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Part Air Traffic Controllers Licensing
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Manat Chavanaprayoon
Director General
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THAILAND CIVIL AVIATION REGULATION (TCAR)

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01	10 November 2026	- Added ATCO.A.010 Definitions - Revised starting date of validity for Unit endorsements in ATCO.B.020, language proficiency endorsements in ATCO.B.035, OJTI certificate in ATCO.C.020, STDI certificate in ATCO.C.040, and Assessor certificate in ATCO.C.060 - Removed the provision stating that CAAT shall prepare and allocate numbered seals to appointed assessors for certification of assessment results, affix such seals on checklists used under this regulation, and deem such seals to be the property of CAAT in ATCO.C.055 - Revised ATCO.D.050 Prerequisites of unit training	PEL Department

LIST OF EFFECTIVE PAGES

Change and amendment bar is placed against each paragraph affected.

Page No.	Revision No.	Date
1	01	10 November 2026
2	00	24 July 2025
3	01	10 November 2026
4	01	10 November 2026
5	01	10 November 2026
6	01	10 November 2026
7	00	24 July 2025
8	00	24 July 2025
9	01	10 November 2026
10	01	10 November 2026
11	01	10 November 2026
12	00	24 July 2025
13	00	24 July 2025
14	00	24 July 2025
15	00	24 July 2025
16	01	10 November 2026
17	00	24 July 2025
18	01	10 November 2026
19	00	24 July 2025
20	00	24 July 2025
21	00	24 July 2025
22	01	10 November 2026
23	00	24 July 2025
24	00	24 July 2025
25	01	10 November 2026
26	00	24 July 2025
27	00	24 July 2025
28	00	24 July 2025
29	01	10 November 2026
30	00	24 July 2025
31	00	24 July 2025
32	00	24 July 2025
33	00	24 July 2025
34	00	24 July 2025
35	00	24 July 2025
36	00	24 July 2025
37	00	24 July 2025
38	00	24 July 2025
39	00	24 July 2025
40	00	24 July 2025

Page No.	Revision No.	Date
41	00	24 July 2025
42	00	24 July 2025
43	00	24 July 2025
44	01	10 November 2026
45	00	24 July 2025
46	00	24 July 2025
47	00	24 July 2025
48	00	24 July 2025
49	00	24 July 2025

TABLE OF CONTENTS

RECORD OF REVISIONS 3
LIST OF EFFECTIVE PAGES 4
TABLE OF CONTENTS 5
INTRODUCTION AND APPLICABILITY 7
SUBPART A — GENERAL REQUIREMENTS 9
ATCO.A.001 Scope 9
ATCO.A.005 Application for the issue of licences, ratings and endorsements 9
ATCO.A.010 Definitions 9
ATCO.A.015 Exercise of the privileges of licences and provisional inability 12
ATCO.A.020 Revocation and suspension of licences, ratings, endorsements and certificates. . 12
SUBPART B — LICENCES, RATINGS AND ENDORSEMENTS 13
ATCO.B.001 Student air traffic controller licence 13
ATCO.B.005 Air traffic controller licence 13
ATCO.B.010 Air traffic controller ratings 14
ATCO.B.015 Rating endorsements 15
ATCO.B.020 Unit endorsements 16
ATCO.B.025 Unit competence scheme 17
ATCO.B.030 Language proficiency endorsement 18
ATCO.B.035 Validity of language proficiency endorsement 18
ATCO.B.040 Assessment of language proficiency 18
ATCO.B.045 Language training 19
SUBPART C — REQUIREMENTS FOR INSTRUCTORS AND ASSESSORS 20
SECTION 1 – INSTRUCTORS 20
ATCO.C.001 Theoretical instructors 20
ATCO.C.005 Practical instructors 20
ATCO.C.010 On-the-job training instructor (OJTI) privileges 21
ATCO.C.015 Application for on-the-job training instructor certificate 21
ATCO.C.020 Validity of on-the-job training instructor certificate 22
ATCO.C.025 Temporary OJTI authorisation 23
ATCO.C.030 Synthetic training device instructor (STDI) privileges 23
ATCO.C.035 Application for synthetic training device instructor certificate 24
ATCO.C.040 Validity of synthetic training device instructor certificate 25
SECTION 2 – ASSESSORS 26
ATCO.C.045 Assessor privileges 26
ATCO.C.050 Vested interests 27
ATCO.C.055 Application for assessor certificate 27
ATCO.C.060 Validity of assessor certificate 29
ATCO.C.065 Temporary assessor authorisation 30

SUBPART D — AIR TRAFFIC CONTROLLER TRAINING 31
SECTION 1 - GENERAL REQUIREMENTS 31
ATCO.D.001 Objectives of air traffic controller training 31
ATCO.D.005 Types of air traffic controller training 31
Appendix 1 – Language proficiency rating scale: expert, extended and operational levels 35
SECTION 2 – INITIAL TRAINING REQUIREMENTS 39
ATCO.D.010 Composition of initial training 39
ATCO.D.015 Initial training plan 39
ATCO.D.020 Basic and rating training courses 40
ATCO.D.025 Basic training examinations and assessment 40
ATCO.D.030 Basic training performance objectives 41
ATCO.D.035 Rating training examinations and assessment 41
ATCO.D.040 Rating training performance objectives 41
Appendix 2 43
Appendix 3 43
Appendix 4 43
Appendix 5 43
Appendix 6 43
Appendix 7 43
Appendix 8 43
SECTION 3 – UNIT TRAINING REQUIREMENTS 44
ATCO.D.045 Composition of unit training 44
ATCO.D.050 Prerequisites of unit training 44
ATCO.D.055 Unit training plan 44
ATCO.D.060 Unit endorsement course 45
ATCO.D.065 Demonstration of theoretical knowledge and understanding 45
ATCO.D.070 Assessments during unit endorsement courses 46
SECTION 4 – CONTINUATION TRAINING REQUIREMENTS 47
ATCO.D.075 Continuation training 47
ATCO.D.080 Refresher training 47
ATCO.D.085 Conversion training 47
SECTION 5 – TRAINING OF INSTRUCTORS AND ASSESSORS 48
ATCO.D.090 Training of practical instructors 48
ATCO.D.095 Training of assessors 48
CONDITIONS FOR THE CONVERSION OF EXISTING NATIONAL LICENCES, RATINGS AND ENDORSEMENTS AND CERTIFICATES 49
Air Traffic Controller Licence 49
On-the-Job Training Instructor Certificate 49
Assessor Certificate 49

INTRODUCTION AND APPLICABILITY

In this publication the word ‘must’ or ‘shall’ is used to indicate where the Director General requires the Organisation, owner or operator to respond to and comply with, or adhere closely to, the defined requirement.

If the Organisation’s/owner’s/operator’s response is deemed to be inadequate by the Director General, a specific requirement or restriction may be applied as a condition of the appropriate instrument to be issued under Thailand Civil Aviation Regulations.

