



Date : 2023/1/22 التاريخ :

Ref: 2023/001/SUPDT-R/41 الإشارة :

All KCASR Stakeholders and Users

Sub.: Regulatory Circular No. 2023-02.

Revision Number 5 to Kuwait Civil Aviation Safety Regulations - KCASR 1 - PERSONNEL LICENSING PART ATCO - (AIR TRAFFIC CONTROL) LICENSING & MEDICAL PART ATCO - (AIR TRAFFIC CONTROL) LICENSING & MEDICAL (AMC&GM).

Dear Sir,

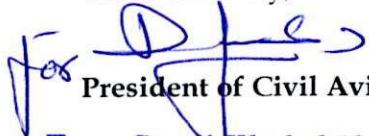
Please find enclosed herewith the regulatory circular No. 2023-02 regarding the issuance of KCASR 1 - PERSONNEL LICENSING PART ATCO - (AIR TRAFFIC CONTROL) LICENSING & MEDICAL PART ATCO - (AIR TRAFFIC CONTROL) LICENSING & MEDICAL (AMC&GM) Rev. 5. This is for your information and distribution to all concerned departments.

Up to date KCASR Parts are published on the DGCA/ASD website (<https://kcasr.dgca.gov.kw>).

If required, the DGCA/Aviation Safety Department personnel are available to answer your questions on the interpretation and intended implementation of the proposed amendments.

KCASR 1 - PERSONNEL LICENSING PART ATCO - (AIR TRAFFIC CONTROL) LICENSING & MEDICAL PART ATCO - (AIR TRAFFIC CONTROL) LICENSING & MEDICAL (AMC&GM) Rev. 5 will be in effect from 01/Mar/2023.

Yours Sincerely,


President of Civil Aviation.

Engr. Duaij Khalaf Al-Otaibi
Deputy Director General
for Aviation Safety, Aviation Security
& Air Transport Affairs

CC: **President of Civil Aviation.**
Dy. Dir. Gen. Kuwait. Intel. Airport Affairs.
Dy. Dir. Gen. for Air Navigation Services Affairs.
Safety Management Coordination Center (SMCC).
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Date : 2023/1/22 التاريخ :

Ref : 2023/002/SUPDT-R/41 الإشارة :

REGULATORY CIRCULAR (NO. 2023-02)

Subject:

Notice of Amendment to Kuwait Civil Aviation Safety Regulations KCASR (issue 4).

Purpose:

The purpose of this Regulatory Circular No. **2023-02** is to Amend KCASR 1 - PERSONNEL LICENSING PART ATCO - (AIR TRAFFIC CONTROL) LICENSING & MEDICAL PART ATCO - (AIR TRAFFIC CONTROL) LICENSING & MEDICAL (AMC&GM) (issue 4) .

This Regulatory Circular No. **2023-02** is based on (NPA) No. 2022-16 dated on 12/Dec/2022

Revisions:

This amendment will be included in revision (5) of KCASR 1 - PERSONNEL LICENSING PART ATCO - (AIR TRAFFIC CONTROL) LICENSING & MEDICAL PART ATCO - (AIR TRAFFIC CONTROL) LICENSING & MEDICAL (AMC&GM).

Regulatory Requirements:

This amendment shall apply to the following Organizations approved by the Directorate General of Civil Aviation (DGCA) or authorized to operate within the State of Kuwait:

1. Approved Maintenance Organizations (AMO) Holders;
2. Air Navigation Service Providers;
3. Air Operator Certificate (AOC) & Private Operator Certificate (POC) Holders;
4. Airport Operators;
5. Ground Handling Service Providers;
6. Flying Training Organizations;
7. All users of KCASRs.

Effective Date:

This new revision will be in effect from.

Required Action:

All users of KCASR are required to comply with the provisions contained within this amendment from the effective date **01/Mar/2023**.

President of Civil Aviation
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Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical



Kuwait Civil Aviation Safety Regulations

KCASR 1 – PERSONNEL LICENSING

PART ATCO - (AIR TRAFFIC CONTROL) LICENSING & MEDICAL

PART ATCO - (AIR TRAFFIC CONTROL) LICENSING & MEDICAL (AMC&GM)

Issue 4	Revision 5	Jan 2023	Page 1 of 93
---------	------------	----------	--------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

Contents

Amendment Record	5
COVER REGULATION.....	7
Article 2 Subject matter and scope	7
Article 3 Definitions	8
Article 4 Competent authority	10
For the purpose of this Regulation, the competent authority for ATCO Licensing and medical matters; and for the certification of training organisations whose principal place of operation and, if any, its registered office, is in the State of Kuwait, shall be the Kuwait DGCA/ASD – Personnel Licensing Division.	10
CHAPTER I	11
PART ATCO	11
SUBPART A — GENERAL REQUIREMENTS	11
ATCO.A.001 Scope.....	11
ATCO.A.005 Application for the issue of licences, ratings and endorsements	11
ATCO.A.010 Conversion of Foreign Licence	11
ATCO.A.015 Exercise of the privileges of licences and provisional inability	12
ATCO.A.020 Revocation and suspension of licences, ratings and endorsements	12
SUBPART B — LICENCES, RATINGS AND ENDORSEMENTS	14
ATCO.B.001 Student air traffic controller licence	14
ATCO.B.005 Air traffic controller licence	14
ATCO.B.010 Air traffic controller ratings.....	15
ATCO.B.015 Rating endorsements	16
ATCO.B.020 Unit endorsements	17
ATCO.B.025 Unit competence scheme	18
ATCO.B.030 Language proficiency endorsement	22
ATCO.B.035 Validity of language proficiency endorsement	22
ATCO.B.040 Assessment of language proficiency.....	23
ATCO.B.045 Language training.....	25
SUBPART C — REQUIREMENTS FOR INSTRUCTORS AND ASSESSORS.....	26
SECTION 1 INSTRUCTORS.....	26
ATCO.C.001 Theoretical instructors	26
ATCO.C.005 Practical instructors	26
ATCO.C.010 On-the-job training instructor (OJTI) privileges	26
ATCO.C.015 Application for on-the-job training instructor endorsement	27
ATCO.C.020 Validity of on-the-job training instructor endorsement	27
ATCO.C.025 Temporary OJTI authorisation.....	28
ATCO.C.030 Synthetic training device instructor (STDI) privileges.....	28
ATCO.C.035 Application for synthetic training device instructor endorsement	29
ATCO.C.040 Validity of synthetic training device instructor endorsement	29
SECTION 2 ASSESSORS	31
ATCO.C.045 Assessor privileges	31
ATCO.C.050 Vested interests.....	32
ATCO.C.055 Application for assessor endorsement.....	32
ATCO.C.060 Validity of assessor endorsement.....	32
ATCO.C.065 Temporary assessor authorisation.....	33
SUBPART D — AIR TRAFFIC CONTROLLER TRAINING	34
SECTION 1 GENERAL REQUIREMENTS.....	34
ATCO.D.001 Objectives of air traffic controller training	34
ATCO.D.005 Types of air traffic controller training	34

Issue 4	Revision 5	Jan 2023	Page 2 of 93
----------------	-------------------	-----------------	---------------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

SECTION 2	36
ATCO.D.010 Composition of initial training	36
ATCO.D.015 Initial training plan	37
ATCO.D.020 Basic and rating training courses	37
ATCO.D.025 Basic training examinations and assessment	37
ATCO.D.030 Basic training performance objectives	38
ATCO.D.035 Rating training examinations and assessment	38
ATCO.D.040 Rating training performance objectives	38
SECTION 3	40
ATCO.D.045 Composition of unit training	40
ATCO.D.050 Prerequisites of unit training	41
ATCO.D.055 Unit training plan	41
ATCO.D.060 Unit endorsement course	43
ATCO.D.065 Demonstration of theoretical knowledge and understanding	43
ATCO.D.070 Assessments during unit endorsement courses	44
SECTION 4 CONTINUATION	46
TRAINING REQUIREMENTS	46
ATCO.D.075 Continuation training	46
ATCO.D.080 Refresher training	46
ATCO.D.085 Conversion training	47
SECTION 5	48
ATCO.D.090 Training of practical instructors	48
ATCO.D.095 Training of assessors	49
APPENDIX 1 OF CHAPTER I	51
CHAPTER II	57
PART ATCO.AR	57
REQUIREMENTS FOR KUWAIT DGCA	57
SUBPART A — GENERAL REQUIREMENTS	57
ATCO.AR.A.001 Scope	57
ATCO.AR.A.005 Personnel	57
ATCO.AR.A.010 Tasks of Kuwait DGCA	58
ATCO.AR.A.015 Means of compliance	58
SUBPART B — MANAGEMENT	59
ATCO.AR.B.001 Management system	59
ATCO.AR.B.015 Record keeping	59
SUBPART C	61
INTENTIONALLY LEFT BLANK	61
SUBPART D — ISSUE, REVALIDATION, RENEWAL, SUSPENSION AND REVOCATION OF LICENCES, RATINGS, ENDORSEMENTS AND AUTHORISATIONS	62
ATCO.AR.D.001 Procedure for the issue, revalidation and renewal of licences, ratings, endorsements and authorisations	62
ATCO.AR.D.005 Revocation and suspension of licences, ratings and endorsements	63
SUBPART E — CERTIFICATION PROCEDURE FOR AIR TRAFFIC CONTROLLER TRAINING ORGANISATIONS	64
ATCO.AR.E.001 Application and certification procedure for training organisations	64
ATCO.AR.E.005 Approval of training courses and training plans	64
ATCO.AR.E.010 Changes to the training organisations	65
ATCO.AR.E.015 Findings and corrective actions	66
APPENDIX 1 OF CHAPTER II	68
FORMAT Specification FOR LICENCE	68
AIR TRAFFIC CONTROLLER LICENCE	68
APPENDIX 2 OF CHAPTER II	75
Specifications for the certificates of training organisations	75

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

CHAPTER III	76
PART ATCO.OR.....	76
SUBPART A – GENERAL REQUIREMENTS	76
ATCO.OR.A.001 Scope	76
SUBPART B — REQUIREMENTS FOR AIR TRAFFIC CONTROLLER TRAINING ORGANISATIONS	77
ATCO.OR.B.001 Application for a training organisation certificate	77
ATCO.OR.B.005 Means of compliance	77
ATCO.OR.B.010 Terms of approval and privileges of a training organisation certificate	78
ATCO.OR.B.015 Changes to the training organisation	78
ATCO.OR.B.020 Continued validity	79
ATCO.OR.B.025 Access to training organisations' facilities and data.....	80
ATCO.OR.B.030 Findings	80
ATCO.OR.B.040 Occurrence reporting.....	80
SUBPART C — MANAGEMENT OF AIR TRAFFIC CONTROLLER TRAINING ORGANISATIONS	81
ATCO.OR.C.001 Management system of training organisations	81
ATCO.OR.C.005 Contracted activities.....	85
ATCO.OR.C.010 Personnel requirements	86
ATCO.OR.C.015 Facilities and equipment	87
ATCO.OR.C.020 Record keeping	89
ATCO.OR.C.025 Funding.....	90
SUBPART D – REQUIREMENTS FOR TRAINING COURSES AND TRAINING PLANS	91
ATCO.OR.D.001 Requirements for training courses and training plans	91
ATCO.OR.D.005 Examination and assessment results and certificates.....	91
CHAPTER IV	92
PART ATCO.MED.....	92

Amendment Record

[illegible]

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ATCO (Air Traffic Control) Licensing & Medical</i>

Control of this Document

DC.1 Introduction

DC.1.1 Pursuant to Law No (30) of the year 1960 and subsequent Ministerial Decisions No (3) of the year 1986, No (18) of the year 1990, and No (3) of the year 1996, based upon that Law and as reflected in the Preamble to the Kuwait Civil Aviation Safety Regulations, Issue 3, Rev.0, August 2013, the President of the Kuwait Directorate General of Civil Aviation is empowered to adopt and amend Kuwait Civil Aviation Safety Regulations. In accordance herewith, the following Regulation is hereby established for compliance by all persons concerned. This Regulation shall be known as KCASR 1 – Personnel Licensing and any reference to this title shall mean referring to these regulations governing the requirements to be met for the certification of personnel licensing.

DC.2 Authority for this Regulation

DC.2.1 This KCASR 1 – Personnel Licensing is issued on the authority of the President of the Kuwait Directorate General of Civil Aviation

DC.3 Applicability

DC.3.1 This KCASR 1 – Personnel Licensing is applicable to the aviation industry of the State of Kuwait.

DC.4 Scope

DC.4.1 KCASR 1 Personnel Licensing contains the personnel licensing regulations of the State of Kuwait and shows compliance with ICAO Annex 1. The regulations in KCASR 1 are separated into the following parts with cross references between parts

where applicable.

- Part ARA Authority Requirements for Aircrew
- Part ORA Organisational Requirements for Aircrew
- Part FCL Flight Crew Licensing
- Part CC Cabin Crew
- Part FOO/FD Flight Operation Officer and Flight Dispatcher
- Part MED Medical
- Part 66 Aircraft Maintenance Engineer Licence
- Part 147 Approved Training Organisations
- **Part ATCO (Air Traffic Control) Licensing and Medical**

DC.5 Definitions

DC.5.1 Terms not defined shall have the meaning given to them in the relevant legal instruments or international legal instruments in which they appear, especially as they appear in the Convention and its Annexes.

Issue 4	Revision 5	Jan 2023	Page 6 of 93
---------	------------	----------	--------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

COVER REGULATION

Article 1: Objective

The objective of this Regulation is to increase safety standards and to improve the operation of the air traffic control system within the State of Kuwait through the issuing of an air traffic controller licence based on common licensing requirements.

Article 2 Subject matter and scope

1. This Regulation lays down detailed rules for:
 - (a) 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;
 - (b) 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;
 - (c) The certification of air traffic controller training organisations;
 - (d) The conditions for validating revalidating, renewing and using such licences, ratings, endorsements and certificates.
2. This Regulation shall apply to:
 - (a) Student air traffic controllers and air traffic controllers exercising their functions within the scope of KCASR 11
 - (b) Persons and organisations involved in the licensing, training, testing and checking of applicants in accordance with this Regulation.

Air traffic control services within the scope of KCASR 11 and its parts shall only be provided by air traffic controllers licensed in accordance with this Regulation.

Throughout this regulation the term 'Kuwait DGCA' shall mean the regulatory (competent authority) element of the organisation only. Where this regulation addresses the other parts of the Kuwait DGCA which provide Air Traffic Services and associated services it does so using the terms 'Air Traffic Service Providers (ATSP)' and 'providers'.

Issue 4	Revision 5	Jan 2023	Page 7 of 93
---------	------------	----------	--------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

Article 3 Definitions

For the purposes of this Regulation, the following definitions shall apply:

- (1) **‘Abnormal Situation’** means circumstances, including degraded situations, which are neither routinely nor commonly experienced and for which an air traffic controller has not developed automatic skills;
- (2) **‘Acceptable Means of Compliance (AMC)’** means non-binding standards adopted by Kuwait DGCA to illustrate means by which to establish compliance with this Regulation.
- (3) **‘Air Traffic Control (ATC) service’** means a service provided for the purpose of:
 - (a) preventing collisions:
 - between aircraft, and
 - in the manoeuvring area between aircraft and obstructions; and
 - (b) expediting and maintaining an orderly flow of air traffic;
- (4) **‘Air Traffic Service Providers’** means any public or private entity providing air traffic control services for general air traffic;
- (5) **‘Air Traffic Control (ATC) unit’** means a generic term meaning variously, area control centre, approach control unit or aerodrome control tower;
- (6) **‘Alternative Means of Compliance’** means an alternative to an existing AMC or a new means to establish compliance with this Regulation for which no associated AMC have been adopted by Kuwait DGCA;
- (7) **‘Assessment’** means 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;
- (8) **‘Assessor Endorsement’** means the authorisation 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;
- (9) **‘Critical Incident Stress’** means the manifestation of unusual and/or extreme emotional, physical and/or behavioural reactions in an individual following an unexpected event, an accident, an incident or serious incident;
- (10) **‘Emergency Situation’** means a serious and dangerous situation requiring immediate actions;
- (11) **‘Examination’** means a formalised test evaluating the person's knowledge and understanding;
- (12) **‘General Air Traffic’** means all movements of civil aircraft, as well as all movements of State aircraft (including military, customs and police aircraft) when these movements are carried out in conformity with the procedures of the ICAO;
- (13) **‘Guidance Material (GM)’** means non-binding material developed by Kuwait DGCA that helps to illustrate the meaning of a requirement or specification and is used to support the interpretation of this Regulation and its AMC;
- (14) **‘ICAO Location Indicator’** means the four-letter code group formulated in accordance with the rules prescribed by ICAO in its manual 'DOC 7910' in its latest updated version and assigned to the location of an aeronautical fixed station;
- (15) **‘Language Proficiency Endorsement’** means the statement entered on and forming part of a licence, indicating the language proficiency of the holder;

Issue 4	Revision 5	Jan 2023	Page 8 of 93
----------------	-------------------	-----------------	---------------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

- (16) **‘Licence’** means 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;
- (17) **‘On-The-Job Training Instruction’** means 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;
- (18) **‘On-The-Job Training Instructor (OJTI) Endorsement’** means the authorisation 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;
- (19) **‘Part-Task Trainer (PTT)’** means a synthetic training device to provide training for specific and selected operational tasks without requiring the learner to practise all of the tasks which are normally associated with a fully operational environment;
- (20) **‘Performance Objective’** means a clear and unambiguous statement of the performance expected of the person undertaking the training, the conditions under which the performance takes place and the standards that the person undertaking training should meet;
- (21) **‘Provisional Inability’** means a temporary state in which the licence holder is prevented from exercising the privileges of the licence when ratings, endorsements and his/her medical certificate are valid;
- (22) **‘Psychoactive Substance’** means alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas caffeine and tobacco are excluded;
- (23) **‘Rating Endorsement’** means the authorisation entered on and forming part of a licence, indicating the specific conditions, privileges or limitations pertaining to the relevant rating;
- (24) **‘Renewal’** means 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;
- (25) **‘Revalidation’** means 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 requirements;
- (26) **‘Sector’** means a part of a control area and/or part of a flight information region or upper region;
- (27) **‘Simulator’** means a synthetic training device that presents the important features of the real operational environment and reproduces the operational conditions under which the person undertaking training can practice real-time tasks directly;
- (28) **‘Synthetic Training Device’** means any type of device by which operational conditions are simulated, including simulators and part-task trainers;
- (29) **‘Synthetic Training Device Instructor (STDI) Endorsement’** means the authorisation entered on and forming part of a licence, indicating the competence of the holder to give instruction on synthetic training devices;
- (30) **‘Training’** means the entirety of theoretical courses, practical exercises, including simulation, and on-the-job training required in order to acquire and maintain the skills to deliver safe, high quality air traffic control services; it consists of:
- (a) Initial training, providing basic and rating training, leading to the grant of a student licence,
 - (b) Unit training, including transitional training prior to on- the-job training and on-the-job training, leading to the grant of an air traffic controller licence,
 - (c) Continuation training, keeping the endorsements of the licence valid,

Issue 4	Revision 5	Jan 2023	Page 9 of 93
---------	------------	----------	--------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

- (d) Training of on-the-job training instructors, leading to the grant of the instructor endorsement,
(e) Training of licence holders entitled to act as competence examiners and/or competence assessors;
- (31) **‘Training Organisation’** means an organisation which has been certified by the Kuwait DGCA to provide one or more types of training;
- (32) **‘Unit Endorsement’** means the authorisation 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;
- (33) **‘Unit Competence Scheme’** means an approved scheme indicating the method by which the unit maintains the competence of its licence holders;
- (34) **‘Validation’** means 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.
- (35) **‘Unit Training Plan’** means an approved plan detailing the processes and timing required to allow the unit procedures to be applied to the local area under the supervision of an on-the-job-training instructor.

AMC1 Article 3(1) Definitions

ABNORMAL SITUATION

Abnormal situations may include:

- (a) Circumstances arising from human error or violation of rules both within the ATC and aircraft operation;
- (b) Serious weather or volcanic perturbations; and
- (c) Technical system failures or malfunctions of aircraft and/or ATC ground-based systems.

GM1 Article 3(7) Definitions

ASSESSMENT

The formative evaluation of practical skills during training should not be considered as an assessment.

Article 4 Competent authority

For the purpose of this Regulation, the competent authority for ATCO Licensing and medical matters; and for the certification of training organisations whose principal place of operation and, if any, its registered office, is in the State of Kuwait, shall be the Kuwait DGCA/ASD – Personnel Licensing Division.

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

CHAPTER I

PART ATCO REQUIREMENTS FOR THE LICENSING OF AIR TRAFFIC CONTROLLERS

SUBPART A — GENERAL REQUIREMENTS

ATCO.A.001 Scope

This Part, set out in this CHAPTER, establishes the requirements for the issue, revocation and suspension of student air traffic controller licences and air traffic controller licences, their associated ratings and endorsements, and the conditions of their validity and use.

ATCO.A.005 Application for the issue of licences, ratings and endorsements

- An application for the issue of licences, ratings and endorsements shall be submitted to the Kuwait DGCA in accordance with the procedure established by Kuwait DGCA.
- The application shall be accompanied by evidence that the applicant is competent to act as an air traffic controller or as a student air traffic controller in accordance with the requirements established in this Regulation. The evidence demonstrating the applicant's competence shall relate to knowledge, experience, skills and linguistic proficiency.
- The licence shall remain the property of the person to whom it is issued, unless it is revoked by Kuwait DGCA. The licence holder shall sign the licence.
- The licence shall specify all relevant information related to the privileges that are granted by the licence and shall comply with the requirements in Appendix 1 of CHAPTER II.

