



**Republika e Kosovës**  
Republika Kosovo – Republic of Kosovo

*Autoriteti i Aviacionit Civil*  
*Autoritet Civilnog Vazduhoplovstva*  
*Civil Aviation Authority*

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Director General of Civil Aviation Authority of Kosovo,

Pursuant to Articles 21.3 and 79 of Law No. 03/L-051 on Civil Aviation,

Having regard to UNMIK’s signature of the Multilateral Agreement on the Establishment of a European Common Aviation Area (“the ECAA Agreement”) on behalf of Kosovo, and the provisional entry into force of the ECAA Agreement in Kosovo on 10 October 2006,

For the purpose of setting out rules and procedures on licensing of air traffic controllers in the Republic of Kosovo in accordance with the ECAA Agreement and its requirement that Directive 2006/23/EC on Community Air Traffic Control Licence shall be made part of the internal legal order of the Republic of Kosovo:

Hereby issues the following:

**REGULATION No. 4/2008**  
**ON AIR TRAFFIC CONTROLLER LICENCE**

**Article 1**  
**Objective and scope**

1.1 The objective of this Regulation is to increase safety standards and to improve the operation of the air traffic control system through the issuing of air traffic controller licence.

1.2 This Regulation shall apply to:

- student air traffic controllers, and
- air traffic controllers

exercising their functions under the responsibility of air navigation service providers which offer their services primarily to aircraft movements of general air traffic.

1.3 Subject to Articles 1.2 and 13 of Regulation (EC) No 549/2004, in cases where regular and planned air traffic control services are provided to general air traffic under the responsibility of air navigation service providers which offer their services primarily to aircraft movements other than general air traffic, CAAK shall ensure that the level of safety and quality of the services to general air traffic is at least equivalent to the level resulting from the application of the provisions of this Regulation.

## **Article 2** **Definitions**

In this Regulation:

“CAAK” means Civil Aviation Authority of Kosovo.

“*Air traffic control service*” means a service provided for the purpose of preventing collisions between aircraft, and, on the maneuvering area, between aircraft and obstructions, and expediting and maintaining an orderly flow of air traffic.

“*Air navigation service providers*” means any public or private entity providing air navigation services for general air traffic.

“*General air traffic*” means all movements of civil aircraft, as well as all movements of State aircraft (including military, customs and police aircraft) when these movements are carried out in conformity with the procedures of ICAO.

“*Licence*” means a an Air Traffic Controller Lincence issued and endorsed by the Civil Aviation Authority of Kosovo in accordance with this Regulation and entitling its lawful holder to provide air traffic control services in accordance with the ratings and endorsements contained therein.

“*Rating*” means the authorization entered on or associated with a licence and forming part thereof, stating specific conditions, privileges or limitations pertaining to such licence; the ratings on a licence are at least one of the following:

- a) aerodrome control visual;
- b) aerodrome control instrument;

- c) approach control procedural;
- d) approach control surveillance;
- e) area control procedural;
- f) area control surveillance.

*“Rating endorsement”* means the authorization entered on and forming part of a licence, indicating the specific conditions, privileges or limitations pertaining to the relevant rating.

*“Unit endorsement”* means the authorization entered on and forming part of a licence, indicating the ICAO location indicator and the sectors and/or working positions where the holder of the licence is competent to work.

*“Language endorsement”* means the authorization entered on and forming part of a licence, indicating the language proficiency of the holder.

*“Instructor endorsement”* means the authorization entered on and forming part of a licence, indicating the competence of the holder to give on-the-job training instruction.

*“ICAO location indicator”* means the four-letter code group formulated in accordance with rules prescribed by ICAO in its manual DOC 7910 and assigned to the location of an aeronautical fixed station.

*“Sector”* means a part of a control area and/or part of a flight information region/upper region.

*“Training”* is 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, high quality air traffic control services; it consists of:

- a) initial training, providing basic and rating training, leading to the grant of a student licence;
- b) unit training, including transitional training prior to on-the-job training and on-the-job training, leading to the grant of an air traffic controller licence;
- c) continuation training, keeping the endorsements of the licence valid;
- d) training of on-the-job training instructors, leading to the grant of the instructor endorsement;

e) training of examiners and/or assessors.