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SUBPART A — GENERAL REQUIREMENTS

ATCO.A.001 Scope

This Part 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, revalidation, renewal of licences, ratings and endorsements shall be submitted to CAAT in a form and manner established by CAAT.

(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 CAAT

(c) The licence holder shall sign the licence and the air traffic controller licence shall be valid for 5 years as prescribed by Ministerial Regulation regarding Personnel Licence B.E. 2550 and the student air traffic controller licence shall be valid for 2 years as prescribed by Ministerial Regulation regarding Personnel License No.2 B.E. 2559, unless it is revoked by CAAT.

(d) The licence shall specify all relevant information related to the privileges that are granted by the licence.

ATCO.A.010 Definitions

For the purposes of this regulation , the following definitions apply:

‘abnormal situation’ means circumstances, including degraded situations, which are neither routinely nor commonly experienced and for which an air traffic controller has not developed automatic skills;

‘acceptable means of compliance (AMC)’ means non-binding standards to illustrate means by which to establish compliance with relevant regulation.;

‘air traffic control (ATC) service’ means a service provided for the purpose of:

(a) preventing collisions:

— between aircraft, and

— in the manoeuvring area between aircraft and obstructions; and

(b) expediting and maintaining an orderly flow of air traffic;

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

‘alternative means of compliance’ means an alternative to an existing AMC or a new means to establish compliance with a regulation.

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

‘assessor certificate’ means the authorisation indicating the competence of the holder to assess the practical skills of student air traffic controller and air traffic controller;

‘ATS surveillance service’ menas a term used to indicate a service provided directly by means of an ATS surveillance system;

‘ATS surveillance system’ means a generic term meaning variously, ADS-B, PSR, SSR or any comparable ground-based system that enables the identification of aircraft;

‘conditions’ means anything that may qualify a specific environment in which performance will be demonstrated’

‘competency standard’ means a level of performance that is defined as acceptable when assessing whether or not competency has been achieved;

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

‘emergency situation’ means a serious and dangerous situation requiring immediate actions;

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

‘guidance material (GM)’ means non-binding material developed by the CAAT that helps to illustrate the meaning of a requirement or specification;

‘ICAO location indicator’ means the four-letter code group formulated in accordance with the rules prescribed by ICAO in its manual 'DOC 7910' in its latest updated version and assigned to the location of an aeronautical fixed station;

‘language proficiency endorsement’ means the statement entered on and forming part of a licence, indicating the language proficiency of the holder;

‘licence’ means a document issued and endorsed in accordance with this Regulation and entitling its lawful holder to exercise the privileges of the ratings and endorsements contained therein;

‘licence endorsement’ means the authorisation entered on and forming part of the licence, indicating a specific qualification of the licence holder;

‘monitoring’ means a cognitive process to compare an actual to an expected state.

Note.– Monitoring is embedded in the competencies for a given role within an aviation discipline, which serve as countermeasures in the threat and error management model. It requires knowledge, skills and attitudes to create a mental model and to take appropriate action when deviations are recognized;

‘observable behaviour (OB)’ means a single role-related behaviour that can be observed and may or may not be measurable.

‘on-the-job training instruction’ means the phase of unit training during which previously acquired job-related routines and skills are integrated in practice under the supervision of a qualified on- the-job training instructor in a live traffic situation;

‘on-the-job training instructor (OJTI) certificate’ means the authorisation indicating the competence of the holder to give on-the-job training instruction and instruction on synthetic training devices;

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

‘performance objective’ means a clear and unambiguous statement of the performance expected of the person undertaking the training, the conditions under which the performance takes place and the standards that the person undertaking training should meet;

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

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

‘rated air traffic controller’ means an air traffic controller holding a licence and valid ratings appropriate to the privileges to be exercised;

‘rating’ means an authorization entered on or associated with a licence and forming part thereof, stating special conditions, privileges or limitations pertaining to such licence.

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

‘renewal’ means the administrative act taken after a rating, endorsement or certificate has expired that renew the privileges of the rating, endorsement or certificate for a further specified period subject to the fulfilment of specified requirements;

‘revalidation’ means the administrative act taken within the period of validity of a rating, endorsement or certificate that allows the holder to continue to exercise the privileges of a rating, endorsement or certificate for a further specified period subject to the fulfilment of specified requirements;

‘sector’ means a part of a control area and/or part of a flight information region or upper region;

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

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

‘synthetic training device instructor (STDI) certificate’ means the authorisation indicating the competence of the holder to give instruction on synthetic training devices;

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

‘training organisation’ means an organisation which has been certified by CAAT to provide one or more types of training;

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

‘validation’ means a process by which, through the successful completion of a unit endorsement course associated with a rating or a rating endorsement, the holder may start exercising the privileges of that rating or rating endorsement.

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

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

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

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

(d) Air navigation service providers may declare the provisional inability of the licence holder if they become aware of any doubt concerning the ability of the licence holder to safely exercise the privileges of the licence.

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

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

ATCO.A.020 Revocation and suspension of licences, ratings, endorsements and certificates.

(a) Licences, ratings, endorsements and certificates may be suspended or revoked by the Director General when the licence/certificate holder does not comply with the requirements of this regulation and other applicable regulations

(b) When the licence/certificate holder has his/her licence/certificate revoked, he/she shall immediately return the licence/certificate to CAAT.

(c) The assessor and practical instructor certificates may be suspended or revoked by the Director General including but not limited to the following circumstances:

(1) Violation of or incompliance with ATCO.C.005 (d) or ATCO.C.055 (n) and (o);

(2) Violation of or incompliance with Air Naviagtion Act, applicable regulations, requirements rules, regulations, orders or any other conditions prescribed by CAAT;

(3) Violation of or incompliance with guidelines and procedures or any manuals in respect of an assessment or training of an air traffic controller as prescribed by CAAT; or

(4) If there are reasonable grounds to believe that the appointed assessor/practical instructor lacks knowledge, competence, qualifications or competence in performing duties.

SUBPART B — LICENCES, RATINGS AND ENDORSEMENTS

ATCO.B.001 Student air traffic controller licence

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

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

(1) be at least 18 years old;

(2) have successfully completed initial training at a training organisation satisfying the requirements laid down in 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 Class 3 medical certificate; and

(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 air traffic control unit, if applicable, one rating endorsement.

(d) The student air traffic controller licence shall be valid for a period of two years as prescribed by Ministerial Regulation regarding Personnel Licence No.2 B.E. 2559.

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

(1) if a training organisation satisfying the requirements laid down in Part ATCO.OR and certified to provide initial training relevant to the rating has conducted an assessment of previous competence as to whether the holder of a student air traffic controller licence continues to satisfy the requirements relevant to that rating, and

(2) after satisfying any training requirements resulting from the assessment referred to point (d)(1) above.

