

ATCO Licence, Ratings and Endorsements
CIVIL AVIATION DIRECTORATE

Transport Malta, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta. Tel:+356 2555 5000. cadpel.tm@transport.gov.mt

1.0 Scope

This document has been established to provide guidance to all concerned about Air Traffic Controller and Student Air Traffic Controller licences and their associated ratings, rating endorsements and language endorsements as well as associated medical certificates issued by other Member States in accordance with Regulation (EU) No 2015/340 are recognized by TM-CAD.

2.0 Introduction

Application for the issue, revalidation or renewal of licences, associated ratings and/or endorsements shall be submitted to TM-CAD in accordance with the procedures established by TM-CAD.

Applications shall be accompanied by evidence that the applicant is competent to act as an Air Traffic Controller or a Student Air Traffic Controller in accordance with the requirements established in Regulation (EU) No 2015/340.

The evidence shall demonstrate the applicant's competence related to knowledge, experience, skills and linguistic proficiency. In order to grant a unit endorsement TM-CAD requires the applicant to fulfil the conditions associated with this endorsement, specifying the unit, sector or working position.

Licences issued by TM-CAD contain all the relevant information related to the privileges granted by such document and shall comply with the specifications as set out in Appendix 1 of Annex II to Regulation (EU) No 2015/340.

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

The DGCA may suspend a licence, rating or endorsement when the competence of the Air Traffic Controller is in doubt or in cases of misconduct. Furthermore, the DGCA may revoke a licence in cases of gross negligence or abuse.

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3.0 Qualification of Air Traffic Controllers

A person undertaking training as an Air Traffic Controller or as a Student Air Traffic Controller, shall be sufficiently mature educationally, physically and mentally to acquire, retain and demonstrate the relevant theoretical knowledge and practical skill.

Theoretical knowledge

- (i) An Air Traffic Controller shall acquire and maintain a level of knowledge appropriate to the functions exercised and proportionate to the risks associated with the type of service.
- (ii) Acquisition and retention of theoretical knowledge shall be demonstrated by continuous assessment during training, or by appropriate examinations.
- (iii) An appropriate level of theoretical knowledge shall be maintained.

Compliance shall be demonstrated by regular assessments or examinations in accordance to Regulation 2015/340 in ATCO.D.065.

The frequency of examinations shall be proportionate to the level of risk associated with the type of service.

Practical skill

- (i) An Air Traffic Controller shall acquire and maintain the practical skills appropriate to exercise his/her functions. Such skills shall be proportionate to the risks associated with the type of service and shall cover at least, if appropriate to the functions exercised, the following items:
 - operational procedures;
 - task specific aspects;
 - abnormal and emergency situations; and
 - human factors.
- (ii) An Air Traffic Controller shall demonstrate the ability to perform the associated procedures and tasks with a level of competence appropriate to the functions exercised.
- (iii) A satisfactory level of competence in practical skill shall be maintained. Compliance shall be verified by regular assessments.

The frequency of these assessments shall be proportionate to the complexity and the level of risk associated with the type of service and the tasks performed.

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4.0 Student Air Traffic Controllers

4.1 Obligations for Student Air Traffic Controllers

A Student Air Traffic Controller shall ensure that s/he:

- (a) holds a current Student Air Traffic Controller's licence.
- (b) complies with the unit competence scheme and is competent to undertake on the job training;
- (c) holds a valid Class 3 medical certificate;
- (d) informs the management of the unit if s/he is no longer medically fit to provide an air traffic control service(s);
- (e) does not undertake on the job training while under the influence of psychoactive substances;
- (f) does not undertake on-the-job training, when there is any decrease in his/her medical fitness or is under the influence of any psychoactive substance which might render the holder unable to safely and properly exercise these privileges.
- (g) informs the management of the unit if s/he is under the influence of any psychoactive substance or medicines which might render him/her unable to exercise the privileges of his/her licence safely and properly.

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4.2 Requirements of the Student Air Traffic Controller Licence

Applicants for a Student Air Traffic Controller licence must meet the following requirements:

- (1) be at least 18 years old;
- (2) have successfully completed initial training at a training organisation satisfying the requirements laid down in Annex III (Part ATCO.OR) relevant to the rating, and if applicable, to the rating endorsement, as set out in Part ATCO, Subpart D, Section 2;
- (3) hold a valid class 3 medical certificate;
- (4) have demonstrated an adequate level of language proficiency in accordance with the requirements set out in ATCO.B.030.

Additionally in Malta, an applicant for an Aerodrome Control Visual or an Aerodrome Control Instrument rating must meet at least ICAO level 4 language requirements in Maltese. See PEL Notice 25 for further information.

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

The holder of a Student Air Traffic Controller licence may not provide an air traffic service for which student does not hold a valid rating, except under the supervision of a suitably qualified on-the-job training instructor. The student or Air Traffic Controller providing the ATC service under supervision must:

- (a) have successfully completed a course of ATC training conducted by a training organisation certified in accordance with the Regulation No 2015/340 and passed the examinations or assessments associated with that course in the rating discipline which relates to the ATC service being provided; or
- (b) have already held a valid rating in that rating discipline.

In both cases they must hold a current Class 3 medical certificate.

Training Organisations shall commence unit training within one year of the issue of the Student Air Traffic Controller licence. A Student Air Traffic Controller licence shall only be renewed if unit training has commenced.

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5.0 Air Traffic Controllers

5.1 Obligations for Air Traffic Controllers

Air Traffic Controllers shall comply with the relevant essential requirements set out in Annex V(b) to Regulation (EU) 2018/1139, and Regulation (EU) No 2015/340 as amended. Air Traffic Controllers are required to hold a licence appropriate to the service provided and within the scope of Regulation (EU) 2018/1139 shall only be provided by Air Traffic Controllers licenced in accordance with Regulation (EU) No 2015/340, and in accordance to the ratings and rating endorsements in their licence. The privileges granted to the Air Traffic Controller and the scope of the licence, are specified in such licence.

An Air Traffic Controller shall ensure that s/he:

- holds valid rating(s), rating endorsement(s) and unit endorsements appropriate to the ATC service(s) s/he is providing:

Operational units may have procedures to advise licence holders when the rating/s is/are due for revalidation or renewal. **Whatever the procedure used the individual licence holder is personally responsible to ensure that s/he does not exercise the privileges of his/her licence unless s/he has a valid rating, and rating endorsements for the service provided.** The operational unit is responsible to ensure that it does not allow a licence holder who does not hold a valid rating, and rating endorsements for the service to be provided, to exercise the privilege of his or her licence.

