

According to paragraphs 7 and 8 Article 136, paragraph 6 Article 138, paragraph 2 Article 139 and Article 144 from the Aviation Act ("Official Gazette of the Republic Macedonia", No. 14/06, 24/07, 103/08 and 67/10), the Director General of the Civil Aviation Agency adopted the following:

REGULATION
on competence, examinations, licences and ratings
of air traffic control personal

1. GENERAL PROVISIONS

Article 1

Method of conduction of training required for obtaining the competence, as well as the special requirements in respect of required staff for training, equipment and other special requirements necessary for safe and regular operation of training provider, the form, content, book-keeping and method of issuance, revalidation, renewal and modification of certificates of training providers to conduct training, method regarding the conduction of regular and extraordinary examination/check, requirements for issuance of licences and ratings, method of issuance, revalidation, modification and suspension of licences, the form, content, validity period, type and book-keeping of licences and ratings, as well as the criteria and procedures in respect of recognition of completed training, training programmes, examinations, licences and ratings issued abroad of the air traffic control personnel shall be prescribed by this Regulation.

Article 2

For the purposes of this Regulation the terms used therein have the following meaning:

- 1) **aerodrome traffic** means all aircraft flying within the controlled aerodrome zone and any movement of aircraft and other vehicle on the manoeuvring area at the same aerodrome;
- 2) **air traffic control personnel** means a student air traffic controller, air traffic controller and flight data;
- 3) **air traffic control unit** means certain area control centre, approach control unit or aerodrome control tower with spatial competence;
- 4) **licence** means a certificate issued and endorsed in accordance with this Regulation and entitling its lawful holder to provide air traffic control services in accordance with the ratings and endorsements contained therein;
- 5) **rating** means the authorisation entered on a licence and forming part thereof, stating specific conditions, privileges or limitations pertaining to such licence;
- 6) **rating endorsement** means the authorisation entered on a licence, indicating the specific conditions, privileges or limitations pertaining to the relevant rating;
- 7) **unit endorsement** means the authorisation entered on a licence, indicating the ICAO location indicator and the sectors and/or working positions where the holder of the licence is competent to work;
- 8) **language endorsement** means the authorisation entered on and forming part of a licence, indicating the language proficiency of the holder;

- 9) **instructor endorsement** means the authorisation entered on and forming part of a licence, indicating the competence of the holder to give on-the-job training instruction;
- 10) **assessor endorsement** means the authorisation entered on and forming part of a licence, indicating the competence of the holder to assess the competence of the air traffic control personnel;
- 11) **ICAO location indicator** means the four-letter code group formulated in accordance with rules prescribed by ICAO in its manual DOC 7910 and assigned to the location of an aeronautical fixed station;
- 12) **sector** means a part of a control area and/or part of a flight information region/upper region;
- 13) **competence** means possession of adequate knowledge, skill and experience required for safe execution of air traffic control duty pertaining to the ratings entered therein;
- 14) **training** means an entirety of theoretical courses, practical exercises, including simulation, and on-the-job training required in order to acquire and maintain the skills to deliver safe, high quality air traffic control services;
- 15) **training provider** is an organisation which has been certified by the relevant national supervisory authority to provide one or more types of training;
- 16) **Unit Competence Scheme** means an approved scheme indicating the method by which the unit maintains the competence of its personnel;
- 17) **Unit Training Plan** means an approved plan detailing the processes and timing required to allow the unit procedures to be applied to the local area under the supervision of an on-the-job training instructor.

2. COMPETENCE

2.1. REQUIREMENTS FOR CONDUCTION OF TRAINING

Article 3

Competence of an air traffic control personnel shall be gained in training providers certified by the respective national aeronautical authorities, which training providers have met the special requirements prescribed in ICAO Annex 1 and EU Directive 2006/23/EC on Community air traffic controller licence transposed in Annex 1 to the Multilateral Agreement on the Establishment of a European Common Aviation Area ("Official gazette of the Republic of Macedonia", No. 27/2007 and 98/2009).

Article 4

- (1) In order to provide a training of an air traffic control personnel, the training providers with principal place of operation in the Republic of Macedonia shall have a certificate issued by the Civil Aviation Agency (hereinafter referred to as "the Agency").
- (2) In order to issue a certificate referred to in paragraph (1) of this Article, the training providers shall have the following:
 - a) air traffic control personnel training programme in accordance with provisions of this Regulation and approved by the Agency;
 - b) efficient management structure and sufficient staff with adequate qualifications and experience to provide training according to the standards set out in this Regulation;

- c) available facilities, equipment and accommodation appropriate for the type of training offered and approved training programme;
 - d) adequate literature in accordance with the approved training programme;
 - e) training manual and procedures required for the needs of training providers personnel covering the following:
 - description of a training for which the training provider has been certified;
 - content of the offered trainings, including the material and equipment to be used;
 - name, duties and qualification of the person responsible for compliance with the requirements for issuance of certificate to provide air traffic control personnel training;
 - description of the duties, responsibilities and qualification of the personnel responsible for training planning, performing and supervising;
 - description of the procedures used to establish and maintain the competence of instructional personnel;
 - description of the methodology used for the completion and retention of training records in respect of the completed trainings and acquired qualifications;
 - f) the methodology used for establishment details of the content, organisation and duration of training courses, unit training plans and unit competence schemes;
 - g) the methodology of examination and assessments, as well as the detailed qualifications of the examiners of examinations for the initial training, including the training on simulator;
 - h) quality management system manual ensuring that the provision of training is in compliance with the requirements provided for in this Regulation;
 - i) sufficient funding to conduct the training according to the approved training programme and appropriate insurance to cover its activities in accordance with the nature of the training provided;
- (3) To provide training in the air traffic control unit, in addition to the compliance with the requirements referred to in paragraph (2) of this Regulation, the training providers shall be authorized to provide air navigation services.

**2.2. FORM, CONTENT, BOOK KEEPING AND METHOD FOR
ISSUANCE, REVALIDATION, RENEWAL AND MODIFICATION OF
A CERTIFICATE ON PROVISION OF TRAINING TO
AN AIR TRAFFIC CONTROL PERSONNEL
OF THE TRAINING PROVIDER**

Article 5

- (1) A training provider with principal place of operation in the Republic of Macedonia shall submit to the Agency an application for issuance, revalidation, renewal and change of the certificate to provide training to the air traffic control personnel with evidences that the requirements for issuance of certificate referred to in Article 4 of this Regulation have been met.
- (2) Application for revalidation of a certificate shall be submitted at least 30 days prior to the expiry of the validation thereof and for the renewal at least 30 days after the expiry of the validation thereof.
- (3) If a training provider fails to submit an application for revalidation or renewal within the period specified in paragraph (2) of this Article, the certificate shall be deemed as revoked.

Article 6

- (1) Upon receipt of the application, the Agency shall check whether the administrative charge has been paid, it shall also check the accompanying documentation and carry out technical inspection to determine that the training provider is in compliance with the requirements and technical capacities to provide training to an air traffic control personnel.
- (2) The checks referred to in paragraph (1) of this Article shall be carried out at any revalidation, renewal or modification of the certificate.
- (3) The Agency shall, during the checking, use check-lists previously prepared in accordance with the documentation and records to be checked.
- (4) If upon the checks referred to in paragraph (1) of this Article the Agency finds out that a training provider has met the requirements to provide training to an air traffic control personnel, the Agency shall, within 30 days from the date of receipt of the completed application, make a decision on issuance, revalidation, renewal or modification to be submitted to the applicant with the certificate to provide, after he had submitted an evidence on payment of the charge for issuance, revalidation, renewal or modification of the certificate to provide training.
- (5) If the Agency finds that a training provider has failed to meet the requirements to provide training to an air traffic control personnel, the Agency shall make a decision on refusal of the application for issuance, revalidation, renewal or modification of the certificate to provide training stating the reasons for refusal thereof.

