the bank transfer of 50€. In case of a group bank transfer please join a list with the concerned persons.
- m. A certificate of residence, in case the address has changed since the last application.

2.15.1. GENERAL CONDITIONS

A person shall only carry out assessments when he/she holds an assessor endorsement. The assessor endorsement shall be valid for a period of three years.


Holders of an assessor endorsement are authorised to carry out assessments:

- a) during initial training for the issue of a student air traffic controller licence or for the issue of a new rating and/or rating endorsement, if applicable; of previous competence for the purpose of ATCO.B.001(d) and ATCO.B.010(b);
- b) of student air traffic controllers for the issue of a unit endorsement and rating endorsements, if applicable;
- c) of air traffic controllers for the issue of a unit endorsement and rating endorsements, if applicable, as well as for revalidation and renewal of a unit endorsement;
- d) of applicant practical instructors or applicant assessors when compliance with the requirements of point 14 (g) to (i) is ensured.

When assessing for the purpose of issue and renewal of a unit endorsement, and for ensuring supervision on the operational working position, the assessor shall also hold an OJTI endorsement, or an OJTI holding the valid unit endorsement associated with the assessment shall be present.

Assessors shall not conduct assessments whenever their objectivity may be affected.

In the case of first issue and renewal the period of validity of the assessor endorsement shall start not later than 30 days from the date on which the assessment has been successfully completed.

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2.16. REVALIDATION OF AN ASSESSOR ENDORSEMENT


Documents to provide:

- a. The filled out and signed DAC Form 710-1 – Application form for ATCO Licence;
- b. A copy of the applicant’s ID card or passport;
- c. A copy of the air traffic controller licence containing a valid unit endorsement;
- d. Evidence that the applicant has successfully completed refresher training on assessment skills and on current operational practices during its validity period;
- e. If the applicant will be responsible for assessments leading to the issue, revalidation and renewal of a unit endorsement, he/she shall also hold the unit endorsement associated with the assessment for an immediately preceding period of at least one year, and join the evidence;
- f. If the applicant will be responsible for assessing the competence of an applicant for the issue or renewal of an STDI endorsement, he/she shall hold an STDI or OJTI endorsement and have exercised the privileges of that endorsement for at least three years and join the evidence;
- g. If the applicant will be responsible for assessing the competence of an applicant for the issue or renewal of an OJTI endorsement, he/she shall hold an OJTI endorsement and have exercised the privileges of that endorsement for at least three years and join the evidence;
- h. If the applicant will be responsible for assessing the competence of an applicant for the issue or renewal of an assessor endorsement, he/she shall have exercised the privileges of the assessor endorsement for at least three years and join the evidence;
- i. A certificate attesting an adequate level of English language proficiency (at least level 4);
- j. A copy of a valid medical certificate;
- k. A copy of the bank transfer of 25€. In case of a group bank transfer please join a list with the concerned persons.
- l. A certificate of residence, in case the address has changed since the last application.

2.16.1. GENERAL CONDITIONS

When assessing for the purpose of issue and renewal of a unit endorsement, and for ensuring supervision on the operational working position, the assessor shall also hold an OJTI endorsement, or an OJTI holding the valid unit endorsement associated with the assessment shall be present.

The assessor endorsement may be revalidated by successfully completing refresher training on assessment skills and on current operational practices during its validity period.

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2.17. RENEWAL OF AN ASSESSOR ENDORSEMENT

Documents to provide:


- a. The filled out and signed DAC Form 710-1 – Application form for ATCO Licence;
- b. A copy of the applicant’s ID card or passport;
- c. A copy of the air traffic controller licence containing a valid unit endorsement;
- d. Evidence that the applicant has received refresher training on assessment skills and on current operational practices within the year preceding the application for renewal;
- e. Evidence that the applicant has successfully passed an assessor competence assessment within the year preceding the application for renewal;
- f. If the applicant will be responsible for assessments leading to the issue, revalidation and renewal of a unit endorsement, he/she shall also hold the unit endorsement associated with the assessment for an immediately preceding period of at least one year, and join the evidence;
- g. If the applicant will be responsible for assessing the competence of an applicant for the issue or renewal of an STDI endorsement, he/she shall hold an STDI or OJTI endorsement and have exercised the privileges of that endorsement for at least three years and join the evidence;
- h. If the applicant will be responsible for assessing the competence of an applicant for the issue or renewal of an OJTI endorsement, he/she shall hold an OJTI endorsement and have exercised the privileges of that endorsement for at least three years and join the evidence;
- i. If the applicant will be responsible for assessing the competence of an applicant for the issue or renewal of an assessor endorsement, he/she shall have exercised the privileges of the assessor endorsement for at least three years and join the evidence;
- j. A certificate attesting an adequate level of English language proficiency (at least level 4);
- k. A copy of a valid medical certificate;
- l. A copy of the bank transfer of 25€. In case of a group bank transfer please join a list with the concerned persons.
- m. A certificate of residence, in case the address has changed since the last application.

2.17.1. GENERAL CONDITIONS

If the assessor endorsement has expired, it may be renewed by receiving refresher training on assessment skills and on current operational practices and successfully passing an assessor competence assessment within the year preceding the application for renewal.

When assessing for the purpose of issue and renewal of a unit endorsement, and for ensuring supervision on the operational working position, the assessor shall also hold an OJTI endorsement, or an OJTI holding the valid unit endorsement associated with the assessment shall be present.

In the case of first issue and renewal the period of validity of the assessor endorsement shall start not later than 30 days from the date on which the assessment has been successfully completed.

