



European Aviation Safety Agency — Rulemaking Directorate
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Licensing and medical certification of air traffic controllers

Extracts of the resulting text of the
draft Cover Regulation &
IR Part-ATCO, Part-ATCO.AR and Part-ATCO.OR

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TABLE OF CONTENTS

DRAFT COMMISSION REGULATION (EU) No .../.....	3
ANNEX I.....	10
PART-ATCO	10
REQUIREMENTS FOR THE LICENSING OF AIR TRAFFIC CONTROLLERS.....	10
SUBPART A — GENERAL REQUIREMENTS.....	10
SUBPART B — LICENCES, RATINGS AND ENDORSEMENTS	11
SUBPART C — REQUIREMENTS FOR INSTRUCTORS AND ASSESSORS	18
SUBPART D — AIR TRAFFIC CONTROLLER TRAINING	23
ANNEX II	29
PART-ATCO.AR	29
REQUIREMENTS FOR COMPETENT AUTHORITIES.....	29
SUBPART A — GENERAL REQUIREMENTS.....	29
SUBPART B — MANAGEMENT	32
SUBPART C — OVERSIGHT AND ENFORCEMENT	34
SUBPART D — ISSUE, REVALIDATION, RENEWAL, SUSPENSION AND REVOCATION OF LICENCES, RATINGS AND ENDORSEMENTS	35
SUBPART E — CERTIFICATION PROCEDURE FOR AIR TRAFFIC CONTROLLER TRAINING ORGANISATIONS AND APPROVAL OF TRAINING COURSES	37
SUBPART F — SPECIFIC REQUIREMENTS RELATING TO AERO-MEDICAL CERTIFICATION	38
ANNEX III	39
PART-ATCO.OR	39
REQUIREMENTS FOR AIR TRAFFIC CONTROLLER TRAINING ORGANISATIONS AND AERO-MEDICAL CENTRES.....	39
SUBPART A — GENERAL REQUIREMENTS.....	39
SUBPART B — REQUIREMENTS FOR AIR TRAFFIC CONTROLLER TRAINING ORGANISATIONS.....	39
SUBPART C — MANAGEMENT OF AIR TRAFFIC CONTROLLER TRAINING ORGANISATIONS.....	41
SUBPART D — REQUIREMENTS FOR TRAINING COURSES AND TRAINING PLANS	42
SUBPART E — REQUIREMENTS FOR AERO-MEDICAL CENTRES.....	42

DRAFT COMMISSION REGULATION (EU) NO .../...**of ...****laying down technical requirements and administrative procedures
related to air traffic controllers' licences and certificates pursuant to
Regulation (EC) No 216/2008 of the European Parliament and of the
Council and repealing Regulation (EU) No 805/2011****(Text with EEA relevance)**

THE EUROPEAN COMMISSION,

Having regard to the Treaty on the Functioning of the European Union,

Having regard to Regulation (EC) No 216/2008 of the European Parliament and of the Council of 20 February 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency, and repealing Council Directive 91/670/EEC, Regulation (EC) No 1592/2002 and Directive 2004/36/EC¹, and in particular Article 8c(10) thereof,

Whereas:

(…)

HAS ADOPTED THIS REGULATION:

*Article 1***Objective**

The objective of this Regulation is to increase safety standards and to improve the operation of the air traffic control system within the EU through the issue of an air traffic controller licence based on common licensing requirements

*Article 2***Subject matter and scope**

1. This Regulation lays down detailed rules for:
 - (a) the conditions for the issue, suspension and revocation of licences of air traffic controllers and student air traffic controllers, as well as of associated ratings and endorsements, and the privileges and responsibilities of the holders of such licences, ratings and endorsements;
 - (b) the conditions for the issue, limitation, suspension and revocation of medical certificates for air traffic controllers and student air traffic controllers, as well as the privileges and responsibilities of the holders of medical certificates;
 - (c) the certification of aero-medical examiners and aero-medical centres for air traffic controllers and student air traffic controllers;
 - (d) the certification of air traffic controller training organisations;
 - (e) the conditions of the validity, revalidation, **renewal** and use of such licences, ratings, endorsements and certificates.

¹ OJ L 79, 19.3.2008, p. 1.

2. This Regulation shall apply to:

- (a) student air traffic controllers and air traffic controllers exercising their functions within the scope of Regulation (EC) No 216/2008; and
 - (b) persons and organisations involved in the licensing, training, testing, checking or medical examination and assessment of applicants in accordance with this Regulation.
3. Personnel referred to in paragraph 2 shall be qualified and licensed in accordance with the provisions of Annexes I and III to this Regulation.
 4. Organisations referred to in paragraph 2 shall comply with the technical requirements and administrative procedures laid down in Annexes I, II, III and IV to this Regulation and shall be certified.
 5. The medical certification of the personnel referred to in paragraph 2(a) and (b) shall comply with the technical requirements and administrative procedures laid down in Annexes III and IV to this Regulation.
 6. Air traffic control services within the scope of Regulation (EC) No 216/2008 shall only be provided by air traffic controllers licensed in accordance with this Regulation.
 7. Subject to Article 1(3) of Regulation (EC) No 216/2008, Member States shall, as far as practicable, ensure that services provided or made available by military personnel to the public referred to in Article 1(2)(c) of that Regulation offer a level of safety that is at least equivalent to the level required by the essential requirements as defined in Annex Vb to that Regulation.
 8. With the objective of achieving a harmonised level of safety within the European airspace, Member States may decide to apply this Regulation to their military personnel providing services to the public referred to in Article 1(2)(c) of Regulation (EC) No 216/2008.

Article 3 Definitions

For the purposes of this Regulation, the following definitions shall apply:

1. 'abnormal situation' means circumstances which are neither routinely nor commonly experienced and for which an air traffic controller has not developed automatic skills, including degraded situations;
2. 'acceptable means of compliance (AMC)' means non-binding standards adopted by the Agency to illustrate means to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules;
3. 'air traffic control (ATC) service' means a service provided for the purpose of:
 - (a) preventing collisions:
 - between aircraft, and
 - in the manoeuvring area between aircraft and obstructions; and
 - (b) expediting and maintaining an orderly flow of air traffic;
4. (...)
5. (...)

6. 'assessment' means an evaluation of the practical skills leading to the issue of the licence, rating, and/or endorsement(s) and their revalidation and/or renewal, including behaviour and the practical application of knowledge and understanding being demonstrated by the person being assessed;
7. (...)
8. 'critical incident stress' means the manifestation of unusual and/or extreme emotional, physical and/or behavioural reactions in an individual following an event;
9. 'emergency situation' means a serious and dangerous situation requiring immediate actions;
10. 'examination' means a formalised test that evaluates the person's knowledge and understanding;
11. 'guidance material (GM)' means non-binding material developed by the Agency that helps to illustrate the meaning of a requirement or specification and is used to support the interpretation of the Basic Regulation, its Implementing Rules and AMC;
12. (...)
13. (...)
14. 'licence' means a certificate, by whatever name it may be known, issued and endorsed in accordance with this Regulation and entitling its lawful holder to exercise the privileges of the ratings and endorsements contained therein;
15. (...)
16. 'part-task trainer (PTT)' means a synthetic training device to provide training for specific and selected operational tasks without requiring the learner to practice all of the tasks which are normally associated with a fully operational environment;
17. (...)
18. 'provisional inability' means a temporary, non-medical state in which the licence holder is prevented from exercising the privileges of the licence when ratings and endorsements are valid;
19. 'psychoactive substance' means alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas caffeine and tobacco are excluded;
20. (...)
21. 'renewal' means the administrative act taken after a rating, endorsement or certificate has expired that renews the privileges of the rating, endorsement or certificate for a further specified period subject to the fulfilment of specified requirements;
22. (...)
23. (...)
24. 'simulator' means a synthetic training device that presents the important features of the real operational environment and reproduces the operational conditions under which the person undertaking training can practice real-time tasks directly;

25. 'synthetic training device' means any type of device by which operational conditions are simulated; it includes simulators and part-task trainers;
26. (...)
27. 'training course' means theoretical and/or practical instruction developed within a structured framework and delivered within a defined duration;
28. (...)
29. 'unit endorsement' means the authorisation entered on and forming part of a licence, indicating the ICAO location indicator and the sector, group of sectors and/or working positions where the holder of the licence is competent to work
30. 'validation' means a process by which, through the successful completion of a unit endorsement course associated to a rating or a rating endorsement, the associated rating or rating endorsement becomes validated for the first time since its inclusion in the licence.

Article 4

Competent authority

1. Member States shall nominate or establish one or more competent authority(ies) with allocated responsibilities for the certification and oversight of persons and organisations subject to this Regulation.
2. Within a functional airspace block or in the case of cross-border service provision the competent authority(ies) shall be designated by the agreement of the involved Member States.
3. If a Member State nominates or establishes more than one competent authority, the areas of competence of each competent authority shall be clearly defined in terms of responsibilities and geographic limitation, where appropriate. Coordination shall be established between those authorities to ensure effective oversight of all organisations and persons subject to this Regulation within their respective remits.
4. By way of derogation from paragraph 1 the competent authority nominated or established by a Member State for the purposes of Commission Regulation (EU) No 805/2011 shall be deemed to remain the competent authority for the purposes of this Regulation unless otherwise determined by the Member State concerned.
5. For the purpose of Annex I to this Regulation, the competent authority shall be the authority(ies) to whom the person applies, nominated or established by the Member States to assume the tasks assigned to such authority(ies) according to paragraph 1.
6. For the purpose of Annex III to this Regulation, and for the oversight of the requirement of Annex I to this Regulation, relevant to air navigation service providers the competent authority shall be:
 - (a) the authority nominated or established by the Member State as their national supervisory authority where the applicant has his/her principal place of operation or its registered office, if any, unless otherwise provided in bilateral or multilateral agreements between Member States or competent authorities;
 - (b) the Agency if the applicant has his/her principal place of operation or its registered office, if any, outside the territory of the Member States.

