Licensing and medical certification of air traffic controllers

Extracts of the resulting text of the Acceptable Means of Compliance and Guidance Material to Part-ATCO, Part-ATCO.AR and Part-ATCO.OR

CRD to NPA 2012-18 (B.IV(b)) — RMT.0153 (ATM.003(a)) & RMT.0154 (ATM.003(b)) — 01/10/2013

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AMC AND GM TO COVER REGULATION

AMC1 Article 3(1)   Abnormal situation

Abnormal situations may include:

(a)   circumstances arising from human error or violation of rules affecting the quality of service provided;

(b)   serious weather or volcanic perturbations; and

(c)   technical system failures or malfunctions.

GM1 Article 3(6)   Assessment

Formative evaluation of practical skills during training should not be considered as an assessment.

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ANNEX I
AMC AND GM TO PART-ATCO
REQUIREMENTS FOR THE LICENSING
OF AIR TRAFFIC CONTROLLERS

SUBPART A — GENERAL REQUIREMENTS

GM1 ATCO.A.010(a)   Exchange of licences
INTENTION TO EXERCISE THE PRIVILEGES OF THE LICENCE IN A DIFFERENT MEMBER STATE

(a)   Licences should only be exchanged in the case where there is certainty that the licence holder is going to exercise the privileges of the licence in a different Member State other than that in which the licence was issued.

(b)   For this purpose, and with the intention to reduce unnecessary administrative burden, the competent authorities may require the holder of the licence, together with the application of exchange, to prove that he/she is going to receive unit training by an approved training organisation that truly permits him/her to exercise the privileges of the licence in that Member State.

GM1 ATCO.A.015(b)   Exercise of the privileges of licences and provisional inability
GROUNDS FOR PROVISIONAL INABILITY

Examples of grounds for doubting the ability to safely exercise the privileges of the licence may be that the licence holder is:

(a)   under the influence of psychoactive substances;

(b)   unfit to perform the duties due to injury, fatigue, sickness, stress, including critical incident stress or other similar causes;

(c)   not meeting the competence-related requirements set out in the unit competence scheme.

GM1 ATCO.A.015(d)   Exercise of the privileges of licences and provisional inability

In case of doubt about the medical condition of the air traffic controller the provisions of ATCO.MED.A.020 (further detailed under AMC1 ATCO.MED.A.020) apply.

GM1 ATCO.A.015(e)   Exercise of the privileges of licences and provisional inability

The procedures developed and implemented to enable licence holders declaring provisional inability to exercise the privileges of their licence, to manage the cases of provisional inability cases and to inform the competent authority should include, but are not limited to:

(a)   the processes to declare and terminate provisional inability;

(b)   indicative list of cases when the competent authority shall be informed of the declaration or termination of the provisional inability;

(c)   the processes to inform the competent authority.

SUBPART B — LICENCES, RATINGS AND ENDORSEMENTS

GM1 ATCO.B.001(b)   Student air traffic controller licence
MATURITY OF AIR TRAFFIC CONTROLLERS

Persons who wish to undertake air traffic controller training at a training organisation satisfying the requirements laid down in Annex III (Part-ATCO.OR) should be educationally, physically and mentally sufficiently mature. In order to assess their ability to complete air traffic controller training, training organisations may conduct aptitude assessments and/or set out educational or similar requirements which could serve as a prerequisite for commencing air traffic controller training.

AMC1 ATCO.B.001(d)   Student air traffic controller licence
ASSESSMENT OF PREVIOUS COMPETENCE

(…)

AMC1 ATCO.B.010(b)   Air traffic controller ratings
ASSESSMENT OF PREVIOUS COMPETENCE

(…)

GM1 ATCO.B.015(a)(3)   Air traffic controller rating endorsements
TOWER CONTROL ENDORSEMENT PRIVILEGES

Where aerodrome control is provided from one operational position it shall be indicated in the ATC licence by the issue of a Tower Control (TWR) endorsement to the Aerodrome Control Instrument rating. Aerodrome control may be one operational position or it may be divided between two operational positions, Ground Movement Control (GMC) and Air Control (AIR). Consequently, the TWR endorsement entitles the holder of that rating endorsement to either provide aerodrome control from one working position, or to provide Air Control or Ground Movement Control separately.

AMC1 ATCO.B.020(e)   Unit endorsements
VALIDITY OF THE UNIT ENDORSEMENT

When establishing the validity of a unit endorsement, unit standards of performance and seasonal variations should be taken into account.

Appropriate means should be in place to monitor the competence of the air traffic controllers. The means should be proportionate to the validity time.

If the proposed validity time of the unit endorsement exceeds 12 months additional means should be in place to monitor and ensure the continuous competence of the air traffic controllers.

If the ATC unit is proposing to increase the validity time of the unit endorsement a safety assessment should be conducted. The safety assessment may cover several units.

GM1 ATCO.B.020(d)   Unit endorsements
ADDITIONAL REQUIREMENTS FOR AIR TRAFFIC CONTROLLERS PROVIDING SERVICES TO AIRCRAFT CARRYING OUT FLIGHT TESTS

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The performance objectives for air traffic controllers providing air traffic control services to aircraft carrying out flight tests should ensure that applicants manage the workload and provide air traffic services and implement specific ATC procedures to aircraft carrying out flight tests within a defined aerodrome, approach control and/or area control area of responsibility.

GM2 ATCO.B.020(d)   Unit endorsements
ADDITIONAL TRAINING REQUIREMENTS FOR AIR TRAFFIC CONTROLLERS PROVIDING SERVICES TO AIRCRAFT CARRYING OUT FLIGHT TESTS

Unit endorsement courses for air traffic controllers providing air traffic control services to aircraft carrying out flight tests may include the following subjects, subject objectives, topics and subtopics:

Subject 1: INTRODUCTION TO THE COURSE

The subject objective is:
Learners shall know and understand the training programme that they will follow and learn how to obtain the appropriate information.

TOPIC INTRO 1 COURSE MANAGEMENT
Subtopic INTRO 1.1 — Course introduction
Subtopic INTRO 1.2 — Course administration
Subtopic INTRO 1.3 — Study material and training documentation
TOPIC INTRO 2 INTRODUCTION TO THE ATC TRAINING COURSE
Subtopic INTR 2.1 — Course content and organisation
Subtopic INTR 2.2 — Training ethos
Subtopic INTR 2.3 — Assessment process

Subject 2: SCOPE OF FLIGHT TESTING

The subject objective is:
Learners shall understand the purpose of flight testing and integrate airworthiness issues in the provision of flight tests ATS.

TOPIC FT 1 AIRWORTHINESS REQUIREMENTS
Subtopic FT 1.1 — Airworthiness codes
Subtopic FT 1.2 — Flight test guide for CS aircrafts
Subtopic FT 1.3 — Prototypes and concept aircrafts
TOPIC FT 2 TEST AND ACCEPTANCE TRAFFIC ASPECTS
Subtopic FT 2.1 — Performance flight testing methods
Subtopic FT 2.2 — Handling qualities testing methods
Subtopic FT 2.3 — Systems, CNS and on-board safety systems testing methods

Subject 3: REGULATIONS AND EXEMPTIONS

The subject objective is:
Learners shall know, understand and apply the rules of the air and ATM regulations, and the principles of exemptions regarding the needs of flight test, and also take into account licensing and competence principles.

TOPIC REG 1 ATC LICENCING/CERTIFICATE OF COMPETENCE
Subtopic REG 1.1 — Privileges and conditions
TOPIC REG 2 EXEMPTIONS REGARDING ATM REGULATIONS
Subtopic REG 2.1 — ICAO annexes and rules of the air
Subtopic REG 2.2 — ATM regulations regarding airspace
Subtopic REG 2.3 — Airworthiness
Subtopic REG 2.4 — Flight test exemptions

Subject 4: AIRCRAFT ENVIRONMENT

The subject objective is:

Learners shall know the theory of flight, aircraft subsystems and integrate aircraft performances, limitations and handling qualities in the provision of Flight tests ATS.

