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## TITLE: INFORMATION ON AIR TRAFFIC CONTROLLER LICENCES & GUIDANCE ON APPLICATION

### 1 PURPOSE

- 1.1 The purpose of this memorandum is to inform applicants on the structure and content of licences for student air traffic controllers and air traffic controllers. This memorandum also provides guidance to applicants for licences. The reader should ensure that they read all regulatory requirements contained in Commission Regulation (EU) 2015/340, as this material is not full in its content and is guidance only.
- 1.2 Guidance on changing competent authority in accordance with ATCO.A.010 is outside the scope of this document. Applicants should refer to PLAM 12 for further information.
- 1.3 The conversion of national military air traffic controller licences into student air traffic controller licences in accordance with Article 8a is outside the scope of this document. Applicants should refer to the National Conversion Report – Ireland.


### 2 REFERENCES

- 2.1 ICAO Annex 1 – Personnel Licensing
- 2.2 Regulation (EU) 2018/1139 – Basic Regulation
- 2.3 Commission Regulation (EU) 2015/340 – Air Traffic Controllers' Licences and Certificates
- 2.4 SI 305 of 2008; European Communities (Air Traffic Controller Licence) Regulations 2008.
- 2.5 ASAM No. 005 - Information on Statutory Responsibilities of ATC Licence Holders and Air Navigation Service Providers.
- 2.6 ASAM No. 034 - ANSD Audit procedures: Guidance on the Competent Authority / National Supervisory Authority Oversight Audit Programme, Ad-hoc Audit and Special Audit Procedures.

### 3 AIR TRAFFIC CONTROL LICENCING REQUIREMENTS

#### 3.1 Legal Basis

- 3.1.1 Commission Regulation (EU) 2015/340 of 20 February 2015 as amended, lays down the technical requirements and administrative procedures relating to air traffic controllers' licences and certificates.
- 3.1.2 Commission Regulation (EU) 2015/340 lays down detailed rules and procedures for issuing, maintaining, amending, limiting, suspending or revoking air traffic controller and student air traffic controller licences and associated ratings and endorsements, including the rules and procedures for the conversion of national air traffic controller licences obtained during military service into Union air traffic controller licences, and the privileges and responsibilities of the holders of those licences, ratings and endorsements.

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3.1.3 Commission Regulation (EU) 2015/340 shall apply to:

- (a) student air traffic controllers and air traffic controllers exercising their functions within the scope of Regulation (EU) 2018/1139,
- (b) persons and organisations involved in the licensing, training, testing, checking and medical examination and assessment of applicants in accordance with this Regulation.

(Article 1, Commission Regulation 2015/340)

3.1.4 Student air traffic controllers, air traffic controllers and the persons involved in the licensing, training, testing, checking and medical examination and assessment of applicants for air traffic controller and student air traffic controller licences, shall be qualified and licensed in accordance with the provisions of Annexes I, III and IV of Commission Regulation (EU) 2015/340, by the competent authority.

(Article 2, Commission Regulation 2015/340)

3.1.5 Air traffic control services shall only be provided by air traffic controllers qualified and licensed in accordance with this Commission Regulation (EU) 2015/340.

(Article 3, Commission Regulation 2015/340)

## 3.2 Transitional provisions

3.2.1 Prior to Commission Regulation (EU) No 805/2011, Statutory Instrument No. 305 of 2008 had prescribed the regulatory framework for the licensing of student air traffic controllers and air traffic controllers and gave legal effect to EU Directive 2006/23/EC of 5 April 2006. As the Directive has been repealed, certain articles of S.I. No. 305 of 2008 are no longer extant and thus no longer applicable. But those Articles in the SI which are not contrary to Commission Regulation (EU) 2015/340, remain in force and will be included in new national legislation when SI No. 305 of 2008 is repealed.

3.2.2 Licences, ratings and endorsements issued in accordance with the relevant provisions of national legislation based on Directive 2006/23/EC (repealed) and licences, ratings and endorsements issued in accordance with Regulation (EU) No 805/2011 (repealed), shall be deemed to have been issued in accordance with Commission Regulation 2015/340.


(Article 7, Commission Regulation 2015/340)

3.3 Commission Implementing Regulation (EU) 2023/893 amended Commission Regulation (EU) 2015/340 on the 4 August 2024. From this date, holders of the Aerodrome Control Visual (ADV) rating, who do not hold an Aerodrome Control Instrument (ADI) rating, shall continue to be authorised to provide air traffic control service to aerodrome traffic at an aerodrome that has no published instrument approach or departure procedures, provided that the validity of the unit endorsement related to the ADV rating is maintained

## 3.4 Changes to ratings, rating endorsements and the replacement of licences (CIR 2023/893)

3.4.1 In accordance with Article 8, the competent authority shall:

- (a) change the name of the Aerodrome Control Instrument (ADI) rating issued before 4 August 2024 into Aerodrome Control (ADC) no later than 4 August 2027 in a manner established by the competent authority.
- (b) not issue licences with Aerodrome Control Visual (ADV) rating after 4 August 2024 except for those air traffic controllers referred to in paragraph 2 of Article 7.

