
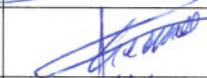



Management of ATCO Licenses

PROCEDURE MANAGEMENT

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REVISION FOLLOW-UP

Document Revision	Change identification	Date
1.0	Version in accordance with (EU) 2015/340	30/12/2016
2.0	General Revision	01/02/2017
3.0	Reference to the new EASA Basic Regulation; New data protection requirements (new chapter 5)	12/09/2018
4.0	Chapter 3 : New administrative arrangements	03/08/2020
05	Overhaul of the procedure following last experiences. Better definition of administrative actions at the DAC. Management of the administrative fees. Implementation of Commission Implementing Regulation (EU) 2023/893.	31/12/2024

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Distribution List

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1. GENERAL

1.1. SCOPE

This procedure describes the process to be followed to issue of SATCO and ATCO licences, their associated ratings and endorsements, and the conditions of their validity and use, in accordance with the (EU) regulations mentioned in point 1.2 of this procedure.

For revocation and suspension of elements mentioned above, please refer to procedure DAC-NSA-711, available in its latest version in the internal network of the DAC.

1.2. REFERENCED DOCUMENTS

Reference	Revision and/or Date of Publication
Regulation (EU) 2018/1139 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency.	Latest consolidated version
Commission Regulation (EU) 2015/340 of 20 February 2015 laying down technical requirements and administrative procedures relating to air traffic controllers' licences and certificates pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council, amending Commission Implementing Regulation (EU) No 923/2012 and repealing Commission Regulation (EU) No 805/2011.	Latest consolidated version
<i>Loi du 31 mai 2021 relative aux licences des contrôleurs de la circulation aérienne et aux prestataires de service de navigation aérienne.</i>	Latest consolidated version

1.3. ABBREVIATIONS

ATCO	Air Traffic Controller
DAC	Direction de l'Aviation Civile
EASA	European Union Aviation Safety Agency
EC	European Commission
EU	European Union
NSA	National Supervisory Authority
OJT	On-the-job training
SATCO	Student ATCO

2. GENERAL DISPOSITIONS

The following subchapter will describe the process to be followed as well as the required documentation to be sent to the DAC/NSA in the framework of this procedure.

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 dispositions of the procedure **DAC-NSA-711**.


2.1. TIMEFRAME FOR APPLICATION

All documentation shall be sent to the DAC/NSA as follows:

- a) **Student ATCO Licence** – As soon as the applicant has finished its initial training. The student ATCO cannot start OJT (in an operational position) without a valid Student ATCO Licence issued by the DAC. The date of start of the OJT shall be communicated to the DAC/NSA as part of the request.
- b) **Initial ATCO Licence** – As soon as the applicant has finished its unit endorsement course. The new qualified ATCO cannot start operational shifts without a valid ATCO licence issued by the DAC. The date of start of the operational shifts and/or the “*date d’assermentation*”, whichever occurs first shall be communicated to the DAC/NSA as part of the request.
- c) **In case of revalidations of endorsement within its validity date** - the request shall be sent to the DAC/NSA at least **one month before the expiry date** of the concerned endorsement. If several endorsements (on the same ATCO licence) are to be revalidated at the same time, the period mentioned above shall count as from the earliest expiration date.
- d) **In case of renewal of an expired endorsement or modification to a valid licence** - the request shall be sent to the DAC/NSA as soon as practicable. In the case the modification concerns a new rating or endorsement, such privileges shall not be exercised until a valid licence is issued by the DAC/NSA.
- e) **Exchanges of ATCO licence** - the request shall be sent to the DAC/NSA as soon as practicable. The new ATCO cannot start its unit endorsement course without a valid (S)ATCO Licence issued by the DAC. The date of start of the OJT shall be communicated to the DAC/NSA as part of the request. The procedure to be followed for an exchange of ATCO licence is described in the procedure DAC-NSA-711, available in its latest version in the DAC internal network. In addition, a copy of such procedure may also be published in the DAC website.

If the period mentioned in 2.1 (c) cannot be met, the request shall be made as soon as possible to allow the DAC/NSA to adequately perform all the necessary actions before the expiration of the endorsement.

All timelines mentioned above are an exclusive responsibility of the licence holder and/or the relevant ANSP depending on the bilateral agreement between them and the DAC/NSA.

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2.2. COMPLETENESS OF INFORMATION

All applications (as described in chapter 3 of this procedure) are only valid when all required documents have been provided to the DAC/NSA within the deadlines mentioned in chapter 2.1 of this procedure.

2.3. SUBMISSION TO THE NSA

It is the responsibility of the applicant or the relevant ANSP, when so agreed with the DAC/NSA, to ensure that all necessary evidence is sent to the DAC/NSA in the timeframe mentioned in 2.1. Once completed, the request is to be sent via POST to:

Direction de l'Aviation Civile (DAC)
National Supervisory Authority
4, rue Lou Hemmer
L-1748 Luxembourg

Or in the case that a digital tool to facilitate those exchanges is implemented by the DAC/NSA, all requests shall be exclusively sent directly via that platform.