ATCO.B.005 Air traffic controller licence

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

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

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

(1) be at least 21 years old;

(2) hold a student air traffic controller licence;

(3) 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;

(4) hold a valid Class 3 medical certificate;

(5) have demonstrated an adequate level of language proficiency in accordance with the requirements set out in ATCO.B.030;

(6) successfully passed the theoretical examinations conducted by CAAT.

(d) The air traffic controller licence shall be validated by the inclusion of one or more ratings and the relevant rating, unit endorsement and language proficiency endorsements for which the training was successful.

(e) The air traffic controller licence shall be valid for a period of five years as prescribed by Ministerial Regulation regarding Personnel Licence B.E. 2550.

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

(1) if a training organisation satisfying the requirements laid down in Part ATCO.OR and certified to provide initial training relevant to the rating, has conducted an assessment of previous competence as to whether the previous competence of the holder of an air traffic controller licence continues to satisfy the requirements relevant to that rating, and

(2) after satisfying any training requirements resulting from the assessment referred to in point (f)(1) above.

ATCO.B.010 Air traffic controller ratings

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

(1) the Aerodrome Control 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) When the applicant already holds an air traffic controller rating in another category, or the same rating for another unit, the experience requirement can be reduced, as deemed appropriate.

(c) Concurrent issuance of two air traffic controller ratings

When two air traffic controller ratings are sought concurrently, the Licensing Authority shall determine the applicable requirements on the basis of the requirements for each rating. These requirements shall not be less than those of the more demanding rating.

(d) Before exercising the privileges indicated in ATCO.B.010, the licence holder shall be familiar with all pertinent and current information.

(e) Validity of ratings

A rating shall become invalid when an air traffic controller has ceased to exercise the privileges of the rating for a period of more than 180 calendar days. A rating shall remain invalid until the controller's ability to exercise the privileges of the rating has been re-established.

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

(1) if a training organisation satisfying the requirements laid down in Part ATCO.OR and certified to provide training relevant to the rating an assessment of previous competence as to whether that the holder of a rating continues to satisfy the conditions of that rating, and;

(2) after satisfying any training requirements resulting from the assessment referred to in point (f)(1) above.

ATCO.B.015 Rating endorsements

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

(1) the Air Control (AIR) endorsement, indicating that the 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.

ATCO.B.020 Unit endorsements

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

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

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

(d) For air traffic controllers providing air traffic control services to aircraft carrying out flight tests, the competent authority 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 of three years and defined in the unit competence scheme.

(f) The validity period of unit endorsements for initial issue and renewal shall start from the date on which the assessment has been successfully completed and shall expire on the last day of the month in which the prescribed validity period ends.

(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 and shall expire on the last day of the month in which the prescribed validity period ends.

(i) If the unit endorsement is revalidated before the period provided for in point (h), its validity period shall start from the date on which the assessment has been successfully completed and shall expire on the last day of the month in which the prescribed validity period ends, 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.

ATCO.B.025 Unit competence scheme

(a) Unit competence schemes shall be established by the air navigation service provider and approved by CAAT. 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 180 calendar days;

(3) the minimum number of hours for exercising the privileges of the unit endorsement shall not less than 12 hours on operational working positions or 18 hours in CAAT approved synthetic training device within 180 calendar days, 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).

The licence holders who do not comply with the requirements in (a)(2) and (3) shall at least, before they resume the exercise of their privilege, have completed not less than 12 hours on operational working positions or 18 hours in CAAT approved synthetic training device under the supervision of OJTI;

(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 CAAT in accordance with ATCO.A.015(d);

(14) identification of records to be kept specific to continuation training and assessments;

(15) process and reasons for reviewing and amending the unit competence scheme and its submission to CAAT. 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 competent authorities 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.

ATCO.B.030 Language proficiency endorsement

(a) Air traffic controllers and student air traffic controllers shall not exercise the privileges of their licences unless they have a valid language proficiency endorsement in English. The language proficiency endorsement shall indicate the language(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 to Subpart D, Section 1, at least an operational level (level four) of language proficiency.

(c) Language proficiency shall be demonstrated by an approved language proficiency testing center.

ATCO.B.035 Validity of language proficiency endorsement

(a) The validity of the language proficiency endorsement, depending on the level determined in accordance with Appendix 1 of Subpart D, Section 1, shall be:

(1) for operational level (level four), three years from the date of assessment; or

(2) for extended level (level five), six years from the date of assessment;

(3) for expert level (level six): unlimited

(b) The validity period of the language proficiency endorsements for initial issue and renewal shall start 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 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 CAAT, which shall contain:

(1) the process by which an assessment is done;

(2) the qualification of the assessors;

(3) the appeals procedure.

(b) Language assessment bodies shall comply with the requirements established by CAAT.

ATCO.B.045 Language training

(a) Air navigation service providers shall make available language training to maintain the required level of language proficiency of air traffic controllers to:

(1) holders of language proficiency endorsement at operational level (level four);

(2) licence holders without the opportunity to apply their skills on a regular basis in order to maintain their language skills.

(b) Language training may also be made available in the form of continuous training.

SUBPART C — REQUIREMENTS FOR INSTRUCTORS AND ASSESSORS

SECTION 1 – INSTRUCTORS

ATCO.C.001 Theoretical instructors

(a) Theoretical training shall only be carried out by appropriately qualified instructors.

(b) A theoretical instructor is appropriately qualified if he/she:

(1) holds an air traffic controller licence and/or holds a professional qualification appropriate to the subject being taught and/or has demonstrated adequate knowledge and experience to the training organisation;

(2) has demonstrated instructional skills to the training organisation.

ATCO.C.005 Practical instructors

(a) A person shall only carry out practical training when he/she holds or has held (in case of STDI) an air traffic controller licence with an appropriate rating he/she will instruct in and shall holds an on-the-job training instructor (OJTI) certificate or holds a synthetic training device instructor (STDI) certificate.

(b) The holder of OJTI and STDI Certificate shall comply with the laws, rules, orders, and any other provisions prescribed by CAAT or the Competent Official, as well as keeping up to date with information pertaining to the air traffic control for which the holder will instruct in.

(c) The respective organization shall facilitate the Competent Official to observe and examine the performance of OJTI and STDI at the operational air traffic control unit where the duties are performed.

(d) The holder of OJTI and STDI certificate shall shall comply with the following disciplinary procedures:

(1) Must not perform duties during the period of which the Personnel Licence and/or the OTJI Certificate is expired or invalid;

(2) Must not be under the influence of alcohol, drugs, or any other stimulant or sedative substances while performing duties; and

(3) Must not record training progress or fill in the content, or add to, takes from or otherwise alters the training transcript of a Student Air Traffic Controller and Air Traffic Controller in such a way that falsifies the transcript.

(4) Shall carry the OJTI/STDI certificates while performing duties at all times in order to be inspected by the Competent Official at any time.

ATCO.C.010 On-the-job training instructor (OJTI) privileges

(a) Holders of an OJTI certificate 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 certificate shall only exercise the privileges of the certificate 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 CAAT when requested by the training organisation.

