

STATE OF LIBYA
MINISTRY OF TRANSPORT
CIVIL AVIATION AUTHORITY



دولة ليبيا
وزارة المواصلات
مصلحة الطيران المدني

LYCAR PART-ATCL

Libyan Civil Aviation Regulation Part ATCL - AIR TRAFFIC CONTROLLER LICENSING

First issue, May 2023

Approved by and published under the authority of the Director General of LYCAA.

Issue date : May 2023

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FOREWORD

1. The regulation contained herein is adopted under the provision of Article N5 of Libyan Civil Aviation Law N6 of 2005 and issued and signed up by the Director General of Libyan Civil Aviation by virtue of powers vested from the Minister of Transport under the resolution N154 issued on 13.05.2015.
2. This Part of Regulation is laying down technical requirements and administrative procedures relating to air traffic controllers' licenses and certificates.
3. This regulation is in compliance with ICAO Annexes and SARPs and it has also adapted regulation, associated compliance or interpretative material issued by EASA, whenever possible.
4. The information contained herein is subject to constant review in the light of changing regulations and requirements. No subscriber or other reader should act on the basis of any such information without taking appropriate professional advice when/as indicated/required. Although, every effort has been made to ensure accuracy, the Libyan Civil Aviation Authority (LYCAA) shall not be held responsible for loss or damage caused by errors, omissions, misprints or misinterpretation of the content hereof.
5. The use of the male gender implies the female gender and vice versa.
6. Copies of this regulation can be obtained from the Safety Department of the LYCAA or can be downloaded on the official website: www.caa.gov.ly
7. Transition Period: The Libyan civil aviation industry is required to meet the compliancy requirements of this regulation within three months after its official publication. All new applications, after the publication of this regulation, will meet the requirements of this issue of regulation.

Dr. Mohamed Shlibek
Director General of LYCAA
31st of May 2023

Cover Regulation

Article 1 - Subject matter and scope

- (1) This Regulation lays down detailed rules for:
 - (a) the conditions for issuing, suspending and revoking air traffic controllers and student air traffic controllers' licenses, associated ratings and endorsements, and the privileges and responsibilities of those holding them;
 - (b) the certification of air traffic controller training organizations;
 - (c) the conditions for validating, re-validating, renewing and using such licenses, ratings, endorsements and certificates.
- (2) This Regulation shall apply to:
 - (a) student air traffic controllers and air traffic controllers exercising their functions within the airspace of Libya;
 - (b) persons and organizations involved in the licensing, training, testing of applicants in accordance with this Regulation.

Article 2 - Compliance with requirements and procedures

- (1) The student air traffic controllers, the air traffic controllers and the persons involved in the licensing, training, testing of applicants referred to in Article 1(2)(a) and (b) above shall be qualified and licensed in accordance with this regulation.
- (2) The Organizations referred to in Article 1(2)(b) above shall be qualified in accordance with the technical requirements and administrative procedures laid down in this regulation.

Article 3 - Provision of air traffic control services

- (1) Air traffic control services in the airspace of Libya shall only be provided by air traffic controllers qualified and licensed in accordance with this Regulation.
- (2) Pursuant to the Civil Aviation Law, the State of Libya shall, as far as practicable, ensure that services provided or made available by military personnel to the public offer a level of safety that is at least equivalent to the level required by this Regulation.
- (3) The LYCAA may apply this Regulation to the military personnel providing air traffic control services in the airspace of Libya to the public.

Article 4 - Authority

- (1) The Authority with allocated responsibilities for the certification and oversight of persons and organizations subject to this Regulation is the Civil Libyan Civil Aviation Authority (LYCAA), (hereinafter referred to as the "Authority").
- (2) In the case of cross-border service provision in the airspace of Libya, the Authority shall be designated by agreement between the State of Libya and the State concerned. The areas of competence of that authority shall be clearly defined in terms of responsibilities and geographical area, where appropriate. Coordination shall be established between the two States to ensure effective oversight of all persons and organizations subject to this Regulation within their respective remits.
- (3) The Authority shall be independent from air navigation service providers and training organizations. This independence shall be achieved through adequate separation, at least at functional level, of the Authority on the one hand and air navigation service providers and the training organizations on the other hand. The Authority shall exercise its powers impartially and transparently.
- (4) The Authority shall have the necessary capability to conduct the certification and oversight activities covered by its certification and oversight program, including sufficient resources to fulfill the requirements of this Regulation.
- (5) The Authority shall ensure that the personnel that carries out the oversight and certification activities under this Regulation has no direct or indirect conflict of interest, in particular relating to family or financial interests of the personnel concerned.

Article 5 - Existing air traffic controller's licenses

- (1) Air traffic controller's licenses including any associated ratings, privileges and assessors, authorizations and/or qualifications issued or recognized by the Authority before the applicability of this Regulation shall be reviewed and aligned with the provisions of Section A of this Regulation based on the elements laid down in a credit report.
- (2) The credit report shall:
 - (a) be established by the air navigation service provider in consultation with the Authority;
 - (b) describe the scope of the privileges that were given to the air traffic controller, the unit competence scheme, unit training plans, examinations and competency assessments based on which the privileges were issued;
 - (c) indicate for which requirements in Section A of this Regulation credit is to be given;
 - (d) indicate any limitations that need to be included on the new air traffic controller's license and any requirements the air traffic controller has to comply with in order to remove those limitations.

- (3) The credit report shall include copies of all documents necessary to demonstrate the elements set out in points (a) to (d) of paragraph 2, including copies of the relevant training procedures. When approving the credit reports, the Authority shall aim at allowing air traffic controllers to, as far as possible, maintain their current scope of activities.
- (4) The authority shall issue the new air traffic controller's licenses based on the approved credit reports and in compliance with this Regulation by 30 September 2023.

Article 6 Medical certificates

The issue of the new air traffic controller's licenses by the Authority is conditioned by the provision of a medical certificate in accordance of the new issue LYCAR Part-MED issued in 2023.

Article 7

Adaptation of management systems, unit competence schemes and training courses

- (1) The air traffic service provider shall adapt its unit competence schemes to comply with the requirements of this Regulation by 31st July 2023.
- (2) The air traffic service provider's training organization shall adapt its management system, the unit training courses and training plans to comply with the requirements of this Regulation by 31st August 2023.
- (3) The Authority shall issue the certificate to the air traffic service provider's training organization in compliance with this Regulation by 31st August 2023.

Definitions

For the purposes of this Regulation, the following definitions shall apply:

- (1) **'Abnormal situation'** means circumstances, including degraded situations, which are neither routinely nor commonly experienced and for which an air traffic controller has not developed automatic skills;
- (2) **'Acceptable means of compliance (AMC)'** means standards adopted by the authority to illustrate means by which to establish compliance with this Regulation;
- (3) **'Air traffic control (ATC) service'** means a service provided for the purpose of:
 - (a) preventing collisions:
 - between aircraft, and
 - in the maneuvering area between aircraft and obstructions; and
 - (b) expediting and maintaining an orderly flow of air traffic;
- (4) **'Air traffic control (ATC) unit'** means a generic term meaning variously, area control center, approach control unit or aerodrome control tower;
- (5) **'Alternative means of compliance'** means an alternative to an existing AMC or a new means to establish compliance with this Regulation for which no associated AMC have been adopted by the Authority;
- (6) **'Assessment'** means an evaluation of the practical skills leading to the issue of the license, rating and/or endorsement(s) and their re-validation and/or renewal, including behavior and the practical application of knowledge and understanding being demonstrated by the person being assessed;
- (7) **'Assessor endorsement'** means the authorization entered on and forming part of the license, indicating the competence of the holder to assess the practical skills of student air traffic controller and air traffic controller;
- (8) **'Critical incident stress'** means the manifestation of unusual and/or extreme emotional, physical and/or behavioral reactions in an individual following an unexpected event, an accident, an incident or serious incident;
- (9) **'Emergency situation'** means a serious and dangerous situation requiring immediate actions;
- (10) **'Examination'** means a formalized test evaluating the person's knowledge and understanding;
- (11) **'Guidance material (GM)'** means non-binding material developed by the authority that helps to illustrate the meaning of a requirement or specification and is used to support the interpretation of this Regulation;

- (12) '**ICAO location indicator**' means the four-letter code group formulated in accordance with the rules prescribed by ICAO in its manual 'DOC 7910' in its latest updated version and assigned to the location of an aeronautical fixed station;
- (13) '**Language proficiency endorsement**' means the statement entered on and forming part of a license, indicating the language proficiency of the holder;
- (14) '**License**' means a document issued and endorsed in accordance with this Regulation and entitling its lawful holder to exercise the privileges of the ratings and endorsements contained therein;
- (15) '**On-the-job training instruction**' means the phase of unit training during which previously acquired job related routines and skills are integrated in practice under the supervision of a qualified on-the-job training instructor in a live traffic situation;
- (16) '**On-the-job training instructor (OJT) endorsement**' means the authorization entered on and forming part of a license, indicating the competence of the holder to give on-the-job training instruction and instruction on synthetic training devices;
- (17) '**Part-task trainer (PTT)**' means a synthetic training device to provide training for specific and selected operational tasks without requiring the learner to practice all of the tasks which are normally associated with a fully operational environment;
- (18) '**Performance objective**' means a clear and unambiguous statement of the performance expected of the person undertaking the training, the conditions under which the performance takes place and the standards that the person undertaking training should meet;
- (19) '**Provisional inability**' means a temporary state in which the license holder is prevented from exercising the privileges of the license when ratings, endorsements and his/her medical certificate are valid;
- (20) '**Psychoactive substance**' means alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas caffeine and tobacco are excluded;
- (21) '**Rating endorsement**' means the authorization entered on and forming part of a license, indicating the specific conditions, privileges or limitations pertaining to the relevant rating;
- (22) '**Renewal**' means the administrative act taken after a rating, endorsement or certificate has expired that renew the privileges of the rating, endorsement or certificate for a further specified period subject to the fulfilment of specified requirements;
- (23) '**Revalidation**' means the administrative act taken within the period of validity of a rating, endorsement or certificate that allows the holder to continue to exercise the privileges of a rating, endorsement or certificate for a further specified period subject to the fulfilment of specified requirements;

- (24) **'Sector'** means a part of a control area and/or part of a flight information region or upper region;
- (25) **'Simulator'** means a synthetic training device that presents the important features of the real operational environment and reproduces the operational under which the person undertaking training can practice real-time tasks directly;
- (26) **'Synthetic training device'** means any type of device by which operational conditions are simulated, including simulators and part-task trainers;
- (27) **'Synthetic training device instructor (STDI) endorsement'** means the authorization entered on and forming part of a license, indicating the competence of the holder to give instruction on synthetic training devices;
- (28) **'Training course'** means theoretical and/or practical instruction developed within a structured framework and delivered within a defined duration;
- (29) **'Training organization'** means an organization which has been certified by the authority to provide one or more types of training;
- (30) **'Unit endorsement'** means the authorization entered on and forming part of a license, indicating the ICAO location indicator and the sector, group of sectors or working positions where the license holder is competent to work;
- (31) **'Validation'** means a process by which, through the successful completion of a unit endorsement course associated to a rating or a rating endorsement, the holder may start exercising the privileges of that rating or rating endorsement.

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Section A - Requirements or the Licensing of Air Traffic Controllers

Subpart A - General

ATCL.A.100 Scope

This Part, set out in this Section, establishes the requirements for the issue, revocation and suspension of student air traffic controller licenses and air traffic controller licenses, their associated ratings and endorsements and the conditions of their validity and use.

GM TO ATCL.A.100 Scope

When the term license is used alone in this part, it must mean the Air Traffic controller license and Student Air Traffic controller license.

ATCL.A.105 Application for the issue of licenses, ratings and endorsements

- (a) An application for the issue of licenses, ratings and endorsements shall be submitted to the LYCAA in accordance with the procedure established by the Authority.
- (b) An application for the issue of further ratings or endorsements, for the revalidation or renewal of endorsements and for the reissue of the license shall be submitted to the authority.
- (c) The license shall remain the property of the person to whom it is issued, unless it is revoked by the Authority. The license holder shall sign the license.
- (d) The license shall specify all relevant information related to the privileges that are granted by the license and shall comply with the requirements of this Part-ATCL.

GM TO ATCL.A.105 application for the issue of licenses, ratings and endorsements

Electronic License

Any application when duly approved by the LYCAA will result in issuance of an electronic license. The electronic license will be in a portable document format (.pdf) and will be emailed to the E-Licensing user through the LYCAA e-services.

The license will bear all the required details in compliance with the LYCAA regulations and ICAO Annex 1, Chapter 5. Additionally, the electronic license will also bear a QR Code that will reveal the license details as per the LYCAA E-licensing system.

The E-licensing user is responsible for printing the license and handing it over to the license holder for his/her signature before exercising the privileges of the license. The organizations must maintain a proper record keeping system for the electronic licenses received from the LYCAA and the printed licenses signed by the license holders.

ATCL.A.110 Foreign license conversion

- (a) A foreign ATC License and associated ratings, issued by an ICAO contracting State may be converted to a Libyan LYCAA issued Air Traffic Controller license subject to meeting the requirements of this part.
- (b) The application for the conversion of a foreign ATC license shall be made by a Libyan ATC unit after ensuring the following pre-requisites:
 - (1) The foreign ATC license has been issued by an ICAO Contracting State
 - (2) The foreign license is not suspended nor revoked
 - (3) The foreign license has been endorsed with the ATC rating that will be applied for by the ATC unit
 - (4) The foreign ATC license holder holds a medical corresponding to the foreign ATC license
 - (5) The foreign license is endorsed with a valid ELP level 4 or higher
 - (6) The application for license conversion is accompanied by a “License verification letter” issued by the foreign aviation authority that issued the foreign license.

AMC1 TO ATCO.A.110 Foreign license conversion

Applicants should add details of all the ratings held on the foreign license for subsequent addition of ratings in the future.

AMC2 TO ATCO.A.110 Foreign license conversion

Subsequent addition of ratings may be approved if the foreign license holder has had the rating endorsed on his/her foreign license. In other cases, the applicant should have to undergo an approved rating course followed by the requisite experience requirements approved for the ATC unit.

GM TO ATCO.A.110 (B) Foreign license conversion

The LYCAA expects that the ATC unit conducts exhaustive evaluations of any foreign ATCOs prior to applying for the license conversion such as rating validations, experiences and disciplinary records.

ATCL.A.115 Exercise of the privileges of licenses and provisional inability

- (a) The exercise of the privileges granted by a license shall be dependent on the validity of the ratings, endorsements, language proficiency and the medical certificate.
- (b) License holders shall not exercise the privileges of their license when having doubts of being able to safely exercise the privileges of the license and shall, in such cases, immediately notify the relevant air navigation service provider of the provisional inability to exercise the privileges of their license.
- (c) Air navigation service providers may declare the provisional inability of the license holder if they become aware of any doubt concerning the ability of the license holder to safely exercise the privileges of the license.
- (d) Air navigation service providers shall develop and implement objective, transparent and non-discriminatory procedures to enable license holders declaring provisional inability to exercise the privileges of their license in accordance with point (b), to declare the provisional inability of the license holder in accordance with point (c), to manage the operational impact of provisional inability cases and to inform the Authority as defined in that procedure.
- (e) The procedures referred to in point (d) shall be included in the unit competence scheme.

