



European Aviation Safety Agency – Rulemaking Directorate  
**Comment-Response Document 2012-18 (B.III(b))**

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Licensing and medical certification of air traffic controllers

Extracts of resulting text of the appendices to draft Commission  
Regulation (EU) No .../...

(Part-ATCO, Part-ATCO.AR and Part-ATCO.OR)

CRD to NPA 2012-18 (B.III(b)) – RMT.0153 (ATM.003(a)) & RMT.0154 (ATM.003(b)) – 02/10/2013

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**APPENDIX 1**  
**FORMAT FOR LICENCES**  
**AIR TRAFFIC CONTROLLER LICENCE**

The air traffic controller licence issued in accordance with this Regulation shall conform to the following specifications:

- (A) Content. The item number shall always be printed in association with the item heading. Items I to XI are the 'permanent' items, and items XII to XIV are the 'variable' items which may appear on a separate or detachable part of the main form as prescribed below. Any separate or detachable part shall be clearly identifiable as part of the licence.
1. Permanent items:
    - (I) State of licence issue;
    - (II) title of licence;
    - (III) serial number of the licence with the United Nations (UN) country code of the State of licence issue and followed by '(ST)ATCOL' and a code of numbers and/or letters in Arabic numerals and in Latin script;
    - (IV) name of holder in full [in Latin script, even if the script of the national language(s) is other than Latin];
    - (IVa) date of birth;
    - (V) holder's address, if desired by the competent authority;
    - (VI) nationality of holder;
    - (VII) signature of holder;
    - (VIII) competent authority;
    - (IX) certification of validity and authorisation for the privileges granted, including the dates when they were first issued;
    - (X) signature of officer issuing the licence and the date of such issue;
    - (XI) seal or stamp of the competent authority.
  2. Variable items:
    - (XII) ratings and endorsements with expiry dates;
    - (XIII) remarks: language proficiency **endorsements**; and
    - (XIV) any other details required by the competent authority.
- (B) The licence shall be accompanied by a valid medical certificate, except when only STDI privileges are exercised.
- (C) Material. First quality paper and/or other suitable **material**, including plastic cards, shall be used to prevent or readily show any alterations or erasures. **Any entries or deletions in the form will be clearly authorised by the competent authority.**
- (D) Language. Licences shall be written in English and, if desired by Member States, in national language(s) and other languages as deemed appropriate.

Cover page

<p>Competent authority's name and logo [English and any language(s) determined by the competent authority]</p> <p>EUROPEAN UNION (English only)</p> <p>(STUDENT) AIR TRAFFIC CONTROLLER LICENCE</p> <p>[English and any language(s) determined by the competent authority]</p> <p>Issued in accordance with Commission Regulation (EU) No .../...</p> <p>This licence complies with the ICAO standards [English and any language(s) determined by the competent authority]</p> <p>EASA Form <b>XXX</b> Issue 1</p>	<p>Requirements*</p> <p>'European Union' to be deleted for non-EU Member States.</p> <p>For the title of the licence the abbreviations to be used will be either ATCOL or STATCOL.</p> <p>The size of each page shall be one eighth A4.</p>
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\* Requirements:

The pages referring to the instructions on how the (Student)ATCO licence has to be filled in are intended for use by the competent authority or the assessor specifically authorised to revalidate or renew the unit endorsements. Initial issues of ratings, rating endorsements, language endorsements, instructor and assessor endorsement will always be entered by the competent authority. Revalidation or renewal of unit endorsements will be entered by the competent authority or by the authorised assessors.

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<b>I</b>	<b>State of issue:</b>	Requirements:
<b>III</b>	<b>Serial number of the licence:</b>	The serial number of the licence will always commence with the UN country code of the State of the licence issue followed by '(Student) ATCO Licence'.
<b>IV</b>	<b>Name of the holder in full:</b>	
<b>IVa</b>	<b>Date of birth:</b>	Standard date format is to be used, i.e. day/month/year in full (e.g., 31.01.2010)
<b>XIV</b>	<b>Place of birth:</b>	
<b>V</b>	<b>Holder's address, if desired by the competent authority:</b> Street, town, area, postal code	
<b>VI</b>	<b>Nationality of holder:</b>	Indicated by the UN country code of the State
<b>VII</b>	<b>Signature of holder:</b>	
<b>X</b>	<b>Signature of officer issuing the licence and date of issue</b>	
<b>XI</b>	<b>Seal or stamp of issuing competent authority</b>	

<b>IX</b>	<p><b>Validity of privileges*:</b>  <i>The holder is entitled to exercise the privileges of the following rating(s) and endorsements:</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;"><i>Ratings</i></th> <th style="width: 50%; text-align: center;"><i>Date of first issue</i></th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;"><i>Rating endorsements</i></th> <th style="width: 50%; text-align: center;"><i>Date of first issue</i></th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; text-align: center;"><i>OJTI /STDI /Assessor endorsement</i></th> <th style="width: 30%; text-align: center;"><i>Expiry date</i></th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> <p><b>* The privileges of the licence shall be exercised only if the holder has a valid medical certificate, except for the STDI and assessor endorsements.</b></p>	<i>Ratings</i>	<i>Date of first issue</i>													<i>Rating endorsements</i>	<i>Date of first issue</i>																					<i>OJTI /STDI /Assessor endorsement</i>	<i>Expiry date</i>							<p>Requirements:</p> <p>English and any language(s) determined by the competent authority.</p> <p>The date of first issue of a rating and/or rating endorsement shall be the date of successful completion of the training relevant to that rating and/or rating endorsement.</p>
<i>Ratings</i>	<i>Date of first issue</i>																																													
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**Abbreviations**

