



Requirements for ATCO training organisations, their certification and oversight

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ATM/ANS Regulations Officers

Cologne, 27 March 2015

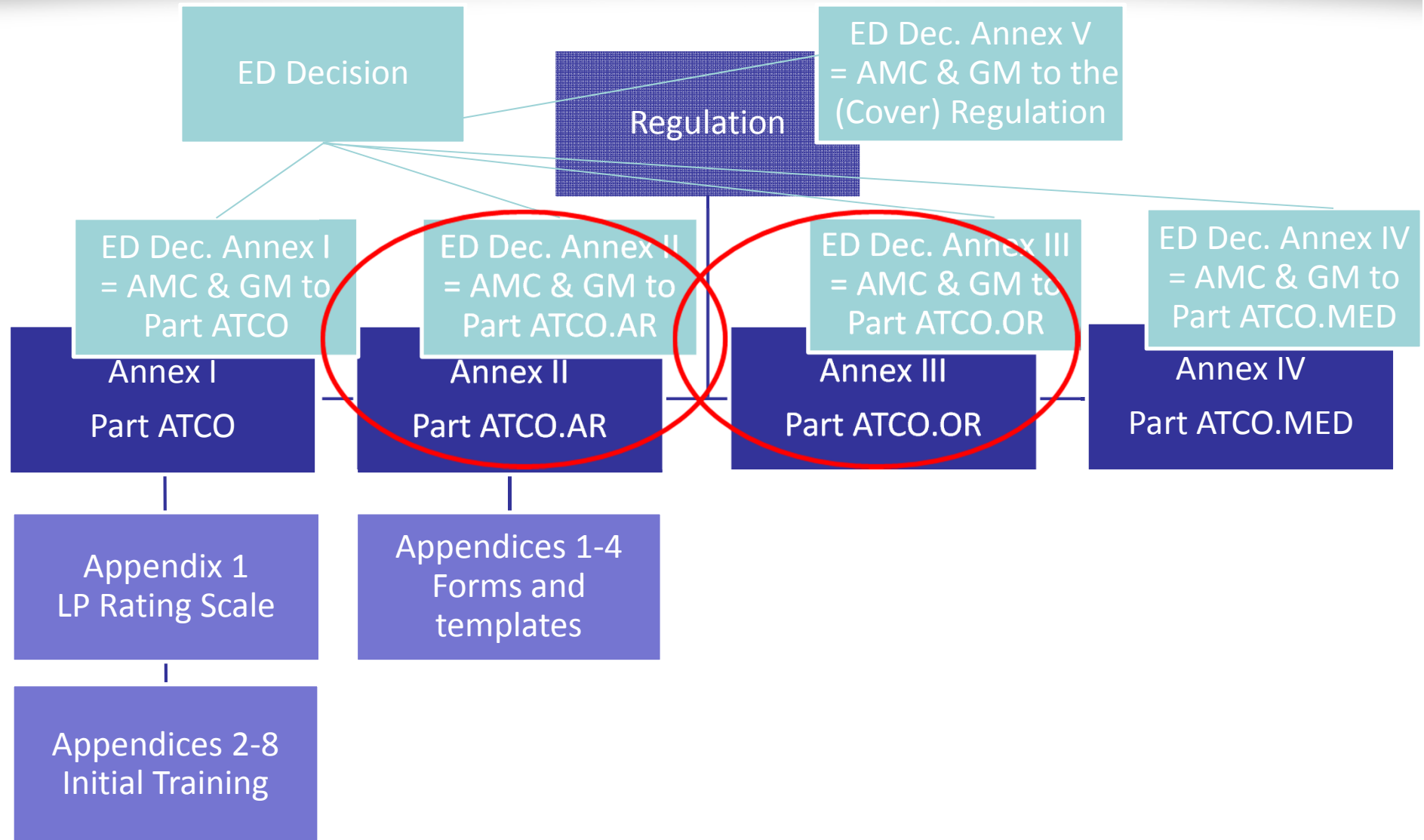
Your safety is our mission.

EASA is an agency of the European Union





New rule structure





Training Organisation

*“means an organisation which has
been certified by the competent
authority to provide one or more
types of training”*

(Art. 4, Cover Regulation)



Application for a training certificate

(ATCO.OR.B.001)


➤ Submitted to the CA, containing:

General data

Types of
training 

Declaration of
compliance

Management
system
processes

Date of 
application



Application for a training certificate

(ATCO.OR.B.001)

➤ Submitted to the CA, containing:

General data

Types of training NEW

APPROVED

Date of application NEW



APPLICATION AND CERTIFICATION PROCEDURE

(ATCO.AR.E.001)



Appendix 2 of Annex II

CERTIFICATE FOR AIR TRAFFIC CONTROLLER TRAINING ORGANISATIONS (ATCO TOs)

European Union (*)

Competent authority

AIR TRAFFIC CONTROLLERS TRAINING ORGANISATION CERTIFICATE

(CERTIFICATE NUMBER/REFERENCE)

