

Compliance matrix for Training Organisations – Regulation (EC) 216/2008

Requirements	Action required: 1 – Not relevant or no action required for this. To be notified 2 – Specify in attached document 3 – Reference(s) to SMS 4 – Explanation	Applicant 1 2 – Attachment no. 3 – References 4 – Explanation
<p>Article 4 Basic principles and applicability 3c. ATM/ANS provided in the airspace of the territory to which the Treaty applies, as well as in any other airspace where Member States apply Regulation (EC) No 551/2004 of the European Parliament and of the Council of 10 March 2004 on the organisation and use of the airspace in the single European sky (the airspace Regulation) (1) in accordance with Article 1(3) of that Regulation, shall comply with this Regulation. Systems and constituents, personnel and organisations involved in the provision of these ATM/ANS shall comply with this Regulation. (requirements for ANSP)</p>	<p>1 – not relevant for TO initial training 2 – Formal agreement needed between ANSP and TO if unit/continuation training</p>	
<p>Article 8b ATM/ANS 1. Provision of ATM/ANS shall comply with the essential requirements set out in Annex Vb and, as far as practicable, Annex Va. 2. ATM/ANS providers shall be required to hold a certificate. The certificate shall be issued when the provider has demonstrated its capability and means of discharging the responsibilities associated with the provider's privileges. The privileges granted and the scope of the services provided shall be specified in the certificate. (requirements for ANSP)</p>	<p>4</p>	
<p>Article 8c Air traffic controllers 1. Air traffic controllers as well as persons and organisations involved in the training, testing, checking or medical assessment of air traffic controllers, shall comply with the relevant essential requirements set out in Annex Vb. 2. Air traffic controllers shall be required to hold a licence and a medical certificate appropriate to the service provided. 3. The licence referred to in paragraph 2 shall only be issued when the applicant for the licence demonstrates that he or she complies with the rules established to ensure compliance with the essential requirements regarding theoretical knowledge, practical skill, language proficiency and experience as set out in Annex Vb.</p>	<p>2-3-4</p>	

<p>4. The medical certificate referred to in paragraph 2 shall only be issued when the air traffic controller complies with the rules established to ensure compliance with the essential requirements on medical fitness as set out in Annex Vb. The medical certificate may be issued by aero medical examiners or by aero medical centres.</p> <p>7. A certificate shall be issued to training organisations, aero medical examiners and aero medical centres for air traffic controllers that have demonstrated that they comply with the rules established to ensure compliance with the relevant essential requirements as set out in Annex Vb. The privileges granted by the certificate shall be specified therein.</p> <p>8. Persons responsible for providing practical training or for assessing air traffic controllers' skill shall hold a certificate. The certificate shall be issued when the person concerned has demonstrated that he or she complies with the rules established to ensure compliance with the relevant essential requirements as set out in Annex Vb. The privileges granted by the certificate shall be specified therein.</p> <p>9. Synthetic training devices shall comply with the relevant essential requirements set out in Annex Vb. (requirements for TO)</p>		
<p>Annex Vb Essential requirements for ATM/ANS and air traffic controllers</p>		
<p>2. Services (c) Air traffic services</p> <p>(i) The data used as a source for the provision of air traffic services shall be correct, complete and current.</p> <p>(ii) Air traffic services shall be sufficiently precise, complete, current, and unambiguous to meet the safety needs of users.</p> <p>(iii) Automated tools providing information or advice to users shall be properly designed, manufactured and maintained to ensure that they are fit for their intended purpose.</p> <p>(iv) Air traffic control services and related processes shall provide for adequate separation between aircraft and, where appropriate, assist in protection from obstacles and other airborne hazards and shall ensure prompt and timely coordination with all relevant users and adjacent volumes of airspace.</p> <p>(v) Communication between air traffic services and aircraft and between relevant air traffic services units shall be timely, clear, correct and unambiguous, protected from interference and commonly understood and, if applicable, acknowledged by all actors involved.</p> <p>(vi) Means shall be in place to detect possible emergencies and, when appropriate, to initiate effective search and rescue action. Such means shall, as a minimum, comprise appropriate alerting mechanisms, coordination measures and procedures, means and personnel to cover the area of responsibility efficiently. (requirements for ANSP)</p>	<p>4</p>	