7. For the purpose of Annex IV to this Regulation, the competent authority shall be:
 - (a) for aero-medical centres (AeMCs):
 - (1) the authority designated by the Member State where the AeMC has its principal place of business;
 - (2) the Agency, when the AeMC is located in a third country.
 - (b) for aero-medical examiners (AMEs):
 - (1) the authority designated by the Member State where the AMEs have their principal place of practice;
 - (2) if the principal place of practice of an AME is located in a third country, the authority designated by the Member State to which he/she applies for the issue of the certificate.
8. The competent authority(ies) shall be independent of air navigation service providers and training organisations. This independence shall be achieved through adequate separation, at least at functional level, between the competent authorities, air navigation service providers and training organisations. Member States shall ensure that competent authorities exercise their powers impartially and transparently.
9. Member States — and concerning the Agency, the Commission — shall ensure that the competent authorities have the necessary capability to conduct the certification and oversight activities covered by their certification and oversight programmes, including sufficient resources to fulfil the requirements of Annex II to this Regulation (Part-ATCO.AR).
10. Member States shall ensure that competent authority personnel do not perform oversight activities when there is evidence that this could result directly or indirectly in conflict of interest, in particular when relating to family or financial interest.
11. Member States shall notify the Agency of the name(s) and address(es) of the competent authority(ies), as well as any changes thereto.

Article 5

Recognition of licences and certificates

1. Member States shall recognise air traffic controller and student air traffic controller licences, including their ratings, rating endorsements, OJT, STDI and assessor endorsements, as well as language proficiency endorsements and associated medical certificates issued by other Member States in accordance with this Regulation.
2. Member States shall recognise certificates of completion of training courses issued by training organisations approved by other Member States leading to the grant of the ratings and/or endorsements referred to in paragraph 1.
3. In cases where a licence holder intends to exercise the privileges of the licence in a Member State for which the competent authority is not the one that issued the licence, the procedure foreseen in ATCO.A.010 shall be followed.
4. Certificates of air traffic controller training organisations, aero-medical examiners and aero-medical centres issued in accordance with this Regulation shall be mutually recognised.

Article 6

Transitional arrangements

1. Commission Regulation (EU) No 805/2011 laying down detailed rules for air traffic controllers' licences and certain certificates pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council shall be repealed from the date of application of this Regulation, in accordance with the provisions of paragraphs 1 and 2 of Article 7 of this Regulation.
2. Notwithstanding paragraph 5, licences, ratings and endorsements issued in accordance with the relevant provisions of national legislation based on Directive 2006/23/EC as well as in accordance with the provisions of Regulation (EU) No 805/2011 shall be deemed to be issued in accordance with this Regulation.
3. The Area Control Procedural (ACP) rating with the Oceanic Control (OCN) rating endorsement issued on the basis of national rules based on Article 31(1) of Regulation (EU) No 805/2011 shall be deemed to be issued in accordance with this Regulation.
4. Member States shall replace the licences referred to above with licences complying with the format laid down in Appendix 1 to this Regulation by (date: 24 months following the date of entry into force set out in Article 7) at the latest.
5. The privileges of competence examiners and competence assessors for unit and continuation training approved by the competent authority according to Article 24 of Regulation (EU) No 805/2011 as well as examiners and assessors for initial training according to Article 20 of Regulation (EU) No 805/2011 shall be converted into the privileges of an assessor endorsement according to this Regulation, if appropriate, by (date: 24 months following the date of entry into force set out in Article 7) at the latest.
6. Medical certificates and certificates for training organisations, aero-medical examiners and aero-medical centres, as well as approvals of unit competence schemes and training plans issued in accordance with the relevant provisions of national legislation based on Directive 2006/23/EC as well as in accordance with the provisions of Regulation (EU) No 805/2011 shall be deemed to be issued in accordance with this Regulation.
7. Member States shall replace the air traffic controller training organisations' certificates referred to in paragraph 6 with certificates complying with the format laid down in Appendix 10 to this Regulation by (date: 24 months following the date of entry into force set out in Article 7) at the latest.
8. Member States shall replace the aero-medical examiners' certificates and the certificates for aero-medical centres referred to in paragraph 6 with certificates complying with the format laid down in Appendices 11 and 12 to this Regulation by (date: 24 months following the date of entry into force set out in Article 7) at the latest.
9. Air navigation service providers shall adapt their unit competence schemes to be compliant with the requirements of this Regulation by (date: 24 months following the date of entry into force set out in Article 7) at the latest.

10. Air traffic controller training organisations shall adapt their training plans to be compliant with the requirements of this Regulation by (date: 24 months following the date of entry into force set out in Article 7) at the latest.
11. Certificates of completion of training courses started prior to the application of this Regulation in accordance with Regulation (EU) No 805/2011 shall be accepted for the purpose of the issue of the relevant licences, ratings and endorsements in accordance with this Regulation provided that the training and the assessment have been completed by (date: 24 months following the date of entry into force set out in Article 7).

Article 7

Entry into force and application

1. This Regulation shall enter into force on the twentieth day following that of its publication in the *Official Journal of the European Union*.

It shall apply from (6 months after publication).

2. By way of derogation from paragraph 1, Member States may decide not to apply this Regulation, in whole or in part, until (24 months after publication).

In this case, the Member State shall, by (end of the 6 months after publication), notify its intention to the Commission and the Agency. This notification shall describe the scope of such derogation(s) as well as the programme for implementation containing actions envisaged and related timing.

This Regulation shall be binding in its entirety and directly applicable in all Member States.

Done at Brussels, ...

For the Commission

The President

...

ANNEX I**PART-ATCO****REQUIREMENTS FOR THE LICENSING OF AIR TRAFFIC CONTROLLERS****SUBPART A — GENERAL REQUIREMENTS****ATCO.A.001 Scope**

This part establishes the requirements for the issue, revocation and suspension of student air traffic controller licences and air traffic controller licences, their associated ratings and endorsements, and the conditions of their validity and use.

ATCO.A.005 Application for and issue of licences, ratings and endorsements

- (a) An application for the issue of licences, ratings and endorsements shall be submitted to the competent authority in accordance with the procedure established by that authority.
- (b) An application for the issue of further ratings or endorsements, for the revalidation or renewal of endorsements and for the reissue of the licence shall be submitted to the competent authority which issued the licence.
- (c) The licence shall remain the property of the person to whom it is issued, unless it is revoked by the competent authority. The licence holder shall sign the licence.
- (d) The licence shall specify all relevant information related to the privileges that are granted by the licence and shall comply with the requirements of Appendix 1 to this Regulation.

ATCO.A.010 Exchange of licences

- (a) If the licence holder intends to exercise the privileges of the licence in a Member State for which the competent authority is not the one that issued the licence, the licence holder shall submit an application in order to exchange his/her licence for a licence issued by the competent authority of the Member State where the privileges are to be exercised in accordance with the procedure established by this authority, except where otherwise foreseen in agreements concluded amongst the Member States. For this purpose, the authorities involved shall share all the relevant information needed to carry out the licence exchange according to the procedures referred to in ATCO.AR.B.001(c).
- (b) For the purpose of proceeding with the exchange and for exercising the privileges of the licence in the Member State other than that in which the licence was issued, the licence holder must fulfil the language proficiency requirements referred to in ATCO.B.030 relevant to the Member State.
- (c) The new licence shall include ratings, rating endorsements, licence endorsements and all valid unit endorsements in the licence, including their respective date of the first issue and expiry date, if applicable.
- (d) Following the receipt of the new licence, the licence holder shall submit an application referred to in ATCO.A.005 together with his/her air traffic

controller licence in order to get new ratings, rating endorsements, licence endorsements or unit endorsements.

- (e) Following the exchange, the previous licence shall be returned to the authority that issued it.

ATCO.A.015 Exercise of the privileges of licences and provisional inability

- (a) The exercise of the privileges granted by a licence shall be dependent on the validity of the ratings, endorsements and of the medical certificate.
- (b) Licence holders shall not exercise the privileges of their licence when in any doubt of being able to safely exercise the privileges of the licence.
- (c) Licence holders shall immediately notify the relevant air navigation service provider when they become aware of any of the circumstances referred to in paragraph (b).
- (d) Air navigation service providers may declare the provisional inability of the licence holder if they become aware of the circumstances referred to in paragraph (b).
- (e) Air navigation service providers shall develop and implement objective, transparent and non-discriminatory procedures to enable licence holders declaring provisional inability to exercise the privileges of their licence in accordance with paragraph (b), to manage the operational impact of provisional inability cases and to inform the competent authority as defined in that procedure.
- (f) The procedures referred to in paragraph (e) shall be included in the unit competence scheme according to ATCO.B.025(a)(13).

ATCO.A.020 Revocation and suspension of licences, ratings and endorsements

- (a) Licences, ratings and endorsements issued in accordance with Part-ATCO may be suspended or revoked by the competent authority when the licence holder does not comply with the requirements of this part.
- (b) When the licence holder has his/her licence revoked, he/she shall immediately return the licence to the competent authority according to the administrative procedures established by that authority.
- (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 that is issuing the air traffic controller licence.

