APPENDICES 1 to 12

to draft Commission Regulation (EU) No …/…
on the licensing and medical certification of air traffic controllers

(Part ATCO, Part ATCO.AR & Part ATCO.OR)

APPENDIX 1

FORMAT FOR LICENCE

AIR TRAFFIC CONTROLLER LICENCE

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

(A) Content. The item number shall always be printed in association with the item heading. Items I to XI are the 'permanent' items, and items XII to XIV are the 'variable' items which may appear on a separate or detachable part of the main form as prescribed below. Any separate or detachable part shall be clearly identifiable as part of the licence.

1. Permanent items:

(I) State of licence issue;

(II) title of licence;

(III) serial number of the licence with the United Nations (UN) country code of the State of licence issue and followed by '(Student) ATCO Licence' and a code of numbers and/or letters in Arabic numerals and in Latin script;

(IV) name of holder in full (in Latin script, even if the script of the national language(s) is other than Latin);

(IVa) date of birth;

(V) holder's address, if desired by the competent authority;

(VI) nationality of holder;

(VII) signature of holder;

(VIII) competent authority;

(IX) certification of validity and authorisation for the privileges granted, including the dates when they were first issued;

(X) signature of officer issuing the licence and the date of such issue;

(XI) seal or stamp of the competent authority.

2. Variable items:

(XII) ratings and endorsements with expiry dates;

(XIII) remarks: language proficiency endorsements; and

(XIV) any other details required by the competent authority.

(B) The licence shall be accompanied by a valid medical certificate, except when only STDI privileges are exercised.

(C) Material. First quality paper and/or other suitable material, including plastic cards, shall be used to prevent or readily show any alterations or erasures. Any entries or deletions in the form will be clearly authorised by the competent authority.

(D) Language. Licences shall be written in English and, if desired by Member States, in national language(s) and other languages as deemed appropriate.

Cover page

Competent authority's name and logo (English and any language(s) determined by the competent authority)	Requirements*
EUROPEAN UNION (English only)	'European Union' to be deleted for non-EU Member States.
(STUDENT) AIR TRAFFIC CONTROLLER LICENCE	
[English and any language(s) determined by the competent authority] Issued in accordance with Commission Regulation (EU) No …/… This licence complies with the ICAO Standards [English and any language(s) determined by the competent authority]	The size of each page shall be one-eighth A4.
EASA Form 152 — Issue 1	

* Requirements:

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

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

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<table>
<tr>
<td>IX</td>
<td>
Validity of privileges*:
The holder is entitled to exercise the privileges of the following rating(s) and endorsement(s):
<table>
<tr><th>Ratings</th><th>Date of first issue</th></tr>
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<tr><th>Rating endorsement(s)</th><th>Date of first issue</th></tr>
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<table>
<tr><th>OJTI /STDI /Assessor endorsement</th><th>Expiry date</th></tr>
<tr><td></td><td></td></tr>
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* The privileges of the licence shall be exercised only if the holder has a valid medical certificate, except for STDI and assessor endorsements.
</td>
<td>
Requirements:

English and any language(s) determined by the competent authority.

The date of first issue of a rating and/or rating endorsement shall be the date of successful completion of the training relevant to that rating and/or rating endorsement.
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</table>

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XII Unit endorsements

The holder is entitled to exercise the functions of the following rating(s) and rating endorsement(s) at the air traffic service unit(s) for which current unit endorsement(s) is (are) held as detailed bellow:

Unit (ICAO indicator)*	***Sector/ Position****	***Rating/ Endorsement***	***Expiry date*****	***Signature/stamp of the authority or licence number and signature of the assessor***

* Not applicable for Student ATCO Licence and OJTI, STDI and assessor endorsements.

** Not applicable for Student ATCO Licence.

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XIII	**Remarks:** Language proficiency endorsement(s): [language(s)/level/expiry date]	Language proficiency endorsement(s), level and expiry date shall be included. All additional licensing information to be entered here.