- complies with the unit competence scheme and is competent to provide the ATC service notified in his/her Air Traffic Controller’s licence;
- complies with any conditions that may be required by the DGCA when his/her competence is in doubt;
- holds a valid Class 3 medical certificate;
- informs the management of the unit if s/he is no longer medically fit to provide an air traffic control service;
- does not provide an ATC service while under the influence of psychoactive substances;
- does not exercise the privileges of his/her licence, when there is any decrease in his/her medical fitness which might render the holder unable to safely and properly exercise these privileges.
- informs the management of the unit if s/he is under the influence of any psychoactive substance or medicines which might render him/her unable to exercise the privileges of his/her licence safely and properly.
- is familiar with all pertinent and current information before exercising the privileges of his/her licence.

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5.2 Requirements for Air Traffic Controllers

Applicants for the issue of an Air Traffic Controller licence shall:

- (a) hold a Student Air Traffic Controller licence;
- (b) 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;
- (c) hold a valid medical certificate;
- (d) have demonstrated an adequate level of language proficiency in accordance with the requirements set out in ATCO.B.030.

In addition, an applicant for an Aerodrome Control Visual or an Aerodrome Control Instrument rating must meet at least ICAO level 4 language requirements in Maltese. See PEL Notice 25 for further information.

An applicant for an Air Traffic Controller licence must have completed approved OJT training conducted by a Training Organisation certified by TM-CAD and have been recommended by the OJTI to take the examinations and assessment for the issue of the licence and associated rating(s) and the associated rating endorsement(s) and unit endorsement(s). S/he must have passed the examinations and assessments by the Assessment Board for the issue of the Air Traffic Controller licence and the associated rating(s) and the associated rating endorsement and unit endorsement(s).

Air Traffic Controller licences are validated by the inclusion of one or more ratings and the relevant rating endorsement and the unit endorsement for which training was successfully completed, the language endorsements and Class 3 medical. A rating and its associated rating endorsement(s) indicate the type of service that may be provided by a licenced Air Traffic Controller. When a controller is competent to provide an ATC service at a particular unit, the ATC licence is entered with a valid rating. The valid rating may include rating endorsement and unit endorsement(s), which detail the unit and the individual operational positions from which the ATC service may be provided.

The privileges of an Air Traffic Controller licence include the privileges of a Student Air Traffic Controller licence as set out in ATCO.B.001(a) and ATCO.B.005(b). The holder of an ATC licence does not require and shall not be issued a Student ATC licence to undergo training under supervision. The current ATC licence will be valid to do the training to attain the new privileges.

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6.0 The Air Traffic Controller Licence Ratings, Rating Endorsements & Unit Endorsement

The ATC licence uses ratings to indicate the air traffic control disciplines in which controllers may provide air traffic control services.

Rating endorsements are endorsements associated with ratings to indicate the type of equipment associated with the provision of an air traffic control service in that rating discipline.

6.1 Ratings

Licences shall contain one or more of the following ratings in order to indicate the type of service which the licence holder may 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 described in ATCO.B.015(b);
- (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 described in ATCO.B.015(c);
- (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 described in ATCO.B.015(d).

6.2 Rating endorsements

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;

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- (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.

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.

The Area Control Procedural (ACP) rating may bear the Oceanic Control (OCN) endorsement, indicating that the holder of the licence is competent to provide air traffic control services to aircraft operating in an Oceanic Control Area.

The Area Control Surveillance (ACS) rating may bear one of the following endorsements:

- (1) the Terminal Control (TCL) endorsement, indicating that the licence holder is competent to provide air traffic control services with the use of any surveillance equipment to aircraft operating in a specified terminal area and/or adjacent sectors;
- (2) the Oceanic Control (OCN) endorsement, indicating that the licence holder is competent to provide air traffic control services to aircraft operating in an Oceanic Control Area.

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The valid ratings that a controller obtains will be entered in the ATC licence as a record of a controller's achievements.

TM CAD Process

The licence will be re-issued/re-printed if a new rating or endorsement is added, revalidated or a rating or endorsement is cancelled. The old licence will be cancelled and sent to the holder so that s/he can have a record of the privileges that were held.

The current ratings issued by TM-CAD which are used by the local ANSP are:

- Aerodrome Control Instrument – Tower Control – ADI/TWR
- Approach Control Surveillance Rating – Radar: APS/RAD
- Area Control Surveillance Rating - Radar: ACS/RAD

Additional rating(s) and rating endorsement(s) may be issued to Air Traffic Controllers who have successfully completed initial training in those ratings(s) and rating endorsement(s), have successfully completed approved unit training including training required to gain unit endorsement on the associated sectors or operational positions and demonstrated to the ATC Examination Board that they are competent to provide air traffic control service in the rating discipline including competence required for any associated rating endorsement, unit endorsement and any endorsement for any associated sectors or operational positions.

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6.3 Unit Endorsements

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

Unit endorsements are endorsements associated with specific ratings and rating endorsements. Unit endorsements may also indicate the specific types of surveillance equipment used by the unit in the provision of air traffic control services on specific sectors, groups of sectors or operational positions.

Unit endorsements shall be valid for a maximum period of 3 years. Unit endorsements shall be revalidated if:

- (a) the applicant has been exercising the privileges of the licence for a minimum number of hours as defined in the unit competence scheme;
- (b) the applicant has undertaken refresher training within the validity period of the unit endorsement according to the unit competence scheme;
- (c) the applicant's competence has been assessed in accordance with the unit competence scheme in the preceding three months prior to the expiry date of the unit endorsement.
- (d) the applicant holds a valid Class 3 medical certificate.

TM CAD Process

The unit endorsements entries in the ATC licence may be abbreviated or coded. The Unit endorsement for Malta Air Traffic Services Limited is **LMMM** for Approach and Area ratings, while for Tower rating is **LMML**.

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7.0 Validity of Ratings

A rating proficiency check is valid for maximum three years from the end of month of successfully completing a proficiency check in that position provided that if the check was conducted within the three months before the expiry date of its validity, the validity of the proficiency check shall be extended to three years from the previous validity date.