Article 7

- (1) The certificate of a training provider to provide training to applicants for air traffic control personnel and/or air traffic control personnel shall be issued in a form attached as Annex 1 thereto.
- (2) The certificate to provide training to applicants for air traffic control personnel and/or air traffic control personnel shall be issued with validity period of two years.
- (3) The Agency shall keep the records of issued certificates to provide training to applicants for air traffic control personnel and/or air traffic control personnel.
- (4) The book-keeping referred to in paragraph (3) of this Article shall contain data about training provider operation providing training to applicants for air traffic control personnel and/or air traffic control personnel, as well as contact telephone numbers and addresses of the responsible persons.

Article 8

- (1) The Agency shall monitor the compliance of the training provider operation with the requirements set out in this Regulation.
- (2) If the Agency finds out that the training provider ha failed to comply with the requirements set out in this Regulation, the Agency shall revoke the certificate to provide training to applicants for air traffic control personnel and/or air traffic control personnel.

2.3. SPECIAL REQUIREMENTS AND METHOD TO PROVIDE TRAINING

Article 9

- (1) The objective of the competence of air traffic control personnel shall be to qualify the applicants for air traffic control personnel with knowledge, practice and skill required issuance of a licence, rating, rating endorsement and/or specific unit endorsement.
- (2) The competence referred to in paragraph (1) of this Article shall consist of: initial training, ATC unit training, continuation training, training of on – the – job training instructors and training of examiners and/or assessors.

2.3.1. INITIAL TRAINING

Article 10

- (1) To attend the initial training, an applicant for air traffic controller shall meet the following requirements:
 - 1) to be at least 18 years old, but no more than 25;
 - 2) to have successfully completed at least a secondary education;
 - 3) to have successfully passed the EUROCONTROL FEAST (First European Air Traffic Controller Selection Test), (hereinafter referred to as: FEAST test);

- 4) to hold a valid medical certificate – Class 3;
 - 5) to demonstrate English language proficiency (at least level B2 Common European Framework of Reference for Languages (CEFR)).
- (2) To attend the initial training, an applicant for flight data shall meet the following requirements:
- 1) to be at least 18 years old;
 - 2) to have successfully completed at least secondary education;
 - 3) to have successfully passed with success the EUROCONTROL FEAST (First European Air Traffic Controller Selection Test), (hereinafter referred to as: FEAST test);
 - 4) to hold a valid medical certificate – Class 4;
 - 5) to demonstrate linguistic proficiency (at least level B1 Common European Framework of Reference for Languages (CEFR)).

Article 11

- (1) FEAST referred to in item 3) paragraph (1) and item 3) paragraph (2) Article 10 of this Regulation shall be conducted by the FEAST administrators authorized by EUROCONTROL.
- (2) Determination of the level of English language proficiency referred to in item 5) paragraph (1) and item 5) paragraph (2) Article 10 of this Regulation shall be conducted in accordance with a test approved by the Agency;
- (3) Test referred to in paragraph (2) of this Article shall be conducted by a training provider or English language examiner holder of a certificate issued according to paragraph (5) Article 136 of the Aviation Act, i.e. who is entered on the Aviation Experts List.

Article 12

- (1) The purpose of an initial training shall be to provide basic knowledge and skills leading to the grant of a student air traffic controller licence and to commence unit training.
- (2) Training referred to in paragraph (1) of this Article shall be conducted according to a method described in detail in the training programme, in two phases, that is: basic training and rating training.

Article 13

- (1) The initial training shall allow the applicant to be granted a student air traffic controller licence and to achieve the objective of the initial training and rating training provided for in EUROCONTROL Specification for the ATCO Common Core Content Initial

Training as well as to be qualified for safe, efficient and quick provision of air traffic control services.

- (2) The initial training shall cover both, theoretical and practical courses, including simulation.
- (3) Initial training programme shall cover the following subjects: aviation law, air traffic management, including procedures for civil–military cooperation, meteorology, navigation, aircraft and principles of flight, including an understanding between air traffic controller and pilot, human factors, equipment and systems, professional environment, safety and safety culture, safety management systems, emergency situations, degraded systems and linguistic knowledge, including radiotelephony phraseology.
- (4) The duration of an initial training and rating training shall be specified in the approved initial training programmes, but not less than four weeks for each phase.
- (5) The subjects shall be taught in such a way that they prepare the applicants for the different types of air traffic services and highlight safety aspects. Acquired skills shall ensure that the applicant may be considered competent to handle complex and dense traffic situations.
- (6) The competence of an applicant after completion of initial training shall be assessed through appropriate examinations or a continuous assessment system.
- (7) The pass mark for successfully completed initial training shall be 75% in each subject.

2.3. UNIT TRAINING

Article 14

- (1) A student air traffic controller/air traffic controller may commence unit training provided that the following requirements have been met:
 - 1) to hold a student air traffic controller/air traffic controller licence;
 - 2) to have completed at least secondary education;
 - 3) to have satisfactorily completed a rating training;
 - 4) to hold a valid medical certificate – Class 3;
 - 5) to demonstrate English language proficiency (at least ICAO operational level 4).
- (2) An air traffic controller licence of an air traffic controller being directed to a unit training for the purpose to be granted an additional rating, rating endorsement and/or unit endorsement shall be deemed as a student air traffic controller licence authorizing the holder to provide air traffic control services under the supervision of a qualified training instructor.

- (3) An applicant referred to in paragraph (1) of this Article shall commence unit training within six months upon completion of the rating training and rating endorsement training, if such exists.
- (4) Notwithstanding paragraph (3) of this Article, an air traffic controller may commence unit training after the expiry of the period of six months, provided that at the time of commencement the training he/she is a holder of the appropriate rating or rating endorsement or he has had it during the last four years.
- (5) An applicant who fails to comply with the requirements referred to in paragraphs (3) or (4) of this Article may commence training of paragraph (1) of this Article, provided that he/she has passed with success at least of 75% the examination for assessment of the previously acquired competence in a training provider where the initial training had been completed in accordance with the standards set out in the Annex to the EUROCONTROL Specification for ATCO Common Core Content Initial Training appropriate for the rating and/or rating endorsement entered in the air traffic controller licence.

Article 15

An applicant for flight data licence may commence unit training, provided that he/she complies with the following requirements:

- 1) to have completed at least secondary education;
- 2) to have successfully completed the initial training for air traffic controller/flight data;
- 3) to hold a valid medical certificate – Class 4;
- 4) to have demonstrated English language proficiency, at least operational level 3 according to ICAO rating scale.

Article 16

- (1) Upon successfully completion of initial training, an applicant for air traffic controller licence or flight data licence may commence unit training in order to provide the applicant with certain level of competence required for issuance of an air traffic controller/flight data licence and appropriate rating, rating endorsement and unit endorsement.
- (2) Training referred to in paragraph (1) of this Article shall be conducted in an appropriate air traffic control unit in three phases: transitional training, pre-OJT and OJT.
- (3) Notwithstanding the provisions of paragraph (2) of this Article, the unit training required for issuance of flight data rating regarding Skopje ACC/ASI air traffic controller rating for Skopje TWR/EXC and air traffic controller rating for Ohrid TWR/APP/EXC shall consist of transitional training and OJT.

- (4) Each air traffic control unit shall have an ATC unit training plan stating the responsibilities of the personnel engaged in competence training, types and way of conducting of unit trainings, objectives to be accomplished, methods and means to be used during conducting of training, elements of the competence assessment system including the working engagements, assessment of progress, examinations, duration of unit training, book-keeping and maintain of data in respect of training and procedures for notification of the Agency.
- (5) ATC unit training plan referred to in paragraph (4) of this Article, shall be submitted for approval to the Agency by the air traffic control unit, at every three years.
- (6) The level of knowledge and competence acquired within the framework of each of the unit training phases shall be assessed through appropriate examinations or a system of continuous assessment conducted by competence examiners or assessors who will be neutral and objective in their judgement.
- (7) The pass mark for successfully completed unit training shall be 80% in each subject.

Article 17

The objective of a transitional training shall be to provide the applicants with theoretical knowledge typically for certain local circumstances during which skills characteristic for such local circumstances shall be developed by means of various methods and use of simulations.

Article 18

Pre-OJT shall be conducted on simulator with local characteristics and its objective is to train the applicant for commencement OJT within the frameworks of an air traffic control unit.