*“Training provider”* is an organisation which has been certified by the relevant national supervisory authority to provide one or more types of training.

*“Unit Competence Scheme”* is an approved scheme indicating the method by which the unit maintains the competence of its licence holders.

*“Unit Training Plan”* is an approved plan detailing the processes and timing required allowing the unit procedures to be applied to the local area under the supervision of an on-the-job-training instructor.

*“ICAO”* means International Civil Aviation Organization;

*“ECAA Agreement”* means the Multilateral Agreement between the European Community and its Member States, the Republic of Albania, Bosnia and Herzegovina, the Republic of Bulgaria, the Republic of Croatia, the Former Yugoslav Republic of Macedonia, the Republic of Iceland, the Republic of Montenegro, the Kingdom of Norway, Romania, the Republic of Serbia and the United Nations Interim Administration Mission in Kosovo on the Establishment of a European Common Aviation Area.

#### **Article 4** **Licensing principles**

4.1 Without prejudice to Article 1.3, CAAK shall ensure that air traffic control services within the scope of Article 1.2 are only provided by air traffic controllers licensed in accordance with this Regulation.

4.2 Applicants for a licence shall prove that they are competent to act as air traffic controllers or as student air traffic controllers. The evidence demonstrating their competence shall relate to knowledge, experience, skills and linguistic proficiency.

4.3 The licence shall remain the property of the person to whom it is granted and who shall sign it.

4.4 In accordance with Article 14.1:

- a) a licence, ratings or endorsements may be suspended when the competence of the air traffic controller is in doubt or in cases of misconduct;
- b) a licence may be revoked in cases of gross negligence or abuse.

4.5 The student air traffic controller licence shall authorize the holder to provide air traffic control services under the supervision of an on-the-job-training instructor.

4.6 Air traffic controller licence shall be issued valid for one or more categories of air traffic control service, at one or more air traffic control units as well as necessary rating endorsements, when the applicant meets the requirements in Article 4.2.

4.7 Air traffic controller licence may be extended with the privilege to exercise other ratings of air traffic control service or to exercise air traffic control service at another air traffic control unit, as well as with other rating endorsements.

4.8 Air traffic controller licence shall be issued with a validity until the applicant has attained the age of 60. The CAAK may, however, in special cases determine a shorter period of validity.

4.9 Rating endorsements and unit endorsements shall be issued and extended with a validity period of 24 months.

4.10 The licence shall include the items set out in Annex I.

4.11 A licence shall be issued in Albanian and Serbian languages and it shall include an English translation of the items set out in Annex I.

4.12 CAAK shall ensure that air traffic controllers are sufficiently trained in safety, security and crisis management.

4.13 The instructor endorsement shall be valid for a renewable period of 36 months.

## **Article 5**

### **Conditions for obtaining a licence**

5.1 Student air traffic controller licences shall be granted to applicants who:

- a) are at least 18 years old and are holders of at least a secondary education diploma or a diploma granting access to university or equivalent;
- b) have successfully completed approved initial training relevant to the rating, and rating endorsement if applicable, as set out in Part A of Annex II;
- c) hold a valid medical certificate; and

- d) have demonstrated an adequate level of English language linguistic proficiency in accordance with the requirements set out in Annex III.

The licence shall contain at least one rating and one rating endorsement, if applicable.

5.2 Air traffic controller licences shall be granted to applicants who:

- a) are at least 21 years old;
- b) are holders of a student licence and have completed an approved unit training plan and successfully passed the appropriate examinations or assessments in accordance with the requirements set out in Part B of Annex II;
- c) hold a valid medical certificate;
- d) have demonstrated an adequate level of linguistic proficiency in accordance with the requirements set out in Annex III, and;
- e) are holders of a foreign air traffic controller licence and satisfy requirements set out under a),c),d) and have completed an approved unit training plan and successfully passed the appropriate examinations or assessments in accordance with the requirements set out in Part B of Annex II.

The licence shall be validated by the inclusion of one or more ratings and the relevant rating, unit and language endorsements for which training was successfully completed.

