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# **European Manual of Personnel Licensing - Air Traffic Controllers**

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<b>Abstract</b>			
<p>The European Civil Aviation Conference (ECAC) in its strategy for the nineties called for the definition of "guidelines for the selection, training and licensing of Air Traffic Services (ATS) staff in the ECAC Member States". This document describing minimum standards for licensing of air traffic controllers and intended for implementation in the ECAC States was originally produced by the United Kingdom Civil Aviation Authority Safety Regulation Group (UK CAA SRG) Project Team, in cooperation with the Licensing Work Group (LWG).</p> <p>This revised version was produced by the ATCO Licensing Review Task Force (ALRTF) set up by the EATM* Human Resources Team (HRT), and incorporates all the features proposed in the EUROCONTROL Safety Regulation Commission (SRC) document 'EAM 5/AMC: Acceptable Means of Compliance with ESARR 5' (SRC, 2004). The document also includes editorial changes.</p> <p><i>* European Air Traffic Management, formerly known as 'European Air Traffic Control Harmonisation and Integration Programme (EATCHIP)' and later as 'European Air Traffic Management Programme (EATMP)'</i></p>			
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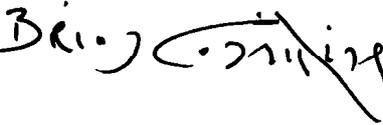
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2.0	14.06.2004	070504-01	Second edition: Released Issue (agreed on 28.04.2004) (final document configuration and editorial adjustments)	All

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## EXECUTIVE SUMMARY

This document was originally developed for EUROCONTROL by the United Kingdom Civil Aviation Authority (CAA) Safety Regulation Group (UK CAA-SRG), Air Traffic Services Standards Department (ATSSD).

To assist in the work specialist Air Traffic Services (ATS) staff from France, Germany, Ireland, Portugal, Switzerland, The Netherlands, Denmark and the International Federation of Air Traffic Controllers' Associations (IFATCA) volunteered to be part of the Licensing Work Group (LWG), to develop a harmonised European Air Traffic Control (ATC) licensing scheme. Additional specialist staff from the Task Force - Common Core Content (TF-CCC) provided information and advice, and acted as a permanent link between the two disciplines of licensing and training. Latterly, a representative of the EUROCONTROL Safety Regulation Unit (SRU) attended LWG meetings.

The document was agreed as a deliverable by the EATMP<sup>1</sup> Human Resources Team (HRT) and published in September 2000. The content of this document provided significant input to the development of the EUROCONTROL safety regulatory requirement for ATM services.

The ATCO Licensing Review Task Force (ALRTF) was established in August 2002. Two of its terms of reference are as follows:

a) Review the provisions of the Licensing Manual, at regular intervals, in the light of:

- safety regulatory requirements,
- EUROCONTROL standardisation framework requirements,
- requirements arising during implementation,
- operational and technological developments in ATM,

and make recommendations to the HRT on any modifications felt necessary.

b) Produce Edition 2.0 of the Licensing Manual and any other deliverables found necessary.

The SRC document 'Assessment of the EATMP European Manual of Personnel Licensing - Air Traffic Controllers as a Means of Compliance with ESARR 5' (SRC, 2002a) in its 'Statement of Compliance' states that the implementation of the proposed Means of Compliance, the European Manual of Personnel Licensing - Air Traffic Controllers and its related guidance material on implementation (see EATMP, 2001a – L2) meets the mandatory provisions of ESARR 5 only when supplemented by specific itemised features. All of these features have been incorporated in this revised document. The document also includes editorial corrections and some additional definitions.

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<sup>1</sup> In 1999 the 'European Air Traffic Control Harmonisation and Implementation Programme (EATCHIP)' was renamed 'European Air Traffic Management Programme (EATMP)'. Since May 2003 it is known simply as 'European Air Traffic Management (EATM)'.

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## **1. FOREWORD**

### **1.1 Responsible Body**

Except as specified by individual State exemptions, European States, as members of the International Civil Aviation Organisation (ICAO) and signatories to the Chicago Convention, comply with the standards published in the Annexes to the Convention on International Civil Aviation. Individual State legislation empowers the State Civil Aviation Authorities to implement the Chicago Convention. This document is the European Civil Aviation Conference (ECAC) implementation of those parts of ICAO (1988) 'Standards and Recommended Practices - Annex 1: Personnel Licensing' which relate to the licensing of air traffic controllers and refer primarily to the Air Traffic Services (ATS) element of the overall Air Traffic Management (ATM) scenario. EUROCONTROL is the nominated agency responsible for the development of a harmonised licensing policy for air traffic controllers within the ECAC States.

### **1.2 Differences**

European ATS licensing proposals differ from ICAO Annex 1 in a number of respects. The differences that will need to be notified to ICAO by States implementing the requirements of this Manual are listed in [Annex E](#).

### **1.3 Format of this Document**

The document is set out with the Authority's requirement quoted at the beginning of each section, followed by general guidance by which this requirement may be met.

Where this document refers to the 'Authority' it means the Organisation responsible for the implementation of the requirements. Such Authority could eventually be the EUROCONTROL Safety Regulation Commission (SRC).

It is intended that the words 'must' and 'shall', as used within each requirement will be complied with.

The requirements stated in this document represent the minimum standards for the licensing of air traffic controllers within the participating ECAC States. States may define additional requirements to meet their specific needs. However, it should be understood that additional requirements may not be recognised by other States.

The guidance associated with each topic gives examples whereby each requirement could be achieved.

Where references to 'State Licensing Authorities' are made, this refers to the designated air traffic controller Licensing Authority or Administration within each State that is authorised to effect licensing action.

In the interests of simplicity, any reference to the masculine gender in this document can be taken to mean either male or female.

#### **1.4 General Advice**

Approved courses of air traffic controller training are available from a number of colleges, academies or institutions. It is recommended that individual States publish details of their training facilities and educational requirements.

## **2. INTRODUCTION**

### **2.1 Purpose**

The introduction of a harmonised licensing scheme is an ECAC Ministers' Directive. The purpose of this document is to detail standards for the regulation of air traffic controller licensing within ECAC Member States.

### **2.2 Scope**

In 1993, EUROCONTROL invited States to undertake Work Packages (WPs) as set out in Chapter 4 of the EATCHIP Work Programme Document (EATCHIP, 1996a). Amongst other packages, the UK volunteered, and was accepted, to develop WP6310, 'Licensing of Controllers'. The WP was re-titled 'Human Resources Executive Task 1 - Special Task 08 (HUM.ET1.ST08) - Establish Standards for Personnel Licensing'.

The scope of this Manual concentrates on procedures for a harmonised ATS licensing scheme for use in the ECAC Member States. The Manual will be capable of incorporating other specialist ATM-related licensing requirements if the ECAC ministers require them at a later date. However, this latter requirement does not form part of the project contracted to the UK. In its present edition the Manual can be used to demonstrate compliance only with air traffic controller requirements laid down in ESARR 5 (SRC, 2002b).

To progress the project, the Human Resources Team Licensing Work Group (HRT-LWG) was established consisting of members from The Netherlands, France, Germany, Ireland, Denmark, Switzerland, Portugal, the International Federation of Air Traffic Controllers' Associations (IFATCA), the Task Force Common Core Content (TF-CCC), EUROCONTROL and the UK Project Team. The group continued to meet through the development of the draft Licensing Manual. The Licensing Manual has been scrutinised by specialist European ATS safety regulators before submission to the HRT for endorsement.

The document 'European Manual of Personnel Licensing - Air Traffic Controllers: Guidance on Implementation' (EATMP, 2001a – L2), published in November 2001, is intended to provide advice and assistance and should be used by those responsible for implementing the ATCO licensing scheme laid out in this Licensing Manual.

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## 4. DEFINITIONS AND ABBREVIATIONS & ACRONYMS

### 4.1 Definitions

#### ***Ab Initio***

Selected individuals participating to Initial ATC Training.

#### **Aerodrome Control Service**

Air traffic control service for aerodrome traffic.

Reference: ICAO Annex 2 (1990).

#### **Aerodrome Traffic**

All traffic on the manoeuvring area of an aerodrome and all aircraft flying in the vicinity of an aerodrome.

Reference: ICAO Annex 2 (1990).

#### **Aerodrome Traffic Circuit**

The specified path to be flown by aircraft operating in the vicinity of an aerodrome.

Reference: ICAO Doc 9713 (1998).

#### **Aerodrome Traffic Zone**

An area of defined dimensions established around an aerodrome for the protection of aerodrome traffic.

Reference: ICAO Annex 2 (1990).

#### **Air Traffic**

All aircraft in flight or operating on the manoeuvring area of an aerodrome.

Reference: ICAO Annex 2 (1990).

#### **Air Traffic Advisory Service**

A service provided within advisory airspace to ensure separation, in so far as practical, between aircraft which are operating on Instrument Flight Rules (IFR) flight plans.

Reference: ICAO Annex 2 (1990).

#### **Air Traffic Controller Licence**

A document that identifies a person as a qualified air traffic controller and contains personal, medical and professional qualifications including details of ratings, endorsements and current competence/validity.

Reference: Developed by Licensing Work Group.

Note: For ATS purposes, the expression 'licence' used throughout the licensing documentation has the same meaning as the expressions 'certificate of competence and licence', 'licence or certificate' and

*'licence' used in the ICAO Convention. Normally, the grant of a student or air traffic controller licence will authorise individuals to transmit on aeronautical wave bands. Where this is not the case, States should make appropriate arrangements.*

### **Air Traffic Control Service**

A service provided for the purpose of:

- a) preventing collisions:
  - 1) between aircraft,
  - 2) on the manoeuvring area between aircraft and obstructions;
- b) expediting and maintaining an orderly flow of air traffic.

Reference: ICAO Annex 2 (1990).

### **Air Traffic Services Reporting Office**

A Unit established for the purpose of receiving reports concerning air traffic services and flight plans submitted before departure.

Reference: ICAO Annex 2 (1990).

### **Air Traffic Service**

A generic term meaning variously flight information service, alerting service, air traffic advisory service, air traffic control service (Area Control service, Approach Control service or Aerodrome Control service).

Reference: ICAO Annex 2 (1990).

### **Air Traffic Services Unit**

A generic term meaning variously 'Air Traffic Control Unit', 'Flight Information Centre' or 'Air Traffic Services Reporting Office'.

Reference: ICAO Annex 2 (1990).

### **Alerting Service**

A service provided to notify appropriate Organisations regarding aircraft in need of search and rescue aid, and assist such Organisations as required.

Reference: ICAO Annex 2 (1990).

### **Approach Control Service**

Air traffic control service for arriving, departing or transiting controlled flights.

Reference: ICAO Annex 2 (1990).

### **Appropriate Air Traffic Services Authority**

The relevant Authority designated by the State responsible for providing air traffic services in the airspace concerned.

Reference: ICAO Annex 2 (1990).

### **Area Control Centre**

A Unit established to provide air traffic control service to controlled flights in control areas under its jurisdiction.

Reference: ICAO Annex 2 (1990).

### **Area Control Service**

Air traffic control service for controlled flights in control areas.

Reference: ICAO Annex 2 (1990).

### **Aerodrome Flight Information Unit**

A Unit established at an aerodrome to provide a Flight Information Service (FIS) to aerodrome traffic.

Reference: Developed by Licensing Work Group.

### **Assessment**

The procedure by which the professional qualities currently being demonstrated by a student or trainee are determined. In some cases consistency may be a requirement and the attributes may be assessed individually or in their entirety. In other words, the overall quality of work is being judged.

Reference: Assessing Operational Competency (EATMP, 2002 – T29).

### **Competence**

The appropriate knowledge, skills and experience to provide the valid air traffic control services stated in an air traffic controller's licence.

Reference: Developed by Licensing Work Group.

### **Competence Scheme**

The approved method by which competence is measured and maintained by the Licensing Authority.

Reference: Developed by Licensing Work Group.

### **Controlled Aerodrome**

An aerodrome to the traffic of which an air traffic control service is provided.

Reference: ICAO Annex 2 (1990).

### **Controlled Flight**

A controlled flight is any flight subject to an air traffic control clearance.

Reference: ICAO Annex 2 (1990).

### **Designated Authority**

The competent body designated by State Authority, responsible for aviation safety regulation.

Reference: SRC-RTF (based on JAR 21) (see ESARR 5 [SRC, 2002b]).

Note: In terms of ESARR 5 it is understood that the Designated Authority definition encompasses the responsibilities of the currently defined Licensing Authority in ICAO Annex 1 as follows:

- a) assessment of an applicant's qualifications to hold a licence or rating;
- b) issue and endorsement of licences and ratings;
- c) designation and authorisation of approved persons;
- d) approval of training courses;
- e) approval of the use of synthetic trainers;
- f) validation of licences issued by other Contracting States.

Reference: ICAO Annex 1 (1988).

### **Endorsement**

An entry in an ATC licence indicating the air traffic control Unit and the operational positions or sectors at which a controller may exercise the privileges of the valid rating or ratings included in the ATC licence.

Endorsements fall into three categories as follows:

- licence endorsement,
- rating endorsement,
- Unit endorsement.

The definitions of these endorsements are listed below and an explanation of their use can be found in Sections 5.6 to 5.8 of this Manual.

(Note: individual Licensing Authorities may wish to expand the licence endorsement procedure to include other functions, procedures or work practices such as Supervisor or Examiner.)

Reference: Developed by Licensing Work Group.

### **Examination**

An in-depth inspection of a person's knowledge. It is a highly formalised test for a qualification using written and/or oral questioning.

Reference: Assessing Operational Competency (EATMP, 2002 – T29).

### **Extension Validation**

The process by which a valid rating is endorsed for additional operational positions or sectors at the same Unit.

Reference: Developed by Licensing Work Group.

### **Flight Information Centre**

A Unit established to provide flight information service and alerting service.

Reference: ICAO Annex 2 (1990).

### **Flight Information Service**

A service provided for the purpose of giving advice and information useful for the safe and efficient conduct of flights.

Reference: ICAO Annex 2 (1990).

## **Initial Training**

Initial Training includes technical subjects, and ATC theory and practice including practical training conducted on simulators. The object of Initial Training is to prepare a trainee for Pre- On-the-Job Training (pre-OJT) at an ATC Unit. Initial Training is divided into two phases:

⇒ **Basic Training**

Training designed to impart fundamental knowledge and skills, to enable student ATCOs to progress to specialised ATC training.

⇒ **Rating Training (training in the rating discipline)**

Specialised ATC training to provide knowledge and skills related to a job category and appropriate to the discipline to be pursued in the ATS environment.

Reference: 'Specifications on Training Methods and Tools' (EATMP, 2000a - T16).

## **Licensing Administration**

The Licensing Administration may be part of the designated State Licensing Authority or separate from it, but is responsible to the Licensing Authority for the administration of the State licensing scheme and the application of the licensing legislation and requirements. Its responsibilities will include the issue and renewal of licences and maintenance of licensing records. It does not have the power to revoke a licence.

Reference: Developed by Licensing Work Group.

## **Licence Endorsement**

An authorisation entered on a air traffic controller licence and forming part thereof, stating a specialist qualification associated with the valid ratings in the licence.

Reference: Developed by Licensing Work Group.

## **Medical Assessment**

The evidence issued by a Contracting State that the licence holder meets specific requirements of medical fitness. It is issued following an evaluation by the Licensing Authority of the report submitted by the designated medical examiner who conducted the medical examination of the applicant for the licence.

Reference: ICAO Annex 2 (1990).

## **On-the-Job Training (OJT)**

The integration in practice of previously acquired job-related routines and skills under the supervision of a qualified On-the-Job-Training instructor in a live traffic situation.

Reference: 'Air Traffic Controller Training at Operational Units' (EATMP, 1999 – T10).

### **On-the-Job-Training Instructor (OJTI)**

A rated air traffic controller with an air traffic control licence endorsed with a current qualification that permits the holder to carry out instruction in the operational environment for which the rating is issued.

Reference: Developed by Licensing Work Group.

### **Pre- On-the-Job Training (Pre-OJT)**

The phase of locally based training during which extensive use of simulation, using site-specific facilities, will enhance the development of previously acquired routines and abilities to an exceptionally high level of achievement.

Reference: 'Air Traffic Controller Training at Operational Units' (EATMP, 1999 – T10).

### **Psychoactive Substances**

Psychoactive substances are alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psycho-stimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded.