Article 19

The objective of an OJT shall be to integrate previously acquired routines and skills regarding the working place, in real condition of traffic under supervision of a qualified instructor holder of unit endorsement.

2.3.3. CONTINUATION TRAINING

Article 20

- (1) The objective of a continuation training shall be to improve acquired knowledge and skills in order to maintain the ratings, rating endorsements and endorsements of the licence valid.
- (2) The training referred to in paragraph (1) of this Article shall cover refresher courses, emergency training, linguistic training and conversion training consisting of theoretical and practical courses, together with simulation.

- (3) A training provider shall establish unit competence scheme to be submitted to the Agency for approval, at every three years.
- (4) The unit competence schemes referred to in paragraph (3) of this Article shall state in detail the processes, manning and timing necessary to provide appropriate continuation training and to demonstrate competence through regular and extraordinary assessments.
- (5) The timing referred to in paragraph (4) of this Article shall be specified in accordance with the functional needs of an air traffic control unit personnel, in particular in the light of modifications or intended modifications in procedures or equipment, or in the light of the overall safety management requirements.
- (6) The competence of each air traffic controller/flight data shall be appropriately assessed every year.
- (7) The competence of an instructor or assessor/examiner of air traffic controller and/or flight data shall be appropriately assessed at every three years.
- (8) An air traffic control unit shall, at the latest till 30 June of the current year, notify the Agency on the regular competence assessments referred to in paragraph (4) of this Article, conducted throughout the previous year.
- (9) An air traffic control unit shall notify the Agency on each extraordinary competence assessment referred to in paragraph (4) of this Article, within seven days upon the assessment.

2.3.4. TRAINING OF ON-THE-JOB TRAINING INSTRUCTORS OR TRAINING OF EXAMINERS/ASSESSORS

Article 21

The objective of the training of on-the-job training shall be to train an air traffic controller/flight data to the level of competence necessary for the examination required for issuance of instructor endorsement or assessor/examiner endorsement to assess an air traffic controller/flight data and/or for provision of other operational duties in respect of air traffic control.

Article 22

- (1) The training of on-the-job training instructors for issuance of instructor endorsement to train air traffic controller may be attended by an air traffic controller who has:
 - a valid air traffic controller licence with appropriate rating, rating endorsement and unit endorsement;
 - a minimum of two years experience as an air traffic controller with appropriate rating;
 - a minimum of six months experience as an air traffic controller with unit endorsement;

- passed any associated assessments required for his/her working position according to the unit competence scheme;
 - a valid medical certificate – Class 3;
- (2) The training of on-the-job training instructors for issuance of instructor endorsement to train flight data may be attended by a flight data who has:
- a valid flight data licence with unit endorsement;
 - a minimum of two years experience as a flight data;
 - a minimum of six months experience as a flight data with unit endorsement;
 - passed any associated assessments required for his/her working position according to the unit competence scheme;
 - a valid medical certificate – Class 4;
- (3) The training of on-the-job training instructors for issuance of instructor endorsement to train a controller/flight data shall be conducted in accordance with the recommendations of EATMP contained in the EUROCONTROL ATCO Training at operational units.

Article 23

- (1) The training of assessors/examiners for issuance of assessor/examiner endorsement to assess the competence of an air traffic controller may be attended by an air traffic controller instructor, who has:
- a valid air traffic controller licence with appropriate rating, rating endorsement and unit endorsement;
 - a minimum of five years experience as an air traffic controller;
 - unit endorsement, for minimum of two years;
 - passed any associated assessments required for his/her working position according to the unit competence scheme;
 - a valid medical certificate – Class 3;
- (2) The training of assessors/examiners for issuance of assessor/examiner endorsement to assess the competence of a flight data may be attended by a flight data instructor, who has:
- a valid flight data licence with appropriate rating, rating endorsement and unit endorsement;
 - a minimum of three years experience as a flight data;

- a unit endorsement for minimum of two years;
 - passed any associated assessments required for his/her working position according to the unit competence scheme;
 - a valid medical certificate – Class 4;
- (3) The training of assessors/examiners shall be conducted in accordance with the recommendations of EATMP contained in the EUROCONTROL Assessing Operational Competence.

Article 24

Record in respect of any on-the-job training for provision of certain operational duties in respect of air traffic control for which a rating to be entered in the licence or examination is not provided for in this Regulation shall be kept by the air traffic control unit.

Article 25

Training providers (approved to provide air navigation services) shall ensure that each air traffic control unit has its unit competence scheme establishing the requirements to be met by an air traffic controller, flight data, instructor or assessor/examiner and procedures to ensure continually maintenance of the required level of competence, and related to:

- 1) minimum number of hours effectively worked in a sector or operational working position;
- 2) detail description of the method for performance of assessment of the continuous competence in respect of each rating, rating endorsement and/or endorsement prescribed by this Regulation;
- 3) the way, programme and dynamics of performance of competence check upon the periodical refresher courses, emergency trainings, introduction of new equipment, devises and procedure or the application thereof;
- 4) the way of performance of competence check after a longer absence from work;
- 5) the procedure for designation of competence assessors/examiners, and
- 6) the procedure, programme and dynamics in respect of competence in case a person has been assessed as incompetent.

Article 26

- (1) Training providers or air traffic control units shall keep a record for each applicant attending a training stating the personal data of the applicant and data about training duration, data about the instructors, examinations, level of competence and type of duties the applicant has been trained.
- (2) Training providers of air traffic control personnel shall keep records about the training provided and issued certificates.

Article 27

- (1) The training providers shall issue to each applicant a certificate for completion of training.
- (2) The certificate referred to in paragraph (1) of this Article shall contain: title of the training provider, applicant's personal data, data about the training the applicant has completed, date of training commencement and ending, subject's marks and average/general success of the applicant.

3. PROCEDURE FOR REGULAR AND EXTRAORDINARY CHECK

3.1. REGULAR CHECKS

Article 28

- (1) An applicant air traffic controller shall within 30 days upon the successfully completion of the unit training submit to the Agency an application, in writing, for the examination required for issuance of a licence with certain rating, rating endorsement and/or endorsement.
- (2) Application for examination referred to in paragraph (1) of this Article may be submitted by an air traffic controller applicant, who:
 - is 20 years old;
 - holds a student air traffic controller licence;
 - has a certificate on completion of unit training for appropriate rating, rating endorsement and/or endorsement;
 - evidence that the completed training referred to in the previous line during the period of six months prior the submission of the application satisfies the operational minima in accordance with the ICAO Annex 1, item 4.4.2.2, that is:
 - a) in respect of issuance of aerodrome control visual (ADV) rating and/or aerodrome control instrument (ADI) rating, evidence in respect of operation at operational working position in a unit i.e. at the working position for which the application has been submitted of minimum 90 hours or one month, which is longer;
 - b) in respect of issuance of approach control surveillance/radar (APS/RAD) rating or areal control surveillance/radar (ACS/RAD) rating, evidence in respect of operation at operational working position in a unit i.e. at the working position for which the application has been submitted of minimum 180 hours or three months, which is longer;
 - holds a valid medical certificate – Class 3;
 - evidence that the examination charge has been paid;
 - certificate on English language proficiency, at least ICAO operational level 4.

