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**VENDIM**

Nr. 40, datë 26.4.2024

**PËR**

**MIRATIMIN E “GUIDANCE ON ISSUE, REVALIDATION, RENEWAL,  
SUSPENSION AND REVOCATION, CATEGORIES AND ENDORSEMENT,  
TEMPORARY AUTHORIZATIONS AND EXCHANGE OF AIR TRAFFIC  
CONTROLLERS’ LICENSES”**

Në mbështetje të pikës ë, të nenit 14, të Ligjit Nr.53/2022 “Për organizimin dhe funksionimin e Autoritetit të Aviacionit Civil”:

**VENDOSA**

1. Miratimin e ACAA-DTL-GM1-ATCL “Guidance on Issue, Revalidation, Renewal, Suspension and Revocation, Categories and Endorsement, Temporary Authorizations and Exchange of Air Traffic Controllers’ Licenses”, Lëshimi 01, Rishikimi 00.
2. Ngarkohet Drejtorja e Trajnimit dhe Licensimit, të sigurojë shpërndarjen dhe përdorimin e këtij manuali tek operatorët.
3. Ky vendim hyn në fuqi menjëherë.

**DREJTOR EKZEKUTIV**

**Maksim Et’hemaj**





REPUBLIKA E SHQIPËRISË



AUTORITETI I AVIACIONIT CIVIL

AUTORITETI I AVIACIONIT CIVIL I SHQIPËRISË

GUIDANCE ON ISSUE, REVALIDATION, RENEWAL, SUSPENSION AND REVOCATION,  
CATEGORIES AND ENDORSEMENT, TEMPORARY AUTHORIZATIONS AND EXCHANGE OF AIR  
TRAFFIC CONTROLLERS' LICENSES.

ACAA-DTL-GM1-ATCL

Issue: 01, Revision 00

Date: 26.04.2024

Approved by:

Maksim Et'hemaj

Executive Director of Albanian Civil Aviation Authority



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### 0.1. Record of Amendments

The table below describes the dates and reason for the different amendments of the current guidance. A vertical black line on the left-hand side of the page identifies the changes with the previous version.

Issue No.	Revision No.	Date	Amended by	Reason
01	00	26.04.2024		Initial Issue

In case of major amendment, a new issue will be released to replace the existing guidance. In that case, all the pages will identify with a new issue and the revision will set back to zero. For a minor amendment to some provisions, when only a few pages are modified a vertical black line on the left-hand margin of the page identifying the change of the existing version. Users can focus their attention to the changes identified.

### 0.2. Approval List

Action	Name and position	Date	Signature
Prepared by:	Mr. Trevi Memetaj, Specialist in SPEL	22.04.2024	
	Mr. Ilirian Ciko, Head of SATM	22.04.2024	
Accepted by:	Mrs. Jonida Gjokutaj, Head of SPEL	22.04.2024	
	Mrs. Aida Pipiko, Director of DTL	22.04.2024	
Reviewed by:	Mr. Elton Kacagjeli, specialist in SQSC	24.04.24	
	Mrs. Krista Garo, Head of SQSC	24.04.24	
	Mrs. Edlira Kraja, Director of DLS	24.04.24	
Approved by:	Mr. Maksim Et'hemaj, Executive Director	26.04.2024	





### 0.3. Revision table

Page #	Issue No.	Revision No.	Date	Edited by

### 0.4. Distribution List

Control #	Responsible Person	Type of Document
<b>Original</b>	DTL SSS/DAM	Hard Copy
<b>Original (Electronic)</b>	DTL	Electronic copy at DRMS

**Note:** In case of interested party involved in ACAA activities, access rights shall be given on case by case basis by the concerned Directorate/ Sector (s).

### 0.5. Definitions

Term	Definition
<b>Air traffic control (ATC) unit</b>	A generic term meaning variously, area control centre, approach control unit or aerodrome control tower.
<b>Assessment</b>	An evaluation of the practical skills leading to the issue of the licence, rating and/or endorsement(s) and their revalidation and/or renewal, including behaviour and the practical application of knowledge and understanding being demonstrated by the person being assessed.
<b>Assessor endorsement</b>	The authorization entered on and forming part of the licence, indicating the competence of the holder to assess the practical skills of student air traffic controller and air traffic controller.
<b>Language proficiency endorsement</b>	The statement entered on and forming part of a licence, indicating the language proficiency of the holder.
<b>Licence</b>	A document issued and endorsed in accordance with this Regulation and entitling its lawful holder to exercise the privileges of the ratings and endorsements contained therein.
<b>On-the-job training instruction</b>	The phase of unit training during which previously acquired job-related routines and skills are integrated in practice under the supervision of a qualified on-the-job training instructor in a live traffic situation.
<b>On-the-job training instructor (OJTI) endorsement</b>	The authorization entered on and forming part of a licence, indicating the competence of the holder to give on-the-job training instruction and instruction on synthetic training devices.
<b>Rating endorsement</b>	The authorization entered on and forming part of a licence, indicating the specific conditions, privileges or limitations pertaining to the relevant rating.

<b>Renewal</b>	The administrative act taken after a rating, endorsement or certificate has expired that renew the privileges of the rating, endorsement or certificate for a further specified period subject to the fulfilment of specified requirements.
<b>Revalidation</b>	The administrative act taken within the period of validity of a rating, endorsement or certificate that allows the holder to continue to exercise the privileges of a rating, endorsement or certificate for a further specified period subject to the fulfilment of specified requirement.
<b>Unit endorsement</b>	The authorization entered on and forming part of a licence, indicating the ICAO location indicator and the sector, group of sectors or working positions where the licence holder is competent to work.
<b>Validation</b>	A process by which, through the successful completion of a unit endorsement course associated to a rating or a rating endorsement, the holder may start exercising the privileges of that rating or rating endorsement.

## 0.6. Definitions

ACAA	Albanian Civil Aviation Authority
AME	Aeromedical Examiner
AMA	Aeromedical Assessor
AeMC	Aeromedical Center
DTL	Directorate of Training and Licensing
DE	Executive Director
OJT	On the Job Training
OJTI	On the Job Training Instructor
ANSP	Air Navigation Service Provider
ATC	Air Traffic Controller
STD	Synthetic Training Equipment
STDI	Synthetic Training Equipment Instructor

## 0.7. Purpose

This guidance material is developed as a guidance document for air traffic controllers, air traffic control training organizations and ANSPs to assist in guiding them to the relevant requirements laid down in Minister Order No. 91, date 21.02.2019 “For the approval of technical requirements and administrative procedures relating to air traffic controllers' licenses and certificates”, transposing EU Regulation 340/2015.

This guidance lays down detailed rules for:

- the conditions for issuing, suspending and revoking air traffic controllers and student air traffic controllers' licences, associated ratings and endorsements, and the privileges and responsibilities of those holding them;
- the conditions for issuing, limiting, suspending and revoking air traffic controllers and student air traffic controllers' medical certificates, and the privileges and responsibilities of those holding them;
- the conditions for validating revalidating, renewing and using such licences, ratings, endorsements and certificates.

## **0.8. Legal Basis**

Minister Order No. 91, date 21.02.2019 “For the approval of technical requirements and administrative procedures relating to air traffic controllers' licenses and certificates”, transposing EU Regulation 340/2015.

