

BL 6-97

Regulations on practical training for FIS licence etc.

Edition 3, 9 November 2004

In pursuance of § 73 and subsection (10) of § 149 of the Air Navigation Act, cf. Consolidation Order no. 543 of 13 June 2001, the Civil Aviation Administration - Denmark hereby stipulates on the authority of the Ministry of Public Works, cf. Order no. 795 of 3 September 2001 on delegation of authorities to the Civil Aviation Administration - Denmark and on publication of the regulations issued by the Administration:

1. Reference documents

1.1 BL 6-03, Regulations on licensing, generally, latest edition.

1.2 BL 6-71, Regulations on FIS and student FIS licence, latest edition.

1.3 BL 6-96, Regulations on theoretical training for student FIS licence etc., latest edition.

1.4 BL 6-99, Regulations on approved persons for ATS training, latest edition.

1.5 The Civil Aviation Administration - Denmark's publication "Danish CAA ATS CCC Initial Training", latest edition.

1.6 The documents mentioned in paragraphs 1.1-1.4 can be downloaded from the Civil Aviation Administration - Denmark's homepage www.slv.dk and from Retsinformation's (Legal Information's) homepage www.retsinfo. The documents can further be bought on application to

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1.7 The document mentioned in paragraph 1.5, may be downloaded from the Civil Aviation Administration - Denmark's homepage www.slv.dk and may also be bought on application to the Civil Aviation Administration - Denmark, cf. paragraph 1.6.

2. Applicability

This BL lays down regulations on

- a. permission to air traffic service units for practical training for flight information service,
- b. the responsibilities of the air traffic service unit and the chief training instructor,
- c. practical training for issue of FIS licence, cf. BL 6-71, and
- d. refresher training at the air traffic service unit.

3. Responsibility

- 3.1 The air traffic service unit shall ensure

a. that the resources necessary to run the institute in accordance with the regulations in this BL are present and

b. that the regulations in paragraph 4.4 are observed.

3.2 The chief training instructor shall ensure

a. that all students are continuously properly licensed during training, cf. BL 6-71,

b. that there is documentation for each student for the training the student has undertaken at the air traffic service unit and for the results obtained during training,

c. that the documentation is kept by the air traffic service unit for at least 2 years after finalising the training,

d. that the Civil Aviation Administration - Denmark is informed immediately if the basis for the air traffic service unit's permission is no longer present,

e. that training is performed in suitable premises,

f. that unit training plans (UTP) are prepared, updated and submitted to the Civil Aviation Administration - Denmark and that detailed syllabi are prepared,

g. that training is performed by qualified instructors, cf. BL 6-99,

h. that training is arranged so that the student benefits mostly from it,

i. that the content and extent of the training is otherwise in accordance with the unit training plans (UTP) and the regulations stipulated by the Civil Aviation Administration - Denmark for the training in question,

j. that examinations in connection with proficiency checks and unit endorse-

ments are performed by qualified assessors, and

k. that the Civil Aviation Administration - Denmark is notified without delay if the chief training instructor no longer meets the conditions for exercising the privileges of his licence, cf. part 6 of BL 6-71.

4. Permission

4.1 Practical training for FIS licence shall only take place at an air traffic service unit holding permission from the Civil Aviation Administration - Denmark.

4.2 Application for permission to practical training shall be accompanied by a training manual describing the unit's

a. name and address as well as information on who is financially responsible for the training unit. If this is a limited or a private company, a transcript from the Commerce and Companies Agency must be attached. If the training unit is run as another corporate form, documentation for this shall be attached,

b. physical location and arrangement,

c. organisation,

d. administration,

e. objective/standard,

f. standardisation plan and

g. quality assurance system.

4.2.1 As part of the training manual or as an appendix to this unit training plans (UTP) shall be submitted for each of the ratings and associated rating endorsements applied for. The plans shall describe how the individual training is intended to be accomplished.

4.2.2 The training manual shall be approved by the Civil Aviation Administration - Denmark.

4.3 The permission is subject to the applicant

- a. having employed a Chief Training Instructor (CTI) approved by the Civil Aviation Administration - Denmark, cf. BL 6-99,
- b. having employed the staff necessary to be responsible for the training applied for,
- c. disposing over suitable rooms and equipment for the training applied for,
- d. disposing over functional synthetic training facilities for the training applied for,
- e. disposing over the necessary service documents,
- f. having prepared unit training plans (UTP) the contents of which at least meet the requirements in Appendix 1 and approved by the Civil Aviation Administration - Denmark, and
- g. being able to run the business properly.

Note: The chief training instructor may be approved for several ratings at the same time.