5.3 The instructor endorsement shall be granted to holders of an air traffic controller licence who:

- a) have provided air traffic control services for an immediately preceding period of at least one year, in the relevant rating with associated rating endorsements and have held a valid unit endorsement for the preceding six months at the relevant unit, and;
- b) have successfully completed an approved on-the-job training instructor course during which the required knowledge and pedagogical skills were assessed through appropriate examinations.

## **Article 6**

### **Air traffic controller ratings**

6.1 Licences shall contain one or more of the following ratings in order to indicate the type of service which the licence holder may provide:

- a) the Aerodrome Control Visual rating (ADV), which shall indicate that the holder of the licence is competent to provide an air traffic control service to aerodrome traffic at an aerodrome that has no published instrument approach or departure procedures;
- b) the Aerodrome Control Instrument rating (ADI), which shall indicate that the holder of the licence is competent to provide an air traffic control service to aerodrome traffic at an aerodrome that has published instrument approach or departure procedures and shall be accompanied by at least one of the rating endorsements described in Article 7.1;
- c) the Approach Control Procedural rating (APP), which shall indicate that the holder of the licence is competent to provide an air traffic control service to arriving, departing or transiting aircraft without the use of surveillance equipment;
- d) the Approach Control Surveillance rating (APS), which shall indicate that the holder of the licence is competent to provide an air traffic control service to arriving, departing or transiting aircraft with the use of surveillance equipment and shall be accompanied by at least one of the rating endorsements described in Article 7.2;
- e) the Area Control Procedural rating (ACP), which shall indicate that the holder of the licence is competent to provide an air traffic control service to aircraft without the use of surveillance equipment;
- f) the Area Control Surveillance rating (ACS), which shall indicate that the holder of the licence is competent to provide an air traffic control service to aircraft with the use of surveillance equipment and shall be accompanied by at least one of the rating endorsements described in Article 7.3.

## **Article 7**

### **Rating endorsements**

7.1 The Aerodrome Control Instrument rating (ADI) shall bear at least one of the following endorsements:

- a) the Tower Control endorsement (TWR), which shall indicate that the holder is competent to provide control services where aerodrome control is provided from one working position;
- b) the Ground Movement Control endorsement (GMC), which shall indicate that the holder of the licence is competent to provide ground movement control;
- c) the Ground Movement Surveillance endorsement (GMS), granted in addition to the Ground Movement Control endorsement or Tower Control endorsement, which shall indicate that the holder is competent to provide ground movement control with the help of aerodrome surface movement guidance systems;
- d) The Air Control endorsement (AIR), which shall indicate that the holder of the licence is competent to provide air control;
- e) The Aerodrome Radar Control endorsement (RAD), granted in addition to the Air Control endorsement or Tower Control endorsement, which shall indicate that the holder of the licence is competent to provide aerodrome control with the help of surveillance radar equipment.

7.2 The Approach Control Surveillance rating (APS) shall bear at least one of the following endorsements:

- a) the Radar endorsement (RAD), which shall indicate that the holder of the licence is competent to provide an approach control service with the use of primary and/or secondary radar equipment;
- b) the Precision Approach Radar endorsement (PAR), granted in addition to the Radar endorsement, which shall indicate that the holder of the licence 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;
- c) the Surveillance Radar Approach endorsement (SRA), granted in addition to the Radar endorsement, which shall indicate that the 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;
- d) the Automatic Dependent Surveillance endorsement (ADS), which shall indicate that the holder is competent to provide an approach control service with the use of automatic dependent surveillance;



- e) the Terminal Control endorsement (TCL), granted in addition to the Radar or Automatic Dependent Surveillance endorsements, which shall indicate that the holder is competent to provide air traffic control services with the use of any surveillance equipment to aircraft operating in a specified terminal area and/or adjacent sectors.

