

Irish Aviation Authority The Times Building 11–12 D’Olier Street Dublin 2, Ireland www.iaa.ie Safety Regulation Division	Údarás Eitlíochta na hÉireann Foirgneamh na hAmanna 11–12 Sráid D’Olier Baile Átha Cliath 2, Éire Rannán na Rialachán Sábháilteachta	No. PLAM 025 Revision 00 Area ASD Date 25.03.2020	
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TITLE: Temporary Procedure for an Assessor updating section XIIa of a Commission Regulation (EU) 2015/340 ATCO licence issued by the Irish Competent Authority

1. Purpose of procedure

1.1 Objective

The objective of this procedure is to describe the temporary process to be followed by an air traffic controller holding an Assessor endorsement, and authorised by the Irish Competent Authority, to update section XIIa of an ATCO licence, following an assessment of competence for a unit endorsement revalidation or renewal.

This procedure does not apply to applications for the issue of a Student ATCO Licence, ATCO Licence or additional ratings and/or endorsements, including initial issue and revalidation/renewal of OJTI and Assessor endorsements, which are subject to issue and signing by an authorised officer of IAA SRD.

ATC Units are to nominate those Assessors they wish to be authorised to sign section XIIa of an ATCO Licence, by submitting the name and licence number of the assessor to atstraining@iaa.ie A copy of the automated email response should be kept as a record of notification.

1.2 Scope

This procedure applies to:

Air Traffic Controllers (ATCO) holding an air traffic controller licence, including a current Assessor endorsement, issued by the Irish Competent Authority under Commission Regulation (EU) 2015/340 and authorised by the competent authority to sign an air traffic controller licence following revalidation or renewal of a unit endorsement.

2. References

- 2.1 ICAO Annex 1
- 2.2 Commission Regulation (EU) 2015/340
- 2.3 Regulation (EU) 2018/1139

3. Unit Endorsement Revalidation and Renewal

Assessors shall conduct unit endorsement revalidations and renewals in accordance with Commission Regulation (EU) 2015/340 and the ANSP’s approved Unit Competence Scheme.

4. Medical

An Assessor signing an air traffic controller licence for revalidation or renewal of a unit endorsement shall verify that the applicant holds a valid medical of the appropriate class.

5. English Language Proficiency Endorsement

An Assessor signing an air traffic controller licence for revalidation or renewal of a unit endorsement shall verify that the applicant’s air traffic controller licence contains a current English Language Proficiency (ELP) endorsement indicating that the applicant has attained at least an ELP Level 4.

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6. Update of Section XIIa of the ATCO Licence

When updating section XIIa of an ATCO licence following an assessment of competence for revalidation or renewal of a unit endorsement(s), an Assessor shall enter the details of the unit endorsement(s) being revalidated or renewed on a new line(s) in Section XIIa ‘Ratings and endorsements with expiry dates’ of the air traffic controller licence. Where there are insufficient lines on the licence to enter the details, a replacement licence shall be requested from IAA Personnel Licensing Department.

Where the revalidation is completed within 3 months before the current expiry date of the unit endorsement(s), an assessor shall enter on the licence an expiry date for the revalidated unit endorsement(s) for the approved length of time as stated in the unit competence scheme, with an expiry date the day before the current expiry. For example, a current expiry date of 15/04/2020, where the unit competence scheme approved period of validity for a unit endorsement is 3 years, shall be entered with a new expiry date of 14/04/2023.

Where a revalidation is conducted more than 3 months before the current expiry date of the unit endorsement(s), the assessor shall enter on the licence an expiry date for the revalidated unit endorsement(s) for the approved length of time as stated in the unit competence scheme, with an expiry date the day before the competence assessment was completed. For example, competence assessment completed 15/04/2020 with a current unit endorsement expiry of 15/08/2020, where the unit competence scheme approved period of validity for a unit endorsement is 3 years, shall be entered with a new expiry date of 14/04/2023.

Where a renewal is conducted, the assessor shall enter on the licence an expiry date for the renewed unit endorsement(s) for the approved length of time as stated in the unit competence scheme, with an expiry date the day before the date the competence assessment was completed. For example, competence assessment completed 15/04/2020, where the unit competence scheme approved period of validity for a unit endorsement is 3 years, shall be entered with a new expiry date of 14/04/2023.

Specific requirements relating to ADI unit endorsement

When AIR and GMC is provided from one operational position this shall be indicated on the ATC licence by a TWR endorsement to the ADI rating. The TWR endorsement entitles the holder of that rating endorsement to either provide aerodrome control from one working position or to provide AIR or GMC separately. Where alignment of AIR & GMC revalidation dates is necessary for the TWR endorsement, the aligned revalidation date will be the date of the unit endorsement which is first to expire.

Please note that controllers should only apply for a TWR endorsement if they provide GMC and AIR from one working position irrespective if they provide AIR or GMC separately. The updated licence will display TWR in section XIIa. RPPL will in due course remove previous references to GMC and AIR endorsements from section XIIa only. The reference to GMC and AIR if recorded in Section IX will not change i.e. the record of initial acquisition dates will remain.

Specific requirements relating to the TCL rating endorsement

Henceforth the TCL endorsement is no longer to be added to the licence. The reason being no service provider currently documents TCL as part of their unit or refresher training nor check for it under their unit competence scheme.

7. Application Process

ANSPs shall ensure that where an assessor has updated and signed a licence that a copy of that licence is attached to the application and forwarded with all information which is currently sent to IAA Personnel Licensing department, so that the licensing database can be updated and that in due course a new licence can be issued and sent to the holder.

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8. Retention of records

All documentation associated with unit endorsement revalidations and renewals shall be retained on the unit in accordance with the relevant document retention requirements.

9. Appendices

Hereunder extract from 'Article 4 – Definitions' of Commission Regulation (EU) 2015/340

(22) 'renewal' means the administrative act taken after a rating, endorsement or certificate has expired that renew the privileges of the rating, endorsement or certificate for a further specified period subject to the fulfilment of specified requirements; i.e. the individual has not submitted their application before their ratings, endorsement or certificate are out of date

(23) 'revalidation' means the administrative act taken within the period of validity of a rating, endorsement or certificate that allows the holder to continue to exercise the privileges of a rating, endorsement or certificate for a further specified period subject to the fulfilment of specified requirements; i.e. the individual has submitted their application before their ratings, endorsement or certificate are out of date