4.3.1 It is further a condition for the permission that the air traffic service unit is considered suitable for the purpose.

Note: The unit's location, the traffic intensity and the unit's equipment form part of the evaluation.

4.4 The permission shall be subject to the following conditions:

- a. The business shall be subject to the inspection of the Civil Aviation Administration - Denmark. The holder shall obey an order from the Civil Aviation Administration - Denmark and notify the Civil Aviation Administration - Denmark of any information relevant to the exercise of the inspec-

tion. The Civil Aviation Administration - Denmark's inspectors shall have free access to the holder's premises, documents etc. to the extent it is necessary for exercising the inspection.

- b. The Civil Aviation Administration - Denmark shall be notified in advance of any changes in the legal status of the institute or of any essential changes in the ownership of the aviation training institute.
- c. Any rules stipulated by other authorities in connection with the training must be observed.

4.5 Permission is granted for one or more of the practical training required by the Civil Aviation Administration - Denmark to obtain FIS licence.

4.6 A permission is granted valid for one year and may be renewed for two years at a time. The permission may be made conditional on further conditions if considered necessary. The Civil Aviation Administration - Denmark may further make such amendments in the existing terms and conditions, including establish additional terms and conditions, as considered necessary to ensure that the business is run in an adequate way.

4.7 A permission to practical training for obtaining FIS licence shall be repealed if the unit no longer employs a chief training instructor approved by the Civil Aviation Administration - Denmark, cf. BL 6-99.

4.8 The permission will be revoked if

- a. the holder no longer meets the conditions for obtaining a permission, and the situation is not corrected within a time-limit specified by the Civil Aviation Administration - Denmark,
- b. it must be assumed that the holder is no longer able properly to maintain the authorised activities, or
- c. the holder goes into liquidation, is subjected to proceedings in bank

ruptcy or suspends payments. The estate or, in case of notified suspension of payment, the estate administration, may, however after permission from the Civil Aviation Administration - Denmark temporarily continue the activities with a view to winding up, realisation or financial reconstruction of the company.

5. Training and examination

5.1 Training for FIS licence includes Transitional On-the-Job Training (Transitional OJT), Pre-On-the-Job Training (PRE-OJT) and On-the-Job Training (OJT) as well as Refresher Training and Training in Unusual Situations.

5.1.1 The training shall at least meet the requirements stipulated in the publication "Danish CAA ATS CCC Unit Training".

5.1.2 If PRE-OJT shall take place at complicated units, synthetic training facilities shall be used that can simulate the traffic handling for the relevant type of air traffic service unit.

5.1.2.1 Complicated units are ATS units with crossing runways, units using radar and flight information centres.

5.1.3 Before each session the instructor shall brief the student about the theoretical and practical aspect of the session.

5.1.4 After each session the instructor shall debrief the student.

5.1.5 After each session completed by the student a log shall be kept containing information on the number of hours in the relevant position as well as remarks regarding the course of the practice. Daily log shall be signed by student and instructor.

5.2 The training shall be undertaken by an instructor meeting the requirements in BL 6-99.

5.3 An assessment shall be made of the student in the form of a daily evaluation supplemented with achievement reports for each

essential part of the training as described in the UTP.

5.4 The training shall be finished by a final achievement report containing an assessment whether the student has achieved the necessary skills.

5.5 After finishing the practical training the student shall be able to provide the relevant category of flight information service with associated rating endorsements at the relevant air traffic service unit in a secure, flexible and practical way and by use of the equipment privileged by the licence in accordance with the relevant regulations stipulated by the Civil Aviation Administration - Denmark.

6. Practical test

6.1 Training shall be concluded by a practical test taken towards the Civil Aviation Administration - Denmark for each new issue of rating and/or rating endorsement, except for the licence ratings AFV and FFV.

6.2 Other training than training concluded by a test, cf. paragraph 6.1 shall be concluded with an assessment by a person (chief training instructor or assessor, cf. BL 6-99) approved by the Civil Aviation Administration - Denmark.

7. Refresher training

7.1 Licence holders shall undertake refresher training at least every second year at the relevant air traffic service unit according to a plan approved by the Civil Aviation Administration - Denmark.

7.1.1 The plan shall at least have the contents stated in Appendix 2 to this BL.

7.2 Participation in refresher training shall be documented and the documentation shall be kept at the unit for 2 years.

8. Exemption

The Civil Aviation Administration - Denmark may in particularly exceptional cases grant exemption from the regulations in this BL if it is deemed compatible with the considerations on which the regulations in question are based.

9. Complaints

Complaints of the decisions taken by the Civil Aviation Administration - Denmark in pursuance of this BL may be presented to the Ministry of Transport.

