

ANNEX I

PART ATCO

REQUIREMENTS FOR THE LICENSING OF AIR TRAFFIC CONTROLLERS

SUBPART *GENERAL REQUIREMENTS*

A

**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 [F1CAA] in accordance with the procedure established by that authority.
- (b) An application for the issue of further ratings or endorsements, for the revalidation or renewal of endorsements and for the reissue of the licence shall be submitted to the [F2CAA].
- (c) The licence shall remain the property of the person to whom it is issued, unless it is revoked by the [F3CAA]. 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.

**Textual Amendments**

- F1** Word in Annex 1 point ATCO.A.005(a) substituted (31.12.2020) by [The Aviation Safety \(Amendment etc.\) \(EU Exit\) Regulations 2019 \(S.I. 2019/645\), regs. 1, 389\(2\)\(a\)](#) (with Sch. 3) (as amended by S.I. 2019/1098, regs. 1(3), 12); 2020 c. 1, Sch. 5 para. 1(1)
- F2** Word in Annex 1 point ATCO.A.005(b) substituted (31.12.2020) by [The Aviation Safety \(Amendment etc.\) \(EU Exit\) Regulations 2019 \(S.I. 2019/645\), regs. 1, 389\(2\)\(b\)](#) (with Sch. 3) (as amended by S.I. 2019/1098, regs. 1(3), 12); 2020 c. 1, Sch. 5 para. 1(1)
- F3** Word in Annex 1 point ATCO.A.005(c) substituted (31.12.2020) by [The Aviation Safety \(Amendment etc.\) \(EU Exit\) Regulations 2019 \(S.I. 2019/645\), regs. 1, 389\(2\)\(c\)](#) (with Sch. 3) (as amended by S.I. 2019/1098, regs. 1(3), 12); 2020 c. 1, Sch. 5 para. 1(1)

**ATCO.A.010** .....

**Textual Amendments**

- F4** Annex 1 point ATCO.A.010 omitted (31.12.2020) by virtue of [The Aviation Safety \(Amendment etc.\) \(EU Exit\) Regulations 2019 \(S.I. 2019/645\), regs. 1, 389\(3\)](#) (with Sch. 3) (as amended by S.I. 2019/1098, regs. 1(3), 12); 2020 c. 1, Sch. 5 para. 1(1)

**ATCO.A.015** ~~Exercise of the privileges of licences and provisional inability~~

*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

- (a) The exercise of the privileges granted by a licence shall be dependent on the validity of the ratings, endorsements and of the medical certificate.
- (b) 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.
- (c) 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.
- (d) 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 (b), to declare the provisional inability of the licence holder in accordance with point (c), to manage the operational impact of provisional inability cases and to inform the [F5CAA].
- (e) The procedures referred to in point (d) shall be included in the unit competence scheme according to ATCO.B.025(a)(13).

#### Textual Amendments

- F5** Word in Annex 1 point ATCO.A.015(d) substituted (31.12.2020) by The Aviation Safety (Amendment etc.) (EU Exit) Regulations 2019 (S.I. 2019/645), regs. 1, 389(4) (with Sch. 3) (as amended by S.I. 2019/1098, regs. 1(3), 12); 2020 c. 1, Sch. 5 para. 1(1)

#### ATCO.A.020 Location and suspension of licences, ratings and endorsements

- (a) Licences, ratings and endorsements may be suspended or revoked by the [F6CAA] 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 [F7CAA] according to the administrative procedures established by that authority.
- (c) With the issue of the air traffic controller licence the student air traffic controller licence is revoked and shall be returned to the [F8CAA].

#### Textual Amendments

- F6** Word in Annex 1 point ATCO.A.020(a) substituted (31.12.2020) by The Aviation Safety (Amendment etc.) (EU Exit) Regulations 2019 (S.I. 2019/645), regs. 1, 389(5)(a) (with Sch. 3) (as amended by S.I. 2019/1098, regs. 1(3), 12); 2020 c. 1, Sch. 5 para. 1(1)
- F7** Word in Annex 1 substituted (31.12.2020) by The Aviation Safety (Amendment etc.) (EU Exit) Regulations 2019 (S.I. 2019/645), regs. 1, 389(5)(a) (with Sch. 3) (as amended by S.I. 2019/1098, regs. 1(3), 12); 2020 c. 1, Sch. 5 para. 1(1)
- F8** Word in Annex 1 point ATCO.A.020(c) substituted (31.12.2020) by The Aviation Safety (Amendment etc.) (EU Exit) Regulations 2019 (S.I. 2019/645), regs. 1, 389(5)(b) (with Sch. 3) (as amended by S.I. 2019/1098, regs. 1(3), 12); 2020 c. 1, Sch. 5 para. 1(1)

## **SUBPARLICENCES, RATINGS AND ENDORSEMENTS**

### **B**

#### **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 rating endorsement(s).
- (b) Applicants for the issue of a student air traffic controller licence shall:
  - (1) be at least 18 years old;
  - (2) 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;
  - (3) hold a valid medical certificate;
  - (4) 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 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 one year from the date of its issue or has interrupted exercising those privileges for a period of more than one year may only start or continue unit training in that rating after an assessment of his/her previous competence, conducted by a training organisation satisfying the requirements laid down in Annex III (Part ATCO.OR) and certified to provide initial training relevant to the rating, as to whether he/she continues to satisfy the requirements relevant to that rating, and after satisfying any training requirements resulting from this assessment.

#### **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 medical certificate;
  - (4) have demonstrated an adequate level of language proficiency in accordance with the requirements set out in ATCO.B.030.

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*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

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- (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 one year from the date of its issue may only start unit training in that rating after an assessment of his/her previous competence, conducted by a training organisation satisfying the requirements laid down in Annex III (Part ATCO.OR) and certified to provide initial training relevant to the rating, as to whether he/she continues to satisfy the requirements relevant to that rating, and after satisfying any training requirements resulting from this assessment.

#### **ATCO.B.010 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 Visual (ADV) rating, indicating that the licence holder is competent to provide an air traffic control service to aerodrome traffic at an aerodrome that has no published instrument approach or departure procedures;
  - (2) the Aerodrome Control Instrument (ADI) rating, indicating that the licence holder is competent to provide an air traffic control service to aerodrome traffic at an aerodrome that has published instrument approach or departure procedures and shall be accompanied by at least one of the rating endorsements described in ATCO.B.015(a);
  - (3) 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;
  - (4) 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;
  - (5) 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;
  - (6) 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 four or more immediately preceding consecutive years may only start unit training in that rating after assessment of previous competence, conducted by a training organisation satisfying the requirements laid down in Annex III (Part ATCO.OR) and certified to provide training relevant to the rating, as to whether the person concerned continues to satisfy the conditions of that rating, and after satisfying any training requirements resulting from this assessment.

#### **ATCO.B.015 rating endorsements**

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

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- (1) the Air Control (AIR) endorsement, indicating that the licence holder is competent to provide air control to traffic flying in the vicinity of an aerodrome and on the runway;
  - (2) the Ground Movement Control (GMC) endorsement, indicating that the licence holder is competent to provide ground movement control;
  - (3) the Tower Control (TWR) endorsement, indicating that the licence holder is competent to provide aerodrome control service. The TWR endorsement includes the privileges of the AIR and GMC endorsements;
  - (4) the Ground Movement Surveillance (GMS) endorsement, granted in addition to the Ground Movement Control endorsement or Tower Control endorsement, indicating that the licence holder is competent to provide ground movement control with the help of aerodrome surface movement guidance systems;
  - (5) the Aerodrome Radar Control (RAD) endorsement, granted in addition to the Air Control endorsement or Tower Control endorsement, indicating that the licence holder is competent to provide aerodrome control with the help of surveillance radar equipment.
- (b) The Approach Control Surveillance (APS) rating may bear one or more of the following endorsements:
- (1) the Precision Approach Radar (PAR) endorsement, indicating that the 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;
  - (3) the Terminal Control (TCL) endorsement, indicating that the licence holder is competent to provide air traffic control services with the use of any surveillance equipment to aircraft operating in a specified terminal area and/or adjacent sectors.
- (c) The Area Control Procedural (ACP) rating may bear the Oceanic Control (OCN) endorsement, indicating that the holder of the licence is competent to provide air traffic control services to aircraft operating in an Oceanic Control Area.
- (d) The Area Control Surveillance (ACS) rating may bear one of the following endorsements:
- (1) the Terminal Control (TCL) endorsement, indicating that the licence 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;
  - (2) the Oceanic Control (OCN) endorsement, indicating that the licence holder is competent to provide air traffic control services to aircraft operating in an Oceanic Control Area.

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### ATCO.B.020 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) <sup>F9</sup> ...
- (d) For air traffic controllers providing air traffic control services to aircraft carrying out flight tests, the [<sup>F10</sup>CAA] may, in addition to the requirements set out in point (b), set out additional requirements to be met.
- (e) Unit endorsements shall be valid for a period defined in the unit competence scheme. This period shall not exceed three years.
- (f) 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.
- (g) 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 three months prior to the expiry date of the unit endorsement.
- (h) Unit endorsements shall be revalidated, provided that the requirements set out in point (g) are met, within the 3-month period immediately preceding their expiry date. In such cases the validity period shall be counted from that expiry date.
- (i) If the unit endorsement is revalidated before the period provided for in point (h), its validity period shall start not later than 30 days from the date on which the assessment has been successfully completed, provided that the requirements in point (g)(1) and (2) are also met.
- (j) If the validity of a unit endorsement expires, the 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.

#### Textual Amendments

- F9** Annex 1 point ATCO.B.020(c) omitted (31.12.2020) by virtue of [The Aviation Safety \(Amendment etc.\) \(EU Exit\) Regulations 2019 \(S.I. 2019/645\)](#), regs. 1, **390(2)(a)** (with Sch. 3) (as amended by [S.I. 2019/1098](#), regs. 1(3), 12); 2020 c. 1, Sch. 5 para. 1(1)

**F10** Word in Annex 1 point ATCO.B.020(d) substituted (31.12.2020) by The Aviation Safety (Amendment etc.) (EU Exit) Regulations 2019 (S.I. 2019/645), regs. 1, 390(2)(b) (with Sch. 3) (as amended by S.I. 2019/1098, regs. 1(3), 12); 2020 c. 1, Sch. 5 para. 1(1)

### **ATCO.B.025 competence scheme**

- (a) Unit competence schemes shall be established by the air navigation service provider and approved by the [F11CAA]. It shall include at least the following elements:
- (1) the validity of the unit endorsement in accordance with ATCO.B.020(e);
  - (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 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(g)(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) procedure to ensure that practical instructors have practised instructional techniques in the procedures in which it is intended to provide instruction 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 [F11CAA] in accordance with ATCO.A.015(d);
  - (14) identification of records to be kept specific to continuation training and assessments, in accordance with ATCO.AR.B.015;

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- (15) process and reasons for reviewing and amending the unit competence scheme and its submission to the [F11CAA]. The review of the unit competence scheme shall take place at least once every three years.
- (b) In order to comply with the requirement set out in point (a)(3), air navigation service providers shall keep records of the hours, during which each licence holder exercises the privileges of his/her unit endorsement working in sectors, group of sectors and/or working positions in the ATC unit and shall provide that data to the [F12CAA] and to the licence holder upon request.
- (c) When establishing the procedures referred to in point (a)(4) and (13) air navigation service providers shall ensure that mechanisms are applied to guarantee fair treatment of licence holders where the validity of their endorsements cannot be extended.

#### Textual Amendments

- F11** Word in Annex 1 point ATCO.B.025(a) substituted (31.12.2020) by The Aviation Safety (Amendment etc.) (EU Exit) Regulations 2019 (S.I. 2019/645), regs. 1, 390(3)(a) (with Sch. 3) (as amended by S.I. 2019/1098, regs. 1(3), 12); 2020 c. 1, Sch. 5 para. 1(1)
- F12** Word in Annex 1 point ATCO.B.025(b) substituted (31.12.2020) by The Aviation Safety (Amendment etc.) (EU Exit) Regulations 2019 (S.I. 2019/645), regs. 1, 390(3)(b) (with Sch. 3) (as amended by S.I. 2019/1098, regs. 1(3), 12); 2020 c. 1, Sch. 5 para. 1(1)

#### ATCO.B.025 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 <sup>F13</sup>.... The language proficiency endorsement shall indicate the language(s), the level(s) of proficiency and the expiry date(s).
- (b) The language proficiency level shall be determined in accordance with the rating scale set out in Appendix 1 of Annex I.
- (c) The applicant for any 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.



*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

- (d) Notwithstanding point (c), extended level (level five) of the language proficiency rating scale set out in Appendix 1 of Annex I may be required by the air navigation service provider, where the operational circumstances of the particular rating or endorsement warrant a higher level of language proficiency for imperative reasons of safety. Such a requirement shall be non-discriminatory, proportionate, transparent, and objectively justified by the air navigation service provider wishing to apply the higher level of proficiency and shall be approved by the [F14CAA].
- (e) Language proficiency shall be demonstrated by a certificate attesting the result of the assessment.