<p>4. Qualification of air traffic controllers</p> <p>(a) General A person undertaking training as an air traffic controller or as a student air traffic controller, shall be sufficiently mature educationally, physically and mentally to acquire, retain and demonstrate the relevant theoretical knowledge and practical skill. (requirements for ANSP and TO)</p>	2-3-4	
<p>(b) Theoretical knowledge</p> <p>(i) An air traffic controller shall acquire and maintain a level of knowledge appropriate to the functions exercised and proportionate to the risks associated with the type of service. (ii) Acquisition and retention of theoretical knowledge shall be demonstrated by continuous assessment during training, or by appropriate examinations. (iii) An appropriate level of theoretical knowledge shall be maintained. Compliance shall be demonstrated by regular assessments or examinations. The frequency of examinations shall be proportionate to the level of risk associated with the type of service. (requirements for ANSP and TO)</p>	2-3-4	
<p>(c) Practical skill</p> <p>(i) An air traffic controller shall acquire and maintain the practical skills appropriate to exercise his/her functions. Such skills shall be proportionate to the risks associated with the type of service and shall cover at least, if appropriate to the functions exercised, the following items: i. operational procedures; ii. task specific aspects; iii. abnormal and emergency situations; and iv. human factors. (ii) An air traffic controller shall demonstrate the ability to perform the associated procedures and tasks with a level of competence appropriate to the functions exercised. (iii) A satisfactory level of competence in practical skill shall be maintained. Compliance shall be verified by regular assessments. The frequency of these assessments shall be proportionate to the complexity and the level of risk associated with the type of service and the tasks performed. (requirements for ANSP and TO)</p>	2-3-4	
<p>(d) Language proficiency</p> <p>(i) An air traffic controller shall demonstrate proficiency to speak and understand English to the extent he/she is able to communicate effectively in voice-only (telephone/radiotelephone) and in face-to-face situations on concrete and work-related topics, including in emergency situations. (ii) Whenever necessary in a defined volume of airspace for ATS service provision purposes, an air traffic controller shall also have proficiency to speak and understand the national language(s) to the extent described above. (requirements for ANSP and TO)</p>	2-3-4	

<p>(e) Synthetic training devices (STD) When an STD is used for practical training on situational awareness and human factors or to demonstrate that skills are acquired or maintained, it shall have a level of performance that allows adequate simulation of the working environment and operational situations appropriate to the training provided. (requirements for TO)</p>	2-3-4	
<p>(f) Training course (i) Training shall be given by a training course, which may comprise theoretical and practical instruction, including training on an STD, if applicable. (ii) A course shall be defined and approved for each type of training. (requirements for TO)</p>	2-3-4	
<p>(g) Instructors (i) Theoretical instruction shall be given by appropriately qualified instructors. They shall: i. have appropriate knowledge in the field where instruction is to be given; and ii. have demonstrated the ability to use appropriate instructional techniques. (ii) Instruction on practical skills shall be given by appropriately qualified instructors, who have the following qualifications: i. meet the theoretical knowledge and the experience requirements appropriate to the instruction being given; ii. have demonstrated the ability to instruct and to use appropriate instructional techniques; iii. have practised instructional techniques in those procedures in which it is intended to provide instruction; and iv. receive regular refresher training to ensure that the instructional competences are maintained. (iii) Instructors on practical skills shall also be or have been entitled to act as an air traffic controller. (requirements for TO)</p>	2-3-4	
<p>(h) Assessors (i) Persons responsible for assessing the skill of air traffic controllers shall: i. have demonstrated the ability to assess the performance of, and conduct tests and checks on air traffic controllers; and ii. receive regular refresher training to ensure that the assessment standards are maintained up to date. (ii) Assessors on practical skills shall also be or have been entitled to act as an air traffic controller in those areas in 2-3-4 which assessment is to be made. (requirements for TO)</p>	2-3-4	