Upon receiving an application and, if relevant, any supporting documentation, the DAC/NSA shall verify the application completeness and whether the applicant meets the requirements set out in Annex I of Commission Regulation (EU) 2015/340 and the dispositions laid down in chapter 3 of this procedure.


3. TYPE OF APPLICATIONS

3.1. STUDENT ATCO LICENCE

3.1.1. INITIAL ISSUE

Documents to provide:

- DAC-NSA Form 710-1 duly filled-out and signed;
- A copy of the applicant's ID card or passport (be at least 18 years old);
- 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;
- A certificate attesting an adequate level of English language proficiency (at least ICAO level 4) performed at in language assessment body with an approved language assessment method in accordance with Commission Regulation (EU) No 2015/340;
- A copy of a valid class 3 medical certificate;
- A certificate of residence.

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A) GENERAL CONDITIONS

Holders of a SATCO licence shall be authorised to provide ATC services in accordance with the rating(s) and rating endorsement(s) contained in their licence under the supervision of an OJT, and to undertake training for additional rating endorsement(s) and unit endorsement(s).

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

The holder of a SATCO licence who has not started exercising the privileges of that licence within 1 year from the date of its issuance or has interrupted exercising those privileges for a period of more than 1 year may only start or continue OJT in that rating:

- if an ATC TO satisfying the requirements laid down in Part ATCO.OR and certified to provide initial training relevant to the rating has conducted an assessment of previous competence as to whether the holder of a SATCO licence continues to satisfy the requirements relevant to that rating, and
- after satisfying any training requirements resulting from the assessment referred to point above.

B) VALIDITY

The student ATCO licence remains valid until successful completion of a unit endorsement course and an initial ATCO licence (see chapter 3.2 of this report) is issued by the DAC/NSA. In case of suspension or revocation of this type of licence, the dispositions of the procedure DAC-NSA-711 are to be applied.

3.2. ATCO LICENCE

3.2.1. INITIAL ISSUE

Documents to provide:

- a) DAC-NSA Form 710-1 duly filled-out and signed;
- b) Copy of the SATCO issued by the DAC;
- c) 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;
- d) Demonstration of an adequate level of language proficiency. If, at the moment of the application, the language endorsement is still valid, there is no need for additional evidence to be sent to the DAC/NSA;
- e) A copy of a valid class 3 medical certificate;
- f) A certificate of residence in case the address has changed since the last application.



A) GENERAL CONDITIONS

The privileges of an ATCO licence shall include the privileges of a SATCO licence previously issued. With the initial issue of an ATCO Licence, the SATCO licence is automatically revoked. The original SATCO licence shall be returned to the DAC, upon receipt of the new original ATCO licence.

Holders of an ATCO licence shall be authorised to provide ATC services in accordance with the ratings and rating endorsements of their licence, and to exercise the privileges of the endorsements contained therein. The unit endorsement authorises the licence holder to provide ATC services for a specific sector, group of sectors and/or working positions under the responsibility of an ATS unit.

The holder of an ATCO licence who has not started exercising the privileges of a rating within 1 year from the date of its issuance may only start OJT in that rating:

- If an ATC TO satisfying the requirements laid down in 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 ATCO licence continues to satisfy the requirements relevant to that rating, and;
- after satisfying any training requirements resulting from the assessment referred to in point (e)(1) above.

The holder of a rating who has interrupted exercising the privileges associated with that rating for a period of 4 or more immediately preceding consecutive years may only start OJT training in that rating:

- if an ATC TO satisfying the requirements laid down in 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;
- after satisfying any training requirements resulting from the assessment referred to in the point above;

B) VALIDITY

The unit endorsement is valid for a period as defined in the UCS of the ATS Unit and as approved by the DAC/NSA. In any case, this period shall not exceed three years.

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.

3.2.2. REVALIDATION OF AN ATCO LICENCE

Documents to provide:

- a) DAC-NSA Form 710-1 duly filled-out and signed;

- b) Evidence that the applicant has been exercising the privileges of the licence for a minimum number of hours as defined in the UCS;
- c) Evidence that the applicant has undertaken refresher training within the validity period of the unit endorsement according to the UCS;
- d) Evidence that the applicant's competence has been assessed in accordance with UCS not earlier than three months prior to the expiry date of the unit endorsement;
- e) Demonstration of an adequate level of language proficiency. If, at the moment of the application, the language endorsement is still valid, there is no need for additional evidence to be sent to the DAC/NSA.
- f) A copy of a valid class 3 medical certificate;
- g) A certificate of residence in case the address has changed since the last application.