## **0.9. APPLICABILITY**

This guidance material will be applied to:

- a. PEL staff dealing with the Issue, reassessment, renewal, suspension and revocation of licenses, categories and relevant Endorsement;
- b. Air Traffic Service Providers;
- c. Air Traffic Service Providers who provide training for ATCO, such as initial training, unit training (unit endorsement courses) and continuing training;
- d. Training organizations other than Air Traffic Service Providers.



## 1. ISSUE OF LICENSES, CATEGORIES AND ENDORSEMENT

### 1.1 General

When the applicant fulfils the requirements of Minister Order No. 91, Date 21.02.2019, Annex I – Part ATCO and this procedure, ACAA will issue, revalidate and re-evaluate the relevant license, category/s and endorsement/s.

ACAA issues licenses that specify all relevant information regarding the privileges granted by the license, in compliance with the requirements of aforementioned minister order.

### 1.2 Issue of ATCO Student license

#### 1.2.1 Privileges

Holders of a Student Air Traffic Controller license will be authorized to provide air traffic services in compliance with the rating(s) and rating endorsement(s) contained in their licence, under the supervision of an On-the-Job Training Instructor (OJTI) and undertaking training for the endorsement of categories.

#### 1.2.2 Issue of an ATCO Student License

Applications for an ATCO Student License shall be made using ACAA-DTL-PELM-400 Application form for the Issue, revalidation and renewal of licenses, categories and Endorsement.

The application will be submitted to ACAA by ANSP or the applicant as soon as possible, but no later than 2 months after successfully completing an initial training course approved by ACAA.

The application form will be attached by the following documents:

- a. Copy of identification document (passport or identity card);
- b. Initial training certificate issued by a certified training organization;
- c. Sufficient level of language skills (certificate);
- d. A valid class 3 medical certificate issued by an Aero Medical Center (AeMC) or AME;
- e. Proof of payment of dues if applicable.

Upon receiving all the documents, ACAA will verify if all the requirements described in the Minister's Order No. 91, Date 21.02.2019, Annex I- Part ATCO, ATCO.B.001. If the submitted documents do not meet the application requirements, ACAA will send a notice to the applicant and ANSP explaining the reasons for the non-compliance.

ACAA issues the Student ATCO license, including language endorsement and at least one category and, if applicable, one category endorsement.

#### Guidance

*The application for the Issue, reassessment and renewal of licenses, categories, Endorsement and authorizations, together with all relevant certificates and supporting documents for the application, can be submitted by secure electronic means.*

*The date of successful completion of the training related to the category and/or endorsement of the category and which will be included in the Student ATCO license, will be the date noted on the certificate of successful completion of the training, issued by the training organization.*

\*Special situations

The holder of an ATCO Student license who:

- a. has not begun to exercise the privileges of this license within one year from the date of its Issue, or
- b. has interrupted the exercise of these privileges for a period longer than one year, can start or continue the training of the unit in that category only after an evaluation of the previous competence by a training organization which fulfils the requirements defined in the Minister's Order no. 91, Date 21.02.2019, Annex II- Part ATCO.OR and certified to enable initial training related to the category. This assessment determines if he/she continues to meet the requirements associated with that category and what the training requirements are that result from this assessment.

### **1.3 Issue of an ATCO License**

#### **1.3.1 Privileges**

Holders of an air traffic controller license shall be authorized to provide air traffic services in compliance with the categories and endorsements of their license categories and exercise the privileges of the endorsements. The privileges of an air traffic controller license include the privileges of a Student air traffic controller license.

#### **1.3.2 Issue of an ATCO License**

Applications for an ATCO License shall be made using ACAA-DTL-PELM-400 Application form for the Issue, revalidation and renewal of licenses, categories and Endorsement. The application will be submitted to the ACAA no later than 4 weeks after the successful completion of a unit course approved by the ACAA.

The application form will be attached by the following documents:

- a. Copy of identification document (passport or identity card);
- b. ATCO Student License;
- c. Proof of successful completion of an approved unit endorsement course (e.g. certificate);
- d. Sufficient level of language skills (e.g. certificate);
- e. A valid class 3 medical certificate;
- f. Proof of payment of obligations, if applicable.

Upon receiving all the documents, ACAA will verify if all the described requirements are fulfilled (Minister order No. 91, Date 21.02.2019, Annex I- Part ATCO, ATCO.B.005).

If the submitted documents do not meet the application requirements, ACAA will send a notice to the applicant and ANSP explaining the reasons for the non-compliance.

ACAA issues the ATCO license by including one or more categories and unit endorsement as well as language skills, for which training has been successfully completed.

### Guidance

*Applications for the Issue, reassessment and renewal of licenses, categories, endorsement and authorizations, together with all appropriate certificates and/or supporting documents for the application, may be submitted by secure electronic means.*

*ACAA can enter in point (XII) of the license form all additional licensing information, such as national license Endorsement, etc.).*

*The validity period of a unit endorsement is defined in the unit competence scheme which is prepared by ANSP and approved by ACAA. This period should not exceed 3 (three) years.*

With the Issue of the ATCO license, the Student ATCO license is cancelled and must be returned to ACAA by the owner.

#### **1.4 Issue of Additional Categories and/or Endorsement of Categories of an ATCO License**

Applications for additional categories and/or category endorsement/s shall be made using ACAA-DTL-PELM-400 Application form for the Issue, revalidation and renewal of licenses, categories and Endorsement.

The application form will be attached by the following documents:

- a. Valid ATCO license;
- b. Verification of successful completion of an approved category training related to the category and/or category endorsement;
- c. Sufficient level of language skills (e.g. certificate);
- d. A valid class 3 medical certificate;
- e. Proof of payment of dues if applicable.

If the submitted documents do not meet the application requirements, ACAA will send a notice to the applicant and ANSP explaining the reasons for the non-compliance.  
ACAA issues ATCO licenses including the additional category.

#### **1.5 Issue of Additional Unit endorsement**

Applications for additional unit endorsement will be made using ACAA-DTL-PELM-400 Application form for the Issue, revalidation and renewal of licenses, categories and Endorsement.

The application form will be attached by the following documents:

- a. Valid ATCO license;
- b. Proof of successful completion of an approved unit endorsement course;
- c. Sufficient level of language skills (e.g. certificate);
- d. A valid class 3 medical certificate;
- e. Proof of payment of dues if applicable.

If the submitted documents do not meet the application requirements, ACAA will send a notice to the applicant and ANSP explaining the reasons for the non-compliance.

ACAA issues ATCO licenses including the additional unit endorsement.

### Guidance

*Applications for the Issue, revalidation and renewal of licenses, categories, Endorsement and authorizations, together with all appropriate certificates and/or supporting documents for the application, may be submitted in secure electronic ways.*

*The validity period of a unit endorsement is defined in the unit competence scheme which is prepared by ANSP and approved by ACAA. This period should not exceed 3 (three) years.*

## **1.6 Issue of Language Proficiency Endorsement**

### **1.6.1 Privileges**

Air traffic controllers and student air traffic controllers must not exercise the privileges of their licenses unless they have a valid English language proficiency endorsement.

### **1.6.2 Issue of Language Proficiency Endorsement**

Applications for language Endorsement will be made using ACAA-DTL-PELM-400 Application form for the Issue, revalidation and renewal of licenses, categories and Endorsement.

The application form will be attached by the following documents:

- a. Proof of successful completion of the language assessment (e.g. certificate);
- b. The certificate must contain at least ICAO Level 4.
- c. Proof of payment of obligations if applicable.