GM1 TO ATCL.A.115(B) Exercise of the privileges of licenses and provisional inability

Grounds for provisional inability:

Examples of grounds for doubting the ability to safely exercise the privileges of the license may be that the license holder is:

1. under the influence of psychoactive substances;
2. unfit to perform the duties due to injury, fatigue, sickness, stress, including critical incident stress or other similar causes;
3. not meeting all the competence-related requirements set out in the unit competence scheme.

GM2 TO ATCL.A.115(C) Exercise of the privileges of licenses and provisional inability

In case of doubt about the medical condition of the air traffic controller, the provisions of LYCAR Part-MED apply.

GM3 TO ATCL.A.115(D) Exercise of the privileges of licenses and provisional inability**Procedures:**

The procedures developed and implemented to enable license holders declaring provisional inability to exercise the privileges of their license, to manage the operational impact of provisional inability cases and to inform the competent authority should include but are not limited to:

1. the processes to declare and terminate provisional inability;
2. an indicative list of cases when the competent authority must be informed of the declaration or termination of the provisional inability;
3. the processes to inform the competent authority; and
4. the mitigating measures to be implemented to ensure sufficient capacity and the continuity of the service.

ATCL.A.120 Revocation and suspension of licenses, ratings and endorsements

- (a) Licenses, ratings and endorsements may be suspended or revoked by the authority according to this Regulation when the license holder does not comply with the requirements of this Part.
- (b) When the license holder has his/her license revoked, he/she shall immediately return the license to the LYCAA according to the administrative procedures established by the Authority.
- (c) With the issue of the air traffic controller license, the student air traffic controller license is revoked and shall be returned to the authority.

Subpart B - Licenses, ratings and endorsements

ATCL.A.200 Student Air Traffic Controller License

- (a) Holders of a student air traffic controller license shall be authorized to provide air traffic control services in accordance with the rating(s) and rating endorsement(s) contained in their license under the supervision of an on-the-job training instructor and to undertake training for rating endorsement(s).
- (b) Applicants for the issue of a student air traffic controller license shall:
- (1) be at least 18 years old;
 - (2) have successfully completed initial training at a training organization satisfying the requirements, laid down in [Section B of this Part](#), relevant to the rating and, if applicable, to the rating endorsement, as set out in this Regulation.
 - (3) hold a valid class 3 medical certificate;
 - (4) have demonstrated an adequate level of language proficiency in accordance with the requirements set out in this Regulation;
 - (5) have successfully completed a unit psychometric test.
- (c) The student air traffic controller license shall contain the language endorsement(s) and at least one rating and, if applicable, one rating endorsement.
- (d) The holder of a student air traffic controller license who has not started exercising the privileges of that license within one (1) year from the date of its issue or has interrupted exercising those privileges for a period of more than one (1) year may only start or continue unit training in that rating after an assessment of his/her previous competence, conducted by a training organization satisfying the requirements laid down in this Regulation and certified to provide initial training relevant to the rating, as to whether he/she continues to satisfy the requirements relevant to that rating, and after satisfying any training requirements resulting from this assessment.

GM TO ATCL.A.200(B) Student air traffic controller license

Maturity of air traffic controllers:

Persons who wish to undertake air traffic controller training at a training organization, satisfying the requirements laid down in this Regulation, should be educationally, physically and mentally sufficiently mature. In order to assess their ability to complete air traffic controller training, training organizations may conduct aptitude assessments and/or set out educational or similar requirements which could serve as a prerequisite for commencing air traffic controller training.

ATCL.A.205 Air Traffic Controller License

- (a) Holders of an air traffic controller license shall be authorized to provide air traffic control services in accordance with the ratings and rating endorsements of their license, and to exercise the privileges of the endorsements contained therein.
- (b) The privileges of an air traffic controller license shall include the privileges of a student air traffic controller license as set out in [ATCL.A.200 \(a\)](#).
- (c) Applicants for the first issue of an air traffic controller license shall:
 - (1) Be not less than 21 years of age;
 - (2) hold a student air traffic controller license;
 - (3) have completed a unit endorsement course and successfully passed the appropriate examinations and assessments in accordance with the requirements set out in this Regulation;
 - (4) hold a valid class 3 medical certificate;
 - (5) have demonstrated an adequate level of language proficiency in accordance with the requirements set out in [ATCL.A.230](#).
- (d) The air traffic controller license shall be validated by the inclusion of one or more ratings and the relevant rating, unit and language proficiency endorsements for which the training was successful.
- (e) The holder of an air traffic controller license who has not started exercising the privileges of any rating within one year from the date of its issue may only start unit training in that rating after an assessment of his/her previous competence, conducted by a training organization satisfying the requirements laid down in this Regulation and certified to provide initial training relevant to the rating, as to whether he/she continues to satisfy the requirements relevant to that rating, and after satisfying any training requirements resulting from this assessment.
- (f) An air traffic controller license issued under this part shall remain valid for a maximum of two years subject to maintenance of at least one ATC rating, English language proficiency and an appropriate medical certificate.

ATCL.A.210 Air Traffic Controller ratings

- (a) Licenses shall contain one or more of the following ratings in order to indicate the type of service which the license holder is authorized to provide:
 - (1) the Aerodrome Control Visual (ADV) rating, indicating that the license holder is competent to provide an air traffic control service to aerodrome traffic at an aerodrome that has no published instrument approach or departure procedures;

- (2) the Aerodrome Control Instrument (ADI) rating, indicating that the license holder is competent to provide an air traffic control service to aerodrome traffic at an aerodrome that has published instrument approach or departure procedures and shall be accompanied by at least one of the rating endorsements described in [ATCL.A.215\(a\)](#);
 - (3) the Approach Control Procedural (APP) rating, indicating that the license holder is competent to provide an air traffic control service to arriving, departing or transiting aircraft without the use of surveillance equipment;
 - (4) the Approach Control Surveillance (APS) rating, indicating that the license holder is competent to provide an air traffic control service to arriving, departing or transiting aircraft with the use of surveillance equipment;
 - (5) the Area Control Procedural (ACP) rating, indicating that the license holder is competent to provide an air traffic control service to aircraft without the use of surveillance equipment;
 - (6) the Area Control Surveillance (ACS) rating, indicating that the license holder is competent to provide an air traffic control service to aircraft with the use of surveillance equipment.
- (b) The holder of a rating who has interrupted exercising the privileges associated with that rating for a period of four (04), or more immediately preceding consecutive, years may only start unit training in that rating after assessment of previous competence, conducted by a training organization satisfying the requirements laid down in this Regulation and certified to provide training relevant to the rating, as to whether the person concerned continues to satisfy the conditions of that rating, and after satisfying any training requirements resulting from this assessment.

ATCL.A.215 Rating endorsements

- (a) The Aerodrome Control Instrument (ADI) rating shall bear at least one of the following endorsements:
- (1) the Air Control (AIR) endorsement, indicating that the license holder is competent to provide air control to traffic flying in the vicinity of an aerodrome and on the runway;
 - (2) the Ground Movement Control (GMC) endorsement, indicating that the license holder is competent to provide ground movement control;
 - (3) the Tower Control (TWR) endorsement, indicating that the license holder is competent to provide aerodrome control service. The TWR endorsement includes the privileges of the AIR and GMC endorsements;
 - (4) the Ground Movement Surveillance (GMS) endorsement, granted in addition to the Ground Movement Control endorsement or Tower Control endorsement,

indicating that the license holder is competent to provide ground movement control with the help of aerodrome surface movement guidance systems;

- (5) the Aerodrome Radar Control (RAD) endorsement, granted in addition to the Air Control endorsement or Tower Control endorsement, indicating that the license holder is competent to provide aerodrome control with the help of surveillance radar equipment.

(b) The Approach Control Surveillance (APS) rating may bear one or more of the following endorsements:

- (1) the Precision Approach Radar (PAR) endorsement, indicating that the license holder is competent to provide ground-controlled precision approaches with the use of precision approach radar equipment to aircraft on the final approach to the runway;
- (2) the Surveillance Radar Approach (SRA) endorsement, indicating that the license holder is competent to provide ground-controlled non-precision approaches with the use of surveillance equipment to aircraft on the final approach to the runway;
- (3) the Terminal Control (TCL) endorsement, indicating that the license holder is competent to provide air traffic control services with the use of any surveillance equipment to aircraft operating in a specified terminal area and/or adjacent sectors.

(c) The Area Control Surveillance (ACS) rating may bear the following endorsement:

- (1) the Terminal Control (TCL) endorsement, indicating that the license holder is competent to provide air traffic control services with the use of any surveillance equipment to aircraft operating in a specified terminal area and/or adjacent sectors.

ATCL.A.220 Unit endorsements

- (a) The unit endorsement shall authorize the license holder to provide air traffic control services for a specific sector, group of sectors and/or working positions under the responsibility of an air traffic services unit.
- (b) Applicants for a unit endorsement shall have successfully completed a unit endorsement course in accordance with the requirements set out in this Regulation.
- (c) Applicants for a unit endorsement following a conversion of a license referred to in [ATCL.A.110](#) shall, in addition to the requirements set out in point (b), meet the requirements of [ATCL.A.460\(f\)](#).
- (d) For air traffic controllers providing air traffic control services to aircraft carrying out flight tests, the LYCAA may, in addition to the requirements set out in point (b), set out additional requirements to be met.

- (e) Unit endorsements shall be valid for a period defined in the unit competence scheme. This period shall not exceed three (03) years.
- (f) The validity period of unit endorsements for initial issue and renewal shall start not later than thirty (30) days from the date on which the assessment has been successfully completed.
- (g) Unit endorsements shall be revalidated if:
 - (1) the applicant has been exercising the privileges of the license for a minimum number of hours as defined in the unit competence scheme;
 - (2) the applicant has undertaken refresher training within the validity period of the unit endorsement according to the unit competence scheme;
 - (3) the applicant's competence has been assessed in accordance with the unit competence scheme not earlier than three months prior to the expiry date of the unit endorsement.
- (h) Unit endorsements shall be revalidated, provided that the requirements set out in point (g) are met, within the 3-month period immediately preceding their expiry date. In such cases the validity period shall be counted from that expiry date.
- (i) If the unit endorsement is revalidated before the period provided for in point (h), its validity period shall start not later than 30 days from the date on which the assessment has been successfully completed, provided that the requirements in point (g)(1) and (2) are also met.
- (j) If the validity of a unit endorsement expires, the license holder shall successfully complete the unit endorsement course in accordance with the requirements set out in this Regulation in order to renew the endorsement.

ATCL.A.225 Unit competence scheme

- (a) Unit competence schemes shall be established by the air navigation service provider and approved by the LYCAA. It shall include at least the following elements:
 - (1) the validity of the unit endorsement in accordance with [ATCL.A.220\(e\)](#);
 - (2) the maximum continuous period when the privileges of a unit endorsement are not exercised during its validity. This period shall not exceed ninety (90) calendar days;
 - (3) the minimum number of hours for exercising the privileges of the unit endorsement within a defined period of time, which shall not exceed twelve (12) months, for the purpose of [ATCL.A.220\(g\)\(1\)](#). For on-the-job-training, instructors exercising the privileges of the on-the-job-training instructors' endorsement, the time spent instructing shall be counted for the maximum of 50 % of the hours required for revalidation of the unit endorsement.

- (4) procedures for the cases where the license holder does not meet the requirements set out in point (a)(2) and (3);
 - (5) processes for assessing competence, including assessment of the refresher training subjects according to [ATCL.A.480\(b\)](#);
 - (6) processes for the examination of theoretical knowledge and understanding necessary to exercise privileges of the ratings and endorsements;
 - (7) processes to identify the topics and subtopics, objectives and training methods for continuation training;
 - (8) the minimum duration and frequency of the refresher training;
 - (9) processes for the examination of theoretical knowledge and/or the assessment of practical skills acquired during conversion training, including pass marks for examinations;
 - (10) processes in case of failure of an examination or assessment, including the appeal processes;
 - (11) training personnel qualifications, roles and responsibilities;
 - (12) procedure to ensure that practical instructors have practiced instructional techniques in the procedures in which it is intended to provide instruction in accordance with [ATCL.A.310\(b\)\(3\)](#) and [ATCL.A.330\(b\)\(3\)](#);
 - (13) procedures for the declaration and the management of cases of provisional inability to exercise the privileges of a license, as well as for informing the LYCAA in accordance with [ATCL.A.115\(d\)](#);
 - (14) identification of records to be kept specific to continuation training and assessments, in accordance with [ATCL.C.215](#);
 - (15) process and reasons for reviewing and amending the unit competence scheme and its submission to the LYCAA. The review of the unit competence scheme shall take place at least once every three (3) years.
- (b) In order to comply with the requirement set out in point (a)(3), air navigation service providers shall keep records of the hours, during which each license holder exercises the privileges of his/her unit endorsement working in sectors, group of sectors and/or working positions in the ATC unit and shall provide that data to the LYCAA and to the license holder upon request.
- (c) When establishing the procedures referred to in point (a)(4) and (13) air navigation service providers shall ensure that mechanisms are applied to guarantee fair treatment of license holders where the validity of their endorsements cannot be extended.

ATCL.A.230 Language proficiency endorsement

- (a) Air traffic controllers and student air traffic controllers shall not exercise the privileges of their licenses unless they have a valid language proficiency endorsement in English. The language proficiency endorsement shall indicate the language (English), the level of proficiency and the expiry date.
- (b) The English language proficiency level shall be determined in accordance with the ICAO rating scale.
- (c) The applicant for English language proficiency endorsement shall demonstrate, in accordance with the rating scale referred to in point (b), at least an operational level (level four) of language proficiency.

To do so, the applicant shall:

- (1) communicate effectively in voice only (telephone/radiotelephone) and in face-to-face situations;
 - (2) communicate on common, concrete and work-related topics with accuracy and clarity;
 - (3) use appropriate communicative strategies to exchange messages and to recognize and resolve misunderstandings in a general or work-related context;
 - (4) handle successfully and with relative ease the linguistic challenges presented by a complication or unexpected turn of events that occur within the context of a routine work situation or communicative task with which they are otherwise familiar, and;
 - (5) use a dialect or accent which is intelligible to the aeronautical community.
- (d) English language proficiency shall be demonstrated by a certificate attesting the result of the assessment.

AMC TO ATCL.A.230 English Language Proficiency endorsement

- (a) For Licensing and endorsement purposes, the LYCAA only accepts ELP certificates issued by LYCAA approved ELP testing organizations or equivalent accepted by the LYCAA.
- (b) In case of foreign license conversions, the ELP from a foreign license will be accepted at level 4 for endorsement on a LYCAA issued ATCL license.

