



Directorate of Civil Aviation
Grand-Duché de Luxembourg

**CERTIFICATION OF ATC TRAINING
ORGANISATIONS**

DAC-NSA-713

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Certification of ATC Training Organisations

PROCEDURE MANAGEMENT

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3.0	Update chapters 5.1 and 5.2 (new list).	31/07/2018
4.0	Transfer of the Chapter 5 into the procedure DAC-NSA-203. Integration of a Distribution List. Clarification of the Record Keeping.	27/02/2020

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1. SCOPE AND REGULATORY REQUIREMENTS

This procedure describes the process to be followed for the application for the (re)certification of Training Organisations (TOs) for Air Traffic Controllers (ATCOs) in accordance with the Commission Regulation (EU) 2015/340, Part ATCO.OR.

2. TRAINING ORGANISATION CERTIFICATION

The application for initial certification as a TO shall be submitted by the Accountable Manager **at least 6 months before the date of intended start of activity**. The application shall be sent to the DAC via registered mail to:

Direction de l'Aviation Civile (DAC)
4, rue Lou Hemmer
L-1748 Luxembourg

The applicant shall demonstrate to the DAC/NSA how they will comply with the requirements established in Regulation (EU) 2018/1139 and in Commission Regulation (EU) 2015/340.

In case of **recertification as TO** the application shall be submitted **at least 3 months before the expiry date** of the current certificate and shall be sent by registered mail to the address mentioned above.

The period of **3 months can be shortened to not later than 4 weeks' prior the expiry date of the current certificate, after agreement with the DAC/NSA**. Nevertheless, the certified TO shall bear in mind that a late application for recertification has a delaying impact on the overall recertification process and the DAC/NSA may not be able to conclude the recertification process before the expiry date of the certificate.

2.1. Application for Training Organisation (re)certification

The applicant shall send duly filled-out the **DAC Form 713-1** which shall include, as minimum, the following information:

- a) The applicant's name and address;
- b) The address(es) of the place(s) of operation (including, where relevant, the list of ATC units), if different from the applicant's address in point (a);
- c) The names and contact details of:
 - (1) the accountable manager;
 - (2) the head of the training organisation, if different from point (1);
 - (3) the person(s) nominated by the TO as the focal point(s) for communication with the DAC/NSA;

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- d) Date of intended start of activity or change;
- e) A list of types of training to be provided and at least one training course from each type of training that is intended to be provided;
- f) The declaration of compliance with the applicable requirements shall be signed by the accountable manager, stating the training organisation's compliance with the requirements at all times;
- g) The management system processes and the date of application.

In addition to the points (a) to (g), a procedure for managing changes to the training organisation in accordance with Commission Regulation (EU) 2015/340 ATCO.OR.B.015 and with the paragraph 5 of this procedure shall be attached to the application. Such procedure shall be approved by the DAC/NSA.

2.2. Verification of Compliance - Process

The DAC/NSA will verify completeness of the submitted application and initiates the certification process. The DAC/NSA will perform audits to verify the compliance of the TO with all applicable regulatory requirements of the Commission Regulation (EU) 2015/340 for initial certification and during continuous oversight activities.

Additionally, the privilege to provide unit and continuation training shall only be granted to a TO which:

- a) holds a certificate for the provision of the air traffic control service; or
- b) has concluded a specific agreement with the ATC provider.

2.3. Record keeping

All documents related to the application of this procedure shall kept and stored in accordance with the chapter 8 of the NSA Handbook.

3. GENERAL REQUIREMENTS FOR A TRAINING ORGANISATION

The TO shall grant access to any person authorised by or acting on behalf of the DAC/NSA to the relevant premises in order to examine the required records, data, procedures and any other material pertinent to the execution of the oversight activities of the DAC/NSA

When a TO wishes to use an alternative means of compliance and prior implementation, it shall provide the DAC/NSA with a full description of the alternative means of compliance together with the application. These alternative means of compliance are subject to prior approval by the DAC/NSA.