#### Textual Amendments

- F13** Words in Annex 1 point ATCO.B.030(a) omitted (31.12.2020) by virtue of The Aviation Safety (Amendment etc.) (EU Exit) Regulations 2019 (S.I. 2019/645), regs. 1, 390(4)(a) (with Sch. 3) (as amended by S.I. 2019/1098, regs. 1(3), 12); 2020 c. 1, Sch. 5 para. 1(1)
- F14** Word in Annex 1 point ATCO.B.030(d) substituted (31.12.2020) by The Aviation Safety (Amendment etc.) (EU Exit) Regulations 2019 (S.I. 2019/645), regs. 1, 390(4)(b) (with Sch. 3) (as amended by S.I. 2019/1098, regs. 1(3), 12); 2020 c. 1, Sch. 5 para. 1(1)

#### ATCO.B.030 Validity of language proficiency endorsement

- (a) The validity of the 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):
    - (i) nine years from the date of assessment, for the English language;
    - (ii) unlimited, for any other language(s) referred to in ATCO.B.030(a).
- (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) Language proficiency endorsements shall be revalidated following successful completion of the language proficiency assessment taking place within three months immediately preceding their expiry date. In such cases the new validity period shall be counted from that expiry date.
- (d) If the language proficiency endorsement is revalidated before the period provided for in point (c), its validity period shall start not later than 30 days from the date on which the language proficiency assessment has been successfully completed.
- (e) When the validity of a language proficiency endorsement expires, the 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 [F15CAA], which shall contain:

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- (1) the process by which an assessment is done;
  - (2) the qualification of the assessors;
  - (3) the appeals procedure.
- (b) Language assessment bodies shall comply with the requirements established by the [F16CAA] according to ATCO.AR.A.010.

#### Textual Amendments

- F15** Word in Annex 1 point ATCO.B.040(a) substituted (31.12.2020) by The Aviation Safety (Amendment etc.) (EU Exit) Regulations 2019 (S.I. 2019/645), regs. 1, **390(5)(a)** (with Sch. 3) (as amended by S.I. 2019/1098, regs. 1(3), 12); 2020 c. 1, Sch. 5 para. 1(1)
- F16** Word in Annex 1 point ATCO.B.040(b) substituted (31.12.2020) by The Aviation Safety (Amendment etc.) (EU Exit) Regulations 2019 (S.I. 2019/645), regs. 1, **390(5)(b)** (with Sch. 3) (as amended by S.I. 2019/1098, regs. 1(3), 12); 2020 c. 1, Sch. 5 para. 1(1)

#### 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.

#### SUBPARREQUIREMENTS FOR INSTRUCTORS AND ASSESSORS

C

#### SECTION I

#### Instructors

#### ATCO.C.010 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.015 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.

*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

### **ATCO.C.010 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 [F17CAA] when requested by the training organisation.

#### **Textual Amendments**

**F17** Word in Annex 1 Subpart C substituted (31.12.2020) by The Aviation Safety (Amendment etc.) (EU Exit) Regulations 2019 (S.I. 2019/645), regs. 1, 391 (with Sch. 3) (as amended by S.I. 2019/1098, regs. 1(3), 12); 2020 c. 1, Sch. 5 para. 1(1)

### **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 two years immediately preceding the application. This period can be shortened to not less than one year by the [F17CAA] when requested by the training organisation; and
- (c) within the year preceding the application, have successfully completed a practical instructional techniques course during which the required knowledge and pedagogical skills are taught and have been appropriately assessed.

### **ATCO.C.020 Validity of on-the-job training instructor endorsement**

- (a) The OJTI endorsement shall be valid for a period of three years.
- (b) The OJTI endorsement may be revalidated by successfully completing refresher training on practical instructional skills during its validity period, provided that the requirements of ATCO.C.015(a) and (b) are met.
- (c) If the OJTI endorsement has expired, it may be renewed by:
  - (1) receiving refresher training on practical instructional skills; and
  - (2) successfully passing a practical instructor competence assessment;within the year preceding the application for renewal, provided that the requirements of ATCO.C.015(a) and (b) are met.

*Changes to legislation: There are currently no known outstanding effects for the  
 Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

- (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 requirements of ATCO.C.015(a) and (b) are 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 authorisation**

- (a) When compliance with the requirements provided for in ATCO.C.010(b)(2) is not possible, the [F17CAA] 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/she shall hold or have held the relevant unit endorsement.
- (b) Holders of an STDI endorsement shall only exercise the privileges of the endorsement if they have:
  - (1) at least two years' experience in the rating they will instruct in;
  - (2) demonstrated knowledge of current operational practices;
  - (3) practised instructional techniques in those procedures in which it is intended to provide instruction.
- (c) Notwithstanding point (b)(1)
  - (1) for the purpose of basic training any rating held is appropriate;
  - (2) for the purpose of rating training, training may be provided for specific and selected operational tasks by an STDI holding a rating that is relevant for that specific and selected operational task.

#### **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 two years; and

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

#### **ATCO.C.045 Validity of synthetic training device instructor endorsement**

- (a) The STDI endorsement shall be valid for a period of three years.
- (b) The STDI endorsement may be revalidated by successfully completing refresher training on practical instructional skills and on current operational practices during its validity period.
- (c) If the STDI endorsement has expired, it may be renewed by:
  - (1) receiving refresher training on practical instructional skills and on current operational practices; and
  - (2) successfully passing a practical instructor competence assessment;within the year preceding the application for renewal.
- (d) In the case of first issue and renewal the period of validity of the STDI endorsement shall start not later than 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/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) and ATCO.B.010(b);
  - (3) of student air traffic controllers for the issue of a unit endorsement and rating endorsements, if applicable;
  - (4) of air traffic controllers for the issue of a unit endorsement and rating endorsements, if applicable, as well as for revalidation and renewal of a unit endorsement;
  - (5) of applicant practical instructors or applicant assessors when compliance with the requirements of point (d)(2) to (4) is ensured.
- (c) Holders of an assessor endorsement shall only exercise the privileges of the endorsement if they have:
  - (1) at least two years' experience in the rating and rating endorsement(s) they will assess in; and

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- (2) demonstrated knowledge of current operational practices.
- (d) In addition to the requirements set out in point (c), holders of an assessor endorsement shall only exercise the privileges of the endorsement:
- (1) for assessments leading to the issue, revalidation and renewal of a unit endorsement, if they also hold the unit endorsement associated with the assessment for an immediately preceding period of at least one year;
  - (2) for assessing the competence of an applicant for the issue or renewal of an STDI endorsement, if they hold an STDI or OJTI endorsement and have exercised the privileges of that endorsement for at least three years;
  - (3) for assessing the competence of an applicant for the issue or renewal of an OJTI endorsement, if they hold an OJTI endorsement and have exercised the privileges of that endorsement for at least three years;
  - (4) for assessing the competence of an applicant for the issue or renewal of an assessor endorsement, if they have exercised the privileges of the assessor endorsement for at least three years.
- (e) When assessing for the purpose of issue and renewal of a unit endorsement, and for ensuring supervision on the operational working position, the assessor shall also hold an OJTI endorsement, or an OJTI holding the valid unit endorsement associated with the assessment shall be present.

#### **ATCO.C.050 Conflicts of interests**

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

#### **ATCO.C.051 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 two years; and
- (b) within the year preceding the application have successfully completed an assessor course during which the required knowledge and skills are taught using theoretical and practical methods, and have been appropriately assessed.

#### **ATCO.C.052 Validity of assessor endorsement**

- (a) The assessor endorsement shall be valid for a period of three years.
- (b) The assessor endorsement may be revalidated by successfully completing refresher training on assessment skills and on current operational practices during its validity period.
- (c) If the assessor endorsement has expired, it may be renewed by:
  - (1) receiving refresher training on assessment skills and on current operational practices; and
  - (2) successfully passing an assessor competence assessment;
 within the year preceding the application for renewal.

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- (d) 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.055 Temporary assessor authorisation**

- (a) When the requirement provided for in ATCO.C.045 (d)(1) cannot be met, the [F17CAA] may authorise 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 [F17CAA] but shall not exceed the validity of the assessor endorsement issued in accordance with ATCO.C.055.
- (d) For issuing a temporary assessor authorisation for the reasons referred to in points (b) and (c) the [F17CAA] may require a safety analysis to be presented by the air navigation service provider.

### **SUBPART AIR TRAFFIC CONTROLLER TRAINING**

D

#### *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) : theoretical and practical training designed to impart fundamental knowledge and practical skills related to basic operational procedures;

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- (ii) : 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.D010 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



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- (2) rating training, comprising the subjects, topics and subtopics of at least one of the following:
- (i) Aerodrome Control Visual Rating — ADV, defined in Appendix 3 of Annex I;
  - (ii) Aerodrome Control Instrument Rating for Tower — ADI (TWR), defined in Appendix 4 of Annex I;
  - (iii) Approach Control Procedural Rating — APP, defined in Appendix 5 of Annex I;
  - (iv) Area Control Procedural Rating — ACP, defined in Appendix 6 of Annex I;
  - (v) Approach Control Surveillance Rating — APS, defined in Appendix 7 of Annex I;
  - (vi) Area Control Surveillance Rating — ACS, defined in Appendix 8 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 other than ATCO.B.015(a)(3) 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 Functional Airspace Block (FAB) or to the national environment.

### **ATCO.D.010 Initial training plan**

An initial training plan shall be established by the training organisation and approved by the [F18CAA]. It shall contain at least:

#### **Textual Amendments**

**F18** Word in Annex 1 Subpart D substituted (31.12.2020) by [The Aviation Safety \(Amendment etc.\) \(EU Exit\) Regulations 2019 \(S.I. 2019/645\)](#), regs. 1, **392** (with [Sch. 3](#)) (as amended by [S.I. 2019/1098](#), regs. 1(3), **12**); 2020 c. 1, [Sch. 5 para. 1\(1\)](#)

- (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);

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- (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 [F18CAA]. 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 [F18CAA].
- (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 an applicant 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 an applicant who consistently demonstrates the required performance as listed in ATCO.D.030 and shows the behaviour required for safe operations within 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;

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- (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.040 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 operations within 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 the Aerodrome Control Visual (ADV) and Aerodrome Control Instrument (ADI) rating shall ensure that applicants:
  - (1) manage the workload and provide air traffic services within a defined aerodrome area of responsibility; and

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

### SECTION 3

#### *Unit training requirements*

##### **ATCO.D.060 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 [F18CAA].
- (c) Unit training shall include training in:
  - (1) operational procedures;
  - (2) task-specific aspects;

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(3) abnormal and emergency situations; and

(4) human factors.

#### **ATCO.D.050 prerequisites of unit training**

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

- (a) a student air traffic controller licence with the appropriate rating and, if applicable, rating endorsement; or
- (b) an air traffic controller licence with the appropriate rating and, if applicable, rating endorsement;

provided that the requirements set out in ATCO.B.001(d) and ATCO.B.010(b) are met.

#### **ATCO.D.055 training plan**

- (a) A unit training plan shall be established by the training organisation for each ATC unit and shall be approved by the [<sup>F18</sup>CAA].
- (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;

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- (15) process and reasons for reviewing and amending the unit training plan and its submission to the [F18CAA]. The review of the unit training plan shall take place at least once every three years.

#### **ATCO.D.060 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 other than ATCO.B.015(a)(3) shall consist of subjects, subject objectives, topics and subtopics developed by the training organisation and approved as part of the training course.
- (f) Unit endorsement courses undertaken following an exchange of a licence shall be adapted to include elements of initial training that are specific to the Functional Airspace Block or 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**

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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.085 Refresher training**

- (a) Refresher training course(s) shall be developed and provided by training organisations and approved by the [<sup>F18</sup>CAA].
- (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 [<sup>F18</sup>CAA].
- (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 and assessors*

#### **ATCO.D.100 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;

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- (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 [<sup>F18</sup>CAA].

#### **ATCO.D.05 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 [<sup>F18</sup>CAA].



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## Appendix 1 of Annex I

**LANGUAGE PROFICIENCY RATING SCALE —  
REQUIREMENTS FOR PROFICIENCY IN LANGUAGES**

## Language proficiency rating scale: expert, extended and operational levels

Level	Pronunciation a dialect and/or accent intelligible to the aeronautical community	Structure grammatical structures and sentence patterns are determined by language functions appropriate to the task	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 speech flow. Varies 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,	Basic grammatical structures and sentence patterns are consistently well controlled. Complex	Vocabulary range and accuracy are sufficient to communicate effectively on common, concrete,	Able to speak at length with relative ease on familiar topics, but may not vary speech flow as a	Comprehension is accurate on common, concrete, and work-related topics and mostly accurate	Responses are immediate, appropriate, and informative. Manages the speaker/listener

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	rarely interfere with ease of understanding	structures are attempted but with errors which sometimes interfere with meaning.	and work-related topics. Paraphrases consistently and successfully. Vocabulary is sometimes idiomatic.	stylistic device. Can make use of appropriate discourse markers or connectors.	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.	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	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	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.

