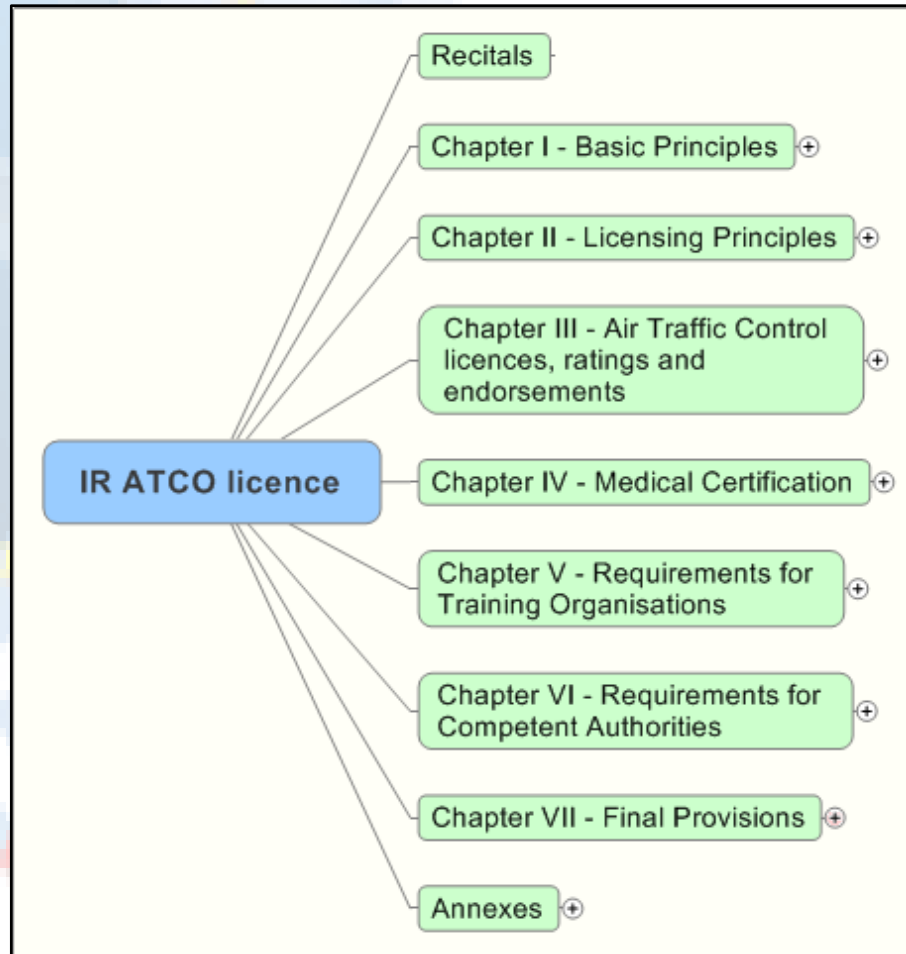


ATCEUC Spring Meeting Zagreb 2010

EASA ATM.003 RMG IR ATCO LICENCE DRAFT



Chapter I - Basic Principles

- 1. Objectives, Subject Matter and Scope
 - increase safety standards and improve the operation issuing of an air traffic controller licence based on a common licensing scheme
 - requirements for the issue, suspension, revocation of ATCO and student ATCO licences, associated ratings, endorsements and certificates and the conditions of their validity, renewal and use
 - shall apply to: — student ATCO's, — ATCO's, and persons and organisations involved in the licensing, training, testing, checking or medical assessment of air traffic controllers.
 - shall not apply to personnel and organisations involved in the provision of ATM/ANS provided or made available by the military.

Chapter I - Basic Principles (2)

- Member States shall, as far as practicable, ensure that services provided or made available by military personnel to the public offer a level of safety that is at least equivalent to the level required by the essential requirements. Member States may decide to apply this Regulation to services provided or made available by military personnel to the public.
 - ANSP shall ensure that air traffic control services are only provided by ATCO licensed in accordance with this Regulation.
- 2. Definitions
 - 3. Competent Authority
 - CA shall be the NSA designated by the Member State or the Agency when so defined by this Regulation in order to assume the tasks assigned to

Chapter II - Licensing Principles

- 4. Application and Issue of Licences, Ratings, Endorsements and Medical Certificates
 - CA shall establish a form and manner for the application
 - application shall be accompanied by evidence (knowledge, experience, skills and linguistic proficiency)
 - amendment, revalidation or renewal shall be made to the CA that issued the licence or the certificate, except when holder requested an exchange
 - suspended when competence is in doubt or in misconduct; licence may be revoked in gross negligence or abuse.
- 5. Exercise of the Privileges of the Licences

