AIR TRAFFIC CONTROLLER TRAINING ORGANISATION APPROVAL ADVISORY PAMPHLET

State Civil Aviation Agency of the Republic of Azerbaijan

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Baku

0. ADMINISTRATION AND CONTROL OF THE DOCUMENT

0.1. APPROVAL PAGE

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0.5. RECORD OF AMENDMENTS AND REVISIONS

Edition/ Revision №:	Date of Edition/ Revision:	Inserted by:	Para/ Page	Effective date:
Edition № 01	16.03.2020	QC	All	16.03.2020

Edition: - *Release of a document having incorporated all previous revisions until the current version. New edition of a document will not show revised text in blue color. Current edition of a document shown on each page in footer.*

Revision: *- A change made to a part of document, where it is reflected with blue text or accompanied with a vertical line on right side of a document. Basic information on revisions (number and date) given in the List of effective Pages and indicated in header of affected page and in context itself.*

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0.6. ABBREVIATION

AAR	Azerbaijan Aviation Rules
ADV	Aerodrome Control Visual
ADI	Aerodrome Control Instrument
ACP	Area Control Procedural
ACS	Area Control Surveillance
AMC	Acceptable Means of Compliance
APP	Approach Control Procedural
ATC	Air Traffic Control
ATCL	Air Traffic Control Licencing
ATCO TO	Air Traffic Control Training Organization
ATS	Air Traffic Services
GM	Guidance Material
OJT	On-the-Job Training
OJTI	On-the-Job Training Instructor
SCAA	State Civil Aviation Agency
STD	Synthetic Training Device

0.7. TERMS SHALL, SHOULD, MAY

The following terms shall have the meaning outlined below:

“Shall” - An action verb in the imperative sense means that the application of a rule or procedure or provision is mandatory.

“Should” - Means that the application of a procedure or provision is recommended.

“May” - Means that the application of a procedure or provision is optional.

0.8. ADMINISTRATION AND CONTROL

This document is published as a book on A4-sized sheets. The PDF files will be locked and signed to prevent changes.

This document is regularly revised and amended. All personnel shall be familiarized with all revisions done.

This document will be Amended and Revised in accordance with requirements of “Documentation and Control” procedure.

1. INTRODUCTION

1.1. PURPOSE

1.1.1. This Advisory Pamphlet (AP) describes the process of applying for and obtaining of air traffic controller training organisations certificate and provides guidance on the certification process of training organisation intending to conduct training courses under the Azerbaijan Aviation Rules (AAR). This AP applies to initial certification and recertification of training organization, and all references to certification are applicable to the recertification process.

1.2. RELATED DOCUMENTS

(a) Azerbaijan Aviation Rules – Air Traffic Control Licensing (AAR - ATCL)

(b) Acceptable Means of Compliance and Guidance Material for Air Traffic Controller Training Organisations (AMC and GM for ATCO TO)

(c) ICAO Annex 1 Personnel Licensing

1.3. INTRODUCTION

1.3.1. In order to discharge its responsibilities, the SCAA specifies in this pamphlet the requirement for air traffic controller training organisations (ATCO TO) to be approved in order to provide initial training, unit training and specific continuation training. The SCAA shall grant a certificate which will state the type(s) of training courses approved and which confirms that a training organisation complies with the requirements set out in AAR - ATCL.

1.3.2. An ATCO TO Certificate certifies that the training organization has authority to engage in the demonstration of an adequate organization, method of control and supervision of training programmes and synthetic training devices consistent with the nature and extent of the training courses specified. The purpose of an ATCO TO Certificate is to certify that specified aviation training activities are authorized by SCAA and are to be conducted in compliance with applicable regulations and rules. The ATCO TO Certificate defines the organisation and procedures upon which the SCAA Training approval is based with respect to personnel, facility, equipment, training programme and documentation requirements that are specific to the ATCO TO.

1.3.3. After issuance of ATCO TO Certificate, the SCAA continues to monitor the Training organization's activity by systematic oversight and inspections. If the Training organization violates the terms and conditions of ATCO TO Certificate, the Aviation Law, the AARs, or proves incapable of fulfilling its obligations, the SCAA may suspend or revoke its ATCO TO Certificate in accordance with the Aviation Law of the Republic of Azerbaijan.

1.4. ROLES AND RESPONSIBILITIES

(a) Certification and State Registers Department

1) The Certification and State Registers Department (hereinafter Certification Department) serves as the initial point of contact for applicants and is responsible for the Pre-application (Phase I), Formal Application (Phase II) and Certification (Phase V) phases.

2) The Certification Department, led by the Head of the Certification Department, coordinates and administrates the five-phase certification process, assists the

Deputy Director in appointment of the Expert Group to carry out the Document Evaluation (Phase III) and Demonstration and Inspection (Phase IV) phases,

3) The Certification Department is responsible for maintenance of the certification file during the Certification Process and following the issuance of the certificate.

(b) Expert Group

1) The SCAA appoints an Expert Group, consisting of qualified technical personnel, to review the application after the Pre-Application Phase is complete.

