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REQUIREMENTS FOR AIR TRAFFIC CONTROLLER LICENSING (AAR-ATCL)

"State Civil Aviation Agency"
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AZƏRBAYCAN RESPUBLİKASI
RƏQƏMSAL İNKİŞAF VƏ NƏQLİYYAT NAZİRLİYİ
DÖVLƏT MÜLKİ AVİASİYA AGENTLİYİ
PUBLİK HÜQUQİ ŞƏXS

ƏMR

“Havada hərəkəti idarəetmə dispetçerlərinə şəhadətnamənin verilməsinə dair tələblər”in təsdiq edilməsi haqqında

Mülki aviasiya qanunvericiliyinə dair tələblərin uyğunlaşdırılmasının həyata keçirilməsi məqsədilə Azərbaycan Respublikası Prezidentinin 2025-ci il 21 fevral tarixli 341 nömrəli Fərmanı ilə təsdiq edilmiş “Dövlət Mülki Aviasiya Agentliyi” publik hüquqi şəxsin Nizamnaməsi”nin 2.1.3-cü, 2.1.5-ci 3.1.26-cı və 4.10.6-cı yarımbəndlərini rəhbər tutaraq,

əmr edirəm:

1. “Havada hərəkəti idarəetmə dispetçerlərinə şəhadətnamənin verilməsinə dair tələblər” (“Requirements for Air traffic controller licensing”) adlı sənədin 4-cü nəşri (bundan sonra – Tələblər) təsdiq edilsin.
2. Keyfiyyətə nəzarət sektoru bu Əmrlə birlikdə Tələblərin “Dövlət Mülki Aviasiya Agentliyi” publik hüquqi şəxsinin (bundan sonra – Agentlik) bütün şəxsi heyətinə çatdırılmasını təmin etsin və rəsmi internet informasiya ehtiyatında yerləşdirilməsi üçün İnzibati idarəetmə departamentinə məlumat versin.
3. Aeronaviqasiya standartlarına və hava hərəkətinin idarə edilməsinə nəzarət (ANS) departamenti bu Əmrlə birlikdə Tələblərin aidiyyəti mülki aviasiya subyektlərinə müşayiət məktubu ilə çatdırılmasını təmin etsin.
4. Bu Əmr qüvvəyə mindiyi tarixədək verilmiş havada hərəkəti idarəetmə dispetçeri şəhadətnaməsinin əlavəsində “UBBB/TOWER” və “UBBB/GROUND” məntəqələri üzrə qeydləri olan şəxslər həmin qeydlərin Tələblərin 4-cü nəşrinə uyğunlaşdırılması məqsədilə bu Əmrin qüvvəyə mindiyi tarixdən etibarən 1 (bir) il müddətində dəyişiklik üçün Agentliyə müraciət etsinlər.
5. Əmrin icrasına nəzarət Aeronaviqasiya standartlarına və hava hərəkətinin idarə edilməsinə nəzarət (ANS) departamenti müdirinin müavini Leyla Həsənovaya həvalə edilsin.

İdarə Heyəti sədrinin müavini,
İdarə Heyətinin sədri vəzifəsini
müvəqqəti icra edən **Bəhruz Məlikov**

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Prepared by (Name, Surname, Position):	Andrey Jidkov, Lead Inspector
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Organizational Unit:	Personnel licensing (PEL) department
Reviewed by (Name, Surname, Position):	Vusal Ibrahimov, Head of PEL department
Date:	02.07.2026

Organizational Unit:	Legal department
Reviewed by (Name, Surname, Position):	Nigar Mammadova, Head of contracts management sector
Date:	10.07.2026

Organizational Unit:	Legal department
Reviewed by (Name, Surname, Position):	Ramala Abilova, Head of department
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Organizational Unit:	Quality control sector
Standardized by (Name, Surname, Position):	Anna Guseva, QC specialist
Date:	12.08.2026

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0.5. Records of amendments and revisions

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Edition: - *Release of a document having incorporated all previous revisions until the current version. New edition of a document will not show revised text in blue colour. Current edition of a document shown on each page in footer.*

Revision: *- A change made to a part of document, where it is reflected with blue text or accompanied with a vertical line on right side of a document. Basic information on revisions (number and date) given in the List of effective Pages and indicated in header of affected page and in context itself.*

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0.5 Terms and definitions

'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;

'acceptable means of compliance (AMC)' - means non-binding standards adopted by the State Civil Aviation Agency" public legal entity (hereinafter – SCAA) to illustrate means by which to establish compliance with these Requirements;

'accredited medical conclusion' - means the conclusion reached by one or more medical experts acceptable to the SCAA, on the basis of objective and non-discriminatory criteria, for the purposes of the case concerned, in consultation with operational experts or other experts as necessary and including an operational risk assessment;

'aero-medical assessment' - means the conclusion on the medical fitness of an applicant based on an aero-medical examination;

'aero-medical examination' - means of investigation for determining the medical fitness to exercise the privileges of the licence or to safely perform their duties;

'air traffic control (ATC) service' - means a service provided for the purpose of:

1. preventing collisions:

- between aircraft, and

- in the manoeuvring area between aircraft and obstructions; and

2. expediting and maintaining an orderly flow of air traffic;

'air traffic control (ATC) unit' - means a generic term meaning variously, area control centre, approach control unit or aerodrome control tower;

'alternative means of compliance'- means an alternative to an existing AMC or a new means to establish compliance with these Requirements for which no associated AMC have been adopted by the SCAA;

'assessment' - means an evaluation of the practical skills leading to the issue of the licence, rating and/or endorsement(s) and their re-validation and/or renewal, including behaviour and the practical application of knowledge and understanding being demonstrated by the person being assessed;

'assessor endorsement' - means the authorisation entered on and forming part of the licence, indicating the competence in the certificate of the holder to assess the practical skills of student air traffic controller and air traffic controller;

'critical incident stress' - means the manifestation of unusual and/or extreme emotional, physical and/or behavioural reactions in an individual following an unexpected event, an accident, an incident or serious incident;

'emergency situation' - means a serious and dangerous situation requiring immediate actions;

'examination' - means a formalised test evaluating the person's knowledge and understanding;

'eye specialist' - means an ophthalmologist or a vision care specialist qualified in optometry and trained to recognise pathological conditions;

'guidance material (GM)'- means non-binding material developed by the SCAA that helps to illustrate the meaning of a requirement or specification and is used to support the interpretation of these Requirements;

'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;

'investigation' - means the assessment of a suspected pathological condition of an applicant by means of examinations and tests to verify the presence or absence of a medical condition;

'language proficiency endorsement' - means the statement entered on and forming part of a licence, indicating the language proficiency in the certificate of the holder;

'licence' - means a document issued and endorsed in accordance with "The Regulations on issuance of licences, certificates or authorizations to aviation personnel and recognition of equivalent documents issued by another state', approved by Decision No. 107 of the Cabinet of Ministers of the Republic of Azerbaijan dated 11 April 2025 and these Requirements and entitling its lawful holder to exercise the privileges of the ratings and endorsements contained therein;

'limitation' - means a condition placed on the medical certificate that shall be complied with whilst exercising the privileges of the licence;

'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;

'on-the-job training instructor (OJTI) endorsement' - means the authorisation entered on and forming part of a licence, indicating the competence of the holder to give on-the-job training instruction and instruction on synthetic training devices;

'part-task trainer (PTT)' - means a synthetic training device to provide training for specific and selected operational tasks without requiring the learner to practise all of the tasks which are normally associated with a fully operational environment;

'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;

'provisional inability' - means a temporary state in which the licence holder is prevented from exercising the privileges of the licence when ratings, endorsements and his/her medical certificate are valid;

'psychoactive substance' - means alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas caffeine and tobacco are excluded;

'rating endorsement' - means the authorisation entered on and forming part of a licence, indicating the specific conditions, privileges or limitations pertaining to the relevant rating;

'refractive error' - means the deviation from emmetropia measured in dioptres in the most ametropic meridian, measured by standard methods;

'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;

'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;

'sector' - means a part of a control area and/or part of a flight information region or upper region;

'significant' - means a degree of a medical condition, the effect of which would prevent the safe exercise of the privileges of the licence.

'simulator' - means a synthetic training device that presents the important features of the real operational environment and reproduces the operational conditions under which the person undertaking training can practice real-time tasks directly;

'synthetic training device' - means any type of device by which operational conditions are simulated, including simulators and part-task trainers;

'synthetic training device instructor (STDI) endorsement' - means the authorisation entered on and forming part of a licence, indicating the competence of the holder to give instruction on synthetic training devices;

'training course' - means theoretical and/or practical instruction developed within a structured framework and delivered within a defined duration;

'training organisation' - means an organisation which has been certified by the authority to provide one or more types of training;

'unit endorsement' - means the authorisation entered on and forming part of a licence, indicating the ICAO location indicator and the sector, group of sectors or working positions where the licence holder is competent to work;

'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.

0.6. Abbreviations

Air traffic controller ratings	
ADC	Aerodrome Control
APP	Approach Control Procedural
APS	Approach Control Surveillance
ACP	Area Control Procedural
ACS	Area Control Surveillance
Rating endorsements	
SUR	Aerodrome Control Surveillance
PAR	Precision Approach Radar
SRA	Surveillance Radar Approach
Licence endorsements	
OJTI	On-the-job training instructor
STDI	Synthetic training device instructor

0.7. Terms shall, should, may

The following terms shall have the meaning outlined below:

“Shall” - An action verb in the imperative sense means that the application of a rule or procedure or provision is mandatory.

“Should” - Means that the application of a procedure or provision is recommended.

“May” - Means that the application of a procedure or provision is optional.

0.8. Administration and control

The PDF files will be locked and signed to prevent changes.

This document is regularly revised and amended. All personnel must be familiarized with all revisions done.

This document will be Amended and Revised in accordance with requirements of “Documentation and Control” procedure.

1. General provisions

1.1. These Requirements have been prepared on the basis of the Law of the Republic of Azerbaijan "On Aviation", the Convention on International Civil Aviation dated 7 December 1944 (hereinafter – the Convention), including Annex 1 – "Personnel Licensing", subparagraphs 3.1.26 of "The Charter of the State Civil Aviation Agency public legal entity", approved by Decree No. 341 of the President of the Republic of Azerbaijan dated 21 February 2025, "The Regulations on issuance of certificates to organizations providing training to flight and cabin crew and to instructors assessing the knowledge and skills of flight and cabin crew", approved by Decision No. 27 of the Cabinet of Ministers of the Republic of Azerbaijan dated 19 February 2025, "The regulations on periodic initial and recurrent theoretical and practical testing, psychological examinations of aviation personnel, and certification of medical centers and their staff determining professional fitness" and the "List of diseases preventing a crew member from performing duties onboard an aircraft", approved by Decision No. 103 of the Cabinet of Ministers of the Republic of Azerbaijan dated 8 April 2025 and "The Regulations on issuance of licences, certificates or authorizations to aviation personnel and recognition of equivalent documents issued by another state", approved by Decision No. 107 of the Cabinet of Ministers of the Republic of Azerbaijan dated 11 April 2025.

1.2. These Requirements establishes the requirements and procedures for the following:

1.2.1. the issuance, revalidation, renewal, or amendment of student air traffic controller licence, their associated ratings, endorsements and certificates;

1.2.2. the issuance, revalidation, renewal, or amendment of air traffic controller licence, their associated ratings, endorsements and certificates;

1.2.3. the issuance, revalidation, renewal, or amendment of the certificate of air traffic controller training organisations;

1.2.4. validation, conversion, limitation, suspension and revocation of licences, the associated ratings, endorsements and certificates.

1.3. Matters not regulated by these Requirements shall be carried out in accordance with the documents specified in paragraph 1.2.

1.4. The acceptance of applications and the conduct of proceedings under these Requirements shall be carried out by SCAA, in accordance with the "Manual on consideration of applications for the issuance of licences, ratings, licenses, or other related documents to aviation personnel and for the recognition of equivalent documents issued by another state" approved by Order No. 3-27-102/3-02-22/2025 of 31 October 2025 of the SCAA.

1.5. Pursuant to the Decision No. 3-27/3-7-2/2026 dated 5 February 2026 of the Collegium of the Ministry of Digital Development and Transport of the Republic of Azerbaijan, which approves the "Service fee amounts for services provided to service providers in connection with safety oversight in civil aviation," the applicant shall ensure payment of the applicable service fee under the relevant provision at the time of submission of the application.

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ANNEX I (PART ATCO) – REQUIREMENTS FOR THE LICENSING OF AIR TRAFFIC CONTROLLERS

SUBPART A: General Requirements

ATCO.A.001 SCOPE

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

ATCO.A.005 APPLICATION FOR THE ISSUE OF LICENCES, RATINGS AND ENDORSEMENTS

a) An application for the issue of licences, ratings and endorsements shall be submitted to the SCAA in accordance with the "Manual on consideration of applications for the issuance of licences, ratings, licenses, or other related documents to aviation personnel and for the recognition of equivalent documents issued by another state" approved by Order No. 3-27-102/3-02-22/2025 of 31 October 2025 of the SCAA.

b) An application for the issue of further ratings or endorsements, for the revalidation or renewal of endorsements and for the reissue of the licence shall be submitted to the SCAA.

c) The licence shall remain the property of the person to whom it is issued, unless it is revoked by the SCAA. The licence holder shall sign the licence.

d) The licence shall specify all relevant information related to the privileges that are granted by the licence and shall comply with the requirements in Appendix 1 of Annex II.

ATCO.A.010 CONVERSION OF LICENCES

a) If the licence holder is to exercise the privileges of the licence in the Azerbaijan Republic and his/her licence is not issued by the SCAA, the licence holder shall submit an application to convert his/her licence for a licence issued by the SCAA in accordance with the procedure established by this authority.

b) For the purposes of convert and for exercising the privileges of the licence in the Republic of Azerbaijan, the licence holder must fulfil the language proficiency requirements referred to in ATCO.B.030.

c) The new licence shall include ratings, rating endorsements, licence endorsements and all valid unit endorsements in the licence, including the date of their first issue and expiry, if applicable.

d) Following the receipt of the new licence, the licence holder shall submit an application referred to in ATCO.A.005 together with his/her air traffic controller licence in order to get new ratings, rating endorsements, licence endorsements or unit endorsements.

ATCO.A.015 EXERCISE OF THE PRIVILEGES OF LICENCES AND PROVISIONAL INABILITY

a) The exercise of the privileges granted by a licence shall be dependent on the ratings and rating endorsements, validity of the unit and licence endorsements, and of the medical certificate, unless the medical certificate is not required in accordance with point (b).

b) The medical certificate is not required when exercising instructor or assessor privileges in a synthetic training device environment.

c) Licence holders shall not exercise the privileges of their licence when having doubts of being able to safely exercise the privileges of the licence and shall in such cases immediately notify the relevant air navigation service provider of the provisional inability to exercise the privileges of their licence.

d) Air navigation service providers may declare the provisional inability of the licence holder if they

become aware of any doubt concerning the ability of the licence holder to safely exercise the privileges of the licence.

e) Air navigation service providers shall develop and implement objective, transparent and non-discriminatory procedures to enable licence holders declaring provisional inability to exercise the privileges of their licence in accordance with point (c), to declare the provisional inability of the licence holder in accordance with point (d), and to inform the SCAA as defined in that procedure.

f) The procedures referred to in point (e) shall be included in the unit competence scheme according to ATCO.B.025(a) (13).

