

## BL 6-96

# Regulations on theoretical training for student FIS licence etc.

**Edition 4, 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:

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1.5 The document mentioned in paragraph 1.3 may be downloaded from the Civil Aviation Administration - Denmark's homepage [www.slv.dk](http://www.slv.dk) and may also be bought on application to the Civil Aviation Administration - Denmark, cf. paragraph 1.4.

### 1. Reference documents

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

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

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

1.4 The documents mentioned in paragraphs 1.1-1.2 can be downloaded from the Civil Aviation Administration - Denmark's homepage [www.slv.dk](http://www.slv.dk) and from Retsinformation's (Legal Information's) homepage [www.retsinfo](http://www.retsinfo). The documents can further be bought on application to

Civil Aviation Administration - Denmark  
Service Centre  
P.O. Box 744  
Ellebjergvej 50  
DK-2450 Copenhagen SV

### 2. Applicability

This BL lays down regulations on

- a. permission to run aviation training institutions for theoretical training for obtaining student FIS licence,
- b. the responsibilities of the aviation training institutions, the Head of Training and the Chief Training Instructor, and
- c. theoretical training for obtaining student FIS licence, cf. BL 6-71.

### 3. Responsibility

- 3.1 The aviation training institute 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 there is documentation for each student for the training the student has undertaken at the aviation training institute and for the results obtained during training,
- b. that the documentation is kept by the aviation training institute for at least 2 years after finalising the training,
- c. that the Civil Aviation Administration - Denmark is informed immediately if the basis for the aviation training institute's permission is no longer present,
- d. that training is performed in suitable premises,
- e. that training plans are prepared, updated and submitted to the Civil Aviation Administration - Denmark and that detailed syllabus are prepared,
- f. that training is performed by qualified instructors, cf. BL 6-99,
- g. that training is arranged so that the student benefits mostly from it,
- h. that the content and extent of the training is otherwise in accordance with the training plans and the regulations stipulated by the Civil Aviation Administration - Denmark for the training in question, and
- i. that a certificate is issued stating that the student has undertaken the theoretical training with a satisfactory result at the aviation training institute in question.

#### **4. Permission to run aviation training institutes**

4.1 An aviation training institute covered by this BL may only be run after permission from the Civil Aviation Administration - Denmark.

4.2 Application for permission to run an aviation training institute shall be accompanied by a training manual describing the institute's

- a. name and address as well as information on who is financially responsible for the institute. If this is a limited or a private company, a transcript from the Commerce and Companies Agency must be attached. If the institute 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 training plans shall be submitted describing how the training for which approval is applied for by the institute 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 a library containing the textbooks covering the training applied for,
- f. submitting training plans that can be approved by the Civil Aviation Administration - Denmark, and
- g. being able to run the business properly.

4.3.1 If more chief training instructors are to be approved for the training, the Civil Aviation Administration - Denmark may require the institute to appoint a Head of Training (HT) who shall attend to co-ordination and standardisation of the training. The Head of Training shall be approved by the Civil Aviation Administration - Denmark, cf. BL 6-99.

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 inspection. 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. With a view to estimating the economy of the aviation training institute the Civil Aviation Administration -

Denmark may require the institute's accounts submitted for review.

- c. Establishment of joint running with other aviation training institutes must not be made without the permission of the Civil Aviation Administration - Denmark.
- d. 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.
- e. 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 theoretical training required by the Civil Aviation Administration - Denmark to obtain student 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 theoretical training for obtaining student FIS licence shall be repealed if the aviation training institute no longer employs a Head of Training and/or 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 bankruptcy 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 The theoretical training for student FIS licence consists of a basic training (phase 1) and a rating and endorsement specialised training (phase 2).

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

5.1.2 The following shall apply to synthetic training:

- a. The instructor shall brief the student about the theoretical aspects of the session before each session.
- b. The instructor shall debrief after each session.
- c. After each session completed by the student, a daily log shall be kept containing information on number of hours on the relevant simulator as well as comments regarding the progress of the training. The daily log shall be signed by the student and the instructor.

5.2 Examination in other subjects than synthetic training shall be made as written tests prescribed by the Civil Aviation Administration - Denmark.

5.2.1 In order to achieve a pass in a written test at least 75% of the answers must be given correctly.

5.3 Assessment in synthetic training shall be made as a daily evaluation supplemented with achievement reports for each essential part of the course. The assessment shall be concluded with a final achievement report containing an evaluation stating whether the student has achieved the necessary skills.

5.3.1 Having concluded the synthetic training the student must be able to exercise the relevant rating of flight information service on a simulator relevant for the training and within the simulator's limitations, in accordance with the regulations stipulated by the Civil Aviation Administration - Denmark for such exercise.

5.4 Certificate for passed theoretical tests, including synthetic training, shall be issued and signed by the chief training instructor who has sent the student up for examination.

5.4.1 The certificate shall contain information on the date of concluding the theoretical training.

5.5 The passed theoretical tests shall remain valid for two years after the date when the theoretical training was concluded.

## **6. 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.

## **7. 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.

## **8. Punishment**

8.1 Violation of the regulations in paragraphs 4.1, 4.4 and 5.1.2 will be punished with fine.

8.2 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.

## **9. Implementation**

9.1 This BL comes into force on 1 December 2004.

9.2 At the same time BL 6-96, 3 edition of 10 June 2002 is repealed.

## **10. Temporary provisions**

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

10.2 Theoretical 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.

10.3 Theoretical 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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