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Abbreviations

Air traffic controller ratings		Requirements: N/A
ADV	Aerodrome Control Visual	
ADI	Aerodrome Control Instrument	
APP	Approach Control Procedural	
APS	Approach Control Surveillance	
ACP	Area Control Procedural	
ACS	Area Control Surveillance	
Rating endorsements		
AIR	Air Control	
GMC	Ground Movement Control	
TWR	Tower Control	
GMS	Ground Movement Surveillance	
RAD	Aerodrome Radar Control	
PAR	Precision Approach Radar	
SRA	Surveillance Radar Approach	
TCL	Terminal Control	
OCN	Oceanic Control	
Licence endorsements		
OJTI	On-the-job training instructor	
STDI	Synthetic training device instructor	
Assessor	Assessor	

APPENDIX 2

LANGUAGE PROFICIENCY RATING SCALE REQUIREMENTS FOR PROFICIENCY IN LANGUAGES

Language proficiency rating scale: expert, extended and operational levels

Level	Pronunciation Uses a dialect and/or accent intelligible to the aeronautical community.	Structure Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task.	Vocabulary	Fluency	Comprehension	Interactions
Expert 6	Pronunciation, stress, rhythm and intonation, though possibly influenced by the first language or regional variation, almost never interfere with ease of understanding.	Both basic and complex grammatical structures and sentence patterns are consistently well controlled.	Vocabulary range and accuracy are sufficient to communicate effectively on a wide variety of familiar and unfamiliar topics. Vocabulary is idiomatic, nuanced, and sensitive to register.	Able to speak at length with a natural, effortless flow. Varies speech flow for stylistic effect, e.g. to emphasise a point. Uses appropriate discourse markers and connectors spontaneously.	Comprehension is consistently accurate in nearly all contexts and includes comprehension of linguistic and cultural subtleties.	Interacts with ease in nearly all situations. Is sensitive to verbal and non-verbal cues, and responds to them appropriately.
Extended 5	Pronunciation, stress, rhythm and intonation, though influenced by the first language or regional variation, rarely interfere with ease of understanding.	Basic grammatical structures and sentence patterns are consistently well controlled. Complex structures are attempted but with errors which sometimes interfere with meaning.	Vocabulary range and accuracy are sufficient to communicate effectively on common, concrete, and work-related topics. paraphrases consistently and successfully. Vocabulary is sometimes idiomatic.	Able to speak at length with relative ease on familiar topics, but may not vary speech flow as a stylistic device. Can make use of appropriate discourse markers or connectors.	Comprehension is accurate on common, concrete, and work-related topics and mostly accurate when the speaker is confronted with a linguistic or situational complication or an unexpected turn of events. Is able to comprehend a range of speech varieties (dialect and/or accent) or registers.	Responses are immediate, appropriate, and informative. Manages the speaker/listener relationship effectively.
Operational 4	Pronunciation, stress, rhythm and intonation are influenced by the first language or regional variation but only sometimes interfere with ease of understanding.	Basic grammatical structures and sentence patterns are used creatively and are usually well controlled. Errors may occur, particularly in unusual or unexpected circumstances, but rarely interfere with meaning.	Vocabulary range and accuracy are usually sufficient to communicate effectively on common, concrete, and work-related topics. Can often paraphrase successfully when lacking vocabulary in unusual or unexpected circumstances.	Produces stretches of language at an appropriate tempo. There may be occasional loss of fluency on transition from rehearsed or formulaic speech to spontaneous interaction, but this does not prevent effective communication. Can make limited use of discourse markers or connectors. Fillers are not distracting.	Comprehension is mostly accurate on common, concrete, and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. When the speaker is confronted with a linguistic or situational complication or an unexpected turn of events, comprehension may be slower or require clarification strategies.	Responses are usually immediate, appropriate, and informative. Initiates and maintains exchanges even when dealing with an unexpected turn of events. Deals adequately with apparent misunderstandings by checking, confirming, or clarifying.

Language proficiency rating scale: pre-operational, elementary and pre-elementary levels.