ATCL.A.235 Validity of language proficiency endorsement

- (a) The validity of the English language proficiency endorsement, depending on the level, shall be:
- (1) for operational level (level four), three (3) years from the date of assessment;
 - (2) for extended level (level five), six (6) years from the date of assessment;
 - (3) for expert level (level six), unlimited.
- (b) The validity period of the language proficiency endorsements for initial issue and renewal shall start not later than thirty (30) days from the date on which the language proficiency assessment has been successfully completed.
- (c) Language proficiency endorsements shall be revalidated following successful completion of the language proficiency assessment taking place within three months immediately preceding their expiry date. In such cases the new validity period shall be counted from that expiry date.
- (d) If the language proficiency endorsement is revalidated before the period provided for in point (c), its validity period shall start not later than 30 days from the date on which the language proficiency assessment has been successfully completed.
- (e) When the validity of a language proficiency endorsement expires, the license holder shall successfully complete a language proficiency assessment in order to have his/her endorsement renewed.

ATCL.A.240 Assessment of language proficiency

- (a) The demonstration of language proficiency shall be done through a method of assessment approved by the LYCAA, which shall contain:
- (1) the process by which an assessment is done;
 - (2) the qualification of the assessors;
 - (3) the appeals procedure.
- (b) Language assessment bodies shall comply with the requirements established by the LYCAA according to [ATCL.C.110](#).

AMC1 TO ATCL.A.240 Assessment of English Language Proficiency

General:

- (a) The English language proficiency assessment should be designed to reflect the tasks undertaken by air traffic controllers, but with specific focus on language rather than operational procedures and knowledge.
- (b) The assessment should determine the applicant's ability to communicate effectively using visual and non-visual communication in both routine and non-routine situations.

AMC2 TO ATCL.A.240 Assessment of English Language Proficiency

Assessment:

- (a) The assessment should comprise the following three elements:
 - (1) listening — assessment of comprehension;
 - (2) speaking — assessment of pronunciation, fluency, structure and vocabulary;
 - (3) interaction.
- (b) The switch between phraseology and plain language should be assessed for listening and speaking proficiency.
- (c) When the assessment is not conducted in a face-to-face situation, it should use appropriate technologies for the assessment of the applicant's abilities in listening and speaking, and for enabling interactions.
- (d) In case of revalidation of the language proficiency endorsement, the assessment may be conducted during training activities or on operational position, with prior notification to the air traffic controller to be assessed.
- (e) Irrespective of the way the assessment is organized, the requirements listed in (a) and (b) as well as the relevant provisions for language proficiency assessors should be met.

AMC3 TO ATCL.A.240 Assessment of English Language Proficiency

Language proficiency assessors:

- (a) Persons responsible for language proficiency assessment should be suitably trained and qualified.
- (b) Language proficiency assessors should undergo regular refresher training on language assessment skills.
- (c) Language proficiency assessors should not conduct language proficiency assessments whenever their objectivity may be affected.

AMC4 TO ATCL.A.240 Assessment of English Language Proficiency

Criteria for the acceptability of language assessment bodies:

- (a) A language assessment body should provide clear information about its organization and its relationships with other organizations.
- (b) If a language assessment body is also an air traffic controller training organization, there should be a clear and documented separation between the two activities.
- (c) The language assessment body should employ a sufficient number of qualified interlocutors and language proficiency assessors to administer the required tests.
- (d) The assessment documentation should include at least the following:
 - (1) assessment objectives;
 - (2) assessment layout, timescale, technologies used, assessment samples, voice samples;
 - (3) assessment criteria and standards
 - (4) documentation demonstrating the assessment validity, relevance and reliability for the operational and extended levels;
 - (5) documentation demonstrating the assessment validity, relevance and reliability for the expert level;
 - (6) procedures to ensure that language assessments are standardized within the language assessment body and in the ATC community;
 - (7) assessment procedures and responsibilities, such as:
 - preparation of individual assessment;
 - administration: location(s), identity check and invigilation, assessment discipline, confidentiality/security;
 - reporting and documentation provided to the competent authority and/or to the applicant, including sample certificate; and
 - retention of documents and records.
 - (8) The assessment documentation and records should be kept for a period of at least 5 years and should be made available to the competent authority upon request.

GM1 TO ATCL.A.240 Assessment of English Language Proficiency

Language proficiency assessors:

- (a) Persons responsible for English language proficiency assessment should be either aviation specialists (e.g., current or former air traffic controllers) or language specialists with additional aviation-related training. The preferred approach for an assessment would be to form a team consisting of an operational expert and a language expert.
- (b) English Language proficiency assessors should be trained in the requirements specific to the language proficiency assessment, and assessment and interlocution techniques.

GM2 TO ATCL.A.240 Assessment of English Language Proficiency

Further information can be found in the 'Manual on the Implementation of ICAO Language Proficiency Requirements' (ICAO Doc 9835), the Language Testing Criteria for Global Harmonization (ICAO Cir 318 AN/180).

ATCL.A.245 Language training

- (a) Air navigation service providers shall make available language training to maintain the required level of language proficiency of air traffic controllers to:
 - (1) holders of language proficiency endorsement at operational level (level four);
 - (2) license holders without the opportunity to apply their skills on a regular basis in order to maintain their language skills.
- (b) Language training may also be made available in the form of continuous training.

Subpart C - Requirements for instructors & assessors

Chapter 1 - Instructors

ATCL.A.300 Theoretical instructors

- (a) Theoretical training shall only be carried out by appropriately qualified instructors.
- (b) A theoretical instructor is appropriately qualified if he/she:
 - (1) holds an air traffic controller license and/or holds a professional qualification appropriate to the subject being taught and/or has demonstrated adequate knowledge and experience to the training organization;
 - (2) has demonstrated instructional skills to the training organization.

GM TO ATCL.A.300(B)(1) Theoretical instructors

Qualification of theoretical instructors:

Professional qualification appropriate to the subject should ensure sufficient level of current knowledge, which is relevant to the subject and its application in air traffic control.

AMC TO ATCL.A.300(B)(1) Theoretical instructors

Instructional skills for theoretical instructors:

A satisfactory demonstration of instructional skills for theoretical instructors should establish competence at least in the following areas:

- (a) lesson objectives are defined and communicated;
- (b) subject questions are fully answered;
- (c) visual aids are used appropriately;
- (d) language is unambiguous;
- (e) the lesson is correctly summarized; and
- (f) lesson objectives are fulfilled.

ATCL.A.305 Practical instructors

A person shall only carry out practical training when he/she holds an air traffic controller license with an on-the-job training instructor (OJTI) endorsement or a synthetic training device instructor (STDI) endorsement.

ATCL.A.310 On-The-Job Training Instructor (OJTI) Privileges

- (a) Holders of an OJTI endorsement are authorized to provide practical training and supervision on operational working positions for which a valid unit endorsement is held and on synthetic training devices in the ratings held.
- (b) Holders of an OJTI endorsement shall only exercise the privileges of the endorsement if they have:
 - (1) exercised for at least two years the privilege of the rating they will instruct in;
 - (2) exercised for an immediately preceding period of at least six (6) months the privilege of the valid unit endorsement, in which instruction will be given;
 - (3) practiced instructional skills in those procedures in which it is intended to provide instruction.
- (c) The period of two (2) years referred to in point (b)(1) can be shortened to not less than one year by the LYCAA when requested by the training organization.

GM1 TO ATCL.A.310 On the Job Training Instructor (OJTI) privileges

Shortening of the rating experience requirement for OJTI:

When assessing the training organizations' or ANSP's request for the shortening of the rating experience requirement for OJTIs, the LYCAA should take into account the complexity of the traffic in the unit where the on-the-job instruction is provided, as well as the impact on the continuity and safety aspects of the service.

GM2 TO ATCL.A.310 On the Job Training Instructor (OJTI) privileges

The unit must assess the impact of any procedure change against the required instructional skills.

ATCL.A.315 Application for On-The-Job Training Instructor endorsement

Applicants for the issue of an OJTI endorsement shall:

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

GM TO ATCL.A.310 On-the-Job Training Instructor endorsement

Shortening of the license experience requirement for OJTI:

When assessing the training organizations' or ANSP's request for the shortening of the license experience requirement for OJTIs, the LYCAA should take into account the complexity of the traffic in the unit where the on-the-job instruction is provided, as well as the impact on the continuity and safety aspects of the service.

ATCL.A.320 Validity of On-the-Job Training Instructor endorsement

- (a) The OJTI endorsement shall be valid for a period of three (3) years.
- (b) The OJTI endorsement may be revalidated by successfully completing refresher training on practical instructional skills during its validity period, provided that the requirements of [ATCL.A.315\(a\) and \(b\)](#) are met.
- (c) If the OJTI endorsement has expired, it may be renewed by:
 - (1) receiving refresher training on practical instructional skills, and;
 - (2) successfully passing a practical instructor competence assessment within the year preceding the application for renewal, provided that the requirements of [ATCL.A.315\(a\) and \(b\)](#) are met.
- (d) In the case of first issue and renewal, the period of validity of the OJTI endorsement shall start not later than thirty (30) days from the date on which the assessment has been successfully completed.
- (e) If the requirements of [ATCL.A.315\(a\) and \(b\)](#) are not met, the OJTI endorsement may be exchanged for an STDI endorsement, provided that compliance with the requirements of [ATCL.A.340\(b\) and \(c\)](#) is ensured.

ATCL.A.325 temporary OJTI authorization

- (a) When compliance with the requirements provided for in [ATCL.A.310\(b\)\(2\)](#) is not possible, the LYCAA may grant temporary OJTI authorization based on a safety analysis presented by the air navigation service provider.
- (b) The temporary OJTI authorization referred to in point (a) may be issued to holders of a valid OJTI endorsement issued in accordance with [ATCL.A.315](#).
- (c) The temporary OJTI authorization referred to in point (a) shall be limited to the instruction necessary to cover exceptional situations and its validity shall not exceed one (1) year or the expiration of the validity of the OJTI endorsement issued in accordance with [ATCL.A.315](#), whichever occurs sooner.

ATCL.A.330 Synthetic Training Device Instructor (STDI) privileges

(a) Holders of an STDI endorsement are authorized to provide practical training on synthetic training devices:

- (1) for subjects of practical nature during initial training;
- (2) for unit training other than OJT, and;
- (3) for continuation training.

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

(b) Holders of an STDI endorsement shall only exercise the privileges of the endorsement if they have:

- (1) at least two years' experience in the rating they will instruct in;
- (2) demonstrated knowledge of current operational practices;
- (3) practiced instructional techniques in those procedures in which it is intended to provide instruction.

(c) Notwithstanding point (b)(1),

- (1) for the purpose of basic training, any rating held is appropriate;
- (2) for the purpose of rating training, training may be provided for specific and selected operational tasks by an STDI holding a rating that is relevant for that specific and selected operational task.

ATCL.A.335 Application for Synthetic Training Device Instructor endorsement

Applicants for the issue of an STDI endorsement shall:

- (a) have exercised the privileges of an air traffic controller license in any rating for at least two years, and;
- (b) within the year preceding the application, have successfully completed a practical instructional techniques course during which the required knowledge and pedagogical skills are taught using theoretical and practical methods and have been appropriately assessed.

ATCL.A.340 Validity of Synthetic Training Device Instructor endorsement

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

Chapter 2 – Assessors

ATCL.A.345 Assessor privileges

- (a) A person shall only carry out assessments when he/she holds an assessor endorsement.
- (b) Holders of an assessor endorsement are authorized to carry out assessments:
 - (1) during initial training for the issue of a student air traffic controller license or for the issue of a new rating and/or rating endorsement, if applicable;
 - (2) of previous competence for the purpose of [ATCL.A.200\(d\)](#) and [ATCL.A.210\(b\)](#);
 - (3) of student air traffic controllers for the issue of a unit endorsement and rating endorsements, if applicable;
 - (4) of air traffic controllers for the issue of a unit endorsement and rating endorsements, if applicable, as well as for revalidation and renewal of a unit endorsement;
 - (5) of applicant practical instructors or applicant assessors when compliance with the requirements of point (d)(2) to (4) is ensured.
- (c) Holders of an assessor endorsement shall only exercise the privileges of the endorsement if they have:
 - (1) at least two-year experience in the rating and rating endorsement(s) they will assess in, and;
 - (2) demonstrated knowledge of current operational practices.
- (d) In addition to the requirements set out in point (c), holders of an assessor endorsement shall only exercise the privileges of the endorsement:
 - (1) for assessments leading to the issue, revalidation and renewal of a unit endorsement, if they also hold the unit endorsement associated with the assessment for an immediately preceding period of at least one year;
 - (2) for assessing the competence of an applicant for the issue or renewal of an STDI endorsement, if they hold an STDI or OJTI endorsement and have exercised the privileges of that endorsement for at least three years;
 - (3) for assessing the competence of an applicant for the issue or renewal of an OJTI endorsement, if they hold an OJTI endorsement and have exercised the privileges of that endorsement for at least three years;
 - (4) for assessing the competence of an applicant for the issue or renewal of an assessor endorsement, if they have exercised the privileges of the assessor endorsement for at least three years.

- (e) When assessing for the purpose of issue and renewal of a unit endorsement, and for ensuring supervision on the operational working position, the assessor shall also hold an OJTI endorsement, or an OJTI holding the valid unit endorsement associated with the assessment shall be present.

AMC TO ATCL.A.345(C)(2) Assessor privileges

Demonstration of knowledge of current operational practices:

The demonstration of knowledge of current operational practices may be achieved by establishing familiarity with current environment and operational procedures.

ATCL.A.350 Vested interests

Assessors shall not conduct assessments whenever their objectivity may be affected.

ATCL.A.355 Application for assessor endorsement

Applicants for the issue of an assessor endorsement shall:

- (a) have exercised the privileges of an air traffic controller license for at least three (3) years, and;
- (b) within the year preceding the application have successfully completed an assessor course during which the required knowledge and skills are taught using theoretical and practical methods, and have been appropriately assessed.

ATCL.A.360 Validity of assessor endorsement

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

ATCL.A.365 Temporary assessor authorization

- (a) When the requirement provided for in ATCL.A.345 (d)(1) cannot be met, the LYCAA may authorize holders of an assessor endorsement issued in accordance with [ATCL.A.355](#) to carry out assessments referred to in [ATCL.A.345\(b\)\(3\) and \(4\)](#) to cover exceptional situations or to ensure the independence of the assessment, provided that the requirements set out in points (b) and (c) are met.
- (b) For the purpose of covering exceptional situations, the holder of the assessor endorsement shall also hold a unit endorsement with the associated rating and, if applicable, rating endorsement, relevant to the assessment for an immediately preceding period of at least one year. The authorization shall be limited to the assessments necessary to cover exceptional situations and shall not exceed one year or the validity of the assessor endorsement issued in accordance with ATCL.A.355, whichever occurs sooner.
- (c) For the purpose of ensuring the independence of the assessment for reasons of recurrent nature, the holder of the assessor endorsement shall also hold a unit endorsement with the associated rating and, if applicable, rating endorsement, relevant to the assessment for an immediately preceding period of at least one year. The validity of the authorization shall be determined by the LYCAA but shall not exceed the validity of the assessor endorsement issued in accordance with ATCL.A.355.
- (d) For issuing a temporary assessor authorization for the reasons referred to in points (b) and (c), the LYCAA may require a safety analysis to be presented by the air navigation service provider.