- (3) Flight data applicant shall within 30 days upon successfully completion of an initial training for flight data and unit training submit to the Agency an application, in writing, for the examination required for issuance of a licence and unit endorsement.
- (4) The application for examination referred to in paragraph (3) of this Article may be submitted by a flight data applicant, who:
- is at least 18 years old;
 - has completed secondary education;
 - has a certificate on completion of flight data initial training and unit training;
 - holds a valid medical certificate – Class 4;
 - has an evidence that the examination charge has been paid;
 - holds certificate on English language proficiency, at least ICAO operational level 3.
- (5) The applicant shall within 30 days upon successfully completion of unit training submit to the Agency an application, in writing, for the examination required for issuance of a new rating, rating endorsement and/or endorsement.
- (6) The application for examination referred to in paragraph (5) of this Article may be submitted by an applicant for new rating, rating endorsement and/or special endorsement, who:
- holds an air traffic controller licence;
 - has a certificate on completion of unit training for appropriate rating, rating endorsement and/or special endorsement;
 - has an evidence that the completed training referred to in previous line during the period of six months before submission of the application satisfies the operational minima in accordance with the ICAO Annex 1, item 4.4.2.2, that is:
 - a) in respect of issuance of aerodrome control visual (ADV) rating and/or aerodrome control instrument (ADI) rating, evidence in respect of operation at operational working position in a unit, i.e. at the working position for which the application has been submitted of minimum 60 hours or one month, which is longer;
 - b) in respect of issuance of approach control surveillance/radar (APS/RAD) rating or areal control surveillance/radar (ACS/RAD) rating, evidence in respect of operation at operational working position in a unit i.e. at the working position for which the application has been submitted of minimum 120 hours or three months, which is longer;
 - holds a valid medical certificate – Class 3;
 - has an evidence that the examination charge has been paid;

- holds a certificate on English language proficiency, at least ICAO operational level 4.
- (7) The applicant shall within 30 days upon successfully completion of training of on–the–job training instructor to train air traffic control personnel submit to the Agency an application, in writing, for the examination required for issuance of an instructor endorsement.
- (8) The application for examination referred to in paragraph (7) of this Article may be submitted by an applicant for instructor endorsement of air traffic controller, who:
- holds an air traffic controller licence with appropriate rating, rating endorsement and unit endorsement to be instructed;
 - has a minimum of two years experience as an air traffic controller with appropriate rating to be instructed;
 - has a minimum of six months experience as an air traffic controller with unit endorsement to be instructed;
 - has passed any associated assessments required for the working position to be instructed according to the unit competence scheme;
 - has a certificate on completion of training of on–the–job training instructors for unit training instruction;
 - has an evidence that the examination charge has been paid;
 - holds a valid medical certificate – Class 3;
- (9) The applicant shall within 30 days upon successfully completion of training of on–the–job training instructor for flight data submit to the Agency an application, in writing, for the examination required for the issuance of an instructor endorsement.
- (10) The application for examination referred to in paragraph (9) of this Article may be submitted by an applicant for flight data instructor endorsement, who:
- holds a flight data licence with appropriate rating endorsement and unit endorsement to be instructed;
 - has a minimum of two years experience as a flight data with appropriate rating to be instructed;
 - has a minimum of six months experience as a flight data with unit endorsement to be instructed;
 - has passed any associated assessments required for the working position to be instructed according to the unit competence scheme in the air traffic control unit;
 - has a certificate on completion of training of on–the–job training instructors for unit training instruction;

- has an evidence that the examination charge has been paid;
- holds a valid medical certificate – Class 4;

(11)The applicant shall within 30 days upon successfully completion of training of examiners and/or assessors of air traffic controller competence submit to the Agency an application, in writing, for the examination required for issuance of an assessor endorsement.

(12)The application for examination referred to in paragraph (11) of this Article may be submitted by an applicant for assessor/examiner of air traffic controller competence, who:

- has a certificate on completion of training of assessors and/or examiners of air traffic controller competence;
- holds a valid air traffic controller licence with appropriate rating and rating endorsement;
- has a minimum of five years experience as an air traffic controller and at least two years a unit endorsement;
- has passed any associated assessments required for the working position to be assessed/examined according to the unit competence scheme;
- holds a valid instructor endorsement for air traffic controller for certain unit to be assessed/examined;
- has passed the examination required for issuance of assessor/examiner endorsement to assess competence of air traffic controller in accordance with this Regulation;
- holds a valid medical certificate – Class 3;
- has an evidence that the examination charge has been paid;

(13)The applicant shall within 30 days upon successfully completion of training of examiners and/or assessors of flight data competence submit to the Agency an application, in writing, for the examination required for issuance of an assessor endorsement.

(14)The application for examination referred to in paragraph (13) of this Article may be submitted by an applicant for assessor/examiner of flight data competence, who:

- has a certificate on completion of training required for issuance of assessors and/or examiners endorsement of flight data competence;
- holds a valid air traffic controller licence;
- has a minimum of five years experience as a flight data and at least two years a unit endorsement;

- passed any associated assessments required for the working position to be assessed/examined according to the unit competence scheme;
- holds a valid instructor endorsement for flight data for certain unit to be assessed/examined;
- has a valid medical certificate – Class 4;
- has an evidence that the examination charge has been paid;

Article 29

- (1) Upon the receipt of application for examination, the Agency shall check whether the applicant has complied with the requirements for examination referred to in Article 28 of this Regulation.
- (2) If it is determined that the applicant has complied with the prescribed requirements, the Agency shall within 30 days from the date of receipt of the application, make a decision on approval for examination stating the period of the examination, which may not be longer than three months from the date of submission of the application, list of examiners responsible for the examination and the examiner responsible for organization of the entire examination and distribution of examination material.
- (3) At request of the examiners, the period for conducting the practical part of the examination may be prolonged for at least six months after the expiry of the period referred to in paragraph (2) of this Article.
- (4) The examination may not be specified in a period less than 15 days from the date the decision referred to in paragraph (2) of this Article has been submitted to the applicant.
- (5) Notwithstanding the provisions of paragraph (4) of this Article, the examination may be conducted in a shorter period on the ground of a written request of the applicant.
- (6) If the Agency finds that the applicant has failed to comply with the prescribed requirements for examination, it shall make a decision on refusal of the application for examination stating the reasons for refusal.

Article 30

- (1) The examination shall be conducted by examiners designated by the Agency on a decision and selected from the List of Aviation Experts.
- (2) The number of examiners shall be determined on the number of subjects, i.e, on the scope of practical part of the examination, and one examiner may conduct examination for at least of three subjects, including the practical part.
- (3) The practical part of the examination associated with air traffic controller licence shall be conducted by at least three examiners holding at least a licence with rating, rating endorsement and/or endorsement for which the applicant takes the examination.

- (4) The practical part of the examination associated with flight data licence shall be conducted by at least two examiners holding at least a licence with rating, rating endorsement and/or endorsement for which the applicant takes the examination.
- (5) The examiner responsible for organization of the examination shall within seven days from the date of completion of examination submit a report to the Agency.

Article 31

Each examiner shall examine the applicant in the field he/she has been nominated to, and upon the completion of examination shall assess the success of the applicant with mark "passed" or "failed".

Article 32

- (1) Examination for issuance of a licence, rating, rating endorsement and/or endorsement shall consist of theoretical part at each subject and practical part.
- (2) Theoretical part of the examination shall consist of test paper for each subject.
- (3) The practical part of examination shall cover the proficiency check of acquired skills and knowledge for a working position, and at simulator and oral examination, if necessary.

Article 33

- (1) The theoretical part of an examination shall be deemed as passed if the test paper for each subject has been passed with a success of at least of 80%.
- (2) An applicant who fails to pass at least three subjects of the theoretical part of an examination shall have a right to repeat the failed subjects within a period specified by the Agency, but not less than 30 days, or longer than 60 days from the date of submission to the Agency the examination lists in respect of the examination.
- (3) If the applicant fails to pass the make-up examination referred to in paragraph (2) of this Article, the examination shall be deemed as failed in whole.
- (4) If the applicant fails to pass the theoretical part of an examination at more the three subjects, the examination shall be deemed as failed in whole.

Article 34

- (1) The practical part of an examination shall be conducted after the applicant has passed the theoretical part thereof.
- (2) The proficiency check referred to in paragraph (3) Article 32 of this Regulation shall be conducted in accordance with the objectives and standards set out in the unit training plan which have been met by an applicant for successfully completion of the unit training appropriate for the working position.

- (3) The duration of oral part of a practical examination shall be at least 60 minutes and conducted upon completion of the practical part with an aim to determine the competence of an applicant to deal with the traffic conditions not met during the examination.
- (4) An applicant shall be deemed to pass the practical part of the examination if he has passed both, proficiency check and oral examination.
- (5) If an applicant fails to pass the practical part of an examination it shall be deemed as not passed in whole.

Article 35

An applicant may repeat the examination only once within a period not less than 3 months or longer than 6 months from the date of first sitting for an examination.

