

Draft Annexes to draft Commission Implementing Regulation (EU)/...amending Regulation (EU) 2015/340 laying down technical requirements and administrative procedures relating to air traffic controllers' licences and certificates

ANNEX I

Annex I (PART ATCO) to Commission Regulation (EU) 2015/340 is amended as follows:

1. point ATCO.A.010 is replaced by the following:

‘ATCO.A.010 Application for change of competent authority

- (a) If the licence holder is to exercise the privileges of a unit endorsement in a Member State of which the competent authority is not the one that issued the licence, the licence holder shall request a change of competent authority to the competent authority of the Member State where those privileges are to be exercised in accordance with the procedure established by that authority, except where otherwise foreseen in agreements concluded among the Member States. For this purpose, the authorities involved shall share all the relevant information needed to carry out the change of competent authority and licence exchange according to the procedures referred to in ATCO.AR.B.001(c) and ATCO.AR.D.003.
- (b) A change of the competent authority is not required when only synthetic training device instructor or assessor privileges are exercised in a synthetic training device environment, or when privileges of a student air traffic controller licence are exercised.
- (c) For the purposes of exercising the privileges of the licence in a Member State other than that in which the licence was issued, the licence holder must fulfil the language proficiency requirements referred to in ATCO.B.030 established by the Member State where the privileges are to be exercised.’;

2. point ATCO.A.015 is replaced by the following:

‘ATCO.A.015 Exercise of the privileges of licences and provisional inability

- (a) The exercise of the privileges granted by a licence shall be dependent on the ratings and rating endorsements, validity of the unit and licence endorsements, and, where required, of the medical certificate.
- (b) The medical certificate is not required when exercising instructor or assessor privileges in a synthetic training device environment.
- (c) Licence holders shall not exercise the privileges of their licence when having doubts about being able to safely exercise the privileges of the licence and shall in such cases immediately notify the relevant air navigation service provider of the provisional inability to exercise the privileges of their licence.

- (d) Air navigation service providers may declare the provisional inability of the licence holder if they become aware of any doubt concerning the ability of the licence holder to safely exercise the privileges of the licence.
 - (e) Air navigation service providers shall develop and implement objective, transparent and non-discriminatory procedures to enable licence holders declaring provisional inability to exercise the privileges of their licence in accordance with point (b), to declare the provisional inability of the licence holder in accordance with point (c), and to inform the competent authority as defined in that procedure.
 - (f) The procedures referred to in point (d) shall be included in the unit competence scheme according to ATCO.B.025(a)(13).’;
3. point ATCO.B.001 is replaced by the following:
- ‘ATCO.B.001 Student air traffic controller licence
- (a) Holders of a student air traffic controller licence shall be authorised to provide air traffic control services in accordance with the rating(s) and rating endorsement(s) contained in their licence under the supervision of an on-the-job training instructor, and to undertake training for additional rating endorsement(s) and unit endorsement(s).
 - (b) Applicants for the issue of a student air traffic controller licence shall:
 - (1) be at least 18 years old;
 - (2) within the 12 months preceding the application, have successfully completed initial training at a training organisation satisfying the requirements laid down in Annex III (Part ATCO.OR) relevant to the rating, and if applicable, to the rating endorsement, as set out in Part ATCO, Subpart D, Section 2;
 - (3) hold a valid medical certificate;
 - (4) have demonstrated an adequate level of language proficiency in accordance with the requirements set out in ATCO.B.030.
 - (c) The student air traffic controller licence shall contain the language proficiency endorsement(s) and at least one rating and, if applicable, one rating endorsement.
 - (d) The holder of a student air traffic controller licence who has not started exercising the privileges of that licence within 1 year from the date of its issue or has interrupted exercising those privileges for a period of more than 1 year may only start or continue on-the-job training in that rating after an assessment of his or her previous competence, conducted by a training organisation satisfying the requirements laid down in Annex III (Part ATCO.OR) and certified to provide initial training relevant to the rating, as to whether he or she continues to satisfy the requirements relevant to that rating, and after satisfying any training requirements resulting from this assessment.’;

4. in point ATCO.B.005, point (e) is replaced by the following:
- ‘(e) The holder of an air traffic controller licence who has not started exercising the privileges of a rating within 1 year from the date of its issue may only start on-the-job training in that rating after an assessment of his or her previous competence, conducted by a training organisation satisfying the requirements laid down in Annex III (Part ATCO.OR) and certified to provide initial training relevant to the rating, as to whether he or she continues to satisfy the requirements relevant to that rating, and after satisfying any training requirements resulting from this assessment.’;
5. point ATCO.B.010 is replaced by the following:
- ‘ATCO.B.010 Air traffic controller ratings
- (a) Licences shall contain one or more of the following ratings in order to indicate the type of service which the licence holder is authorised to provide:
- (1) the Aerodrome Control (ADC) rating, indicating that the licence holder is competent to provide an air traffic control service to aerodrome traffic;
 - (2) the Approach Control Procedural (APP) rating, indicating that the licence holder is competent to provide an air traffic control service to arriving, departing or transiting aircraft without the use of surveillance equipment;
 - (3) the Approach Control Surveillance (APS) rating, indicating that the licence holder is competent to provide an air traffic control service to arriving, departing or transiting aircraft with the use of surveillance equipment;
 - (4) the Area Control Procedural (ACP) rating, indicating that the licence holder is competent to provide an air traffic control service to aircraft without the use of surveillance equipment;
 - (5) the Area Control Surveillance (ACS) rating, indicating that the licence holder is competent to provide an air traffic control service to aircraft with the use of surveillance equipment.
- (b) The holder of a rating who has interrupted exercising the privileges associated with that rating for a period of 4 or more immediately preceding consecutive years may only start on-the-job training in that rating after assessment of previous competence, conducted by a training organisation satisfying the requirements laid down in Annex III (Part ATCO.OR) and certified to provide training relevant to the rating, as to whether the person concerned continues to satisfy the conditions of that rating, and after satisfying any training requirements resulting from this assessment.’;

6. point ATCO.B.015 is replaced by the following:

‘ATCO.B.015 Rating endorsements

- (a) The Aerodrome Control (ADC) rating may bear the Aerodrome Control Surveillance (SUR) endorsement, indicating that the licence holder is competent to provide aerodrome control with the help of surveillance systems.
- (b) The Approach Control Surveillance (APS) rating may bear one or more of the following endorsements:
 - (1) the Precision Approach Radar (PAR) endorsement, indicating that the licence holder is competent to provide ground-controlled precision approaches with the use of precision approach radar equipment to aircraft on the final approach to the runway;
 - (2) the Surveillance Radar Approach (SRA) endorsement, indicating that the licence holder is competent to provide ground-controlled non-precision approaches with the use of surveillance equipment to aircraft on the final approach to the runway.
- (c) The Area Control Procedural (ACP) rating may bear the Oceanic Control (OCN) endorsement, indicating that the holder of the licence is competent to provide air traffic control services to aircraft operating in an Oceanic Control Area.
- (d) The Area Control Surveillance (ACS) rating may bear the OCN endorsement, indicating that the licence holder is competent to provide air traffic control services to aircraft operating in an Oceanic Control Area.’;

7. Point ATCO.B.020 is replaced by the following:

‘ATCO.B.020 Unit endorsements

- (a) The unit endorsement shall authorise the licence holder to provide air traffic control services for a specific sector, group of sectors and/or working positions under the responsibility of an air traffic services unit.
- (b) Applicants for a unit endorsement shall have successfully completed a unit endorsement course in accordance with the requirements set out in Part ATCO, Subpart D, Section 3.
- (c) Notwithstanding point (b), the on-the-job training phase in Part ATCO, Subpart D, Section 3 may not be required when the unit endorsement is issued in connection with the issue of a temporary OJTI authorisation for the same unit.
- (d) Limitations on the exercise of the privileges of the aerodrome control (ADC) rating shall be indicated in the unit endorsement.