7.3 The Area Control Surveillance rating (ACS) shall bear at least one of the following endorsements:

- a) the Radar endorsement (RAD), which shall indicate that the holder is competent to provide area control services with the use of surveillance radar equipment;
- b) the Automatic Dependent Surveillance endorsement (ADS), which shall indicate that the holder is competent to provide area control services with the use of automatic dependent surveillance;
- c) the Terminal Control endorsement (TCL), granted in addition to the Radar or Automatic Dependent Surveillance endorsements, which shall indicate that the holder is competent to provide air traffic control services with the use of any surveillance equipment to aircraft operating in a specified terminal area and/or adjacent sectors;

## **Article 8**

### **Language endorsements**

8.1 CAAK shall ensure that air traffic controllers can demonstrate the ability to speak and understand English to a satisfactory standard. Their proficiency shall be determined in accordance with the language proficiency rating scale set out in Annex III.

8.2 The level required in application of paragraph 1 shall be level 4 of the language proficiency rating scale set out in Annex III.

8.3 CAAK may require level 5 of the language proficiency rating scale set out in Annex III in application of paragraph 1 where the operational circumstances of the particular rating or endorsement warrant a higher level for imperative reasons of safety. Such a requirement shall be objectively justified, nondiscriminatory, proportionate and transparent.

8.4 Proficiency shall be demonstrated by a certificate issued after a transparent and objective assessment procedure approved by the CAAK.

**Article 9**  
**Instructor endorsements**

The instructor endorsement shall indicate that the holder of the licence is competent to provide training and supervision at a working position for areas covered by a valid rating.

**Article 10**  
**Unit endorsements**

10.1 The unit endorsement shall indicate that the licence holder is competent to provide air traffic control services for a particular sector, group of sectors or working positions under the responsibility of an air traffic services unit.

10.2 For reason of safety, the privileges of a unit endorsement shall only be exercised by licence holders below 60 years of age.

**Article 11**  
**Conditions for maintaining ratings and keeping endorsements valid**

11.1 Unit endorsements shall be valid for an initial period of 12 months. The validity of such endorsements shall be extended for the following 12 months, and for 24 months thereafter, if the air navigation service provider demonstrates that:

- a) the applicant has been exercising the privileges of the licence for a minimum number of hours, which shall be 40 operational hours in 90 days;
- b) the applicant's competence has been assessed in accordance with Part C of Annex II; and
- c) the applicant holds a valid medical certificate.

The minimum number of working hours, leaving aside instruction tasks, required to maintain the validity of the unit endorsement may be reduced for on-the-job training instructors in proportion to the time spent instructing trainees on the working positions for which the extension is applied.

11.2 Where unit endorsements cease to be valid, a unit training plan must be successfully completed so as to revalidate the endorsement.

11.3 The holder of a rating or rating endorsement who has not been providing air traffic control services associated with that rating or rating endorsement for any period of four consecutive years may only commence unit training in that rating or rating endorsement after appropriate assessment as to whether he/she continues to satisfy the conditions of that rating or rating endorsement, and after satisfying any training requirements that result from this assessment.

11.4 The language proficiency of the applicant shall be formally evaluated at regular intervals, except in the case of applicants who have demonstrated proficiency level six. This interval shall be no longer than three years for applicants who demonstrate proficiency level four and no longer than six years for applicants who demonstrate proficiency level five.

11.5 Without prejudice to Articles 4.4(a) and 4.4(b), concerns about the competence of a controller to provide an air traffic control service may arise as a result of:

- a) an incident;
- b) failure of a competence check;
- c) deterioration in competence;
- d) poor technique or judgment, or similar factors.

11.5.1. There are three reasons that may lead to action with regard to an air traffic controller's licence or rating(s). These are:

- a) deficiency in, or doubts about, competence to provide an air traffic control service;
- b) doubts about whether an individual is a fit person to hold a licence, in which CAAK will usually be concerned with judgments about character or behavior, such as integrity, reliability and self-control;
- c) inability to meet the appropriate medical standards.

## **Article 12** **Medical certificates**

12.1 Medical certificates shall be issued by medical examiners approved by CAAK.

12.2 The issuing of medical certificates shall be consistent with the provisions of Annex I to the Chicago Convention on International Civil Aviation and the Requirements for European Class 3 Medical Certification of Air Traffic Controllers laid down by Eurocontrol, as per Annex V of this regulation.