SUBPART B — LICENCES, RATINGS AND ENDORSEMENTS

ATCO.B.001 Student air traffic controller licence

- (a) 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 rating endorsement(s).
- (b) Applicants for the issue of a student air traffic controller licence shall:
- (1) be at least 18 years old;

- (2) have successfully completed initial training at a training organisation satisfying the requirements laid down in Annex III to this Regulation (Part-ATCO.OR) relevant to the rating, and if applicable, to the rating endorsement, as set out in Part-ATCO Subpart D, Section 2;
 - (3) hold a valid medical certificate;
 - (4) have demonstrated an adequate level of language proficiency in accordance with the requirements set out in ATCO.B.030.
- (c) The student air traffic controller licence shall contain the language endorsement(s) and at least one rating and, if applicable, one rating endorsement.
- (d) The holder of a student air traffic controller licence who has not started exercising the privileges of that licence within one year from the date of its issue or interrupted exercising those privileges for a period of more than one year may only commence or continue unit training in that rating after assessment of previous competence, conducted by a training organisation satisfying the requirements laid down in Annex III to this Regulation (Part-ATCO.OR) and certified to provide initial training relevant to the rating as to whether he/she continues to satisfy the requirements relevant to that rating, and after satisfying any training requirements that result from this assessment.

ATCO.B.005 Air traffic controller licence

- (a) Holders of an air traffic controller licence shall be authorised to provide air traffic control services in accordance with the ratings and endorsements of their licence.
- (b) 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).
- (c) Applicants for the first issue of an air traffic controller licence shall:
 - (1) hold a student air traffic controller licence;
 - (2) 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;
 - (3) hold a valid medical certificate;
 - (4) have demonstrated an adequate level of language proficiency in accordance with the requirements set out in ATCO.B.030.
- (d) 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 training was successful.
- (e) By way of derogation from paragraph 3 of Article 2, persons employed by air navigation service providers providing air traffic services in the airspace of the territory to which the Treaty applies and having their principal place of operations and their registered office, if any, located outside the territory subject to the provisions of the Treaty, shall not be required to hold a licence issued in accordance with this Regulation, provided that they:
 - (1) hold a licence issued by a third country in accordance with Annex 1 to the Chicago Convention;

- (2) have demonstrated that they have received training and successfully passed examinations and assessments equivalent to those required by Part-ATCO, Subpart D.

The scope and the functions assigned to the person by the air navigation service provider shall not exceed the scope of work defined by the licence issued by the third country.

ATCO.B.010 Air traffic controller ratings

- (a) Licences 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:
 - (1) the Aerodrome Control Visual (ADV) rating, indicating that the holder of the licence is competent to provide an air traffic control service to aerodrome traffic at an aerodrome that has no published instrument approach or departure procedures;
 - (2) the Aerodrome Control Instrument (ADI) rating, indicating that the holder of the licence is competent to provide an air traffic control service to aerodrome traffic at an aerodrome that has published instrument approach or departure procedures and shall be accompanied by at least one of the rating endorsements described in ATCO.B.015(a);
 - (3) the Approach Control Procedural (APP) rating, indicating that the holder of the licence is competent to provide an air traffic control service to arriving, departing or transiting aircraft without the use of surveillance equipment;
 - (4) the Approach Control Surveillance (APS) rating, indicating that the holder of the licence is competent to provide an air traffic control service to arriving, departing or transiting aircraft with the use of surveillance equipment;
 - (5) the Area Control Procedural (ACP) rating, indicating that the holder of the licence is competent to provide an air traffic control service to aircraft without the use of surveillance equipment;
 - (6) the Area Control Surveillance (ACS) rating, indicating that the holder of the licence is competent to provide an air traffic control service to aircraft with the use of surveillance equipment.
- (b) The holder of a rating who has interrupted exercising the privileges associated with that rating for a period of four immediately preceding consecutive years or more may only commence unit training in that rating after assessment of previous competence, conducted by a training organisation satisfying the requirements laid down in Annex III to this Regulation (Part-ATCO.OR) and certified to provide training relevant to the rating, as to whether the person concerned continues to satisfy the conditions of that rating, and after satisfying any training requirements that result from this assessment.

ATCO.B.015 Rating endorsements

- (a) The Aerodrome Control Instrument (ADI) rating shall bear at least one of the following endorsements:

- (1) the Air Control (AIR) endorsement, indicating that the holder of the licence is competent to provide air control to traffic flying in the vicinity of an aerodrome and on the runway;
 - (2) the Ground Movement Control (GMC) endorsement, indicating that the holder of the licence is competent to provide ground movement control;
 - (3) the Tower Control (TWR) endorsement, indicating that the holder is competent to provide aerodrome control service. The TWR endorsement includes the privileges of the AIR and GMC endorsements;
 - (4) the Ground Movement Surveillance (GMS) endorsement, granted in addition to the Ground Movement Control endorsement or Tower Control endorsement, indicating that the holder is competent to provide ground movement control with the help of aerodrome surface movement guidance systems;
 - (5) the Aerodrome Radar Control (RAD) endorsement, granted in addition to the Air Control endorsement or Tower Control endorsement, indicating that the holder of the licence is competent to provide aerodrome control with the help of surveillance radar equipment.
- (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 holder of the licence 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 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;
 - (3) the Terminal Control (TCL) endorsement, indicating that the holder is competent to provide air traffic control services with the use of any surveillance equipment to aircraft operating in a specified terminal area and/or adjacent sectors.
- (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 one of the following endorsements:
- (1) the Terminal Control (TCL) endorsement, indicating that the holder is competent to provide air traffic control services with the use of any surveillance equipment to aircraft operating in a specified terminal area and/or adjacent sectors;
 - (2) the Oceanic Control (OCN) endorsement, indicating that the holder is competent to provide air traffic control services to aircraft operating in an Oceanic Control Area.

ATCO.B.020 Unit endorsements

- (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) Applicants for a unit endorsement following an exchange of a licence referred to in ATCO.A.010 shall, in addition to the requirements set out in paragraph (b), meet the requirements of ATCO.D.060(f).
- (d) For air traffic controllers providing air traffic control services to aircraft carrying out flight tests, the competent authority may, in addition to the requirements set out in paragraph (b), set out additional requirements to be met.
- (e) Unit endorsements shall be valid for a period defined in the unit competence scheme. This period shall not exceed three years.
- (f) The validity period of unit endorsements for initial issue and renewal shall commence not later than 30 days from the date on which the assessment has been successfully completed.
- (g) 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.
- (h) Unit endorsements shall be revalidated within the 3-month period immediately preceding their expiry date. In such cases the validity period shall be counted from that expiry date.
- (i) If the unit endorsement is revalidated before the period provided for in paragraph (h), its validity period shall commence not later than 30 days from the date on which the assessment has been successfully completed, provided that the requirements in paragraph (g)(1) to (2) are also met.
- (j) If the validity of a unit endorsement expires, the licence holder shall comply with the requirements set out in the unit competence scheme in order to renew the endorsement.

ATCO.B.025 Unit competence scheme

- (a) Unit competence schemes shall be established by the air navigation service provider and approved by the competent authority. It shall include at least the following elements:
 - (1) the validity of the unit endorsement in accordance with ATCO.B.020(e);
 - (2) the maximum continuous period when the privileges of a unit endorsement are not exercised during its validity. This period shall not exceed 90 calendar days;

- (3) the minimum number of hours for exercising the privileges of the unit endorsement within a defined period of time, which shall not exceed 12 months, for the purpose of ATCO.B.020(g)(1). For on-the-job training instructors exercising the privileges of the OJTI endorsement the time spent instructing shall be counted for the maximum of 50 % of the hours required for revalidation of the unit endorsement.
 - (4) procedures for the cases where the licence holder does not meet the requirements set out in paragraphs (a)(2) and (a)(3);
 - (5) processes for assessing competence, including assessment of the refresher training subjects according to ATCO.D.080(b);
 - (6) processes for the examination of theoretical knowledge and understanding necessary to exercise privileges of the ratings and endorsements;
 - (7) processes to identify the topics and subtopics, objectives and training methods of continuation training;
 - (8) the minimum duration and frequency refresher training;
 - (9) processes for the examination of theoretical knowledge and/or the assessment of practical skills acquired during conversion training, including pass marks for examinations;
 - (10) processes in case of failure of an examination or assessment, including the appeal processes;
 - (11) training personnel qualifications, roles and responsibilities;
 - (12) procedure to ensure that practical instructors have practised instructional techniques in the procedures in which it is intended to provide instruction in accordance with ATCO.C.010(b)(3) and ATCO.C.030(b)(3);
 - (13) procedures to manage the cases of provisional inability to exercise the privileges of a licence in accordance with ATCO.A.015(e);
 - (14) identification of records to be kept specific to continuation training and assessments, in accordance with ATCO.AR.B.015;
 - (15) process and reasons for reviewing and amending the unit competence scheme and its submission to the competent authority. The review of the unit competence scheme shall take place at least once every three years.
- (b) In order to comply with the requirement set out in paragraph (a)(3) air navigation service providers shall keep records of the hours that each licence holder exercises the privileges of his/her unit endorsement worked in the sectors, group of sectors and/or in the working positions in the ATC unit and shall provide that data to the competent authorities and to the licence holder upon request.
- (c) When establishing the procedures referred to in paragraph (a)(4) and (a)(13) air navigation service providers shall ensure that mechanisms are applied to guarantee fair treatment of licence holders where the validity of their endorsements cannot be extended.