Subpart D - Air traffic controller training

Chapter 1 - General requirements

ATCL.A.400 Objectives of air traffic controller training

Air traffic controller training shall cover the entirety of theoretical courses, practical exercises, including simulation, and on-the-job training required in order to acquire and maintain the skills to deliver safe, orderly and expeditious air traffic control services.

ATCL.A.405 Types of air traffic controller training

(a) Air traffic controller training shall consist of the following types:

- (1) Initial training, leading to the issue of a student air traffic controller license or to the issue of an additional rating and, if applicable, rating endorsement, providing:
 - (i) 'Basic training': theoretical and practical training designed to impart fundamental knowledge and practical skills related to basic operational procedures;
 - (ii) 'Rating training': theoretical and practical training designed to impart knowledge and practical skills related to a specific rating and, if applicable, to rating endorsement;
- (2) Unit training, leading to the issue of an air traffic controller license, the issue of a rating endorsement, the validation of rating(s) or rating endorsement(s) and/or the issue or renewal of a unit endorsement. It comprises the following phases:
 - (i) transitional training phase, designed primarily to impart knowledge and understanding of site-specific operational procedures and task-specific aspects, and;
 - (ii) on-the-job training phase, which is the final phase of unit training during which previously acquired job-related routines and skills are integrated in practice under the supervision of a qualified on-the-job training instructor in a live traffic situation;
 - (iii) In addition to points (i) and (ii), for unit endorsement(s) that require the handling of complex and dense traffic situations, a pre-on-the-job training phase is required to enhance the previously acquired rating routines and skills and to prepare for live traffic situations which may be encountered in that unit.
- (3) continuation training, designed to maintain the validity of the endorsements of the license, consisting of:

- (4) refresher training;
 - (5) conversion training, when relevant.
- (b) In addition to the types of training referred to in point (a), air traffic controllers may undertake the following types:
- (1) practical instructors' training, leading to the issue, revalidation or renewal of an OJTI or STDI endorsement;
 - (2) assessor training, leading to the issue, revalidation or renewal of an assessor endorsement.

Chapter 2 - Initial training requirements

ATCL.A.410 Composition of initial training

- (a) Initial training, intended for an applicant for a student air traffic controller license or for the issue of an additional rating and/or, if applicable, rating endorsement, shall consist of:
- (1) basic training, comprising all the subjects, topics and subtopics contained in [Appendix 1 to Section A](#), and;
 - (2) rating training, comprising the subjects, topics and subtopics of at least one of the following:
 - (i) Aerodrome Control Visual Rating - ADV, defined in [Appendix 2 to Section A](#);
 - (ii) Aerodrome Control Instrument Rating for Tower - ADI (TWR), defined in [Appendix 3 to Section A](#);
 - (iii) Approach Control Procedural Rating - APP, defined in [Appendix 4 to Section A](#);
 - (iv) Area Control Procedural Rating - ACP, defined in [Appendix 5 to Section A](#);
 - (v) Approach Control Surveillance Rating - APS, defined in [Appendix 6 to Section A](#);
 - (vi) Area Control Surveillance Rating - ACS, defined in [Appendix 7 to Section A](#).
- (b) Training intended for an additional rating shall consist of the subjects, topics and subtopics applicable to at least one of the ratings established in point (a)(2).

- (c) Training intended for the reactivation of a rating, following a not successful assessment of previous competence according to [ATCL.A.210\(b\)](#), shall be tailored according to the result of that assessment.
- (d) Training intended for a rating endorsement other than [ATCL.A.215\(a\)\(3\)](#) shall consist of subjects, topics and subtopics developed by the training organization and approved as part of the training course.
- (e) Basic and/or rating training may be complemented with subjects, topics and subtopics that are additional or specific to the national environment.

GM TO ATCL.A.410 Composition of initial training

General

- (a) Initial training consists of basic training which is common to all applicants and rating training of which there are six different rating syllabi.
- (b) If an applicant already holds a student air traffic controller license or an air traffic controller license, and there is a requirement for training to achieve an additional rating (and, if relevant, rating endorsement), the applicant should not repeat the basic training objectives; however, there is a requirement to achieve the objectives contained within the relevant rating training plus any additional objectives specific to the local or national environment.

ATCL.A.415 Initial training plan

An initial training plan shall be established by the training organization and approved by the LYCAA. It shall contain at least:

- (a) the composition of the initial training course provided according to [ATCL.A.410](#);
- (b) the structure of the initial training provided according to [ATCL.A.420\(b\)](#);
- (c) the process for the conduct of the initial training course(s);
- (d) the training methods;
- (e) minimum and maximum duration of the initial training course(s);
- (f) with regard to [ATCL.A.410\(b\)](#), process for adapting the initial training course(s) to take due account of a successfully completed basic training course;
- (g) processes for examinations and assessments according to [ATCL.A.425](#) and [ATCL.A.435](#), as well as performance objectives according to [ATCL.A.430](#) and [ATCL.A.440](#);
- (h) training personnel qualifications, roles and responsibilities;
- (i) process for early termination of training;

- (j) the appeal process;
- (k) identification of records to be kept specific to initial training;
- (l) process and reasons for reviewing and amending the initial training plan and its submission to the LYCAA. The review of the initial training plan shall take place at least once every three (3) years.

ATCL.A.420 Basic and rating training courses

- (a) Basic and rating training shall be provided as separate or integrated courses.
- (b) Basic and rating training courses or an integrated initial training course shall be developed and provided by training organizations and approved by the LYCAA.
- (c) When initial training is provided as an integrated course, a clear distinction shall be made between the examinations and assessments for basic training and for each rating training.
- (d) The successful completion of initial training or of rating training, for the issue of an additional rating, shall be demonstrated by a certificate issued by the training organization.
- (e) The successful completion of basic training shall be demonstrated by a certificate issued by the training organization upon request of the applicant.

ATCL.A.425 Basic training examinations and assessment

- (a) Basic training courses shall include theoretical examination(s) and assessment(s).
- (b) A pass in theoretical examination(s) shall be awarded to an applicant achieving a minimum of 70 % of the marks allocated to that examination.
- (c) Assessment(s) of performance objectives as listed in [ATCL.A.430](#) shall be conducted on a part-task trainer or a simulator.
- (d) A pass in assessment(s) shall be awarded to an applicant who consistently demonstrates the required performance as listed in [ATCL.A.430](#) and shows the behavior required for safe operations within the air traffic control service.

ATCL.A.430 Basic training performance objectives

Assessment(s) shall include evaluation of the following performance objectives:

- (a) checking and using the working position equipment;
- (b) developing and maintaining situational awareness by monitoring traffic and identifying aircraft when applicable;
- (c) monitoring and updating flight data display(s);

- (d) maintaining a continuous listening watch on the appropriate frequency;
- (e) issuing appropriate clearances, instructions and information to traffic;
- (f) using approved phraseology;
- (g) communicating effectively;
- (h) applying separation;
- (i) applying coordination as necessary;
- (j) applying the prescribed procedures for the simulated airspace;
- (k) detecting potential conflicts between aircraft;
- (l) appreciating priority of actions;
- (m) choosing appropriate separation methods.

ATCL.A.435 Rating training examinations and assessment

- (a) Rating training courses shall include theoretical examination(s) and assessment(s).
- (b) A pass in theoretical examination(s) shall be awarded to an applicant achieving a minimum of 70 % of the marks allocated to that examination.
- (c) Assessment(s) shall be based on the rating training performance objectives described in [ATCL.A.440](#).
- (d) Assessment(s) shall be conducted on a simulator.
- (e) A pass in assessment(s) shall be awarded to an applicant who consistently demonstrates the required performance described in [ATCL.A.440](#) and shows the behavior required for safe operations within the air traffic control service.

ATCL.A.440 Rating training performance objectives

- (a) Rating training performance objectives and performance objective tasks shall be defined for each rating training course.
- (b) Rating training performance objectives shall require an applicant to:
 - (1) demonstrate the ability to manage air traffic in a manner that ensures safe, orderly and expeditious services, and;
 - (2) handle complex and dense traffic situations.
- (c) In addition to point (b), rating training performance objectives for the Aerodrome Control Visual (ADV) and Aerodrome Control Instrument (ADI) rating shall ensure that applicants:

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

Chapter 3 - Unit training requirements

ATCL.A.445 Composition of unit training

- (a) Unit training shall consist of training course(s) for each unit endorsement established at the ATC unit as defined in the unit training plan.
- (b) The unit endorsement course(s) shall be developed and provided by training organizations according to [ATCL.A.460](#) and approved by the LYCAA.
- (c) Unit training shall include training in:
 - (1) operational procedures;
 - (2) task-specific aspects;
 - (3) abnormal and emergency situations, and;
 - (4) human factors.

ATCL.A.450 Prerequisites of unit training

Unit training may only be started by persons who are holders of:

- (a) a student air traffic controller license with the appropriate rating and, if applicable, rating endorsement, or;
- (b) an air traffic controller license with the appropriate rating and, if applicable, rating endorsement, provided that the requirements set out in [ATCL.A.205\(d\)](#) and [ATCL.A.210\(b\)](#) are met.

ATCL.A.455 Unit training plan

- (a) A unit training plan shall be established by the training organization for each ATC unit and shall be approved by the LYCAA.
- (b) The unit training plan shall contain at least:
 - (1) ratings and endorsements for which the training is conducted;
 - (2) the structure of the unit training;
 - (3) the list of unit endorsement course(s) according to [ATCL.A.460](#);
 - (4) the process for the conduct of a unit endorsement course;
 - (5) the training methods;
 - (6) the minimum duration of the unit endorsement course(s);

- (7) process for adapting the unit endorsement course(s) to take due account of the acquired ratings and/or rating endorsements and experience of applicants, when relevant;
- (8) processes for demonstrating theoretical knowledge and understanding according to [ATCL.A.465](#), including the number, frequency and type of, as well as pass marks for examinations, which shall be a minimum of 75 % of the marks allocated to these examinations;
- (9) processes for the assessment according to [ATCL.A.470](#), including the number and frequency of assessments;
- (10) training personnel qualifications, roles and responsibilities;
- (11) process for early termination of training;
- (12) the appeal process;
- (13) identification of records to be kept specific to the unit training;
- (14) a list of identified abnormal and emergency situations specific for each unit endorsement;
- (15) process and reasons for reviewing and amending the unit training plan and its submission to the LYCAA. The review of the unit training plan shall take place at least once every three (3) years.

ATCL.A.460 Unit endorsement course

- (a) A unit endorsement course shall be the combination of the relevant unit training phases for the issue or renewal of a unit endorsement in the license. Each course shall contain:
 - (1) a transitional training phase;
 - (2) an on-the-job training phase.

A pre-on-the-job training phase shall be included, if required, according to [ATCL.A.405\(a\)\(2\)](#).
- (b) The unit training phases referred to in paragraph (a) shall be provided separately or in an integrated manner.
- (c) Unit endorsement courses shall define the syllabus and the performance objectives in accordance with [ATCL.A.445\(c\)](#) and shall be conducted in accordance with the unit training plan.
- (d) Unit endorsement courses that include training for rating endorsement(s) according to [ATCL.A.215](#) shall be supplemented with additional training that allows for the acquisition of the concerned rating endorsement skills.

- (e) Training intended for a rating endorsement, other than [ATCL.A.215\(a\)\(3\)](#), shall consist of subjects, subject objectives, topics and subtopics developed by the training organization and approved as part of the training course.
- (f) Unit endorsement courses undertaken following an exchange of a license shall be adapted to include elements of initial training that are specific to the Functional Airspace Block or to the national environment.

ATCL.A.465 Demonstration of theoretical knowledge and understanding

Theoretical knowledge and understanding shall be demonstrated by examinations.

ATCL.A.470 Assessments during unit endorsement courses

- (a) The applicant's assessment shall be conducted in the operational environment under normal operational conditions at least once at the end of the on-the-job training.
- (b) When the unit endorsement course contains a pre-on-the-job training phase, the applicant's skills shall be assessed on a synthetic training device at least at the end of this phase.
- (c) Notwithstanding point (a), a synthetic training device may be used during a unit endorsement assessment to demonstrate the application of trained procedures not encountered in the operational environment during the assessment.

Chapter 4 - Continuation training requirements

ATCL.A.475 Continuation training

Continuation training shall consist of refresher and conversion training courses and shall be provided according to the requirements contained in the unit competence scheme according to [ATCL.A.225](#).

ATCL.A.480 Refresher training

- (a) Refresher training course(s) shall be developed and provided by training organizations and approved by the LYCAA.
- (b) Refresher training shall be designed to review, reinforce or enhance the existing knowledge and skills of air traffic controllers to provide a safe, orderly and expeditious flow of air traffic and shall contain at least:
 - (1) standard practices and procedures training, using approved phraseology and effective communication;
 - (2) abnormal and emergency situations training, using approved phraseology and effective communication, and;
 - (3) human factors training.

- (c) A syllabus for the refresher training course shall be defined, and where a subject refreshes skills of air traffic controllers, performance objectives shall also be developed.

ATCL.A.485 Conversion training

- (a) Conversion training course(s) shall be developed and provided by training organizations and approved by the LYCAA.
- (b) Conversion training shall be designed to provide knowledge and skills appropriate to a change in the operational environment and shall be provided by training organizations when the safety assessment of the change concludes the need for such training.
- (c) Conversion training courses shall include the determination of:
- (1) the appropriate training method for and duration of the course, taking into account the nature and extent of the change, and;
 - (2) the examination and/or assessment methods for the conversion training.
- (d) Conversion training shall be provided before air traffic controllers exercise the privileges of their license in the changed operational environment.

Chapter 5 - Training of instructors and assessors

ATCL.A.490 Training of practical instructors

- (a) Training of practical instructors shall be developed and provided by training organizations and shall consist of:
- (1) a practical instructional techniques course for OJTI and/or STDI, including an assessment;
 - (2) a refresher training course on practical instructional skills;
 - (3) a method(s) for assessing the competence of practical instructors.
- (b) The training courses and assessment methods referred to in point (a) shall be approved by the LYCAA.

AMC1 TO ATCL.A.490(a)(1) Training of practical instructors

Assessment of instructional techniques for practical instructors:

A successful assessment of instructional techniques for practical instructors should establish competence at least in the following areas:

- (a) regulatory impact on air traffic controller training;

- (b) human factors impact on air traffic controller training;
- (c) determination of the background and experience of the person undertaking training;
- (d) determination of the current level of ability of the person undertaking training;
- (e) conduct of a pre-session briefing;
- (f) planning and conduct of the training session;
- (g) demonstration and explanation of the tasks;
- (h) monitoring of the training session;
- (i) management of interventions correctly, including error correction;
- (j) evaluation of the performance of the person undertaking training;
- (k) debrief of the person undertaking training;
- (l) furnishing of written reports on the performance of the person undertaking training;
- (m) taking appropriate follow-up action towards resolving training problems;
- (n) techniques of pausing clocks; and
- (o) knowledge of technical facilities/environment.