Reference: ICAO Annex 1 (1988).

### **Rated Air Traffic Controller**

An air traffic controller holding a licence and valid rating appropriate to the privileges to be exercised.

Reference: ICAO Annex 1 (1988).

### **Rating**

An authorisation entered on or associated with a licence and forming part thereof, stating special conditions, privileges or limitations pertaining to such licence.

Reference: ICAO Annex 1 (1988).

### **Rating Endorsement**

An authorisation entered on or associated with a rating and forming part thereof, stating special conditions, privileges or limitations pertaining to such rating.

Reference: Developed by Licensing Work Group.

### **Student Air Traffic Controllers**

Selected individuals who have successfully completed approved Initial ATC Training to enable them to obtain qualifications prior to commencement of Unit Training.

Reference: 'Report on Issues in ATCO Manpower Planning' (EATCHIP, 1996b – M1), as amended by Licensing Work Group.

### **Student Air Traffic Controller Licence**

A licence issued to a student air traffic controller after successful completion of Initial ATC Training. This licence permits the holder to commence OJT in the 'live' air traffic control environment under the supervision of a suitably qualified air traffic controller.

*Note: The student phase ends with the issue of an air traffic controller licence and its associated rating.*

*Normally, the grant of a student or air traffic controller licence will authorise individuals to transmit on aeronautical wave bands. Where this is not the case, States should make appropriate arrangements.*

Reference: Developed by Licensing Work Group.

### **Surveillance Radar Equipment**

Surveillance radar equipment includes primary, secondary or multi-radar displays.

Reference: Developed by Licensing Work Group.

### **Trainee Air Traffic Controller**

An air traffic controller who is training to obtain additional ratings or endorsements.

Reference: Developed by Licensing Work Group.

### **Transitional Training Phase**

The stage following Initial Training during which site-specific theoretical knowledge and understanding will be transferred to the trainee using a variety of methods and during which skills will be developed through the use of site-specific simulations.

Reference: 'Air Traffic Controller Training at Operational Units' (EATMP, 1999 – T10).

### **Unit Endorsement**

An authorisation associated with a rating and where appropriate rating endorsement(s), stating the sectors and/or operational positions for which the rating is valid.

Reference: Developed by Licensing Work Group.

### **Validation**

The process by which a rating is made valid.

Reference: Developed by Licensing Work Group.

### **Valid ATC Licence**

An ATC licence, recognised by the Designated Authority, permitting a controller to exercise the privileges of the valid ratings included in that licence, at the places and operational positions or sectors for which the ratings are endorsed.

Reference: Developed by Licensing Work Group.

### **Valid Rating**

A rating permitting a controller to exercise the privileges of the rating in accordance with the endorsements included in the ATC licence.

Reference: Developed by Licensing Work Group.

## 4.2 Abbreviations and Acronyms

For the purpose of this document, the following abbreviations and/or acronyms shall apply:

AIR	Air Control
ACP	Area Control Procedural
ACS	Area Control Surveillance
ADI	Aerodrome Control Instrument
ADS	Automatic Dependent Surveillance
ADV	Aerodrome Control Visual
AIR	Air Control
ALRTF	ATCO Licensing Review Task Force ( <i>EATM(P)</i> , <i>HRT</i> )
APP	Approach Control Procedural
APS	Approach Control Surveillance
ATC	Air Traffic Control
ATCO	Air Traffic Control Officer / Air Traffic Controller ( <i>UK/US</i> )
ATM	Air Traffic Management
ATS	Air Traffic Services
CAA	Civil Aviation Authority ( <i>UK</i> )
DAS	Directorate ATM Strategies ( <i>EUROCONTROL</i> , <i>Headquarters</i> , <i>SD</i> )
DAS/HUM or just HUM	Human Factors Management Business Division ( <i>EUROCONTROL</i> , <i>Headquarters</i> , <i>SD</i> , <i>DAS</i> )
EATCHIP	European Air Traffic Control Harmonisation and Integration Programme ( <i>later known as 'EATM(P)'</i> )
EATM(P)	European Air Traffic Management (Programme) ( <i>formerly known as 'EATCHIP'</i> )
ECAC	European Civil Aviation Conference

ESARR	EUROCONTROL Safety Regulatory Requirement ( <i>SRC</i> )
ET	Executive Task ( <i>EATCHIP</i> )
EXM	Examiner
FIS	Flight Information Service
GMC	Ground Movement Control
GMS	Ground Movement Surveillance
GUI	Guidelines ( <i>EATCHIP/EATM(P)</i> )
HRS	Human Resources Programme ( <i>EATM(P)</i> )
HRT	Human Resources Team ( <i>EATCHIP/EATM(P)</i> )
HUM	Human Resources (Domain) ( <i>EATCHIP/EATMP</i> )
IANS	Institute of Air Navigation Services ( <i>EUROCONTROL, Luxembourg</i> )
ICAO	International Civil Aviation Organization
IFATCA	International Federation of Air Traffic Controllers' Associations
LWG	Licensing Work Group ( <i>EATCHIP, HUM, HRT</i> )
OJT	On-the-Job Training
OJTI	On-the-Job-Training Instructor
PANS	Procedures for Air Navigation Services ( <i>ICAO</i> )
PAR	Precision Approach Radar
RAD	Radar
REP	Report ( <i>EATCHIP/EATM(P)</i> )
SARPS	Standards and Recommended Practices ( <i>ICAO</i> )
SD	Senior Director, EATM Service Business Unit ( <i>EUROCONTROL Headquarters</i> )
SMR	Surface Movement Radar
SRA	Surveillance Radar Approach

SRC	Safety Regulation Commission (EUROCONTROL)
SRG	Safety Regulation Group (CAA, UK)
SRU	Safety Regulation Unit (EUROCONTROL)
ST	Specialist Task (EATCHIP)
STD	Standard (EATCHIP/EATM(P))
SUP	Supervisor
TCL	Terminal Control
TF-CCC	Task Force Common Core Content (EATCHIP/ EATM(P), HRT, TSG/TFG)
TFG	Training Focus Group (EATM, HRT; formerly known as 'TSG')
TSG	Training Sub-Group (EATCHIP/EATMP, HRT; today known as 'TFG')
TSP	Training Sub-Programme (EATM(P), HRS)
TWR	Tower Control
WP	Work Package

## **5. CONCEPT AND STRUCTURE OF EUROPEAN AIR TRAFFIC CONTROLLER LICENSING**

### **5.1 Introduction**

Since the ICAO Annex 1, 'Personnel Licensing' (1988), was first published, there has been a significant increase in the volume of air traffic throughout the ECAC area. Although Annex 1 has been amended during this period, the basic licensing procedures, including the ratings, have remained unchanged. The increase in traffic, together with new technology, has led to more complex ATC procedures which in turn require controllers to become more specialised and to use more advanced controlling techniques. The European ATC licence has been developed to enable the licence qualifications to more closely match the air traffic services being provided and to permit the recognition of additional ATC skills associated with the evolution of air traffic control systems and their related controlling procedures.

### **5.2 The European Manual of Personnel Licensing - Air Traffic Controllers**

This Manual contains regulatory and administrative procedures for the issue and maintenance of ATC licences within ECAC States. It has been produced to enable Designated Authorities to licence air traffic controllers in accordance with standards and procedures that are harmonised throughout the ECAC States.

The Manual contains provisions which refer to the Designated Authority, air traffic service providers and individuals within a State. When applying the Manual at national level the Designated Authority and the air traffic service provider should be clearly identified within the framework of a State in order that actions are taken by the appropriate party responsible within the licensing system. In order to clearly apportion the responsibilities at national level the Manual shall be used in conjunction with ESARR 5.

ECAC States that are also members of ICAO and signatories to the Chicago Convention are required to comply, as far as is practicable, with the standards published in the Annexes to the Convention on International Civil Aviation. The licensing standards and procedures included in this Manual differ from ICAO Annex 1 as recorded in Annex E of this Manual.

### **5.3 Purpose of a Licence**

The purpose of issuing an ATC licence is to enable designated air traffic control Designated Authorities to regulate air traffic controllers within their States. This regulation will include the issue, maintenance and, where necessary, the revocation of ATC licences. The licensing standards contained within this Manual have been developed to ensure as far as possible that the air traffic control services provided by licensed air traffic controllers are safe.

The ATC licence identifies the holder as a person who is qualified to provide air traffic control services. It contains details of the types of air traffic control service that the licence holder may provide and the ATC Unit where the holder may provide these services. The maintenance of the licence relates to those parts of the ATC licence, such as the medical certificate, which must be renewed within notified time periods. The ATC licence issued in accordance with this Manual will enable ATC Authorities to determine from an ATC licence the air traffic services that an air traffic controller has provided.

#### **5.4 Student Air Traffic Controller Licence**

A student air traffic controller licence has been introduced to enable Designated Authorities to regulate persons training towards gaining an air traffic controller licence. Student air traffic controllers are potential air traffic controllers who have successfully completed an approved initial course of ATC training and passed any associated assessments or examinations, and who will be undertaking Unit Training towards the grant of an air traffic controller licence. A student air traffic controller licence is issued to permit the student air traffic controller to train in the 'live' air traffic control environment under the supervision of an On-the-Job-Training instructor. It indicates that the holder has successfully completed an approved ATC course of training and is qualified to commence On-the-Job Training in the rating discipline(s) in which he has successfully completed Initial Training.

*Note:*

*An air traffic controller licence holder who is training to obtain additional ratings, rating endorsements or Unit endorsements will not be required to hold a student air traffic controller licence. The ATC licence will permit a controller to provide an ATC service for which he does not hold a rating or endorsement, but for which he has successfully completed Initial Training, while completing On-the-Job Training (OJT) under supervision.*

#### **5.5 The European ATC Licence and its Associated Ratings**

Although the Harmonised European ATC licence has retained the basic concepts of the ICAO licence, in that it uses ratings to indicate the air traffic control disciplines in which controllers may provide air traffic control services, new ratings have been developed to meet European ATC requirements. In this Manual, the ICAO Aerodrome Control rating becomes two more specific ratings, namely the Aerodrome Control Visual and the Aerodrome Control Instrument ratings. All references to the equipment associated with ratings, i.e. radar, have been removed and the Approach Radar Control and Area Radar Control ratings respectively become the Approach Control Surveillance and Area Control Surveillance ratings. The Approach Control and Area Control ratings are renamed to become the Approach Control Procedural and the Area Control Procedural ratings to more clearly indicate that no surveillance equipment is used while providing air traffic control services using these ratings.

## 5.6 Rating Endorsements

Rating endorsements are endorsements associated with particular ratings to indicate the type of equipment associated with the provision of an air traffic control service in that rating discipline. For example, the ICAO Approach Radar Control rating becomes the Approach Control Surveillance rating with a radar endorsement; the endorsement indicating that radar is the surveillance equipment used in providing the ATC service. The rating endorsements are also used to indicate specialist skill areas within particular rating disciplines, for example the ground movement and aerodrome radar endorsements associated with the Aerodrome Control Instrument rating. The use of rating endorsements to indicate specialist skill areas will also enable individual States to develop their own State rating endorsements where they have a particular requirement to provide specialist air traffic control services not recognised in the European licence requirements.

## 5.7 Unit Endorsements

Unit endorsements are endorsements associated with specific ratings and rating endorsements which indicate the air traffic control Unit where the licence holder provides an air traffic control service and the individual sectors, groups of sectors or operational positions on which a controller is competent to provide the appropriate air traffic control service. Unit endorsements may also indicate the specific types of surveillance equipment used by the Unit in the provision of air traffic control services on specific sectors, groups of sectors or operational positions.

## 5.8 Licence Endorsement

Licence endorsements are endorsements associated with the licence, but not with any particular rating or rating endorsement. Currently, the only licence endorsement associated with the European ATC licence is the On-the-Job-Training Instructor (OJTI) licence endorsement. This endorsement indicates that the skills to train student air traffic controllers or trainee controllers are generic to all ATC rating disciplines and that an OJTI may use the licence endorsement to provide On-the-Job Training (OJT) in any rating discipline for which he holds a valid rating and has the appropriate operational experience.

## 5.9 Issue of an ATC Licence

An ATC licence will be issued to student air traffic controller licence holders who have successfully completed approved Unit Training and gained Unit endorsements by demonstrating they are competent to provide air traffic control services on the associated sectors or operational positions.

Note:

*A valid rating is a rating, including any associated rating endorsement(s) and Unit endorsement(s), in which the controller is currently competent to provide an air traffic control service.*

### **5.10 Issue of Additional Unit Endorsements**

An ATC licence holder who already holds a valid rating at a Unit may be issued with Unit endorsements for additional sectors or operational positions associated with that rating, on successful completion of the appropriate Unit Training and demonstration that he is competent to provide the air traffic services associated with the additional sectors or operational positions.

### **5.11 Issue of Additional Rating(s) and Rating Endorsement(s)**

Additional rating(s) and rating endorsement(s) will be issued to air traffic controller licence holders who have successfully completed Initial Training in those rating(s) and rating endorsement(s), have successfully completed approved Unit Training and have gained a Unit endorsement by demonstrating they are competent to provide air traffic control services on the associated sectors or operational positions.

### **5.12 Move to a New Unit**

Provided the controller already holds the necessary ratings and rating endorsement(s) that he will require to provide the air traffic control services at his new Unit he will be required to successfully complete the approved Unit Training and gain a Unit endorsement to make his ratings valid for that Unit.

### **5.13 Record of Ratings and Endorsements Held**

The valid ratings that a controller obtains will be entered in the ATC licence as a record of a controller's achievements. This record will include details of the valid rating(s) including any associated rating endorsement(s) and Unit endorsement(s). The licence will also include the date valid ratings were obtained and cancelled.

### **5.14 Maintenance of the ATC Licence**

Although the ATC licence is issued for the lifetime of a controller he may not exercise the privileges of the licence unless it contains a valid rating and associated endorsements, as well as a current medical certificate.

Following the initial issue of a valid rating a controller will be required to demonstrate continued competence to exercise the privileges of that rating.

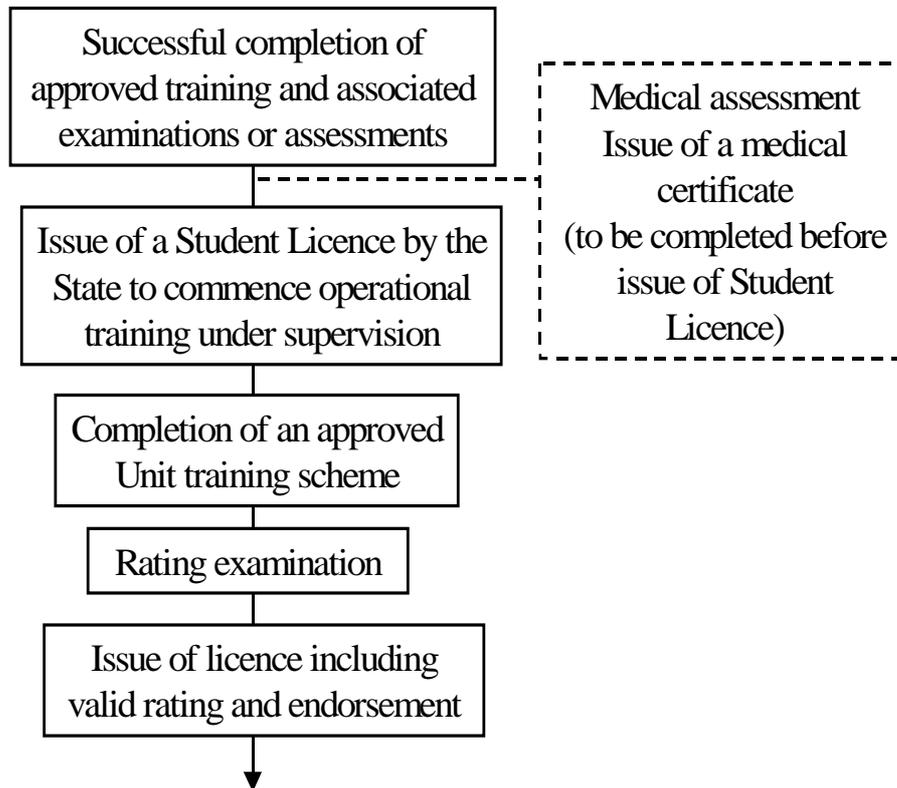
### **5.15 Owner of a Licence**

The student air traffic controller licence and the air traffic controller licence are the property of the licence holders, who are responsible for ensuring use of the licence in accordance with the privileges accorded by the licence. The holder may only provide the air traffic control services for which valid ratings are held and in accordance with the valid rating(s), any associated rating

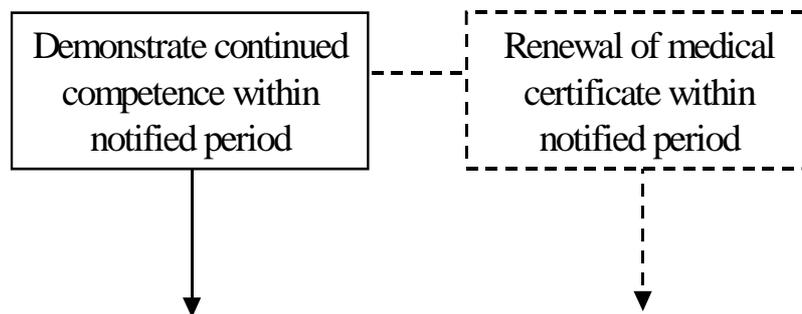
endorsement(s) and Unit endorsement(s) contained in the licence. Where any conditions are placed on the licence, for example the wearing of correcting spectacles, the licence holder is responsible for ensuring compliance with the restriction.