10. Punishment

810 Violation of the regulations in paragraphs 3.2, 4.1, 4.4, 5.1.3, 5.1.4, 5.1.5 and 5.2 will be punished with fine.

10.2 Criminal liability may be imposed on companies etc. (legal persons) under the rules of Chapter 5 of the Danish Criminal Code, cf. subsection (14) of § 149 of the Air Navigation Act.

11. Implementation

11.1 This BL comes into force on 1 December 2004.

11.2 At the same time BL 6-97, 2 edition of 10 June 2002 is repealed.

12. Temporary provisions

12.1 Practical training initiated before the implementation date of this BL may be concluded in accordance with the regulations in force until then.

12.2 Practical training initiated within one year after the implementation date of this BL may be concluded in accordance with the regulations in force until then if the institute has not yet been approved in accordance with this BL when training is initiated.

12.3 Practical training initiated more than one year after the implementation date of this BL shall be take place in accordance with this BL.

Civil Aviation Administration, 9 November 2004

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/Per Veingberg

The Unit Training Plan

The Unit Training Plan (UTP) is a requirement addressed by the EUROCONTROL Safety and Regulatory Requirement ESARR 5, which requires all ATC units to have a unit training plan.

The Civil Aviation Administration - Denmark requires all FIS units as well, to have a unit training plan similar to the ESARR 5 required Unit Training Plan (UTP)

Phases of the Unit Training

Under the harmonised European ATC Licensing scheme, unit training is broken down into three phases, Transitional, Pre-OJT and OJT. Although the European manual identifies three training phases, Pre-OJT may only be appropriate at large complex units where simulator facilities are available. Unit training may therefore consist of all three phases, or just transitional training and OJT. Whatever the structure of your unit training, the phases of training must be identified in your unit training plan.

Transitional Training

The objective of transitional training is to take students/trainees from the level of knowledge and skill they will have reached on successful completion of initial training to a level where they can commence Pre-On-the-Job Training (Pre-OJT), or, at smaller units with no Pre-OJT, proceed directly to OJT.

Transitional training consists generally of classroom sessions or guided self study during which the student learns about the unit, its environment, associated airspace and ATS procedures. Training and assessment in the application of ATS procedures may include the use of part task and full task training on simulators that do not replicate the operational environment to a high level of reality. The success of this training, that is, the results of written or oral assessments and, where appropriate, practical exercises should be assessed before progression to the next phase of training.

Pre-On-the-Job-Training

Pre-OJT is the phase of training during which students/trainees will integrate all previously learned procedures and routines, including national ATS procedures, into the decision making process and learn to allocate priority. The Pre-OJT phase is only conducted where a unit has a simulator that accurately replicates the operational environment. The term "exceptionally high level of achievement" is taken to mean that the simulator time will substitute for part of the OJT, for example the first 100 hours. Substituting simulator training for OJT has the advantages of freeing up operational training slots and enabling the student to operate in a realistic operational environment with considerable autonomy without any impact on operational efficiency or safety. Students who have undergone Pre-OJT training should be better equipped to benefit from the OJT and to adapt to the operational environment.

On-the-Job-Training (OJT)

During this phase students/trainees will be providing an air traffic control service under the supervision of an On-the-Job-Training Instructor (OJTI) who must hold a valid rating appropriate to the service being provided.

All phases of training must be reported upon and assessed before the student/trainee commences the next phase, and particularly OJT. Reports of these assessments must be included in the student/trainee records and be available for audit by the Civil Aviation Administration - Denmark.

The unit training plan must be approved by the Civil Aviation Administration - Denmark and should be fully documented, indicating:

- The objectives of the training.
- The training processes by which the objectives will be met.
- The assessment process by which progress will be judged.
- The minimum training time and the maximum time in which student and/or trainee personnel are expected to achieve the objectives of the training.
- The process by which successful completion of OJT is to be judged.
- The assessment process for ongoing competency.

Suggested minimum content of the Unit Training Plan:

- Organisation of Training and Personnel Responsibilities.
- Training Plan Structure and Time Periods.
- Training in Unusual Circumstances and Aircraft Emergencies.
- Assessments.
- ProFiciency Check.
- Training Records.

Organisation of Training and Personnel Responsibilities:

- A organisational tree of the training structure.
- The job titles, roles and responsibilities of persons involved in
 - training policy and its application,
 - transitional and pre OJT training,
 - OJT and
 - ProFiciency Checks.
- Details of the process by which the competence and ongoing competence of OJTIs, Assessors and CTI are met.
- A brief statement of any other unit policies if they are material to the unit training.
- Details of the process for reviewing the UTP, including any documentation to be used.