- (e) Applicants for a unit endorsement changing their competent authority as referred to in ATCO.A.010 shall, in addition to the requirements set out in point (b), meet the requirements of ATCO.D.060(f).
- (f) For air traffic controllers providing air traffic control services to aircraft carrying out flight tests, the competent authority may, in addition to the requirements set out in point (b), set out additional requirements to be met.
- (g) Unit endorsements shall be valid for a period defined in the unit competence scheme. This period shall not exceed 3 years.
- (h) The validity period of unit endorsements for initial issue and renewal shall start not later than 30 days from the date on which the assessment has been successfully completed.
- (i) Unit endorsements shall be revalidated if:
 - (1) the applicant has been exercising the privileges of the licence for a minimum number of hours as defined in the unit competence scheme;
 - (2) the applicant has undertaken refresher training within the validity period of the unit endorsement according to the unit competence scheme;
 - (3) the applicant's competence has been assessed in accordance with the unit competence scheme not earlier than 3 months prior to the expiry date of the unit endorsement.
- (j) Unit endorsements shall be revalidated provided that the requirements set out in point (i) are met within the 3-month period immediately preceding their expiry date. In such cases, the validity period shall be counted from that expiry date.
- (k) If the unit endorsement is revalidated before the period provided for in point (j), its validity period shall start not later than 30 days from the date on which the assessment has been successfully completed, provided that the requirements in point (i)(1) and (2) are also met.
- (l) If the validity of a unit endorsement expires, the licence holder shall successfully complete the unit endorsement course in accordance with the requirements set out in Part ATCO, Subpart D, Section 3 in order to renew the endorsement.';

8. Point ATCO.B.025 is replaced by the following:

'ATCO.B.025 Unit competence scheme

- (a) Unit competence scheme(s) shall be established by the air navigation service provider and approved by the competent authority. A unit competence scheme shall include at least the following elements:
 - (1) the validity of the unit endorsement(s) in accordance with ATCO.B.020(g);

- (2) the maximum continuous period when the privileges of a unit endorsement are not exercised during its validity. This period shall not exceed 90 calendar days;
 - (3) the minimum number of hours or, in the case of SRA and PAR, the minimum number of approaches, for exercising the privileges of the unit endorsement within a defined period of time, which shall not exceed 12 months, for the purpose of ATCO.B.020(i)(1). For on-the-job training instructors exercising the privileges of the OJTI endorsement, the time spent instructing shall be counted for the maximum of 50 % of the hours required for revalidation of the unit endorsement;
 - (4) procedures for the cases where the licence holder does not meet the requirements set out in points (a)(2) and (3);
 - (5) processes for assessing competence, including assessment of the refresher training subjects according to ATCO.D.080(b);
 - (6) processes for the examination of theoretical knowledge and understanding necessary to exercise the privileges of the ratings and endorsements;
 - (7) processes to identify the topics and subtopics, objectives and training methods for continuation training;
 - (8) the minimum duration and frequency of the refresher training;
 - (9) processes for the examination of theoretical knowledge and/or the assessment of practical skills acquired during conversion training, including pass marks for examinations;
 - (10) processes in case of failure of an examination or assessment, including the appeal processes;
 - (11) training personnel qualifications, roles and responsibilities;
 - (12) a procedure to ensure that practical instructors have practised instructional techniques in the procedures in which instruction is provided in accordance with ATCO.C.010(b)(3) and ATCO.C.030(b)(3);
 - (13) procedures for the declaration and the management of cases of provisional inability to exercise the privileges of a licence, as well as for informing the competent authority in accordance with ATCO.A.015(d);
 - (14) identification of records to be kept specific to continuation training and assessments, in accordance with ATCO.OR.C.020;
 - (15) a process and reasons for reviewing and amending the unit competence scheme and its submission to the competent authority. The review of the unit competence scheme shall take place at least once every 3 years.
- (b) In order to comply with the requirement set out in point (a)(3), air navigation service providers shall keep records of the hours during which each licence holder

exercises the privileges of his or her unit endorsement(s) working in sectors, group of sectors and/or working positions in the ATC unit, and shall provide that data to the competent authorities and to the licence holder upon request.

- (c) When establishing the procedures referred to in points (a)(4) and (13), air navigation service providers shall ensure that mechanisms are applied to guarantee fair treatment of licence holders where the validity of their endorsements cannot be extended.’;

9. in point ATCO.B.040, point (a) is replaced by the following:

‘(a) The demonstration of language proficiency shall be done through a method of assessment approved by any competent authority, which shall contain:

- (1) the process by which an assessment is done;
- (2) the qualification of the assessors;
- (3) the appeal procedure.’;

10. point ATCO.C.015 is replaced by the following:

‘ATCO.C.015 Application for on-the-job training instructor endorsement

Applicants for the issue of an OJTI endorsement shall:

- (a) hold an air traffic controller licence with a valid unit endorsement;
- (b) have exercised the privileges of an air traffic controller licence for a period of at least 2 years immediately preceding the application. This period can be shortened to not less than 1 year by the competent authority when requested by the training organisation; and
- (c) within the 12 months preceding the application, have successfully completed a practical instructional techniques course during which the required knowledge and pedagogical skills are taught and have been appropriately assessed.’;

11. point ATCO.C.020 is replaced by the following:

‘ATCO.C.020 Validity of on-the-job training instructor endorsement

- (a) The OJTI endorsement shall be valid for a period of 3 years.
- (b) The OJTI endorsement may be revalidated by successfully completing refresher training on practical instructional skills during its validity, provided that the requirement of ATCO.C.015(a) is met.