AMC2 TO ATCL.A.490(a)(2) Training of practical instructors

Refresher training in practical instructional skills:

Refresher training in practical instructional skills should prevent knowledge and skills erosion.

AMC3 TO ATCL.A.490(a)(3) Training of practical instructors

Practical instructor competence assessment:

The practical instructor competence assessment for an OJTI may be undertaken either in live operations or on a synthetic training device.

GM TO ATCL.A.490 Training of practical instructors

Practical instructional techniques course for OJTI

Further information regarding the practical instructional techniques course for OJTIs can be found in ICAO Document 9868.

ATCL.A.495 Training of assessors

- (a) Training of assessors shall be developed and provided by training organizations and shall consist of:
- (1) an assessor training course, including an assessment;
 - (2) a refresher training course on assessment skills;
 - (3) a method(s) for assessing the competence of assessors.
- (b) The training courses and the assessment method referred to in point (a) shall be approved by the authority.

AMC1 TO ATCL.A.495(a)(1) Training of assessors

Assessor training course:

A successful assessment for the purpose of the assessor training course should establish competence at least in the following areas of assessment knowledge and techniques:

- (a) regulatory environment and legal obligations;
- (b) types of assessment and their application;
- (c) performance objectives constituting air traffic controller competence;
- (d) conditions of assessments to create reliable results;
- (e) processing of assessments and administrative procedures;
- (f) giving verbal feedback and writing assessment reports;
- (g) vested interests and code of conduct;
- (h) accurately assessing competence against the performance objectives;
- (i) developing a good questioning technique and designing questions appropriate to the assessment.

AMC2 TO ATCL.A.495(a)(1) Training of assessors

Assessment of assessor competence

The assessment of assessor competence should focus on the application of the skills of an assessor. The skills should represent at least a subset of the competences taught during the assessor training course.

AMC3 TO ATCL.A.495(a)(2) Training of assessors

Refresher training in assessment skills

Refresher training in assessment skills should prevent knowledge and skills erosion and it should be designed to maintain skills in assessment techniques and awareness of the regulatory environment.

GM TO ATCL.A.495(a)(3) Training of assessors

Assessment of assessor competence

The level of harmonization on competence assessment is low as a result of the variety of methods. Any assessment of assessor competence should be realistic and it could take place during live traffic situations or during training.

Section B - Requirements for Air Traffic Controller Training Organizations

Subpart A - General

ATCL.B.100 Scope

This Section establishes the requirements applicable to air traffic controller training organizations in order to obtain and maintain a certificate in accordance with this Regulation.

Subpart B - Requirements for air traffic controller training organizations

ATCL.B.200 Application for a training organization certificate

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

GM TO ATCL.B.200(c)(2) Application for a training organization certificate

The requirement to add the list of ATC units is not relevant in the case of training organizations which provide initial training only.

AMC TO ATCL.B.200(c)(2) Application for a training organization certificate

Applicants for the issue of a certificate as an approved Air traffic control training organization (ATCTO) should provide the LYCAA with:

(1) The following information:

- i. Name and address of the training organization;
- ii. Date of intended commencement of activity;
- iii. Personal details and qualifications
- iv. Name and address(s) of the facility (s) and/or operating site(s) at which the training is to be conducted;
- v. List of courses.
- vi. List of simulation training devices that the training organization intends to use, if applicable;
- vii. The type of training that the training organization wishes to provide and the corresponding training program;
- viii. Any other documentation or information required as outlined by the LYCAA, and

(2) The operations and training manuals.

ATCL.B.205 Means of compliance

- (a) Alternative means of compliance to the AMC adopted by the LYCAA may be used by an organization to establish compliance with this Part.
- (b) When a training organization wishes to use an alternative means of compliance, it shall, prior to implementing it, provide the LYCAA with a full description of the alternative means of compliance. The description shall include any revisions to manuals or procedures that may be relevant, as well as an assessment demonstrating compliance with this Part.
- (c) The training organization may implement these alternative means of compliance subject to prior approval by the LYCAA and upon receipt of the notification as prescribed in [ATCL.C.115\(d\)](#).

AMC TO ATCL.B.205 Means of compliance

Demonstration of compliance:

In order to demonstrate that the rules are complied with, a safety (risk) assessment should be completed and documented. The result of this safety (risk) assessment should demonstrate that an equivalent level of safety to that established by the Acceptable Means of Compliance (AMC) adopted by the LYCAA is reached.

ATCL.B.210 Terms of approval and privileges of a training organization certificate

- (a) Training organizations shall comply with the scope and privileges defined in the terms of approval attached to the organization's certificate.
- (b) In order to ensure that the applicable requirements in [Subpart D of Section A](#) are fulfilled, the privilege to provide unit and continuation training shall only be granted to training organizations which:
 - (1) hold a certificate for the provision of the air traffic control service, or;
 - (2) have concluded a specific agreement with the ATC provider.

AMC TO ATCL.B.210 Terms of approval and privileges of a training organization certificate

The management system documentation should contain the privileges and detailed scope of activities including the contracted ones for which the training organization is certified, as relevant to this Regulation.

ATCL.B.215 Changes to the training organization

- (a) Changes to the organization that affect the certificate or the terms of approval of the training organization or any relevant element of the training organization's management systems shall require prior approval by the LYCAA.
- (b) Training organizations shall agree with the LYCAA on the changes that require prior approval in addition to those specified in point (a).
- (c) For any changes requiring prior approval in accordance with points (a) and (b), the training organization shall apply for and obtain an approval issued by the LYCAA. The application shall be submitted before any such change takes place in order to enable the authority to determine continued compliance with this Part and to amend, if necessary, the training organization certificate and related terms of approval attached to it.

Training organizations shall provide the authority with all relevant documentation.

The change shall only be implemented upon receipt of formal approval by the LYCAA in accordance with [ATCL.C.510](#).

Training organizations shall operate under the conditions prescribed by the LYCAA during such changes, as applicable.

- (d) Changes to the elements referred to in point (a) due to unforeseen circumstances shall be notified to the authority without delay in order to obtain approval as necessary.
- (e) All changes not requiring prior approval shall be managed and notified to the LYCAA as defined in the procedure approved by the Authority in accordance with [ATCL.C.510](#).
- (f) Training organizations shall notify the authority when they cease their activities.
- (a) H

AMC TO ATCO.B.215 Changes to the training organization

General:

- (a) Training organizations should inform the competent authority of any changes to personnel specified in [ATCL.B.200](#) that may affect the certificate or the training approval attached to it.
- (b) Training organizations should send to the LYCAA each management system documentation amendment. Where the amendment requires the competent authority's approval, the training organization should receive it in writing.

GM1 TO ATCO.B.215 Changes to the training organization

General:

- (a) Examples of changes that may affect the certificate or the terms of approval of the training organization or the training organization's management system are listed below:
 - (1) the name of the training organization;
 - (2) change of legal entity;
 - (3) the training organization's principal place of operation;
 - (4) the training organization's type(s) of training;
 - (5) additional locations of the training organization;
 - (6) additional courses, scope;
 - (7) addition or removal of equipment, simulator;
 - (8) the accountable manager;

- (9) any of the persons referred to in [ATCL.B.200](#);
 - (10) the training organization's documentation as required by [Subpart B Section B](#) on safety policy and procedures;
 - (11) the facilities.
- (b) Prior approval by the competent authority is required for any changes to the training organization's procedure describing how changes not requiring prior approval will be managed and notified to the competent authority.

GM2 TO ATCO.B.215 Changes to the training organization

Change of name:

A change of name requires the training organization to submit a new application as a matter of urgency.

Where this is the only change to report, the new application can be accompanied by a copy of the documentation previously submitted to the competent authority under the previous name, as a means of demonstrating how the training organization complies with the applicable requirements.

ATCL.B.220 Continued validity

- (c) A training organization's certification shall remain valid subject to the certificate not being surrendered or revoked and subject to the training organization remaining in compliance with the requirements of this Part, taking into account the provisions related to the handling of findings in accordance with [ATCL.B.230](#).
- (d) The certificate shall be returned to the LYCAA without delay upon its revocation or the cease of all activities.

ATCL.B.225 Access to training organizations' facilities and data

Training organizations and applicants for training organization certificates shall grant access to any person authorized by or acting on behalf of the LYCAA to the relevant premises in order to examine the required records, data, procedures and any other material pertinent to the execution of the tasks of the LYCAA.

ATCL.B.230 Findings

After receipt of notification of findings issued by the LYCAA in accordance with [ATCL.C.515](#), the training organization shall:

- (a) identify the root cause of the finding;
- (b) define a corrective action plan, and;

- (c) demonstrate the corrective action implementation to the satisfaction of the LYCAA within the period agreed with that authority as defined in [ATCL.C.515](#).

GM1 TO ATCL.B.230 Findings

Corrective action plan and root cause:

- (a) Corrective action is the action to eliminate the root cause of a non-compliance in order to prevent its recurrence.
- (b) Determination of the root cause is crucial for defining effective corrective actions.

ATCL.B.235 Immediate reaction to a safety problem

The training organization shall implement any safety measures mandated by the LYCAA in accordance with [ATCL.C.300\(a\)\(3\)](#) for the training organization activities.

ATCL.B.240 Occurrence reporting

- (a) Training organizations providing on-the-job training shall report to the LYCAA any accident, serious incident and occurrence, as defined in the Occurrence Reporting regulation, resulting from their training activity.
- (b) Reports shall be made as soon as practicable, but in any case, within seventy-two (72) hours of the training organization identifying the condition to which the report relates, unless exceptional circumstances prevent this.
- (c) Where relevant, training organizations shall produce a follow-up report to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified.
- (d) Without prejudice to the Occurrence Reporting regulation, the reports referred to in points (a), (b) and (c) shall be made in a form and manner established by the LYCAA and contain all pertinent information about the condition known to the training organization.

Subpart C - Management of air traffic controller training organizations

ATCL.B.300 Management system of training organizations

Training organizations shall establish, implement and maintain a management system that includes:

- (a) clearly defined lines of responsibility and accountability throughout the organization, including direct safety accountability of the accountable manager;
- (b) a description of the overall principles of the organization with regard to safety, referred to as the safety policy;
- (c) the identification of aviation safety hazards entailed by the activities of the training organization, their evaluation and the management of associated risks, including actions to mitigate the risk and verify their effectiveness;
- (d) maintaining personnel trained and competent to perform their tasks;
- (e) documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;
- (f) a function to monitor compliance of the organization with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary;
- (g) the management system shall be proportionate to the size of the organization and its activities, taking into account the hazards and associated risks inherent in those activities.

AMC1 TO ATCL.B.300(b) Management system of training organizations

Safety policy:

The safety policy should:

- (a) be endorsed by the accountable manager;
- (b) clearly identify safety as the highest organizational priority over commercial, operational, environmental or social pressures;
- (c) include a commitment to:
 - (1) improve towards the highest safety standards;
 - (2) comply with all applicable legal requirements, meet all applicable standards and consider best practices;

- (3) provide appropriate resources; and
- (4) enforce safety as the primary responsibility of all managers and staff;
- (d) be communicated, with visible endorsement, throughout the organization;
- (e) include safety reporting and just culture principles;
- (f) enhance and embed safety culture and safety awareness; and
- (g) be periodically reviewed to ensure it remains relevant and appropriate to the training organization.
- (h) Embed Threat and Error Management principles in all parts of training.

AMC2 TO ATCL.B.300(c) Management system of training organizations

Identification of aviation safety hazards:

For training organizations not providing on-the-job training, the hazard identification process may be limited to a demonstration that there are no hazards directly identified. However, the training should be designed so as to ensure future safe operations with application of Threat and Error Management (TEM) principles.

AMC3 TO ATCL.B.300(d) Management system of training organizations

Personnel:

A training organization should demonstrate that:

- (a) a list of activities with relevant needed competence has been established;
- (b) their personnel have the relevant competence needed to fulfil the activities they are required to perform and hold an appropriate authorization for the respective training organization;
- (c) their personnel maintain a level of competence through training as appropriate;
- (d) their theoretical and practical instructors are qualified in accordance with this Regulation;
- (e) their assessors hold an assessor authorization; and

AMC4 TO ATCL.B.300(e) Management system of training organizations

Processes:

Training organizations should demonstrate that the management system:

- (a) monitors policies, processes and procedures to ensure they are current and subject to periodic review and amendment, when necessary, to maintain their continued accuracy and suitability;
- (b) allows for the impromptu recognition and initiation of improvements to policies, processes and procedures between periodic reviews;
- (c) controls, records and tracks changes to all of the management system policy, process and procedure documents;
- (d) includes a master record index that lists all the policies, processes and procedures; and
- (e) includes as a minimum the following:
 - (1) master record index;
 - (2) training provider certificate;
 - (3) management structure;
 - (4) staff role profiles including accountabilities and responsibilities;
 - (5) training manuals, plans and courses;
 - (6) evidence of regulatory compliance;
 - (7) change control process;
 - (8) course design documents;
 - (9) instructor/assessor qualification, authorizations and competence records.

AMC5 TO ATCL.B.300(f) Management system of training organizations

Compliance monitoring:

- (a) The implementation and use of a compliance monitoring function should enable the training organization to monitor compliance with the relevant requirements of this Regulation.
- (b) Training organizations should specify the basic structure of the compliance monitoring function applicable to the activities conducted.

- (c) The compliance monitoring function should be structured according to the activities of the training organization to be monitored.

GM1 TO ATCL.B.300(f) Management system of training organizations

Example of compliance monitoring system:

- (a) Training organizations may monitor compliance with the procedures they have designed to ensure safe activities. In doing so, they may, as a minimum, and, where appropriate, monitor:

- (1) the organizational structure;
- (2) the plans and objectives;
- (3) the privileges of the organization;
- (4) the manuals, logs and records;
- (5) the training standards;
 - i. training delivery, presentations
 - ii. course preparation, lesson plans
 - iii. instructional staff
 - iv. instructional material, study guides, books
 - v. equipment, simulators
- (6) the management system.

- (b) Organizational set-up

- (1) To ensure that the training organization continues to meet the requirements of this Regulation, the accountable manager may designate a person responsible for the compliance monitoring function whose role is to verify, by monitoring the activities of the organization, that the standards required by this Regulation and any additional requirements as established by the organization are met under the supervision of the relevant head of the functional area.
- (2) The person designated for the compliance monitoring function should be responsible for ensuring that the compliance monitoring program is properly implemented, maintained and continually reviewed and improved.
- (3) The designated person responsible for the compliance monitoring function should:
 - i. have direct access to the accountable manager; and

- ii. have access to all parts of the training organization and, as necessary, to any contracted organization.

(c) Compliance monitoring documentation

- (1) Relevant documentation could include the relevant part(s) of the training organization management system documentation.
- (2) In addition, relevant documentation could also include the following:
 - i. terminology;
 - ii. specified activity standards;
 - iii. description of the organization;
 - iv. allocation of duties and responsibilities;
 - v. procedures to ensure regulatory compliance;
 - vi. compliance monitoring program, reflecting:
 - A. schedule of the monitoring program;
 - B. audit procedures;
 - C. reporting procedures;
 - D. follow-up and corrective action procedures; and
 - E. recording system;
 - vii. training elements; and
 - viii. document control.