ATCO.A.010 Conversion of Foreign Licence

- A foreign ATC Licence and associated ratings, issued by an ICAO Contracting State may be converted to a Kuwait DGCA issued Air Traffic Controllers licence subject to meeting the requirements in this part.
- The application for the conversion of a foreign ATC licence shall be made by a Kuwait ANSP/ ATC unit after ensuring the following requirements:
 - The foreign ATC licence has been issued by an ICAO Contracting State
 - The foreign licence is not suspended nor revoked.
 - The foreign licence has been endorsed with the ATC rating that will be applied for by the Kuwait ANSP/ ATC unit.
 - The foreign ATC licence holder holds a medical corresponding to the foreign ATC licence
 - The foreign licence is endorsed with a valid ELP level 4 or higher.
 - The application for licence conversion is accompanied by a "Licence verification letter" issued by the foreign aviation authority that issued the foreign licence.

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

GM1 ATCO.A.010 (b) Foreign Licence Conversion

DGCA/ASD expects that the ATS unit conducts exhaustive evaluations of any foreign ATCOs prior to applying for the licence conversion such as rating validations, experiences and disciplinary records.

ATCO.A.015 Exercise of the privileges of licences and provisional inability

- The exercise of the privileges granted by a licence shall be dependent on the validity of the ratings, endorsements and of the medical certificate.
- Licence holders shall not exercise the privileges of their licence when having doubts of being able to safely exercise the privileges of the licence and shall in such cases immediately notify the relevant Air Traffic Service provider of the provisional inability to exercise the privileges of their licence.
- Air Traffic Service providers may declare the provisional inability of the licence holder if they become aware of any doubt concerning the ability of the licence holder to safely exercise the privileges of the licence.
- Air Traffic Service providers shall develop and implement objective, transparent and non-discriminatory procedures to enable licence holders declaring provisional inability to exercise the privileges of their licence in accordance with point (b), to declare the provisional inability of the licence holder in accordance with point (c), to manage the operational impact of provisional inability cases and to inform Kuwait DGCA as defined in that procedure.
- The procedures referred to in point (d) shall be included in the unit competence scheme according to ATCO.B.025(a)(13).

GM1 ATCO.A.015(b) Exercise of the privileges of licences and provisional inability

GROUND FOR PROVISIONAL INABILITY

Examples of grounds for doubting the ability to safely exercise the privileges of the licence may be that the licence holder is under the influence of psychoactive substances;

- Unfit to perform the duties due to injury, fatigue, sickness, stress, including critical incident stress or other similar causes;
- Not meeting all the competence-related requirements set out in the unit competence scheme.

GM1 ATCO.A.015(d) Exercise of the privileges of licences and provisional inability

PROCEDURES

The procedures developed and implemented to enable licence holders declaring provisional inability to exercise the privileges of their licence, to manage the operational impact of provisional inability cases and to inform the Kuwait DGCA, should include but are not limited to:

- The processes to declare and terminate provisional inability;*
- An indicative list of cases when the authority shall be informed of the declaration or termination of the provisional inability;*
- The processes to inform the authority; and*
- The mitigating measures to be implemented to ensure sufficient capacity and the continuity of the service.*

ATCO.A.020 Revocation and suspension of licences, ratings and endorsements

Issue 4	Revision 5	Jan 2023	Page 12 of 93
---------	------------	----------	---------------

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ATCO (Air Traffic Control) Licensing & Medical</i>

- (a) Licences, ratings and endorsements may be suspended or revoked by the Kuwait DGCA according to ATCO.AR.D.005 when the licence holder does not comply with the requirements of this Part.
- (b) When the licence holder has his/her licence revoked, he/she shall immediately return the licence to the Kuwait DGCA according to the administrative procedures established by the authority.
- (c) With the issue of the air traffic controller licence, the student air traffic controller licence is revoked and shall be returned to Kuwait DGCA.

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

SUBPART B — LICENCES, RATINGS AND ENDORSEMENTS

ATCO.B.001 Student air traffic controller licence

- (a) Holders of a student air traffic controller licence shall be authorised to provide air traffic control services in accordance with the rating(s) and rating endorsement(s) contained in their licence under the supervision of an on-the-job training instructor and to undertake training for rating endorsement(s).
- (b) Applicants for the issue of a student air traffic controller licence shall:
 - (1) Be at least 18 years old;
 - (2) Hold at least a diploma granting access to university or equivalent, or any other secondary education qualification, which enables them to complete air traffic controller training;
 - (3) Have successfully completed Kuwait DGCA approved initial training relevant to the rating, and if applicable, to the rating endorsement, as set out in Part ATCO, Subpart D, Section 2;
 - (4) Hold a valid medical certificate;
 - (5) Have demonstrated an adequate level of language proficiency in accordance with the requirements set out in ATCO.B.030.
- (c) The student air traffic controller licence shall contain the language endorsement(s) and at least one rating and, if applicable, one rating endorsement.
- (d) The holder of a student air traffic controller licence who has not started exercising the privileges of that licence within one year from the date of its issue or has interrupted exercising those privileges for a period of more than one year may only start or continue unit training in that rating after an assessment of his/her previous competence, conducted by a training organisation satisfying the requirements laid down in CHAPTER III (Part ATCO.OR) and certified to provide initial training relevant to the rating, as to whether he/she continues to satisfy the requirements relevant to that rating, and after satisfying any training requirements resulting from this assessment.

GM1 ATCO.B.001(b) Student air traffic controller licence

MATURITY OF AIR TRAFFIC CONTROLLERS

Persons who wish to undertake air traffic controller training at a training organisation satisfying the requirements laid down in CHAPTER III (Part ATCO.OR) should be educationally, physically and mentally sufficiently mature. In order to assess their ability to complete air traffic controller training, training organisations may conduct aptitude assessments and/or set out educational or similar requirements which could serve as a prerequisite for commencing air traffic controller training.

AMC1 ATCO.B.001(d) Student air traffic controller licence

ASSESSMENT OF PREVIOUS COMPETENCE

When establishing previous competence in a rating, the assessment should be based on the requirements set out in Part ATCO, Subpart D, Section 2.

ATCO.B.005 Air traffic controller licence

- (a) Holders of an air traffic controller licence shall be authorised to provide air traffic control services in accordance with the ratings and rating endorsements of their licence, and to exercise the privileges of the endorsements contained therein.

Issue 4	Revision 5	Jan 2023	Page 14 of 93
---------	------------	----------	---------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

- (b) The privileges of an air traffic controller licence shall include the privileges of a student air traffic controller licence as set out in ATCO.B.001(a).
- (c) Applicants for the first issue of an air traffic controller licence shall:
- (1) Be at least 21 years old;
 - (2) Hold a student air traffic controller licence;
 - (3) Have completed a unit endorsement course and successfully passed the appropriate examinations and assessments in accordance with the requirements set out in Part ATCO, Subpart D, Section 3;
 - (4) Hold a valid medical certificate;
 - (5) Have demonstrated an adequate level of language proficiency in accordance with the requirements set out in ATCO.B.030.
- (d) The air traffic controller licence shall be validated by the inclusion of one or more ratings and the relevant rating, unit and language proficiency endorsements for which the training was successful.
- (e) The holder of an air traffic controller licence who has not started exercising the privileges of any rating within one year from the date of its issue may only start unit training in that rating after an assessment of his/her previous competence, conducted by a training organisation satisfying the requirements laid down in CHAPTER III (Part ATCO.OR) and certified to provide initial training relevant to the rating, as to whether he/she continues to satisfy the requirements relevant to that rating, and after satisfying any training requirements resulting from this assessment.

ATCO.B.010 Air traffic controller ratings

- (a) Licences shall contain one or more of the following ratings in order to indicate the type of service which the licence holder is authorised to provide:
-
- (1) Aerodrome Control Rating (ADC) which may also be divided into:
 - (i) Aerodrome Control Visual (ADV) rating, indicating that the licence holder is competent to provide an air traffic control service to aerodrome traffic at an aerodrome that has no published instrument approach or departure procedures;
 - (ii) The Aerodrome Control Instrument (ADI) rating, indicating that the licence holder is competent to provide an air traffic control service to aerodrome traffic at an aerodrome that has published instrument approach or departure procedures and shall be accompanied by at least one of the rating endorsements described in ATCO.B.015(a);
 - (2) The Approach Control Procedural (APP) rating, indicating that the licence holder is competent to provide an air traffic control service to arriving, departing or transiting aircraft without the use of surveillance equipment;
 - (3) The Approach Control Surveillance (APS) rating, indicating that the licence holder is competent to provide an air traffic control service to arriving, departing or transiting aircraft with the use of surveillance equipment.
 - (4) The Area Control Procedural (ACP) rating, indicating that the licence holder is competent to provide an air traffic control service to aircraft without the use of surveillance equipment;
 - (5) The Area Control Surveillance (ACS) rating, indicating that the licence holder is competent to provide an air traffic control service to aircraft with the use of surveillance equipment.
 - (6) Approach precision radar control (APRC) rating, indicating that the licence holder is competent to provide an air traffic control service to aircraft with the use of precision approach radar.

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

- (b) The holder of a rating who has interrupted exercising the privileges associated with that rating for a period of four or more immediately preceding consecutive years may only start unit training in that rating after assessment of previous competence, conducted by a training organisation satisfying the requirements laid down in Chapter III (Part ATCO.OR) and certified to provide training relevant to the rating, as to whether the person concerned continues to satisfy the conditions of that rating, and after satisfying any training requirements resulting from this assessment.

AMC1 ATCO.B.010(b) Air traffic controller ratings **ASSESSMENT OF PREVIOUS COMPETENCE**

When establishing previous competence in a rating, the assessment should be based on the requirements set out in Part ATCO, Subpart D, Section 2.

ATCO.B.015 Rating endorsements

- (a) The Aerodrome Control Instrument (ADI) rating shall bear at least one of the following endorsements:
- (1) The Air Control (AIR) endorsement, indicating that the licence holder is competent to provide air control to traffic flying in the vicinity of an aerodrome and on the runway;
 - (2) The Ground Movement Control (GMC) endorsement, indicating that the licence holder is competent to provide ground movement control;
 - (3) The Tower Control (TWR) endorsement, indicating that the licence holder is competent to provide aerodrome control service. The TWR endorsement includes the privileges of the AIR and GMC endorsements;
 - (4) The Ground Movement Surveillance (GMS) endorsement, granted in addition to the Ground Movement Control endorsement or Tower Control endorsement, indicating that the licence holder is competent to provide ground movement control with the help of aerodrome surface movement guidance systems;
 - (5) The Aerodrome Radar Control (RAD) endorsement, granted in addition to the Air Control endorsement or Tower Control endorsement, indicating that the licence holder is competent to provide aerodrome control with the help of surveillance radar equipment.
- (b) The Approach Control Surveillance (APS) rating may bear one or more of the following endorsements:
- (1) The Precision Approach Radar (PAR) endorsement, indicating that the licence holder is competent to provide ground-controlled precision approaches with the use of precision approach radar equipment to aircraft on the final approach to the runway;
 - (2) The Surveillance Radar Approach (SRA) endorsement, indicating that the licence holder is competent to provide ground-controlled non-precision approaches with the use of surveillance equipment to aircraft on the final approach to the runway;
 - (3) The Terminal Control (TCL) endorsement, indicating that the licence holder is competent to provide air traffic control services with the use of any surveillance equipment to aircraft operating in a specified terminal area and/or adjacent sectors.
- (c) Reserved.
- (d) The Area Control Surveillance (ACS) rating may bear one of the following endorsements:
- (1) The Radar (RAD) endorsement, which shall indicate that the holder is competent to provide

Issue 4	Revision 5	Jan 2023	Page 16 of 93
----------------	-------------------	-----------------	----------------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

- area control services with the use of surveillance radar equipment;
- (2) The Automatic Dependent Surveillance (ADS) endorsement, which shall indicate that the holder is competent to provide area control services with the use of automatic dependent surveillance;
- (3) The Terminal Control (TCL) endorsement, granted in addition to the Radar or Automatic Dependent Surveillance endorsements, indicating that the licence holder is competent to provide air traffic control services with the use of any surveillance equipment to aircraft operating in a specified terminal area and/or adjacent sectors;

GM1 ATCO.B.015(a)(3) Air traffic controller rating endorsements

TOWER CONTROL ENDORSEMENT PRIVILEGES

Where aerodrome control is provided from one operational position, this shall be indicated in the ATC licence by the issue of a Tower Control (TWR) endorsement to the Aerodrome Control Instrument rating. Aerodrome control may either be one operational position or be divided between two operational positions, Ground Movement Control (GMC) and Air Control (AIR). Consequently, the TWR endorsement entitles the holder of that rating endorsement to either provide aerodrome control from one working position or to provide AIR or GMC separately.

ATCO.B.020 Unit endorsements

- (a) The unit endorsement shall authorise the licence holder to provide air traffic control services for a specific sector, group of sectors and/or working positions under the responsibility of an air traffic services unit.
- (b) Applicants for a unit endorsement shall have successfully completed a unit endorsement course in accordance with the requirements set out in Part ATCO, Subpart D, Section 3.
- (c) Reserved.
- (d) Reserved.
- (e) Unit endorsements shall be valid for 12 months.
- (f) The validity period of unit endorsements for initial issue and renewal shall start not later than 30 days from the date on which the assessment has been successfully completed.
- (g) Unit endorsements shall be revalidated for a subsequent period beyond the period provided for in paragraph (e) if:
 - (1) The applicant has been exercising the privileges of the licence for a minimum number of hours as defined in the approved unit competence scheme throughout the previous validity period ;
 - (2) The applicant has undertaken refresher training within the validity period of the unit endorsement according to the approved unit competence scheme;
 - (3) The applicant's competence has been assessed in accordance with the unit competence scheme not earlier than three months prior to the expiry date of the unit endorsement; and
 - (4) The applicant holds a valid medical certificate.

For the application of point (1), operational units within air traffic service providers shall keep records of the hours effectively worked in the sectors, group of sectors or in the working positions for every licence holder working in the unit and shall provide that data to the Kuwait DGCA and to the licence holder on request.

- (h) Unit endorsements shall be revalidated, provided that the requirements set out in point (g) are met,

Issue 4	Revision 5	Jan 2023	Page 17 of 93
----------------	-------------------	-----------------	----------------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

within the 3-month period immediately preceding their expiry date. In such cases the validity period shall be counted from that expiry date.

- (i) If the unit endorsement is revalidated before the period provided for in point (h), its validity period shall start not later than 30 days from the date on which the assessment has been successfully completed, provided that the requirements in point (g)(1) and (2) are also met.
- (j) If the validity of a unit endorsement expires, the licence holder shall successfully complete the unit endorsement course in accordance with the requirements set out in Part ATCO, Subpart D - Section 3 in order to renew the endorsement.
- (k) The minimum number of working hours, leaving aside instruction tasks, required to maintain the validity of the unit endorsement may be reduced for on-the-job training instructors in proportion to the time spent instructing on the working positions for which the extension is applied, as indicated in the approved unit competence scheme.

AMC1 ATCO.B.020(g)(3) Unit endorsements

PRACTICAL SKILLS ASSESSMENT FOR REVALIDATION OF EACH UNIT ENDORSEMENT

- (a) If the assessment of practical skills is taking the form of a dedicated assessment consisting of a single assessment or a series of assessments, the last assessment declaring the licence holder competent should take place within the three-month period immediately preceding the unit endorsement expiry date.
- (b) If the assessment of practical skills is taking the form of a continuous assessment by which the air traffic controller's competence is assessed along a defined period of time, the formal conclusion on declaring the licence holder competent should take place within the three-month period immediately preceding the unit endorsement expiry date.

GM1 ATCO.B.020(i) Unit endorsements

COMMENCEMENT OF UNIT ENDORSEMENT VALIDITY IN CASE OF EARLY REVALIDATION

For the purpose of establishing the validity period of the unit endorsement in case of early revalidation, the date of the assessment should be the date of the:

- (a) *Last assessment declaring the licence holder competent in case of a dedicated assessment; and*
- (b) *Formal conclusion of declaring the licence holder competent in case of continuous assessment.*

ATCO.B.025 Unit competence scheme

- (a) Unit competence schemes shall be established by the air navigation service provider and approved by Kuwait DGCA. It shall include at least the following elements:
 - (1) The validity of the unit endorsement in accordance with ATCO.B.020(e);
 - (2) The maximum continuous period when the privileges of a unit endorsement are not exercised during its validity. This period shall not exceed 90 calendar days;
 - (3) The minimum number of hours for exercising the privileges of the unit endorsement within a defined period of time, for the purpose of ATCO.B.020(g)(1). For on-the-job training instructors exercising the privileges of the OJTI endorsement the time spent instructing shall be counted for the maximum of 50 % of the hours required for revalidation of the unit endorsement.
 - (4) Procedures for the cases where the licence holder does not meet the requirements set out in point (a)(2) and (3);

Issue 4	Revision 5	Jan 2023	Page 18 of 93
----------------	-------------------	-----------------	----------------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

- (5) Processes for assessing competence, including assessment of the refresher training subjects according to ATCO.D.080(b);
 - (6) Processes for the examination of theoretical knowledge and understanding necessary to exercise privileges of the ratings and endorsements;
 - (7) Processes to identify the topics and subtopics, objectives and training methods for continuation training;
 - (8) The minimum duration and frequency of the refresher training;
 - (9) Processes for the examination of theoretical knowledge and/or the assessment of practical skills acquired during conversion training, including pass marks for examinations;
 - (10) Processes in case of failure of an examination or assessment, including the appeal processes;
 - (11) Training personnel qualifications, roles and responsibilities;
 - (12) Procedure to ensure that practical instructors have practised instructional techniques in the procedures in which it is intended to provide instruction in accordance with ATCO.C.010(b)(3) and ATCO.C.030(b)(3);
 - (13) Procedures for the declaration and the management of cases of provisional inability to exercise the privileges of a licence, as well as for informing Kuwait DGCA in accordance with ATCO.A.015(d);
 - (14) Identification of records to be kept specific to continuation training and assessments, in accordance with ATCO.AR.B.015;
 - (15) Process and reasons for reviewing and amending the unit competence scheme and its submission to Kuwait DGCA. The review of the unit competence scheme shall take place at least once every three years.
- (b) In order to comply with the requirement set out in point (a)(3), Air Traffic Service providers shall keep records of the hours, during which each licence holder exercises the privileges of his/her unit endorsement working in sectors, group of sectors and/or working positions in the ATC unit and shall provide that data to the Kuwait DGCA and to the licence holder upon request.
- (c) When establishing the procedures referred to in point (a)(4) and (13) Air Traffic Service providers shall ensure that mechanisms are applied to guarantee fair treatment of licence holders where the validity of their endorsements cannot be extended.

GM1 ATCO.B.025(a)(3) Unit competence scheme

MINIMUM NUMBER OF HOURS

The minimum number of hours should be defined for each unit endorsement and it should be identical for each unit endorsement holder within the same unit.

For licence holders holding more than one unit endorsement in the same ATC unit, the minimum number of hours may be defined as a combined value based on the assessment provided by the Air Traffic Service provider.

Nevertheless, maintaining competence should be appropriately ensured for all valid unit endorsements.

AMC1 ATCO.B.025(a)(5);(6) Unit competence scheme

PROCESSES FOR ASSESSING COMPETENCE AND EXAMINING THEORETICAL KNOWLEDGE AND UNDERSTANDING

- (a) The practical performance and skills should be assessed in live traffic situations.
- (b) Theoretical competence should be examined to ascertain the knowledge and understanding of air

Issue 4	Revision 5	Jan 2023	Page 19 of 93
----------------	-------------------	-----------------	----------------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

traffic controllers.

- (c) Subjects taught during refresher training such as standard practices and procedures, abnormal and emergency situations and human factors should be assessed on STD or in other simulated environments and/or examined.

GM1 ATCO.B.025(a)(5) Unit competence scheme
ASSESSMENTS

- (a) Assessments may have one or more components.
- (b) One component should be the assessment of practical skills; other components may be oral and/or written examinations.
- (c) Practical skills assessments should be conducted as continuous assessment or dedicated practical assessment(s).
- (d) Continuous assessment

Continuous assessment should be achieved by the assessor assessing, during normal operational duties, the operational performance compared to the standard of the air traffic control service expected.

Where the assessor has not been able to adequately assess the air traffic controller by continuous assessment, he/she should not certify the air traffic controller's competence until a dedicated practical assessment has been conducted.

- (e) Dedicated practical assessment

A dedicated practical assessment may consist of a single assessment or a series of assessments. To conduct a dedicated practical assessment, the assessor(s) should sit with the air traffic Controller with the purpose of assessing, under normal operational conditions, the operational performance compared to the standard of the air traffic control service expected.

The air traffic controller concerned should be advised that a dedicated practical assessment is to be conducted and be briefed on the conduct of the assessment.

For those situations where an applicant's performance cannot be observed at the time of the assessment (e.g. low visibility operations, snow clearing, military activity, etc.), the assessment may be supplemented by synthetic training device sessions and/or an oral examination.

- (f) The performance objectives' topics to be assessed should be determined in detail by the Air Traffic Service provider. Examples of performance objectives' topics are as follows:
- Application of unit regulations and procedures (e.g. minimum separation standards, letters of agreement, Aeronautical Information Publications);
 - Traffic analysis and planning;
 - Task priority setting;
 - Communication, including phraseology;
 - Capacity and expedition;
 - Accuracy;
 - Initiative, adaptability and decision-making;
 - air Traffic Control techniques;
 - Teamwork and other human factors skills;

Issue 4	Revision 5	Jan 2023	Page 20 of 93
----------------	-------------------	-----------------	----------------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

— The level of risk associated with the tasks performed (e.g. attitudes to risk).