TOPIC ACFT 1 AIRCRAFT FLIGHT DYNAMICS
Subtopic ACFT 1.1 — Aircraft control and movement
Subtopic ACFT 1.2 — Performance testing
Subtopic ACFT 1.3 — Handling qualities
Subtopic ACFT 1.4 — Aero-elastic/Flutter stability
Subtopic ACFT 1.5 — Flight envelope
Subtopic ACFT 1.6 — Helicopter specific dynamics

TOPIC ACFT 2 AIRCRAFT ENGINES
Subtopic ACFT 2.1 — The piston engine
Subtopic ACFT 2.2 — The turboshaft engine
Subtopic ACFT 2.3 — Jet and turbofan

TOPIC ACFT 3 AIRCRAFT SYSTEMS
Subtopic ACFT 3.1 — Flight control systems
Subtopic ACFT 3.2 — Safety systems
Subtopic ACFT 3.3 — Communication and navigation systems

Subject 5: FLIGHT TESTING AIR TRAFFIC MANAGEMENT

The subject objective is:
Learners shall manage air traffic in complete safety, with methods to ensure a satisfactory rate of success regarding flight testing.

TOPIC FTATM 1 AIR TRAFFIC SERVICES AND AIRSPACE MANAGEMENT
Subtopic FTATM 1.1 — Air traffic control (ATC) service
Subtopic FTATM 1.2 — Flight information service (FIS)
Subtopic FTATM 1.3 — Alerting service

TOPIC FTATM 2 EXEMPTIONS DUE TO TESTING DEMONSTRATIONS
Subtopic FTATM 2.1 — Demonstration of compliance with airworthiness regulations
Subtopic FTATM 2.2 — Flight test for evaluation of an aircraft
Subtopic FTATM 2.3 — Flight test for evaluation of an aircraft subsystem

TOPIC FTATM 3 FLIGHT TEST METHODS IN AERODROME CONTROL AREA
Subtopic FTATM 3.1 — Velocity of minimum control on ground
Subtopic FTATM 3.2 — Velocity of minimum unstick
Subtopic FTATM 3.3 — Lapse rate take-off
Subtopic FTATM 3.4 — Rejected take-off
Subtopic FTATM 3.5 — Tower flyby method
Subtopic FTATM 3.6 — Hover manoeuver methods
Subtopic FTATM 3.7 — Landing performances testing methods
Subtopic FTATM 3.8 — Other flight testing manoeuvres

TOPIC FTATM 4 FLIGHT TEST METHODS IN APPROACH CONTROL AREA AND IN AREA CONTROL
Subtopic FTATM 4.1 — Velocity of minimum control in the air/Stalls
Subtopic FTATM 4.2 — Tuning of flight controls protections
Subtopic FTATM 4.3 — Autopilot tuning
Subtopic FTATM 4.4 — Wind milling/RAM Air turbine/Engine relights
Subtopic FTATM 4.5 — Trailing pitot static method
Subtopic FTATM 4.6 — Lateral and longitudinal stability flights
Subtopic FTATM 4.7 — Flight in specific meteorological conditions
Subtopic FTATM 4.8 — Supersonic flights
Subtopic FTATM 4.9 — Other flight testing various manoeuvres

Subject 6: HUMAN FACTORS

The subject objective is:

Learners shall recognize the necessity to constantly consider the specific human factors influence on tests activity management.

TOPIC HUM 1 CUSTOMERS RELATIONS AND ORGANISATION
Subtopic HUM 1.1 — Stress
Subtopic HUM 1.2 — Responsible behaviour
Subtopic HUM 1.3 — Violation of rules

TOPIC HUM 2 FLIGHT TEST WORKING METHODS
Subtopic HUM 2.1 — Collaborative work within the same area of responsibility
Subtopic HUM 2.2 — Collaborative work between different areas of responsibility
Subtopic HUM 2.3 — FT-ATCO/CREW cooperation
Subtopic HUM 2.4 — Communication

TOPIC HUM 3 FLIGHT TEST SAFETY CONSOLIDATION
Subtopic HUM 3.1 — Safety risk assessment
Subtopic HUM 3.2 — Experience feedback
Subtopic HUM 3.3 — Unusual/Degraded/Emergency situations
Subtopic HUM 3.4 — Safety Investigation Branch

Subject 7: METEOROLOGY

The subject objective is:
Learners shall acquire, decode and make proper use of meteorological information relevant to the airworthiness issues and the safe provision of flight tests ATS.

TOPIC MTO 1 METEOROLOGICAL AND AIRWORTHINESS CONCERNS
Subtopic MTO 1.1 — Airworthiness meteorological requirements
Subtopic MTO 1.2 — Demonstrator flights carrying specific test equipment
Subtopic MTO 1.3 — Phases with specific weather conditions (icing, wind, volcano, etc.)

GM1 ATCO.B.025(a)(5)   Unit competence scheme
ASSESSMENTS

(a)   Assessments may have one or more components.

(b)   One component should be a practical assessment; other components may be oral examinations and/or written examinations.

(c)   Practical assessments should be conducted as continuous assessment or dedicated practical assessment(s).

(d)   Continuous assessment

Continuous assessment should be achieved by the competence assessor assessing, during normal operational duties, the operational performance compared to the standard of the air traffic control service expected.

Where the assessor has not been able to adequately assess the air traffic controller by continuous assessment, he/she should not certify the air traffic controller's competence until a dedicated practical assessment has been conducted.

(e)   Dedicated practical assessment

A dedicated practical assessment may consist of a single assessment or a series of assessments.

To conduct a dedicated practical assessment the assessor(s) should sit with the air traffic controller with the purpose of assessing, under normal operational conditions, the operational performance compared to the standard of the air traffic control service expected.

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The air traffic controller concerned should be advised that a dedicated practical assessment is to be conducted and be briefed on the conduct of the assessment.

For those situations where an applicant's performance cannot be observed at the time of the assessment (e.g. low visibility operations, snow clearing, military activity, etc.), the assessment may be supplemented by synthetic training device sessions and/or an oral examination.

(f)   The performance objectives topics to be assessed should be determined in detail by the air navigation service provider. Examples of performance objectives topics are as follows:

— application of unit regulations and procedures (e.g. minimum separation standards, letters of agreement, AIP);

— traffic analysis and planning;

— priority setting;

— communication, including phraseology;

— capacity and expedition;

— accuracy;

— initiative, adaptability and decision making;

— air traffic control techniques;

— teamwork and other human factors skills;

— the level of risk associated with the tasks performed (e.g. attitudes to risk).

(g)   Procedures when failing

Notwithstanding ATCO.B.025(a)(11), when an air traffic controller fails in one of the components of the assessment he/she should not be allowed to exercise the privilege of this unit endorsement until a successful competence assessment has been performed. Resitting of the full competence assessment or the failed part only may be required.

(h)   Record-keeping

The results of all assessments, including those of the continuous assessment, and examinations should be documented and stored confidentially, accessible for the assessor and the person being assessed.

GM2 ATCO.B.025(a)(5)   Unit competence scheme
ASSESSMENTS

Assessment should be adapted to the validity time of the unit endorsement of the ATC unit.

The assessment of air traffic controllers at ATC units with seasonal variations should reflect the higher volume and complexity situations.

GM3 ATCO.B.025(a)(5)   Unit competence scheme
ASSESSMENTS OF REFRESHER TRAINING SUBJECTS

(a)   Assessments should be conducted primarily on a synthetic training device or offline environments.

