



# Part 143

## **Air Navigation Services Training Organizations – Certification**

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**Subpart A**  
**General**

**143.1 Applicability**

- (a) This Part prescribes rules governing the certification and operation of organizations conducting air navigation services training and assessments that are required by Egyptian Civil Aviation Regulations to be conducted by an organization certificated under this Part.
- (b) Under this part applicant may apply to have an Air Navigation Services Training Organization (ANSTO) certificate to conduct training and assessment for one or more of the following air navigation services domains:
  - (1) Air Traffic Control (ATC) Training.
  - (2) Aeronautical Information Service (AIS) Training.
  - (3) Aeronautical Communication (ACOM) Training.
  - (4) Air transportation (ATR) Training.

**143.3 The need for Certificate**

No person may operate as a certificated ANSTO without, or in violation of, an ANSTO certificate issued under this part.

**143.5 Application for ANSTO Certificate**

Each applicant for the grant of an ANSTO certificate shall complete Appendix F\_Form 2 and submit it to the Chairman of ECAA with payment of the appropriate application fee prescribed by regulations made under the Egyptian Fees Law, together with Training organization Exposition Manual required by 143.63.

**143.7 Application for amendment or renewal of Certificate**

- (a) An application for the amendment or renewal of an ANSTO certificate shall be made on Appendix F. Form 2.
- (b) The application shall be submitted to the ECAA before the application renewal date specified in the certificate or, if no such date is specified, not less than 30 days before the certificate expires.

**143.9 Issue of Certificate**

An applicant is entitled to an ANSTO certificate if the ECAA is satisfied that:

- (a) The applicant, and any senior person or persons required by 143.51(A) (1) and (2), are fit and proper persons; and
- (b) The applicant meets the requirements of Subpart B; and
- (c) The granting of the certificate is not contrary to the interests of Air Navigation safety.

**143.11 Privileges of certificate**

The ANSTO certificate specifies the training courses and assessments that the holder is authorized to conduct.

**143.13 Duration of Certificate.**

- (a) An ANSTO certificate may be granted for a period of up to two calendar years.
- (b) An ANSTO certificate remains in force until it expires or is surrendered, suspended or revoked.
- (c) Unless surrendered, suspended, or revoked, an ANSTO certificate expires:
  - (1) On the last day of the 24th calendar month from the month the certificate was issued;
  - (2) Except as provided in paragraph (D) of this section, on the date that any change in ownership of the ANSTO occurs;
  - (3) On the date of any change in the facilities upon which the ANSTO's certificate is based occurs; or
  - (4) Upon notice by the ECAA that the ANSTO has failed for more than 60 days to maintain the facilities, or personnel required for any one of the ANSTO's approved training courses.

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- (a) A change in the ownership of an ANSTO certificate does not terminate that certificate if, within 30 days after the date that any change in ownership of the ANSTO occurs:
    - (1) Application is made for an appropriate amendment to the certificate; and
    - (2) No change in the facilities, personnel, or approved training courses is involved.
  - (b) An examining authority issued to the holder of an ANSTO certificate expires on the date that the ANSTO certificate expires, or is surrendered, suspended, or revoked.
  - (c) The holder of an ANSTO that is revoked shall forthwith surrender the certificate to the ECAA.
  - (d) The holder of an ANSTO certificate that is suspended shall forthwith produce the certificate to the ECAA for appropriate endorsement.

#### **143.15 Renewal of Certificates**

An ANSTO may have its certificate renewed for an additional 24 calendar months if the ECAA determines the ANSTO's personnel, facility, approved training courses, training records, and recent training ability and quality meet the requirements of this part.

#### **143.17 Air Navigation Services Training Organization (ANSTO) Courses**

- (a) All Air Navigation Services Training Courses leading to the grant of an Egyptian License, certificate, rating and/or rating endorsement shall be approved by the ECAA (Ref. Appendix B - Approved training courses). Other courses may be accepted by ECAA subject that, their objectives will comply with the current ECAA rules and regulations.
- (b) For the purpose of having approval or acceptance, ANSTO are required to submit, in the form of a Course Design Document (Appendix C), their proposed courses of training to the ECAA.

#### **143.19 Display of certificate**

- (a) Each holder of an ANSTO certificate must display that certificate in a place that is normally accessible to the public and is not obscured.
- (b) A certificate must be made available for inspection upon request by the ECAA.

#### **143.21 ECAA Inspection Authority**

- (a) Each person holds a certificate under this part (or applied for such certificate) shall grant unrestricted and unlimited access for ECAA inspectors to inspect his personnel, facilities, equipment, documents and records to determine:
  - (1) Eligibility to continue to hold his certificate.
  - (2) Compliance with this ECAR part
- (b) Failure to comply with paragraph (a) above shall be a basis to suspend, withdraw or revoke any certificate issued under this part.

#### **143.23 Advertising limitations**

- (a) The holder of an ANSTO certificate may not make any statement relating to its certification and ratings that is false or designed to mislead any person contemplating enrollment in that training.
- (b) The holder of an ANSTO certificate may not advertise that the Training organization is certificated unless it clearly differentiates between courses that have been approved under ECAR part 143 and those that have not been approved under ECAR part 143.
- (c) The holder of an ANSTO certificate must promptly remove:
  - (1) From vacated premises, all signs indicating that the Training organization was certificated by the ECAA; or
  - (2) All indications (including signs), wherever located, that the Training organization is certificated by the ECAA when its certificate has expired or has been surrendered, suspended, or revoked.

#### **143.25 Business office and Satellite training center**

- (a) Each holder of an ANSTO must maintain a principal business office with a mailing address in the name shown on its certificate.