ATCO.B.030 Language proficiency endorsement

(a) Air traffic controllers and student air traffic controllers shall not exercise the privileges of their licences unless they have a **valid** language proficiency endorsement in English and, if applicable, in the language(s) imposed by the Member State for reasons of safety at the ATC unit of the unit endorsement as published in the Aeronautical Information Publications. The language proficiency endorsement shall indicate the language(s), the level(s) of proficiency and the validity date(s).

(b) The language proficiency level shall be determined in accordance with the rating scale set out in Appendix 2 to this Regulation.

(c) The applicant for any language proficiency endorsement shall demonstrate, in accordance with the rating scale referred to in (b), at least an operational level (level four) of language proficiency.

To do so, the applicant shall:

- (1) communicate effectively in voice only (telephone/radiotelephone) and in face-to-face situations;
- (2) communicate on common, concrete and work-related topics with accuracy and clarity;
- (3) use appropriate communicative strategies to exchange messages and to recognise and resolve misunderstandings in a general or work-related context;
- (4) handle successfully and with relative ease the linguistic challenges presented by a complication or unexpected turn of events that occurs within the context of a routine work situation or communicative task with which they are otherwise familiar; and
- (5) use a dialect or accent which is intelligible to the aeronautical community.

(d) Notwithstanding paragraph (c), extended level (level five) of the language proficiency rating scale set out in Appendix 2 to this Regulation may be required by the air navigation service provider, where the operational circumstances of the particular rating or endorsement warrant a higher level for imperative reasons of safety. Such a requirement shall be non-discriminatory, proportionate, transparent, and objectively justified by the air navigation service provider wishing to apply the higher level of proficiency and shall be approved by the competent authority.

(e) Language proficiency shall be demonstrated by a certificate attesting the result of the assessment.

ATCO.B.035 Validity of language proficiency endorsement

(a) The validity of the language proficiency endorsement, depending on the level determined in accordance with Appendix 2 to this Regulation, shall be:

- (1) for operational level (level four), three years from the date of assessment; or
- (2) for extended level (level five), six years from the date of assessment;
- (3) for expert level (level six):
 - (i) nine years from the date of assessment, for the English language;

- (ii) unlimited, for any other language(s) referred to in ATCO.B.030(a).
- (b) The validity period of the language proficiency endorsements for initial issue and renewal shall commence not later than 30 days from the date on which the language proficiency assessment has been successfully completed.
- (c) 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 validity period shall be counted from that expiry date.
- (d) If the language proficiency endorsement is revalidated before the period provided for in paragraph (c), its validity period shall commence not later than 30 days from the date on which the language proficiency assessment has been successfully completed.
- (e) When the validity of a language proficiency endorsement expires, the licence holder shall successfully complete a language proficiency assessment in order to renew the endorsement.

ATCO.B.040 Assessment of language proficiency

The demonstration of language proficiency shall be done through a method of assessment approved by the competent authority, which shall contain:

- (a) the process by which an assessment is done;
- (b) the requirements for language assessment bodies;
- (c) the qualification of the assessors;
- (d) the appeals procedure.

ATCO.B.045 Language training

- (a) Air navigation service providers shall make available language training to maintain the required level of language proficiency of air traffic controllers to:
 - (1) holders of language proficiency endorsement at operational level (level four);
 - (2) licence holders without the opportunity to apply their skills on a regular basis in order to maintain their language skills.
- (b) Language training may also be made available in the form of continuous training.

SUBPART C — REQUIREMENTS FOR INSTRUCTORS AND ASSESSORS

SECTION 1 INSTRUCTORS

ATCO.C.001 Theoretical instructors

- (a) Theoretical training shall only be carried out by appropriately qualified instructors.
- (b) A theoretical instructor is appropriately qualified if he/she:
 - (1) holds an air traffic controller licence and/or holds a professional qualification appropriate to the subject being taught and/or has

demonstrated adequate knowledge and experience to the training organisation;

- (2) has demonstrated instructional skills to the training organisation.

ATCO.C.005 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.

ATCO.C.010 On-the-job training instructor (OJTI) privileges

- (a) Holders of an OJTI endorsement are authorised to provide practical training and supervision on operational working positions where a valid unit endorsement is held and on synthetic training devices in the relevant ratings held.
- (b) Holders of an OJTI endorsement shall only exercise the privileges of the endorsement if they have:
- (1) at least two years' experience in exercising the privilege of the rating they will instruct in;
 - (2) an immediately preceding period of at least six months exercising the privilege of the valid unit endorsement, in which instruction will be given;
 - (3) practised instructional skills in those procedures in which it is intended to provide instruction.
- (c) The period of two years referred to in paragraph (b)(1) can be shortened to not less than one year by the competent authority when requested by the training organisation.

ATCO.C.015 Application for on-the-job training instructor endorsement

Applicants for the issue of an OJTI endorsement shall:

- (a) hold an air traffic controller licence with a valid unit endorsement;
- (b) have exercised the privileges of an air traffic controller licence for an immediately preceding period of at least two years. This period can be shortened to not less than one year by the competent authority when requested by the training organisation; and
- (c) within the year 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.

ATCO.C.020 Validity of on-the-job training instructor endorsement

- (a) The OJTI endorsement shall be valid for a period of three years.
- (b) It may be revalidated by successfully completing refresher training on practical instructional skills during the validity period of the OJTI endorsement, provided that the requirements of ATCO.C.015(a) and (b) are met.
- (c) If the OJTI endorsement has expired, it may be renewed by:
- (1) receiving refresher training on practical instructional skills; and
 - (2) successfully passing a practical instructor competence assessment

within the year preceding the application for renewal, provided that the requirements of ATCO.C.015(a) and (b) are met.

- (d) In the case of first issue and renewal the period of validity shall commence not later than 30 days from the date on which the assessment has been successfully completed.
- (e) If the requirements of ATCO.C.015(a) and (b) are not met the OJTI endorsement may be exchanged into an STDI endorsement, provided that compliance with the requirements of ATCO.C.040(b) and (c) is ensured.

ATCO.C.025 Temporary OJTI authorisation

- (a) When compliance with the requirements provided for in ATCO.C.010(b)(2) is not possible, the competent authority may grant temporary OJTI authorisation based on a safety analysis presented by the air navigation service provider.
- (b) The temporary OJTI authorisation referred to in paragraph (a) may be granted to holders of a valid OJTI endorsement issued in accordance with ATCO.C.015 and shall be limited to the instruction necessary to cover exceptional situations.
- (c) The validity of the temporary OJTI authorisation referred to in paragraph (a) 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.

ATCO.C.030 Synthetic training device instructor (STDI) privileges

- (a) Holders of an STDI endorsement are authorised to provide practical training on simulators and part-task trainers:
 - (1) for subjects of practical nature during initial training;
 - (2) for unit training other than OJT; and
 - (3) for continuation training.

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

- (b) Holders of an STDI endorsement shall only exercise the privileges of the endorsement if they have:
 - (1) at least two years' experience in the rating they will instruct in;
 - (2) demonstrated knowledge of current operational practices;
 - (3) practised instructional techniques in those procedures in which it is intended to provide instruction.

Notwithstanding paragraph (b)(1), for the purpose of basic training any rating held is appropriate.

ATCO.C.035 Application for synthetic training device instructor endorsement

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 two years; and
- (b) within the year 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.

ATCO.C.040 Validity of synthetic training device instructor endorsement

- (a) The STDI endorsement shall be valid for a period of three years.
- (b) It may be revalidated by successfully completing refresher training on practical instructional skills and on current operational practices during the validity period of the STDI endorsement.
- (c) If the STDI endorsement has expired, it may be renewed by:
 - (1) receiving refresher training on practical instructional skills and on current operational practices; and
 - (2) successfully passing a practical instructor competence assessment within the year preceding the application for renewal.
- (d) In the case of first issue and renewal the period of validity shall commence not later than 30 days from the date on which the assessment has been successfully completed.

SECTION 2 ASSESSORS

ATCO.C.045 Assessor privileges

- (a) A person shall only carry out assessments when he/she holds an assessor endorsement.
- (b) Holders of an assessor endorsement are authorised to carry out assessments:
 - (1) during initial training for the issue of a student air traffic controller licence or for the issue of a new rating and/or rating endorsement, if applicable;
 - (2) of previous competence for the purpose of ATCO.B.001(d) and ATCO.B.010(b);
 - (3) of student air traffic controllers for the issue of a unit endorsement and rating endorsements, if applicable,
 - (4) of air traffic controllers for the issue of a unit endorsement and rating endorsements, if applicable, as well as for revalidation and renewal of a unit endorsement;
 - (5) of applicant practical instructors or applicant assessors when compliance with the requirements of paragraphs (d)(2) to (d)(4) is ensured.
- (c) Holders of an assessor endorsement shall only exercise the privileges of the endorsement, with the exception of the privileges referred to in paragraphs (b)(3) and (b)(4), if they have:
 - (1) at least two years' experience in the rating and rating endorsement(s) they will assess in; and
 - (2) demonstrated knowledge of current operational practices.
- (d) In addition to the requirements set out in paragraph (c), holders of an assessor endorsement shall only exercise the privileges of the endorsement:

- (1) for assessments leading to the issue, revalidation and renewal of a unit endorsement, if he/she also holds the unit endorsement associated with the assessment for an immediately preceding period of at least one year;
 - (2) for assessing the competence of an applicant for the issue or renewal of an STDI endorsement, if he/she holds an STDI or OJTI endorsement and have exercised the privileges of that endorsement for at least three years;
 - (3) for assessing the competence of an applicant for the issue or renewal of an OJTI endorsement, if he/she holds an OJTI endorsement and have exercised the privileges of that endorsement for at least three years;
 - (4) for assessing the competence of an applicant for the issue or renewal of an assessor endorsement, if he/she has exercised the privileges of the assessor endorsement for at least three years.
- (e) When assessing for the purpose of paragraph (d)(1), and for the purpose of 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.