ATCO.C.015 Application for on-the-job training instructor certificate

Applicants for the issue of an OJTI certificate 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 CAAT when requested by the training organisation;

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

If an applicant has successfully completed CAAT approved practical instructional techniques course more than 12 months preceding the application, the applicant shall, within the 12 months preceding the application, has successfully completed CAAT approved refresher training on practical instructional skills and and have been appropriately assessed;

(d) have demonstrated to CAAT the knowledge by passing 75% of paper examination and instructional skills by passing an assessment from interviewing or performing duties of OJTI;

(e) be nominated by Approved Training Organization (ATO);

(f) Submit to the Competent Official the application in accordance with the form prescribed by the Director General, along with the following documentary evidence:

1. A certified copy a valid air traffic controller licence with a valid unit endorsement;
2. An evidence to support that an applicant 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 CAAT when requested by the training organisation;
3. An evidence to support that an applicant, within the 12 months preceding the application, have successfully completed CAAT approved practical instructional techniques course during which the required knowledge and pedagogical skills are taught and have been appropriately assessed;

4. An evidence to support that an applicant have demonstrated to CAAT the knowledge by passing 75% of paper examination and instructional skills by passing an assessment from interviewing or performing duties of OJTI; and

5. Other docoments and evidence as required by Director General.

(g) Certificate shall be issued in form prescribed by the Director General;

(h) In the event that the OTJI Certificate is lost or damaged, the holder of the Certificate shall submit to the Competent Official the application for a substitute certificate, along with the police report, if applicable. The Competent Official shall thereafter issue the substitute certificate to the holder, whereby the expiration date and particulars thereof shall be in accordance with the original Certificate in all material respects.

ATCO.C.020 Validity of on-the-job training instructor certificate

(a) The OJTI certificate shall be valid for a period of three years.

(b) The OJTI certificate shall be revalidated by, within the 12 months preceding the application for revalidation, successfully completing CAAT approved refresher training on practical instructional skills, provided that the requirements of ATCO.C.015(a) and (e) are met. In such cases the validity period shall be counted from that expiry date and shall expire on the last day of the month in which the prescribed validity period ends.

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

(1) qualifications as prescribed in ATCO.C.015(a), (d), and (e);

(2) received CAAT approved refresher training on practical instructional skills; and

(d) In the case of first issue and renewal the period of validity of the OJTI certificate shall start from the date on which the assessment has been successfully completed and shall expire on the last day of the month in which the prescribed validity period ends.

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

(f) Applicants for the revalidation of an OJTI certificate shall submit to the Competent Official the application in accordance with the form prescribed by the Director General within 90 days prior to expiration of the certificate, along with the following documentary evidence:

1. A certified copy of a valid air traffic controller licence with a valid unit endorsement;

2. A certified copy of a valid OJTI certificate;

3. An evidence to support that an applicant has, within the 12 months preceding the application for revalidation, successfully completed CAAT approved refresher training on practical instructional skills; and

4. Other docoments and evidence as required by Director General.

(g) Applicants for the renewal of an OJTI certificate shall submit to the Competent Official the application in accordance with the form prescribed by the Director General along with the following documentary evidence:

1. A certified copy of a valid air traffic controller licence with a valid unit endorsement;
2. A certified copy of OJTI certificate;

3. An evidence to support that an applicant has, within the 12 months preceding the application for revalidation, successfully completed CAAT approved refresher training on practical instructional skill;
4. An evidence to support that an applicant have demonstrated to CAAT the knowledge by passing 75% of paper examination and instructional skills by passing an assessment from interviewing or performing duties of OJTI; and
5. Other docoments and evidence as required by Director General.

ATCO.C.025 Temporary OJTI authorisation

(a) When compliance with the requirements provided for in ATCO.C.010(b)(2) is not possible, CAAT 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 certificate 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 certificate issued in accordance with ATCO.C.015, whichever occurs sooner.

ATCO.C.030 Synthetic training device instructor (STDI) privileges

(a) Holders of an STDI certificate 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 certificate shall only exercise the privileges of the certificate 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) As an exception to point (b)(1)

(1) the period of 2 years may be shortened to not less than 1 year by the competent authority when requested by the training organisation;

(2) for the purpose of basic training, any rating held is appropriate;

(3) for the purpose of rating training, training may be provided for specific and selected operational tasks by an STDI holding a rating that is relevant for that specific and selected operational task.

ATCO.C.035 Application for synthetic training device instructor certificate

Applicants for the issue of an STDI certificate shall:

(a) hold or have held an air traffic controller licence with an appropriate rating he/she will instruct in

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

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

If an applicant has successfully completed CAAT approved practical instructional techniques course more than 12 months preceding the application, the applicant shall, within the 12 months preceding the application, has successfully completed CAAT approved refresher training on practical instructional skills and and have been appropriately assessed;

(d) have demonstrated to CAAT the knowledge by passing 75% of paper examination and instructional skills by passing an assessment from interviewing or performing duties of STDI;

(e) be nominated by Approved Training Organization (ATO);

(f) Submit to the Competent Official the application in accordance with the form prescribed by the Director General, along with the following documentary evidence:

1. A certified copy of an air traffic controller licence with an appropriate rating he/she will instruct in
2. An evidence to support that an applicant have exercised the privileges of an air traffic controller licence in any rating for at least 2 years. This period may be shortened to not less than 1 year by the competent authority when requested by the training organisation;
3. An evidence to support that an applicant, within the 12 months preceding the application, have successfully completed CAAT approved practical instructional techniques course during which the required knowledge and pedagogical skills are taught using theoretical and practical methods and have been appropriately assessed;
4. An evidence to support that an applicant have demonstrated to CAAT the knowledge by passing 75% of paper examination and instructional skills by passing an assessment from interviewing or performing duties of STDI; and
5. Other docoments and evidence as required by Director General.

(g) Certificate shall be issued in form prescribed by the Director General;

(h) In the event that the STDI Certificate is lost or damaged, the holder of the Certificate shall submit to the Competent Official the application for a substitute certificate, along with the police report, if applicable. The Competent Official shall thereafter issue the substitute certificate to the holder, whereby the expiration date and particulars thereof shall be in accordance with the original Certificate in all material respects.

ATCO.C.040 Validity of synthetic training device instructor certificate

(a) The STDI certificate shall be valid for a period of three years.

(b) The STDI certificate may be revalidated by, within the 12 months preceding the application for revalidation, successfully completing CAAT approved refresher training on practical instructional skills and on current operational practices, provided that the requirements of ATCO.C.035(e) is met. In such cases the validity period shall be counted from that expiry date and shall expire on the last day of the month in which the prescribed validity period ends.

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

(1) qualifications as prescribed in ATCO.C.035 (c), (d), and (e); and

(2) received CAAT approved refresher training on practical instructional skills and on current operational practices.