- (b) The facilities and equipment at the principal business office must be adequate to maintain the files and records required to operate the business of the Training organization.
- (c) The principal business office may not be shared with, or used by, another Training organization.
- (d) Before changing the location of the principal business office each certificate holder must notify ECAA the new location, and the notice must be:
  - (1) Submitted in writing at least 30 days before the change of location; and
  - (2) Accompanied by any amendments needed for the certificate holder's approved training course outline.
- (e) A certificate holder may conduct training at a Satellite training center other than the one specified in its certificate, if:
  - (1) The ECAA has inspected and approved the Satellite training center for use by the certificate holder; and
  - (2) The course of training and any needed amendments have been approved for use at that center.

### **143.31 Exemptions**

The ECAA may exempt any person from any requirement in this Part following the procedures prescribed in Part 11.

### **143.33 Through – 143.41: Reserved**

**Subpart B**  
**ANSTO Certification Requirements**

**143.43 Applicability:**

This subpart prescribes the qualifications required for the issue of personnel licenses can be more readily and speedily acquired by applicants who undergo closely supervised, systematic and continuous courses of training, conforming to a planned syllabus or curriculum.

Provision has accordingly been made for some reduction in the experience requirements for the issue airplane type ratings prescribed in this part, in respect of an applicant who has satisfactorily completed a course of approved training.

**143.45:** ANSTO approved training shall provide a level of competency at least equal to that provided by the minimum experience requirements for personnel not receiving such approved training.

**143.47:** ANSTO as approved training organization by ECAA shall be dependent upon the applicant demonstrating compliance with the requirements of this part and the relevant provisions contained in ECAR 19.

Note.— ECAR 19 includes safety management provisions for an approved training organization that is exposed to safety risks related to aircraft operations during the provision of its services. Further guidance is contained in the Safety Management Manual (SMM) (Doc 9859).

**143.49:** ANSTO as Approved training shall be conducted within an approved training organization.

Note.— The approved training considered in 143.49 above relates primarily to approved training for the issuance of ECAR 65 subpart G . It is not intended to include approved training for the maintenance of competence or for an operational qualification after the initial issuance of rating, as may be required for Air traffic controllers, such as the approved training under ECAR 172 The certification and operation of organizations providing air traffic service in the Egyptian flight information region.

**143.51 Personnel requirements**

- (a) Each applicant for the grant of an ANSTO certificate shall nominate:
- (1) A senior person identified as the Accountable Manager who has the authority within the applicant's organization to ensure that all training courses and assessments conducted by the organization can be financed and carried out in accordance with the requirements prescribed by this Part;
  - (2) A senior person or group of senior persons who are responsible for ensuring that the applicant's organization complies with the requirements of this Part. Such nominated person or persons shall be ultimately responsible to the Accountable Manager;
  - (3) Sufficient personnel to plan, conduct, and supervise the training courses and assessments listed in the applicant's exposition.
- (b) The applicant shall establish procedures for initially assessing, and for maintaining the competence of those personnel and instructors conducting the training courses and assessments listed in the applicant's exposition.
- (c) Subject to ECAA approval, ANSTO may engage, employ or contract instructors possessing foreign license, certification or qualification.
- (d) The applicant shall nominate a person to be the focal point for communication with the ECAA.

**143.53 Facilities, Equipment and Accommodation requirements**

- (a) An applicant for, or holder of, ANSTO certificate shall have facilities appropriate for the maximum number of students expected to be taught at any time and the training sought, as follows:
- (1) An enclosed adequately equipped classroom;
  - (2) A library containing all current training material, specified in 143.55, appropriate to the scope and level of training undertaken; If the library provides

- training material in electronic format, there must be adequate facilities allowing for the production of printed copies of part or all of any document used by either students or instructors. Any copyright arrangements required to comply with this requirement shall be the responsibility of the training organization.
- (3) Simulators appropriate for the training sought;
  - (4) Adequate instructional equipments appropriate to the training sought.
  - (5) Adequate office accommodation for instructors;
  - (6) Control desk or console where applicable;
  - (7) Secure storage facilities for examination papers and training records.
- (b) A holder of an ANSTO certificate shall not make any change in facilities, equipment, simulators or materials that have been approved for a particular training unless that change is approved by the Authority in advance.
  - (c) An applicant for, or holder of, ANSTO certificate shall ensure that the equipment, materials, and simulators required by paragraph (A) be in satisfactory working condition for instructional and practice purposes.

#### **143.55 Documentation**

- (a) Each applicant for the grant of an ANSTO certificate shall hold current approved copies of all relevant Egyptian Civil Aviation Regulations, training standards and any other documentation that is necessary for the provision of the training courses and assessments listed in the applicant's exposition.
- (b) The applicant shall establish procedures to control the documentation required by paragraph (A). The procedures shall ensure:
  - (1) All documentation and changes thereto are reviewed by appropriate personnel before issue; and
  - (2) All documentation and changes thereto are approved by ECAA; and
  - (3) Current issues of relevant documentation are available to personnel for the provision of training courses and assessments listed in their exposition; and
  - (4) All obsolete documentation is promptly removed from all points of issue or use.

