



March 12, 2019

To: Regional Vice Presidents
Branches and Facilities

ATC Licence Holder Responsibilities

As an Air Traffic Controller, Canadian Aviation Regulations ([CARs 402.04 \(1\)](#)) require that you are always in possession of a valid licence and medical certificate when working operational positions.

It is **your responsibility** as the licence holder to ensure you satisfy the requirements under CARs: to have a valid licence (proficiency checks are up-to-date) and valid medical certificate, and be able to produce it when exercising the privileges of your licence.

Please **DO NOT** let your licence expire.

Important Notes:

- Recently, there have been a few incidents across the country where people were found to be working without a valid licence and/or a medical certificate.
- Transport Canada is following up on these incidents. The maximum fine in CAR 103 Schedule II is \$5,000/occurrence (i.e. \$5,000 for every shift without meeting CAR requirements).
- CATCA has no avenue to defend members if they receive a fine from Transport Canada. The issue is strictly between the Controller and Transport Canada.

Below please find a helpful [Infographic](#) on the medical certification process provided by NAV Canada.

If there are any questions with regards to your licence, please speak with your Branch Chair or Steward or your RVP.

In solidarity,

Peter Duffey
President

Doug Best
Executive Vice President

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