The rating will be issued for a period of 36 months if the ATC demonstrates that:

- the applicant has been exercising the privileges of the rating for a minimum number of hours as indicated in the approved unit competence scheme;
- the proficiency check for the rating is valid;
- the applicant has completed the approved continuation training, which consists of training to maintain the skills of Air Traffic Controllers, refresher courses, emergency training, human factors and, where appropriate, linguistic training.
- the applicant has been certified as competent, in accordance with the approved competence scheme, by the ANSP.
- the applicant holds a valid medical certificate

The licence will show for each rating:

- (i) the Unit/Sector/Position
- (ii) the Rating/Endorsement
- (iii) the validity which will be for a maximum period of 36 months

Unless his/her licence is suspended in which case s/he may not provide any type of air traffic control service, an Air Traffic Controller who fails a proficiency check can only provide any air traffic control service in the position in which s/he failed under the supervision of an OJTI even though his/her rating may still be valid.

If a rating has expired the Head of Operations at the Air Traffic Services Unit shall inform the DGCA that the rating has expired. The Unit shall provide additional training and a check as approved by the DGCA.

If a rating has become invalid due to lack of ongoing experience the Air Traffic Services Unit shall deal with the matter in accordance to procedures approved by the DGCA.

Use of report

The report of the ATC Examination Board and the ATC Validation Board shall be used by the DGCA as the basis on which to issue/ revalidate/ renew (or not issue/ revalidate/ renew) a licence or a rating.

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8.0 Non-exercised Ratings and Rating Endorsements

Requirement

- (a) The holder of an Air Traffic Controller’s licence whose unit endorsement has ceased to be valid shall successfully complete additional training as approved by the DGCA, a unit training plan and an assessment by the ATC Examination Board so that the endorsement may be revalidated.
- (b) A controller who does not exercise the privileges of a particular rating for which s/he previously held a valid rating within a period of more than 240 days but less than a period of four consecutive years, s/he must complete a case-by-case training plan as established by the ATCO TO. This must be communicated to DGCA for approval.
- (c) If a controller has not exercised the privileges of a particular rating for 4 years or more, then s/he must complete a case-by-case training plan as established by the ATCO TO. This must be communicated to DGCA for approval.

This assessment will be conducted by a Board, consisting of a Chairman and at least one Assessor, appointed by the Chairman for this purpose.

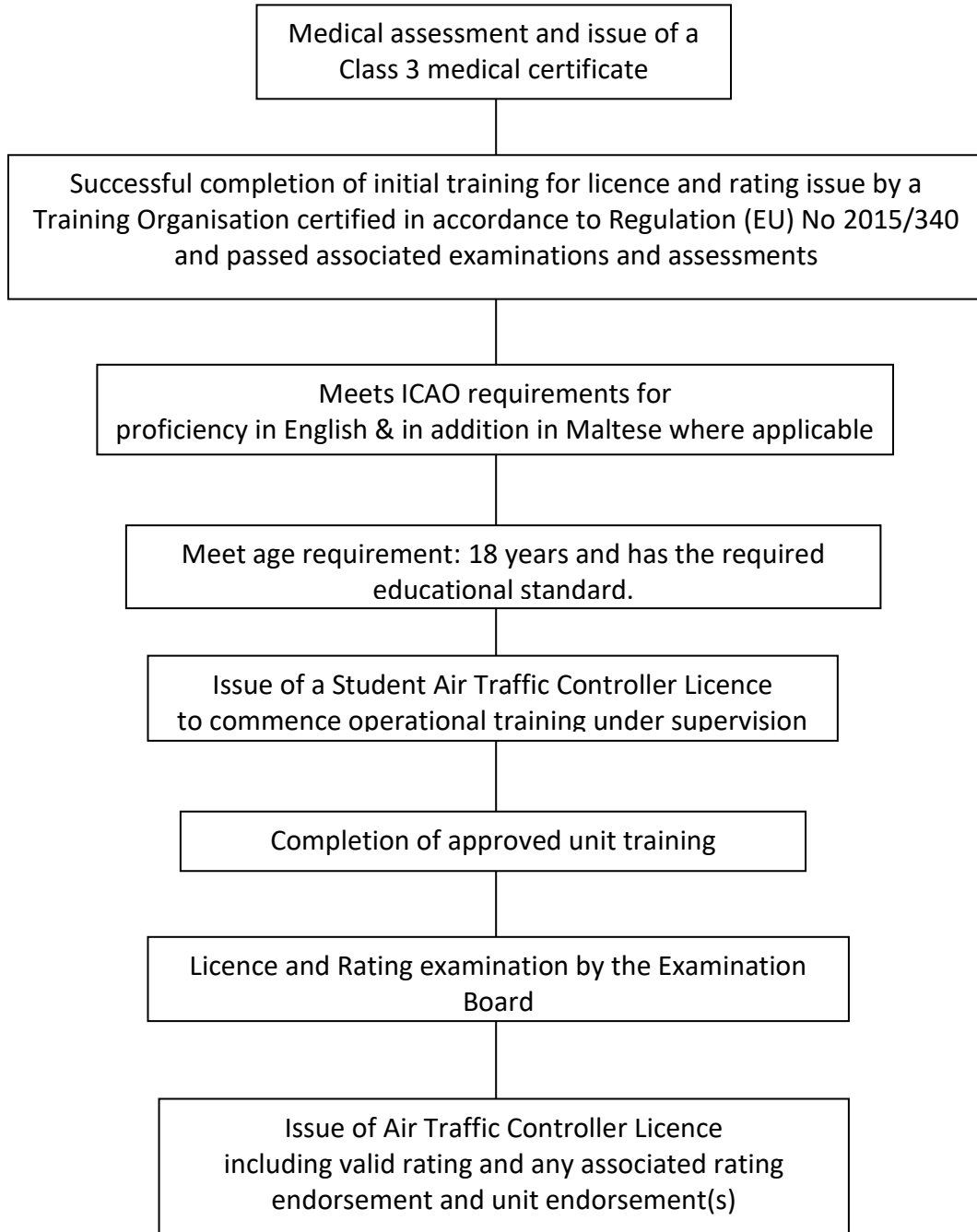
Following assessment, the controller shall be required to satisfactorily complete any training to satisfy deficiencies in his/her knowledge, skill or competence, identified by the assessment.