12.3 The medical certificate shall include the items set out in Annex V, paragraph 2.

12.4 Medical certificates shall be valid from the date of the medical examination and for 24 months thereafter for air traffic controllers up to the age of 40 years and for 12 months above that age. The medical certificate may be revoked at any time if the medical condition of the holder so requires.

12.5 CAAK shall ensure that effective review or appeal procedures are put in place with the appropriate involvement of independent medical advisors.

12.6 In cases of reduced medical fitness air traffic control license holders shall notify their employers that they are becoming aware of any decrease in medical fitness or are under the influence of any psychoactive substance or medicines which might render them unable to exercise the privileges of the licence safely and properly.

### **Article 13**

#### **Certification of Training Providers**

13.1 The provision of training to air traffic controllers, including related assessment procedures, shall be subject to certification by CAAK.

13.2 The requirements for certification shall relate to technical and operational competence and suitability to organize training courses as set out in point 1 of Annex IV.

13.3 Applications for certification shall be submitted to the CAAK where the applicant has its principal place of operation and, if any, its registered office. CAAK shall issue certificates when the applicant training provider fulfils the requirements laid down in point 1 of Annex IV. Certificates may be issued for each type of training or in combination with other air navigation services, whereby the type of training and the type of air navigation service shall be certified as a package of services.

13.4 Certificates shall specify the information referred to in point 2 of Annex IV.

13.5 CAAK shall monitor compliance with the requirements and conditions attached to the certificates. If CAAK finds that the holder of a certificate no longer satisfies such

requirements or conditions, it shall take appropriate measures, which may include withdrawal of the certificate.

13.6 Subject to provisions of the ECAA Agreement, CAAK shall recognize certificates issued in another EC Member State and ECAA Partner.

#### **Article 14**

##### **Guarantee of compliance with competence standards**

14.1 In order to ensure the levels of competence indispensable for air traffic controllers in order for them to perform their work to high safety standards, the CAAK shall supervise and monitor their training.

CAAK's tasks shall include:

- a) the issuing and revocation of licences, ratings and endorsements for which the relevant training and assessment was completed under the area of responsibility of the CAAK;
- b) the maintenance and suspension of ratings and endorsements, the privileges of which are exercised under the responsibility of the CAAK;
- c) the certification of training providers;
- d) the approval of training courses, unit training plans and unit competence schemes;
- e) the approval of competence examiners or competence assessors;
- f) the monitoring and auditing of training systems;
- g) the establishment of appropriate appeal and notification mechanisms.

14.2 CAAK shall provide appropriate information and mutual assistance to the national supervisory authorities of other EC Member States and ECAA Partners so as to ensure the effective application of Directive 2006/23/EC, particularly in cases involving the free movement of air traffic controllers within ECAA.

14.3 CAAK shall ensure that a data base is maintained listing the competencies of all licence holders under their responsibility and the validity dates of their endorsements. To this end, operational units within air navigation service providers shall keep records of the hours effectively worked in the sectors, group of sectors or in the working

positions for every licence holder working in the unit and shall provide this data to the CAAK on request.

14.4 The CAAK shall approve the licence holders who are entitled to act as competence examiners or competence assessors for unit and continuation training. Approval shall be valid for a renewable period of three years

14.5 The CAAK shall audit the training providers on a regular basis with a view to guaranteeing effective compliance with the standards laid down in this Regulation. In addition to the regular audit, the CAAK may make on-the-spot visits to check the effective implementation of this Regulation and compliance with the standards contained herein.

14.6 CAAK may decide to delegate in full or in part the auditing functions and inspections mentioned in paragraph 5 of this Article to recognized organizations in accordance with Article 3 of Regulation (EC) No 550/2004.

## **Article 15**

### **Mutual recognition of air traffic controller licences**

15.1 Subject to Article 8, CAAK shall recognize licences and their associated ratings, rating endorsements and language endorsements issued by the national supervisory authority of another EC Member States and ECAA Partner in accordance with the provisions of the Directive 2006/23/EC, as well as the accompanying medical certificates. However, CAAK shall recognize licences of holders who have reached the minimum age limit of 21 as envisaged in Article 5.2(a).