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2.18. ISSUANCE OF A TEMPORARY ASSESSOR ENDORSEMENT (IN CASE OF THE IMPLEMENTATION OF A NEW SECTOR OR UNIT ENDORSEMENT WITHIN A UNIT).

Documents to provide:

- a. The filled out and signed DAC Form 710-1 – Application form for ATCO Licence;
- b. A copy of the applicant’s ID card or passport;
- c. A copy of the air traffic controller licence containing a valid unit endorsement and a valid assessor endorsement;
- d. Evidence that the applicant holds the unit endorsement associated with the assessment for an immediately preceding period of at least one year. If this is impossible, the DAC/NSA may issue a temporary assessor authorization provided that the requirements set out in point (e) are met;
- e. Evidence that the applicant holds a unit endorsement with the associated rating and, if applicable, rating endorsement, relevant to the assessment for an immediately preceding period of at least one year (the DAC/NSA may require a safety analysis to be presented by the air navigation service provider);
- f. A certificate attesting an adequate level of English language proficiency (at least level 4);
- g. A copy of a valid medical certificate;
- h. A copy of the bank transfer of 50€. In case of a group bank transfer please join a list with the concerned persons.
- i. A certificate of residence, in case the address has changed since the last application.

The applications are only valid when all required documents have been provided.


2.18.1. GENERAL CONDITIONS

For the purpose of covering exceptional situations the holder of the assessor endorsement shall also hold a unit endorsement with the associated rating and, if applicable, rating endorsement, relevant to the assessment for an immediately preceding period of at least one year. The authorisation shall be limited to the assessments necessary to cover exceptional situations and shall not exceed one year or the validity of the assessor endorsement issued in accordance with ATCO.C.055, whichever occurs sooner.

For the purpose of ensuring the independence of the assessment for reasons of recurrent nature the holder of the assessor endorsement shall also hold a unit endorsement with the associated rating and, if applicable, rating endorsement, relevant to the assessment for an immediately preceding period of at least one year.

The validity of the authorisation shall be determined by the DAC/NSA but shall not exceed the validity of the assessor endorsement.

The temporary assessor endorsement will be issued in a separate document as foreseen in the (EU) 2015/340.

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3. ADMINISTRATIVES ARRANGEMENTS

The NSA is responsible for the overall process laid down in this procedure. The DAC Licensing office is supporting the NSA on the administrative arrangements. Therefore, no ATCO license shall be issued without the approval of the NSA.

3.1. RECEPTION OF THE DOCUMENTATION

All documents requested for each application under the point 2 of this procedure shall be sent to the DAC Licensing Office, who will verify the completeness of the request based on the dispositions of the point 2 of this procedure. If the request is incomplete, the DAC licensing office shall contact the person concerned in order to provide the remaining documents.

The DAC licensing office will then fill out the DAC Form 710-2 with all relevant information based on the documentation received and will transfer the file to the NSA for approval. The Licensing Office agent that has handled the request shall sign the DAC Form 710-2 before the transfer to the NSA.

3.2. VERIFICATION OF THE RECEIVED DOCUMENTATION BY THE NSA

Once the file is checked and the DAC Form 710-2 is filled-out, the DAC Licensing office shall transfer the file to the NSA. The NSA will then review the application file as well as the DAC Form 710-2 in order to verify its completeness and its correctness.

If the NSA discovers inconsistencies concerning the application, the NSA will, in close cooperation with the DAC Licensing Office, solve the inconsistencies as far as reasonable practicable and in the most expeditious way.

If the NSA does not find inconsistencies concerning the application, the NSA shall countersign the DAC Form 710-2 and transfer the file to the Licensing Office.


3.3. ISSUANCE OF THE RELEVANT LICENSE

The DAC Licensing Office will only issue an ATCO license when it has received the duly signed file from the NSA. The DAC Licensing Office will update the EMPIC database accordingly and print out the license.

3.4. DELIVERANCE OF THE LICENSE

As soon as the license is printed, the DAC Licensing Office will contact preferably the Head of ATC informing him that the new licenses are ready to be delivered.

The ATCO shall personally pick-up his new license at the DAC premises, sign it in front of an agent of the DAC Licensing Office and return the previous issued license. This agent will make a recto/verso copy of the new signed license and record it in the ATCO personal file together with the previous license.

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4. RECORD KEEPING

In accordance with the (EU) 2015/340, the DAC/NSA shall keep the following documents:

- a) the management system's documented policies and procedures;
- b) training, qualification and authorisation of its personnel;
- c) the allocation of tasks, covering the elements required by ATCO.AR.B.005 as well as the details of tasks allocated;
- d) certification processes and continuing oversight of certified organisations;
- e) details of courses provided by training organisations;
- f) processes for the issue of licences, ratings, endorsements and certificates, and for the continuing oversight of the holders of those licences, ratings, endorsements and certificates;
- g) continuing oversight of persons and organisations exercising activities within the territory of the Member State, but certified by the competent authority of another Member State, as agreed between these authorities;
- h) findings, corrective actions and date of action closure;
- i) enforcement measures taken;
- j) safety information and follow-up measures;
- k) the use of flexibility provisions in accordance with Article 14 of Regulation (EC) No 216/2008; and;
- l) the evaluation and notification to the Agency of alternative means of compliance proposed by organisations and the assessment of alternative means of compliance used by the competent authority itself.

Records shall be kept for a minimum period of 5 years and with regard to personnel licences for a minimum period of 10 years after the expiry of the last endorsement on the licence, subject to applicable data protection law.

5. LIST OF TEMPLATES

DAC Form 710-1	Application Form ATCO License	Released Version
DAC Form 710-2	ATCO License - Checklist	Released Version
DAC-NSA-710-3	Overview documents for ATCO Licenses	Released Version