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				are not distracting.	clarification strategies.
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### Language proficiency rating scale: pre-operational, elementary and pre-elementary levels

Level	Pronunciation a dialect and/or accent intelligible to the aeronautical community	Structure grammatical structures and sentence patterns are determined by language functions appropriate to the task	Vocabulary	Fluency	Comprehension	Interactions
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 events.	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	Shows only limited control of a few simple memorised grammatical	Limited vocabulary range consisting only of isolated	Can produce very short, isolated, memorised utterances	Comprehension is limited to isolated, memorised phrases when	Response time is slow, and often inappropriate. Interaction



## Appendix 2 of Annex I

### **BASIC** (Reference: Annex I — Part ATCO Subpart D, Section 2, ATCO.D.010(a)(1)) **TRAINING**

#### **SUBJECT INTRODUCTION TO THE COURSE**

##### **1:**

#### TOPIC COURSE MANAGEMENT

##### INTRB

##### 1 —

##### Subtopic Course introduction

##### INTRB

##### 1.1 —

##### Subtopic Course administration

##### INTRB

##### 1.2 —

##### Subtopic Study material and training documentation

##### INTRB

##### 1.3 —

#### TOPIC INTRODUCTION TO THE ATC TRAINING COURSE

##### INTRB

##### 2 —

##### Subtopic Course content and organisation

##### INTRB

##### 2.1 —

##### Subtopic Training ethos

##### INTRB

##### 2.2 —

##### Subtopic Assessment process

##### INTRB

##### 2.3 —

#### TOPIC INTRODUCTION TO THE ATCO'S FUTURE

##### INTRB

##### 3 —

##### Subtopic Job prospect

##### INTRB

##### 3.1 —

#### **SUBJECT AVIATION LAW**

##### **2:**

#### TOPIC INTRODUCTION TO AVIATION LAW

##### LAWB

##### 1 —

##### Subtopic Relevance of aviation law

##### LAWB

##### 1.1 —

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**Changes to legislation:** There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)

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## TOPIC INTERNATIONAL ORGANISATIONS

LAWB

2 —

### Subtopic ICAO

LAWB

2.1 —

### Subtopic European and other agencies

LAWB

2.2 —

### Subtopic Aviation associations

LAWB

2.3 —

## TOPIC NATIONAL ORGANISATIONS

LAWB

3 —

### Subtopic Purpose and function

LAWB

3.1 —

### Subtopic National legislative procedures

LAWB

3.2 —

### Subtopic Competent authority

LAWB

3.3 —

### Subtopic National aviation associations

LAWB

3.4 —

## TOPIC ATS SAFETY MANAGEMENT

LAWB

4 —

### Subtopic Safety regulation

LAWB

4.1 —

### Subtopic Safety management system

LAWB

4.2 —

## TOPIC RULES AND REGULATIONS

LAWB

5 —

### Subtopic Units of measurement

LAWB

5.1 —

Subtopic ATCO licensing/certification

LAWB

5.2 —

Subtopic Overview of ANS and ATS

LAWB

5.3 —

Subtopic Rules of the air

LAWB

5.4 —

Subtopic Airspace and ATS routes

LAWB

5.5 —

Subtopic Flight plan

LAWB

5.6 —

Subtopic Aerodromes

LAWB

5.7 —

Subtopic Holding procedures for IFR flights

LAWB

5.8 —

Subtopic Holding procedures for VFR flights

LAWB

5.9 —

**SUBJECT AIR TRAFFIC MANAGEMENT**

**3:**

TOPIC AIR TRAFFIC MANAGEMENT

ATMB

1 —

Subtopic Application of units of measurement

ATMB

1.1 —

Subtopic Air traffic control (ATC) service

ATMB

1.2 —

Subtopic Flight information service (FIS)

ATMB

1.3 —

Subtopic Alerting service

ATMB

1.4 —

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**Changes to legislation:** There are currently no known outstanding effects for the  
Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)

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Subtopic Air traffic advisory service

ATMB

1.5 —

Subtopic ATS system capacity and air traffic flow management

ATMB

1.6 —

Subtopic Airspace management (ASM)

ATMB

1.7 —

TOPIC ALTIMETRY AND LEVEL ALLOCATION

ATMB

2 —

Subtopic Altimetry

ATMB

2.1 —

Subtopic Transition level

ATMB

2.2 —

Subtopic Level allocation

ATMB

2.3 —

TOPIC RADIOTELEPHONY (RTF)

ATMB

3 —

Subtopic RTF general operating procedures

ATMB

3.1 —

TOPIC ATC CLEARANCES AND ATC INSTRUCTIONS

ATMB

4 —

Subtopic Type and content of ATC clearances

ATMB

4.1 —

Subtopic ATC instructions

ATMB

4.2 —

TOPIC COORDINATION

ATMB

5 —

Subtopic Principles, types and content of coordination

ATMB

5.1 —



Subtopic Necessity for coordination

ATMB

5.2 —

Subtopic Means of coordination

ATMB

5.3 —

TOPIC DATA DISPLAY

ATMB

6 —

Subtopic Data extraction

ATMB

6.1 —

Subtopic Data management

ATMB

6.2 —

TOPIC SEPARATIONS

ATMB

7 —

Subtopic Vertical separation and procedures

ATMB

7.1 —

Subtopic Horizontal separation and procedures

ATMB

7.2 —

Subtopic Visual separation

ATMB

7.3 —

Subtopic Aerodrome separation and procedures

ATMB

7.4 —

Subtopic Separation based on ATS surveillance systems

ATMB

7.5 —

Subtopic Wake turbulence separation

ATMB

7.6 —

TOPIC AIRBORNE COLLISION AVOIDANCE SYSTEMS AND GROUND-BASED SAFETY NETS

8 —

Subtopic Airborne collision avoidance systems

ATMB

8.1 —

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*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

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Subtopic Ground-based safety nets

ATMB

8.2 —

TOPIC BASIC PRACTICAL SKILLS

ATMB

9 —

Subtopic Traffic management process

ATMB

9.1 —

Subtopic Basic practical skills applicable to all ratings

ATMB

9.2 —

Subtopic Basic practical skills applicable to aerodrome

ATMB

9.3 —

Subtopic Basic practical skills applicable to surveillance

ATMB

9.4 —

**SUBJECT METEOROLOGY**

**4:**

TOPIC INTRODUCTION TO METEOROLOGY

METB

1 —

Subtopic Application of units of measurement

METB

1.1 —

Subtopic Aviation and meteorology

METB

1.2 —

Subtopic Organisation of meteorological service

METB

1.3 —

TOPIC ATMOSPHERE

METB

2 —

Subtopic Composition and structure

METB

2.1 —

Subtopic Standard atmosphere

METB

2.2 —

Subtopic Heat and temperature

METB

2.3 —

Subtopic Water in the atmosphere

METB

2.4 —

Subtopic Air pressure

METB

2.5 —

TOPIC ATMOSPHERIC CIRCULATION

METB

3 —

Subtopic General air circulation

METB

3.1 —

Subtopic Air masses and frontal systems

METB

3.2 —

Subtopic Mesoscale systems

METB

3.3 —

Subtopic Wind

METB

3.4 —

TOPIC METEOROLOGICAL PHENOMENA

METB

4 —

Subtopic Clouds

METB

4.1 —

Subtopic Types of precipitation

METB

4.2 —

Subtopic Visibility

METB

4.3 —

Subtopic Meteorological hazards

METB

4.4 —

TOPIC METEOROLOGICAL INFORMATION FOR AVIATION

METB

5 —

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*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

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Subtopic Messages and reports

METB

5.1 —

## **SUBJECT NAVIGATION**

**5:**

TOPIC INTRODUCTION TO NAVIGATION

NAVB

1 —

Subtopic Application of units of measurement

NAVB

1.1 —

Subtopic Purpose and use of navigation

NAVB

1.2 —

TOPIC THE EARTH

NAVB

2 —

Subtopic Place and movement of the Earth

NAVB

2.1 —

Subtopic System of coordinates, direction and distance

NAVB

2.2 —

Subtopic Magnetism

NAVB

2.3 —

TOPIC MAPS AND AERONAUTICAL CHARTS

NAVB

3 —

Subtopic Map making and projections

NAVB

3.1 —

Subtopic Maps and charts used in aviation

NAVB

3.2 —

TOPIC NAVIGATIONAL BASICS

NAVB

4 —

Subtopic Influence of wind

NAVB

4.1 —

Subtopic Speed

NAVB

4.2 —

Subtopic Visual navigation

NAVB

4.3 —

Subtopic Navigational aspects of flight planning

NAVB

4.4 —

TOPIC INSTRUMENT NAVIGATION

NAVB

5 —

Subtopic Ground-based systems

NAVB

5.1 —

Subtopic Inertial navigation systems

NAVB

5.2 —

Subtopic Satellite-based systems

NAVB

5.3 —

Subtopic Instrument approach procedures

NAVB

5.4 —

TOPIC PERFORMANCE BASED NAVIGATION

NAVB

6 —

Subtopic Principles and benefits of area navigation

NAVB

6.1 —

Subtopic Introduction to PBN

NAVB

6.2 —

Subtopic PBN applications

NAVB

6.3 —

TOPIC DEVELOPMENTS IN NAVIGATION

NAVB

7 —

Subtopic Future developments

NAVB

7.1 —

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*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

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## **SUBJECT AIRCRAFT**

### **6:**

#### TOPIC INTRODUCTION TO AIRCRAFT

ACFTB

1 —

##### Subtopic Application of units of measurement

ACFTB

1.1 —

##### Subtopic Aviation and aircraft

ACFTB

1.2 —

#### TOPIC PRINCIPLES OF FLIGHT

ACFTB

2 —

##### Subtopic Forces acting on aircraft

ACFTB

2.1 —

##### Subtopic Structural components and control of an aircraft

ACFTB

2.2 —

##### Subtopic Flight envelope

ACFTB

2.3 —

#### TOPIC AIRCRAFT CATEGORIES

ACFTB

3 —

##### Subtopic Aircraft categories

ACFTB

3.1 —

##### Subtopic Wake turbulence categories

ACFTB

3.2 —

##### Subtopic ICAO approach categories

ACFTB

3.3 —

##### Subtopic Environmental categories

ACFTB

3.4 —

#### TOPIC AIRCRAFT DATA

ACFTB

4 —

Subtopic Recognition

ACFTB

4.1 —

Subtopic Performance data

ACFTB

4.2 —

TOPIC AIRCRAFT ENGINES

ACFTB

5 —

Subtopic Piston engines

ACFTB

5.1 —

Subtopic Jet engines

ACFTB

5.2 —

Subtopic Turboprop engines

ACFTB

5.3 —

Subtopic Aviation fuels

ACFTB

5.4 —

TOPIC AIRCRAFT SYSTEMS AND INSTRUMENTS

ACFTB

6 —

Subtopic Flight instruments

ACFTB

6.1 —

Subtopic Navigational instruments

ACFTB

6.2 —

Subtopic Engine instruments

ACFTB

6.3 —

Subtopic Aircraft systems

ACFTB

6.4 —

TOPIC FACTORS AFFECTING AIRCRAFT PERFORMANCE

ACFTB

7 —

Subtopic Take-off factors

ACFTB

7.1 —

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*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

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Subtopic Climb factors

ACFTB

7.2 —

Subtopic Cruise factors

ACFTB

7.3 —

Subtopic Descent and initial approach factors

ACFTB

7.4 —

Subtopic Final approach and landing factors

ACFTB

7.5 —

Subtopic Economic factors

ACFTB

7.6 —

Subtopic Environmental factors

ACFTB

7.7 —

## **SUBJECT HUMAN FACTORS**

7:

TOPIC INTRODUCTION TO HUMAN FACTORS

HUMB

1 —

Subtopic Learning techniques

HUMB

1.1 —

Subtopic Relevance of human factors for ATC

HUMB

1.2 —

Subtopic Human factors and ATC

HUMB

1.3 —

TOPIC HUMAN PERFORMANCE

HUMB

2 —

Subtopic Individual behaviour

HUMB

2.1 —

Subtopic Safety culture and professional conduct

HUMB

2.2 —



Subtopic Health and well-being

HUMB

2.3 —

Subtopic Teamwork

HUMB

2.4 —

Subtopic Basic needs of people at work

HUMB

2.5 —

Subtopic Stress

HUMB

2.6 —

TOPIC HUMAN ERROR

HUMB

3 —

Subtopic Dangers of error

HUMB

3.1 —

Subtopic Definition of human error

HUMB

3.2 —

Subtopic Classification of human error

HUMB

3.3 —

Subtopic Risk analysis and risk management

HUMB

3.4 —

TOPIC COMMUNICATION

HUMB

4 —

Subtopic Importance of good communications in ATC

HUMB

4.1 —

Subtopic Communication process

HUMB

4.2 —

Subtopic Communication modes

HUMB

4.3 —

TOPIC THE WORK ENVIRONMENT

HUMB

5 —

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*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

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Subtopic Ergonomics and the need for good design

HUMB

5.1 —

Subtopic Equipment and tools

HUMB

5.2 —

Subtopic Automation

HUMB

5.3 —

## **SUBJECT EQUIPMENT AND SYSTEMS**

**8:**

TOPIC ATC EQUIPMENT

EQPSB

1 —

Subtopic Main types of ATC equipment

EQPSB

1.1 —

TOPIC RADIO

EQPSB

2 —

Subtopic Radio theory

EQPSB

2.1 —

Subtopic Direction finding

EQPSB

2.2 —

TOPIC COMMUNICATION EQUIPMENT

EQPSB

3 —

Subtopic Radio communications

EQPSB

3.1 —

Subtopic Voice communication between ATS units/positions

EQPSB

3.2 —

Subtopic Data link communications

EQPSB

3.3 —

Subtopic Airline communications

EQPSB

3.4 —

## TOPIC INTRODUCTION TO SURVEILLANCE

EQPSB

4 —

### Subtopic Surveillance concept in ATS

EQPSB

4.1 —

## TOPIC RADAR

EQPSB

5 —

### Subtopic Principles of radar

EQPSB

5.1 —

### Subtopic Primary radar

EQPSB

5.2 —

### Subtopic Secondary radar

EQPSB

5.3 —

### Subtopic Use of radars

EQPSB

5.4 —

### Subtopic Mode S

EQPSB

5.5 —

## TOPIC AUTOMATIC DEPENDENT SURVEILLANCE

EQPSB

6 —

### Subtopic Principles of automatic dependent surveillance

EQPSB

6.1 —

### Subtopic Use of automatic dependent surveillance

EQPSB

6.2 —

## TOPIC MULTILATERATION

EQPSB

7 —

### Subtopic Principles of multilateration

EQPSB

7.1 —

### Subtopic Use of multilateration

EQPSB

7.2 —

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**Changes to legislation:** There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)