Upon receiving all the documents, ACAA will verify if all the described requirements are met (Minister order No. 91, Date 21.02.2019, Annex I- Part ATCO, ATCO.B.030). If the submitted documents do not meet the application requirements, ACAA will send a notice to the applicant and ANSP explaining the reasons for the non-compliance.

ACAA issues language proficiency endorsement which will indicate the language(s), proficiency level(s) and expiration date(s).

### **1.6.3 Validity of Language Proficiency Endorsements**

Validity of language endorsement ability, depending on the level determined in compliance with Minister's Order No. 91, Date 21.02.2019, Appendix 1 of Annex I, will be:

- a. Operational level (fourth level): three years from the date of assessment, or
- b. Extended level (level five): six years from the date of assessment;
- c. Expert level (sixth level):
  - (i) nine years from the date of assessment, for the English language;
  - (ii) unlimited, for any other type of language referred to Minister's Order No. 91, Date 21.02.2019, ATCO.B.030(a).

## 2 REVALIDATION AND RENEWAL OF LICENSES, CATEGORIES AND ENDORSEMENT

### 2.1 General

Licenses are not valid. In this way, the ATCO license holder depends on the validity of the categories, license endorsements or unit endorsements to be able to exercise the privileges of his/her license.

### 2.2 Categories

The owner of a category who has stopped exercising the privileges related to that category for a period of 4 (four) years or more, can start the training of the unit in that category only after the evaluation of the previous competence, carried out by an organization training by fulfilling the requirements specified in Minister Order No. 91, Date 21.02.2019, Annex III - Part ATCO.OR and certified to enable training related to the category. The assessment ensures if the person in question continues to fulfil the conditions of that category and what are the training requirements that can emerge from this assessment.

As such, ACAA will be notified by the ANSP/training organization of such cases, along with the following information:

- a. Evaluation of the previous competence of the license holder by a certified training organization included and in an evaluation report;
- b. Submission of unit training (linked to assessment results) for ACAA endorsement
- c. Proof of passing the evaluation at the end of the training.

In addition, the following documents may be requested by ACAA:

- a. Sufficient level of language skills (e.g. certificate);
- b. A valid class 3 medical certificate;
- c. Proof of payment of obligations if applicable.

Based on this information, ACAA will include a new validity period for the category and endorsements related to the ATCO license.

### **2.3 Revalidation of Unit endorsement**

Applications for revalidation of unit endorsement will be using ACAA-DTL-PELM-400 Application form for the Issue, revalidation and renewal of licenses, categories and Endorsement. The application will be submitted to ACAA no later than 10 days before the end date of the endorsement period.

The application form will be attached by the following documents:

- a. Copy of the identification document (passport or identity card), if necessary;
- b. ATCO license;
- c. Proof of successful completion of an approved refresher training (e.g. certificate) within the validity period;
- d. Certification that the applicant has exercised the privileges of the license for a minimum number of hours (as described in the unit's competency scheme);
- e. Certification that the applicant's competence has been evaluated no earlier than 3 months before the end of the term (as in the unit's competence scheme);
- f. Sufficient level of language skills (e.g. certificate);
- g. A valid class 3 medical certificate;
- h. Proof of payment of obligations, if applicable.

Upon receiving all the documents, ACAA will verify if all the described requirements are fulfilled (Minister order No. 91, Date 21.02.2019, Annex I- Part ATCO, ATCO.B.020). If the submitted documents do not meet the application requirements, ACAA will send a notice to the applicant and ANSP explaining the reasons for the non-compliance.

ACAA revalidates the endorsement of the unit in the licence.

### **2.4 Renewal of Unit endorsement**

Applications for the renewal of unit endorsement will be made using ACAA-DTL-PELM-400 Application form for the Issue, revalidation and renewal of licenses, categories and Endorsement. The application will be submitted to ACAA no later than 4 weeks after the date of successful completion of the evaluation of the unit's endorsement course.

The application form will be attached by the following documents:

- a. Copy of the identification document (passport or identity card), if necessary;
- b. ATCO license;
- c. Proof of successful completion of an approved unit endorsement course unit (e.g. certificate);
- d. Sufficient level of language skills (e.g. certificate);
- e. A valid class 3 medical certificate;
- f. Proof of payment of obligations, if applicable.

Upon receiving all the documents, ACAA will verify if all the described requirements are met (ref. Minister's Order No. 91, Date 21.02.2019, Annex I- Part ATCO, ATCO.B.020). If the submitted documents do not meet the application requirements, ACAA will send a notice to the applicant and ANSP explaining the reasons for the non-compliance. ACAA renews the endorsement of the unit in the license.



## **2.5 Revalidation of Language Endorsement**

Applications for Revalidation of English language endorsement will be made using ACAA-DTL-PELM-400 Application form for the Issue, revalidation and renewal of licenses, categories and Endorsement. The application will be submitted to ACAA no later than 7 days before the end date of the endorsement period.

The application form will be attached by the following documents:

- a. Copy of the identification document (passport or identity card), if necessary;
- b. ATCO license;
- c. Proof of successful completion of the language ability assessment (e.g. certificate) within 3 months prior to the end of the term;
- d. Proof of payment of obligations, if applicable

Upon receiving of the full documents, ACAA will verify if all the described requirements are met (ref. Minister's Order No. 91, Date 21.02.2019, Annex I- Part ATCO, ATCO.B.035). If the submitted documents do not meet the application requirements, ACAA will send a notice to the applicant and ANSP explaining the reasons for the non-compliance.

ACAA revalidates language endorsement in the license.

## **2.6 Renewal of Language Endorsement**

Applications for the renewal of the English language endorsement will be made using ACAA-DTL-PELM-400 Application form for the Issue, revalidation and renewal of licenses, categories and Endorsement. The application will be presented to ACAA no later than 4 weeks after the end date of the endorsement period.

The application form will be attached by the following documents:

- a. Copy of the identification document (passport or identity card), if necessary;
- b. ATCO license;
- c. Proof of successful completion of the language ability assessment (e.g. certificate);
- d. Proof of payment of obligations, if applicable.

Upon receiving all the documents, ACAA will verify if all the described requirements are met (ref. Minister's Order No. 91, Date 21.02.2019, Annex I- Part ATCO, ATCO.B.035). If the submitted documents do not meet the application requirements, ACAA will send a notice to the applicant and ANSP explaining the reasons for the non-compliance.

ACAA renews the endorsement of the language in the license.

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### 3 ENDORSEMENT OF THE ON-THE-JOB TRAINING INSTRUCTOR

#### 3.1 Privileges

Holders of an OJTI (On-the-Job Training Instructor) endorsement are authorized to provide hands-on training and supervision in operational work positions for which there is a valid unit endorsement and on Synthetic Training Equipment (STD) in the categories it holds.

#### 3.2 Issue of OJTI Endorsement

Applications for an OJTI endorsement shall be made using ACAA-DTL-PELM-400 Application form for the Issue, revalidation and renewal of licenses, categories and Endorsement. The application shall be submitted to ACAA no later than one year after the successful completion of an approved course in practical instructional techniques.

The application form will be attached by the following documents:

- a. Copy of the identification document (passport or identity card), if necessary;
- b. ATCO license;
- c. Proof of successful completion of an approved course of practical instructional techniques (e.g. certificate) no more than 1 year before applying for OJTI;
- d. Sufficient level of language skills (e.g. certificate);
- e. A valid class 3 medical certificate;
- f. Proof of payment of obligations, if applicable

Upon receiving all the documents, ACAA will verify if all the described requirements are met (ref. Minister's Order No. 91, Date 21.02.2019, Annex I- Part ATCO, ATCO.C.015). If the submitted documents do not meet the application requirements, ACAA will send a notice to the applicant and ANSP explaining the reasons for the non-compliance

ACAA issues OJTI endorsement in the license.