- (c) If the OJTI endorsement has expired, provided that the requirement of ATCO.C.015(a) is met, it may be renewed if, within the 12 months preceding the application for renewal, the OJTI endorsement holder has:
 - (1) received refresher training on practical instructional skills; and
 - (2) successfully passed a practical instructor competence assessment.
- (d) In the case of first issue and renewal, the period of validity of the OJTI endorsement shall start not later than 30 days from the date on which the assessment has been successfully completed.
- (e) If the requirement of ATCO.C.015(a) is not met, the OJTI endorsement may be exchanged for an STDI endorsement, provided that compliance with the requirements of ATCO.C.040 (b) and (c) is ensured.’;

12. point ATCO.C.030 is replaced by the following:

‘ATCO.C.030 Synthetic training device instructor (STDI) privileges

- (a) Holders of an STDI endorsement are authorised to provide practical training on synthetic training devices:
 - (1) for subjects of practical nature during initial training;
 - (2) for unit training other than OJT; and
 - (3) for continuation training.

Where the STDI is providing pre-OJT, he or she shall hold or have held the relevant unit endorsement.

- (b) Holders of an STDI endorsement shall only exercise the privileges of the endorsement if they have:
 - (1) at least 2 years’ experience in the rating they will instruct in;
 - (2) demonstrated knowledge of current operational practices;
 - (3) practised instructional techniques in those procedures in which instruction is provided.
- (c) Notwithstanding point (b)(1),
 - (1) the period of 2 years can be shortened to not less than 1 year by the competent authority when requested by the training organisation;
 - (2) for the purpose of basic training, any rating held is appropriate;
 - (3) for the purpose of rating training, training may be provided for specific and selected operational tasks by an STDI holding a rating that is relevant for that specific and selected operational task.’;

13. point ATCO.C.035 is replaced by the following:

‘ATCO.C.035 Application for synthetic training device instructor endorsement

Applicants for the issue of an STDI endorsement shall:

- (a) have exercised the privileges of an air traffic controller licence in any rating for at least 2 years. This period can be shortened to not less than 1 year by the competent authority when requested by the training organisation; and
- (b) within the 12 months preceding the application, have successfully completed a practical instructional techniques course during which the required knowledge and pedagogical skills are taught using theoretical and practical methods and have been appropriately assessed.’;

14. point ATCO.C.040 is replaced by the following:

‘ATCO.C.040 Validity of synthetic training device instructor endorsement

- (a) The STDI endorsement shall be valid for a period of 3 years.
- (b) The STDI endorsement may be revalidated by successfully completing refresher training on practical instructional skills and on current operational practices during its validity period.
- (c) If the STDI endorsement has expired, it may be renewed if, within the 12 months preceding the application for renewal, the STDI endorsement holder has:
 - (1) received refresher training on practical instructional skills and on current operational practices; and
 - (2) successfully passed a practical instructor competence assessment.
- (d) In the case of first issue and renewal, the period of validity of the STDI endorsement shall start not later than 30 days from the date on which the assessment has been successfully completed.’;

15. point ATCO.C.045 is replaced by the following:

‘ATCO.C.045 Assessor privileges

- (a) A person shall only carry out assessments when he or she holds an assessor endorsement.
- (b) Holders of an assessor endorsement are authorised to carry out assessments:
 - (1) during initial training for the issue of a student air traffic controller licence or for the issue of a new rating and/or rating endorsement, if applicable;
 - (2) of previous competence for the purpose of ATCO.B.001(d), ATCO.B.005(e) and ATCO.B.010(b);

- (3) of student air traffic controllers for the issue of a unit endorsement and rating endorsement(s), if applicable;
 - (4) of air traffic controllers for the issue of a unit endorsement and rating endorsement(s), if applicable, as well as for revalidation and renewal of a unit endorsement;
 - (5) of applicant practical instructors or applicant assessors when compliance with the requirements of points (d)(2) to (4) is ensured.
- (c) Holders of an assessor endorsement shall only exercise the privileges of the endorsement if they have:
- (1) at least 2 years' experience in the rating and rating endorsement(s) they will assess; and
 - (2) demonstrated knowledge of current operational practices.
- (d) In addition to the requirements set out in point (c), holders of an assessor endorsement shall only exercise the privileges of the endorsement:
- (1) for assessments leading to the issue, revalidation and renewal of a unit endorsement if they also hold the unit endorsement associated with the assessment for an immediately preceding period of at least 1 year;
 - (2) for assessing the competence of an applicant for the issue or renewal of an STDI endorsement, if they hold an STDI or OJTI endorsement and have exercised the privileges of that endorsement for at least 3 years;
 - (3) for assessing the competence of an applicant for the issue or renewal of an OJTI endorsement if they hold an OJTI endorsement and have exercised the privileges of that endorsement for at least 3 years;
 - (4) for assessing the competence of an applicant for the issue or renewal of an assessor endorsement if they have exercised the privileges of the assessor endorsement for at least 3 years.
- (e) When assessing for the purpose of issue and renewal of a unit endorsement, and for ensuring supervision on the operational working position, the assessor shall also hold an OJTI endorsement, or an OJTI holding the valid unit endorsement associated with the assessment shall be present.';

16. point ATCO.C.055 is replaced by the following:

‘ATCO.C.055 Application for assessor endorsement

Applicants for the issue of an assessor endorsement shall:

- (a) have exercised the privileges of an air traffic controller licence for at least 2 years; and

- (b) within the 12 months preceding the application have successfully completed an assessor course during which the required knowledge and skills are taught using theoretical and practical methods, and have been appropriately assessed.’;

17. point ATCO.C.060 is replaced by the following:

ATCO.C.060 Validity of assessor endorsement

- (a) The assessor endorsement shall be valid for a period of 3 years.
- (b) The assessor endorsement may be revalidated by successfully completing refresher training on assessment skills and on current operational practices during its validity period.
- (c) If the assessor endorsement has expired, it may be renewed if, within the 12 months preceding the application for renewal, the assessor endorsement holder has:
 - (1) received refresher training on assessment skills and on current operational practices; and
 - (2) successfully passed an assessor competence assessment.
- (d) In the case of first issue and renewal, the period of validity of the assessor endorsement shall start not later than 30 days from the date on which the assessment has been successfully completed.’;

18. point ATCO.D.010 is replaced by the following:

‘ATCO.D.010 Composition of initial training

- (a) Initial training, intended for an applicant for a student air traffic controller licence or for the issue of an additional rating and/or, if applicable, rating endorsement, shall consist of:
 - (1) basic training, comprising all the subjects, topics and subtopics contained in Appendix 2 to Annex I; and
 - (2) rating training, comprising the subjects, topics and subtopics of at least one of the following:
 - (i) Aerodrome Control Rating — ADC, defined in Appendix 3 to Annex I;
 - (ii) Approach Control Procedural Rating — APP, defined in Appendix 4 to Annex I;
 - (iii) Area Control Procedural Rating — ACP, defined in Appendix 5 to Annex I;
 - (iv) Approach Control Surveillance Rating — APS, defined in Appendix 6 to Annex I;