The pre-entry training of a controller’s competence to commence OJT may be conducted by an ATC training organisation approved in accordance to Regulation (EU) No 2015/340.

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9.0 Issue of a Student and Air Traffic Controller Licence - Flowchart



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10.0 Maintaining the ATC Licence

Owner of a licence

The Student Air Traffic Controller licence and the Air Traffic Controller licence are the property of the person to whom it is granted and who shall sign it. The licence holder is responsible for ensuring use of the licence in accordance with the privileges accorded by the licence.

The holder may only provide the air traffic control services for which valid ratings are held and in accordance with the valid rating(s), any associated rating endorsement(s) and unit endorsement(s) contained in the licence.

Where any conditions are placed on the licence or medical certificate, for example the wearing of correcting spectacles, the licence holder is responsible for ensuring compliance with the restriction.

Medical Obligations for maintaining a licence

Air traffic control units must have procedures acceptable to the DGCA to ensure that controllers returning from extended periods of planned or unexpected absence, who still satisfy the unit procedures for maintaining competence, are competent to provide the air traffic control service for which they hold valid ratings.

A controller who is assessed as medically unfit to hold an ATC licence must be withdrawn from operational duty.

The unit is to inform the DGCA or Head of Personnel Licencing in writing without undue delay when a controller is no longer medically fit to provide an air traffic control service.

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Operational Obligations

If throughout any period of one hundred and twenty days, the holder of the licence has not for a minimum period of time approved by the DGCA, cease to be valid for that unit at the end of that period.

The minimum number of hours specified by the Director are those specified in the approved Competence scheme of the ATCO TO.

The unit must inform the DGCA in writing as soon as possible when a controller is no longer competent to provide the ATC service associated with a valid rating.

ATC units must have procedures approved by the DGCA to ensure that controllers satisfy the unit requirements relating to the maintenance of operational competence. These procedures shall include requirements for controllers to at least:

- (a) complete a minimum specified number of controlling hours within a specified period on the sectors or operational positions for which they hold valid ratings;*
- (b) be subject to an assessment of their continuing competence;*
- (c) complete minimum refresher training requirements in accordance with a training scheme approved by the DGCA.*
- (d) ensure operational competence after returning from extended periods of absence;*
- (e) complete any additional training requirements acceptable to the DGCA following loss of competence.*

These requirements cannot be less than those specified in the **Air Navigation Act**, Regulation (EU) No 2015/340, ICAO and in this notice.

Controllers who fail to satisfy the unit requirements for maintaining competence shall be withdrawn from operational controlling duties and be subject to a dedicated test of their competence before being permitted to return to operational controlling.

A controller returning to operational duties following a period of extended absence shall be monitored by an OJTI, who will also provide operational support when required. The ATC Unit must have clear procedures to establish who is responsible during the period of monitoring, for the safety of the ATC service and how the controller is cleared to provide an unsupervised service.

11.0 On-the-Job-Training Instructors and Synthetic Training Device Instructors

Persons responsible for providing practical training of Air Traffic Controllers' shall hold an approval. The approval shall be endorsed in the licence to the person concerned after s/he demonstrated that he or she complies with the rules established to ensure compliance with the

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relevant requirements as set out in ATCO.C.005 in Regulation (EU) 2015/340. The privileges shall be specified therein.

Definitions:

On-the-Job Training (OJT) - The integration in practice of previously acquired job related routines and skills under the supervision of a qualified coach in a live traffic situation.

On-the-Job Training Instructor (OJTI) - ‘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.

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

Requirements for theoretical Instructors

Theoretical instruction shall be given by appropriately qualified instructors in accordance with ATCO.C.001 to Regulation (EU) 2015/340. They shall:

- (a) hold an Air Traffic Controller licence and/or hold a professional qualification appropriate to the subject being taught and/or have demonstrated adequate knowledge and experience to the training organisation;
- (b) have demonstrated instructional skills to the training organisation. GM1 ATCO.C.001(b)(1)

Professional qualification appropriate to the subject shall ensure sufficient level of current knowledge, which is relevant to the subject and its application in air traffic control. AMC1 ATCO.C.001(b)(2).

Instructional skills for theoretical instructors

A satisfactory demonstration of instructional skills for theoretical instructors shall establish competence at least in the following areas:

- (a) lesson objectives are defined and communicated;
- (b) subject questions are fully answered;
- (c) visual aids are used appropriately;
- (d) language is unambiguous;
- (e) the lesson is correctly summarised; and
- (f) lesson objectives are fulfilled.

Requirements for the issue of an OJTI endorsement

Applicants for the issue of an OJTI endorsement shall:

- (a) hold an Air Traffic Controller licence with a valid unit endorsement;

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- (b) have exercised the privileges of an Air Traffic Controller licence for a period of at least two years immediately preceding the application. This period can be shortened to not less than one year by the competent authority when requested by the training organisation; and
- (c) within the year preceding the application, have successfully completed a practical instructional techniques course during which the required knowledge and pedagogical skills are taught and have been appropriately assessed.

For an OJTI training course to be included in the training schedule of a local training organisation the course shall satisfy or be equivalent to, the objectives detailed unit training plan, in accordance with 2015/340.

Privileges of an OJTI

A person shall only carry out practical training when s/he holds an Air Traffic Controller licence with an on-the-job training instructor (OJTI) endorsement or a synthetic training device instructor (STDI) endorsement.

ATCO.C.010(b): Holders of an OJTI endorsement shall only exercise the privileges of the endorsement if they have:

- (1) exercised for at least two years the privilege of the rating they will instruct in;
- (2) exercised for an immediately preceding period of at least six months the privilege of the valid unit endorsement, in which instruction will be given;
- (3) practised instructional skills in those procedures in which it is intended to provide instruction.

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

When compliance with the requirements provided for in ATCO.C.010(b)(2) is not possible, the competent authority may grant temporary OJTI authorisation based on a safety analysis presented by the ANSP. The temporary OJTI authorisation shall be issued in accordance with ATCO.C.025.

An OJTI, who is supervising a Student or Air Traffic Controller or a controller whose ATC licence or associated rating, rating endorsement or unit endorsement has been provisionally suspended, shall remain responsible for the safety of the service being provided.