(g) Procedures when failing

Notwithstanding ATCO.B.025(a)(10), when an air traffic controller fails in one or more of the components of the assessment, he/she should not be allowed to exercise the privilege of this unit endorsement, and provisional inability in accordance with ATCO.A.015(b) may be declared until a successful competence assessment has been performed. Resitting the full competence assessment or the failed part only may be required.

(h) Record keeping

The results of all assessments, including those of the continuous assessment, and examinations should be documented and stored confidentially, accessible to the assessor and the person being assessed.

**GM2 ATCO.B.025(a)(5) Unit competence scheme
ASSESSMENTS**

Assessments should be adapted to the validity time of the unit endorsement of the ATC unit.

The assessment of air traffic controllers at ATC units with seasonal variations should reflect the higher volume and complexity situations.

**GM3 ATCO.B.025(a)(5) Unit competence scheme
ASSESSMENTS OF REFRESHER TRAINING SUBJECTS**

- (a) Assessments should be conducted primarily on a synthetic training device or offline environments.
- (b) Assessments should be conducted by appropriately qualified personnel having detailed knowledge of:
 - (1) The training objectives; and
 - (2) The subjects, topics and subtopics being examined or assessed.

**GM1 ATCO.B.025(a)(6) Unit competence scheme
ORAL EXAMINATIONS**

Oral examinations should be used to test understanding of applicable techniques and the rules governing them, particularly of unit and national air traffic control procedures. Scenario-type questioning allows the assessor to gather additional evidence of how an air traffic controller would react in circumstances that are not observable but are nevertheless considered important to the overall operation at that ATC unit.

The oral examination should give a clear indication that the air traffic controller knows not only what he/she should be doing, but why he/she should be doing it. The oral examination requires considerable skills and it should be undertaken in a way to ensure consistency among individual assessors.

**GM1 ATCO.B.025(a)(9) Unit competence scheme
EXAMINATIONS AND ASSESSMENTS DURING CONVERSION TRAINING**

- (a) Assessments should be conducted primarily on a synthetic training device or offline environments.
- (b) Examinations and assessments should be conducted by appropriately qualified personnel having detailed knowledge of:
 - (1) the training objectives; and

Issue 4	Revision 5	Jan 2023	Page 21 of 93
---------	------------	----------	---------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

(2) the subjects, topics and subtopics being examined or assessed.

ATCO.B.030 Language proficiency endorsement

- (a) Air traffic controllers and student air traffic controllers shall not exercise the privileges of their licences unless they have a valid language proficiency endorsement in English. The language proficiency endorsement shall indicate the language(s), the level(s) of proficiency and the expiry date(s).
- (b) The language proficiency level shall be determined in accordance with the rating scale set out in Appendix 1 of Chapter I.
- (c) The applicant for any language proficiency endorsement shall demonstrate, in accordance with the rating scale referred to in point (b), at least an operational level (level four) of language proficiency.

To do so, the applicant shall:

- (1) Communicate effectively in voice only (telephone/radiotelephone) and in face-to-face situations;
 - (2) Communicate on common, concrete and work-related topics with accuracy and clarity;
 - (3) Use appropriate communicative strategies to exchange messages and to recognise and resolve misunderstandings in a general or work-related context;
 - (4) Handle successfully and with relative ease the linguistic challenges presented by a complication or unexpected turn of events that occur within the context of a routine work situation or communicative task with which they are otherwise familiar; and
 - (5) Use a dialect or accent which is intelligible to the aeronautical community.
- (d) Notwithstanding point (c), extended level (level five) of the language proficiency rating scale set out in Appendix 1 of Chapter I may be required by the Air Traffic Service provider, where the operational circumstances of the particular rating or endorsement warrant a higher level of language proficiency for imperative reasons of safety. Such a requirement shall be non-discriminatory, proportionate, transparent, and objectively justified by the Air Traffic Service provider wishing to apply the higher level of proficiency and shall be approved by the Kuwait DGCA.
 - (e) Language proficiency shall be demonstrated by a certificate issued after a transparent and objective assessment procedure approved by the Kuwait DGCA.

ATCO.B.035 Validity of language proficiency endorsement

- (a) Except for applicants that have demonstrated language proficiency at an expert level (level six), The validity of the language proficiency endorsement, depending on the level determined in accordance with Appendix 1 of Chapter I, shall be:
 - (1) For operational level (level four), three years from the date of assessment; or
 - (2) For extended level (level five), six years from the date of assessment;
- (b) The validity period of the language proficiency endorsements for initial issue and renewal shall start not later than 30 days from the date on which the language proficiency assessment has been successfully completed.
- (c) Language proficiency endorsements shall be revalidated following successful completion of the language proficiency assessment taking place within three months immediately preceding their

Issue 4	Revision 5	Jan 2023	Page 22 of 93
---------	------------	----------	---------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

expiry date. In such cases the new validity period shall be counted from that expiry date.

- (d) If the language proficiency endorsement is revalidated before the period provided for in point (c), its validity period shall start not later than 30 days from the date on which the language proficiency assessment has been successfully completed.
- (e) When the validity of a language proficiency endorsement expires, the licence holder shall successfully complete a language proficiency assessment in order to have his/her endorsement renewed.

ATCO.B.040 Assessment of language proficiency

- (a) The demonstration of language proficiency shall be done through a method of assessment approved by Kuwait DGCA, which shall contain:
 - (1) The process by which an assessment is done;
 - (2) The qualification of the assessors;
 - (3) The appeals procedure.
- (b) Language assessment bodies shall comply with the requirements established by the Kuwait DGCA according to ATCO.AR.A.010.

AMC1 ATCO.B.040 Assessment of language proficiency

GENERAL

- (a) The language proficiency assessment should be designed to reflect the tasks undertaken by air traffic controllers, but with specific focus on language rather than operational procedures and knowledge.
- (b) The assessment should determine the applicant's ability to communicate effectively using visual and non-visual communication in both routine and non-routine situations.

AMC2 ATCO.B.040 Assessment of language proficiency

ASSESSMENT

- (a) The assessment should comprise the following three elements:
 - (1) Listening — assessment of comprehension;
 - (2) Speaking — assessment of pronunciation, fluency, structure and vocabulary;
 - (3) Interaction.
- (b) The switch between phraseology and plain language should be assessed for listening and speaking proficiency.
- (c) When the assessment is not conducted in a face-to-face situation, it should use appropriate technologies for the assessment of the applicant's abilities in listening and speaking, and for enabling interactions.
- (d) In case of revalidation of the language proficiency endorsement, the assessment may be conducted during training activities or on operational position, with prior notification to the air traffic controller to be assessed.
- (e) Irrespective of the way the assessment is organised, the requirements listed in (a) and (b) as well as the relevant provisions for language proficiency assessors should be met.

AMC3 ATCO.B.040 Assessment of language proficiency

Issue 4	Revision 5	Jan 2023	Page 23 of 93
----------------	-------------------	-----------------	----------------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

LANGUAGE PROFICIENCY ASSESSORS

- (a) Persons responsible for language proficiency assessment should be suitably trained and qualified.
- (b) Language proficiency assessors should undergo regular refresher training on language assessment skills.
- (c) Language proficiency assessors should not conduct language proficiency assessments whenever their objectivity may be affected.

AMC4 ATCO.B.040 Assessment of language proficiency

CRITERIA FOR THE ACCEPTABILITY OF LANGUAGE ASSESSMENT BODIES

- (a) A language assessment body should provide clear information about its organisation and its relationships with other organisations.
- (b) If a language assessment body is also an air traffic controller training organisation, there should be a clear and documented separation between the two activities.
- (c) The language assessment body should employ a sufficient number of qualified interlocutors and language proficiency assessors to administer the required tests.
- (d) The assessment documentation should include at least the following:
 - (1) assessment objectives;
 - (2) assessment layout, timescale, technologies used, assessment samples, voice samples;
 - (3) assessment criteria and standards (at least for the operational, extended and expert levels of the rating scale in Appendix 1 to Chapter I;
 - (4) documentation demonstrating the assessment validity, relevance and reliability for the operational and extended levels;
 - (5) documentation demonstrating the assessment validity, relevance and reliability for the expert level;
 - (6) procedures to ensure that language assessments are standardised within the language assessment body and in the ATC community;
 - (7) assessment procedures and responsibilities, such as:
 - preparation of individual assessment;
 - administration: location(s), identity check and invigilation, assessment discipline, confidentiality/security;
 - reporting and documentation provided to Kuwait DGCA and/or to the applicant, including sample certificate; and
 - retention of documents and records.
 - (8) The assessment documentation and records should be kept for a period of time determined by Kuwait DGCA and made available to the Kuwait DGCA upon request.

GM1 ATCO.B.040 Assessment of language proficiency

LANGUAGE PROFICIENCY ASSESSORS

- (a) *Persons responsible for language proficiency assessment should be either aviation specialists (e.g. current or former air traffic controllers) or language specialists with additional aviation-related training. The preferred approach for an assessment would be to form a team consisting of an operational expert and a language expert.*

Issue 4	Revision 5	Jan 2023	Page 24 of 93
---------	------------	----------	---------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

- (b) Language proficiency assessors should be trained in the requirements specific to the language proficiency assessment, and assessment and interlocution techniques.

GM2 ATCO.B.040 Assessment of language proficiency

Further information can be found in the 'Manual on the Implementation of ICAO Language Proficiency Requirements' (ICAO Doc 9835) and the Language Testing Criteria for Global Harmonization (ICAO Cir 318 AN/180).

ATCO.B.045 Language training

- (a) Air Traffic Service providers shall make available language training to maintain the required level of language proficiency of air traffic controllers to:
- (1) holders of language proficiency endorsement at operational level (level four);
 - (2) licence holders without the opportunity to apply their skills on a regular basis in order to maintain their language skills.
- (b) Language training may also be made available in the form of continuous training.

AMC1 ATCO.B.045 Language training

- (a) Language training should contain communication in a job-related context particularly to handle abnormal and emergency situations and conduct non-routine coordination with colleagues, crews and technical staff.
- (b) Emphasis should be placed on listening comprehension, speaking interaction and vocabulary building.

GM1 ATCO.B.045 Language training

While it is true that many licence holders regularly have prolonged and extensive opportunities to practise — and so to maintain — their language proficiency, it is also true that a purely routine use of the language through phraseology, standard procedures and limited social contact only maintains a restricted core usage of the language which might be quite inadequate for managing unexpected and abnormal situations.

Research shows that language proficiency erosion (language attrition) occurs rapidly over time; the lower the initial level, the faster the rate of erosion unless systematic strategies and a high degree of motivation counter this trend.

It is very well documented that one's language and communicative proficiency, even in one's native language, deteriorates sharply under stress, therefore, it is recommended that licence holders participate in available language training.

GM2 ATCO.B.045 Language training

Training for language proficiency skills may be delegated to language training organisations with knowledge in the field of aviation.

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

SUBPART C — REQUIREMENTS FOR INSTRUCTORS AND ASSESSORS

SECTION 1 INSTRUCTORS

ATCO.C.001 Theoretical instructors

- (a) Theoretical training shall only be carried out by appropriately qualified instructors.
- (b) A theoretical instructor is appropriately qualified if he/she:
 - (1) Holds an air traffic controller licence and/or holds a professional qualification appropriate to the subject being taught and/or has demonstrated adequate knowledge and experience to the training organisation or to the air traffic service provider, as applicable ;
 - (2) Has demonstrated instructional skills to the training organisation or to the air traffic service provider, as applicable.

GM1 ATCO.C.001(b)(1) Theoretical instructors **QUALIFICATION OF THEORETICAL INSTRUCTORS**

Professional qualification appropriate to the subject should ensure sufficient level of current knowledge, which is relevant to the subject and its application in air traffic control.

AMC1 ATCO.C.001(b)(2) Theoretical instructors **INSTRUCTIONAL SKILLS FOR THEORETICAL INSTRUCTORS**

A satisfactory demonstration of instructional skills for theoretical instructors should establish competence at least in the following areas:

- (a) Lesson objectives are defined and communicated;
- (b) Subject questions are fully answered;
- (c) Visual aids are used appropriately;
- (d) Language is unambiguous;
- (e) The lesson is correctly summarised; and
- (f) Lesson objectives are fulfilled.

ATCO.C.005 Practical instructors

A person shall only carry out practical training when he/she holds an air traffic controller licence with an on-the-job training instructor (OJTI) endorsement or a synthetic training device instructor (STDI) endorsement.

ATCO.C.010 On-the-job training instructor (OJTI) privileges

- (a) Holders of an OJTI endorsement are authorised to provide practical training and supervision on operational working positions for which a valid unit endorsement is held and on synthetic training devices in the ratings held.
- (b) Holders of an OJTI endorsement shall only exercise the privileges of the endorsement if they have:
 - (1) Exercised for at least two years the privilege of the rating they will instruct in;

Issue 4	Revision 5	Jan 2023	Page 26 of 93
---------	------------	----------	---------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

- (2) Exercised for an immediately preceding period of at least six months the privilege of the valid unit endorsement, in which instruction will be given;
- (3) Practised instructional skills in those procedures in which it is intended to provide instruction.
- (c) The period of two years referred to in point (b)(1) maybe shortened to not less than one year by Kuwait DGCA when requested by the training organisation or by the air traffic service provider, as applicable. .

GM1 ATCO.C.010(c) On-the-job training instructor (OJTI) privileges

SHORTENING OF THE RATING EXPERIENCE REQUIREMENT FOR OJTI

When assessing the training organisations' or the air traffic service provider request for the shortening of the rating experience requirement for OJTIs, Kuwait DGCA should take into account the complexity of the traffic in the unit where the on-the-job instruction is provided, as well as the impact on the continuity and safety aspects of the service.

ATCO.C.015 Application for on-the-job training instructor endorsement

Applicants for the issue of an OJTI endorsement shall:

- (a) Hold an air traffic controller licence with a valid unit endorsement;
- (b) Have exercised the privileges of an air traffic controller licence for a period of at least two years immediately preceding the application. This period maybe shortened to not less than one year by the Kuwait DGCA when requested by the training organisation or by the air traffic service provider; and
- (c) Within the year preceding the application, have successfully completed a practical instructional techniques course during which the required knowledge and pedagogical skills are taught and have been appropriately assessed.

GM1 ATCO.C.015(b) Application for on-the-job training instructor endorsement

SHORTENING OF THE LICENCE EXPERIENCE REQUIREMENT FOR OJTI

When assessing the training organisations' or the air traffic service provider request for the shortening of the licence experience requirement for OJTIs, Kuwait DGCA should take into account the complexity of the traffic in the unit where the on-the-job instruction is provided, as well as the impact on the continuity and safety aspects of the service.

ATCO.C.020 Validity of on-the-job training instructor endorsement

- (a) The OJTI endorsement shall be valid for a period of three years.
- (b) The OJTI endorsement may be revalidated by successfully completing refresher training on practical instructional skills during its validity period, provided that the requirements of ATCO.C.015(a) and (b) are met.
- (c) If the OJTI endorsement has expired, it may be renewed by:
 - (1) Receiving refresher training on practical instructional skills; and
 - (2) Successfully passing a practical instructor competence assessment;
 within the year preceding the application for renewal, provided that the requirements of ATCO.C.015(a) and (b) are met.
- (d) In the case of first issue and renewal the period of validity of the OJTI endorsement shall start not later than 30 days from the date on which the assessment has been successfully completed.

Issue 4	Revision 5	Jan 2023	Page 27 of 93
---------	------------	----------	---------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

- (e) If the requirements of ATCO.C.015(a) and (b) are not met the OJTI endorsement may be exchanged for an STDI endorsement, provided that compliance with the requirements of ATCO.C.040(b) and (c) is ensured.

GM1 ATCO.C.020(b) Validity of on-the-job training instructor endorsement
REVALIDATION

- (a) Successful completion of the refresher training in practical instructional skills may be verified by several means, for example by:
- (1) Dedicated or continuous assessment;
 - (2) Peer assessment; or
 - (3) Demonstration of the practical instructional skills.
- (b) The verification should be undertaken following the completion of the refresher training.

ATCO.C.025 Temporary OJTI authorisation

- (a) When compliance with the requirements provided for in ATCO.C.010(b)(2) is not possible, the Kuwait DGCA may grant temporary OJTI authorisation based on a safety analysis presented by the Air Traffic Service provider.
- (b) The temporary OJTI authorisation referred to in point (a) may be issued to holders of a valid OJTI endorsement issued in accordance with ATCO.C.015.
- (c) The temporary OJTI authorisation referred to in point (a) shall be limited to the instruction necessary to cover exceptional situations and its validity shall not exceed one year or the expiration of the validity of the OJTI endorsement issued in accordance with ATCO.C.015, whichever occurs sooner.

AMC1 ATCO.C.025(a) Temporary OJTI authorisation
SAFETY ANALYSIS

The safety analysis should specify the reasons for which the relevant unit endorsement requirement provided for in ATCO.C.010(b)(2) cannot be met and how the equivalent level of safety will be ensured by other means.

GM1 ATCO.C.025(a) Temporary OJTI authorisation
EXCEPTIONAL SITUATIONS

Exceptional situations for which it may be considered not to be possible to comply with ATCO.C.010(b)(2) for the purpose of the valid unit endorsement experience, and, therefore, a temporary OJTI authorisation may be granted, are the following:

- (a) Establishment of a new ATC unit or new sector for the Air Traffic Service provider;
- (b) The continuity of the existing service is endangered due to the non-availability of personnel as a consequence of a change in the Air Traffic Service provider at the ATC unit;
- (c) New rating or rating endorsement put into operation at an ATC unit;
- (d) Reopening of a temporary ATC unit.

ATCO.C.030 Synthetic training device instructor (STDI) privileges

Issue 4	Revision 5	Jan 2023	Page 28 of 93
---------	------------	----------	---------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

- (a) Holders of an STDI endorsement are authorised to provide practical training on synthetic training devices:
- (1) for subjects of practical nature during initial training;
 - (2) for unit training other than OJT; and
 - (3) for continuation training.

Where the STDI is providing pre-OJT, he/she shall hold or have held the relevant unit endorsement.

- (b) Holders of an STDI endorsement shall only exercise the privileges of the endorsement if they have:
- (1) at least two years' experience in the rating they will instruct in;
 - (2) demonstrated knowledge of current operational practices;
 - (3) practised instructional techniques in those procedures in which it is intended to provide instruction.
- (c) Notwithstanding point (b)(1)
- (1) for the purpose of basic training any rating held is appropriate;
 - (2) for the purpose of rating training, training may be provided for specific and selected operational tasks by an STDI holding a rating that is relevant for that specific and selected operational task.

GM1 ATCO.C.030(a)(1) Synthetic training device instructor (STDI) privileges
SUBJECTS OF PRACTICAL NATURE

Subjects with objectives at taxonomy level 3 or higher, related to Air Traffic Management Basic (ATMB), are considered of practical nature during initial training.

GM1 ATCO.C.030(c)(2) Synthetic training device instructor (STDI) privileges
PROVISION OF TRAINING FOR SPECIFIC AND SELECTED OPERATIONAL TASKS

Some of the skills required for the two different aerodrome control ratings, for the two different procedural ratings, as well as for the two different surveillance ratings are the same or similar. Therefore, instruction not being specific for one rating or the training being for specific and selected operational tasks that do not require the learner to practice all of the tasks which are normally associated with a fully operational environment, may be provided by an STDI, having experience of at least two years in a rating that requires similar skills.

ATCO.C.035 Application for synthetic training device instructor endorsement

Applicants for the issue of an STDI endorsement shall:

- (a) Have exercised the privileges of an air traffic controller licence in any rating for at least two years; and
- (b) Within the year preceding the application have successfully completed a practical instructional techniques course during which the required knowledge and pedagogical skills are taught using theoretical and practical methods and have been appropriately assessed.

ATCO.C.040 Validity of synthetic training device instructor endorsement

Issue 4	Revision 5	Jan 2023	Page 29 of 93
---------	------------	----------	---------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

- (a) The STDI endorsement shall be valid for a period of three years.
- (b) The STDI endorsement may be revalidated by successfully completing refresher training on practical instructional skills and on current operational practices during its validity period.
- (c) If the STDI endorsement has expired, it may be renewed by:
 - (1) Receiving refresher training on practical instructional skills and on current operational practices; and
 - (2) Successfully passing a practical instructor competence assessment; within the year preceding the application for renewal.
- (d) In the case of first issue and renewal the period of validity of the STDI endorsement shall start not later than 30 days from the date on which the assessment has been successfully completed.

GM1 ATCO.C.040(b) Validity of synthetic training device instructor endorsement
REVALIDATION

- (a) *Successful completion of the refresher training in practical instructional skills and current operational practices may be verified by several means, for example by:*
 - (1) Dedicated or continuous assessment;
 - (2) Peer assessment; or
 - (3) Demonstration of practical instructional skills.
- (b) Current operational practices may be refreshed by transitional and pre-on-the-job training.
- (c) The verification should be undertaken following the completion of the refresher training.