#### 3.3 Validity

The validity period of an OJTI endorsement is 3 (three) years. The validity period will start no later than 30 days from the date on which the evaluation was successfully completed.

#### 3.4 Revalidation of OJTI Endorsement

Applications for the revalidation of OJTI endorsement will be made using ACAA-DTL-PELM-400 Application form for the Issue, revalidation and renewal of licenses, categories and Endorsement. The application will be submitted to the ACAA no later than 10 days before the end date of the endorsement. The application form will be attached by the following documents:

- a. Copy of the identification document (passport or identity card), if necessary;
- b. ATCO license;

- 
- c. Proof of successful completion of an approved refresher training on practical instructional skills (e.g. certificate) within the validity period;
  - d. Proof of sufficient level of language ability (e.g. certificate);
  - e. A valid class 3 medical certificate;
  - f. Proof of payment of obligations, if applicable.

Upon receiving a complete set of documents, ACAAA will verify if all the described requirements are met (ref. Minister's Order No. 91, Date 21.02.2019, Annex I- Part ATCO, ATCO.C.020). If the submitted documents do not meet the application requirements, ACAAA will send a notice to the applicant and ANSP explaining the reasons for the non-compliance

ACAA re-validates the OJTI endorsement in the license.

### **3.5 Renewal of OJTI Endorsement**

Applications for the renewal of OJTI Endorsement will be made using ACAAA-DTL-PELM-400 Application form for the Issue, revalidation and renewal of licenses, categories and Endorsement. The application will be submitted to ACAAA through the application form, which will be attached by the following documents:

- a. Copy of the identification document (passport or identity card), if necessary;
- b. ATCO license;
- c. Proof of successful completion of an approved refresher training on practical instructional skills (e.g. certificate) within 1 year prior to applying for renewal;
- d. Verification of the successful passing of a competency evaluation of practical instructions within 1 year immediately before the application for renewal;
- e. Proof of sufficient level of language ability (e.g. certificate);
- f. A valid class 3 medical certificate;
- g. Proof of payment of obligations, if applicable.

Upon receiving all the documents, ACAAA will verify if all the described requirements are met (ref. Minister's Order No. 91, Date 21.02.2019, Annex I- Part ATCO, ATCO.C.020). If the submitted documents do not meet the application requirements, ACAAA will send a notice to the applicant and ANSP explaining the reasons for the non-compliance

ACAA renews the OJTI endorsement in the license. The validity period will start no later than 30 days from the date on which the evaluation competence of practical instructions is successfully completed.

## **4 ENDORSEMENT OF INSTRUCTOR IN SYNTHETIC TRAINING DEVICE [SIMULATOR] (STDI)**

### **4.1 Privileges**

Holders of an STDI endorsement are authorized to provide practical training on synthetic training equipment for:

- a. subjects of a practical nature during initial training;
- b. other training units except OJT; AND
- c. continuity training.

Where the STDI conducts pre-OJT, he/she must hold the endorsement of the relevant unit.

### **4.2 Issue of STDI Endorsement**

Applications for an STDI endorsement shall be made using ACAA-DTL-PELM-400 Application form for the Issue, revalidation and renewal of licenses, categories and Endorsement. The application will be submitted to ACAA through the application form which will be attached by the following documents:

- a. Copy of the identification document (passport or identity card), if necessary;
- b. ATCO license;
- c. Proof of successful completion of an approved course on practical instructional techniques (e.g. certificate) within one year prior to application, for STDI application;
- d. Sufficient level of language skills (e.g. certificate);
- e. A valid class 3 medical certificate;
- f. Proof of payment of obligations, if applicable.

Upon receiving all the documents, ACAA will verify if all the described requirements are met (ref. Minister's Order No. 91, Date 21.02.2019, Annex I- Part ATCO, ATCO.C.035). If the submitted documents do not meet the application requirements, ACAA will send a notice to the applicant and ANSP explaining the reasons for the non-compliance.

ACAA issues STDI endorsement in the license.

### **4.3 The validity**

The validity period of an STDI endorsement is 3 (three) years. The validity period must start no later than 30 days from the date on which the evaluation is successfully completed.

### **4.4 Revalidation of STDI Endorsement**

Applications for revalidation of STDI will be made using ACAA-DTL-PELM-400 Application form for the Issue, revalidation and renewal of licenses, categories and Endorsement. The application will be submitted to ACAA through the application form which will be attached by the following documents:

- a. Copy of the identification document (passport or identity card), if necessary;
- b. ATCO license;
- c. Proof of successful completion of an approved refresher training on practical instructional skills (e.g. certificate) within the validity period;
- d. Proof of successful completion of an approved training on current operational practices within the validity period;
- e. Sufficient level of language skills (e.g. certificate);
- f. A valid class 3 medical certificate;
- g. Proof of payment of obligations, if applicable.

#### Guidance

*Each refresher training will be carried out by a verification which can be done in different ways:*

- i. dedicated or ongoing assessment*
- ii. peer evaluation; OR*
- iii. presentation of practical instructional skills.*

*The results of such verification must be documented by the ANSP/training organization.*

Upon receiving all the documents, ACA will verify if all the described requirements are met (ref. Minister's Order No. 91, Date 21.02.2019, Annex I- Part ATCO, ATCO.C.040). If the submitted documents do not meet the application requirements, ACA will send a notice to the applicant and ANSP explaining the reasons for the non-compliance.

ACA re-evaluates the STDI endorsement in the license.

#### **4.5 STDI Endorsement Renewal**

Applications for the renewal of STDI Endorsement will be made using ACA-DTL-PELM-400 Application form for the Issue, revalidation and renewal of licenses, categories and Endorsement. The application will be submitted to ACA through the application form, which will be attached by the following documents: Copy of the identification document (passport or identity card), if necessary;

- a. ATCO license;
- b. Proof of successful completion of an approved refresher training on practical instructional skills (e.g. certificate) within one year prior to applying for renewal;
- c. Proof of successful completion of an approved training course on current operational practices within one year prior to application for renewal;
- d. Verification of the successful passing of a competency assessment of practical instructions within the year before applying for renewal;
- e. Sufficient level of language skills (e.g. certificate);
- f. Proof of payment of obligations, if applicable.

Upon receiving all the documents, ACAA will verify if all the described requirements are met (ref. Minister's Order No. 91, Date 21.02.2019, Annex I- Part ATCO, ATCO.C.020). If the submitted documents do not meet the application requirements, ACAA will send a notice to the applicant and ANSP explaining the reasons for the non-compliance

ACAA renews the STDI endorsement in the license. The validity period will start no later than 30 days from the date on which the evaluation is successfully completed.

## **5 EXCHANGE OF OJTI ENDORSEMENT WITH STDI ENDORSEMENT**

### **5.1 Conditions for Exchange of OJTI Endorsement with STDI Endorsement**

An OJTI endorsement can be exchanged for an STDI endorsement when the following requirements are not met:

- a. Possession of an air traffic controller license with a valid unit endorsement;
- b. has exercised the privileges of an air traffic controller license for a period of at least two years immediately prior to the submission of the application. In the case when this period is shortened (not less than one year) by ACAA at the request of the training organization, the request refers to this period.