ATCO.C.050 Vested interests

- (a) Assessors shall not conduct assessments whenever their objectivity may be affected.
- (b) When compliance with the relevant unit endorsement requirement provided for in ATCO.C.045(d)(1) is likely to endanger the independence of the assessment from the training process, the competent authority may grant a temporary assessor authorisation according to ATCO.C.065.

ATCO.C.055 Application for assessor endorsement

Applicants for the issue of an assessor endorsement shall:

- (a) have exercised the privileges of an air traffic controller licence for at least two years;
- (b) 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 within the year preceding the application.

ATCO.C.060 Validity of assessor endorsement

- (a) The assessor endorsement shall be valid for a period of three years.
- (b) It may be revalidated by successfully completing refresher training on assessment skills and on current operational practices during the validity period of the assessor endorsement.
- (c) If the assessor endorsement has expired, it may be renewed by:
 - (1) receiving refresher training on assessment skills and on current operational practices; and
 - (2) successfully passing an assessor competence assessment; within the year preceding the application for renewal.

- (d) In the case of first issue and renewal the period of validity shall commence not later than 30 days from the date on which the assessment has been successfully completed.

ATCO.C.065 Temporary assessor authorisation

- (a) When compliance with the requirement provided for in ATCO.C.045(d)(1) is not possible, the competent authority may grant temporary assessor authorisation based on a safety analysis presented by the air navigation service provider.
- (b) The temporary assessor authorisation referred to in paragraph (a) may be granted to holders of an assessor endorsement issued in accordance with ATCO.C.055 and shall be limited to the assessments necessary to cover exceptional situations.
- (c) The validity of the temporary assessor authorisation shall not exceed one year or the expiration of the validity of the assessor endorsement issued in accordance with ATCO.C.055, whichever occurs sooner.

SECTION 3

INSTRUCTORS AND ASSESSORS OF THIRD-COUNTRY TRAINING ORGANISATIONS

ATCO.C.075 Instructors and assessors of third-country training organisations

- (a) By way of derogation from paragraph 3 of Article 2, in the case of practical instruction and assessments provided by a training organisation located outside the territory of the Member States, the competent authority shall grant instructor or assessor privileges to applicants holding an air traffic controller licence issued by a third country in accordance with Annex 1 to the Chicago Convention, provided that the applicant:
- (1) holds at least an equivalent licence, rating and endorsement to the one for which he/she is authorised to instruct or assess;
 - (2) complies with the requirements established in Part-ATCO, Subpart C;
 - (3) demonstrates to the competent authority an adequate level of knowledge of European aviation safety rules to be able to exercise the instructor or assessor privileges in accordance with this Regulation.
- (b) The privileges referred to in paragraph (a) shall be granted by the issue of a certificate and be limited to provide instruction and assessment for training organisations located outside the territory of the Member States.

SUBPART D — AIR TRAFFIC CONTROLLER TRAINING

SECTION 1

GENERAL REQUIREMENTS

ATCO.D.001 Objectives of air traffic controller training

Air traffic controller training shall cover the entirety of theoretical courses, practical exercises, including simulation, and on-the-job training required in order to acquire and maintain the skills to deliver safe, orderly and expeditious air traffic control services.

ATCO.D.005 Types of air traffic controller training

- (a) Air traffic controller training shall consist of the following types:
- (1) initial training, leading to the issue of a student air traffic controller licence or to the issue of an additional rating and, if applicable, rating endorsement, providing:
 - (i) 'basic training': theoretical and practical training designed to impart fundamental knowledge and practical skills related to basic operational procedures;
 - (ii) 'rating training': theoretical and practical training designed to impart knowledge and practical skills related to a specific rating and, if applicable, to rating endorsement;
 - (2) unit training, leading to the issue of an air traffic controller licence, the issue of a rating endorsement, the validation of rating(s) or rating endorsement(s) and/or the issue or renewal of a unit endorsement. It is composed of the following phases:
 - (i) transitional training phase, designed primarily to impart knowledge and understanding of site specific operational procedures and task specific aspects; and
 - (ii) on-the-job training phase, which is the final phase of unit training during which previously acquired job-related routines and skills are integrated in practice under the supervision of a qualified on-the-job training instructor in a live traffic situation.
 - (iii) At least for unit endorsement(s) that require the handling of complex and dense traffic situations and in addition to points (i) and (ii), a pre-on-the-job training phase is required to enhance the previously acquired rating routines and skills and to prepare for live traffic situations which may be encountered in that unit.
 - (3) continuation training, designed to maintain the validity of the endorsements of the licence, consisting of:
 - (i) refresher training;
 - (ii) conversion training, when relevant.
- (b) In addition to the types of the training referred to in paragraph (a), air traffic controllers may undertake the following types:
- (1) practical instructors training, leading to the issue, revalidation or renewal of an OJTI or STDI endorsement;
 - (2) assessor training, leading to the issue, revalidation or renewal of an assessor endorsement.

SECTION 2
INITIAL TRAINING REQUIREMENTS

ATCO.D.010 Composition of Initial training

- (a) Initial training, intended for an applicant for a student air traffic controller licence or for the issue of an additional rating or, if applicable, rating endorsement, shall consist of:

- (1) basic training, comprising all the subjects, topics and subtopics contained within Appendix 3 to this Regulation; and
- (2) rating training, comprising the subjects, topics and subtopics of at least one of the following:
 - (i) Aerodrome Control Visual Rating — ADV defined in Appendix 4 to this Regulation;
 - (ii) Aerodrome Control Instrument Rating for Tower — ADI (TWR) defined in Appendix 5 to this Regulation;
 - (iii) Approach Control Procedural Rating — APP defined in Appendix 6 to this Regulation;
 - (iv) Area Control Procedural Rating — ACP defined in Appendix 7 to this Regulation;
 - (v) Approach Control Surveillance Rating — APS defined in Appendix 8 to this Regulation;
 - (vi) Area Control Surveillance Rating — ACS defined in Appendix 9 to this Regulation.
- (b) Training intended for an additional rating shall consist of the subjects, topics and subtopics applicable to at least one of the ratings established in paragraph (a)(2).
- (c) Training intended for the reactivation of a rating following a not successful assessment of previous competence according to ATCO.B.010(b) shall be tailored according to the result of that assessment.
- (d) Training intended for a rating endorsement other than ATCO.B.015(a)(3) shall consist of subjects, topics and subtopics developed by the training organisation and approved as part of the training course.
- (e) Basic and/or rating training may be complemented with subjects, topics and subtopics that are additional or specific to the Functional Airspace Block or national environment.

ATCO.D.015 Initial training plan

Training organisations shall establish an initial training plan, which shall contain at least:

- (a) the composition of the initial training course provided according to ATCO.D.010;
- (b) the structure of the initial training provided according to ATCO.D.020(b);
- (c) the process for the conduct of the initial training course(s);
- (d) the training methods;
- (e) minimum and maximum duration of the initial training course(s);
- (f) with regard to ATCO.D.010(b) process for adapting the initial training course(s) to take due account of a successfully completed basic training course;
- (g) processes for examinations and assessments according to ATCO.D.025 and ATCO.D.035, as well as performance objectives according to ATCO.D.030 and ATCO.D.040;
- (h) training personnel qualifications, roles and responsibilities;

- (i) process for early termination of training;
- (j) the appeal process;
- (k) identification of records to be kept specific to initial training;
- (l) process and reasons for reviewing and amending the initial training plan and its submission to the competent authority. The review of the initial training plan shall take place at least once every three years.

ATCO.D.020 Basic and rating training courses

(...)

ATCO.D.025 Basic training examinations and assessment

- (a) Basic training courses shall include theoretical examination(s) and assessment(s).
- (b) A pass in theoretical examination(s) shall be awarded to an applicant achieving a minimum of 75 % of the marks allocated to that examination.
- (c) Assessment(s) of performance objectives shall be conducted on a part-task trainer or a simulator.
- (d) A pass in assessment(s) shall be awarded to an applicant who consistently demonstrates the required performance as listed in paragraph (c) and displays the behaviour required for safe operations within the air traffic control service.

ATCO.D.030 Basic training performance objectives

(...)

ATCO.D.035 Rating training examinations and assessment

(...)

ATCO.D.040 Rating training performance objectives

(...)

SECTION 3 UNIT TRAINING REQUIREMENTS

ATCO.D.045 Composition of unit training

(...)

ATCO.D.050 Prerequisites of unit training

Unit training may only be commenced by persons, who are holders of:

- (a) a student air traffic controller licence with the appropriate rating and, if applicable, rating endorsement; or
- (b) an air traffic controller licence with the appropriate rating and, if applicable, rating endorsement,

provided that the requirements in ATCO.B.001(d) and ATCO.B.010(b) are met.

