

State Of Libya
Ministry Of Transport
Civil Aviation Authority



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وزارة المواصلات والنقل
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ADVISORY CIRCULAR
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CERTIFICATION OF AIR TRAFFIC CONTROL (ATC) APPROVED TRAINING ORGANISATION (ATO)

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Approved By:



Capt. Nasereddin Shaebelain
Director General

1. General

This Advisory Circular (AC) establishes the procedures and guidelines for the approval of an Air Traffic Control (ATC) Training Organisation and the obligations of applicants for, and holders of, such approvals.

2. Purpose

- 2.1 An organisation responsible for the training of air traffic controllers shall demonstrate its capability to provide ATC training by holding an ATC-ATO approval certificate, issued by the Libyan Civil Aviation Authority (LYCAA) in accordance with this Advisory Circular.
- 2.2 An ATC-ATO is an institution staffed, equipped and operated in a suitable environment offering ATC related training of specific curricula and supervision, including theoretical and operational instructions approved by the LYCAA.
- 2.3 Satisfactory completion of an approved training course is an ATC Licensing requirement as stipulated in LYCAR.ATCL, ICAO Annex 1 and any related ICAO Document encompassed the requirements for approval of ATC training organisation including its safety oversight by the approving authority.

3. Related Regulations

Libya Civil Aviation Regulations – Air Traffic Controller Licensing (LYCAR.ATCL).
Annex 1 para 4.4 and 4.5.
ICAO Doc 9841 as amended.

4. Change Notice

Nil.

5. Application for Approval

- 5.1 Any organisation intending to conduct ATC related training, shall apply for approval as an ATC-ATO. The application shall be made to LYCAA using the form attached herewith in Appendix A.
- 5.2 In addition, the training organisation seeking such approval shall submit a written exposition detailing how its organisation, facilities, equipment, accommodation, staffing, assessment processes and quality management system will enable it to provide ATC training of professional standards. An example of a suitable exposition layout is shown in Appendix B.

6. Definitions

- 6.1 Within the scope of this AC, the following definitions shall apply:
 - a) **'Instructors'** mean qualified personnel employed by the training organisation, whose duties involve the teaching of ATC theory and/or practical through classroom sessions or the usage of simulators; and
 - b) **'Practical Assessor'** means a qualified person approved by the LYCAA to conduct the practical assessment of trainees in ATC operations training.

7. Organisation

- 7.1 Determination of the training organisation's suitability will be by evaluation of its exposition submitted to the LYCAA.
- 7.2 The training organisation shall nominate an Accountable Executive who shall have administrative authority to ensure that all training commitments are carried out in accordance with ICAO standards.
- 7.3 The exposition shall include an organisation chart and a functional chart, documenting key personnel's responsibilities and accountabilities.
- 7.4 A focal point for coordination with the LYCAA shall be nominated by the training organisation.
- 7.5 The training organisation shall demonstrate that it has sufficient qualified personnel to plan and carry out theoretical and practical training, as well as associated assessments in accordance with this Approval.

- 7.6 There shall be an internal procedure by which trainees of the training organisation can appeal against the results of an assessment.

8. Facilities, Equipment and Accommodation

- 8.1 The training organisation shall have adequate classroom, synthetic trainer (e.g. ATC Synthetic Training Device “Simulator”), office and rest accommodation to satisfactorily carry out and support all planned training programmes.
- 8.2 Simulators shall be appropriate for the type of training it is intended for and shall replicate as close as possible, a real-time environment.
- 8.3 A library shall be made available, containing all relevant training material. If training material is provided in electronic format, there shall be adequate facilities to allow for production of printed copies. The training organisation is responsible for copyright arrangements of such documents.
- 8.4 Office accommodation of an acceptable standard shall be provided for Instructors and Practical Assessors to ensure that preparation for duties is without undue distraction and discomfort.
- 8.5 An ATO engages outside assistance in designing and delivery of training courseware shall be held accountable for the quality and suitability of its courseware. The work being performed by the Third-party provider should therefore be subjected to the QA practices that the ATO is expected to apply to its own work

9. Personnel

- 9.1 Instructors and Practical Assessors shall meet the qualification requirements to ensure an appropriate standard of training in compliance with ICAO standards.
- 9.2 Instructors and Practical Assessors shall have held an ATC Licence with unit in the Rating concerned
- 9.3 ATOs may acquire certified and qualified temporary instructional personnel from aviation industries by outsourcing
- 9.4 Simulator input personnel shall have completed an appropriate training programme and competent to assist in the usage of simulators for ATC training.

10. Trainee Assessment Procedures

- 10.1 The training organisation shall establish procedures, and document all written, oral and practical performance assessments of the trainee.
- 10.2 All assessment shall be carried out by suitably Instructors and/or Practical Assessors personnel.
- 10.3 A trainee shall sign the assessment reports, as applicable, to acknowledge the contents of the report. The trainee shall be kept aware of his/her course progress including areas of required improvement to ensure successful completion of the training course.

11. Examination Process

- 11.1 An ATO shall establish an Examination Process to check the progress of each student and to demonstrate that the student has achieved a satisfactory level of LYCAR.ATCL knowledge and skill. This system shall be managed and monitored in accordance with ATO Exposition manual approved by LYCAA.
- 11.2 The LYCAA Theoretical Examination for a student license is to be conducted by the LYCAA, upon successfully completion of an ATO approved training course.
- 11.3 The Practical Examination for an ATC License shall be conducted in the appropriate ATC Unit under strict supervision of the LYCAA Designed Examiner.

12. Storage of Records

- 12.1 Training and assessment records of the trainees shall be securely stored in an environment that ensures the documents remain in good condition.

12.2 If electronic storage media is used, the training organisation shall demonstrate adequate provision for security and safety of such documents.