In addition, the following requirements must have previously exchanged Endorsement (see Revalidation and Renewal for STDI Endorsement):

- a. STDI endorsement can be revalidated by successfully completing refresher training in practical instructional skills and current operational practices during the period of their validity.
- b. If the STDI endorsement has expired, it can be renewed by:
  - i. Conducting refresher training in practical instructional skills and current operational practices, and
  - ii. Successfully passing a competency assessment by a practical instructor, within the year before submitting the application for renewal.

### **5.2 The Exchange Process and its Marking in the ATCO License**

Applications for the exchange of OJTI endorsement with STDI endorsement shall be made by the ANSP/training organization in writing to ACAA.

Each application will be attached by the following documents:

- a. ATCO license;
- b. Justification of the request
- c. Appropriate level of language ability (e.g. certificate);
- d. Proof of payment of obligations, if applicable.



Upon receipt of all the documents, ACAA will verify if all the described requirements are met (ref. Minister's Order No. 91, Date 21.02.2019, Annex I- Part ATCO.C.020(e)). If the submitted documents do not meet application requirements, ACAA will send a notice to the applicant and ANSP explaining the reasons for the non-compliance

ACAA will include the STDI endorsement in the license.

## 6 ASSESSOR'S ENDORSEMENT

### 6.1 Privileges

A person shall perform assessments only when he/she holds an assessor endorsement. Holders of an assessor endorsement are authorized to conduct assessments:

- a. during initial training for the Issue of a student air traffic controller license, or for the Issue of a new category and/or category endorsement, if applicable;
- b. of the previous competences for the purpose of Minister's Order No. 91, Date 21.02.2019, ATCO.B.001(d) and ATCO.B.010(b);
- c. of student air traffic controllers for the Issue of a unit endorsement and category endorsements, if applicable;
- d. of air traffic controllers for issuing a unit endorsement and category Endorsement; if it is; applicable, also for the revalidation and renewing a unit endorsement;
- e. of practical instructors or assessment applicants when compliance with the requirements of the Minister's Order No. 91, Date 21.02.2019, ATCO.C.045 (d)(2) to (4).

### 6.2 Issue of Competence Assessor Endorsement

Applications for Assessor Endorsement will be made using ACAA-DTL-PELM-400 Application form for the Issue, revalidation and renewal of licenses, categories and Endorsement. The application will be submitted to ACAA through the application form which will be attached by the following documents:

- a. Copy of the identification document (passport or identity card), if necessary;
- b. ATCO license;
- c. Proof of successful completion of an approved assessment course (e.g. certificate) within one year prior to applying as an assessor;
- d. Sufficient level of language skills (e.g. certificate);
- e. A valid class 3 medical certificate;
- f. Radio-telephone license/certificate, if applicable;
- g. Proof of payment of obligations, if applicable.

Upon receiving all the documents, ACAA will verify if all the described requirements are met (ref. Minister's Order No. 91, Date 21.02.2019, Annex I- Part ATCO, ATCO.C.055). If the submitted documents do not meet the application requirements, ACAA will send a notice to the applicant and ANSP explaining the reasons for the non-compliance.

ACAA issues Assessor Endorsement in the license.

### 6.3 Validity

The validity period of an Assessor's endorsement is 3 (three) years. The validity period will start no later than 30 days from the date of successful completion of the evaluation.

### 6.4 Revalidation of Assessor Endorsement

Applications for the Revalidation of Assessor Endorsement will be made using ACAA-DTL-PELM-400 Application form for the Issue, revalidation and renewal of licenses, categories and Endorsement. The application will be submitted to ACAA no later than 10 days before the end date of the endorsement period.

The application form will be attached by the following documents:

- a. Copy of the identification document (passport or identity card), if necessary;
- b. ATCO license;
- c. Proof of successful completion of an approved refresher training on assessment skills (e.g. certificates/diplomas) within the validity period;
- d. Proof of successful completion of an approved training on current operational practices (e.g. certificate) within the validity period;
- e. Sufficient level of language skills (e.g. certificate);
- f. A valid class 3 medical certificate;
- g. Proof of payment of obligations, if applicable.

Upon receiving all the documents, ACAA will verify if all the described requirements are met (ref. Minister's Order No. 91, Date 21.02.2019, Annex I- Part ATCO, ATCO.C.060). If the submitted documents do not meet the application requirements, ACAA will send a notice to the applicant and ANSP explaining the reasons for the non-compliance

ACAA revalidates the Assessor's Endorsement in the license.

### 6.5 Renewal of Assessor Endorsement

Applications for the renewal of Assessor Endorsement will be made using ACAA-DTL-PELM-400 Application form for the Issue, revalidation and renewal of licenses, categories and Endorsement. The application will be submitted to ACAA no later than 10 days before the end date of the endorsement period.

The application form will be attached by the following documents:

- a. Copy of the identification document (passport or identity card), if necessary;
- b. ATCO license;
- c. Proof of successful completion of an approved refresher training on assessment skills (e.g. certificate) within one year of applying for renewal;
- d. Proof of successful completion of an approved training on current operational practices (e.g. certificate) within one year prior to applying for renewal;

- e. Verification of successful passing of an evaluator competence assessment within one year before applying for renewal;
- f. Sufficient level of language skills (e.g. certificate);
- g. A valid class 3 medical certificate;
- h. Proof of payment of obligations, if applicable.

Upon receiving a complete set of documents, ACAA will verify if all the described requirements are met (ref. Minister's Order No. 91, Date 21.02.2019, Annex I- Part ATCO, ATCO.C.060). If the submitted documents do not meet the application requirements, ACAA will send a notice to the applicant and ANSP explaining the reasons for the non-compliance.

ACAA renews Assessor Endorsement in the license. The validity period will start no later than 30 days from the date of successful completion of the evaluation.

## 7 TEMPORARY AUTHORIZATIONS

### 7.1 General

Temporary authorizations are issued by the ACAA, along with a risk analysis provided by ANSP when specific requirements cannot be met.

There are two temporary authorizations that ACAA can issue: temporary OJTI authorization; and temporary Assessor authorization.

### 7.2 Temporary OJTI authorization

#### 7.2.1 Conditions

When it is not possible to comply with the requirements provided for in Minister Order No. 91, Date 21.02.2019, ATCO.C.010(b)(2), ACAA may issue temporary OJTI authorization to cover special situations (see the following instruction) based on the safety analysis presented by ANSP.

Requirement ATCO.C.010(b)(2) specifies that holders of an OJTI endorsement shall exercise endorsement privileges only if they have been exercised for a period of at least 6 months prior to the unit endorsement privilege, in which they shall instructions are given.

#### Guidance

*Special situations for which it is considered impossible to be in compliance with ATCO.C.010(b)(2) due to experience in the valid endorsement of the unit, and, for this, an OJTI authorization may be granted temporarily, they are as follows:*

- i. establishment of a new ATCO unit or new sector for the air navigation service provider;*
- ii. the continuity of the existing service is endangered due to the non-availability of personnel as a result of a change in air navigation service providers in the ATCO unit;*
- iii. new categories or endorsement of categories put into operation at an ATCO unit;*
- iv. reopening a temporary ATCO unit.*

Temporary OJTI authorization may be issued to the holder of a valid OJTI endorsement which has been issued in compliance with ATCO.C.015 and the process in Chapter 3 – OJTI endorsement of this procedure.

### **7.2.2 Issue of Temporary OJTI Authorisation**

Applications for temporary OJTI Authorisation will be made by ANSP/training organizations in writing to ACAA.