15.2 In cases where a licence holder exercises the privileges of the licence in the Republic of Kosovo, but was not issued by CAAK, the licence holder shall have the right to exchange his or her licence for a licence issued in the Republic of Kosovo without additional conditions being imposed.

15.3 In order to grant a unit endorsement, the CAAK shall require the applicant to fulfill the particular conditions associated with this endorsement, specifying the unit, sector or working position. When establishing the unit training plan, the training provider shall take due account of the acquired competencies and the experience of the applicant.

15.4 CAAK shall approve and give a reasoned decision on the unit training plan containing the proposed training for the applicant not later than six weeks after presentation of the evidence, without prejudice to the delay resulting from any appeal that may be made. In their decisions, the national supervisory authorities shall ensure that the principles of non-discrimination and proportionality are respected.

**Article 16**  
**Adaptation to technical or scientific progress**

CAAK shall transpose into internal legal order of the Republic of Kosovo any amendments that Commission may adopt to ratings, rating endorsements, provisions for medical certificates and the Annexes to the Directive 2006/23/EC, in accordance with the procedures referred to in this Directive.

**Article 17**  
**Penalties**

CAAK shall inflict sanctions in accordance with Law Nr. 03/L-051 on civil aviation for infringement of this Regulation. CAAK shall notify these provisions to the Commission and shall notify it without delay of any subsequent amendment affecting them.

**Article 18**  
**Entry into force**

This Regulation shall enter into force on 29 December 2008.

**Dritan Gjonbalaj**  
Director General  
Civil Aviation Authority

# ANNEX I

## SPECIFICATIONS FOR LICENCES

Licences issued by CAAK in accordance with this Regulation must conform to the following specifications:

### 1. Details

1.1 The following details must appear on the licence, an asterisk indicating those items which must be translated into English:

- a. \*name of State or Authority issuing the licence (in bold type);
- b. \*title of licence (in very bold type);
- c. serial number of the licence, in arabic numerals, given by the authority issuing the licence;
- d. name of holder in full (in roman alphabet also if script of national language is other than roman);
- e. date of birth;
- f. nationality of holder;
- g. signature of holder;
- h. \*Certification concerning validity and authorisation for holder to exercise privileges appropriate to the licence, indicating:
  - i. the ratings, rating endorsements, language endorsements, instructor endorsements and unit
  - j. endorsements,
    - i. the dates when they were first issued,
    - ii. the dates on which their validity expires;
- k. Signature of officer issuing the licence and the date of such issue;



1. Seal or stamp of authority issuing the licence.
- 1.2 The licence must be accompanied by a valid medical certificate.

## **2. Material**

2.1 First quality paper or other suitable material must be used and the items mentioned under point 1 must appear clearly thereon.

## **3. Colour**

3.1 Where the same coloured material is used for all aviation-related licences issued by CAAK, that colour must be white.

3.2 Where aviation-related licences issued by CAAK carry a distinguishing colour marking, the colour of the air traffic controller licence must be yellow.

### TRAINING REQUIREMENTS

#### Part A

##### **Initial training requirements for air traffic controllers**

The initial training will ensure that student air traffic controllers satisfy at least the objectives for basic and rating training, as described in Eurocontrol's 'Guidelines for air traffic controller Common Core Content Initial Training', edition of 10 December 2004, so that air traffic controllers are capable of handling air traffic in a safe, quick and efficient way.

Initial training will cover the following subjects: aviation law, air traffic management, including procedures for civil military cooperation, meteorology, navigation, aircraft and principles of flight, including an understanding between air traffic controller and pilot, human factors, equipment and systems, professional environment, safety and safety culture, safety management systems, unusual/emergency situations, degraded systems and linguistic knowledge, including radiotelephony phraseology.

The subjects will be taught in such a way that they prepare the applicants for the different types of air traffic services and highlight safety aspects. The initial training will consist of theoretical and practical courses, including simulation, and its duration will be determined in the approved initial training plans. Acquired skills must ensure that the candidate can be considered competent to handle complex and dense traffic situations, facilitating the transition to unit training. The competence of the candidate after initial training will be assessed through appropriate examinations or a system of continuous assessment.