Level	Pronunciation Uses a dialect and/or accent intelligible to the aeronautical community.	Structure Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task.	Vocabulary	Fluency	Comprehension	Interactions
Pre-operational 3	Pronunciation, stress, rhythm and intonation are influenced by the first language or regional variation and frequently interfere with ease of understanding.	Basic grammatical structures and sentence patterns associated with predictable situations are not always well controlled. Errors frequently interfere with meaning.	Vocabulary range and accuracy are often sufficient to communicate on common, concrete, or work-related topics but range is limited and the word choice often inappropriate. Is often unable to paraphrase successfully when lacking vocabulary.	Produces stretches of language, but phrasing and pausing are often inappropriate. Hesitations or slowness in language processing may prevent effective communication. Fillers are sometimes distracting.	Comprehension is often accurate on common, concrete, and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. May fail to understand a linguistic or situational complication or an unexpected turn of events.	Responses are sometimes immediate, appropriate, and informative. Can initiate and maintain exchanges with reasonable ease on familiar topics and in predictable situations. Generally inadequate when dealing with an unexpected turn of events.
Elementary 2	Pronunciation, stress, rhythm and intonation are heavily influenced by the first language or regional variation and usually interfere with ease of understanding.	Shows only limited control of a few simple memorised grammatical structures and sentence patterns.	Limited vocabulary range consisting only of isolated words and memorised phrases.	Can produce very short, isolated, memorised utterances with frequent pausing and a distracting use of fillers to search for expressions and to articulate less familiar words.	Comprehension is limited to isolated, memorised phrases when they are carefully and slowly articulated.	Response time is slow, and often inappropriate. Interaction is limited to simple routine exchanges.
Pre-elementary 1	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.

APPENDIX 3

BASIC TRAINING

**(Reference: Annex 1 — Part-ATCO
Subpart D, Section 2, ATCO.D.010(a)(1))**

BASIC TRAINING

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APPENDIX 4

AERODROME CONTROL VISUAL RATING (ADV)

(Reference: Annex I - PART-ATCO
Subpart D, Section 2, ATCO.D.010(a)(2)(i))

AERODROME CONTROL VISUAL RATING (ADV)

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AERODROME CONTROL INSTRUMENT RATING FOR TOWER - ADI (TWR)

(Reference: Annex I - PART-ATCO
Subpart D, Section 2, ATCO.D.010(a)(2)(ii))

AERODROME CONTROL INSTRUMENT RATING FOR TOWER - ADI (TWR)

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APPROACH CONTROL PROCEDURAL RATING (APP)

(Reference: Annex I - PART-ATCO
Subpart D, Section 2, ATCO.D.010(a)(2)(iii))

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AREA CONTROL PROCEDURAL RATING (ACP)

(Reference: Annex I - PART-ATCO
Subpart D, Section 2, ATCO.D.010(a)(2)(iv))

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APPENDIX 8

APPROACH CONTROL SURVEILLANCE RATING (APS)

(Reference: Annex I - PART-ATCO
Subpart D, Section 2, ATCO.D.010(a)(2)(v))

APPROACH CONTROL SURVEILLANCE RATING (APS)

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APPENDIX 9

AREA CONTROL SURVEILLANCE RATING (ACS)

(Reference: Annex I - PART-ATCO
Subpart D, Section 2, ATCO.D.010(a)(2)(vi))

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APPENDIX 10

CERTIFICATE FOR AIR TRAFFIC CONTROLLER TRAINING ORGANISATIONS (ATCO TOS)

European Union[2]

Competent authority

AIR TRAFFIC CONTROLLERS TRAINING ORGANISATION CERTIFICATE

[CERTIFICATE NUMBER/REFERENCE]

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

[NAME OF THE TRAINING ORGANISATION]

[ADDRESS OF THE TRAINING ORGANISATION]

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

Terms of approval and privileges:

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

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

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

Date of issue:

Signed:

[Competent authority]

* EASA Form 153 — Issue 1, Page 1/2

[2] 'European Union' to be deleted for non-EU Member States.