ATCO.A.020 REVOCATION AND SUSPENSION OF LICENCES, RATINGS AND ENDORSEMENTS

a) Licences, ratings and endorsements may be suspended or revoked by the SCAA according to ATCO.AR.D.005 when the licence holder does not comply with the requirements of this Part.

b) When the licence holder has his/her licence revoked, he/she shall immediately return the licence to the SCAA according to the administrative procedures established by the SCAA.

c) With the issue of the air traffic controller licence the student air traffic controller licence is revoked and shall be returned to the SCAA.

SUBPART B – Licences, Ratings and Endorsements

ATCO.B.001 STUDENT AIR TRAFFIC CONTROLLER LICENCE

a) Holders of a student air traffic controller licence shall be authorised to provide air traffic control services in accordance with the rating(s) and rating endorsement(s) contained in their licence under the supervision of an on-the-job training instructor and to undertake training for additional rating endorsement(s) and unit endorsement(s).

b) Applicants for the issue of a student air traffic controller licence shall:

be at least 21 years old;

1. within the 12 months preceding the application, have successfully completed initial training at a training organisation satisfying the requirements laid down in Annex III (Part ATCO.OR) relevant to the rating, and if applicable, to the rating endorsement, as set out in Part ATCO, Subpart D, Section 2;
2. hold a valid class 3 medical certificate;
3. have demonstrated an adequate level of language proficiency in accordance with the requirements set out in ATCO.B.030;

c) The student air traffic controller licence shall contain the language proficiency endorsement(s) and at least one rating and, if applicable, one rating endorsement.

d) The holder of a student air traffic controller licence who has not started exercising the privileges of that licence within 1 year from the date of its issuance or has interrupted exercising those privileges for a period of more than 1 year may only start or continue on-the-job training in that rating:

1. if a training organisation satisfying the requirements laid down in Annex III (Part ATCO.OR) and certified to provide initial training relevant to the rating, has conducted an assessment of previous competence as to whether holder of a student air traffic controller licence continues to satisfy the requirements relevant to that rating, and
2. after satisfying any training requirements resulting from the assessment referred to point (d)(1) above.

ATCO.B.005 AIR TRAFFIC CONTROLLER LICENCE

a) Holders of an air traffic controller licence shall be authorised to provide air traffic control services in accordance with the ratings and rating endorsements of their licence, and to exercise the privileges of the endorsements contained therein.

b) The privileges of an air traffic controller licence shall include the privileges of a student air traffic controller licence as set out in ATCO.B.001(a).

c) Applicants for the first issue of an air traffic controller licence shall:

1. hold a student air traffic controller licence;
2. have completed a unit endorsement course and successfully passed the appropriate examinations and assessments in accordance with the requirements set out in Part ATCO, Subpart D, Section 3;
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 ATCO.B.030.

Note: *If applicant does not meet requirements set out in ATCO.B.005 (c) (4) he/she is only allowed to exercise the privileges of the licence at the operations which is not required English language knowledge (for example domestic airports, domestic airways). In this case appropriate indication shall be made in the attachment to the license.*

d) The air traffic controller licence 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 licence who has not started exercising the privileges of any rating within 1 year from the date of its issuance may only start on-the-job training in that rating:

1. if a training organisation satisfying the requirements laid down in Annex III (Part ATCO.OR) and certified to provide initial training relevant to the rating has conducted an assessment of previous competence as to whether the previous competence of the holder of an air traffic controller licence continues to satisfy the requirements relevant to that rating, and
2. after satisfying any training requirements resulting from the assessment referred to in point (e)(1) above.

ATCO.B.010 AIR TRAFFIC CONTROLLER RATINGS

a) Licences shall contain one or more of the following ratings in order to indicate the type of service which the licence holder is authorised to provide:

1. **the Aerodrome Control (ADC) rating**, indicating that the licence holder is competent to provide an air traffic control service to aerodrome traffic;
2. **the Approach Control Procedural (APP) rating**, indicating that the licence holder is competent to provide an air traffic control service to arriving, departing or transiting aircraft without the use of surveillance equipment;
3. **the Approach Control Surveillance (APS) rating**, indicating that the licence holder is competent to provide an air traffic control service to arriving, departing or transiting aircraft with the use of surveillance equipment;
4. **the Area Control Procedural (ACP) rating,** indicating that the licence holder is competent to provide an air traffic control service to aircraft without the use of surveillance equipment;
5. **the Area Control Surveillance (ACS) rating**, indicating that the licence holder is competent to provide an air traffic control service to aircraft with the use of surveillance equipment.

b) The holder of a rating who has interrupted exercising the privileges associated with that rating for a period of 4 or more immediately preceding consecutive years may only start on-the-job training in that rating:

1. if a training organisation satisfying the requirements laid down in Annex III (Part ATCO.OR) and certified to provide training relevant to the rating, has conducted an assessment of previous competence as to whether that the holder of a rating continues to satisfy the conditions of that rating, and;
2. after satisfying any training requirements resulting from this assessment referred to in point (b)(1) above.

ATCO.B.015 RATING ENDORSEMENTS

a) The **Aerodrome Control (ADC)** rating may bear the **Aerodrome Control Surveillance (SUR)** endorsement, indicating that the licence holder is competent to provide aerodrome control with the help of surveillance systems.

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

1. the **Precision Approach Radar (PAR) endorsement**, indicating that the licence holder is competent to provide ground-controlled precision approaches with the use of precision approach radar equipment to aircraft on the final approach to the runway;
2. the **Surveillance Radar Approach (SRA) endorsement**, indicating that the licence holder is competent to provide ground-controlled non-precision approaches with the use of surveillance equipment to aircraft on the final approach to the runway;

ATCO.B.020 UNIT ENDORSEMENTS

a) The unit endorsement shall authorise the licence holder to provide air traffic control services for a specific sector, group of sectors and/or working positions under the responsibility of an air traffic services unit.

b) Applicants for a unit endorsement shall have successfully completed a unit endorsement course in accordance with the requirements set out in Part ATCO, Subpart D, Section 3.

c) As an exception to point (b), the on-the-job training phase in Part ATCO, Subpart D, Section 3 may not be required when the unit endorsement is issued in connection with the issue of a temporary OJTI authorisation for the same unit.

d) Limitations on the exercise of the privileges of the Aerodrome Control (ADC) rating shall be indicated in the unit endorsement.

e) Applicants for a unit endorsement following an conversion of a licence referred to in ATCO.A.010 shall, in addition to the requirements set out in point (b), meet the requirements of ATCO.D.060(f).

f) For air traffic controllers providing air traffic control services to aircraft carrying out flight tests, the SCAA may, in addition to the requirements set out in point (b), set out additional requirements to be met.

g) Unit endorsements shall be valid for a period defined in the unit competence scheme. This period shall not exceed 3 years.

h) The validity period of unit endorsements for initial issue and renewal shall start not later than 30 days from the date on which the assessment has been successfully completed.

i) Unit endorsements shall be revalidated if:

1. the applicant has been exercising the privileges of the licence for a minimum number of hours as defined in the unit competence scheme;

2. the applicant has undertaken refresher training within the validity period of the unit endorsement according to the unit competence scheme;
3. the applicant's competence has been assessed in accordance with the unit competence scheme not earlier than 3 months prior to the expiry date of the unit endorsement.

j) Unit endorsements shall be revalidated, provided that the requirements set out in point (i) are met, within the 3-month period immediately preceding their expiry date. In such cases, the validity period shall be counted from that expiry date.

k) If the unit endorsement is revalidated before the period provided for in point (j), its validity period shall start not later than 30 days from the date on which the assessment has been successfully completed, provided that the requirements in point (i)(1) and (2) are also met.

l) If the validity of a unit endorsement expires, the licence holder shall successfully complete the unit endorsement course in accordance with the requirements set out in Part ATCO, Subpart D, Section 3 in order to renew the endorsement.

ATCO.B.025 UNIT COMPETENCE SCHEME

a) Unit competence scheme(s) shall be established by the air navigation service provider and approved by the SCAA. Unit competence scheme shall include at least the following elements:

1. the validity of the unit endorsement(s) in accordance with ATCO.B.020(g);
2. the maximum continuous period when the privileges of a unit endorsement are not exercised during its validity. This period shall not exceed 90 calendar days;
3. the minimum number of hours or in the case of SRA and PAR rating endorsement, the minimum number of approaches, for exercising the privileges of the unit endorsement within a defined period of time, which shall not exceed 12 months, for the purpose of ATCO.B.020(i)(1). For on-the-job training instructors exercising the privileges of the OJTI endorsement the time spent instructing shall be counted for the maximum of 50 % of the hours required for revalidation of the unit endorsement;
4. procedures for the cases where the licence holder does not meet the requirements set out in point (a)(2) and (3);
5. processes for assessing competence, including assessment of the refresher training subjects according to ATCO.D.080(b);
6. processes for the examination of theoretical knowledge and understanding necessary to exercise privileges of the ratings and endorsements;
7. processes to identify the topics and subtopics, objectives and training methods for continuation training;
8. the minimum duration and frequency of the refresher training;
9. processes for the examination of theoretical knowledge and/or the assessment of practical skills acquired during conversion training, including pass marks for examinations;
10. processes in case of failure of an examination or assessment, including the appeal processes;
11. training personnel qualifications, roles and responsibilities;
12. a procedure to ensure that practical instructors have practised instructional techniques in the procedures in which instruction is provided in accordance with ATCO.C.010(b)(3) and ATCO.C.030(b)(3);
13. procedures for the declaration and the management of cases of provisional inability to exercise the privileges of a licence, as well as for informing the authority in accordance with

ATCO.A.015(e);

14. identification of records to be kept specific to continuation training and assessments, in accordance with ATCO.OR.C.020;
15. a process and reasons for reviewing and amending the unit competence scheme and its submission to the SCAA. The review of the unit competence scheme shall take place at least once every 3 years.

b) In order to comply with the requirements, set out in point (a)(3) the licence holder and/or air navigation service provider shall keep records of the hours during which each licence holder exercises the privileges of his or her unit endorsement(s) working in sectors, group of sectors and/or working positions in the ATC unit, and shall provide that data to the SCAA and to the licence holder upon request.

Note: *Detailed information described in AMC and GM for ATCL.*

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

ATCO.B.030 LANGUAGE PROFICIENCY ENDORSEMENT

a) Air traffic controllers and student air traffic controllers shall not exercise the privileges of their licences 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 rating scale set out in Appendix 1 of Annex I.

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 recognise 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.

ATCO.B.035 VALIDITY OF LANGUAGE PROFICIENCY ENDORSEMENT

a) The validity of the English language proficiency endorsement, depending on the level determined in accordance with Appendix 1 of Annex I, shall be:

1. for operational level (level four), three years from the date of assessment; or
2. for extended level (level five), six years from the date of assessment;
3. for expert level (level six), unlimited.

The applicant may apply for the issue, revalidation and renewal of language proficiency endorsements only after successfully completing the language proficiency assessment. The results of the language proficiency assessment might take 30 days to be proceeded after the date of assessment.

b) The validity period of the language proficiency endorsements for initial issue and renewal shall start not later than 30 days from the date on which the language proficiency assessment has been successfully completed.

c) For revalidation of language proficiency endorsement applicant must obtain a successful completion of language proficiency assessment result as well as apply for endorsement of that result within 3 months up to the expiry date of current endorsement. In such cases the new validity period shall be counted from that expiry date. Otherwise new validity period shall start not later than 30 days from the date on which the language proficiency assessment has been successfully completed.

d) If the applicant applies for revalidation of language proficiency endorsement before the period provided for in point (c), new 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 licence holder shall successfully complete a language proficiency assessment in order to have his/her endorsement renewed.

ATCO.B.040 ASSESSMENT OF LANGUAGE PROFICIENCY

a) The demonstration of language proficiency shall be done through a method of assessment approved by the SCAA, which shall contain:

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

b) Language assessment bodies shall comply with the requirements established by the SCAA according to ATCO.AR. A.010.

ATCO.B.045 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. licence 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 and Supervisors.

SECTION 1 - INSTRUCTORS

ATCO.C.001 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 licence and/or holds a professional qualification appropriate to the subject being taught and/or has demonstrated adequate knowledge and experience to the training organisation;
2. has demonstrated instructional skills to the training organisation.

ATCO.C.005 PRACTICAL INSTRUCTORS

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

ATCO.C.010 ON-THE-JOB TRAINING INSTRUCTOR (OJTI) PRIVILEGES

a) Holders of an OJTI endorsement are authorised 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 months the privilege of the valid unit endorsement, in which instruction will be given;
3. practised instructional skills in those procedures in which it is intended to provide instruction.

c) The period of two years referred to in point (b)(1) can be shortened to not less than one year by the SCAA when requested by the training organisation.

ATCO.C.015 APPLICATION FOR ON-THE-JOB TRAINING INSTRUCTOR ENDORSEMENT

Applicants for the issue of an OJTI endorsement shall:

a) hold an air traffic controller licence with a valid unit endorsement;

b) have exercised the privileges of an air traffic controller licence for a period of at least 2 years immediately preceding the application. This period can be shortened to not less than 1 year by the authority when requested by the training organisation; and

c) within the 12 months preceding the application, have successfully completed a practical instructional techniques course during which the required knowledge and pedagogical skills are taught and have been appropriately assessed.

ATCO.C.020 VALIDITY OF ON-THE-JOB TRAINING INSTRUCTOR ENDORSEMENT

a) The OJTI endorsement shall be valid for a period of 3 years.

b) The OJTI endorsement may be revalidated by successfully completing refresher training on practical instructional skills during its validity, provided that the requirements of ATCO.C.015(a) is met.

c) If the OJTI endorsement has expired, provided that the requirement of point ATCO.C.015(a) is met, it may be renewed if, within the 12 months preceding the application for renewal, the OJTI endorsement holder has:

1. received refresher training on practical instructional skills; and
2. successfully passed a practical instructor competence assessment.

d) In the case of first issue and renewal the period of validity of the OJTI endorsement shall start not later than 30 days from the date on which the assessment has been successfully completed.

e) If the requirement of ATCO.C.015(a) is not met, the OJTI endorsement may be exchanged for an STDI endorsement, provided that compliance with the requirements of ATCO.C.040(b) and (c) is ensured.

ATCO.C.025 TEMPORARY OJTI AUTHORIZATION

a) When compliance with the requirements provided for in ATCO.C.010(b)(2) is not possible, the SCAA may grant temporary OJTI authorisation based on a safety analysis presented by the air navigation service provider.

b) The temporary OJTI authorisation referred to in point (a) may be issued to holders of a valid OJTI endorsement issued in accordance with ATCO.C.015.

c) The temporary OJTI authorisation referred to in point (a) shall be limited to the instruction necessary to cover exceptional situations and its validity shall not exceed one year or the expiration of the validity of the OJTI endorsement issued in accordance with ATCO.C.015, whichever occurs sooner.