Chapter III - Air Traffic Control licences, ratings and endorsements

- 6. Student Air Traffic Controller Licence
 - Holders are authorised to provide air traffic control services under the supervision of an OJTI in accordance with the rating(s) and rating endorsement(s) contained in their licence.
 - Applicants shall (a) be at least 18 years old; (b) hold at least a secondary education diploma or a diploma granting access to university or equivalent, or other educational standard accepted by the CA (c) have successfully completed approved IT relevant to the rating, and if applicable to the rating endorsement (d) hold a valid medical certificate; and (e) have demonstrated an adequate level of linguistic proficiency
 - The licence shall contain the language endorsement(s) and at least one rating and if applicable, one rating endorsement

Chapter III - Air Traffic Control licences, ratings and endorsements (2)

- 7. Air Traffic Controller Licence

Applicants shall

- (a) be at least 21 years old, unless a lower age limit has been approved by the CA
- (b) hold a student licence;
- (c) have completed an approved unit training plan and successfully passed the appropriate examinations or assessments ;
- (d) hold a valid medical certificate; and
- (e) have demonstrated an adequate level of linguistic proficiency .

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Chapter III - Air Traffic Control licences, ratings and endorsements (3)

- 8. Air Traffic Controller Ratings
 - ADV, ADI, APP, APS, ACP, ACS
 - not been exercising the privileges for any period of four consecutive years may only commence UTP in that rating after appropriate assessment
- 9. Rating Endorsements
 - ADI: TWR, GMC, GMS, AIR, RAD APS: RAD, PAR, SRA, ADS, TCL ACS: RAD, ADS, TCL, OCN
 - In accordance with the Flexibility Provisions (Art 14 BR) Member States may develop national endorsements.
 - not been exercising the privileges for any period of four consecutive years may only commence UTP in that rating after appropriate assessment

Chapter III - Air Traffic Control licences, ratings and endorsements (4)

- 10. Unit Endorsements
 - The unit endorsement shall indicate that the licence holder is competent to provide air traffic control services for a particular sector, group of sectors or working positions under the responsibility of an air traffic services unit.
 - Member States may, when deemed necessary for reasons of safety, provide that the privileges of a unit endorsement are only exercised by licence holders below a given age. Such limitation shall be exercised on a non-discriminatory, proportionate and transparent manner and shall be notified to the Agency without undue delay.
 - valid for an initial period of 12 months
 - extended for the following 12 months if ANSP demonstrates to CA: (a) exercising the privileges for a minimum number of hours, as indicated in the UCS, throughout the previous 12 months; Operational units within ANSP shall keep records of the hours effectively worked in the sectors, group of sectors or in the working positions for every licence holder and shall provide this data to the CA and to the licence holder on request. (b) competence has been assessed ; and (c) holds a valid medical certificate.

Chapter III - Air Traffic Control licences, ratings and endorsements (5)

- 11. Language Proficiency Endorsements
 - ATCO's and student ATCO's shall not exercise the privileges of their licence unless they have an English language endorsement, demonstrated by an assessment procedure approved by CA
 - Member States may impose local language requirements when deemed necessary for reasons of safety. Such requirement shall be non-discriminatory, proportionate and transparent and shall be notified to the Agency without undue delay.
 - the applicant for language endorsement shall demonstrate an operational level (level four) of language proficiency both in the use of phraseology and plain language
 - may be required by the ANSP, 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 approved by the CA.
 - expert level (6) - no further assessment extended level (5) - 6 years validity
operational level (4) - 3 years validity

Chapter III - Air Traffic Control licences, ratings and endorsements (6)

- 12. Instructor Endorsement
 - Holders are authorised to provide OJT and supervision at a working position for areas covered by a valid unit endorsement
 - Applicants shall (a) hold an ATCO licence; (b) have exercised the privileges of an ATCO for an immediately preceding period of at least one year, or such longer duration as is fixed by the CA having regard to the ratings and endorsements for which instruction is given; and (c) have successfully completed an approved on-the-job training instructor course during which the required knowledge and pedagogical skills were assessed through appropriate examinations. Valid for a renewable period of three years.

Chapter IV - Medical Certification

- 13. Issuance of Medical Certificates
 - issued by a competent medical body of the CA or delegated by the CA to authorised medical examiners or aero-medical centres
 - issuing of medical certificates shall be compliant with the Requirements for European Class 3 Medical Certification of Air Traffic Controllers laid down by Eurocontrol
- 14. Validity of Medical Certificates
 - Valid for a period of (a) 24 months until the age of 40. (b) 12 months after the age of 40. The medical certificate may be limited, suspended or revoked at any time if the medical condition of the holder so requires.