(b)   Assessments should be conducted by appropriately qualified personnel having:

(1)   detailed knowledge of the training objectives; and

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(2)   detailed knowledge of the subjects, topics and subtopics being examined or assessed.

GM1 ATCO.B.025(a)(6)   Unit competence scheme
ORAL EXAMINATIONS

Oral examinations should be used to test understanding of applicable techniques and the rules governing them, particularly of unit and national air traffic control procedures. Scenario-type questioning allows the assessor to gather additional evidence of how an air traffic controller would react in circumstances that are not observable but are nevertheless considered important to the overall operation at that ATC unit.

The oral examination should give a clear indication that the air traffic controller knows not only what he/she should be doing, but why he/she should be doing it. The oral examination requires considerable skill and it should be undertaken in a way to ensure consistency between individual assessors.

GM1 ATCO.B.025(a)(9)   Unit competence scheme
EXAMINATIONS AND ASSESSMENTS DURING CONVERSION TRAINING

(a) Assessments should be conducted primarily on a synthetic training device or offline environments.

(b) Examinations and assessments should be conducted by appropriately qualified personnel having:

(3)   detailed knowledge of the training objectives; and

(4)   detailed knowledge of the subjects, topics and subtopics being examined or assessed.

AMC1 ATCO.B.040   Assessment of language proficiency
GENERAL

(a)   The language proficiency assessment should be designed to reflect the tasks undertaken by air traffic controllers but with specific focus on language rather than operational procedures and knowledge.

(b)   The assessment should determine the applicant's ability to communicate effectively using visual and non-visual communication in both routine and non-routine situations.

AMC2 ATCO.B.040   Assessment of language proficiency
ASSESSMENT

(a)   The assessment should comprise the following three elements:

(1)   listening — assessment of comprehension;

(2)   speaking — assessment of pronunciation, fluency, structure and vocabulary;

(3)   interaction.

(b)   The switch between phraseology and plain language should be assessed for listening and speaking proficiency.

(c)   When the assessment is not conducted in a face-to-face situation, it should use appropriate technologies for the assessment of the applicant's abilities in listening and speaking, and for enabling interactions.

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AMC3 ATCO.B.040   Assessment of language proficiency
ASSESSORS FOR LANGUAGE PROFICIENCY

(a) Persons responsible for language proficiency assessment should be suitably trained and qualified.

(b) Language proficiency assessors should undergo regular refresher training.

(c) Language proficiency assessors should not conduct language proficiency assessments whenever their objectivity may be affected.

AMC4 ATCO.B.040   Assessment of language proficiency
CRITERIA FOR THE ACCEPTABILITY OF LANGUAGE ASSESSMENT BODIES

(a) A language assessment body should provide clear information about its organisation and its relationships with other organisations.

(b) If a language assessment body is also an air traffic controller training organisation, there should be a clear and documented separation between the two activities.

(c) The language assessment body should employ sufficient numbers of qualified interlocutors and assessors to administer the required tests.

(d) The assessment documentation should include at least the following:

   (1) assessment objectives;

   (2) assessment layout, timescale, technologies used, assessment samples, voice samples;

   (3) assessment criteria and standards (at least for the operational, extended and expert levels of the rating scale in Appendix 2 to this Regulation);

   (4) documentation demonstrating the assessment validity, relevance and reliability for the operational and extended levels;

   (5) documentation demonstrating the assessment validity, relevance and reliability for the expert level;

   (6) procedures to ensure that language assessments are standardised within the language assessment body and in the ATC community;

   (7) assessment procedures and responsibilities:

   — preparation of individual assessment;

   — administration: location(s), identity check and invigilation, assessment discipline, confidentiality/security;

   — reporting and documentation provided to the competent authority and/or to the applicant, including sample certificate;

   — retention of documents and records.

(e) The assessment documentation and records should be kept for a period of time determined by the competent authority and made available to the competent authority upon request.

GM1 ATCO.B.040   Assessment of language proficiency
ASSESSORS FOR LANGUAGE PROFICIENCY

(a) Persons responsible for language proficiency assessment should be either aviation specialists (e.g. current or former air traffic controllers), or

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language specialists with additional aviation-related training. The preferred approach for an assessment would be to form a team consisting of an operational expert and a language expert.

(b)   Language proficiency assessors should be trained on the requirements specific to the language proficiency assessment, and assessment and interlocution techniques.

GM2 ATCO.B.040   Assessment of language proficiency

Further information can be found in the 'Manual on the Implementation of ICAO Language Proficiency Requirements' (ICAO Doc 9835) and the Language Testing Criteria for Global Harmonization (ICAO Cir 318 AN/180).

AMC1 ATCO.B.045   Language training

(a)   Language training should contain communication in a job-related context particularly to handle abnormal and emergency situations and conduct non-routine coordination with colleagues, crews and technical staff.

(b)   Emphasis should be placed on listening comprehension, speaking interaction and vocabulary building.

GM1 ATCO.B.045   Language training

While it is true that many licence holders regularly have extensive opportunities to practise — and so to maintain — their language proficiency, it is also true that a purely routine use of the language through phraseology, standard procedures and limited social contact only maintains a restricted core usage of the language which might be quite inadequate for managing unexpected and abnormal situations.

Research shows that language proficiency erosion (language attrition) occurs rapidly over time; the lower the initial level the faster the rate of erosion, unless systematic strategies and a high degree of motivation counter this trend.

It is very well documented that one's language and communicative proficiency, even in one's native language, deteriorates sharply under stress.

GM2 ATCO.B.045   Language training

Training for language proficiency skills may be delegated to language training organisations.

SUBPART C — REQUIREMENTS FOR INSTRUCTORS AND ASSESSORS

SECTION 1
INSTRUCTORS

GM1 ATCO.C.001(b)(1)   Theoretical instructors
QUALIFICATION OF THEORETICAL INSTRUCTORS

Professional qualification appropriate to the subject should ensure sufficient level of current knowledge, which is relevant to the subject and its application in air traffic control.

AMC1 ATCO.C.001(b)(2) Theoretical instructors
INSTRUCTIONAL SKILLS FOR THEORETICAL INSTRUCTORS

A satisfactory demonstration of instructional skills for theoretical instructors should establish competence at least in the following areas:

(a)   lesson objectives are defined and communicated;

(b)   subject questions are fully answered;

(c)   visual aids are used appropriately;

(d)   language is unambiguous;

(e)   the lesson is correctly summarised;

(f)   lesson objectives are fulfilled.

GM1 ATCO.C.010(c) On-the-job training instructor (OJTI) privileges
RATING EXPERIENCE EXEMPTION FOR OJTI

Cases giving grounds for exemption from the required experience regarding the rating for OJTI may be:

—   increased intake of student air traffic controllers into unit training and a concurrent shortage of OJTIs;

—   low intensity with low complexity traffic in the unit where the on-the-job instruction is provided.

GM2 ATCO.C.010(c) On-the-job training instructor (OJTI) privileges
RATING EXPERIENCE EXEMPTION FOR OJTI

When requested by the training organisation competent authorities should take into account in their assessment the consolidation of complex knowledge and skills, often seasonally dependent, when considering the justification of the training organisation.

GM1 ATCO.C.015(b) On-the-job training instructor (OJTI) privileges
LICENCE EXPERIENCE EXEMPTION FOR OJTI

Ground for exemption from the required experience with regard to the licence for OJTI may be low intensity and low complexity traffic in the unit where the on-the-job instruction is provided.

GM2 ATCO.C.015(b) On-the-job training instructor (OJTI) privileges
LICENCE EXPERIENCE EXEMPTION FOR OJTI

When requested by the training organisation competent authorities should take into account in their assessment the consolidation of complex knowledge and skills, often seasonally dependent, when considering the justification of the training organisation.