OJTI Responsibilities

The OJTI roles and responsibilities include:

- When acting as OJTI, remain responsible for the safety of the service being provided;

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- For students and trainees undergoing unit training: determine and report the training progress as required in the unit training plan, including partial assessment reports during OJT;
- Identify any deficiencies in knowledge or skills and recommend remedial training;
- Monitor ATCOs who did not meet the minimum number of hours for exercising the privileges of their unit endorsement and/or the maximum continuous period when the privileges of a unit endorsement are not exercised during its validity and who are in the process of re-validating in accordance with the UCS;
- Monitor and train as defined in the remedial training plan ATCOs who have been put into provisional inability or who have been provisionally suspended or whose rating / rating endorsement or unit endorsement has become invalid and whose remedial training includes on the job training practice;
- recommending student and trainee Air Traffic Controllers who have reached the competence required to undergo a test by the ATC Examination Board for the issue of a rating in the ATC service for which they have been undergoing on-the-job training.

The ATC Unit shall permit an on-the-job training instructor to provide an air traffic control service without any training responsibilities, for sufficient time to remain competent on the specific sector or operational position for which s/he provides on-the-job training.

The number of working hours, leaving aside instruction tasks, required to maintain the validity of the unit endorsement. 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, as per Regulation 2015/340 in section ATCO.B.025.

Requirements for the issue of a Synthetic Training Device Instructor (STDI)

Applicants for the issue of an STDI endorsement shall:

- (a) have exercised the privileges of an Air Traffic Controller licence in any rating for at least two years; and
- (b) within the year preceding the application have successfully completed a practical instructional techniques course during which the required knowledge and pedagogical skills are taught using theoretical and practical methods and have been appropriately assessed.

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Privileges of a STDI

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

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

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

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

- (1) at least two years' experience in the rating they will instruct in;
- (2) demonstrated knowledge of current operational practices;
- (3) practised instructional techniques in those procedures in which it is intended to provide instruction.

(c) Notwithstanding point (b) (1)

- (1) for the purpose of basic training any rating held is appropriate;
- (2) for the purpose of rating training, training may be provided for specific and selected operational tasks by an STDI holding a rating that is relevant for that specific and selected operational task.

Refresher Training of Instructor Endorsements

The instructor endorsement is valid for a renewable period of 3 years.

Instructors are required to undergo refresher training, by a training organisation certified in accordance with Regulation (EU) No 2015/340 at periods not exceeding 3 years.

When refresher training is conducted during the validity period the Instructor endorsement is extended for 3 years from the last validity date. For Instructors revalidation the application may be submitted 3 months before the expiry date of the endorsement.

12.0 Competence Assessment and Assessors

Assessor General

Implementation of the requirements of ICAO, and Regulation (EU) No 2015/340 and the **Air Navigation Act** calls for the DGCA to appoint personnel entrusted with the task of conducting proficiency checks of holders of, or applicants for an Air Traffic Controllers' licence or rating.

Persons responsible for assessing Air Traffic Controllers' skill shall hold a certificate. The certificate shall be issued when the person concerned has demonstrated that he or she

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complies with the rules established to ensure compliance with the relevant requirements as set out in Subpart C, Section 2 of Regulation 2015/340. The privileges granted by the certificate shall be specified therein. The said certificate can be an Assessor endorsement in the licence which specifies the privileges granted to the Assessor.

The standards of competence of Air Traffic Controllers depend to a great deal on the competence of Assessors.

- a. A person shall only carry out assessments when s/he holds an Assessor endorsement.
- b. Holders of an Assessor endorsement are authorised to carry out assessments:
 - (2) 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;
 - (3) of previous competence for the purpose of ATCO.B.001(d) and ATCO.B.010(b);
 - (4) of Student Air Traffic Controllers for the issue of a unit endorsement and rating endorsements, if applicable;
 - (4) of Air Traffic Controllers for the issue of a unit endorsement and rating endorsements, if applicable, as well as for revalidation and renewal of a unit endorsement;
 - (5) of applicant practical instructors or applicant Assessors when compliance with the requirements of point (d)(2) to (4) is ensured.
- (c) Holders of an Assessor endorsement shall only exercise the privileges of the endorsement if they have:
 - a. at least two years' experience in the rating and rating endorsement(s) they will assess in; and
 - b. demonstrated knowledge of current operational practices.
- (d) In addition to the requirements set out above, holders of an Assessor endorsement shall only exercise the privileges of the endorsement:
 - (1) for assessments leading to the issue, revalidation and renewal of a unit endorsement, if they also hold the unit endorsement associated with the assessment for an immediately preceding period of at least one year;
 - (2) for assessing the competence of an applicant for the issue or renewal of an STDI endorsement, if they hold an STDI or OJTI endorsement and have exercised the privileges of that endorsement for at least three years;
 - (3) for assessing the competence of an applicant for the issue or renewal of an OJTI endorsement, if they hold an OJTI endorsement and have exercised the privileges of that endorsement for at least three years;
 - (4) for assessing the competence of an applicant for the issue or renewal of an Assessor endorsement, if they have exercised the privileges of the Assessor endorsement for at least three years.

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

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shall be present. Assessors shall not conduct assessments whenever their objectivity may be affected in accordance with Regulation 2015/340 ATCO.C.050.

Assessor Endorsement

Applicants for the issue of an Assessor endorsement shall:

- (a) have exercised the privileges of an Air Traffic Controller licence for at least two years; and
- (b) within the year preceding the application have successfully completed an Assessor course during which the required knowledge and skills are taught using theoretical and practical methods and have been appropriately assessed.

Assessor Endorsement Validity

The validity of Assessor endorsement shall be valid for a period of three years.

The Assessor endorsement may be revalidated by successfully completing refresher training on assessment skills and on current operational practices during its validity period. For re-authorisation the application may be submitted 3 months before the expiry date of the endorsement.

If the Assessor endorsement has expired, it may be renewed by:

- (a) receiving refresher training on assessment skills and on current operational practices; and
- (b) successfully passing an Assessor competence assessment; within the year preceding the application for renewal.

Authorisation of Assessors

Licence holders entitled to act as competence Assessors or Assessors for unit and continuation training must be approved by the DGCA.