Pursuant to Commission Regulation (EU) 2015/340 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terms of approval and privileges, this certificate shall remain valid unless the certificate has been surrendered, superseded, limited, suspended or revoked.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]

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 (*)	Remarks (*)
<input type="checkbox"/> ATCO Initial training	<input type="checkbox"/> Basic training	n/a	
	<input type="checkbox"/> Rating training (*)		
<input type="checkbox"/> ATCO Unit training			
<input type="checkbox"/> ATCO Continuation training	<input type="checkbox"/> ATCO Refresher training	n/a	
	<input type="checkbox"/> ATCO Conversion training (*)	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

EASA Form 103 — Issue 1, Page 22

EASA Form 103 — Issue 1, Page 102

(*) European Union to be deleted for non EU Member States

- The competent authority shall specify the rating endorsements according to ATCO 0.010 for which the training is provided, if appropriate.
- When necessary.
- The competent authority shall specify the rating according to ATCO 0.010 for which the training is provided.
- The competent authority shall specify the unit endorsements for which the training is provided.
- Not generic training, provided on an ad hoc basis following a specific approval by the competent authority.



verify TO's compliance





APPLICATION AND CERTIFICATION PROCEDURE

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EASA Form 103 — Issue 1, Page 22

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- Not generic training, provided on an ad hoc basis following a specific approval by the competent authority.



27/03/2015

ATCO Regulation WS, Cologne



Approval of training courses and training plans

(ATCO.AR.E.005(a))



approves training courses and training plans developed in accordance with ATCO.OR.D.001



training plans and training courses developed by TO associated to the type(s) of training provided in accordance with the requirements set out in Annex I (Part ATCO), Subpart D;



Changes without prior approval

(ATCO.AR.E.001 (c) and ATCO.AR.E.010 (c))



➤ Approve the procedure:



➤ Defining the scope of such changes

➤ Describing how such changes will be managed and notified



Continuous oversight:

- assessment of notification information; and
- verification whether actions taken comply with the procedure & requirements



Changes to the TO (I)

(ATCO.OR.B.015)



➤ If the changes *do NOT* require prior approval:



- Managed and notified to the CA following approved procedure
- TO shall notify the CA when they cease their activities



Changes to the TO (II) (ATCO.OR.B.015)



- Affecting the certificate/ToA



➤ **PRIOR APPROVAL**

- Agreement with the CA on the changes that require prior approval. If so:
 - Application submitted **before the change takes place**
 - Submit all relevant documentation
 - Change implementation **only after approval**
 - Amend, if necessary ToA



Changes to the TO (II) (ATCO.OR.B.015)



➤ Affecting the certificate/ToA



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

...

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

...

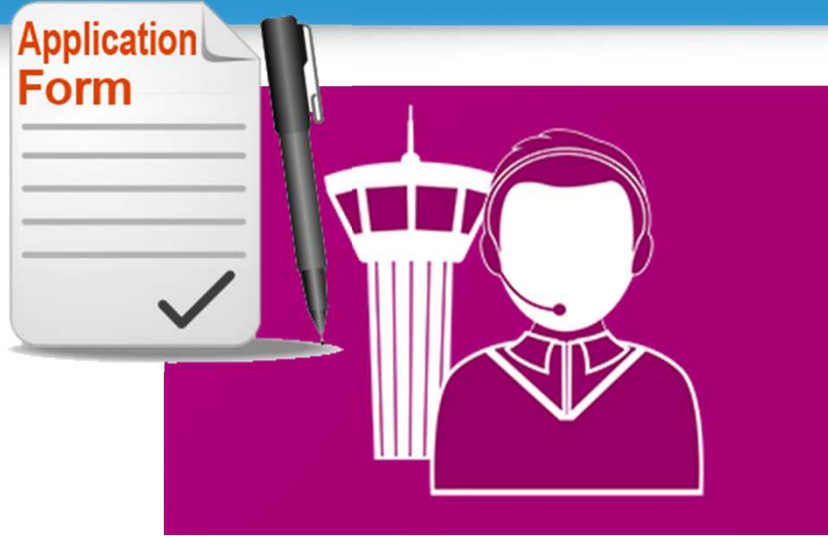
GM2 ATCO.OR.B.015 Changes to the training organisation
CHANGE OF NAME

...



Changes to the training organisations

(ATCO.AR.E.010 (a) and (b))



- approves conditions under which TO may operate during change; unless
- determines that the change cannot be implemented;
- approves the change
- takes immediate and adequate actions in case TO implements changes without having received approval.



verify TO's compliance





Changes to the training organisations

(ATCO.AR.E.010 (a) and (b))



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

...

AMC1 ATCO.AR.A.010(a) Changes to the training organisations CHANGES REQUIRING PRIOR APPROVAL

...

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

...

GM1 ATCO.AR.E.010 (b) Changes to the training organisations ADEQUATE ACTION

...