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## TOPIC SURVEILLANCE DATA PROCESSING

EQPSB

8 —

### Subtopic Surveillance data networking

EQPSB

8.1 —

### Subtopic Working principles of surveillance data networking

EQPSB

8.2 —

## TOPIC FUTURE EQUIPMENT

EQPSB

9 —

### Subtopic New developments

EQPSB

9.1 —

## TOPIC AUTOMATION IN ATS

EQPSB

10 —

### Subtopic Principles of automation

EQPSB

10.1 —

### Subtopic Aeronautical fixed telecommunication network (AFTN)

EQPSB

10.2 —

### Subtopic On-line data interchange

EQPSB

10.3 —

### Subtopic Systems used for the automatic dissemination of information

EQPSB

10.4 —

## TOPIC WORKING POSITIONS

EQPSB

11 —

### Subtopic Working position equipment

EQPSB

11.1 —

### Subtopic Aerodrome control

EQPSB

11.2 —

### Subtopic Approach control

EQPSB

11.3 —

Subtopic Area control

EQPSB

11.4 —

## **SUBJECT PROFESSIONAL ENVIRONMENT**

### **9:**

TOPIC FAMILIARISATION

PENB

1 —

Subtopic ATS and aerodrome facilities

PENB

1.1 —

TOPIC AIRSPACE USERS

PENB

2 —

Subtopic Civil aviation

PENB

2.1 —

Subtopic Military

PENB

2.2 —

Subtopic Expectations and requirements of pilots

PENB

2.3 —

TOPIC CUSTOMER RELATIONS

PENB

3 —

Subtopic Customer relations

PENB

3.1 —

TOPIC ENVIRONMENTAL PROTECTION

PENB

4 —

Subtopic Environmental protection

PENB

4.1 —

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*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

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## Appendix 3 of Annex I

### **AERODROME CONTROL VISUAL RATING (ADV)**

#### **SUBJECT INTRODUCTION TO THE COURSE**

##### **1:**

#### TOPIC COURSE MANAGEMENT

INTR

1 —

##### Subtopic Course introduction

INTR

1.1 —

##### Subtopic Course administration

INTR

1.2 —

##### Subtopic Study material and training documentation

INTR

1.3 —

#### TOPIC INTRODUCTION TO THE ATC TRAINING COURSE

INTR

2 —

##### Subtopic Course content and organisation

INTR

2.1 —

##### Subtopic Training ethos

INTR

2.2 —

##### Subtopic Assessment process

INTR

2.3 —

#### **SUBJECT AVIATION LAW**

##### **2:**

#### TOPIC ATCO LICENSING/CERTIFICATE OF COMPETENCE

LAW

1 —

##### Subtopic Privileges and conditions

LAW

1.1 —

#### TOPIC RULES AND REGULATIONS

LAW

2 —

Subtopic Reports

LAW

2.1 —

Subtopic Airspace

LAW

2.2 —

TOPIC ATC SAFETY MANAGEMENT

LAW

3 —

Subtopic Feedback process

LAW

3.1 —

Subtopic Safety Investigation

LAW

3.2 —

**SUBJECT AIR TRAFFIC MANAGEMENT**

**3:**

TOPIC PROVISION OF SERVICES

ATM

1 —

Subtopic Aerodrome control service

ATM

1.1 —

Subtopic Flight information service (FIS)

ATM

1.2 —

Subtopic Alerting service (ALRS)

ATM

1.3 —

Subtopic ATS system capacity and air traffic flow management

ATM

1.4 —

TOPIC COMMUNICATION

ATM

2 —

Subtopic Effective communication

ATM

2.1 —

TOPIC ATC CLEARANCES AND ATC INSTRUCTIONS

ATM

3 —

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**Changes to legislation:** There are currently no known outstanding effects for the  
Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)

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Subtopic ATC clearances

ATM

3.1 —

Subtopic ATC instructions

ATM

3.2 —

TOPIC COORDINATION

ATM

4 —

Subtopic Necessity for coordination

ATM

4.1 —

Subtopic Tools and methods for coordination

ATM

4.2 —

Subtopic Coordination procedures

ATM

4.3 —

TOPIC ALTIMETRY AND LEVEL ALLOCATION

ATM

5 —

Subtopic Altimetry

ATM

5.1 —

TOPIC SEPARATIONS

ATM

6 —

Subtopic Separation between departing aircraft

ATM

6.1 —

Subtopic Separation of landing aircraft and preceding landing or departing aircraft

ATM

6.2 —

Subtopic Time based wake turbulence longitudinal separation

ATM

6.3 —

Subtopic Reduced separation minima

ATM

6.4 —

TOPIC AIRBORNE COLLISION AVOIDANCE SYSTEMS AND GROUND-BASED

ATM SAFETY NETS

7 —



Subtopic Airborne collision avoidance systems

ATM

7.1 —

Subtopic Ground-based safety nets

ATM

7.2 —

TOPIC DATA DISPLAY

ATM

8 —

Subtopic Data management

ATM

8.1 —

TOPIC OPERATIONAL ENVIRONMENT (SIMULATED)

ATM

9 —

Subtopic Integrity of the operational environment

ATM

9.1 —

Subtopic Verification of the currency of operational procedures

ATM

9.2 —

Subtopic Handover-takeover

ATM

9.3 —

TOPIC PROVISION OF AN AERODROME CONTROL SERVICE

ATM

10 —

Subtopic Responsibility for the provision

ATM

10.1 —

Subtopic Functions of aerodrome control tower

ATM

10.2 —

Subtopic Traffic management process

ATM

10.3 —

Subtopic Aeronautical ground lights

ATM

10.4 —

Subtopic Information to aircraft by aerodrome control tower

ATM

10.5 —

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**Changes to legislation:** There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)

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Subtopic Control of aerodrome traffic

ATM

10.6 —

Subtopic Control of traffic in the traffic circuit

ATM

10.7 —

Subtopic Runway in use

ATM

10.8 —

## **SUBJECT METEOROLOGY**

**4:**

TOPIC METEOROLOGICAL PHENOMENA

MET

1 —

Subtopic Meteorological phenomena

MET

1.1 —

TOPIC SOURCES OF METEOROLOGICAL DATA

MET

2 —

Subtopic Meteorological instruments

MET

2.1 —

Subtopic Other sources of meteorological data

MET

2.2 —

## **SUBJECT NAVIGATION**

**5:**

TOPIC MAPS AND AERONAUTICAL CHARTS

NAV

1 —

Subtopic Maps and charts

NAV

1.1 —

TOPIC INSTRUMENT NAVIGATION

NAV

2 —

Subtopic Navigational systems

NAV

2.1 —

Subtopic Stabilised approach

NAV

2.2 —

## **SUBJECT AIRCRAFT**

### **6:**

#### TOPIC AIRCRAFT INSTRUMENTS

ACFT

1 —

##### Subtopic Aircraft instruments

ACFT

1.1 —

#### TOPIC AIRCRAFT CATEGORIES

ACFT

2 —

##### Subtopic Wake turbulence

ACFT

2.1 —

#### TOPIC FACTORS AFFECTING AIRCRAFT PERFORMANCE

ACFT

3 —

##### Subtopic Take-off factors

ACFT

3.1 —

##### Subtopic Climb factors

ACFT

3.2 —

##### Subtopic Final approach and landing factors

ACFT

3.3 —

##### Subtopic Economic factors

ACFT

3.4 —

##### Subtopic Environmental factors

ACFT

3.5 —

#### TOPIC AIRCRAFT DATA

ACFT

4 —

##### Subtopic Recognition of aircraft types

ACFT

4.1 —

##### Subtopic Performance data

ACFT

4.2 —

## **SUBJECT HUMAN FACTORS**

### **7:**

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**Changes to legislation:** There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)

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**TOPIC PSYCHOLOGICAL FACTORS**

HUM

1 —

## Subtopic Cognitive

HUM

1.1 —

**TOPIC MEDICAL AND PHYSIOLOGICAL FACTORS**

HUM

2 —

## Subtopic Fatigue

HUM

2.1 —

## Subtopic Fitness

HUM

2.2 —

**TOPIC SOCIAL AND ORGANISATIONAL FACTORS**

HUM

3 —

## Subtopic Team resource management (TRM)

HUM

3.1 —

## Subtopic Teamwork and team roles

HUM

3.2 —

## Subtopic Responsible behaviour

HUM

3.3 —

**TOPIC STRESS**

HUM

4 —

## Subtopic Stress

HUM

4.1 —

## Subtopic Stress management

HUM

4.2 —

**TOPIC HUMAN ERROR**

HUM

5 —

## Subtopic Human error

HUM

5.1 —

Subtopic Violation of rules

HUM

5.2 —

TOPIC COLLABORATIVE WORK

HUM

6 —

Subtopic Communication

HUM

6.1 —

Subtopic Collaborative work within the same area of responsibility

HUM

6.2 —

Subtopic Collaborative work between different areas of responsibility

HUM

6.3 —

Subtopic Controller/pilot cooperation

HUM

6.4 —

**SUBJECTEQUIPMENT AND SYSTEMS**

**8:**

TOPIC VOICE COMMUNICATIONS

EQPS

1 —

Subtopic Radio communications

EQPS

1.1 —

Subtopic Other voice communications

EQPS

1.2 —

TOPIC AUTOMATION IN ATS

EQPS

2 —

Subtopic Aeronautical fixed telecommunication network (AFTN)

EQPS

2.1 —

Subtopic Automatic data interchange

EQPS

2.2 —

TOPIC CONTROLLER WORKING POSITION

EQPS

3 —

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**Changes to legislation:** There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)

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Subtopic Operation and monitoring of equipment

EQPS

3.1 —

Subtopic Situation displays and information systems

EQPS

3.2 —

Subtopic Flight data systems

EQPS

3.3 —

TOPIC FUTURE EQUIPMENT

EQPS

4 —

Subtopic New developments

EQPS

4.1 —

TOPIC EQUIPMENT AND SYSTEMS LIMITATIONS AND DEGRADATION

EQPS

5 —

Subtopic Reaction to limitations

EQPS

5.1 —

Subtopic Communication equipment degradation

EQPS

5.2 —

Subtopic Navigational equipment degradation

EQPS

5.3 —

**SUBJECT PROFESSIONAL ENVIRONMENT**

**9:**

TOPIC FAMILIARISATION

PEN

1 —

Subtopic Study visit to aerodrome

PEN

1.1 —

TOPIC AIRSPACE USERS

PEN

2 —

Subtopic Contributors to civil ATS operations

PEN

2.1 —

Subtopic Contributors to military ATS operations

PEN

2.2 —

TOPIC CUSTOMER RELATIONS

PEN

3 —

Subtopic Provision of services and user requirements

PEN

3.1 —

TOPIC ENVIRONMENTAL PROTECTION

PEN

4 —

Subtopic Environmental protection

PEN

4.1 —

**SUBJECT ABNORMAL AND EMERGENCY SITUATIONS**

**10:**

TOPIC ABNORMAL AND EMERGENCY SITUATIONS (ABES)

ABES

1 —

Subtopic Overview of ABES

ABES

1.1 —

TOPIC SKILLS IMPROVEMENT

ABES

2 —

Subtopic Communication effectiveness

ABES

2.1 —

Subtopic Avoidance of mental overload

ABES

2.2 —

Subtopic Air/ground cooperation

ABES

2.3 —

TOPIC PROCEDURES FOR ABNORMAL AND EMERGENCY SITUATIONS

ABES

3 —

Subtopic Application of procedures for ABES

ABES

3.1 —

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*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

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Subtopic Radio failure

ABES

3.2 —

Subtopic Unlawful interference and aircraft bomb threat

ABES

3.3 —

Subtopic Strayed or unidentified aircraft

ABES

3.4 —

Subtopic Runway incursion

ABES

3.5 —

**SUBJECT AERODROMES**

**11:**

TOPIC AERODROME DATA, LAYOUT AND COORDINATION

AGA

1 —

Subtopic Definitions

AGA

1.1 —

Subtopic Coordination

AGA

1.2 —

TOPIC MOVEMENT AREA

AGA

2 —

Subtopic Movement area

AGA

2.1 —

Subtopic Manoeuvring area

AGA

2.2 —

Subtopic Runways

AGA

2.3 —

TOPIC OBSTACLES

AGA

3 —

Subtopic Obstacle-free airspace around aerodromes

AGA

3.1 —



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**Changes to legislation:** There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)

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TOPIC MISCELLANEOUS EQUIPMENT

AGA

4 —

Subtopic Location

AGA

4.1 —

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*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

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## Appendix 4 of Annex I

**AERODROME REFERENCE: Annex I — PART ATCO Subpart D, Section 2, ATCO.D.010(a)(2)(ii))**  
**CONTROL**  
**INSTRUMENT**  
**RATING**  
**FOR**  
**TOWER —**  
**ADI**  
**(TWR)**