3.1.1 AIR TRAFFIC CONTROLLERS REGULAR CHECKS

Article 36

- (1) An applicant for air traffic controller licence in addition to the examination for issuance of a licence shall take an examination for issuance of a rating, rating endorsement and unit endorsement.
- (2) The air traffic controller applicant holding a valid licence and sitting for an examination for issuance of a new rating and rating endorsement, shall also take an examination for unit endorsement appropriate to such rating and rating endorsement.

Article 37

The theoretical part of the examination of the applicant referred to in paragraph (1) Article 36 of this Regulation shall cover the following subjects in accordance with the Annex 1 and Annex to the EUROCONTROL Specification for the ATCO Common Core Content Initial Training appropriate to the rating and rating endorsement for which the applicant takes the examination, that is:

- 1) Aviation Law;
- 2) Air Traffic management;
- 3) Meteorology;
- 4) Navigation;
- 5) Aircraft;
- 6) Human factors;
- 7) Systems and Equipment;
- 8) Aviation English;

Article 38

The theoretical part of the examination of the applicant referred to in paragraph (2) Article 36 of this Regulation shall cover the following subjects in accordance with the Annex to the EUROCONTROL Specification for the ATCO Common Core Content Initial

Training appropriate to the rating and rating endorsement for which the applicant takes the examination. In such case the applicant shall not take the examination at aviation English.

Article 39

A student air traffic controller or air traffic controller taking an examination for issuance of unit endorsement shall have the following subjects in respect of the theoretical part of the examination in scope, content and level of knowledge appropriate to the unit training plan, that is:

- 1) Airspace Local Characteristics;
- 2) Devices and Facilities Operation;
- 3) Working Technology;
- 4) Coordination Procedures, and
- 5) Systems and Equipment;
- 8) Emergency Procedures.

Article 40

- (1) An air traffic controller taking an examination for issuance of unit endorsement shall be also granted an instructor endorsement.
- (2) In addition to the examinations referred to in Article 37 of this Regulation and regarding the theoretical part, an applicant shall take the following examinations for which higher level of knowledge and competence to instruct are required, that is:
 - 1) Operational competence;
 - 2) Methods and means to acquire competence of an air traffic controller, and
 - 3) Unit Training Plan.
- (4) The practical part of an examination for issuance of instructor endorsement shall be conducted by means of three supervisions of the operational competence of a student air traffic controller or air traffic controller.

Article 41

- (1) An air traffic controller instructor taking an examination for issuance of a new instructor endorsement shall take the examination at subject referred to in item 3 paragraph (2) Article 40 of this Regulation regarding the theoretical part of the examination.
- (2) The examination referred to in paragraph (1) of this Article shall be without practical part.

Article 42

- (1) An air traffic controller instructor taking an examination for issuance of an assessor/examiner endorsement for competence of an air traffic controller shall have the following examinations regarding the theoretical part thereof:
 - 1) Assessment of the competence, and

- 2) Unit competence scheme.
- (2) The practical part of the examination shall cover three procedures of assessment of competence of an air traffic controller in accordance with approved unit competence schemes.

Article 43

- (1) An assessor/examiner of the competence of an air traffic controller taking an examination for issuance of assessor/examiner endorsement of competence of controllers in a new air traffic control unit, regarding the theoretical part of the examination shall take only the examination at the subject referred to in item 2 paragraph (1) Article 42 of this Regulation.
- (2) The examination referred to in paragraph (1) of this Article shall be without practical part.

3.1.2 FLIGHT DATA REGULAR CHECKS

Article 44

- (1) An applicant for flight data licence in addition to the examination for issuance of a licence shall take an examination for issuance of unit endorsement.
- (2) The applicant referred to in paragraph (1) of this Article regarding the theoretical part of the examination shall take an examination at the following subjects in accordance with the Initial Training Approved Programme for flight data, that is:
 - 1) Aviation Law;
 - 2) Elements of Air Services;
 - 2) Aeronautical Information;
 - 3) Meteorology;
 - 4) Navigation;
 - 5) Aircraft;
 - 6) Human factors;
 - 7) Systems and Equipment;

Article 45

Flight data applicant taking an examination for issuance of unit endorsement shall have the following subjects in respect of the theoretical part of the examination in scope, content and level of knowledge appropriate to the unit training plan, that is:

- 1) Airspace Local Characteristics;
- 2) Devices and Facilities Operation;
- 3) Working Technology, and
- 4) Coordination Procedures.

Article 46

- (1) A flight data taking an examination for issuance of instructor endorsement for flight data, regarding the theoretical part, in addition to the subjects referred to in Article 44 of this Regulations shall take the following examinations for which higher level of knowledge and competence to instruct are required, that is:
 - 1) Flight data operational competence;
 - 2) Methods and means to acquire competence of a flight data, and
 - 3) Unit Training Plan.
- (2) The practical part of an examination for issuance of such endorsement shall be conducted by means of three supervisions of the operational competence of a student flight data or a flight data.
- (3) An applicant holding an instructor endorsement for air traffic controllers and taking the examination for issuance of instructor endorsement for flight data shall take only the theoretical part of the examination referred to in item 3 paragraph (1) of this Article.

Article 47

- (1) The theoretical part of examination of a flight data instructor taking an examination for issuance of assessor/examiner endorsement for assessment of competence of flight data, shall cover the following:
 - 1) Operational competence assessment, and
 - 2) Unit competence scheme, and
- (2) The practical part of an examination shall cover three procedures of assessment of competence of a flight data.
- (3) An applicant flight data instructor holding an assessor/examiner endorsement of competence of an air traffic controller taking an examination for issuance of assessor/examiner endorsement of the competence of a flight data shall take only the theoretical part of the examination at the subject referred to in item 2 paragraph (1) of this Article.

3.2. EXTRAORDINARY CHECKS

Article 48

- (1) The extraordinary check procedure shall be conducted by the Agency on the ground of recommended measures stated in a report on inspection and a decision on suspension of air traffic control personnel.
- (2) Decision on extraordinary check shall be made by the Agency, stating the method and timing regarding the extraordinary check and it shall be submitted to the person the extraordinary check referred to.
- (3) An extraordinary check of competence shall be conducted in respect of particular subjects of theoretical and/or practical part of an examination for issuance of a licence and/or rating.

- (4) If the extraordinary check is successfully completed, the Agency shall revoke the Decision on suspension by means of a Decision.
- (5) If the completion of an extraordinary check is not satisfactory, the Agency shall make a Decision on extension of the suspension and on additional unit training in respect of theoretical and practical part of the subjects for which the extraordinary check has been conducted.
- (6) If the person with a Decision on suspension fails to appeal at the extraordinary check or to successfully completed the additional training referred to in paragraph (5) of this Article, the Agency shall on a ground of a Decision withdraw the licence or rating.

4. TYPE OF LICENCE AND/OR RATING AND REQUIREMENTS FOR ISSUANCE THEREOF

4.1. AIR TRAFFIC CONTROL PERSONNEL LICENCE AND REQUIREMENTS FOR ISSUANCE THEREOF

4.1.1. STUDENT AIR TRAFFIC CONTROLLER LICENCE

Article 49

- (1) A student air traffic controller licence shall be issued to an applicant to commence the unit training, who in addition to the requirements referred to in paragraph (1) Article 10 of this Regulation shall comply with the following requirements:
 - to have certificate on completed initial training for issuance of appropriate rating and rating endorsement, and
 - to have certificate on linguistic proficiency, at least ICAO operational level 4.
- (2) A student air traffic controller licence shall contain at least one rating and one rating endorsement, if any, for which the student has completed the initial training.
- (3) A person holding an air traffic controller student licence may perform duties of air traffic controllers only under the supervision of an instructor.
- (4) Validity period of an air traffic controller student licence shall be for a period of one year.

Article 50

- (1) A person holding a student air traffic controller licence shall commence training in an air traffic control unit within a period not longer than six months from the date of issuance of the licence.
- (2) A person referred to in paragraph (1) of this Article who failed to commence unit training within six months or interrupted the training for a period of six months, may commence the training if the assessment of his previously acquired competence in a training provider where the initial training has been completed with success of 75% in

accordance with the Annex 1 and Annex to EUROCONTROL Specification for the ATCO Common Core Content Initial Training appropriate to the rating and/or rating endorsement for which the student air traffic controller licence has been issued.