ATCO.C.030 SYNTHETIC TRAINING DEVICE INSTRUCTOR (STDI) PRIVILEGES

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

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

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

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

1. at least 2 years' experience in the rating they will instruct in;
2. demonstrated knowledge of current operational practices;
3. practised instructional techniques in those procedures in which instruction is provided.

c) As an exception to point (b)(1)

1. the period of 2 years may be shortened to not less than 1 year by the SCAA when requested by the training organisation;
2. for the purpose of basic training any rating held is appropriate;
3. for the purpose of rating training, training may be provided for specific and selected operational tasks by an STDI holding a rating that is relevant for that specific and selected operational task.

ATCO.C.035 APPLICATION FOR SYNTHETIC TRAINING DEVICE INSTRUCTOR ENDORSEMENT

Applicants for the issue of an STDI endorsement shall:

a) have exercised the privileges of an air traffic controller licence in any rating for at least 2 years. This period may be shortened to not less than 1 year by the SCAA when requested by the training organisation; and

b) within the 12 months preceding the application, have successfully completed a practical instructional techniques course during which the required knowledge and pedagogical skills are taught using theoretical and practical methods and have been appropriately assessed.

ATCO.C.040 VALIDITY OF SYNTHETIC TRAINING DEVICE INSTRUCTOR ENDORSEMENT

a) The STDI endorsement shall be valid for a period of 3 years.

b) The STDI endorsement may be revalidated by successfully completing refresher training on practical instructional skills and on current operational practices during its validity period.

c) If the STDI endorsement has expired, it may be renewed if, within the 12 months preceding the application for renewal, the STDI endorsement holder has:

d) received refresher training on practical instructional skills and on current operational practices; and

e) successfully passed a practical instructor competence assessment.

f) In the case of first issue and renewal, the period of validity of the STDI endorsement shall start not later than 30 days from the date on which the assessment has been successfully completed.

SECTION 2 - ASSESSORS

ATCO.C.045 ASSESSOR PRIVILEGES

a) A person shall only carry out assessments when he or she holds an assessor endorsement.

b) Holders of an assessor endorsement are authorised to carry out assessments:

1. during initial training for the issue of a student air traffic controller licence or for the issue of a new rating and/or rating endorsement, if applicable;
2. of previous competence for the purpose of ATCO.B.001(d), ATCO.B.005(e) and ATCO.B.010(b);
3. of student air traffic controllers for the issue of a unit endorsement and rating endorsement(s), if applicable;
4. of air traffic controllers for the issue of a unit endorsement and rating endorsement(s), if applicable, as well as for revalidation and renewal of a unit endorsement;
5. of applicant practical instructors or applicant assessors when compliance with the applicable 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 2 years` experience in the rating and rating endorsement(s) they will assess; and
2. demonstrated knowledge of current operational practices.

d) In addition to the requirements set out in point (c), holders of an assessor endorsement shall only exercise the privileges of the endorsement:

1. for assessments leading to the issue, revalidation and renewal of a unit endorsement if they

also hold the unit endorsement associated with the assessment for an immediately preceding period of at least 1 year;

2. for assessing the competence of an applicant for the issue or renewal of an STDI endorsement, if they hold an STDI or OJTI endorsement and have exercised the privileges of that endorsement for at least 3 years;
3. for assessing the competence of an applicant for the issue or renewal of an OJTI endorsement, if they hold an OJTI endorsement and have exercised the privileges of that endorsement for at least 3 years;
4. for assessing the competence of an applicant for the issue or renewal of an assessor endorsement, if they have exercised the privileges of the assessor endorsement for at least 3 years.

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

ATCO.C.050 VESTED INTERESTS

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

ATCO.C.055 APPLICATION FOR ASSESSOR ENDORSEMENT

Applicants for the issue of an assessor endorsement shall:

a) have exercised the privileges of an air traffic controller licence for at least 3 years; and

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

a) ATCO.C.060 Validity of Assessor Endorsement

b) The assessor endorsement shall be valid for a period of 3 years.

c) The assessor endorsement may be revalidated by successfully completing refresher training on assessment skills and on current operational practices during its validity period.

d) If the assessor endorsement has expired, it may be renewed if, within the 12 months preceding the application for renewal, the assessor endorsement holder has:

1. received refresher training on assessment skills and on current operational practices; and
2. successfully passed an assessor competence assessment.

e) In the case of first issue and renewal the period of validity of the assessor endorsement shall start not later than 30 days from the date on which the assessment has been successfully completed.

ATCO.C.065 TEMPORARY ASSESSOR AUTHORISATION

a) When the requirement provided for in ATCO.C.045 (d)(1) cannot be met, the SCAA may authorize holders of an assessor endorsement issued in accordance with ATCO.C.055 to carry out assessments referred to in ATCO.C.045(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

authorisation 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 ATCO.C.055, 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 authorisation shall be determined by the authority but shall not exceed the validity of the assessor endorsement issued in accordance with ATCO.C.055.

For issuing a temporary assessor authorisation for the reasons referred to in points (b) and (c) the SCAA may require a safety analysis to be presented by the air navigation service provider.

SECTION 3 - SUPERVISORS

ATCO.C.070 SUPERVISOR PRIVILEGES

Holders of a supervisor endorsement are authorised to provide supervision of the operational ATC team on duty.

ATCO.C.075 APPLICATION FOR SUPERVISOR ENDORSEMENT

Applicants for the issue of a supervisor endorsement shall:

a) hold an air traffic controller license with a valid unit endorsement of the area of the responsibility. If the area of responsibility includes more than four endorsements the holder of supervisor endorsement shall hold at least 75% of endorsements;

b) have exercised the privileges of an air traffic controller license for a period of at least three years immediately preceding the application; and

c) within the year preceding the application, have successfully completed a supervisor training course during which the required knowledge and management skills are taught and have been appropriately assessed.

ATCO.C.080 VALIDITY OF SUPERVISOR ENDORSEMENT

a) The supervisor endorsement shall be valid for a period of three years.

b) The supervisor endorsement may be revalidated by successfully completing refresher training on required knowledge and management skills.

If the supervisor endorsement has expired, it may be renewed by receiving refresher training on required knowledge and management skills within the year preceding the application for renewal.

SUBPART D: Air Traffic Controller Training

SECTION 1 - GENERAL REQUIREMENTS

ATCO.D.001 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.

ATCO.D.005 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 licence 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 licence, 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 licence, consisting of:
   i. refresher training;
   ii. 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.

SECTION 2 - INITIAL TRAINING REQUIREMENTS

ATCO.D.010 COMPOSITION OF INITIAL TRAINING

a. Initial training, intended for an applicant for a student air traffic controller licence or for the issue of an additional rating and/or, if applicable, rating endorsement, shall consist of:
   1. basic training, comprising all the subjects, topics and subtopics contained in Appendix 2 of Annex I; and
   2. rating training, comprising the subjects, topics and subtopics of at least one of the following:
      i. Aerodrome Control Rating - ADC, defined in Appendix 3 of Annex I;
      ii. Approach Control Procedural Rating - APP, defined in Appendix 4 of Annex I;
      iii. Area Control Procedural Rating - ACP, defined in Appendix 5 of Annex I;
      iv. Approach Control Surveillance Rating - APS, defined in Appendix 6 of Annex I;
      v. Area Control Surveillance Rating - ACS, defined in Appendix 7 of Annex I.

b. Training intended for an additional rating shall consist of the subjects, topics and subtopics applicable to at least one of the ratings established in point (a)(2).

c. Training intended for the reactivation of a rating following a not successful assessment of previous competence according to ATCO.B.010(b) shall be tailored according to the result of that assessment.

d. Training intended for a rating endorsement shall consist of subjects, topics and subtopics developed by the training organisation and approved as part of the training course.

e. Basic and/or rating training may be complemented with subjects, topics and subtopics that are additional or specific to the national environment.

ATCO.D.015 INITIAL TRAINING PLAN

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

a. the composition of the initial training course provided according to ATCO.D.010;

b. the structure of the initial training provided according to ATCO.D.020(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 ATCO.D.010(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 ATCO.D.025 and ATCO.D.035, as well as performance objectives according to ATCO.D.030 and ATCO.D.040;

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 SCAA.

The review of the initial training plan shall take place at least once every three years.

ATCO.D.020 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 organisations and approved by the SCAA.

c. When initial training is provided as an integrated course, a clear distinction shall be made between the examinations and assessments for:

   1. basic training; and

   2. 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 organisation.

e. The successful completion of basic training shall be demonstrated by a certificate issued by the training organisation upon request of the applicant.

ATCO.D.025 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 a candidate achieving a minimum of 75 % of the marks allocated to that examination.

c. Assessment(s) of performance objectives as listed in ATCO.D.030 shall be conducted on a part-task trainer or a simulator.

d. A pass in assessment(s) shall be awarded to a candidate who consistently demonstrates the required performance as listed in ATCO.D.030 and shows the behaviour required for safe provision of the air traffic control service.

ATCO.D.030 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.

ATCO.D.035 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 75 % of the marks allocated to that examination.

c. Assessment(s) shall be based on the rating training performance objectives described in ATCO.D.040.

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 ATCO.D.040 and shows the behaviour required for safe provision of the air traffic control service.

ATCO.D.040 RATING TRAINING PERFORMANCE OBJECTIVES

a. Rating training performance objectives and performance objective tasks shall be defined for each rating training course.

b. Rating training performance objectives shall require an applicant to:

1. demonstrate the ability to manage air traffic in a manner that ensures safe, orderly and expeditious services; and
2. handle complex and dense traffic situations.

c. In addition to point (b), rating training performance objectives for Aerodrome Control (ADC) rating shall ensure that applicants:

1. manage the workload and provide air traffic services within a defined aerodrome area of responsibility; and
2. apply aerodrome control techniques and operational procedures to aerodrome traffic.

d. In addition to point (b), rating training performance objectives for the Approach Control Procedural (APP) rating shall ensure that applicants:

1. manage the workload and provide air traffic services within a defined approach control area of responsibility; and
2. apply procedural approach control, planning techniques and operational procedures to arriving, holding, departing and transiting traffic.

e. In addition to point (b), rating training performance objectives for the Approach Control Surveillance (APS) rating shall ensure that applicants:

1. manage the workload and provide air traffic services within a defined approach control area of responsibility; and
2. apply approach surveillance control, planning techniques and operational procedures to arriving, holding, departing and transiting traffic.

f. In addition to point (b), rating training performance objectives for the Area Control Procedural (ACP) rating shall ensure that applicants:

1. manage the workload and provide air traffic services within a defined area control area of responsibility; and
2. apply procedural area control, planning techniques and operational procedures to area traffic.

g. In addition to point (b), rating training performance objectives for the Area Control Surveillance (ACS) rating shall ensure that applicants:

1. manage the workload and provide air traffic services within a defined area control area of responsibility; and
2. apply area surveillance control, planning techniques and operational procedures to area traffic.

SECTION 3 - UNIT TRAINING REQUIREMENTS

ATCO.D.045 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 organisations according to ATCO.D.060 and approved by the authority.

c. Unit training shall include training in:

1. operational procedures;
2. task-specific aspects;

3. abnormal and emergency situations; and
4. human factors.

ATCO.D.050 PREREQUISITES OF UNIT TRAINING

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

a. unit training may only be started by persons who have successfully completed initial training relevant to the rating and, if applicable, rating endorsement;

b. the on-the-job training phase of unit training may only be started by persons who are holders of a student air traffic controller licence or an air traffic controller licence with the appropriate rating and, if applicable, rating endorsement.

ATCO.D.055 UNIT TRAINING PLAN

a. A unit training plan shall be established by the training organisation for each ATC unit and shall be approved by the SCAA.

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 ATCO.D.060;
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 ATCO.D.065, 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 ATCO.D.070, 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 SCAA. The review of the unit training plan shall take place at least once every three years.

ATCO.D.060 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 licence. 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 ATCO.D.005(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 ATCO.D.045(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 ATCO.B.015 shall be supplemented with additional training that allows for the acquisition of the concerned rating endorsement skills.

e. Training intended for a rating endorsement shall consist of subjects, topics and subtopics developed by the training organisation and approved as part of the training course.

f. Unit endorsement courses undertaken following an conversion of a licence shall be adapted to include elements of initial training that are specific to the national environment.

ATCO.D.065 Demonstration of Theoretical Knowledge and Understanding

Theoretical knowledge and understanding shall be demonstrated by examinations.

ATCO.D.070 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.

SECTION 4 - Continuation Training Requirements

ATCO.D.075 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 ATCO.B.025.

ATCO.D.080 Refresher Training

a. Refresher training course(s) shall be developed and provided by training organisations and approved by the SCAA.

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.

ATCO.D.085 CONVERSION TRAINING

a. Conversion training course(s) shall be developed and provided by training organisations and approved by the SCAA.

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 organisations 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 licence in the changed operational environment.

SECTION 5 - TRAINING OF INSTRUCTORS, ASSESSORS AND SUPERVISORS

ATCO.D.090 TRAINING OF PRACTICAL INSTRUCTORS

a. Training of practical instructors shall be developed and provided by training organisations 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 SCAA.

ATCO.D.095 TRAINING OF ASSESSORS

a. Training of assessors shall be developed and provided by training organisations 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 SCAA.

ATCO.D.100 TRAINING OF SUPERVISOR

a. Training of supervisors shall be developed and provided by training organisations and shall consist of:

   1. a supervisor training course, including an assessment;

   2. a refresher training course on supervisor skills;

b. The training courses and the assessment method referred to in point a) shall be approved by SCAA.

ATCO.D.105 OTHER TRAININGS

ANSP may organise and carry out different kind of trainings, workshops and seminars for air traffic controllers in order to improve their professional knowledge in the field of air traffic management and the

aviation industry as a whole.