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- (c) not issue licences including Air Control (AIR), Ground Movement Control (GMC), Tower Control (TWR), Ground Movement Surveillance (GMS), Aerodrome Radar Control (RAD) and Terminal Control (TCL) rating endorsements after 4 August 2024.
- (d) change the name of the Aerodrome Radar Control (RAD) rating endorsement issued before 4 August 2024 into the Aerodrome Control Surveillance (SUR) rating endorsement at the time of the change of name of the Aerodrome Control Instrument (ADI) rating into Aerodrome Control (ADC)

3.4.2 The privileges of the Air Control (AIR), Ground Movement Control (GMC) and Tower Control (TWR) rating endorsements issued before 4 August 2024 shall become part of the privileges of an Aerodrome Control (ADC) rating. If the exercise of the privileges of the holder is limited to air control or ground control only, this shall be indicated in the unit endorsement, in accordance with point ATCO.B.020(d) of Annex I.

3.4.3 The privileges of the Ground Movement Surveillance (GMS) rating endorsement issued before 4 August 2024 shall become part of the privileges of the unit endorsement associated with the Aerodrome Control rating.


3.4.4 The privileges of the Terminal Control (TCL) rating endorsement issued before 4 August 2024 shall become part of the privileges of the unit endorsement associated with the Approach Control Surveillance (APS) or the Area Control Surveillance (ACS) rating

### 3.5 ICAO Annex 1 and EU Licencing Requirements

3.5.1 An ATC licence issued in accordance with Commission Regulation (EU) 2015/340, complies with ICAO standards. However, there are some differences between ICAO Annex 1 - Personnel Licensing and Commission Regulation (EU) 2015/340. These include:

- (a) The licensing of student air traffic controllers is not required under ICAO Annex I. However, according to Commission Regulation (EU) 2015/340, the on-the-job training phase of unit training shall only be started by persons who are holders of a student air traffic controller licence or an air traffic controller licence with the appropriate rating and, if applicable, rating endorsement.
- (b) In accordance with Commission Regulation (EU) 2015/340, a rating is issued after the successful completion of initial training, which includes both basic training and rating training. However, this rating or rating endorsement must then be validated by successfully completing a unit endorsement course (unit training). The holder of a rating or a rating endorsement may not exercise the privileges of that rating or rating endorsement unsupervised (i.e., without an OJT) unless they have a valid unit endorsement associated with that rating or rating endorsement.
- (c) In accordance with ICAO Annex I, a rating is issued after the applicant has successfully completed an approved training course, met the knowledge and experience requirements for the rating through OJT, and has demonstrated the required competence. At this stage, an air traffic controller licence may be issued by the licensing authority.
- (d) In ICAO Annex I, the rating itself has an expiry date. In contrast, under EU regulation, it is the unit endorsement for the rating or rating endorsement that has an expiry date.

[end of Section 3]

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## 4 LICENCES, RATING AND ENDORSEMENTS

### 4.1 Air traffic controller ratings (ATCO.B.010)

4.1.1 An air traffic controller licence shall contain one or more of the following ratings in order to indicate the type of service which the licence holder is authorised to provide:

- (a) the Aerodrome Control (ADC) rating, indicating that the licence holder is competent to provide an air traffic control service to aerodrome traffic.
- (b) the Approach Control Procedural (APP) rating, indicating that the licence holder is competent to provide an air traffic control service to arriving, departing or transiting aircraft without the use of surveillance equipment.
- (c) the Approach Control Surveillance (APS) rating, indicating that the licence holder is competent to provide an air traffic control service to arriving, departing or transiting aircraft with the use of surveillance equipment.
- (d) the Area Control Procedural (ACP) rating, indicating that the licence holder is competent to provide an air traffic control service to aircraft without the use of surveillance equipment.
- (e) the Area Control Surveillance (ACS) rating, indicating that the licence holder is competent to provide an air traffic control service to aircraft with the use of surveillance equipment.