GM1 ATCO.C.020(b) Validity of on-the-job training instructor endorsement
REVALIDATION

Successful completion of the refresher training on practical instructional skills may be verified by several means, for example by:

(a)   dedicated or continuous assessment;

(b)   peer assessment; or

(c)   demonstration of the practical instructional skills.

The verification should be undertaken following the completion of the refresher training.

AMC1 ATCO.C.025(a)   Temporary OJTI authorisation
SAFETY ANALYSIS

The safety analysis should specify the reasons for which the relevant unit endorsement requirement provided for in ATCO.C.010(b)(2) cannot be met and how the equivalent level of safety will be ensured by other means.

GM1 ATCO.C.025(a)   Temporary OJTI authorisation
EXCEPTIONAL SITUATIONS

Exceptional situations, for which it may be considered not to be possible to comply with ATCO.C.010(b)(2) for the purpose of the valid unit endorsement experience, and therefore a temporary OJTI authorisation may be granted, are the following:

(a)   establishment of a new ATC unit or new sector for the air navigation service provider;

(b)   takeover of existing service by a new air navigation service provider;

(c)   new rating or rating endorsement put into operation at an ATC unit;

(d)   reopening of a seasonal and/or temporary ATC unit.

GM1 ATCO.C.030(a)(1)   Synthetic training device instructor (STDI) privileges
SUBJECTS OF PRACTICAL NATURE

Subjects with objectives at taxonomy level 3 or higher, related to Air Traffic Management Basic (ATMB), are considered of practical nature during initial training.

GM1 ATCO.C.040(b)   Validity of synthetic training device instructor endorsement
REVALIDATION

Successful completion of the refresher training on practical instructional skills and current operational practices may be verified by several means, for example by:

(a)   dedicated or continuous assessment;

(b)   peer assessment; or

(c)   demonstration of the practical instructional skills.

The verification should be undertaken following the completion of the refresher training.

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SECTION 2
ASSESSORS

GM1 ATCO.C.050   Vested interests
INDEPENDENCE OF THE TRAINING PROCESS

In small ATC units the air navigation service provider may not be in the position to nominate an assessor holding the relevant unit endorsement with the desired independence from the training process. In order to ascertain the desired independence, temporary authorisation may be granted to holders of an assessor endorsement from another unit, provided that their familiarity with the current operational practices and procedures of that unit is ensured.

GM1 ATCO.C.060(b)   Validity of assessor endorsement
REVALIDATION

Successful completion of the refresher training on assessment skills and current operational practices may be verified by several means, for example by:

(a)   dedicated or continuous assessment;

(b)   peer assessment; or

(c)   demonstration of the practical instructional skills.

The verification should be undertaken following the completion of the refresher training.

AMC1 ATCO.C.065(a)   Temporary assessor authorisation
SAFETY ANALYSIS

The safety analysis should specify the reasons for which the relevant unit endorsement requirement provided for in ATCO.C.045(d)(1) cannot be met and how the equivalent level of safety will be ensured by other means.

GM1 ATCO.C.065(b)   Temporary assessor authorisation
EXCEPTIONAL SITUATIONS

Exceptional situations, for which it may be considered not to be possible to comply with ATCO.C.045(d)(1) for the purpose of the valid unit endorsement experience, and therefore a temporary assessor authorisation may be granted, are the following:

(e)   establishment of a new ATC unit or new sector for the air navigation service provider;

(f)   takeover of existing service by a new air navigation service provider;

(g)   new rating or rating endorsement put into operation at an ATC unit;

(h)   reopening of a seasonal and/or temporary ATC unit;

(i)   independence of the assessment is otherwise not ensured.

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SUBPART D — AIR TRAFFIC CONTROLLER TRAINING

**SECTION 1
GENERAL REQUIREMENTS**

AMC1 ATCO.D.005(a)(2)   Types of air traffic controller training
UNIT TRAINING

Unit training should be undertaken by holders of student air traffic controller licence or holders of air traffic controller licence, as appropriate, for:

(a)   the issue of an air traffic controller licence with a unit endorsement;

(b)   the addition of a unit endorsement in an air traffic controller licence;

(c)   the validation of a rating and rating endorsement, if applicable, in an existing licence;

(d)   the addition of rating endorsement in an existing licence;

(e)   the renewal of an expired, suspended or revoked unit endorsement, where applicable.

GM1 ATCO.D.005(a)(2)(ii)   Types of air traffic controller training
ON-THE-JOB TRAINING

(a)   On-the-job training may be supplemented for pedagogical reasons by theoretical instructions and computer-based training, part-task trainers or any type of simulators aiming at increasing knowledge, understanding and application of local procedures.

(b)   Hours accumulated using these training tools and methods during this phase cannot be counted towards the minimum duration of on-the-job training.

**SECTION 2
INITIAL TRAINING REQUIREMENTS**

GM1 ATCO.D.010   Composition of initial training
GENERAL

(…)

GM1 ATCO.D.015   Initial training plan

The provisions of ATCO.OR.C.015 (which are further detailed under AMC1 ATCO.OR.C.015(c)) are also relevant.

GM1 ATCO.D.020(d)   Basic and rating training courses
CERTIFICATE OF COMPLETION OF INITIAL TRAINING

The certificate of completion may take any form and title and may cover multiple candidates.

AMC1 ATCO.D.040(c)   Rating training performance objectives

Training organisations should define the detailed performance objectives for each rating training course, as well as the training scenario.

GM1 ATCO.D.040   Rating training performance objectives

A list of performance objectives tasks can be found in EUROCONTROL's document 'ATCO Rating Training Performance Objectives', Edition 1.0 of 14/12/2010.

SECTION 3
UNIT TRAINING REQUIREMENTS

GM1 ATCO.D.045(a)   Composition of unit training

(…)

AMC1 ATCO.D.045(c)(3)   Composition of unit training
ABNORMAL AND EMERGENCY SITUATIONS

(a)   The training for all identified abnormal and emergency situations should primarily take place on synthetic training devices.

(b)   If the pre-OJT phase is not provided, the abnormal and emergency situation training should be scenario-based and as realistic as possible while maintaining operational safety.

(c)   Checklists for abnormal and emergency situations used in operations should be made available to the applicant.

AMC1 ATCO.D.045(c)(4)   Composition of unit training
HUMAN FACTORS

(a)   HUMAN FACTORS TOPICS

Training organisations should train the applicant during OJT in team resource management, fatigue management and stress management.

(b)   TEAM RESOURCE MANAGEMENT

    (1)   Training organisations should develop performance objectives for team resource management training.

    (2)   The team resource management training may also make use of synthetic training devices.

(c)   FATIGUE MANAGEMENT AND STRESS MANAGEMENT

Training organisations should develop training objectives for fatigue management and stress management training.

GM1 ATCO.D.055   Unit training plan

The provisions of ATCO.OR.C.015 (which are further detailed under AMC1 ATCO.OR.C.015(c)) are also relevant.

GM2 ATCO.D.055   Unit training plan

Guidance for the development of unit training plans can be found in the EUROCONTROL's documents 'Guidelines for the Development of Unit Training Plans, Edition number 1.0 from 31.08.2005' and 'Annex to the Guidelines for the Development of Unit Training Plans: Examples of UTP, Edition 2.0 from 10.06.2010'.

