**COMPLIANCE MATRIX**

**UK (EU) Regulation No 2017/373**

**ANNEX XIII - PART PERS**

**REQUIREMENTS FOR SERVICE PROVIDERS CONCERNING PERSONNEL TRAINING AND COMPETENCE ASSESSMENT**

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| **Service Provider** |  | | |
| **Matrix version number** |  | Date |  |

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| **Amendment record** | | |
| **Issue** | **Date** | **Purpose** |
| 5 | October 2021 | As amended by ED Decision 2020/020/R |
| 6 | September 2022 | Amended to rename UK GM to CM GN. Include ref to Annex VII Part DAT |
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**General Introduction to the ATM/ANS UK (EU) Regulation No 2017/373 Compliance Matrices**

Regulation (EU) No 2017/373 as retained (and amended in UK domestic law) under the European Union (Withdrawal) Act 2018 is applicable to all the service providers and functions shown in the diagram below which has been extracted from the regulation. This CM also includes amendments made by ED Decision 2020/020/R which became applicable in the UK in July 2021

The Compliance matrices have been divided into the following Parts:

ANNEX III ATM/ANS ORGANISATIONAL REQUIREMENTS

ANNEX IV AIR TRAFFIC SERVICES

ANNEX V METEOROLOGICAL SERVICES

ANNEX VI AERONAUTICAL INFORMATION SERVICES

ANNEX VII DATA SERVICES

ANNEX VIII COMMUNICATION NAVIGATION OR SURVEILLANCE SERVICES

ANNEX IX AIR TRAFFIC FLOW MANAGEMENT

ANNEX X AIRSPACE MANAGEMENT

ANNEX XI PROCEDURE DESIGN

ANNEX XIII AIR TRAFFIC SAFETY PERSONNEL



Note: ANNEX XII Part NM not included.

**The table below indicates which of the compliance matrices must be complete by which type of service provider**

**Service Providers must complete the relevant Compliance Matrices and sections as indicated below**

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| **Compliance Matrix** | **Compliance Matrix Section** | **ATS** | **MET** | | | **AIS** | **DAT** | **CNS** | **ATFM** | | **ASM** | **FPD** |
| **Local only** | **METARS** | **Forecast** | **NATS (En Route)** | **ATS Units** |
| ANNEX III | Section 1 | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |  | **X** | **X** |
| Section 2 | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |  | **X** | **X** |
| Section 3 | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |  |  |  |
| Section 4 | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |  | **X** | **X** |
| Section 5 | **X** |  |  |  |  |  |  |  |  |  |  |
| Section 6 | **\*** | **X** | **X** | **X** | **X** | **X** | **X** |  |  | **X** | **X** |
| ANNEX IV | Sections 1 to 4 | **X** |  |  |  |  |  |  |  |  |  |  |
| ANNEX V | Section 1 |  | **X** | **X** | **X** |  |  |  |  |  |  |  |
| Section 2 |  | **X** | **X** |  |  |  |  |  |  |  |  |
| Section 3 |  |  |  | **X** |  |  |  |  |  |  |  |
| Section 4 |  |  |  | **X** |  |  |  |  |  |  |  |
| Section 5 |  |  |  | **X** |  |  |  |  |  |  |  |
| Section 6 |  |  |  |  |  |  |  |  |  |  |  |
| Section 7 |  |  |  | **X** |  |  |  |  |  |  |  |
| ANNEX VI |  |  |  |  |  | **X** |  |  |  |  |  |  |
| ANNEX VII |  |  |  |  |  |  | **X** |  |  |  |  |  |
| ANNEX VIII |  |  |  |  |  |  |  | **X** |  |  |  |  |
| ANNEX IX | Section 1 |  |  |  |  |  |  |  | **X** |  |  |  |
| Section 2 |  |  |  |  |  |  |  |  | **X** |  |  |
| ANNEX X |  |  |  |  |  |  |  |  |  |  | **X** |  |
| ANNEX XI |  |  |  |  |  |  |  |  |  |  |  | **X** |
| ANNEX XIII |  |  |  |  |  |  |  | **X** |  |  |  |  |
| **\*ANNEX III Section 6 may be applicable to some ATS providers. See notes in Section 6**  **\*The Applicability of ANNEX XIII is dependent upon the type of service provided, refer to Tables 1 and 2 of the ANNEX XIII Matrix** | | | | | | | | | | | | |

**Introduction to Compliance Matrix ANNEX XIII ORGANISATIONAL REQUIREMENTS**

UK (EU) Regulation No 2017/373 requires that all service providers that employ ATSEP must comply with the Organisational Requirements (OR) of Part PERS.

Annex XIII does not specifically state how the service providers processes, that enable compliance with the requirements to be demonstrated, are to be documented. They may be included in the management system or within the service providers internal training documents etc. However, they must be documented and therefore it is up to individual service providers to decide how this is best organised.

Documented evidence of compliance with the requirements is necessary to complete this compliance matrix.