The DGCA shall authorise an Assessors suitably qualified persons of integrity to conduct proficiency checks on its behalf. The minimum qualifications for examiners are set out in this Chapter. The Assessor endorsement “Assessor” is included in the licence. This endorsement authorises the holder as an examiner in the TM-CAD ATC Examination Board and the TM-CAD ATC Validation Board. The DGCA shall designate examiners who are authorised to act as Chairperson of the TM-CAD ATC Examination Board and the TM-CAD Validation Board.

Roles

Two roles of Assessors are recognised:

- (i) ATC Validation Board Assessor (ATCE(Val))
- (ii) ATC Examination Board Assessor (ATCE(Exam))

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Dual role

Provided that they meet the qualification and experience requirements set out for each role undertaken, examiners are not confined to a single role.

Pre-requisites for nomination as an Assessor

Assessors shall hold a valid licence, a valid rating including any associated rating endorsement, unit endorsement and current operational experience in the position they are authorised to examine.

Assessors shall have completed a course in examination techniques acceptable to the DGCA.

An ATC Examination Board Assessor (ATCE (Exam)) shall have completed not less than 5 years working in the position (rating) in which s/he is testing the candidate.

An ATC Validation Board Assessor (ATCE (Val)) shall have completed not less than 5 years working in the position (rating) in which s/he is testing the candidate.

Privileges

The privileges of an ATC Examination Board Assessor (ATCE (Exam)) are to conduct the initial examinations for the issue, of an Air Traffic Controllers licence and/or rating after the applicant has completed on the job training.

The privileges of an ATC Validation Board Assessor (ATCE (Val)) are to conduct the proficiency check for the revalidation or renewal of an Air Traffic Controllers rating.

Restrictions on testing applicants

Assessors shall not test applicants to whom they have given instruction for the licence or rating except with the expressed consent in writing of TM-CAD.

The Chairman of an Examination Board

The Chairman of the ATC Examination Board and the Chairman of the ATC Validation Board shall be nominated by the DGCA.

The Chairman shall provide to the Assessors additional information on the Student Air Traffic Controller or Air Traffic Controller as is considered necessary for the Assessors to have a better knowledge of the background of the person taking the examination. This information shall include assessment reports made by instructors during training.

The role of the chairman is to ensure that the correct procedure for conducting examinations is followed.

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The Chairman of the Examination Board shall have a minimum of ten years’ experience as an Air Traffic Controller.

The role of the chairman is mainly administrative, and s/he does not require to have a current rating but shall have been rated in the position in which the applicant is being tested.

If the chairman has an Assessor authorisation then s/he can use the Assessor privileges, otherwise his/her role shall be administrative, and s/he shall not give marks in the examination.

The Chairman shall send the report of the examination to the DGCA after this has been signed by him/her and the Assessors. The report shall include a pass/ fail assessment.

The ATC Examination Board

Before conducting the examination, the Board shall ensure that the applicant has satisfactorily completed the approved unit training and at least meets the minimum experience requirements for the initial issue of an Air Traffic Controller licence and/or rating.

The on-the-job training experience requirement shall have been completed within the six months period immediately preceding the date of the examination.

The ATC Examination Board shall consist of the Chairman, and two Assessors if the Chairman is an Assessor or the Chairman and three Assessors if the Chairman is not an Assessor.

At least two members of the ATC Examination Board shall have a current rating in the position in which the check will be conducted.

The results of the tests and the conclusion of the Examination Board shall be communicated in writing to the DGCA by the Chairman of the ATC Examination Board.

Oral Examinations

The oral examination shall be based on the course syllabus and the Malta area.

The chairman of the Examination Board shall ensure that the organisation, conduct and marking process during the examination are carried out in an objective and fair manner.

Test Procedure

The items that will be tested and the standards to be achieved to pass the check must be clear to both the Assessor and the applicant. The test performance objectives shall include those listed under the title Performance Objectives for Air Traffic Controllers in this chapter.

The Board shall brief the applicant on examination procedure before conducting the check.

The Chairman will calculate the final mark from the average mark of all the examiners. The pass mark is 75%.

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The final mark shall be recorded by the Chairman and signed by the chairman and the examiners.

The Chairman shall inform the applicant of the result of the check.

Practical examinations

Examinations shall be conducted when there is a representative traffic sample in respect of the traffic levels and the range of procedures to be used.

The practical examination shall be based on the course syllabus and the Malta area.

The practical examination for the Approach Control Surveillance Rating/Radar and the Area Control Surveillance Rating/Radar shall also consist of simulation exercises of about 45 minutes duration.

The chairman of the Examination Board shall ensure that the organisation, conduct and marking process during the examination are carried out in an objective and fair manner.

The ATC Validation Board

The ATC Validation Board shall test applicants for the revalidation or renewal of a rating.

The ATC Validation Board shall consist of the Chairman and one Assessor if the Chairman is an Assessor, or the Chairman and two Assessors if the Chairman is not an Assessor.

The Chairman shall be appointed by the DGCA and the member/s shall be appointed by the chairman from a list of approved Assessors.

At least one member of the ATC Validation Board shall have a current rating in the position in which the check will be conducted.

The ATC Validation Board shall conduct a practical and an oral examination to determine whether the rating may be revalidated or renewed.

The Chairman shall communicate the result of the examination to the DGCA.

The check report shall include a pass/fail assessment and shall be signed by the chairman and the Assessors.

Failed checks

If an applicant fails the check, s/he shall be informed in writing by the Board that s/he has failed, and that his/her rating is suspended until a further successful examination is completed. The applicant is required to sign a declaration that s/he understands that s/he has failed the check and his/her rating is suspended and s/he cannot provide unsupervised air traffic control service in that rating. The applicant shall acknowledge any training requirements set by the Board.

The Board shall write a report on the check form stating the reasons for failing the applicant. The Board can recommend further training or refer the training requirement to the Head of

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Training of the Unit. The training recommended and any conditions to be applied must be reported in writing by the Board.

The ANSP must ensure that mechanisms are applied to guarantee fair treatment of licence holders where the validity of their endorsements cannot be extended.

13. Continuation training requirements for Air Traffic Controllers

Rating and unit endorsements on Air Traffic Controllers' licences must be kept valid through approved continuation training, which consists of training to maintain the skills of Air Traffic Controllers, refresher courses, emergency training and, where appropriate, linguistic training.

During continuation training Air Traffic Controllers must be sufficiently trained in safety, security, crisis management and human factors.

Continuation training must consist of theoretical and practical courses, together with simulation.