#### **143.57 Training courses, assessments, Determining Competence and appeals**

- (a) Training courses:
  - (1) All Air Navigation Services Training Courses leading to the grant of an Egyptian License, certificate, rating and/or rating endorsement shall be approved by the ECAA and shall be conducted only by ANSTO approved by the ECAA.
  - (2) ANSTO wishing to offer Air Navigation Services Training Courses are required to submit, in the form of a Course Design Document (Appendix C), their proposed courses of training to the ECAA.
  - (3) The Course Design Document shall contain a certificate signed by the Accountable Manager confirming compliance with the ECAA Training Standards. The exposition shall show how the training organization is in compliance with these standards.
  - (4) A master copy of the Course Design Document, showing all changes incorporated and the reasons for them shall be maintained and kept within the training organization. It shall be possible to trace the development of the course from this document.
  - (5) Approved ANSTO shall have processes in place by which they maintain and review training courses to ensure that the training they provide meets the operational requirements. Changes made as a result of these processes shall be documented in the Course Design Document, together with the reasons for making them.
  - (6) The approved ANSTO must notify the ECAA of any proposed changes to the course that affect the approval, before any such change takes place, to enable the ECAA to determine continued compliance with this document and to amend, if necessary, the approval certificate.
- (b) Assessment:
  - (1) All assessment schemes must be approved by the ECAA.
  - (2) Assessments required by the ECAA in accordance with the course approval shall be conducted only by Assessors approved by the ECAA.
  - (3) Assessors shall have a combination of qualifications and experience greater than

- the level of qualification being taught or assessed.
- (4) Objectives must be specified for each practical, written, verbal or other form of assessment.
  - (5) On each course or module of a course, periods of assessment shall be clearly defined.
  - (6) Students shall be assessed in accordance with the procedures contained in the Course Design Document.
  - (7) The student must be made aware of the areas to be assessed and the standards to be reached for each assessment.
  - (8) Students presenting themselves for an assessment shall be deemed to be physically and mentally fit to take the assessment.
- (c) Determining Competence:
- (1) Students must achieve a level of competence as approved by the ECAA.
  - (2) A student shall be entitled to two attempts at a practical, written or verbal assessment.
  - (3) A student who does not achieve a satisfactory assessment after two consecutive attempts shall have failed the course.
  - (4) A student who has failed a course may undertake a second attempt at the course and shall be required, as a minimum, to complete that part of the approved course from the last assessment where the student was assessed as satisfactory. If a period of more than six months has elapsed since the date of failure, the training organization shall carry out an assessment of the particular student's retained knowledge and skills and, if necessary, require the student to commence training at an earlier point in the course.
  - (5) A student unsuccessful at a second attempt at a course shall be required to undertake any subsequent courses full.
  - (6) If, during Initial training, a period of more than six months separates the successful completion of basic training and the commencement of the first rating training course, the training organization shall carry out an assessment of the particular student's retained knowledge and skills and, if necessary, require the student to carry out a period of refresher training before commencing rating training.
  - (7) Students must be provided with the results of all their assessments. Verified results may be promulgated.
  - (8) On completion of a course, the training organization shall collate the course results and forward them to the ECAA.
- (d) Appeals:
- (1) Any student who believes he has been disadvantaged by the conduct of an assessment shall have a right of appeal.
  - (2) Training organizations shall establish and publish an internal appeal procedure. Training organizations shall maintain records which show that students have acknowledged receipt of the appeal procedure.
  - (3) A student who has attempted an assessment will not be permitted to appeal on the grounds of medical or mental fitness.

### 143.59 Records

The following records must be retained by ANSTO:

- (a) Training organization Exposition Manual (master copy) – to be retained permanently
- (b) Course Design Documents (master copies) – to be retained permanently
- (c) ANSTO shall retain detailed student records to show that all requirements of the training course have been met as agreed by ECAA, this shall include Training and assessment records, as follows:
  - (1) Course nominal rolls;
  - (2) List of course managers, instructors and assessment staff for each course;
  - (3) Written assessment question papers;
  - (4) Practical assessment reports;
  - (5) Verbal assessment reports (if applicable) including questions asked and records of student responses;
  - (6) Written student answer papers;
  - (7) Consolidated course results sheet with final assessment for each student;
  - (8) Attendance records and any course programmed changes to accommodate student absence; and



- (9) Evidence that each student has a copy of the training organization's appeal procedure.
- (10) These records shall be kept for a minimum period of two years after completion of the training course.
- (d) ANSTO shall maintain a system for recording the qualifications and training of instructional and examining staff. This shall include records of instructional, simulator input and assessment staff competence, showing:
  - (1) Name and forename;
  - (2) License/certificate, qualifications, ratings and license endorsements held;
  - (3) Details of OJTI, assessor, verifier and/or examiner training undertaken;
  - (4) Details of competency training and date(s) of last relevant competency check(s) undertaken at the training organization;
  - (5) These records shall be retained for a minimum period of two years after the instructor or examiner ceases to perform function for ANSTO.
- (e) Records of the internal and external audits.

#### **143.61 Quality assurance**

- (a) Each applicant for the grant of an ANSTO certificate shall establish a quality assurance system to ensure compliance with, and the adequacy of, the procedures required by this Part.
- (b) The quality assurance system shall include
  - (1) A safety policy and safety policy procedures that are relevant to the applicant's organizational goals and the expectations and needs of its customers; and
  - (2) A procedure to ensure quality indicators, including defect and incident reports, and personnel and customer feedback, are monitored to identify existing problems or potential causes of problems within the system; and
  - (3) A procedure for corrective action to ensure existing problems that have been identified within the system are corrected; and
  - (4) A procedure for preventive action to ensure that potential causes of problems that have been identified within the system are remedied; and
  - (5) An internal audit programmed to audit the applicant's organization for conformity with the procedures in its exposition and achievement of the goals set in its safety policy; and
  - (6) Management review procedures, which shall include the use of statistical analysis, to ensure the continuing suitability and effectiveness of the internal quality assurance system in satisfying the requirements of this Part.
- (c) The safety policy procedures shall ensure that the safety policy is understood, implemented, and maintained at all levels of the organization.
- (d) The procedure for corrective action shall specify how:
  - (1) To correct an existing problem; and
  - (2) To follow up a corrective action to ensure the action is effective; and
  - (3) Management will measure the effectiveness of any corrective action taken.
- (e) The procedure for preventive action shall specify how:
  - (1) To correct a potential problem; and
  - (2) To follow up a preventive action to ensure the action is effective; and
  - (3) To amend any procedure required by this Part as a result of a preventive action; and
  - (4) Management will measure the effectiveness of any preventive action taken.
- (f) The quality audit programmed shall:
  - (1) Specify the frequency and location of the audits taking into account the nature of the activity to be audited; and
  - (2) Ensure audits are performed by trained auditing personnel who are independent of those having direct responsibility for the activity being audited; and
  - (3) Ensure the results of audits are reported to the personnel responsible for the activity being audited and the manager responsible for internal audits; and
  - (4) Require preventive or corrective action to be taken by the personnel responsible for the activity being audited if problems are found by the audit; and
  - (5) Ensure follow up audits to review the effectiveness of any preventive or corrective action taken.
- (g) The procedure for management review shall:
  - (1) Specify the frequency of management reviews of the quality assurance system