APPENDIX 1 to ANNEX I

Language Proficiency Rating Scale - Requirements for Proficiency in Languages

Language proficiency rating scale: expert, extended and operational levels

Level	Pronunciation	Structure	Vocabulary	Fluency	Comprehension	Interactions
Expert 6	Pronunciation, stress, rhythm and intonation, though possibly influenced by the first language or regional variation, almost never interfere with ease of understanding.	Both basic and complex grammatical structures and sentence patterns are consistently well controlled.	Vocabulary range and accuracy are sufficient to communicate effectively on a wide variety of familiar and unfamiliar topics. Vocabulary is idiomatic, nuanced, and sensitive	Able to speak at length with a natural, effortless flow. Varies speech flow for stylistic effect, e.g. to emphasise a point. Uses appropriate discourse markers and connectors spontaneously	Comprehension is consistently accurate in nearly all contexts and includes comprehension of linguistic and cultural subtleties.	Interacts with ease in nearly all situations. Is sensitive to verbal and non-verbal cues, and responds to them appropriately.
Extended 5	Pronunciation, stress, rhythm and intonation, though influenced by the first language or regional variation, rarely interfere with ease of understanding.	Basic grammatical structures and sentence patterns are consistently well controlled. Complex structures are attempted but with errors which sometimes interfere with meaning.	Vocabulary range and accuracy are sufficient to communicate effectively on common, concrete, and work-related topics. Paraphrases consistently and successfully. Vocabulary is sometimes idiomatic	Able to speak at length with relative ease on familiar topics, but may not vary speech flow as a stylistic device. Can make use of appropriate discourse markers or connectors.	Comprehension is accurate on common, concrete, and work-related topics and mostly accurate when the speaker is confronted with a linguistic or situational complication or an unexpected turn of events. Is able to comprehend a range of speech varieties (dialect	Responses are immediate, appropriate, and informative. Manages the speaker/listener relationship effectively.
Operational 4	Pronunciation, stress, rhythm and intonation are influenced by the first language or regional variation but only sometimes interfere with ease of understanding.	Basic grammatical structures and sentence patterns are used creatively and are usually well controlled. Errors may occur, particularly in unusual or unexpected circumstances, but rarely interfere with meaning.	Vocabulary range and accuracy are usually sufficient to communicate effectively on common, concrete, and work-related topics. Can often paraphrase successfully when lacking vocabulary in unusual or unexpected circumstances.	Produces stretches of language at an appropriate tempo. There may be occasional loss of fluency on transition from rehearsed or formulaic speech to spontaneous interaction, but this does not prevent effective communication. Can make limited use of discourse markers or connectors. Fillers are	Comprehension is mostly accurate on common, concrete, and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. When the speaker is confronted with a linguistic or situational complication or an unexpected turn of events, comprehension	Responses are usually immediate, appropriate, and informative. Initiates and maintains exchanges even when dealing with an unexpected turn of events. Deals adequately with apparent misunderstandings by checking, confirming, or clarifying.
Pre-operational 3	Pronunciation, stress, rhythm and intonation are influenced by the first language or regional variation and frequently interfere with ease of understanding.	Basic grammatical structures and sentence patterns associated with predictable situations are not always well controlled. Errors frequently interfere with meaning.	Vocabulary range and accuracy are often sufficient to communicate on common, concrete, or work-related topics but range is limited and the word choice often inappropriate. Is often unable to paraphrase successfully when lacking vocabulary.	Produces stretches of language, but phrasing and pausing are often inappropriate. Hesitations or slowness in language processing may prevent effective communication. Fillers are sometimes distracting.	Comprehension is often accurate on common, concrete, and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. May fail to understand a linguistic or situational complication or an unexpected turn of	Responses are sometimes immediate, appropriate, and informative. Can initiate and maintain exchanges with reasonable ease on familiar topics and in predictable situations. Generally inadequate when dealing with an unexpected turn of events.
Elementary 2	Pronunciation, stress, rhythm and intonation are heavily influenced by the first language or regional variation and usually interfere with ease of understanding.	Shows only limited control of a few simple memorised grammatical structures and sentence patterns	Limited vocabulary range consisting only of isolated words and memorised phrases.	Can produce very short, isolated, memorised utterances with frequent pausing and a distracting use of fillers to search for expressions and to articulate less familiar	Comprehension is limited to isolated, memorised phrases when they are carefully and slowly articulated.	Response time is slow, and often inappropriate. Interaction is limited to simple routine exchanges
Pre-elementary 1	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.

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APPENDIX 2 to ANNEX I

Basic Training

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

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

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

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

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AREA CONTROL SURVEILLANCE RATING (APS)

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

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Area Control Surveillance Rating (ACS)

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

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ANNEX II (ATCO.AR) – RESPONSIBILITIES OF THE STATE CIVIL AVIATION AGENCY

SUBPART A: General Responsibilities

ATCO.AR. A.001 SCOPE

This Part, set out in this Annex, establishes the administrative responsibilities applicable to the SCAA with responsibility for the issue, maintenance, suspension or revocation of licences, ratings, endorsements and medical certificates for air traffic controllers and certification and oversight of training organisations.

ATCO.AR. A.005 PERSONNEL

a. The SCAA produce and update every 2 years an assessment of the human resources needed to perform their oversight functions, based on the analysis of the processes required by these Requirements and their application.

b. Personnel authorised by the SCAA to carry out certification or oversight tasks, or both, is empowered to perform as minimum the following tasks:

   1. examine documents, including licences, certificates, records, data, procedures and any other material relevant to the execution of the required task;
   2. take copies of or extracts from such records, data, procedures and other material;
   3. ask for an explanation;
   4. enter relevant premises and operating sites;
   5. perform audits and inspections, including unannounced inspections;
   6. take or initiate enforcement measures as appropriate.
   7. examine ATC staff on STD/OJT leading to the initial issue of licence, ratings, revalidation.
   8. oversight of ATC assessors

c. The SCAA may authorise 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 ATCO.C.045, 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.

ATCO.AR. A.010 TASKS OF THE SCAA

The tasks of the SCAA are included:

a. the issue, suspension and revocation of licences, ratings, endorsements and of medical certificates;

b. the issue of temporary OJTI authorisations according to ATCO.C.025;

c. the issue of temporary assessor authorisations according to ATCO.C.065;

d. the revalidation and renewal of endorsements;

e. the revalidation, renewal and limitation of medical certificates following referral by the aero-medical examiner (AME) or aero-medical centre (AeMC);

f. the issue, revalidation, renewal, suspension, revocation, limitation and change of aero-medical examiner certificates;

g. the issue, suspension, revocation and limitation of training organisation certificates and of the certificates of aero-medical centres;

h. the approval of training courses, training plans and unit competence schemes, as well as assessment methods;

i. the approval of the assessment method for the demonstration of language proficiency and the establishment of requirements applicable to language assessment bodies according to point ATCO.B.040;

j. the approval of the need for the extended level (level five) language proficiency in accordance with point ATCO.B.030(d);

k. the oversight of training organisations, including their training courses and plans;

l. the approval and oversight of the unit competence schemes;

m. the establishment of appropriate appeal procedures and notification mechanisms;

n. facilitating the recognition of training organisation certificates and course approvals, as well as the approval of the assessment method for the demonstration of language proficiency.

ATCO.AR. A.015 MEANS OF COMPLIANCE

a. The SCAA is developed acceptable means of compliance (AMC) that may be used to establish compliance with these Requirements.

b. Alternative means of compliance may be used to establish compliance with these Requirements.

ATCO.AR. A.020 INFORMATION TO THE SCAA

a. The service provider shall notify the SCAA in case of any significant problems with the implementation of regulations and these Requirements within 30 days from the time the service provider has become aware of the problems.The service provider shall provide the SCAA with safety-significant information stemming from the occurrence reports they have received.

ATCO.AR. A.025 IMMEDIATE REACTION TO A SAFETY PROBLEM

a. The SCAA shall implement a system to appropriately collect, analyse and disseminate safety information.

b. The SCAA implement a system to appropriately analyse 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 organisations subject to oversight under these Requirements.

c. Upon receiving the information referred to in points (a) and (b), the SCAA shall take adequate measures to address the safety problem.

SUBPART B: Management

ATCO.AR. B.001 MANAGEMENT SYSTEM

a. The SCAA is established and maintain a management system, including as a minimum:

   1. documented policies and procedures to describe its organisation, means and methods to achieve compliance with these Requirements. The procedures are kept up to date and serve as the basic working documents within the SCAA 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 authority 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 SCAA will, 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).

ATCO.AR. B.005 ALLOCATION OF TASKS TO QUALIFIED ENTITIES

a. If the SCAA allocates tasks related to the initial certification or continuous oversight of persons or organisations subject to these Requirements, they shall only be allocated to qualified entities. When allocating tasks, the SCAA 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 SCAA.

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 SCAA shall ensure that the internal audit process and a safety risk management process required by ATCO.AR. B.001(a)(4) cover all certification or oversight tasks performed on its behalf.

ATCO.AR. B.010 CHANGES TO THE MANAGEMENT SYSTEM

a. The SCAA have a system in place to identify changes that affect its capability to perform its tasks and discharge its responsibilities as defined in these Requirements. It shall enable it to take action, as appropriate, to ensure that the management system remains adequate and effective.

b. The SCAA updates its management system to reflect any change to these Requirements in a timely manner in order to ensure effective implementation.

ATCO.AR. B.015 RECORD KEEPING

a. The SCAA maintains a list of all organisation certificates and personnel licences and certificates they issue.

b. The SCAA establish a system of record-keeping providing for adequate storage, accessibility and reliable traceability of:

1. the management system's documented policies and procedures;

2. training, qualification and authorisation of its personnel;
3. the allocation of tasks, covering the elements required by ATCO.AR. B.005 as well as the details of tasks allocated;
4. certification processes and continuing oversight of certified organisations;
5. details of courses provided by training organisations;
6. processes for the issue of licences, ratings, endorsements and certificates, and for the continuing oversight of the holders of those licences, ratings, endorsements and certificates;
7. findings, corrective actions and date of action closure;
8. enforcement measures taken;
9. safety information and follow-up measures;

c. Records shall be kept for a minimum period of 5 years and with regard to personnel licences for a minimum period of 10 years after the expiry of the last endorsement on the licence, subject to applicable data protection law.

SUBPART C: Oversight and Enforcement

ATCO.AR. C.001 OVERSIGHT

a. The SCAA shall verify:
   1. compliance with requirements applicable to organisations or persons prior to the issue of an organisation certificate or personnel licence, certificate, rating or endorsement, as applicable;
   2. the continued compliance with the applicable requirements and the conditions attached to the training organisation's certificate, as well as the applicable requirements for training courses, training plans and unit competence schemes it has approved, and requirements applicable to personnel;
   3. implementation of appropriate safety measures mandated by the authority as defined in point ATCO.AR. A.025(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 organisations 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 ATCO.AR. C.010 and ATCO.AR. E.015.

c. The scope of oversight shall be determined on the basis of the scope and results of past oversight activities and safety priorities.

ATCO.AR. C.005 OVERSIGHT PROGRAMME

a. The SCAA shall establish and maintain an oversight programme covering the oversight activities required by ATCO.AR. C.001.

b. For organisations certified by the authority the oversight programme shall be developed taking into account the specific nature of the organisation, 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 organisation and the authority

to ensure that both remain informed of significant issues.

c. For organisations certified by the authority 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 organisation has decreased. The oversight planning cycle may be extended to a maximum of 36 months if the SCAA has established that during the previous 24 months:

1. the organisation has demonstrated an effective identification of aviation safety hazards and management of associated risks; and
2. the organisation has continuously demonstrated under ATCO.OR.B.015 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 ATCO.AR. E.015.

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

d. The oversight programme for training organisations shall include the monitoring of training standards including the sampling of training delivery if appropriate.

e. For all the persons holding a licence, rating or endorsement issued by the authority the oversight programme shall include inspections, including unannounced inspections, if appropriate.

ATCO.AR. C.010 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 licence issued in accordance with these Requirements, the SCAA shall raise a finding, record it and communicate it in writing to the licence holder, as well as communicate the finding to the employing organisation, if applicable.

b. Then the SCAA:

1. may suspend or revoke the licence, 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 and Revocation of Licences, Ratings and Endorsements

ATCO.AR. D.001 PROCEDURE FOR THE ISSUE, REVALIDATION AND RENEWAL OF LICENCES, RATINGS, ENDORSEMENTS AND AUTHORISATIONS

a. The SCAA shall establish procedures for the application, issue and conversion of licences, issue of ratings and endorsements, as well as the revalidation and renewal of endorsements. These procedures may include:

1. the issue of temporary OJTI authorisation and temporary assessor authorisation; and
2. if applicable, the authorisation for assessors to revalidate and renew unit endorsements in which case assessors shall submit all records, reports and any other information to the SCAA 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 Annex I.

c. If the applicant meets the applicable requirements, the SCAA shall issue, revalidate or renew, when appropriate, the relevant licence, rating(s) and endorsement(s) using the format for licences established in Appendix 1 of Annex II. The temporary OJTI authorisation referred to in ATCO.C.025 and the temporary assessor authorisation referred to in ATCO.C.065 shall be issued as a separate document wherein the privileges of the holder as well as the validity of the authorisation shall be specified.

d. For the purpose of reducing unnecessary administrative burden, the SCAA 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.

e. The SCAA shall replace the air traffic controller licence if necessary for administrative reasons and when point (XIIa) of the licence is completed and no further space remains. The date of the first issue of the ratings and rating endorsements shall be transferred to the new licence.

ATCO.AR. D.005 REVOCATION AND SUSPENSION OF LICENCES, RATINGS AND ENDORSEMENTS

a. For the purpose of ATCO.A.020 the SCAA shall establish administrative procedures for the suspension and revocation of licences, ratings and endorsements.

b. The SCAA may suspend the licence in the case of provisional inability not being terminated according to the procedures referred to in point ATCO.A.015(e).

c. The SCAA shall suspend or revoke a licence, rating or endorsement in accordance with ATCO.AR.C.010 in particular in the following circumstances:

1. exercising the privileges of the licence when the licence holder no longer complies with the applicable requirements of these Requirements;
2. obtaining a student air traffic controller or an air traffic controller licence, rating, endorsement or certificate by falsification of submitted documentary evidence;
3. falsification of the licence or certificate records;
4. exercising the privileges of the licence, rating(s) or endorsement(s) under the influence of psychoactive substances.

d. In cases of suspension or revocation of licences, ratings and endorsements, the SCAA shall notify in writing the licence holder and the relevant air navigation service provider of this decision, and inform the licence holder of his or her right of appeal in accordance with the procedures established in point ATCO.AR.A.010(m).

e. The SCAA shall also suspend or revoke a licence, rating or endorsement upon written request of the licence holder.

SUBPART E: Certification Procedure for Air Traffic Controller Training Organisations and Approval of Training Courses

ATCO.AR. E.001 CERTIFICATION PROCEDURE FOR TRAINING ORGANISATIONS AND ISSUE OF CERTIFICATE

a. Upon receiving an application for the issue of a training organisation certificate, the SCAA will verify the training organisation's compliance with the applicable requirements of these Requirements.

b. The SCAA may require any audits, inspections or assessments of the training organisation it finds necessary before issuing the certificate.

c. If the applicant training organisation fulfils the applicable requirements, the SCAA will issue a

certificate using the format established in Appendix 2 of Annex II.

d. The certificate shall be issued for an unlimited duration. The activities that the training organisation is approved to conduct shall be specified in the attachment to the certificate.

e. The certificate shall not be issued where a level 1 finding remains open. In exceptional circumstances, finding(s), other than level 1, shall be assessed and mitigated as necessary by the training organisation and a corrective action plan for closing the finding(s) shall be approved by the SCAA prior to the certificate being issued.

f. To enable an organisation to implement changes without prior SCAA approval in accordance with points ATCO.OR.B.015 and ATCO.AR. E.010(c), the SCAA shall approve the procedure submitted by the training organisation defining the scope of such changes and describing how such changes will be managed and notified.

ATCO.AR. E.005 APPROVAL OF TRAINING COURSES AND TRAINING PLANS

a. The SCAA will approve training courses and training plans developed in accordance with the requirements laid down in ATCO.OR.D.001.

b. Following an conversion of a licence according to ATCO.A.010 the SCAA shall approve or reject the unit endorsement course established in accordance with ATCO.B.020(b) and (e) not later than 6 weeks after presentation of the application for the approval of the course, and ensure that the principles of non-discrimination and proportionality are respected.