GM1 ATCO.D.055(b)(5)   Unit training plan
TRAINING METHODS

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The training organisations should consider a variety of methods when conducting training leading to a unit endorsement. Although this list is not exhaustive, such methods could be:

- On-the-job training,
- lecture,
- lesson/demonstration,
- case study,
- computer-based practical exercise,
- exercise,
- facilitation,
- group work,
- hands-on,
- interactive training,
- supervised practices,
- part-task practice,
- individual simulation,
- team simulation,
- group simulation,
- briefing/debriefing,
- structured briefing,
- structured debriefing,
- virtual classroom,
- role-play,
- skill acquisition,
- self-study,
- self-test.

AMC1 ATCO.D.055(b)(6)   Unit training plan
DURATION OF UNIT ENDORSEMENT COURSES

(a) The practical training as part of the unit endorsement course should be at least of the duration specified in Annex 1 to the Chicago Convention, Section 4.5.2.2.1(b).

(b) The ratings named in Annex 1 to the Chicago Convention, Section 4.5.2.2.1(b) should read in the context of this Regulation:

   (1) aerodrome control rating: ADV and ADI ratings;

   (2) approach control procedural rating: APP rating;

   (3) approach control surveillance rating: APS rating;

   (4) area control procedural rating: ACP rating;

   (5) area control surveillance rating: ACS rating.

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(c) The rating approach precision radar control rating in Annex 1 to the Chicago Convention, Section 4.5.2.2.1(b) should read in the context of this Regulation as APS-PAR Rating endorsement according to ATCO.B.015.

AMC1 ATCO.D.055(b)(14)   Unit training plan
ABNORMAL AND EMERGENCY SITUATIONS

(a) For identified abnormal and emergency situations, the training organisation should establish desirable behaviours and associate them with established procedures.

(b) Desirable behaviours of the applicants in case of abnormal or emergency situations can be of technical or non-technical nature.

(c) The training organisation should develop performance objectives for all identified abnormal and emergency situations.

GM1 ATCO.D.060(d);(e)   Unit endorsement course

Training for rating endorsement(s) as part of the unit endorsement course may be delegated to training organisations certified for initial training.

GM1 ATCO.D.065   Demonstration of theoretical knowledge and understanding

(…)

GM1 ATCO.D.070   Assessments during unit endorsement courses

(a) DEDICATED ASSESSMENTS

   (1) A dedicated assessment should normally be carried out for the issue or renewal of a unit endorsement.

   A dedicated assessment may consist of a single assessment or a series of assessments, as detailed in the unit training plan.

   To conduct a dedicated assessment the competence assessor(s) should sit with the applicant with the purpose of observing the quality and assessing the standard of work being carried out and, if also acting as OJTI at the same time, to maintain a safe, orderly and expeditious flow of air traffic.

   The applicant concerned should be briefed on the conduct of the assessment.

   For those situations where an applicant's performance cannot be observed at the time of the assessment (e.g. low visibility operations, snow clearing, military activity, etc.), the assessment may be supplemented by synthetic training device sessions and oral examination.

   (2) Dedicated assessments may also be conducted at any stage of training as detailed in the unit training plan, where a more definitive measure of the progress is required, for example after 50 hours of practical training.

(b) CONTINUOUS ASSESSMENT

   Continuous assessment may be achieved by the assessor observing the standard of the air traffic control service provided by those whose

competence he/she will certify as he/she works with them during unit training or normal operational duties.

In cases where the assessors haven't had sufficient contact with the applicant to adequately assess his/her performance they will not certify the applicant's competence until the assessors have conducted a dedicated practical assessment. The applicant concerned must be advised that a dedicated practical assessment is to be conducted.

(c) ORAL EXAMINATION

The oral examination is used to test understanding of applicable techniques and the rules governing them, particularly of unit and national air traffic control procedures. Scenario-type questioning allows the examiners to gather additional evidence of how an applicant would react in circumstances that are not observable but are nevertheless considered important to the overall operation at that ATC unit.

The oral examination will give a clear indication that the applicant knows not only what he/she should be doing, but why he/she should be doing it. The oral examination requires considerable skills and it should be undertaken in a way to ensure consistency between individual examiners.

SECTION 4
CONTINUATION TRAINING REQUIREMENTS

AMC1 ATCO.D.080   Refresher training
EXAMINATIONS AND ASSESSMENTS

Refresher topics should be examined or assessed, using the processes described in the unit competence scheme.

GM1 ATCO.D.080   Refresher training
REFRESHER TRAINING SUBJECTS

Topics for refresher training subjects may include rarely used procedures and practices, such as seasonally dependent procedures, trends and observations from occurrence reports and results of normal operations safety surveys.

AMC1 ATCO.D.080(b)(1);(2)   Refresher training
PHRASEOLOGY TRAINING

Training organisations should develop objectives for phraseology.

AMC2 ATCO.D.080(b)(2)   Refresher training
ABNORMAL SITUATION AND EMERGENCY TRAINING

Abnormal situation and emergency training should be designed to expose air traffic controllers to circumstances and situations which they do not habitually or commonly experience.

The essential difference from an emergency situation is that the element of danger or serious risk is not necessarily present in an abnormal situation.

GM1 ATCO.D.080(b)(1);(2)   Refresher training
EFFECTIVE COMMUNICATION

Communication misunderstanding is present in most air traffic occurrences and the consistent use of approved phraseology is designed to mitigate such occurrences.

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For the purpose of refresher training emphasis is put therefore on effective communication, including the use of approved phraseology, both for the use of standard practices and procedures and for abnormal and emergency situations training.

Effective communication should make use of a variety of communication modes, including the use of phraseology and radio communication.

Phraseology and radio communication training is part of the linguistic training according to ICAO; radio communication phraseology samples offer learning opportunities and foster harmonisation.

AMC1 ATCO.D.080(b)(3)   Refresher training
HUMAN FACTORS

(a)   Training organisations should train air traffic controllers at least in team resource management, fatigue management and stress management.

(b)   The team resource management training may also make use of STD and/or occurrence case studies.

SECTION 5
TRAINING OF INSTRUCTORS AND ASSESSORS

AMC1 ATCO.D.090(a)(1)   Training of practical instructors
SYNTHETIC TRAINING DEVICES USED FOR OJTI TRAINING

For the OJTI training a PTT or a simulator should be used.

If the synthetic training environment does not correspond to the rating of the intended instructional environment, the applicant should practise the instructional skills in those procedures in which it is intended to provide instruction for at least one day before being assessed.

AMC2 ATCO.D.090(a)(1)   Training of practical instructors
ASSESSMENT OF INSTRUCTIONAL TECHNIQUES FOR PRACTICAL INSTRUCTORS

(a)   A successful assessment of instructional techniques for practical instructors should establish competence at least in the following areas:

    (1)   regulatory impact on ATCO training;

    (2)   human factors during and impacting ATCO training;

    (3)   determine the background and experience of the person undertaking training;

    (4)   determine the current level of ability of the person undertaking training;

    (5)   conduct a pre-session briefing;

    (6)   plan and conduct the training session;

    (7)   demonstrate and explain the tasks;

    (8)   monitor the training session;

    (9)   manage interventions correctly, including error correction;

    (10) evaluate the performance of the person undertaking training;

    (11) debrief the person undertaking training;

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    (12) furnish written reports on the performance of the person undertaking training;

    (13) take appropriate follow-up action towards resolving training problems.

    (14) techniques of pausing clocks;

    (15) knowledge on technical facilities/environment.

AMC1 ATCO.D.090(a)(2)   Training of practical instructors
REFRESHER TRAINING ON PRACTICAL INSTRUCTIONAL SKILLS

Refresher training on practical instructional skills should prevent knowledge and skills erosion and it should be designed to maintain awareness of the current operational practices.

