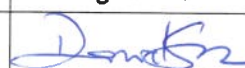




Certification of ATC Training Organisations

PROCEDURE MANAGEMENT

	Name	Title	Date	Signature
Prepared by:	D. DE SOUSA	Head of NSA	09/10/2024	
Reviewed by:	L. KREMER	Quality & Compliance	09 OCT. 2024	
Approved by:	P. JAEGER	Director DAC	10 OCT. 2024	

REVISION FOLLOW-UP

Document Revision	Change identification	Date
1.0	Released version – implementation (EU) 2015/340.	07/11/2016
2.0	Updated Version – Point 5.1 of the Procedure.	01/02/2017
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
05	General Review Introduction of (EU) 2023/893.	09/10/2024

Table of Contents

1. GENERAL.....	4
1.1. SCOPE.....	4
1.2. REFERENCED DOCUMENTS.....	4
1.3. ABBREVIATIONS.....	4
2. PROCEDURE.....	5
2.1. APPLICATION FOR ATC TO CERTIFICATION.....	5
2.2. VERIFICATION OF COMPLIANCE	6
3. ATC TO: GENERAL REQUIREMENTS.....	6
3.1. REQUIREMENTS TO - MANAGEMENT SYSTEM.....	6
3.2. REQUIREMENTS TO – RECORD KEEPING	7
3.3. REQUIREMENTS TO – CONTRACTED ACTIVITIES AND FUNDING.....	7
3.4. REQUIREMENTS TO – PERSONNEL.....	8
3.5. REQUIREMENTS TO - FACILITIES.....	8
4. REQUIREMENTS FOR TRAINING PLANS, TRAINING COURSES AND EXAMINATIONS	8
5. PROCEDURE FOR MANAGING CHANGES TO THE TRAINING ORGANISATION.....	9
6. VALIDITY OF A TRAINING ORGANISATION CERTIFICATE	9
7. RECORD KEEPING AND GDPR	9
8. LIST OF TEMPLATES	9

Distribution List

Name	Function	Signed Version	Signed Electronic Version
Pierre Jaeger	Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Frank Kraus	Administrative Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stéphane Vallance	Technical Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Laurent Kremer	Quality & Compliance Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Daniel de Sousa	Head of NSA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	NSA Inspectors	<input type="checkbox"/>	<input checked="" type="checkbox"/>

1. GENERAL

1.1. SCOPE


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

1.2. REFERENCED DOCUMENTS

Reference	Revision and/or Date of Publication
Regulation (EU) 2018/1139 of the European Parliament and of the Council of 4 July 2018 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency;	Latest consolidated version
Commission Regulation (EU) 2015/340 of 20 February 2015 laying down technical requirements and administrative procedures relating to air traffic controllers' licences and certificates pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council, amending Commission Implementing Regulation (EU) No 923/2012 and repealing Commission Regulation (EU) No 805/2011	Latest consolidated version

1.3. ABBREVIATIONS

AltMoC	Alternative Means of Compliance
AR	Authority Requirements
ATC	Air Traffic Control
ATCO	Air Traffic Controller
DAC	Direction de l'Aviation Civile
EU	European Union
GDPR	General Data Protection Regulation
NSA	National Supervisory Authority
OJT	On-the-job training
OR	Organisational Requirements
STD	Synthetic Training Devices
TO	Training Organisation

 <p>LE GOUVERNEMENT DU GRAND-DUCHÉ DE LUXEMBOURG Ministère de la Mobilité et des Travaux publics Direction de l'aviation civile</p>	<p>CERTIFICATION OF ATC TRAINING ORGANISATIONS</p>	<p>DAC-NSA-713</p> <p>Page 5 of 9</p>
--	---	---------------------------------------

2. PROCEDURE

The application for initial certification as a TO shall be submitted by the Accountable Manager **at least 9 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)
National Supervisory Authority
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 Regulation (EU) 2015/340.

Nevertheless, the certified TO shall bear in mind that a late application for certification has a delaying impact on the overall process and the DAC/NSA may not be able to conclude the process before the planned date of start of operations.

2.1. APPLICATION FOR ATC TO CERTIFICATION

The applicant shall send duly filled-out the **DAC-NSA 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;
- 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

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 ATC TO with all applicable regulatory requirements of the Commission Regulation (EU) 2015/340 for initial certification and during continuous oversight activities.