4.1.2 The holder of a rating who has interrupted exercising the privileges associated with that rating for a period of four or more immediately preceding consecutive years may only start on-the-job training in that rating:

- (a) if a training organisation satisfying the requirements laid down in Annex III (Part ATCO.OR) and certified to provide training relevant to the rating, has conducted an assessment of previous competence as to whether that the holder of a rating continues to satisfy the conditions of that rating, and;
- (b) after satisfying any training requirements resulting from the assessment referred to in point 4.1.2 (a) above.

### 4.2 Rating Endorsements (ATCO.B.015)

4.2.1 Rating Endorsements are associated with particular ratings to indicate the task and /or type of equipment used in the provision of the air traffic control service. Rating endorsements are associated with the following ratings:


- (a) The Aerodrome Control (ADC) rating may bear the Aerodrome Control Surveillance (SUR) endorsement, indicating that the licence holder is competent to provide aerodrome control with the help of surveillance systems.
- (b) The Approach Control Surveillance (APS) rating may bear one or more of the following endorsements:
  - (1) the Precision Approach Radar (PAR) endorsement, indicating that the licence holder is competent to provide ground-controlled precision approaches with the use of precision approach radar equipment to aircraft on the final approach to the runway;
  - (2) the Surveillance Radar Approach (SRA) endorsement, indicating that the licence holder is competent to provide ground-controlled non-precision approaches with the use of surveillance equipment to aircraft on the final approach to the runway.

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- (c) The Area Control Procedural (ACP) rating may bear the Oceanic Control (OCN) endorsement, indicating that the holder of the licence is competent to provide air traffic control services to aircraft operating in an Oceanic Control Area.
- (d) The Area Control Surveillance (ACS) rating may bear the OCN endorsement, indicating that the licence holder is competent to provide air traffic control services to aircraft operating in an Oceanic Control Area.

#### 4.3 Unit Endorsements (ATCO.B.020)

- (a) The unit endorsement shall authorise the licence holder to provide air traffic control services for a specific sector, group of sectors and/or working positions under the responsibility of an air traffic services unit.
- (b) Applicants for a unit endorsement shall have successfully completed a unit endorsement course in accordance with the requirements set out in Part ATCO, Subpart D, Section 3.
- (c) As an exception to point (b), the on-the-job training phase in Part ATCO, Subpart D, Section 3 may not be required when the unit endorsement is issued in connection with the issue of a temporary OJT authorisation for the same unit.
- (d) Limitations on the exercise of the privileges of the Aerodrome Control (ADC) rating shall be indicated in the unit endorsement. Example, air control or ground control – ref AMC1 ATCO.B.020(d).
- (e) Applicants for a unit endorsement changing their competent authority as referred to in point ATCO.A.010 shall, in addition to the requirements set out in point ATCO.B.020(b), meet the requirements of point ATCO.D.060(f).
- (f) Unit endorsements shall be valid for a period defined in the unit competence scheme. This period shall not exceed 3 years.
- (g) 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.
- (h) Unit endorsements shall be revalidated if:
  - (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 not earlier than 3 months prior to the expiry date of the unit endorsement.
- (i) Unit endorsements shall be revalidated provided that the requirements set out in point (h) 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.
- (j) If the unit endorsement is revalidated before the period provided for in point (i), 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 point (h)(1) and (2) are also met.
- (k) 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.

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#### 4.4 Practical instructors

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 or a synthetic training device instructor (STDI) endorsement.

#### 4.5 OJTI Endorsement

4.5.1 Applicants for the issue of an OJTI endorsement shall:

- hold an air traffic controller licence with a valid unit endorsement,
- have exercised the privileges of an air traffic controller licence for a period of at least 2 years immediately preceding the application. This period may be shortened to not less than 1 year by the competent authority when requested by the training organisation; and
- within the 12 months preceding the application, have successfully completed a practical instructional techniques course during which the required knowledge and pedagogical skills are taught and have been appropriately assessed.

4.5.2 For information on ATCO.C.025 'Temporary OJTI authorisation' see S Notice No.34.

4.5.3 Validity of on-the-job training instructor endorsement


- The OJTI endorsement shall be valid for a period of 3 years.
- The OJTI endorsement may be revalidated by successfully completing refresher training on practical instructional skills during its validity, provided that the requirement of point ATCO.C.015(a) is met.
- If the OJTI endorsement has expired, provided that the requirement of point ATCO.C.015(a) is met, it may be renewed if, within the 12 months preceding the application for renewal, the OJTI endorsement holder has:
  - received refresher training on practical instructional skills; and
  - successfully passed a practical instructor competence assessment.
- 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.
- If the requirement of point ATCO.C.015(a) is not met, the OJTI endorsement may be exchanged for an STDI endorsement, provided that compliance with the requirements of point ATCO.C.040 (b) and (c) is ensured.

4.5.4 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.