Each application will be attached by the following documents:

- a. Copy of ATCO license;
- b. Safety analysis according to the request for temporary authorization (see § 7.3.2 Issue of Temporary Assessor Endorsement and related guidance);
- c. A valid class 3 medical certificate;
- d. Appropriate level of language ability (e.g. certificate);
- e. Proof of payment of obligations, if applicable.

Upon receiving all the documents, ACAA will verify if all the described requirements are met (ref. Minister's Order No. 91, Date 21.02.2019, Annex I- Part ATCO, ATCO.C.025). If the submitted documents do not meet the application requirements, ACAA will send a notice to the applicant and ANSP explaining the reasons for the non-compliance.

ACAA issues temporary OJTI Authorisation. The validity period will start no later than 30 days from the date of successful completion of the evaluation.

#### Guidance

*Safety analyses must specify the reasons why the unit endorsement requirements provided in ATCO C.010(b)(2) cannot be met and the equivalent level of safety will be provided by other means.  
Temporary OJT authorization will be limited by the instruction necessary to cover extraordinary situations.*

### **7.2.3 Validity of the temporary OJTI authorisation**

The validity shall not exceed one year or the expiry of the validity of the OJTI endorsement issued in compliance with ATCO.C.015, whichever occurs first.

## **7.3 Temporary Authorization for Competency Assessors**

### **7.3.1 Conditions**

When the requirements provided for in ATCO.C.045 (d)(1) are not met, ACAA may authorize the holders of an Assessor endorsement issued in compliance with ATCO.C.055 (and the process of Chapter 4 of this procedure) to perform the referred assessments in ATCO.C.045(b)(3) and (4) to cover special

situations or ensure the independence of the evaluation, provided that the requirements defined in points ATCO.C.065(b) and (c) are met.

ATCO.C.045 (d)(1) specifies that:

*(d) In addition to the requirements set forth in paragraph (c), holders of an Assessor endorsement shall exercise only the privileges of the endorsement:*

*(1) for assessments leading to the issue, reassessment and renewal of a unit endorsement, if they also hold the unit endorsement associated with the assessment for a period of at least one year.*

ATCO.C.045 (b)(3) and (4) specify that:

*(b) Holders of an Assessor endorsement are authorized to perform appraisals of:*

*(3) student air traffic controllers for the Issue of a unit endorsement and category Endorsement, if applicable;*

*(4) air traffic controllers for issuing a unit endorsement and category Endorsement, if applicable, also for the reassessment and renewal of a unit endorsement.*

ATCO.C.065 (b) and (c) specify that:

*(b) For the purpose of covering special situations, the holder of an Assessor endorsement shall also hold a unit endorsement with its associated category and, if applicable, category endorsement, associated with the assessment for a period immediately prior to at least one year.*

*(c) In order to ensure the independence of the assessment due to the recurring nature, the holder of the Assessor endorsement must also hold a unit endorsement with the related category and, if applicable, category endorsement, related to the assessment for a period of at least one the year.*

### Guidance

*Special situations for which compliance with ATCO.C.045(d)(1) related to unit endorsement experience may be considered impossible, and, as a consequence, an interim authorization of the assessor may be granted, are given as below:*

- i. creation of a new ATC unit or new sector for the air navigation service provider;*
- ii. the continuity of the existing service is endangered due to the non-availability of personnel as a result of a change in the air navigation service provider in the ATC unit;*
- iii. new categories or category Endorsement put into operation at an ATC unit;*
- iv. reopening a temporary ATC unit.*

*In the case of units that do not have a sufficient number of assessor or if the independence and objectivity of the evaluation is affected by the training process, a temporary authorization of the evaluator may be granted.*

For the Issue of temporary authorisation of the assessor, ACAA may require ANSP to provide a risk analysis (see § 7.3.2 Issue of Temporary Endorsement of the Assessor and related instructions).

### **7.3.2 Issue of Assessor's Temporary Authorisation**

The application for temporary Assessor authorisation will be made by ANSP in writing to ACAA. Each application will be attached by the following documents:

- a. Copy of ATCO license;
- b. Safety analysis according to the request for temporary authorization, if requested by ACAA;
- c. A valid class 3 medical certificate;
- d. Appropriate level of language ability (e.g. certificate);
- e. Proof of payment of obligations, if applicable.

Upon receiving the complete documentation, ACAA will verify if all the described requirements are met (ref. Minister's Order No. 91, Date 21.02.2019, Annex I- Part ATCO, ATCO.C.065). If the submitted documents do not meet the application requirements, ACAA will send a notice to the applicant and ANSP explaining the reasons for the non-compliance

ACAA issues temporary Assessor authorization.

#### **Guidance**

*The safety analysis, if required, must specify the reasons why the unit endorsement requirement as provided in ATCO.C.045 (d)(1) cannot be met and how the equivalent level of safety will be provided by other means.*

*For the purpose of ensuring the independence of the evaluation due to reasons of repeated nature, the risk-free analysis should include the recurring nature of the need to ensure independence of evaluation from the training process and provide a basis for issuing multiple temporary authorizations based on the same reason.*

*For the purpose of covering the special situations of the Assessor endorsement holder, the temporary authorization of the Assessor will be limited by the clarification necessary to cover the special situations.*

### **7.3.3 Validity of Assessor's Temporary Endorsement**

For the purpose of covering special situations, the validity of the authorization shall not exceed one year or the validity of the assessor endorsement issued in compliance with ATCO.C.055 (see Chapter 4 – Assessor Endorsement), whichever occurs first.

For the purpose of ensuring the independence of the assessment due to the recurring nature, the validity of the authorization will be determined by the ACAA, but will not exceed the validity of the assessment endorsement issued in compliance with ATCO.C.055 (see Chapter 4 - Endorsement of the evaluator).



## 8 EXCHANGE OF LICENSES

### 8.1 General

If the license holder will exercise license privileges in the Republic of Albania and has a license issued by the ACAA of a Member State, the license holder must submit a request to exchange his/her license in compliance with this procedure.

The license exchange will be submitted in compliance with this procedure, except where other agreements have been established between the States involved.

The Republic of Albania must recognize:

- a) *air traffic controller and student air traffic controller licenses, including their categories, category endorsements, on-the-job training instructor (OJTI), synthetic training device instructor (STDI) and assessor endorsements, as well as the endorsements of language skills and medical certificates issued by Member States in compliance with Minister Order No. 91, Date 21.02.2019, ATCO.A.10*
- b) *certificates of training organizations of air traffic controllers, aero-medical examiners and aero-medical centres issued by Member States in compliance with this regulation; AND*
- c) *certificates of completion of training courses issued by training organizations approved by Member States leading to the completion of the categories, Endorsement and/or student air traffic controller license referred to in paragraph (a).*

### 8.2 Conditions for Exchange of Licenses

Licenses should be exchanged only in cases where it is certain that the license holder will exercise the privileges of the license in the Republic of Albania.

For this purpose, and with the aim of preventing unnecessary administrative burden, ACAA will require the license holder, together with the exchange application, to prove that he/she will receive unit training from an approved training organization. which will allow him to exercise the privileges of the license in the Republic of Albania. As a result, the exchange of licenses will only take place when the training organization has submitted a training unit for endorsement.

### 8.3 Exchange of information between ACAA/ATCO

ACAA may request the following information from the license issuing states:

- a. The type of training the license holder has completed during their career, including Training Organization certifications.
- b. Information about license suspensions, revocations or limitations.
- c. Medical history.
- d. Certificates issued by AME or AMC.
- e. License history.
- f. The methodology of language assessment
- g. Findings of the last 5 years regarding training, medical certificates and language ability, if any.