- (v) Area Control Surveillance Rating — ACS, defined in Appendix 7 to Annex I.
 - (b) Training intended for an additional rating shall consist of the subjects, topics and subtopics applicable to at least one of the ratings established in point (a)(2).
 - (c) Training intended for the reactivation of a rating following a not successful assessment of previous competence according to ATCO.B.010(b) shall be tailored according to the result of that assessment.
 - (d) Training intended for a rating endorsement shall consist of subjects, topics and subtopics developed by the training organisation and approved as part of the training course.
 - (e) Basic and/or rating training may be complemented with subjects, topics and subtopics that are additional or specific to the functional airspace block (FAB) or to the national environment.’;
19. in point ATCO.D.025, point (b) is replaced by the following:
‘(b) A pass in theoretical examination(s) shall be awarded to a candidate achieving a minimum of 75 % of the marks allocated to that examination.’;
20. in point ATCO.D.025, points (b) and (d) are replaced by the following:
‘(d) A pass in assessment(s) shall be awarded to a candidate who consistently demonstrates the required performance as listed in ATCO.D.030 and shows the behaviour required for safe provision of the air traffic control service.’;
21. in point ATCO.D.035, point (e) is replaced by the following:
‘(e) A pass in assessment(s) shall be awarded to an applicant who consistently demonstrates the required performance described in ATCO.D.040 and shows the behaviour required for safe provision of the air traffic control service.’;
22. point ATCO.D.040 is replaced by the following:
‘ATCO.D.040 Rating training performance objectives
- (a) Rating training performance objectives and performance objective tasks shall be defined for each rating training course.
 - (b) Rating training performance objectives shall require an applicant to:
 - (1) demonstrate the ability to manage air traffic in a manner that ensures safe, orderly and expeditious services; and

- (2) handle complex and dense traffic situations.
- (c) In addition to point (b), rating training performance objectives for Aerodrome Control (ADC) rating shall ensure that applicants:
 - (1) manage the workload and provide air traffic services within a defined aerodrome area of responsibility; and
 - (2) apply aerodrome control techniques and operational procedures to aerodrome traffic.
- (d) In addition to point (b), rating training performance objectives for the Approach Control Procedural (APP) rating shall ensure that applicants:
 - (1) manage the workload and provide air traffic services within a defined approach control area of responsibility; and
 - (2) apply procedural approach control, planning techniques and operational procedures to arriving, holding, departing and transiting traffic.
- (e) In addition to point (b), rating training performance objectives for the Approach Control Surveillance (APS) rating shall ensure that applicants:
 - (1) manage the workload and provide air traffic services within a defined approach control area of responsibility; and
 - (2) apply approach surveillance control, planning techniques and operational procedures to arriving, holding, departing and transiting traffic.
- (f) In addition to point (b), rating training performance objectives for the Area Control Procedural (ACP) rating shall ensure that applicants:
 - (1) manage the workload and provide air traffic services within a defined area control area of responsibility; and
 - (2) apply procedural area control, planning techniques and operational procedures to area traffic.
- (g) In addition to point (b), rating training performance objectives for the Area Control Surveillance (ACS) rating shall ensure that applicants:
 - (1) manage the workload and provide air traffic services within a defined area control area of responsibility; and
 - (2) apply area surveillance control, planning techniques and operational procedures to area traffic.’;

23. point ATCO.D.050 is replaced by the following:

‘ATCO.D.050 Prerequisites of unit training

Provided that the requirements set out in ATCO.B.001(d), ATCO.B.005(e) and ATCO.B.010(b) are met:

- (a) unit training may only be started by persons who have successfully completed initial training relevant to the rating and, if applicable, rating endorsement;
 - (b) the on-the-job training phase of unit training may only be started by persons who are holders of a student air traffic controller licence or an air traffic controller licence with the appropriate rating and, if applicable, rating endorsement.’;
24. in point ATCO.D.060, points (e) and (f) are replaced by the following:
- ‘(e) Training intended for a rating endorsement shall consist of subjects, topics and subtopics developed by the training organisation and approved as part of the training course.
 - (f) Unit endorsement courses undertaken by student air traffic controllers or air traffic controllers in a Member State for which the competent authority is not the same that issued the licence, shall be adapted to include elements of initial training that are specific to the FAB or to the national environment.’;
25. Appendix 2 to Annex I is replaced by the following:

‘Appendix 2 to Annex I

BASIC TRAINING

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

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26. Appendix 3 of Annex I is deleted;

27. Appendix 4 of Annex I is replaced by the following:

‘Appendix 3 to Annex I

AERODROME CONTROL RATING (ADC)

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

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28. Appendix 5 of Annex I is replaced by the following:

‘Appendix 4 to Annex I

APPROACH CONTROL PROCEDURAL RATING (APP)

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

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29. Appendix 6 of Annex I is replaced by the following:

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

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30. Appendix 7 of Annex I is replaced by the following:

‘Appendix 6 to Annex I

APPROACH CONTROL SURVEILLANCE RATING (APS)

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

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31. Appendix 8 of Annex I is replaced by the following:

‘Appendix 7 to Annex I

AREA CONTROL SURVEILLANCE RATING (ACS)

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

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ANNEX II

Annex II (PART ATCO.AR) to Commission Regulation (EU) 2015/340 is amended as follows:

1. point ATCO.AR.A.005 is replaced by the following:

‘ATCO.AR.A.005 Personnel

- (a) Competent authorities shall produce and update every 2 years an assessment of the human resources needed to perform their oversight functions, based on the analysis of the processes required by this Regulation and their application.
- (b) Personnel authorised by the competent authority to carry out certification and/or oversight tasks shall be empowered to perform as a minimum the following tasks:
 - (1) examine documents, including licences, certificates, records, data, procedures and any other material relevant to the execution of the required task;
 - (2) take copies of or extracts from such records, data, procedures and other material;
 - (3) ask for an explanation;
 - (4) enter relevant premises and operating sites;
 - (5) perform audits and inspections, including unannounced inspections;
 - (6) take or initiate enforcement measures as appropriate.;

2. point ATCO.AR.A.010 is replaced by the following:

‘ATCO.AR.A.010 Tasks of the competent authorities

The tasks of the competent authorities shall include:

- (a) the issue, suspension and revocation of licences, ratings, endorsements and of medical certificates;
- (b) the issue of temporary OJTI authorisations according to ATCO.C.025;
- (c) the issue of temporary assessor authorisations according to ATCO.C.065;
- (d) the revalidation and renewal of endorsements;
- (e) the revalidation, renewal and limitation of medical certificates following referral by the AME or AeMC;
- (f) the issue, revalidation, renewal, suspension, revocation, limitation and change of aero-medical examiner certificates;
- (g) the issue, suspension, revocation and limitation of training organisation certificates and of the certificates of aero-medical centres;

- (h) the approval of training courses, training plans and unit competence schemes, as well as assessment methods;
- (i) the approval of the assessment method for the demonstration of language proficiency and the establishment of requirements applicable to language assessment bodies according to ATCO.B.040;
- (j) the approval of the need for the extended level (level five) language proficiency in accordance with ATCO.B.030(d);
- (k) the monitoring of training organisations, including their training courses and plans;
- (l) the approval and monitoring of the unit competence schemes;
- (m) the establishment of appropriate appeal procedures and notification mechanisms;
- (n) facilitating the recognition and exchange of licences, including the transfer of the records of air traffic controllers and return of the old licence to the issuing competent authority according to ATCO.AR.D.003;
- (o) facilitating the recognition of training organisation certificates and course approvals, as well as the approval of the assessment method for the demonstration of language proficiency.’;