AMC1 ATCO.D.090(a)(3)   Training of practical instructors
PRACTICAL INSTRUCTOR COMPETENCE ASSESSMENT

(…)

GM1 ATCO.D.090   Training of practical instructors
PRACTICAL INSTRUCTIONAL TECHNIQUES COURSE FOR OJTI

Further information regarding the practical instructional techniques course for OJTIs can be found in EUROCONTROL's Guidelines for ATCO Development Training — OJTI Course Syllabus Edition 2.0, 27/08/2009.

AMC1 ATCO.D.095(a)(1)   Training of assessors
ASSESSOR TRAINING COURSE

A successful assessment for the purpose of the assessor training course should establish competence in assessment techniques as follows:

(a)   regulatory environment and legal obligations;

(b)   types of assessment and their application;

(c)   performance objectives constituting air traffic controller competence;

(d)   conditions of assessments to create reliable results;

(e)   process of assessments and administrative procedures;

(f)   giving verbal feedback and writing assessment reports;

(g)   vested interests and code of conduct;

(h)   competence is accurately assessed against the performance objectives

(i)   develop a good questioning technique and create appropriate questions to test understanding.

AMC2 ATCO.D.095(a)(1)   Training of assessors
ASSESSMENT OF ASSESSOR COMPETENCE

(…)

AMC1 ATCO.D.095(a)(2)   Training of assessors
REFRESHER TRAINING ON ASSESSMENT SKILLS

(…)

GM1 ATCO.D.095(a)(3)   Training of assessors
ASSESSMENT OF ASSESSOR COMPETENCE

The level of harmonisation on competence assessment is low as a result of the variety of methods. Any assessment of assessor competence should be realistic and it could take place during live traffic situations or during training.

GM1 ATCO.D.095(a)(3)   Training of assessors

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ANNEX II
AMC AND GM TO PART-ATCO.AR
REQUIREMENTS FOR COMPETENT AUTHORITIES

SUBPART A — GENERAL REQUIREMENTS

AMC1 ATCO.AR.A.015(d)(3)   Means of compliance
GENERAL

The information to be provided to other Member States following approval of an Alternative Means of Compliance should contain a reference to the Acceptable Means of Compliance (AMC) to which such means of compliance provides an alternative, as well as a reference to the corresponding Implementing Rule of Regulation (EC) No 216/2008 indicating as applicable the subparagraph(s) covered by the Alternative Means of Compliance.

GM1 ATCO.AR.A.015   Means of compliance
GENERAL

Alternative Means of Compliance used by a competent authority or by organisations under its oversight may be used by other competent authorities or organisations only if processed again in accordance with ATCO.AR.A.015 (d) and (e).

GM1 ATCO.AR.A.020(b)   Information to the Agency
MEANING OF SAFETY SIGNIFICANT INFORMATION STEMMING FROM OCCURRENCE REPORTS

Safety significant information should be considered the information on:

(a)   individual occurrence data where the Agency is the competent authority;

(b)   safety analyses or studies that summarise individual occurrence data and provide an in-depth analysis of the safety issue. These safety analyses can be used by the Agency for rulemaking or for safety promotion activities such as the EASp.

SUBPART B — MANAGEMENT

AMC1 ATCO.AR.B.001(a)(2)   Management system
TRAINING PROGRAMME AND RECURRENT TRAINING

(…)

AMC1 ATCO.AR.B.001(d)   Management system
PROCEDURES AVAILABLE TO THE AGENCY

(a)   Copies of the procedures related to the competent authority's management system and their amendments to be made available to the Agency for the purpose of standardisation should provide at least the following information:

   (1)   Regarding oversight functions undertaken by the competent authority, the competent authority's organisational structure with description of the main processes. This information should demonstrate the allocation of responsibilities within the competent authority, and that the competent authority is capable of carrying out the full range of

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tasks regarding the size and complexity of the Member State's aviation industry. It should also consider overall proficiency and authorisation scope of the competent authority's personnel.

(2) For personnel involved in oversight activities, the minimum professional qualification requirements as well as experience and procedures leading to appointment (e.g. assessment).

(3) How the following are carried out: assessing applications and evaluating compliance, issuing of certificates, performance of oversight, follow-up of findings, enforcement measures and resolution of safety concerns.

(4) Principles of managing exemptions and derogations.

(5) Systems used to disseminate applicable safety information for timely reaction to a safety problem;

(6) Criteria for planning oversight (oversight programme).

(7) Outline of the initial training of newly recruited oversight personnel (taking future activities into account), and the basic framework for continuation training of oversight personnel.

(b) As part of the continuous monitoring of a competent authority, the Agency may request details of the working methods used, in addition to the copy of the procedures of the competent authority's management system (and amendments). These additional details are the procedures and related guidance material describing working methods for competent authority personnel conducting oversight.

(c) Information related to the competent authority's management system may be submitted in electronic format.

GM1 ATCO.AR.B.005   Allocation of tasks to qualified entities
CERTIFICATION TASKS

The tasks that may be performed by a qualified entity on behalf of the competent authority include those related to the initial certification and oversight of training organisations as defined in this Regulation, with the exclusion of the issuing of:

(a) the issue, suspension and revocation of licences, ratings and endorsements;

(b) the issue of temporary OJTI authorisations according to ATCO.C.025;

(c) the issue, renewal, suspension, revocation and limitation of training organisation certificates.

GM1 ATCO.AR.B.015   Record-keeping

Records may be kept in electronic storages.

GM2 ATCO.AR.B.015(b)(5)   Record-keeping

Details of courses provided by training organisations may consist of subjects, subject objectives, topics and subtopics, where applicable.

SUBPART C — OVERSIGHT AND ENFORCEMENT

AMC1 ATCO.AR.C.005   General

(…)

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

GM1 ATCO.AR.D.001(a)   Application form for the issue, revalidation and renewal of licences, ratings and endorsements

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APPLICATION FOR ISSUE/REVALIDATION/RENEWAL OF STUDENT (STATCOL) OR AIR TRAFFIC CONTROLLER LICENCE (ATCOL), RATINGS AND ENDORSEMENTS

Part A: APPLICANT'S DETAILS

Name: ....

Permanent address:………………………………………………………………………………………………

Tel.:……………………………………. Mobile:………………… E-mail address:………………………………………

Nationality: ………………

Date (and place) of birth:……………………………………………………………………….

STATCO/ATCO DETAILS (if applicable):

Licence serial No: …………………………………

Date of issue: ……………………………

EMPLOYER'S DETAILS (if applicable):

Name: ....

Part B: APPLICATION FOR (Tick the relevant boxes)

☐ Issue of STATCOL (Part C and E of this form)

☐ Language endorsement (Part C and E of this form)

☐ Issue of ATCOL (Part C and E of this form)

☐ Revalidation of ATCOL rating, endorsements (Part C, D, and E of this form)

☐ Renewal of ATCOL rating, endorsements (Part C, D, and E of this form)

Part C: RATING/RATING ENDORSEMENT/ATC UNIT/Sector

ADI ☐	(Unit, sector, working position)	TWR ☐	GMC ☐	GMS ☐	AIR ☐	RAD ☐
APS ☐	(Unit, sector, working position)	PAR ☐	SRA ☐	TCL ☐	With limitation: RAD ☐ ADS ☐	
ACS ☐	(Unit, sector, working position)	TCL ☐	OCN ☐		With limitation: RAD ☐ ADS ☐	
ACP ☐	(Unit, sector, working position)	OCN ☐				
ADV ☐	(Unit, sector, working position)					
APP ☐	(Unit, sector, working position)					

Licence endorsements

OJTI ☐	STDI ☐	Assessor ☐	Language proficiency endorsement	Local language proficiency endorsement*
			— level 4 ☐ — level 5 ☐ — level 6 ☐	— level 4 ☐ — level 5 ☐ — level 6 ☐ * Optional, if imposed by the Member State for reasons of safety at the ATC unit of the unit endorsement as published in AIP.