## **8.4 Exchange of an ATCO License**

Applications for the exchange of an ATCO license shall be made by the individual in writing to the ACAA.

Each application will be attached by the following documents:

- a. Valid ATCO license;
- b. A valid class 3 medical certificate;
- c. Copy of identification document (passport or identity card);
- d. Sufficient level of English language skills (e.g. certificate);
- e. Proof of payment of obligations, if applicable.

To ensure that the license holder will exercise the privileges of the license within the ATC units managed by ANSP, the ANSP/training organization shall also submit a *unit training plan at the same time as the license exchange application to obtain the endorsement/s of the unit.*

Upon receiving the complete documentation, ACAA will verify if all the described requirements are met (ref. *with* the Minister's Order No. 91, Date 21.02.2019, Annex I- Part ATCO, ATCO.A.010). If the submitted documents do not meet the application requirements, ACAA will send a notice to the applicant and ANSP explaining the reasons for the non-compliance.

ACAA will exchange the license by issuing a new one, which will include categories, category endorsement, license endorsement and all unit endorsement valid in the previous license, including the date of first issue and termination, if applicable.

After the exchange of the ATCO license, ACAA will approve or reject the endorsement course of the unit established in compliance with ATCO.B.020(b) and (c) no later than 6 (six) weeks after the presentation of the request for endorsement of the course (ref. ACAA procedure for the Certification of the training organization and the endorsement of the courses).

After receiving the new license, the holder will act in compliance with the procedures on ATCO license Issue for new categories, category endorsement, license endorsement and unit endorsement.

After exchanging the license, ACAA will return the previous license to the issuing authority.

## **9 SUSPENSION AND REVOCATION OF LICENSES, CATEGORIES AND ENDORSEMENT**

### **9.1 General**

Licenses, categories and Endorsement may be suspended or revoked by ACAA when the license holder does not comply with the requirements of Minister Order No. 91, Date 21.02.2019, Part ATCO.ARD.005. When the license holder has his/her license revoked, he/she must immediately return the license to the ACAA.

ACAA will analyse with due care any situation presented or discovered during the supervisory activities to determine the revocation of the license, categories and Endorsement. ACAA may request ANSP to present additional evidence for a better clarification of the situation discovered during the surveillance activities.

## **9.2 Conditions for Revocation**

Revocation is the act that ACAA undertakes to withdraw the air traffic controller's license or the relevant categorization, assessment endorsement or unit endorsement.

ACAA may revoke a license, category or endorsement in compliance with Minister Order No. 91, Date 21.02.2019, Annex II – Part ATCO.AR, ATCO.AR. C.010, in particular in the following circumstances:

- a. exercise of license privileges when the license holder no longer complies with the applicable requirements of No. 91, Date 21.02.2019, ATCO.A.015
- b. obtaining a student air traffic controller or an air traffic controller licence, rating, endorsement or certificate by falsification of submitted documentary evidence;
- c. falsification of the licence or certificate records;
- d. exercising the privileges of the licence, rating(s) or endorsement(s) under the influence of psychoactive substances;
- e. upon written request of the licence holder.

When the license holder's license is revoked, he/she personally or through the ANSP shall immediately return the license to the ACAA.

Upon Issue of the ATCO license, the ATCO student's license is revoked and returned to the authority by the ATCO or the ANSP.

## **9.3 Revocation Process and Right to Appeal**

Within five days of receiving the revocation document from the CAA, the licence holder has the right of appeal the ACAA's decision regarding the revocation of their license, category, or endorsement. The appeal should be submitted in writing and must include, at the very least, the following:

- a. Reference to the CAA document;
- b. The grounds for the appeal;
- c. Contact information for future correspondence.

The ACAA will initiate the appeal procedure upon receiving the appeal request and will provide a written response to the license holder regarding the appeal outcome within five business days.

## **9.4 Conditions for Suspension**

Suspension is the act of suspending (on hold) the ATCO license or the classification, endorsement, evaluation or endorsement of the relevant unit.

ACAA will suspend a license, category or endorsement in compliance with Minister Order No. 91, Date 21.02.2019, Annex II – Part ATCO.AR, ATCO.AR. C.010, in particular in the following circumstances:

- 1) Controller is assessed as not competent;
- 2) Controller involved in an ATM incident or accident;
- 3) Controller not considered a fit.

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

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

When a licence and/or a rating/s is suspended the Air Traffic Controller has the right of appeal.

An ATCO that meets the conditions for lifting a suspension will have that suspension lifted when it meets:

- a) a previous Competency Assessment conducted in a certified Training Organization or ANSP;
- b) successful completion of any further training and assessment identified as necessary;
- c) the successful completion of the training unit and the granting of the endorsement unit of an assessment that is suspended.

### **9.5 Suspension Process and Right to Appeal**

A suspension will end when the conditions leading to the situation have ended.

Within 5 days of receiving the suspension document from the ACAA, the license holder can appeal the decision of the ACAA regarding the suspension of the license, category/s or endorsement/s. This will be done in writing and will include, as a minimum, the following documents:

- a. Reference for the ACAA document;
- b. Reason for appeal; and
- c. Address for further communication.

Within 5 days of receiving the appeal request, ACAA will provide a written response to the license holder with one of the following options:

- a. maintain the suspension and give further advice on:
  - i. the conditions that must be met to remove the suspension; or
  - ii. the license will be returned to ACAA within 3 days of receiving the answer.
- b. to lift the suspension, but in this case the license holder will be advised to resume his duties.  
A copy of this document will be forwarded to ANSP to allow ATCO to resume activities.

#### Guidance

*Any assessments conducted by individuals with a suspended or revoked assessor endorsement will be rendered invalid. ANSP will implement necessary measures to prevent these individuals from participating in the evaluation process. ACAA may conduct checks to ensure assessments are not conducted by assessors with suspended or revoked endorsements.*

## 10. REPLACEMENT OF AN ATCO LICENSE

ACAA replaces the license of ATCO if it is necessary for administrative reasons and when point (XIIa) of the license is completed and no more space remains.

The administrative reasons considered for the replacement of ATCO licenses are as follows, but are not limited to loss, or major damage leading to illegibility.

### Guidance

*Additional administrative reasons may be included in the future based on experience gained from the requests of other owners.*

Applications for the replacement of the ATCO license shall be made by any individual in writing to the ACAA, indicating the reason for the replacement. In the case when the reason for replacing the ATCO license is not listed above, ACAA will analyse the case and give its decision to the holder within 72 hours of receiving the request.

As soon as ACAA decides to replace the ATCO license, it will be requested from the license holder to prove the payment of the fee (if applicable).

ACAA issues the new license. The date of first issue of categories and category endorsement will be transferred to the new license.

## 11. MEDICAL CERTIFICATES

### 11.1 General

Holders of air traffic controller and student air traffic controller licenses are required to have a minimum standard of medical fitness to ensure that they are fit to provide an ATCO service and to minimize, as far as possible, the risk that they may suddenly become incapacitated to such an extent as to impair the safe operation of an aircraft.

The approved aeromedical centre will be required to apply ICAO general criteria and minimum medical standards according to Minister Order No. 91, Date 21.02.2019.

In order to renew or obtain a new medical certificate, the applicant is obliged to perform medical tests in order to maintain his medical health.