Validity of the certificate (ATCO.OR.B.020)

- **No date of validity:** remains valid subject to compliance with the requirements (it can be surrendered or revoked)



- The certificate shall be returned to the CA when revoked or when the TO ceases activities



Occurrence reporting (ATCO.OR.B.040)



- In case of providing OJT, any occurrence, serious incident or accident **resulting from the training activity** shall be reported, following existing regulations on occurrence reporting.
- Produce, when relevant, follow-up reports to prevent future similar occurrences.





Management system of TO (ATCO.OR.C.001)



- The management system established and implemented shall include:
 - Clearly defined lines of responsibility
 - Description of the overall principles with regard to safety
 - Identification of aviation safety hazards regarding the activity
 - Maintain personnel trained and competent
 - All documentation and key processes associated to the MS
 - Monitor compliance with the requirements
 - The MS shall be proportionate to the size of the TO



Management system of TO (ATCO.OR.C.001)



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

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

SAFETY POLICY

...

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

...

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

PROCESSES

...

AMC1 ATCO.OR.C.001(f) / GM1 ATCO.OR.C.001 (f) Management system of training organisations

COMPLIANCE MONITORING / EXAMPLE OF COMPLIANCE MONITORING SYSTEM

...

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

SIZE, NATURE AND COMPLEXITY OF THE ACTIVITY



Contracted activities (ATCO.OR.C.005)



- Organisation not certified can be contracted to perform any part of the certified organisation activities
- It shall work **under the terms of approval** contained in the certificate
- The CA shall have access to the contracted organisation



Contracted activities (ATCO.OR.C.005)



- Organisation not certified can be contracted to perform any part of the certified organisation activities
- It shall work **under the terms of approval** contained in the certificate

AMC1 ATCO.OR.C.005 Contracted activities

...

GM1 ATCO.OR.C.005 Contracted activities

RESPONSIBILITY WHEN CONTRACTING ACTIVITIES

...



Personnel requirements (ATCO.OR.C.010)

- Appoint an accountable manager
- Nominate person(s) responsible for training
- Sufficient qualified personnel
- Record of the relevant professional information (training, qualifications, experience, etc.)
- Procedures to maintain competence
- Refresher training for practical instructors and assessors (endorsements)



Personnel requirements (ATCO.OR.C.010)

- Appoint an accountable manager
- Nominate person(s) responsible for training
- Sufficient qualified personnel
- Record of the relevant professional information (training, qualifications, experience, etc.)

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

...



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

- Need to have facilities allowing the performance and management of all planned tasks and activities

- STD appropriate to the tasks





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- Need to have facilities allowing the performance and management of all planned tasks and activities

- STD appropriate to the tasks



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



...

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

...



Record keeping (ATCO.OR.C.020)

- TO shall retain records (in a secure manner) of all persons involved in the training activity that prove that all training requirements were met.
- For that, the TO shall establish and maintain a system.
- Minimum period of 5 years after completion of courses or activity cease (personnel). Subject to data protection national laws. 
- The archiving process shall be specified in the MS 



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- TO shall retain records (in a secure manner) of all persons involved in the training activity that prove that all training requirements were met.
- For that, the TO shall establish and maintain a system.
- Minimum period of 5 years after completion of courses or activity cease (personnel). Subject to date



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

...



Funding and insurances (ATCO.OR.C.025)

- TO shall demonstrate that **sufficient** funding is available to conduct the training
- TO shall also demonstrate that the activities have sufficient insurance cover in accordance **with the nature of the training provided** and all activities can be carried out in accordance with the requirements for which it was certified.



Funding and insurances (ATCO.OR.C.025)

- TO shall demonstrate that **sufficient** funding is available to conduct the training
- TO shall also demonstrate that the activities have **sufficient insurance cover in accordance with the**

AMC1 ATCO.OR.C.025 Funding and insurances

SUFFICIENT FUNDING

...

AMC2 ATCO.OR.C.025 Funding and insurances

SUFFICIENT INSURANCE COVER

...



Findings and corrective actions (ATCO.AR.E.015)



- ...a system to analyse findings for their safety significance

- Level 1 finding

- Level 2 finding

- Records of:

- all findings,
- enforcement measures,
- corrective actions.
- Date of action closure for findings

Level 1 finding

- immediate & appropriate action to prohibit or limit activities
- revoke, limit or suspend the certificate

Level 2 finding

- grants corrective action implementation period in CAP;
- assesses the corrective action and implementation plan proposed;
- accepts it, if sufficient





Findings and corrective actions (ATCO.AR.E.015)



- ...a system to analyse findings for their safety significance

- Level 1 finding

Level 1 finding

→ immediate & appropriate action to prohibit or limit activities

- Level 2 finding



AMC1 ATCO.AR.E.015 (d)(2) Findings and corrective actions

CORRECTIVE ACTION IMPLEMENTATION PERIOD

...

- GM1 ATCO.AR.A.015 Findings and corrective actions
LEVEL1

...

GM1 ATCO.AR.E.015 (d)(2) Findings and corrective actions
CORRECTIVE ACTION IMPLEMENTATION PERIOD

...

Thank you for your attention!

Questions?

Your safety is our mission.

EASA is an agency of the European Union