- taking into account the need for the continuing effectiveness of the system; and
- (2) Identify the responsible manager who shall review the quality assurance system; and
  - (3) Ensure the results of the review are evaluated and recorded.
- (h) The senior person who has the responsibility for quality assurance shall have direct access to the Accountable Manager on matters affecting safety.

#### **143.62 Safety Management System**

A service provider / operator who is certified under this part, shall show a complete compliance with ECARs, Part 19, by establishing a safety management system that is acceptable to the ECAA, maintaining it, and completing its implementation as per the chronology mentioned in this regulation.

#### **143.63 Training organization Exposition Manual (TEM)**

- (a) ANSTO shall provide a Training organisation Exposition Manual (TEM) (Ref Appendix D) for the use and guidance of personnel concerned. This manual may be issued in separate parts and shall contain at least the following information:
  - (1) A statement signed by the Accountable manager on behalf of the applicant's organization confirming that the exposition and any included manuals:
- (b) Define the organization and demonstrate its means and methods for ensuring ongoing compliance with this Part; and
- (c) Will be complied with at all times.
  - (1) An organization chart showing lines of responsibility of the senior persons;
  - (2) A general description of the scope of training, including a list of the training courses and assessments, authorized under the organization's terms of approval;
  - (3) The content of the training programmes offered including the courseware and equipment to be used;
  - (4) A description of the organization's quality assurance system in accordance with 143.61(B);
  - (5) A description of the organization's facilities as required by 143.53;
  - (6) The name, duties and qualification of the person designated as responsible for compliance with the requirements of the approval, as required by 143.51 (A)(1) and (2);
  - (7) A description of the duties and qualification of the personnel designated as responsible for planning, performing and supervising the training.
  - (8) A description of the procedures used to establish and maintain the competence of instructional personnel as required by 143.51(A)(3).
  - (9) A description of the method used for the completion and retention of the training records as required by 143.59.
  - (10) A description, of additional training needed to comply with an operator's procedures and requirements;
  - (11) a description of the selection, role and duties of the authorized personnel, as well as the applicable requirements established by the ECAA.
  - (12) The locations at which each training course or assessment will be conducted;
  - (13) Details of the applicant's procedures required by 143.55(b) regarding the control of documentation
  - (14) Procedures to control amend and distribute the exposition.
- (d) ANSTO shall ensure that the training exposition manual is amended as necessary to keep the information contained therein up to date.
- (e) Copies of all amendments to the training exposition manual shall be furnished promptly to all organizations or persons to whom the manual has been issued.
- (f) The applicant's exposition must be acceptable to the ECAA.

**Subpart C**  
**Standard Operating Requirements**

**143.101 Continued compliance**

Each holder of an ANSTO certificate shall

- (a) Hold at least one complete and current copy of their exposition at each major location specified in their exposition; and
- (b) Comply with all procedures detailed in their exposition; and
- (c) Make each applicable part of their exposition available to personnel who require those parts to carry out their duties; and
- (d) Continue to meet the standards and comply with the requirements of Subpart B prescribed for certification under this Part; and
- (e) Forthwith notify the ECAA of any change of address for service, telephone number, facsimile number or email address required by Appendix F\_Form 2.

**143.103 Changes to certificate holder's organization**

- (a) Each holder of an ANSTO certificate shall ensure that their exposition is amended so as to remain a current description of the holder's organization.
- (b) The certificate holder shall ensure that any amendments made to the holder's exposition meet the applicable requirements of this Part and comply with the amendment procedures contained in the holder's exposition.
- (c) The certificate holder shall provide the ECAA with a copy of each amendment to the holder's exposition as soon as practicable after its incorporation into the exposition.
- (d) Where a certificate holder proposes to make a change to any of the following, prior notification to and acceptance by the ECAA is required:
  - (1) The Accountable Manager;
  - (2) The listed senior persons;
  - (3) The locations at which training courses or assessments may be carried out; and
  - (4) The training courses or assessments for which the certificate is granted.
- (e) The ECAA may prescribe conditions under which a certificate holder may operate during or following any of the changes specified in paragraph (d).
- (f) A certificate holder shall comply with any conditions prescribed under paragraph (e).
- (g) Where any of the changes referred to in this rule require an amendment to the certificate, the certificate holder shall forward the certificate to the ECAA as soon as practicable.
- (h) The certificate holder shall make such amendments to the holder's exposition as the ECAA may consider necessary in the interests of aviation safety.