1. The medical certificate required for the ATCO license is issued by an Aeromedical Center (AeMC) or by an authorized Aeromedical Assessor (AMA), according to ACAA guidelines.
2. The medical certificate must be renewed:
  - a) every 2 years for the age under 40;
  - b) every year for the age over 40 years.

## **11.2 Air traffic controller and student air traffic controller license holders**

### **11.2.1 Request**

An air traffic controller should not be allowed to provide an air traffic control service unless he holds a valid medical certificate of the relevant category.

A student air traffic controller or an air traffic controller in training must not provide an air traffic control service under supervision unless they hold a valid medical certificate of the relevant category.

The holder of a student air traffic controller or air traffic controller license who fails the medical examination shall not be permitted to provide an air traffic control service even though his previous valid medical certificate may not have expired.

The holder of an air traffic controller or air traffic controller student license who fails a medical examination or has any medical limitations or conditions imposed on his medical certificate must notify the licensing unit within ANSP.

A license holder who becomes aware of a decline in his medical health which renders him unable to safely exercise the privileges of his license must inform the licensing unit.

The AME must immediately inform the Licensing Authority when a license holder is assessed as medically unfit to provide an ATCO service.

The ANSPs must establish procedures to administer operational impacts in cases of medical decline and to inform the Civil Aviation Authority when a license holder has been assessed as medically unfit.

The above procedures must be approved by the Civil Aviation Authority.

1. Persons seeking an ATCO or Student ATCO license must provide any necessary information about their health to the medical examiners in order to obtain the medical certificate.
2. The licensed ATCO must at each visit declare any illness or injury that has temporarily prevented him from exercising the privileges of his license.
3. ACAA, through AeMC and AME, may obtain any additional information it deems useful for the purpose of certification, even without the consent of the applicant.
4. ACAA, to protect the safety of air navigation and when there are doubts about physical and mental health, through AeMC and AME:
  - a) Requires licensees to undertake additional medical tests.
  - b) Limits, revokes or suspends the medical certificate, notifying of the decision the person and the organization where the person operates.
  - c) Any additional tests may be requested at any time if deemed appropriate by AME and AeMC. If the applicant refuses to perform these tests, the medical certificate will not be issued or the current one will be suspended. When a medical certificate is suspended due to a personal injury or illness, the ACAA informs the license holder. (Additional tests may also be requested by ACAA if during an inspection or audit it is suspected that an ATCO license holder is not in good physical or mental condition).

### **11.2.2 Guidance on medical examinations**

License holders themselves are responsible for ensuring that they hold a valid medical certificate and must be responsible for making arrangements for their initial and renewal medical examinations.

However, ANSP must have procedures in place to notify license holders that they are due for renewal and to conduct medical examinations. Holders of air traffic controller licenses must have the European Medical Certificate Class 3 or ICAO class 3 renewed according to the relevant timescales based on the age of the air traffic controllers, as follows:

- a) When the holder of the traffic controller's license is up to 40 years old, the renewal of the medical certificate will be carried out every 2 (two) years.
- b) When the holder of the traffic controller's license has passed the age of 40, the renewal of the medical certificate will be carried out annually.

Additional medical examinations may be required by the AMA at his option.

The application for a medical certificate will be made according to ACAA-DTL-PELM-516.

Aeromedical Centers (AeMC), and authorized examiners (AME) who perform physical and mental examinations and who have their responsibilities, must at all times ensure confidentiality.

## **11.3 Injury, Diseases and Pregnancy, Illness**

### **11.3.1 Request**

The validity of the medical certificate of a license holder who suffers a personal injury or illness involving disability will be considered suspended and the license holder or ANSP must inform the Aeromedical Center and ACAA of his situation.

A woman who has reason to believe that she is pregnant must inform the Aeromedical Center.

The Aeromedical Authority must impose such conditions or restrictions as it considers appropriate on the medical certificate and the holder of the medical certificate must not provide an air traffic control service if it does not comply with those restrictions or conditions imposed.

1. The holder of a medical certificate shall not exercise the privileges of the license when there is an impairment of health that may prevent them from safely exercising their privileges.
2. This in particular when:
  - a) When he has a mental or physical deficiency that does not allow him to safely carry out the activities related to the license.
  - b) When they have taken psychoactive substances or medications that increase the risk of being unable to safely perform the duties under the license.
3. The holder of a license who suffers from diseases that make it impossible to perform activities such as ATCO, must immediately notify ANSP, which must withdraw them from duty.

In addition to such cases, the license holder must be sent for additional medical examinations.



The cases can be as follows:

- a) Hospitalization for more than 12 hours.
- b) Operation, or procedure related to it.
- c) The end of the period of an illness that has lasted more than 21 days.
- d) Drug use.
- e) Use and abuse of psychoactive substances or alcohol which increase the risk and inability to safely perform the privileges of the license.

### **11.3.2 Guidance medical certificate suspension**

When a medical certificate is suspended due to personal injury or illness, the ACAA must inform the license holder of the conditions and procedures for suspending it.

Any restrictions or conditions imposed must be clearly indicated on the medical certificate to the extent that the licensing unit can understand from the medical certificate whether the controller in question is in compliance with those restrictions or conditions.

*Note: An example of a condition noted on a medical certificate would be that an inspector be required to wear corrective glasses.*

### **11.4 Psychoactive Substances (alcoholic beverages and problematic drugs and medications)**

An air traffic controller who is providing an air traffic control service while under the influence of psychoactive substances may not be aware that his judgment and skills have degraded to the extent that the service he is providing is unsafe. This may be the case when psychoactive substances have been abused or when the medication has been prescribed by a doctor, or the medication has been taken without a doctor's recommendation for a minor disorder.

ANSP must have procedures for monitoring psychoactive substances.

#### **11.4.1 Request**

The holder of a student air traffic controller or air traffic controller license must not provide an air traffic control service while under the influence of psychoactive substances (alcohol, drugs and various psychoactive simulants), including any medication, which may have negative influences on their ability to provide a safe air traffic control service.

It is the responsibility of the student air traffic controller or air traffic controller license holder themselves to ensure that they are not taking medication before or while providing an air traffic control service which would have a detrimental effect on their performance operational. The Licensing Authority through the AMA must ensure and decide whether license holders should or should not provide an ATCO service while under specific medical treatment.

The licensing unit must have built a process for monitoring controllers for abuse of psychoactive substances. A controller suspected of being under the influence of psychoactive substances must immediately withdraw from the operational position and immediately notify the Licensing Authority of what has happened.

### **11.5 Appeal against medical examination**

The appeal against the medical examination can be requested by an ATCO and directed to the ACAA according to the cases below.

1. Special cases when the medical examination is re-evaluated
  - a) License holders who have been declared definitively unfit may request the ACAA to conduct a revalidation of the medical examination. If any new element has changed in their medical health, or when new regulations have entered into force.
  - b) Revision can be requested a maximum of 3 times and not less than two years from the previous request.

The revalidation of the medical assessment is carried out by authorized AMEs. In this case, the medical requirements will be the same as for an initial case of application.

2. In cases where the applicant has objections to the negative evaluation of an AME, he can address the ACAA with the request for appeal.

If the ACAA deems it reasonable within 7 days, it will set up a group to revalidation the case. The applicant will be officially notified of any decision or further steps.

If the issue is not resolved with the AME physician who performed the initial evaluation, a revalidation by another authorized AME physician will be requested.

If the Air Traffic Controller is declared unfit for the second time, he will not be given another opportunity to appeal and his license will be suspended.