(d) Training

- (1) Correct and thorough training is essential to optimize compliance in every training organization. In order to achieve significant outcomes of such training, the training organization needs to ensure that all personnel understand the objectives laid down in the organization's manual.
- (2) Those responsible for managing the compliance monitoring function should receive training in this task. Such training could cover the requirements of compliance monitoring, manuals and procedures related to the task, audit techniques, reporting and recording.
- (3) Time needs to be provided to train all personnel involved in compliance management and for briefing the rest of the personnel.

- (4) The allocation of time and resources needs to be governed by the activities covered by the training organization.

AMC6 TO ATCL.B.300(f) Management system of training organizations

Compliance monitoring:

The person designated for the compliance monitoring function should be responsible for the review and continuous improvement of the established management system's policies, processes and procedures. The following tools are essential to the ongoing continuous improvement process:

- (a) organizational risk profile;
- (b) risk management plan;
- (c) coherence matrix;
- (d) corrective and preventive action reports; and
- (e) inspection and audit reports.

GM2 TO ATCL.B.300(f) Management system of training organizations

Compliance monitoring:

- (a) These tools and processes related to the compliance monitoring function are interrelated and help define the continuous improvement efforts of the organization. For example, any corrective or preventive action report could identify a deficiency or an opportunity for improvement. The person responsible for the compliance monitoring function would then be required to ensure the identified issue was addressed and the corrective or preventive action effectively implemented. The same would be true if the discovery of an issue was identified during an inspection or audit.
- (b) The effective implementation of change and the subsequent validation that the change did result in the desired outcome is critical to the continuous improvement process. Simply introducing a well-meaning suggestion for improvement into the organization without carefully managing that change could have undesirable consequences. It is, therefore, the responsibility of the person in charge of the compliance monitoring function to introduce, monitor and validate improvement efforts.
- (c) A simple but effective process to use in managing continuous improvement is known as the plan- do-check-act, or PDCA, approach:
 - (1) plan — map out the implementation of the recommended change, identifying at least:
 - i. those people who will be affected by the change;

- ii. the required measures necessary to mitigate risk; and
 - iii. the desired outcome and its intended consequences.
- (2) do — execute the implementation plan once all affected groups have accepted the proposal and understand their role in ensuring its success;
- (3) check — apply sufficient quality control ‘stage’ checks throughout the implementation phase to ensure any unintended deviations in the execution are identified and addressed without delay; and
- (4) act — analyze the results and take appropriate action as necessary.

AMC7 TO ATCL.B.300(g) Management system of training organizations

Size, nature and complexity of the activity:

- (a) A training organization should be considered as complex when it has a workforce of more than 20 full-time equivalents (FTEs).
- (b) A training organization with up to 20 FTEs may also be considered complex based on an assessment of the following factors:
 - (1) the extent and scope of contracted activities subject to the certificate, in terms of complexity; and
 - (2) the different types of training provided, in terms of risk criteria.

ATCL.B.305 Contracted activities

- (a) Training organizations shall ensure that when contracting or purchasing any parts of their activities, the contracted or purchased activity or part of activity conform to the applicable requirements.
- (b) When a training organization contracts any part of its activity to an organization that is not itself certified in accordance with this Part to carry out such activity, the contracted organization shall work under the terms of approval contained in the certificate issued to the contracting training organization. The contracting training organization shall ensure that the authority is given access to the contracted organization to determine continued compliance with the applicable requirements.

GM1 TO ATCL.B.305 Contracted activities

Responsibility when contracting activities:

- (a) Regardless of the approval status of the contracted organization, the contracting organization is responsible to ensure that all contracted activities are subject to hazard identification, risk management and to compliance monitoring.

- (b) When the contracted organization is itself certified to carry out the contracted activities, the organization's compliance monitoring should at least check that the approval effectively covers the contracted activities and that it is still valid.

ATCL.B.310 Personnel requirements

- (a) Training organizations shall appoint an accountable manager.
- (b) A person or persons shall be nominated by the training organization with the responsibility for training. Such person or persons shall be ultimately responsible to the accountable manager.
- (c) Training organizations shall have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements.
- (d) Training organizations shall maintain a record of theoretical instructors with their relevant professional qualifications, adequate knowledge and experience and their demonstration, instructional techniques assessment and subjects they are entitled to teach.
- (e) Training organizations shall establish a procedure to maintain competence of the theoretical instructors.
- (f) Training organizations shall ensure that practical instructors and assessors successfully complete refresher training in order to revalidate the respective endorsement.
- (g) Training organizations shall maintain a record of persons qualified for assessing practical instructors' competence and assessors' competence, in accordance with ATCL.A.345, with their relevant endorsements.

GM TO ATCL.B.310 Personnel requirements

- (a) Training organizations may nominate the person responsible for training and a person or persons subordinate to him or her as chief training instructor(s)/unit responsible training officer(s).
- (b) Usually, training organizations nominate only one person responsible for training.
- (c) Prerequisites, typical function and responsibilities of the person responsible for training may be:
- (1) to have extensive experience in instructing for all types of ATC training and possess sound managerial capability;
 - (2) to have overall responsibility for ensuring satisfactory integration of all training provided and for supervising the progress of the persons undertaking training;
 - (3) to be responsible for coordinating and delegating the contact to the competent authority in training-related issues; and

(4) to be ultimately responsible to the accountable manager.

(d) Prerequisites, typical functions and responsibilities of the chief training instructor(s)/unit responsible training officer(s) may be:

(1) to have extensive experience in instructing for all types of ATC training and possess sound managerial capability;

(2) to have responsibility for ensuring satisfactory training is provided and for supervising the progress of the persons undertaking training in the areas that have been delegated by the person responsible for training; and

(3) to report to the person responsible for training.

ATCL.B.315 Facilities and equipment

(a) Training organizations shall have facilities allowing the performance and management of all planned tasks and activities in accordance with this Part-ATCL.

(b) The training organization shall ensure that the synthetic training devices comply with the applicable specifications and requirements appropriate to the task.

(c) During on-the-job training instruction, the training organization shall ensure that the instructor has exactly the same information as the person undertaking OJT and the means to intervene immediately.

AMC1 TO ATCL.B.315(a) Facilities and equipment

(a) General areas

A training organization should have access to facilities appropriate to the size and scope of the intended operations provided in an environment conducive to learning.

(b) Training areas

For training organizations providing theoretical training, the facilities should also include sufficient suitably equipped classroom areas.

GM TO ATCL.B.315(a) Facilities and equipment

(a) General areas

These facilities should include general areas, which consist of sufficient:

(1) office space for managerial and administrative as well as training staff;

(2) rooms for study and testing;

(3) library facilities; and

(4) storage areas, including secure areas for training and personnel records.

(b) Training areas

For training organizations providing practical training, the facilities should also include sufficient:

- (1) rooms for briefing and debriefing; and
- (2) suitably equipped rooms for practical training.

AMC2 TO ATCL.B.315(b) Facilities and equipment

Specifications for synthetic training devices or simulators:

(a) Synthetic training devices classifications

Synthetic training devices used for training should be classified according to one of the following classifications:

- (1) simulator (SIM);
- (2) part-task trainer (PTT).

(b) Synthetic training device (STD) criteria

If an STD is used for training, it should be accepted by the competent authority as part of the course approval process for any training plan. Training organizations should demonstrate how the STD will provide adequate support for the intended training, in particular, how the STD will meet the stated objectives of the practical training exercises and enable the performance objectives to be assessed to the level determined in the training program.

This demonstration and the related documentation should include the following relevant criteria:

- (1) the general environment, which should provide an environment in which STD exercises may be run without undue interference from unrelated activities;
- (2) the STD layout;
- (3) the equipment provided;
- (4) the display presentation, functionality, and updating of operational information;
- (5) data displays, including strip displays, where appropriate;
- (6) coordination facilities;

- (7) aircraft performance characteristics, including the availability of maneuvers, e.g., holding or instrumental landing system (ILS) operation, required for a particular simulation;
- (8) the availability of real-time changes during an exercise;
- (9) the processes by which the training organization can be assured that staff associated with the training conducted with the use of an STD are competent;
- (10) the degree of realism of any voice recognition system associated with the STD; and
- (11) where a simulator is an integral part of an operational ATC system, the processes by which the training organization is assured that interference between the simulated and operational environments is prevented.

The extent to which the STD achieves the above criteria will be used to determine the adequacy of the STD for the proposed use. As a general principle, the greater the degree of replication of the operational position being represented, the greater the use will be possible for any particular training.

AMC3 TO ATCL.B.315(b) Facilities and equipment

Specifications for synthetic training devices or simulators:

The STD proposed for acceptance should hold an acceptance or approval from the Civil Aviation Authority of the State of manufacture.

ATCL.B.320 Record keeping

- (a) Training organizations shall retain detailed records of persons undertaking or having undertaken training to show that all requirements of the training courses have been met.
- (b) Training organizations shall establish and maintain a system for recording the professional qualifications and instructional techniques assessments of instructors and assessors, as well as the subjects they are entitled to teach, where appropriate.
- (c) The records required in points (a) and (b) shall be retained for a minimum period of five (5) years:
 - (1) after the person undertaking training has completed the course, and;
 - (2) after the instructor or assessor ceases to perform a function for the training organization, as applicable.
- (d) The archiving process including the format of the records shall be specified in the training organization's management system.

- (e) Records shall be stored in a secure manner.

AMC TO ATCL.B.320 Record keeping

Training organizations should maintain the following records:

- (a) Records of persons undertaking training:
- (1) personal information;
 - (2) details of training received including the starting date of the training, as well as the results of the examinations and assessments;
 - (3) detailed and regular progress report forms;
 - (4) certificate of completion of training courses.
- (b) Records of instructors and assessors:
- (1) personal information;
 - (2) qualification records;
 - (3) records of refresher training for instructors and assessors;
 - (4) assessment reports;
 - (5) instructional and/or assessment time records.

Training organizations should submit training records and reports to the LYCAA as required.

ATCL.B.325 Funding and insurances

Training organizations shall demonstrate that sufficient funding is available to conduct the training according to this Part-ATCL and that the activities have sufficient insurance cover in accordance with the nature of the training provided and all activities can be carried out in accordance with this Part-ATCL.

AMC TO ATCL.B.325 Funding and insurances

Sufficient funding:

To demonstrate compliance with the requirement on the availability of sufficient funding, training organizations may be required to present an economic study identifying the minimum amount necessary to ensure that the training is conducted in accordance with the applicable requirements.

Subpart D - Requirements for training courses and training plans

ATCL.B.400 Requirements for training courses and training plans

Training organizations shall develop:

- (a) training plans and training courses associated to the type(s) of training provided in accordance with the requirements set out in [Section A, Subpart D](#);
- (b) subjects, subject objectives, topics and subtopics for rating endorsements in accordance with the requirements laid down in [Section A](#);
- (c) methods of assessments in accordance with [ATCL.A.490\(a\)\(3\)](#) and [ATCL.A.495\(a\)\(3\)](#).

ATCL.B.405 Examination and assessment results and certificates

- (a) The training organization shall make available to the applicant his/her results of examinations and assessments and, upon applicant's request, issue a certificate with his/her result of examinations and assessments.
- (b) Upon successful completion of initial training, or of rating training for the issue of an additional rating, the training organization shall issue a certificate.
- (c) A certificate of completion of the basic training shall only be issued upon request of the applicant if all subjects, topics and subtopics contained in [Appendix 1 of Section A](#) have been completed and the applicant has successfully passed the associated examinations and assessments.

Section C - Requirements for the Competent Authority

Subpart A - General

ATCL.C.100 Scope

This Part establishes the administrative requirements applicable to the LYCAA, Authority responsible for the issue, maintenance, suspension or revocation of licenses, ratings, endorsements for air traffic controllers and certification and oversight of training organizations.

ATCL.C.105 Personnel

- (a) The Authority shall produce and update every three years an assessment of the human resources needed to perform their oversight functions, based on the analysis of the processes required by this Regulation and their application.
- (b) Personnel authorized by the Authority to carry out certification and/or oversight tasks shall be empowered to perform as a minimum the following tasks:
 - (1) examine documents, including licenses, certificates, records, data, procedures and any other material relevant to the execution of the required task;
 - (2) take copies of or extracts from such records, data, procedures and other material;
 - (3) ask for an explanation;
 - (4) enter relevant premises and operating sites;
 - (5) perform audits and inspections, including unannounced inspections;
 - (6) take or initiate enforcement measures as appropriate.
- (c) The authority may authorize its personnel to conduct assessments leading to the issue, revalidation and renewal of a unit endorsement provided that they meet the requirements set out in [ATCL.A.345](#), with the exception of point (d)(1). Familiarity with the current operational practices and procedures of the unit, where the assessment is taking place, shall however be ensured.

ATCL.C.110 Tasks of the authority

- (a) The tasks of the authority shall include:
 - (1) the issue, suspension and revocation of licenses, ratings and endorsements;
 - (2) the issue of temporary OJTI authorizations according to [ATCL.A.325](#);
 - (3) the issue of temporary assessor authorizations according to [ATCL.A.365](#);

- (4) the revalidation and renewal of endorsements;
- (5) the issue, suspension, revocation and limitation of training organization certificates;
- (6) the approval of training courses, plans and unit competence schemes, as well as assessment methods;
- (7) the approval of the assessment method for the demonstration of language proficiency and the establishment of requirements applicable to language assessment bodies according to [ATCL.A.240](#);
- (8) the monitoring of training organizations, including their training courses and plans;
- (9) the approval and monitoring of the unit competence schemes;
- (10) the establishment of appropriate appeal procedures and notification mechanisms;
- (11) facilitating the recognition of training organization certificates and course approvals.

ATCL.C.115 Means of compliance

- (a) The Authority shall develop Acceptable Means of Compliance (AMC) that may be used to establish compliance with this Part-ATCL. When AMC are complied with, the related requirements of the implementing rules are met.
- (b) Alternative means of compliance may be used by any service provider organization to establish compliance with this Regulation.
- (c) The Authority shall establish a system to consistently evaluate that all alternative means of compliance used by itself or by organizations and persons under its oversight allow the establishment of compliance with this Regulation.
- (d) The Authority shall evaluate all alternative means of compliance proposed by an organization in accordance with [ATCL.B.205](#) by analyzing the documentation provided and, if considered necessary, conducting an inspection of the organization.

When the authority finds that the alternative means of compliance are in accordance with this Regulation, it shall without undue delay:

- (1) notify the applicant that the alternative means of compliance may be implemented and, if applicable, amend the approval or certificate of the applicant accordingly;
- (2) notify of their content all the organizations and persons under its oversight, including copies of all relevant documentation, and;

- (3) inform any other States concerned about alternative means of compliance that were accepted.
- (e) When the Authority itself uses alternative means of compliance to achieve compliance with this Regulation, it shall:
 - (1) make them available to all organizations and persons under its oversight, and;
 - (2) inform other States concerned, if any.

The service providers shall provide the Authority with a full description of the alternative means of compliance, including any revisions to procedures that may be relevant, as well as an assessment demonstrating that the requirements of this Regulation are met.