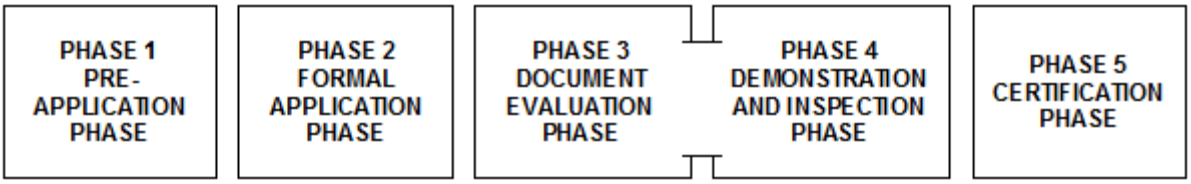
2) The Expert Group varies in size, scope and membership depending upon the nature of the certification project.

3) The Expert Group is led by the Head of the Expert Group (HEG) who is appointed by the SCAA. The HEG serves as the project manager and is responsible for presenting the final certification report of the Expert Group to the Certification Department for its review.

2. PHASES OF ATCO TO CERTIFICATION PROCESS

There are five phases in ATCO TO certification process, which are generally carried out in the sequence described below:

1) Pre-application
2) Formal Application
3) Document Evaluation
4) Demonstration and Inspection
5) Certification



2.1. PRE-APPLICATION PHASE (PHASE I) – PROCESS INITIATION

2.1.1. Applications for approval, for both local and foreign training organisations, shall be submitted to SCAA at least 3 months before the anticipated start of any proposed training in form prescribed in Appendix A, Pre-Application Form. The application form can be obtained from the SCAA website. Foreign training organisation applications for Initial Training shall be considered only if they are ATCO TO in their State of registry. Once an Applicant's Pre-Application Form has been submitted to SCAA, if necessary and upon Applicant's request, the SCAA will schedule a pre - application meeting.

2.1.2. The pre-application meeting will take place at SCAA's premises. The Head of the Certification Department, or his delegate, will conduct and offer guidance at this pre-application meeting. The Applicant should be represented (at a minimum), by the Accountable Manager/Deputy and the Quality Manager/Deputy.

The Head of the Certification Department or his delegate will give a briefing to the Applicant during this meeting on the ATCO TO certification process, applicable regulation, including guidance on the completion of necessary forms and questionnaires

It is essential that the Applicant understands which regulations are applicable to the proposed ATCO TO activity. The Applicant should acquire and become familiar with the applicable AARs.

The Head of the Certification Department will also explain to the Applicant at this time the need for an appropriate person designated as the focal point for the company during the ATCO TO certification process. One of the functions of this person will be to assure that all the findings issued by the SCAA are directed to, and properly addressed by the appropriate personnel within the company. Another function of this company focal point will be to arrange the on-site visits and ensure that the appropriate company personnel will be present and available.

2.1.3. On receipt of an application, SCAA will send an AAR-ATCL compliance questionnaire to the applicant which the applicant will be required to complete. The completed compliance questionnaire will indicate to SCAA any areas that need to be addressed by the applicant to achieve compliance with the requirements set out in AAR-ATCL.

2.1.4. Upon receipt of the application documentation, the SCAA will appoint the Expert Group lead by the Head of the Expert Group (HEG). This information will be provided to the Applicant.

2.2. FORMAL APPLICATION PHASE (PHASE II)

2.2.1. The applicant shall submit the formal application to the Certification Department. Applicants shall submit the formal application at least 60 days before the intended start of training, but the Certification Department recommends submitting it 90 days before that time or as far in advance as possible. When submission is completed, the application will be attempted to be processed within 60 days. The 60-day period will not commence until all the documentation has been submitted.

2.2.2. The formal application letter shall include the information which consist of the following and the supplementary attachments:

(a) The full and official name of the applicant;

(b) The applicant's legal address and main base of training activity/principal place of business;

(c) Information on management organization and key staff members, such as the:

i. An Accountable Manager
ii. A Quality Manager
iii. A Head of Training
iv. A Chief Training Instructor (if applicable)
v. A Chief Assessor (if applicable)
vi An adequate number of qualified Instructors (theoretical, practical, STD instructors) and Assessors relevant to the courses to be conducted.

including their title, name, background, qualifications and experience;

(d) Facilities and Equipment:

i. office space for managerial and administrative as well as training staff;
ii. rooms for study and testing;
iii. library facilities; and
iv. storage areas, including secure areas for training and personnel records.
v. rooms for briefing and debriefing; and
vi. suitably equipped rooms for practical training (STD trainings).

(e) Training Programme:

i. Pre- requisite entry qualification
ii. Proposed training schedule
iii. Type of facility to be used for training (ATCO TO)
iv. Assessment and certification

Also, this attachment should include information on the training organization's training programme, including copies of the following documents:

1) Scope of training (training courses)
2) Training syllabus
3) Training plan
4) STD exercises
5) Theoretical knowledge

(f) Detailed information on training activity in accordance with the items below:

i. Initial air traffic controller training (if applicable)
ii. Unit training (if applicable)
iii. Continuation training (if applicable)
iv. Training of Instructor (if applicable)
v. Training of Assessors (if applicable)
vi. Training of Supervisor (if applicable)

(g) Approximate date of commencement

2.2.3. Application attachments

The formal application letter shall include at least the attachments described in the following paragraphs. Applicants shall notify the Head of the Certification Department within one week of changes that have occurred in its organization that require a revision of the technical documentation. The technical documentation shall be revised if these changes affect the reviewed during the certification process. In such cases, changes shall also be made to the training requirements in the ATCO TO Certificate (for the training courses, personnel, etc.).