(d) In the case of first issue and renewal the period of validity of the STDI certificate shall start from the date on which the assessment has been successfully completed and shall expire on the last day of the month in which the prescribed validity period ends.

(e) Applicants for the revalidation of a STDI certificate shall submit to the Competent Official the application in accordance with the form prescribed by the Director General within 90 days prior to expiration of the certificate, along with the following documentary evidence:

1. A certified copy of an air traffic controller licence with an appropriate rating he/she will instruct in;
2. A certified copy of a valid STDI certificate;
3. An evidence to support that an applicant has, within the 12 months preceding the application for revalidation, successfully completing CAAT approved refresher training on practical instructional skills and on current operational practices; and
4. Other docoments and evidence as required by Director General.

(f) Applicants for the renewal of a STDI certificate shall submit to the Competent Official the application in accordance with the form prescribed by the Director General, along with the following documentary evidence:

1. A certified copy of an air traffic controller licence with an appropriate rating he/she will instruct in;
2. A certified copy of STDI certificate;
3. An evidence to support that an applicant has, within the 12 months preceding the application for renewal, successfully completing CAAT approved refresher training on practical instructional skills and on current operational practices;
4. An evidence to support that an applicant have demonstrated to CAAT the knowledge by passing 75% of paper examination and instructional skills by passing an assessment from interviewing or performing duties of STDI; and
5. Other docoments and evidence as required by Director General.

SECTION 2 – ASSESSORS

ATCO.C.045 Assessor privileges

(a) A person shall only carry out assessments when he/she holds an assessor certificate.

(b) Holders of an assessor certificate 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(e), ATCO.B.005(f) and ATCO.B.010(f);

(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 certificate shall only exercise the privileges of the certificate if they have:

(1) at least five years' experience in the rating and rating endorsement(s) they will assess in; and

(2) demonstrated knowledge of current operational practices.

(3) performed duty as an assessor at least twice within 12 months.

The holders of an assessor certificate who do not comply with requirement in (3) shall complete CAAT approved refresher training and perform duties under supervision of the holders who perform duties at the air traffic control unit at least twice within 12 month, before they resume the exercise the privilege of the certificate.

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

(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 certificate, if they hold an STDI or OJTI certificate and have exercised the privileges of that certificate for at least 3 years;

(3) for assessing the competence of an applicant for the issue or renewal of an OJTI certificate, if they hold an OJTI certificate and have exercised the privileges of that certificate for at least 3 years;

(4) for assessing the competence of an applicant for the issue or renewal of an assessor certificate, if they have exercised the privileges of the assessor certificate for at least 3 years.

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

(f) Holders of an assessor certificate are authorised to perform duties as assigned by the Director General.

ATCO.C.050 Vested interests

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

ATCO.C.055 Application for assessor certificate

Applicants for the issue of an assessor certificate shall:

(a) hold an air traffic controller licence with the rating and rating endorsement(s) they will assess in;

(b) have exercised the privileges of an air traffic controller licence for at least five years;

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

If an applicant has successfully completed CAAT approved assessor course more than 12 months preceding the application, the applicant shall, within the 12 months preceding the application, has successfully completed CAAT approved refresher training on assessment skills and on current operational practices and and have been appropriately assessed;

(d) hold or have held OJTI Certificate for at least 2 years;

(e) have a valid language proficiency endorsement in English, the language proficiency level shall be determined in accordance with the rating scale set out in Appendix 1 to Subpart D, Section 1, at least an operational level (level four) of language proficiency;

(f) nominated by Air Traffic Service Provider (ATSP) or Approved Training Organization (ATO);

(g) have demonstrated assessor competence to CAAT by performing duties as an assessor and successfully passed assessor competence assessment;

(h) Submit to the Competent Official the application in accordance with the form prescribed by the Director General, along with the following documentary evidence;

1. A certified copy of an air traffic controller licence with the rating and rating endorsement(s) they will assess in;
2. An evidence to support that an applicant has exercised the privileges of an air traffic controller licence for at least five years;
3. An evidence to support that an applicant, within 12 months preceding the application have successfully completed CAAT approved assessor course during which the required knowledge and skills are taught using theoretical and practical methods, and have been appropriately assessed.

   If an applicant has successfully completed CAAT approved assessor course more than 12 months preceding the application, an evidence to support that, within the 12 months preceding the application, has successfully completed CAAT approved refresher training on assessment skills and on current operational practices and and have been appropriately assessed;
4. A certified copy of OJTI Certificate;
5. An evidence to support that an applicant have a valid language proficiency endorsement in English;

6. An evidence to support that an applicant have demonstrated skills to CAAT by performing duties as an assessor and have been appropriately assessed; and
7. Other docoments and evidence as required by Director General.

(i) Certificate shall be issued in form prescribed by the Director General;

(j) The Director General shall specify scope of duties under this regulation on each assessor certificate;

(k) CAAT shall prepare a name list of the appointed assessor according to each air traffic control rating, and shall collect the signatures of such assessor, as well as recording the seal numbers issued by CAAT;

(l) In the event that the seal issued by CAAT is defected, lost or damaged that render useless of the property, the concerned assessor shall be responsible for notifyingin writing to CAAT within 7 days.

(m) An assessor who has been appointed under this regulation shall have the following duties:

(1) Comply with laws, rules, regulations, orders or any other conditions prescribed by the Competent Official;

(2) Update news and information pertaining to the flight operations control airspace;

(3) Conduct practical assessment of air traffic controller and conduct the report as well as the results of such assessment in accordance with Air Traffic Controller Assessor manual issued by CAAT; and submit to CAAT the results thereof within seven business days from the date of completion of such assessment;

(n) An assessor who has been appointed under this regulation shall comply with the disciplinary procedures, as follows:

(1) Shall not perform duties during the period of which the ATC's assessor is expired or invalid;

(2) Shall not be under the influence of alcohol, drugs, or any substances that have psychological effects while performing duties;

(3) Shall not record false results of practical assessment, or add, amend, delete, or engage in any act that causes the record of assessment to be false; and

(4) Shall carry the Assessor Certificate while performing duties at all times in order to be inspected by the Competent Official at any time.

(o) CAAT shall examine and assess the performance of each appointed assessor.

In case any appointed assessor fails the performance assessment, the Competent Official shall inform such assessor of the result and order such assessor to immediately cease his/her duties as an assessor, and thereupon deliver a written notice to the original affiliation. All assessments conducted during and after the order of Competent Official to cease his/her duties as an assessor, shall be deemed invalid.

ATCO.C.060 Validity of assessor certificate

(a) The assessor certificate shall be valid for a period of three years.

(b) The assessor certificate may be revalidated by, within the 12 months preceding the application for revalidation, successfully completing CAAT approved refresher training on assessment skills and on current operational practices and have qualifications as prescribed in ATCO.C.055 (a), (e) and (f). In such cases the validity period shall be counted from that expiry date and shall expire on the last day of the month in which the prescribed validity period ends.