3. point ATCO.AR.A.015 is replaced by the following:

‘ATCO.AR.A.015 Means of compliance

- (a) The Agency shall develop acceptable means of compliance (“AMC”) that may be used to establish compliance with Regulation (EU) 2018/1139 and its delegated and implementing acts..
- (b) Alternative means of compliance may be used to establish compliance with the delegated and implementing acts.
- (c) The competent authority shall inform the Agency of any alternative means of compliance used by organisations under their oversight or by themselves for establishing compliance with this Regulation.’;

4. point ATCO.AR.A.020 is replaced by the following:

‘ATCO.AR.A.020 Information to the Agency

- (a) The competent authority shall notify the Agency in case of any significant problems with the implementation of Regulation (EU) 2018/1139 and its delegated and implementing acts within 30 days from the time the competent authority has become aware of the problems.

- (b) Without prejudice to Regulation (EU) No 376/2014 of the European Parliament and of the Council ⁽¹⁾ and its delegated and implementing acts, the competent authority shall provide the Agency with safety-significant information stemming from the occurrence reports stored in its national database in accordance with Article 6(6) of Regulation (EU) No 376/2014, as soon as possible.’;
5. point ATCO.AR.A.025 is replaced by the following:
‘ATCO.AR.A.025 Immediate reaction to a safety problem
- (a) Without prejudice to Regulation (EU) No 376/2014 and its delegated and implementing acts, the competent authority shall implement a system to appropriately collect, analyse and disseminate safety information.
- (b) The Agency shall implement a system to appropriately analyse any relevant safety information received and without undue delay provide to Member States and the Commission any information, including recommendations or corrective actions to be taken, necessary for them to react in a timely manner to a safety problem involving products, parts, appliances, persons or organisations subject to Regulation (EU) 2018/1139 and its delegated and implementing acts.
- (c) Upon receiving the information referred to in points (a) and (b), the competent authority shall take adequate measures to address the safety problem.
- (d) Measures taken in accordance with point (c) shall immediately be notified to all persons or organisations which need to comply with them under Regulation (EU) 2018/1139 and its delegated and implementing acts. The competent authority shall also notify those measures to the Agency and, when combined action is required, to the other Member States concerned.’;
6. point ATCO.AR.B.001 is replaced by the following:
‘ATCO.AR.B.001 Management system
- (a) The competent authority shall establish and maintain a management system, including as a minimum:
- (1) documented policies and procedures to describe its organisation, means and methods to achieve compliance with Regulation (EU) 2018/1139 and its delegated and implementing acts. The procedures shall be kept up to date

¹ Regulation (EU) No 376/2014 of the European Parliament and of the Council of 3 April 2014 on the reporting, analysis and follow-up of occurrences in civil aviation, amending Regulation (EU) No 996/2010 of the European Parliament and of the Council and repealing Directive 2003/42/EC of the European Parliament and of the Council and Commission Regulations (EC) No 1321/2007 and (EC) No 1330/2007 ([OJ L 122, 24.4.2014, p. 18](#)).

and serve as the basic working documents within that competent authority for all related tasks;

- (2) a sufficient number of personnel, including licensing and certification inspectors, to perform its tasks and discharge its responsibilities. Such personnel shall be qualified to perform their allocated tasks and have the necessary knowledge, experience, initial, on-the-job and recurrent training to ensure continuing competence. A system shall be in place to plan the availability of personnel in order to ensure the proper completion of all related tasks;
 - (3) adequate facilities and office accommodation to perform the allocated tasks;
 - (4) a function to monitor compliance of the management system with the relevant requirements and adequacy of the procedures, including the establishment of an internal audit process and a safety risk management process. Compliance monitoring shall include a feedback system of audit findings to the senior management of the competent authority to ensure implementation of corrective actions as necessary; and
 - (5) a person or group of persons ultimately responsible to the senior management of the competent authority for the compliance monitoring function.
- (b) The competent authority shall, for each field of activity included in the management system, appoint one or more persons with the overall responsibility for the management of the relevant task(s).
- (c) The competent authority shall establish procedures for participation in a mutual exchange of all necessary information and assistance with other competent authorities concerned, whether from within the Member State or in other Member States, including the following information exchange on:
- (1) the relevant findings raised and follow-up actions taken as a result of oversight of persons and organisations exercising activities in the territory of a Member State, but certified by the competent authority of another Member State or the Agency; and
 - (2) information stemming from mandatory and voluntary occurrence reporting as required by ATCO.OR.B.040.
- (d) A copy of the procedures related to the management system and their amendments shall be made available to the Agency for the purpose of standardisation.’;

7. in point ATCO.AR.B.005, point (a) is replaced by the following:
- ‘(a) If the competent authority allocates tasks related to the initial certification or continuous oversight of persons or organisations subject to Regulation (EU) 2018/1139 and its delegated and implementing acts, they shall only be allocated to qualified entities. When allocating tasks, the competent authority shall ensure that it has:
- (1) a system in place to initially and continuously assess that the qualified entity complies with Annex VI to Regulation (EU) 2018/1139.
This system and the results of the assessments shall be documented;
 - (2) established a documented agreement with a qualified entity, approved by both parties at the appropriate management level, which clearly defines:
 - (i) the tasks to be performed;
 - (ii) the declarations, reports and records to be provided;
 - (iii) the technical conditions to be met in performing such tasks;
 - (iv) the related liability coverage; and
 - (v) the protection given to information acquired in carrying out such tasks.’;
8. point ATCO.AR.B.010 is replaced by the following:
- ‘ATCO.AR.B.010 Changes to the management system
- (a) The competent authority shall have a system in place to identify changes that affect its capability to perform its tasks and discharge its responsibilities as defined in Regulation (EU) 2018/1139 and its delegated and implementing acts. It shall enable it to take action, as appropriate, to ensure that the management system remains adequate and effective.
 - (b) The competent authority shall update its management system to reflect any change to Regulation (EU) 2018/1139 and its delegated and implementing acts in a timely manner, so as to ensure effective implementation of its management system.
 - (c) The competent authority shall notify the Agency of changes affecting its capability to perform its tasks and discharge its responsibilities as defined in Regulation (EU) 2018/1139, as well as Regulation (EU) No 376/2014 and their respective delegated and implementing acts.’;
9. point ATCO.AR.B.015 is replaced by the following:
- ‘ATCO.AR.B.015 Record-keeping