**Appendix A**  
**Contents of ECAA Approval Certificate**

**ECAA Approval Certificate shall include the following items:**

- (a) Name and address of certified training organization;
- (b) Statement of courses for which approval has been granted;
- (c) Statement that:
  - (1) The training organization is required to comply with the procedures specified in the Training organization exposition Manual, and relevant Course Design Documents;
  - (2) The approval certificate is valid whilst the Air Navigation Services Training Organization (ANSTO) remains in compliance with ECAR Part 143 – Requirements; and
  - (3) Subject to compliance with the foregoing conditions, this approval certificate shall remain valid until the specified date of expiry unless the approval has previously been surrendered, superseded, suspended or revoked.
    - (i) Date of issue; and
    - (ii) Date of expiry.

**Appendix B**  
**Approved Training Courses**

ANSTO wishing to offer any of the following Air Navigation Services Training Courses are required to submit, in the form of a Course Design Document, their proposed courses of training to the ECAA.

*Granting approval is Subject to the acceptance of such Course Design Document(s).*

No.	Course Code	Course Name
1.	051- ATC	ATS AB INITIO
2.	052-ATC	Aerodrome Control
3.	053-ATC	Approach Control Non-Radar (Procedural)
4.	054APR-ATC	Approach Radar Control
5.	055-ATC	Area Control Non-Radar (Procedural)
6.	054RAC-ATC	Area Radar Control
7.	052A-AIS	ATS Reporting Office
8.	021-AIS	Aeronautical Information Service
9.	021A-AIS	AIS Specialist
10.	022-AIS	AIS Cartography
11.	155-AIS	Basic PANS / OPS Procedure design
12.	029A-AIS	AIS Automation
13.	171-COM	Aeronautical Mobile Service Operator
14.	172-COM	Aeronautical Fixed Service Operator
15.	174A-COM	Advanced Radioteletype Operations
16.	174B-COM	Advanced Radiotelephony Operations
17.	179-COM	Communication operation technical knowledge
18.	176-COM	Aeronautical Communication Service Supervisor
19.	177-COM	Special messages checking and accounting
20.	179B-COM	VHF VOLMET broadcast
21.	052B-ATR	Basics of Air Transport
22.	069A-ATR	Air Transport Specialist
23.	061-ATR	Air Transport Statistics
24.	062-ATR	Air Transport Economics

## Appendix C

### Course Design Document - CDD

#### Course Design Document Content

The document must be typed, with paragraphs and pages numbered, following the sequence specified below.

- (a) Cover Page
  - (1) Name of training organization;
  - (2) Title of submission;
  - (3) Version number;
  - (4) Date of document.
- (b) Section 1 - Introduction

In this section, the training organization will provide an outline of the course development process with details of participants, in addition to the following:

  - (1) Proposed starting date of first course;
  - (2) Number of courses planned per annum;
  - (3) Planned minimum and maximum number of students on the course;
  - (4) Number of simulator training positions available for the course;
- (c) Section 2 – Compliance

In this section, the training organization shall show how it complies with the requirements of this document. In addition, to a statement, signed by the accountable manager, confirming that the course design document defines the training organization's compliance with the requirements in this document and will be complied with at all times.

In showing compliance with Subpart B 143.57 (A) Training courses, the course design document should show:

  - (1) The timetable of lessons and practical exercises for the course, including details of any self-study arrangements. The timetable should show that briefings relating to practical simulation exercises are provided to the students at appropriate times.
  - (2) Outline lesson plans showing the sub-topic to which the lesson relates, the underpinning knowledge and the assessment method by which the student's performance is judged;
  - (3) Details of the practical simulation exercises;
  - (4) The planned assessment scheme, with representative examples of assessment;
  - (5) Briefing details given to students on the assessment scheme;
  - (6) The process used to obtain student and sponsor input concerning the extent to which the course meets its objectives;
- (d) Section 3 Staffing

Staff details for those who will contribute to the course:

  - (1) Name; topics in the course to which the instructor will contribute, showing whether directed towards theoretical or practical training or a mixture of both;
  - (2) Additional responsibilities in respect of the course or other courses, for example designated course manager;
  - (3) Experience in course development;
  - (4) Any other relevant professional information.
- (e) The timetable should enable ECAA and its advisers to identify the contribution that each classroom and practical session makes within the course in order to determine whether the course is pedagogically efficient.
- (f) The outline lesson plans and exercise details should show the sub-topics to which they relate.

**Appendix D**  
**Training Organization Exposition Manual (TEM)**

- (a) Training Organization exposition  
In order to obtain ECAA approval to conduct Air Navigation Services training courses, the training organization must provide an exposition containing the following information. The exposition should be typed, with paragraphs and pages numbered, following the sequence specified below.  
Training organization Exposition Manual (TEM) may include but not limited to:
- (b) Cover Page
- (1) Name of training organization;
  - (2) Title of exposition;
  - (3) Version number; and
  - (4) Date of document.
- (c) Section 1: Administration
- (1) Name and address of the training organization and, if different, name and address of the training centre to which this application refers;
  - (2) The names, telephone and fax numbers and email addresses of the following:
    - (i) The accountable manager; and
    - (ii) The head of the training centre; and
    - (iii) The person nominated by the training organization as the focal point for communication with the ECAA;
  - (3) Training centre organization chart. Organization information should show how the training centre is linked to the training organization, how training courses will be administered and how the instructional and support staff will be organized. The interrelationships with any other activities of the training centre should also be shown.
  - (4) Scope of responsibility for each senior person.
- (d) Section 2 - Compliance  
In this section, the training organization shall show how it complies with the requirements of this document. In addition, the exposition shall contain a statement, signed by the accountable manager, confirming that the training organization exposition defines the training organization's compliance with the requirements in this document and will be complied with at all times.
- (e) The first applications for training organization and course approval may be made concurrently.