ATCL.C.120 Information to the Authority

- (a) The service providers shall without undue delay notify the LYCAA in case of any significant problems with the implementation of this Part-ATCL.
- (b) The service providers shall provide the LYCAA with safety-significant information stemming from the occurrence reports they have received.

ATCL.C.125 Immediate reaction to a safety problem

- (a) Without prejudice to the Occurrence Reporting regulation, the LYCAA shall implement a system to appropriately collect, analyze and disseminate safety information.
- (b) The LYCAA shall implement a system to appropriately analyze any relevant safety information received and without undue delay provide, to all the service providers, concerned any information, including recommendations or corrective actions to be taken, necessary for them to react in a timely manner to a safety problem involving products, parts, appliances, persons or organizations subject to oversight under this Part-ATCL.
- (c) Upon receiving the information referred to in points (a) and (b), the LYCAA shall take adequate measures to address the safety problem.

Subpart B - Management

ATCL.C.200 Management system

- (a) The LYCAA shall establish and maintain a management system, including as a minimum:
- (1) documented policies and procedures to describe its organization, means and methods to achieve compliance with this Regulation. The procedures shall be kept up to date and serve as the basic working documents within the Authority for all related tasks;
 - (2) a sufficient number of personnel, including licensing and certification inspectors, to perform its tasks and discharge its responsibilities. Such personnel shall be qualified to perform their allocated tasks and have the necessary knowledge, experience, initial, on-the-job and recurrent training to ensure continuing competence. A system shall be in place to plan the availability of personnel in order to ensure the proper completion of all related tasks;
 - (3) adequate facilities and office accommodation to perform the allocated tasks;
 - (4) a function to monitor compliance of the management system with the relevant requirements and adequacy of the procedures, including the establishment of an internal audit process and a safety risk management process. Compliance monitoring shall include a feedback system of audit findings to the senior management of the authority to ensure implementation of corrective actions as necessary, and;
 - (5) a function to monitor compliance with the relevant ICAO SARPs and a feedback system to senior management of the LYCAA to notify differences to ICAO and publish them in part GEN 1.7 of the aeronautical information publication (AIP).
 - (6) a person or group of persons ultimately responsible to the senior management of the Authority for the compliance monitoring function.
- (b) The LYCAA shall, for each field of activity included in the management system, appoint one or more persons with the overall responsibility for the management of the relevant task(s).
- (c) The LYCAA shall establish procedures for the participation in the exchange of all necessary information and assistance with other competent authorities concerned, including information exchange on all findings raised and follow-up actions taken as a result of oversight of persons and organizations.

ATCL.C.205 Allocation of tasks to qualified entities

- (a) If the authority allocates tasks related to the initial certification or continuous oversight of persons or organizations subject to this Regulation, they shall only be allocated to qualified entities. When allocating tasks, the LYCAA shall ensure that it has:
- (1) a system in place to initially and continuously assess that the qualified entity complies with the requirements set by the Authority. This system and the results of the assessments shall be documented;
 - (2) established a documented agreement with a qualified entity, approved by both parties at the appropriate management level, which clearly defines:
 - i. the tasks to be performed;
 - ii. the declarations, reports and records to be provided;
 - iii. the technical conditions to be met in performing such tasks;
 - iv. the related liability coverage, and;
 - v. the protection given to information acquired in carrying out such tasks.
- (b) The LYCAA shall ensure that the internal audit process and a safety risk management process required by [ATCL.C.205\(a\)\(4\)](#) cover all certification or oversight tasks performed on its behalf.

ATCL.C.210 Changes to the management system

- (a) The LYCAA shall have a system in place to identify changes that affect its capability to perform its tasks and discharge its responsibilities as defined in this Regulation. It shall enable it to take action, as appropriate, to ensure that the management system remains adequate and effective.
- (b) The LYCAA shall update its management system to reflect any change to this Regulation in a timely manner in order to ensure effective implementation.

ATCL.C.215 Record keeping

- (a) The LYCAA shall maintain a list of all organization certificates and personnel licenses and certificates they issue.
- (b) The LYCAA shall establish a system of record keeping providing for adequate storage, accessibility and reliable traceability of:
- (1) the management system's documented policies and procedures;
 - (2) training, qualification and authorization of its personnel;

- (3) the allocation of tasks, covering the elements required by [ATCL.C.205](#) as well as the details of tasks allocated;
 - (4) certification processes and continuing oversight of certified organizations;
 - (5) details of courses provided by training organizations;
 - (6) processes for the issue of licenses, ratings, endorsements and certificates, and for the continuing oversight of the holders of those licenses, ratings, endorsements and certificates;
 - (7) continuing oversight of persons and organizations exercising activities within the territory of Libya;
 - (8) findings, corrective actions and date of action closure;
 - (9) enforcement measures taken;
 - (10) safety information and follow-up measures;
- (c) Records shall be kept for a minimum period of five (5) years and with regard to personnel licenses for a minimum period of ten (10) years after the expiry of the last endorsement on the license.

Subpart C - Oversight and Enforcement

ATCL.C.300 Scope

- (a) The LYCAA shall verify:
- (1) compliance with requirements applicable to organizations or persons prior to the issue of an organization certificate or personnel license, certificate, rating or endorsement, as applicable;
 - (2) the continued compliance with the applicable requirements and the conditions attached to the training organization's certificate, as well as the applicable requirements for training courses, plans and schemes it has approved and requirements applicable to personnel;
 - (3) implementation of appropriate safety measures mandated by the LYCAA as defined in [ATCL.C.125\(c\) and \(d\)](#).
- (b) This verification shall:
- (1) be supported by documentation specifically intended to provide guidance to the personnel responsible for safety oversight in order to perform their functions;
 - (2) provide persons and organizations concerned with the results of the safety oversight activity;
 - (3) be based on audits and inspections including, as appropriate, unannounced inspections, and;
 - (4) be supported by evidence needed in case further action is required, including the measures foreseen in [ATCL.C.310](#) and [ATCL.C.515](#).
- (c) The scope of oversight shall be determined on the basis of the scope and results of past oversight activities and safety priorities.

ATCL.C.305 Oversight program

- (a) The LYCAA shall establish and maintain an oversight program covering the oversight activities required by [ATCL.C.300](#).
- (b) For organizations certified by the LYCAA, the oversight program shall be developed taking into account the specific nature of the organization, the complexity of its activities and past certification and/or oversight activities. It shall include within each oversight planning cycle:
- (1) audits and inspections, if needed, including unannounced inspections as appropriate, and;

- (2) meetings convened between the management of the training organization and the LYCAA to ensure that both remain informed of significant issues.
- (c) For organizations certified by the LYCAA, an oversight planning cycle not exceeding 24 months shall be applied.

The oversight planning cycle may be reduced if there is evidence that the safety performance of the organization has decreased.

The oversight planning cycle may be extended to a maximum of 36 months if the Authority has established that during the previous 24 months:

- (1) the organization has demonstrated an effective identification of aviation safety hazards and management of associated risks, and;
- (2) the organization has continuously demonstrated under [ATCL.C.215](#) that it has full control over all changes, and;
- (3) no level 1 findings have been issued, and;
- (4) all corrective actions have been implemented within the time period accepted or extended by the Authority as defined in [ATCL.C.515](#).

The oversight planning cycle may be further extended to a maximum of 48 months if, in addition to the above, the organization has established, and the LYCAA has approved, an effective continuous reporting system to the Authority on the safety performance and regulatory compliance of the organization itself.

- (d) The oversight program for training organizations shall include the monitoring of training standards including the sampling of training delivery if appropriate.
- (e) For all the persons holding a license, rating or endorsement issued by the LYCAA, the oversight program shall include inspections, including unannounced inspections, if appropriate.

ATCL.C.310 Findings and enforcement measures for personnel

- (a) If during oversight or by any other means evidence is found that shows non-compliance with the applicable requirements by a person holding a license issued in accordance with this Regulation, the LYCAA shall raise a finding, record it and communicate it in writing to the license holder, as well as communicate the finding to the employing organization, if applicable.
- (b) Then the authority:
- (1) may suspend or revoke the license, rating or endorsement, as applicable, when a safety issue has been identified, and;
 - (2) shall take any further enforcement measures necessary to prevent the continuation of the noncompliance.

Subpart D - Issue, revalidation, renewal, suspension & revocation of licenses, ratings and endorsements

ATCL.C.400 Procedure for the issue, revalidation and renewal of licenses, ratings, endorsements and authorizations

- (a) The LYCAA shall establish procedures for the application, issue and exchange of licenses, issue of ratings and endorsements, as well as the revalidation and renewal of endorsements. These procedures may include:
- (1) the issue of temporary OJTI authorization and temporary assessor authorization, and;
 - (2) if applicable, the authorization for assessors to revalidate and renew unit endorsements, in which case assessors shall submit all records, reports and any other information to the Authority as defined in such procedures.
- (b) Upon receiving an application and, if relevant, any supporting documentation, the Authority shall verify the application completeness and whether the applicant meets the requirements set out in [Section A](#).
- (c) If the applicant meets the applicable requirements, the LYCAA shall issue, revalidate or renew, when appropriate, the relevant license, rating(s) and endorsement(s) using the format for licenses established in [Appendix 1 to Section C](#). The temporary OJTI authorization referred to in [ATCL.A.325](#) and the temporary assessor authorization referred to in [ATCL.A.365](#) shall be issued as a separate document wherein the privileges of the holder as well as the validity of the authorization shall be specified.
- (d) For the purpose of reducing unnecessary administrative burden, the LYCAA may establish procedures for establishing a unique date of validity for several endorsements. In any case, the validity periods of the endorsements concerned shall not be extended.

ATCL.C.405 Revocation and suspension of licenses, ratings and endorsements

- (a) For the purpose of [ATCL.A.120](#), the LYCAA shall establish administrative procedures for the suspension and revocation of licenses, ratings and endorsements.
- (b) The LYCAA may suspend the license in the case of provisional inability not being terminated according to the procedures referred to in [ATCL.A.115\(e\)](#).
- (c) The LYCAA shall suspend or revoke a license, rating or endorsement, in accordance with [ATCL.C.310](#), in particular in the following circumstances:
- (1) exercising the privileges of the license when the license holder no longer complies with the applicable requirements of this Regulation;
 - (2) obtaining a student air traffic controller or an air traffic controller license, rating, endorsement or certificate by falsification of submitted documentary evidence;

- (3) falsification of the license or certificate records;
 - (4) exercising the privileges of the license, rating(s) or endorsement(s) under the influence of psychoactive substances.
- (d) In cases of suspension or revocation of licenses, ratings and endorsements, the LYCAA shall inform the license holder in writing of this decision and of their right of appeal. The suspension or revocation of the assessor endorsement should be notified to the relevant air navigation service provider as well.
- (e) The LYCAA shall also suspend or revoke a license, rating or endorsement upon written request of the license holder.

Subpart E - Certification procedure for air traffic controller training organizations & approval of training courses

ATCL.C.500 Application and certification procedure for training organizations

- (a) Upon receiving an application for the issue of a training organization certificate, the LYCAA shall verify the training organization's compliance with the requirements set out in [Section B](#).
- (b) If the applicant training organization fulfils the applicable requirements, the LYCAA shall issue a certificate using the format established in [Appendix 2 to Section C](#).
- (c) To enable an organization to implement changes without prior LYCAA approval in accordance with [ATCL.B.215](#) and [ATCL.C.510\(c\)](#), the LYCAA shall approve the procedure submitted by the training organization defining the scope of such changes and describing how such changes will be managed and notified.

ATCL.C.505 Approval of training courses and training plans

- (a) The LYCAA shall approve training courses and training plans developed in accordance with the requirements laid down in [ATCL.B.400](#).
- (b) Following a conversion of a license according to [ATCL.A.110](#), the LYCAA shall approve or reject the unit endorsement course established in accordance with [ATCL.A.220\(b\)](#) and (c) not later than six (6) weeks after presentation of the application for the approval of the course, and ensure that the principles of non-discrimination and proportionality are respected.

ATCL.C.510 Changes to the training organizations

- (a) Upon receiving an application for a change that requires prior approval in accordance with [ATCO.B.215](#), the LYCAA shall verify the training organization's compliance with the requirements set out in [Section B](#) before the issue of the approval.

The LYCAA shall approve the conditions under which the organization may operate during the change, unless the LYCAA determines that the change cannot be implemented.

After having verified that the training organization complies with the applicable requirements, the LYCAA shall approve the change.

- (b) Without prejudice to any additional enforcement measures in accordance with [ATCL.C.515](#), when the organization implements changes requiring prior approval without having received the LYCAA approval as defined in point (a), the LYCAA shall take immediate and adequate action.
- (c) For changes not requiring prior approval, the LYCAA shall approve a procedure developed by the training organization in accordance with [ATCL.C.215](#) defining the scope of such changes and its management and notification mechanism. In the

continuous oversight process the LYCAA shall assess the information provided in the notification to verify whether actions taken to comply with the approved procedures and applicable requirements.

ATCL.C.515 Findings and corrective actions

- (a) The LYCAA shall have a system to analyze findings for their safety significance.
- (b) A level 1 finding shall be issued by the LYCAA when any significant non-compliance is detected with the applicable requirements of this Regulation, with the training organization's procedures and manuals, with the type(s) of training and/or service(s) provided or certificate(s) which lowers or seriously endangers safety and/or results in a significant degradation of the training provided.

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

- (1) failure to give the LYCAA access to the training organization's facilities as defined in [ATCL.B.225](#) during normal operating hours and after two written requests;
 - (2) obtaining or maintaining the validity of the training organization certificate by falsification of submitted documentary evidence;
 - (3) evidence of malpractice or fraudulent use of the training organization certificate, and;
 - (4) the lack of an accountable manager.
- (c) A level 2 finding shall be issued by the LYCAA when any non-compliance is detected with the applicable requirements of this Regulation, with the training organization's procedures and manuals, with the type(s) of training and/or service(s) provided or certificate(s) which could lower or endanger safety and/or could result in a degradation of the training provided.
 - (d) When a finding is detected during oversight or by any other means, the LYCAA shall, without prejudice to any additional action required by this Regulation, communicate the finding to the training organization in writing and request corrective action to address the non-compliance(s) identified.
 - (1) In the case of level 1 findings, the LYCAA shall take immediate and appropriate action to prohibit or limit activities, and if appropriate, it shall take action to revoke the certificate or to limit or suspend it in whole or in part, depending upon the extent of the finding, until successful corrective action has been taken by the training organization.
 - (2) In the case of level 2 findings, the LYCAA shall:
 - i. grant the training organization a corrective action implementation period included in an action plan appropriate to the nature of the finding, and;

- ii. assess the corrective action and implementation plan proposed by the training organization and, if the assessment concludes that they are sufficient to address the non-compliance(s), accept these.
- (3) Where a training organization fails to submit an acceptable corrective action plan, or to perform the corrective action within the time period accepted or extended by the LYCAA, the finding shall be raised to a level 1 finding, and action shall be taken as laid down in point (d)(1).
- (e) The LYCAA shall record all findings it has raised and, where applicable, the enforcement measures it has applied, as well as all corrective actions and the date of action closure for findings.