- (a) Competent authorities shall maintain a list of all organisation certificates and personnel licences and certificates they issue.
- (b) The competent authority shall establish a system of record-keeping providing for adequate storage, accessibility and reliable traceability of:
 - (1) the management system's documented policies and procedures;
 - (2) training, qualification and authorisation of its personnel;
 - (3) the allocation of tasks, covering the elements required by ATCO.AR.B.005 as well as the details of tasks allocated;
 - (4) certification processes and continuing oversight of certified organisations;
 - (5) details of courses provided by training organisations;
 - (6) processes for the issue of licences, ratings, endorsements and certificates, and for the continuing oversight of the holders of those licences, ratings, endorsements and certificates;
 - (7) continuing oversight of persons and organisations exercising activities within the territory of the Member State, but certified by the competent authority of another Member State, as agreed between these authorities;
 - (8) findings, corrective actions and date of action closure;
 - (9) enforcement measures taken;
 - (10) safety information and follow-up measures;
 - (11) the use of flexibility provisions in accordance with Article 71 of Regulation (EU) 2018/1139; and
 - (12) the evaluation and notification to the Agency of alternative means of compliance proposed by organisations and the assessment of alternative means of compliance used by the competent authority itself.
- (c) Records shall be kept for a minimum period of 5 years and with regard to personnel licences for a minimum period of 10 years after the expiry of the last endorsement on the licence, subject to applicable data protection law. ';

10. in point ATCO.AR.C.001, point (a) is replaced by the following:

- '(a) The competent authority shall verify:
 - (1) compliance with requirements applicable to organisations or persons prior to the issue of an organisation certificate or personnel licence, certificate, rating or endorsement, as applicable;
 - (2) the continued compliance with the applicable requirements and the conditions attached to the training organisation's certificate, as well as the applicable requirements for training courses, training plans and unit

competence schemes it has approved, and requirements applicable to personnel;

- (3) implementation of appropriate safety measures mandated by the competent authority as defined in ATCO.AR.A.025 (c) and (d).’;

11. the following point ATCO.AR.D.003 is inserted:

‘ATCO.AR.D.003 Change of competent authority

- (a) Upon receiving a licence holder’s request for a change of competent authority, the receiving competent authority shall, without undue delay, request the competent authority of the licence holder to transfer, without undue delay all of the following:
 - (1) a verification of the licence;
 - (2) copies of the licence holder’s medical records kept by that competent authority. The medical records shall be transferred in a confidential manner in accordance with point ATCO.MED.A.015 of Annex IV (Part-ATCO.MED) and shall include a summary of the relevant medical history of the applicant, verified and signed or electronically authenticated by the medical assessor.
- (b) The transferring competent authority shall keep the licence holder’s original licensing and medical records.
- (c) The receiving competent authority shall, without undue delay, exchange the licence and medical certificate provided that it has received and processed all documents specified in point (a). Upon the exchange of the licence and medical certificate, the receiving competent authority shall immediately request the licence holder to surrender to it the licence issued by the transferring competent authority and the associated medical certificate.
- (d) The new licence shall include ratings, rating endorsements, licence endorsements and all valid unit endorsements in the licence, including the date of their first issue and expiry, if applicable.
- (e) The receiving competent authority shall immediately notify the transferring competent authority once it has exchanged the licence and medical certificate and the licence holder has surrendered the licence and medical certificate pursuant to point (c). Until such a notification is received, the transferring competent authority remains responsible for the licence and the medical certificate originally issued to that licence holder.’;

12. point ATCO.AR.D.005 is replaced by the following:

‘ATCO.AR.D.005 Revocation and suspension of licences, ratings and endorsements

- (a) For the purpose of ATCO.A.020, the competent authority shall establish administrative procedures for the revocation and suspension of licences, ratings and endorsements.
- (b) The competent authority may suspend the licence in the case of provisional inability not being terminated according to the procedures referred to in ATCO.A.015(e).
- (c) The competent authority shall suspend or revoke a licence, rating or endorsement in accordance with ATCO.AR.C.010 in particular in the following circumstances:
 - (1) exercising the privileges of the licence when the licence holder no longer complies with the applicable requirements of this Regulation;
 - (2) obtaining a student air traffic controller or an air traffic controller licence, rating, endorsement or certificate by falsification of submitted documentary evidence;
 - (3) falsification of the licence or certificate records;
 - (4) exercising the privileges of the licence, rating(s) or endorsement(s) under the influence of psychoactive substances.
- (d) In cases of suspension or revocation of licences, ratings and endorsements, the competent authority shall notify in writing the licence holder and the relevant air navigation service provider of this decision, and inform the licence holder of his or her right of appeal in accordance with the procedures established in ATCO.AR.A.010(m).
- (e) The competent authority shall also suspend or revoke a licence, rating or endorsement upon written request of the licence holder.’;

13. point ATCO.AR.E.001 is replaced by the following:

‘ATCO.AR.E.001 Certification procedure for training organisations and issue of certificate

- (a) Upon receiving an application for the issue of a training organisation certificate, the competent authority shall verify the training organisation's compliance with the applicable requirements of this Regulation.
- (b) The competent authority may require any audits, inspections or assessments of the training organisation it finds necessary before issuing the certificate.
- (c) If the applicant training organisation fulfils the applicable requirements, the competent authority shall issue a certificate using the format established in Appendix 2 to Annex II.

- (d) The certificate shall be issued for an unlimited duration. The activities that the training organisation is approved to conduct shall be specified in the attachment to the certificate.
- (e) The certificate shall not be issued where a level 1 finding remains open. In exceptional circumstances, finding(s), other than level 1, shall be assessed and mitigated as necessary by the training organisation and a corrective action plan for closing the finding(s) shall be approved by the competent authority prior to the certificate being issued.
- (f) To enable an organisation to implement changes without prior competent authority's approval in accordance with ATCO.OR.B.015 and ATCO.AR.E.010(c), the competent authority shall approve the procedure submitted by the training organisation defining the scope of such changes and describing how such changes will be managed and notified.';

14. in point ATCO.AR.E.005, point (b) is replaced by the following:

- '(b) For the purposes of change of competent authority according to ATCO.A.010, the competent authority shall approve or reject the unit endorsement course established in accordance with ATCO.B.020 (b) and (e) not later than 6 weeks after presentation of the application for the approval of the course, and ensure that the principles of non-discrimination and proportionality are respected.';

15. point ATCO.AR.E.015 is replaced by the following:

'ATCO.AR.E.015 Findings, corrective actions and enforcement measures

- (a) The competent authority shall have a system to analyse findings for their safety significance and decide on enforcement measures on the basis of the risk posed by the training organisation's non-compliance.
- (b) A level 1 finding shall be issued by the competent authority when any significant non-compliance is detected with the applicable requirements of Regulation (EU) 2018/1139 and this Regulation, with the certificate and/or its terms of approval and privileges, which poses a significant risk to flight safety and/or otherwise calls into question the training organisation's capability to continue the training provision.