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

SECTION 2 ASSESSORS

ATCO.C.045 Assessor privileges

- (a) A person shall only carry out assessments when he/she holds an assessor endorsement.
- (b) Holders of an assessor endorsement are authorised to carry out assessments:
 - (1) During initial training for the issue of a student air traffic controller licence or for the issue of a new rating and/or rating endorsement, if applicable;
 - (2) Of previous competence for the purpose of ATCO.B.001(d) and ATCO.B.010(b);
 - (3) Of student air traffic controllers for the issue of a unit endorsement and rating endorsements, if applicable;
 - (4) Of air traffic controllers for the issue of a unit endorsement and rating endorsements, if applicable, as well as for revalidation and renewal of a unit endorsement;
 - (5) Of applicant practical instructors or applicant assessors when compliance with the requirements of point (d)(2) to (4) is ensured.
- (c) Holders of an assessor endorsement shall only exercise the privileges of the endorsement if they have:
 - (1) At least two years' experience in the rating and rating endorsement(s) they will assess in; and
 - (2) Demonstrated knowledge of current operational practices.
- (d) In addition to the requirements set out in point (c), holders of an assessor endorsement shall only exercise the privileges of the endorsement:
 - (1) For assessments leading to the issue, revalidation and renewal of a unit endorsement, if they also hold the unit endorsement associated with the assessment for an immediately preceding period of at least one year;
 - (2) For assessing the competence of an applicant for the issue or renewal of an STDI endorsement, if they hold an STDI or OJTI endorsement and have exercised the privileges of that endorsement for at least three years;
 - (3) For assessing the competence of an applicant for the issue or renewal of an OJTI endorsement, if they hold an OJTI endorsement and have exercised the privileges of that endorsement for at least three years;
 - (4) For assessing the competence of an applicant for the issue or renewal of an assessor endorsement, if they have exercised the privileges of the assessor endorsement for at least three years.
- (e) When assessing for the purpose of issue and renewal of a unit endorsement, and for ensuring supervision on the operational working position, the assessor shall also hold an OJTI endorsement, or an OJTI holding the valid unit endorsement associated with the assessment shall be present.

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

AMC1 ATCO.C.045(c)(2) Assessor privileges

DEMONSTRATION OF KNOWLEDGE OF CURRENT OPERATIONAL PRACTICES

The demonstration of knowledge of current operational practices may be achieved by establishing familiarity with current environment and operational procedures.

ATCO.C.050 Vested interests

Assessors shall not conduct assessments whenever their objectivity may be affected.

ATCO.C.055 Application for assessor endorsement

Applicants for the issue of an assessor endorsement shall:

- (a) Have exercised the privileges of an air traffic controller licence for at least two years; and
- (b) Within the year preceding the application have successfully completed an assessor course during which the required knowledge and skills are taught using theoretical and practical methods, and have been appropriately assessed.

ATCO.C.060 Validity of assessor endorsement

- (a) The assessor endorsement shall be valid for a period of three years.
- (b) The assessor endorsement may be revalidated by successfully completing refresher training on assessment skills and on current operational practices during its validity period.
- (c) If the assessor endorsement has expired, it may be renewed by:
 - (1) Receiving refresher training on assessment skills and on current operational practices; and
 - (2) Successfully passing an assessor competence assessment;
 within the year preceding the application for renewal.
- (d) In the case of first issue and renewal the period of validity of the assessor endorsement shall start not later than 30 days from the date on which the assessment has been successfully completed.

GM1 ATCO.C.060(b) Validity of assessor endorsement

REVALIDATION

- (a) *Successful completion of the refresher training in assessment skills and current operational practices may be verified by several means, for example by:*
 - (1) *Dedicated or continuous assessment;*
 - (2) *Peer assessment; or*
 - (3) *Demonstration of the practical instructional skills.*
- (b) *Current operational practices may be refreshed by transitional and pre-on-the-job training.*
- (c) *The verification should be undertaken following the completion of the refresher training.*

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

ATCO.C.065 Temporary assessor authorisation

- When the requirement provided for in ATCO.C.045 (d)(1) cannot be met, Kuwait DGCA may authorise holders of an assessor endorsement issued in accordance with ATCO.C.055 to carry out assessments referred to in ATCO.C.045(b)(3) and (4) to cover exceptional situations or to ensure the independence of the assessment, provided that the requirements set out in points (b) and (c) are met.
- For the purpose of covering exceptional situations the holder of the assessor endorsement shall also hold a unit endorsement with the associated rating and, if applicable, rating endorsement, relevant to the assessment for an immediately preceding period of at least one year. The authorisation shall be limited to the assessments necessary to cover exceptional situations and shall not exceed one year or the validity of the assessor endorsement issued in accordance with ATCO.C.055, whichever occurs sooner.
- For the purpose of ensuring the independence of the assessment for reasons of recurrent nature the holder of the assessor endorsement shall also hold a unit endorsement with the associated rating and, if applicable, rating endorsement, relevant to the assessment for an immediately preceding period of at least one year. The validity of the authorisation shall be determined by Kuwait DGCA but shall not exceed the validity of the assessor endorsement issued in accordance with ATCO.C.055.
- For issuing a temporary assessor authorisation for the reasons referred to in points (b) and (c) Kuwait DGCA may require a safety analysis to be presented by the Air Traffic Service provider.

GM1 ATCO.C.065(b) Temporary assessor authorisation EXCEPTIONAL SITUATIONS

Exceptional situations for which it may be considered not to be possible to comply with ATCO.C.045(d)(1) for the purpose of the unit endorsement experience, and, therefore, a temporary assessor authorisation may be granted, are the following:

- Establishment of a new ATC unit or new sector for the Air Traffic Service provider;*
- The continuity of the existing service is endangered due to the non-availability of personnel as a consequence of a change in the Air Traffic Service provider at the ATC unit;*
- New rating or rating endorsement put into operation at an ATC unit;*
- Reopening of a temporary ATC unit.*

GM1 ATCO.C.065(c) Temporary assessor authorisation INDEPENDENCE OF THE ASSESSMENT

In the case of units not having sufficient number of assessors or if the independence and objectivity of the assessment from the training process is otherwise endangered, a temporary assessor authorisation may be granted.

AMC1 ATCO.C.065(d) Temporary assessor authorisation SAFETY ANALYSIS

The safety analysis should specify the reasons for which the relevant unit endorsement requirement provided for in ATCO.C.045(d)(1) cannot be met and how the equivalent level of safety will be ensured by other means.

For the purpose of ensuring the independence of the assessment for reasons of recurrent nature, the safety analysis performed could encompass the recurrent nature of the need to ensure the independence of the assessments from the training process and provide a basis for the issue of multiple temporary authorisations based on the same reason.

Issue 4	Revision 5	Jan 2023	Page 33 of 93
---------	------------	----------	---------------

SUBPART D — AIR TRAFFIC CONTROLLER TRAINING

SECTION 1 GENERAL REQUIREMENTS

ATCO.D.001 Objectives of air traffic controller training

Air traffic controller training shall cover the entirety of theoretical courses, practical exercises, including simulation, and on-the-job training required in order to acquire and maintain the skills to deliver safe, orderly and expeditious air traffic control services.

ATCO.D.005 Types of air traffic controller training

(a) Air traffic controller training shall consist of the following types:

- (1) initial training, leading to the issue of a student air traffic controller licence or to the issue of an additional rating and, if applicable, rating endorsement, providing:

(i)	‘basic training’	:	Theoretical and practical training designed to impart fundamental knowledge and practical skills related to basic operational procedures;
(ii)	‘rating training’	:	Theoretical and practical training designed to impart knowledge and practical skills related to a specific rating and, if applicable, to rating endorsement;

- (2) Unit training, leading to the issue of an air traffic controller licence, the issue of a rating endorsement, the validation of rating(s) or rating endorsement(s) and/or the issue or renewal of a unit endorsement. It comprises the following phases:

- (i) Transitional training phase, designed primarily to impart knowledge and understanding of site-specific operational procedures and task-specific aspects; and
- (ii) On-The-Job training phase, which is the final 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.
- (iii) In addition to points (i) and (ii), for unit endorsement(s) that require the handling of complex and dense traffic situations, a pre-on-the-job training phase is required to enhance the previously acquired rating routines and skills and to prepare for live traffic situations which may be encountered in that unit;

- (3) Continuation training, designed to maintain the validity of the endorsements of the licence, consisting of:

- (i) Refresher training;
- (ii) Conversion training, when relevant.

(b) In addition to the types of training referred to in point (a), air traffic controllers may undertake the following types:

- (1) Practical instructors' training, leading to the issue, revalidation or renewal of an OJTI or STDI endorsement;
- (2) Assessor training, leading to the issue, revalidation or renewal of an assessor endorsement.

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

AMC1 ATCO.D.005(a)(2) Types of air traffic controller training

UNIT TRAINING

Unit training should be undertaken by holders of student air traffic controllers licence or holders of air traffic controllers licence, as appropriate, for:

- (a) The issue of an air traffic controller licence with a unit endorsement;
- (b) The addition of a unit endorsement in an air traffic controller licence;
- (c) The validation of a rating and rating endorsement, if applicable, in an existing licence;
- (d) The addition of rating endorsement in an existing licence; and
- (e) The renewal of an expired, suspended or revoked unit endorsement, where applicable.

GM1 ATCO.D.005(a)(2)(ii) Types of air traffic controller training

ON-THE-JOB TRAINING

- (a) *On-the-job training may be supplemented for pedagogical reasons by theoretical instructions and computer-based training, part-task trainers or any type of simulators aiming at increasing knowledge, understanding and application of local procedures.*
- (b) *Hours accumulated using these training tools and methods during this phase cannot be counted towards the minimum duration of on-the-job training established in accordance with AMC1 ATCO.D.055(b)(6), with the exception of training for procedures unlikely to be encountered in the operational environment during the training.*

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

SECTION 2 INITIAL TRAINING REQUIREMENTS

ATCO.D.010 Composition of initial training

- (a) Initial training, intended for an applicant for a student air traffic controller licence or for the issue of an additional rating and/or, if applicable, rating endorsement, shall consist of:
- (1) Basic training;
 - (2) Rating training, comprising the subjects, topics and subtopics of at least one of the following:
 - (i) Aerodrome Control - ADC which may be divided into:
 - a) Aerodrome Control Visual Rating - ADV and;
 - b) Aerodrome Control Instrument - ADI.
 - (ii) Approach Control Procedural Rating — APP;
 - (iii) Area Control Procedural Rating — ACP;
 - (iv) Approach Control Surveillance Rating — APS;
 - (v) Area Control Surveillance Rating — ACS;
 - (vi) Approach precision radar control rating - APRC.
- (b) Training intended for an additional rating shall consist of the subjects, topics and subtopics applicable to at least one of the ratings established in point (a)(2).
- (c) Training intended for the reactivation of a rating following a not successful assessment of previous competence according to ATCO.B.010(b) shall be tailored according to the result of that assessment.
- (d) Training intended for a rating endorsement other than ATCO.B.015(a)(3) shall consist of subjects, topics and subtopics developed by the training organisation and approved as part of the training course.
- (e) Basic and/or rating training may be complemented with subjects, topics and subtopics that are additional or specific to the Functional Airspace Block (FAB) or to the national environment.

AMC1 ATCO.D.010(a) Composition of initial training

GENERAL

The training syllabi and objectives for basic and rating training should be based on the standards and recommendations of ICAO Annex 1 (Eurocontrol Common Core and/or ICAO DOC.10056 may be used for training syllabi reference, subject to Kuwait DGCA acceptance)

GM1 ATCO.D.010 Composition of initial training

GENERAL

- (a) Initial training consists of basic training which is common to all applicants and rating training of which there are different rating syllabi.
- (b) Rating training may be commenced before the completion of the basic training.
- (c) If an applicant already holds a student air traffic controller licence or an air traffic controller licence, and there is a requirement for training to achieve an additional rating (and, if relevant, rating endorsement), the applicant should not repeat the basic training objectives; however,

Issue 4	Revision 5	Jan 2023	Page 36 of 93
---------	------------	----------	---------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

there is a requirement to achieve the objectives contained within the relevant rating training plus any additional objectives specific to the local or national environment.

ATCO.D.015 Initial training plan

An initial training plan shall be established by the training organisation and approved by Kuwait DGCA. It shall contain at least:

- (a) The composition of the initial training course provided according to ATCO.D.010;
- (b) The structure of the initial training provided according to ATCO.D.020(b);
- (c) The process for the conduct of the initial training course(s);
- (d) The training methods;
- (e) Minimum and maximum duration of the initial training course(s);
- (f) With regard to ATCO.D.010(b), process for adapting the initial training course(s) to take due account of a successfully completed basic training course;
- (g) Processes for examinations and assessments according to ATCO.D.025 and ATCO.D.035, as well as performance objectives according to ATCO.D.030 and ATCO.D.040;
- (h) Training personnel qualifications, roles and responsibilities;
- (i) Process for early termination of training;
- (j) The appeal process;
- (k) Identification of records to be kept specific to initial training;
- (l) Process and reasons for reviewing and amending the initial training plan and its submission to Kuwait DGCA. The review of the initial training plan shall take place at least once every three years.

ATCO.D.020 Basic and rating training courses

- (a) Basic and rating training shall be provided as separate or integrated courses.
- (b) Basic and rating training courses or an integrated initial training course shall be developed and provided by training organisations and approved by Kuwait DGCA.
- (c) When initial training is provided as an integrated course, a clear distinction shall be made between the examinations and assessments for:
 - (1) Basic training; and
 - (2) Each rating training.
- (d) The successful completion of initial training, or of rating training for the issue of an additional rating, shall be demonstrated by a certificate issued by the training organisation.
- (e) The successful completion of basic training shall be demonstrated by a certificate issued by the training organisation upon request of the applicant.

ATCO.D.025 Basic training examinations and assessment

- (a) Basic training courses shall include theoretical examination(s) and assessment(s).
- (b) A pass in theoretical examination(s) shall be awarded to an applicant achieving a minimum of 70 % of the marks allocated to that examination.

Issue 4	Revision 5	Jan 2023	Page 37 of 93
---------	------------	----------	---------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

- (c) Assessment(s) of performance objectives as listed in ATCO.D.030 shall be conducted on a part-task trainer or a simulator.
- (d) A pass in assessment(s) shall be awarded to an applicant who consistently demonstrates the required performance as listed in ATCO.D.030 and shows the behaviour required for safe operations within the air traffic control service.

ATCO.D.030 Basic training performance objectives

Assessment(s) shall include evaluation of the following performance objectives:

- (a) Checking and using the working position equipment;
- (b) Developing and maintaining situational awareness by monitoring traffic and identifying aircraft when applicable;
- (c) Monitoring and updating flight data display(s);
- (d) Maintaining a continuous listening watch on the appropriate frequency;
- (e) Issuing appropriate clearances, instructions and information to traffic;
- (f) Using approved phraseology;
- (g) Communicating effectively;
- (h) Applying separation;
- (i) Applying coordination as necessary;
- (j) Applying the prescribed procedures for the simulated airspace;
- (k) Detecting potential conflicts between aircraft;
- (l) Appreciating priority of actions;
- (m) Choosing appropriate separation methods.

ATCO.D.035 Rating training examinations and assessment

- (a) Rating training courses shall include theoretical examination(s) and assessment(s).
- (b) A pass in theoretical examination(s) shall be awarded to an applicant achieving a minimum of 70 % of the marks allocated to that examination.
- (c) Assessment(s) shall be based on the rating training performance objectives described in ATCO.D.040.
- (d) Assessment(s) shall be conducted on a simulator.
- (e) A pass in assessment(s) shall be awarded to an applicant who consistently demonstrates the required performance described in ATCO.D.040 and shows the behaviour required for safe operations within the air traffic control service.

ATCO.D.040 Rating training performance objectives

- (a) Rating training performance objectives and performance objective tasks shall be defined for each rating training course.
- (b) Rating training performance objectives shall require an applicant to:
 - (1) demonstrate the ability to manage air traffic in a manner that ensures safe, orderly and expeditious services; and

Issue 4	Revision 5	Jan 2023	Page 38 of 93
----------------	-------------------	-----------------	----------------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

- (2) Handle complex and dense traffic situations.
- (c) In addition to point (b), rating training performance objectives for the Aerodrome Control Visual (ADV) and Aerodrome Control Instrument (ADI) rating shall ensure that applicants:
- (1) Manage the workload and provide air traffic services within a defined aerodrome area of responsibility; and
 - (2) Apply aerodrome control techniques and operational procedures to aerodrome traffic.
- (d) In addition to point (b), rating training performance objectives for the Approach Control Procedural rating shall ensure that applicants:
- (1) Manage the workload and provide air traffic services within a defined approach control area of responsibility; and
 - (2) Apply procedural approach control, planning techniques and operational procedures to arriving, holding, departing and transiting traffic.
- (e) In addition to point (b), rating training performance objectives for the Approach Control Surveillance rating shall ensure that applicants:
- (1) Manage the workload and provide air traffic services within a defined approach control area of responsibility; and
 - (2) Apply approach surveillance control, planning techniques and operational procedures to arriving, holding, departing and transiting traffic.
- (f) In addition to point (b), rating training performance objectives for the Area Control Procedural rating shall ensure that applicants:
- (1) Manage the workload and provide air traffic services within a defined area control area of responsibility; and
 - (2) Apply procedural area control, planning techniques and operational procedures to area traffic.
- (g) In addition to point (b), rating training performance objectives for the Area Control Surveillance rating shall ensure that applicants:
- (1) Manage the workload and provide air traffic services within a defined area control area of responsibility; and
 - (2) Apply area surveillance control, planning techniques and operational procedures to area traffic.

AMC1 ATCO.D.040 Rating training performance objectives

GENERAL

Training organisations should define the detailed performance objectives for each rating training course, as well as the training scenario.

GM1 ATCO.D.040 Rating training performance objectives

GENERAL

A list of performance objectives tasks can be found in EUROCONTROL's document 'ATCO Rating Training Performance Objectives', and ICAO DOC.10056.

Issue 4	Revision 5	Jan 2023	Page 39 of 93
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Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

SECTION 3 UNIT TRAINING REQUIREMENTS

ATCO.D.045 Composition of unit training

- (a) Unit training shall consist of training course(s) for each unit endorsement established at the ATC unit as defined in the unit training plan.
- (b) The unit endorsement course(s) shall be developed and provided by the training organisations or the air traffic service provider, according to ATCO.D.060 and shall be approved by Kuwait DGCA.
- (c) Unit training shall include training in:
 - (1) Operational procedures;
 - (2) Task-specific aspects;
 - (3) Abnormal and emergency situations; and
 - (4) Human factors.

GM1 ATCO.D.045(a) Composition of unit training

If an applicant undertakes unit endorsement training, and there is a requirement for training to achieve an additional unit endorsement, the applicant should not repeat the training objectives covered in the first unit endorsement training; however, the objectives of the additional unit endorsement course(s) should be achieved.

AMC1 ATCO.D.045(c)(3) Composition of unit training

ABNORMAL AND EMERGENCY SITUATIONS

- (a) Training for all identified abnormal and emergency situations should primarily take place on synthetic training devices.
- (b) Training providers should develop performance objectives for the abnormal and emergency situation training.
- (c) Where a low safety risk for the ATC service provision has been identified and agreed by the Kuwait DGCA, training in abnormal and emergency situations may take place by means other than synthetic training devices.
- (d) If the pre-on-the-job training phase is not provided, the abnormal and emergency situation training should be scenario-based and as realistic as possible while maintaining operational safety.
- (e) Checklists for abnormal and emergency situations used in operations should be made available to the applicant and be available at all times during scenario training.

AMC1 ATCO.D.045(c)(4) Composition of unit training

HUMAN FACTORS

- (a) Training providers should train the applicant during on-the-job training in team resource management, fatigue management and stress management.
- (b) Training providers should develop performance objectives for team resource management training.
- (c) The team resource management training may also make use of synthetic training devices.

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

- (d) Training providers should develop training objectives for fatigue management and stress management training.

ATCO.D.050 Prerequisites of unit training

Unit training may only be started by persons who are holders of:

- (a) A student air traffic controller licence with the appropriate rating and, if applicable, rating endorsement; or
- (b) An air traffic controller licence with the appropriate rating and, if applicable, rating endorsement; provided that the requirements set out in ATCO.B.001(d) and ATCO.B.010(b) are met.

ATCO.D.055 Unit training plan

- (a) A unit training plan shall be established by the training organisation or the air traffic service provider for each ATC unit and shall be approved by Kuwait DGCA.
- (b) The unit training plan shall contain at least:
 - (1) Ratings and endorsements for which the training is conducted;
 - (2) The structure of the unit training;
 - (3) The list of unit endorsement course(s) according to ATCO.D.060;
 - (4) The process for the conduct of a unit endorsement course;
 - (5) The training methods;
 - (6) The minimum duration of the unit endorsement course(s);
 - (7) Process for adapting the unit endorsement course(s) to take due account of the acquired ratings and/or rating endorsements and experience of applicants, when relevant;
 - (8) Processes for demonstrating theoretical knowledge and understanding according to ATCO.D.065, including the number, frequency and type of, as well as pass marks for examinations, which shall be a minimum of 70 % of the marks allocated to these examinations;
 - (9) Processes for the assessment according to ATCO.D.070, including the number and frequency of assessments;
 - (10) Training personnel qualifications, roles and responsibilities;
 - (11) Process for early termination of training;
 - (12) The appeal process;
 - (13) Identification of records to be kept specific to the unit training;
 - (14) A list of identified abnormal and emergency situations specific for each unit endorsement;
 - (15) Process and reasons for reviewing and amending the unit training plan and its submission to Kuwait DGCA. The review of the unit training plan shall take place at least once every three years.
 - (16) Unit endorsement course syllabus.
 - (17) Process for issuance of unit endorsement course certificates.