Additionally, the TO shall implement any safety measures mandated by the DAC/NSA in accordance with ATCO.AR. C.001 (a)(3) for its activities



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3.1. Requirements TO - Management System

Training organisations shall establish, implement and maintain a management system that includes:

- a) clearly defined lines of responsibility and accountability throughout the organisation, including direct safety accountability of the accountable manager;
- b) a description of the overall principles of the organisation with regard to safety, referred to as the safety policy;
- c) the identification of aviation safety hazards entailed by the activities of the training organisation, their evaluation and the management of associated risks, including actions to mitigate the risk and verify their effectiveness;
- d) maintaining personnel trained and competent to perform their tasks;
- e) documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;
- f) a function to monitor compliance of the organisation with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary;
- g) the management system shall be proportionate to the size of the organisation and its activities, taking into account the hazards and associated risks inherent in those activities.
- h) An occurrence reporting system in accordance with the ATCO.OR.B.040.

3.2. Requirements TO – Record Keeping

The TO shall include a system of record-keeping that:

- a) retains detailed records of persons undertaking or having undertaken training to show that all requirements of the training courses have been met;
- b) establish and maintain a system for recording the professional qualifications and instructional techniques assessments of instructors and assessors, as well as the subjects they are entitled to teach, where appropriate;
- c) These records required in points (a) and (b) shall be retained for a minimum period of five years' subject to the applicable national data protection law:
 - (1) after the person undertaking training has completed the course and;
 - (2) after the instructor or assessor ceases to perform a function for the training organisation, as applicable

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- d) The archiving process including the format of the records shall be specified in the training organisation's management system.
- e) Records shall be stored in a secure manner.

3.3. Requirements TO – Contracted Activities and Funding

The TO shall ensure that when contracting or purchasing any parts of their activities, the contracted or purchased activity or part of activity conform to the applicable requirements.

- a) When a training organisation contracts any part of its activity to an organisation that is not itself certified in accordance with this Regulation to carry out such activity, the contracted organisation shall work under the terms of approval contained in the certificate issued to the contracting TO.
- b) The contracting TO shall ensure that the contracted organisation gives access to the DAC/NSA to determine continued compliance with the applicable requirements.

In addition, the TO shall demonstrate that sufficient funding is available to conduct the training according to Commission Regulation (EU) 2015/340 and that the activities have sufficient insurance cover in accordance with the nature of the training provided and all activities can be carried out in accordance with Commission Regulation (EU) 2015/340.

3.4. Requirements TO – Personnel

The TO shall:

- a) Appoint an accountable manager;
- b) Nominate a person or persons with the responsibility for training. Such person or persons shall be ultimately responsible to the accountable manager.
- c) Have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements;
- d) Maintain a record of theoretical instructors with their relevant professional qualifications, adequate knowledge, experience and their demonstration of instructional techniques assessment and subjects they are entitled to teach.
- e) Establish a procedure to maintain competence of the theoretical instructors.
- f) Ensure that practical instructors and assessors successfully complete refresher training in order to revalidate the respective endorsement.
- g) Maintain a record of persons qualified for assessing practical instructors' competence and assessors' competence, in accordance with Commission Regulation (EU) 2015/340 ATCO.C.045, with their relevant endorsements.



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- h) Ensure that Examiners or competence assessors are approved by the DAC/NSA.
- i) Ensure that training courses, continuation training, unit training plans and unit competence schemes are approved by the DAC/NSA.

3.5. Requirements TO - Facilities

The TO shall have facilities allowing the performance and management of all planned tasks and activities in accordance with Commission Regulation (EU) 2015/340.

- a) If applicable, the TO shall ensure that the synthetic training devices (STD) comply with the applicable specifications and requirements appropriate to the task.
- b) During on-the-job training instruction, the TO shall ensure that the instructor has exactly the same information as the person undertaking OJT and the means to intervene immediately.