This compliance matrix contains all the Annex XIII Organisational Requirements (ORs).

The compliance matrix should be used as a checklist to enable you to establish the level of compliance of your organisation with the new regulation and to identify areas where further action is required.

A list of the supporting documents referred to in the compliance matrix should be entered into the table below.

This Compliance Matrix is to be maintained and amended when changes are made to the supporting documents.

**How to complete this Compliance Matrix**

The matrix must be completed by the service providers shown in TABLE 1 below.

Service providers shown in TABLE 2 do not need to complete the compliance matrix, however; evidence to show compliance with CAP 1649 Section 5 must be demonstrated to the CAA during routine oversight.

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| **TABLE 1** |
| **These service providers must complete this matrix** |
| ATC and AFIS providers holding or applying to hold a Full ANSP Certificate |
| ATC and AFIS providers holding or applying to hold a Limited ANSP Certificate with Published IAPs. |
| * If your organisation directly employs ATSEP, all sections are to be completed. * If your organisation contracts out its engineering support you do not need to complete the matrix but you must demonstrate how you intend to comply with ATSEP.OR.105 Training and Competence Assessment Programme (Second Paragraph) shown in section 1 . |

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| **TABLE 2** |
| **These service providers do not need to complete this matrix** |
| ATC and AFIS providers holding or applying to hold a Limited ANSP Certificate with no Published IAPs. |
| AGCS providers holding or applying to hold Limited ANSP Certificate. |

The Matrix is laid out in the format shown in the example below.

The first column lists the regulation and associated AMC. Where there is no AMC, compliance must be indicated against the regulation or the part of the regulation that has no AMC associated.

The second column provides a very brief description of the requirements.

The third column provides a link to the actual regulation or AMC so full details of the requirement can be viewed as shown below and Compliance Matrix Guidance Notes (CM GN) where applicable. After viewing the regulation or AMC clicking on the ‘return link’ will bring you back to where you were in the compliance matrix.

The original UK (EU) regulation No 2017/373 and current AMC and GM can be accessed via the CAA web site. [ATM/ANS provision of services | Civil Aviation Authority (caa.co.uk)](https://info.caa.co.uk/uk-regulations/atmans-provision-of-services/)

Under each requirement a space is provided to enable you to indicate in which of your organisation’s documents compliance can be demonstrated.

Unless specifically asked for, statements of compliance are not required within the compliance matrix.

Where your organisation is not yet compliant with a requirement enter ‘UNDER DEVELOPMENT’ followed by a target date for completion. This should be no more than 6 months. Items marked as under development will be in the scope of the next routine oversight audit.

Complete all relevant sections and send the compliance matrix and supporting documentation to ansp.certification@caa.co.uk.

**Example of compliance matrix**

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| **The Regulation and AMC** | **Requirements for all providers employing ATSEP** | **Link** |
| **ATSEP.OR.115 Language proficiency** | Provide a reference that demonstrates that your organisation has a documented process to ensure that ATSEP are proficient in the language(s) required to perform their duties*. (Consider AMC requirements below).* | 373 |
| **AMC1 ATSEP.OR.115 Language proficiency** | **LANGUAGE LEVEL**  Service providers should determine the level of language proficiency based on the particular ATSEP duties, the safety criticality of the system ATSEP will need to work on and taking into account the language requirements related to operating instructions, manuals, and the need to communicate across operational boundaries that require a common language. | 373 |
| **Enter reference(s) where compliance is indicated** | Engineering Training Manual Part XXX, Section XXX, Page XX |  |

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| **ATSEP.OR.115 Language proficiency**  The service provider shall ensure that ATSEP are proficient in the language(s) required to perform their duties. | Return Link |
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| **AMC1 ATSEP.OR.115 Language proficiency**  **LANGUAGE LEVEL**  Service providers should determine the level of language proficiency based on the particular ATSEP duties, the safety criticality of the system ATSEP will need to work on, and taking into account the language requirements related to operating instructions, manuals, and the need to communicate across operational boundaries that require a common language | Return Link |

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| **Referenced Documents** | | | |
| **Index** | **Title of Document** | **Current Issue No.** | **Date of Issue** |
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**Compliance Matrix SECTION 1**

**ANNEX XIII — PART-PERS**

**SUBPART A —AIR TRAFFIC SAFETY ELECTRONIC PERSONNEL**

**GENERAL REQUIREMENTS**

This section of the compliance matrix contains extracts from the above annexe and subpart of the regulation that are applicable to all service providers employing ATSEP