### **SUBJECT INTRODUCTION TO THE COURSE**

**1:**

TOPIC COURSE MANAGEMENT

INTR

1 —

Subtopic Course introduction

INTR

1.1 —

Subtopic Course administration

INTR

1.2 —

Subtopic Study material and training documentation

INTR

1.3 —

TOPIC INTRODUCTION TO THE ATC TRAINING COURSE

INTR

2 —

Subtopic Course content and organisation

INTR

2.1 —

Subtopic Training ethos

INTR

2.2 —

Subtopic Assessment process

INTR

2.3 —

### **SUBJECT AVIATION LAW**

**2:**

TOPIC ATCO LICENSING/CERTIFICATE OF COMPETENCE

LAW

1 —

Subtopic Privileges and conditions

LAW

1.1 —

TOPIC RULES AND REGULATIONS

LAW

2 —

Subtopic Reports

LAW

2.1 —

Subtopic Airspace

LAW

2.2 —

TOPIC ATC SAFETY MANAGEMENT

LAW

3 —

Subtopic Feedback process

LAW

3.1 —

Subtopic Safety Investigation

LAW

3.2 —

**SUBJECT AIR TRAFFIC MANAGEMENT**

**3:**

TOPIC PROVISION OF SERVICES

ATM

1 —

Subtopic Aerodrome control service

ATM

1.1 —

Subtopic Flight information service (FIS)

ATM

1.2 —

Subtopic Alerting service (ALRS)

ATM

1.3 —

Subtopic ATS system capacity and air traffic flow management

ATM

1.4 —

TOPIC COMMUNICATION

ATM

2 —

Subtopic Effective communication

ATM

2.1 —

---

**Changes to legislation:** There are currently no known outstanding effects for the  
Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)

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## TOPIC ATC CLEARANCES AND ATC INSTRUCTIONS

ATM

3 —

### Subtopic ATC clearances

ATM

3.1 —

### Subtopic ATC instructions

ATM

3.2 —

## TOPIC COORDINATION

ATM

4 —

### Subtopic Necessity for coordination

ATM

4.1 —

### Subtopic Tools and methods for coordination

ATM

4.2 —

### Subtopic Coordination procedures

ATM

4.3 —

## TOPIC ALTIMETRY AND LEVEL ALLOCATION

ATM

5 —

### Subtopic Altimetry

ATM

5.1 —

### Subtopic Terrain clearance

ATM

5.2 —

## TOPIC SEPARATIONS

ATM

6 —

### Subtopic Separation between departing aircraft

ATM

6.1 —

### Subtopic Separation of departing aircraft from arriving aircraft

ATM

6.2 —

### Subtopic Separation of landing aircraft and preceding landing or departing aircraft

ATM

6.3 —

Subtopic Time-based wake turbulence longitudinal separation

ATM

6.4 —

Subtopic Reduced separation minima

ATM

6.5 —

TOPIC AIRBORNE COLLISION AVOIDANCE SYSTEMS AND GROUND-BASED  
ATM SAFETY NETS

7 —

Subtopic Airborne collision avoidance systems

ATM

7.1 —

Subtopic Ground-based safety nets

ATM

7.2 —

TOPIC DATA DISPLAY

ATM

8 —

Subtopic Data management

ATM

8.1 —

TOPIC OPERATIONAL ENVIRONMENT (SIMULATED)

ATM

9 —

Subtopic Integrity of the operational environment

ATM

9.1 —

Subtopic Verification of the currency of operational procedures

ATM

9.2 —

Subtopic Handover-takeover

ATM

9.3 —

TOPIC PROVISION OF AN AERODROME CONTROL SERVICE

ATM

10 —

Subtopic Responsibility for the provision

ATM

10.1 —

Subtopic Functions of aerodrome control tower

ATM

10.2 —

---

*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

---

Subtopic Traffic management process

ATM

10.3 —

Subtopic Aeronautical ground lights

ATM

10.4 —

Subtopic Information to aircraft by aerodrome control tower

ATM

10.5 —

Subtopic Control of aerodrome traffic

ATM

10.6 —

Subtopic Control of traffic in the traffic circuit

ATM

10.7 —

Subtopic Runway in use

ATM

10.8 —

TOPIC PROVISION OF AERODROME CONTROL — INSTRUMENT

ATM

11 —

Subtopic Low visibility operations and special VFR

ATM

11.1 —

Subtopic Departing traffic

ATM

11.2 —

Subtopic Arriving traffic

ATM

11.3 —

Subtopic Aerodrome control service with advanced system support

ATM

11.4 —

**SUBJECT METEOROLOGY**

**4:**

TOPIC METEOROLOGICAL PHENOMENA

MET

1 —

Subtopic Meteorological phenomena

MET

1.1 —

TOPIC SOURCES OF METEOROLOGICAL DATA

MET

2 —

Subtopic Meteorological instruments

MET

2.1 —

Subtopic Other sources of meteorological data

MET

2.2 —

**SUBJECT NAVIGATION**

**5:**

TOPIC MAPS AND AERONAUTICAL CHARTS

NAV

1 —

Subtopic Maps and charts

NAV

1.1 —

TOPIC INSTRUMENT NAVIGATION

NAV

2 —

Subtopic Navigational systems

NAV

2.1 —

Subtopic Stabilised approach

NAV

2.2 —

Subtopic Instrument departures and arrivals

NAV

2.3 —

Subtopic Satellite-based systems

NAV

2.4 —

Subtopic PBN applications

NAV

2.5 —

**SUBJECT AIRCRAFT**

**6:**

TOPIC AIRCRAFT INSTRUMENTS

ACFT

1 —

Subtopic Aircraft instruments

ACFT

1.1 —

---

*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

---

**TOPIC AIRCRAFT CATEGORIES**

ACFT

2 —

## Subtopic Wake turbulence

ACFT

2.1 —

## Subtopic Application of ICAO approach categories

ACFT

2.2 —

**TOPIC FACTORS AFFECTING AIRCRAFT PERFORMANCE**

ACFT

3 —

## Subtopic Take-off factors

ACFT

3.1 —

## Subtopic Climb factors

ACFT

3.2 —

## Subtopic Final approach and landing factors

ACFT

3.3 —

## Subtopic Economic factors

ACFT

3.4 —

## Subtopic Environmental factors

ACFT

3.5 —

**TOPIC AIRCRAFT DATA**

ACFT

4 —

## Subtopic Recognition of aircraft types

ACFT

4.1 —

## Subtopic Performance data

ACFT

4.2 —

**SUBJECT HUMAN FACTORS**

7:

**TOPIC PSYCHOLOGICAL FACTORS**

HUM

1 —



Subtopic Cognitive

HUM

1.1 —

TOPIC MEDICAL AND PHYSIOLOGICAL FACTORS

HUM

2 —

Subtopic Fatigue

HUM

2.1 —

Subtopic Fitness

HUM

2.2 —

TOPIC SOCIAL AND ORGANISATIONAL FACTORS

HUM

3 —

Subtopic Team resource management (TRM)

HUM

3.1 —

Subtopic Teamwork and team roles

HUM

3.2 —

Subtopic Responsible behaviour

HUM

3.3 —

TOPIC STRESS

HUM

4 —

Subtopic Stress

HUM

4.1 —

Subtopic Stress management

HUM

4.2 —

TOPIC HUMAN ERROR

HUM

5 —

Subtopic Human error

HUM

5.1 —

Subtopic Violation of rules

HUM

5.2 —

---

*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

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**TOPIC COLLABORATIVE WORK**

HUM

6 —

## Subtopic Communication

HUM

6.1 —

## Subtopic Collaborative work within the same area of responsibility

HUM

6.2 —

## Subtopic Collaborative work between different areas of responsibility

HUM

6.3 —

## Subtopic Controller/pilot cooperation

HUM

6.4 —

**SUBJECT EQUIPMENT AND SYSTEMS****8:****TOPIC VOICE COMMUNICATIONS**

EQPS

1 —

## Subtopic Radio communications

EQPS

1.1 —

## Subtopic Other voice communications

EQPS

1.2 —

**TOPIC AUTOMATION IN ATS**

EQPS

2 —

## Subtopic Aeronautical fixed telecommunication network (AFTN)

EQPS

2.1 —

## Subtopic Automatic data interchange

EQPS

2.2 —

**TOPIC CONTROLLER WORKING POSITION**

EQPS

3 —

## Subtopic Operation and monitoring of equipment

EQPS

3.1 —

Subtopic Situation displays and information systems

EQPS

3.2 —

Subtopic Flight data systems

EQPS

3.3 —

TOPIC FUTURE EQUIPMENT

EQPS

4 —

Subtopic New developments

EQPS

4.1 —

TOPIC EQUIPMENT AND SYSTEMS LIMITATIONS AND DEGRADATION

EQPS

5 —

Subtopic Reaction to limitations

EQPS

5.1 —

Subtopic Communication equipment degradation

EQPS

5.2 —

Subtopic Navigational equipment degradation

EQPS

5.3 —

**SUBJECT PROFESSIONAL ENVIRONMENT**

**9:**

TOPIC FAMILIARISATION

PEN

1 —

Subtopic Study visit to aerodrome

PEN

1.1 —

TOPIC AIRSPACE USERS

PEN

2 —

Subtopic Contributors to civil ATS operations

PEN

2.1 —

Subtopic Contributors to military ATS operations

PEN

2.2 —

---

*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

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**TOPIC CUSTOMER RELATIONS**

PEN

3 —

## Subtopic Provision of services and user requirements

PEN

3.1 —

**TOPIC ENVIRONMENTAL PROTECTION**

PEN

4 —

## Subtopic Environmental protection

PEN

4.1 —

**SUBJECT ABNORMAL AND EMERGENCY SITUATIONS****10:****TOPIC ABNORMAL AND EMERGENCY SITUATIONS (ABES)**

ABES

1 —

## Subtopic Overview of ABES

ABES

1.1 —

**TOPIC SKILLS IMPROVEMENT**

ABES

2 —

## Subtopic Communication effectiveness

ABES

2.1 —

## Subtopic Avoidance of mental overload

ABES

2.2 —

## Subtopic Air/ground cooperation

ABES

2.3 —

**TOPIC PROCEDURES FOR ABNORMAL AND EMERGENCY SITUATIONS**

ABES

3 —

## Subtopic Application of procedures for ABES

ABES

3.1 —

## Subtopic Radio failure

ABES

3.2 —

Subtopic Unlawful interference and aircraft bomb threat

ABES

3.3 —

Subtopic Strayed or unidentified aircraft

ABES

3.4 —

Subtopic Runway incursion

ABES

3.5 —

**SUBJECT AERODROMES**

**11:**

TOPIC AERODROME DATA, LAYOUT AND COORDINATION

AGA

1 —

Subtopic Definitions

AGA

1.1 —

Subtopic Coordination

AGA

1.2 —

TOPIC MOVEMENT AREA

AGA

2 —

Subtopic Movement area

AGA

2.1 —

Subtopic Manoeuvring area

AGA

2.2 —

Subtopic Runways

AGA

2.3 —

TOPIC OBSTACLES

AGA

3 —

Subtopic Obstacle-free airspace around aerodromes

AGA

3.1 —

TOPIC MISCELLANEOUS EQUIPMENT

AGA

4 —

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**Changes to legislation:** *There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

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**Subtopic Location**

AGA

4.1 —

## Appendix 5 of Annex I

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

**CONTROL**

**PROCEDURAL**

**RATING**

**(APP)**

**SUBJECT INTRODUCTION TO THE COURSE**

**1:**

TOPIC COURSE MANAGEMENT

INTR

1 —

Subtopic Course introduction

INTR

1.1 —

Subtopic Course administration

INTR

1.2 —

Subtopic Study material and training documentation

INTR

1.3 —

TOPIC INTRODUCTION TO THE ATC TRAINING COURSE

INTR

2 —

Subtopic Course content and organisation

INTR

2.1 —

Subtopic Training ethos

INTR

2.2 —

Subtopic Assessment process

INTR

2.3 —

**SUBJECT AVIATION LAW**

**2:**

TOPIC ATCO LICENSING/CERTIFICATE OF COMPETENCE

LAW

1 —

Subtopic Privileges and conditions

LAW

1.1 —

TOPIC RULES AND REGULATIONS

LAW

2 —

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**Changes to legislation:** There are currently no known outstanding effects for the  
Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)

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### Subtopic Reports

LAW

2.1 —

### Subtopic Airspace

LAW

2.2 —

### TOPIC ATC SAFETY MANAGEMENT

LAW

3 —

#### Subtopic Feedback process

LAW

3.1 —

#### Subtopic Safety Investigation

LAW

3.2 —

### **SUBJECT AIR TRAFFIC MANAGEMENT**

**3:**

#### TOPIC PROVISION OF SERVICES

ATM

1 —

##### Subtopic Air traffic control (ATC) service

ATM

1.1 —

##### Subtopic Flight information service (FIS)

ATM

1.2 —

##### Subtopic Alerting service (ALRS)

ATM

1.3 —

##### Subtopic ATS system capacity and air traffic flow management

ATM

1.4 —

##### Subtopic Airspace management (ASM)

ATM

1.5 —

#### TOPIC COMMUNICATION

ATM

2 —

##### Subtopic Effective communication

ATM

2.1 —



## TOPIC ATC CLEARANCES AND ATC INSTRUCTIONS

ATM

3 —

### Subtopic ATC clearances

ATM

3.1 —

### Subtopic ATC instructions

ATM

3.2 —

## TOPIC COORDINATION

ATM

4 —

### Subtopic Necessity for coordination

ATM

4.1 —

### Subtopic Tools and methods for coordination

ATM

4.2 —

### Subtopic Coordination procedures

ATM

4.3 —

## TOPIC ALTIMETRY AND LEVEL ALLOCATION

ATM

5 —

### Subtopic Altimetry

ATM

5.1 —

### Subtopic Terrain clearance

ATM

5.2 —

## TOPIC SEPARATIONS

ATM

6 —

### Subtopic Vertical separation

ATM

6.1 —

### Subtopic Horizontal separation

ATM

6.2 —

### Subtopic Delegation of separation

ATM

6.3 —

---

**Changes to legislation:** There are currently no known outstanding effects for the  
Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)