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

GM1 ATCO.D.055(b)(5) Unit training plan **TRAINING METHODS**

Training providers should consider a variety of methods when conducting training leading to a unit endorsement. Although this list is not exhaustive, such methods could be:

- *on-the-job;*
- *lecture;*
- *lesson/demonstration;*
- *case study;*
- *computer-based practical exercise;*
- *exercise;*
- *facilitation;*
- *group work;*
- *hands-on;*
- *interactive training;*
- *supervised practices;*
- *part-task practice;*
- *individual simulation;*
- *team simulation;*
- *group simulation;*
- *briefing/debriefing;*
- *structured briefing;*
- *structured debriefing;*
- *virtual classroom;*
- *role play;*
- *skill acquisition;*
- *self-study;*
- *self-test;*
- *resilience training.*

AMC1 ATCO.D.055(b)(6) Unit training plan **DURATION OF UNIT ENDORSEMENT COURSES**

- (a) The on-the-job training instruction as part of the unit endorsement course should be at least of the duration specified in Annex 1 to the Chicago Convention, Section 4.5.2.2.1(b).
- (b) The ratings named in Annex 1 to the Chicago Convention, Section 4.5.2.2.1(b), should be read in the context of this Regulation:

Issue 4	Revision 5	Jan 2023	Page 42 of 93
----------------	-------------------	-----------------	----------------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

- (1) Aerodrome control rating: ADV and ADI ratings;
 - (2) Approach control procedural rating: APP rating;
 - (3) Approach control surveillance rating: APS rating;
 - (4) Area control procedural rating: ACP rating;
 - (5) Area control surveillance rating: ACS rating.
- (c) The approach precision radar control rating in Annex 1 to the Chicago Convention, Section 4.5.2.2.1(b), should be read in the context of this Regulation as APS-PAR rating endorsement according to ATCO.B.015.

AMC1 ATCO.D.055(b)(14) Unit training plan

DESIRABLE BEHAVIOURS FOR ABNORMAL AND EMERGENCY SITUATIONS

- (a) Training providers should establish desirable behaviours for the identified abnormal and emergency situations and associate them with established procedures.
- (b) Desirable behaviours of the applicants in case of abnormal or emergency situations may be of technical or non-technical nature.

ATCO.D.060 Unit endorsement course

- (a) A unit endorsement course shall be the combination of the relevant unit training phases for the issue or renewal of a unit endorsement in the licence. Each course shall contain:
 - (1) A transitional training phase;
 - (2) An on-the-job training phase.

A pre-on-the-job training phase shall be included, if required, according to ATCO.D.005(a)(2).
- (b) The unit training phases referred to in paragraph (a) shall be provided separately or in an integrated manner.
- (c) Unit endorsement courses shall define the syllabus and the performance objectives in accordance with ATCO.D.045(c) and shall be conducted in accordance with the unit training plan.
- (d) Unit endorsement courses that include training for rating endorsement(s) according to ATCO.B.015 shall be supplemented with additional training that allows for the acquisition of the concerned rating endorsement skills.
- (e) Training intended for a rating endorsement other than ATCO.B.015(a)(3) shall consist of subjects, subject objectives, topics and subtopics developed by the training organisation or the air traffic service provider and approved as part of the training course.

GM1 ATCO.D.060(d);(e) Unit endorsement course

TRAINING FOR RATING ENDORSEMENTS

Training for rating endorsement(s) as part of the unit endorsement course may be delegated to training organisations certified for initial training.

ATCO.D.065 Demonstration of theoretical knowledge and understanding

Theoretical knowledge and understanding shall be demonstrated by examinations.

Issue 4	Revision 5	Jan 2023	Page 43 of 93
---------	------------	----------	---------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

GM1 ATCO.D.065 Demonstration of theoretical knowledge and understanding

METHODS OF EXAMINATION

- (a) Oral examinations and/or written/computer-based examinations should be used to demonstrate the controller's knowledge and understanding.

(1) Oral examinations

The oral examination is used to test the understanding of applicable techniques and the rules governing them, particularly of unit and national air traffic control procedures. Scenario-type questioning allows examiners to gather additional evidence of how an applicant would react in circumstances that are not observable, but are nevertheless considered important to the overall operation at that ATC unit.

Oral examinations will give a clear indication that the persons undertaking training know not only what they should be doing, but why they should be doing it. The oral examination requires considerable skills and it should be undertaken in a way to ensure consistency among individual examiners.

(2) Written examinations

The written examination is used to test theoretical knowledge and to a lesser degree the understanding of applicable techniques and the rules governing them, particularly of unit and national air traffic control procedures. It is easier to administer and to ensure the consistency of written examinations particularly when using multiple-choice questioning. Although multiple-choice questioning can test knowledge, it is not appropriate for determining what a controller would do in a particular operational situation.

Written examinations can also be computer-based.

- (b) The most comprehensive method of testing the understanding of the person undertaking training, contrary to their possession of pure knowledge, would be a combination of written examinations that assess the knowledge of unit and national procedures, together with a separate oral examination which tests the understanding and reactions to operational situations.

ATCO.D.070 Assessments during unit endorsement courses

- (a) The applicant's assessment shall be conducted in the operational environment under normal operational conditions at least once at the end of the on-the-job training.
- (b) When the unit endorsement course contains a pre-on-the-job training phase, the applicant's skills shall be assessed on a synthetic training device at least at the end of this phase.
- (c) Notwithstanding point (a), a synthetic training device may be used during a unit endorsement assessment to demonstrate the application of trained procedures not encountered in the operational environment during the assessment.

GM1 ATCO.D.070 Assessments during unit endorsement courses

(a) DEDICATED ASSESSMENTS

- (1) A dedicated assessment should be carried out for the issue or renewal of a unit endorsement.
- (2) A dedicated assessment may consist of a single assessment or a series of assessments, as

Issue 4	Revision 5	Jan 2023	Page 44 of 93
---------	------------	----------	---------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

detailed in the unit training plan.

- (3) *To conduct a dedicated assessment, the assessor(s) should sit with the applicant with the purpose of observing the quality and assessing the standard of work being carried out and, if also acting as OJTI at the same time, to maintain a safe, orderly and expeditious flow of air traffic.*
 - (4) *The applicant concerned should be briefed on the conduct of the assessment.*
 - (5) *For those situations where an applicant's performance cannot be observed at the time of the assessment (e.g. low visibility operations, snow clearing, military activity, etc.), the assessment may be supplemented by synthetic training device sessions and oral examination.*
 - (6) *Dedicated assessments may also be conducted at any stage of training as detailed in the unit training plan, where a more definitive measure of the progress is required, for example after 50 hours of practical training.*
- (b) **CONTINUOUS ASSESSMENT**
- (1) *Continuous assessment may be performed by the assessor observing the standard of the air traffic control service provided by those whose competence he/she will certify as he/she works with them during unit training or normal operational duties.*
 - (2) *In cases where the assessors have not had sufficient contact with the applicant to adequately assess his/her performance, they will not certify the applicant's competence until they have conducted a dedicated practical assessment. The applicant concerned must be advised that a dedicated practical assessment is to be conducted.*
- (c) **ORAL EXAMINATION**
- (1) *The oral examination is used to test the understanding of applicable techniques and the rules governing them, particularly of unit and national air traffic control procedures. Scenario-type questioning allows the examiners to gather additional evidence of how an applicant would react in circumstances that are not observable, but are nevertheless considered important to the overall operation at that ATC unit.*
 - (2) *The oral examination will give a clear indication that the applicant knows not only what he/she should be doing, but why he/she should be doing it. It requires considerable skills and it should be undertaken in a way to ensure consistency among individual examiners.*

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

SECTION 4 CONTINUATION TRAINING REQUIREMENTS

ATCO.D.075 Continuation training

Continuation training shall consist of refresher and conversion training courses and shall be provided according to the requirements contained in the unit competence scheme according to ATCO.B.025.

ATCO.D.080 Refresher training

- (a) Refresher training course(s) shall be developed and provided by training organisations or by the Air Traffic Service Provider's instructors/assessors, and approved by Kuwait DGCA.
- (b) Refresher training shall be designed to review, reinforce or enhance the existing knowledge and skills of air traffic controllers to provide a safe, orderly and expeditious flow of air traffic and shall contain at least:
 - (1) Standard practices and procedures training, using approved phraseology and effective communication;
 - (2) Abnormal and emergency situations training, using approved phraseology and effective communication; and
 - (3) Human factors training.
- (c) A syllabus for the refresher training course shall be defined, and where a subject refreshes skills of air traffic controllers, performance objectives shall also be developed.

AMC1 ATCO.D.080 Refresher training EXAMINATIONS AND ASSESSMENTS

Refresher topics should be examined or assessed using the processes described in the unit competence scheme.

GM1 ATCO.D.080 Refresher training REFRESHER TRAINING SUBJECTS

Topics for refresher training subjects may include rarely used procedures and practices, such as seasonally dependent procedures, trends and observations from occurrence reports and results of normal operations safety surveys.

GM2 ATCO.D.080 Refresher training REFRESHER TRAINING STRUCTURE

Refresher training may be developed and structured in accordance with the established duration of the unit endorsement it refreshes. This may mean structuring the refresher training in modular fashion. For instance, training in standard practices and procedures, abnormal and emergency situations and human factors may be given separately or integrated into any other modules.

GM3 ATCO.D.080 Refresher training GENERAL

Guidance for the development of refresher training courses can be found in ICAO DOC.10056 and EUROCONTROL's document 'ATC Refresher Training Manual'.

Issue 4	Revision 5	Jan 2023	Page 46 of 93
---------	------------	----------	---------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

AMC1 ATCO.D.080(b)(1);(2) Refresher training **PHRASEOLOGY TRAINING**

Training providers should develop objectives for phraseology.

AMC2 ATCO.D.080(b)(2) Refresher training **ABNORMAL SITUATION AND EMERGENCY TRAINING**

Abnormal situation and emergency training should be designed to expose air traffic controllers to circumstances and situations which they do not habitually or commonly experience.

The essential difference from an emergency situation is that the element of danger or serious risk is not necessarily present in an abnormal situation.

GM1 ATCO.D.080(b)(1);(2) Refresher training **EFFECTIVE COMMUNICATION**

Communication misunderstanding is present in many air traffic occurrences and the consistent use of approved phraseology is designed to mitigate such occurrences.

For the purpose of refresher training, emphasis is, therefore, put on effective communication, including the use of approved phraseology, both for the use of standard practices and procedures and for abnormal and emergency situations training.

Effective communication should make use of a variety of communication modes, including the use of appropriate phraseology and radio communication.

Phraseology and radio communication training is part of the linguistic training according to ICAO; radio communication phraseology samples offer learning opportunities and foster harmonisation.

AMC1 ATCO.D.080(b)(3) Refresher training **HUMAN FACTORS**

- (a) Training providers should train air traffic controllers at least in team resource management, fatigue management and stress management.
- (b) The team resource management training may also make use of STD and/or occurrence case studies.

ATCO.D.085 Conversion training

- (a) Conversion training course(s) shall be developed and provided by training organisations or by the Air Traffic Service Provider's Instructors/assessors, and approved by Kuwait DGCA.
- (b) Conversion training shall be designed to provide knowledge and skills appropriate to a change in the operational environment and shall be provided by training organisations or by the Air Traffic Service Provider's Instructors/assessors when the safety assessment of the change concludes the need for such training.
- (c) Conversion training courses shall include the determination of:
 - (1) The appropriate training method for and duration of the course, taking into account the nature and extent of the change; and
 - (2) The examination and/or assessment methods for the conversion training.
- (d) Conversion training shall be provided before air traffic controllers exercise the privileges of their licence in the changed operational environment.

Issue 4	Revision 5	Jan 2023	Page 47 of 93
----------------	-------------------	-----------------	----------------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

SECTION 5 TRAINING OF INSTRUCTORS AND ASSESSORS

ATCO.D.090 Training of practical instructors

- (a) Training of practical instructors shall be developed and provided by training organisations and shall consist of:
 - (1) A practical instructional techniques course for OJTI and/or STDI, including an assessment;
 - (2) A refresher training course on practical instructional skills;
 - (3) A method(s) for assessing the competence of practical instructors.
- (b) The training courses and assessment methods referred to in point (a) shall be approved by Kuwait DGCA.

AMC1 ATCO.D.090(a)(1) Training of practical instructors **SYNTHETIC TRAINING DEVICES USED FOR OJTI TRAINING**

For the training of on-the-job training instructors, a part-task trainer or a simulator should be used.

If the synthetic training environment does not correspond to the rating of the intended instructional environment, the applicant should practise the instructional skills in those procedures in which it is intended to provide instruction for at least one day before being assessed.

AMC2 ATCO.D.090(a)(1) Training of practical instructors **ASSESSMENT OF INSTRUCTIONAL TECHNIQUES FOR PRACTICAL INSTRUCTORS**

A successful assessment of instructional techniques for practical instructors should establish competence at least in the following areas:

- (a) Regulatory impact on air traffic controller training;
- (b) Human factors impact on air traffic controller training;
- (c) Determination of the background and experience of the person undertaking training;
- (d) Determination of the current level of ability of the person undertaking training;
- (e) Conduct of a pre-session briefing;
- (f) Planning and conduct of the training session;
- (g) Demonstration and explanation of the tasks;
- (h) Monitoring of the training session;
- (i) Management of interventions correctly, including error correction;
- (j) Evaluation of the performance of the person undertaking training;
- (k) Debrief of the person undertaking training;
- (l) Furnishing of written reports on the performance of the person undertaking training;
- (m) Taking appropriate follow-up action towards resolving training problems;
- (n) Techniques of pausing clocks; and
- (o) Knowledge of technical facilities/environment.

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

AMC1 ATCO.D.090(a)(2) Training of practical instructors

REFRESHER TRAINING IN PRACTICAL INSTRUCTIONAL SKILLS

Refresher training in practical instructional skills should prevent knowledge and skills erosion, and, for the training of STDIs, it should be designed to maintain awareness of the current operational practices.

AMC1 ATCO.D.090(a)(3) Training of practical instructors

PRACTICAL INSTRUCTOR COMPETENCE ASSESSMENT

The practical instructor competence assessment for an OJTI may be undertaken either in live operations or on a synthetic training device.

The practical instructor competence assessment for an STDI should be undertaken on a synthetic training device.

ATCO.D.095 Training of assessors

- (a) Training of assessors shall be developed and provided by training organisations and shall consist of:
 - (1) An assessor training course, including an assessment;
 - (2) A refresher training course on assessment skills;
 - (3) A method(s) for assessing the competence of assessors.
- (b) The training courses and the assessment method referred to in point (a) shall be approved by the Kuwait DGCA.

AMC1 ATCO.D.095(a)(1) Training of assessors

ASSESSOR TRAINING COURSE

A successful assessment for the purpose of the assessor training course should establish competence at least in the following areas of assessment knowledge and techniques:

- (a) Regulatory environment and legal obligations;
- (b) Types of assessment and their application;
- (c) Performance objectives constituting air traffic controller competence;
- (d) Conditions of assessments to create reliable results;
- (e) Processing of assessments and administrative procedures;
- (f) Giving verbal feedback and writing assessment reports;
- (g) Vested interests and code of conduct;
- (h) Accurately assessing competence against the performance objectives;
- (i) Developing a good questioning technique and designing questions appropriate to the assessment.

AMC2 ATCO.D.095(a)(1) Training of assessors

ASSESSMENT OF ASSESSOR COMPETENCE

The assessment of assessor competence should focus on the application of the skills of an assessor. The skills should represent at least a subset of the competences taught during the assessor training course.

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

AMC1 ATCO.D.095 (a) (2) Training of assessors
REFRESHER TRAINING IN ASSESSMENT SKILLS

Refresher training in assessment skills should prevent knowledge and skills erosion and it should be designed to maintain skills in assessment techniques and awareness of the regulatory environment.

GM1 ATCO.D.095 (a) (3) Training of assessors
ASSESSMENT OF ASSESSOR COMPETENCE

The level of harmonisation on competence assessment is low as a result of the variety of methods. Any assessment of assessor competence should be realistic and it could take place during live traffic situations or during training.

APPENDIX 1 OF CHAPTER I

AMC1 ATCO.D.010(a)(1) Composition of initial training - content

Language proficiency rating scale: expert, extended and operational levels

Level	Pronunciation Uses a dialect and/or accent intelligible to the aeronautical community	Structure Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task	Vocabulary	Fluency	Comprehension	Interactions
Expert 6	Pronunciation, stress, rhythm and intonation, though possibly influenced by the first language or regional variation, almost never interfere with ease of understanding.	Both basic and complex grammatical structures and sentence patterns are consistently well controlled.	Vocabulary range and accuracy are sufficient to communicate effectively on a wide variety of familiar and unfamiliar topics. Vocabulary is idiomatic, nuanced, and sensitive to register.	Able to speak at length with a natural, effortless flow. Varies speech flow for stylistic effect, e.g. to emphasise a point. Uses appropriate discourse markers and connectors spontaneously	Comprehension is consistently accurate in nearly all contexts and includes comprehension of linguistic and cultural subtleties.	Interacts with ease in nearly all situations. Is sensitive to verbal and non-verbal cues, and responds to them appropriately.
Extended 5	Pronunciation, stress, rhythm and intonation, though influenced by the	Basic grammatical structures and sentence patterns are consistently	Vocabulary range and accuracy are sufficient to communicate	Able to speak at length with relative ease on familiar topics, but	Comprehension is accurate on common, concrete, and work-related	Responses are immediate, appropriate, and informative.



Level	Pronunciation Uses a dialect and/or accent intelligible to the aeronautical community	Structure Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task	Vocabulary	Fluency	Comprehension	Interactions
	First language or regional variation, rarely interfere with ease of understanding.	Well controlled. Complex structures are attempted but with errors which sometimes interfere with meaning.	Effectively on common, concrete, and work-related topics. Paraphrases consistently and successfully. Vocabulary is sometimes idiomatic.	May not vary speech flow as a stylistic device. Can make use of appropriate discourse markers or connectors.	Topics and mostly accurate when the speaker is confronted with a linguistic or situational complication or an unexpected turn of events. Is able to comprehend a range of speech varieties (dialect and/or accent) or registers.	Manages the speaker/listener relationship effectively.
Operational 4	Pronunciation, stress, rhythm and intonation are influenced by the first language or regional variation but only sometimes interfere with ease of understanding.	Basic grammatical structures and sentence patterns are used creatively and are usually well controlled. Errors may occur, particularly in unusual or unexpected	Vocabulary range and accuracy are usually sufficient to communicate effectively on common, concrete, and work-related topics. Can often paraphrase	Produces stretches of language at an appropriate tempo. There may be occasional loss of fluency on transition from rehearsed or formulaic speech	Comprehension is mostly accurate on common, concrete, and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users.	Responses are usually immediate, appropriate, and informative. Initiates and maintains exchanges even when dealing with an unexpected turn of events.

Level	Pronunciation Uses a dialect and/or accent intelligible to the aeronautical community	Structure Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task	Vocabulary	Fluency	Comprehension	Interactions
		circumstances, but rarely interfere with meaning.	successfully when lacking vocabulary in unusual or unexpected circumstances.	to spontaneous interaction, but this does not prevent effective communication. Can make limited use of discourse markers or connectors. Fillers are not distracting.	When the speaker is confronted with a linguistic or situational complication or an unexpected turn of events, comprehension may be slower or require clarification strategies.	Deals adequately with apparent misunderstandings by checking, confirming, or clarifying.

Language proficiency rating scale: pre-operational, elementary and pre-elementary levels



Level	Pronunciation Uses a dialect and/or accent intelligible to the aeronautical community	Structure Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task	Vocabulary	Fluency	Comprehension	Interactions
Pre-operational 3	Pronunciation, stress, rhythm and intonation are	Basic grammatical structures and sentence patterns	Vocabulary range and accuracy are often sufficient to	Produces stretches of language, but	Comprehension is often accurate on common, concrete,	Responses are sometimes immediate,
	influenced by the first language or regional variation and frequently interfere with ease of understanding.	associated with predictable situations are not always well controlled. Errors frequently interfere with meaning.	communicate on common, concrete, or work- related topics but range is limited and the word choice often inappropriate. Is often unable to paraphrase successfully when lacking vocabulary.	phrasing and pausing are often inappropriate. Hesitations or slowness in language processing may prevent effective communication. Fillers are sometimes distracting.	and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. May fail to understand a linguistic or situational complication or an unexpected turn of events.	appropriate, and informative. Can initiate and maintain exchanges with reasonable ease on familiar topics and in predictable situations. Generally inadequate when dealing with an unexpected turn of events.



Level	Pronunciation Uses a dialect and/or accent intelligible to the aeronautical community	Structure Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task	Vocabulary	Fluency	Comprehension	Interactions
Elementary 2	Pronunciation, stress, rhythm and intonation are heavily influenced by the first language or regional variation and usually interfere with ease of understanding.	Shows only limited control of a few simple memorised grammatical structures and sentence patterns.	Limited vocabulary range consisting only of isolated words and memorised phrases.	Can produce very short, isolated, memorised utterances with frequent pausing and a distracting use of fillers to search for expressions and to articulate less	Comprehension is limited to isolated, memorised phrases when they are carefully and slowly articulated.	Response time is slow, and often inappropriate. Interaction is limited to simple routine exchanges.

Level	Pronunciation Uses a dialect and/or accent intelligible to the aeronautical community	Structure Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task	Vocabulary	Fluency	Comprehension	Interactions
				Familiar words.		
Pre-elementary 1	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

CHAPTER II

PART ATCO.AR REQUIREMENTS FOR KUWAIT DGCA

SUBPART A — GENERAL REQUIREMENTS

ATCO.AR.A.001 Scope

This Part, set out in this Chapter, establishes the administrative requirements applicable to Kuwait DGCA with responsibility for the issue, maintenance, suspension or revocation of licences, ratings, endorsements and medical certificates for air traffic controllers and certification and oversight of training organisations.