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Chapter IV - Medical Certification (2)

- 15. Reduced Medical Fitness
 - ANSP/CA shall establish procedures to deal with cases of reduced medical fitness and to enable licence holders to notify that they are becoming aware of any decrease in medical fitness or are under the influence of any psychoactive substance or medicines which might render them unable to exercise the privileges of the licence safely and properly.

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Chapter V - Requirements for Training Organisations

- 16. Application for Certification of Training Organisations
 - Applications CA, being (a) the NSA of the Member State where the applicant has its principal place of operation and, if any, its registered office; (b) the Agency, when principal place of operation located outside the territory of the Member States. The application shall be submitted in a form and manner specified by the CA.
- 17. General Requirements for Training Organisations
 - staffed and equipped and operate in an environment suitable for the provision of the ATCO licences and ATCO licences and shall grant access to any person authorised by the CA to any facility, document or record related to its activity

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Chapter V - Requirements for Training Organisations (2)

- 18. Management System of Training Organisations
 - (a) have an efficient management system and sufficient staff with adequate qualifications and experience to provide training according to the standards; (b) appoint an accountable manager; (c) have available the necessary facilities, equipment and accommodation appropriate for the type of training offered; (d) furnish proof of the quality management system as an integral part of the management system in place to monitor compliance with and the adequacy of the systems and procedures which ensure that the training services provided satisfy the requirements and to include a system of record-keeping that allows adequate storage and reliable traceability of all activities; (e) demonstrate that sufficient funding is available to conduct the training according to the standards and that the activities have sufficient insurance cover in accordance with the nature of the training provided.

Chapter V - Requirements for Training Organisations (3)

- 19. Training Courses, Unit Training Plans and Unit Competence Schemes
 - shall provide to the CA the methodology they will use to establish details of the content, organisation and duration of training courses and where applicable, UTP and UCS. This shall include the way assessments are organised. For IT, including simulation training, the qualifications of the assessors shall be indicated in detail.

The logo for ATCEUC (Air Traffic Controllers European Unions Coordination) features the acronym 'ATCEUC' in large, bold, red capital letters. The letters are set against a background of a stylized globe with a grid of latitude and longitude lines. The globe is rendered in shades of blue and white, with a semi-circle of yellow stars along the top edge, reminiscent of the European Union flag.

Air Traffic Controllers European Unions Coordination

Chapter VI - Requirements for Competent Authorities

- 20. Independence of the Competent Authority
 - The CA shall be independent of ANSP and TO. This independence shall be achieved through adequate separation, at the functional level at least, between the CA and such providers. Member States shall ensure that CA exercise their powers impartially and transparently.
- 21. Tasks of the Competent Authorities
 - CA shall supervise and monitor ATCO training. 2. The tasks of CA shall include: (a) the issuing and revocation of licences, ratings and endorsements; (b) the maintenance and suspension of ratings and endorsements; (c) the certification of TO; (d) the approval of training courses, UTP and UCS; (e) the approval of licence holders responsible for competence assessment ; (f) the monitoring and auditing of training systems; (g) the establishment of appropriate appeal and notification mechanisms.

Chapter VI - Requirements for Competent Authorities (2)

- 22. Exchange of Information
 - CA shall exchange appropriate information and shall assist each other, particularly in cases involving the free movement of ATCO's within EU
- 23. Record-Keeping
 - CA shall ensure that a data base: competencies and validity dates
- 24. Issuing and Maintaining Air Traffic Controller Licences, Ratings, Endorsements and Certificates
 - (1) The CA shall establish procedures for the application and issuance and maintaining the validity of licences, associated ratings, endorsements and medical certificates. (2) Upon receipt of an application the CA shall verify whether the applicant meets the requirements of this Regulation. (3) When satisfied that the applicant meets the requirements of this Regulation, the CA shall issue, renew or revalidate the relevant ATCO licence, associated rating, endorsement or medical certificate.

Chapter VI - Requirements for Competent Authorities (3)

- 25. Evaluation of the Educational Standards and of Age Limit
 - demonstrated experience and education which gives a reasonable prospect of completing ATCO training and a lower age limit may be accepted
- 26. Competence Assessment
 - Competent authorities shall approve the licence holders who are entitled to assess the competence of air traffic controllers and student air traffic controllers. The approval shall be valid for a renewable period of three years.