Training Plan Structure and Time Periods:

- An overview of the UTP identifying the structure in terms of Transitional training, Pre- OJT, OJT and Refresher training and training in Unusual situations.
- Details of the transitional training.
- Details of the pre-OJT.
- Details of the OJT.

- Details of the Refresher training and training in Unusual situations program.

Training in Unusual Circumstances and Aircraft Emergencies:

- Site specific emergency training given to trainees before a unit endorsement examination.
- Site specific emergency training given routinely prior to each certification of competence for renewal of a unit endorsement

Assessment:

- The occasions upon which trainees will be assessed.
- The methods by which the assessments will be carried out.
- Unit specific responsibilities of OJTIs, Assessors and CTI in the assessment process.
- The process to be followed when a trainee is shown to be making less than satisfactory progress, particularly in respect of remedial training.

ProFiciency Check:

- An overview of the PFC indicating
 - the methods used,
 - the assessment procedure and
 - the pass or fail criteria.
- The process to be followed in case of PFC failure.
- The process of renewing the unit endorsement.

Training Records:

- Complete training records for students/trainees to cover all phases of the UTP:
 - Transitional OJT
 - Pre-OJT
 - OJT and
 - all assessments including PFC.
- Participation in the Refresher Training and Training in Unusual Situations.

Refresher Training and Training in Unusual/Emergency Situations

Refresher training is not meant to be just another training course. Qualified license holders will obviously have received training appropriate to a Rating and/or Endorsement prior to licensing. Refresher training is intended to ensure that knowledge and skills are maintained and updated on a regular basis. Refresher training can be of short duration, and can be well focused and task specific. It should cover both practical skills and theoretical knowledge.

ATS providers may choose to develop a core training plan appropriate for all staff at the unit, supplemented by training applicable to the ratings and endorsements held by each license-holder or to specific operational positions or functions performed by staff. If all license holders hold ratings and rating- and unit license endorsements for all positions at the unit and perform similar functions, a single training plan applicable to all the ratings and functions at the unit may be more appropriate.

Duration of Training

Training, which ideally should be site/rating specific, should include both theoretical training and practical training where simulation exercises are used.

The program which must be approved by the Civil Aviation Administration - Denmark must have duration of not less than 2 days.

Training Content

Theoretical Training

The objective of the refresher course is to ensure that the controller has a fully up-to-date knowledge of all need-to-know topics in relation to day to day operations.

Topics which must be covered are:

- Significant topics from relevant ICAO Annexes/Docs, AIP, national and unit specific manuals,
- use of standard phraseology,
- ATC clearances and instructions,
- read-back procedures,
- standard operation procedures,
- coordination,
- LOAs,
- factors affecting aircraft performance,
- items that have changed since the participant last received a training course,
- handling of unusual/emergency situations, ASSIST poster content,
- meteorological phenomena e.g. wind shear, icing and turbulence,
- contingency plans,
- degraded equipment and
- Team Resource Management e.g. situation awareness, leadership and stress management.

Practical Training

The objective of the practical training is to ensure that staff involved in the provision of an flight information service are trained to recognize and handle emergency occurrences and unusual situations.

It should also allow staff operating at less used units to regain capacity adequate for busier situations.

The topics that should be addressed in the practical training includes:

- Aircraft emergencies.
- Incident/conflict resolution.
- ATS facility evacuation.
- Partial/total staff incapacitation.
- Failure of equipment.
- Unusual operating configurations, e.g. reduced runway length operations, closed runway operations, non-standard sector configurations, operations in adverse weather conditions.

Ideally the practical training will include a variety of exercises from which a selection are undertaken by participants.

At least 4 different types of emergencies, a situation of degraded equipment and an unusual operating configuration must be trained by each participant.

Records should clearly indicate which exercises have been completed. Where possible, future exercises should be selected to avoid repetition of the same or similar exercise to the exclusion of others and to ensure exposure to the broadest possible range of training scenarios.

Sources

The practical training element may consist of simulator exercises, practice drills and simulated emergencies and unusual situations utilizing live aircraft.

There is a variety of sources that may be available for reference and training material, for example:

- Video plans may be of value, particularly those showing aircraft flight deck procedures.
- Liaison visits with local aircraft operators and familiarization flights.
- Liaison visits with adjacent aerodromes, ATS units, emergency services.
- Consultation with typical operators who receive a service from the unit.
- Incident and accident summaries and reports.
- Participation in line-orientated flying training (LOFT).
- Simulator exercises.
- Table-top exercises.

The training plan must be reviewed periodically to ensure that they still adequately meet the scheme objectives. Lessons learned from an actual unusual event or aircraft emergency should be reviewed and the training plan amended if considered necessary.