ATCO.AR. E.010 CHANGES TO THE TRAINING ORGANISATIONS

a. Upon receiving an application for a change that requires prior approval in accordance with ATCO.OR.B.015, the SCAA shall verify the training organisation's compliance with the requirements set out in Annex III before the issue of the approval. The SCAA shall approve the conditions under which the organisation may operate during the change, unless the authority determines that the change cannot be implemented. After having verified that the training organisation complies with the applicable requirements, the SCAA shall approve the change.

b. Without prejudice to any additional enforcement measures in accordance with ATCO.AR. E.015, when the organisation implements changes requiring prior approval without having received the SCAA approval as defined in point (a), the authority shall take immediate and adequate action.

c. For changes not requiring prior approval, the SCAA shall approve a procedure developed by the training organisation in accordance with ATCO.OR.B.015 defining the scope of such changes and its management and notification mechanism. In the continuous oversight process, the SCAA shall assess the information provided in the notification to verify whether actions taken to comply with the approved procedures and applicable requirements.

ATCO.AR. E.015 FINDINGS, CORRECTIVE ACTIONS AND ENFORCEMENT MEASURES

a. The SCAA shall have a system to analyse findings for their safety significance and decide on enforcement measures on the basis of the risk posed by the training organisation’s non-compliance.

b. A level 1 finding shall be issued by the SCAA when any significant non-compliance is detected with the applicable requirements of these Requirements, with the certificate and/or its terms of approval and privileges, which poses a significant risk to flight safety and/or otherwise calls into question the training organisation’s capability to continue the training provision.

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

   1. providing training in a way which introduces a significant risk to flight safety;

   2. failure to give the SCAA access to the training organisation's facilities as defined in ATCO.OR.B.025 during normal operating hours and after two written requests;

3. obtaining or maintaining the validity of the training organisation certificate by falsification of submitted documentary evidence;
4. evidence of malpractice or fraudulent use of the training organisation certificate; and
5. the lack of an accountable manager.

d. A level 2 finding shall be issued by the SCAA when any other non-compliance is detected with the applicable requirements of these Requirements, with the training organisation's procedures and manuals, with the type(s) of training provided or certificate(s).

e. When a finding is detected during oversight or by any other means, the SCAA shall, without prejudice to any additional action required by these Requirements, communicate the finding to the training organisation in writing and request corrective action to address the non-compliance(s) identified.

1. In the case of level 1 findings the SCAA shall take immediate and appropriate action to prohibit or limit activities, and if appropriate, it shall take action to revoke the certificate or to limit or suspend it in whole or in part, depending upon the extent of the finding, until successful corrective action has been taken by the training organisation.
2. In the case of level 2 findings the authority shall:
   i. grant the training organisation a corrective action implementation period included in an action plan appropriate to the nature of the finding; and
   ii. assess the corrective action and implementation plan proposed by the training organisation and, if the assessment concludes that they are sufficient to address the non-compliance(s), accept these.
3. Where a training organisation fails to submit an acceptable corrective action plan, or to perform the corrective action within the time period accepted or extended by the SCAA, the finding shall be raised to a level 1 finding, and action shall be taken as laid down in point (d)(1).

f. The SCAA 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.

g. For cases not requiring the issue of level 1 and 2 findings, the SCAA may issue observations.

SUBPART F – Specific Requirements Relating to Aero- Medical Certification

SECTION 1 – GENERAL REQUIREMENTS

ATCO.AR.F.001 AERO-MEDICAL CENTRES AND AERO-MEDICAL CERTIFICATION

By way of derogation from Subparts A, B and C, with regard to aero-medical centres (AeMCs) and aero-medical certification, the SCAA shall apply the following provisions of Azerbaijan Aviation Rules - Authority Requirements for Aircrew (AAR-ARA), with the exclusion of all references to general medical practitioners (GMPs):

- Subpart ARA.GEN,
- Subpart ARA.AeMC,
- ARA.MED.120 Medical assessors,
- ARA.MED.125 Referral to the licensing authority,
- ARA.MED.150 Record keeping,
- ARA.MED.200 Procedure for the issue, revalidation, renewal or change of an AME certificate,

- ARA.MED.245 Continuing oversight,
- ARA.MED.250 Limitation, suspension or revocation of an AME certificate,
- ARA.MED.255 Enforcement measures,
- ARA.MED.315 Review of examination reports, and
- ARA.MED.325 Review procedure.

SECTION 2 – DOCUMENTATION

ATCO.AR.F.005 MEDICAL CERTIFICATE

The medical certificate shall conform to the following specifications:

a. Content:
   1. State in which the ATCO licence has been issued or applied for (I);
   2. Class of medical certificate (II);
   3. Licence number (III) (in Arabic numerals and in Latin script);
   4. Name of the holder (IV);
   5. Nationality of the holder (VI);
   6. Date of birth of the holder (XIV);
   7. Signature of the holder (VII);
   8. Limitation(s) (XIII);
   9. Expiry date of the class 3 medical certificate (IX);
   10. Date of examination;
   11. Date of last electrocardiogram;
   12. Date of last audiogram;
   13. Date of issue and signature of AME or medical assessor that issued the medical certificate (X);
   14. Seal or stamp.

b. Material: The paper or other material used shall prevent or readily show any alterations or erasures. Any entries or deletions to the form shall be clearly authorised by the SCAA.

c. Language: Medical certificates shall be written in the national language(s) and in English and in such a language that the SCAA deems appropriate.

d. All dates on the medical certificate shall be written in a dd/mm/yyyy format.

ATCO.AR.F.010 AME CERTIFICATE

After having verified that the AME is in compliance with the applicable requirements, the SCAA shall issue, revalidate, renew or change the AME certificate using the form established in AAR-PEL-007

ATCO.AR.F.015 AEMC CERTIFICATE

After having verified that the AeMC is in compliance with the applicable requirements, the SCAA shall issue or change the AeMC certificate, using the form established in AAR-PEL-004.

ATCO.AR.F.020 AERO-MEDICAL FORMS

The SCAA shall provide AMEs and AeMCs with the forms to be used for:

a. the application form for a medical certificate; and

b. the examination report form for class 3 applicants.

APPENDIX 1 TO ANNEX II - Format for Licence

(Student) Air Traffic Controller Licence

The (student) air traffic controller licence issued in accordance with these Requirements shall conform to the following specifications:

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

1. Permanent items:

i. State of licence issue;

ii. title of licence;

iii. serial number of the licence (in Arabic numerals and in Latin script);

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

v. (IVa) date of birth;

vi. holder's address, if required by the authority;

vii. nationality of holder;

viii. signature of holder;

ix. competent authority;

x. certification of validity and authorisation for the privileges granted, including the dates when they were first issued;

xi. signature of officer issuing the licence and the date of such issue;

xii. 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 licence shall be accompanied by a valid medical certificate, except when instructor or assessor privileges are exercised in a synthetic training device environment.

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

d. Language. Licences shall be written in English.

Format licence (reserved)

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APPENDIX 2 TO ANNEX II
Sample document for internal training organisations

	Azərbaycan Respublikası ***Republic of Azerbaijan*** **Rəqəmsal İnkişaf və Nəqliyyat Nazirliyi** ***Ministry of Digital Development and Transport*** **Dövlət Mülki Aviasiya Agentliyi** ***State Civil Aviation Agency*** **Təlim təşkilatının sertifikatı** **Certificate of a training organisation**	**Sənədin nömrəsi** ***Document number:*** ATC.ATO-XXX

"Beynəlxalq Mülki Aviasiya haqqında" 1944-cü il 7 dekabr tarixli Konvensiyaya 1 nömrəli Əlavə, "Aviasiya haqqında" Azərbaycan Respublikasının Qanunu və Azərbaycan Respublikası Nazirlər Kabinetinin 2025-ci il 19 fevral tarixli 27 nömrəli Qərarı ilə təsdiq edilmiş "Uçuş və kabinə heyətinə təlim keçən təşkilatlara, uçuş və kabinə heyətinin bilik və bacarıqlarını yoxlayan təlimçilərə sertifikatın verilməsi Qaydası"na uyğun olaraq və aşağıda göstərilən şərtlər nəzərə alınmaqla, təsdiq edilir ki,

Pursuant to Annex 1 to the Convention on International Civil Aviation of 7 December 1944, the Law of the Republic of Azerbaijan 'On Aviation', and the 'Rules on the issuance of certificates to training organisations providing training to flight and cabin crew, and to instructors assessing the knowledge and skills of flight and cabin crew', approved by Decision No. 27 of the Cabinet of Ministers of the Republic of Azerbaijan dated 19 February 2025, and subject to the conditions set out below, it is hereby certified that,

[Təsdiqlənmiş təlim təşkilatının adı və hüquqi ünvanı]
[Approved training organisation name and legal address]

Təsdiq edilmiş təlim təşkilatı qismində, əlavə edilmiş siyahıda göstərildiyi kimi, aeronaviqasiya xidmətlərinin təmin edilməsinə cəlb olunan havada hərəkəti idarəetmə dispetçerlərinin təlim kurslarının keçirilməsi və hava hərəkətini imitasiya edən təlim qurğularının istifadəsi üzrə səlahiyyətlərlə təmin olunmuşdur.

As an approved training organisation, it is authorised to conduct training courses for air traffic controllers and to use air traffic control simulation training devices involved in the provision of air navigation services, as specified in the attached list.

Şərtlər:
1. Bu sertifikat, əlavəsində göstərilən qaydada, təlim kurslarının keçirilməsi və hava hərəkətini imitasiya edən təlim qurğularının istifadəsi üzrə verilmiş səlahiyyətlər və fəaliyyət hüdudları ilə məhdudlaşdırılır.
2. Bu sertifikat, təsdiq edilmiş təlim təşkilatının "Beynəlxalq Mülki Aviasiya haqqında" 1944-cü il 7 dekabr tarixli Konvensiyaya 1 nömrəli Əlavə, "Aviasiya haqqında" Azərbaycan Respublikasının Qanunu və Azərbaycan Respublikası Nazirlər Kabinetinin 2025-ci il 19 fevral tarixli 27 nömrəli Qərarı ilə təsdiq edilmiş "Uçuş və kabinə heyətinə təlim keçən təşkilatlara, uçuş və kabinə heyətinin bilik və bacarıqlarını yoxlayan təlimçilərə sertifikatın verilməsi Qaydası"na riayət etməsi şərti ilə qüvvədədir.
3. Yuxarıda göstərilən şərtlərə əməl olunduğu halda, bu sənəd məhdudlaşdırılmadıqca, dayandırılmadıqca və ya ləğv edilmədikcə qüvvədən düşmə tarixinə qədər qüvvədə qalır.

Conditions:
1. This certificate is limited to the privileges and scope of activities granted for the conduct of training courses and the use of air traffic simulation training devices, as specified in the Attachment.
2. This certificate shall remain valid provided that the approved training organisation complies with Annex 1 to the Convention on International Civil Aviation of 7 December 1944, the Law of the Republic of Azerbaijan "On Aviation", and the "Rules for the issuance of certificates to training organisations providing training to flight and cabin crew, and to instructors assessing the knowledge and skills of flight and cabin crew", approved by Resolution No. 27 of the Cabinet of Ministers of the Republic of Azerbaijan dated 19 February 2025.
3. Subject to compliance with the above conditions, this document shall remain valid until its expiry date, unless it is restricted, suspended, or revoked.

M.Y. / *S.P.*

Səlahiyyətli şəxs (soyadı, adı, atasının adı, vəzifəsi) / *Authorised person (surname, name, patronymic, position):*

İmza / *Signature:*
Verilmə tarixi / *Date of issue:*
Qüvvəyəminmə və qüvvədən düşmə tarixləri */ Effective and expiry dates:*

Təlim təşkilatının sertifikatına əlavə
Attachment to the certificate of a training organisation

Təlim kursunun təsdiqi
Training course approval

Təlim təşkilatının sertifikatının nömrəsinə əlavə / Attachment to training organization approval number:

AZE.ATC.ATO-XXX

[Təsdiqlənmiş təlim təşkilatının adı və hüquqi ünvanı]
[Approved training organisation name and legal address]

aşağıda göstərilən təlim kurslarını keçirmək və sadalanan hava hərəkətini imitasiya edən təlim qurğularından istifadə etmək səlahiyyətini əldə etmişdir:
has obtained the privilege to provide and conduct the following training courses and to use the following air traffic control simulation training devices:

№	**Təlim kursu** *Training course*	**Hava hərəkətini imitasiya edən təlim qurğuları** *Air traffic control simulation training devices*

Bu təlim kursunun təsdiqi aşağıdakı hallarda qüvvədədir:
(a) təsdiq edilmiş təlim təşkilatının təsdiqi məhdudlaşdırılmadıqca, dayandırılmadıqca və ya ləğv edilmədikcə; və
(b) bütün əməliyyatlar “Beynəlxalq Mülki Aviasiya haqqında” 1944-cü il 7 dekabr tarixli Konvensiyaya 1 nömrəli Əlavə, “Aviasiya haqqında” Azərbaycan Respublikasının Qanunu və Azərbaycan Respublikası Nazirlər Kabinetinin 2025-ci il 19 fevral tarixli 27 nömrəli Qərarı ilə təsdiq edilmiş “Uçuş və kabinə heyətinə təlim keçən təşkilatlara, uçuş və kabinə heyətinin bilik və bacarıqlarını yoxlayan təlimçilərə sertifikatın verilməsi Qaydası”nın tələblərinə uyğun həyata keçirildikcə.

This training course approval is valid as long as:
(a) the approved training organisation approval has not been limited, suspended or revoked; and
(b) all operations are conducted in compliance with Annex 1 to the Convention on International Civil Aviation of 7 December 1944, the Law of the Republic of Azerbaijan “On Aviation”, and the “Rules for the issuance of certificates to training organisations providing training to flight and cabin crew, and to instructors assessing the knowledge and skills of flight and cabin crew”, approved by Resolution No. 27 of the Cabinet of Ministers of the Republic of Azerbaijan dated 19 February 2025.

Sample document for foreign training organisations

	Azərbaycan Respublikası ***Republic of Azerbaijan*** **Rəqəmsal İnkişaf və Nəqliyyat Nazirliyi** ***Ministry of Digital Development and Transport*** **Dövlət Mülki Aviasiya Agentliyi** ***State Civil Aviation Agency*** **Xarici təlim təşkilatının təsdiqi** ***Foreign training organization approval***	**Sənədin nömrəsi** ***Document number:*** AZE.F.ATO-XXX

"Beynəlxalq Mülki Aviasiya haqqında" 1944-cü il 7 dekabr tarixli Konvensiyaya 1 nömrəli Əlavə, "Aviasiya haqqında" Azərbaycan Respublikasının Qanunu və Azərbaycan Respublikası Nazirlər Kabinetinin 2025-ci il 7 yanvar tarixli 2 nömrəli Qərarı ilə təsdiq edilmiş "Digər dövlətdə yerləşən aviasiya personalının hazırlığı ilə məşğul olan tədris-təlim mərkəzlərinin tanınması Qaydası"na uyğun olaraq və aşağıda göstərilən şərtlər nəzərə alınmaqla, təsdiq edilir ki,

Pursuant to Annex 1 to the Convention on International Civil Aviation of 7 December 1944, the Law of the Republic of Azerbaijan "On Aviation", and the "Regulations for the recognition of education and training centers located in other states engaged in the training of aviation personnel" approved by Decision No. 2 of the Cabinet of Ministers of the Republic of Azerbaijan dated 7 January 2025, and subject to the conditions specified below, it is hereby approved that,

[Təsdiqlənmiş təlim təşkilatının adı və hüquqi ünvanı]
[Approved training organisation name and legal address]

Təsdiq edilmiş təlim təşkilatı qismində, əlavə edilmiş siyahıda göstərildiyi kimi, aeronaviqasiya xidmətlərinin təmin edilməsinə cəlb olunan havada hərəkəti idarəetmə dispetçerlərinin təlim kurslarının keçirilməsi və hava hərəkətini imitasiya edən təlim qurğularının istifadəsi üzrə səlahiyyətlərlə təmin olunmuşdur.