The unit competence scheme must be reviewed at least every three years and shall be approved by the DGCA.

14. Exchange of a Licence

The holder of an Air Traffic Controller licence issued in accordance with Regulation (EU) No 2015/340 has the right to exchange his or her licence for a licence issued by TM-CAD, if the privileges are exercised in Malta, without additional conditions being imposed.

15. Revocation, suspension or limitation of a licence

An Air Traffic Control Unit shall not assign a controller to operational positions without appropriate supervision where TM-CAD has considered or can be expected to consider, suspension, revocation or variation of an ATC licence and/or associated rating(s) and/or endorsement(s).

The Head of the Air Traffic Services Unit shall inform the DGCA when an Air Traffic Controller's or OJTI's competence is in doubt or is no longer judged competent to provide an ATC service associated with a valid rating.

An Air Traffic Control Unit shall have procedures acceptable to the DGCA for dealing with the case of a controller who fails to satisfy the unit's procedure for ongoing competence. When a controller fails to satisfy the unit's procedure for ongoing competence, the unit shall deal internally with this matter and shall notify the DGCA without delay.

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15.1 General – Controllers and Unit designation

Controllers have a legal responsibility to ensure that they do not provide an air traffic control service unless they hold a valid rating, and rating endorsements for the type of service provided, that they comply with the requirements of the Air Traffic Control Unit Competence scheme, that they hold a valid medical certificate, and are competent to provide the service.

Regulation (EU) No 2015/340:

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

- (a) Licences, ratings and endorsements may be suspended or revoked by the competent authority according to ATCO.AR.D.005 when the licence holder does not comply with the requirements of this Part.
- (b) When the licence holder has his/her licence revoked, s/he shall immediately return the licence to the competent authority according to the administrative procedures established by that authority.

ATCO.AR.D.005 Revocation and suspension of licences, ratings and endorsements

- (c) The competent authority shall suspend or revoke a licence, rating or endorsement in accordance with ATCO.AR.C.010 in particular in the following circumstances:
 - (1) exercising the privileges of the licence when the licence holder no longer complies with the applicable requirements of this Regulation;
 - (2) obtaining a Student Air Traffic Controller or an Air Traffic Controller licence, rating, endorsement or certificate by falsification of submitted documentary evidence; ATCO rules, AMC and GM Annex II
 - (3) falsification of the licence or certificate records;
 - (4) exercising the privileges of the licence, rating(s) or endorsement(s) under the influence of psychoactive substances.

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 validity of the ratings, endorsements and of the medical certificate.

15.2 Loss of Privileges

A controller may not exercise the privileges of the provisionally suspended or suspended rating/s, except under the supervision of an OJTI who holds a valid rating appropriate to the ATC service being provided.

A controller may continue to exercise the privileges of ratings which are not subject to provisional suspension or suspension.

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A controller whose licence is provisionally suspended or suspended may not provide any type of air traffic control service even under supervision.

A controller whose Air Traffic Controller licence is revoked shall not provide any air traffic control service.

A controller who has an individual rating or ratings revoked shall not provide an air traffic control service in those rating disciplines.

15.3 Provisional Inability

A provisional inability may be issued where there is doubt that the Air Traffic Controller can provide a safe air traffic control service. This provisional inability shall be issued only in the interests of safety and without prejudice.

A provisional inability is normally issued on the recommendation of the Head of the Air Traffic Services Unit by the DGCA. A provisional inability shall include the reason for its issue and an indication of any initial investigations, examinations or assessments that may be required.

A provisional inability is issued to allow any investigations and/or examinations and/or assessments to be carried out to determine whether the Air Traffic Controller is competent and fit to hold the licence or the rating. Such investigations shall be conducted without unreasonable delay.

A provisional inability shall be terminated, or the licence suspended when the investigations, and/or examinations and/or assessments are completed.

An Air Traffic Controller shall not have the right of appeal from a provisional inability.

When the investigations are completed the DGCA shall, either:

- (a) terminate the provisional inability if the investigations show that the controller is competent and fit to hold the licence or rating/s that was/were provisionally suspended; or
- (b) if the investigations show that the controller is not competent and fit, suspend or revoke the licence or rating/s that had a provisional inability.

15.4 Revocation and Suspension of licences, ratings and endorsements

The DGCA may suspend a licence and/or a rating in accordance to ATCO.AR.C.010 (b) and ATCO.AR. D.005. This may be done in instances when:

- (a) there is a recommendation for suspension from the Head of the Air Traffic Services Unit for the suspension of the licence or rating/s; or

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- (b) he considers that the controller, at least for a limited period, is not a competent and fit person to hold the licence or rating/s;

When the DGCA suspends a licence and/or rating/s s/he shall either:

- (a) set conditions for the removal of the suspension; or
- (b) issue a notice to the controller that s/he intends to revoke his/her licence.

When a licence and/or a rating/s is suspended the Air Traffic Controller has the right of appeal in accordance with Article 91 of the Air Navigation Act.

The DGCA may issue a notice to revoke the licence or the rating/s of an Air Traffic Controller when:

- (a) the controller cannot or does not satisfy the conditions set for the removal of the suspension; or
- (b) further training is considered inappropriate; or
- (c) the DGCA considers that the controller is not a fit person to hold a licence or a rating;

The notice of revocation shall include the reasons for the intended revocation of the licence or rating/s but no conditions shall be set for the removal of a revocation.