2.2.4. Description of the proposed training and the training organization manuals

In this attachment, the applicant provides a description of the proposed training, the nature of the trainings and the supervision methods it will use. In practice, these manuals are often known as the Training Organization's Training Manual, plans and courses, and Safety Management Manual.

2.2.5. Upon receipt of a formal application (as described in Paragraph 2.1 above), the Certification Department performs an initial review to verify that those items required for formal application have been submitted. Within one month of the submission, the Expert Group determines if the application is acceptable. Acceptance of the formal application package does not constitute acceptance or approval of the separate attachments, which will be thoroughly reviewed later in the process. If it is not acceptable, the applicant will have an opportunity to revise its proposal and submit a new formal application.

2.2.6. If necessary, the Head of the Expert Group (HEG) will schedule a Formal Application Meeting with the applicant and any relevant personnel. The purpose of the Formal Application meeting is to resolve any questions on the part of either party. The applicant will also be invited to ask any questions about the certification process.

2.3. DOCUMENT EVALUATION PHASE (PHASE III)

2.3.1. Overview

After the formal application has been accepted, the Expert Group will begin a thorough evaluation of all the submitted manuals and documents. If a manual or document is incomplete or deficient, or in non-compliance with the regulations, the manual or document will be returned for corrective action. If the manuals and documents are satisfactory, they will be approved or accepted. Approvals may be indicated by letter at the applicable point in the certification process.

2.3.2. Operations Manual

The applicant shall develop effective procedures for the review, distribution, and use of the Operations Manual. Each copy shall be numbered for control purposes and issued in accordance

with a distribution list, and the holder of the Operations Manual shall be responsible for ensuring it is current.

2.3.3. Instructors, Assessors Qualification and Certification

The applicant shall develop training procedures and programs to ensure that the Instructors and Assessors are qualified in accordance with the applicable AAR-ATCL and that personnel have proper licenses, as well as appropriate and valid ratings.

2.3.4. Training Program

The applicant's training program shall comply with the AAR-ATCL. This training program may be set forth in detail in the Operations Manual or in a Training Manual that is part of the Operations Manual, but published as a separate volume. Depending on the scope and difficulty of the proposed training, training programs may be performed under the applicant's direct control or by other training centres under contract with the applicant, or by a combination of these methods. The training methods, courses, textbooks, equipment, training standards, corresponding aids and maintenance of necessary documentation, and qualification of instructors shall meet the applicable regulatory requirements.

The Expert Group studies the applicant's training program, including initial training, unit training, continuation training, as well as instructor and assessor trainings. If any section or subsection of the training program does not comply with established standards, the Expert Group will return the program to the applicant with an explanation of the deficiencies and a description of the necessary steps to correct them. When the applicant has fully satisfied all requirements applicable to the training program, the Expert Group will officially notify the applicant that the training program has been approved. Any subsequent changes to the training program shall be approved by the SCAA.

2.3.5. Training Documentation

The applicant shall submit appropriate documentation within three months regarding its proposed training activity. Training activity inspection and training documentation inspection allows the Expert Group to ascertain whether training organizations are carrying out their established procedures and meeting regulatory requirements. The study is aimed at determining how trainings have been performed in the past and how the applicant proposes to perform them in the future, as well as determining the regulatory compliance of the performance of these training processes.

2.4. DEMONSTRATION AND INSPECTION PHASE (PHASE IV)

2.4.1. Overview

An applicant shall demonstrate its ability to comply with regulations and training practices before beginning actual training. To show it is capable of such compliance, the applicant shall perform activities and/or trainings under Expert Group observation. During this phase, the applicant needs to demonstrate to the SCAA that the applicant is in a position to conduct the proposed training in accordance with the procedures detailed in the documents/ manuals reviewed during the previous phase utilizing the personnel/facilities/equipment identified in the formal application. Training facilities, programmes and training personnel will be evaluated.

During these demonstrations and inspections, the Expert Group evaluates the effectiveness of the policies, methods, procedures, and instructions as described in the applicant's manuals and other

documents, with emphasis on the Training organization's management effectiveness during this phase. This phase may reveal the need for some changes, which in turn may require the applicant to make amendments to the documents originally submitted. All elements shall be satisfactorily completed before proceeding to the certification phase.

2.5. CERTIFICATION PHASE (PHASE V)

2.5.1. If the Expert Group is satisfied with the inspection results and determines there are no problems with the proposed training, the Final Report is presented to the Certification Department. The Certification Department authorizes issuance of an ATCO TO Certificate and associated authorisations for training courses.

2.5.2. The ATCO TO Certificate is issued for an unlimited duration and remains valid until the certificate holder complies with applicable AARs.