4. REQUIREMENTS FOR TRAINING PLANS, TRAINING COURSES AND EXAMINATIONS

The TO shall develop:

- a) training plans and training courses associated to the type(s) of training provided in accordance with the requirements set out in Annex I (Part ATCO), Subpart D;
- b) methods of assessments in accordance with ATCO.D.090(a)(3) and ATCO.D.095(a)(3).

The TO shall make available to the applicant his/her results of examinations and assessments and, upon applicant's request, and where applicable, issue a certificate with his/her result of examinations and assessments.

5. PROCEDURE FOR MANAGING CHANGES TO THE TRAINING ORGANISATION

- Please consult the procedure DAC-NSA 203.

6. VALIDITY OF A TRAINING ORGANISATION CERTIFICATE

A TO certification shall remain valid subject to the certificate not being surrendered or revoked and subject to the TO remaining in compliance with the requirements of Regulation (EU) 2018/1139 and the Commission Regulation (EU) 2015/340 taking into account the provisions related to the handling of findings in accordance with ATCO.OR.B.030 and ATCO.AR.E.015.

The certificate shall be returned to the DAC/NSA without delay upon its revocation or the cease of all activities.

7. TEMPLATES

- DAC Form 713-1: Application for (re)certification as Training Organisation.
- DAC Form 713-2: Certificate ATC Training Organisation.



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**APPLICATION FOR (RE)CERTIFICATION
AS TRAINING ORGANISATION**

DAC Form 713-1

Application form for (re)certification as Training Organisation

A. APPLICATION FORM

1 Type of Certification Initial Certification Recertification

2 Applicant's Name and Address

Reference to the relevant Documentation:

3 The address(es) of the place(s) of operation (including, where relevant, the list of ATC units), if different from the applicant's address in point (a);

Reference to the relevant Documentation:

4 The names and contact details of:

- a) the accountable manager;
- b) the head of the training organisation, if different from point (1);
- c) the person(s) nominated by the TO as the focal point(s) for communication with the DAC/NSA;

Reference to the relevant Documentation:

5 Date of intended start of activity or change;

Reference to the relevant Documentation:

6 A list of types of training to be provided and at least one training course from each type of training that is intended to be provided;

Reference to the relevant Documentation:



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DAC Form 713-1

7 The management system processes (e.g: IMS, SMS, QMS, Occurrence Reporting, etc...)

Reference to the relevant Documentation:

8 Procedure for managing changes to the training organisation

Reference to the relevant Documentation:

9 The documentation of the UTP and UCS

Reference to the relevant Documentation:

10 The declaration of compliance with the requirements of the (EU) 2016/2008 and (EU) 2015/340 signed by the accountable manager, stating the training organisation compliance with the requirements at all times;

Reference to the relevant Documentation:

B. SIGNATURE

11 I wish to apply for initial / recertification as Training Organisation in accordance with the relevant and applicable requirements of the (EU) 2015/340 as indicated before and confirm that the information contained on the points (a) to (10) in this form were correct at the time of application.

Date:

Signature:



Direction de l'Aviation Civile
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INFORMATION NOTE ON DATA PROTECTION NOTICE D'INFORMATION SUR LA PROTECTION DES DONNEES

Certification of ATC Training Organisation

Agrément des organismes de formation ATC

Personal data are processed for the purpose of the issuance and continuous oversight of ATC Training Organisations.

Les données à caractère personnel sont traitées en vue de l'agrément et la supervision continue des organismes de formation ATC.

The data subject has the right :

- to access to their personal data,
- to rectification or erasure of personal data or restriction of processing,
- to object to processing,
- to withdraw consent at any time where processing is based on consent, and
- to lodge a complaint with the CNPD (<https://cnpd.public.lu/en.html>).