A level 1 finding shall include, but shall not be limited to:

- (1) providing training in a way which introduces a significant risk to flight safety;
- (2) failure to give the competent authority access to the training organisation's facilities as defined in ATCO.OR.B.025 during normal operating hours and after two written requests;

- (3) obtaining or maintaining the validity of the training organisation certificate by falsification of submitted documentary evidence;
 - (4) evidence of malpractice or fraudulent use of the training organisation certificate; and
 - (5) the lack of an accountable manager.
- (c) A level 2 finding shall be issued by the competent authority when any other non-compliance is detected with the applicable requirements of Regulation (EU) 2018/1139 and this Regulation, with the training organisation's procedures and manuals or with the type(s) of training provided or certificate(s).
- (d) When a finding is detected during oversight or by any other means, the competent authority shall, without prejudice to any additional action required by Regulation (EU) 2018/1139 and this Regulation, communicate the finding to the training organisation in writing and request corrective action to address the non-compliance(s) identified.
- (1) In the case of level 1 findings, the competent authority shall take immediate and appropriate action to prohibit or limit activities, and if appropriate, it shall take action to revoke the certificate or to limit or suspend it in whole or in part, depending upon the extent of the finding, until successful corrective action has been taken by the training organisation.
 - (2) In the case of level 2 findings, the competent authority shall:
 - (i) grant the training organisation a corrective action implementation period included in an action plan appropriate to the nature of the finding; and
 - (ii) assess the corrective action and implementation plan proposed by the training organisation and, if the assessment concludes that they are sufficient to address the non-compliance(s), accept these.
 - (3) Where a training organisation fails to submit an acceptable corrective action plan, or to perform the corrective action within the time period accepted or extended by the competent authority, the finding shall be raised to a level 1 finding, and action shall be taken as laid down in point (d)(1).
- (e) The competent authority shall record all findings it has raised and, where applicable, the enforcement measures it has applied, as well as all corrective actions and the date of action closure for findings.
- (f) For cases not requiring the issue of level 1 and 2 findings, the competent authority may issue observations.';

16. Appendix 1 of Annex II is replaced by the following:

‘Appendix 1 to Annex II

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 required 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 instructor or assessor privileges are exercised in a synthetic training device environment.

- (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 required by Member States, in national language(s) and other languages as deemed appropriate..

<p>Competent authority's name and logo (English and any language(s) determined by the competent authority)</p> <p>EUROPEAN UNION (English only)</p> <p>(STUDENT) AIR TRAFFIC CONTROLLER LICENCE</p> <p>[English and any language(s) determined by the competent authority]</p> <p>Issued in accordance with Commission Regulation (EU) 2015/340</p> <p>This licence complies with the ICAO Standards [English and any language(s) determined by the competent authority]</p> <p>EASA Form 152 — Issue 2</p>	<p>Requirements²</p> <p>'European Union' to be deleted for non-EU Member States.</p> <p>The size of each page shall be one-eighth A4.</p>
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² 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.

I	State of issue:	Requirements:
II	Title of licence:	
III	Serial number of the licence:	The serial number of the licence will always start 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 required 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	

IX

Validity of privileges:

The holder is entitled to exercise the privileges of the following rating(s) and rating endorsement(s), when validated:

<i>Rating(s)</i>	<i>Date of first issue</i>

<i>Rating endorsement(s)</i>	<i>Date of first issue</i>

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.

XIIa Ratings and endorsements with expiry dates

The holder is entitled to exercise the privileges 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 below, only if the holder has a valid medical certificate:

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

* Not applicable for Student ATCO Licence

XIIb	<p>Other endorsements:</p> <p><i>The holder is entitled to exercise the privileges of the following endorsement(s)</i></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th><i>OJTI /STDI /Assessor endorsement</i></th> <th><i>Expiry date</i></th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	<i>OJTI /STDI /Assessor endorsement</i>	<i>Expiry date</i>							Requirements: N/A
<i>OJTI /STDI /Assessor endorsement</i>	<i>Expiry date</i>									

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

Air traffic controller ratings		Requirements: N/A’.
ADV	Aerodrome Control Visual	
ADC	Aerodrome Control	
APP	Approach Control Procedural	
APS	Approach Control Surveillance	
ACP	Area Control Procedural	
ACS	Area Control Surveillance	
Rating endorsements		
SUR	Aerodrome Control Surveillance	
PAR	Precision Approach Radar	
SRA	Surveillance Radar Approach	
OCN	Oceanic Control	
Licence endorsements		
OJTI	On-the-job training instructor	
STDI	Synthetic training device instructor	
Assessor	Assessor	

ANNEX III

Annex III (PART ATCO.OR) to Commission Regulation (EU) 2015/340 is amended as follows:

1. point ATCO.OR.A.001 is replaced by the following:

‘ATCO.OR.A.001 Scope

This Part, set out in this Annex, establishes the requirements applicable to air traffic controller training organisations and aero-medical centres in order to obtain and maintain a certificate in accordance with Regulation (EU) 2018/1139 and this Regulation.’;

2. point ATCO.OR.B.001 is replaced by the following:

‘ATCO.OR.B.001 Application for a training organisation certificate

- (a) Applications for a training organisation certificate shall be submitted to the competent authority in due time to allow the competent authority to evaluate the application. The application shall be submitted in accordance with the procedure established by that authority.
- (b) Applicants for an initial certificate shall demonstrate to the competent authority how they will comply with the requirements established in Regulation (EU) 2018/1139 and in this Regulation.
- (c) An application for a training organisation certificate shall include the following:
 - (1) the applicant’s name and address;
 - (2) the address(es) of the place(s) of operation (including, where relevant, the list of ATC units) if different from the applicant’s address in point (a);
 - (3) the names and contact details of:
 - (i) the accountable manager;
 - (ii) the head of the training organisation, if different from point (i);
 - (iii) the person(s) nominated by the training organisation as the focal point(s) for communication with the competent authority;
 - (4) the date of intended start of activity or change;
 - (5) a list of types of training to be provided and at least one training course from each type of training that is intended to be provided;
 - (6) the declaration of compliance with the applicable requirements which shall be signed by the accountable manager, stating the training organisation’s compliance with the requirements at all times;
 - (7) the management system processes; and

(8) the date of application.’;

3. point ATCO.OR.B.005 is replaced by the following:

‘ATCO.OR.B.005 Means of compliance

- (a) An organisation may use any alternative means of compliance to establish compliance with this Regulation.
- (b) If an organisation wishes to use an alternative means of compliance, it shall, prior to using it, provide the competent authority with a full description. The description shall include any revisions to manuals or procedures that may be relevant, as well as an explanation indicating how compliance with this Regulation is achieved.

The organisation may use those alternative means of compliance subject to prior approval from the competent authority.’;

4. in point ATCO.OR.B.010, point (b) is replaced by the following:

(b) ‘In order to ensure that the applicable requirements in Subpart D of Annex I (Part ATCO) are fulfilled, the privilege to provide unit and/or continuation training shall only be granted to training organisations which:

- (1) hold a certificate for the provision of the air traffic control service; or
- (2) have concluded a specific agreement with the ATC provider.’;

5. point ATCO.OR.B.015 is replaced by the following:

‘ATCO.OR.B.015 Changes to the training organisation

(a) Any change affecting:

- (1) the scope of the certificate or the terms of approval of the training organisation; or
- (2) any relevant element of the training organisation’s management systems, shall require prior approval before implementation, unless such a change is notified and managed in accordance with a procedure approved by the competent authority as laid down in point ATCO.AR.E.010(c).