5.16 Flowchart to Demonstrate Concept of Licensing

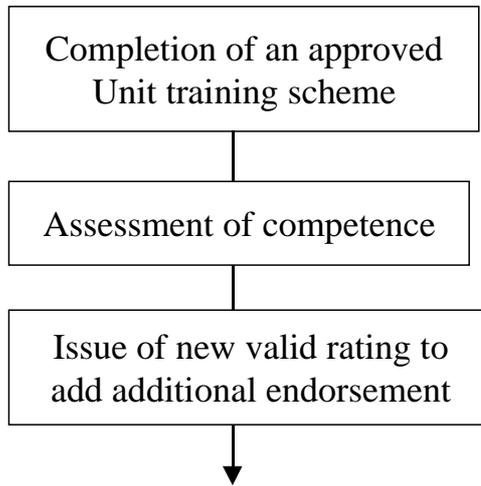
**Issue of Student and Air Traffic Controller Licence**



**Maintenance of Competence**



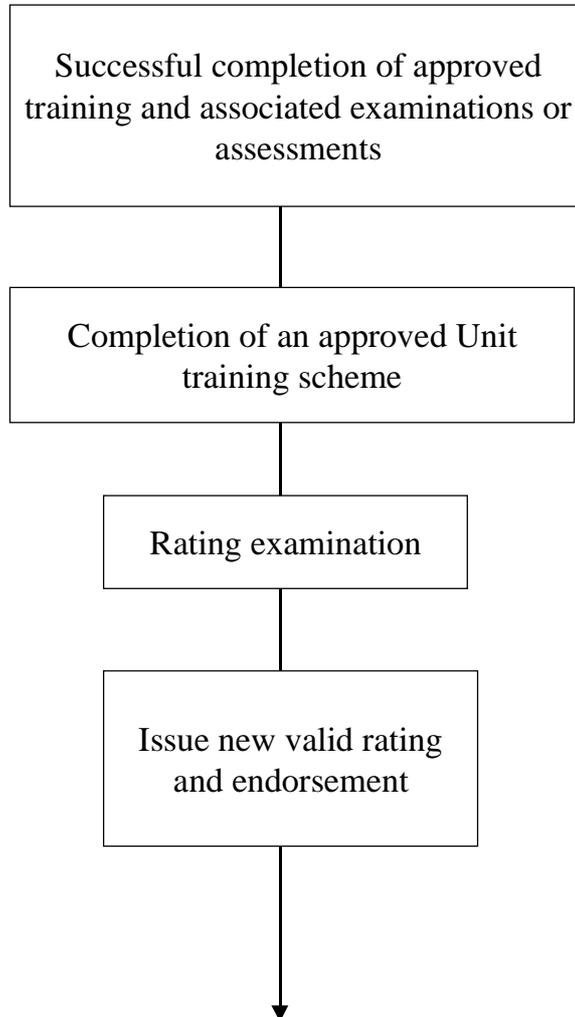
## **Additional Endorsements at Same Unit**



## **Move to New Unit**



## Additional Rating



### 5.17 State Regulatory Responsibility

The Designated Authority is responsible for regulating the licensing scheme and maintaining records.

## **6. AIR TRAFFIC CONTROL RATINGS AND ENDORSEMENTS**

### **6.1 Background**

Further to the ICAO-led 1994 review of air traffic control licensing, the European Air Traffic Control Harmonisation and Integration Programme (EATCHIP), since renamed 'European Air Traffic Management Programme (EATMP)' then 'European Air Traffic Management (EATM)', required that ATM personnel licensing be reviewed to consider modern technology plus social and economic requirements within the ECAC States. To meet the ATS element, ratings and endorsements have been developed for air traffic controllers. States should see the requirements of ratings and their associated endorsements as a 'menu' of options to choose from to best suit their needs.

#### **6.1.1 Requirement**

A person, other than State exempt personnel, who wishes to act as an air traffic controller in the ECAC States shall be required to hold a valid air traffic controller licence issued by the State Licensing Authority, which contains valid ratings and endorsements appropriate to the control tasks to which the controller is assigned. A person not holding an air traffic controller licence, who provides an air traffic control service under supervision towards the grant of an air traffic controller licence, shall be required to hold a student air traffic controller licence issued by the State Licensing Authority.

### **6.2 Regulatory Framework**

This Manual provides ECAC States with the procedures for the licensing of air traffic controllers and a regulatory framework for ensuring that air traffic controllers remain competent to provide a safe ATC service.

### **6.3 ICAO Differences**

The controller licensing qualifications relate to all the ATC services provided within the ECAC States. The ratings associated with the ECAC licence relate to ICAO ratings but have been refined to satisfy European requirements and technological advances. Differences are listed in Annex E of this Manual.

### **6.4 Licensing Procedures**

The following procedures outline the licensing requirements to become an air traffic controller. These requirements are amplified in the following sections of this Manual:

#### **6.4.1 Selection of Air Traffic Controllers**

The selection of persons to train as air traffic controllers is a matter for individual States. States should consider the following information relating to the acceptance of individuals for ATC training:

- a) the minimum and maximum age for entry into ATC training;
- b) the academic level required;
- c) aptitude testing;
- d) medical requirements;
- e) language requirements.

It is recommended that the above information be made available to applicants for air traffic control training.

#### **6.4.2 Training of Air Traffic Controllers**

For the purpose of the ATC licensing procedures the training of air traffic controllers is considered to consist of a number of phases:

a) Initial Training

Initial Training will include technical subjects, and ATC theory and practice including practical training conducted on simulators. The object of Initial Training is to prepare a trainee for Pre-OJT at an ATC Unit.

b) Transitional and Pre-OJT Training

Transitional and Pre-OJT Training is conducted to prepare a trainee for OJT at an ATC Unit.

c) On-the-Job Training (OJT)

Training conducted at an operational ATC position under the supervision of a qualified On-the-Job-Training instructor.

d) Assessment of Training Progress

During OJT, the trainee should be assessed at intervals to ensure satisfactory progress is being made, to organise additional training and set targets. It is the responsibility of the OJT instructor, or other authorised assessor, to determine when the trainee has reached the level of knowledge and skill required of an operational controller.

e) Minimum Experience Requirements

Before a student or trainee air traffic controller has a new rating validated, it is a requirement that an approved Unit Training Plan, which may include a notified minimum experience time, has been successfully completed.

## 6.5 Ratings and Endorsements

The rating in an ATC licence indicates the ATC discipline in which a controller may provide an ATC service. Associated with the ratings are rating endorsements, these rating endorsements further define the ATC service that may be provided. For example:

- the radar rating endorsements indicate that radar, both primary and secondary, may be used to provide the ATC services associated with the Approach or Area Surveillance ratings;
- the Aerodrome Control Visual rating and the Approach and Area Control Procedural rating do not have a rating endorsement associated with them.

States may develop additional rating endorsements to meet their own national requirements.

To provide the ATC service indicated by a rating and any associated rating endorsement a controller must also hold a Unit endorsement. The Unit endorsement indicates that a controller is competent to provide an ATC service on specified sectors or operational positions at a particular Unit or Units. A valid rating consists of a rating, any associated rating endorsement and a Unit endorsement.

### 6.5.1 Requirement

An ATC licence must contain one or more of the ratings of the classes notified below:

<b>AERODROME CONTROL VISUAL</b>	<b>AERODROME CONTROL INSTRUMENT</b>
<b>APPROACH CONTROL PROCEDURAL</b>	<b>APPROACH CONTROL SURVEILLANCE</b>
<b>AREA CONTROL PROCEDURAL</b>	<b>AREA CONTROL SURVEILLANCE</b>

To be valid, the rating endorsement must indicate the specific types of services the holder of the licence may provide, including any type of surveillance equipment to be used.

The Unit endorsement must indicate the ATC Unit and the operational positions or sectors on which the controller is competent to provide a service.

*Note:*

*States who develop additional requirements should note that these may not be recognised by other Designated Authorities.*

### 6.5.2 Aerodrome Control Visual Rating

An Aerodrome Control Visual (ADV) rating entitles the holder to provide an air traffic control service to aerodrome traffic at an aerodrome that has no published instrument approach or departure procedures.

### Guidance

The Aerodrome Control Visual rating may be granted to controllers who are competent to provide an air traffic control service at an aerodrome where:

- a) there are no published instrument approach or departure procedures;
- b) there is no established Approach Control Unit;
- c) an Approach Control service is not provided remotely.

The Aerodrome Control Visual rating has no associated rating endorsements. However, individual States may wish to develop their own endorsements to be associated with this rating. A valid rating shall include a Unit endorsement

## **6.5.3 Aerodrome Control Instrument Rating**

In addition to the requirements of services provided in accordance with the Aerodrome Control Visual rating, the Aerodrome Control Instrument (ADI) rating entitles the holder to provide an air traffic control service at an aerodrome which has published instrument approach and/or departure procedures.

### Guidance

The Aerodrome Control Instrument rating may be granted to controllers who are competent to provide an air traffic control service at aerodromes where:

- a) there are published instrument approach and/or departure procedures;
- b) there is an associated Approach Control Unit; or
- c) where an Approach Control service is provided from an Area Control Centre.

A valid rating shall include a Unit endorsement.

### **6.5.3.1 Aerodrome Control Instrument Rating Endorsements**

The Aerodrome Control Instrument rating shall have associated with it one or more of the following rating endorsements:

□ **Tower Control**

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

□ **Ground Movement Control**

The Ground Movement Control (GMC) endorsement indicates that the controller has the skills to provide Ground Movement Control. Recognising GMC as a separate endorsement will enable a controller whose task is restricted to providing GMC only to be issued with an air traffic controller licence with an Aerodrome Control Instrument rating.

**i. Ground Movement Surveillance Control**

The Ground Movement Surveillance (GMS) Control endorsement indicates that a controller has the skills to use Aerodrome Surface Movement Guidance systems in the provision of an Aerodrome Control service. These systems may be based on radar or more advanced tracking technology and are used during low visibility procedures and to enhance the provision of an Aerodrome Control service in areas outside visual surveillance. The Ground Movement Surveillance Control endorsement can only be issued to a controller with a Tower Control or Ground Movement Control endorsement (see diagram below).

**Guidance**

The Ground Movement Surveillance Control endorsement may be granted to controllers who are competent to use Aerodrome Surface Movement Control and Guidance Systems, including Surface Movement Radar (SMR), in the provision of an Aerodrome Control service.

The Ground Movement Surveillance Control endorsement may permit the holder to use the equipment to provide an Aerodrome Control service to aircraft on the manoeuvring area during low visibility conditions and to supplement visual observation.

**□ Air Control**

The Air Control (AIR) endorsement indicates that the controller has the skills to provide AIR. Recognising Air Control as a separate endorsement will enable a controller whose task is restricted to providing AIR only to be issued with an air traffic controller licence with an Aerodrome Control Instrument rating.

**i. Aerodrome Radar Control**

The aerodrome Radar (RAD) endorsement recognises that radar is playing an increasing role in the provision of Aerodrome Control. The additional skills required are limited to those required to provide the RAD service described in ICAO Procedures for Air Navigation Services (PANS) Doc 4444-RAC/501, Part VI, para 10.1.1 (ICAO, 1996). States requiring their controllers to provide a further enhanced aerodrome radar service shall train their controllers in the additional skills required. However, regardless of any additional training, the RAD endorsement in a controller's licence will only be universally accepted by other States as indicating that the controller has demonstrated the skills required to provide the basic aerodrome radar service as defined by ICAO. As with rating endorsements developed by individual States, nothing in the licensing process will prevent States accepting by mutual agreement additional skills required of their controllers. The Aerodrome Radar Control endorsement can only be issued to a controller with a Tower Control or Air Control endorsement (see diagram below).

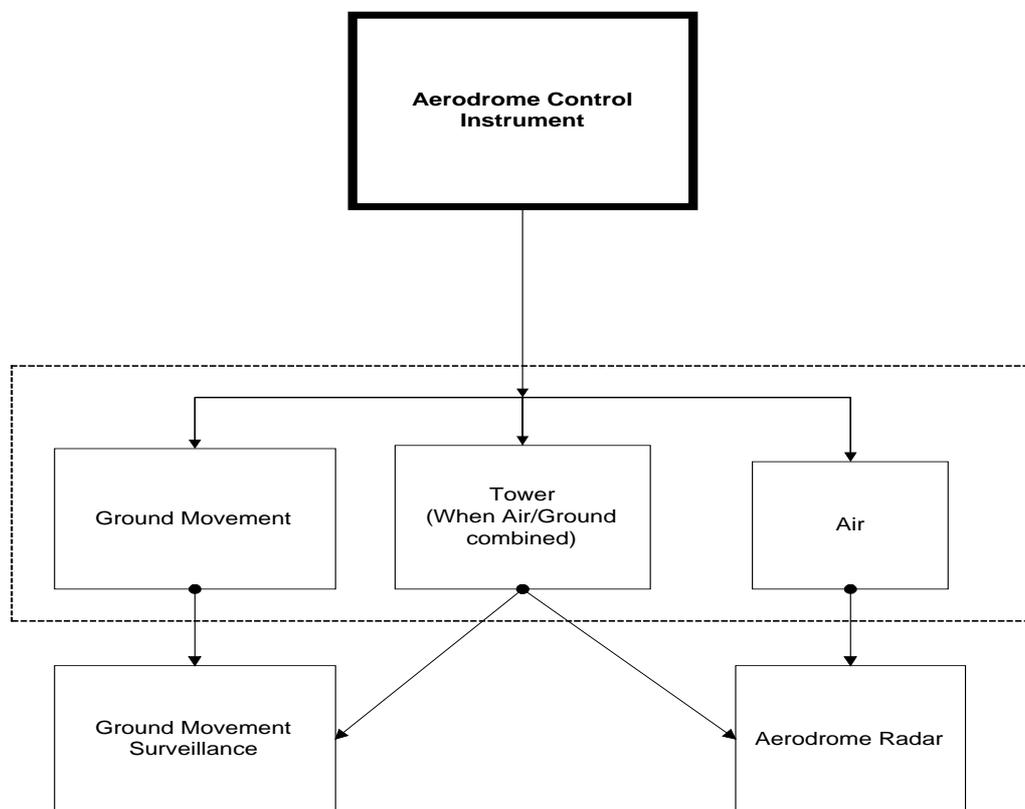
Guidance

The Aerodrome Radar Control endorsement may be granted to controllers who are competent to use surveillance radar equipment in the provision of an Aerodrome Control service.

The Aerodrome Radar Control endorsement should not permit the Aerodrome controller to use the surveillance radar equipment in any way that will detract from the primary task of providing an Aerodrome Control service by visual observation of aerodrome traffic.

The competent Authority should define the airspace within which this service may be provided.

Normally, the use of surveillance radar in the provision of Aerodrome Control service is limited to the functions defined in ICAO PANS Doc 4444-RAC/501, Part VI, para 10.1.1 (ICAO, 1996).