ATCO.AR.A.005 Personnel

- (a) Kuwait DGCA shall produce and update every two years an assessment of the human resources needed to perform their oversight functions, based on the analysis of the processes required by this Regulation and their application.
- (b) Personnel authorised by the Kuwait DGCA to carry out certification and/or oversight tasks shall be empowered to perform as a minimum the following tasks:
 - (1) Examine documents, including licences, certificates, records, data, procedures and any other material relevant to the execution of the required task;
 - (2) Take copies of or extracts from such records, data, procedures and other material;
 - (3) Ask for an explanation;
 - (4) Enter relevant premises and operating sites;
 - (5) Perform audits and inspections, including unannounced inspections;
 - (6) Take or initiate enforcement measures as appropriate.
- (c) The Kuwait DGCA may authorise its personnel to conduct assessments leading to the issue, revalidation and renewal of a unit endorsement provided that they meet the requirements set out in ATCO.C.045, with the exception of point (d)(1). Familiarity with the current operational practices and procedures of the unit, where the assessment is taking place, shall however be ensured.

GM1 ATCO.AR.A.005(c) Personnel

GENERAL

When Kuwait DGCA personnel is authorised to conduct assessments for the issue and renewal of a unit endorsement who:

- (a) *Do not hold the unit endorsement associated with the assessment, or*
- (b) *Hold the unit endorsement associated with the assessment without an OJTI endorsement,*

An OJTI holding the valid unit endorsement associated with the assessment should be present to ensure supervision on the operational working position.

Issue 4	Revision 5	Jan 2023	Page 57 of 93
---------	------------	----------	---------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

ATCO.AR.A.010 Tasks of Kuwait DGCA

The tasks of Kuwait DGCA

(a) shall include:

- (1) The issue, suspension and revocation of licences, ratings, endorsements and of medical certificates;
- (2) The issue of temporary OJTI authorisations according to ATCO.C.025;
- (3) The issue of temporary assessor authorisations according to ATCO.C.065;
- (4) The revalidation and renewal of endorsements;
- (5) The revalidation, renewal and limitation of medical certificates following referral by the AME ;
- (6) Reserved;
- (7) The issue, suspension, revocation and limitation of training organisation certificates;
- (8) The approval of training courses, plans and unit competence schemes, as well as assessment methods;
- (9) The approval of the assessment method for the demonstration of language proficiency and the establishment of requirements applicable to language assessment bodies according to ATCO.B.040;
- (10) The approval of the need for the extended level (level five) language proficiency in accordance with ATCO.B.030(d);
- (11) The monitoring of training organisations, including their training courses and plans;
- (12) The approval and monitoring of the unit competence schemes;
- (13) The establishment of appropriate appeal procedures and notification mechanisms;

ATCO.AR.A.015 Means of compliance

- (a) Kuwait DGCA shall develop Acceptable Means of Compliance (AMC) that may be used to establish compliance with this Regulation. When AMC are complied with, the related requirements of implementations are met.
- (b) Alternative means of compliance may be used to establish compliance with the implementations.
- (c) Kuwait DGCA shall establish a system to consistently evaluate that all alternative means of compliance used by itself or by organisations and persons under its oversight allow the establishment of compliance with this Regulation.
- (d) Kuwait DGCA shall evaluate all alternative means of compliance proposed by an organisation in accordance with ATCO.OR.B.005 by analysing the documentation provided and, if considered necessary, conducting an inspection of the organisation.
When Kuwait DGCA finds that the alternative means of compliance are in accordance with the implementing rules, it shall without undue delay, notify the applicant that the alternative means of compliance may be implemented and, if applicable, amend the approval or certificate of the applicant accordingly.
- (e) When Kuwait DGCA itself uses alternative means of compliance to achieve compliance with this Regulation, it shall make them available to all organisations and persons under its oversight.

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

SUBPART B — MANAGEMENT

ATCO.AR.B.001 Management system

- (a) Kuwait DGCA shall establish and maintain a management system, including as a minimum:
 - (1) Documented policies and procedures to describe its organisation, means and methods to achieve compliance with this Regulation. The procedures shall be kept up to date and serve as the basic working documents within Kuwait DGCA for all related tasks;
 - (2) A sufficient number of personnel, including licensing and certification inspectors, to perform its tasks and discharge its responsibilities. Such personnel shall be qualified to perform their allocated tasks and have the necessary knowledge, experience, initial, on-the-job and recurrent training to ensure continuing competence. A system shall be in place to plan the availability of personnel in order to ensure the proper completion of all related tasks;
 - (3) Adequate facilities and office accommodation to perform the allocated tasks;
- (b) Kuwait DGCA shall, for each field of activity included in the management system, appoint one or more persons with the overall responsibility for the management of the relevant task(s).

AMC1 ATCO.AR.B.001(a)(2) Management system TRAINING PROGRAMME AND RECURRENT TRAINING

- (a) Kuwait DGCA should establish a training programme for its personnel and a plan for its implementation. The training programme should include, as appropriate to the role, current knowledge, experience and skills of the personnel, at least the following:
 - (1) Organisation and structure of the aviation legislation;
 - (2) The Chicago Convention, its relevant annexes and documents, the applicable requirements of Regulation and related Acceptable Means of Compliance, Certification Specifications and Guidance Material, as well as assessment methodology of the alternative means of compliance and the applicable national legislation;
 - (3) The applicable requirements and procedures; and
 - (4) Areas of particular interest.
- (b) The training programme and plan should be updated, as needed, to reflect, at least, changes in aviation legislation and industry. The training programme should also cover the specific needs of the personnel and Kuwait DGCA.
- (c) Kuwait DGCA should ensure that its personnel undergo recurrent training at regular intervals as defined by the Kuwait DGCA or whenever deemed necessary, in order to be kept up to date.

ATCO.AR.B.015 Record keeping

- (a) Kuwait DGCA shall maintain a list of all organisation certificates and personnel licences and certificates they issue.
- (b) Kuwait DGCA shall establish a system of record keeping providing for adequate storage, accessibility and reliable traceability of:
 - (1) the management system's documented policies and procedures;
 - (2) training, qualification and authorisation of its personnel;

Issue 4	Revision 5	Jan 2023	Page 59 of 93
---------	------------	----------	---------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

- (3) Certification processes and continuing oversight of certified organisations;
 - (4) Details of courses provided by training organisations;
 - (5) Processes for the issue of licences, ratings, endorsements and certificates, and for the continuing oversight of the holders of those licences, ratings, endorsements and certificates;
 - (6) Findings, corrective actions and date of action closure;
 - (7) Enforcement measures taken;
 - (8) Safety information and follow-up measures;
 - (9) The use of flexibility provisions in accordance with Article 15 of KCASR 0 Basic Regulation.
- (c) Records shall be kept for a minimum period of 5 years and with regard to personnel licences for a minimum period of 10 years after the expiry of the last endorsement on the licence, subject to applicable data protection law.

GM1 ATCO.AR.B.015 Record keeping
STORAGE

Records may be stored electronically.

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ATCO (Air Traffic Control) Licensing & Medical</i>

SUBPART C

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Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

SUBPART D — ISSUE, REVALIDATION, RENEWAL, SUSPENSION AND REVOCATION OF LICENCES, RATINGS, ENDORSEMENTS AND AUTHORISATIONS

ATCO.AR.D.001 Procedure for the issue, revalidation and renewal of licences, ratings, endorsements and authorisations

- (a) Kuwait DGCA shall establish procedures for the application, issue of licences, issue of ratings and endorsements, as well as the revalidation and renewal of endorsements. These procedures may include:
 - (1) The issue of temporary OJTI authorisation and temporary assessor authorisation; and
 - (2) If applicable, the authorisation for assessors to revalidate and renew unit endorsements in which case assessors shall submit all records, reports and any other information to Kuwait DGCA as defined in such procedures.
- (b) Upon receiving an application and, if relevant, any supporting documentation, Kuwait DGCA shall verify the application completeness and whether the applicant meets the requirements set out in Chapter I.
- (c) If the applicant meets the applicable requirements, Kuwait DGCA shall issue, revalidate or renew, when appropriate, the relevant licence, rating(s) and endorsement(s) using the format for licences established in Appendix 1 of Chapter II. The temporary OJTI authorisation referred to in ATCO.C.025 and the temporary assessor authorisation referred to in ATCO.C.065 shall be issued as a separate document wherein the privileges of the holder as well as the validity of the authorisation shall be specified.

AMC1 ATCO.AR.D.001(a) Procedure for the issue, revalidation and renewal of licences, ratings, endorsements and authorisations **PROCEDURES**

Kuwait DGCA may develop procedures to allow privileges to be exercised by the licence holder for a maximum period of eight weeks after successful completion of the applicable examination(s) and assessment(s), pending the issue of the licence, rating or endorsement.

Such procedures may cover licences, ratings and endorsements, but not the temporary authorisations.

GM2 ATCO.AR.D.001(a) Procedure for the issue, revalidation and renewal of licences, ratings, endorsements and authorisations

APPLICATION FOR THE ISSUE, REVALIDATION AND RENEWAL OF LICENCES, RATINGS, ENDORSEMENTS AND AUTHORISATIONS

Application for the issue, revalidation and renewal of licences, ratings, endorsements and authorisations together with all relevant certificates and/or documents supporting the application might be submitted by secure electronic means.

GM1 ATCO.AR.D.001(b) Procedure for the issue, revalidation and renewal of licences, ratings, endorsements and authorisations

DATE OF SUCCESSFUL COMPLETION OF THE TRAINING

The date of successful completion of the training relevant to the rating and/or rating endorsement to be included in the (Student) ATCO Licence should be the date indicated in the certificate of successful

Issue 4	Revision 5	Jan 2023	Page 62 of 93
----------------	-------------------	-----------------	----------------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

completion of the relevant training issued by the training organisation.

GM1 ATCO.AR.D.001(c) Procedure for the issue, revalidation and renewal of licences, ratings, endorsements and authorisations

FORMAT FOR LICENCES (APPENDIX I TO Chapter II)

Kuwait DGCA may enter into point (XIII) of the licence format all additional licensing information, such as national licence endorsements or holding a radio telephony (R/T) licence.

ATCO.AR.D.005 Revocation and suspension of licences, ratings and endorsements

- (a) For the purpose of ATCO.A.020 Kuwait DGCA shall establish administrative procedures for the suspension and revocation of licences, ratings and endorsements.
- (b) Kuwait DGCA may suspend the licence in the case of provisional inability not being terminated according to the procedures referred to in ATCO.A.015(e).
- (c) Kuwait DGCA shall suspend or revoke a licence, rating or endorsement in accordance with KCASR 26 in particular in the following circumstances:
 - (1) Exercising the privileges of the licence when the licence holder no longer complies with the applicable requirements of this Regulation;
 - (2) Obtaining a student air traffic controller or an air traffic controller licence, rating, endorsement or certificate by falsification of submitted documentary evidence;
 - (3) falsification of the licence or certificate records;
 - (4) Exercising the privileges of the licence, rating(s) or endorsement(s) under the influence of psychoactive substances.
- (d) In cases of suspension or revocation of licences, ratings and endorsements, Kuwait DGCA shall inform the licence holder in writing of this decision and of their right of appeal in accordance with the procedures established in ATCO.AR.A.010(a)(13). The suspension or revocation of the assessor endorsement should be notified to the relevant Air Traffic Service provider as well.
- (e) Kuwait DGCA shall also suspend or revoke a licence, rating or endorsement upon written request of the licence holder.

GM1 ATCO.AR.D.005 Revocation and suspension of licences, ratings and endorsements

EXAMINATIONS AND ASSESSMENTS

Examinations and assessments conducted by an assessor, during suspension or after the revocation of his/her assessor endorsement or by an OJTI or an STDI during suspension or after revocation of his/her OJTI or STDI endorsement respectively, should be invalid.

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

SUBPART E — CERTIFICATION PROCEDURE FOR AIR TRAFFIC CONTROLLER TRAINING ORGANISATIONS

ATCO.AR.E.001 Application and certification procedure for training organisations

- (a) Upon receiving an application for the issue of a training organisation certificate, Kuwait DGCA shall verify the training organisation's compliance with the requirements set out in Chapter III.
- (b) If the applicant training organisation fulfils the applicable requirements, Kuwait DGCA shall issue a certificate using the format established in Appendix 2 of Chapter II.

AMC1 ATCO.AR.E.001(a) Application and certification procedure for training organisations VERIFICATION OF COMPLIANCE

- (a) Kuwait DGCA should verify the applicant's compliance through an audit of the organisation, including interviews of personnel and inspections carried out at the organisation's facilities.
- (b) Kuwait DGCA should only conduct such audit after being satisfied that the application for a certificate complies with the applicable requirements.
- (c) The audit should include but should not be limited to the following areas:
 - (1) Detailed management structure, including names and qualifications of personnel required by ATCO.OR.C.010, adequacy of the organisation and management structure;
 - (2) Adequacy of number and qualifications of personnel;
 - (3) Safety management and compliance monitoring with applicable requirements;
 - (4) Adequacy of the facilities with regard to the organisation's scope of training;
 - (5) Documentation on the basis of which the certificate shall be granted (organisation documentation as required by Chapter III (Part ATCO.OR), including manuals, training plans and course documentation).
- (d) In case of non-compliance, the applicant should be informed in writing of the corrections required.

AMC1 ATCO.AR.E.001(b) Application and certification procedure for training organisations ISSUE OF A CERTIFICATE

- (a) The attachment to the air traffic controller training organisation's certificate should specify the privileges that the air traffic controller training organisation has obtained to provide and conduct the corresponding training.
- (b) The certificate should not be issued where a level 1 finding remains open. In exceptional circumstances, finding(s), other than level 1, should be assessed and mitigated as necessary by the air traffic controller training organisation and a corrective action plan for closing the finding(s) should be approved by Kuwait DGCA prior to the issue of the certificate.

ATCO.AR.E.005 Approval of training courses and training plans

Kuwait DGCA shall approve training courses and training plans developed in accordance with the requirements laid down in ATCO.OR.D.001.

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

ATCO.AR.E.010 Changes to the training organisations

- (a) Upon receiving an application for a change that requires prior approval in accordance with ATCO.OR.B.015, Kuwait DGCA shall verify the training organisation's compliance with the requirements set out in Chapter III before the issue of the approval.
After having verified that the training organisation complies with the applicable requirements, the Kuwait DGCA shall approve the change.
- (b) Without prejudice to any additional enforcement measures in accordance with ATCO.AR.E.015, when the organisation implements changes without having received Kuwait DGCA's approval as defined in point (a), Kuwait DGCA shall take immediate and adequate action.
- (c) For changes not requiring prior approval, Kuwait DGCA shall approve a procedure developed by the training organisation in accordance with ATCO.OR.B.015 defining the scope of such changes and its management and notification mechanism. In the continuous oversight process Kuwait DGCA shall assess the information provided in the notification to verify whether actions taken comply with the approved procedures and applicable requirements
- (d)

AMC1 ATCO.AR.E.010 Changes to the training organisations

GENERAL

- (a) Kuwait DGCA should be informed of any changes to personnel specified in Chapter III (Part ATCO.OR) that may affect the certificate or the training approval attached to it.
- (b) A simple management system documentation system status sheet should be maintained, which contains information on when an amendment was received by Kuwait DGCA and when it was approved.
- (c) Kuwait DGCA should receive from the organisation each management system documentation amendment, and when satisfied, Kuwait DGCA should approve in writing including amendments that do not require prior approval by Kuwait DGCA.
 - (1) Where the amendment requires Kuwait DGCA's approval, Kuwait DGCA, when satisfied, should approve in writing.
 - (2) Where the amendment does not require prior approval, Kuwait DGCA should acknowledge receipt of the notification in writing within 10 working days from receipt.

AMC1 ATCO.AR.E.010(a) Changes to the training organisations

CHANGES REQUIRING PRIOR APPROVAL

- (a) Upon receipt of an application for a proposed change that requires prior approval, Kuwait DGCA should, in due time:
 - (1) Assess the proposed change in relation to the training organisation's certificate or the training approval attached or the management system of it, and the applicable requirements of Part ATCO.OR, as well as any other applicable requirements; and
 - (2) Assess the actions proposed by the training organisation in order to show compliance;
- (b) Kuwait DGCA should, in due time, verify the compliance of the training organisation and, depending on the change, examine the need for prescribing any condition for the operation of it during the change.
- (c) For changes requiring prior approval, Kuwait DGCA may conduct an audit of the organisation in

Issue 4	Revision 5	Jan 2023	Page 65 of 93
----------------	-------------------	-----------------	----------------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

order to verify the training organisation's compliance with the applicable requirements.

- (d) When notifying the training organization, Kuwait DGCA should also inform the organisation of the right of appeal.

GM1 ATCO.AR.E.010 Changes to the training organisations

CHANGE OF NAME OF THE TRAINING ORGANISATION

- (a) Upon receipt of the application and the relevant parts of the organisation's documentation as required by Chapter III (Part ATCO.OR), Kuwait DGCA should reissue the certificate.
- (b) A name change alone does not require Kuwait DGCA to audit the organisation unless there is evidence that other aspects of the organisation have changed.

GM1 ATCO.AR.E.010(b) Changes to the training organisations

ADEQUATE ACTION

Adequate action by Kuwait DGCA may include suspension, limitation or revocation of the training organisation's certificate.

ATCO.AR.E.015 Findings and corrective actions

- (a) Kuwait DGCA shall have a system to analyse findings for their safety significance.
- (b) A level 1 finding shall be issued by Kuwait DGCA when any significant non-compliance is detected with the applicable requirements of this Regulation, with the training organisation's procedures and manuals, with the type(s) of training and/or service(s) provided or certificate(s) which lowers or seriously endangers safety and/or results in a significant degradation of the training provided.
- A level 1 finding shall include, but shall not be limited to:
- (1) Failure to give Kuwait DGCA access to the training organisation's facilities as defined in ATCO.OR.B.025 during normal operating hours and after two written requests;
 - (2) Obtaining or maintaining the validity of the training organisation certificate by falsification of submitted documentary evidence;
 - (3) Evidence of malpractice or fraudulent use of the training organisation certificate; and
 - (4) The lack of an accountable manager.
- (c) A level 2 finding shall be issued by Kuwait DGCA when any non-compliance is detected with the applicable requirements of this Regulation, with the training organisation's procedures and manuals, with the type(s) of training and/or service(s) provided or certificate(s) which could lower or endanger safety and/or could result in a degradation of the training provided.
- (d) When a finding is detected during oversight or by any other means, Kuwait DGCA shall, without prejudice to any additional action required by this Regulation, communicate the finding to the training organisation in writing and request corrective action to address the non-compliance(s) identified.
- (1) In the case of level 1 findings Kuwait DGCA shall take immediate and appropriate action to prohibit or limit activities, and if appropriate, it shall take action to revoke the certificate or to limit or suspend it in whole or in part, depending upon the extent of the finding, until successful corrective action has been taken by the training organisation.
 - (2) In the case of level 2 findings Kuwait DGCA shall:

Issue 4	Revision 5	Jan 2023	Page 66 of 93
---------	------------	----------	---------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

- (i) Grant the training organisation a corrective action implementation period included in an action plan appropriate to the nature of the finding; and
 - (ii) Assess the corrective action and implementation plan proposed by the training organisation and, if the assessment concludes that they are sufficient to address the non-compliance(s), accept these.
- (3) Where a training organisation fails to submit an acceptable corrective action plan, or to perform the corrective action within the time period accepted or extended by Kuwait DGCA, the finding shall be raised to a level 1 finding, and action shall be taken as laid down in point (d)(1).
- (e) Kuwait DGCA shall record all findings it has raised and, where applicable, the enforcement measures it has applied, as well as all corrective actions and the date of action closure for findings.

AMC1 ATCO.AR.E.015(d)(2) Findings and corrective actions CORRECTIVE ACTION IMPLEMENTATION PERIOD

The corrective action implementation period included in an action plan granted by Kuwait DGCA initially should not exceed three months. At the end of this period, and subject to the nature of the finding, Kuwait DGCA may extend the three-month period subject to a satisfactory corrective action plan agreed to by Kuwait DGCA.

GM1 ATCO.AR.E.015 Findings and corrective actions LEVEL 1

For a level 1 finding, it may be necessary for Kuwait DGCA to ensure that further training by the organisation is carried out and audited by Kuwait DGCA before the activity is resumed, dependent upon the nature of the finding.

GM1 ATCO.AR.E.015(d)(2) Findings and corrective actions CORRECTIVE ACTION IMPLEMENTATION PERIOD

The three-month period should commence from the date of the communication of the finding to the training organisation in writing and requesting corrective action to address the non-compliance(s) identified in accordance with ATCO.AR.E.015(d).

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

APPENDIX 1 OF CHAPTER II FORMAT Specification FOR LICENCE

AIR TRAFFIC CONTROLLER LICENCE

The air traffic controller licence issued in accordance with this Regulation shall conform to the following specifications:

- (a) Content. The item number shall always be printed in association with the item heading. Items I to XI are the ‘permanent’ items, and items XII to XIV are the ‘variable’ items which may appear on a separate or detachable part of the main form as prescribed below. Any separate or detachable part shall be clearly identifiable as part of the licence.

1. Permanent items:

- (I) State of licence issue;
- (II) Title of licence;
- (III) Serial number of the licence with the United Nations (UN) country code of the State of licence issue and followed by ‘(Student) ATCO Licence’ and a code of numbers and/or letters in Arabic numerals and in Latin script;
- (IV) Name of holder in full (in Latin script, even if the script of the national language(s) is other than Latin);
- (IVa) Date of birth;
- (V) Holder's address, if required by Kuwait DGCA;
- (VI) Nationality of holder;
- (VII) Signature of holder;
- (VIII) Competent authority;
- (IX) Certification of validity and authorisation for the privileges granted, including the dates when they were first issued;
- (X) Signature of officer issuing the licence and the date of such issue;
- (XI) Seal or stamp of Kuwait DGCA.