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| **The Regulation and AMC** | **Requirements for all providers employing ATSEP** | **Link** |
| **ATSEP.OR.100 Scope (a)** | This Subpart establishes the requirements to be met by the service provider with respect to the training and the competence assessment of air traffic safety electronics personnel (ATSEP). | [373](#OR_100) |
|  | Statement only |  |
| **ATSEP.OR.100 Scope (b)** | For the service providers applying for a limited certificate in accordance with points (a) and (b) of point ATM/ANS.OR.A.010 and/or declaring its activities in accordance with point ATM/ANS.OR.A.015, the minimum requirements to be met with respect to the training and the competence assessment of ATSEP may be determined by the competent authority. Those minimum requirements shall be based on qualification, experience and recent experience, to maintain specific equipment or types of equipment and ensuring equivalent level of safety. | [373](#OR_100) |
|  | Statement only. |  |
| **ATSEP.OR.105 Training and competence assessment programme (First Paragraph)** | Provide a reference that demonstrates that your organisation has documented and established a training and competence assessment programme to cover the duties and responsibilities to be performed by ATSEP. | [373](#OR_105) |
| **Enter reference(s) where compliance is indicated** |  |  |
| **ATSEP.OR.105 Training and competence assessment programme (Second Paragraph)** | If you employ a contracted organisation to provide ATS engineering support that employs ATSEP, provide a reference that demonstrates that your organisation has documented a process to ensure that those ATSEP have received the applicable training and competences foreseen in this subpart. | [373](#OR_105) |
|  |  | [**CM GN**](#UK_GM_ATSEP_OR_105) |
| **Enter reference(s) where compliance is indicated** |  |  |
| **AMC1 ATSEP.OR.105 Training and competence assessment programme GENRAL (a)** | **APPLICABLE ONLY TO METEOROLOGICAL SERVICE PROVIDERS, AERONAUTICAL INFORMATION SERVICE PROVIDERS, DATA SERVICE PROVIDERS, FLIGHT PROCEDURE DESIGN SERVICE PROVIDERS**  Provide a reference to demonstrate that your organisation has identified authorised personnel who are competent to operate, maintain, release from, and return into operations equipment of the functional system. | [373](#AMC1_OR_105a) |
|  |  | [**CM GN**](#UK_GM_ATSEP_OR_105_a) |
| **Enter reference(s) where compliance is indicated** |  |  |

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| **AMC1 ATSEP.OR.105 Training and competence assessment programme GENERAL (b) (c)** | **APPLICABLE ONLY TO METEOROLOGICAL SERVICE PROVIDERS, AERONAUTICAL INFORMATION SERVICE PROVIDERS, DATA SERVICE PROVIDERS, FLIGHT PROCEDURE DESIGN SERVICE PROVIDERS**  Provide a reference that demonstrates how your organisation complies with the requirement of (b) and (c) below  (b) Service providers could demonstrate compliance with the relevant requirements of Subpart A — AIR TRAFFIC SAFETY ELECTRONICS PERSONNEL of Annex XIII (Part-PERS) to Regulation (EU) 2017/373 by performing a gap analysis (e.g. a specific compliance matrix) that describes and compares the requirements for the training of the persons identified as air traffic safety electronics personnel (ATSEP), as well as for their qualification, experience, and recent experience, and by maintaining specific equipment or types of equipment to ensure an equivalent level of safety thereof.  (c) The gap analysis (e.g. specific compliance matrix) that is referred to in point (b) should also  detail the competence assessment(s) to be conducted by the service providers for ATSEP that  meet the applicable requirements, and include copies or references of all the documents that  are required for demonstrating compliance. | [373](#AMC1_OR_105b) |
|  |  | [**CM GN**](#UK_GM_ATSEP_OR_105_b) |
| **Enter reference(s) where compliance is indicated** |  |  |
| **ATSEP.OR.110 Record-keeping (First Paragraph)** | Provide a reference that demonstrates that your organisation has documented a process for ensuring that records of all the training completed by ATSEP, as well as the competence assessment of ATSEP are maintained. | [373](#OR_110) |
| **Enter reference(s) where compliance is indicated** |  |  |
| **ATSEP.OR.110 Record-keeping (a) (b)** | Provide a reference that demonstrates that your organisation’s documented procedure for ensuring that records of all the training completed by ATSEP, as well as the competence assessment of ATSEP are maintained, including the requirement to make such records available to the ATSEP concerned on request, and if agreed with the ATSEP a process to make the records available to the ATSEP’s new employer. | [373](#OR_110) |
| **Enter reference(s) where compliance is indicated** |  |  |
| **ATSEP.OR.115 Language proficiency** | Provide a reference that demonstrates that your organisation has a documented process to ensure that ATSEP are proficient in the language(s) required to perform their duties*. (Consider AMC requirements below).* | [373](#OR_115) |
| **AMC1 ATSEP.OR.115 Language proficiency** | **LANGUAGE LEVEL**  Service providers should determine the level of language proficiency based on the particular ATSEP duties, the safety criticality of the system ATSEP will need to work on and taking into account the language requirements related to operating instructions, manuals, and the need to communicate across operational boundaries that require a common language. | [373](#AMC1_OR_115) |
| **Enter reference(s) where compliance is indicated** |  |  |

**Compliance Matrix SECTION 2**

**ANNEX XIII — PART-PERS**

**SUBPART A —AIR TRAFFIC SAFETY ELECTRONIC PERSONNEL**

**TRAINING REQUIREMENTS**

This section of the compliance matrix contains extracts from the above annexe and subpart of the regulation that are applicable to all service providers employing ATSEP.