**Aerodrome Control Instrument rating and endorsements**

**6.5.4 Approach Control Procedural Rating**

An Approach Control Procedural (APP) rating entitles the holder to provide an air traffic control service to arriving, departing or transiting aircraft in a control area and/or control zone without the use of surveillance equipment.

### Guidance

The Approach Control Procedural rating may be granted to a controller who is competent to provide an Approach Control service to arriving, departing or transiting aircraft without the use of surveillance equipment.

An Approach Control service may be provided by an Approach Control Unit or an Area Control Centre.

The Approach Control Procedural rating has no associated rating endorsements. However, individual States may wish to develop their own endorsements to be associated with this rating.

A valid rating shall include a Unit endorsement.

## **6.5.5 Approach Control Surveillance Rating**

An Approach Control Surveillance (APS) rating entitles the holder to provide an air traffic control service to arriving, departing or transiting aircraft with the use of surveillance equipment. To be valid, the rating must include either a Radar (RAD), or Automatic Dependent Surveillance (ADS) endorsement.

### Guidance

An Approach Control Surveillance rating may be granted to a controller who is competent to provide an air traffic control service to arriving, departing or transiting aircraft with the use of surveillance equipment.

A valid rating will include a Unit endorsement.

### **6.5.5.1 Approach Control Surveillance Rating Endorsements**

#### □ **Radar**

The radar endorsement indicates that the controller has the skills to provide an approach service with the use of primary and/or secondary radar.

Associated with the radar endorsement are two additional rating endorsements which relate to the use of surveillance equipment by controllers to provide instrument approaches. Before a controller can hold one of these endorsements he must already hold the radar endorsement. The two additional endorsements are:

#### **i. Precision Approach Radar**

The Precision Approach Radar (PAR) endorsement indicates that a controller has the skills to provide ground-controlled precision approaches using Precision Approach Radar equipment. To be issued with a PAR endorsement the controller must hold a radar endorsement (see diagram below).

### Guidance

A Precision Approach Radar (PAR) endorsement may be granted to a controller who is competent to provide an air traffic control service with the use of PAR to aircraft on the final approach to a runway.

## ii. **Surveillance Radar Approach**

The Surveillance Radar Approach (SRA) endorsement indicates that a controller has the skills to provide ground-controlled non-precision approaches using surveillance equipment. To be issued with a SRA endorsement the controller must hold a radar endorsement (see diagram below).

### Guidance

A Surveillance Radar Approach (SRA) endorsement may be granted to a controller who is competent to provide an air traffic control service with the use of surveillance equipment to aircraft on the final approach to a runway.

## □ **Automatic Dependent Surveillance**

The Automatic Dependent Surveillance (ADS) endorsement will indicate that the controller has the skills to provide an Approach Control service with the use of ADS.

### Note:

*ADS is a system of surveillance, already in use outside the European region, which is one of the emerging technologies expected to be introduced into Europe.*

### Guidance

An ADS endorsement may be granted to a controller who is competent to provide an air traffic control service to arriving, departing or transiting aircraft with the use of ADS equipment.

## □ **Terminal Control**

The Terminal Control (TCL) endorsement can be associated with either an area surveillance or approach surveillance rating. The endorsement permits the holder to provide an air traffic control service with the use of any surveillance equipment, in a terminal area and/or adjacent sectors designated for the provision of TCL. Before a controller can hold this endorsement, a radar or ADS endorsement to an approach or area surveillance rating must already be held.

At present, and for the medium term future, it is expected that radar will be the surveillance equipment used to provide Terminal Control.

Terminal Control may be established if the Controlling Authority considers that, due to the complex flows of inbound and outbound aircraft and/or because of the airspace configuration, there is a requirement for an

intermediate control function between Area Control and Approach Control. States will determine the area of responsibility of the individual sectors within Terminal Control (TCL), but in general terms TCL is responsible for aircraft from the time and place at which:

- a) inbound aircraft are transferred from Area Control until they are transferred to Approach or Aerodrome Control;
- b) outbound aircraft are transferred from Approach or Aerodrome Control until they are transferred to Area Control.

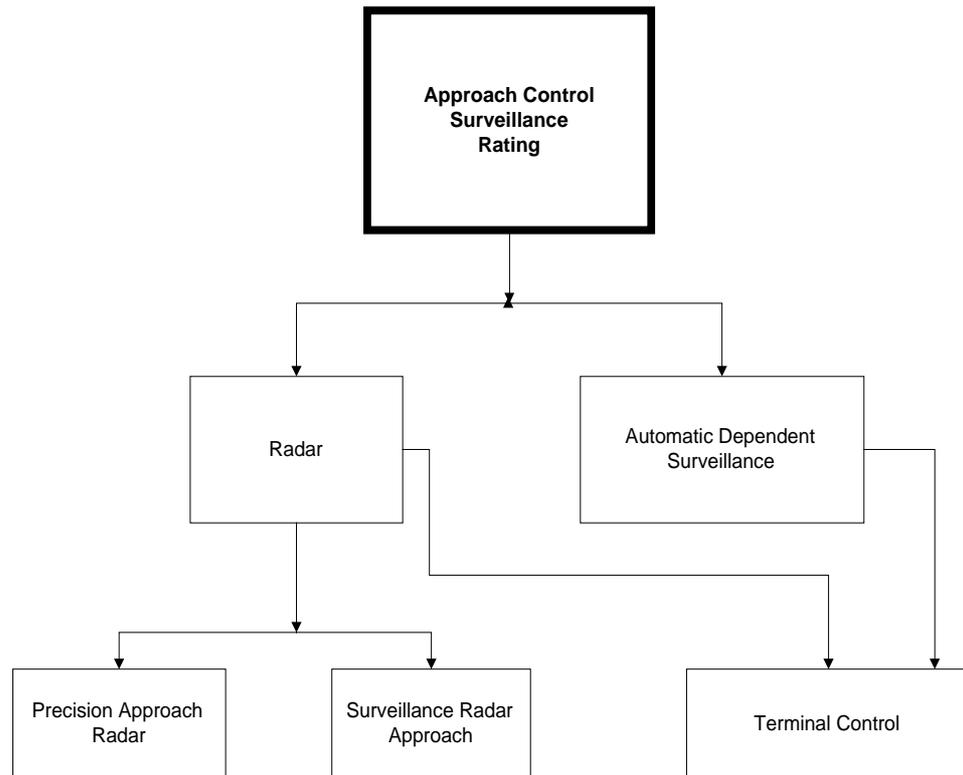
The task of TCL is to separate inbound and outbound flows of traffic from one or more aerodromes which may involve the use of controlling techniques such as reduced radar separation, speed control, streaming, sequencing, and stack control. Inbound aircraft are normally transferred to Approach Control at agreed stack levels or by radar handover, and outbound aircraft are transferred to Area Control at agreed or coordinated intermediate levels or by radar handover. TCL would not normally involve sequencing inbound aircraft onto final approach, or climbing outbound aircraft to final cruising level, or establishing non-radar or radar-monitored horizontal separation. Area Radar and Approach Radar controllers would not normally have the combinations of skills to provide TCL, but there is sufficient commonality that, given the appropriate additional training, controllers from either discipline should be able to provide this service (see diagram below).

Note:

*Terminal Control (TCL) starts at a point, agreed by individual States, where the En-route controller, or designated Approach or Aerodrome controller, hands over responsibility to the Terminal controller. TCL ends, at a point agreed by individual States, where the Terminal controller hands over responsibility to the En-route controller, or designated Aerodrome or Approach controller.*

Guidance

The Terminal Control (TCL) endorsement may be granted to controllers who are competent to provide an air traffic control service to aircraft operating in specified control areas.



### Approach Control Surveillance rating and endorsements

#### 6.5.6 Area Control Procedural Rating

An Area Control Procedural (ACP) rating entitles the holder to provide an air traffic control service in control areas without the use of surveillance equipment.

##### Guidance

The ACP rating may be granted to controllers who are competent to provide an air traffic control service without the use of any surveillance equipment.

The ACP rating has no associated rating endorsements. However, individual States may wish to develop their own endorsements to be associated with this rating.

A valid rating shall include a Unit endorsement.

#### 6.5.7 Area Control Surveillance Rating

An Area Control Surveillance (ACS) rating entitles the holder to provide the air traffic control service in control areas with the use of surveillance equipment. To be valid, the rating must include either a radar, or Automatic Dependent Surveillance (ADS) endorsement.

### Guidance

The Area Control Surveillance (ACS) rating may be granted to a controller who is competent to provide an air traffic control service with the use of surveillance equipment.

A valid rating shall include a Unit endorsement.

#### **6.5.7.1 Area Control Surveillance Rating Endorsements**

##### □ **Radar**

A radar endorsement indicates that the controller has the skills to provide an air traffic control service in control areas, with the use of surveillance radar equipment.

##### Guidance

A radar endorsement may be granted to a controller who is competent to provide an air traffic control service in control areas, with the use of surveillance radar equipment.

##### □ **Automatic Dependent Surveillance**

An Automatic Dependent Surveillance (ADS) endorsement entitles the holder to provide an air traffic control service with the use of ADS information.

##### Guidance

The ADS endorsement may be granted to a controller who is competent to provide an air traffic control service of the type notified on the rating endorsement with the use of ADS information.

##### □ **Terminal Control**

The Terminal Control (TCL) endorsement can be associated with either an area surveillance or approach surveillance rating. The endorsement permits the holder to provide an air traffic control service with the use of any surveillance equipment, in a terminal area and/or adjacent sectors designated for the provision of TCL. Before a controller can hold this endorsement, a radar or ADS endorsement to an approach or area surveillance rating must already be held.

At present, and for the medium term future, it is expected that radar will be the surveillance equipment used to provide TCL.

Terminal Control may be established if the Controlling Authority considers that, due to the complex flows of inbound and outbound aircraft and/or because of the airspace configuration, there is a requirement for an intermediate control function between Area Control and Approach Control. States will determine the area of responsibility of the individual sectors within Terminal Control, but in general terms TCL is responsible for aircraft from the time and place at which:

- a) inbound aircraft are transferred from Area Control until they are transferred to Approach or Aerodrome Control;
- b) outbound aircraft are transferred from Approach or Aerodrome Control until they are transferred to Area Control.

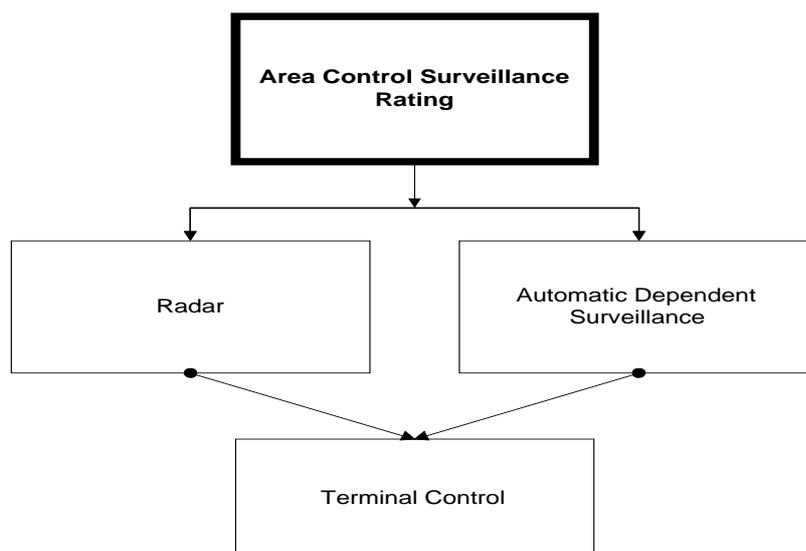
The task of Terminal Control (TCL) is to separate inbound and outbound flows of traffic from one or more aerodromes, which may involve the use of controlling techniques such as reduced radar separation, speed control, streaming, sequencing and stack control. Inbound aircraft are normally transferred to Approach Control at agreed stack levels or by radar handover, and outbound aircraft are transferred to Area Control at agreed or coordinated intermediate levels or by radar handover. TCL would not normally involve sequencing inbound aircraft onto final approach, or climbing outbound aircraft to final cruising level, or establishing non-radar or radar-monitored horizontal separation. Area and Approach Radar controllers would not normally have the combinations of skills to provide TCL, but there is sufficient commonality that, given the appropriate additional training, controllers from either discipline should be able to provide this service (see diagram below).

Note:

*Terminal Control (TCL) starts at a point, agreed by individual States, where the En-route controller, or designated Approach or Aerodrome controller, hands over responsibility to the Terminal controller. TCL ends, at a point agreed by individual States, where the Terminal controller hands over responsibility to the En-route controller, or designated Aerodrome or Approach controller.*

Guidance

The Terminal Control (TCL) endorsement may be granted to controllers who are competent to provide an air traffic control service to aircraft operating in specified control areas.



**Area Control Surveillance rating and endorsements**

## **7. LICENSING OF AIR TRAFFIC CONTROLLERS**

### **7.1 Air Traffic Controller**

#### **7.1.1 Requirement**

A person shall not provide an air traffic control service unless he holds an ATC licence with a valid rating, including any associated rating endorsement and Unit endorsement relating to the air traffic control service to be provided and a current medical certificate of the appropriate category.

The rating shall be of a type notified in Section 6 of this Licensing Manual.

The rating endorsements shall be of a type notified in Section 6 of this Licensing Manual or of a type notified by the Designated Authority.

A current Unit endorsement must include details of the ATC Unit and where applicable the individual operational positions or sectors for which the rating is valid.

#### **7.1.2 Guidance**

A rating and its associated rating endorsement(s) indicate the type of service that may be provided by a licensed air traffic controller. When a controller is competent to provide an ATC service at a particular Unit, the ATC licence is entered with a valid rating. The valid rating may include a rating endorsement and Unit endorsement(s), which detail the Unit and the individual operational positions from which the ATC service may be provided. To exercise the privileges of the rating, the controller shall also hold a medical certificate of the appropriate category.

The Unit endorsement entries in the ATC licence may be abbreviated or coded by the Unit, provided the Licensing Authority is notified of the abbreviations or codes to be used.

### **7.2 Student Air Traffic Controller**

#### **7.2.1 Requirement**

A person who does not hold an air traffic controller licence shall not provide an air traffic control service under the supervision of a qualified OJTI unless he holds a student air traffic controller licence. To be granted a student air traffic controller licence a person must:

- |   |
|---|
| <ul style="list-style-type: none"><li>a) have successfully completed an approved course of Initial ATC training in the rating discipline relating to the ATC service to be provided, and have passed the examinations or assessments associated with that approved course; and</li><li>b) hold a current medical certificate of the appropriate category.</li></ul> |
|---|

### **7.2.2 Guidance**

A student air traffic controller licence should be issued for a specified limited period, to be renewed from time to time as required by the Licensing Authority.

A student air traffic controller licence should be cancelled after the first rating has been successfully attained and a full air traffic controller licence has been issued.

Unit Training should be commenced within six months from the issue of a student licence.

A student air traffic controller licence should only be renewed if Unit Training has commenced.

## **7.3 Trainee Air Traffic Controller**

<h3><b>7.3.1 Requirement</b></h3>
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The holder of an air traffic controller licence may not provide an air traffic control service for which he does not hold a valid rating, except under the supervision of a suitably qualified air traffic controller.

The trainee or air traffic controller providing the ATC service under supervision must:

- a) have successfully completed an approved course of ATC training and passed the examinations or assessments associated with that approved course in the rating discipline which relates to the ATC service being provided or;
- b) have already held a valid rating in that rating discipline; and
- c) hold a current medical certificate of the appropriate category.

The supervising controller must be a qualified OJTI and hold a valid rating appropriate to the ATC service being provided.

### **7.3.2 Guidance**

The requirement in [7.3.1 \(a\)](#) above relates to licensed air traffic controllers who have undertaken training in an additional rating discipline. In this case,

the approved course of training must be in the rating discipline which relates to the ATC service to be provided.

The requirement in 7.3.1 (b) above relates to:

- a) licensed air traffic controllers training on additional operational positions or sectors at a Unit for which the ratings required are in the same rating disciplines as valid ratings already held by the controller at that Unit, or
- b) licensed air traffic controllers who have moved to another Unit to train on operational positions or sectors for which the rating required is in the same rating discipline in which the controller held a valid rating at a previous Unit.

When a controller moves to a new Unit, the valid ratings relating to his previous Unit should be cancelled by the Designated Authority (unless the validity of the previous rating(s) is maintained.).