4.1.2. AIR TRAFFIC CONTROLLER LICENCE

Article 51

- (1) An air traffic controller licence shall be issued to an applicant complying the following requirements:
- to be at least 21 years old;
 - to hold a valid student air traffic controller licence;
 - to have successfully completed unit training;
 - to have passed an examination for issuance of air traffic controller licence, appropriate rating, rating endorsement and unit endorsement;
 - to have demonstrated a proficiency in English language, at least ICAO level 4, and
 - to hold medical certificate – Class 3.
- (2) The licence referred to in paragraph (1) of this Article shall contain at least one rating with appropriate rating endorsement, unit endorsement and English language endorsement.

Article 52

At least one of the following ratings shall be entered in an air traffic controller licence:

- 1) Aerodrome Control Visual (ADV);
- 2) Aerodrome Control Instrument (ADI);
- 3) Approach Control Procedural (APP);
- 4) Approach Control Surveillance (APS);
- 5) Area Control Procedural (ACP), and
- 6) Area Control Surveillance (ACS).

Article 53

- (1) A person holding an air traffic controller licence with aerodrome control visual rating (ADV), may provide an air traffic control service to aerodrome traffic at an aerodrome that has no published instrument approach or departure procedures.
- (2) In a air traffic controller licence with the rating referred to in paragraph (1) of this Article at least one unit rating shall be entered.
- (3) The rating referred to in paragraph (1) of this Article shall be without any rating endorsements.

Article 54

- (1) A person holding an air traffic controller licence with aerodrome control instrument rating (ADI), may provide an air traffic control service to aerodrome traffic at an aerodrome that has published instrument approach or departure procedures.
- (2) The rating referred to in paragraph (1) of this Article shall bear least one of the following rating endorsements:
 - The Tower Control endorsement (TWR), indicating that the holder is competent to provide control services where aerodrome control is provided from one working position;
 - The Ground Movement Control endorsement (GMC), indicating that the holder is competent to provide ground movement control;
 - The Ground Movement Surveillance endorsement (GMS), granted in addition to the Tower Control endorsement (TWR) or Ground Movement Control endorsement (GMC), indicating that the holder is competent to provide ground movement control with the help of aerodrome surface movement guidance systems during low visibility conditions;
 - The Air Control endorsement (AIR), indicating that the holder of the licence is competent to provide air control;
 - The Aerodrome Radar Control endorsement (RAD), granted in addition to the Air Control (AIR) or Tower Control endorsement (TWR), indicating that the holder of the licence is competent to provide aerodrome control with the help of surveillance radar equipment;
- (3) In an air traffic controller licence with the rating referred to in paragraph (1) of this Article and at least one rating endorsement, at least one unit rating shall be entered.

Article 55

- (1) A person holding an air traffic controller licence with Approach Control Procedural rating (APP) may provide an air traffic control service to arriving, departing or transiting aircraft without the use of surveillance equipment.
- (2) An air traffic controller licence with rating referred to in paragraph (1) of this Article shall bear at least one unit endorsement.
- (3) The rating referred to in paragraph (1) of this Article shall be without any rating endorsements.

Article 56

- (1) A person holding an air traffic controller licence with Approach Control Surveillance rating (APS) may provide an air traffic control service to arriving, departing or transiting aircraft with the use of surveillance equipment.
- (2) The rating referred to in paragraph (1) of this Article shall bear at least one of the following endorsements:

- The Radar endorsement (RAD), indicating that the holder of the licence is competent to provide an approach control service with the use of primary and/or secondary radar equipment;
 - The Automatic Dependent Surveillance endorsement (ADS), indicating that the holder of the licence is competent to provide an approach control service with the use of automatic dependent surveillance;
 - The Precision Approach Radar endorsement (PAR), granted in addition to the Radar endorsement (RAD), indicating that the holder of the licence is competent to provide ground-controlled precision approaches with the use of precision approach radar equipment to aircraft on the final approach to the runway;
 - The Surveillance Radar Approach endorsement (SRA), granted in addition to the Radar endorsement (RAD), indicating that the holder of the licence is competent to provide ground-controlled non-precision approaches with the use of surveillance equipment to aircraft on the final approach to the runway;
 - The Terminal Control endorsement (TCL), granted in addition to the Radar or Automatic Dependent Surveillance endorsements (RAD), indicating that the holder of the licence 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.
- (3) An air traffic controller licence with the rating referred to in paragraph (1) of this Article and at least one rating endorsement, shall contain at least one unit rating.

Article 57

- (1) A person holding an air traffic controller licence with an Area Control Procedural rating (ACP) may provide an air traffic control service to aircraft without the use of surveillance equipment.
- (2) The air traffic controller licence with a rating referred to in paragraph (1) of this Article shall bear at least one unit rating.
- (3) The rating referred to in paragraph (1) of this Article shall be without rating endorsements.

Article 58

- (1) A person holding an air traffic controller licence with Area Control Surveillance rating (ACS) may provide an air traffic control service to aircraft with the use of surveillance equipment.
- (2) The rating referred to in paragraph (1) of this Article shall bear at least one of the following endorsements:
 - The Radar endorsement (RAD), indicating that the holder of the licence is competent to provide area control services with the use of surveillance radar equipment;

- The Automatic Dependent Surveillance endorsement (ADS), indicating that the holder of the licence is competent to provide area control services with the use of automatic dependent surveillance;
 - The Terminal Control endorsement (TCL), granted in addition to the Radar or Automatic Dependent Surveillance endorsements, indicating that the holder of the licence 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.
- (3) An air traffic controller licence with the rating referred to in paragraph (1) of this Article and at least one rating endorsement, shall contain at least one unit rating.

4.1.3. FLIGHT DATA LICENCE

Article 59

- (1) Flight data licence shall be issued to an applicant who in addition to the requirements referred to in paragraph (2) Article 10 of this Regulation complies with the following requirements:
- to have successfully passed the examination for issuance of flight data licence, and
 - to have demonstrated English language proficiency, at least ICAO operational level 3.
- (2) The licence referred to in paragraph (1) of this Article shall indicate that the holder thereof is competent to perform certain tasks related to the air traffic control and prescribed as the certain unit duties and responsibilities for which a flight data is authorized, and such licence shall be without any ratings and rating endorsements.
- (3) The licence referred to in paragraph (1) of this Article shall contain at least one unit rating.

4.2. AIR TRAFFIC CONTROL PERSONNEL SPECIAL ENDORSEMENTS AND REQUIREMENTS FOR THEIR ISSUANCE

4.2.1. AIR TRAFFIC CONTROLLER INSTRUCTOR ENDORSEMENT

Article 60

- (1) An air traffic controller instructor endorsement shall be entered in an air traffic controller licence of an applicant complying with the requirements referred to in paragraph (8) Article 28 of this Regulation and has successfully passed the examination required for issuance of air traffic controller instructor endorsement in accordance with this Regulation.
- (2) On the ground of the endorsement referred to in paragraph (1) of this Article, an instructor of air traffic controller may provide training and supervision at a working position of student air traffic controllers and air traffic controllers and/or to provide training on simulator for areas covered by a valid rating.

4.2.2. FLIGHT DATA INSTRUCTOR ENDORSEMENT

Article 61

- (1) A flight data instructor endorsement shall be entered in a flight data licence of applicant complying with the requirements referred to in paragraph (10) Article 28 of this Regulation and has successfully passed the examination required for issuance of flight data instructor endorsement in accordance with this Regulation.
- (2) On the ground of the endorsement referred to in paragraph (1) of this Article, an instructor of flight data may provide training and supervision at a working position of flight data applicant and flight data for areas by a valid unit endorsement.