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Chapter VI - Requirements for Competent Authorities (4)

- 27. Certification of Training Organisations
 - CA shall establish procedures for the application and issuance and maintaining the validity of TO's certificate and shall issue certificates when the applicant TO has shown compliance with the requirements. Certificate may be issued for each type of training or in combination with other air navigation services, whereby the type of training and the type of air navigation service shall be certified as a package of services and shall specify the information

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Chapter VI - Requirements for Competent Authorities (5)

- 28. Monitoring of Training Organisations Activities and Enforcement
 - CA shall monitor compliance with the requirements and conditions attached to the TO's certificates. CA shall audit the TO on a regular basis with a view to guaranteeing effective compliance with the standards. In addition to the regular audit, CA may make on-the-spot visits to check compliance with the requirements . If a CA finds that the holder of a TO's certificate no longer satisfies the requirements or conditions attached to its certificate, it shall take appropriate enforcement measures, which may include withdrawal of the certificate or, when appropriate, any penalty laid down by the Member State. A Member State shall recognise certificates issued by the CA of another Member State in accordance with the provisions of this Regulation.

Chapter VI - Requirements for Competent Authorities (6)

- 29. Qualified Entities
 - CA may decide to delegate in full or in part the auditing functions and inspections mentioned to qualified entities.
- 30. Mutual Recognition of Air Traffic Controller Licences
 - recognise licences and their associated ratings, rating endorsements, language endorsements and medical certificates issued by the competent authority of another Member State
 - In cases where a licence holder exercises the privileges of the licence in a Member State other than that in which the licence was issued, the licence holder shall have the right to exchange his or her licence for a licence issued in the Member State where the privileges are exercised, without additional conditions being imposed

Chapter VII - Final Provisions

- 31. Reporting
- 32. Compliance with the Essential Requirements
- 33. Transitional Arrangements
- 34. Entry Into Force



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Annexes

Specifications for Licences

Specifications for the Certificates of
Training Organisations

Training Requirements

Training Requirements

- Initial Training Requirements for Air Traffic Controllers
 - The initial training shall ensure that student air traffic controllers satisfy at least the objectives for basic and rating training, as described in Eurocontrol's 'Specification for the ATCO Common Core Content Initial Training, edition of 21 October 2008, so that air traffic controllers are capable of handling air traffic in a safe, quick and efficient way. Initial training shall cover the following subjects: aviation law, air traffic management, including procedures for civil-military cooperation, meteorology, navigation, aircraft and principles of flight, including an understanding between air traffic controller and pilot, human factors, equipment and systems, professional environment, safety and safety culture, safety management systems, unusual/emergency situations, degraded systems and linguistic knowledge, including radiotelephony phraseology. The subjects shall be taught in such a way that they prepare the applicants for the different types of air traffic services and highlight safety aspects. The initial training shall consist of theoretical and practical courses, including simulation, and its duration will be determined in the approved initial training plans. Acquired skills shall ensure that the candidate can be considered competent to handle complex and dense traffic situations, facilitating the transition to unit training. The competence of the candidate after initial training shall be assessed through appropriate examinations or a system of continuous assessment.

Training Requirements (2)

- Unit Training Requirements for Air Traffic Controllers
 - Unit training plans shall detail the processes and timing required to allow the application of the unit procedures to the local area under the supervision of an on-the-job training instructor. The approved plan shall include indications of all elements of the competence assessment system, including work arrangements, progress assessment and examination, together with procedures for notifying the competent authority. Unit training may contain certain elements of the initial training which are specific to national conditions. The duration of unit training shall be determined in the unit training plan. The required skills shall be assessed through appropriate examinations or a system of continuous assessment, by approved competence examiners or assessors who shall be neutral and objective in their judgment. To this end, the competent authorities shall put in place appeal mechanisms to ensure fair treatment of candidates.

Training Requirements (3)

- Continuation Training Requirements for Air Traffic Controllers
 - Rating and unit endorsements on air traffic controllers' licences shall be kept valid through approved continuation training, which consists of training to maintain the skills of air traffic controllers, refresher courses, emergency training and, where appropriate, linguistic training. Air traffic controllers shall be sufficiently trained in safety, security and crisis management. Continuation training shall consist of theoretical and practical courses, together with simulation. For this purpose, the training organisation shall establish unit competence schemes detailing the processes, manning and timing necessary to provide for the appropriate continuation training and to demonstrate competence. These schemes shall be reviewed and approved at least every three years. The duration of the continuation training shall be decided in accordance with the functional needs of the air traffic controllers working in the unit, in particular in the light of changes or planned changes in procedures or equipment, or in the light of the overall safety management requirements. The competence of each air traffic controller shall be appropriately assessed at least every three years. The air navigation service provider shall ensure that mechanisms are applied to guarantee fair treatment of licence holders where the validity of their endorsements cannot be extended.