## Appendix E Training Specifications

### A. Ratings, Rating Endorsement and qualifications

Item	Specification	Ratings	Qualifications
1.	<i>Aerodrome Control Course</i>	<i>Aerodrome Control Rating "AEROD"</i>	
2.	<i>Approach Control Non-Radar (Procedural) Course</i>	<i>Approach Control Rating "APP"</i>	
3.	<i>Approach Radar Control Course</i>	<i>Approach Radar Control Rating "APP(R)"</i>	
4.	<i>Area Control Non-Radar (Procedural) Course</i>	<i>Area Control Rating "AREA"</i>	
5.	<i>Area Radar Control Course</i>	<i>Area Radar Control Rating "AREA (R)"</i>	
6.	<i>ARO Course</i>	<i>ATS Reporting Office Rating "ARO"</i>	
7.	<i>Aeronautical Information Service Course</i>	<i>International NOTAM Office Rating "NOF"</i>	
		<i>Aerodrome Briefing Office Rating "BOF"</i>	
8.	<i>AIS Specialist Course</i>	<i>AIS Specialist Rating "PUB"</i>	
9.	<i>AIS Cartography Course</i>	<i>Aeronautical Charts Office Rating "MAP"</i>	
10.	<i>Basic PANS / OPS Instrument Procedures design Course</i>	<i>Instrument Procedures Design Rating "IPD"</i>	
11.	<i>Aeronautical Mobile Service Operator</i>	<i>Telecommunication Officer Assistant Rating &amp; Telecommunication Officer Rating</i>	
12.	<i>Aeronautical Fixed Service Operator</i>		
13.	<i>Advanced Radioteletype Operations</i>	<i>Telecommunication Specialist Rating</i>	
14.	<i>Advanced Radiotelephony Operations</i>		
15.	<i>Communication operation technical knowledge</i>		
16.	<i>Aeronautical Communication Service Supervisor</i>	<i>Telecommunication Supervisor Rating</i>	
17.	<i>Special message checking and accounting</i>		
18.	<i>VHF VOLMET broadcast</i>		
19.	<i>Basic Instructional Techniques</i>		<i>ATS Classroom Instructor "INST"</i>
20.	<i>OJT Instructional Techniques</i>		<i>ATS On-The-Job Training Instructor "OJTI"</i>
21.	<i>Assessors and Verifiers Course</i>		<i>ATS Assessor "ATSA"</i>


### B. Certificates

ITEM	Specification	Certificate	Qualification
22.	<i>Basics of Air Transport</i>	<i>Air Transport Certificate</i>	
23.	<i>Air Transport Specialist</i>	<i>Air Transport Specialist Certificate</i>	
24.	<i>Air Transport Statistics</i>		
25.	<i>Air Transport Economics</i>		
26.	<i>Aviation Security</i>	<i>Aviation Security Certificate</i>	



**Appendix F**

**FORM 1**

 <p><b>ECAA</b> EGYPTIAN CIVIL AVIATION AUTHORITY</p>	<p><b>Form ECAR 143-2</b> <b>Application for issue, renewal, or amendment of an Air Navigation Training Organisation Certificate under ECAR Part 143</b></p>
<p><b>For Application</b> Complete Sections 1 to 9.</p>	
<p><b>For Renewal</b> Complete sections 1 to 7. Section 8: Update if there are any changes. Section 9: List personnel, and update qualifications &amp; experience as necessary. <b>Note:</b> For any changed senior persons the appropriate CV must be completed and provided.</p>	
<p><b>For Amendment</b> Complete sections 1 to 4 and those Sections appropriate to the requested amendment. If you wish to add additional text to explain a reason for the amendment, write it after Section 8.</p>	
<p>The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence of the Civil Aviation Law No. 28 of The Year 1981 and is subject to the penalties stated by ECAA.</p> <p><b>Send the completed application and supporting documentation to:</b> ECAA Executive Chairman Egyptian Civil Aviation Authority Ministry of Civil Aviation building Cairo airport road</p>	

**1. Questionnaire**

<i>The following questions must be answered for initial issue and for renewal</i>	Yes*	No
(a) Has the organisation been convicted for any transport safety offence in the last five years or is the organisation presently facing charges for a transport safety offence?	<input type="checkbox"/>	<input type="checkbox"/>
(b) Has the organisation previously had an application for an aviation document rejected or has an aviation document held by the organisation been suspended or revoked?	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• If answering “Yes”, please provide details on separate sheets enclosed in a sealed envelope marked “Confidential”, <b>ECAA Executive Chairman</b> Egyptian Civil Aviation Authority”. Include organisation name and the type of certificate applied for.</li> </ul>		

**2. Declaration**

<p><b>I have a current copy of ECAR Part 143 and have read and understood its contents as it applies to this application for Air Navigation Training Organisation Certificate, or renewal or amendment of the Certificate. I also have a copy of EAC 143-1.</b></p> <p><b>This application is made for and on behalf of the organisation identified below. I certify that I am empowered by the organisation to ensure that all activities undertaken by the organisation can be financed and carried out in accordance with ECAR Part 143.51(A)(1)</b></p> <p><b>Full name of Accountable Manager:</b> .....</p>
---

<b>Signature:</b> ..... <b>application:</b> .....	<b>Date</b> <b>of</b>
--	-----------------------

**3. Reason for Application - Mark appropriate box(es)**

Initial issue: <input type="checkbox"/> Amendment <input type="checkbox"/>	Renewal: <input type="checkbox"/>
---	-----------------------------------