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| **The Regulation and AMC** | **Requirements for all providers employing ATSEP** | **Link** |
| **ATSEP.OR.200 Training requirements — General (a) (1)** | Provide a reference that demonstrates that your organisation’s training documentation ensures that ATSEP:  Have successfully completed:  The basic training as set out in point ATSEP.OR.205. | [373](#OR_200) |
| **Enter reference(s) where compliance is indicated** |  |  |
| **ATSEP.OR.200 Training requirements — General (a) (2)** | Provide a reference that demonstrates that your organisation’s training documentation ensures that ATSEP:  Have successfully completed:  The qualification training as set out in point ATSEP.OR.210. | [373](#OR_200) |
| **Enter reference(s) where compliance is indicated** |  |  |
| **ATSEP.OR.200 Training requirements — General (a) (3)** | Provide reference that demonstrates that your organisation’s training documentation ensures that ATSEP:  Have successfully completed:  The system/equipment rating training as set out in point ATSEP.OR.215. | [373](#OR_200) |
| **Enter reference(s) where compliance is indicated** |  |  |
| **ATSEP.OR.200 Training requirements — General (b)** | Provide a reference that demonstrates that your organisation’s training documentation ensures that ATSEP:  Have completed continuation training in accordance with point ATSEP.OR.220. | [373](#OR_200) |
| **Enter reference(s) where compliance is indicated** |  |  |
| **ATSEP.OR.205 Basic training (a) (1)** | Provide a reference that demonstrates that your organisation’s training documentation details the composition of ATSEP basic training which includes the subjects, topics, and sub-topics contained in Appendix 1 (Basic training — Shared). *(Consider AMC requirements below).* | [373](#OR_205) |
| **AMC1 ATSEP.OR.205(a) Basic training** | **GENERAL**  The selection of the subjects, topics, and sub-topics should be tailored to:  (a) the duties of the ATSEP regarding the service provider’s activities; and  (b) prior experience and education of the candidate ATSEP. | [373](#AMC1_OR_205_a) |
| **AMC1 ATSEP.OR.205(a)(1) Basic training** | **SHARED**  The objectives contained in Appendix 1a to this AMC should be included in the basic training course. | [373](#AMC1_OR_205_a_1) |
| **Enter reference(s) where compliance is indicated** |  |  |

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| **ATSEP.OR.205 Basic training (a) (2)** | Provide a reference that demonstrates that your organisation’s training documentation details the composition of ATSEP basic training which includes, where relevant to service provider's activities, the subjects contained in Appendix 2 (Basic training — Streams). *(Consider AMC requirements below).* | [373](#OR_205) |
| **AMC1 ATSEP.OR.205(a)(2) Basic training** | **STREAMS**  The topics, sub-topics and objectives contained in Appendix 2a to this AMC should be included in the basic training course. | [373](#AMC1_OR_205_a_2) |
| **Enter reference(s) where compliance is indicated** |  |  |
| **ATSEP.OR.205 Basic training (b)** | Provide a reference that demonstrates that your organisation’s training documentation determines the most suitable educational requirements for its candidate ATSEP and, consequently, adapt the number and/or level of subjects, topics or sub-topics referred to in point (a) where relevant.  NOTE: this is not a mandatory requirement. | [373](#OR_205) |
| **Enter reference(s) where compliance is indicated** |  |  |
| **ATSEP.OR.210 Qualification training (a)** | Provide a reference that demonstrates that your organisation’s training documentation details the composition of ATSEP qualification training which includes.  The subjects, topics, and sub-topics contained in Appendix 3 (Qualification training — Shared); and where relevant to its activities, at least one of the qualification streams, contained in Appendix 4 (Qualification training — Streams) *(Consider AMC requirements below).* | [373](#OR_210) |
| **AMC1 ATSEP.OR.210 Qualification training** | **GENERAL**  The selection of the subjects, topics, and sub-topics should be tailored to:  (a) the duties of the ATSEP regarding the service provider’s activities; and  (b) prior experience and education of the candidate ATSEP**.** | [373](#AMC1_OR_210) |
| **AMC1 ATSEP.OR.210 (a) Qualification training (Reference Amended by CAA)** | **SHARED**  The objectives contained in Appendix 3a to this AMC should be included in the qualification training course. | [373](#AMC1_OR_210a) |
| **AMC1 ATSEP.OR.210(b) Qualification training (Reference Amended by CAA)** | **STREAMS**  The objectives contained in Appendix 4a to this AMC should be included in the qualification training course. | [373](#AMC1_OR_210b) |
| **Enter reference(s) where compliance is indicated** |  |  |