4.5.5 Holders of an OJTI endorsement shall only exercise the privileges of the endorsement if they have:

- exercised for at least two years the privilege of the rating they will instruct in,
- exercised for an immediately preceding period of at least six months the privilege of the valid unit endorsement, in which instruction will be given,
- practised instructional skills in those procedures in which it is intended to provide instruction.



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4.5.6 The period of two years referred to in point 4.5.5 (a) can be shortened to not less than one year by the competent authority when requested by the training organisation. See GM1 ATCO.C.010(c).

#### 4.6 **Synthetic training device instructor (STDI) Endorsement**

4.6.1 Applicants for the issue of an STDI endorsement shall:

- (a) have exercised the privileges of an air traffic controller licence in any rating for at least 2 years. This period may be shortened to not less than 1 year by the competent authority when requested by the training organisation; and
- (b) within the 12 months preceding the application, have 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.

4.6.2 When assessing a training organisation's request for the shortening of the licence experience requirement for STDIs, the competent authority will take into account the complexity of the training expected to be delivered by the potential STDI and the impact on the continuity of the provision of training.

4.6.3 Validity of STDI endorsement

- (a) The STDI endorsement shall be valid for a period of 3 years.
- (b) The STDI endorsement may be revalidated by successfully completing refresher training on practical instructional skills and on current operational practices during its validity period.
- (c) If the STDI endorsement has expired, it may be renewed if, within the 12 months preceding the application for renewal, the STDI endorsement holder has:
  - (1) received refresher training on practical instructional skills and on current operational practices; and
  - (2) successfully passed a practical instructor competence assessment.
- (d) 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.


4.6.4 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.

4.6.5 Where the STDI is providing pre-OJT, he or she shall hold or have held the relevant unit endorsement.

4.6.6 Holders of an STDI endorsement shall only exercise the privileges of the endorsement if they have:

- (a) at least 2 years' experience in the rating they will instruct in;
- (b) demonstrated knowledge of current operational practices;
- (c) practised instructional techniques in those procedures in which instruction is provided.

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4.6.7 As an exception to point 4.6.6 (a),

- (a) the period of 2 years may be shortened to not less than 1 year by the competent authority when requested by the training organisation;
- (b) for the purpose of basic training, any rating held is appropriate;
- (c) 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.

#### 4.7 Assessor Endorsement

4.7.1 Applicants for the issue of an assessor endorsement shall:

- (a) have exercised the privileges of an air traffic controller licence for at least 2 years; and
- (b) within the 12 months 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.

4.7.2 Validity of assessor endorsement

- (a) The assessor endorsement shall be valid for a period of 3 years.
- (b) The assessor endorsement may be revalidated by successfully completing refresher training on assessment skills and on current operational practices during its validity period.
- (c) If the assessor endorsement has expired, it may be renewed if, within the 12 months preceding the application for renewal, the assessor endorsement holder has:
  - (1) received refresher training on assessment skills and on current operational practices; and
  - (2) successfully passed an assessor competence assessment.
- (d) 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.

4.7.3 A person shall only carry out assessments when he/she holds a valid assessor endorsement.

4.7.4 Holders of a valid assessor endorsement are authorised to carry out assessments that are listed in ATCO.C.045(b).


4.7.5 Holders of an assessor endorsement shall only exercise the privileges of the endorsement if they have:

- (a) at least 2 years' experience in the rating and rating endorsement(s) they will assess in; and
- (b) demonstrated knowledge of current operational practices.

4.7.6 In addition to the requirements set out in point 4.7.5, holders of an assessor endorsement shall only exercise the privileges of the endorsement:

- (a) for assessments leading to the issue, revalidation and renewal of a unit endorsement if they also hold the unit endorsement associated with the assessment for an immediately preceding period of at least 1 year;
- (b) for assessing the competence of an applicant for the issue or renewal of an STDI endorsement, if they hold an STDI or OJTI endorsement and have exercised the privileges of that endorsement for at least 3 years;
- (c) for assessing the competence of an applicant for the issue or renewal of an OJTI endorsement if they hold an OJTI endorsement and have exercised the privileges of that endorsement for at least 3 years;



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- (d) for assessing the competence of an applicant for the issue or renewal of an assessor endorsement if they have exercised the privileges of the assessor endorsement for at least 3 years.

4.7.7 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.