## 7.4 On-the-Job-Training Instructor Licence Endorsement

A licence endorsement is an air traffic controller licence qualification which may be used in association with any of the licence holder's valid ratings. The only licence endorsement associated with the harmonised European air traffic controller licence is the On-the-Job-Training Instructors (OJTIs) endorsement. However, as with rating endorsements, States may be expected to develop their own licence endorsements which may be recognised by other States in accordance with bilateral or multilateral agreements.

### 7.4.1 Requirement

To be issued with an On-the-Job-Training instructor licence endorsement the applicant must:

- a) hold an air traffic controller licence;
- b) have successfully completed an OJTI training course and passed any associated assessment or examinations as required by the Designated Authority;
- c) have held a valid rating in the rating discipline in which he will instruct for a period of at least two years;
- d) hold and have held a valid rating on the sectors or operational position on which he will instruct for a period of at least six months.

OJTI training courses shall satisfy, or be equivalent to, the objectives detailed in the guideline document 'Air Traffic Controller Training at Operational Units' (EATMP, 1999 – T10).

#### **7.4.2 Guidance**

Any training courses for OJTIs should be designed and conducted to satisfy the national requirements.

The responsibilities of OJTIs should include:

- a) determining and reporting on the training progress of student or trainee air traffic controllers;
- b) identifying any deficiencies in knowledge or skill and recommending remedial training;
- c) recommending student and trainee air traffic controllers as being competent to be issued with a valid rating in the ATC service for which they have been undergoing OJT;
- d) supervising controllers who have had their air traffic controller rating(s), rating endorsement(s) and/or Unit endorsement(s) suspended.

## **8. AIR TRAFFIC CONTROL SAFETY REGULATION PROCEDURES - TRAINING**

### **8.1 Introduction**

Safety regulation procedures assist in ensuring that the air traffic control services provided by licensed air traffic controllers at air traffic control Units are safe and that the ATC services they provide satisfy the requirements of the Unit and the aircraft operators.

Individual States must ensure that operational ATC Units develop their own safety management and control procedures in accordance with State requirements. These processes ensure that the safety regulation procedures are complied with and that the objective of providing a safe ATC service is met.

### **8.2 Regulation of ATC Training**

#### **8.2.1 Requirement**

The training of air traffic controllers must adequately prepare student air traffic controllers and/or trainee air traffic controllers for the grant of an ATC licence and/or associated rating(s). Such training must provide the necessary skills and knowledge to an appropriate level of competence to enable student air traffic controllers or trainee air traffic controllers to provide an air traffic control service while operating under the supervision of an On-the-Job-Training instructor.

For the purposes of safety regulation procedures, air traffic controller training is divided into two phases:

- a) Initial Training,
- b) Unit Training, comprising Transitional Training, Pre- On-the-Job Training (Pre-OJT) and On-the-Job Training (OJT).

### **8.3 Initial Training**

#### **8.3.1 Requirement**

Initial Training courses must provide student air traffic controllers and/or trainee air traffic controllers with the necessary skills and knowledge to a level of competence that will prepare them for training at operational Units. Notwithstanding this requirement, the training courses must at least satisfy the EATMP common core content training guidelines (EATMP, 2001b – T3; EATMP, 2000b – T14)

### 8.3.2 Guidance

Initial Training courses should be fully documented indicating:

- a) the objectives of the training course;
- b) the training processes by which the objectives will be met;
- c) the process by which progress and ultimate success will be judged;
- d) how they meet the EATMP Common Core Content training guidelines (EATMP, 2001b – T3; EATMP, 2000b – T14).

Sufficient training on simulators should be given to enable student air traffic controllers and/or trainee air traffic controllers to demonstrate understanding and application of ATC procedures.

Assessment procedures should ensure that student air traffic controllers and/or trainee air traffic controllers are kept aware of their progress on the course including any areas where improvement is required and the goals that they must achieve to successfully complete the course.

Instructional staff should be appropriately trained and their competence in classroom and practical instruction regularly assessed.

Courses should be regularly reviewed to ensure that the training they provide meets the requirements of the operational ATC Units. This may be achieved by:

- a) monitoring the progress of student air traffic controllers and/or trainee air traffic controllers undertaking OJT to identify additional skills or knowledge required;
- b) subjecting the courses to review by operational personnel;
- c) requiring instructional staff to maintain valid ratings or undertake operational familiarisation;
- d) auditing by a competent Authority.

Changes to courses which result from reviews should be documented stating the changes made and the reasons for making them.

## **8.4 Training at ATC Units**

### **8.4.1 Unit Training Plan**

#### **8.4.1.1 Requirement**

Every Unit must have a Unit Training Plan, approved by the Designated Authority, which will detail the processes by which student air traffic controllers and/or trainee air traffic controllers are trained. Additionally, the plan should detail the standards which will enable the objective of providing a safe air traffic control service to be met.

#### **8.4.1.2 Guidance**

The plan may be as simple as a schedule of training or contain details of the Transitional phase, the Pre-OJT phase and the OJT phase.

The Unit Training Plan should be fully documented indicating:

- a) the objective of the training;
- b) the training processes by which the objectives will be met;
- c) the process by which progress and ultimate success will be judged.

The Unit Training Plan should be regularly reviewed; this process should include monitoring the progress of student air traffic controllers and/or trainee air traffic controllers undertaking On-the-Job Training to identify any additional skills or knowledge that need to be taught during Transitional or Pre- On-the-Job Training.

Changes to a Unit Training Plan which result from reviews should be documented stating the changes made and the reasons for making them.

### **8.4.2 Unit Training**

Because all operational ATC Units are different, student air traffic controllers and/or trainee air traffic controllers will require specific Unit Training in addition to the Initial Training before commencing On-the-Job Training (OJT). Unit Training may vary from the student/trainee air traffic controller being required to become familiar with the local area and Unit procedures to complex courses using high fidelity simulators to prepare for high traffic levels and/or complex Unit procedures.

Sufficient training on simulators should be given to enable student air traffic controllers and/or trainee air traffic controllers to demonstrate understanding and application of Unit ATC procedures. The fidelity of simulators should be sufficient to adequately represent the requirement of the operational environment.

Unit Training may be divided into three phases:

- a) Transitional Training;
- b) Pre-OJT;

c) OJT.

Assessment procedures throughout Unit Training should ensure that student air traffic controllers and/or trainee air traffic controllers are kept aware of their progress, including any areas where improvement is required and the goals that they must achieve.

Instructional staff should be appropriately trained and their competence in classroom and practical instruction regularly assessed. Staff who carry out the assessment process should be appropriately trained. Instructors who give simulator training should maintain a valid or undertake regular operational familiarisation.

All aspects of Unit Training and assessment should be audited by a complement Authority.

### **8.4.3 Transitional Training**

Following Initial Training, this phase of training imparts site-specific theoretical knowledge and understanding which is transferred to the student air traffic controller and/or trainee air traffic controller using a variety of methods and during which skills are developed through the use of site-specific simulations.

<b>8.4.3.1 Requirement</b>
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Transitional Training must adequately prepare student air traffic controllers and/or trainee air traffic controllers for Pre- On-the-Job Training.
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### **8.4.4 Pre- On-the-Job Training**

The phase of locally based training during which extensive use is made of simulation, using site-specific facilities, to enhance the development of previously acquired routines and abilities to an exceptionally high level of achievement to prepare student air traffic controllers and/or trainee air traffic controllers to commence On-the-Job Training.

<b>8.4.4.1 Requirement</b>
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Pre- On-the-Job Training must adequately prepare student air traffic controllers and/or trainee air traffic controllers for On-the-Job Training.
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### **8.4.5 On-the-Job Training**

This phase of training commences following completion of Pre- On-the-Job Training. During this phase student air traffic controllers and/or trainee air traffic controllers practise the integration of previously acquired job-related routines and skills to provide an air traffic control service under the supervision of an On-the-Job-Training instructor in a live traffic situation.

**8.4.5.1 Requirement**

On-the-Job-Training instructors shall hold an OJTI licence endorsement and valid rating on the sector or operational position where they are conducting the training and remain responsible for the provision of the air traffic control service.

An On-the-Job-Training instructor must be permitted to provide an air traffic control service without any training responsibilities, for sufficient time to remain competent on the specific sector or operational position for which he provides On-the-Job Training.

**8.4.5.2 Guidance**

The Unit Training Plan for the On-the-Job Training phase should be fully documented indicating:

- a) the objectives of the training;
- b) the training processes by which the objectives will be met;
- c) the assessment process by which progress will be judged;
- d) the minimum training time and the maximum time in which student air traffic controllers and/or trainee air traffic controllers must achieve the objectives of the training;
- e) the process by which successful completion of OJT is to be judged.

Notwithstanding any other competency time restraints, an On-the-Job-Training instructor should be permitted to provide an air traffic control service without any training responsibilities for at least 25% of his operational time on the specific sector or operational position for which he provides OJT.

A report of the student air traffic controller's and/or trainee air traffic controller's performance should be completed after each training session; the reports should be sufficiently detailed to enable other On-the-Job-Training instructors to determine the strengths and weaknesses of the trainee together with his level of competence. Progress reports should be completed at regular intervals.

That part of the Unit Training Plan relating to the OJT processes must be subject to regular review to ensure that it continues to satisfy the training objectives. As part of this review, the progress of student air traffic controllers and/or trainee air traffic controllers undertaking On-the-Job Training must be monitored to identify any additional skills or knowledge that should be taught during the transition or pre- On-the-Job-Training instruction phases.

Changes to the On-the-Job Training processes which are made as a result of the review should be documented in the Unit Training Plan together with the reasons for making them.

All aspects of Unit Training and assessment should be audited by a competent Authority.

#### **8.4.6 Approval of Regulatory Personnel**

##### **8.4.6.1 Requirement**

The Designated Authority shall approve such personnel as it sees fit to carry out such examinations or assessments as it requires to ensure the applicants for ATC licences are competent and meet the appropriate requirements.

##### **8.4.6.2 Guidance**

The Designated Authority should clearly define and document the roles and responsibilities of those it approves to conduct examinations or assessments within the licensing process. The documentation should include details of:

- a) The agency on whose behalf the examinations or assessments are conducted.

Example: A person conducting examinations during Initial Training could be acting on behalf of the Designated Authority, while a controller conducting a competence examination at an operational Unit could be acting on behalf of the Unit management as part of the internal quality control process.

- b) Any certification process required by the State including specialist training and any ATC experience requirements.
- c) The procedures to ensure that those conducting examinations or assessments are competent to do so.

## **9. AIR TRAFFIC CONTROL SAFETY REGULATION PROCEDURES - COMPETENCE**

### **9.1 Rating Competence**

Rating competence is the ability of a controller to apply his appropriate knowledge, skills and experience to provide air traffic control services as notified in his air traffic controller licence.

#### **9.1.1 Requirement**

Before a rating is issued, competence in that rating must be demonstrated.

Units shall require controllers to complete a minimum amount of operational controlling time in each of their valid ratings sufficient to enable them to maintain their competence in those ratings.

Units must have training procedures, which include emergency training.

Before a student air traffic controller is granted a valid ATC licence and associated rating he must be assessed as competent by an authorised person.

Trainee controllers, already holding an ATC licence, will have to demonstrate their competence to make their rating/ratings valid on additional positions in the same Unit or at another Unit.

The licence of an air traffic controller who does not continue to meet the competence requirements for a particular rating shall be varied by suspending that rating.

The process by which competence is to be assessed shall be fully documented indicating the method by which competence will be judged; that is, by continuous assessment, by an examination or by a combination of both.

Assessment for competence shall be conducted when there is a representative traffic sample in respect of the traffic levels and the range of procedures to be used. Simulators may be used to augment the assessment of competence.

### **9.2 Maintenance of Competence**

Controllers are required to maintain their competence as one of the requirements for holding a valid rating or ratings associated with the ATC licence.

**9.2.1 Requirement**

Units must have procedures, which include Refresher Training, to ensure that controllers remain competent to provide the air traffic control services for which their ratings are valid.

**9.2.2 Guidance**

The competence scheme by which controllers are monitored or regularly tested to ensure they maintain their competence should consist of a competence scheme based on current operational experience, a competence checking system, or a combination of both. The scheme should be fully documented indicating:

- a) the process by which controllers will be assessed;
- b) the operational objectives they will be required to meet;
- c) the person/persons who are responsible for formally accepting that the process has been correctly conducted;
- d) the formal mechanism by which the competent Authority will notify the controller of the result of any competence assessment;
- e) the method by which Units should keep controllers' competence records.

The process by which controllers' competence is assessed should be audited by a competent Authority.

**9.3 Current Experience**

**9.3.1 Requirement**

To maintain competence controllers shall be required to carry out a minimum amount of controlling time on each sector or operational position for which their ratings are valid.

ATS Units must notify the Designated Authority when a controller fails to satisfy the Unit procedures for ongoing competence, in order that the licence in question may be revoked, suspended or varied as required. Such action will be taken when, following due enquiry, it is shown to the satisfaction of the Designated Authority that such action is appropriate and no mitigating circumstances are found to exist.

### **9.3.2 Guidance**

Units should ensure that controllers maintain their competence by requiring them to control on each sector or operational position for which their ratings are valid:

- a) for a minimum period of time;
- b) during each watch or over a specified period.

A controller who does not meet the competence requirements in a particular rating should not be permitted to exercise the privileges of that rating.

Although a controller will not be allowed to exercise the privileges of a suspended rating the ATC licence will act as a student air traffic controller licence, enabling the controller to provide an ATC service under the supervision of an On-the-Job-Training instructor.

Units should have procedures to enable controllers who have not met the competence requirements to regain their competence.

Units should maintain records of controllers' time on each sector or operational position and competence assessments.

The Unit procedures to enable controllers to maintain their competence should be audited by a competent Authority.

## **9.4 OJTI Requirement**

<h3><b>9.4.1 Requirement</b></h3>
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<p>When an OJTI is no longer competent to provide On-the-Job Training the Designated Authority shall be notified accordingly, so that the licence endorsement may be revoked, suspended or varied, as necessary following due enquiry.</p>
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### **9.4.2 Guidance**

The Designated Authority should ensure that ANSPs have procedures to assess the on-going competence of OJTIs to provide On-the-Job Training.

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## 10. MAINTAINING A LICENCE

### 10.1 Routine Maintenance

#### 10.1.1 Requirement

A licensed air traffic controller may not provide the air traffic control service associated with a valid rating unless he remains competent to provide that ATC service and holds a current medical certificate of the appropriate category.

The State Licensing Authority must be advised when a controller is no longer considered competent to provide the ATC service associated with a valid rating.

Air traffic control Units must have procedures to ensure that controllers returning from extended periods of planned or unexpected absence, who still satisfy the Unit procedures for maintaining competence, are competent to provide the air traffic control services for which they hold valid ratings.

A controller who is assessed as medically unfit to hold an ATC licence must be withdrawn from operational duty.

The State Licensing Authority must be advised when a controller is no longer medically fit to provide an air traffic control service.

ATC Units must have procedures to ensure that controllers satisfy the Unit requirements relating to the maintenance of operational competence (see [9.2](#) and [9.3](#)). These procedures shall include requirements for controllers to at least:

- a) complete a minimum specified number of controlling hours within a specified period on the sectors or operational positions for which they hold valid ratings; and
- b) be subject to an assessment of their continuing competence by continuous assessment by examination or a combination of both.

#### 10.1.2 Guidance

Controllers who fail to satisfy the Unit requirements for maintaining competence should be withdrawn from operational duties and be subject to a dedicated test of their competence before being permitted to return to operational controlling.

A controller returning to operational controlling following a period of extended absence may be monitored by an OJTI, who will also provide operational

support when required. During the period of monitoring, the responsibility for the safety of the ATC service remains with the controller being monitored.

Controlling hours counted towards any assessment should be operationally meaningful.

## **10.2 Non-exercised Rating**

### **10.2.1 Requirement**

A controller who does not exercise the privileges of a particular rating discipline, for which he previously held a valid rating, for more than a period of time determined by the designated Licensing Authority, must not commence OJT in that rating discipline unless he has been assessed for pre-entry training.

### **10.2.2 Guidance**

The pre-entry training assessment of a controller's competence to commence OJT may be conducted at a Unit approved by the State Licensing Authority or by an ATC training institution. Following assessment, the controller should be required to satisfactorily complete any training to satisfy deficiencies in his knowledge, skill or competence, identified by the assessment.