A) GENERAL CONDITIONS

Unit endorsements shall be revalidated, provided that the requirements set out in ATCO.B.020 (I) and transposed into chapter 3.2.2 (b) to (d) above 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 set out in ATCO.B.020 (J), which has been transposed into the paragraph above, 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 ATCO.B.020 (i)(1) and (2) are also met.

B) VALIDITY

If subchapter 3.2.2 is met, the new validity period shall be counted from that expiry date. The unit endorsement is valid for a period as defined in the UCS of the ATS Unit and as approved by the DAC/NSA.

If the unit endorsement is revalidated before the period provided for in point PART ATCO.B.020 (h) and subchapter 3.2.2 (a), 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.

3.2.3. RENEWAL OF AN ATCO LICENCE

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. Documents to provide:

- a) DAC-NSA Form 710-1 duly filled-out and signed;
- b) A certificate attesting the successful completion of unit endorsement course in accordance with the requirements set out in Part ATCO, Subpart D, Section 3 at a certified ATC TO in accordance with the relevant UCS of the concerned ATS unit;

- c) Demonstration of an adequate level of language proficiency. If, at the moment of the application, the language endorsement is still valid, there is no need for additional evidence to be sent to the DAC/NSA.
- d) A copy of a valid class 3 medical certificate;
- e) A certificate of residence in case the address has changed since the last application.

A) 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.

B) VALIDITY

The unit endorsement is valid for a period as defined in the UCS of the ATS Unit and as approved by the DAC/NSA. In any case, this period shall not exceed three years.

3.2.4. MODIFICATION OF AN ATCO LICENCE

Documents to provide:

- a) DAC-NSA Form 710-1 duly filled-out and signed;
- b) A certificate attesting the successful completion of new ratings or rating endorsements at a certified ATC TO in accordance with the requirements of Commission Regulation (EU) 2015/340;
- c) Demonstration of an adequate level of language proficiency. If, at the moment of the application, the language endorsement is still valid, there is no need for additional evidence to be sent to the DAC/NSA;
- d) A copy of a valid class 3 medical certificate;
- e) A certificate of residence in case the address has changed since the last application.

A) GENERAL CONDITIONS

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

The ATCO 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.

B) VALIDITY

See chapter 3.2.1 (A) of this procedure.

3.3. LANGUAGE PROFICIENCY ENDORSEMENT

ATCOs and SATCOs shall not exercise the privileges of their licences unless they have a valid language proficiency endorsement in English. The language proficiency endorsement shall indicate the language(s), the level(s) of proficiency and the expiry date(s).

Direction de l'Aviation Civile

The applicant for any language proficiency endorsement shall demonstrate, in accordance with the rating scale referred to in Commission Regulation (EU) 2015/340, at least an operational level (Level 4) of language proficiency. Language proficiency shall be demonstrated by a certificate attesting the result of the assessment.

In accordance with Commission Regulation (EU) 2015/340, the language assessment shall be performed in a language assessment body for ATCOs via an approved language assessment method approved by the DAC/NSA or any other CAA.

3.3.1. INITIAL ISSUE

The initial language proficiency endorsement is included on the SATCO licence in accordance with chapter 3.1 of this procedure. The validity of the language proficiency endorsement, depending on the level determined in accordance with Commission Regulation (EU) 2015/340, shall be:

- for operational level (level 4), three years from the date of assessment; or
- for extended level (level 5), six years from the date of assessment;
- for expert level (level 6):
 - nine years from the date of assessment, for the English language;
 - unlimited, for any other language(s) referred to in ATCO.B.030(a). At the time of the publication of this procedure, this dispositions do not apply in Luxembourg.

3.3.2. REVALIDATION


This case applies either to revalidate the current level or a new level within the validity period of the language proficiency endorsement.

Documents to provide:

- a) DAC-NSA Form 710-1 duly filled-out and signed;
- b) A certificate attesting an adequate level of English language proficiency (at least ICAO level 4) performed at in language assessment body with an approved language assessment method in accordance with Commission Regulation (EU) 2015/340.
- c) A copy of a valid class 3 medical certificate;
- d) A certificate of residence in case the address has changed since the last application.

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.

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3.3.3. RENEWAL

This case applies either to renew the current level or a new level after the validity period of the language proficiency endorsement.

Documents to provide:

- a) DAC-NSA Form 710-1 duly filled-out and signed;
- b) A certificate attesting an adequate level of English language proficiency (at least ICAO level 4) performed at in language assessment body with an approved language assessment method in accordance with Commission Regulation (EU) 2015/340;
- c) A copy of a valid class 3 medical certificate;
- d) A certificate of residence in case the address has changed since the last application.

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.

A) 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.

3.4. OJTI ENDORSEMENT

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 STD in the ratings held.