2.5.3. Upon receiving an ATCO TO Certificate, the training organization may begin conducting training practices. From that time forward, the training organization is responsible for provision of the training in full compliance with applicable AARs. At the same time, the SCAA will arrange continued surveillance of the training organization's activity in order to ensure compliance.

2.5.4. The SCAA inspectors are granted access to the organization to determine continued compliance with the AARs. The ATCO TO Certificate may be surrendered or revoked. In this case the ATCO TO Certificate shall be returned to the SCAA.

2.6. EXPLANATION OF APPENDICES TO THIS ADVISORY PAMPHLET

(a) Appendix A includes the Prospective Training Organization Pre-Application Form (PAF). The Applicant shall complete Sections A – F, sign and return to the Certification Department. Section G is reserved for use by the SCAA.

(b) Appendix B ATCO Training Organisation AAR-ATCL Compliance Questionnaire

(c) Appendix C includes a detailed flow chart of the entire certification process.

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APPENDIX A: PROSPECTIVE TRAINING ORGANIZATION PRE-APPLICATION FORM

PROSPECTIVE TRAINING ORGANIZATION PRE-APPLICATION FORM (PAF)

INSTRUCTIONS: Print or type. Do not write in shaded areas, these are for SCAA use only. Submit original only to the Licensing and Certification Department or SCAA Authorized Person. If additional space is required, use an attachment.

A. ATCO TO INFORMATION:	
1.NAME OF ATCO TO APPLICANT OR HOLDER	2.PERMANENT ADDRESS
3.CENTRAL TELEPHONE & FAX NUMBERS	4.CITY STATE COUNTRY
5.LOCATION OF MAIN OPERATIONS BASE	6.LOCATION OF SATELLITE BASE(S)

B. APPLICATION FOR:

☐ 1. Issuance of an ATCO TO Certificate and associated ratings to conduct the training courses identified below, and for the approval of these courses (three copies of each course curriculums are attached).

☐ 2. Amending the current ATCO TO Certificate and associated ratings.

(a) ☐ By adding the course(s) identified below for which approval is requested(three copies of each course curriculums are attached)

(b) ☐ By deleting the course(s) identified below from the curriculum.

ATCO TO Certificate #: Expiration Date:

C. Type of Training

1. ATCO Initial Training		
Type of Service	Part of Service	Sub-part of Service
☐ Basic Training	N/A	N/A
☐ Rating Training	☐ Aerodrome Control Visual (ADV)	N/A
	☐ Aerodrome Control Instrument (ADI)	☐ Air Control
		☐ Ground Movement Control (GMC)
		☐ Tower Control (TWR)
	☐ Approach Control Procedural (APP)	N/A
	☐ Approach Control Surveillance (APS)	☐ Precision Approach Radar (PAR)
		☐ Surveillance Radar Approach (SRA)
		☐ Terminal Control (TCL)
	☐ Area Control Procedural (ACP)	N/A
	☐ Area Control Surveillance (ACS)	☐ Terminal Control
1.1 Special Limitations / Conditions		

2. ATCO Unit Training	
Type of Service	☐ Transitional Training ☐ Pre-OJT Training ☐ On-the-job Training
2.2 Special Limitations / Conditions	

3. ATCO Continuation Training	
Type of Service	☐ Refresher Training ☐ Conversion Training

3.1 Special Limitations / Conditions	
4. OJTI Training	
4.1 Special Limitations / Conditions	
5. Assessor training	
5.1 Special Limitations / Conditions	
6. Description of changes applied for under existing Approval Certificate	
6.1 Changes to the Organisation	
6.2 Changes to the Services	

D. EQUIPMENT REQUIRING SPECIAL APPROVAL:

LOCATION	EQUIPMENT DESCRIPTION	LOCATION	EQUIPMENT DESCRIPTION
	1.		3.
	2.		4.

If more space is needed, please attach additional page(s)

E. ADDITIONAL APPLICATION ATTACHMENTS:

If more space is needed, please attach additional page(s)

F. APPLICANT'S CERTIFICATION – I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any SCAA certificate to me.

A person shall not with intent to deceive or make any false representation for the purpose of procuring for himself or any other person the grant, issue, renewal or variation of any such licence.	**1. DATE**	**2. APPLICANT SIGNATURE:**
	3. PRINTED NAME AND TITLE OF APPLICANT:	

G. SCAA CERTIFICATION:

1. ☐ APPROVED with the associated rating bearing the number shown above Effective Date _____ Expires On:_____	**2. ☐ DISAPPROVED** **5. DATE**
☐ without Amendments ☐ with Amendments ☐ Amendments **3. Signature of Approving Official** **4.Title**	
SCAA FORM PAF	

APPENDIX B: ATCO TRAINING ORGANISATION AAR-ATCL COMPLIANCE QUESTIONNAIRE

REQUIREMENTS FOR TRAINING ORGANISATIONS
AAR-ATCL, ATCO.OR.C.001 - Management system of training organisations

(a) Training organisations shall:

1) have an efficient management system and sufficient staff with adequate qualifications and experience to provide training according to AAR-ATCL;
2) clearly define lines of responsibility and accountability throughout the training organisation, including direct safety accountability of the accountable manager;
3) have a description of the overall principles of the organisation with regard to safety, referred to as the safety policy;
4) have available the necessary facilities, equipment and accommodation appropriate for the type of training offered;
5) have documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;
6) have a function to monitor compliance of the organisation with the relevant requirements;
7) furnish proof of a quality assurance system, acceptable to the SCAA, which ensure that the training and instructional practices provided satisfy the requirements set out in AAR-ATCL;
8) include a system of record-keeping that allows adequate storage and reliable traceability of the relevant activities;
9) ensure that sufficient funding is available to conduct the training according to AAR-ATCL training requirements and that the activities have sufficient insurance cover in accordance with the nature of the training provided;

Explanatory Note
Training organisations need to have an efficient management system to ensure the quality of training they offer.
Questions against AAR-ATCL:

1. Does the TO have an efficient management system? ☐ Yes ☐ No
   a) organisational structure;
   b) plans and objectives;
   c) privileges of organisation;
   d) personnel;
   e) processes.
2. Does the TO have sufficient staff with adequate qualifications and experience to provide training? ☐ Yes ☐ No
   a) staffing analyse (workload);
   b) qualification requirements;
   c) training programme and training plan;
   d) certificates;
   e) training records.
3. Is safety accountability clearly defined throughout the TO? ☐ Yes ☐ No
   a) safety policy;
   b) safety manual;

c) responsibilities.

4. Are the facilities, equipment and accommodation appropriate for the type of training offered? ☐ Yes ☐ No

a) general areas

1) office space for managerial and administrative as well as training staff;

2) rooms for study and testing;

3) library facilities;

4) storage areas, including secure areas for training and personnel records.

b) trainings areas

1) rooms for briefing and debriefing;

2) suitably equipped rooms for practical training.

c) specifications for synthetic training devices

1) synthetic training devices classifications;

2) synthetic training device (STD) criteria;

3) STD used for pre-on-job training.

5. Does the TO have documentation for all key processes of the management system, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation? ☐ Yes ☐ No

a) terminology;

b) specified activity standards;

c) description of the organization;

d) allocation of duties and responsibilities.

6. Does the TO have a function to monitor compliance of the organisation with the relevant requirements? ☐ Yes ☐ No

a) procedures;

b) organisational set-up;

c) documentation;

d) training.

7. Does the TO maintain a system of record-keeping that allows adequate storage and reliable traceability of relevant training activities? ☐ Yes ☐ No

a) records of persons undertaking training;

b) records of instructors and assessors;

c) assessment reports;

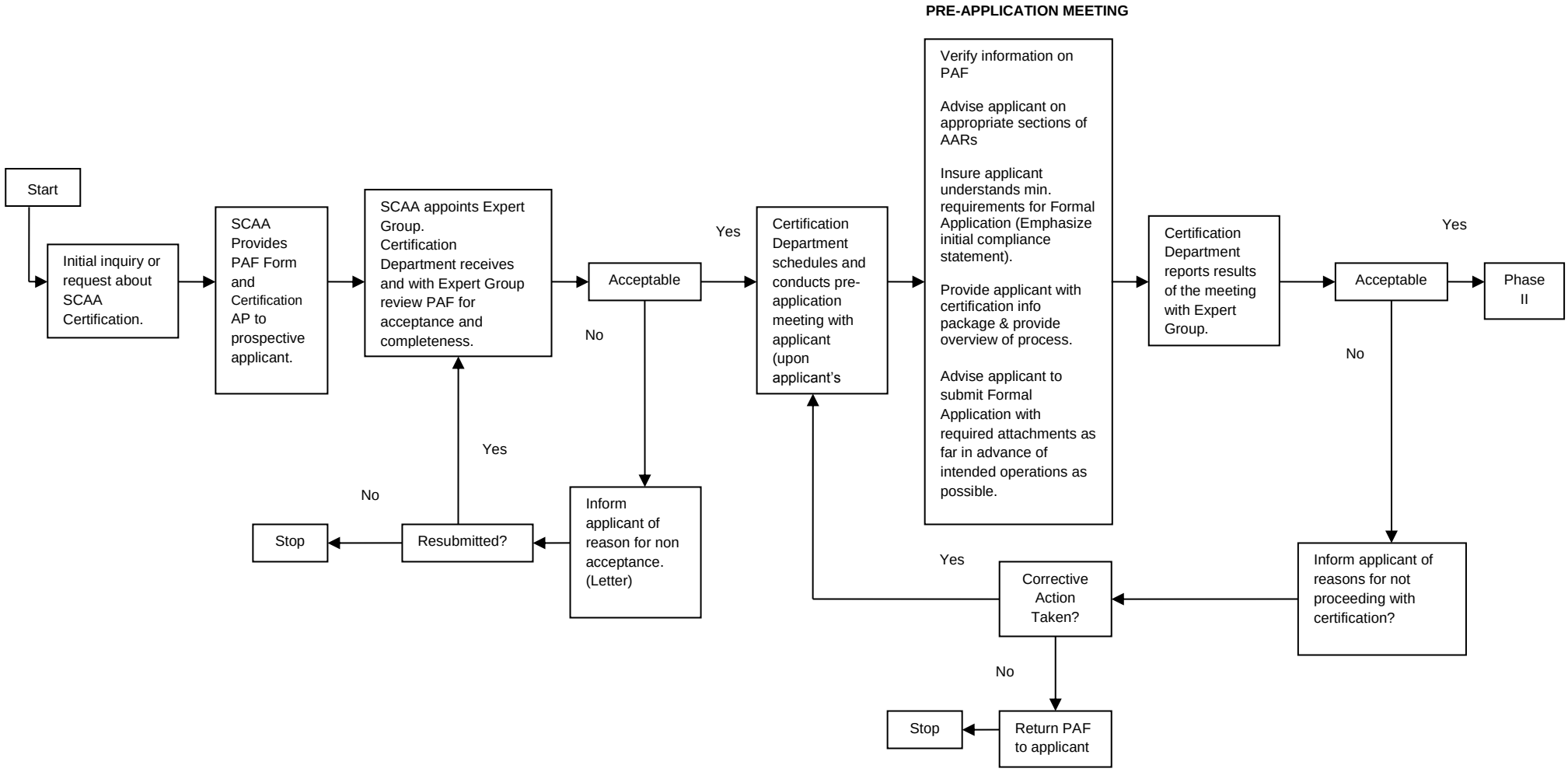
d) instructional and/or assessment time records.