#### Part B

##### **Unit training requirements for air traffic controllers**

Unit training plans will detail the processes and timing required to allow the application of the unit procedures to the local area under the supervision of an on-the-job training instructor. The approved plan will include indications of all elements of the competence assessment system, including work arrangements, progress assessment and examination, together with procedures for notifying the CAAK. Unit training may contain certain elements of the initial training which are specific to national conditions.

The duration of unit training will be determined in the unit training plan. The required skills will be assessed through appropriate examinations or a system of continuous assessment, by approved competence examiners or assessors who will be neutral and objective in their judgment. To this end, CAAK will put in place appeal mechanisms to ensure fair treatment of candidates.

## **Part C**

### **Continuation training requirements for air traffic controllers**

Rating and unit endorsements on air traffic controllers' licences will be kept valid through approved continuation training, which consists of training to maintain the skills of air traffic controllers, refresher courses, emergency training and, where appropriate, linguistic training.

Continuation training will consist of theoretical and practical courses, together with simulation. For this purpose, the training provider will establish unit competence schemes detailing the processes, manning and timing necessary to provide for the appropriate continuation training and to demonstrate competence. These schemes will be reviewed and approved at least every three years.

The duration of the continuation training will be decided in accordance with the functional needs of the air traffic controllers working in the unit, in particular in the light of changes or planned changes in procedures or equipment, or in the light of the overall safety management requirements.

The competence of each air traffic controller will be appropriately assessed every two years. The air navigation service provider will ensure that mechanisms are applied to guarantee fair treatment of licence holders where the validity of their endorsements cannot be extended.

## ANNEX III

### REQUIREMENTS FOR PROFICIENCY IN LANGUAGES

The language proficiency requirements laid down in Article 8 are applicable to the use of both phraseologies and plain language. To meet the language proficiency requirements an applicant for a licence or a licence holder will be assessed and must demonstrate compliance with at least the operational level (level four) of the language proficiency rating scale set out in this Annex.

Proficient speakers must:

- a) communicate effectively in voice-only (telephone/radiotelephone) and in face-to-face situations;
- b) communicate on common, concrete and work-related topics with accuracy and clarity;
- c) use appropriate communicative strategies to exchange messages and to recognize and resolve misunderstandings (e.g. to check, confirm or clarify information) in a general or work related context;
- d) handle successfully and with relative ease the linguistic challenges presented by a complication or unexpected turn of events that occurs within the context of a routine work situation or communicative task with which they are otherwise familiar; and
- e) use a dialect or accent which is intelligible to the aeronautical community.

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 to register.	Able to speak at length with a natural, effortless flow. Varies speech flow for stylistic effect, e.g. to emphasize a point. Uses appropriate discourse markers and connectors spontaneously.	Comprehension is consistently accurate in early 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 and/or accent) or registers.	Responses are immediate, appropriate, and informative. Manages the speaker/listener relationship effectively.

<p style="text-align: center;"><b>Operational 4</b></p>	<p>Pronunciation, stress, rhythm and intonation are influenced by the first language or regional variation but only sometimes interfere</p>	<p>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.</p>	<p>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.</p>	<p>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 not distracting.</p>	<p>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 may be slower or require clarification strategies.</p>	<p>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.</p>
<p style="text-align: center;"><b>Level</b></p>	<p><b>Pronunciation</b>  Uses a dialect and/or accent intelligible to the aeronautical community.</p>	<p><b>Structure</b>  Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task.</p>	<p><b>Vocabulary</b></p>	<p><b>Fluency</b></p>	<p><b>Comprehension</b></p>	<p><b>Interactions</b></p>