Part D: Unit endorsement revalidation/renewal

The applicant meets the requirements according to Regulation (EU) No …/… and to the unit competence scheme of unit …………………………………………………..……………….

The unit/licence endorsements annotated below are revalidated/renewed * (delete as appropriate).

Based on this, **REVALIDATION/RENEWAL** can be done as listed below:

Unit endorsement:		**Valid until:**	
Unit endorsement:		**Valid until:**	
Unit endorsement:		**Valid until:**	
Unit endorsement:		**Valid until:**	
Unit endorsement:		**Valid until:**	

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Unit endorsement:				Valid until:	
I certify that the data is complete and true **Authorised assessor:**		**Name:**	Assessor's licence number:	**Signature:**	

I hereby:

1. apply for the issue/revalidation/renewal of STATCOL/ATCOL, ratings and/or endorsements as indicated;

2. confirm that the information contained herein is correct at the time of the application;

3. confirm that I am not holding any STATCOL or ATCOL issued in another Member State;

4. confirm that I have not applied for any STATCOL or ATCOL in another Member State; and

5. confirm that I have never held a STATCOL or ATCOL issued in another Member State which has been revoked or suspended in any other Member State.

I understand that any incorrect information provided herein could prohibit me from holding a STATCOL or ATCOL.

Signed: . . . . Name: . . . .

Date: . . . .

Part E: Certificates/Documents

Please enclose all relevant certificates and/or documents:

   1. Copy of STATCL, if applicable:……………………………………………………..…… ☐
   2. Copy of passport or other national ID:…………………………………………….………… ..☐
   3. Copy of medical certificate:…………………………………………………..………… ☐
   4. Copy of relevant training certificate/documents proving the successful completion of:
       (a) Initial training (integrated) ……… ……… ………….. ☐
       (b) Basic training …………………………………… ………….. ☐
       (c) Rating training ………………………………… ……….. ☐
       (d) Unit training ……………….. ………………………….. ☐
       (e) Practical instructor training ………………. …… ………☐
       (f) Assessor training ……… ……………………….……………☐
       (g) Refresher training …………………………… ……….   . ☐
   5. Copy of language proficiency certificate(s): language(s)………………………………☐
   6. Certificate by ATC provider
       proving that the licence holder has fulfilled the requirements in accordance with the approved unit competence scheme ……………………………………. ………………………………………. ☐
   7. Copy of the competence assessment form…………………………………………….. ☐
   8. Copy ……………… ………………………………….. ☐

GM2 ATCO.AR.D.001(a)   Application form for the issue, revalidation and renewal of licences, ratings and endorsements

Application for the issue, revalidation and renewal of licences, ratings and endorsements together with all relevant certificates and/or documents supporting the application might be done by secure electronic means.

GM1 ATCO.AR.D.001(e)   Procedure for the issue, revalidation and renewal of licences, ratings and endorsements
ADMINISTRATIVE REASONS

For the purpose of issuing a new licence, administrative reasons may be the following, but are not limited to:

(a)   loss;

(b)   theft;

(c)   significant damage leading to illegibility.

SUBPART E — CERTIFICATION PROCEDURE FOR AIR TRAFFIC CONTROLLER TRAINING ORGANISATIONS

AMC1 ATCO.AR.E.001(a)   Certification procedure for training organisations
VERIFICATION OF COMPLIANCE

(…)

AMC1 ATCO.AR.E.010   Changes to training organisations

(a)   The competent authority should be informed of any changes to personnel specified in Annex III (Part-ATCO.OR) that may affect the certificate or the training approval attached to it.

(b)   A simple management system documentation status sheet should be maintained, which contains information on when an amendment was received by the competent authority and when it was approved.

(c)   The competent authority should receive from the organisation each management system documentation amendment, including amendments that do not require prior approval by the competent authority.

  (1)   Where the amendment requires the competent authority's approval, the competent authority, when satisfied, should approve in writing.

  (2)   Where the amendment does not require prior approval, the competent authority should acknowledge receipt of the notification in writing within 10 working days upon receipt.

AMC2 ATCO.AR.E.010(a)   Changes to training organisations
CHANGES REQUIRING PRIOR APPROVAL

(a)   Upon receiving an application for a proposed change that requires a prior approval, the competent authority should, in due time:

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(1)   assess the proposed change in relation to the training organisation's certificate or the training approval attached thereto or management system thereof, and the applicable requirements of Part-ATCO.OR, as well as any other applicable requirements;

(2)   assess the actions proposed by the training organisation in order to show compliance;

(b)   The competent authority should, in due time, verify the compliance of the training organisation and, depending on the change, examine the need for prescribing any condition for the operation of it during the change.

(c)   For changes requiring prior approval, the competent authority may conduct an audit of the organisation in order to verify the training organisation's compliance with the applicable requirements.

(d)   When notifying the training organisation in accordance with AMC1 ATCO.AR.E.005(b)(1), the competent authority should also inform it of the right of appeal, as exists under the applicable national legislation.

GM1 ATCO.AR.E.010   Changes to training organisations
CHANGE OF NAME OF THE TRAINING ORGANISATION

(…)

GM2 ATCO.AR.E.010(b)   Changes to training organisations
ADEQUATE ACTION

(…)

AMC 1 ATCO.AR.E.015(d)(2)   Findings and corrective actions
CORRECTIVE ACTION IMPLEMENTATION PERIOD

The corrective action implementation period included in an action plan granted by the competent authority initially should not exceed 3 months. At the end of this period, and subject to the nature of the finding, the competent authority may extend the 3-month period subject to a satisfactory corrective action plan agreed by the competent authority.

GM 1 ATCO.AR.E.015   Findings and corrective actions

For a level 1 finding it may be necessary for the competent authority to ensure that further training by the organisation is carried out and audited by the competent authority before the activity is resumed, dependent upon the nature of the finding.

Only the certifying competent authority may take action on the certificate.

GM 2 ATCO.AR.E.015(d)(2)   Findings and corrective actions
CORRECTIVE ACTION IMPLEMENTATION PERIOD

The 3-month period should commence from the date of the communication of the finding to the training organisation in writing and requesting corrective action to address the non-compliance(s) identified in accordance with ATCO.AR.E.010(d).

SUBPART F — SPECIFIC REQUIREMENTS RELATING TO AERO-MEDICAL CERTIFICATION

SECTION I — GENERAL

AMC1 ATCO.AR.F.010 Medical certificate
MEDICAL CERTIFICATE

(…)

AMC1 ATCO.AR.F.025   Aero-medical forms
AERO-MEDICAL FORMS

(…)

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ANNEX III
AMC AND GM TO PART-ATCO.OR
REQUIREMENTS FOR AIR TRAFFIC CONTROLLER TRAINING ORGANISATIONS AND AERO-MEDICAL CENTRES

SUBPART B — REQUIREMENTS FOR AIR TRAFFIC CONTROLLER TRAINING ORGANISATIONS

GM1 ATCO.OR.B.001(d)(2)   Application for a training organisation certificate

The requirements to add the list of ATC units is not relevant in the case of training organisations which provide initial training only.

AMC1 ATCO.OR.B.005   Means of compliance
DEMONSTRATION OF COMPLIANCE

In order to demonstrate that the Implementing Rules are met, a safety (risk) assessment should be completed and documented. The result of this safety (risk) assessment should demonstrate that an equivalent level of safety to that established by the Acceptable Means of Compliance (AMC) adopted by the Agency is reached.

AMC1 ATCO.OR.B.010(a)   Terms of approval and privileges of a training organisation certificate

(…)

AMC1 ATCO.OR.B.015   Changes to the training organisation
GENERAL

(a)   The training organisation should inform the competent authority of any changes to personnel specified in Annex III (Part-ATCO.OR) that may affect the certificate or the training approval attached to it.