12.3 Record-keeping shall be systematic to allow for traceability.

13. Quality Management System (QMS)

13.1 A QMS shall be designed, operated and maintained to manage, develop, deliver and sustain ATC training in accordance with ICAO Standard and Recommended Practices.

13.2 The QMS shall be process based and specifies processes with respect to its management structure, course design and conduct, the assessment scheme and the competence of its instructional and assessment personnel.

13.3 The QMS shall also include but not limited to:

- a) a requirement for an independent external audit to monitor training standards;
- b) the integrity of theory and practical assessments;
- c) adequacy of procedures; and
- d) the audit shall allow feedback of the audit findings to the accountable executive to ensure necessary corrective actions.

14. Certification Validity

14.1 An ATC-ATO certificate shall be valid for a period not exceeding three (3) years.

14.2 Certification renewal is subject to continued compliance with this AC and associated requirements of LYCAR.ATCL Subpart E. A renewal application shall be submitted ninety (90) days before the expiry of the present valid certificate.

14.3 The certificate shall be returned to the LYCAA without delay upon its revocation or the cease of all activities.

15. Fee Arrangement

The ATO shall submit fees for the issuance and renewals of the certificates and authorization as per LYCAA associated rules.

16. Effective Date

The requirements contained in this AC shall become enforce from 30 April 2018.

APPENDIX A

Application for Certification of Air Traffic Control (ATC) Approved Training Organisation (ATO)

Date:

1	APPLICANT	
1.1	Organisation	<i>Insert name of organisation</i>
1.2	Address	<i>Insert correspondence address</i>
1.3	Contact Person	<i>Name of officer</i>
1.4	Telephone	
1.5	Facsimile	
1.6	Email	
1.7	Location(s)	<i>List location(s) of training location(s)</i>
2.	TRAINING SCOPE	
2.1	ATC Courses:	
	2.1.1	<i>Insert name</i>
	2.1.2	<i>Insert name</i>
	2.1.3	<i>Insert name</i>
	2.1.4	<i>Insert name</i>
	2.1.5	<i>Insert name</i>
	2.1.6	<i>Insert name</i>
2.2	Non-ATC Courses	
	2.2.1	<i>Insert name</i>
	2.2.2	<i>Insert name</i>
	2.2.3	<i>Insert name</i>
	2.2.4	<i>Insert name</i>
	2.2.5	<i>Insert name</i>
3.	HUMAN RESOURCE <i>(Please attach list of names)</i>	
3.1	Instructors	<i>Insert number</i>
3.2	Administrative personnel	<i>Insert number</i>
3.3	Simulator Assistants	<i>Insert number</i>
3.4	Others	<i>Insert number</i>
4	Signature	
Date	Name and Stamp of Accountable Executive	Signature of Accountable Executive

Appendix B

Training Organisation Exposition Layout

In order to obtain the ATC-ATO Certificate, a training organisation shall submit an exposition containing the information as specified below. The exposition shall be typed, with paragraphs and pages numbered, following the specified sequence.

1. Cover Page

Name of training organisation:

- a) Title of exposition;
- b) Version number; and
- c) Date of document.

2. Administrative Information

- a) Name and address of the training organisation and, if different, name and address of the training centre to which this application refers;
- b) The names, telephone and fax numbers, and email addresses of the following:
 - i) the Accountable Executive,
 - ii) the head of the training centre (if different from (i)); and
 - iii) title and name of person(s) nominated by the training organisation as the focal point for communication with the LYCAA;
- c) A statement signed by the Accountable Executive, describing the extent of compliance of the organisation with this AC;
- d) An organisation chart showing associated chains of responsibility of accountable executive and other key personnel; and
- e) A list of instructors and simulator personnel with supporting documents verifying each individual's qualifications and experience.

3. Facilities, Equipment, Material and Records

The training organisation shall show how it complies with the requirements of this AC in terms of these items.

4. Training Courses

The applicant shall also apply for the approval of training courses, if it has not done so previously.

Appendix C



CERTIFICATE FOR AIR TRAFFIC SERVICES TRAINING ORGANISATION

Certificate Number: ATS-ATO/xxx/year

Pursuant to Libyan Law N0.6 (2005) and LYCAR.ATCL this Certificate subject to the conditions specified below, the Director General hereby certifies:

[Training Organization's Name]

[Address of the Training Organization]

As a certified Training Organization with the privilege to provide ATS Training, as listed in the attached training approval (page 2).

Terms of approval and privileges:

- a) This certificate is limited to the privileges and the scope of providing ATS training as listed in the attached training approval.
- b) This certificate is valid whilst the certified organization remains in compliance with required Libyan Regulation in subject.
- c) Subject to compliance with the foregoing terms of approval and privileges, this certificate shall remain valid as specified in Paragraph 14 of this AC unless, suspended or revoked.

Date of issue: / /

Date of expiry: / /

Signed:

Director General

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List Of the Training Approval
 Certificate Number: ATS-ATO/xxx/year

[Training Organization's Name]

Has obtained the privileges to provide and conduct the following ATS training;

Type of training	Course Remarks	Remarks
<input type="checkbox"/> ATC Training	<input type="checkbox"/> Basic ATC training	
<input type="checkbox"/> Basic Aerodrome/ Approach Control	<input type="checkbox"/> Basic Aerodrome/ Approach Control	
<input type="checkbox"/> Area Control Training	<input type="checkbox"/> Area Control Training	
<input type="checkbox"/> ATC Radar training	<input type="checkbox"/> Initial training	

This training course approval is valid as long as the ATO approval certificate has not been surrendered, superseded, suspended or revoked;

Date of issue: / /

Date of expiry: / /

Signed:

Director General