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

- a) exercised for at least two years the privilege of the rating they will instruct in. This period of time can be shortened to not less than one year by the DAC/NSA when requested by the ATC TO;
- b) exercised for an immediately preceding period of at least six months the privilege of the valid unit endorsement, in which instruction will be given;
- c) practised instructional skills in those procedures in which it is intended to provide instruction.

A person shall only carry out practical training when he/she holds an ATCO licence with an OJTI endorsement, which will be valid for a period of 3 years.

3.4.1. INITIAL ISSUE

Documents to provide:

- a) DAC-NSA Form 710-1 duly filled-out and signed ;
- b) A copy of the ATCO licence containing a valid unit endorsement;



- c) Evidence that the applicant has exercised the privileges of an ATCO 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 DAC/NSA, when requested by the ATC TO;
- d) Evidence that the applicant has, 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.
- e) Demonstration of an adequate level of language proficiency. If, at the moment of the application, the language endorsement is still valid, there is no need for additional evidence to be sent to the DAC/NSA;
- f) A copy of a valid class 3 medical certificate;
- g) A certificate of residence in case the address has changed since the last application.

A) GENERAL CONDITIONS

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

3.4.2. REVALIDATION

The OJT endorsement may be revalidated by successfully completing refresher training on practical instructional skills during its validity period, provided that the applicant:

- 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 DAC/NSA when requested by the ATC TO.

Documents to provide:

- a) DAC-NSA Form 710-1 duly filled-out and signed ;
- b) A copy of the air traffic controller licence containing a valid unit endorsement;
- c) Evidence that the applicant has 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 DAC/NSA, when requested by the ATC TO;
- d) Evidence that the applicant has, 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;
- e) Demonstration of an adequate level of language proficiency. If, at the moment of the application, the language endorsement is still valid, there is no need for additional evidence to be sent to the DAC/NSA;
- f) A copy of a valid class 3 medical certificate;
- g) A certificate of residence in case the address has changed since the last application.



3.4.3. RENEWAL

If the OJTI endorsement has expired, it may be renewed by:

- Receiving refresher training on practical instructional skills, and;
- Successfully passing a practical instructor competence assessment.

within the year preceding the application for renewal, provided that the applicant:

- holds an air traffic controller licence with a valid unit endorsement;
- has 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 DAC/NSA when requested by the ATC TO.

Documents to provide:

- a) DAC-NSA Form 710-1 duly filled-out and signed ;
- 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 2 years immediately preceding the application. This period may be shortened to not less than 1 year by DAC/NSA, when requested by the ATC TO;
- e) Evidence that the applicant has, within the 12 months preceding the application, successfully completed a practical instructional techniques course during which the required knowledge and pedagogical skills are taught and has been appropriately assessed;
- f) Demonstration of an adequate level of language proficiency. If, at the moment of the application, the language endorsement is still valid, there is no need for additional evidence to be sent to the DAC/NSA.
- g) Evidence that the applicant has successfully completed refresher training on practical instructional skills within the year preceding the application for renewal;
- h) Evidence that the applicant has successfully passed a practical instructor competence assessment within the year preceding the application for renewal;
- i) A copy of a valid class 3 medical certificate;
- j) A certificate of residence in case the address has changed since the last application.

A) GENERAL CONDITIONS

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.

3.4.4. EXCHANGE OF ENDORSEMENT

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.

3.4.5. TEMPORARY OJTI ENDORSEMENT

When compliance with the requirements provided for in ATCO.C.010(b)(2) is not possible, the DAC/NSA may grant temporary OJTI authorisation based on a safety analysis presented by the ANSP. This safety analysis should specify the reasons for which the relevant unit endorsement requirement provided for in ATCO.C.010(b)(2) cannot be met and how the equivalent level of safety will be ensured by other means.

Based on an assessment on the safety analysis mentioned above, the temporary OJTI authorisation may be issued to holders of a valid OJTI endorsement issued in accordance with ATCO.C.015.

The assessment mentioned above such include the following elements:

- Assessment of the triggering event of such change;
- Assessment of the overall impact on the safe provisions of services;
- Assessment of the validity of the (safety) arguments as well as the existing and new mitigations, amongst others.

(The list above must be consider as not exhaustive)

The temporary OJTI authorisation referred above 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 ATCO.C.015, whichever occurs sooner.

Documents to provide:

- a) DAC-NSA Form 710-1 duly filled-out and signed ;
- 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 for a period of at least two years immediately preceding the application;
- d) Demonstration of an adequate level of language proficiency. If, at the moment of the application, the language endorsement is still valid, there is no need for additional evidence to be sent to the DAC/NSA;
- e) A copy of a valid class 3 medical certificate;
- f) A certificate of residence in case the address has changed since the last application.

The temporary OJTI authorisation referred to in ATCO.C.025 shall be issued as a separate document wherein the privileges of the holder as well as the validity of the authorisation shall be specified.