## **11. SUSPENSION AND REVOCATION OF AIR TRAFFIC CONTROLLER LICENCES**

### **11.1 Introduction**

An air traffic controller licence is issued for the lifetime of the holder unless the Licensing Authority revokes it. The policy relating to the harmonised ATC licence only considers the issue of competence as a reason for suspending or revoking an air traffic controller licence and/or its associated rating(s).

#### **11.1.1 Requirement**

An air traffic controller whose competence is in doubt must be withdrawn from duty and may not be permitted to continue to provide an unsupervised air traffic control service.

#### **11.1.2 Guidance**

The withdrawal of a controller from duty should initially be without prejudice to the controller. A controller's competence may be in doubt if the controller:

- a) has been involved in an incident or accident where the safety of aircraft was compromised;
- b) is determined by the Unit's competence scheme to be not competent; or
- c) fails to comply with Unit procedures relating to ongoing experience requirements.

Where a controller fails to satisfy a Unit's procedures for ongoing experience the Unit is expected to deal internally with this matter and, unless the controller is subsequently found to be not competent, no licensing action should be taken.

### **11.2 Withdrawal from Duty**

Units have the authority to withdraw controllers from operational duty in the interests of safety and without prejudice; it does not indicate that a controller is not competent or was the cause of the incident or accident.

#### **11.2.1 Requirement**

A controller who is implicated in the cause of an incident or accident to aircraft to which he was providing an air traffic control service shall be withdrawn from duty and shall not provide an air traffic control service.

A controller who is assessed by the Unit competence scheme as not competent shall be withdrawn from duty and shall not provide an air traffic control service, except under the supervision of a qualified OJTI.

## 11.2.2 Guidance

The purpose of withdrawing a controller from duty is to give the Unit time to conduct a preliminary investigation of the controller's role in the incident or accident. It also provides time for the controller to recover from the stress of the incident which could adversely effect his controlling efficiency.

If the Unit investigation concludes that the controller was not implicated in the cause of the incident or accident he should be returned to operational duty.

If the Unit investigation concludes that the controller was implicated in the cause of the incident or accident the controller shall remain withdrawn from duty and the Unit should inform the Designated Authority.

Where a controller is withdrawn from operational duty because the Unit competence scheme has determined that he is not competent the Unit should conduct a review. This review should determine if the competence scheme has been correctly implemented and that its conclusions are correct. It should also determine if the controller is not competent in a particular rating or endorsement or is not competent to provide any air traffic control service.

A controller who is not competent:

- a) in a particular rating, must not provide an air traffic control service associated with that rating;
- b) in a particular endorsement, must not provide an air traffic control service associated with that endorsement;
- c) to provide an air traffic control service must not provide any air traffic control service.

A controller may continue to provide the air traffic control services in the ratings and endorsements in which his competence is not in doubt.

Note:

*The above does not limit in any way the Designated Authority's rights and/or responsibilities to revoke, suspend or vary an air traffic controller's licence or certificate of competence if deemed necessary on sufficient grounds after due inquiry (ref. [11.3](#) and [11.4](#) hereafter).*

## 11.3 Suspension of an ATC Licence or its Associated Rating(s) and/or Endorsement(s)

### 11.3.1 Requirement

If, following the Unit investigation, a controller is found to be 'not competent', the Unit shall notify the Licensing Authority who will suspend the controller's ATC licence and/or its associated rating(s) and/or endorsement(s).

The suspension will contain conditions which the controller must meet in terms of retraining and assessment of competence to have the suspension removed.

When the licence and/or associated rating(s) and/or endorsement(s) are suspended, those limitations placed on the provision of an ATC service by

licence holder under the provisional suspension are confirmed and remain in force.

If further investigation reveals that the controller involved in an accident/incident is competent, or has regained his competence following retraining, the suspension of his ATC licence and/or associated rating(s) and endorsement(s) shall be removed. This will also be the case if the controller found not competent by the competence scheme becomes competent again following retraining.

A controller who is successful in an appeal against the Licensing Authority's decision to suspend an ATC licence and/or its associated rating(s) and endorsement(s) shall have the suspension withdrawn.

### **11.3.2 Guidance**

The purpose of suspending the ATC licence or its associated rating(s) and endorsement(s) is to ensure that a controller cannot provide unsupervised the ATC service in which he has been determined to be 'not competent'. It gives Units and the ATC Designated Authority the opportunity for a more in depth investigation of a controller's involvement in an accident/incident while enabling the controller to continue to maintain his skill by providing an ATC service under supervision. It also enables a controller who was found to be 'not competent' by the Unit's competence scheme to undergo protracted retraining.

The safety of the service being provided under supervision is maintained by the OJTI being responsible for the provision of the ATC service. This ensures that the roles of the supervising and supervised controllers are clear. A controller may appeal against the suspension of the ATC licence or its associated rating(s) and endorsement(s).

## **11.4 Revocation of an ATC Licence and/or its Associated Rating(s) and/or Endorsement(s)**

### **11.4.1 Requirement**

If a controller cannot satisfy the conditions for the removal of a suspension and further training is unsuccessful or considered inappropriate, the Licensing Authority shall consider revoking the ATC licence and/or its associated rating(s) and/or endorsement(s).

Revocation is the final stage in the process that will lead to the removal of a controller's ATC licence and/ or rating(s) and endorsement(s) and conditions will not be set by which a revocation may be withdrawn.

A controller who has an individual rating or ratings revoked may not provide an ATC service in those rating disciplines.

A controller whose ATC licence is revoked may not provide any ATC service.

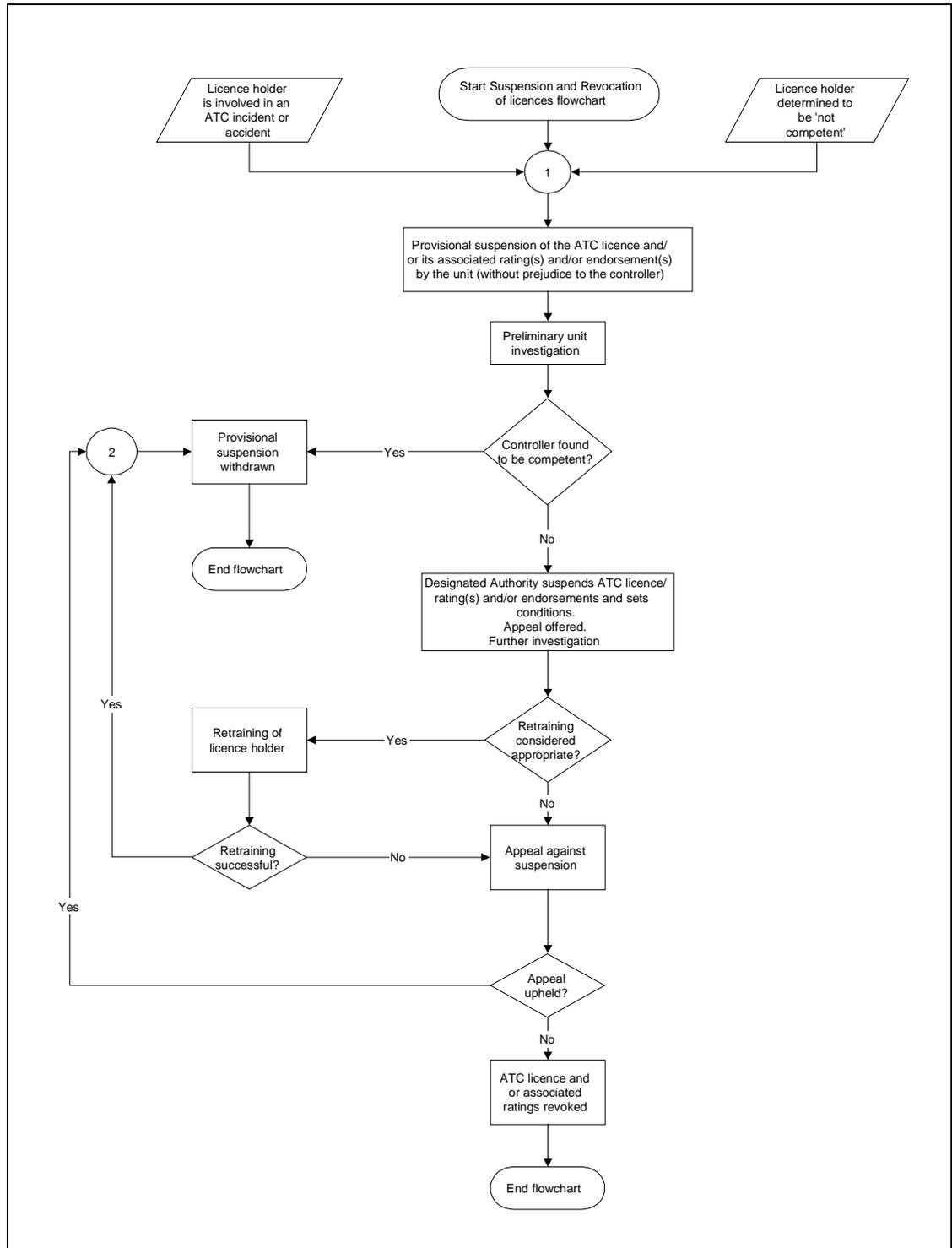
States are required to set out the legal mechanisms for any appeal process.

#### **11.4.2 Guidance**

A flowchart demonstrating the process for the suspension and revocation of licences is printed on the following page.

#### **11.5 Cancellation of Unit Endorsements**

Unit endorsements may be cancelled where a controller is no longer required to provide an ATC service on a particular sector and/or position or when sectors are reorganised and sector names or designations change. It may also be the case with increasing traffic loading and complexity that controllers specialise on a smaller number of sectors and are either instructed by Unit management to, or voluntarily, stop providing a service on a particular sector.



**Suspension and revocation of licences flowchart**

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## **12. AIR TRAFFIC CONTROL SAFETY REGULATION PROCEDURES - MEDICAL**

### **12.1 General**

The holders of air traffic controller licences and student air traffic controller licences are required to have a minimum standard of medical fitness to ensure they are fit to provide an ATC service and to minimise, as far as possible, the risk that they will become suddenly incapacitated to an extent that the safety of aircraft could be compromised.

The Designated Aeromedical Authority will be required to apply the minimum medical standards notified in the EUROCONTROL Document 'Requirements for European Class 3 Medical Certification of Air Traffic Controllers' (EATMP, 2003 – L4) for initial and renewal medical examinations for the issue of medical certificates associated with the Harmonised European ATC licence.

### **12.2 Student Air Traffic Controller and Air Traffic Controller Licence Holders**

#### **12.2.1 Requirement**

An air traffic controller shall not provide an air traffic control service unless he or she holds a valid medical certificate of the appropriate category.

A student air traffic controller or trainee air traffic controller shall not provide an air traffic control service under supervision unless he or she holds a valid medical certificate of the appropriate category.

The holder of a student air traffic controller or air traffic controller licence who fails a medical examination shall not provide an air traffic control service even though the previous medical certificate held may not have expired.

The holder of a student air traffic controller or air traffic controller licence who fails a medical examination or has any medical limitations or conditions placed on the medical certificate, shall notify the Unit management.

A licence holder who becomes aware of a decrease in his medical fitness that may render him unable to safely exercise the privileges of his licence shall inform Unit management.

Unit management must inform the Designated Authority when a licence holder has been assessed as medically unfit to provide an ATC service.

### 12.2.2 Guidance

Individual licence holders are responsible for ensuring they hold a valid medical certificate and may be responsible for arranging their own initial and renewal medical examinations. However, the Licensing Administration and/or operational Units may have procedures for advising licence holders when medical certificates are due for renewal and for arranging medical examinations. Whatever the procedures employed, States should clearly define where the responsibility lies.

Holders of air traffic controller licences shall have their European Class 3 Medical Certificates renewed or revalidated every two years. It is recommended that when the holders of air traffic controller licences have passed their fortieth birthday, the two-year interval specified above should be reduced to one year. The Designated Aeromedical Authority may require additional medical examinations at its discretion.

The Designated Aeromedical Authority should specify those medical examinations that it will require to conduct and those that may be conducted by other authorised aeromedical examiners.

The Licensing Administration should notify the administration procedures for applications for initial medical examinations and for renewal of medical certificates.

## 12.3 Injury, Illness and Pregnancy

### 12.3.1 Requirement

The validity of the medical certificate of a licence holder who suffers personal injury or illness involving incapacity will be deemed to be suspended and the holder must inform the Designated Aeromedical Authority of the situation.

A woman who has reason to believe that she is pregnant must inform the Designated Aeromedical Authority.

The Designated Aeromedical Authority shall impose any limitations or conditions it thinks fit to the medical certificate and the holder of the medical certificate shall not provide an air traffic control service unless he or she complies with those limitations or conditions.

### 12.3.2 Guidance

Where the medical certificate is suspended due to personal injury or illness, the Designated Aeromedical Authority should advise the licence holder of any conditions or procedures for having the suspension lifted.

Any limitations or conditions imposed shall be clearly indicated on the medical certificate to the extent that Unit management can tell from the medical

certificate if the controller concerned is complying with those limitations or conditions.

*Note:*

*An example of a condition notified on a medical certificate would be requiring that a controller wears correcting spectacles.*

States may set a maximum period of time during which a controller may be ill or incapacitated before the medical certificate is deemed to be suspended and the Designated Aeromedical Authority informed.

## **12.4 Psychoactive Substances (alcoholic drink and problematical drugs and medicines)**

An air traffic controller who is providing an air traffic control service while under the influence of psychoactive substances may not be aware that his judgement and skill have been degraded to the extent that the service being providing is unsafe. This may be the case where psychoactive substances are being abused, or where medicines have been prescribed by a doctor, or non-prescription medicines obtained for a minor illness.

States may already have employment legislation relating to the abuse of drink or drugs in the workplace. Where this is not specific to aviation, or no such legislation exists, States will be required to introduce procedures to ensure, as far as possible, that student air traffic controllers or air traffic controllers do not provide an air traffic control service while under the influence of psychoactive substances.

### **12.4.1 Requirement**

The holder of a student air traffic controller or air traffic controller licence shall not provide an air traffic control service while under the influence of psychoactive substances, including any medicine, that might have a negative influence on their capacity to provide a safe air traffic control service.

It is the responsibility of the student air traffic controller and air traffic controller licence holders to ensure they do not take medicine before or while providing an air traffic control service that would have a detrimental effect on their operational performance. The Designated Aeromedical Authority shall ensure that licence holders are able to obtain the necessary advice and/or information to enable them to decide if they should, or should not, provide an ATC service while taking specific medicines.

Unit management shall have a process for monitoring controllers for psychoactive substance abuse. A controller who is suspected of being under the influence of psychoactive substances shall be immediately withdrawn from the operational position and the Designated Aeromedical Authority advised of what has happened.

#### **12.4.2 Guidance**

The Designated Aeromedical Authority should make provisions to enable licence holders to ask for advice and/or provide information in the form of Aeronautical Information Circulars on which prescription or non prescription medicines will, or are likely to, impair their ability to the extent that they should not provide an air traffic control service.

Designated Aeromedical Authorities developing procedures for monitoring controllers for alcohol or drug abuse should refer to ICAO Annex 1 (1988) and ICAO Doc. 9654-AN/945 'Manual on Prevention of Problematic Use of Substances in the Aviation Workplace' (1995).

## 13. AIR TRAFFIC CONTROL LICENSING ADMINISTRATION

### 13.1 Licence Administration

Licence administration is the process by which the Designated Authority ensures that student and air traffic controller licences are issued and maintained in accordance with the licensing requirements. States accepting the harmonised European air traffic controller licences issued by other participating States must be assured that any person presenting a licence is the holder of that licence and that the information contained within the licence is correct. It is therefore imperative that States maintain accurate current and historical records, including personal details and the air traffic control qualifications and experience, of their student and air traffic controller licence holders.

For safety reasons the licence administration procedures should contain processes to ensure that all controllers providing air traffic control services at operational Units are appropriately licensed. This may require records to be maintained that include the date medical certificates will expire and the date by which any process to assess the continuing competence of individual operational controllers must be completed. More specific guidance for the administration of student and air traffic controller licences is contained in Annex A of this document.