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

#### 4.7.9 Temporary assessor authorisation

- (a) For assessments leading to the issue, revalidation and renewal of a unit endorsement, if the holder of an assessor endorsement does not hold the unit endorsement associated with the assessment, for an immediately preceding period of at least 1 year (ATCO.C.045(d)(1)), the competent authority may authorise holders of an assessor endorsement issued in accordance with ATCO.C.055 to carry out assessments of:

- (1) of student air traffic controllers for the issue of a unit endorsement and rating endorsement(s), if applicable;
- (2) of air traffic controllers for the issue of a unit endorsement and rating endorsement(s), if applicable, as well as for revalidation and renewal of a unit endorsement;

to cover exceptional situations or to ensure the independence of the assessment, provided that the requirements set out in points (b) and (c) are met.


- (b) 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. See GM1 ATCO.C.065(b) for exceptional situations.

- (c) 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 competent authority but shall not exceed the validity of the assessor endorsement issued in accordance with ATCO.C.055. See GM1 ATCO.C.065(c) for independence of the assessment.

- (d) For issuing a temporary assessor authorisation for the reasons referred to in points (b) and (c) the competent authority may require a safety analysis to be presented by the air navigation service provider. See AMC1 ATCO.C.065(d) Safety Analysis.

#### 4.8 Language proficiency endorsement


4.8.1 The applicant for any language proficiency endorsement shall demonstrate, in accordance with the rating scale out in Appendix 1 of Annex I, at least an operational level (level four) of language proficiency.

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- 4.8.2 Language proficiency shall be demonstrated by a certificate attesting the result of the assessment.
- 4.8.3 The demonstration of language proficiency shall be done through a method of assessment approved by **any** competent authority in accordance with ATCO.B.040.
- 4.8.4 The validity of the language proficiency endorsement, depending on the level determined in accordance with Appendix 1 of Annex I, shall be:
- (a) for operational level (level four), three years from the date of assessment; or
  - (b) for extended level (level five), six years from the date of assessment;
  - (c) for expert level (level six):
    - (1) nine years from the date of assessment, for the English language;
    - (2) unlimited, for any other language(s) referred to in ATCO.B.030(a).
- 4.8.5 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.
- 4.8.6 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.
- 4.8.7 If the language proficiency endorsement is revalidated before the period provided for in point 4.8.6, its validity period shall start not later than 30 days from the date on which the language proficiency assessment has been successfully completed.
- 4.8.8 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.


## 5 Student Air Traffic Controller Licence (ATCO.B.001)

- 5.1 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 additional rating endorsement(s) and unit endorsement(s).
- 5.2 Applicants for a student air traffic controller licence shall:
- (a) be at least 18 years old;
  - (b) within the 12 months preceding the application, have successfully completed 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, as set out in Part ATCO, Subpart D, Section 2;
  - (c) hold a valid medical certificate;
  - (d) have demonstrated an adequate level of language proficiency in accordance with the requirements set out in point ATCO.B.030.

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- 5.2.1 Applicants for a student air traffic controller licence shall submit a completed application form (Form No: ECON.ATCO.F.180) which is available on the [IAA web site](http://www.iaa.ie). The application form and certificates/documents should be submitted either electronically to [atc.licensing@iaa.ie](mailto:atc.licensing@iaa.ie) or by post to the address provided on the application form. The instructions including the duration of the administration process are contained on the application form.
- 5.2.2 Upon receiving an application and supporting documentation, the competent authority shall verify the application completeness and whether the applicant meets the requirements set out in Annex I.
- 5.2.3 If the applicant meets the applicable requirements, the competent authority shall issue the student licence with applicable rating(s) and rating endorsement(s) using the format for licences established in Appendix 1 of Annex II.
- 5.2.4 All applications for a student air traffic controller licence shall be accompanied by the following original or true copy documentation:
- (a) Birth certificate or passport.
  - (b) Certificate of successful completion of initial training at a training organisation satisfying the requirements laid down in Annex III relevant to the rating and if applicable, to the rating endorsement.
  - (c) Valid Class 3 medical certificate.
  - (d) English Language Proficiency certificate at level four or higher. The demonstration of language proficiency shall be done through a method of assessment approved by any competent authority and by an assessment body, in accordance with Commission Regulation (EU) 2015/340.
- 5.2.5 Where an application is found to be incomplete, the applicant will be contacted by the IAA and requested to supply the required documentation. If the applicant fails to supply the required documentation, or the applicant fails to meet the requirements for the issue of a student air traffic controller licence, the applicant will be advised of this by the IAA.
- 5.2.6 Student air traffic controllers are reminded that, in accordance with ATCO.A.20 (c), the student air traffic controller licence is revoked upon the issuance of the air traffic controller licence and must be returned to the competent authority which is issuing the air traffic controller licence.