<b>Air traffic controller ratings</b>		Requirements : (e.g. ADV — Aerodrome Control Visual; TWR — Tower Control; etc.)
<b>ADV</b>	Aerodrome Control Visual	
<b>ADI</b>	Aerodrome Control Instrument	
<b>APP</b>	Approach Control Procedural	
<b>APS</b>	Approach Control Surveillance	
<b>ACP</b>	Area Control Procedural	
<b>ACS</b>	Area Control Surveillance	
<b>Rating endorsements</b>		
<b>AIR</b>	Air Control	
<b>GMC</b>	Ground Movement Control	
<b>TWR</b>	Tower Control	
<b>GMS</b>	Ground Movement Surveillance	
<b>RAD</b>	Aerodrome Radar Control	
<b>PAR</b>	Precision Approach Radar	
<b>SRA</b>	Surveillance Radar Approach	
<b>TCL</b>	Terminal Control	
<b>OCN</b>	Oceanic Control	
<b>Licence endorsements</b>		
<b>OJTI</b>	On-the-job training instructor	
<b>STDI</b>	Synthetic training device instructor	
<b>Assessor</b>	Assessor	

**APPENDICES 3 TO 9**

For the purpose of keeping consistency of the ATCO Common Core Content for Initial Training and avoiding duplications in the material published with this CRD, the content of Appendices 3 to 9 with the modifications introduced in response to the comments received during the NPA consultation period is merged with the related AMC and made available within the document 'CRD to NPA 2012-18 (B.V(b))'.

**APPENDIX 10**  
**CERTIFICATE FOR AIR TRAFFIC CONTROLLER**  
**TRAINING ORGANISATIONS (ATCO TO)**

**European Union<sup>2</sup>**

**Competent authority**

**AIR TRAFFIC CONTROLLERS TRAINING ORGANISATION CERTIFICATE**

[CERTIFICATE NUMBER/REFERENCE]

Pursuant to Commission Regulation (EU) No .../... and subject to the conditions specified below, the [competent authority] hereby certifies

[NAME OF THE TRAINING ORGANISATION]

[ADDRESS OF THE TRAINING ORGANISATION]

as a Part-ATCO.OR certified training organisation with the privilege to provide Part-ATCO training, as listed in the attached training approval.

Terms of approval and privileges:

This certificate is limited to the privileges and the scope of providing training as listed in the attached training approval.

This certificate is valid whilst the certified organisation remains in compliance with Part-ATCO.OR, Part-ATCO and other applicable regulations.

Subject to compliance with the foregoing terms of approval and privileges, this certificate shall remain valid unless the certificate has been surrendered, superseded, limited, suspended or revoked.

Date of issue:

Signed:

[Competent authority]

\* EASA Form **XXX** Issue 1 — Page 1/2

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<sup>2</sup> 'European Union' to be deleted for non-EU Member States.

**AIR TRAFFIC CONTROLLERS TRAINING ORGANISATION CERTIFICATE  
TRAINING APPROVAL**

Attachment to ATCO TO certificate number:

[CERTIFICATE NUMBER/REFERENCE]

[NAME OF THE TRAINING ORGANISATION]

has obtained the privileges to provide and conduct the following training in accordance with Part-ATCO:

TYPE(S) OF TRAINING			
Type of training	Course	Rating endorsements <sup>3</sup>	Remarks <sup>4</sup>
<input type="checkbox"/> ATCO Initial training	<input type="checkbox"/> Basic training	n/a	
	<input type="checkbox"/> Rating training <sup>5</sup> .....		
<input type="checkbox"/> ATCO Unit training	..... <sup>6</sup>		
<input type="checkbox"/> ATCO Continuation training	<input type="checkbox"/> ATCO Refresher training	n/a	
	<input type="checkbox"/> ATCO Conversion training <sup>7</sup>	n/a	
<input type="checkbox"/> Practical instructor training	n/a	n/a	
		n/a	
<input type="checkbox"/> Assessor training	n/a	n/a	
		n/a	

This training course approval is valid as long as:

- (a) the ATCO TO certificate has not been surrendered, superseded, limited, suspended or revoked; and
- (b) all operations are conducted in compliance with Part-ATCO.OR, Part-ATCO, other applicable regulations, and, when relevant, with the procedures in the organisation’s documentation as required by Part-ATCO.OR.

Date of issue:

Signed: [Competent authority]

For the Member State/EASA

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<sup>3</sup> The competent authority shall specify the rating endorsements according to ATCO.B.015 for which the training is provided, if appropriate.

<sup>4</sup> Wherever necessary.

<sup>5</sup> The competent authority shall specify the ratings according ATCO.B.010 for which the training is provided.

<sup>6</sup> The competent authority shall specify the unit endorsement(s) for which the training is provided.

<sup>7</sup> Not generic training, provided on an ad hoc basis following a specific approval by the competent authority.