2. Variable items:

- (XII) Ratings and endorsements with expiry dates;
 - (XIII) Remarks: language proficiency endorsements; and
 - (XIV) Any other details required by Kuwait DGCA.
- (b) The licence shall be accompanied by a valid medical certificate, except when only STDI privileges are exercised.
- (c) Material. First quality paper and/or other suitable material, including plastic cards, shall be used to prevent or readily show any alterations or erasures. Any entries or deletions in the form will be clearly authorised by Kuwait DGCA.
- (d) Language. Licences shall be written in English and, if required by Kuwait DGCA, in national language and other languages as deemed appropriate.

Issue 4	Revision 5	Jan 2023	Page 68 of 93
---------	------------	----------	---------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

Page 1

Cover Page

Kuwait DGCA name and logo (English and any language(s) determined by the Kuwait DGCA)

Requirements*

(STUDENT) AIR TRAFFIC CONTROLLER
LICENCE

[English and any language(s) determined by the Kuwait DGCA]

The size of each page shall be one-eighth A4

Issued in accordance with Kuwait Civil Aviation Safety Regulation 1 – Part ATCO Licensing and Medical

This licence complies with the ICAO Standards [English and any language(s) determined by the Kuwait DGCA]

* Requirements:

The pages referring to the instructions on how the (Student) ATCO Licence has to be filled in are intended for use by the Kuwait DGCA or the examiner specifically authorised to revalidate or renew the unit endorsements. Initial issues of ratings, rating endorsements language endorsements, instructor and examiner endorsement will always be entered by the Kuwait DGCA. Revalidation or renewal of unit endorsements will be entered by the Kuwait DGCA or by the authorised examiners

Issue 4	Revision 5	Jan 2023	Page 69 of 93
---------	------------	----------	---------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

Page 2

I	State of issue:	Requirements:
III	Serial number of the licence:	The serial number of the licence will always commence with the UN country code of the State of Kuwait followed by '(Student) ATCO Licence'.
IV	Name of the holder in full:	
IVa	Date of birth:	Standard date format is to be used, i.e. day/month/year in full (e.g. 31.01.2010)
XIV	Place of birth:	
V	Holder's address, if desired by the Kuwait DGCA: Street, town, area, postal code	
VI	Nationality of holder:	Indicated by the UN country code of the State
VII	Signature of holder:	
X	Signature of officer issuing the licence and date of issue	
XI	Seal or stamp of Kuwait DGCA	

	Validity of privileges*: <i>The holder is entitled to exercise the privileges of the following rating(s) and endorsement(s):</i> <i>Ratings</i> <i>Date of first issue</i> <i>Rating Endorsement(s)</i> <i>Date of first issue</i> <i>OJTI/ Assessor/ STDI Endorsement(s)</i> <i>Expiry date</i>	Requirements: English and any language(s) determined by the Kuwait DGCA The date of first issue of a rating and/or rating endorsement shall be the date of successful completion of the training relevant to that rating and/or rating endorsement.
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XII Unit endorsements

The holder is entitled to exercise the functions of the following rating(s) and rating endorsement(s) at the air traffic service unit(s) for which current unit endorsement(s) is (are) held as detailed below:

Unit (ICAO indicator)*	Sector/ Position*	Rating/ Endorsement	Expiry date**	Signature/stamp of the authority or licence number and signature of the examiner

* Not applicable for Student ATCO Licence and OJTI, STDI and assessor endorsements.

** Not applicable for Student ATCO Licence.

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ATCO (Air Traffic Control) Licensing & Medical</i>

Page 5

XIII	Remarks: Language proficiency endorsement(s): Language(s)/level/expiry date]	Language proficiency endorsement(s), level and expiry date shall be included. All additional licensing information to be entered here.
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Abbreviations

Air traffic controller ratings			Requirements: N/A
ADC	ADV	Aerodrome Control Visual	
	ADI	Aerodrome Control Instrument	
APP	Approach Control Procedural		
APS	Approach Control Surveillance		
ACP	Area Control Procedural		
ACS	Area Control Surveillance		
Rating endorsements			
AIR	Air Control		
GMC	Ground Movement Control		
TWR	Tower Control		
GMS	Ground Movement Surveillance		
RAD	Aerodrome Radar Control		
PAR	Precision Approach Radar		
SRA	Surveillance Radar Approach		
TCL	Terminal Control		
Licence endorsements			
OJTI	On-the-job training instructor		
Assessor	Assessor		
STDI	Synthetic Training Device Instructor		

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ATCO (Air Traffic Control) Licensing & Medical</i>

APPENDIX 2 OF CHAPTER II

Specifications for the certificates of training organisations

Certificates of training organisations issued by the Kuwait DGCA in accordance with this Regulation shall specify:

- (a) The competent authority (Kuwait DGCA) issuing the certificate;
- (b) The applicant (name and address the type of training and/or services provided which are certified, as applicable;
- (c) A statement of the applicant's conformity with the requirements;
- (d) The date of issue and the period of validity of the certificate.

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ATCO (Air Traffic Control) Licensing & Medical</i>

CHAPTER III

PART ATCO.OR REQUIREMENTS FOR AIR TRAFFIC CONTROLLER TRAINING ORGANISATIONS

SUBPART A – GENERAL REQUIREMENTS

ATCO.OR.A.001 Scope

This Part, set out in this Chapter, establishes the requirements applicable to air traffic controller training organisations in order to obtain and maintain a certificate in accordance with this Regulation.

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

SUBPART B — REQUIREMENTS FOR AIR TRAFFIC CONTROLLER TRAINING ORGANISATIONS

ATCO.OR.B.001 Application for a training organisation certificate

- (a) Applications for a training organisation certificate shall be submitted to Kuwait DGCA in due time to allow Kuwait DGCA to evaluate the application. The application shall be submitted in accordance with the procedure established by Kuwait DGCA.
- (b) Applicants for an initial certificate shall demonstrate to Kuwait DGCA how they will comply with the requirements established in this Regulation.
- (c) An application for a training organisation certificate shall include the following information:
 - (1) The applicant's name and address;
 - (2) The address(es) of the place(s) of operation (including, where relevant, the list of ATC units) if different from the applicant's address in point (a);
 - (3) The names and contact details of:
 - (i) The accountable manager;
 - (ii) The head of the training organisation, if different from point (i);
 - (iii) The person(s) nominated by the training organisation as the focal point(s) for communication with Kuwait DGCA;
 - (4) Date of intended start of activity or change;
 - (5) A list of types of training to be provided and at least one training course from each type of Training that is intended to be provided;
 - (6) The declaration of compliance with the applicable requirements shall be signed by the accountable manager, stating the training organisation's compliance with the requirements at all times;
 - (7) The management system processes; and
 - (8) The date of application.

GM1 ATCO.OR.B.001(c)(2) Application for a training organisation certificate

The requirement to add the list of ATC units is not relevant in the case of training organisations which provide initial training only.

ATCO.OR.B.005 Means of compliance

- (a) Alternative means of compliance to the AMC adopted by Kuwait DGCA may be used by an organisation to establish compliance with this Regulation.
- (b) When an organisation wishes to use an alternative means of compliance, it shall, prior to implementing it, provide Kuwait DGCA with a full description of the alternative means of compliance. The description shall include any revisions to manuals or procedures that may be relevant, as well as an assessment demonstrating compliance with this Regulation.
- (c) The organisation may implement these alternative means of compliance subject to prior approval by Kuwait DGCA and upon receipt of the notification as prescribed in ATCO.AR.A.015(d).

Issue 4	Revision 5	Jan 2023	Page 77 of 93
----------------	-------------------	-----------------	----------------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

AMC1 ATCO.OR.B.005 Means of compliance

DEMONSTRATION OF COMPLIANCE

In order to demonstrate that the Implementing Rules are complied with, a safety (risk) assessment should be completed and documented. The result of this safety (risk) assessment should demonstrate that an equivalent level of safety to that established by the Acceptable Means of Compliance (AMC) adopted by Kuwait DGCA is reached.

ATCO.OR.B.010 Terms of approval and privileges of a training organisation certificate

- (a) Training organisations shall comply with the scope and privileges defined in the terms of approval attached to the organisation's certificate.
- (b) In order to ensure that the applicable requirements in Subpart D of Chapter I (Part ATCO) are fulfilled, the privilege to provide unit and continuation training shall only be granted to training organisations which:
 - (1) hold a certificate for the provision of the air traffic control service; or
 - (2) have concluded a specific agreement with the ATC provider.

AMC1 ATCO.OR.B.010(a) Terms of approval and privileges of a training organisation certificate

The management system documentation should contain the privileges and detailed scope of activities including the contracted ones for which the training organisation is certified, as relevant to this Regulation.

GM1 ATCO.OR.B.010(b) Terms of approval and privileges of a training organisation certificate PROVIDING ON-THE-JOB TRAINING VIA AGREEMENT WITH THE ATC PROVIDER

The specific agreement should detail the issues of liability and insurance for the provision of air traffic control service during on-the-job training and consider the relevant provisions of ATCO.OR.C.005 in order to ensure conformity of the contracted or purchased activity or part of activity to the applicable requirements as well as those of ATCO.OR.B.040 on occurrence reporting and ATCO.OR.C.025 on funding.

ATCO.OR.B.015 Changes to the training organisation

- (a) Changes to the organisation that affect the certificate or the terms of approval of the training organisation or any relevant element of the training organisation's management systems shall require prior approval by Kuwait DGCA.
- (b) Training organisations shall agree with Kuwait DGCA on the changes that require prior approval in addition to those specified in point (a).
- (c) For any changes requiring prior approval in accordance with point (a) and (b), the training organisation shall apply for and obtain an approval issued by Kuwait DGCA. The application shall be submitted before any such change takes place in order to enable Kuwait DGCA to determine continued compliance with this Regulation and to amend, if necessary, the training organisation certificate and related terms of approval attached to it.

Training organisations shall provide Kuwait DGCA with all relevant documentation.

The change shall only be implemented upon receipt of formal approval by Kuwait DGCA in accordance with ATCO.AR.E.010.

Training organisations shall operate under the conditions prescribed by Kuwait DGCA during

Issue 4	Revision 5	Jan 2023	Page 78 of 93
----------------	-------------------	-----------------	----------------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

such changes, as applicable.

- (d) Changes to the elements referred to in point (a) due to unforeseen circumstances shall be notified to Kuwait DGCA without delay in order to obtain approval as necessary.
- (e) All changes not requiring prior approval shall be managed and notified to Kuwait DGCA as defined in the procedure approved by Kuwait DGCA in accordance with ATCO.AR.E.010.
- (f) Training organisations shall notify Kuwait DGCA when they cease their activities.

AMC1 ATCO.OR.B.015 Changes to the training organisation

GENERAL

- (a) Training organisations should inform Kuwait DGCA of any changes to personnel specified in Chapter III (Part ATCO.OR) that may affect the certificate or the training approval attached to it.
- (b) Training organisations should send to Kuwait DGCA each management system documentation amendment. Where the amendment requires Kuwait DGCA's approval, the training organisation should receive it in writing.

GM1 ATCO.OR.B.015 Changes to the training organisation

GENERAL

- (a) *Examples of changes that may affect the certificate or the terms of approval of the training organisation or the training organisation's management system are listed below:*
 - (1) *The name of the training organisation;*
 - (2) *Change of legal entity;*
 - (3) *The training organisation's principal place of operation;*
 - (4) *The training organisation's type(s) of training;*
 - (5) *Additional locations of the training organisation;*
 - (6) *The accountable manager;*
 - (7) *Any of the persons referred to in Part ATCO.OR;*
 - (8) *The training organisation's documentation as required by Subpart ATCO.OR.B on safety policy and procedures;*
 - (9) *The facilities.*
- (b) *Prior approval by Kuwait DGCA is required for any changes to the training organisation's procedure describing how changes will be managed and notified to Kuwait DGCA.*

GM2 ATCO.OR.B.015 Changes to the training organisation

CHANGE OF NAME

A change of name requires the training organisation to submit a new application as a matter of urgency.

Where this is the only change to report, the new application can be accompanied by a copy of the documentation previously submitted to Kuwait DGCA under the previous name, as a means of demonstrating how the training organisation complies with the applicable requirements.

ATCO.OR.B.020 Continued validity

- (a) A training organisation's certification shall remain valid for 24 months subject to the certificate

Issue 4	Revision 5	Jan 2023	Page 79 of 93
----------------	-------------------	-----------------	----------------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

not being surrendered or revoked and subject to the training organisation remaining in compliance with the requirements of this Regulation, taking into account the provisions related to the handling of findings in accordance with ATCO.OR.B.030.

- (b) The certificate shall be returned to Kuwait DGCA without delay upon its revocation or the cease of all activities.

ATCO.OR.B.025 Access to training organisations' facilities and data

Training organisations and applicants for training organisation certificates shall grant access to any person authorised by or acting on behalf of Kuwait DGCA to the relevant premises in order to examine the required records, data, procedures and any other material pertinent to the execution of the tasks of Kuwait DGCA.

ATCO.OR.B.030 Findings

After receipt of notification of findings issued by Kuwait DGCA in accordance with ATCO.AR.E.015, the training organisation shall:

- (a) Identify the root cause of the finding;
- (b) Define a corrective action plan; and
- (c) Demonstrate the corrective action implementation to the satisfaction of Kuwait DGCA within the period agreed as defined in ATCO.AR.E.015.

GM1 ATCO.OR.B.030(a);(b) Findings CORRECTIVE ACTION PLAN AND ROOT CAUSE

- (a) *Corrective action is the action to eliminate the root cause of a non-compliance in order to prevent its recurrence.*
- (b) *Determination of the root cause is crucial for defining effective corrective actions.*

ATCO.OR.B.040 Occurrence reporting

- (a) Training organisations providing on-the-job training shall report to Kuwait DGCA, and to any other organisation required by the State of the operator to be informed, any accident, serious incident and occurrence, resulting from their training activity.
- (b) Reports shall be made as soon as practicable, but in any case within 72 hours of the training organisation identifying the condition to which the report relates, unless exceptional circumstances prevent this.
- (c) Where relevant, training organisations shall produce a follow-up report to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified.

GM1 ATCO.OR.B.040 Occurrence reporting

The training organisation's report should focus on occurrences taking place during on-the-job training with regard to the training aspects involved.

The report may be submitted together with or as an integral part of the report prepared by the Air Traffic Service provider.

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

SUBPART C — MANAGEMENT OF AIR TRAFFIC CONTROLLER TRAINING ORGANISATIONS

ATCO.OR.C.001 Management system of training organisations

Training organisations shall establish, implement and maintain a management system that includes:

- (a) Clearly defined lines of responsibility and accountability throughout the organisation, including direct safety accountability of the accountable manager;
- (b) A description of the overall principles of the organisation with regard to safety, referred to as the safety policy;
- (c) The identification of aviation safety hazards entailed by the activities of the training organisation, their evaluation and the management of associated risks, including actions to mitigate the risk and verify their effectiveness;
- (d) Maintaining personnel trained and competent to perform their tasks;
- (e) Documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;
- (f) A function to monitor compliance of the organisation with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary;
- (g) The management system shall be proportionate to the size of the organisation and its activities, taking into account the hazards and associated risks inherent in those activities.

GM1 ATCO.OR.C.001 Management system of training organisations

The requirements for the management system of training organisations may be satisfied if the Air Traffic Service provider's management system/safety management system (SMS) specifically covers the requirements of this Regulation.

AMC1 ATCO.OR.C.001(b) Management system of training organisations SAFETY POLICY

The safety policy should:

- (a) Be endorsed by the accountable manager;
- (b) Clearly identify safety as the highest organisational priority over commercial, operational, environmental or social pressures;
- (c) Include a commitment to:
 - (1) Improve towards the highest safety standards;
 - (2) Comply with all applicable legal requirements, meet all applicable standards and consider best practices;
 - (3) Provide appropriate resources; and
 - (4) Enforce safety as the primary responsibility of all managers and staff;
- (d) Be communicated, with visible endorsement, throughout the organisation;
- (e) Include safety reporting and just culture principles;
- (f) Enhance and embed safety culture and safety awareness; and

Issue 4	Revision 5	Jan 2023	Page 81 of 93
----------------	-------------------	-----------------	----------------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

- (g) be periodically reviewed to ensure it remains relevant and appropriate to the training organisation.

AMC1 ATCO.OR.C.001(c) Management system of training organisations

IDENTIFICATION OF AVIATION SAFETY HAZARDS

For training organisations not providing on-the-job training, the hazard identification process may be limited to a demonstration that there are no hazards directly identified. However, the training should be designed so as to ensure future safe operations.

AMC1 ATCO.OR.C.001(d) Management system of training organisations

PERSONNEL

A training organisation should demonstrate that:

- A list of activities with relevant needed competence has been established;
- Their personnel have the relevant competence needed to fulfil the activities they are required to perform;
- Their personnel maintain a level of competence through training as appropriate;
- Their theoretical and practical instructors are qualified in accordance with Part ATCO, Subpart C of this Regulation;
- Their practical instructors either hold an OJTI endorsement or an STDI endorsement;
- Their assessors hold an assessor endorsement; and
- Their synthetic training device instructors and assessors demonstrate knowledge of and receive refresher training in current operational practices.

AMC1 ATCO.OR.C.001(e) Management system of training organisations

PROCESSES

Training organisations should demonstrate that the management system:

- Policies, processes and procedures are monitored to ensure they are current and subject to periodic review and amendment, when necessary, to maintain their continued accuracy and suitability;
- Allows for the impromptu recognition and initiation of improvements to policies, processes and procedures between periodic reviews;
- Controls, records and tracks changes to all of the management system policy, process and procedure documents;
- Includes a master record index that lists all the policies, processes and procedures; and
- Includes as a minimum the following:
 - Master record index;
 - Training provider certificate;
 - Management structure;
 - Staff role profiles including accountabilities and responsibilities;
 - Training manuals, plans and courses;
 - Evidence of regulatory compliance;

Issue 4	Revision 5	Jan 2023	Page 82 of 93
----------------	-------------------	-----------------	----------------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

- (7) Change control process;
- (8) Safety management manual;
- (9) Course design documents;
- (10) Instructor/assessor qualification and competence records.

AMC1 ATCO.OR.C.001(f) Management system of training organisations
COMPLIANCE MONITORING

- (a) The implementation and use of a compliance monitoring function should enable the training organisation to monitor compliance with the relevant requirements of this Regulation.
- (b) Training organisations should specify the basic structure of the compliance monitoring function applicable to the activities conducted.
- (c) The compliance monitoring function should be structured according to the activities of the training organisation to be monitored.

GM1 ATCO.OR.C.001(f) Management system of training organisations
EXAMPLE OF COMPLIANCE MONITORING SYSTEM

- (a) *Training organisations may monitor compliance with the procedures they have designed to ensure safe activities. In doing so, they may, as a minimum, and, where appropriate, monitor:*
 - (1) *The organisational structure;*
 - (2) *The plans and objectives;*
 - (3) *The privileges of the organisation;*
 - (4) *The manuals, logs and records;*
 - (5) *The training standards;*
 - (6) *The management system.*
- (b) *Organisational set-up*
 - (1) *To ensure that the training organisation continues to meet the requirements of this Regulation, the accountable manager may designate a person responsible for the compliance monitoring function whose role is to verify, by monitoring the activities of the organisation, that the standards required by this Regulation and any additional requirements as established by the organisation are met under the supervision of the relevant head of the functional area. For small training organisations, these identified functions can be fulfilled by the same person.*
 - (2) *The person designated for the compliance monitoring function should be responsible for ensuring that the compliance monitoring programme is properly implemented, maintained and continually reviewed and improved.*
 - (3) *The designated person responsible for the compliance monitoring function should:*
 - (i) *Have direct access to the accountable manager; and*
 - (ii) *Have access to all parts of the training organisation and, as necessary, to any contracted organisation.*
- (c) *Compliance monitoring documentation*
 - (1) *Relevant documentation could include the relevant part(s) of the training organisation*

Issue 4	Revision 5	Jan 2023	Page 83 of 93
----------------	-------------------	-----------------	----------------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

management system documentation.

(2) *In addition, relevant documentation could also include the following:*

- (i) *Terminology;*
- (ii) *Specified activity standards;*
- (iii) *Description of the organisation;*
- (iv) *Allocation of duties and responsibilities;*
- (v) *Procedures to ensure regulatory compliance;*
- (vi) *Compliance monitoring programme, reflecting:*
 - (A) *Schedule of the monitoring programme;*
 - (B) *Audit procedures;*
 - (C) *Reporting procedures;*
 - (D) *Follow-up and corrective action procedures; and*
 - (E) *Recording system;*
- (vii) *Training elements referred to in paragraph 4(b); and*
- (viii) *Document control.*

(d) **Training**

- (1) Correct and thorough training is essential to optimise compliance in every training organisation. In order to achieve significant outcomes of such training, the training organisation needs to ensure that all personnel understand the objectives laid down in the organisation's manual.
- (2) Those responsible for managing the compliance monitoring function should receive training in this task. Such training could cover the requirements of compliance monitoring, manuals and procedures related to the task, audit techniques, reporting and recording.
- (3) Time needs to be provided to train all personnel involved in compliance management and for briefing the rest of the personnel.
- (4) The allocation of time and resources needs to be governed by the activities covered by the training organisation.

