

Gibraltar Director of Civil Aviation

Procedure 12

ATC Licence Recognition

Contents

Revision History	1
Introduction	2
Procedure.....	2

Revision History

Version	Item	Date
1	Initial Issue	14/02/2025

Introduction

In accordance with the Civil Aviation (Air Navigation) Regulations 2009, regulation 60(3), any Air Traffic Control Officer wishing to provide an air traffic control service in Gibraltar, where the issuing authority for the licence is the UKCAA, must have their licence recognised by the Director of Civil Aviation (DCA). This procedure sets out how that recognition is achieved.

Procedure

1. Air traffic control services can only be provided from Gibraltar Airport by a person holding an approval to do so, issued by the DCA under Civil Aviation (Air Navigation) Regulations 2009, Regulation 53. This unit approval can only be issued when both the requirements of the Civil Aviation (Air Navigation) Regulations 2009 Part 8 and retained Regulation (EU) 2017/373 have been met by the approval holder and their organisation.
2. The person holding the unit approval will ensure that copies of all licences and associated medical certificates which they wish to have recognised, have been provided to the DCA. The DCA will maintain a list of all individual Air Traffic Controller Licences recognised in accordance with the Civil Aviation (Air Navigation) Regulations 2009, regulation 60(3).
3. This list, comprising the name and licence number of each licence holder, will be provided to the person holding the unit approval in the form of a letter signed by the DCA and stating that the listed licences have been recognised which shall be held on file and available for inspection by persons authorised by the Director.
4. For an individual Air Traffic Controller Licence, issued by the UKCAA, to be recognised by the DCA, the person holding the unit approval, or a person nominated by that person, must provide the DCA with a copy of the licence and associated medical certificate.
5. On receipt of a request for recognition, the DCA will confirm with the UKCAA, via Civil Aviation Authority International or the Air Traffic Service Inspector for the unit, that the licence has been correctly issued. The recognition process can be expected to require up to 28 days.
6. Once confirmation of the correct issue of the licence has been received, the DCA will amend the list of recognised licences to include that licence and re-issue the letter of all recognised licence holders to the holder of the unit approval.
7. Once a licence has been recognised, there is no requirement to resubmit the licence for recognition when changing from a student to a full licence or on receipt of any additional endorsements or proficiencies.
8. Where an Air Traffic Control Officer leaves the unit, the holder of the unit approval, or a person nominated by that person, is responsible for notifying the DCA. On receipt of such notice, the DCA will remove that licence from the list of recognised licences and re-issue the letter of all recognised licence holders to the holder of the unit approval.
9. The DCA reserves the right to revoke or suspend the recognition of a licence and will notify the holder of the unit approval by letter where such action is taken. The list of recognised licence holders will be amended and the letter of all recognised licence holders re-issued to the holder of the unit approval.