

Issued: 18 April 2016

Reminder to ANSPs and ITOs Regarding the Process for the Certification of Air Traffic Controller Training Organisations

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

Applicability:	
Aerodromes:	Not primarily affected
Air Traffic:	ANSPs and ITOs
Airspace:	Not primarily affected
Airworthiness:	Not primarily affected
Flight Operations:	Not primarily affected
Licensed/Unlicensed Personnel:	Not primarily affected

1 Introduction

- 1.1 The purpose of this IN is to remind Air Navigation Service Providers (ANSP) and Initial Training Organisations (ITOs) of the process for the certification of air traffic controller training organisations in accordance with European Regulation (EU) 2015/340 on air traffic controller licensing and certification.

2 Scope

- 2.1 The certification process for air traffic controller training organisations.
- 2.1.1 Commission Regulation (EU) 2015/340 requires that training organisations must demonstrate compliance with this regulation in order to be re-certificated as an air traffic controller training organisation. Re-certification must be completed by 31 December 2016.
- 2.1.2 The process for the certification of training organisations is laid down in Section 1 of CAP 584 Air Traffic Controller – Training.
- 2.1.3 All air traffic controller training organisations (ANSPs and ITOs) are required to submit a completed application form together with a revised General compliance matrix. Additionally, compliance matrices for Part A (initial training) and/or, Part B (unit training) together with Part C (continuation training) are required to be completed. These must be submitted to the UK CAA prior to an updated training organisation certificate being issued. The closure date for submission of the application form and compliance matrices is **31 July 2016**.

- 2.1.4 The CAA website contains the application form and associated matrices. The website also contains completed matrices with example answers to assist ANSPs and ITOs with examples of the information required to demonstrate compliance with the regulation.

3 Additional Information

- 3.1 Commission Regulation (EU) 2015/340 together with associated Acceptable Means of Compliance and guidance material can be found at www.easa.europa.eu.

4 Queries

- 4.1 Any queries or requests for further guidance as a result of this communication should be addressed to:

Airspace, ATM and Aerodromes
Safety and Airspace Regulation Group
Civil Aviation Authority
1E, Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

E-mail: ats.enquiries@caa.co.uk

FAO: Julie Scherer ATS Inspector (Training)

5 Cancellation

- 5.1 This Information Notice will remain in force until 31 July 2016.