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| **ATSEP.OR.215 System and equipment rating training (a)** | Provide a reference that demonstrates that your organisation’s training documentation ensures that the system and equipment rating training of ATSEPs will be applicable to the duties to be performed and include one or several of the following:  Theoretical courses.  Practical courses.  On-the-job training. | [373](#OR_215) |
| **Enter reference(s) where compliance is indicated** |  |  |
| **ATSEP.OR.215 System and equipment rating training (b)** | Provide a reference that demonstrates that your organisation’s training documentation determines that the system and equipment rating training will ensure that candidate ATSEP acquire knowledge and skills pertaining to:  The functionality of the system and equipment.  The actual and potential impact of ATSEP actions on the system and equipment.  The impact of the system and equipment on the operational environment. | [373](#OR_215) |
| **Enter reference(s) where compliance is indicated** |  |  |
| **ATSEP.OR.220 Continuation training** | Provide a reference that demonstrates that your organisation’s training documentation details that the continuation training of ATSEPs comprises of refresher, equipment/systems upgrades and modifications, and/or emergency training. *(Consider AMC requirements below).* | [373](#OR_220) |
| **AMC1 ATSEP.OR.220 Continuation training** | **GENERAL**  The frequency and duration of continuation training should be determined by taking into account the ATSEP task exposure (recency) as well as the complexity of the operation and of the maintenance of systems. | [373](#AMC1_OR_220) |
| **Enter reference(s) where compliance is indicated** |  |  |

**Compliance Matrix SECTION 3**

**ANNEX XIII — PART-PERS**

**SUBPART A —AIR TRAFFIC SAFETY ELECTRONIC PERSONNEL**

**COMPETENCE ASSESSMENT REQUIREMENTS**

This section of the compliance matrix contains extracts from the above annexe and subpart of the regulation that are applicable to all service providers employing ATSEP.

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| **The Regulation and AMC** | **Requirements for all providers employing ATSEP** | **Link** |
| **ATSEP.OR.300 Competence assessment — General** | Provide a reference that demonstrates that your organisation’s training documentation details how it is ensured that ATSEP:  Have been assessed as competent before performing their duties.  Are subject to ongoing competence assessment in accordance with point ATSEP.OR.305. | [373](#OR_300) |
| **Enter reference(s) where compliance is indicated** |  |  |
| **ATSEP.OR.305 Assessment of initial and ongoing competence (a)** | Provide a reference that demonstrates that your organisation’s training documentation contains processes for:  Assessing the initial and ongoing competence of ATSEP.  Addressing a failure or degradation of ATSEP competence, including an appeal process.  Ensuring the supervision of personnel who have not been assessed as competent. | [373](#OR_305) |
| **Enter reference(s) where compliance is indicated** |  |  |
| **ATSEP.OR.305 Assessment of initial and ongoing competence (b)** | Provide a reference that demonstrates that your organisation’s training documentation contains processes for defining the following criteria against which initial and ongoing competence shall be assessed:  Technical skills.  Behavioural skills.  Knowledge. | [373](#OR_305) |
| **Enter reference(s) where compliance is indicated** |  |  |

**Compliance Matrix SECTION 4**

**ANNEX XIII — PART-PERS**

**SUBPART A —AIR TRAFFIC SAFETY ELECTRONIC PERSONNEL**

**INSTRUCTORS AND ASSESSOR’S REQUIREMENTS**

This section of the compliance matrix contains extracts from the above annexe and subpart of the regulation that are applicable to all service providers employing ATSEP.

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| **The Regulation and AMC** | **Requirements for all providers employing ATSEP** | **Link** |
| **ATSEP.OR.400 ATSEP training instructors (a)** | Provide a reference that demonstrates that your organisation’s training documentation contains a process which ensures that;  ATSEP training instructors are suitably experienced in the field where instruction is to be given. | [373](#OR_400) |
| **Enter reference(s) where compliance is indicated** |  |  |
| **ATSEP.OR.400 ATSEP training instructors (b)** | Provide a reference that demonstrates that your organisation’s training documentation contains a process which ensures that;  On-the-job training instructors have successfully completed an on-the-job-training course and have the skills to intervene in instances where safety may be compromised during the training. | [373](#OR_400) |
| **Enter reference(s) where compliance is indicated** |  |  |
| **ATSEP.OR.405 Technical skills assessors (first part)** | Provide a reference that demonstrates that your organisation’s training documentation contains a process which ensures that technical skills assessors have successfully completed an assessor course and are suitably experienced to assess the criteria defined in point ATSEP.OR.305(b). | [373](#OR_405) |
| **Enter reference(s) where compliance is indicated** |  |  |
| **ATSEP.OR.405 Technical skills assessors (second part)** | Provide a reference that demonstrates that your organisation’s training documentation contains a process which ensures that technical skills assessors are suitably experienced to assess the criteria defined in point ATSEP.OR.305(b). *(Consider AMC requirements below).* | [373](#OR_405) |
| **AMC1 ATSEP.OR. 405 ATSEP technical skill assessors** | **EXPERIENCE**  To be considered suitably experienced, technical skills assessors should:  (a) have clear understanding of the service provider’s assessment process and procedures applicable.  (b) have clear understanding of the performance required of the ATSEP during the assessment and/or on-going assessment.  (c) have the ability to evaluate, in an objective and independent manner, whether the ATSEP has achieved or is maintaining the level of performance required.  (d) have the ability to assess and, if required, act when intervention is necessary to ensure that safety is not compromised.  (e) have the ability to analyse and accurately describe and/or record strengths and weaknesses of an ATSEP performance; and  (f) use appropriate interpersonal and communication skills to brief and debrief an ATSEP, if required | [373](#AMC1_OR_405) |
| **Enter reference(s) where compliance is indicated** |  |  |