3.5. STDI ENDORSEMENT

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

- for subjects of practical nature during initial training;
- for unit training other than OJT; and
- for continuation training.



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

As an exception to point (a) mentioned above:

- the period of 2 years may be shortened to not less than 1 year by the DAC/NSA when requested by the training organisation;
- for the purpose of basic training, any rating held is appropriate;
- 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.

3.5.1. INITIAL ISSUE

Documents to provide:

- a) DAC-NSA Form 710-1 duly filled-out and signed ;
- b) A copy of the applicant's ID card or passport;
- c) Evidence that the applicant has exercised the privileges of an ATCO licence in any rating for at least 2 years. This period may be shortened to not less than 1 year by the DAC/NSA when requested by the ATCO;
- 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) A certificate of residence in case the address has changed since the last application.

A) GENERAL CONDITIONS AND VALIDITY

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.


The STDI endorsement shall be valid for a period of 3 years.

3.5.2. REVALIDATION

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

Documents to provide:

- a) DAC-NSA Form 710-1 duly filled-out and signed ;

	<p>LE GOUVERNEMENT DU GRAND-DUCHÉ DE LUXEMBOURG Ministère de la Mobilité et des Travaux publics Direction de l'aviation civile</p>	<p>MANAGEMENT OF ATCO LICENSES</p>	<p>DAC-NSA-710 Page 18 of 25</p>
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- b) A copy of the applicant's ID card or passport;
- c) 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);
- d) A certificate of residence in case the address has changed since the last application.

3.5.3. RENEWAL

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:

- received refresher training on practical instructional skills and on current operational practices; and
- successfully passed a practical instructor competence assessment.

Documents to provide:

- a) DAC-NSA Form 710-1 duly filled-out and signed ;
- b) A copy of the applicant's ID card or passport;
- c) 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;
- d) Evidence that the applicant has successfully passed a practical instructor competence assessment within the year preceding the application for renewal;
- e) A certificate of residence in case the address has changed since the last application.

3.6. ASSESSOR ENDORSEMENT

A person shall only carry out assessments when he or she holds an assessor endorsement on its licence. The holder is authorised to carry out assessments as follows:

- during initial training for the issue of a SATCO licence or for the issue of a new rating and/or rating endorsement, if applicable;
- of previous competence for the purpose of points ATCO.B.001(d), ATCO.B.005(e) and ATCO.B.010(b);
- of SATCOs for the issue of a unit endorsement and rating endorsement(s), if applicable;
- of ATCOs for the issue of a unit endorsement and rating endorsement(s), if applicable, as well as for revalidation and renewal of a unit endorsement;
- of applicant practical instructors or applicant assessors when compliance with the applicable requirements of points (d)(2) to (4) is ensured.

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

- at least 2 years' experience in the rating and rating endorsement(s) they will assess; and
- demonstrated knowledge of current operational practices. The demonstration of knowledge of current operational practices may be achieved by establishing familiarity with current environment and operational procedures.

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

- 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;
- 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;
- 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;
- 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.

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.

3.6.1. INITIAL ISSUE

Applicants for the issue of an assessor endorsement shall:

- have exercised the privileges of an air traffic controller licence for at least 2 years; and
- 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.

Documents to provide:

- DAC-NSA Form 710-1 duly filled-out and signed ;
- A copy of the applicant's ID card or passport;
- A copy of the air traffic controller licence containing a valid unit endorsement;
- Evidence that the applicant has exercised the privileges of an air traffic controller licence for at least 2 years;
- Evidence that the applicant has, 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;
- If the applicant will be responsible 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, 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, if they hold an STDI or OJTI endorsement and have exercised the privileges of that endorsement for at least 3 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 if they hold an OJTI endorsement and have exercised the privileges of that endorsement for at least 3 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 if they have exercised the privileges of the assessor endorsement for at least 3 years and join the evidence;
- j. Demonstration of an adequate level of language proficiency. If, at the moment of the application, the language endorsement is still valid, there is no need for additional evidence to be sent to the DAC/NSA;
- k. A copy of a valid class 3 medical certificate;
- l. A certificate of residence in case the address has changed since the last application.

A) GENERAL CONDITIONS

The assessor endorsement shall be valid for a period of 3 years. 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.

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.

3.6.2. REVALIDATION

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

Documents to provide:

- a) DAC-NSA Form 710-1 duly filled-out and signed ;
- 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 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, 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, if they hold an STDI or OJTI endorsement and have exercised the privileges of that endorsement for at least 3 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 if they hold an OJTI endorsement and have exercised the privileges of that endorsement for at least 3 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 if they have exercised the privileges of the assessor endorsement for at least 3 years and join the evidence;
- j) Demonstration of an adequate level of language proficiency. If, at the moment of the application, the language endorsement is still valid, there is no need for additional evidence to be sent to the DAC/NSA;
- k) A copy of a valid class 3 medical certificate;
- l) A certificate of residence in case the address has changed since the last application.