<p>(i) Medical fitness of an air traffic controller</p> <p>(i) Medical criteria</p> <p>i. All air traffic controllers shall periodically demonstrate medical fitness to satisfactorily execute their functions. Compliance shall be shown by appropriate assessment taking into account the possible mental and physical degradation due to age;</p> <p>ii. Demonstration of medical fitness, comprising physical and mental fitness, shall include the demonstrated absence of any disease or disability, which makes the person providing an air traffic control (ATC) service unable:</p> <ul style="list-style-type: none"> — to execute properly the tasks necessary to provide an ATC service, — to perform assigned duties at any time, or — to perceive correctly his/her environment. <p>(ii) Where medical fitness cannot be fully demonstrated, mitigation measures that provide equivalent safety may be implemented.</p> <p>(requirements for ANSP and TO)</p>	<p>As appropriate</p>	
<p>5. Service providers and training organisations</p> <p>(a) Service provision shall not be undertaken unless the following conditions are met:</p> <p>(i) the service provider shall have directly or indirectly through contracts the means necessary for the scale and scope of the service. These means shall comprise but are not limited to the following: systems, facilities, including power supply, management structure, personnel, equipment and its maintenance, documentation of tasks, responsibilities and procedures, access to relevant data and record-keeping;</p> <p>(ii) the service provider shall develop and keep up-to-date management and operations manuals relating to the provision of its services and operate in accordance with those manuals. Such manuals shall contain all necessary instructions, information and procedures for the operations, the management system and for operations personnel to perform their duties;</p> <p>(iii) the service provider shall implement and maintain a risk-based management system to ensure compliance with the essential requirements in this Annex and aim for continuous proactive improvement of this system;</p> <p>(iv) the service provider shall use only suitably qualified and trained personnel and implement and maintain training and checking programmes for the personnel;</p> <p>(v) the service provider shall establish formal interfaces with all the other contributors to the service provision to ensure compliance with these essential requirements;</p> <p>(vi) the service provider shall establish and implement a contingency plan covering emergency and abnormal situations that may occur in relation to its services;</p> <p>(vii) the service provider shall establish and maintain an accident and incident prevention and safety programme including an occurrence reporting and analysis programme, which shall be used by the management system in order to contribute to the aim of continuous improvement of safety; and</p> <p>(viii) the service provider shall make arrangements to verify that the safety performance requirements of any system and constituent they operate are met at any time.</p> <p>(requirements for ANSP)</p>	<p>1 or 4</p>	

<p>(b) ATC service provision shall not be undertaken unless the following conditions are met:</p> <p>(i) the prevention of fatigue of personnel providing an ATC service shall be managed through a rostering system. Such a rostering system needs to address duty periods, duty time and adapted rest periods. Limitations established within the rostering system shall take into account relevant factors contributing to fatigue such as, in particular, sleep deprivation, disruption of circadian cycles, night hours, cumulative duty time for given periods of time and also the sharing of allocated tasks between personnel;</p> <p>(ii) the prevention of stress of personnel providing an ATC service shall be managed through education and prevention programmes;</p> <p>(iii) the ATC service provider shall have in place procedures to verify that the cognitive judgement of personnel providing ATC services is not impaired or their medical fitness insufficient;</p> <p>(iv) the ATC service provider shall take into account operational and technical constraints as well as human factor principles in its planning and operations.</p> <p>(requirements for ANSP)</p>	1 or 4	
<p>(d) Training organisations</p> <p>A training organisation providing training for personnel providing an ATC service shall meet the following requirements:</p> <p>(i) have all the means necessary for the scope of responsibilities associated with their activity. These means comprise, but are not limited to, the following: facilities, personnel, equipment, methodology, documentation of tasks, responsibilities and procedures, access to relevant data and record-keeping;</p> <p>(ii) implement and maintain a management system relating to safety and the standard of training, and aim for continuous improvement of this system; and</p> <p>(iii) establish arrangements with other relevant organisations, as necessary, to ensure continuing compliance with these essential requirements.</p> <p>(requirements for TO)</p>	2-3-4	