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

(1) qualifications as prescribed in ATCO.C.055 (a), (e), (f), and (g); and

(2) received CAAT approved refresher training on assessment skills and on current operational practices.

(d) In the case of first issue and renewal the period of validity of the assessor certificate shall start from the date on which the assessment has been successfully completed and shall expire on the last day of the month in which the prescribed validity period ends.

(e) Applicants for the revalidation of the assessor certificate shall submit to the Competent Official the application in accordance with the form prescribed by the Director General within 90 days prior to expiration of the certificate, along with the following documentary evidence:

1. A certified copy of a valid air traffic controller licence with the rating and rating endorsement(s) they will assess in;
2. A certified copy of a valid Assessor certificate;
3. A certified copy of OJTI Certificate;
4. An evidence to support that an applicant have a valid language proficiency endorsement in English;
5. An evidence to support that an applicant has, within the 12 months preceding the application for revalidation, successfully completing CAAT approved refresher training on assessment skills and on current operational practices; and
6. Other docoments and evidence as required by Director General.

(f) Applicants for the renewal of the assessor certificate shall submit to the Competent Official the application in accordance with the form prescribed by the Director General, along with the following documentary evidence:

1. A certified copy of an air traffic controller licence with the rating and rating endorsement(s) they will assess in;
2. A certified copy of an Assessor certificate that has expired;
3. A certified copy of OJTI Certificate;
4. An evidence to support that an applicant have a valid language proficiency endorsement in English;
5. An evidence to support that an applicant has, within the 12 months preceding the application for renewal, received CAAT approved refresher training on assessment skills and on current operational practices;

6. An evidence to support that an applicant has successfully passed an assessor competence assessment; and
7. Other docoments and evidence as required by Director General

(g) The Assessor Certificate shall be deemed invalid under thefollowing circumstances:

1. The appointed assessor lacks qualifications under ATCO.C.055; or
2. The appointed assessor is dismissed from employment by the original affiliation as specified in the assessor certificate.

ATCO.C.065 Temporary assessor authorisation

(a) When the requirement provided for in ATCO.C.045 (d)(1) cannot be met, CAAT may authorise holders of an assessor certificate 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 certificate shall also hold a unit certificate 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 certificate 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 certificate 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 CAAT but shall not exceed the validity of the assessor certificate issued in accordance with ATCO.C.055.

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

SUBPART D — AIR TRAFFIC CONTROLLER TRAINING

SECTION 1 - GENERAL REQUIREMENTS

ATCO.D.001 Objectives of air traffic controller training

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

ATCO.D.005 Types of air traffic controller training

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

(1) initial training, leading to the issue of a student air traffic controller licence or to the issue of an additional rating and, if applicable, rating endorsement, providing:

(i) 'basic training' : theoretical and practical training designed to impart fundamental knowledge and practical skills related to basic operational procedures;

(ii) 'rating training' : theoretical and practical training designed to impart knowledge and practical skills related to a specific rating and, if applicable, to rating endorsement;

(2) unit training, leading to the issue of an air traffic controller licence, the issue of a rating endorsement, the validation of rating(s) or rating endorsement(s) and/or the issue or renewal of a unit endorsement. It comprises the following phases:

(i) transitional training phase, designed primarily to impart knowledge and understanding of site-specific operational procedures and task-specific aspects; and

(ii) on-the-job training phase, which is the final phase of unit training during which previously acquired job-related routines and skills are integrated in practice under the supervision of a qualified on-the-job training instructor in a live traffic situation.

(iii) In addition to points (i) and (ii), for unit endorsement(s) that require the handling of complex and dense traffic situations, a pre-on-the-job training phase is required to enhance the previously acquired rating routines and skills and to prepare for live traffic situations which may be encountered in that unit;

(3) continuation training, designed to maintain the validity of the endorsements of the licence, consisting of:

(i) refresher training;

(ii) conversion training, when relevant.

(b) In addition to the types of training referred to in point (a), air traffic controllers may undertake the following types:

(1) practical instructors' training, leading to the issue, revalidation or renewal of an OJTI or STDI certificate;

(2) assessor training, leading to the issue, revalidation or renewal of an assessor certificate.

(c) An organisation may only deliver training to air traffic controllers in accordance with TCAR PEL Part ATCO for licensing, or for ratings and certificates if it holds an approval certificate issued by the CAAT in accordance with TCAR PEL Part ATCO.OR.

(d) An organisation shall only be issued an approval as referred to in (1) for delivering training to air traffic controllers in accordance with TCAR PEL Part ATCO for licensing, or for ratings and certificates when it was found compliant:

(1) with the applicable detailed requirements contained in this TCAR PEL FCL regulation, in TCAR PEL Part ATCO.OR for organisation and in TCAR PEL Part ATCO for licensing

(e) The approval certificate referred to in (c), (d) of this article shall only be issued by the CAAT.

(f) An Air Traffic Control Training Organisation shall prepare and ogranise Training and Procedures Manual into sections, consisting of at least the following items:

(1) Section1: General Provisions containing the scope of training that has been approved in accordance with the terms and conditions concerning the certification of the Organization, which consists of:

(i) Introduction;

(ii) Table of contents;

(iii) Scope of the approved training, including the terms and conditions of the approval;

(iv) Procedure for modifying the Training and Procedures Manual and procedure of recording changes to documents;

(v) Distribution of the Training and Procedures Manual to relevant agencies and personnel;

(vi) Policies and management structure of the Organization; and

(vii) Location of the Main Base and list of agencies or aerodrome to be used in air traffic control training.

(2) Section 2: Name and qualifications of the Accountable Manager

(3) Section 3: Name list and qualifications detailed of the personnel who have been appointed to undertake the responsibilities pertaining to the planning, operations, and supervision of the training.

(4) Section 4: Procedures for maintaining the competence of the instructors.

(5) Section 5: Content of Training plan, which includes:

(i) Ground and flight training plan on air traffic control; and

(ii) Training course, consisting of:

a) Course objectives;

b) Qualifications of the trainees;

c) Qualifications of the instructors and training personnel;

d) Training methods;

e) Syllabus;

f) Media, documents, and materials.

(6) Section 6: Compliance Monitoring System.

(7) Section 7: Safety Management System (For an Air Traffic Control Training Organization who conducts air traffic control training in a live air traffic control environment only)

(8) Section 8: Record-Keeping System

(9) Section 9: Facilities of the Organization with respect to information, documents, and materials used in training.