[end of Section 5]

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## 6 Air Traffic Controller Licence (ATCO.B.005)

- 6.1 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.
- 6.2 The privileges of an air traffic controller licence shall include the privileges of a student air traffic controller licence as set out in ATCO.B.001(a).
- 6.3 Applicants for the first issue of an air traffic controller licence shall:
  - (a) hold a student air traffic controller licence;
  - (b) have completed a unit endorsement course and successfully passed the appropriate examinations and assessments in accordance with the requirements set out in Part ATCO, Subpart D, Section 3;
  - (c) hold a valid medical certificate;
  - (d) have demonstrated an adequate level of language proficiency in accordance with the requirements set out in ATCO.B.030.
- 6.4 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.
- 6.5 The holder of an air traffic controller licence who has not started exercising the privileges of a rating within 1 year from the date of its issuance may only start on-the-job training in that rating:
  - (a) If a training organisation satisfying the requirements laid down in Annex III (Part ATCO.OR) and certified to provide initial training relevant to the rating has conducted an assessment of previous competence as to whether the previous competence of the holder of an air traffic controller licence continues to satisfy the requirements relevant to that rating, and
  - (b) after satisfying any training requirements resulting from the assessment referred to in point (e)(1) above.


GM1 ATCO.B.005(e)

### ASSESSMENT OF PREVIOUS COMPETENCE

The assessment of previous competence includes an assessment of the practical skills demonstrated by the person being assessed as well as an examination of the person's knowledge and understanding.

## 6.6 Applicants for an Air Traffic Controller Licence

- 6.6.1 Applicants for an air traffic controller licence shall submit a completed application form (ECON.ATCO.F.180), which is available on the IAA web site. The application form and certificates/documents should be submitted either electronically to [atc.licensing@iaa.ie](mailto:atc.licensing@iaa.ie), or by post to the address provided on the application form. The instructions including the duration of the administration process are contained on the application form.
- 6.6.2 English Language proficiency shall be demonstrated by a certificate attesting the result of the assessment, which shall be level four or higher. The demonstration of language proficiency shall be done through a method of assessment approved by any competent authority and by an assessment body, in accordance with Commission Regulation (EU) 2015/340.

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6.6.3 Upon receiving an application and, if relevant, any supporting documentation, the competent authority shall verify the application completeness and whether the applicant meets the requirements set out in Annex I.

6.6.4 If the applicant meets the applicable requirements, the competent authority shall issue, revalidate or renew, when appropriate, the relevant licence, rating(s) and endorsement(s) using the format for licences established in Appendix 1 of Annex II. The temporary OJT authorisation referred to in ATCO.C.025 and the temporary assessor authorisation referred to in ATCO.C.065 shall be issued as a separate document wherein the privileges of the holder as well as the validity of the authorisation shall be specified.

#### 6.6.5 Applications for the first issue of an air traffic controller licence

In addition to a completed licence application form, applications shall be accompanied by the following original or true copy documentation:

- (a) birth certificate or passport or national ID, if not previously submitted to the IAA.
- (b) evidence of completion of a unit endorsement course and successfully passed the appropriate examinations and assessments in accordance with an approved Unit Training Plan, relevant to rating and if applicable, rating endorsement.
- (c) valid Class 3 medical certificate.
- (d) evidence the applicant holds a valid English Language Proficiency endorsement level four or higher, or evidence of valid English Language Proficiency certificate in accordance para 6.6.2.

6.6.6 In accordance with ATCO.A.20 (c), with the issue of the air traffic controller licence the student air traffic controller licence is revoked and shall be returned to the competent authority which is issuing the air traffic controller licence.

#### 6.6.7 Applications for the issue of additional ratings or rating endorsements


In addition to a completed licence application form, applications shall be accompanied by the following original or true copy documentation:

- (a) certificate of successful completion of rating training and if applicable, rating endorsement training, at a training organisation satisfying the requirements laid down in Annex III.
- (b) valid Class 3 medical certificate.
- (c) evidence the applicant holds a valid English Language Proficiency endorsement level four or higher, or evidence of valid English Language Proficiency certificate in accordance para 6.6.2.

#### 6.6.8 Applications for the issue a unit endorsement

In addition to a completed licence application form, applications shall be accompanied by the following original or true copy documentation providing evidence the applicant:

- (a) has successfully completed a unit endorsement course relevant to rating and if applicable, rating endorsement and successfully passed the appropriate examinations and assessments in accordance with an approved Unit Training Plan.
- (b) holds a valid Class 3 medical certificate.
- (c) holds a valid English Language Proficiency endorsement level four or higher.