(b)   The training organisation should send to the competent authority each management system documentation amendment. Where the amendment requires the competent authority's approval, the training organisation should receive it in writing.

GM1 ATCO.OR.B.015   Changes to the training organisation
GENERAL

(a)   Examples of changes that may affect the certificate or the terms of approval of the training organisation or the training organisation's management system are listed below:

   (1)   the name of the training organisation;

   (2)   a change of legal entity;

   (3)   the training organisation's principal place of operation;

   (4)   the training organisation's type(s) of training;

   (5)   additional locations of the training organisation;

   (6)   the accountable manager;

   (7)   any of the persons referred to in Part-ATCO.OR;

      (8)   the training organisation's documentation as required by Subpart ATCO.OR.B, safety policy and procedures;

      (9)   the facilities.

(b)   Prior approval by the competent authority is required for any changes to the training organisation's procedure describing how changes not requiring prior approval will be managed and notified to the competent authority.

GM2 ATCO.OR.B.015   Changes to the training organisation
CHANGE OF NAME

A change of name requires the training organisation to submit a new application as a matter of urgency.

Where this is the only change to report, the new application can be accompanied by a copy of the documentation previously submitted to the competent authority under the previous name, as a means of demonstrating how the training organisation complies with the applicable requirements.

GM1 ATCO.OR.B.030(a);(b)   Findings
CORRECTIVE ACTION PLAN AND ROOT CAUSE

(…)

GM2 ATCO.OR.B.030(c)   Findings
COMPETENT AUTHORITY

(…)

GM1 ATCO.OR.B.040   Occurrence reporting

Training organisations' reports should focus on occurrences taking place during on-the-job training with regard to the training aspects involved.

The report may be submitted together with or as an integral part of the report prepared by the ANSP.

SUBPART C — MANAGEMENT OF AIR TRAFFIC CONTROLLER TRAINING ORGANISATIONS

GM1 ATCO.OR.C.001   Management system of training organisations

The requirements for the management systems of the training organisation may be satisfied if the training organisation's scope and terms of approval are included in the air navigation service provider's certificate and the air navigation service provider's management system/safety management system (SMS) specifically covers the requirements of this Regulation.

AMC1 ATCO.OR.C.001(b)   Management system of training organisations
SAFETY POLICY

The safety policy should:

(a)   be endorsed by the accountable manager;

(b)   clearly identify safety as the highest organisational priority over commercial, operational, environmental or social pressures;

(c)   include a commitment to:

      (1)   improve towards the highest safety standards;

(2)   comply with all applicable legal requirements, meet all applicable standards and consider best practices;

(3)   provide appropriate resources;

(4)   enforce safety as the primary responsibility of all managers and staff;

(d)   be communicated, with visible endorsement, throughout the organisation;

(e)   include safety reporting and just culture principles;

(f)   enhance and embed safety culture and safety awareness;

(g)   be periodically reviewed to ensure it remains relevant and appropriate to the training organisation.

AMC1 ATCO.OR.C.001(c)   Management system of training organisations
IDENTIFICATION OF AVIATION SAFETY HAZARDS

(…)

AMC1 ATCO.OR.C.001(d)   Management system of training organisations
PERSONNEL

A training organisation should demonstrate that:

(a)   a list of activities with relevant needed competence has been established;

(b)   their personnel have the relevant competence needed to fulfil the activities they are required to perform;

(c)   their personnel maintain a level of competence through training as appropriate;

(d)   their theoretical and practical instructors are qualified in accordance with Part-ATCO, Subpart C, of this Regulation;

(e)   their practical instructors either hold an on-the-job training instructor (OJTI) endorsement or a synthetic training device instructor (STDI) endorsement;

(f)   their assessors hold an assessor endorsement;

(g)   their synthetic training device instructors and assessors demonstrate knowledge of and receive refresher training on current operational practices.

AMC1 ATCO.OR.C.001(e)   Management system of training organisations
PROCESSES

(…)

AMC1 ATCO.OR.C.001(f)   Management system of training organisations
COMPLIANCE MONITORING

(…)

GM1 ATCO.OR.C.001(f)   Management system of training organisations
EXAMPLE OF COMPLIANCE MONITORING SYSTEM

(…)

AMC2 ATCO.OR.C.001(f)   Management system of training organisations
COMPLIANCE MONITORING

(…)

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GM2 ATCO.OR.C.001(f)   Management system of training organisations
COMPLIANCE MONITORING

(…)

AMC1 ATCO.OR.C.005   Contracted activities

(…)

GM1 ATCO.OR.C.005   Contracted activities
RESPONSIBILITY WHEN CONTRACTING ACTIVITIES

(…)

GM1 ATCO.OR.C.010(b);(c)   Personnel requirements

(…)

AMC1 ATCO.OR.C.015(a)   Facilities and equipment

(…)

GM1 ATCO.OR.C.015(a)   Facilities and equipment

(…)

AMC1 ATCO.OR.C.015(b)   Facilities and equipment
SPECIFICATIONS FOR SYNTHETIC TRAINING DEVICES

(a)   Synthetic training devices classifications

   Synthetic training devices used for training should be classified according to one of the following classifications:

   (1)   simulator (SIM);

   (2)   part-task trainer (PTT).

(b)   STD criteria

   If a synthetic training device (STD) is used for training, it should be approved by the competent authority as part of the course approval process for any training plan. Training organisations should demonstrate how the STD will provide adequate support for the intended training, in particular how the STD will meet the stated objectives of the practical training exercises and enable the performance objectives to be assessed to the level determined in the training programme.

   This demonstration and the related documentation should include the following relevant criteria:

   (1)   the general environment, which should provide an environment in which STD exercises may be run without undue interference from unrelated activities;

   (2)   the STD layout;

   (3)   the equipment provided;

   (4)   the display presentation, functionality, and updating of operational information;

(5)   data displays, including strip displays, where appropriate;

(6)   coordination facilities;

(7)   aircraft performance characteristics, including the availability of manoeuvres, e.g. holding or instrumental landing system (ILS) operation, required for a particular simulation;

(8)   the availability of real-time changes during an exercise;

(9)   the processes by which the training organisation can be assured that staff associated with the training conducted with the use of an STD are competent;

(10) the degree of realism of any voice recognition system associated with the STD;

(11) where a simulator is an integral part of an operational ATC system, the processes by which the training organisation is assured that interference between the simulated and operational environments is prevented.

The extent to which the STD achieves the above criteria will be used to determine the adequacy of the STD for the proposed use. As a general principle, the greater the degree of replication of the operational position being represented the greater the use will be possible for any particular training.

(c)   Synthetic training devices used for pre-OJT

When an STD is used for pre-OJT and the training time is counted as operational training, the STD classification should be a full size replica of a working position, including all equipment and computer programmes necessary to represent the full tasks associated with that position. In the case of a working position at a tower unit, it includes an out-of-the-tower view.

AMC1 ATCO.OR.C.020(a);(b)   Record-keeping

(…)

AMC1 ATCO.OR.C.025   Funding and insurances
SUFFICIENT FUNDING

To demonstrate compliance with the requirement on the availability of sufficient funding, training organisations may be required to present an economic study identifying the minimum amount necessary to ensure that the training is conducted in accordance with the applicable requirements.

AMC2 ATCO.OR.C.025   Funding and insurances
SUFFICIENT INSURANCE COVER

To demonstrate compliance with the requirement on sufficient insurance cover, training organisations may be required to provide a deposit of an insurance certificate or other evidence of valid insurance.

The insurance cover should be established by taking into account the nature of the training provided, the frequency and the fees applicable to the training courses.

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