8. Does the TO have sufficient funds to conduct the proposed AAR-ATCL training? ☐ Yes ☐ No

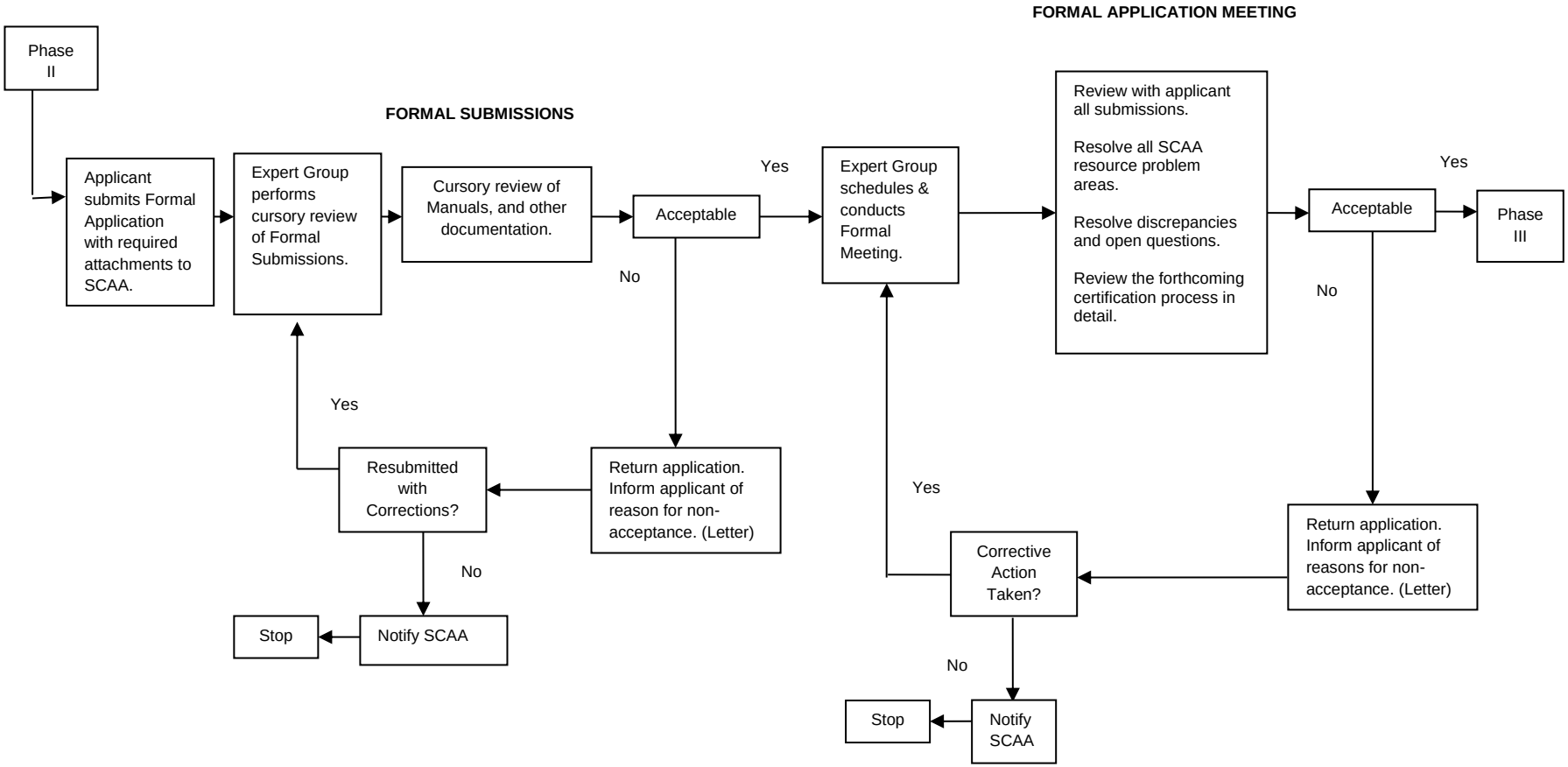
9. Are the activities of the TO sufficiently insured in accordance with the nature of the training provided? ☐ Yes ☐ No

