

AERONAUTICAL CIRCULAR CIVIL AVIATION AUTHORITY – MACAO, CHINA

SUBJECT: *Approved Training Organization for Air Traffic Controller*

EFFECTIVE DATE:

15 October 2013

CANCELLATION:

NIL

GENERAL:

The President of Civil Aviation Authority – Macao, China, in exercise of his power under Paragraph 89 of the Air Navigation Regulation of Macao (ANRM) and Article 35 of the Statutes of Civil Aviation Authority, approved by the Decree-Law 10/91/M, established this Aeronautical Circular (AC).

1 Purpose

In accordance with International Civil Aviation Organization (ICAO) *Annex 1 – Personnel Licensing* requirements, an approved training shall provide a level of competency at least equal to that provided by the minimum experience requirements for personnel not receiving such approved training, the approval of a training organization by the Civil Aviation Authority (AACM) shall be dependent upon the applicant demonstrating compliance with the requirements of Annex 1.

The Fourth Schedule to the ANRM establishes the various requirements, ratings and privileges prescribed by AACM for granting, validating and using licenses related to air traffic controller in Macao.

Approved training for Air Traffic Controller (ATC) shall be conducted within an Approved Training Organization (ATO). It relates primarily to approved training for the issuance of license or rating, but is not intended to include approved training for the maintenance of competence or for an operational qualification after the initial issuance of a license or rating.

The SMS requirements of ATO shall be referred to AC/GEN/005 and the guidance on approval of a training organization can be found in the Manual on the Approved of Training organizations (Doc9841).

The AC introduces requirements for applying to be an ATO.

2 Applicability

These requirements are applicable to any ATC training organization in Macao or foreign ATC training organization based abroad and utilized by a Macao Air Traffic Service Provider.

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APPENDIX A. APPROVED TRAINING ORGANIZATION

1 Issue of approval

- 1.1 The issuance of an approval for a training organization and the continued validity of the approval shall depend upon the training organization being in compliance with the requirements of this Appendix.
- 1.2 The approval document shall contain at least the following:
- a) organization's name and location;
 - b) date of issue and period of validity;
 - c) terms of approval.

2 Training and procedures manual

- 2.1 The training organization shall provide a training and procedures manual for the use and guidance of personnel concerned. This manual may be issued in separate parts and shall contain at least the following information:
- a) a general description of the scope of training authorized under the organization's terms of approval;
 - b) the content of the training programmes offered including the courseware and equipment to be used;
 - c) a description of the organization's quality assurance system in accordance with 4;
 - d) a description of the organization's facilities;
 - e) the name, duties and qualification of the person designated as responsible for compliance with the requirements of the approval in 6.1;
 - f) a description of the duties and qualification of the personnel designated as responsible for planning, performing and supervising the training in 6.2;
 - g) a description of the procedures used to establish and maintain the competence of instructional personnel as required by 6.3;
 - h) a description of the method used for the completion and retention of the training records required by 7;

- i) a description, when applicable, of additional training needed to comply with an air traffic service provider's procedures and requirements; and
- j) when AACM has authorized an ATO to conduct the testing required for the issuance of a license or rating in accordance with 9, a description of the selection, role and duties of the authorized personnel, as well as the applicable requirements established by AACM.

2.2 The training organization shall ensure that the training and procedures manual is amended as necessary to keep the information contained therein up to date.

2.3 Copies of all amendments to the training and procedures manual shall be furnished promptly to all organizations or persons to whom the manual has been issued.

3 Safety management

3.1 An ATO that is exposed to safety risks during the provision of its services shall implement a safety management system acceptable to AACM that, as a minimum:

- a) identifies safety hazards;
- b) ensures the implementation of remedial action necessary to maintain agreed safety performance;
- c) provides for continuous monitoring and regular assessment of the safety performance; and
- d) aims at a continuous improvement of the overall performance of the safety management system.

Note.— Guidance on defining safety performance is contained in the Safety Management Manual (SMM) (Doc 9859).

3.2 A safety management system shall clearly define lines of safety accountability throughout the ATO, including a direct accountability for safety on the part of senior management.

Note — The general Macao Safety Management System Requirements are contained in Aeronautical Circular AC/GEN/005.

4 Quality assurance system

The training organization shall establish a quality assurance system, which ensures that training and instructional practices comply with all relevant requirements.

5 Facilities

- 5.1 The facilities and working environment shall be appropriate for the task to be performed and be acceptable to AACM.
- 5.2 The training organization shall have, or have access to, the necessary information, equipment, training devices and material to conduct the courses for which it is approved.
- 5.3 ATC simulator shall be qualified according to the guidance for the use of simulators established by AACM and their use shall be evaluated by AACM to ensure that they are appropriate to the task.

6 Personnel

- 6.1 The training organization shall nominate a person responsible for ensuring that it is in compliance with the requirements for ATO.
- 6.2 The organization shall employ the necessary personnel to plan, perform and supervise the training to be conducted.
- 6.3 The competence of instructional personnel shall be in accordance with procedures and to a level acceptable to AACM.
- 6.4 The training organization shall ensure that all instructional personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities. The training programme established by the training organization shall include training in knowledge and skills related to human performance.

Note.— Guidance material to design training programmes to develop knowledge and skills in human performance can be found in the Human Factors Training Manual (Doc 9683).

7 Records

- 7.1 The training organization shall retain detailed student records to show that all requirements of the training course have been met as agreed by AACM.
- 7.2 The training organization shall maintain a system for recording the qualifications and training of instructional and examining staff, where appropriate.

7.3 The records required by 7.1 shall be kept for a minimum period of two years after completion of the training. The records required by 7.2 shall be retained for a minimum period of two years after the instructor or examiner ceases to perform a function for the training organization.

8 Oversight

Oversight is required to ensure that the ATO is continuing compliance with the approval requirements. It includes a review of the ATO's quality assurance system, its administrative, technical and training records, as well as its operational activities. Oversight is an on-going function which can consist of results monitoring, record review, on-site inspections, and/or audit.

9 Evaluation and checking

When AACM has authorized an ATO to conduct the testing required for the issuance of a license or rating, the testing shall be conducted by personnel authorized by AACM or designated by the training organization in accordance with criteria approved by AACM.

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