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Appendix 1 – Language proficiency rating scale: expert, extended and operational levels

LEVEL	PRONUNCIATION Uses a dialect and/or accent intelligible to the aeronautical community	STRUCTURE Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task	VOCABULARY	FLUENCY	COMPREHENSION	INTERACTIONS
Expert **Level 6**	Pronunciation, stress, rhythm and intonation, though possibly influenced by the first language or regional variation, almost never interfere with ease of understanding.	Both basic and complex grammatical structures and sentence patterns are consistently well controlled.	Vocabulary range and accuracy are sufficient to communicate effectively on a wide variety of familiar and unfamiliar topics. Vocabulary is idiomatic, nuanced, and sensitive to register.	Able to speak at length with a natural, effortless flow. Varies speech flow for stylistic effect, e.g. to 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 **Level 5**	Pronunciation, stress, rhythm and intonation, though influenced by first language or regional variation rarely interfere with ease of understanding	Basic grammatical structures and sentence patterns are consistently well controlled. Complex structures are attempted but with errors which sometimes	Vocabulary range and accuracy are sufficient to communicate effectively on common concrete and work related topics. Paraphrases consistently and successfully.	Able to speak at length with relative ease on familiar topics, but may not vary speech flow as a stylistic device. Can make use of appropriate discourse markers or connectors	Comprehension is accurate on common, concrete, and work-related topics and mostly accurate when the speaker is confronted with a	Responses are immediate, appropriate, and informative. Manages the speaker/listener relationship effectively.

		interfere with meaning	Vocabulary is sometimes idiomatic.		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.	
Operational **Level 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	Produces stretches of language at an appropriate tempo. There may be occasional loss of fluency on transition from rehearsed or formulaic speech to spontaneous interaction, but this does not prevent effective communication. Can make limited use of discourse markers or connectors. Fillers are not distracting	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	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

					require clarification strategies.	
Pre-operational **Level 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 workrelated 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 **Level 2**	Pronunciation, stress, rhythm and intonation are heavily influenced by the first language or regional	Shows only limited control of a few simple memorised grammatical	Limited vocabulary range consisting only of isolated words and memorised phrases.	Can produce very short, isolated, memorised utterances with frequent pausing and a	Comprehension is limited to isolated, memorised phrases when they	Response time is slow, and often inappropriate. Interaction is

	variation and usually interfere with ease of understanding	structures and sentence patterns.		distracting use of fillers to search for expressions and to articulate less familiar words	are carefully and slowly articulated.	limited to simple routine exchanges.
Pre-elementary **Level 1**	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level

SECTION 2 – INITIAL TRAINING REQUIREMENTS

ATCO.D.010 Composition of initial training

(a) Initial training, intended for an applicant for a student air traffic controller licence or for the issue of an additional rating and/or, if applicable, rating endorsement, shall consist of:

(1) basic training, comprising all the subjects, topics and subtopics contained in Appendix 2 of Subpart D, Section 2 and

(2) rating training, comprising the subjects, topics and subtopics of at least one of the following:

(i) Aerodrome Control Visual Rating — ADV, defined in Appendix 3 of Subpart D, Section 2

(ii) Aerodrome Control Instrument Rating for Tower — ADI (TWR), , defined in Appendix 4 of Subpart D, Section 2

(iii) Approach Control Procedural Rating — APP, , defined in Appendix 5 of Subpart D, Section 2

(iv) Area Control Procedural Rating — ACP, , defined in Appendix 6 of Subpart D, Section 2

(v) Approach Control Surveillance Rating — APS; , defined in Appendix 7 of Subpart D, Section 2

(vi) Area Control Surveillance Rating — ACS, , defined in Appendix 8 of Subpart D, Section 2

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

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

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

(e) Basic and/or rating training may be complemented with subjects that are additional or specific to the Functional Airspace Block (FAB) or to the national environment or etc.

ATCO.D.015 Initial training plan

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

(a) the composition of the initial training course

(b) the structure of the initial training

(c) the process for the conduct of the initial training course(s);

(d) the training methods;

(e) minimum and maximum duration of the initial training course(s);

(f) 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 as well as performance objectives;

(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 CAAT. 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 CAAT.

(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 candidate achieving a minimum of 75 % of the marks allocated to that examination.

(c) Assessment(s) of performance objectives shall be conducted on a part- task trainer or a simulator.

(d) Assessment(s) shall be based on the basic training performance objectives described in ATCO.D.030.

(e) A pass in assessment(s) shall be awarded to candidate who consistently demonstrates the required performance 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;

(b) developing and maintaining situational awareness by monitoring traffic and identifying aircraft when applicable;

(c) monitoring and updating flight data display(s);

(d) maintaining a continuous listening watch on the appropriate frequency;

(e) issuing appropriate clearances, instructions and information to traffic;

(f) using approved phraseology;

(g) communicating effectively;

(h) applying separation;

(i) applying coordination as necessary;

(j) applying the prescribed procedures for the simulated airspace;

(k) detecting potential conflicts between aircraft;

(l) appreciating priority of actions;

(m) choosing appropriate separation methods.

ATCO.D.035 Rating training examinations and assessment

(a) Rating training courses shall include theoretical examination(s) and assessment(s).

(b) A pass in theoretical examination(s) shall be awarded to an applicant achieving a minimum of 75 % of the marks allocated to that examination.

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

(d) Assessment(s) shall be conducted on a simulator.

(e) A pass in assessment(s) shall be awarded to an applicant who consistently demonstrates the required performance described in point 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

(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.

Appendix 2

BASIC TRAINING

Subjects, topics and subtopics from Appendix 2 are available in AMC1 ATCO.D.010(a)(1) 'Composition of initial training - BASIC TRAINING' together with the respective subject objectives and training objectives, for the convenience of the reader.

Appendix 3

AERODROME CONTROL VISUAL RATING (ADV) TRAINING

Subjects, topics and subtopics from Appendix 3 are available in AMC1 ATCO.D.010(a)(2)(i) 'Composition of initial training - AERODROME CONTROL VISUAL RATING (ADV) TRAINING' together with the respective subject objectives and training objectives, for the convenience of the reader.

Appendix 4

AERODROME CONTROL INSTRUMENT RATING FOR TOWER ADI (TWR) TRAINING

Subjects, topics and subtopics from Appendix 4 are available in AMC1 ATCO.D.010(a)(2)(ii) 'Composition of initial training - AERODROME CONTROL INSTRUMENT RATING FOR TOWER ADI (TWR) TRAINING' together with the respective subject objectives and training objectives, for the convenience of the reader.

Appendix 5

APPROACH CONTROL PROCEDURAL RATING (APP) TRAINING

Subjects, topics and subtopics from Appendix 5 are available in AMC1 ATCO.D.010(a)(2)(iii) 'Composition of initial training - APPROACH CONTROL PROCEDURAL RATING (APP) TRAINING' together with the respective subject objectives and training objectives, for the convenience of the reader.

Appendix 6

AREA CONTROL PROCEDURAL RATING (ACP)

Subjects, topics and subtopics from Appendix 6 are available in AMC1 ATCO.D.010(a)(2)(iv) 'Composition of initial training - AREA CONTROL PROCEDURAL RATING (ACP) TRAINING' together with the respective subject objectives and training objectives, for the convenience of the reader.