APPENDIX C: CERTIFICATION PROCESS FLOW CHART

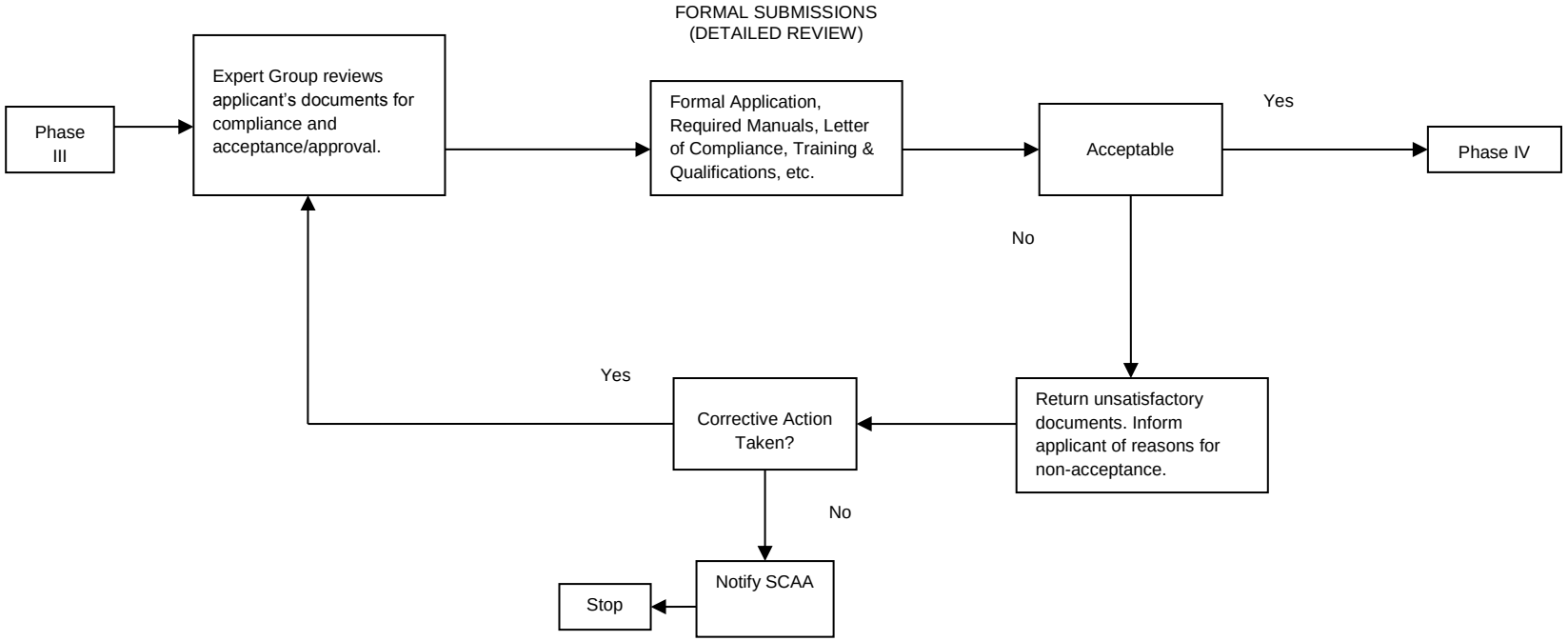
PRE-APPLICATION PHASE – 1



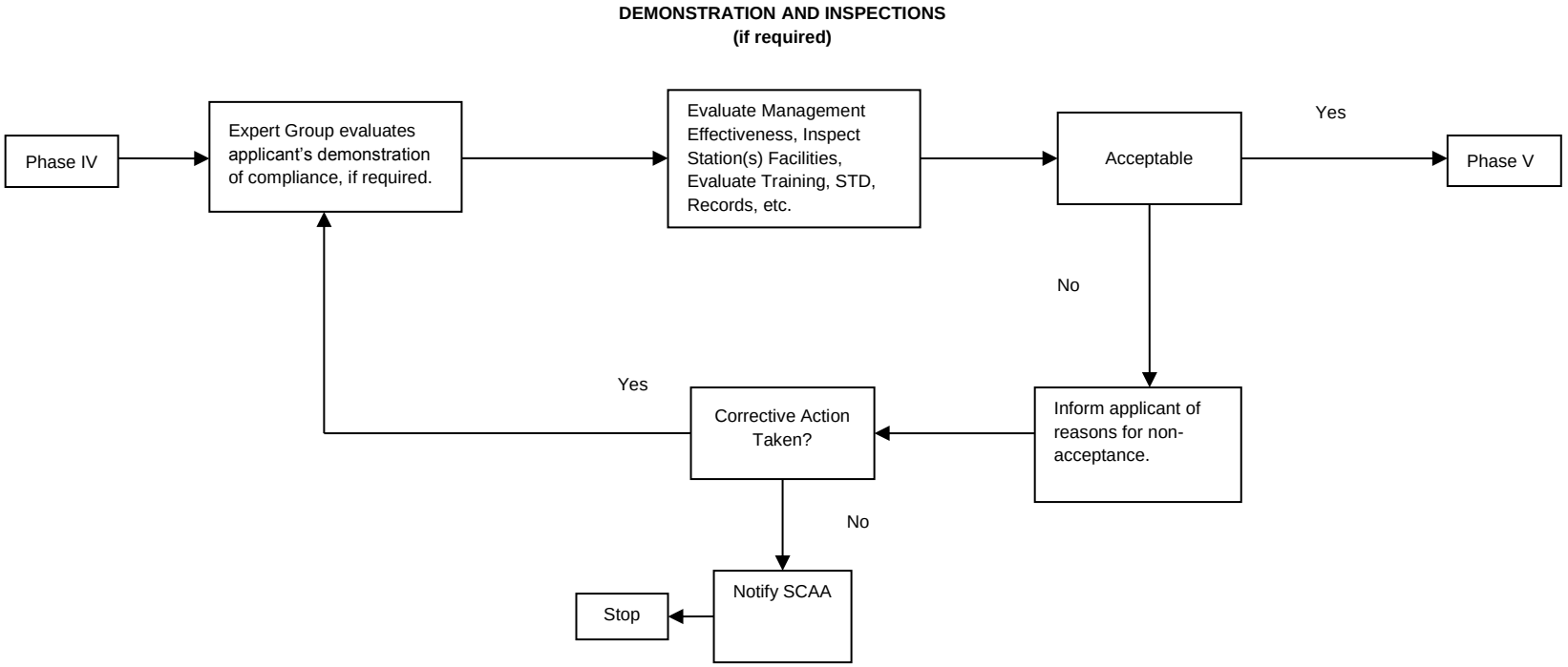
FORMAL APPLICATION PHASE – 2 TRAINING ORGANIZATION CERTIFICATION PROCESS



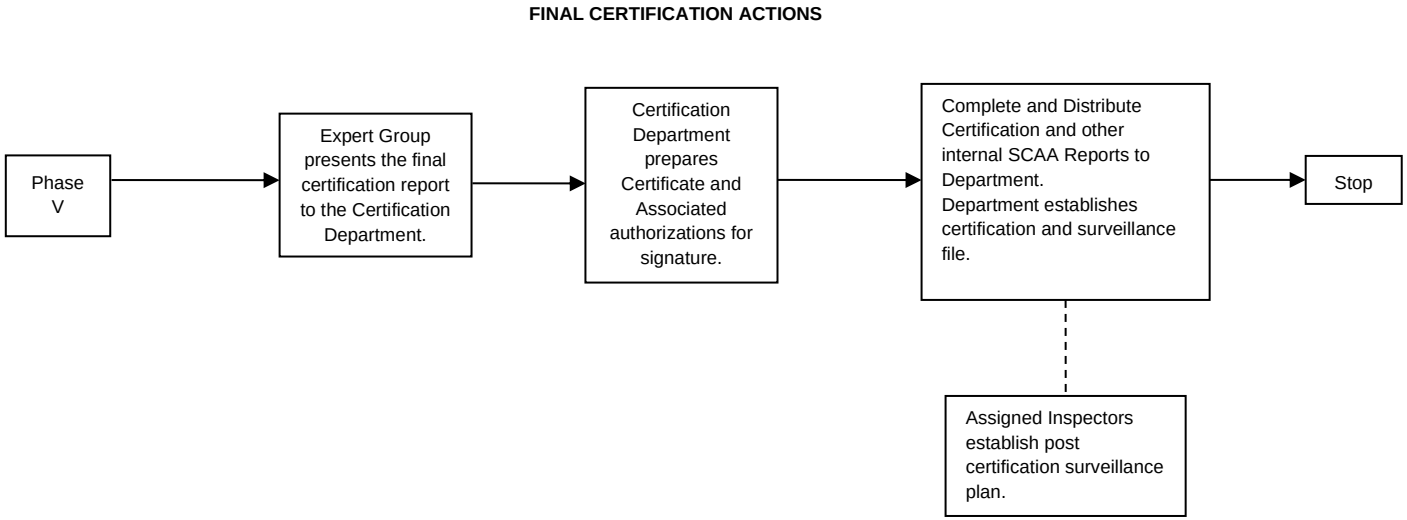
DOCUMENT COMPLIANCE PHASE – 3 TRAINING ORGANIZATION CERTIFICATION PROCESS



DEMONSTRATION AND INSPECTIO PHASE – 4 TRAINING ORGANIZATION CERTIFICATION PROCESS



CERTIFICATION PHASE – 5 TRAINING ORGANIZATION CERTIFICATION PROCESS



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