ATCO.D.055 Unit training plan

- (a) Training organisations shall establish a unit training plan for each ATC unit and submit it to the competent authority for approval.
- (b) The unit training plan shall contain at least:

- (1) ratings and endorsements for which the training is conducted;
- (2) the structure of the unit training;
- (3) the list of unit endorsement course(s) according to ATCO.D.060;
- (4) the process for the conduct of a unit endorsement course;
- (5) the training methods;
- (6) the minimum duration of the unit endorsement course(s);
- (7) process for adapting the unit endorsement course(s) to take due account of the acquired ratings and/or rating endorsements and experience of applicants, when relevant;
- (8) processes for demonstrating theoretical knowledge and understanding according to ATCO.D.065, including the number, frequency and type of as well as pass marks for examinations, which shall be at least 75 %;
- (9) processes for the assessment according to ATCO.D.070, including the number and frequency of assessments;
- (10) training personnel qualifications, roles and responsibilities;
- (11) process for early termination of training;
- (12) the appeal process;
- (13) identification of records to be kept specific to the unit training;
- (14) a list of identified abnormal and emergency situations specific for each unit endorsement;
- (15) process and reasons for reviewing and amending the unit training plan and its submission to the competent authority. The review of the unit training plan shall take place at least once every three years.

ATCO.D.060 Unit endorsement course

- (a) A unit endorsement course shall be the combination of the relevant unit training phases for the issue or renewal of a unit endorsement in the licence. Each course shall contain:
 - (1) a transitional training phase;
 - (2) an on-the-job training phase.A pre-on-the-job training phase shall be included, if required, according to ATCO.D.005(a)(2).
- (b) The unit training phases referred to in paragraph (a) shall be provided as separate or integrated courses.
- (c) Unit endorsement courses shall define the syllabus and the performance objectives and shall be conducted in accordance with the unit training plan.
- (d) Unit endorsement courses that include training for rating endorsement(s) according to ATCO.B.015 shall be supplemented with additional training that allows for the acquisition of the concerned rating endorsement skills.
- (e) Training intended for a rating endorsement other than ATCO.B.015(a)(3) shall consist of subjects, subject objectives, topics and subtopics developed by the training organisation and approved as part of the training course.

- (f) Unit endorsement courses undertaken following an exchange of a licence shall be adapted to include elements of initial training that are specific to the Functional Airspace Block or national environment.

ATCO.D.065 Demonstration of theoretical knowledge and understanding

(...)

ATCO.D.070 Assessments during unit endorsement courses

(...)

**SECTION 4
CONTINUATION TRAINING REQUIREMENTS**

ATCO.D.075 Continuation training

Continuation training shall consist of refresher and conversion training courses shall be provided according to the processes defined in the unit competence scheme according to ATCO.B.025.

ATCO.D.080 Refresher training

- (a) Refresher training course(s) shall be developed and provided by training organisations and approved by the competent authority.
- (b) Refresher training shall be designed to review, reinforce or enhance the existing knowledge and skills of air traffic controllers to provide a safe, orderly and expeditious flow of air traffic and shall contain at least:
 - (1) standard practices and procedures, using approved phraseology and effective communication;
 - (2) abnormal and emergency situations training, using approved phraseology and effective communication; and
 - (3) human factors training.
- (c) Training organisations shall define a syllabus for the refresher training course. Where a subject refreshes skills of air traffic controllers, the training organisation shall also develop performance objectives.

ATCO.D.085 Conversion training

- (a) Conversion training course(s) shall be developed and provided by training organisations and approved by the competent authority.
- (b) Conversion training shall be designed to provide knowledge and skills appropriate to a change in the operational environment and shall be provided by training organisations when the safety assessment of the change concludes the need for such training.
- (c) Training organisations shall:
 - (1) determine the appropriate training method and duration for the course, taking into account the nature and the extent of the change;
 - (2) determine the examination and/or assessment methods for the conversion training; and
 - (3) ensure that air traffic controllers receive conversion training before they exercise the privileges of their licence in the changed operational environment.

SECTION 5 TRAINING OF INSTRUCTORS AND ASSESSORS

ATCO.D.090 Training of practical instructors

(...)

ATCO.D.095 Training of assessors

(...)

ANNEX II

PART-ATCO.AR

REQUIREMENTS FOR COMPETENT AUTHORITIES

SUBPART A — GENERAL REQUIREMENTS

ATCO.AR.A.001 Scope

This part establishes the administrative requirements applicable to the competent authorities with responsibility for the issue, maintenance, suspension or revocation of licences, ratings, endorsements and medical certificates for air traffic controllers and certification and oversight of training organisations and aero-medical centres.

ATCO.AR.A.005 Personnel

- (a) Competent authorities shall produce and update every two years an assessment of the human resources needed to perform their oversight functions, based on the analysis of the processes required by this Regulation and their application.
- (b) Personnel authorised by the competent authority to carry out certification and/or oversight tasks shall be empowered to perform as a minimum the following acts:
 - (1) examine documents, including licences, certificates, records, data, procedures and any other material relevant to the execution of the required task;
 - (2) take copies of or extracts from such records, data, procedures and other material;
 - (3) ask for an explanation;
 - (4) enter relevant premises and operating sites;
 - (5) perform audits and inspections, including unannounced inspections;
 - (6) take or initiate enforcement measures as appropriate.
- (c) Personnel authorised by the competent authority to conduct assessments leading to the issue, revalidation and renewal of a unit endorsement shall meet the requirements provided for in ATCO.C.045, with the exception of paragraph (d)(1), provided that they are familiar with the current operational practices and procedures of the unit, where the assessment is taking place.

ATCO.AR.A.010 Tasks of the competent authorities

- (a) The tasks of the competent authorities shall include:

- (1) the issue, suspension and revocation of licences, ratings, endorsements and of medical certificates;
- (2) the issue of temporary OJTI authorisations according to ATCO.C.025;
- (3) the revalidation and renewal of endorsements;
- (4) the revalidation, renewal and limitation of medical certificates following referral by the AME or AeMC;
- (5) the issue, revalidation, renewal, suspension, revocation, limitation and change of aero-medical examiner certificates;
- (6) the issue, suspension, revocation and limitation of training organisation certificates and of the certificates of aero-medical centres;
- (7) the approval of training courses, plans and unit competence schemes, as well as assessment methods;
- (8) the approval of the assessment method for the demonstration of language proficiency according to ATCO.B.040;
- (9) the approval of the need for the extended level (level five) language proficiency in accordance with ATCO.B.030(d);
- (10) the monitoring of training organisations, including their training courses and plans;
- (11) the approval and monitoring of the unit competence schemes;
- (12) the approval of the procedures to manage the cases of provisional inability to exercise the privileges of a licence in accordance with ATCO.A.015(e);
- (13) the establishment of appropriate appeal procedures and notification mechanisms;
- (14) facilitating the recognition and exchange of licences, including the transfer of the records of air traffic controllers and return of the old licence to the issuing competent authority according to ATCO.A.010;
- (15) facilitating the recognition of training organisation certificates and course approvals.

ATCO.AR.A.015 Means of compliance

- (a) The Agency shall develop Acceptable Means of Compliance (AMC) that may be used to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules. When AMC are complied with, the related requirements of the Implementing Rules are met.
- (b) Alternative Means of Compliance may be used to establish compliance with the Implementing Rules.
- (c) The competent authority shall establish a system to consistently evaluate that all Alternative Means of Compliance used by itself or by organisations and persons under its oversight allow the establishment of compliance with Regulation (EC) No 216/2008 and its Implementing Rules.
- (d) The competent authority shall evaluate all Alternative Means of Compliance proposed by an organisation in accordance with ATCO.OR.B.005 by analysing the documentation provided and, if considered necessary, conducting an inspection of the organisation.

When the competent authority finds that the Alternative Means of Compliance are in accordance with the Implementing Rules, it shall without undue delay:

- (1) notify the applicant that the Alternative Means of Compliance may be implemented and, if applicable, amend the approval or certificate of the applicant accordingly;
 - (2) notify the Agency of their content, including copies of all relevant documentation; and
 - (3) inform other Member States about Alternative Means of Compliance that were accepted.
- (e) When the competent authority itself uses Alternative Means of Compliance to achieve compliance with Regulation (EC) No 216/2008 and its Implementing Rules, it shall:
- (1) make them available to all organisations and persons under its oversight; and
 - (2) notify the Agency without undue delay.

The competent authority shall provide the Agency with a full description of the Alternative Means of Compliance, including any revisions to procedures that may be relevant, as well as an assessment demonstrating that the Implementing Rules are met.

ATCO.AR.A.020 Information to the Agency

(...)

ATCO.AR.A.025 Immediate reaction to a safety problem

- (a) Without prejudice to Directive 2003/42/EC of the European Parliament and of the Council², the competent authority shall implement a system to appropriately collect, analyse and disseminate safety information.
- (b) The Agency shall implement a system to appropriately analyse any relevant safety information received and without undue delay provide to Member States and the Commission any information, including recommendations or corrective actions to be taken, necessary for them to react in a timely manner to a safety problem involving products, parts, appliances, persons or organisations subject to Regulation (EC) No 216/2008 and its Implementing Rules.
- (c) Upon receiving the information referred to in (a) and (b), the competent authority shall take adequate measures to address the safety problem.
- (d) Measures taken under (c) shall immediately be notified to all persons or organisations which need to comply with them under Regulation (EC) No 216/2008 and its Implementing Rules. The competent authority shall also notify those measures to the Agency and, when combined action is required, the other Member States concerned.

² Directive 2003/42/EC of the European Parliament and the Council of 13 June 2003 on occurrence reporting in civil aviation (OJ L 167, 4.7.2003, p. 23).