<p style="text-align: center;"><b>Pre-operational 3</b></p>	<p>Pronunciation, stress, rhythm and intonation are influenced by the first language or regional variation and frequently interfere</p>	<p>Basic grammatical structures and sentence patterns associated with predictable situations are not always well controlled. Errors frequently interfere with meaning.</p>	<p>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.</p>	<p>Produces stretches of language, but phrasing and pausing are often inappropriate. Hesitations or slowness in language processing may prevent effective communication. Fillers</p>	<p>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 events.</p>	<p>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.</p>
<p style="text-align: center;"><b>Elementary 2</b></p>	<p>Pronunciation, stress, rhythm and intonation are heavily influenced by the first language or regional variation and usually interfere with ease of understanding.</p>	<p>Shows only limited control of a few simple memorized grammatical structures and sentence patterns.</p>	<p>Limited vocabulary range consisting only of isolated words and memorized phrases.</p>	<p>Can produce very short, isolated, memorized utterances with frequent pausing and a distracting use of fillers to search for expressions and to articulate less familiar words.</p>	<p>Comprehension is limited to isolated, memorized phrases when they are carefully and slowly articulated.</p>	<p>Response time is slow, and often inappropriate. Interaction is limited to simple routine exchanges.</p>
<p style="text-align: center;"><b>Pre-elementary 1</b></p>	<p>Performs at a level below the Elementary level.</p>	<p>Performs at a level below the Elementary level.</p>	<p>Performs at a level below the Elementary level.</p>	<p>Performs at a level below the Elementary level.</p>	<p>Performs at a level below the Elementary level.</p>	<p>Performs at a level below the Elementary level.</p>

## ANNEX IV

### REQUIREMENTS TO BE ATTACHED TO CERTIFICATES AWARDED TO TRAINING PROVIDERS

Compliance with the requirements referred to in Article 13 must be demonstrated by evidence that training providers are adequately staffed and equipped and operate in an environment suitable for the provision of the training necessary to obtain or maintain student air traffic controller licences and air traffic controller licences.

In particular training providers must:

- a) have an efficient management structure and sufficient staff with adequate qualifications and experience to provide training according to the standards set out in this Regulation;
- b) have available the necessary facilities, equipment and accommodation appropriate for the type of training offered;
- c) provide the methodology they will use to establish details of the content, organization and duration of training courses, unit training plans and unit competence schemes; this will include the way examinations or assessments will be organized. For examinations related to initial training, including simulation training, the qualifications of the examiners must be indicated in detail;
- d) furnish proof of the quality management system in place to monitor compliance with and the adequacy of the systems and procedures which ensure that the training services provided satisfy the standards set out in this Regulation;
- e) demonstrate that sufficient funding is available to conduct the training according to the standards set out in this Regulation and that the activities have sufficient insurance cover in accordance with the nature of the training provided.

Certificates must specify:

- a) the national supervisory authority issuing the certificate;
- b) the applicant (name and address);
- c) the type of services which are certified;
- d) a statement of the applicant's conformity with the requirements defined in point 1; and
- e) the date of issue and the period of validity of the certificate.



# ANNEX V

## SUMARIZED MEDICAL CERTIFICATION REQUIREMENTS

### 1. Requirements

- 1) Initial Examination
- 2) Cardiovascular System
  - a) *Examination*
  - b) *Blood pressure*
  - c) *Coronary artery disease*
  - d) *Rhythm/conduction disturbances*
  - e) *General*
- 3) Respiratory System
  - a) *General*
  - b) *Disorders*
- 4) Digestive System
  - a) *General*
  - b) *Disorders*
- 5) Metabolic, Nutritional and Endocrine Diseases
- 6) Hematology
- 7) Urinary System
- 8) Sexually Transmitted Diseases and Other Infections
- 9) Gynecology and Obstetrics
- 10) Musculoskeletal Requirements
- 11) Psychiatric and Psychological Requirements
  - a) *Psychiatric requirements*
  - b) *Psychological requirements*
- 12) Neurological Requirements
- 13) Ophthalmological Requirements
- 14) Visual Requirements
- 15) Colour Perception
- 16) Otorinolaryngological System
- 17) Hearing Requirements
- 18) Dermatological Requirements

### 2. Details

The medical certificate shall contain the following information;

- 1) State of issue
- 2) Reference number

- 3) Class of certificate
  - 4) Full name
  - 5) Date of birth
  - 6) Nationality
  - 7) Date and place of initial medical examination
  - 8) Date of last electrocardiography
  - 9) Date of last audiometry
  - 10) Limitation, conditions and/or variations
  - 11) AME name, number and signature
  - 12) Date of general examination
  - 13) Date of expiry
  - 14) Signature of applicant
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