A) 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.

3.6.3. RENEWAL

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:

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

Documents to provide:

- a. DAC-NSA Form 710-1 duly filled-out and signed ;
- 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 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, 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 STDI endorsement, if they hold an STDI or OJTI endorsement and have exercised the privileges of that endorsement for at least 3 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 OJTI endorsement if they hold an OJTI endorsement and have exercised the privileges of that endorsement for at least 3 years and join the evidence;
- j. If the applicant will be responsible 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 and join the evidence;
- k. Demonstration of an adequate level of language proficiency. If, at the moment of the application, the language endorsement is still valid, there is no need for additional evidence to be sent to the DAC/NSA.
- l. A copy of a valid class 3 medical certificate;
- m. A certificate of residence in case the address has changed since the last application.

A) GENERAL CONDITIONS

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.


3.6.4. TEMPORARY ASSESSOR ENDORSEMENT

When the requirement provided for in ATCO.C.045(d)(1) cannot be met, the DAC/NSA may authorise holders of an assessor endorsement issued in accordance with ATCO.C.055 to carry out assessments referred to in ATCO.C.045(b)(3) and (4) 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.

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.

For issuing a temporary assessor authorisation for the reasons referred to above and depending on the nature of the request, the DAC/NSA may require a safety analysis to be presented by the relevant ANSP.

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This safety analysis should specify the reasons for which the relevant unit endorsement requirement provided for in ATCO.C.045(d)(1) cannot be met and how the equivalent level of safety will be ensured by other means. For the purpose of ensuring the independence of the assessment for reasons of recurrent nature, the safety analysis performed could encompass the recurrent nature of the need to ensure the independence of the assessments from the training process and provide a basis for the issue of multiple temporary authorisations based on the same reason.

Documents to provide:

- a) DAC-NSA Form 710-1 duly filled-out and signed ;
- 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 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) Demonstration of an adequate level of language proficiency. If, at the moment of the application, the language endorsement is still valid, there is no need for additional evidence to be sent to the DAC/NSA;
- g) A copy of a valid class 3 medical certificate;
- h) A certificate of residence in case the address has changed since the last application.

A) VALIDITY

The temporary OJTI 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. 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.

4. FINANCIAL FEES

All administrative fees related to the application of this procedure are defined in « *Règlement grand-ducal du 31 mai 2021 concernant les taxes relatives aux licences des contrôleurs de la circulation aérienne* » and shall be made to the "l'Administration de l'Enregistrement et des Domaines (AED)" in accordance with the agreement between the DAC/NSA and the relevant ANSP.

4.1. ANA

With regard to ATCOs employed by ANA, the following process applies:

- An extract from all licence applications covering a full calendar year shall be sent to the DAC/NSA as soon as possible in Q1 of the next calendar year;
- Upon reception of the document mentioned above and written confirmation by the DAC/NSA of the overall amount to be paid, ANA shall make a bank transfer to AED with the mention "Licence ATC".

5. ADMINISTRATIVES ARRANGEMENTS

The DAC/NSA is responsible for the overall process laid down in this procedure. With regard to the administrative arrangements, the DAC Licensing department may support the department. However, no ATCO license shall be issued without the technical approval of the NSA.

5.1. RECEPTION OF THE DOCUMENTATION

All documents requested for each application under the point 3 of this procedure shall be sent to the DAC/NSA, who will verify the completeness and the correctness of the request. If the request is incomplete, it shall contact the person concerned or the relevant ANSP in order to provide the remaining documents.

As soon as the verification mentioned above is concluded, the agent responsible for this assessment shall fill out the DAC-NSA Form 710-2 with all relevant information based on the documentation received and will transfer the file to the relevant ATM/ANS inspector for validation.

5.2. VERIFICATION OF THE RECEIVED DOCUMENTATION BY THE NSA

The inspector will then review all documentation received in order to verify its completeness, correctness and compliance with the relevant requirements of Commission Regulation (EU) 2015/340 and this procedure.

If any inconsistency or incorrect information is found in the request, the DAC/ NSA will contact all concerned actors as far as reasonably practicable and in the most expeditious way, in order to address the faulty situation.

If the NSA does not find inconsistencies concerning the application, the relevant inspector shall sign the DAC-NSA Form 710-2 and the licence can therefore be printed.

5.3. ISSUANCE OF THE RELEVANT LICENSE

Depending on the working arrangement between the DAC Licensing Department and the DAC/NSA and only upon validation of request through the DAC-NSA Form 710-2 duly signed by the ATM/ANS Inspector, one of them will update the EMPIC database accordingly and print out the license.

5.4. DELIVERANCE OF THE LICENSE

The licenses are printed on the A4 paper, which contains two versions of one license: the original and a copy. Both versions are separated, and the copy is stored in the individual ATCO files in the licensing department.