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TOPIC AIRBORNE COLLISION AVOIDANCE SYSTEMS AND GROUND-BASED  
ATM SAFETY NETS

7 —

Subtopic Airborne collision avoidance systems

ATM

7.1 —

TOPIC DATA DISPLAY

ATM

8 —

Subtopic Data management

ATM

8.1 —

TOPIC OPERATIONAL ENVIRONMENT (SIMULATED)

ATM

9 —

Subtopic Integrity of the operational environment

ATM

9.1 —

Subtopic Verification of the currency of operational procedures

ATM

9.2 —

Subtopic Handover-takeover

ATM

9.3 —

TOPIC PROVISION OF CONTROL SERVICE

ATM

10 —

Subtopic Responsibility and processing of information

ATM

10.1 —

Subtopic Approach control

ATM

10.2 —

Subtopic Traffic management process

ATM

10.3 —

Subtopic Handling traffic

ATM

10.4 —

TOPIC HOLDING

ATM

11 —

Subtopic General holding procedures

ATM

11.1 —

Subtopic Approaching aircraft

ATM

11.2 —

**SUBJECT METEOROLOGY**

**4:**

TOPIC METEOROLOGICAL PHENOMENA

MET

1 —

Subtopic Meteorological phenomena

MET

1.1 —

TOPIC SOURCES OF METEOROLOGICAL DATA

MET

2 —

Subtopic Sources of meteorological information

MET

2.1 —

**SUBJECT NAVIGATION**

**5:**

TOPIC MAPS AND AERONAUTICAL CHARTS

NAV

1 —

Subtopic Maps and charts

NAV

1.1 —

TOPIC INSTRUMENT NAVIGATION

NAV

2 —

Subtopic Navigational systems

NAV

2.1 —

Subtopic Stabilised approach

NAV

2.2 —

Subtopic Instrument departures and arrivals

NAV

2.3 —

Subtopic Navigational assistance

NAV

2.4 —

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**Changes to legislation:** There are currently no known outstanding effects for the  
Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)

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Subtopic Satellite-based systems

NAV

2.5 —

Subtopic PBN applications

NAV

2.6 —

**SUBJECT AIRCRAFT**

**6:**

TOPIC AIRCRAFT INSTRUMENTS

ACFT

1 —

Subtopic Aircraft instruments

ACFT

1.1 —

TOPIC AIRCRAFT CATEGORIES

ACFT

2 —

Subtopic Wake turbulence

ACFT

2.1 —

Subtopic Application of ICAO approach categories

ACFT

2.2 —

TOPIC FACTORS AFFECTING AIRCRAFT PERFORMANCE

ACFT

3 —

Subtopic Climb factors

ACFT

3.1 —

Subtopic Cruise factors

ACFT

3.2 —

Subtopic Descent and initial approach factors

ACFT

3.3 —

Subtopic Final approach and landing factors

ACFT

3.4 —

Subtopic Economic factors

ACFT

3.5 —

Subtopic Environmental factors

ACFT

3.6 —

TOPIC AIRCRAFT DATA

ACFT

4 —

Subtopic Performance data

ACFT

4.1 —

**SUBJECT HUMAN FACTORS**

**7:**

TOPIC PSYCHOLOGICAL FACTORS

HUM

1 —

Subtopic Cognitive

HUM

1.1 —

TOPIC MEDICAL AND PHYSIOLOGICAL FACTORS

HUM

2 —

Subtopic Fatigue

HUM

2.1 —

Subtopic Fitness

HUM

2.2 —

TOPIC SOCIAL AND ORGANISATIONAL FACTORS

HUM

3 —

Subtopic Team resource management (TRM)

HUM

3.1 —

Subtopic Teamwork and team roles

HUM

3.2 —

Subtopic Responsible behaviour

HUM

3.3 —

TOPIC STRESS

HUM

4 —

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*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

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#### Subtopic Stress

HUM

4.1 —

#### Subtopic Stress management

HUM

4.2 —

#### TOPIC HUMAN ERROR

HUM

5 —

#### Subtopic Human error

HUM

5.1 —

#### Subtopic Violation of rules

HUM

5.2 —

#### TOPIC COLLABORATIVE WORK

HUM

6 —

#### Subtopic Communication

HUM

6.1 —

#### Subtopic Collaborative work within the same area of responsibility

HUM

6.2 —

#### Subtopic Collaborative work between different areas of responsibility

HUM

6.3 —

#### Subtopic Controller/pilot cooperation

HUM

6.4 —

### **SUBJECTEQUIPMENT AND SYSTEMS**

**8:**

#### TOPIC VOICE COMMUNICATIONS

EQPS

1 —

#### Subtopic Radio communications

EQPS

1.1 —

#### Subtopic Other voice communications

EQPS

1.2 —

TOPIC AUTOMATION IN ATS

EQPS

2 —

Subtopic Aeronautical fixed telecommunication network (AFTN)

EQPS

2.1 —

Subtopic Automatic data interchange

EQPS

2.2 —

TOPIC CONTROLLER WORKING POSITION

EQPS

3 —

Subtopic Operation and monitoring of equipment

EQPS

3.1 —

Subtopic Situation displays and information systems

EQPS

3.2 —

Subtopic Flight data systems

EQPS

3.3 —

TOPIC FUTURE EQUIPMENT

EQPS

4 —

Subtopic New developments

EQPS

4.1 —

TOPIC EQUIPMENT AND SYSTEMS LIMITATIONS AND DEGRADATION

EQPS

5 —

Subtopic Reaction to limitations

EQPS

5.1 —

Subtopic Communication equipment degradation

EQPS

5.2 —

Subtopic Navigational equipment degradation

EQPS

5.3 —

**SUBJECT PROFESSIONAL ENVIRONMENT**

**9:**

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*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

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TOPIC FAMILIARISATION

PEN

1 —

Subtopic Study visit to approach control unit

PEN

1.1 —

TOPIC AIRSPACE USERS

PEN

2 —

Subtopic Contributors to civil ATS operations

PEN

2.1 —

Subtopic Contributors to military ATS operations

PEN

2.2 —

TOPIC CUSTOMER RELATIONS

PEN

3 —

Subtopic Provision of services and user requirements

PEN

3.1 —

TOPIC ENVIRONMENTAL PROTECTION

PEN

4 —

Subtopic Environmental protection

PEN

4.1 —

**SUBJECT ABNORMAL AND EMERGENCY SITUATIONS**

**10:**

TOPIC ABNORMAL AND EMERGENCY SITUATIONS (ABES)

ABES

1 —

Subtopic Overview of ABES

ABES

1.1 —

TOPIC SKILLS IMPROVEMENT

ABES

2 —

Subtopic Communication effectiveness

ABES

2.1 —



Subtopic Avoidance of mental overload

ABES

2.2 —

Subtopic Air/ground cooperation

ABES

2.3 —

TOPIC PROCEDURES FOR ABNORMAL AND EMERGENCY SITUATIONS

ABES

3 —

Subtopic Application of procedures for ABES

ABES

3.1 —

Subtopic Radio failure

ABES

3.2 —

Subtopic Unlawful interference and aircraft bomb threat

ABES

3.3 —

Subtopic Strayed or unidentified aircraft

ABES

3.4 —

Subtopic Diversions

ABES

3.5 —

**SUBJECT AERODROMES**

**11:**

TOPIC AERODROME DATA, LAYOUT AND COORDINATION

AGA

1 —

Subtopic Definitions

AGA

1.1 —

Subtopic Coordination

AGA

1.2 —

TOPIC MOVEMENT AREA

AGA

2 —

Subtopic Movement area

AGA

2.1 —

---

**Changes to legislation:** There are currently no known outstanding effects for the  
Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)

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#### Subtopic Manoeuvring area

AGA

2.2 —

#### Subtopic Runways

AGA

2.3 —

### TOPIC OBSTACLES

AGA

3 —

#### Subtopic Obstacle-free airspace around aerodromes

AGA

3.1 —

### TOPIC MISCELLANEOUS EQUIPMENT

AGA

4 —

#### Subtopic Location

AGA

4.1 —

## Appendix 6 of Annex I

**AREA** (Reference: Annex I — PART ATCO Subpart D, Section 2, ATCO.D.010(a)(2)(iv))  
**CONTROL**  
**PROCEDURAL**  
**RATING**  
**(ACP)**

**SUBJECT INTRODUCTION TO THE COURSE****1:**

## TOPIC COURSE MANAGEMENT

INTR

1 —

## Subtopic Course introduction

INTR

1.1 —

## Subtopic Course administration

INTR

1.2 —

## Subtopic Study material and training documentation

INTR

1.3 —

## TOPIC INTRODUCTION TO THE ATC TRAINING COURSE

INTR

2 —

## Subtopic Course content and organisation

INTR

2.1 —

## Subtopic Training ethos

INTR

2.2 —

## Subtopic Assessment process

INTR

2.3 —

**SUBJECT AVIATION LAW****2:**

## TOPIC ATCO LICENSING/CERTIFICATE OF COMPETENCE

LAW

1 —

## Subtopic Privileges and conditions

LAW

1.1 —

## TOPIC RULES AND REGULATIONS

LAW

2 —

---

*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

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## Subtopic Reports

LAW

2.1 —

## Subtopic Airspace

LAW

2.2 —

## TOPIC ATC SAFETY MANAGEMENT

LAW

3 —

### Subtopic Feedback process

LAW

3.1 —

### Subtopic Safety Investigation

LAW

3.2 —

## **SUBJECT AIR TRAFFIC MANAGEMENT**

**3:**

### TOPIC PROVISION OF SERVICES

ATM

1 —

#### Subtopic Air traffic control (ATC) service

ATM

1.1 —

#### Subtopic Flight information service (FIS)

ATM

1.2 —

#### Subtopic Alerting service (ALRS)

ATM

1.3 —

#### Subtopic ATS system capacity and air traffic flow management

ATM

1.4 —

#### Subtopic Airspace management (ASM)

ATM

1.5 —

### TOPIC COMMUNICATION

ATM

2 —

#### Subtopic Effective communication

ATM

2.1 —

TOPIC ATC CLEARANCES AND ATC INSTRUCTIONS

ATM

3 —

Subtopic ATC clearances

ATM

3.1 —

Subtopic ATC instructions

ATM

3.2 —

TOPIC COORDINATION

ATM

4 —

Subtopic Necessity for coordination

ATM

4.1 —

Subtopic Tools and methods for coordination

ATM

4.2 —

Subtopic Coordination procedures

ATM

4.3 —

TOPIC ALTIMETRY AND LEVEL ALLOCATION

ATM

5 —

Subtopic Altimetry

ATM

5.1 —

Subtopic Terrain clearance

ATM

5.2 —

TOPIC SEPARATIONS

ATM

6 —

Subtopic Vertical separation

ATM

6.1 —

Subtopic Horizontal separation

ATM

6.2 —

TOPIC AIRBORNE COLLISION AVOIDANCE SYSTEMS AND GROUND-BASED

ATM SAFETY NETS

7 —

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**Changes to legislation:** There are currently no known outstanding effects for the  
Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)

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Subtopic Airborne collision avoidance systems

ATM

7.1 —

TOPIC DATA DISPLAY

ATM

8 —

Subtopic Data management

ATM

8.1 —

TOPIC OPERATIONAL ENVIRONMENT (SIMULATED)

ATM

9 —

Subtopic Integrity of the operational environment

ATM

9.1 —

Subtopic Verification of the currency of operational procedures

ATM

9.2 —

Subtopic Handover-takeover

ATM

9.3 —

TOPIC PROVISION OF CONTROL SERVICE

ATM

10 —

Subtopic Responsibility and processing of information

ATM

10.1 —

Subtopic Area control

ATM

10.2 —

Subtopic Traffic management process

ATM

10.3 —

Subtopic Handling traffic

ATM

10.4 —

TOPIC HOLDING

ATM

11 —

Subtopic General holding procedures

ATM

11.1 —

Subtopic Holding aircraft

ATM

11.2 —

## **SUBJECT METEOROLOGY**

### **4:**

TOPIC METEOROLOGICAL PHENOMENA

MET

1 —

Subtopic Meteorological phenomena

MET

1.1 —

TOPIC SOURCES OF METEOROLOGICAL DATA

MET

2 —

Subtopic Sources of meteorological information

MET

2.1 —

## **SUBJECT NAVIGATION**

### **5:**

TOPIC MAPS AND AERONAUTICAL CHARTS

NAV

1 —

Subtopic Maps and charts

NAV

1.1 —

TOPIC INSTRUMENT NAVIGATION

NAV

2 —

Subtopic Navigational systems

NAV

2.1 —

Subtopic Navigational assistance

NAV

2.2 —

Subtopic PBN applications

NAV

2.3 —

## **SUBJECT AIRCRAFT**

### **6:**

TOPIC AIRCRAFT INSTRUMENTS

ACFT

1 —

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**Changes to legislation:** There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)

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Subtopic Aircraft instruments

ACFT

1.1 —

TOPIC AIRCRAFT CATEGORIES

ACFT

2 —

Subtopic Wake turbulence

ACFT

2.1 —

TOPIC FACTORS AFFECTING AIRCRAFT PERFORMANCE

ACFT

3 —

Subtopic Climb factors

ACFT

3.1 —

Subtopic Cruise factors

ACFT

3.2 —

Subtopic Descent factors

ACFT

3.3 —

Subtopic Economic factors

ACFT

3.4 —

Subtopic Environmental factors

ACFT

3.5 —

TOPIC AIRCRAFT DATA

ACFT

4 —

Subtopic Performance data

ACFT

4.1 —

**SUBJECT HUMAN FACTORS**

7:

TOPIC PSYCHOLOGICAL FACTORS

HUM

1 —

Subtopic Cognitive

HUM

1.1 —



TOPIC MEDICAL AND PHYSIOLOGICAL FACTORS

HUM

2 —

Subtopic Fatigue

HUM

2.1 —

Subtopic Fitness

HUM

2.2 —

TOPIC SOCIAL AND ORGANISATIONAL FACTORS

HUM

3 —

Subtopic Team resource management (TRM)

HUM

3.1 —

Subtopic Teamwork and team roles

HUM

3.2 —

Subtopic Responsible behaviour

HUM

3.3 —

TOPIC STRESS

HUM

4 —

Subtopic Stress

HUM

4.1 —

Subtopic Stress management

HUM

4.2 —

TOPIC HUMAN ERROR

HUM

5 —

Subtopic Human error

HUM

5.1 —

Subtopic Violation of rules

HUM

5.2 —

TOPIC COLLABORATIVE WORK

HUM

6 —

---

*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

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#### Subtopic Communication

HUM

6.1 —

#### Subtopic Collaborative work within the same area of responsibility

HUM

6.2 —

#### Subtopic Collaborative work between different areas of responsibility

HUM

6.3 —

#### Subtopic Controller/pilot cooperation

HUM

6.4 —

### **SUBJECT EQUIPMENT AND SYSTEMS**

**8:**

#### TOPIC VOICE COMMUNICATIONS

EQPS

1 —

#### Subtopic Radio communications

EQPS

1.1 —

#### Subtopic Other voice communications

EQPS

1.2 —

#### TOPIC AUTOMATION IN ATS

EQPS

2 —

#### Subtopic Aeronautical fixed telecommunication network (AFTN)

EQPS

2.1 —

#### Subtopic Automatic data interchange

EQPS

2.2 —

#### TOPIC CONTROLLER WORKING POSITION

EQPS

3 —

#### Subtopic Operation and monitoring of equipment

EQPS

3.1 —

#### Subtopic Situation displays and information systems

EQPS

3.2 —

Subtopic Flight data systems

EQPS

3.3 —

TOPIC FUTURE EQUIPMENT

EQPS

4 —

Subtopic New developments

EQPS

4.1 —

TOPIC EQUIPMENT AND SYSTEMS LIMITATIONS AND DEGRADATION

EQPS

5 —

Subtopic Reaction to limitations

EQPS

5.1 —

Subtopic Communication equipment degradation

EQPS

5.2 —

Subtopic Navigational equipment degradation

EQPS

5.3 —

**SUBJECT PROFESSIONAL ENVIRONMENT**

**9:**

TOPIC FAMILIARISATION

PEN

1 —

Subtopic Study visit to area control centre

PEN

1.1 —

TOPIC AIRSPACE USERS

PEN

2 —

Subtopic Contributors to civil ATS operations

PEN

2.1 —

Subtopic Contributors to military ATS operations

PEN

2.2 —

TOPIC CUSTOMER RELATIONS

PEN

3 —

---

*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

---

Subtopic Provision of services and user requirements

PEN

3.1 —

TOPIC ENVIRONMENTAL PROTECTION

PEN

4 —

Subtopic Environmental protection

PEN

4.1 —

**SUBJECT ABNORMAL AND EMERGENCY SITUATIONS**

**10:**

TOPIC ABNORMAL AND EMERGENCY SITUATIONS (ABES)

ABES

1 —

Subtopic Overview of ABES

ABES

1.1 —

TOPIC SKILLS IMPROVEMENT

ABES

2 —

Subtopic Communication effectiveness

ABES

2.1 —

Subtopic Avoidance of mental overload

ABES

2.2 —

Subtopic Air/ground cooperation

ABES

2.3 —

TOPIC PROCEDURES FOR ABNORMAL AND EMERGENCY SITUATIONS

ABES

3 —

Subtopic Application of procedures for ABES

ABES

3.1 —

Subtopic Radio failure

ABES

3.2 —

Subtopic Unlawful interference and aircraft bomb threat

ABES

3.3 —

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**Changes to legislation:** There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)

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### Subtopic Strayed or unidentified aircraft

ABES

3.4 —

### Subtopic Diversions

ABES

3.5 —

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**Changes to legislation:** There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)

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## Appendix 7 of Annex I

**APPROACH** Reference: Annex I — PART ATCO Subpart D, Section 2, ATCO.D.010(a)(2)(v))  
**CONTROL**  
**SURVEILLANCE**  
**RATING**  
**(APS)**

### **SUBJECT INTRODUCTION TO THE COURSE**

**1:**

TOPIC COURSE MANAGEMENT

INTR

1 —

Subtopic Course introduction

INTR

1.1 —

Subtopic Course administration

INTR

1.2 —

Subtopic Study material and training documentation

INTR

1.3 —

TOPIC INTRODUCTION TO THE ATC TRAINING COURSE

INTR

2 —

Subtopic Course content and organisation

INTR

2.1 —

Subtopic Training ethos

INTR

2.2 —

Subtopic Assessment process

INTR

2.3 —

### **SUBJECT AVIATION LAW**

**2:**

TOPIC ATCO LICENSING/CERTIFICATE OF COMPETENCE

LAW

1 —

Subtopic Privileges and conditions

LAW

1.1 —

TOPIC RULES AND REGULATIONS

LAW

2 —

Subtopic Reports

LAW

2.1 —

Subtopic Airspace

LAW

2.2 —

TOPIC ATC SAFETY MANAGEMENT

LAW

3 —

Subtopic Feedback process

LAW

3.1 —

Subtopic Safety Investigation

LAW

3.2 —

**SUBJECT AIR TRAFFIC MANAGEMENT**

**3:**

TOPIC PROVISION OF SERVICES

ATM

1 —

Subtopic Air traffic control (ATC) service

ATM

1.1 —

Subtopic Flight information service (FIS)

ATM

1.2 —

Subtopic Alerting service (ALRS)

ATM

1.3 —

Subtopic ATS system capacity and air traffic flow management

ATM

1.4 —

Subtopic Airspace management (ASM)

ATM

1.5 —

TOPIC COMMUNICATION

ATM

2 —

Subtopic Effective communication

ATM

2.1 —

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**Changes to legislation:** There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)

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## TOPIC ATC CLEARANCES AND ATC INSTRUCTIONS

ATM

3 —

### Subtopic ATC clearances

ATM

3.1 —

### Subtopic ATC instructions

ATM

3.2 —

## TOPIC COORDINATION

ATM

4 —

### Subtopic Necessity for coordination

ATM

4.1 —

### Subtopic Tools and methods for coordination

ATM

4.2 —

### Subtopic Coordination procedures

ATM

4.3 —

## TOPIC ALTIMETRY AND LEVEL ALLOCATION

ATM

5 —

### Subtopic Altimetry

ATM

5.1 —

### Subtopic Terrain clearance

ATM

5.2 —

## TOPIC SEPARATIONS

ATM

6 —

### Subtopic Vertical separation

ATM

6.1 —

### Subtopic Longitudinal separation in a surveillance environment

ATM

6.2 —

### Subtopic Delegation of separation

ATM

6.3 —



Subtopic Wake turbulence distance-based separation

ATM

6.4 —

Subtopic Separation based on ATS surveillance systems

ATM

6.5 —

TOPIC AIRBORNE COLLISION AVOIDANCE SYSTEMS AND GROUND-BASED  
ATM SAFETY NETS

7 —

Subtopic Airborne collision avoidance systems

ATM

7.1 —

Subtopic Ground-based safety nets

ATM

7.2 —

TOPIC DATA DISPLAY

ATM

8 —

Subtopic Data management

ATM

8.1 —

TOPIC OPERATIONAL ENVIRONMENT (SIMULATED)

ATM

9 —

Subtopic Integrity of the operational environment

ATM

9.1 —

Subtopic Verification of the currency of operational procedures

ATM

9.2 —

Subtopic Handover-takeover

ATM

9.3 —

TOPIC PROVISION OF CONTROL SERVICE

ATM

10 —

Subtopic Responsibility and processing of information

ATM

10.1 —

Subtopic ATS surveillance service

ATM

10.2 —

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**Changes to legislation:** There are currently no known outstanding effects for the  
Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)

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Subtopic Traffic management process

ATM

10.3 —

Subtopic Handling traffic

ATM

10.4 —

Subtopic Control service with advanced system support

ATM

10.5 —

TOPIC HOLDING

ATM

11 —

Subtopic General holding procedures

ATM

11.1 —

Subtopic Approaching aircraft

ATM

11.2 —

Subtopic Holding in a surveillance environment

ATM

11.3 —

TOPIC IDENTIFICATION

ATM

12 —

Subtopic Establishment of identification

ATM

12.1 —

Subtopic Maintenance of identification

ATM

12.2 —

Subtopic Loss of identity

ATM

12.3 —

Subtopic Position Information

ATM

12.4 —

Subtopic Transfer of identity

ATM

12.5 —

**SUBJECT METEOROLOGY**

**4:**

TOPIC METEOROLOGICAL PHENOMENA

MET

1 —

Subtopic Meteorological phenomena

MET

1.1 —

TOPIC SOURCES OF METEOROLOGICAL DATA

MET

2 —

Subtopic Sources of meteorological information

MET

2.1 —

**SUBJECT NAVIGATION**

**5:**

TOPIC MAPS AND AERONAUTICAL CHARTS

NAV

1 —

Subtopic Maps and charts

NAV

1.1 —

TOPIC INSTRUMENT NAVIGATION

NAV

2 —

Subtopic Navigational systems

NAV

2.1 —

Subtopic Stabilised approach

NAV

2.2 —

Subtopic Instrument departures and arrivals

NAV

2.3 —

Subtopic Navigational assistance

NAV

2.4 —

Subtopic Satellite-based systems

NAV

2.5 —

Subtopic PBN applications

NAV

2.6 —

**SUBJECT AIRCRAFT**

**6:**

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*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

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TOPIC AIRCRAFT INSTRUMENTS

ACFT

1 —

Subtopic Aircraft instruments

ACFT

1.1 —

TOPIC AIRCRAFT CATEGORIES

ACFT

2 —

Subtopic Wake turbulence

ACFT

2.1 —

Subtopic Application of ICAO approach categories

ACFT

2.2 —

TOPIC FACTORS AFFECTING AIRCRAFT PERFORMANCE

ACFT

3 —

Subtopic Climb factors

ACFT

3.1 —

Subtopic Cruise factors

ACFT

3.2 —

Subtopic Descent and initial approach factors

ACFT

3.3 —

Subtopic Final approach and landing factors

ACFT

3.4 —

Subtopic Economic factors

ACFT

3.5 —

Subtopic Environmental factors

ACFT

3.6 —

TOPIC AIRCRAFT DATA

ACFT

4 —

Subtopic Performance data

ACFT

4.1 —

## **SUBJECT HUMAN FACTORS**

**7:**

### TOPIC PSYCHOLOGICAL FACTORS

HUM

1 —

#### Subtopic Cognitive

HUM

1.1 —

### TOPIC MEDICAL AND PHYSIOLOGICAL FACTORS

HUM

2 —

#### Subtopic Fatigue

HUM

2.1 —

#### Subtopic Fitness

HUM

2.2 —

### TOPIC SOCIAL AND ORGANISATIONAL FACTORS

HUM

3 —

#### Subtopic Team resource management (TRM)

HUM

3.1 —

#### Subtopic Teamwork and team roles

HUM

3.2 —

#### Subtopic Responsible behaviour

HUM

3.3 —

### TOPIC STRESS

HUM

4 —

#### Subtopic Stress

HUM

4.1 —

#### Subtopic Stress management

HUM

4.2 —

### TOPIC HUMAN ERROR

HUM

5 —

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*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

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Subtopic Human error

HUM

5.1 —

Subtopic Violation of rules

HUM

5.2 —

TOPIC COLLABORATIVE WORK

HUM

6 —

Subtopic Communication

HUM

6.1 —

Subtopic Collaborative work within the same area of responsibility

HUM

6.2 —

Subtopic Collaborative work between different areas of responsibility

HUM

6.3 —

Subtopic Controller/pilot cooperation

HUM

6.4 —

**SUBJECT EQUIPMENT AND SYSTEMS**

**8:**

TOPIC VOICE COMMUNICATIONS

EQPS

1 —

Subtopic Radio communications

EQPS

1.1 —

Subtopic Other voice communications

EQPS

1.2 —

TOPIC AUTOMATION IN ATS

EQPS

2 —

Subtopic Aeronautical fixed telecommunication network (AFTN)

EQPS

2.1 —

Subtopic Automatic data interchange

EQPS

2.2 —

TOPIC CONTROLLER WORKING POSITION

EQPS

3 —

Subtopic Operation and monitoring of equipment

EQPS

3.1 —

Subtopic Situation displays and information systems

EQPS

3.2 —

Subtopic Flight data systems

EQPS

3.3 —

Subtopic Use of ATS surveillance system

EQPS

3.4 —

Subtopic Advanced systems

EQPS

3.5 —

TOPIC FUTURE EQUIPMENT

EQPS

4 —

Subtopic New developments

EQPS

4.1 —

TOPIC EQUIPMENT AND SYSTEMS LIMITATIONS AND DEGRADATION

EQPS

5 —

Subtopic Reaction to limitations

EQPS

5.1 —

Subtopic Communication equipment degradation

EQPS

5.2 —

Subtopic Navigational equipment degradation

EQPS

5.3 —

Subtopic Surveillance equipment degradation

EQPS

5.4 —

Subtopic ATC processing system degradation

EQPS

5.5 —

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*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