AIR TRAFFIC CONTROLLERS TRAINING ORGANISATION CERTIFICATE

TRAINING APPROVAL

Attachment to ATCO TO certificate number:

[CERTIFICATE NUMBER/REFERENCE]

[NAME OF THE TRAINING ORGANISATION]

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

TYPE(S) OF TRAINING			
Type of training	**Course**	**Rating endorsements[3]**	**Remarks[4]**
☐ ATCO Initial training	☐ Basic training	n/a	
	☐ Rating training[5] ……		
☐ ATCO Unit training	……..[6]		
☐ ATCO Continuation training	☐ ATCO Refresher training	n/a	
	☐ ATCO Conversion training[7]	n/a	
☐ Practical instructor training	n/a	n/a	
		n/a	
☐ Assessor training	n/a	n/a	
		n/a	

This training course approval is valid as long as:

(a) the ATCO TO certificate has not been surrendered, superseded, limited, suspended or revoked; and

(b) all operations are conducted in compliance with Part ATCO.OR, Part ATCO, other applicable regulations, and, when relevant, with the procedures in the organisation's documentation as required by Part ATCO.OR.

Date of issue:

Signed: [Competent authority]
For the Member State/EASA
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[3] The competent authority shall specify the rating endorsements according to ATCO.B.015 for which the training is provided, if appropriate.

[4] Wherever necessary.

[5] The competent authority shall specify the ratings according ATCO.B.010 for which the training is provided.

[6] The competent authority shall specify the unit endorsement(s) for which the training is provided.

[7] Not generic training; provided on an ad hoc basis following a specific approval by the competent authority.

APPENDIX 11

CERTIFICATE FOR AERO-MEDICAL EXAMINERS (AMES)[8]

European Union[9]

Competent authority

AERO-MEDICAL EXAMINER CERTIFICATE

CERTIFICATE [NUMBER/REFERENCE]:

Pursuant to Commission Regulation (EU) No 290/2012 and subject to the conditions specified below, the [competent authority] hereby certifies

[NAME OF THE AERO-MEDICAL EXAMINER]

[ADDRESS OF THE AERO-MEDICAL EXAMINER]

as aero-medical examiner

CONDITIONS:

1. This certificate is limited to the privileges specified in the attachment to this AME certificate;
2. This certificate requires compliance with the implementing rules and procedures specified in Part MED and/or ATCO.MED as appropriate.
3. This certificate shall remain valid for a period of three years until [xx/yy/zzzz[10]] subject to compliance with the requirements of Part MED and/or Part ATCO.MED as appropriate unless it has been surrendered, superseded, suspended or revoked.

…… …….

Date of issue: Signature: [Competent authority]

[8] EASA Form 148 — Issue 1.

[9] 'European Union' to be deleted for non-EU Member States.

[10] Expiry date: day/month/year.

CERTIFICATE FOR AERO-MEDICAL EXAMINERS (AMEs)

Attachment to AME certificate number:

PRIVILEGES AND SCOPE

[Name and academic title of the aero-medical examiner] has obtained the privilege(s) to undertake aero-medical examinations and assessments for the issuance of medical certificates as stated in the table below and to issue these medical certificates for:

LAPL	[yes/date]
Class 2	[yes/date]
Class 1 revalidation/renewal	[yes/date]/[no]
Class 3 revalidation/renewal	[yes/date]/[no]

…… ……

Date of issue: Signature: [Competent authority]

APPENDIX 12

CERTIFICATE FOR AERO-MEDICAL CENTRES (AEMCS)[11]

European Union[12]

Competent authority

AERO-MEDICAL CENTRE CERTIFICATE

REFERENCE:

Pursuant to Commission Regulation (EU) No 290/2012 and subject to the conditions specified below, the [competent authority] hereby certifies

[NAME OF THE ORGANISATION]

[ADDRESS OF THE ORGANISATION]

as a Part ORA certified aero-medical centre with the privileges and the scope of activities as listed in the attached terms of approval.

CONDITIONS:

1. This certificate is limited to that specified in the scope of approval section of the approved organisation manual;
2. This certificate requires compliance with the procedures specified in the organisation documentation as required by Part ORA.
3. This certificate shall remain valid subject to compliance with the requirements of Part ORA unless it has been surrendered, superseded, suspended or revoked.

…….. ……..

Date of issue: Signature: [Competent authority]

[11] EASA Form 146 — Issue 1.

[12] 'European Union' to be deleted for non-EU Member States.