**4. Organization Details**

(a) Legal name of organisation:	<input style="width: 90%;" type="text"/> <i>The certificate will be issued in this name</i>
(b) Trading name: (if any)	<input style="width: 90%;" type="text"/>
(d) Address for service.	<input style="width: 95%; height: 40px;" type="text"/> <input style="width: 95%; height: 25px;" type="text"/> <input style="width: 95%; height: 25px;" type="text"/> <input style="width: 95%; height: 25px;" type="text"/>
Tel: <input style="width: 150px;" type="text"/>	Fax: <input style="width: 150px;" type="text"/>
	Email: <input style="width: 150px;" type="text"/>
(e) Postal Address: (If different from Address for Service)	<input style="width: 95%; height: 40px;" type="text"/> <input style="width: 95%; height: 25px;" type="text"/> <input style="width: 95%; height: 25px;" type="text"/> <input style="width: 95%; height: 25px;" type="text"/>
Tel: <input style="width: 150px;" type="text"/>	Fax: <input style="width: 150px;" type="text"/>
	Email: <input style="width: 150px;" type="text"/>
(f) Address of <i>Satellite Training Center</i> : (if any)	<input style="width: 95%; height: 40px;" type="text"/> <input style="width: 95%; height: 25px;" type="text"/> <input style="width: 95%; height: 25px;" type="text"/> <input style="width: 95%; height: 25px;" type="text"/>
Tel: <input style="width: 150px;" type="text"/>	Fax: <input style="width: 150px;" type="text"/>
	Email: <input style="width: 150px;" type="text"/>

(f) <i>Contact Person:</i>	Name: <input style="width: 90%;" type="text"/>	
	Title: <input style="width: 90%;" type="text"/>	
Tel: <input style="width: 150px;" type="text"/>	Fax: <input style="width: 150px;" type="text"/>	Email: <input style="width: 150px;" type="text"/>

**5. Senior Persons** (refer ECAR Part 143.51)

For initial issue or for a change of Senior Persons, a separate CV must accompany this application for each of the senior persons nominated below.

No.	Names of senior persons	Titles
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

**6. Training Courses and/or Examining Authority (Mark appropriate box(es))** (Ref. ECAR part 143.57)

**A. Approved Training Courses**

A separate Course Design Document must accompany this application for each of the courses marked below.

	Course Code	Name of the Approved Training Courses	Examining Authority
<input type="checkbox"/>	051- ATC	ATS AB INITIO	<input type="checkbox"/>
<input type="checkbox"/>	052-ATC	Aerodrome Control	<input type="checkbox"/>
<input type="checkbox"/>	053-ATC	Approach Control Non-Radar (Procedural)	<input type="checkbox"/>
<input type="checkbox"/>	054APR-ATC	Approach Radar Control	<input type="checkbox"/>
<input type="checkbox"/>	055-ATC	Area Control Non-Radar (Procedural)	<input type="checkbox"/>
<input type="checkbox"/>	054RAC-ATC	Area Radar Control	<input type="checkbox"/>
<input type="checkbox"/>	052A-AIS	ATS Reporting Office	<input type="checkbox"/>
<input type="checkbox"/>	021-AIS	Aeronautical Information Service	<input type="checkbox"/>
<input type="checkbox"/>	021A-AIS	AIS Specialist	<input type="checkbox"/>
<input type="checkbox"/>	022-AIS	AIS Cartography	<input type="checkbox"/>
<input type="checkbox"/>	155-AIS	Basic PANS / OPS Procedure design	<input type="checkbox"/>
<input type="checkbox"/>	029A-AIS	AIS Automation	<input type="checkbox"/>
<input type="checkbox"/>	171-COM	Aeronautical Mobile Service Operator	<input type="checkbox"/>
<input type="checkbox"/>	172-COM	Aeronautical Fixed Service Operator	<input type="checkbox"/>
<input type="checkbox"/>	174A-COM	Advanced Radioteletype Operations	<input type="checkbox"/>
<input type="checkbox"/>	174B-COM	Advanced Radiotelephony Operations	<input type="checkbox"/>
<input type="checkbox"/>	179-COM	Communication operation technical knowledge	<input type="checkbox"/>
<input type="checkbox"/>	176-COM	Aeronautical Communication Service Supervisor	<input type="checkbox"/>
<input type="checkbox"/>	177-COM	Special messages checking and accounting	<input type="checkbox"/>
<input type="checkbox"/>	179B-COM	VHF VOLMET broadcast	<input type="checkbox"/>
<input type="checkbox"/>	069A-ATR	Air Transport Specialist	<input type="checkbox"/>
<input type="checkbox"/>	061-ATR	Air Transport Statistics	<input type="checkbox"/>

<input type="checkbox"/>	062-ATR	Air Transport Economics	<input type="checkbox"/>
<input type="checkbox"/>	123A-ATS	Aviation Security	<input type="checkbox"/>
<input type="checkbox"/>	211-ATS	Basic Instructional Techniques	<input type="checkbox"/>
<input type="checkbox"/>	211A-ATS	OJT Instructional Techniques	<input type="checkbox"/>
<input type="checkbox"/>	211B-ATS	Assessors and Verifiers Course	<input type="checkbox"/>

**B. Accepted Training Courses:**

*A separate Course Design Document must accompany this application for each of the courses mentioned below.*

No.	Name of the Training Course	No.	Name of the Training Course
1.		16.	
2.		17.	
3.		18.	
4.		19.	
5.		20.	
6.		21.	
7.		22.	
8.		23.	
9.		24.	
10.		25.	
11.		26.	
12.		27.	
13.		28.	
14.		29.	
15.		30.	

**7. The Training Specifications**

Item	Specification	Ratings	Qualifications
27.			
28.			
29.			
30.			
31.			
32.			
33.			
34.			
35.			
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48.			