**The UK (EU) Regulations and the AMC reference material**

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| **ATSEP.OR.100 Scope**  (a) This Subpart establishes the requirements to be met by the service provider with respect to the training and the competence assessment of air traffic safety electronics personnel (ATSEP).  (b) For the service providers applying for a limited certificate in accordance with points (a) and (b) of point ATM/ANS.OR.A.010 and/or declaring its activities in accordance with point ATM/ANS.OR.A.015, the minimum requirements to be met with respect to the training and the competence assessment of ATSEP may be determined by the competent authority. Those minimum requirements shall be based on qualification, experience and recent experience, to maintain specific equipment or types of equipment and ensuring equivalent level of safety | [Return Link (a)](#RETURN_OR_100_a) |
| [Return Link (b)](#RETURN_OR_100_b) |
|  |
| **ATSEP.OR.105 Training and competence assessment programme**  In accordance with point ATM/ANS.OR.B.005(a)(6), the service provider employing ATSEP shall establish a training and competence assessment programme to cover the duties and responsibilities to be performed by ATSEP.  When ATSEP are employed by a contracted organisation, the service provider shall ensure that those ATSEP have received the applicable training and competences foreseen in this Subpart. | [Return Link (first paragraph)](#RETURN_OR_105_a) |
| [Return Link (second paragraph)](#RETURN_OR_105_b) |
|  |
| **CM GUIDANCE NOTES to ATSEP.OR.105 second paragraph**  Where engineering support is provided by contract with an organisation certified to provide CNS services, which employs and trains their own ATSEPS, then it is simply necessary for there to be a contract with that organisation which states that services will be removed and returned to operation by Rated ATSEPs.  Where the contract is with an engineer or engineers who is/are not part of a certified organisation that provides ATSEP training, the customer (ANSP), must hold the Training & Competence Assessment Programme (TCAP) for the contracted engineer(s) in accordance with CAP 1649. | [Return Link (first paragraph)](#RETURN_OR_105_a) |

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| **AMC1 ATSEP.OR.105 Training and competence assessment programme**  **GENERAL — METEOROLOGICAL SERVICE PROVIDERS, AERONAUTICAL INFORMATION SERVICE PROVIDERS, DATA SERVICE PROVIDERS, FLIGHT PROCEDURE DESIGN SERVICE PROVIDERS**  (a) Service providers should identify authorised personnel who are competent to operate, maintain, release from, and return into operations equipment of the functional system.  (b) Service providers could demonstrate compliance with the relevant requirements of Subpart A — AIR TRAFFIC SAFETY ELECTRONICS PERSONNEL of Annex XIII (Part-PERS) to Regulation (EU) 2017/373 by performing a gap analysis (e.g. a specific compliance matrix) that describes and compares the requirements for the training of the persons identified as air traffic safety electronics personnel (ATSEP), as well as for their qualification, experience, and recent experience, and by maintaining specific equipment or types of equipment to ensure an equivalent level of safety thereof.  (c) The gap analysis (e.g. specific compliance matrix) that is referred to in point (b) should also detail the competence assessment(s) to be conducted by the service providers for ATSEP that meet the applicable requirements, and include copies or references of all the documents that are required for demonstrating compliance.  Amended by ED Decision 2020/020/R | [RETURN\_AMC1\_OR\_105a](#RETURN_AMC1_OR_105a) |
|  | [RETURN\_AMC1\_OR\_105 (b) (c)](#RETURN_AMC1_OR_105b) |
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| **CM GUIDANCE NOTES to AMC1 ATSEP.OR.105 Training and competence assessment programme GENRAL (a)**  This AMC is applicable to ANSPs certified to provide Meteorological Services, Aeronautical Information Services, Data Services and Flight Procedure Design Service.  This AMC is referring to the equipment used to provide the above service and the competence of the personnel operate, maintain, release from, and return into operational service such equipment.  ATS ANSPs who are certified to provide CNS services will employ ATSEPs . These ATSEPs will be qualified to carry out all the tasks listed here including routine maintenance.  Where the task requires more than routine maintenance i.e. defect rectification and calibration which is beyond the competencies of the employed ATSEPs an external organisation may be required to carry out this work, in which case ATM/ANS.OR.015 (b) Contracted activities will apply.  In particular AMC1 ATM/ANS.OR.B.015 Contracted activities (c) will apply, which states that a service provider should ensure that the contracted organisation has the necessary authorisation, declaration or approval when required, and commands the resources and competence to undertake the task. E.g. an approval from an accreditation body and/or an appropriate ISO certification would indicate that the above requirements are met.  It should be noted that these external organisations do not employ ATSEPs and cannot release and return equipment from/into service, only carry out servicing, defect repair and calibration. | [Return AMC1 OR 105a](#RETURN_AMC1_OR_105a) |