SUBPART B — MANAGEMENT**ATCO.AR.B.001 Management system**

- (a) The competent authority shall establish and maintain a management system, including as a minimum:
- (1) documented policies and procedures to describe its organisation, means and methods to achieve compliance with Regulation (EC) No 216/2008 and this Regulation. The procedures shall be kept up to date and serve as the basic working documents within that competent authority for all related tasks;
 - (2) a sufficient number of personnel, including licensing and certification inspectors, to perform its tasks and discharge its responsibilities. Such personnel shall be qualified to perform their allocated tasks and have the necessary knowledge, experience, initial, on-the-job and recurrent training to ensure continuing competence. A system shall be in place to plan the availability of personnel, in order to ensure the proper completion of all related tasks;
 - (3) adequate facilities and office accommodation to perform the allocated tasks;
 - (4) a function to monitor compliance of the management system with the relevant requirements and adequacy of the procedures, including the establishment of an internal audit process and a safety risk management process. Compliance monitoring shall include a feedback system of audit findings to the senior management of the competent authority to ensure implementation of corrective actions as necessary; and
 - (5) a person or group of persons, ultimately responsible to the senior management of the competent authority for the compliance monitoring function.
- (b) The competent authority shall, for each field of activity included in the management system, appoint one or more persons with the overall responsibility for the management of the relevant task(s).
- (c) The competent authority shall establish procedures for the participation in the exchange of all necessary information and assistance with other competent authorities concerned, including information exchange on all findings raised and follow-up actions taken as a result of oversight of persons and organisations exercising activities in the territory of a Member State, but certified by the competent authority of another Member State or the Agency.
- (d) A copy of the procedures related to the management system and their amendments shall be made available to the Agency for the purpose of standardisation.

ATCO.AR.B.005 Allocation of tasks to qualified entities

- (a) If the competent authority allocates tasks related to the initial certification or continuous oversight of persons or organisations subject to Regulation (EC) No 216/2008 and its Implementing Rules, they shall only be allocated to qualified entities. When allocating tasks, the competent authority shall ensure that it has:

- (1) a system in place to initially and continuously assess that the qualified entity complies with Annex V to Regulation (EC) No 216/2008.
This system and the results of the assessments shall be documented;
- (2) established a documented agreement with a qualified entity, approved by both parties at the appropriate management level, which clearly defines:
 - (i) the tasks to be performed;
 - (ii) the declarations, reports and records to be provided;
 - (iii) the technical conditions to be met in performing such tasks;
 - (iv) the related liability coverage; and
 - (v) the protection given to information acquired in carrying out such tasks.
- (b) The competent authority shall ensure that the internal audit process and a safety risk management process required by ATCO.AR.B.001(a)(4) cover all certification or oversight tasks performed on its behalf.

ATCO.AR.B.010 Changes to the management system

(...)

ATCO.AR.B.015 Record-keeping

- (a) Competent authorities shall maintain a list of all organisation certificates and personnel licences and certificates it issued.
- (b) The competent authority shall establish a system of record-keeping providing for adequate storage, accessibility and reliable traceability of:
 - (1) the management system's documented policies and procedures;
 - (2) training, qualification and authorisation of its personnel;
 - (3) the allocation of tasks, covering the elements required by ATCO.AR.B.005 as well as the details of tasks allocated;
 - (4) certification processes and continuing oversight of certified organisations;
 - (5) details of courses provided by training organisations;
 - (6) processes for the issue of licences, ratings, endorsements and certificates, and for the continuing oversight of the holders of those licences, ratings, endorsements and certificates;
 - (7) continuing oversight of persons and organisations exercising activities within the territory of the Member State, but certified by the competent authority of another Member State, as agreed between these authorities;
 - (8) findings, corrective actions and date of action closure;
 - (9) enforcement measures taken;
 - (10) safety information and follow-up measures;
 - (11) the use of flexibility provisions in accordance with Article 14 of Regulation (EC) No 216/2008; and

- (12) the evaluation and notification to the Agency of Alternative Means of Compliance proposed by organisations and the assessment of Alternative Means of Compliance used by the competent authority itself.
- (c) Records shall be kept for a minimum period of five years and with regard to the licence holders at least during their working span, subject to the applicable data protection law.

SUBPART C — OVERSIGHT AND ENFORCEMENT

ATCO.AR.C.001 Oversight

(...)

ATCO.AR.C.005 Oversight programme

- (a) The competent authority shall establish and maintain an oversight programme covering the oversight activities required by ATCO.AR.C.001.
- (b) For organisations certified by the competent authority the oversight programme shall be developed taking into account the specific nature of the organisation, the complexity of its activities and past certification and/or oversight activities. It shall include within each oversight planning cycle:
- (1) audits and inspections, if needed, including unannounced inspections as appropriate; and
 - (2) meetings convened between the management of the training organisation and the competent authority to ensure that both remain informed of significant issues.
- (c) For organisations certified by the competent authority an oversight planning cycle not exceeding 24 months shall be applied.

The oversight planning cycle may be reduced if there is evidence that the safety performance of the organisation has decreased.

The oversight planning cycle may be extended to a maximum of 36 months if the competent authority has established that during the previous 24 months:

- (1) the organisation has demonstrated an effective identification of aviation safety hazards and management of associated risks; and
- (2) the organisation has continuously demonstrated under ATCO.OR.B.015 that it has full control over all changes; and
- (3) no level 1 findings have been issued; and
- (4) all corrective actions have been implemented within the time period accepted or extended by the competent authority as defined in ATCO.AR.E.015.

The oversight planning cycle may be further extended to a maximum of 48 months if, in addition to the above, the organisation has established, and the competent authority has approved, an effective continuous reporting system to the competent authority on the safety performance and regulatory compliance of the organisation itself.

- (d) The oversight programme for training organisations shall include the monitoring of training standards including the sampling of training delivery if appropriate.
- (e) For persons holding a licence, rating or endorsement issued by the competent authority the oversight programme shall include inspections, including unannounced inspections, if appropriate.

ATCO.AR.C.010 Findings and enforcement measures for personnel

- (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, 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 paragraph (b) and inform the competent authority that raised the finding.

SUBPART D — ISSUE, REVALIDATION, RENEWAL, SUSPENSION AND REVOCATION OF LICENCES, RATINGS AND ENDORSEMENTS

ATCO.AR.D.001 Procedure for the issue, revalidation and renewal of licences, ratings and endorsements

- (a) The competent authority shall establish procedures for the application issue and exchange of licences, issue of ratings and endorsements, as well as the revalidation and renewal of endorsements. These procedures may include the authorisation for assessors to revalidate and renew unit endorsements in which case assessors shall submit all records, reports and any other information to the competent authority as defined in such procedures.
- (b) Upon receiving an application and, if relevant, any supporting documentation, the competent authority shall verify the application completeness and whether the applicant meets the applicable requirements.
- (c) When satisfied that 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 in Appendix 1 to this Regulation.
- (d) By means of reducing unnecessary administrative burden, the competent authority may establish procedures that allow the possibility to establish a

unique date of validity for several endorsements. In any case, the periods of validity of the endorsements affected shall not be affected.

- (e) The competent authority shall replace the air traffic controller licence if necessary for administrative reasons and when paragraph XII of the licence is completed and no further spaces remain. The date of the first issue of the ratings, rating endorsements and licence endorsements shall be transferred to the new licence.

ATCO.AR.D.005 Revocation and suspension of licences, ratings and endorsements

- (a) For the purpose of ATCO.A.020 the competent authority shall establish administrative procedures for the suspension and revocation of licences, ratings and endorsements.
- (b) The competent authority may suspend the licence in the case of provisional inability not being terminated according to the procedures referred to in ATCO.A.015(e).
- (c) The competent authority shall suspend or revoke a licence, rating or endorsement in accordance with ATCO.AR.C.010 in, but not limited to, the following circumstances:
 - (1) exercising the privileges of the licence when the licence holder no longer complies with the applicable requirements of this Regulation;
 - (2) obtaining a student air traffic controller or an air traffic controller licence, rating, endorsement or certificate by falsification of submitted documentary evidence;
 - (3) falsification of the licence or certificate records;
 - (4) exercising the privileges of the licence, rating(s) or endorsement(s) under the influence of psychoactive substances;
 - (5) unacceptable performance of the ATCO licence holder while performing their duties or responsibilities.
- (d) In cases of suspension or revocation of licences, ratings and endorsements, the competent authority shall inform the licence holder in writing of this decision and of their right of appeal in accordance with the procedures in accordance with ATCO.AR.A.010(a)(13). The suspension or revocation of the assessor endorsement should be notified to the relevant air navigation service provider as well.
- (e) The competent authority shall also suspend or revoke a licence, rating or endorsement upon written request of the licence holder.
- (f) Examinations and assessments conducted by an assessor, during suspension or after the revocation of his/her assessor endorsement or by an OJTI or an STDI during suspension or after revocation of his/her OJTI or STDI endorsement respectively, will be invalid.

SUBPART E — CERTIFICATION PROCEDURE FOR AIR TRAFFIC CONTROLLER TRAINING ORGANISATIONS AND APPROVAL OF TRAINING COURSES

ATCO.AR.E.001 Application and certification procedure for training organisations

- (a) Upon receiving an application for the issue of a training organisation certificate, the competent authority shall verify the training organisation's compliance with the applicable requirements.
- (b) Competent authorities shall issue certificate when the applicant training organisation fulfils the requirements laid down in this Regulation.
- (c) The certificate shall follow the format set out in Appendix 10 to this Regulation.
- (d) To enable an organisation to implement changes without prior competent authority's approval in accordance with ATCO.OR.B.015 and ATCO.AR.E.010(c), the competent authority shall approve the procedure submitted by the training organisation defining the scope of such changes and describing how such changes will be managed and notified.