**8. Facilities and Resources** (Ref. ECAR part 143.53)



**FORM 2**

CAA Office Use Only			
Date	Received.....	Receipt	No:
.....			
Assessed	by:	.....(ATS	Inspector)
Date:.....			
Assessed	by:	.....(ATS	Inspector)
Date:.....			
Database	issued:.....		complete:.....Certificate

**ARAB REPUBLIC OF EGYPT  
MINISTRY OF CIVIL AVIATION  
EGYPTIAN CIVIL AVIATION AUTHORITY**



**Air Navigation Services Training Organisation  
Certificate of Approval**

Number: **ANSTO - 01**

This Certificate is issued to

**AIR TRAFFIC CONTROL COLLAGE – ATCC**

Whose Business Address is

**EGYPTIAN AVIATION ACADEMY  
Embaba, Egypt**

*Upon finding that its organization in all aspects with the requirements of the Egyptian Civil Aviation Regulations regarding the Certification of Air Navigation Services Training Organizations.*

**Air Traffic Control COLLAGE - ATCC**  
*is empowered to operate as an*

***Approved Air Navigation services Training Organization***

*Conducting the approved and/or accepted Air Navigation services Training courses with examining authority.*

*Provided that The Training Organisation remains in compliance with ECAR Part 143 – Requirements and comply with the procedures specified in the Training Organisation exposition Manual, and relevant Course Design Documents;*

**Subject to compliance with the foregoing conditions**

*This certificate, unless cancelled, suspended or revoked shall continue in effect until **July 31, 2007.***

**Signature:**  
**Date of issue : JAN 28, 2007**  
**Issuing Office: ECAA100**  
**Chairman**

**Pilot: Samir Abdel Maboud**  
**ECAA Executive**

*N.B: The approved/accepted training courses lists and Training specifications are a part of the certificate of approval.*

*This certificate is not transferable and any changes in the senior management personnel and basic facilities, satellite facilities or in the location thereof, shall be immediately reported to the Egyptian Civil Aviation Authority.*

### *List of the Approved / accepted Air Navigation Services Training Courses*

Original Version

Dated December, 2009

Form ECAR 143-1

<b>No.</b>	<b>Course Code</b>	<b>Course Name</b>
25.	051- ATC	ATS AB INITIO
26.	052-ATC	Aerodrome Control
27.	053-ATC	Approach Control Non-Radar (Procedural)
28.	054APR-ATC	Approach Radar Control
29.	055-ATC	Area Control Non-Radar (Procedural)
30.	054RAC-ATC	Area Radar Control
31.	052A-AIS	ATS Reporting Office
32.	021-AIS	Aeronautical Information Service
33.	021A-AIS	AIS Specialist
34.	022-AIS	AIS Cartography
35.	155-AIS	Basic PANS / OPS Procedure design
36.	029A-AIS	AIS Automation
37.	171-COM	Aeronautical Mobile Service Operator
38.	172-COM	Aeronautical Fixed Service Operator
39.	174A-COM	Advanced Radioteletype Operations
40.	174B-COM	Advanced Radiotelephony Operations
41.	179-COM	Communication operation technical knowledge
42.	176-COM	Aeronautical Communication Service Supervisor
43.	177-COM	Special messages checking and accounting
44.	179B-COM	VHF VOLMET broadcast
45.	069A-ATR	Air Transport Specialist
46.	061-ATR	Air Transport Statistics
47.	062-ATR	Air Transport Economics
48.	123A-ATS	Aviation Security
49.	211-ATS	Basic Instructional Techniques
50.	211A-ATS	OJT Instructional Techniques
51.	211B-ATS	Assessors and Verifiers Course

*B. Accepted Air Navigation Services Training courses:*

<b>No.</b>	<b>Course Code</b>	<b>Course Name</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

<i>Item</i>	<i>Specification</i>	<i>Ratings</i>	<i>Qualifications</i>
49.	<i>Aerodrome Control Course</i>	<i>Aerodrome Control Rating "AEROD"</i>	
50.	<i>Approach Control Non-Radar (Procedural) Course</i>	<i>Approach Control Rating "APP"</i>	
51.	<i>Approach Radar Control Course</i>	<i>Approach Radar Control Rating "APP(R)"</i>	
52.	<i>Area Control Non-Radar (Procedural) Course</i>	<i>Area Control Rating "AREA"</i>	
53.	<i>Area Radar Control Course</i>	<i>Area Radar Control Rating "AREA (R)"</i>	
54.	<i>ARO Course</i>	<i>ATS Reporting Office Rating "ARO"</i>	
55.	<i>Aeronautical Information Service Course</i>	<i>International NOTAM Office Rating "NOF"</i>	
		<i>Aerodrome Briefing Office Rating "BOF"</i>	
56.	<i>AIS Specialist Course</i>	<i>AIS Specialist Rating "PUB"</i>	
57.	<i>AIS Cartography Course</i>	<i>Aeronautical Charts Office Rating "MAP"</i>	
58.	<i>Basic PANS / OPS Instrument Procedures design Course</i>	<i>Instrument Procedures Design Rating "IPD"</i>	
59.	<i>Aeronautical Mobile Service Operator</i>	<i>Telecommunication Officer Assistant Rating &amp; Telecommunication Officer Rating</i>	
60.	<i>Aeronautical Fixed Service Operator</i>		
61.	<i>Advanced Radio teletype Operations</i>	<i>Telecommunication Specialist Rating</i>	
62.	<i>Advanced Radiotelephony Operations</i>		
63.	<i>Communication operation technical knowledge</i>		
64.	<i>Aeronautical Communication Service Supervisor</i>	<i>Telecommunication Supervisor Rating</i>	
65.	<i>Special message checking and accounting</i>		
66.	<i>VHF VOLMET broadcast</i>		
67.	<i>Basic Instructional Techniques</i>		<i>ATS Classroom Instructor "INST"</i>
68.	<i>OJT Instructional Techniques</i>		<i>ATS On-The-Job Training Instructor "OJTI"</i>
69.	<i>Assessors and Verifiers Course</i>		<i>ATS Assessor "ATSA"</i>