AMC2 ATCO.OR.C.001(f) Management system of training organisations **COMPLIANCE MONITORING**

The person designated for the compliance monitoring function should be responsible for the review and continuous improvement of the established management system's policies, processes and procedures. The following tools are essential to the ongoing continuous improvement process:

- (a) Organisational risk profile;
- (b) Risk management plan;
- (c) Coherence matrix;
- (d) Corrective and preventive action reports; and
- (e) Inspection and audit reports.

GM2 ATCO.OR.C.001(f) Management system of training organisations

Issue 4	Revision 5	Jan 2023	Page 84 of 93
----------------	-------------------	-----------------	----------------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

COMPLIANCE MONITORING

- (a) *These tools and processes related to the compliance monitoring function are interrelated and help define the continuous improvement efforts of the organisation. For example, any corrective or preventive action report could identify a deficiency or an opportunity for improvement. The person responsible for the compliance monitoring function would then be required to ensure the identified issue was addressed and the corrective or preventive action effectively implemented. The same would be true if the discovery of an issue was identified during an inspection or audit.*
- (b) *The effective implementation of change and the subsequent validation that the change did result in the desired outcome is critical to the continuous improvement process. Simply introducing a well-meaning suggestion for improvement into the organisation without carefully managing that change could have undesirable consequences. It is, therefore, the responsibility of the person in*

Charge of the compliance monitoring function to introduce, monitor and validate improvement efforts.

- (c) A simple but effective process to use in managing continuous improvement is known as the plan-do-check-act, or PDCA, approach:
- (1) Plan — map out the implementation of the recommended change, identifying at least:
 - (i) Those people who will be affected by the change;
 - (ii) The required measures necessary to mitigate risk; and
 - (iii) The desired outcome and its intended consequences.
 - (2) Do — execute the implementation plan once all affected groups have accepted the proposal and understand their role in ensuring its success;
 - (3) Check — apply sufficient quality control ‘stage’ checks throughout the implementation phase to ensure any unintended deviations in the execution are identified and addressed without delay; and
 - (4) Act — analyse the results and take appropriate action as necessary.

AMC1 ATCO.OR.C.001(g) Management system of training organisations SIZE, NATURE AND COMPLEXITY OF THE ACTIVITY

- (a) A training organisation should be considered as complex when it has a workforce of more than 20 full-time equivalents (FTEs) involved in the activity
- (b) A training organisation with up to 20 FTEs involved in the activity, may also be considered complex based on an assessment of the following factors:
- (1) The extent and scope of contracted activities subject to the certificate, in terms of complexity; and
 - (2) The different types of training provided, in terms of risk criteria.

ATCO.OR.C.005 Contracted activities

- (a) Training organisations shall ensure that when contracting or purchasing any parts of their activities, the contracted or purchased activity or part of activity conform to the applicable requirements.
- (b) When a training organisation contracts any part of its activity to an organisation that is not itself certified in accordance with this Regulation to carry out such activity, the contracted organisation

Issue 4	Revision 5	Jan 2023	Page 85 of 93
---------	------------	----------	---------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

shall work under the terms of approval contained in the certificate issued to the contracting training organisation. The contracting training organisation shall ensure that Kuwait DGCA is given access to the contracted organisation to determine continued compliance with the applicable requirements.

AMC1 ATCO.OR.C.005 Contracted activities

- Training organisations may decide to contract certain parts of their activities to external organisations.
- A written agreement should exist between the training organisation and the contracted organisation clearly defining the contracted activities and the applicable requirements.
- The contracted safety-related activities relevant to the agreement should be included in the training organisation's compliance monitoring programme.
- Training organisations should ensure that the contracted organisation has the necessary authorisation or approval when required, and commands the resources and competence to undertake the task.

GM1 ATCO.OR.C.005 Contracted activities

RESPONSIBILITY WHEN CONTRACTING ACTIVITIES

- Regardless of the approval status of the contracted organisation, the contracting organisation is responsible to ensure that all contracted activities are subject to hazard identification and risk management as required by ATCO.OR.C.001(c) and to compliance monitoring as required by ATCO.OR.C.001(f).*
- When the contracted organisation is itself certified to carry out the contracted activities, the organisation's compliance monitoring should at least check that the approval effectively covers the contracted activities and that it is still valid.*

ATCO.OR.C.010 Personnel requirements

- Training organisations shall appoint an accountable manager.
- A person or persons shall be nominated by the training organisation with the responsibility for training. Such person or persons shall be ultimately responsible to the accountable manager.
- Training organisations shall have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements.
- Training organisations shall maintain a record of theoretical instructors with their relevant professional qualifications, adequate knowledge and experience and their demonstration, instructional techniques assessment and subjects they are entitled to teach.
- Training organisations shall establish a procedure to maintain competence of the theoretical instructors.
- Training organisations shall ensure that practical instructors and assessors successfully complete refresher training in order to revalidate the respective endorsement.
- Training organisations shall maintain a record of persons qualified for assessing practical instructors' competence and assessors' competence, in accordance with ATCO.C.045, with their relevant endorsements.

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

GM1 ATCO.OR.C.010(b);(c) Personnel requirements

- (a) Training organisations may nominate the person responsible for training and a person or persons subordinate to him or her as chief training instructor(s)/unit responsible training officer(s).
- (b) Usually, training organisations nominate only one person responsible for training.
- (c) Prerequisites, typical function and responsibilities of the person responsible for training may be:
 - (1) To have extensive experience in instructing ATC training and possess sound managerial capability;
 - (2) To have overall responsibility for ensuring satisfactory integration of all training provided and for supervising the progress of the persons undertaking training;
 - (3) To be responsible for coordinating and delegating the contact to Kuwait DGCA in training-related issues; and
 - (4) To be ultimately responsible to the accountable manager.
- (d) Prerequisites, typical functions and responsibilities of the chief training instructor(s)/unit responsible training officer(s) may be:
 - (1) To have extensive experience in instructing ATC training and possess sound managerial capability;
 - (2) To have responsibility for ensuring satisfactory training is provided and for supervising the progress of the persons undertaking training in the areas that have been delegated by the person responsible for training; and
 - (3) To report to the person responsible for training.

ATCO.OR.C.015 Facilities and equipment

- (a) Training organisations shall have facilities allowing the performance and management of all planned tasks and activities in accordance with this Regulation.
- (b) The training organisation shall ensure that the synthetic training devices comply with the applicable specifications and requirements appropriate to the task.
- (c) During on-the-job training instruction, the training organisation shall ensure that the instructor has exactly the same information as the person undertaking OJT and the means to intervene immediately.

AMC1 ATCO.OR.C.015(a) Facilities and equipment

- (a) General areas
A training organisation should have access to facilities appropriate to the size and scope of the intended operations provided in an environment conducive to learning.
- (b) Training areas
For training organisations providing theoretical training, the facilities should also include sufficient suitably equipped classroom areas.

GM1 ATCO.OR.C.015(a) Facilities and equipment

- (a) General areas
These facilities should include general areas, which consist of sufficient:

Issue 4	Revision 5	Jan 2023	Page 87 of 93
---------	------------	----------	---------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

- (1) Office space for managerial and administrative as well as training staff;
 - (2) Rooms for study and testing;
 - (3) Library facilities; and
 - (4) Storage areas, including secure areas for training and personnel records.
- (b) Training areas
- For training organisations providing practical training, the facilities should also include sufficient:
- (1) Rooms for briefing and debriefing; and
 - (2) Suitably equipped rooms for practical training.

AMC1 ATCO.OR.C.015(b) Facilities and equipment

SPECIFICATIONS FOR SYNTHETIC TRAINING DEVICES

(a) Synthetic training devices classifications

Synthetic training devices used for training should be classified according to one of the following classifications:

- (1) Simulator (SIM);
- (2) Part-task trainer (PTT).

(b) Synthetic training device (STD) criteria

If an STD is used for training, it should be approved by Kuwait DGCA as part of the course approval process for any training plan. Training organisations should demonstrate how the STD will provide adequate support for the intended training, in particular, how the STD will meet the stated objectives of the practical training exercises and enable the performance objectives to be assessed to the level determined in the training programme.

This demonstration and the related documentation should include the following relevant criteria:

- (1) The general environment, which should provide an environment in which STD exercises may be run without undue interference from unrelated activities;
- (2) The STD layout;
- (3) The equipment provided;
- (4) The display presentation, functionality, and updating of operational information;
- (5) Data displays, including strip displays, where appropriate;
- (6) Coordination facilities;
- (7) Aircraft performance characteristics, including the availability of manoeuvres, e.g. holding or instrumental landing system (ILS) operation, required for a particular simulation;
- (8) The availability of real-time changes during an exercise;
- (9) The processes by which the training organisation can be assured that staff associated with the training conducted with the use of an STD are competent;
- (10) The degree of realism of any voice recognition system associated with the STD; and
- (11) Where a simulator is an integral part of an operational ATC system, the processes by which the training organisation is assured that interference between the simulated and operational

Issue 4	Revision 5	Jan 2023	Page 88 of 93
----------------	-------------------	-----------------	----------------------

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

environments is prevented.

The extent to which the STD achieves the above criteria will be used to determine the adequacy of the STD for the proposed use. As a general principle, the greater the degree of replication of the operational position being represented, the greater the use will be possible for any particular training.

(c) STD used for pre-on-the-job training

When an STD is used for pre-on-the-job training and the training time is counted as operational training, the STD classification should be a full-size replica of a working position, including all equipment, and computer programmes necessary to represent the full tasks associated with that position, including realistic wind at all levels to facilitate SRA. In the case of a working position at a tower unit, it includes an out-of-the-tower view.

ATCO.OR.C.020 Record keeping

- (a) Training organisations shall retain detailed records of persons undertaking or having undertaken training to show that all requirements of the training courses have been met.
- (b) Training organisations shall establish and maintain a system for recording the professional qualifications and instructional techniques assessments of instructors and assessors, as well as the subjects they are entitled to teach, where appropriate.
- (c) The records required in points (a) and (b) shall be retained for a minimum period of five years
 - (1) After the person undertaking training has completed the course; and
 - (2) After the instructor or assessor ceases to perform a function for the training organisation, as applicable.
- (d) The archiving process including the format of the records shall be specified in the training organisation's management system.
- (e) Records shall be stored in a secure manner.

AMC1 ATCO.OR.C.020(a);(b) Record keeping

Training organisations should maintain the following records:

- (a) Records of persons undertaking training:
 - (1) Personal information;
 - (2) Details of training received including the starting date of the training, as well as the results of the examinations and assessments;
 - (3) Detailed and regular progress report forms;
 - (4) Certificate of completion of training courses.
- (b) Records of instructors and assessors:
 - (1) Personal information;
 - (2) Qualification records;
 - (3) Records of refresher training for instructors and assessors;
 - (4) Assessment reports;
 - (5) Instructional and/or assessment time records.

Training organisations should submit training records and reports to Kuwait DGCA as required.

Issue 4	Revision 5	Jan 2023	Page 89 of 93
----------------	-------------------	-----------------	----------------------

<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ATCO (Air Traffic Control) Licensing & Medical</i>

ATCO.OR.C.025 Funding

Training organisations shall demonstrate that sufficient funding is available to conduct the training according to this Regulation.

AMC1 ATCO.OR.C.025 Funding

SUFFICIENT FUNDING

To demonstrate compliance with the requirement on the availability of sufficient funding, training organisations may be required to present an economic study identifying the minimum amount necessary to ensure that the training is conducted in accordance with the applicable requirements.

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

SUBPART D – REQUIREMENTS FOR TRAINING COURSES AND TRAINING PLANS

ATCO.OR.D.001 Requirements for training courses and training plans

Training organisations shall develop:

- (a) Training plans and training courses associated to the type(s) of training provided in accordance with the requirements set out in Chapter I (Part ATCO), Subpart D;
- (b) Subjects, subject objectives, topics and subtopics for rating endorsements in accordance with the requirements laid down in Chapter I (Part ATCO);
- (c) Methods of assessments in accordance with ATCO.D.090(a)(3) and ATCO.D.095(a)(3).

ATCO.OR.D.005 Examination and assessment results and certificates

- (a) The training organisation shall make available to the applicant his/her results of examinations and assessments and, upon applicant's request, issue a certificate with his/her result of examinations and assessments.
- (b) Upon successful completion of initial training, or of rating training for the issue of an additional rating, the training organisation shall issue a certificate.
- (c) A certificate of completion of the basic training shall only be issued upon request of the applicant if all required subjects, topics and subtopics contained in have been completed and the applicant has successfully passed the associated examinations and assessments.

Kuwait Civil Aviation Safety Regulations		KCASR 1 – Personnel Licensing
		Part ATCO (Air Traffic Control) Licensing & Medical

CHAPTER IV

PART ATCO.MED MEDICAL REQUIREMENTS FOR AIR TRAFFIC CONTROLLERS

Application for issue, revalidation and renewal of medical certificates

- (1) Applications for the issue, revalidation or renewal of medical certificates shall be submitted to the Kuwait DGCA in accordance with the procedure established by Kuwait DGCA.
- (2) Medical certificates shall be issued by a competent medical body of the Kuwait DGCA or by aero medical examiners or aero medical centres approved by Kuwait DGCA as required by KCASR 1 Part MED.
- (3) The issuing of medical certificates shall be consistent with the provisions of Annex I to the Chicago Convention on International Civil Aviation.
- (4) The Kuwait DGCA shall ensure that effective review or appeal procedures are put in place with the appropriate involvement of independent medical advisors.

Validity of medical certificates

- (a) The period of validity of a Medical certificate forming part of an Air Traffic Controller's license is normally 48 months. 24 months for Air Traffic Controllers who passed their 40th birthday and 12 months for Air Traffic Controllers who passed their 50th birthday.
- (5) The periods referred to in paragraph 1 shall be calculated from the date of the medical examination in the case of initial issue and renewal of a medical certificate, and from the expiry date of the previous medical certificate in the case of revalidation.
- (6) Examinations for the revalidation of a medical certificate may be undertaken up to 45 days prior to the expiry date of the medical certificate.
- (7) If the air traffic controller does not undergo an examination for the revalidation by the date on which the certificate expires, a renewal examination shall be required.
- (8) The medical certificate may be limited, suspended or revoked at any time if the medical condition of the holder so requires.

ATCO.MED.A.015 Medical confidentiality

All persons involved in aero-medical examination, aero-medical assessment and certification shall ensure that medical confidentiality is respected at all times.

AMC1 ATCO.MED.A.015 Medical confidentiality

To ensure medical confidentiality, all medical reports and records should be securely held with accessibility restricted to personnel authorised by the medical assessor.

Issue 4	Revision 5	Jan 2023	Page 92 of 93
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<i>Kuwait Civil Aviation Safety Regulations</i>		<i>KCASR 1 – Personnel Licensing</i>
		<i>Part ATCO (Air Traffic Control) Licensing & Medical</i>

ATCO.MED.A.020 Reduced medical fitness

- (1) Licence holders shall:
 - (a) Not exercise the privileges of their licence at any time when they are aware of any decrease in their medical fitness which might render them unable to safely exercise the privileges of the licence;
 - (b) Notify the relevant air traffic service provider that they are becoming aware of any decrease in medical fitness or are under the influence of any psychoactive substance or medicines which might render them unable to safely exercise the privileges of the licence.
- (2) Air traffic service providers shall establish procedures to manage the operational impact of cases of reduced medical fitness and inform the Kuwait DGCA when a licence holder has been assessed as medically unfit.
- (3) The procedures referred to in paragraph (2) shall be approved by the Kuwait DGCA.

END

Affected Pages from Last Update

#	Page	Reference Section/Article	Amendment
1.	5	[H1] Amendment Record	[TABLE] Dec-2022 Jul-2022 <u>5</u> January <u>2023</u> <u>NPA 2022-16</u>
2.	11	[H1] CHAPTER I ([H2] PART ATCO)(d)	<u>ATCO.A.010 Conversion of Foreign Licence</u>
3.	11	[H1] CHAPTER I ([H2] PART ATCO)(a)	<u>A foreign ATC Licence and associated ratings, issued by an ICAO Contracting State may be converted</u>
4.	11	[H1] CHAPTER I ([H2] PART ATCO)(a)	<u>to a Kuwait DGCA issued Air Traffic Controllers licence subject to meeting the requirements in this part.</u>
5.	11	[H1] CHAPTER I ([H2] PART ATCO)(a)	
6.	11	[H1] CHAPTER I ([H2] PART ATCO)(b)	<u>The application for the conversion of a foreign ATC licence shall be made by a Kuwait ANSP/ ATC unit after ensuring the following requirements:</u>
7.	11	[H1] CHAPTER I ([H2] PART ATCO)(b)(1)	<u>The foreign ATC licence has been issued by an ICAO Contracting State</u>
8.	11	[H1] CHAPTER I ([H2] PART ATCO)(b)(2)	<u>The foreign licence is not suspended nor revoked.</u>
9.	11	[H1] CHAPTER I ([H2] PART ATCO)(b)(3)	<u>The foreign licence has been endorsed with the ATC rating that will be applied for by the Kuwait ANSP/ ATC unit.</u>
10.	11	[H1] CHAPTER I ([H2] PART ATCO)(b)(4)	<u>The foreign ATC licence holder holds a medical corresponding to the foreign ATC licence</u>
11.	11	[H1] CHAPTER I ([H2] PART ATCO)(b)(5)	<u>The foreign licence is endorsed with a valid ELP level 4 or higher.</u>
12.	11	[H1] CHAPTER I ([H2] PART ATCO)(b)(6)	<u>The application for licence conversion is accompanied by a "Licence verification letter" issued by the foreign aviation authority that issued the foreign licence.</u>
13.	12	[H1] CHAPTER I ([H2] PART ATCO)(b)(6)	<u>GM1 ATCO.A.010 (b)Foreign Licence Conversion</u>
14.	12	[H1] CHAPTER I ([H2] PART ATCO)(b)(6)	<u>DGCA/ASD expects that the ATS unit conducts exhaustive evaluations of any foreign ATCOs prior to applying for the licence conversion such as rating validations, experiences and disciplinary records.</u>
15.	65	[H1] CHAPTER II ([H2] REQUIREMENTS FOR KUWAIT DGCA)(a)	Upon receiving an application for a change <u>that requires prior approval in accordance with ATCO.OR.B.015</u> , Kuwait DGCA shall verify the training organisation's compliance with the requirements set out in Chapter III before the issue of the approval.
16.	65	[H1] CHAPTER II ([H2] REQUIREMENTS FOR KUWAIT DGCA)(a)	After having verified that the training organisation complies with the applicable requirements, the Kuwait DGCA shall approve the change.
17.	65	[H1] CHAPTER II ([H2] REQUIREMENTS FOR KUWAIT DGCA)(a)	Without prejudice to any additional enforcement measures in accordance with ATCO.AR.E.015, when the organisation implements changes without having received Kuwait DGCA's approval as defined in point (a), Kuwait DGCA shall take immediate and adequate action.

#	Page	Reference Section/Article	Amendment
18.	65	[H1] CHAPTER II ([H2] REQUIREMENTS FOR KUWAIT DGCA)(c)	For changes not requiring prior approval, Kuwait DGCA shall approve a procedure developed by the training organisation in accordance with ATCO.OR.B.015 defining the scope of such changes and its management and notification mechanism. In the continuous oversight process Kuwait DGCA shall assess the information provided in the notification to verify whether actions taken comply with the approved procedures and applicable requirements
19.	65	[H1] CHAPTER II ([H2] REQUIREMENTS FOR KUWAIT DGCA)(c)	Kuwait DGCA should receive from the organisation each management system documentation amendment, and when satisfied, Kuwait DGCA should approve in writing including amendments that do not require prior approval by Kuwait DGCA.
20.	65	[H1] CHAPTER II ([H2] REQUIREMENTS FOR KUWAIT DGCA)(c)	(1) Where the amendment requires Kuwait DGCA's approval, Kuwait DGCA, when satisfied, should approve in writing.
21.	65	[H1] CHAPTER II ([H2] REQUIREMENTS FOR KUWAIT DGCA)	(2) Where the amendment does not require prior approval, Kuwait DGCA should acknowledge receipt of the notification in writing within 10 working days from receipt.
22.	65	[H1] CHAPTER II ([H2] REQUIREMENTS FOR KUWAIT DGCA)(a)	Upon receipt of an application for a proposed change that requires prior approval , Kuwait DGCA should, in due time:
23.	65	[H1] CHAPTER II ([H2] REQUIREMENTS FOR KUWAIT DGCA)(c)	For changes requiring prior approval , Kuwait DGCA may conduct an audit of the organisation in order to verify the training organisation's compliance with the applicable requirements.
24.	78	[H1] CHAPTER III ([H2] PART ATCO.OR)(b)	Training organisations shall agree with Kuwait DGCA on the changes that require prior approval in addition to those specified in point (a).
25.	78	[H1] CHAPTER III ([H2] PART ATCO.OR)(c)	For any changes requiring prior approval in accordance with point (a) and (b) , the training organisation shall apply for and obtain an approval issued by Kuwait DGCA. The application shall be submitted before any such change takes place in order to enable Kuwait DGCA to determine continued compliance with this Regulation and to amend, if necessary, the training organisation certificate and related terms of approval attached to it.
26.	79	[H1] CHAPTER III ([H2] PART ATCO.OR)(d)	Changes to the elements referred to in point (a) due to unforeseen circumstances shall be notified to Kuwait DGCA without delay in order to obtain approval as necessary.
27.	79	[H1] CHAPTER III ([H2] PART ATCO.OR)(e)	Training organisations shall notify Kuwait DGCA when they cease their activities.