ATCO.AR.E.005 Approval of training courses

- (a) The competent authority shall approve training plans and training courses developed in accordance with the requirements laid down in ATCO.OR.D.001.
- (b) Following an exchange of a licence according to ATCO.A.010 the competent authority shall approve or reject the unit endorsement course established in accordance with ATCO.B.020(b) and (c) not later than six weeks after presentation of the application for the approval of the course, and ensure that the principles of non-discrimination and proportionality are respected.

ATCO.AR.E.010 Changes to the training organisations

- (a) Upon receiving an application for a change that according to ATCO.OR.B.015 requires prior approval, the competent authority shall verify the training organisation's compliance with the applicable requirements before the issue of the approval.

The competent authority shall approve the conditions under which the organisation may operate during the change, unless the competent authority determines that the change cannot be implemented.

When satisfied that the training organisation complies with the applicable requirements, the competent authority shall approve the change.

- (b) Without prejudice to any additional enforcement measures in accordance with ATCO.AR.E.015, when the organisation implements changes requiring prior approval without having received the competent authority's approval as defined in paragraph (a), the competent authority shall take immediate and adequate action.
- (c) For changes not requiring prior approval, the competent authority shall approve a procedure developed by the training organisation in accordance with ATCO.OR.B.015 defining the scope of such changes and its management and notification mechanism. In the continuous oversight process the competent authority shall assess the information provided in

the notification to verify their appropriate management and their compliance with the applicable requirements.

ATCO.AR.E.015 Findings and corrective actions

(...)

**SUBPART F — SPECIFIC REQUIREMENTS RELATING TO AERO-MEDICAL
CERTIFICATION**

**SECTION I
GENERAL REQUIREMENTS**

ATCO.AR.F.001 Aero-medical centres and aero-medical certification

(...)

**SECTION II
DOCUMENTATION**

ATCO.AR.F.005 Medical certificate

(...)

ATCO.AR.F.010 AME certificate

(...)

ATCO.AR.F.015 AeMC certificate

(...)

ATCO.AR.F.020 Aero-medical forms

(...)

ANNEX III**PART-ATCO.OR****REQUIREMENTS FOR AIR TRAFFIC CONTROLLER TRAINING
ORGANISATIONS AND AERO-MEDICAL CENTRES****SUBPART A — GENERAL REQUIREMENTS****ATCO.OR.A.001 Scope**

(...)

**SUBPART B — REQUIREMENTS FOR AIR TRAFFIC CONTROLLER TRAINING
ORGANISATIONS****ATCO.OR.B.001 Application for a training organisation certificate**

- (a) Applications for a training organisation certificate shall be submitted to the competent authority in due time to allow the competent authority to evaluate the application. The application shall be submitted in accordance with the procedure established by that authority.
- (b) Applicants for an initial certificate shall demonstrate to the competent authority how they will comply with the requirements established in Regulation (EC) No 216/2008 and this Regulation.
- (c) An application for a training organisation certificate shall include the following information:
 - (1) the applicant's name and address;
 - (2) the address(es) of the place(s) of operation (including, where relevant, the list of ATC units) if different from the applicant's address in (a) above;
 - (3) the names and contact details of:
 - (i) the accountable manager;
 - (ii) the head of the training organisation, if different from (i) above;
 - (iii) the person(s) nominated by the training organisation as the focal point(s) for communication with the competent authority;
 - (4) date of intended commencement of activity or change;
 - (5) a list of types of training to be provided and at least one training course from each type of training that is intended to be provided;
 - (6) the declaration of compliance with the applicable requirements shall be signed by the accountable manager, stating the training organisation's compliance with the requirements at all times;
 - (7) the management system processes; and
 - (8) the date of application.

ATCO.OR.B.005 Means of compliance

- (a) Alternative Means of Compliance to the AMC adopted by the Agency may be used by an organisation to establish compliance with Regulation (EC) No 216/2008 and the Implementing Rules.

- (b) When an organisation wishes to use an Alternative Means of Compliance, it shall, prior to implementing it, provide the competent authority with a full description of the Alternative Means of Compliance. The description shall include any revisions to manuals or procedures that may be relevant, as well as an assessment demonstrating compliance with Regulation (EC) No 216/2008 and its Implementing Rules.

The organisation may implement these Alternative Means of Compliance subject to prior approval by the competent authority and upon receipt of the notification as prescribed in ATCO.AR.A.015(d).

ATCO.OR.B.010 Terms of approval and privileges of a training organisation certificate

- (a) Training organisations shall comply with the scope and privileges defined in the terms of approval attached to the organisation's certificate.
- (b) The privilege to provide unit and continuation training shall only be granted to training organisations which:
- (1) hold a certificate for the provision of the air traffic control service; or
 - (2) have concluded a specific arrangement with the ATC provider
- in order to ensure that the applicable requirements in Subpart D of Annex I (Part-ATCO), are fulfilled.

ATCO.OR.B.015 Changes to the training organisation

(...)

ATCO.OR.B.020 Continued validity

(...)

ATCO.OR.B.025 Access to training organisations facilities and data

Training organisations and applicants for training organisation certificates shall grant access to any person authorised by or acting on behalf of the competent authority to the relevant premises in order to examine the required records, data, procedures and any other material pertinent to the execution of the tasks of the competent authority.

ATCO.OR.B.030 Findings

(...)

ATCO.OR.B.035 Immediate reaction to a safety problem

(...)

ATCO.OR.B.040 Occurrence reporting

- (a) Training organisations providing on-the-job training shall report to the competent authority, and to any other organisation required by the State of the operator to be informed, any accident, serious incident and occurrence as defined in Regulation (EU) No 996/2010 and Directive 2003/42/EC, resulting from their training activity.
- (b) Reports shall be made as soon as practicable, but in any case within 72 hours of the training organisation identifying the condition to which the report relates, unless exceptional circumstances prevent this.

- (c) Where relevant, training organisations shall produce a follow-up report to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified.
- (d) Without prejudice to Regulation (EU) No 996/2010 and Directive 2003/42/EC, the reports referred in paragraph (a) to (c) shall be made in a form and manner established by the competent authority and contain all pertinent information about the condition known to the training organisation.

SUBPART C — MANAGEMENT OF AIR TRAFFIC CONTROLLER TRAINING ORGANISATIONS

ATCO.OR.C.001 Management system of training organisations

(...)

ATCO.OR.C.005 Contracted activities

(...)

ATCO.OR.C.010 Personnel requirements

- (a) Training organisations shall appoint an accountable manager.
- (b) A person or persons shall be nominated by the training organisation with the responsibility for training. Such person or persons shall be ultimately responsible to the accountable manager.
- (c) Training organisations shall have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements.
- (d) Training organisations shall maintain a record of theoretical instructors with their relevant professional qualifications, instructional techniques assessment and subjects they are entitled to teach.
- (e) Training organisations shall establish a procedure to maintain competence of the theoretical instructors.
- (f) Training organisations shall ensure that practical instructors and assessors successfully complete refresher training in order to revalidate the respective endorsement.
- (g) Training organisations shall maintain a record of persons qualified for assessing practical instructors' competence and assessors competence, in accordance with ATCO.C.045, with their relevant endorsements.

ATCO.OR.C.015 Facilities and equipment

- (a) Training organisations shall have facilities allowing the performance and management of all planned tasks and activities in accordance with this Regulation.
- (b) The training organisation shall ensure that the synthetic training devices comply with the applicable specifications and requirements appropriate to the task.
- (c) During on-the-job training instruction, the training organisation shall ensure that the instructor has exactly the same information as the person undertaking OJT and the means to intervene immediately.

ATCO.OR.C.020 Record-keeping

- (a) Training organisations shall retain detailed records of persons undertaking or having undertaken training to show that all requirements of the training courses have been met.
- (b) Training organisations shall establish and maintain a system for recording the professional qualifications, instructional techniques assessments and subjects entitled to teach of instructors and assessors, where appropriate.
- (c) The records required by (a) and (b) shall be retained for a minimum period of five years subject to the applicable national data protection law:
 - (1) after the person undertaking training has completed the course; and
 - (2) after the instructor or assessor ceases to perform a function for the training organisation, as applicable.
- (d) The archiving process including the format of the records shall be specified in the training organisation's management system.
- (e) Records shall be stored in a secure manner.

ATCO.OR.C.025 Funding and insurances

Training organisations shall demonstrate that sufficient funding is available to conduct the training according to this Regulation and that the activities have sufficient insurance cover in accordance with the nature of the training provided and all activities can be carried out in accordance with this Regulation

SUBPART D — REQUIREMENTS FOR TRAINING COURSES AND TRAINING PLANS**ATCO.OR.D.001 Requirements for training courses and training plans**

Training organisations shall develop training plans and training courses associated to the type of training provided including, when applicable, subjects, subject objectives, topics and subtopics for rating endorsements in accordance with the requirements laid down in Annex I (Part-ATCO).

ATCO.OR.D.005 Availability of examination and assessment results

- (a) The training organisation shall make available to the applicant his/her results of examinations and assessments.
- (b) Upon the applicant's request the training organisation shall issue a certificate with his/her result of examinations and assessments.

SUBPART E — REQUIREMENTS FOR AERO-MEDICAL CENTRES**ATCO.OR.E.001 Aero-medical centres**

(...)