As an approved training organisation, it is authorised to conduct training courses for air traffic controllers and to use air traffic control simulation training devices involved in the provision of air navigation services, as specified in the attached list.

Şərtlər:
1. Bu təsdiq, əlavə edilmiş təlim kursu təsdiqində göstərilən qaydada, təlim kurslarının keçirilməsi və hava hərəkətini imitasiya edən təlim qurğularının istifadəsi üzrə verilmiş səlahiyyətlər və fəaliyyət hüdudları ilə məhdudlaşdırılır.
2. Bu təsdiq, təsdiq edilmiş təlim təşkilatının "Beynəlxalq Mülki Aviasiya haqqında" 1944-cü il 7 dekabr tarixli Konvensiyaya 1 nömrəli Əlavə, "Aviasiya haqqında" Azərbaycan Respublikasının Qanunu və Azərbaycan Respublikası Nazirlər Kabinetinin 2025-ci il 7 yanvar tarixli 2 nömrəli Qərarı ilə təsdiq edilmiş "Digər dövlətdə yerləşən aviasiya personalının hazırlığı ilə məşğul olan tədris-təlim mərkəzlərinin tanınması Qaydası"na riayət etməsi şərti ilə qüvvədədir.
3. Yuxarıda göstərilən şərtlərə əməl olunduğu halda, bu sənəd məhdudlaşdırılmadıqca, dayandırılmadıqca və ya ləğv edilmədikcə qüvvədən düşmə tarixinə qədər qüvvədə qalır.

Conditions:
1. This approval is limited to the privileges and the scope of conducting training courses and the use of air traffic simulation training devices, as specified in the attached training course approval.
2. This approval is valid whilst the approved training organisation remains in compliance with with Annex 1 to the Convention on International Civil Aviation of 7 December 1944, the Law of the Republic of Azerbaijan "On Aviation," and the "Rules for the Recognition of Training Centres Engaged in the Training of Aviation Personnel Located in Another State," approved by Decision No. 2 of the Cabinet of Ministers of the Republic of Azerbaijan dated 7 January 2025.
3. Subject to compliance with the above conditions, this document shall remain valid until its expiry date, unless it is restricted, suspended, or revoked.

M.Y. / *S.P.*

Səlahiyyətli şəxs (soyadı, adı, atasının adı, vəzifəsi) / *Authorised person (surname, name, patronymic, position):*

İmza / *Signature:*
Verilmə tarixi / *Date of issue:*
Qüvvəyəminmə və qüvvədən düşmə tarixləri */ Effective and expiry dates:*

Xarici təlim təşkilatının təsdiqi
Foreign training organization approval

Təlim kursunun təsdiqi
Training course approval

Xarici təlim təşkilatının təsdiq nömrəsinə əlavə / Attachment to foreign training organization approval number:

AZE.F.ATO-XXX

[Təsdiqlənmiş təlim təşkilatının adı və hüquqi ünvanı]
[Approved training organisation name and legal address]

aşağıda göstərilən təlim kurslarını keçirmək və sadalanan hava hərəkətini imitasiya edən təlim qurğularından istifadə etmək səlahiyyətini əldə etmişdir:
has obtained the privilege to provide and conduct the following training courses and to use the following air traffic control simulation training devices:

№	**Təlim kursu** *Training course*	**Hava hərəkətini imitasiya edən təlim qurğuları** *Air traffic control simulation training devices*

Bu təlim kursunun təsdiqi aşağıdakı hallarda qüvvədədir:
(a) təsdiq edilmiş təlim təşkilatının təsdiqi məhdudlaşdırılmadıqca, dayandırılmadıqca və ya ləğv edilmədikcə; və
(b) bütün əməliyyatlar "Beynəlxalq Mülki Aviasiya haqqında" 1944-cü il 7 dekabr tarixli Konvensiyaya 1 nömrəli Əlavə, "Aviasiya haqqında" Azərbaycan Respublikasının Qanunu və Azərbaycan Respublikası Nazirlər Kabinetinin 2025-ci il 7 yanvar tarixli 2 nömrəli Qərarı ilə təsdiq edilmiş "Digər dövlətdə yerləşən aviasiya personalının hazırlığı ilə məşğul olan tədris-təlim mərkəzlərinin tanınması Qaydası"nın tələblərinə uyğun həyata keçirildikcə.

This training course approval is valid as long as:
(a) the approved training organisation approval has not been limited, suspended or revoked; and
(b) all operations are conducted in compliance with Annex 1 to the Convention on International Civil Aviation of 7 December 1944, the Law of the Republic of Azerbaijan "On Aviation", and the "Regulations for the recognition of education and training centers located in other states engaged in the training of aviation personnel" approved by Decision No. 2 of the Cabinet of Ministers of the Republic of Azerbaijan dated 7 January 2025.

ANNEX III (PART ATCO.OR) – REQUIREMENTS FOR AIR TRAFFIC CONTROLLER TRAINING ORGANIZATIONS

SUBPART A: General Requirements

ATCO.OR.A.001 SCOPE

This Part, set out in this Annex, establishes the requirements applicable to air traffic controller training organisations in order to obtain and maintain a certificate in accordance with these Requirements.

SUBPART B: Requirements for Air Traffic Controller Training Organisations

ATCO.OR.B.001 APPLICATION FOR A TRAINING ORGANISATION CERTIFICATE

a. Applications for a training organisation certificate shall be submitted to the SCAA in due time to allow the authority to evaluate the application. The application shall be submitted in accordance with the procedure established by the SCAA.

b. Applicants for an initial certificate shall demonstrate to the SCAA how they will comply with the requirements established by these Requirements.

c. An application for a training organisation certificate shall include the following:

1. the applicant's name and address;
2. the address(es) of the place(s) of operation (including, where relevant, the list of ATC units) if different from the applicant's address in point (1);
3. the names and contact details of:
   i. the accountable manager;
   ii. the head of the training organisation, if different from point (i);
   iii. the person(s) nominated by the training organisation as the focal point(s) for communication with the SCAA;
4. the date of intended start of activity or change;
5. a list of types of training to be provided and at least one training course from each type of training that is intended to be provided;
6. the declaration of compliance with the applicable requirements shall be signed by the accountable manager, stating the training organisation's compliance with the requirements at all times;
7. the management system processes; and
8. the date of application.

ATCO.OR.B.005 MEANS OF COMPLIANCE

a. An organisation may use any alternative means of compliance to establish compliance with this Regulation.

b. If an organisation wishes to use an alternative means of compliance, it shall, prior to using it, provide the SCAA with a full description. The description shall include any revisions to manuals or procedures that may be relevant, as well as an explanation indicating how compliance with these Requirements is achieved.

c. The organisation may use these alternative means of compliance subject to prior approval from the SCAA.

ATCO.OR.B.010 TERMS OF APPROVAL AND PRIVILEGES OF A TRAINING ORGANISATION CERTIFICATE

a. Training organisations shall comply with the scope and privileges defined in the terms of approval attached to the organisation's certificate.

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

   1. hold a certificate for the provision of the air traffic control service; or

   2. have concluded a specific agreement with the ATC provider.

ATCO.OR.B.015 CHANGES TO THE TRAINING ORGANIZATION

a. The following change shall require prior approval before their implementation, unless such a change is notified and managed in accordance with a procedure approved by the SCAA as laid down in point ATCO.AR.E.010(c):

   1. a change affecting the scope of the certificate or the terms of approval of the training organisation; or

   2. a change affecting any relevant element of the training organisation’s management systems.

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

Training organisations shall provide the SCAA with all relevant documentation.

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

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

c. Changes to the elements referred to in point (a) due to unforeseen circumstances shall be notified to the SCAA without delay in order to obtain approval as necessary.

d. Training organisations shall notify the SCAA when they cease their activities.

ATCO.OR.B.020 CONTINUED VALIDITY

a. A training organisation's certification shall remain until expiry dates valid subject to the certificate not being surrendered or revoked and subject to the training organisation remaining in compliance with these Requirements, taking into account the provisions related to the handling of findings in accordance with ATCO.OR.B.030.

b. The certificate shall be returned to the SCAA without delay upon its revocation or the cessation of all activities.

ATCO.OR.B.025 ACCESS TO TRAINING ORGANISATIONS' FACILITIES AND DATA

Training organisations and applicants for training organisation certificates shall grant access to any person authorised by or acting on behalf of the authority 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 authority.

ATCO.OR.B.030 FINDINGS

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

a. identify the root cause of the finding;

b. define a corrective action plan that meets the acceptance of the SCAA; and

c. demonstrate the corrective action implementation to the satisfaction of the SCAA within the period agreed with that authority as defined in point ATCO.AR. E.015.

ATCO.OR.B.035 IMMEDIATE REACTION TO A SAFETY PROBLEM

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

ATCO.OR.B.040 OCCURRENCE REPORTING

a. As part of their management system, training organisations providing on-the-job training shall establish and maintain an occurrence-reporting system, including mandatory and voluntary reporting. The training organisations providing on-the-job training shall ensure that the system complies with these Requirements.

b. Training organisations providing on-the-job training shall report to the SCAA and any other organisation required to be informed any safety-related event or condition resulting from their training activity that endangers or, if not corrected or addressed, could endanger an aircraft, its occupants or any other person, and in particular any accident or serious incident.

c. Reports in accordance with point (b) above shall:

   1. be made as soon as practicable, but in any case, within 72 hours after the organisation became aware of the event or condition to which the report relates unless exceptional circumstances prevent this;

   2. be made in a form and manner established by the SCAA; and

   3. contain all pertinent information about the condition known to the organisation.

d. Without prejudice to the Occurrence Reporting regulation, where relevant, a follow-up report providing details of actions the organisation intends to take to prevent similar occurrences in the future shall be made as soon as these actions have been identified; those follow-up reports shall:

   1. be sent to relevant entities initially reported to as per points (b) and (c); and

   2. be made in a form and manner established by the SCAA.

SUBPART C: Management of Air Traffic Controller Training Organisations

ATCO.OR.C.001 MANAGEMENT SYSTEM OF TRAINING ORGANISATIONS

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

a. clearly defined lines of responsibility and accountability throughout the organisation, including direct safety accountability of the accountable manager;

b. a description of the overall principles of the organisation with regard to safety, referred to as the safety policy;

c. the identification of aviation safety hazards entailed by the activities of the training organisation, 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 organisation 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 organisation and its activities, taking into account the hazards and associated risks inherent in those activities.

ATCO.OR.C.005 CONTRACTED ACTIVITIES

a. Training organisations 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 organisation contracts any part of its activity to an organisation that is not itself certified in accordance with these Requirements to carry out such activity, the contracted organisation shall work under the terms of approval contained in the certificate issued to the contracting training organisation. The contracting training organisation shall ensure that the SCAA is given access to the contracted organisation to determine continued compliance with the applicable requirements.

ATCO.OR.C.010 PERSONNEL REQUIREMENTS

a. Training organisations shall appoint an accountable manager.

b. A person or persons shall be nominated by the training organisation with the responsibility for training. Such person or persons shall be ultimately responsible to the accountable manager.

c. Training organisations shall have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements.

d. Training organisations shall maintain a record of theoretical instructors with their relevant professional qualifications, including demonstration of adequate knowledge and experience and their demonstration, instructional techniques assessment and subjects they are entitled to teach.

e. Training organisations shall establish a procedure to maintain competence of the theoretical instructors.

f. Training organisations shall ensure that practical instructors and assessors successfully complete refresher training in order to revalidate the respective endorsement.

g. Training organisations shall maintain a record of persons qualified for assessing practical instructors' competence and assessors' competence, in accordance with ATCO.C.045, with their relevant endorsements.

ATCO.OR.C.015 FACILITIES AND EQUIPMENT

a. Training organisations shall have facilities allowing the performance and management of all planned tasks and activities in accordance with these Requirements.

b. The training organisation 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 organisation shall ensure that the instructor has exactly the same information as the person undertaking OJT and the means to intervene immediately.

ATCO.OR.C.020 RECORD KEEPING

a. Training organisations 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 organisations 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 years subject to the applicable national data protection law:

   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 organisation, as applicable.

d. The archiving process including the format of the records shall be specified in the training organisation's management system.

e. Records shall be stored in a secure manner.

ATCO.OR.C.025 FUNDING AND INSURANCES

Training organisations shall demonstrate that sufficient funding is available to conduct the training according to these Requirements 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 these Requirements.

SUBPART D: Requirements for Training Courses and Training Plans

ATCO.OR.D.001 REQUIREMENTS FOR TRAINING COURSES AND TRAINING PLANS

Training organisations shall develop:

a. training plans and training courses associated to the type(s) of training provided in accordance with the requirements set out in Annex I (Part ATCO), Subpart D;

b. subjects, topics and subtopics for rating endorsements in accordance with the requirements laid down in Annex I (Part ATCO);

c. methods of assessments in accordance with ATCO.D.090(a)(3) and ATCO.D.095(a)(3).

ATCO.OR.D.005 EXAMINATION AND ASSESSMENT RESULTS AND CERTIFICATES

a. The training organisation 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 organisation 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 2 of Annex I have been completed and the applicant has successfully passed the associated examinations and assessments.

SUBPART E – Requirements for Aero-Medical Centres

ATCO.OR.E.001 AERO-MEDICAL CENTRES

Aero-medical centres (AeMCs) shall apply the provisions of Subparts ORA.GEN and ORA.AeMC of Azerbaijan Aviation Rules - Organisation Requirements for Aircrew (AAR-ORA), with:

(a) all references to class 1 to be replaced with class 3; and

(b) all references to Part MED to be replaced with Part ATCO.MED.

ANNEX IV (PART ATCO.MED) - MEDICAL REQUIREMENTS FOR AIR TRAFFIC CONTROLLERS

SUBPART A – General Requirements

SECTION 1 – GENERAL

ATCO.MED.A.005 SCOPE

This Part, set out in this Annex, establishes the requirements for:

a. the issue, validity, revalidation and renewal of the medical certificate required for exercising the privileges of an air traffic controller licence or of a student air traffic controller licence; and

b. the certification of AMEs to issue class 3 medical certificates.

ATCO.MED.A.010 DEFINITIONS

Moved to Subpart 0 Section 0.6

ATCO.MED.A.015 MEDICAL CONFIDENTIALITY

All persons involved in aero-medical examination, aero-medical assessment and certification shall ensure that medical confidentiality is respected at all times.