The originals are regrouped and will be transferred to ANA via personal transport organised by ANA. The distribution of the licenses will be done internally at ANA via its Human Ressources department.

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Before transfer to ANA, the DAC will fill out the DAC-NSA Form 710-3 with all the names and the license numbers of the printed licenses. The licenses are then delivered to ANA via personal transport, where the same form needs to be countersigned by a member of the ANA/HR department and by a member of ANA Management.

This original form is sent back to the DAC. ANA/HR may keep a copy for internal traceability if deemed necessary. Upon receipt, this form is archived within the DAC/NSA.

This document shall be sent to the DAC/NSA no later than two weeks after reception of the licences.

In a second phase, ANA/HR will distribute the licenses to the ATCOs and each ATCO individually shall sign his license and the DAC-NSA Form 710-4. ANA/HR is responsible to ensure that the ATCO duly signed his licence.

ANA/HR shall send the original DAC-NSA Form 710-4 duly signed to the DAC/NSA and ANA-HR may keep a copy for internal traceability if deemed necessary. Upon receipt, this form is archived within the DAC/NSA.

This document shall be sent to the DAC/NSA no later than two weeks after signature of the licence by the relevant ATCO.

6. RECORD KEEPING AND GDPR

All documents related to the application of this procedure shall kept and stored in accordance with the Part-III, chapter 5 of the NSA Handbook.

If applicable, regarding the application of data protection (GDPR), the NSA staff shall apply the dispositions of the Part-III, chapter 5.1 of the NSA Handbook as well as DAC-Manuel Qualité.

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.

7. LIST OF TEMPLATES

- DAC-NSA Form 710-1 – Application Form ATCO License;
- DAC-NSA Form 710-2 – Checklist ATCO License;
- DAC-NSA Form 710-3 – AR-Licence ATCO-HR;
- DAC-NSA Form 710-4 – AR-Licence ATCO.



**APPLICATION FORM FOR THE ISSUE,
REVALIDATION AND RENEWAL OF LICENCES,
RATINGS AND ENDORSEMENTS**

DAC-NSA Form 710-1

Page 1 of 3

A. APPLICANT'S DETAILS

Name:

Permanent address

Tel:

Mobile:

E-mail Address:

Nationality:

Date of Birth (dd/mm/yyyy)

Place of Birth

Licence Serial Number:

Date of Issue (dd/mm/yyyy):

Employer's Name:

B. TYPE OF APPLICATION

Issue of Student ATCO licence, rating(s) and rating endorsement(s) (Part C, E, F and G of this form)

Language proficiency endorsement(s) (Part C, E and F of this form)

Issue of ATCO licence, rating(s), rating endorsement(s) and endorsements (Part C, D, E and F of this form)

Revalidation of ATCO licence rating(s), rating endorsement(s) and endorsements (Part C, D, E and F of this form)

Renewal of ATCO licence rating(s), rating endorsement(s) and endorsements (Part C, D, E and F of this form)

C. LIST OF RATING, RATING ENDORSEMENT AND ATC UNIT

RATING		ATC UNIT	RATING ENDORSEMENT					
ADC		TWR						SUR
APS			PAR		SRA			
ACS					OCN			
ACP					OCN			
ADV								
APP								

LICENCE ENDORSEMENTS

OJTI	STDI	Assessor	Language Proficiency	Level 4
				Level 5
				Level 6

D. UNIT ENDORSEMENT REVALIDATION/RENEWAL

The applicant meets the requirements of Regulation (EU) 2015/340 of the internal unit competence scheme.
The unit endorsements annotated below are revalidated/renewed (insert as appropriate).

Unit Endorsement		Valid until	
Unit Endorsement		Valid until	

E. REMARKS

F. SIGNATURE

I hereby:

- apply for the issue/revalidation/renewal of (Student) ATCO licence, ratings and/or endorsements, as indicated;
- confirm that the information contained herein is correct at the time of the application;
- confirm that I do not hold any (Student) ATCO licence issued in another Member State;
- confirm that I have not applied for any (Student) ATCO licence in another Member State; and
- confirm that I have never held a (Student) ATCO licence issued in another Member State which has been revoked or suspended in any other Member State.

I understand that any incorrect information provided herein could prohibit me from holding a (Student) ATCO licence.

Date:	Signature of applicant:
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G. CERTIFICATES/DOCUMENTS

Please enclose all relevant certificates and/or documents:

Copy of (Student) ATCO licence, if applicable
Copy of passport or other national ID
Copy of a valid medical certificate
Copy of relevant training certificate/documents proving the successful completion of:
Initial training and Basic training
Rating training
Unit training
Practical instructor training
Assessor training
Refresher training
Copy of language proficiency certificate(s)
Certificate by ATC provider proving that the licence holder has fulfilled the requirements in accordance with the approved unit competence scheme.
Copy of the competence assessment form
Any other copy(ies), as necessary

Direction de l'Aviation Civile.