The certification process may require any audits, inspections or assessments of the training organisation to take place as judged necessary by the DAC/NSA before issuing the certificate.

The audits mentioned above should include but should not be limited to the following areas:

- detailed management structure, including names and qualifications of personnel required by point ATCO.OR.C.010, adequacy of the organisation and management structure;
- adequacy of number and qualifications of personnel;
- safety management and compliance monitoring with applicable requirements;
- adequacy of the facilities with regard to the organisation's scope of training;
- documentation on the basis of which the certificate shall be granted (organisation documentation as required by Annex III (Part ATCO.OR), including manuals, training plans and course documentation).

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.

3. ATC TO: GENERAL REQUIREMENTS

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 AltMOC 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.

3.1. REQUIREMENTS TO - MANAGEMENT SYSTEM

The ATC TO 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 ATC 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.
- 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 ATC 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 an ATC TO 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 ATC TO shall demonstrate that sufficient funding is available to conduct the training according to 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 Regulation (EU) 2015/340.

3.4. REQUIREMENTS TO – PERSONNEL

The ATC 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.
- 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 ATC 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 ATC TO shall ensure that the STD comply with the applicable specifications and requirements appropriate to the task.
- b) During OJT 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 ATC 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

If the applicant ATC TO fulfils the applicable requirements, the DAC/NSA shall issue a certificate using the template DAC-NSA Form 713-2.

An ATC TO certificate shall be issued for an unlimited duration. It will remain valid subject to the certificate not being surrendered or revoked and subject to the ATC 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.

A certificate shall not be issued where a level 1 finding remains open. In exceptional circumstances, finding(s), other than level 1, shall be assessed and mitigated as necessary by the ATC TO and a corrective action plan for closing the finding(s) shall be approved by the DAC/NSA prior to the certificate being issued.

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

7. RECORD KEEPING AND GDPR

All documents related to the application of this procedure shall kept and stored in accordance with the Part-III, chapter 5 of the NSA Handbook.

If applicable, regarding the application of data protection (GDPR), the NSA staff shall apply the dispositions of the Part-III, chapter 5.1 of the NSA Handbook as well as DAC-Manuel Qualité.

8. LIST OF TEMPLATES

- DAC-NSA Form 713-1: Template ATC TO Application Form;
- DAC-NSA Form 713-2: Template - Certification ATC TO.



A. APPLICATION FORM

1 Type of Certification: Initial Certification prior start of operations

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:

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) 2018/1139 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:



INFORMATION NOTE ON DATA PROTECTION NOTICE D'INFORMATION SUR LA PROTECTION DES DONNÉES

Certification of ATC Training Organisation Agrément des organismes de formation ATC

Personal data are processed for the purpose of aviation safety by guaranteeing that only entities possessing the required organisation, personnel and competences perform training for air traffic controllers.

Les données à caractère personnel sont traitées en vue de la sécurité des activités aériennes en garantissant que seuls les organismes possédant l'organisation, le personnel et les compétences requis sont agréés pour proposer une formation aux contrôleurs aériens.

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,

by contacting the data protection officer (dpo@av.etat.lu). Proof of identity has to be included in the request (ex. copy of identity card or passport, licence number, etc.).

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,

en contactant le délégué à la protection des données (dpo@av.etat.lu). Une preuve de l'identité doit être jointe à la demande (ex. copie de la carte d'identité ou du passeport, numéro de la licence, etc.).

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

L'exigence de la fourniture des données à caractère personnel revêt un caractère réglementaire. La personne concernée est tenue de fournir ces informations afin d'obtenir la délivrance de l'agrément des. Le fait de ne pas fournir les données à caractère personnel requises à la DAC fera obstacle à la délivrance de l'agrément d'organisme de formation ATC.

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

<https://dac.gouvernement.lu/en/data-protection.html>

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

<https://dac.gouvernement.lu/fr/protection-donnees.html>



THE GOVERNMENT
OF THE GRAND DUCHY OF LUXEMBOURG
Ministry of Mobility and Public Works

Directorate of Civil Aviation

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

Direction 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:

- the ATCO TO certificate has not been surrendered, superseded, limited, suspended or revoked; and
- 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

Direction de l'Aviation Civile