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#### 6.6.9 Applications for the renewal of a unit endorsement

In addition to a completed licence application form, applications shall be accompanied by the following original or true copy documentation providing evidence the applicant:

- (a) has undertaken approved training in accordance with an approved unit training plan for the renewal of a unit endorsement.  
See licence application form Part E - Declaration by responsible position holder authorised by an ANSP.
- (b) has successfully passed the appropriate examinations and assessments in accordance with an approved Unit Training Plan, relevant to the unit endorsement.
- (c) valid Class 3 medical certificate.
- (d) holds a valid English Language Proficiency endorsement level four or higher.

#### 6.6.10 Applications for the revalidation of a unit endorsement

In addition to a completed licence application form, applications shall be accompanied by the following original or true copy documentation providing evidence the applicant:

- (a) has been exercising the privileges of the licence for a minimum number of hours as defined in the unit competence scheme.  
See licence application form Part E - Declaration by responsible position holder authorised by an ANSP.
- (b) has undertaken refresher training within the validity period of the unit endorsement according to the unit competence scheme.
- (c) has been assessed as competent in accordance with the unit competence scheme prior to the expiry date of the unit endorsement.
- (d) holds a valid Class 3 medical certificate.
- (e) holds a valid English Language Proficiency endorsement level four or higher.

#### 6.6.11 Applications for the issue of an OJT endorsement

In addition to a completed licence application form, applications shall be accompanied by the following original or true copy documentation providing evidence the applicant:


- (a) holds an air traffic controller licence with a valid unit endorsement.
- (b) has exercised the privileges of an air traffic controller licence for a period of at least two years immediately preceding the application.
- (c) has successfully completed a practical instructional techniques course within the year preceding the application, during which the required knowledge and pedagogical skills are taught and have been appropriately assessed.

#### 6.6.12 Applications for the revalidation of an OJT endorsement

In addition to a completed licence application form, applications shall be accompanied by the following original or true copy documentation providing evidence the applicant:

- (a) holds an air traffic controller licence with a valid unit endorsement.
- (b) has exercised the privileges of an air traffic controller licence for a period of at least 2 years



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immediately preceding the application.

- (c) has successfully completed refresher training on practical instructional skills during the validity period of the OJT endorsement.

#### 6.6.13 Applications for the renewal of an OJT endorsement

In addition to a completed licence application form, applications shall be accompanied by the following original or true copy documentation providing evidence the applicant:

- (a) holds an air traffic controller licence with a valid unit endorsement.
- (b) has exercised the privileges of an air traffic controller licence for a period of at least 2 years immediately preceding the application.
- (c) has received refresher training on practical instructional skills within the 12 months preceding the application.
- (d) has successfully passing a practical instructor competence assessment within the year preceding the application.

6.6.14 If the requirement of point ATCO.C.015(a) is not met, i.e., applicant no longer holds a valid unit endorsement, the OJT endorsement may be exchanged for an STDI endorsement, provided that compliance with the requirements of point ATCO.C.040 (b) and (c) are ensured.

#### 6.6.15 Applications for the issue of an STDI endorsement

In addition to a completed licence application form, applications shall be accompanied by the following original or true copy documentation providing evidence the applicant:

- (a) has exercised the privileges of an air traffic controller licence in any rating for at least 2 years.
- (b) has successfully completed a practical instructional techniques course within the 12 months preceding the application, during which the required knowledge and pedagogical skills are taught using theoretical and practical methods and have been appropriately assessed.

#### 6.6.16 Applications for the renewal of an STDI endorsement


In addition to a completed licence application form, applications shall be accompanied by the following original or true copy documentation providing evidence the applicant:

- (a) has received refresher training on practical instructional skills and on current operational practices within the 12 months preceding the application.
- (b) has successfully passed a practical instructor competence assessment within the 12 months preceding the application.

#### 6.6.17 Applications for the issue of an assessor endorsement

In addition to a completed licence application form, applications shall be accompanied by the following original or true copy documentation providing evidence the applicant:

- (a) has exercised the privileges of an air traffic controller licence for at least 2 years.
- (b) has successfully completed an assessor course within the 12 months preceding the application, during which the required knowledge and skills are taught using theoretical and practical methods, and have been appropriately assessed.

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#### 6.6.18 Applications for the revalidation of an assessor endorsement

In addition to a completed licence application form, applications shall be accompanied by the following original or true copy documentation providing evidence:


- (a) the applicant has successfully completed refresher training on assessment skills and on current operational practices during its validity period.

#### 6.6.19 Applications for the renewal of an assessor endorsement

In addition to a completed licence application form, applications shall be accompanied by the following original or true copy documentation providing evidence the applicant has within the 12 months preceding the application for renewal:

- (a) received refresher training on assessment skills and on current operational practices; and
- (b) successfully passed an assessor competence assessment.