#### 13.1.1 Requirement

Only the Designated Authority or an Organisation approved by the State shall issue or change student air traffic controller and air traffic controller licences.

States shall maintain accurate and up to date records on all student and Air Traffic Control licence holders. These records will include personal details, current and previously held ratings, rating endorsements and Unit endorsements.

Student air traffic controller licences will only be issued to applicants who meet the requirements for the issue of the licence.

Air traffic controller licences and associated ratings, rating endorsements and Unit endorsements will only be issued to applicants who meet the requirements for the issue of the licence.

#### 13.1.2 Guidance

##### 13.1.2.1 *Personal Records*

Personal records should include the licence holder's full name, the date and place of birth, nationality, private address and the address of the Unit(s) where the student or air traffic controller licence holder is providing an ATC service.

***Note:***

*In the case of the first application for a licence, legal proof should be required of the applicant's name, date of birth and nationality, particularly where the place of birth and nationality are different.*

Each student and air traffic controller licence issued should be uniquely numbered and the licence administration procedures should clearly identify the licence numbers with the individual licence holders.

**13.1.2.2 Licence Records**

**Student Air Traffic Controller Licence Records should include:**

- ❑ details of the successful completion of Initial Training including the results of any associated assessment or examinations;
- ❑ the rating discipline in which the licence holder may provide an ATC service under supervision;
- ❑ the Unit where the licence holder is providing a service under supervision and the date the licence will expire.

**Air Traffic Controller Licence Records should include:**

- ❑ details of the successful completion of any Initial Training and the results of any associated assessment or examinations;
- ❑ current valid rating(s), rating endorsement(s) and Unit endorsement(s);
- ❑ the Unit at which the controller is providing an air traffic control service;
- ❑ previously held rating(s), rating endorsement(s) and Unit endorsement(s) including the Units where the controller previously provided an air traffic control service;
- ❑ details of any action taken by the Designated Authority to suspend or revoke the air traffic controller licence or its associated rating(s), rating endorsement(s) or Unit endorsement(s);
- ❑ the date when any current medical certificate expires;
- ❑ the date by which any process to assess the continuing competence of individual operational controllers must be completed.

**13.1.2.3 General**

The Designated Authority should notify the length of time it will take to process licence applications and applications for additional licence qualifications.

Where operational ATC Units and/or training establishments provide information directly to the Designated Authority, formal administration procedures to ensure the security and accuracy of this information should be established. Where information or evidence is provided to the Designated

Authority by an individual, the information should be confirmed with the Unit or training establishment.

Individual licence holders are responsible for the maintenance of their licences, including the renewal of medical certificates and meeting competence requirements. The Designated Authority should indicate the extent to which it will facilitate the maintenance of licences, for example advising controllers when their medical certificates will expire and arranging for medical examinations.

#### **13.1.2.4 Disclosure of Information**

Designated Authorities should make available to licence holders records of previously held ratings, rating endorsements and Unit endorsements to enable controllers to provide this information to other Designated Authorities.

At the request of licence holders, the Designated Authority should provide verification, where appropriate, of the licence qualifications and operational experience of the licence holders to other Designated Authorities.

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## **ANNEX A: GUIDANCE FOR ADMINISTRATION PROCEDURES AND THE ISSUE OF STUDENT AND AIR TRAFFIC CONTROLLER LICENCES**

### **A1 Introduction**

**A1.1** It is expected that most States will already have procedures for the administration of their air traffic controller licences, or State air traffic control qualifications where no licence is issued. It should be possible to adapt these existing procedures to the administration of the harmonised European ATC licensing scheme.

**A1.2** The procedures described below for the administration of the licensing of student air traffic controllers and air traffic controllers are therefore offered as an example, for information and guidance only. They do not take account of any individual State legislation relating the regulation of air traffic controllers or employment. While the terms used to describe the administrative personnel may be unfamiliar, their functions are described below.

**A1.3** The Designated Authority is the Authority designated by a State as responsible for the licensing of personnel. Its responsibilities may include the introduction and development of State licensing legislation and requirements and the power to revoke licences. Normally, the Designated Authority also oversees the Licensing Administration.

**A1.4** The Licensing Administration may be part of the Designated Authority or separate from it, but normally is responsible to the Designated Authority for the administration of the State licensing scheme and the application of the licensing legislation and requirements. Its responsibilities will include the issue and renewal of licences and maintenance of licensing records.

### **A2 Objectives of the Licence Administration Procedures**

**A2.1** The overall objectives of the licence administration procedures are to ensure that student air traffic controllers and air traffic controllers are appropriately licensed and meet all the requirements for the issue and maintenance of those licences. In particular, the Licensing Administration should:

- a) Maintain records of personal details.
- b) Issue student air traffic controller licences.
- c) Issue air traffic controller licences with their associated ratings, rating endorsements and Unit endorsements.
- d) Re-issue air traffic controller licences to update personal details or to include or remove rating(s), rating endorsement(s) and Unit endorsements.

- e) Maintain historical information on previously held ratings, rating endorsements and Unit endorsements, including the Unit and the periods during which these qualifications were held.
- f) Record any action taken by the Designated Authority to suspend or revoke any licence, rating endorsement or Unit endorsement.
- g) Record any other information required by the Designated Authority for the regulation of air traffic controllers.

*Note:*

*Such information may include records of medical certification, the dates certificates expire, and the dates by which any process to assess the continuing competence of individual operational controllers must be completed.*

- h) Exchange licensing information with other States (see Sub-section A9).

### **A3 Licensing Administration Staffing and Functions**

**A3.1** It is strongly recommended that a dedicated team of administrative personnel be formed to administer the issue and maintenance of student air traffic controller and air traffic controller licences. Licensing Administration staff may be required to answer licensing queries from training institutions, operational ATC Units and individuals on licensing matters. They will therefore need to be familiar with the training process leading to the issue of student air traffic controller or air traffic controller licences, the operational air traffic services associated with the ratings and rating endorsements and any process for maintaining a licence.

**A3.2** The number of staff required to administer the licence scheme will depend on the number of licensed controllers and the degree to which the regulation of the licence is centralised or devolved to the individual air traffic control Units. As an example, in a system which administers two thousand active licences, and where all records are held centrally, a staffing of one licensing manager and one licensing administrator has proved to be sufficient.

#### **A3.3 Functions of the Administrative Staff**

**A3.3.1** The person nominated to manage the day to day operations of Licensing Administration and dealing with routine licensing enquiries, with reference to higher Authority if appropriate, should be expected to be responsible for ensuring that:

- a) records on the licensing database are correct and up-to-date;
- b) licences are only issued to applicants who meet the appropriate licensing requirements;
- c) Units and training establishments provide the Licensing Administration with the appropriate information;

- d) there are procedures for verifying that the evidence and information provided by applicants is correct.

### **A3.3.2**

Licensing administrator(s) should be responsible for the routine tasks associated with keeping the database up-to-date and producing licence documentation and be responsible for ensuring that:

- a) personal details and student air traffic controller and air traffic controller licence qualifications are correctly entered onto the licence database;
- b) additional qualifications are entered, or existing qualifications are altered or cancelled, as required;
- c) information submitted that is obviously incorrect or incomplete is queried and clarified;
- d) appropriate evidence that licence requirements have been met has been provided;
- e) student air traffic controller and air traffic controller licences are correctly prepared, printed and despatched.

## **A4 Licensing Records and Database**

These administration procedures are based on the use of the licensing database developed for the harmonised European air traffic controller licence.

### **A4.1 Transfer of Data**

The process of transferring information from a paper file based record system to a database is an opportunity for errors to occur. To reduce the possibility of errors it is strongly recommended that a two-stage data extraction process is used. First, the information that will be required to be entered on the database on each individual controller should be extracted from the paper files and entered on a data extraction form (the data extraction form would normally be computerised to enable direct transfer of information to the database after the information has been checked). Secondly, the information from the data extraction forms should be entered into the database. Independent checking of the accuracy of the information transfer should be conducted during both phases of the process, i.e. information on the data extraction forms should be checked against the paper files and information on the database should be checked against the data extraction forms.

Note:

*In addition to the database records it may be necessary to maintain other records, such as correspondence, in a paper file or other system.*

## **A4.2 Personnel Records**

Personnel records should include:

- a) The licence holder's full name.

*Note:*

*Legally valid proof of the controller's identity should be required when the first application for a licence is made. Where, for tracking purposes, information is provided by a training establishment on personnel attending Initial Training courses, such proof is not required until a licence is applied for.*

*The Licensing Administration must be advised of any change of personnel details applicable to the licensing process.*

- b) Date, and place of birth.

- c) Nationality.

- d) Private address.

*Note:*

*Where the address to which documents are to be sent is different from the private address, this should be recorded.*

- e) The address and telephone number of the ATC Unit(s) at which the licence holder holds current rating(s).

## **A4.3 Tracking Personnel**

Personal details of *ab initio* air traffic controllers should be entered on the licensing database when they commence Initial Training at a training institution. Entering this information at an early stage assists the Licensing Administration staff in confirming that applicants for licences have met the requirements associated with Initial Training. It also enables the administration staff to ensure that any State requirements are met, for example limitations on the number of attempts at courses and associated examinations or assessments, and that student air traffic controllers commence Unit Training within the required period following the completion of Initial Training.

## **A4.4 Obtaining Licensing Information**

- A4.4.1** The Designated Authority should publish regulations that will require training institutes and the operational Units to provide information on personnel and evidence that licensing requirements have been met. It may be necessary for formal agreements for the provision of this information and evidence to be made with these Organisations. The Licensing Administration should hold the names and signatures of those within the Organisations who are authorised to sign that requirements have been met.

**A4.4.2** Training establishments that provide Initial Rating Training courses should be required to provide the Licensing Administration with the names of *ab initio* controllers and the names and licence numbers of trainee air traffic controllers, as follows:

- a) When they commence Initial Training.

Note:

*This information shall include the rating discipline in which they are training and the date the approved course commenced.*

- b) On successful completion of approved courses of training and passing any associated examinations or assessments.

Note:

*This information should include the date the approved course was completed.*

- c) The names of those who are withdrawn from training, or who fail to successfully complete approved courses of training and/or fail any associated examinations or assessments.

**A4.4.3** Operational ATC Units should be required to provide the Licensing Administration with the names and licence numbers of student air traffic controller or air traffic controller licence holders when they:

- a) commence training at the Unit;  
b) are withdrawn from training.

**A4.4.4** For the issue of licences and associated rating(s), rating endorsement(s) and Unit endorsement(s) the Licensing Administration will require Units to provide the following information and evidence:

- a) successful completion of the appropriate parts of the Unit Training Plan and any associated minimum experience requirement (including a request for assessment or examination if appropriate);  
b) passing, or failure of, any required assessment or examination of competence;  
c) the sector(s) or operational position(s) on which the controller will be providing an ATC service;  
d) the sector(s) or operational position(s) on which a controller is no longer required, or is unable, to provide an ATC service.

**A4.5** **Numbering of Student Air Traffic Controller and Air Traffic Controller Licences**

Student air traffic controller and air traffic controller licence numbers should be allocated by a system which will clearly associate each with an individual licence holder. When considering the numbering of licences, it is strongly

recommended that the system provides a unique identifier for each individual and guards against inadvertent duplication (i.e. inadvertent allocation of the same licence number to more than one person).

#### **A4.6 Licensing Administration Form**

**A4.6.1** An example of a generic Licensing Administration form that could be used for licence administration purposes is shown at Annex B.

**A4.6.2** The form is designed to be used for applications for:

- a) Student air traffic controller licences.
- b) Air traffic controller licences, associated rating(s), rating endorsement(s) and Unit endorsement(s).
- c) The inclusion of additional Unit endorsements to a valid rating.

*Note:*

*For example, the addition of Unit endorsements for additional sectors where the licence holder already has a valid rating for sector(s) at that Unit.*

- d) The inclusion of additional rating(s), rating endorsement(s) and Unit endorsement(s).

*Note:*

*For example, where the licence holder who already holds valid ratings in one or more disciplines has undergone Initial Training in another rating discipline and has met the requirements for the issue of a valid rating in that discipline.*

- e) The cancellation of Unit endorsements where a controller will no longer be required to provide an ATC service on particular sector(s) or operational positions for which he holds a valid rating.

States may wish to develop other forms or documentation to record additional information required by the State.

#### **A5 Processing Licence Applications and Scheme of Charges**

**A5.1** The Licensing Administration should publish any fees that it charges.

**A5.2** The Licensing Administration should notify the time it will take to complete the process of issuing student air traffic controller and air traffic controller licences, including, reissue following addition or removal of valid rating(s) and Unit endorsement(s), from receipt of an application which meets the requirements. Any time restraints concerning the validity of the licence should also be specified.

### **A5.3 Application for a Student Air Traffic Controller Licence**

**A5.3.1** The applicant will be required to complete all the sections on the licensing application form relating to an application for a student air traffic controller licence, together with the personal details requested. The applicant should include all the evidence required to show that the requirements for the issue of a student air traffic controller licence have been met.

**A5.3.2** The Licensing Administration will enter the applicant's personal details as submitted on to the licensing database. For subsequent applications, therefore, the only personal information required will be the applicant's name and licence number, together with any relevant personal details that have changed.

**A5.3.3** An example of the licensing application form completed for the application of a student air traffic controller licence is shown at [Annex B](#).

### **A5.3.4 Administration Procedures for Processing Applications for, and Issuing, Student Air Traffic Controller Licences**

On receipt of an application for a student air traffic controller licence, the Licensing Administration should:

a) Confirm that the required personal details and evidence of meeting licensing requirements have been provided. These will include:

i) Proof of identity.

*Note:*

*This will not be required if the Designated Authority has approved the training institution to obtain such proof on its behalf before training commences.*

ii) Evidence of having successfully completed an approved course of Initial Training, including passing any associated examinations or assessments.

*Note:*

*Such evidence is not required where procedures have been agreed with the training institutions to provide the information directly to the Licensing Administration.*

iii) A valid medical certificate of the appropriate category.

b) Enter personal details into the licensing database.

*Note:*

*If any information is missing, or there is doubt about the evidence provided, this should be obtained or confirmed before entering details on the database.*

c) Allocate a licence number.

d) Print the licence page.

### **A5.3.5 Application for the Reissue of a Student Air Traffic Controller Licence**

A student air traffic controller licence is issued for a period of two years. Applicants for the renewal of their student air traffic controller licences should fill in the sections of the licensing form relating to the issue of a student air traffic controller licence. As the personal details section will already have been completed for the initial licence application, only the applicant's name and student air traffic controller licence number will be required for this part of the form unless other relevant personal details have changed.

### **A5.3.6 Administration Procedures for Processing Applications for the Renewal of Student Air Traffic Controller Licence**

On receipt of an application for renewal of a student air traffic controller licence, the Licensing Administration should:

- a) confirm that the applicant already holds a student air traffic controller licence and the reason for its renewal is authorised;
- b) check to determine if any of the personal details have changed and update the database as required;
- c) confirm that the applicant has a valid medical certificate of the appropriate category;
- d) print the licence page.

### **A5.4 Application for an Air Traffic Controller Licence and its Associated Rating(s), Rating Endorsement(s) and Unit Endorsement(s)**

**A5.4.1** The applicant will be required to fill in the sections on the form relating to an application for an air traffic controller licence. As the applicant will already hold a numbered student air traffic controller licence, he or she should enter this number in the box at the top of the form. Only the applicant's name and any changes are required in the personal details section. The person at the Unit who will sign to indicate that the applicant has successfully completed the approved Unit Training Plan and has passed any associated competence assessment or examination should fill in the section which indicates the rating(s), rating endorsement(s) and Unit endorsement(s) to be entered on the licence.

Note:

*Where valid ratings are held at more than one Unit, a separate application form should be completed for each Unit.*

**A5.4.2** The Unit endorsement may be entered on the form as an abbreviation or code that may be entered into the limited space on the licence. Where the Unit uses abbreviations or codes, it should advise the Licensing Administration of the full titles of the Unit endorsements indicated by the abbreviation or code.

**A5.4.3** An example of a licensing application form for an air traffic controller licence is shown at [Annex B](#).

**A5.4.4 Administration Procedures for Processing Applications for, and Issuing, an Air Traffic Controller Licence and its Associated Rating(s), Rating Endorsement(s) and Unit Endorsement(s)**

On receipt of an application for an air traffic controller licence, and its associated rating(s), rating endorsement(s) and Unit endorsement(s) the Licensing Administration should:

a) Confirm that the required personal details and evidence of meeting licensing requirements have been provided. These will include:

i) Evidence of successful completion of the approved Unit Training Plan and the passing of any associated competence examination or assessment.