Appendix 7

APPROACH CONTROL SURVEILLANCE RATING (APS)

Subjects, topics and subtopics from Appendix 7 are available in AMC1 ATCO.D.010(a)(2)(v) 'Composition of initial training - APPROACH CONTROL SURVEILLANCE RATING (APS) TRAINING' together with the respective subject objectives and training objectives, for the convenience of the reader.

Appendix 8

AREA CONTROL SURVEILLANCE RATING (ACS)

Subjects, topics and subtopics from Appendix 8 are available in AMC1 ATCO.D.010(a)(2)(vi) 'Composition of initial training - AREA CONTROL SURVEILLANCE RATING (ACS) TRAINING' together with the respective subject objectives and training objectives, for the convenience of the reader.

SECTION 3 – UNIT TRAINING REQUIREMENTS

ATCO.D.045 Composition of unit training

(a) Unit training shall consist of training course(s) for each unit endorsement established at the ATC unit as defined in the unit training plan.

(b) The unit endorsement course(s) shall be developed and provided by training organisations according to ATCO.D.060 and approved by CAAT.

(c) Unit training shall include training in:

(1) operational procedures;

(2) task-specific aspects;

(3) abnormal and emergency situations; and

(4) human factors.

ATCO.D.050 Prerequisites of unit training

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

(a) unit training may only be started by a person who has already hold an air traffic controller rating in the same rating for another unit and competent to exercise a privilege of that air traffic controller rating or by persons who within 48 months preceding the unit training, have successfully completed initial training relevant to the rating and, if applicable, rating endorsement

If a person who has successfully completed CAAT approved initial training relevant to the rating and, if applicable, rating endorsement more than 48 months preceding the commencement of unit training, the person shall, within the 48 months preceding the commencement of unit training, has successfully completed CAAT approved refresher training relevant to the rating and, if applicable, rating endorsement and have been appropriately assessed by a training organisation satisfying the requirements laid down in Part ATCO.OR and certified to provide initial training relevant to the rating;

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

ATCO.D.055 Unit training plan

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

(b) The unit training plan shall contain at least:

(1) ratings and endorsements for which the training is conducted;

(2) the structure of the unit training;

(3) the list of unit endorsement course(s) according to ATCO.D.060;

(4) the process for the conduct of a unit endorsement course;

(5) the training methods;

(6) the minimum duration of the unit endorsement course(s);

(7) process for adapting the unit endorsement course(s) to take due account of the acquired ratings and/or rating endorsements and experience of applicants, when relevant;

(8) processes for demonstrating theoretical knowledge and understanding according to ATCO.D.065, including the number, frequency and type of, as well as pass marks for examinations, which shall be a minimum of 75 % of the marks allocated to these examinations;

(9) processes for the assessment according to ATCO.D.070, including the number and frequency of assessments;

(10) training personnel qualifications, roles and responsibilities;

(11) process for early termination of training;

(12) the appeal process;

(13) identification of records to be kept specific to the unit training;

(14) a list of identified abnormal and emergency situations specific for each unit endorsement;

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

ATCO.D.060 Unit endorsement course

(a) A unit endorsement course shall be the combination of the relevant unit training phases for the issue or renewal of a unit endorsement in the licence. Each course shall contain:

(1) a transitional training phase;

(2) an on-the-job training phase.

A pre-on-the-job training phase shall be included, if required, according to ATCO.D.005(a)(2).

(b) The unit training phases referred to in paragraph (a) shall be provided separately or in an integrated manner.

(c) Unit endorsement courses shall define the syllabus and the performance objectives in accordance with ATCO.D.045(c) and shall be conducted in accordance with the unit training plan.

(d) Unit endorsement courses that include training for rating endorsement(s) according to ATCO.B.015 shall be supplemented with additional training that allows for the acquisition of the concerned rating endorsement skills.

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

ATCO.D.065 Demonstration of theoretical knowledge and understanding

Theoretical knowledge and understanding shall be demonstrated by examinations.

ATCO.D.070 Assessments during unit endorsement courses

(a) The applicant's assessment shall be conducted in the operational environment under normal operational conditions at least once at the end of the on-the-job training.

(b) When the unit endorsement course contains a pre-on-the-job training phase, the applicant's skills shall be assessed on a synthetic training device at least at the end of this phase.

(c) Notwithstanding point (a), a synthetic training device may be used during a unit endorsement assessment to demonstrate the application of trained procedures not encountered in the operational environment during the assessment.

SECTION 4 – CONTINUATION TRAINING REQUIREMENTS

ATCO.D.075 Continuation training

Continuation training shall consist of refresher and conversion training courses and shall be provided according to the requirements contained in the unit competence scheme according to ATCO.B.025.

ATCO.D.080 Refresher training

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

(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 CAAT.

(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.090 Training of practical instructors

(a) Training of practical instructors shall be developed and provided by training organisations and shall consist of:

(1) a practical instructional techniques course for OJTI and/or STDI, including an assessment;

(2) a refresher training course on practical instructional skills;

(3) a method(s) for assessing the competence of practical instructors.

(b) The training courses and assessment methods referred to in point (a) shall be approved by CAAT

ATCO.D.095 Training of assessors

(a) Training of assessors shall be developed and provided by training organisations and shall consist of:

(1) an assessor training course, including an assessment;

(2) a refresher training course on assessment skills;

(3) a method(s) for assessing the competence of assessors.

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

CONDITIONS FOR THE CONVERSION OF EXISTING NATIONAL LICENCES, RATINGS AND ENDORSEMENTS AND CERTIFICATES

Air Traffic Controller Licence

An air traffic controller licence issued by CAAT in accordance with the regulations in force before the entry into force of TCAR PEL Part - ATCO may be converted into a TCAR PEL Part - ATCO licence provided that the applicant demonstrates a level of knowledge in principles of flight; principles of operation and functioning of RPAS, engines and systems; aircraft performance relevant to air traffic control operations.

On-the-Job Training Instructor Certificate

An on-the-job training instructor certificate issued by CAAT in accordance with the regulations in force before the entry into force of TCAR PEL Part - ATCO may be converted into a TCAR PEL Part - ATCO certificate provided that the applicant holds a valid air traffic controller licence with a valid unit endorsement issued by CAAT in accordance with TCAR PEL Part – ATCO and holds a valid OJTI certificate issued by CAAT in accordance with the regulations in force before the entry into force of TCAR PEL Part – ATCO.

Assessor Certificate

An air traffic controller assessor (Designated Air Traffic Controller Assessor) certificate issued by CAAT in accordance with the regulations in force before the entry into force of TCAR PEL Part - ATCO may be converted into a TCAR PEL Part - ATCO certificate provided that the applicant holds a valid air traffic controller licence with the rating and rating endorsement(s) they will assess in issued by CAAT in accordance with TCAR PEL Part – ATCO and holds a valid air traffic controller assessor (Designated Air Traffic Controller Assessor) certificate issued by CAAT in accordance with the regulations in force before the entry into force of TCAR PEL Part – ATCO.