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| **CM GUIDANCE NOTES to AMC1 ATSEP.OR.105 Training and competence assessment programme GENRAL (b)**  For organisation that do not employ ATSEPs, such as MET only providers, we are left with the difficulty of deciding who is competent to carry out the ATSEP tasks of removing and reinstating equipment from/into service.  Here the AMC is saying that organisations without ATSEPs ‘could’ demonstrate that they have personnel who are adequately qualified to remove and reinstate from/into service specific items of equipment by comparing their qualifications and experience to that required by ATSEPs to carry out this task i.e. carry out a gap analysis against the requirements of Annex XIII and provide training if gaps are identified.  The use of the word ‘could’ implies that this is not a mandatory exercise, however organisation that do not employ ATSEPs must be able to demonstrate that personnel tasked with removing and reinstating specific equipment from/into service are adequately qualified and experienced. | [Return AMC1 OR 105b](#RETURN_AMC1_OR_105b) | | |
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| **ATSEP.OR.110 Record-keeping**  In addition to point ATM/ANS.OR.B.030, the service provider employing ATSEP shall maintain records of all the training completed by ATSEP, as well as the competence assessment of ATSEP and make such records available:  (a) on request, to the ATSEP concerned.  (b) on request, and with the agreement of the ATSEP, to the new employer when the ATSEP is employed by a new entity. | [Return Link (first paragraph)](#RETURN_OR_110a) | |
| [Return Link (a) (b)](#RETURN_OR_110_ab) | |
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| **ATSEP.OR.115 Language proficiency**  The service provider shall ensure that ATSEP are proficient in the language(s) required to perform their duties. | | [Return Link](#RETURN_OR_115) |
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| **AMC1 ATSEP.OR.115 Language proficiency**  **LANGUAGE LEVEL**  Service providers should determine the level of language proficiency based on the particular ATSEP duties, the safety criticality of the system ATSEP will need to work on, and taking into account the language requirements related to operating instructions, manuals, and the need to communicate across operational boundaries that require a common language | | [Return Link](#RETURN_AMC1_OR_115) |
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| **ATSEP.OR.200 Training requirements — General**  A service provider shall ensure that ATSEP:  (a) have successfully completed:  (1) the basic training as set out in point ATSEP.OR.205.  (2) the qualification training as set out in point ATSEP.OR.210.  (3) the system/equipment rating training as set out in point ATSEP.OR.215.  (b) have completed continuation training in accordance with point ATSEP.OR.220. | | [Return Link (a) (1)](#RETURN_OR_200_a_1) |
| [Return Link (a) (2)](#RETURN_OR_200_a_2) |
| [Return Link (a) (3)](#RETURN_OR_200_a_3) |
| [Return Link (b)](#RETURN_OR_200_b) |

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| **ATSEP.OR.205 Basic training**  (a) The basic training of ATSEPs shall comprise:  (1) the subjects, topics, and sub-topics contained in Appendix 1 (Basic training — Shared);  (2) where relevant to service provider's activities, the subjects contained in Appendix 2 (Basic training — Streams).  (b) A service provider may determine the most suitable educational requirements for its candidate ATSEP and, consequently, adapt the number and/or level of subjects, topics or sub-topics referred to in point (a) where relevant. | [Return Link (a) (1)](#RETURN_OR_205_a_1) |
| [Return Link (a) (2)](#RETURN_OR_205_a_2) |
| [Return Link (b)](#RETURN_OR_205_b) |
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| **AMC1 ATSEP.OR.205(a) Basic training**  GENERAL  The selection of the subjects, topics, and sub-topics should be tailored to:  (a) the duties of the ATSEP regarding the service provider’s activities; and  (b) prior experience and education of the candidate ATSEP.  As amended by ED Decision 2020/020/R | [Return Link](#RETURN_AMC1_OR_205_a) |