Toute personne concernée a le droit :

- d'accéder à ses données personnelles,
- de demander la rectification ou l'effacement des données personnelles, ou la limitation du traitement,
- de s'opposer au traitement,
- de retirer son consentement à tout moment lorsque le traitement est fondé sur le consentement, et
- d'introduire une réclamation auprès de la CNPD (<https://cnpd.public.lu/fr.html>).

Failure to provide the requested personal data will prevent the issuance of the ATC Training Organisation certificate.

Le fait de ne pas fournir les données à caractère personnel requises à la DAC fera obstacle à la délivrance de l'agrément des organismes de formation ATC.

For more detailed information on the protection of your personal data, please consult our website:

<https://dac.public.lu/direction/RGPD/index.html#GDPR>

Pour des informations plus détaillées sur la protection de vos données personnelles, veuillez consulter notre site web :

<https://dac.public.lu/direction/RGPD/index.html#RGPD>



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E-Mail: civilair@av.etat.lu



Directorate of Civil Aviation
Grand Duchy of Luxembourg

CERTIFICATE FOR AIR TRAFFIC CONTROLLER TRAINING ORGANISATIONS (ATCO TOs)

European Union

Direction de l'Aviation Civile

AIR TRAFFIC CONTROLLERS TRAINING ORGANISATION CERTIFICATE

REFERENCE: LU.ATCO-TO.000X

Pursuant to Commission Regulation (EU) 2015/340 and subject to the conditions specified below, the Direction de l'Aviation Civile hereby certifies

[NAME OF TO]

[ADDRESS OF TO]

as a Part ATCO.OR certified training organisation with the privilege to provide Part ATCO training, as listed in the attached training approval.

Terms of approval and privileges:

This certificate is limited to the privileges and the scope of providing training as listed in the attached training approval.

This certificate is valid whilst the certified organisation remains in compliance with Part ATCO.OR, Part ATCO and other applicable regulations.

Subject to compliance with the foregoing terms of approval and privileges, this certificate shall remain valid unless the certificate has been surrendered, superseded, limited, suspended or revoked.

Date of issue:

Signed:

Pierre JAEGER
Directeur de l'Aviation Civile

AIR TRAFFIC CONTROLLERS TRAINING ORGANISATION CERTIFICATE

TRAINING APPROVAL

Attachment to ATCO TO certificate number:

LU.ATCO-TO.000X
[NAME OF THE TRAINING ORGANISATION]

has obtained the privileges to provide and conduct the following training in accordance with Part ATCO:

TYPE(S) OF TRAINING			
Type of training	Course	Rating endorsements ¹	Remarks ²
<input type="checkbox"/> ATCO Initial training	<input type="checkbox"/> Basic training	n/a	
	<input type="checkbox"/> Rating training ³		
 ⁴		
<input type="checkbox"/> ATCO Unit training			
<input type="checkbox"/> ATCO Continuation training	<input type="checkbox"/> ATCO Refresher training	n/a	
	<input type="checkbox"/> ATCO Conversion training ⁵	n/a	
<input type="checkbox"/> Practical instructor training	n/a	n/a	
		n/a	
<input type="checkbox"/> Assessor training	n/a	n/a	
		n/a	

This training course approval is valid as long as:

- (a) the ATCO TO certificate has not been surrendered, superseded, limited, suspended or revoked; and
- (b) all operations are conducted in compliance with Part ATCO.OR, Part ATCO, other applicable regulations, and when relevant, with the procedures in the organisation's documentation as required by Part ATCO.OR.

Date of issue:

Signed:

Pierre JAEGER
 Directeur de l'Aviation Civile

¹ The competent authority shall specify the rating endorsements according to ATCO.B.015 for which the training is provided, if appropriate.

² Wherever necessary.

³ The competent authority shall specify the ratings according to ATCO.B.010 for which the training is provided.

⁴ The competent authority shall specify the unit endorsement(s) for which the training is provided.

⁵ Not generic training ; provided on an ad hoc basis following a specific approval by the competent authority