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## **SUBJECT PROFESSIONAL ENVIRONMENT**

### **9:**

#### TOPIC FAMILIARISATION

PEN

1 —

##### Subtopic Study visit to approach control unit

PEN

1.1 —

#### TOPIC AIRSPACE USERS

PEN

2 —

##### Subtopic Contributors to civil ATS operations

PEN

2.1 —

##### Subtopic Contributors to military ATS operations

PEN

2.2 —

#### TOPIC CUSTOMER RELATIONS

PEN

3 —

##### Subtopic Provision of services and user requirements

PEN

3.1 —

#### TOPIC ENVIRONMENTAL PROTECTION

PEN

4 —

##### Subtopic Environmental protection

PEN

4.1 —

## **SUBJECT ABNORMAL AND EMERGENCY SITUATIONS**

### **10:**

#### TOPIC ABNORMAL AND EMERGENCY SITUATIONS (ABES)

ABES

1 —

##### Subtopic Overview of ABES

ABES

1.1 —

#### TOPIC SKILLS IMPROVEMENT

ABES

2 —

##### Subtopic Communication effectiveness

ABES

2.1 —



Subtopic Avoidance of mental overload

ABES

2.2 —

Subtopic Air/ground cooperation

ABES

2.3 —

TOPIC PROCEDURES FOR ABNORMAL AND EMERGENCY SITUATIONS

ABES

3 —

Subtopic Application of procedures for ABES

ABES

3.1 —

Subtopic Radio failure

ABES

3.2 —

Subtopic Unlawful interference and aircraft bomb threat

ABES

3.3 —

Subtopic Strayed or unidentified aircraft

ABES

3.4 —

Subtopic Diversions

ABES

3.5 —

Subtopic Transponder failure

ABES

3.6 —

**SUBJECT AERODROMES**

**11:**

TOPIC AERODROME DATA, LAYOUT AND COORDINATION

AGA

1 —

Subtopic Definitions

AGA

1.1 —

Subtopic Coordination

AGA

1.2 —

TOPIC MOVEMENT AREA

AGA

2 —

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**Changes to legislation:** There are currently no known outstanding effects for the  
Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)

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#### Subtopic Movement area

AGA

2.1 —

#### Subtopic Manoeuvring area

AGA

2.2 —

#### Subtopic Runways

AGA

2.3 —

#### TOPIC OBSTACLES

AGA

3 —

#### Subtopic Obstacle-free airspace around aerodromes

AGA

3.1 —

#### TOPIC MISCELLANEOUS EQUIPMENT

AGA

4 —

#### Subtopic Location

AGA

4.1 —

## Appendix 8 of Annex I

**AREA** (Reference: Annex I — PART ATCO Subpart D, Section 2, ATCO.D.010(a)(2)(vi))  
**CONTROL**  
**SURVEILLANCE**  
**RATING**  
**(ACS)**

**SUBJECT INTRODUCTION TO THE COURSE****1:**

TOPIC COURSE MANAGEMENT

INTR

1 —

Subtopic Course introduction

INTR

1.1 —

Subtopic Course administration

INTR

1.2 —

Subtopic Study material and training documentation

INTR

1.3 —

TOPIC INTRODUCTION TO THE ATC TRAINING COURSE

INTR

2 —

Subtopic Course content and organisation

INTR

2.1 —

Subtopic Training ethos

INTR

2.2 —

Subtopic Assessment process

INTR

2.3 —

**SUBJECT AVIATION LAW****2:**

TOPIC ATCO LICENSING/CERTIFICATE OF COMPETENCE

LAW

1 —

Subtopic Privileges and conditions

LAW

1.1 —

TOPIC RULES AND REGULATIONS

LAW

2 —

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*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

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### Subtopic Reports

LAW

2.1 —

### Subtopic Airspace

LAW

2.2 —

### TOPIC ATC SAFETY MANAGEMENT

LAW

3 —

#### Subtopic Feedback process

LAW

3.1 —

#### Subtopic Safety Investigation

LAW

3.2 —

## **SUBJECT AIR TRAFFIC MANAGEMENT**

**3:**

### TOPIC PROVISION OF SERVICES

ATM

1 —

#### Subtopic Air traffic control (ATC) service

ATM

1.1 —

#### Subtopic Flight information service (FIS)

ATM

1.2 —

#### Subtopic Alerting service (ALRS)

ATM

1.3 —

#### Subtopic ATS system capacity and air traffic flow management

ATM

1.4 —

#### Subtopic Airspace management (ASM)

ATM

1.5 —

### TOPIC COMMUNICATION

ATM

2 —

#### Subtopic Effective communication

ATM

2.1 —

## TOPIC ATC CLEARANCES AND ATC INSTRUCTIONS

ATM

3 —

### Subtopic ATC clearances

ATM

3.1 —

### Subtopic ATC instructions

ATM

3.2 —

## TOPIC COORDINATION

ATM

4 —

### Subtopic Necessity for coordination

ATM

4.1 —

### Subtopic Tools and methods for coordination

ATM

4.2 —

### Subtopic Coordination procedures

ATM

4.3 —

## TOPIC ALTIMETRY AND LEVEL ALLOCATION

ATM

5 —

### Subtopic Altimetry

ATM

5.1 —

### Subtopic Terrain clearance

ATM

5.2 —

## TOPIC SEPARATIONS

ATM

6 —

### Subtopic Vertical separation

ATM

6.1 —

### Subtopic Longitudinal separation in a surveillance environment

ATM

6.2 —

### Subtopic Wake turbulence distance-based separation

ATM

6.3 —

---

**Changes to legislation:** There are currently no known outstanding effects for the  
Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)

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Subtopic Separation based on ATS surveillance systems

ATM

6.4 —

TOPIC AIRBORNE COLLISION AVOIDANCE SYSTEMS AND GROUND-BASED  
ATM SAFETY NETS

7 —

Subtopic Airborne collision avoidance systems

ATM

7.1 —

Subtopic Ground-based safety nets

ATM

7.2 —

TOPIC DATA DISPLAY

ATM

8 —

Subtopic Data management

ATM

8.1 —

TOPIC OPERATIONAL ENVIRONMENT (SIMULATED)

ATM

9 —

Subtopic Integrity of the operational environment

ATM

9.1 —

Subtopic Verification of the currency of operational procedures

ATM

9.2 —

Subtopic Handover-takeover

ATM

9.3 —

TOPIC PROVISION OF CONTROL SERVICE

ATM

10 —

Subtopic Responsibility and processing of information

ATM

10.1 —

Subtopic ATS surveillance service

ATM

10.2 —

Subtopic Traffic management process

ATM

10.3 —

Subtopic Handling traffic

ATM

10.4 —

Subtopic Control service with advanced system support

ATM

10.5 —

TOPIC HOLDING

ATM

11 —

Subtopic General holding procedures

ATM

11.1 —

Subtopic Holding aircraft

ATM

11.2 —

Subtopic Holding in a surveillance environment

ATM

11.3 —

TOPIC IDENTIFICATION

ATM

12 —

Subtopic Establishment of identification

ATM

12.1 —

Subtopic Maintenance of identification

ATM

12.2 —

Subtopic Loss of identity

ATM

12.3 —

Subtopic Position Information

ATM

12.4 —

Subtopic Transfer of identity

ATM

12.5 —

**SUBJECT METEOROLOGY**

**4:**

TOPIC METEOROLOGICAL PHENOMENA

MET

1 —

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*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

---

Subtopic Meteorological phenomena

MET

1.1 —

TOPIC SOURCES OF METEOROLOGICAL DATA

MET

2 —

Subtopic Sources of meteorological information

MET

2.1 —

**SUBJECT NAVIGATION**

**5:**

TOPIC MAPS AND AERONAUTICAL CHARTS

NAV

1 —

Subtopic Maps and charts

NAV

1.1 —

TOPIC INSTRUMENT NAVIGATION

NAV

2 —

Subtopic Navigational systems

NAV

2.1 —

Subtopic Navigational assistance

NAV

2.2 —

Subtopic PBN applications

NAV

2.3 —

**SUBJECT AIRCRAFT**

**6:**

TOPIC AIRCRAFT INSTRUMENTS

ACFT

1 —

Subtopic Aircraft instruments

ACFT

1.1 —

TOPIC AIRCRAFT CATEGORIES

ACFT

2 —

Subtopic Wake turbulence

ACFT

2.1 —



TOPIC FACTORS AFFECTING AIRCRAFT PERFORMANCE

ACFT

3 —

Subtopic Climb factors

ACFT

3.1 —

Subtopic Cruise factors

ACFT

3.2 —

Subtopic Descent factors

ACFT

3.3 —

Subtopic Economic factors

ACFT

3.4 —

Subtopic Environmental factors

ACFT

3.5 —

TOPIC AIRCRAFT DATA

ACFT

4 —

Subtopic Performance data

ACFT

4.1 —

**SUBJECT HUMAN FACTORS**

**7:**

TOPIC PSYCHOLOGICAL FACTORS

HUM

1 —

Subtopic Cognitive

HUM

1.1 —

TOPIC MEDICAL AND PHYSIOLOGICAL FACTORS

HUM

2 —

Subtopic Fatigue

HUM

2.1 —

Subtopic Fitness

HUM

2.2 —

---

**Changes to legislation:** There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)

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## TOPIC SOCIAL AND ORGANISATIONAL FACTORS

HUM

3 —

### Subtopic Team resource management (TRM)

HUM

3.1 —

### Subtopic Teamwork and team roles

HUM

3.2 —

### Subtopic Responsible behaviour

HUM

3.3 —

## TOPIC STRESS

HUM

4 —

### Subtopic Stress

HUM

4.1 —

### Subtopic Stress management

HUM

4.2 —

## TOPIC HUMAN ERROR

HUM

5 —

### Subtopic Human error

HUM

5.1 —

### Subtopic Violation of rules

HUM

5.2 —

## TOPIC COLLABORATIVE WORK

HUM

6 —

### Subtopic Communication

HUM

6.1 —

### Subtopic Collaborative work within the same area of responsibility

HUM

6.2 —

### Subtopic Collaborative work between different areas of responsibility

HUM

6.3 —

Subtopic Controller/pilot cooperation

HUM

6.4 —

## **SUBJECT EQUIPMENT AND SYSTEMS**

**8:**

TOPIC VOICE COMMUNICATIONS

EQPS

1 —

Subtopic Radio communications

EQPS

1.1 —

Subtopic Other voice communications

EQPS

1.2 —

TOPIC AUTOMATION IN ATS

EQPS

2 —

Subtopic Aeronautical fixed telecommunication network (AFTN)

EQPS

2.1 —

Subtopic Automatic data interchange

EQPS

2.2 —

TOPIC CONTROLLER WORKING POSITION

EQPS

3 —

Subtopic Operation and monitoring of equipment

EQPS

3.1 —

Subtopic Situation displays and information systems

EQPS

3.2 —

Subtopic Flight data systems

EQPS

3.3 —

Subtopic Use of ATS surveillance system

EQPS

3.4 —

Subtopic Advanced systems

EQPS

3.5 —

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*Changes to legislation: There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)*

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**TOPIC FUTURE EQUIPMENT**

EQPS

4 —

## Subtopic New developments

EQPS

4.1 —

**TOPIC EQUIPMENT AND SYSTEMS LIMITATIONS AND DEGRADATION**

EQPS

5 —

## Subtopic Reaction to limitations

EQPS

5.1 —

## Subtopic Communication equipment degradation

EQPS

5.2 —

## Subtopic Navigational equipment degradation

EQPS

5.3 —

## Subtopic Surveillance equipment degradation

EQPS

5.4 —

## Subtopic ATC processing system degradation

EQPS

5.5 —

**SUBJECT PROFESSIONAL ENVIRONMENT****9:****TOPIC FAMILIARISATION**

PEN

1 —

## Subtopic Study visit to area control centre

PEN

1.1 —

**TOPIC AIRSPACE USERS**

PEN

2 —

## Subtopic Contributors to civil ATS operations

PEN

2.1 —

## Subtopic Contributors to military ATS operations

PEN

2.2 —

TOPIC CUSTOMER RELATIONS

PEN

3 —

Subtopic Provision of services and user requirements

PEN

3.1 —

TOPIC ENVIRONMENTAL PROTECTION

PEN

4 —

Subtopic Environmental protection

PEN

4.1 —

**SUBJECT ABNORMAL AND EMERGENCY SITUATIONS**

**10:**

TOPIC ABNORMAL AND EMERGENCY SITUATIONS (ABES)

ABES

1 —

Subtopic Overview of ABES

ABES

1.1 —

TOPIC SKILLS IMPROVEMENT

ABES

2 —

Subtopic Communication effectiveness

ABES

2.1 —

Subtopic Avoidance of mental overload

ABES

2.2 —

Subtopic Air/ground cooperation

ABES

2.3 —

TOPIC PROCEDURES FOR ABNORMAL AND EMERGENCY SITUATIONS

ABES

3 —

Subtopic Application of procedures for ABES

ABES

3.1 —

Subtopic Radio failure

ABES

3.2 —

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**Changes to legislation:** There are currently no known outstanding effects for the  
Commission Regulation (EU) 2015/340, ANNEX I. (See end of Document for details)

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Subtopic Unlawful interference and aircraft bomb threat

ABES

3.3 —

Subtopic Strayed or unidentified aircraft

ABES

3.4 —

Subtopic Diversions

ABES

3.5 —

Subtopic Transponder failure

ABES

3.6 —

**Changes to legislation:**

There are currently no known outstanding effects for the Commission Regulation (EU) 2015/340, ANNEX I.