ATCO.MED.A.020 DECREASE IN MEDICAL FITNESS

a. Licence holders shall not exercise the privileges of their licence at any time when they:

   1. are aware of any decrease in their medical fitness which might render them unable to safely exercise those privileges;
   2. take or use any prescribed or non-prescribed medication which is likely to interfere with the safe exercise of the privileges of the licence;
   3. receive any medical, surgical or other treatment that is likely to interfere with the safe exercise of the privileges of the licence.

b. In addition to requirements laid down in point (a), holders of a class 3 medical certificate shall, without undue delay and before exercising the privileges of their licence, seek aero-medical advice when they:

   1. have undergone a surgical operation or invasive procedure;
   2. have commenced the regular use of any medication;
   3. have suffered any significant personal injury involving any incapacity to exercise the privileges of the licence;
   4. have been suffering from any significant illness involving any incapacity to exercise the privileges of the licence;
   5. are aware of being pregnant;
   6. have been admitted to hospital or medical clinic;
   7. first require correcting lenses.

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

ATCO.MED.A.025 OBLIGATIONS OF AEMC AND AME

a. When conducting aero-medical examinations and assessments as required in this Part, the AeMC or AME shall:

1. ensure that communication with the applicant can be established without language barriers;
2. make the applicant aware of the consequences of providing incomplete, inaccurate or false statements on their medical history;
3. notify the SCAA if the applicant provides incomplete, inaccurate or false statements on their medical history;
4. notify the SCAA if the applicant withdraws the application for a medical certificate at any stage of the process.

b. After completion of the aero-medical examinations and assessments, the AeMC and AME shall:

1. advise the applicant whether fit, unfit or referred to the SCAA;
2. inform the applicant of any limitation placed on the medical certificate; and
3. if the applicant has been assessed as unfit, inform him/her of his/her right of a review of the decision; and
4. submit without delay to the SCAA a signed, or electronically authenticated, report containing the detailed results of the aero-medical examination and assessment for the medical certificate and a copy of the application form, the examination form and the medical certificate; and
5. inform the applicant of their responsibility in the case of decrease in medical fitness as specified in ATCO.MED.A.020.

c. AeMCs and AMEs shall maintain records with details of aero-medical examinations and assessments performed in accordance with this Part and their results for a minimum period of 10 years, or for a period as determined by national legislation if this is longer.

d. AeMCs and AMEs shall submit to the medical assessor of the SCAA, upon request, all aero-medical records and reports, and any other relevant information when required for:

1. medical certification;
2. oversight functions.

SECTION 2 – REQUIREMENTS FOR MEDICAL CERTIFICATES

ATCO.MED.A.030 MEDICAL CERTIFICATES

a. Applicants for, and holders of, an air traffic controller licence, or student air traffic controller licence, shall hold a class 3 medical certificate, except when the privileges are exercised in a synthetic training device environment.

b. A licence holder shall not at any time hold more than one medical certificate issued in accordance with this Part.

ATCO.MED.A.035 APPLICATION FOR A MEDICAL CERTIFICATE

a. Applications for a medical certificate shall be made in a format established by the SCAA.

b. Applicants for a medical certificate shall provide the AeMC or AME with:

1. proof of their identity;
2. a signed declaration:

i. of medical facts concerning their medical history;

ii. as to whether they have previously applied for a medical certificate or have undergone an aero-medical examination for a medical certificate and, if so, by whom and with what result;

iii. as to whether they have ever been assessed as unfit or had a medical certificate suspended or revoked.

c. When applying for a revalidation or renewal of the medical certificate, applicants shall present the most recent medical certificate to the AeMC or AME prior to the relevant aero-medical examinations.

ATCO.MED.A.040 ISSUE, REVALIDATION AND RENEWAL OF MEDICAL CERTIFICATES

a. A medical certificate shall only be issued, revalidated or renewed once the required aero- medical examinations and assessments have been completed and the applicant has been assessed as fit.

b. Initial issue:

Initial class 3 medical certificates shall be issued by an AeMC.

c. Revalidation and renewal:

Class 3 medical certificates shall be revalidated or renewed by an AeMC or an AME.

d. The AeMC or AME shall only issue, revalidate or renew a medical certificate if:

1. the applicant has provided them with a complete medical history and, if required by the AeMC or AME, results of aero-medical examinations and tests conducted by the applicant's physician or any medical specialists; and

2. the AeMC or AME has conducted the aero-medical assessment based on the aero- medical examinations and tests as required to verify that the applicant complies with all the relevant requirements of this Part.

e. The AME, AeMC or, in the case of referral, the SCAA may require the applicant to undergo additional medical examinations and investigations when clinically indicated before the medical certificate is issued, revalidated or renewed.

f. The licensing authority may issue or reissue a medical certificate, as applicable, if:

1. a case is referred;

2. it has identified that corrections to the information on the certificate are necessary, in which case the incorrect medical certificate shall be revoked.

ATCO.MED.A.045 VALIDITY, REVALIDATION AND RENEWAL OF MEDICAL CERTIFICATES

a. Validity:

1. Class 3 medical certificates shall be valid for a period of 24 months.

2. The period of validity of class 3 medical certificates shall be reduced to 12 months for licence holders who have reached the age of 40. A medical certificate issued prior to reaching the age of 40 shall cease to be valid when the licence holder reaches the age of 41.

3. The validity period of a medical certificate, including any associated examination or special investigation, shall be:

i. determined by the age of the applicant at the date when the aero-medical examination takes place; and

ii. calculated from the date of the aero-medical examination in the case of initial issue and renewal, and from the expiry date of the previous medical certificate in the case of

revalidation.

b. Revalidation:

Aero-medical examinations and assessments for the revalidation of a medical certificate may be undertaken up to 45 days prior to the expiry date of the medical certificate.

c. Renewal:

1. If the holder of a medical certificate does not comply with point (b), a renewal aero- medical examination and assessment shall be required.
2. If the medical certificate has expired for:
   i. less than 2 years, a routine revalidation aero-medical examination shall be performed;
   ii. more than 2 years, the AeMC or AME shall only conduct the renewal aero-medical examination after assessment of the aero-medical records of the applicant;
   iii. more than 5 years, the aero-medical examination requirements for initial issue shall apply and the assessment shall be based on the revalidation requirements.

ATCO.MED.A.046 SUSPENSION OR REVOCATION OF A MEDICAL CERTIFICATE

a. Upon revocation of the medical certificate, the holder shall immediately return the medical certificate to the SCAA.

b. Upon suspension of the medical certificate, the holder shall return the medical certificate to the SCAA on request of the authority.

ATCO.MED.A.050 REFERRAL

If an applicant for a class 3 medical certificate is referred to the SCAA in accordance with ATCO.MED.B.001, the AeMC or AME shall transfer the relevant medical documentation to the SCAA.

SUBPART B – Specific Requirements for Class 3 Medical Certificates

SECTION 1 – GENERAL

ATCO.MED.B.001 LIMITATIONS TO MEDICAL CERTIFICATES

a. Limitations to class 3 medical certificates:

1. If the applicant does not fully comply with the requirements for a class 3 medical certificate but is considered to be not likely to jeopardise the safe exercise of the privileges of the licence, the AeMC or AME shall:
   i. refer the decision on fitness of the applicant to the SCAA as indicated in this Subpart; or
   ii. in cases where a referral to the SCAA is not indicated in this Subpart, evaluate whether the applicant is able to perform their duties safely when complying with one or more limitations endorsed on the medical certificate, and issue the medical certificate with limitation(s) as necessary.
2. The AeMC or AME may revalidate or renew a medical certificate with the same limitation without referring the applicant to the SCAA.

b. When assessing whether a limitation is necessary, particular consideration shall be given to:

1. whether accredited medical conclusion indicates that in special circumstances the applicant's failure to meet any requirement, whether numerical or otherwise, is such that exercise of the

privileges of the licence is not likely to jeopardise the safe exercise of the privileges of the licence;

2. the applicant's experience relevant to the operation to be performed.

c. Operational limitations

1. The SCAA, in conjunction with the air navigation service provider, shall determine the operational limitations applicable in the specific operational environment concerned.
2. Appropriate operational limitations shall only be placed on the medical certificate by the SCAA.

d. Any other limitation may be imposed on the holder of a medical certificate if required to ensure the safe exercise of the privileges of the licence.

e. Any limitation imposed on the holder of a medical certificate shall be specified therein.

SECTION 2 – SPECIFIC REQUIREMENTS FOR CLASS 3 MEDICAL CERTIFICATES

ATCO.MED.B.005 GENERAL

Applicants shall be free from any of the following that would entail a degree of functional incapacity which is likely to interfere with the safe performance of duties or could render the applicant likely to become suddenly unable to exercise the privileges of the licence safely:

a. abnormality, congenital or acquired;

b. active, latent, acute or chronic disease or disability;

c. wound, injury or sequelae from operation;

d. effect or side effect of any prescribed or non-prescribed therapeutic, diagnostic or preventive medication taken.

ATCO.MED.B.010 CARDIOVASCULAR SYSTEM

a. Examination:

1. A standard 12-lead resting electrocardiogram (ECG) and report shall be completed at the examination for the initial issue of a medical certificate and then:
   i. at all revalidation or renewal examinations thereafter; and
   ii. when clinically indicated.
2. An extended cardiovascular assessment shall be completed:
   i. at the first revalidation or renewal examination after the age of 65;
   ii. every 4 years thereafter; and
   iii. when clinically indicated.
3. Estimation of serum lipids, including cholesterol, shall be required at the examination for the initial issue of a medical certificate, at the first examination after having reached the age of 40, and when clinically indicated.
4. For class 3 Medical certificate, assessment of cardiovascular risk shall be required when clinically indicated.

b. Cardiovascular system — General:

1. Applicants with any of the following conditions shall be assessed as unfit:
   i. aneurysm of the thoracic or supra-renal abdominal aorta before surgery;

ii. significant functional or symptomatic abnormality of any of the heart valves;

iii. heart or heart/lung transplantation.

iv. symptomatic hypertrophic cardiomyopathy.

2. Applicants with an established history or diagnosis of any of the following conditions shall be referred to the licensing authority before a fit assessment may be considered:

i. peripheral arterial disease before or after surgery;

ii. aneurysm of the thoracic or supra-renal abdominal aorta after surgery;

iii. aneurysm of the infra-renal abdominal aorta before or after surgery;

iv. functionally insignificant cardiac valvular abnormalities;

v. after cardiac valve surgery;

vi. abnormality of the pericardium, myocardium or endocardium;

vii. congenital abnormality of the heart, before or after corrective surgery;

viii. recurrent vasovagal syncope;

ix. arterial or venous thrombosis;

x. pulmonary embolism;

xi. cardiovascular condition requiring systemic anticoagulant therapy.

c. Blood pressure:

1. Blood pressure shall be recorded at each examination.

2. The applicant's blood pressure shall be within normal limits.

3. Applicants shall be assessed as unfit when:

i. they have symptomatic hypotension; or

ii. when their blood pressure at examination consistently exceeds 160 mmHg systolic and/or 95 mmHg diastolic, with or without treatment.

4. The initiation of medication for the control of blood pressure shall require a period of temporary unfit assessment to establish the absence of significant side effects.

d. Coronary artery disease:

1. Applicants with any of the following conditions shall be assessed as unfit:

i. myocardial ischaemia;

ii. symptomatic coronary artery disease;

iii. symptoms of coronary artery disease controlled by medication.

2. Applicants with any of the following conditions shall be referred to the licensing authority and undergo cardiological evaluation to exclude myocardial ischaemia before a fit assessment may be considered:

i. suspected myocardial ischaemia;

ii. asymptomatic minor coronary artery disease requiring no anti-anginal treatment.

3. Applicants with a history or diagnosis of any of the following conditions shall be referred to the licensing authority and undergo a cardiological evaluation before a fit assessment may be considered:

i. myocardial ischaemia;

ii. myocardial infarction;

iii. revascularisation and stenting for coronary artery disease.

e. Rhythm/Conduction disturbances:

1. Applicants for a class 3 medical certificate with any significant disturbance of cardiac conduction or rhythm, intermittent or established shall be referred to the licensing authority and undergo cardiological evaluation with satisfactory results before a fit assessment may be considered. These disturbances shall include any of the following:

i. disturbance of supraventricular rhythm, including intermittent or established sinoatrial dysfunction, atrial fibrillation and/or flutter and asymptomatic sinus pauses;

ii. complete left bundle branch block;

iii. Mobitz type 2 atrioventricular block;

iv. broad and/or narrow complex tachycardia;

v. ventricular pre-excitation;

vi. asymptomatic QT prolongation;

vii. Brugada pattern on electrocardiography.

2. Applicants with any of the conditions listed in points (i) to (viii) may be assessed as fit in the absence of any other abnormality and subject to satisfactory cardiological evaluation:

i. incomplete bundle branch block;

ii. complete right bundle branch block;

iii. stable left axis deviation;

iv. asymptomatic sinus bradycardia;

v. asymptomatic sinus tachycardia;

vi. asymptomatic isolated uniform supra-ventricular or ventricular ectopic complexes;

vii. first degree atrioventricular block;

viii. Mobitz type 1 atrioventricular block.

3. Applicants with a history of any of the following conditions shall be referred to the licensing authority and undergo cardiological evaluation with satisfactory results before a fit assessment may be considered:

i. ablation therapy;

ii. pacemaker implantation.

4. Applicants with any of the following conditions shall be assessed as unfit:

i. symptomatic sinoatrial disease;

ii. complete atrioventricular block;

iii. symptomatic QT prolongation;

iv. an automatic implantable defibrillating system;

v. a ventricular anti-tachycardia pacemaker.

ATCO.MED.B.015 RESPIRATORY SYSTEM

a. Applicants with significant impairment of pulmonary function shall be referred to the licensing authority for the aero-medical assessment. A fit assessment may be considered once pulmonary

function has recovered and is satisfactory.

b. Examination:

Pulmonary function tests are required at the initial examination and on clinical indication.

c. Applicants with a history or established diagnosis of asthma requiring medication shall undergo a satisfactory respiratory evaluation. A fit assessment may be considered if the applicant is asymptomatic and treatment does not affect safety.

d. Applicants with a history or established diagnosis in any of the following shall be referred to the licensing authority and undergo respiratory evaluation with a satisfactory result before a fit assessment may be considered:

1. active inflammatory disease of the respiratory system;
2. active sarcoidosis;
3. pneumothorax;
4. sleep apnoea syndrome;
5. major thoracic surgery;
6. chronic obstructive pulmonary disease;
7. lung transplantation.

ATCO.MED.B.020 DIGESTIVE SYSTEM

a. Applicants with any sequelae of disease or surgical intervention in any part of the digestive tract or its adnexa likely to cause incapacitation, in particular any obstruction due to stricture or compression, shall be assessed as unfit.

b. Applicants shall be free from herniae that might give rise to incapacitating symptoms.

c. Applicants with disorders of the gastrointestinal system, including those in points (1) to (5) may be assessed as fit subject to a satisfactory gastroenterological evaluation after successful treatment or full recovery after surgery:

1. recurrent dyspeptic disorder requiring medication;
2. pancreatitis;
3. symptomatic gallstones;
4. an established diagnosis or history of chronic inflammatory bowel disease;
5. after surgical operation on the digestive tract or its adnexa, including surgery involving total or partial excision or a diversion of any of these organs.