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| **AMC1 ATSEP.OR.205(a)(1) Basic training**  **SHARED**  The objectives contained in Appendix 1a to this AMC should be included in the basic training course. | [Return Link](#RETURN_AMC1_OR_205_a_1) | |
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| **AMC1 ATSEP.OR.205(a)(2) Basic training**  **STREAMS**  The topics, sub-topics and objectives contained in Appendix 2a to this AMC should be included in the basic training course. | | [Return Link](#RETURN_AMC1_OR_205_a_2) |
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| **ATSEP.OR.210 Qualification training**  The qualification training of ATSEPs shall comprise:  (a) the subjects, topics, and sub-topics contained in Appendix 3 (Qualification training — Shared).  (b) where relevant to its activities, at least one of the qualification streams, contained in Appendix 4 (Qualification training — Streams). | | [Return Link (a)](#RETURN_OR_210_a) |
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| **AMC1 ATSEP.OR.210 Qualification training**  **GENERAL**  The selection of the subjects, topics, and sub-topics should be tailored to:  (a) the duties of the ATSEP regarding the service provider’s activities; and  (b) prior experience and education of the candidate ATSEP.  As amended by ED Decision 2020/020/R | [Return Link](#RETURN_AMC1_OR_210) |
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| **AMC1 ATSEP.OR.210 (a) Qualification training** **(*Reference Amended by CAA*)**  **SHARED**  The objectives contained in Appendix 3a to this AMC should be included in the qualification training course. | [Return Link](#RETURN_AMC1_OR_210a) |
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| **AMC1 ATSEP.OR.210(b) Qualification training** **(*Reference Amended by CAA*)**  **STREAMS**  The objectives contained in Appendix 4a to this AMC should be included in the qualification training course. | [Return Link](#RETURN_AMC1_OR_210b) |
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| **ATSEP.OR.215 System and equipment rating training**  (a) The system and equipment rating training of ATSEPs shall be applicable to the duties to be performed and include one or several of the following:  (1) theoretical courses.  (2) practical courses.  (3) on-the-job training.  (b) The system and equipment rating training shall ensure that candidate ATSEP acquire knowledge and skills pertaining to:  (1) the functionality of the system and equipment.  (2) the actual and potential impact of ATSEP actions on the system and equipment.  (3) the impact of the system and equipment on the operational environment. | [Return Link (a)](#RETURN_OR_215_a) |
| [Return Link (b)](#RETURN_OR_215_b) |
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| **ATSEP.OR.220 Continuation training**  The continuation training of ATSEPs shall comprise refresher, equipment/systems upgrades and modifications, and/or emergency training | [Return Link](#RETURN_OR_220) |

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| **AMC1 ATSEP.OR.220 Continuation training**  **GENERAL**  The frequency and duration of continuation training should be determined by taking into account the ATSEP task exposure (recency) as well as the complexity of the operation and of the maintenance of systems. | | [Return Link](#RETURN_AMC1_OR_220) |
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| **ATSEP.OR.300 Competence assessment — General**  service provider shall ensure that ATSEP:  (a) have been assessed as competent before performing their duties.  (b) are subject to ongoing competence assessment in accordance with point ATSEP.OR.305. | | [Return Link](#RETURN_OR_300) |
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| **ATSEP.OR.305 Assessment of initial and ongoing competence**  A service provider employing ATSEP shall:  (a) establish, implement and document processes for:  (1) assessing the initial and ongoing competence of ATSEP.  (2) addressing a failure or degradation of ATSEP competence, including an appeal process.  (3) ensuring the supervision of personnel who have not been assessed as competent.  (b) define the following criteria against which initial and ongoing competence shall be assessed:  (1) technical skills.  (2) behavioural skills.  (3) knowledge. | [Return Link (a)](#RETURN_OR_305_a) | |
| [Return Link (b)](#RETURN_OR_305_b) | |
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| **ATSEP.OR.400 ATSEP training instructors**  A service provider employing ATSEP shall ensure that:  (a) ATSEP training instructors are suitably experienced in the field where instruction is to be given.  (b) on-the-job training instructors have successfully completed an on-the-job-training course and have the skills to intervene in instances where safety may be compromised during the training. | [Return Link (a)](#RETURN_OR_400_a) | |
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| **ATSEP.OR.405 Technical skills assessors**  A service provider employing ATSEP shall ensure that technical skills assessors have successfully completed an assessor course and are suitably experienced to assess the criteria defined in point ATSEP.OR.305(b). | [Return Link (first part)](#RETURN_OR_405_a) | |
| [Return Link (second part)](#RETURN_OR_405_b) | |
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| **AMC1 ATSEP.OR.405 ATSEP technical skill assessors**  **EXPERIENCE**  To be considered suitably experienced, technical skills assessors should:  (a) have clear understanding of the service provider’s assessment process and procedures applicable.  (b) have clear understanding of the performance required of the ATSEP during the assessment and/or on-going assessment.  (c) have the ability to evaluate, in an objective and independent manner, whether the ATSEP has achieved or is maintaining the level of performance required.  (d) have the ability to assess and, if required, act when intervention is necessary to ensure that safety is not compromised.  (e) have the ability to analyse and accurately describe and/or record strengths and weaknesses of an ATSEP performance. and  (f) use appropriate interpersonal and communication skills to brief and debrief an ATSEP, if required.  As amended by ED Decision 2020/020/R | | [Return Link](#RETURN_AMC1_OR_405) |