[end of Section 6]

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## 7 Procedure to allow privileges to be exercised by the licence holder pending issue while waiting for the administration process (AMC1 ATCO.AR.D.001 (a))

- 7.1 The following procedures are only permitted if they are conducted in accordance with a procedure documented in an approved Unit Competence Scheme (UCS) or Unit Training Plan (UTP) for which the licence holder is subject to. Such procedures do not cover temporary authorisations or applications for a change of competent authority but may cover:
- (a) the issue of a licence; or
  - (b) the issue of a rating endorsement; or
  - (c) the issue, revalidation, renewal of a unit endorsement; or
  - (d) the revalidation or renewal of a licence endorsement.
- 7.2 Following the successful completion of a unit endorsement course in accordance with an approved UTP, a student air traffic controller awaiting the issuance of an air traffic controller licence and unit endorsement or an air traffic controller awaiting the issue or renewal of a unit endorsement, may exercise the privileges of the rating, rating endorsement, applicable to the unit endorsement while waiting for the IAA licensing administration process. This period is subject to the conditions outlined in Section 7.6.
- 7.3 Following the completion of approved refresher training and the successful completion of applicable examination(s) and assessment(s) within the validity period, in accordance with an approved UCS, an air traffic controller pending revalidation of a unit endorsement may exercise the privileges of the rating, rating endorsement, applicable to the unit endorsement while awaiting the IAA licensing administration process. This period is subject to the conditions outlined in Section 7.6.
- 7.4 Subject to the licence holder meeting the application requirements, an air traffic controller may exercise the privileges of a OJTI or Assessor endorsement in accordance with an approved UTP or UCS, while awaiting the IAA licensing administration process for revalidation or renewal of an OJTI or Assessor endorsement. This period is subject to the conditions outlined in Section 7.6.
- 7.5 Following the successful completion of the language proficiency assessment (operational level 4 or higher), an air traffic controller pending the revalidation of the language proficiency endorsement may exercise the privileges of their ATC licence while awaiting the IAA licensing administration process. This period is subject to the conditions outlined in Section 7.6.
- 7.6 Pending the issuance of the new ATC licence, the student air traffic controller or air traffic controller whose licence is issued by the IAA may exercise their new privileges for the maximum period stated in the documented procedure within the approved UTP or UCS. This period shall not exceed 8 weeks (i.e., 56 days) and is subject to the applicant meeting the requirements for a licence application and submitting an application to the IAA Personnel Licensing Division within 10 working days from the date of assessment. For revalidation of an OJTI or Assessor endorsement, the application form must be submitted to the IAA Personnel Licensing Division before the expiry date of the licence endorsement.
- 7.7 The IAA Personnel Licensing Division requires 15 working days, from receipt of a completed application form with the required supporting documentation, to issue, revalidate, renew a unit endorsement or licence endorsement.

[end of Section 7]

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## 8 Findings and enforcement measures for personnel

8.1 Commission Regulation 2015/340, Annex II, Subpart C, ATCO.AR.C.010 states,

- (a) *If during oversight or by any other means evidence is found by the competent authority responsible for the oversight in accordance with ATCO.AR.C.001 that shows non-compliance with the applicable requirements by a person holding a licence issued in accordance with this Regulation, the competent authority shall raise a finding, record it and communicate it in writing to the licence holder, as well as communicate the finding to the employing organisation, if applicable.*
- (b) *When the competent authority that raised the finding is the competent authority responsible for the issuing of the licence:*
  - (1) *it may suspend or revoke the licence, rating or endorsement, as applicable, when a safety issue has been identified; and*
  - (2) *it shall take any further enforcement measures necessary to prevent the continuation of the non-compliance.*
- (c) *When the competent authority that raised the finding is not the competent authority responsible for the issuing of the licence, it shall inform the competent authority that issued the licence. In this case, the competent authority that issued the licence shall take action in accordance with point (b) and inform the competent authority that raised the finding.*

8.2 For information on processes for provisional withdrawal, competence in doubt, suspension and revocation of air traffic controller licences see PLAM No. 014.

8.3 ASAM No. 005 provide information on statutory responsibilities of ATC licence holders and ANSPs.

8.4 ASAM No. 034 provides guidance on the Competent Authority oversight audit programme, Ad-hoc audit and special audit procedures applicable for the holders of a student air traffic controller licence or an air traffic controller licence.

## 9 True Copies of Original Document

9.1 A true copy of an original document is defined as a photocopy of the original document that has been certified by an appropriate person as being 'A True Copy of the Original'. The signatory certifying the document must state on the copy 'this is a true copy of the original document sighted by me'.

## 10 Appendices - None