ATCO.MED.B.025 METABOLIC AND ENDOCRINE SYSTEMS

a. Applicants with metabolic, nutritional or endocrine dysfunction may be assessed as fit subject to demonstrated stability of the condition and satisfactory aero-medical evaluation.

b. Diabetes mellitus:

1. Applicants with diabetes mellitus requiring insulin shall be assessed as unfit.
2. Applicants with diabetes mellitus requiring medication other than insulin for blood sugar control shall be referred to the licensing authority. A fit assessment may be considered if it can be demonstrated that blood sugar control has been achieved and is stable.

ATCO.MED.B.030 HAEMATOLOGY

a. Blood testing, if any, shall be determined by the AME or AeMC taking into account the medical history and following the physical examination.

b. Applicants with a haematological condition, such as:

1. coagulation, haemorrhagic or thrombotic disorder;
2. chronic leukaemia;
3. abnormal haemoglobin, including, but not limited to, anaemia, erythrocytosis or haemoglobinopathy;
4. significant lymphatic enlargement;
5. enlargement of the spleen;

shall be referred to the licensing authority. A fit assessment may be considered subject to satisfactory aero-medical evaluation.

c. Applicants suffering from acute leukaemia shall be assessed as unfit.

ATCO.MED.B.035 GENITOURINARY SYSTEM

a. Urinalysis shall form part of every aero-medical examination. The urine shall contain no abnormal element considered to be of pathological significance.

b. Applicants with any sequelae of disease or surgical procedures on the genitourinary system or its adnexa likely to cause incapacitation, in particular any obstruction due to stricture or compression, shall be assessed as unfit.

c. Applicants with a genitourinary disorder, such as:

1. renal disease;
2. one or more urinary calculi;

may be assessed as fit subject to satisfactory renal/urological evaluation.

d. Applicants who have undergone:

1. a major surgical operation in the genitourinary system or its adnexa involving a total or partial excision or a diversion of its organs; or
2. major urological surgery;

shall be referred to the licensing authority for an aero-medical assessment after full recovery before a fit assessment may be considered.

ATCO.MED.B.040 INFECTIOUS DISEASE

a. Applicants who are HIV positive shall be referred to the licensing authority and may be assessed as fit subject to satisfactory specialist evaluation and provided the licensing authority has sufficient evidence that the therapy does not compromise the safe exercise of the privileges of the licence.

b. Applicants diagnosed with or presenting symptoms of infectious disease such as:

1. acute syphilis;
2. active tuberculosis;
3. infectious hepatitis;
4. tropical diseases;

shall be referred to the licensing authority for an aero-medical assessment. A fit assessment may be considered after full recovery and specialist evaluation provided the licensing authority has sufficient evidence that the therapy does not compromise the safe exercise of the privileges of the licence.

ATCO.MED.B.045 OBSTETRICS AND GYNAECOLOGY

a. Applicants who have undergone a major gynaecological operation shall be assessed as unfit until full recovery.

b. Pregnancy:

In the case of pregnancy, if the AeMC or AME considers that the licence holder is fit to exercise her privileges, he/she shall limit the validity period of the medical certificate to the end of the 34th week of gestation. The licence holder shall undergo a revalidation aero-medical examination and assessment after full recovery following the end of the pregnancy.

ATCO.MED.B.050 MUSCULOSKELETAL SYSTEM

a. Applicants shall have satisfactory functional use of the musculoskeletal system to enable them to safely exercise the privileges of the licence.

b. Applicants with static or progressive musculoskeletal or rheumatologic conditions likely to interfere with the safe exercise of the licence privileges shall be referred to the licensing authority. A fit assessment may be considered after satisfactory specialist evaluation.

ATCO.MED.B.055 MENTAL HEALTH

a. Comprehensive mental health assessment shall form part of the initial class 3 aero-medical examination.

b. Drugs and alcohol screening shall form part of the initial class 3 aero-medical examination.

c. Applicants with a mental or behavioural disorder due to use or misuse of alcohol or other psychoactive substances, including recreational substances with or without dependency, shall be assessed as unfit until after a period of documented sobriety or freedom from psychoactive substance use or misuse and subject to satisfactory psychiatric evaluation after successful treatment. Applicants shall be referred to the medical assessor of the licensing authority.

d. Applicants with a clinical diagnosis or documented medical history of any of the following psychiatric conditions shall undergo satisfactory psychiatric evaluation before they may be assessed as fit:

   1. mood disorder;
   2. neurotic disorder;
   3. personality disorder;
   4. mental or behavioural disorder;

Applicants shall be referred to the licensing authority for the assessment of their medical fitness.

e. Applicants with a documented medical history of a single or repeated acts of deliberate self-harm or suicide attempt shall be assessed as unfit. Applicants shall be referred to the medical assessor of the licensing authority and shall undergo satisfactory psychiatric evaluation before a fit assessment may be considered.

f. Applicants with a documented medical history or clinical diagnosis of schizophrenia, schizotypal or delusional disorder or mania shall be assessed as unfit.

ATCO.MED.B.065 NEUROLOGY

a. Applicants with an established history or clinical diagnosis of the following shall be assessed as

unfit:

1. epilepsy except in cases in point (b)(1) and (2);
2. recurring episodes of disturbance of consciousness of uncertain cause;
3. conditions with a high propensity for cerebral dysfunction.

b. Applicants with an established history or clinical diagnosis of the following conditions shall be referred to the licensing authority and undergo further evaluation before a fit assessment may be considered:

1. epilepsy without recurrence after the age of 5;
2. epilepsy without recurrence and off all treatment for more than 10 years;
3. epileptiform EEG abnormalities and focal slow waves;
4. progressive or non-progressive disease of the nervous system;
5. inflammatory disease of the central or peripheral nervous system;
6. migraine;
7. a single episode of disturbances or loss of consciousness;
8. brain injury;
9. spinal or peripheral nerve injury;
10. disorders of the nervous system due to vascular deficiencies including haemorrhagic and ischaemic events.

ATCO.MED.B.070 VISUAL SYSTEM

a. Examination:

1. A comprehensive eye examination shall form part of the initial examination and be undertaken periodically depending on the refraction and the functional performance of the eye.
2. A routine eye examination shall form part of all revalidation and renewal examinations.
3. Applicants shall undergo tonometry at the first revalidation examination after the age of 40, on clinical indication and if indicated considering the family history.
4. Applicants shall supply the AeMC or AME with an ophthalmic examination report in cases where:
   i. the functional performance shows significant changes;
   ii. the distant visual standards can only be reached with corrective lenses.
5. Applicants with a high refractive error shall be referred to the licensing authority and may be assessed as fit subject to satisfactory ophthalmic evaluation.

b. Distant visual acuity, with or without optimal correction, shall be 6/9 (0,7) or better in each eye separately, and visual acuity with both eyes shall be 6/6 (1,0) or better.

c. Initial applicants having monocular or functional monocular vision, including eye muscle balance problems, shall be assessed as unfit. At revalidation or renewal examinations the applicant may be assessed as fit provided that an ophthalmological examination is satisfactory. The applicant shall be referred to the licensing authority.

d. Initial applicants with acquired substandard vision in one eye shall be assessed as unfit. At revalidation or renewal examinations the applicant shall be referred to the licensing authority and may be assessed as fit provided that an ophthalmological examination is satisfactory.

e. Applicants shall be able to read an N5 chart or equivalent at 30 – 50 cm and an N14 chart or equivalent at 60 – 100 cm distance, if necessary, with the aid of correction.

f. Applicants shall have normal fields of vision and normal binocular function.

g. Applicants who have undergone eye surgery shall be assessed as unfit until full recovery of the visual function. A fit assessment may be considered by the licensing authority subject to satisfactory ophthalmic evaluation.

h. Applicants with a clinical diagnosis of keratoconus shall be referred to the licensing authority and may be assessed as fit subject to a satisfactory examination by an ophthalmologist.

i. Applicants with diplopia shall be assessed as unfit.

j. Spectacles and contact lenses

1. If satisfactory visual function for the rated duties is achieved only with the use of correction, the spectacles or contact lenses must provide optimal visual function, be well tolerated, and suitable for air traffic control purposes.
2. No more than one pair of spectacles, when worn during the exercise of licensed privileges, shall be used to meet the visual requirements at all distances.
3. A spare set of similarly correcting spectacles shall be readily available when exercising the privileges of the licence(s).
4. Contact lenses, when are worn during the exercise of licensed privileges, shall be mono-focal, non-tinted and not orthokeratological. Monovision contact lenses shall not be used.
5. Applicants with a large refractive error shall use contact lenses or high index spectacle lenses.

ATCO.MED.B.075 COLOUR VISION

Applicants shall be.assessed as unfit, where they cannot demonstrate their ability to readily perceive the colours that are necessary for the safe exercise of the privileges of the licence.

ATCO.MED.B.080 OTORHINOLARYNGOLOGY

a. Examination:

1. A routine otorhinolaryngological examination shall form part of all initial, revalidation and renewal examinations.
2. Hearing shall be tested at all examinations. The applicant shall understand correctly conversational speech when tested with each ear at a distance of 2 metres from and with his/her back turned towards the AME.
3. Hearing shall be tested with pure tone audiometry at the initial examination and at subsequent revalidation or renewal examinations every 4 years until the age of 40 and every 2 years thereafter.
4. Pure-tone audiometry:

i. Applicants for a class 3 medical certificate shall not have a hearing loss of more than 35 dB at any of the frequencies 500, 1000 or 2000 Hz, or more than 50 dB at 3000 Hz, in either ear separately.

ii. Applicants who do not meet the hearing criteria above shall be referred to the licensing authority and undergo a specialist assessment before a fit assessment may be considered. Initial applicants shall undergo a speech discrimination test. Applicants for a revalidation or renewal of a class 3 medical certificate shall undergo a functional hearing test in the operational environment.

5. Hearing aids:
   i. Initial examination: the need of hearing aids to comply with the hearing requirements entails unfitness.
   ii. Revalidation and renewal examinations: a fit assessment may be considered if the use of hearing aid(s) or of an appropriate prosthetic aid improves the hearing to achieve a normal standard as assessed by fully functional testing in the operational environment.
   iii. If a prosthetic aid is needed to achieve the normal hearing standard, a spare set of the equipment and accessories, such as batteries, shall be available when exercising the privileges of the licence.

b. Applicants with:
   1. an active chronic pathological process of the internal or middle ear;
   2. unhealed perforation or dysfunction of the tympanic membrane(s);
   3. disturbance of vestibular function;
   4. significant malformation or significant chronic infection of the oral cavity or upper respiratory tract;
   5. significant disorder of speech or voice reducing intelligibility;

shall be referred to the licensing authority and undergo further ORL examination and assessment to establish that the condition does not interfere with the safe exercise of the privileges of the licence.

ATCO.MED.B.085 DERMATOLOGY

Applicants shall have no established dermatological condition likely to interfere with the safe exercise of the privileges of the licence held.

ATCO.MED.B.090 ONCOLOGY

a. After diagnosis of primary or secondary malignant disease, applicants shall be referred to the licensing authority and shall undergo satisfactory oncological evaluation before a fit assessment may be considered.

b. Applicants with an established history or clinical diagnosis of an intracerebral malignant tumour shall be assessed as unfit.

SUBPART C – Aero-Medical Examiners (AMES)

ATCO.MED.C.001 PRIVILEGES

a. In accordance with this Part, the privileges of an AME are to revalidate and renew class 3 medical certificates, and to conduct the relevant aero-medical examinations and assessments.

b. The scope of the privileges of the AME, and any condition thereof, shall be specified in the certificate.

c. Holders of an AME certificate issued by another State shall not undertake aero-medical examinations and assessments in the Azerbaijan Republic, unless they have:
   1. been granted access by the SCAA to exercise their professional activities as a specialised doctor;
   2. informed the SCAA of their intention to conduct aero-medical examinations and assessments and to issue medical certificates within the scope of their privileges as AME; and
   3. received a briefing from the SCAA.

ATCO.MED.C.005 APPLICATION

a. The application for an AME certificate shall be submitted in accordance with the procedure established by the SCAA.

b. Applicants for an AME certificate shall provide the SCAA with:

   1. personal details and professional address;
   2. documentation demonstrating that they comply with the requirements established in ATCO.MED.C.010, including the certificate of completion of the training courses in aviation medicine appropriate to the privileges they apply for;
   3. a written declaration that the AME will issue medical certificates on the basis of the requirements of this Part.

c. When the AME undertakes aero-medical examinations in more than one location, they shall provide the SCAA with relevant information regarding all practice locations and practice facilities.

ATCO.MED.C.010 REQUIREMENTS FOR THE ISSUE OF AN AME CERTIFICATE

Applicants for an AME certificate with the privileges for the revalidation and renewal of class 3 medical certificates shall:

a. be fully qualified and licensed for the practice of medicine and hold a Certificate of Completion, or have evidence of, specialist medical training;

b. have successfully completed basic and advanced training courses in aviation medicine, including specific modules for the aero-medical assessment of air traffic controllers and the specific environment in air traffic control;

c. demonstrate to the SCAA that they:

   1. have adequate facilities, procedures, documentation and functioning equipment suitable for aero-medical examinations; and
   2. have in place the necessary procedures and conditions to ensure medical confidentiality.

ATCO.MED.C.015 TRAINING COURSES IN AVIATION MEDICINE

a. Training courses in aviation medicine shall be approved by the competent authority of the State where the training provider has its principal place of business. The training provider shall demonstrate that the course syllabus contains the learning objectives to acquire the necessary competencies and that the persons in charge of providing the training have adequate knowledge and experience.

b. Except in the case of refresher training, the courses shall be concluded by a written examination on the subjects included in the course content.

c. The training provider shall issue a certificate of completion to the applicants when they have obtained a pass in the examination.

ATCO.MED.C.020 CHANGES TO THE AME CERTIFICATE

a. AMEs shall notify the SCAA of the following circumstances which could affect their certificate:

   1. the AME is subject to disciplinary proceedings or investigation by a medical regulatory body;
   2. there are any changes to the conditions on which the certificate was granted, including the content of the statements provided with the application;
   3. the requirements for the issue of an AME certificate are no longer met;
   4. there is a change to the aero-medical examiner's practice location(s) or correspondence

address.

b. Failure to inform the SCAA shall result in the suspension or revocation of the privileges of the AME certificate, on the basis of the decision of the SCAA that suspends or revokes the certificate.

ATCO.MED.C.025 VALIDITY OF AME CERTIFICATES

An AME certificate shall be issued for a period not exceeding 3 years. It shall be revalidated provided the holder:

a. continues to fulfil the general conditions required for medical practice and maintains registration as a medical practitioner;

b. has undertaken refresher training in aviation medicine and in the working environments of air traffic controllers within the last 3 years;

c. has performed at least 10 aero-medical examinations every year. This number of examinations may only be reduced by the SCAA in duly justified circumstances;

d. remains in compliance with the terms of their AME certificate; and

e. exercises the AME privileges in accordance with this Part.

f. has demonstrated that he or she maintains his or her aero-medical competency in accordance with the procedure established

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