*Note:*

*An authorised person at the operational Unit must have signed to indicate that the controller has completed the required training and is competent to provide an air traffic control service on the sector(s) or operational position(s) indicated.*

ii) A valid medical certificate of the appropriate category.

b) Determine if any of the personal details have changed and update the database as required.

*Note:*

*If any information is missing, or there is doubt about the evidence provided, this should be obtained or confirmed before entering details on the database.*

c) Allocate a licence number.

d) Print the licence page.

**A5.4.5 Application for the Issue of Additional Unit Endorsement(s)**

The applicant will be required to fill in the sections on the form relating to an application for additional Unit endorsement(s) and quote his air traffic controller licence number. As personal details will be held from previous applications, only the applicant's name and any changes are required in the personal details section. The person at the Unit who will sign to indicate that the applicant has successfully completed the training plan and has passed any associated competence examination or assessment should fill in the section relating to the Unit endorsements to be entered on the licence.

An example of an application for additional Unit endorsement(s) is shown on the licensing application form at [Annex B](#).

**A5.4.6 Administration Procedures for Processing Applications for, and Issuing, an Air Traffic Controller Licence with Additional Unit Endorsement(s)**

On receipt of an application for additional Unit endorsement(s) the Licensing Administration should:

- a) Confirm that the applicant already holds an air traffic controller licence.
- b) Determine if any of the personal details have changed and update the database as required.
- c) Confirm that evidence has been provided that the controller has successfully completed the appropriate part of the approved Unit Training Plan and has passed any associated competence assessment or examination.

*Note:*

*An authorised person at the operational Unit must have signed to indicate that the controller has completed the required training and is competent to provide an air traffic control service on the sector(s) or operational position(s) indicated.*

- d) Ensure that the controller has a valid medical certificate of the appropriate category.
- e) Print the licence.

**A5.4.7 Application for Additional Rating(s), Rating Endorsement(s) and Unit Endorsement(s)**

The applicant will be required to fill in all the sections on the form relating to an application for additional rating(s), rating endorsement(s) and Unit endorsement(s) and quote his air traffic controller licence number. As personal details will be held from previous applications, only the applicant's name and any changes are required in the personal details section. The person at the Unit who will sign to indicate that the applicant has successfully completed the training plan and has passed any associated competence examination or assessment should fill in the section relating to the rating(s), rating endorsement(s) and Unit endorsement(s).

An example of the Licensing Administration form for additional rating(s), rating endorsement(s) and Unit endorsement(s) is shown at [Annex B](#).

**A5.4.8 Administration Procedures for Processing Applications for, and Issuing, an Air Traffic Controller Licence with Additional Rating(s), Rating Endorsement(s) and Unit Endorsement(s)**

On receipt of an application for additional rating(s), rating endorsement(s) and Unit endorsement(s) the Licensing Administration should:

- a) Confirm that the applicant already holds an air traffic controller licence.

- b) Determine if any of the personal details have changed and update the database as required.
  - c) Confirm that evidence has been provided that the controller has:
    - i) Successfully completed the appropriate approved course of Initial Training at a training institution and has passed any associated examinations or assessments.
    - ii) Successfully completed the appropriate part of the approved Unit Training Plan and has passed any associated competence assessment or examination.
- Note:*  
*An authorised person at the operational Unit must have signed to indicate that the controller has completed the required training and is competent to provide an air traffic control service on the sector(s) or operational position(s) indicated.*
- d) Ensure that the controller has a valid medical certificate of the appropriate category.
  - e) Print the licence.

## **A5.5 Application for the Cancellation of Unit Endorsement(s)**

This situation may arise when a controller is no longer required, or is unable, to maintain valid rating(s) on particular operational positions or sectors. The applicant will be required to fill in all the sections on the licence administration form relating to the cancellation of Unit endorsement(s) and quote his air traffic controller licence number. Only the applicant's name and any changes are required in the personal details section. The person at the Unit who is authorised to sign licence applications should fill in the section relating to the cancellation of Unit endorsements. An example of the Licensing Administration form to notify the cancellation of Unit endorsements is shown at Annex B.

### **A5.5.1 Administration Procedures for Processing Applications for, and Issuing, an Air Traffic Controller Licence where Unit Endorsements have been Cancelled**

On receipt of an application for the cancellation of Unit endorsement(s) the Licensing Administration should:

- a) Ensure that the controller concerned holds an air traffic controller licence which includes the Unit endorsement(s) to be cancelled.
- b) Determine if any of the personal details have changed and update the database as required.
- c) Re-enter current licence details without the Unit endorsement(s) to be cancelled.

*Note:*

*This leaves the cancelled endorsement stored as historical information.*

- d) Print the licence.

## **A5.6 Application for Notifying Changes to Personal Information**

Licence holders are responsible for advising the Licensing Administration of any changes to the personal information provided for the issue of a student air traffic controller or air traffic controller licence. Such changes should be entered on the Licensing Administration form, together with the applicant's name and licence number. An example of the Licensing Administration form to record changes is shown at Annex B.

### **A5.6.1 Administration Procedures for Processing Applications for, and Issuing, a Student Air Traffic Controller or Air Traffic Controller Licence where Personal Details have Changed**

On receipt of an application for changes to personal details the Licensing Administration should:

- a) confirm that the applicant already holds a student air traffic controller or air traffic controller licence;
- b) determine which of the personal details have changed and update the database as required;
- c) print the licence, if required.

## **A6 Suspension and Revocation of Licences, Rating(s), Rating Endorsement(s) and Unit Endorsement(s)**

**A6.1** The Designated Authority may suspend or revoke licences, rating(s), rating endorsement(s) or Unit endorsement(s). The Licensing Administration should not normally be involved when the Authority takes action to suspend a licence or its associated qualifications, but may be required to indicate on the database that such action has been taken. It is not appropriate to include the details of any incident that resulted in the suspension on the licensing database; any entry should be restricted to a code indicating that the action has been taken and, if required, where more detailed information is held.

**A6.2** Where a licence is revoked, it shall be returned to the Licensing Administration. The database records of the licence should be retained but should clearly indicate that the licence has been revoked.

**A6.3** Where individual rating(s), rating endorsement(s) or Unit endorsement(s) have been revoked the licence shall be returned to the Licensing Administration. A licence will then be generated which contains only the valid rating(s) and endorsement(s). The historical records should be updated to clearly indicate the rating(s) or endorsement(s) that have been revoked.

## **A7 Quality Control**

**A7.1** The licensing process relies on accurate records and assurance that information and evidence provided is accurate. To ensure that licences are only issued to applicants who meet all the licensing requirements, quality control procedures should be applied.

**A7.2** All the procedures associated with the issue of licences should be documented. The duties and responsibilities of the administration staff should be documented, the staff should be appropriately trained for their duties and receive Refresher Training when required. The Licensing Administration should be audited periodically to ensure that the licence administration staff maintain the required standard of competence and that the Licensing Administration procedures are concise and accurate. Where errors are made they should be thoroughly investigated and there should be a process for corrective action to remedy deficiencies in staff competencies or administration procedures.

### **A7.3 Signing the Licence**

The final signatory to the license is only signing to indicate satisfaction that all the requirements have been met for the issue of a license. In the licence administration scheme described, it is considered appropriate for State approved licensing administrators to sign the licences when they are issued. In other systems, or for cultural reasons, it may be appropriate for a more senior person to sign the licences.

## **A8 Maintaining the Licence**

**A8.1** It is the licence holder's responsibility to satisfy the requirements for maintaining a licence. These will include:

- a) Holding a valid medical certificate of the appropriate category.

*Note:*

*The Licensing Administration will require applicants for licences to include their current medical certificates with the application. The Licensing Administration would not normally hold information on the date a licence holder's medical certificates will expire unless required by the State Licensing Authority to ensure that student air traffic controller and air traffic controller licence holders have current medical certificates.*

- b) Where appropriate, satisfying any requirements for examination or assessment of ongoing competence to provide the air traffic control services indicated in the ATC licence.

*Note:*

*The Designated Authority may require controllers to be examined or assessed at notified intervals for their ongoing competence. This information may be provided directly to the Licensing Administration using*

*the licence administration form or, where authorised, retained on the Unit for auditing by the Designated Authority.*

**A8.2** The Designated Authority may require the Licensing Administration or Unit management to take responsibility for ensuring that controllers are advised in good time of the requirement to obtain a new medical certificate or to undergo examination or assessment for ongoing competence. Whatever process is adopted, it is important that licence holders are aware of their responsibilities and the procedures for maintaining licences.

## **A9 Disclosure of Information**

**A9.1** Individuals who hold ATC licences issued in accordance with the harmonised ATC licensing scheme may wish to take up employment as controllers in other States participating in the scheme. Receiving States will have the right to seek to verify that the information presented by the applicant is correct.

**A9.2** In order to avoid conflict with any legislation relating to data protection or unauthorised disclosure of information, it is recommended that the enquiring State should require the applicant to obtain and present his complete licensing record from the issuing State, under cover of an authenticating document/signature from the issuing Designated Authority.

**A9.3** Information which it is appropriate to disclose will include current and historical factual records of licences, rating(s), rating endorsement(s) and Unit endorsement(s) held and the periods during which they were held. Where a licence has been subjected to provisional suspension, this information should not be disclosed as the action was taken without prejudice. However, it is appropriate to disclose that a licence or associated rating or endorsement has been revoked by the Designated Authority.

**ANNEX B: EXAMPLE LICENSING APPLICATION FORM**

ISSUING STATE/AUTHORITY		IF HELD, STATE YOUR STUDENT OR CONTROLLER LICENCE NUMBER [ ]	
<b>Air Traffic Control Licensing</b> READ instructions BEFORE attempting to complete Form INSTRUCTIONS FOR USE: (i) Please complete in BLOCK CAPITALS (ii) Fill in the relevant SECTIONS with text or ✓		<b>APPLICATION FOR:</b> Student Air Traffic Controller's Licence - SECTIONS 1a, 2, 3, 7, 8 Air Traffic Controller Licence - SECTIONS 1, 1b, 2, 3, 5, 7, 8 Additional Rating(s) and/or Endorsement(s) SECTIONS 1, 1b, 5, 7, 8 Cancellation of Endorsement(s) - SECTIONS 1, 1b, 5, 7 Change of Personal Details - SECTIONS 1, 7 >>Please ensure you COMPLETE the CORRECT Sections as detailed above<<	
<b>1a PERSONAL DETAILS</b>		Surname [ ]	
		Forename(s) [ ]	
Date of Birth (dd/mm/yy) [ / / ]		Nationality [ ]	
		Place of Birth [ ]	
Permanent Address [ ]		[ ]	
Post Code [ ]		Country [ ]	
		email [ ]	
Home Telephone No. [ ]		Fax No. [ ]	
<b>1b ATC UNIT ENDORSEMENT DETAILS</b>		Unit Name [ ]	
		4 Letter ICAO Locator [ ]	
Address [ ]		Unit Telephone No. [ ]	
<b>2 ATC LICENCE APPLIED FOR:-</b>		AIR TRAFFIC CONTROLLER [ ]	
		STUDENT AIR TRAFFIC CONTROLLER NEW [ ] or RENEWAL [ ]	
<b>3 INITIAL TRAINING [ ]</b>		Course Number [ ]	
		Dates of Course [ / / to / / ]	
		Name of training establishment attended [ ]	
		Indicate in section 5 below rating(s)/rating endorsement(s) in which On-the-Job-Training has been successfully completed.	
<b>4 CANCELLATION OF ENDORSEMENTS [ ]</b>		Indicate in section 5 below which endorsements are to be cancelled.	
<b>5 ATC RATING(S), RATING ENDORSEMENT(S), APPLIED FOR OR CANCELLED:</b>			
Aerodrome Control Visual [ ]			
Aerodrome Control Instrument [ ]			
Ground Movement [ ]			
Air [ ] or Tower (when Air /Ground combined) [ ]			
Ground Movement Surveillance [ ]			
Aerodrome Radar [ ]			
Unit Operational Position(s), if applicable [ ]			
<b>Approach Control Procedural [ ]</b>			
Unit Operational Position(s), if applicable [ ]			
<b>Approach Control Surveillance [ ]</b>			
Radar [ ]			
Automatic Dependent Surveillance [ ]			
Terminal Control [ ]			
Precision Approach Radar [ ]			
Surveillance Radar Approach [ ]			
Unit Operational Position(s)/Sector(s), as applicable [ ]			





### Licence Page 3

#### Ratings

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

Rating	Date of First Issue
xxx	xx-xx-xxxx

#### Licence Endorsement

xxx	xx-xx-xxxx
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Current ratings and their validation(s) are listed on page 5 of the licence.

Enter abbreviated name and date of first issue for each rating held e.g. ADV 01-08-2000.

Enter abbreviated name and date of first issue for each licence endorsement e.g. OJT Instructor 01-08-2000.  
(See [7.4](#) for details.)

### Licence Page 4

#### DECODE

##### Rating Abbreviations

Aerodrome Control Visual	ADV
Aerodrome Control Instrument	ADI
Approach Control Procedural	APP
Approach Control Surveillance	APS
Area Control Procedural	ACP
Area Control Surveillance	ACS

##### Rating Endorsement Abbreviations

Air Control	AIR
Automatic Dependent Surveillance	ADS
Ground Movement Control	GMC
Ground Movement Surveillance	GMS
Precision Approach Radar	PAR
Radar	RAD
Surveillance Radar Approach	SRA
Terminal Control	TCL
Tower Control	TWR

##### Licence Endorsement Abbreviation

On-the-Job Training	OJT
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Current abbreviated ratings and endorsement(s) should be entered in the Rating/Endorsement(s) column of the Current Ratings/Endorsements, on page 5 of the licence.











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**ANNEX E: SUMMARY OF DIFFERENCES TO ICAO ANNEX 1**

States adopting the air traffic controller licensing requirements listed in this Manual will need to individually file differences to ICAO 'Annex 1: Personnel Licensing' (1988). As at 8 September 2000, the 'European Manual of Personnel Licensing - Air Traffic Controllers' differs to Annex 1, Amendment 162 in the following areas:

<b>Annex 1 Paragraph Reference</b>	<b>European Manual Difference</b>
4.3.1	European air traffic control ratings do not conform with those listed in 4.4 of Annex 1. The European air traffic controller rating categories are: <input type="checkbox"/> Aerodrome Control Visual <input type="checkbox"/> Aerodrome Control Instrument <input type="checkbox"/> Approach Control Procedural <input type="checkbox"/> Approach Control Surveillance <input type="checkbox"/> Area Control Procedural <input type="checkbox"/> Area Control Surveillance
4.3.1.1	European States individually detail the minimum age of an applicant for an air traffic controller licence. (States should specify the age to ICAO when notifying differences.)
4.3.1.4	European applicants shall hold a current medical certificate as specified in the European document 'Requirements for European Class 3 Medical Certification of Air Traffic Controllers' (EATMP, 2003 – L4).
4.4.2.1	The knowledge requirements are applied to the European ratings as detailed.
4.4.2.2	The experience requirements are applied to the European ratings as detailed. It should be noted that Precision Approach Radar is an endorsement to an Approach Control Surveillance rating.
4.4.2.2.2	The experience required shall be subject to the successful completion of an approved Unit Training Plan.
4.4.3.1	The privileges of the holder of a valid air traffic controller licence will be in accordance with the requirements for the European air traffic controller ratings as detailed and associated rating endorsements.
5.1.1 (sub-paragraph V)	Address of holder not required on European licence.
5.1.5	Item headings are not numbered on European licence.

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## ANNEX F: CONTRIBUTORS

<u>NAME</u>	<u>STATE / ORGANISATION</u>
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### HRT ATCO Licensing Review Task Force (ALRTF)

#### Chairman

Mr Gerry Clinton ( <i>until Oct. 2003</i> )	EUROCONTROL Headquarters
Mr Brian Considine ( <i>from Oct. 2003</i> )	EUROCONTROL Headquarters

#### Members

Mr Hervé Galand ( <i>until Feb 2004</i> )	France
Mr Emmanuel Jacquemin ( <i>from Feb 2004</i> )	France
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