4.2.3. ASSESSOR/EXAMINER ENDORSEMENT OF AIR TRAFFIC CONTROLLER COMPETENCE

Article 62

- (1) Assessor/examiner endorsement of air traffic controller competence shall be entered in an air traffic controller licence of an applicant complying with the requirements referred to in paragraph (12) Article 28 of this Regulation and has successfully passed the examination required for issuance of assessor/examiner endorsement of air traffic controller competence in accordance with this Regulation.
- (2) On the ground of the endorsement referred to in paragraph (1) of this Article, an assessor/examiner of air traffic controllers competence may carry out continuation assessment of the competence of air traffic controllers and to conduct examinations, regular and extraordinary checks/assessments of the competence of a student air traffic controller and air traffic controller.

4.2.4. ASSESSOR/EXAMINER ENDORSEMENT OF FLIGHT DATA COMPETENCE

Article 63

- (1) Assessor/examiner endorsement of flight data competence shall be entered in the licence of an applicant complying with the requirements referred to in paragraph (14) Article 28 of this Regulation and has successfully passed the examination required for issuance of assessor/examiner endorsement of flight data competence in accordance with this Regulation.
- (2) On the ground of the endorsement referred to in paragraph (1) of this Article, an assessor/examiner of flight data competence may carry out assessment of the competence of flight data and to conduct examinations, regular and extraordinary checks/assessments of the competence of a flight data applicant and flight data.

4.2.5. ENGLISH LANGUAGE ENDORSEMENT OF

Article 64

- (1) English language endorsement shall be an integral part of a student air traffic controller licence and air traffic controller licence demonstrating that the holder of the licence has

acquired the prescribed level of knowledge of English language required for provision of air traffic control services.

- (2) A holder of student air traffic controller licence or air traffic controller licence shall have a level of knowledge of English language at least the ICAO operational level four of the language proficiency rating scale, relating to use of both phraseologies and plain language.
- (3) A holder of flight data licence shall have a level of knowledge of English language at least the ICAO operational level three of the language proficiency rating scale.
- (4) The level of English language proficiency shall be assessed through regular checks/assessments through a test approved by the Agency. Examination shall be carried out by an approved organization or examiner selected from the List of Aviation Experts.

Article 65

- (1) English language proficiency means:
 - effectively communications in voice-only (telephone/radiotelephone) and in face-to-face situations;
 - communications on common, concrete and work-related topics with accuracy and clarity;
 - use of appropriate communicative strategies to exchange messages and to recognize and resolve misunderstandings (e.g. check, confirmation or clarification of information) in a general or work-related context;
 - handling successfully and with relative ease the linguistic challenges presented by a complication or unexpected turn of events that occurs within the context of a routine work situation or communicative task with which they are otherwise familiar; and
 - use a dialect or accent which is intelligible to the aeronautical community.
- (2) ICAO operational levels of the language proficiency rating scale are set out in Annex 2, forming an integral part of this Regulation.

5. FORM, CONTENT, ISSUANCE, REVALIDATION/RENEWAL, MODIFICATION AND SUSPENSION, VALIDITY PERIOD AND BOOK-KEEPING OF LICENCE AND ENDORSEMENT

5.1. FORM AND CONTENT

Article 66

- (1) Form and content of the licence and/or endorsement of a student air traffic controller licence are set out in Annex 3, forming an integral part of this Regulation.

- (2) Form and content of the licence and/or endorsement of a flight data licence are set out in Annex 4, forming an integral part of this Regulation.
- (3) Form and content of the licence and/or endorsement of an air traffic controller licence are set out in Annex 5, forming an integral part of this Regulation.

**5.2. ISSUANCE, REVALIDATION/RENEWAL,
SUSPENSION, REVOCATION AND VALIDITY
PERIOD OF LICENCE AND/OR ENDORSEMENT**

Article 67

- (1) An applicant shall submit application to the Agency for issuance, renewal and modification of a licence and/or endorsement of air traffic control personnel, with evidences that the requirements set out in this Regulation have been met as well as with a valid certificate on completion of basic i.e. refresher training in accordance with the National Training Programme Against Acts of Unlawful Interference of the Republic of Macedonia.
- (2) An applicant shall submit to the Agency application for revalidation of licence and/or endorsement of air traffic control personnel, at least 15 days, but not longer than 30 days prior the expiry of the validity period of the licence, accompanied by the following documents:
 - a valid medical certificate;
 - a valid certificate for completion of basic, refresher training in accordance with the National Training Programme Against Acts of Unlawful Interference of the Republic of Macedonia, and
 - an evidence for assessment of his competence by authorized assessor/examiner for the ratings, rating endorsements and/or endorsements to which the application for revalidation referred to.
- (3) Application form referred to in paragraph (1) of this Article is attached as Annex 6, forming an integral part of this Regulation.
- (4) Upon receipt of the application, the Agency shall check weather the administrative charge has been paid and review the accompanying documentation.
- (5) During the completion of reviews referred to in paragraph (4) of this Article, the Agency shall use check–lists previously developed in accordance with the documentation and data to be checked.
- (6) If on the ground of the checks referred to in paragraph (4) of this Article the Agency finds that an applicant has met the requirements set out in this Regulation, the Agency shall, within 15 days from the submission of the application, make a Decision on issuance, revalidation/renewal or modification of a licence, to be submitted with the licence to the applicant after an evidence that the prescribed charge for issuance,

revalidation/renewal or modification of a licence and/or endorsement of an air traffic control personnel has been paid.

- (7) If the Agency finds that an applicant for air traffic control personnel has failed to meet the requirements for issuance, revalidation/renewal or modification of a licence and/or endorsement established by this Regulation, the Agency shall make a Decision on refusal of the application, stating the reasons for refusal thereof.

Article 68

- (1) Validity period of a student air traffic controller licence and air traffic controller licence shall be determined through the validity of the ratings, rating endorsements and endorsements entered therein and validity period of the medical certificate.
- (2) Validity period of a flight data licence shall be determined through the validity of the endorsements entered therein, as well as validity period of the language endorsement and medical certificate.

Article 69

- (1) Validity period of the ratings specified in this Regulation shall be conditioned on validity period of at least one unit endorsement.
- (2) If an air traffic controller has not provided air traffic control services associated with certain rating for a period longer than six months, that rating shall be deemed as invalid and shall be renewed by unit training in accordance with the unit training plan and by passing the examinations referred to in Articles 38 and 39 of this Regulation, as well as the practical part of the examination appropriate for that operational working position.

Article 70

- (1) Validity period of the unit endorsement shall be 12 months. Validity of the endorsement may be extended for the following 12 months, provide that the applicant has met the following requirements:
 - 1) holds a certificate by the air traffic control unit that during the validity period of the unit rating he/she has maintained his/her competence according to the unit competence scheme;
 - 2) holds a certificate stating that he/she has been competent for the appropriate air traffic control unit;
 - 3) holds a valid medical certificate;
- (2) If during the validity period of the unit endorsement, the holder of the licence:
 - 1) has not provide air traffic control service for a period longer than 60 days and less than three months, an assessment of his/her competence shall be carried out by competence assessor in accordance with the unit competence scheme;

- 2) has not provide air traffic control service for a period longer than three months and less than six months, additional training shall be conducted on simulator or at the operational working position and an assessment of his/her competence shall be carried out in accordance with the unit competence scheme;
- 3) has not provide air traffic control service for a period longer than six months, additional training shall be conducted in a air traffic control unit according to the unit training plan and the examinations referred to in Article 39 of this Regulation and practical part of the examination for appropriate working position shall be taken.

Article 71

- (1) Validity period of the language endorsement shall be three years for ICAO proficiency level 4, that is, six years for ICAO proficiency level 5.
- (2) Language endorsement for ICAO proficiency level six shall be entered into the licence without validity restriction.
- (3) Validity period of the language endorsement shall be of three years for ICAO operational level 3.
- (4) For the purpose of the extension the validity period of a language endorsement, the holder of a licence shall submit evidence in respect of the assessment of the level of language proficiency.
- (5) The assessment referred to in paragraph (4) of this Article shall be conducted at least six months prior the expiry of the language endorsement validity.
- (6) Applicant who fails to pass the examination for issuance of language endorsement may repeat the examination for unlimited times within the period not less than 60 days from the date of the previous examination.