INFORMATION NOTE ON DATA PROTECTION NOTICE D'INFORMATION SUR LA PROTECTION DES DONNEES

Air traffic controller licence
Licence de contrôleur aérien

Personal data are processed for the purpose of aviation safety by guaranteeing that only persons possessing the required competences perform air traffic control functions.

Les données à caractère personnel sont traitées en vue de la sécurité aérienne en garantissant que seules les personnes possédant les compétences nécessaires exercent la fonction de contrôleur de la circulation aérienne.

The data subject has the right :

- to access to their personal data,
- to rectification or erasure of personal data or restriction of processing,
- to object to processing,

by contacting the data protection officer (dpo@av.etat.lu). Proof of identity has to be included in the request (ex. copy of identity card or passport, licence number, etc.).

Toute personne concernée a le droit :

- d'accéder à ses données personnelles,
- de demander la rectification ou l'effacement des données personnelles, ou la limitation du traitement,
- de s'opposer au traitement,

en contactant le délégué à la protection des données (dpo@av.etat.lu). Une preuve de l'identité doit être jointe à la demande (ex. copie de la carte d'identité ou du passeport, numéro de la licence, etc.).

Failure to provide the requested data will prevent the issuance, renewal/revalidation or transfer of the air traffic controller licence.

Le fait de ne pas fournir les données à caractère personnel requises à la DAC fera obstacle à la délivrance, le renouvellement/la revalidation ou le transfert de la licence de contrôleur aérien.

For more detailed information on the protection of your personal data, please consult our website:

<https://dac.gouvernement.lu/en/data-protection.html>

Pour des informations plus détaillées sur la protection de vos données personnelles, veuillez consulter notre site web :

<https://dac.gouvernement.lu/fr/protection-donnees.html>



CHECKLIST – ATCO LICENCE

DAC-NSA Form 710-2

Page 1 of 2

A. APPLICANT'S DETAILS

Licence Serial Number:			Licence holder:		
ATC Unit	APP	TWR	Date of Request:		
In case of first issue					
Final Assessment Form	Yes	No	ANA Assessment Date :		
Examen d'Admission définitive	Yes	No	Date of the exam :		
Assermentation	Yes	No	Date :		

B. BASIC INFORMATION

Application Form DAC-NSA-710-1	Yes	No	
Medical Certificate – Class 3	Yes	No	Validity:
Copy of ID Card	Yes	No	
Copy of last issued ATCO/SATCO licence	Yes	No	
Certificate of Residence	Yes	No	(Only in case of change of address)

C. TYPE OF REQUEST

Issue of Student ATCO licence, rating(s) and rating endorsement(s).
Language proficiency endorsement(s).
Issue of ATCO licence, rating(s), rating endorsement(s) and endorsements.
Revalidation of ATCO licence rating(s), rating endorsement(s) and endorsements.
Renewal of ATCO licence rating(s), rating endorsement(s) and endorsements.

RATING		RATING ENDORSEMENT					
ADC							SUR
APS		PAR		SRA			
ACS				OCN			
ACP				OCN			
ADV							
APP							

Direction de l'Aviation Civile

DAC Form 710-2

Revision 04

October 2024

LICENCE ENDORSEMENTS					
OJTI	STDI	Assessor		Language Proficiency	Level 4 Level 5 Level 6
D. DOCUMENT CONTROL					
Rating Course	Yes		No		In accordance with (EU) 2015/340
Rating Endorsement Course	Yes		No		In accordance with (EU) 2015/340
Language Proficiency	Yes		No		Assessment date:
Certificate Assessor	Yes		No		Assessment date:
Certificate OJTI	Yes		No		Assessment date:
Certificate STDI	Yes		No		Assessment date:
Unit Endorsement	Yes		No		Assessment date:
Yearly Assessment	Yes		No		Assessment date:
Other relevant certificate	Yes		No		
Working Hours	Yes		No		
E. REMARKS					
F. SIGNATURE					
National Supervisory Authority				Date:	

Direction de l'Aviation Civile

DAC Form 710-2

Revision 04

October 2024



Par la présente, les soussigné(e)s,
ANA Management

Et responsable RH mandaté par l'ANA

Accusent bonne réception des licence(s) des contrôleurs de la circulation aérienne
suivantes :

Qui nous sont remises en mains propres par l'agent de la Direction de l'Aviation Civile
(DAC) :

Date :

Signature RH

Signature Management



Je soussigné(e),

accuse bonne réception de ma licence de contrôleur aérien ATC

portant le numéro

Je confirme en outre par ma signature ci-dessous que j'ai signé ma license dès réception.

Date :

Signature :