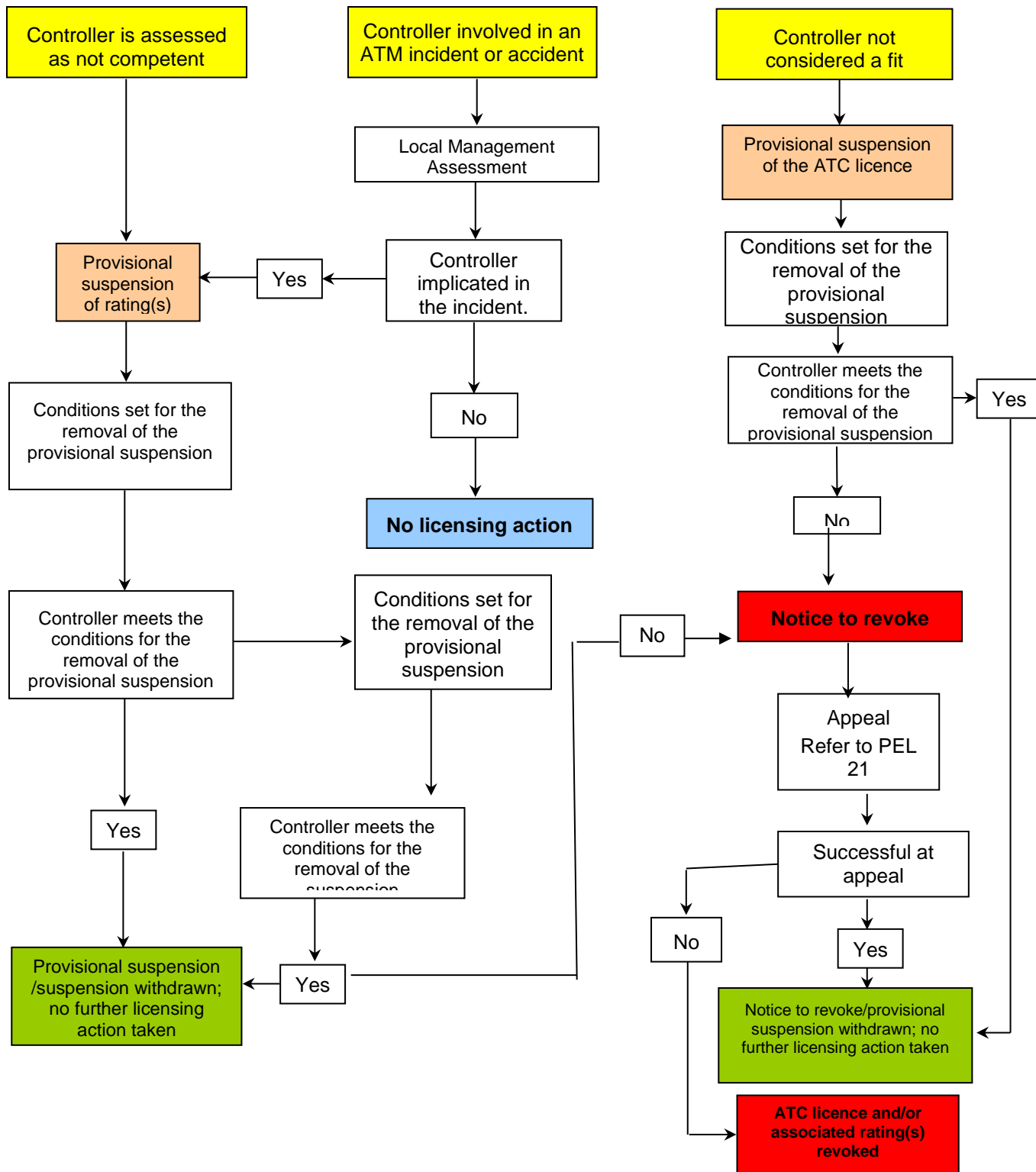
The controller may appeal from a notice of revocation in accordance with Article 91 of the Air Navigation Act. The licence and/or rating of a controller who does not appeal within 20 days of receiving the notice of revocation or who loses the appeal shall be revoked by the DGCA.

If the controller wins the appeal the revocation shall not be issued.

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15.5 Suspension and Revocation of Licence Flow Chart



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Appendix 1 Performance Objectives

A1.1 Performance Objectives for Air Traffic Controllers

The performance objectives that must be met during OJT are those in the approved Unit Training Plan for the rating.

The performance objectives for Air Traffic Controllers shall include those listed below:

Prime Tasks	Sub Tasks	Remarks
SITUATIONAL AWARENESS	Comprehend the current operational situation at LMML and anticipate future events.	
COMMUNICATION	Communicate effectively in all operational situations. Use approved phraseology whenever available.	
COORDINATION	Manage coordination between personnel in operational positions and with other affected stakeholders.	
SEPERATION AND CONFLICT RESOLUTION	Maintain separation, identify and manage potential traffic conflicts.	
PROBLEM SOLVING AND DECISION MAKING	Find and implement solutions for identified hazards and associated risks.	
EFFICIENCY AND CAPACITY MANAGEMENT	Ensure a safe, orderly and efficient traffic flow and provide essential information on environment and potentially hazardous situations within the area of responsibility.	
EQUIPMENT AND DATA	Operate all operational equipment appropriately and maintain flight data and corresponding displays up to date.	
PRIORITIES AND WORKLOAD MANAGEMENT	Use available resources to prioritize and perform tasks in an efficient and timely manner.	
PROFESSIONAL ATTITUDE	Show a professional attitude towards work. Is engaged in continuous learning and works well in team.	
MANAGEMENT OF NON-ROUTINE SITUATIONS	Detect and respond to emergency and unusual situations related to aircraft operations and manage degraded modes of ATS operation in area of responsibility.	
AIRSPACE MANAGEMENT	Know exactly own airspace classification, restrictions and limitations including next sector operating restrictions.	

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A1.2 Performance Objectives for Assessors

The performance objectives that must be met are those in the approved Unit Competence Scheme for the Assessor rating.

The performance objectives for Assessors shall include those listed below:

Objectives		Remarks
Prime Tasks	Sub Tasks	APT/NON APT
Briefing	The controller is fully briefed before the assessment. The controller is aware of the implications of the assessment.	
Collect and assess performance evidence by observation	Real-time notes are taken. Notes accurately represent occurrences during the assessment. Reconstruction of events from notes is possible. The Assessor remains as discreet as possible. The assessment is properly carried out. Performance is accurately assessed against the requirements for Air Traffic Controllers.	
Ensure observations by appropriate questions	Questions asked are valid and unambiguous. The Assessor adopts a positive, non-aggressive attitude.	
Collect, assess and record supporting evidence	Evidence can be reliably attributed to a particular controller. Evidence is sought from the unit competence records. Where additional evidence is gathered informally it is correctly recorded. Where the controller makes claims directly relating to performance under review, these statements are correctly recorded. All relevant evidence is considered.	
Prepare reports	Evidence and assessment decisions are recorded. Reports are made in accordance with unit procedures. Recommendations for remedial training, where required, are realistic in both time and content. Confidentiality is maintained.	
Discuss the outcome with student/trainee controller	A comprehensive debrief is carried out. Confidentiality is maintained.	
Conclusions		