Article 72

- (1) Validity period of the air traffic controller instructor endorsement or flight data instructor endorsement shall be for a period of 36 months.
- (2) Application for extension of the validity of the endorsement referred to in paragraph (1) of this Article shall be accompanied by the following documents:
 - 1) a certificate of assessment of the competence required for air traffic controller instructor or flight data instructor according to the unit competence scheme, and
 - 2) a valid medical certificate.

Article 73

- (1) Validity period of the assessor/examiner endorsement of the competence of an air traffic controller or flight data shall be for a period of 36 months.

- (2) Application for extension of the validity of the endorsement referred to in paragraph (1) of this Article shall be accompanied by the following documents:
- 1) a certificate stating that he/she has been assessed as competent to assess the competence of an air traffic controller or flight data according to the unit competence scheme, and
 - 2) a valid medical certificate.

Article 74

A student air traffic controller licence may be extended at least for the period of one year, provided that the unit training has been commenced and not completed in the specified period due to the justified reasons.

Article 75

- (1) If a person fails to extend the validity of a licence within the specified period, he/she may renew the licence by passing the practical part of the examination required for issuance of ratings, rating endorsements and endorsements entered in the licence, provided that no more than six months from the expiry of licence has passed.
- (2) If more than six months has passed from the licence expiry period, a person applying for revalidation of the licence shall successfully complete the unit training and pass the examination required for issuance of ratings the application referred to.
- (3) During the period of licence revalidation, an air traffic controller or flight data may provide air traffic control services only under supervision of appropriate qualified instructor, provided that he/she holds a valid medical certificate.

Article 76

- (1) Licence or rating shall be suspended in cases specified in Article 143 of the Aviation Act.
- (2) In case certain requirements for suspension of licence have been met, the person shall not provide services under his/her responsibility until a Decision on withdrawal of a suspension is made.

Article 77

Whenever the Decision on suspension of the validity of a licence, rating, rating endorsement and/or endorsement has been taken due to the fact the person had been involved in serious incident or accident, the competence of such person shall be assessed within 30 days, according to the unit competence scheme. Upon the assessment that the person is competent, the Agency shall withdraw the Decision on suspension.

Article 78

- (1) If an air traffic control personnel does not hold appropriate valid medical certificate, he/she shall not provide services under its responsibility until submission of a valid medical certificate for which the Agency is notified.
- (2) If an air traffic control personnel does not hold appropriate valid language endorsement according to this Regulation, he/she shall not provide the services under its responsibility. In such case the air traffic control unit shall be obliged to provide an additional training according to the unit training plan required for issuance of language endorsement, within four months and to notify the Agency about it.

Article 79

- (1) If an air traffic control personnel has not provided services associated with certain rating and/or rating endorsement for a period longer than 60 days, but less than 6 months or it has been found, during a regular or extraordinary assessment, that it had not met the minima set out in the unit competence scheme, it shall not be allowed to provide the services under its responsibility associated with that rating and/or rating endorsement for which the Agency is notified.
- (2) In cases referred to in paragraph (1) of this Article, the air traffic control unit shall be obliged to provide a training in accordance with the unit competence scheme, within six months.
- (3) If the person has failed to complete successfully the training referred to in paragraph (2) of this Article, then upon a previous notification by the air traffic control unit the Agency shall take a Decision on suspension of the appropriate rating and/or rating endorsement.

6. CRITERIA, METHOD AND PROCEDURE FOR RECOGNITION OF COMPLETED TRAINING AND TRAINING PROGRAMMES, EXAMINATIONS, LICENCES AND RATINGS ISSUED ABROAD IN RESPECT OF AIR TRAFFIC CONTROL PERSONNEL

Article 81

Certificates of training providers of air traffic control personnel issued by the national supervisory authority of a Member State of EACA shall be recognized provided that the same have been issued according to ICAO Annex 1, EU Directive 2006/23/EC on a Community air traffic controller licence, EUROCONTROL ESARR 5 and the recommendations of EATMP contained in the EUROCONTROL Specification for the ATCO Common Core Content Initial Training.

Article 82

- (1) Completed training, training programme and examinations shall be recognized provided that the same have been conducted and developed based on a programme in accordance with EUROCONTROL ESARR 5, EUROCONTROL Specification for the ATCO Common Core Content Initial Training, EUROCONTROL ATCO Training and

operational units and EUROCONTROL Assessing operational competency approved by the Agency according to the methods and procedures specified in this Regulation.

- (2) Licences, ratings and endorsements issued abroad, excluding the unit endorsement, shall be recognized provided that the same have been issued in accordance with the Directive 2006/23/EC on a Community air traffic controller licence.

Article 83

- (1) A person being an applicant for recognition of training and training programme, examinations, licence, ratings and endorsements completed and acquired abroad shall submit an application to the Agency.
- (2) The application for recognition of a training completed abroad shall be accompanied by the following documents:
 - an evidence that the training provider has been authorized by the national supervisory authority for training of air traffic control personnel;
 - an evidence that the training has been completed in accordance with EUROCONTROL ESARR 5, Annex 1 and Annex to the EUROCONTROL Specification for the ATCO Common Core Content Initial Training, appropriate to the rating and rating endorsement, EUROCONTROL ATCO Training and operational units and EUROCONTROL Assessing operational competency approved by the Agency;
 - a training programme according to which the applicant had been trained;
 - an evidence on paid of the recognition charge.
- (3) The application for recognition of a licence, rating, rating endorsement and/or language endorsement issued abroad shall be accompanied by the following documents:
 - a licence with ratings and/or endorsements, in original;
 - an evidence that the licence, rating, rating endorsement and/or language endorsement have been issued in accordance with the EUROCONTROL ESARR 5 and ICAO;
 - a valid medical certificate;
 - an evidence on paid of the recognition charge.
- (4) Acquired endorsements, excluding the language endorsement, shall be recognized provided that the documents referred to in paragraph (3) of this Article have been submitted and the applicant has successfully passed those subjects not passed according to this Regulation.
- (5) The Agency shall review the submitted documentation on compliance with the criteria for recognition of a training or licences and ratings acquired abroad.

- (6) If it is found that the criteria for recognition have been met, the Agency shall with a Decision recognize the training or licence and/or ratings acquired abroad and issue appropriate licence to the applicant.
- (7) In case the criteria for recognition fail to be met, the Agency shall with a Decision refuse the application for recognition.

Article 84

- (1) Unit endorsement shall be entered in a licence issued abroad, provided that the licence holder has completed the unit training in accordance with the unit training plan and passed the examination required for issuance of unit endorsement according to the provisions of this Regulation.
- (2) A training provider shall be, during development of the unit training plan, obliged to take into the consideration the acquired knowledge and experience of the applicant.
- (3) If the plan referred to in paragraph (1) of this Article has been developed in accordance with this Regulation, the Agency shall approve the same within six weeks from the date of submission.

7. TRANSITIONAL AND FINAL PROVISIONS

Article 85

- (1) Licences, ratings and/or endorsements issued in accordance with the Regulation on Qualification, Training, Examinations, Licences and Ratings of Air Traffic Control Personnel ("Official Gazette of the Republic of Macedonia", No. 79/2003), shall remain valid till the date of validity thereof.
- (2) Language endorsement entered in a licence of an air traffic control personnel shall be valid till the expiry of the period stated in the licence.

Article 86

- (1) Provisions referred to in Articles 3 and 4 of this Regulation shall apply from 1 November 2010.
- (2) Provisions referred to in Articles 20 of this Regulation shall apply from 1 October 2010.
- (3) Provisions in respect of English proficiency referred to in Articles 51, item 2 paragraph (1) Article 59, paragraphs (1), (2) and (3) Article 64, Article 68 and paragraph (2) Article 78 of this Regulation shall apply from 4 March 2011.
- (4) Upon the date of application of provisions of paragraph (3) of this Article, the obligation in respect of the examination at subject – Aviation English of Article 37 of this Regulation shall cease.

Article 87

Upon entry into force of this Regulation terminates the effect of the Regulation on Qualification, Training, Examinations, Licences and Ratings of Air Traffic Control Personnel ("Official Gazette of the Republic of Macedonia", No. 79/2003).

Article 88

This Regulation shall enter into force the next day following the date of its publication in the "Official Gazette of the Republic of Macedonia".

Zoran Krstevski
Acting Director General