(b) For any changes requiring prior approval in accordance with point (a), the training organisation shall apply for and obtain an approval issued by the competent authority. The application shall be submitted before any such change takes place in order to enable the competent authority to determine continued compliance with this Regulation and to amend, if necessary, the training organisation certificate and related terms of approval attached to it.

Training organisations shall provide the competent authority with all relevant documentation.

The change shall only be implemented upon receipt of formal approval by the competent authority in accordance with ATCO.AR.E.010.

Training organisations shall operate under the conditions prescribed by the competent authority during such changes, as applicable.

- (c) Changes to the elements referred to in point (a) due to unforeseen circumstances shall be notified to the competent authority without delay in order to obtain approval as necessary.
- (d) Training organisations shall notify the competent authority when they cease their activities.’;

6. point ATCO.OR.B.020 is replaced by the following:

‘ATCO.OR.B.020 Continued validity

- (a) A training organisation’s certification shall remain valid subject to the certificate not being surrendered or revoked and subject to the training organisation remaining in compliance with the requirements of Regulation (EU) 2018/1139 and this Regulation, taking into account the provisions related to the handling of findings in accordance with ATCO.OR.B.030.
- (b) The certificate shall be returned to the competent authority without delay upon its revocation or the cessation of all activities.’;

7. point ATCO.OR.B.030 is replaced by the following:

‘ATCO.OR.B.030 Findings

After receipt of notification of findings issued by the competent authority in accordance with ATCO.AR.E.015, the training organisation shall:

- (a) identify the root cause of the finding;
- (b) define a corrective action plan that meets the acceptance of the competent authority; and
- (c) demonstrate corrective action implementation to the satisfaction of the competent authority within the period agreed with that authority as defined in ATCO.AR.E.015.’;

8. point ATCO.OR.B.035 is replaced by the following:

‘ATCO.OR.B.035 Immediate reaction to a safety problem

The training organisation shall implement any safety measures mandated by the competent authority in accordance with ATCO.AR.A.025 (c) and (d) for the training organisation activities.’;

9. point ATCO.OR.B.040 is replaced by the following:

‘ATCO.OR.B.040 Occurrence reporting

- (a) As part of their management system, training organisations providing on-the-job training shall establish and maintain an occurrence-reporting system, including mandatory and voluntary reporting. The training organisations established in a Member State and providing on-the-job training in the territory to which the Treaty applies shall ensure that the system complies with the requirements of Regulation (EU) No 376/2014 and its implementing acts and of Regulation (EU) 2018/1139 and its delegated and implementing acts.
- (b) Training organisations providing on-the-job training shall report to the competent authority and any other organisation required to be informed by the Member State where the training organisation provides on-the-job training, any safety-related event or condition resulting from their training activity that endangers or, if not corrected or addressed, could endanger an aircraft, its occupants or any other person, and in particular any accident or serious incident.
- (c) Without prejudice to Regulation (EU) No 376/2014 and its delegated and implementing acts, reports in accordance with point (b) above shall:
- (1) be made as soon as practicable, but in any case within 72 hours after the organisation became aware of the event or condition to which the report relates unless exceptional circumstances prevent this;
 - (2) be made in a form and manner established by the competent authority;
 - (3) contain all pertinent information about the condition known to the organisation.
- (d) For training organisations not established in a Member State and providing on-the-job training in the territory to which the Treaty applies, the initial mandatory reports shall:
- (1) appropriately safeguard the confidentiality of the identity of the reporter and of the persons mentioned in the report;
 - (2) be made as soon as practicable, but in any case within 72 hours after the organisation became aware of the occurrence unless exceptional circumstances prevent this;

- (3) be made in a form and manner established by the competent authority; and
 - (4) contain all pertinent information about the condition known to the organisation.
- (e) Without prejudice to Regulation (EU) No 376/2014 and its delegated and implementing acts, where relevant, a follow-up report providing details of actions the organisation intends to take to prevent similar occurrences in the future shall be made as soon as these actions have been identified; those follow-up reports shall:
- (1) be sent to relevant entities initially reported to as per points (b) and (c); and
 - (2) be made in a form and manner established by the competent authority.’;
10. in point ATCO.OR.C.010, point (d) is replaced by the following:
- ‘(d) Training organisations shall maintain a record of theoretical instructors with their relevant professional qualifications, including demonstration of adequate knowledge and experience, instructional techniques assessment and subjects they are entitled to teach.’;
11. in point ATCO.OR.D.001, point (b) is replaced by the following:
- ‘(b) subjects, topics and subtopics for rating endorsements in accordance with the requirements laid down in Annex I (Part ATCO);’;
12. point ATCO.OR.E.001 is replaced by the following:
- ‘ATCO.OR.E.001 Aero-medical centres
- Aero-medical centres (AeMCs) shall apply the provisions of Subparts ORA.GEN and ORA.AeMC of Annex VII to Commission Regulation (EU) No 1178/2011 (the Aircrew Regulation) ⁽³⁾, with:
- (a) all references to class 1 to be replaced with class 3; and
 - (b) all references to Part-MED to be replaced with Part ATCO.MED.’.

³ Commission Regulation (EU) No 1178/2011 of 3 November 2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council ([OJ L 311, 25.11.2011, p. 1](#)).

ANNEX IV

Annex IV (PART ATCO.MED) to Commission Regulation (EU) 2015/340 is amended as follows:

1. in point ATCO.MED.A.005, point (a) is replaced by the following:
 - ‘(a) the issue, validity, revalidation and renewal of the medical certificate required for exercising the privileges of an air traffic controller licence or of a student air traffic controller licence; and’;

2. in point ATCO.MED.A.020, point (b) is replaced by the following:
 - (b) In addition, holders of a class 3 medical certificate shall, without undue delay and before exercising the privileges of their licence, seek aero-medical advice when they:
 - (1) have undergone a surgical operation or invasive procedure;
 - (2) have commenced the regular use of any medication;
 - (3) have suffered any significant personal injury involving any incapacity to exercise the privileges of the licence;
 - (4) have been suffering from any significant illness involving any incapacity to exercise the privileges of the licence;
 - (5) are aware of being pregnant;
 - (6) have been admitted to hospital or medical clinic;
 - (7) first require correcting lenses.

In these cases, the AeMC or AME shall assess the medical fitness of the licence holder or student air traffic controller and decide whether they are fit to resume the exercise of their privileges.’;

3. in point ATCO.MED.A.030, point (a) is replaced by the following:
 - ‘(a) Applicants for, and holders of, an air traffic controller licence, or a student air traffic controller licence, shall hold a class 3 medical certificate, except when the privileges are exercised in a synthetic training device environment.’.