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Topic NAV 2 - instrument navigation

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Subtopic NAV 2.3 - Instrument departures and arrivals

Subtopic NAV 2.4 - Satellite-based systems

Subtopic NAV 2.5 - PBN applications

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Subtopic ACFT 1.1 - Aircraft instruments

Topic ACFT 2 - aircraft categories

Subtopic ACFT 2.1 - Wake turbulence

Subtopic ACFT 2.2 - Application of ICAO approach categories

Topic ACFT 3 - factors affecting aircraft performance

Subtopic ACFT 3.1 - Take-off factors

Subtopic ACFT 3.2 - Climb factors

Subtopic ACFT 3.3 - Final approach and landing factors

Subtopic ACFT 3.4 - Economic factors

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Subtopic ACFT 4.1 - Recognition of aircraft types

Subtopic ACFT 4.2 - Performance data

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Subtopic HUM 1.1 - Cognitive

Topic HUM 2 - medical and physiological factors

Subtopic HUM 2.1 - Fatigue

Subtopic HUM 2.2 - Fitness

Topic HUM 3 - social and organizational factors

Subtopic HUM 3.1 - Team resource management (TRM)

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Subtopic HUM 3.3 - Responsible behavior

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Subtopic HUM 4.1 - Stress

Subtopic HUM 4.2 - Stress management

Topic HUM 5 - human error

Subtopic HUM 5.1 - Human error

Subtopic HUM 5.2 - Violation of rules

Topic HUM 6 - collaborative work

Subtopic HUM 6.1 - Communication

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Subtopic HUM 6.3 - Collaborative work between different areas of responsibility

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Subtopic EQPS 2.1 - Aeronautical fixed telecommunication network (AFTN)

Subtopic EQPS 2.2 - Automatic data interchange

Topic EQPS 3 - controller working position

Subtopic EQPS 3.1 - Operation and monitoring of equipment

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Subtopic EQPS 3.3 - Flight data systems

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Subtopic EQPS 4.1 - New developments

Topic EQPS 5 - equipment and systems limitations and degradation

Subtopic EQPS 5.1 - Reaction to limitations

Subtopic EQPS 5.2 - Communication equipment degradation

Subtopic EQPS 5.3 - Navigational equipment degradation

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Subtopic PEN 1.1 - Study visit to aerodrome

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Subtopic PEN 2.1 - Contributors to civil ATS operations

Subtopic PEN 2.2 - Contributors to military ATS operations

Topic PEN 3 - customer relations

Subtopic PEN 3.1 - Provision of services and user requirements

Topic PEN 4 - environmental protection

Subtopic PEN 4.1 - Environmental protection

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Topic ABES 2 - skills improvement

Subtopic ABES 2.1 - Communication effectiveness

Subtopic ABES 2.2 - Avoidance of mental overload

Subtopic ABES 2.3 - Air/ground cooperation

Topic ABES 3 - procedures for abnormal and emergency situations

Subtopic ABES 3.1 - Application of procedures for ABES

Subtopic ABES 3.2 - Radio failure

Subtopic ABES 3.3 - Unlawful interference and aircraft bomb threat

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Subtopic AGA 1.2 - Coordination

Topic AGA 2 - movement area

Subtopic AGA 2.1 - Movement area

Subtopic AGA 2.2 - Maneuvering area

Subtopic AGA 2.3 - Runways

Topic AGA 3 - obstacles

Subtopic AGA 3.1 - Obstacle-free airspace around aerodromes

Topic AGA 4 - miscellaneous equipment

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- Subtopic LAW 1.1 - Privileges and conditions

Topic LAW 2 - rules and regulations

Subtopic LAW 2.1 - Reports

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Topic LAW 3 - ATC safety management

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Subtopic LAW 3.2 - Safety Investigation

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Subtopic ATM 1.1 - Air traffic control (ATC) service

Subtopic ATM 1.2 - Flight information service (FIS)

Subtopic ATM 1.3 - Alerting service (ALRS)

Subtopic ATM 1.4 - ATS system capacity and air traffic flow management

Subtopic ATM 1.5 - Airspace management (ASM)

Topic ATM 2 - communication

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Topic ATM 3 - ATC clearances and ATC instructions

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Topic ATM 5 - altimetry and level allocation

Subtopic ATM 5.1 - Altimetry

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Topic ATM 6 - separations

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Topic ATM 10 - provision of control service

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Subtopic ATM 10.2 - Approach control

Subtopic ATM 10.3 - Traffic management process

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Subtopic ATM 11.1 - General holding procedures

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Subtopic MET 1.1 - Meteorological phenomena

Topic MET 2 - sources of meteorological data

Subtopic MET 2.1 - Sources of meteorological information

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Subtopic NAV 1.1 - Maps and charts

Topic NAV 2 - instrument navigation

Subtopic NAV 2.1 - Navigational systems

Subtopic NAV 2.2 - Stabilized approach

Subtopic NAV 2.3 - Instrument departures and arrivals

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Subtopic NAV 2.6 - PBN applications

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Subtopic ACFT 1.1 - Aircraft instruments

Topic ACFT 2 - aircraft categories

Subtopic ACFT 2.1 - Wake turbulence

Subtopic ACFT 2.2 - Application of ICAO approach categories

Topic ACFT 3 - factors affecting aircraft performance

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Subtopic ACFT 3.6 - Environmental factors

Topic ACFT 4 - aircraft data

Subtopic ACFT 4.1 - Performance data

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Topic HUM 2 - medical and physiological factors

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Topic HUM 6 - collaborative work

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Topic EQPS 2 - automation in ats

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Topic EQPS 3 - controller working position

Subtopic EQPS 3.1 - Operation and monitoring of equipment

Subtopic EQPS 3.2 - Situation displays and information systems

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Topic EQPS 5 - equipment and systems limitations and degradation

Subtopic EQPS 5.1 - Reaction to limitations

Subtopic EQPS 5.2 - Communication equipment degradation

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Subtopic ABES 2.1 - Communication effectiveness

Subtopic ABES 2.2 - Avoidance of mental overload

Subtopic ABES 2.3 - Air/ground cooperation

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Subtopic AGA 2.1 - Movement area

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Subtopic AGA 2.3 - Runways

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- Subtopic INTR 1.3 - Study material and training documentation

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Topic LAW 2 - rules and regulations

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Topic HUM 2 - medical and physiological factors

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Subtopic HUM 3.3 - Responsible behavior

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Topic HUM 5 - human error

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Topic HUM 6 - collaborative work

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Subtopic HUM 6.2 - Collaborative work within the same area of responsibility

Subtopic HUM 6.3 - Collaborative work between different areas of responsibility

Subtopic HUM 6.4 - Controller/pilot cooperation

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- Subtopic LAW 2.1 - Reports

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Topic LAW 3 - ATC safety management

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Topic ATM 7 - airborne collision avoidance systems and ground-based safety nets

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Topic ATM 8 - data display

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Subtopic ATM 10.3 - Traffic management process

Subtopic ATM 10.4 - Handling traffic

Subtopic ATM 10.5 - Control service with advanced system support

Topic ATM 11 - holding

Subtopic ATM 11.1 - General holding procedures

Subtopic ATM 11.2 - Holding aircraft

Subtopic ATM 11.3 - Holding in a surveillance environment

Topic ATM 12 - identification

Subtopic ATM 12.1 - Establishment of identification

Subtopic ATM 12.2 - Maintenance of identification

Subtopic ATM 12.3 - Loss of identity

Subtopic ATM 12.4 - Position Information

Subtopic ATM 12.5 - Transfer of identity

Subject 4: meteorology

Topic MET 1 - meteorological phenomena

Subtopic MET 1.1 - Meteorological phenomena

Topic MET 2 - sources of meteorological data

Subtopic MET 2.1 - Sources of meteorological information

Subject 5: navigation

Topic NAV 1 - maps and aeronautical charts

Subtopic NAV 1.1 - Maps and charts

Topic NAV 2 - instrument navigation

Subtopic NAV 2.1 - Navigational systems

Subtopic NAV 2.2 - Navigational assistance

Subtopic NAV 2.3 - PBN applications

Subject 6: aircraft

Topic ACFT 1 - aircraft instruments

Subtopic ACFT 1.1 - Aircraft instruments

Topic ACFT 2 - aircraft categories

Subtopic ACFT 2.1 - Wake turbulence

Topic ACFT 3 - factors affecting aircraft performance

Subtopic ACFT 3.1 - Climb factors

Subtopic ACFT 3.2 - Cruise factors

Subtopic ACFT 3.3 - Descent factors

Subtopic ACFT 3.4 - Economic factors

Subtopic ACFT 3.5 - Environmental factors

Topic ACFT 4 - aircraft data

Subtopic ACFT 4.1 - Performance data

Subject 7: human factors

Topic HUM 1 - psychological factors

Subtopic HUM 1.1 - Cognitive

Topic HUM 2 - medical and physiological factors

Subtopic HUM 2.1 - Fatigue

Subtopic HUM 2.2 - Fitness

Topic HUM 3 - social and organizational factors

Subtopic HUM 3.1 - Team resource management (TRM)

Subtopic HUM 3.2 - Teamwork and team roles

Subtopic HUM 3.3 - Responsible behavior

Topic HUM 4 - stress

Subtopic HUM 4.1 - Stress

Subtopic HUM 4.2 - Stress management

Topic HUM 5 - human error

Subtopic HUM 5.1 - Human error

Subtopic HUM 5.2 - Violation of rules

Topic HUM 6 - collaborative work

Subtopic HUM 6.1 - Communication

Subtopic HUM 6.2 - Collaborative work within the same area of responsibility

Subtopic HUM 6.3 - Collaborative work between different areas of responsibility

Subtopic HUM 6.4 - Controller/pilot cooperation

Subject 8: equipment and systems

Topic EQPS 1 - voice communications

Subtopic EQPS 1.1 - Radio communications

Subtopic EQPS 1.2 - Other voice communications

Topic EQPS 2 - automation in ats

Subtopic EQPS 2.1 - Aeronautical fixed telecommunication network (AFTN)

Subtopic EQPS 2.2 - Automatic data interchange

Topic EQPS 3 - controller working position

Subtopic EQPS 3.1 - Operation and monitoring of equipment

Subtopic EQPS 3.2 - Situation displays and information systems

Subtopic EQPS 3.3 - Flight data systems

Subtopic EQPS 3.4 - Use of ATS surveillance system

Subtopic EQPS 3.5 - Advanced systems

Topic EQPS 4 - future equipment

Subtopic EQPS 4.1 - New developments

Topic EQPS 5 - equipment and systems limitations and degradation

Subtopic EQPS 5.1 - Reaction to limitations

Subtopic EQPS 5.2 - Communication equipment degradation

Subtopic EQPS 5.3 - Navigational equipment degradation

Subtopic EQPS 5.4 - Surveillance equipment degradation

Subtopic EQPS 5.5 - ATC processing system degradation

Subject 9: professional environment

Topic PEN 1 - familiarization

Subtopic PEN 1.1 - Study visit to area control center

Topic PEN 2 - airspace users

Subtopic PEN 2.1 - Contributors to civil ATS operations

Subtopic PEN 2.2 - Contributors to military ATS operations

Topic PEN 3 - customer relations

Subtopic PEN 3.1 - Provision of services and user requirements

Topic PEN 4 - environmental protection

Subtopic PEN 4.1 - Environmental protection

Subject 10: abnormal and emergency situations

Topic ABES 1 - abnormal and emergency situations (ABES)

Subtopic ABES 1.1 - Overview of ABES

Topic ABES 2 - skills improvement

Subtopic ABES 2.1 - Communication effectiveness

Subtopic ABES 2.2 - Avoidance of mental overload

Subtopic ABES 2.3 - Air/ground cooperation

Topic ABES 3 - procedures for abnormal and emergency situations

Subtopic ABES 3.1 - Application of procedures for ABES

Subtopic ABES 3.2 - Radio failure

Subtopic ABES 3.3 - Unlawful interference and aircraft bomb threat

Subtopic ABES 3.4 - Strayed or unidentified aircraft

Subtopic ABES 3.5 - Diversions

Subtopic ABES 3.6 - Transponder failure

Appendices to Section C - Requirements for the Competent Authority

Appendix 1 to Section C - Format of Air Traffic Controller license

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

(a) Content

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

(1) Permanent items:

- i. (I) State of license issue;
- ii. (II) title of license;
- iii. (III) serial number of the license;
- iv. (IV) name of holder in full (in Latin script, even if the script of the national language(s) is other than Latin);
- v. (IVa) date of birth;
- vi. (V) holder's address, if required by the Authority;
- vii. (VI) nationality of holder;
- viii. (VII) signature of holder;
- ix. (VIII) competent authority;
- x. (IX) certification of validity and authorization for the privileges granted, including the dates when they were first issued;
- xi. (X) signature of officer issuing the license and the date of such issue;
- xii. (XI) seal or stamp of the authority.

(2) Variable items:

- i. (XII) ratings and endorsements with expiry dates;
- ii. (XIII) remarks: language proficiency endorsements; and
- iii. (XIV) any other details required by the authority.

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

(c) Material

First quality paper and/or other suitable material, including plastic cards, shall be used to prevent or readily show any alterations or erasures. Any entries or deletions in the form will be clearly authorized by the LYCAA.

(d) Language

Licenses shall be written in English.

Appendix 2 to Section C - Certificate for Air Traffic Control Training Organizations (ATCO TOs)**State of Libya****Libyan Civil Aviation Authority****Air Traffic Controllers Training Organization Certificate**

[CERTIFICATE NUMBER/REFERENCE]

Pursuant to Libyan Civil Aviation Regulation, Part-ATCL, and subject to the conditions specified below, the Libyan Civil Aviation Authority hereby certifies

[NAME OF THE TRAINING ORGANIZATION]

[ADDRESS OF THE TRAINING ORGANIZATION]

As a Part-ATCL certified training organization with the privileges to provide ATCL training, as listed in the attached training approval.

Terms of approval and privileges:

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

This certificate is valid whilst the certified organization remains in compliance with Part-ATCL and other applicable regulations.

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

Date of issue:

Signed:

AIR TRAFFIC CONTROLLERS TRAINING ORGANIZATION CERTIFICATE**TRAINING APPROVAL**

Attachment to ATCO TO certificate number:

[CERTIFICATE NUMBER/REFERENCE]

[NAME OF THE TRAINING ORGANIZATION]

Has obtained the privileges to provide and conduct the following training in accordance with Part-ATCL:

TYPE(S) OF TRAINING			
Type of training	Course	Rating endorsements	Remarks
<input type="checkbox"/> ATCO Initial training	<input type="checkbox"/> Basic training		
	<input type="checkbox"/> Rating training		
<input type="checkbox"/> ATCO Unit training			
<input type="checkbox"/> ATCO Continuation training	<input type="checkbox"/> ATCO refresher training		
	<input type="checkbox"/> ATCO conversion training		
<input type="checkbox"/> Practical instructor training			
<input type="checkbox"/> Assessor training			

Date of issue:

Signed: