Form 2253 (2024-08-04)

|  |
| --- |
| **OVERENSSTEMMELSES-MATRIX, FORORDNING (EU) 2015/340****”GENERELLE KRAV TIL UDD. ORGANISATIONER” (GENERAL TRAINING REQUIREMENTS)** |
|  |
| For vejledning: se blanketten ”ansøgning om godkendelse af flyveleder-uddannelsesorganisation”. |

|  |
| --- |
| **Data vedrørende udfyldelse** |
|  |
| Navn på uddannelsesorganisation |  |
| Version nummer |  |
| Dato |  |

|  |
| --- |
| **ATCO.OR.B.015(a)** |
| **Changes to the training organisation** |
| Requirement (EN text) | (a) The following change shall require prior approval before their implementation, unless such a change is notified and managed in accordance with a procedure approved by the competent authority as laid down in point ATCO.AR.E.010(c):1. a change affecting the scope of the certificate or the terms of approval of the training organisation; or
2. a change affecting any relevant element of the training organisation’s management systems.
 |
| Requirement (DK text) | a) Følgende ændring kræver forhåndsgodkendelse før gennemførelsen, medmindre en sådan ændring er anmeldt og styres efter en procedure, som den kompetente myndighed har godkendt, jf. punkt ATCO.AR.E.010, litra c):1. en ændring, der påvirker anvendelsesområdet for certifikatet eller betingelserne for godkendelse af uddannelsesorganisationen, eller
2. en ændring, der berører ethvert relevant element ved uddannelsesorganisationens styringssystemer.
 |
| AMC | AMC1 ATCO.OR.B.015 Changes to the training organisationGENERAL(a) Training organisations should inform the competent authority of any changes to personnel specified in Annex III (Part ATCO.OR) that may affect the certificate or the training approval attached to it.(b) Training organisations should send to the competent authority each management system documentation amendment. Where the amendment requires the competent authority’s approval, the training organisation should receive it in writing. |
| GM | GM1 ATCO.OR.B.015 Changes to the training organisationGENERAL(a) Examples of changes that may affect the certificate or the terms of approval of the training organisation or the training organisation’s management system are listed below:(1) the name of the training organisation;(2) change of legal entity;(3) the training organisation’s principal place of operation;(4) the training organisation’s type(s) of training;(5) additional locations of the training organisation;(6) the accountable manager;(7) any of the persons referred to in Part ATCO.OR;(8) the training organisation’s documentation as required by Subpart ATCO.OR.C on safety policy and procedures;(9) the facilities.(b) Prior approval by the competent authority is required for any changes to the training organisation’s procedure describing how changes not requiring prior approval will be managed and notified to the competent authority.GM2 ATCO.OR.B.015 Changes to the training organisationCHANGE OF NAMEA change of name requires the training organisation to submit a new application as a matter of urgency.Where this is the only change to report, the new application can be accompanied by a copy of the documentation previously submitted to the competent authority under the previous name, as a means of demonstrating how the training organisation complies with the applicable requirements. |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.B.015(b)** |
| **Changes to the training organisation** |
| Requirement (EN text) | (b) For any changes requiring prior approval in accordance with point (a), the training organisation shall apply for and obtain an approval issued by the competent authority. The application shall be submitted before any such change takes place in order to enable the competent authority to determine continued compliance with this Regulation and to amend, if necessary, the training organisation certificate and related terms of approval attached to it. Training organisations shall provide the competent authority with all relevant documentation.The change shall only be implemented upon receipt of formal approval by the competent authority in accordance with point ATCO.AR.E.010.Training organisations shall operate under the conditions prescribed by the competent authority during such changes, as applicable. |
| Requirement (DK text) | b) For så vidt angår ændringer, der kræver forudgående godkendelse i henhold til litra a), skal uddannelsesorganisationen ansøge om og indhente en godkendelse udstedt af den kompetente myndighed. Ansøgningen skal indgives, før en sådan ændring foretages, for at gøre det muligt for den kompetente myndighed at fastslå den fortsatte overensstemmelse med denne forordning og om nødvendigt ændre uddannelsesorganisationens certifikat og de betingelser for godkendelse, som er knyttet til det.Uddannelsesorganisationer skal forelægge den kompetente myndighed al relevant doku-mentation.Ændringen må først foretages efter modtagelse af en formel godkendelse fra den kompetente myndighed i overensstemmelse med punkt ATCO.AR.E.010.Uddannelsesorganisationer skal drives i overensstemmelse med de betingelser, som den kompetente myndighed foreskriver, under gennemførelsen af sådanne ændringer, hvis det er relevant. |
| AMC | AMC1 ATCO.OR.B.015 Changes to the training organisationGENERAL(a) Training organisations should inform the competent authority of any changes to personnel specified in Annex III (Part ATCO.OR) that may affect the certificate or the training approval attached to it.(b) Training organisations should send to the competent authority each management system documentation amendment. Where the amendment requires the competent authority’s approval, the training organisation should receive it in writing. |
| GM | GM1 ATCO.OR.B.015 Changes to the training organisationGENERAL(a) Examples of changes that may affect the certificate or the terms of approval of the training organisation or the training organisation’s management system are listed below:(1) the name of the training organisation;(2) change of legal entity;(3) the training organisation’s principal place of operation;(4) the training organisation’s type(s) of training;(5) additional locations of the training organisation;(6) the accountable manager;(7) any of the persons referred to in Part ATCO.OR;(8) the training organisation’s documentation as required by Subpart ATCO.OR.C on safety policy and procedures;(9) the facilities.(b) Prior approval by the competent authority is required for any changes to the training organisation’s procedure describing how changes not requiring prior approval will be managed and notified to the competent authority.GM2 ATCO.OR.B.015 Changes to the training organisationCHANGE OF NAMEA change of name requires the training organisation to submit a new application as a matter of urgency.Where this is the only change to report, the new application can be accompanied by a copy of the documentation previously submitted to the competent authority under the previous name, as a means of demonstrating how the training organisation complies with the applicable requirements. |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.B.015(c)** |
| **Changes to the training organisation** |
| Requirement (EN text) | (c) Changes to the elements referred to in point (a) due to unforeseen circumstances shall be notified to the competent authority without delay in order to obtain approval as necessary. |
| Requirement (DK text) | c) Den kompetente myndighed skal straks underrettes om ændringer af de i litra a) omhandlede elementer på grund af uforudsete omstændigheder, for at myndigheden kan udstede den nødvendige godkendelse. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.B.015(d)** |
| **Changes to the training organisation** |
| Requirement (EN text) | (d) Training organisations shall notify the competent authority when they cease their activities. |
| Requirement (DK text) | d) Uddannelsesorganisationer skal underrette den kompetente myndighed, hvis de indstiller deres aktiviteter. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.B.020(a)** |
| **Continued validity** |
| Requirement (EN text) | (a) A training organisation’s certification shall remain valid subject to the certificate not being surrendered or revoked and subject to the training organisation remaining in compliance with the requirements of Regulation (EU) 2018/1139 and this Regulation, taking into account the provisions related to the handling of findings in accordance with point ATCO.OR.B.030. |
| Requirement (DK text) | a) En uddannelsesorganisations certificering skal fortsat være gyldig, så længe certifikatet ikke overdrages eller tilbagekaldes, og uddannelsesorganisationen fortsat overholder kravene i forordning (EU) 2018/1139 og denne forordning, under hensyntagen til bestemmelserne vedrørende håndtering af anmærkninger i henhold til punkt ATCO.OR.B.030. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.B.020(b)** |
| **Continued validity** |
| Requirement (EN text) | (b) The certificate shall be returned to the competent authority without delay upon its revocation or the cessation of all activities. |
| Requirement (DK text) | b) Certifikatet returneres uden ophold til den kompetente myndighed, hvis det tilbagekaldes eller alle aktiviteter indstilles. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.B.025** |
| **Access to training organisations' facilities and data** |
| Requirement (EN text) | Training organisations and applicants for training organisation certificates shall grant access to any person authorised by or acting on behalf of the competent authority to the relevant premises in order to examine the required records, data, procedures and any other material pertinent to the execution of the tasks of the competent authority. |
| Requirement (DK text) | Uddannelsesorganisationer og ansøgere om certifikater til uddannelsesorganisationer giver enhver person, som er bemyndiget af eller handler på vegne af den kompetente myndighed, adgang til de relevante områder for at undersøge de krævede fortegnelser, data, procedurer og eventuelt andet materiale med relation til varetagelsen af den kompetente myndigheds opgaver. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.B.030(a)(b)(c)** |
| **Findings** |
| Requirement (EN text) | After receipt of notification of findings issued by the competent authority in accordance with point ATCO.AR.E.015, the training organisation shall:(a) identify the root cause of the finding;(b) define a corrective action plan that meets the acceptance of the competent authority; and(c) demonstrate corrective action implementation to the satisfaction of the competent authority within the period agreed with that authority as defined in point ATCO.AR.E.015. |
| Requirement (DK text) | Efter modtagelse af en meddelelse om anmærkningerne udstedt af den kompetente myndighed i overensstemmelse med punkt ATCO.AR.E.015 skal uddannelsesorganisa-tionen:a) afdække den egentlige årsag til anmærkningenb) fastlægge en plan for afhjælpende foranstaltninger, som den kompetente myndighed kan acceptere, c) påvise gennemførelsen af de afhjælpende foranstaltninger til den kompetente myndigheds tilfredshed inden for den frist, der er aftalt med myndigheden, som fastlagt i punkt ATCO.AR.E.015. |
| AMC | AMC1 ATCO.OR.B.030(b) Findings and corrective actionsGENERALThe corrective action plan defined by the training organisation should address the effects of any non- compliance and its root cause. |
| GM | GM1 ATCO.OR.B.030(a);(b) FindingsCORRECTIVE ACTION PLAN AND ROOT CAUSE(a) Corrective action is the action to eliminate the root cause of a non-compliance in order to prevent its recurrence.(b) Determination of the root cause is crucial for defining effective corrective actions.GM2 ATCO.OR.B.030(c) FindingsCOMPETENT AUTHORITYWhen reference is made to the competent authority, this means either the competent authority that has issued the certificate or the competent authority ensuring oversight of activities, if they are different, based on the agreement concluded between the authorities. |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.B.035** |
| **Immediate reaction to a safety problem** |
| Requirement (EN text) | The training organisation shall implement any safety measures mandated by the competent authority in accordance with point ATCO.AR.A.025(c) and (d) for the training organisation activities. |
| Requirement (DK text) | Uddannelsesorganisationen gennemfører alle sikkerhedsforanstaltninger, som den kompetente myndighed har fastlagt i overensstemmelse med punkt ATCO.AR.A.025, litra c) og d), for uddannelsesorganisationens aktiviteter. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.B.040(a)** |
| **Occurrence reporting** |
| Requirement (EN text) | (a) As part of their management system, training organisations providing on-the-job training shall establish and maintain an occurrence-reporting system, including mandatory and voluntary reporting. The training organisations established in a Member State and providing on-the-job training in the territory to which the Treaties apply shall ensure that the system complies with the requirements of Regulation (EU) No 376/2014 and its implementing acts and of Regulation (EU) 2018/1139 and its delegated and implementing acts. |
| Requirement (DK text) | a) Uddannelsesorganisationer, som udbyder uddannelse på arbejdsstedet, skal som led i deres styringssystem etablere og opretholde en ordning for indberetning af begivenheder, herunder obligatorisk og frivillig indberetning. Uddannelsesorganisationer, som er etableret i en medlemsstat, og som udbyder uddannelse på arbejdsstedet på det område, hvor traktaterne finder anvendelse, sikrer, at systemet opfylder kravene i forordning (EU) nr. 376/2014 og gennemførelsesretsakter hertil og forordning (EU) 2018/1139 samt delegerede retsakter og gennemførelsesretsakter hertil. |
| AMC | AMC1 ATCO.OR.B.040 Occurrence reportingMANDATORY REPORTING — GENERALTraining organisations should report all occurrences that may involve an actual or potential aviation safety risk. Commission Implementing Regulation (EU) 2015/1018 of 29 June 2015 laying down a list classifying occurrences in civil aviation to be mandatorily reported according to Regulation (EU) No 376/20141 and point ATCO.OR.B.040(c) of Annex III (Part ATCO.OR) to Commission Regulation (EU) 2015/340 provide examples of what is required to be reported. Reporting should not be limited to those items listed in Commission Implementing Regulation (EU) 2015/1018 and in point ATCO.OR.B.040(c) of Annex III (Part ATCO.OR) to Commission Regulation (EU) 2015/340.AMC1 ATCO.OR.B.040(a) Occurrence reportingGENERAL(a) Where the training organisation holds one or more additional organisation certificates within the scope of Regulation (EU) 2018/1139 and its delegated and implementing acts:1. it may establish an integrated occurrence-reporting system covering all certificate(s) held; and
2. single reports for occurrences should only be provided if the following conditions are met:
3. the report includes all relevant information from the perspective of the different organisation certificates held;
4. the report addresses all relevant specific mandatory data fields and clearly identifies all certificate holders for which the report is made; and
5. the competent authority for all certificates is the same and such single reporting was agreed with that competent authority.

(b) The training organisation should assign responsibility to one or more suitably qualified persons with clearly defined authority for coordinating actions on occurrences and for initiating any necessary further investigation and follow-up activities.(c) If more than one person is assigned such responsibility, the training organisation should identify a single person to act as the main focal point for ensuring a single reporting channel is established to the accountable manager. This should in particular apply to training organisations that hold one or more additional organisation certificates within the scope of Regulation (EU) 2018/1139 and its delegated and implementing acts where the occurrence-reporting system is fully integrated with that required under the additional certificate(s) held. |
| GM | GM1 ATCO.OR.B.040 Occurrence reportingGENERALThe training organisation’s report should focus on occurrences taking place during on-the-job training with regard to the training aspects involved.Without prejudice to Regulation (EU) No 376/2014 and its delegated and implementing acts, the report may be submitted together with, or as an integral part of, the report prepared by the air navigation service provider. |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.B.040(b)** |
| **Occurrence reporting** |
| Requirement (EN text) | (b) Training organisations providing on-the-job training shall report to the competent authority and any other organisation required to be informed by the Member State where the training organisation provides on-the-job training, any safety-related event or condition resulting from their training activity that endangers or, if not corrected or addressed, could endanger an aircraft, its occupants or any other person, and in particular any accident or serious incident. |
| Requirement (DK text) | b) Uddannelsesorganisationer, som udbyder uddannelse på arbejdsstedet, skal til den kompetente myndighed og til enhver anden organisation, der skal informeres af medlemsstaten, hvor uddannelsesorganisationen udbyder uddannelse på arbejdsstedet, indberette enhver sikkerhedsrelateret hændelse eller tilstand foranlediget af deres uddannelsesaktivitet, som truer, eller, hvis den ikke afhjælpes eller håndteres, kunne true et luftfartøj, de ombordværende eller enhver anden person, herunder ethvert havari eller alvorlig hændelse. |
| AMC | - |
| GM | GM1 ATCO.OR.B.040 Occurrence reportingThe training organisation’s report should focus on occurrences taking place during on-the-job training with regard to the training aspects involved.The report may be submitted together with or as an integral part of the report prepared by the air navigation service provider. |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.B.040(c)** |
| **Occurrence reporting** |
| Requirement (EN text) | (c) Without prejudice to Regulation (EU) No 376/2014 and its delegated and implementing acts, reports in accordance with point (b) above shall:1. be made as soon as practicable, but in any case within 72 hours after the organisation became aware of the event or condition to which the report relates unless exceptional circumstances prevent this;
2. be made in a form and manner established by the competent authority;
3. contain all pertinent information about the condition known to the organisation.
 |
| Requirement (DK text) | c) Uden at dette berører forordning (EU) nr. 376/2014 og de delegerede retsakter og gennemførelsesretsakter hertil, skal indberetninger i henhold til ovenstående litra b):1. indgives så hurtigt som praktisk muligt, men under alle omstændigheder senest 72 timer efter, at organisationen fik kendskab til den tildragelse eller omstændighed, som indberetningen vedrører, medmindre ekstraordinære forhold forhindrer dette
2. indgives i en form og på en måde, som den kompetente myndighed fastlægger
3. indeholde alle relevante oplysninger om den omstændighed, der er kommet til organisationens kendskab.
 |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.B.040(d)** |
| **Occurrence reporting** |
| Requirement (EN text) | (d) For training organisations not established in a Member State and providing on-the-job training in the territory to which the Treaties apply, the initial mandatory reports shall:1. appropriately safeguard the confidentiality of the identity of the reporter and of the persons mentioned in the report;
2. be made as soon as practicable, but in any case within 72 hours after the organisation became aware of the occurrence unless exceptional circumstances prevent this;
3. be made in a form and manner established by the competent authority; and
4. (4) contain all pertinent information about the condition known to the organisation.
 |
| Requirement (DK text) | d) For uddannelsesorganisationer, som ikke er etableret i en medlemsstat, og som udbyder uddannelse på arbejdsstedet på det område, hvor traktaterne finder anvendelse, skal de indledende obligatoriske rapporter:1. sikre, at fortroligheden med hensyn til indberetterens identitet og de i indberetningen nævnte personers identitet beskyttes tilstrækkeligt
2. indgives så hurtigt som praktisk muligt, men under alle omstændigheder inden for 72 timer efter, at organisationen fik kendskab til begivenheden, medmindre ekstraordinære forhold forhindrer dette
3. indgives i en form og på en måde, som den kompetente myndighed fastlægger og
4. 4) indeholde alle relevante oplysninger
 |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.B.040(e)** |
| **Occurrence reporting** |
| Requirement (EN text) | (e) Without prejudice to Regulation (EU) No 376/2014 and its delegated and implementing acts, where relevant, a follow-up report providing details of actions the organisation intends to take to prevent similar occurrences in the future shall be made as soon as these actions have been identified; those follow-up reports shall:1. be sent to relevant entities initially reported to as per points (b) and (c); and
2. (2) be made in a form and manner established by the competent authority.
 |
| Requirement (DK text) | e) Med forbehold af forordning (EU) nr. 376/2014 og delegerede retsakter og gennemførelsesretsakter hertil, og hvis det er relevant, skal tjenesteudøveren udarbejde en opfølgningsrapport med oplysninger om de handlinger, organisationen vil iværksætte for at forhindre lignende begivenheder i fremtiden, så snart disse handlinger er blevet fastlagt; disse opfølgende indberetninger skal:1. indgives til de relevante enheder, der modtog den oprindelige indberetning ifølge litra b) og c), og
2. 2) indgives i en form og på en måde, som den kompetente myndighed fastlægger.
 |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.C.001(a)** |
| **Management system of training organisations** |
| Requirement (EN text) | Training organisations shall establish, implement and maintain a management system that includes:(a) clearly defined lines of responsibility and accountability throughout the organisation, including direct safety accountability of the accountable manager; |
| Requirement (DK text) | Uddannelsesorganisationer etablerer, gennemfører og vedligeholder et styringssystem, som omfatter:(a) klare linjer med hensyn til ansvar og forpligtelser i hele organisationen, herunder den sikkerhedsansvarlige leders direkte ansvar |
| AMC | - |
| GM | GM1 ATCO.OR.C.001 Management system of training organisationsThe requirements for the management system of training organisations may be satisfied if the air navigation service provider’s management system/safety management system (SMS) specifically covers the requirements of this Regulation.  |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.C.001(b)** |
| **Management system of training organisations** |
| Requirement (EN text) | (b) a description of the overall principles of the organisation with regard to safety, referred to as the safety policy; |
| Requirement (DK text) | (b) en beskrivelse af organisationens principper med hensyn til sikkerhed, dvs. sikkerhedspolitikken |
| AMC | AMC1 ATCO.OR.C.001(b) Management system of training organisationsSAFETY POLICYThe safety policy should:(a) be signed by the accountable manager;(b) reflect the organisation’s commitment regarding safety, and its proactive and systematic management;(c) be communicated, with visible endorsement, throughout the organisation;(d) include safety-reporting principles and procedures, if applicable;(e) include the organisations's commitment to:1. improve towards the highest safety standards;
2. comply with all applicable legal requirements, meet all applicable standards and consider best practices;
3. provide appropriate resources;
4. enforce safety as the primary responsibility of all managers and staff; and
5. apply just culture principles in accordance with Regulation (EU) No 376/2014 and, in particular, not to make available or use the information on occurrences:
	* 1. to attribute blame or liability to someone for reporting something that would not have been otherwise detected; or
		2. for any purpose other than the maintenance or improvement of aviation safety;

(f) clearly indicate which types of operational behaviour are unacceptable, and include the conditions under which disciplinary action would not apply, if applicable;(g) enhance and embed safety culture and safety awareness; and(h) be periodically reviewed to ensure it remains relevant and appropriate to the training organisation. |
| GM | GM1 ATCO.OR.C.001(b) Management system of training organisationsSAFETY POLICY(a) The safety policy is the means whereby a training organisation states its intention to maintain and, where practicable, improve safety levels in all its activities and to minimise its contribution to the risk of an aircraft accident or serious incident as far as is reasonably practicable. It reflects the management’s commitment to safety, and should reflect the organisation’s philosophy as regards safety management, as well as become the foundation on which the organisation’s management system is built. It serves as a reminder of ‘how we do business here’. The establishment of a positive safety culture begins with the issuance of a clear, unequivocal direction.(b) The commitment to apply just culture principles forms the basis for the organisation’s internal rules describing how just culture principles are guaranteed and implemented, after consulting its staff representatives, as required by Article 16(11) of Regulation (EU) No 376/2014.(c) The safety policy should state that the purpose of safety reporting is to improve safety, not to apportion blame to individuals. |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.C.001(c)** |
| **Management system of training organisations** |
| Requirement (EN text) | (c) the identification of aviation safety hazards entailed by the activities of the training organisation, their evaluation and the management of associated risks, including actions to mitigate the risk and verify their effectiveness; |
| Requirement (DK text) | (c) identifikation af luftfartssikkerhedsfarer ved uddannelsesorganisationens aktiviteter, evaluering deraf og styring af de dermed forbundne risici, herunder foranstaltninger til at reducere risikoen og kontrollere deres effektivitet |
| AMC | AMC1 ATCO.OR.C.001(c) Management system of training organisationsIDENTIFICATION OF AVIATION SAFETY HAZARDSFor training organisations not providing on-the-job training, the hazard identification process may be limited to a demonstration that there are no hazards directly identified. However, the training should be designed so as to ensure future safe operations. |
| GM | GM1 ATCO.OR.C.001 Management system of training organisationsThe requirements for the management system of training organisations may be satisfied if the air navigation service provider’s management system/safety management system (SMS) specifically covers the requirements of this Regulation.  |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.C.001(d)** |
| **Management system of training organisations** |
| Requirement (EN text) | (d) maintaining personnel trained and competent to perform their tasks; |
| Requirement (DK text) | (d) sikring af, at personalet til stadighed er uddannet og kompetent til at udføre deres opgaver |
| AMC | AMC1 ATCO.OR.C.001(d) Management system of training organisationsPERSONNELA training organisation should demonstrate that:(a) a list of activities with relevant needed competence has been established;(b) their personnel have the relevant competence needed to fulfil the activities they are required to perform;(c) their personnel maintain a level of competence through training as appropriate;(d) their theoretical and practical instructors are qualified in accordance with Part ATCO, Subpart C of this Regulation;(e) their practical instructors either hold an OJTI endorsement or an STDI endorsement;(f) their assessors hold an assessor endorsement; and(g) their synthetic training device instructors and assessors demonstrate knowledge of and receive refresher training in current operational practices. |
| GM | GM1 ATCO.OR.C.001 Management system of training organisationsThe requirements for the management system of training organisations may be satisfied if the air navigation service provider’s management system/safety management system (SMS) specifically covers the requirements of this Regulation.  |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.C.001(e)** |
| **Management system of training organisations** |
| Requirement (EN text) | (e) documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation; |
| Requirement (DK text) | (e) dokumentation for alle vigtige processer for styringssystemet, herunder en proces til oplysning af personalet om deres ansvar og proceduren for ændring af denne dokumentation |
| AMC | AMC1 ATCO.OR.C.001(e) Management system of training organisationsPROCESSESTraining organisations should demonstrate that the management system:(a) policies, processes and procedures are monitored to ensure they are current and subject to periodic review and amendment, when necessary, to maintain their continued accuracy and suitability;(b) allows for the impromptu recognition and initiation of improvements to policies, processes and procedures between periodic reviews;(c) controls, records and tracks changes to all of the management system policy, process and procedure documents;(d) includes a master record index that lists all the policies, processes and procedures; and(e) includes as a minimum the following:(1) master record index;(2) training provider certificate;(3) management structure;(4) staff role profiles including accountabilities and responsibilities;(5) training manuals, plans and courses;(6) evidence of regulatory compliance;(7) change control process;(8) safety management manual;(9) course design documents;(10) instructor/assessor qualification and competence records. |
| GM | GM1 ATCO.OR.C.001 Management system of training organisationsThe requirements for the management system of training organisations may be satisfied if the air navigation service provider’s management system/safety management system (SMS) specifically covers the requirements of this Regulation.  |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.C.001(f)** |
| **Management system of training organisations** |
| Requirement (EN text) | (f) a function to monitor compliance of the organisation with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary; |
| Requirement (DK text) | (f) en funktion til overvågning af organisationens opfyldelse af relevante krav. Denne overvågning skal omfatte et system til tilbagemeldinger om anmærkninger til den ansvarlige leder for at sikre effektiv gennemførelse af afhjælpende foranstaltninger, hvor det er nødvendigt |
| AMC | AMC1 ATCO.OR.C.001(f) Management system of training organisationsCOMPLIANCE MONITORING(a) The implementation and use of a compliance monitoring function should enable the training organisation to monitor compliance with the relevant requirements of this Regulation.(b) Training organisations should specify the basic structure of the compliance monitoring function applicable to the activities conducted.(c) The compliance monitoring function should be structured according to the activities of the training organisation to be monitored.AMC2 ATCO.OR.C.001(f) Management system of training organisationsCOMPLIANCE MONITORINGThe person designated for the compliance monitoring function should be responsible for the review and continuous improvement of the established management system’s policies, processes and procedures. The following tools are essential to the ongoing continuous improvement process:(a) organisational risk profile;(b) risk management plan;(c) coherence matrix;(d) corrective and preventive action reports; and(e) inspection and audit reports. |
| GM | GM1 ATCO.OR.C.001 Management system of training organisationsThe requirements for the management system of training organisations may be satisfied if the air navigation service provider’s management system/safety management system (SMS) specifically covers the requirements of this Regulation. GM1 ATCO.OR.C.001(f) Management system of training organisationsEXAMPLE OF COMPLIANCE MONITORING SYSTEM(a) Training organisations may monitor compliance with the procedures they have designed to ensure safe activities. In doing so, they may, as a minimum, and, where appropriate, monitor:(1) the organisational structure;(2) the plans and objectives;(3) the privileges of the organisation;(4) the manuals, logs and records;(5) the training standards;(6) the management system.(b) Organisational set-up(1) To ensure that the training organisation continues to meet the requirements of this Regulation, the accountable manager may designate a person responsible for the compliance monitoring function whose role is to verify, by monitoring the activities of the organisation, that the standards required by this Regulation and any additional requirements as established by the organisation are met under the supervision of the relevant head of the functional area. For small training organisations, these identified functions can be fulfilled by the same person.(2) The person designated for the compliance monitoring function should be responsible for ensuring that the compliance monitoring programme is properly implemented, maintained and continually reviewed and improved.(3) The designated person responsible for the compliance monitoring function should:(i) have direct access to the accountable manager; and(ii) have access to all parts of the training organisation and, as necessary, to any contracted organisation.(c) Compliance monitoring documentation(1) Relevant documentation could include the relevant part(s) of the training organisation management system documentation.(2) In addition, relevant documentation could also include the following:(i) terminology;(ii) specified activity standards;(iii) description of the organisation;(iv) allocation of duties and responsibilities;(v) procedures to ensure regulatory compliance;(vi) compliance monitoring programme, reflecting:(A) schedule of the monitoring programme;(B) audit procedures;(C) reporting procedures;(D) follow-up and corrective action procedures; and(E) recording system;(vii) training elements referred to in paragraph 4(b); and(viii) document control.(d) Training(1) Correct and thorough training is essential to optimise compliance in every training organisation. In order to achieve significant outcomes of such training, the training organisation needs to ensure that all personnel understand the objectives laid down in the organisation’s manual.(2) Those responsible for managing the compliance monitoring function should receive training in this task. Such training could cover the requirements of compliance monitoring, manuals and procedures related to the task, audit techniques, reporting and recording.(3) Time needs to be provided to train all personnel involved in compliance management and for briefing the rest of the personnel.(4) The allocation of time and resources needs to be governed by the activities covered by the training organisation.GM2 ATCO.OR.C.001(f) Management system of training organisationsCOMPLIANCE MONITORING(a) These tools and processes related to the compliance monitoring function are interrelated and help define the continuous improvement efforts of the organisation. For example, any corrective or preventive action report could identify a deficiency or an opportunity for improvement. The person responsible for the compliance monitoring function would then be required to ensure the identified issue was addressed and the corrective or preventive action effectively implemented. The same would be true if the discovery of an issue was identified during an inspection or audit.(b) The effective implementation of change and the subsequent validation that the change did result in the desired outcome is critical to the continuous improvement process. Simply introducing a well-meaning suggestion for improvement into the organisation without carefully managing that change could have undesirable consequences. It is, therefore, the responsibility of the person in charge of the compliance monitoring function to introduce, monitor and validate improvement efforts.(c) A simple but effective process to use in managing continuous improvement is known as the plan- do-check-act, or PDCA, approach:(1) plan — map out the implementation of the recommended change, identifying at least:(i) those people who will be affected by the change;(ii) the required measures necessary to mitigate risk; and(iii) the desired outcome and its intended consequences.(2) do — execute the implementation plan once all affected groups have accepted the proposal and understand their role in ensuring its success;(3) check — apply sufficient quality control ‘stage’ checks throughout the implementation phase to ensure any unintended deviations in the execution are identified and addressed without delay; and(4) act — analyse the results and take appropriate action as necessary. |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.C.001(g)** |
| **Management system of training organisations** |
| Requirement (EN text) | (g) the management system shall be proportionate to the size of the organisation and its activities, taking into account the hazards and associated risks inherent in those activities |
| Requirement (DK text) | (g) styringssystemet skal stå i et rimeligt forhold til organisationens størrelse og aktiviteter under hensyntagen til de iboende farer og risici ved disse aktiviteter. |
| AMC | AMC1 ATCO.OR.C.001(g) Management system of training organisationsSIZE, NATURE AND COMPLEXITY OF THE ACTIVITY(a) A training organisation should be considered complex when it has a workforce of more than 20 full-time equivalents (FTEs) involved in activities subject to Regulation (EC) 2018/11392 and its delegated and implementing acts.(b) A training organisation with up to 20 FTEs involved in the activities subject to Regulation (EU 2018/1139 and its delegated and implementing acts may also be considered complex based on an assessment of the following factors:1. the extent and scope of contracted activities subject to the certificate, in terms of complexity; and
2. (2) the different types of training provided, in terms of risk criteria.
 |
| GM | GM1 ATCO.OR.C.001 Management system of training organisationsThe requirements for the management system of training organisations may be satisfied if the air navigation service provider’s management system/safety management system (SMS) specifically covers the requirements of this Regulation.  |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.C.001A** |
| **Information security management system****Note! Applicable from 22 February 2026 – Regulation (EU) 2023/203** |
| Requirement (EN text) | In addition to the management system referred to in point ATCO.OR.C.001, the training organisation shall establish, implement and maintain an information security management system in accordance with Implementing Regulation (EU) 2023/203 in order to ensure the proper management of information security risks which may have an impact on aviation safety. |
| Requirement (DK text) | Uddannelsesorganisationen skal ud over det styringssystem, der kræves i punkt ATCO.OR.C.001, oprette, gennemføre og opretholde et system til styring af informationssikkerhed i overensstemmelse med gennemførelsesforordning (EU) 2023/203 for at sikre en korrekt styring af informationssikkerhedsrisici, som kan have indvirkning på flyvesikkerheden. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.C.005(a)** |
| **Contracted activities** |
| Requirement (EN text) | (a) Training organisations shall ensure that when contracting or purchasing any parts of their activities, the contracted or purchased activity or part of activity conform to the applicable requirements. |
| Requirement (DK text) | (a) Uddannelsesorganisationer sikrer i forbindelse med kontrahering eller køb af en hvilken som helst del af dens aktivitet, at de kontraherede eller købte aktiviteter eller dele heraf opfylder de gældende krav. |
| AMC | AMC1 ATCO.OR.C.005 Contracted activities(a) Training organisations may decide to contract certain parts of their activities to external organisations.(b) A written agreement should exist between the training organisation and the contracted organisation clearly defining the contracted activities and the applicable requirements.(c) The contracted safety-related activities relevant to the agreement should be included in the training organisation’s compliance monitoring programme.(d) Training organisations should ensure that the contracted organisation has the necessary authorisation or approval when required, and commands the resources and competence to undertake the task. |
| GM | GM1 ATCO.OR.C.005 Contracted activitiesRESPONSIBILITY WHEN CONTRACTING ACTIVITIES(a) Regardless of the approval status of the contracted organisation, the contracting organisation is responsible to ensure that all contracted activities are subject to hazard identification and risk management as required by ATCO.OR.C.001(c) and to compliance monitoring as required by ATCO.OR.C.001(f).(b) When the contracted organisation is itself certified to carry out the contracted activities, the organisation’s compliance monitoring should at least check that the approval effectively covers the contracted activities and that it is still valid. |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.C.005(b)** |
| **Contracted activities** |
| Requirement (EN text) | (b) When a training organisation contracts any part of its activity to an organisation that is not itself certified in accordance with this Regulation to carry out such activity, the contracted organisation shall work under the terms of approval contained in the certificate issued to the contracting training organisation. The contracting training organisation shall ensure that the competent authority is given access to the contracted organisation to determine continued compliance with the applicable requirements. |
| Requirement (DK text) | (b) Hvis en uddannelsesorganisation kontraherer en hvilken som helst del af sine aktiviteter til en organisation, som ikke selv er certificeret i overensstemmelse med denne forordning til at udføre sådanne aktiviteter, arbejder den kontraherede organisation under de betingelser for godkendelse, som er indeholdt i det certifikat, der er udstedt til den kontraherende uddannelsesorganisation. Den kontraherende uddannelsesorganisation skal sikre, at den kompetente myndighed får adgang til den kontraherede organisation for at afgøre, om der fortsat er overens­ stemmelse med de gældende krav. |
| AMC | AMC1 ATCO.OR.C.005 Contracted activities(a) Training organisations may decide to contract certain parts of their activities to external organisations.(b) A written agreement should exist between the training organisation and the contracted organisation clearly defining the contracted activities and the applicable requirements.(c) The contracted safety-related activities relevant to the agreement should be included in the training organisation’s compliance monitoring programme.(d) Training organisations should ensure that the contracted organisation has the necessary authorisation or approval when required, and commands the resources and competence to undertake the task. |
| GM | GM1 ATCO.OR.C.005 Contracted activitiesRESPONSIBILITY WHEN CONTRACTING ACTIVITIES(a) Regardless of the approval status of the contracted organisation, the contracting organisation is responsible to ensure that all contracted activities are subject to hazard identification and risk management as required by ATCO.OR.C.001(c) and to compliance monitoring as required by ATCO.OR.C.001(f).(b) When the contracted organisation is itself certified to carry out the contracted activities, the organisation’s compliance monitoring should at least check that the approval effectively covers the contracted activities and that it is still valid. |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.C.010(a)** |
| **Personnel requirements** |
| Requirement (EN text) | (a) Training organisations shall appoint an accountable manager. |
| Requirement (DK text) | (a) Uddannelsesorganisationer skal udpege en ansvarlig leder. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.C.010(b)** |
| **Personnel requirements** |
| Requirement (EN text) | (b) A person or persons shall be nominated by the training organisation with the responsibility for training. Such person or persons shall be ultimately responsible to the accountable manager. |
| Requirement (DK text) | (b) Uddannelsesorganisationerne skal udpege en eller flere personer med ansvar for uddannelse. Denne eller disse personer skal i sidste instans være ansvarlige over for den ansvarlige leder. |
| AMC | - |
| GM | GM1 ATCO.OR.C.010(b);(c) Personnel requirements(a) Training organisations may nominate the person responsible for training and a person or persons subordinate to him or her as chief training instructor(s)/unit responsible training officer(s).(b) Usually, training organisations nominate only one person responsible for training.(c) Prerequisites, typical function and responsibilities of the person responsible for training may be:(1) to have extensive experience in instructing for all types of ATC training and possess sound managerial capability;(2) to have overall responsibility for ensuring satisfactory integration of all training provided and for supervising the progress of the persons undertaking training;(3) to be responsible for coordinating and delegating the contact to the competent authority in training-related issues; and(4) to be ultimately responsible to the accountable manager.(d) Prerequisites, typical functions and responsibilities of the chief training instructor(s)/unit responsible training officer(s) may be:(1) to have extensive experience in instructing for all types of ATC training and possess sound managerial capability;(2) to have responsibility for ensuring satisfactory training is provided and for supervising the progress of the persons undertaking training in the areas that have been delegated by the person responsible for training; and(3) to report to the person responsible for training. |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.C.010(c)** |
| **Personnel requirements** |
| Requirement (EN text) | (c) Training organisations shall have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements. |
| Requirement (DK text) | (c) Uddannelsesorganisationer skal have tilstrækkeligt kvalificeret personale til de planlagte opgaver og aktiviteter, som skal udføres i overensstemmelse med de gældende krav. |
| AMC | - |
| GM | GM1 ATCO.OR.C.010(b);(c) Personnel requirements(a) Training organisations may nominate the person responsible for training and a person or persons subordinate to him or her as chief training instructor(s)/unit responsible training officer(s).(b) Usually, training organisations nominate only one person responsible for training.(c) Prerequisites, typical function and responsibilities of the person responsible for training may be:(1) to have extensive experience in instructing for all types of ATC training and possess sound managerial capability;(2) to have overall responsibility for ensuring satisfactory integration of all training provided and for supervising the progress of the persons undertaking training;(3) to be responsible for coordinating and delegating the contact to the competent authority in training-related issues; and(4) to be ultimately responsible to the accountable manager.(d) Prerequisites, typical functions and responsibilities of the chief training instructor(s)/unit responsible training officer(s) may be:(1) to have extensive experience in instructing for all types of ATC training and possess sound managerial capability;(2) to have responsibility for ensuring satisfactory training is provided and for supervising the progress of the persons undertaking training in the areas that have been delegated by the person responsible for training; and(3) to report to the person responsible for training. |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.C.010(d)** |
| **Personnel requirements** |
| Requirement (EN text) | (d) Training organisations shall maintain a record of theoretical instructors with their relevant professional qualifications, including demonstration of adequate knowledge and experience, instructional techniques assessment and subjects they are entitled to teach. |
| Requirement (DK text) | d) Uddannelsesorganisationer skal føre fortegnelser over teoriundervisere med deres relevante faglige kvalifikationer, herunder påvisning af tilstrækkelig viden og erfaring, kvaliteten i deres undervisningsteknikker og de fag, som de har ret til at undervise i. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.C.010(e)** |
| **Personnel requirements** |
| Requirement (EN text) | (e) Training organisations shall establish a procedure to maintain competence of the theoretical instructors. |
| Requirement (DK text) | (e) Uddannelsesorganisationer skal fastlægge en procedure til opretholdelse af teoriundervisernes kompetencer. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.C.010(f)** |
| **Personnel requirements** |
| Requirement (EN text) | (f) Training organisations shall ensure that practical instructors and assessors successfully complete refresher training in order to revalidate the respective endorsement. |
| Requirement (DK text) | (f) Uddannelsesorganisationer skal sikre, at praktiske instruktører og bedømmere består genopfriskningsuddannelse for at forlænge deres respektive påtegninger. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.C.010(g)** |
| **Personnel requirements** |
| Requirement (EN text) | (g) Training organisations shall maintain a record of persons qualified for assessing practical instructors' competence and assessors' competence, in accordance with ATCO.C.045, with their relevant endorsements. |
| Requirement (DK text) | (g) Uddannelsesorganisationer skal føre registre over personer, der er kvalificeret til at vurdere praktiske instruktørers og bedømmeres kompetencer i overensstemmelse med ATCO.C.045, samt disses relevante påtegninger. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.C.015(a)** |
| **Facilities and equipment** |
| Requirement (EN text) | (a) Training organisations shall have facilities allowing the performance and management of all planned tasks and activities in accordance with this Regulation. |
| Requirement (DK text) | (a) Uddannelsesorganisationer skal råde over faciliteter, der giver mulighed for udførelse og styring af alle planlagte opgaver og aktiviteter i overensstemmelse med denne forordning. |
| AMC | AMC1 ATCO.OR.C.015(a) Facilities and equipment(a) General areasA training organisation should have access to facilities appropriate to the size and scope of the intended operations provided in an environment conducive to learning.(b) Training areasFor training organisations providing theoretical training, the facilities should also include sufficient suitably equipped classroom areas. |
| GM | GM1 ATCO.OR.C.015(a) Facilities and equipment(a) General areasThese facilities should include general areas, which consist of sufficient:(1) office space for managerial and administrative as well as training staff;(2) rooms for study and testing;(3) library facilities; and(4) storage areas, including secure areas for training and personnel records.(b) Training areasFor training organisations providing practical training, the facilities should also include sufficient:(1) rooms for briefing and debriefing; and(2) suitably equipped rooms for practical training. |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.C.015(b)** |
| **Facilities and equipment** |
| Requirement (EN text) | (b) The training organisation shall ensure that the synthetic training devices comply with the applicable specifications and requirements appropriate to the task. |
| Requirement (DK text) | (b) Uddannelsesorganisationerne skal sikre, at de syntetiske træningsanordninger overholder de gældende specifikationer og krav, så de modsvarer opgaven. |
| AMC | AMC1 ATCO.OR.C.015(b) Facilities and equipmentSPECIFICATIONS FOR SYNTHETIC TRAINING DEVICES(a) Synthetic training devices classificationsSynthetic training devices used for training should be classified according to one of the following classifications:(1) simulator (SIM);(2) part-task trainer (PTT).(b) Synthetic training device (STD) criteriaIf an STD is used for training, it should be approved by the competent authority as part of the course approval process for any training plan. Training organisations should demonstrate how the STD will provide adequate support for the intended training, in particular, how the STD will meet the stated objectives of the practical training exercises and enable the performance objectives to be assessed to the level determined in the training programme.This demonstration and the related documentation should include the following relevant criteria:(1) the general environment, which should provide an environment in which STD exercises may be run without undue interference from unrelated activities;(2) the STD layout;(3) the equipment provided;(4) the display presentation, functionality, and updating of operational information;(5) data displays, including strip displays, where appropriate;(6) coordination facilities;(7) aircraft performance characteristics, including the availability of manoeuvres, e.g. holding or instrumental landing system (ILS) operation, required for a particular simulation;(8) the availability of real-time changes during an exercise;(9) the processes by which the training organisation can be assured that staff associated with the training conducted with the use of an STD are competent;(10) the degree of realism of any voice recognition system associated with the STD; and(11) where a simulator is an integral part of an operational ATC system, the processes by which the training organisation is assured that interference between the simulated and operational environments is prevented.The extent to which the STD achieves the above criteria will be used to determine the adequacy of the STD for the proposed use. As a general principle, the greater the degree of replication of the operational position being represented, the greater the use will be possible for any particular training.(c) STD used for pre-on-the-job trainingWhen an STD is used for pre-on-the-job training and the training time is counted as operational training, the STD classification should be a full-size replica of a working position, including all equipment, and computer programmes necessary to represent the full tasks associated with that position, including realistic wind at all levels to facilitate SRA. In the case of a working position at a tower unit, it includes an out-of-the-tower view. |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.C.015(c)** |
| **Facilities and equipment** |
| Requirement (EN text) | (c) During on-the-job training instruction, the training organisation shall ensure that the instructor has exactly the same information as the person undertaking OJT and the means to intervene immediately. |
| Requirement (DK text) | (c) Ved instruktion under uddannelse på arbejdsstedet skal uddannelsesorganisationerne sikre, at instruktøren har præcis de samme oplysninger som den person, der varetager uddannelse på arbejdsstedet, og straks kan gribe ind. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.C.020(a)** |
| **Record keeping** |
| Requirement (EN text) | (a) Training organisations shall retain detailed records of persons undertaking or having undertaken training to show that all requirements of the training courses have been met. |
| Requirement (DK text) | (a) Uddannelsesorganisationer skal opbevare detaljerede fortegnelser over personer, som modtager eller har modtaget uddannelse, for at påvise, at alle krav til uddannelseskurserne er opfyldt. |
| AMC | AMC1 ATCO.OR.C.020(a);(b) Record keepingTraining organisations should maintain the following records:(a) Records of persons undertaking training:(1) personal information;(2) details of training received including the starting date of the training, as well as the results of the examinations and assessments;(3) detailed and regular progress report forms;(4) certificate of completion of training courses.(b) Records of instructors and assessors:(1) personal information;(2) qualification records;(3) records of refresher training for instructors and assessors;(4) assessment reports;(5) instructional and/or assessment time records.Training organisations should submit training records and reports to the competent authority as required. |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.C.020(b)** |
| **Record keeping** |
| Requirement (EN text) | (b) Training organisations shall establish and maintain a system for recording the professional qualifications and instruc­ tional techniques assessments of instructors and assessors, as well as the subjects they are entitled to teach, where appropriate. |
| Requirement (DK text) | (b) Uddannelsesorganisationer skal etablere og vedligeholde et system til registrering af instruktørers og bedømmeres faglige kvalifikationer og vurderinger af deres undervisningsteknikker samt de emner, som de har ret til at undervise i, hvor det er relevant. |
| AMC | AMC1 ATCO.OR.C.020(a);(b) Record keepingTraining organisations should maintain the following records:(a) Records of persons undertaking training:(1) personal information;(2) details of training received including the starting date of the training, as well as the results of the examinations and assessments;(3) detailed and regular progress report forms;(4) certificate of completion of training courses.(b) Records of instructors and assessors:(1) personal information;(2) qualification records;(3) records of refresher training for instructors and assessors;(4) assessment reports;(5) instructional and/or assessment time records.Training organisations should submit training records and reports to the competent authority as required. |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.C.020(c)** |
| **Record keeping** |
| Requirement (EN text) | (c) The records required in points (a) and (b) shall be retained for a minimum period of five years subject to the applicable national data protection law:(1) after the person undertaking training has completed the course; and(2) after the instructor or assessor ceases to perform a function for the training organisation, as applicable. |
| Requirement (DK text) | c) De i litra a) og b) krævede fortegnelser opbevares i mindst fem år, jf. den gældende nationale lov om databeskyttelse:1) efter at den person, der modtager uddannelsen, har gennemført kurset og2) efter at instruktøren eller bedømmeren ophører med at varetage funktioner for uddannelsesorganisationen, hvor det er relevant. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.C.020(d)** |
| **Record keeping** |
| Requirement (EN text) | (d) The archiving process including the format of the records shall be specified in the training organisation's management system. |
| Requirement (DK text) | (d) Proceduren ved arkivering, herunder fortegnelsernes format, skal anføres i uddannelsesorganisationens styrings­ system. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.C.020(e)** |
| **Record keeping** |
| Requirement (EN text) | (e) Records shall be stored in a secure manner. |
| Requirement (DK text) | (e) Fortegnelserne skal lagres på en sikker måde. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.C.025**  |
| **Funding and insurances** |
| Requirement (EN text) | Training organisations shall demonstrate that sufficient funding is available to conduct the training according to this Regulation and that the activities have sufficient insurance cover in accordance with the nature of the training provided and all activities can be carried out in accordance with this Regulation. |
| Requirement (DK text) | Uddannelsesorganisationer skal godtgøre, at de råder over midler, der er tilstrækkelige til at gennemføre uddannelsesaktiviteterne i henhold til denne forordning, at aktiviteterne er tilstrækkeligt forsikringsdækkede under hensyn til karakteren af den pågældende uddannelse, og at alle aktiviteter kan udføres i overensstemmelse med forordningen. |
| AMC | AMC1 ATCO.OR.C.025 Funding and insurancesSUFFICIENT FUNDINGTo demonstrate compliance with the requirement on the availability of sufficient funding, training organisations may be required to present an economic study identifying the minimum amount necessary to ensure that the training is conducted in accordance with the applicable requirements.AMC2 ATCO.OR.C.025 Funding and insurancesSUFFICIENT INSURANCE COVERTo demonstrate compliance with the requirement on sufficient insurance cover, training organisations may be required to provide a deposit of an insurance certificate or other evidence of valid insurance.The insurance cover should be established by taking into account the nature of the training provided, the frequency and the fees applicable to the training courses. |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.D.001(a) (Dette krav er kun gældende for organisationer der udbyder grunduddannelse (Initial))** |
| **Requirements for training courses and training plans** |
| Requirement (EN text) | Training organisations shall develop:(a) training plans and training courses associated to the type(s) of training provided in accordance with the requirements set out in Annex I (Part ATCO), Subpart D; |
| Requirement (DK text) | Uddannelsesorganisationer skal udarbejde:(a) uddannelsesplaner og uddannelseskurser med relation til de former for uddannelse, der gennemføres i overensstemmelse med kravene i bilag I (del ATCO), subpart D |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.D.001(b)** |
| **Requirements for training courses and training plans** |
| Requirement (EN text) | (b) subjects, topics and subtopics for rating endorsements in accordance with the requirements laid down in Annex I (Part ATCO); |
| Requirement (DK text) | b) fag, emner og underemner for kategoripåtegninger i overensstemmelse med kravene i bilag I (del ATCO) |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.D.001(c)** |
| **Requirements for training courses and training plans** |
| Requirement (EN text) | (c) methods of assessments in accordance with ATCO.D.090(a)(3) and ATCO.D.095(a)(3). |
| Requirement (DK text) | (c) metoder til bedømmelse i overensstemmelse med ATCO.D.090, litra a), nr. 3), og ATCO.D.095, litra a), nr. 3). |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.D.005(a)** |
| **Examination and assessment results and certificates** |
| Requirement (EN text) | (a) The training organisation shall make available to the applicant his/her results of examinations and assessments and, upon applicant's request, issue a certificate with his/her result of examinations and assessments. |
| Requirement (DK text) | (a) Uddannelsesorganisationen skal give ansøgeren adgang til vedkommendes resultater fra eksaminationer og bedømmelser og efter anmodning fra ansøgeren udstede et certifikat med disse resultater. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.D.005(b) (Dette krav er kun for organisationer der tilbyder grunduddannelse)** |
| **Examination and assessment results and certificates** |
| Requirement (EN text) | (b) Upon successful completion of initial training, or of rating training for the issue of an additional rating, the training organisation shall issue a certificate. |
| Requirement (DK text) | (b) Efter beståelse af grunduddannelsen, eller af en kategorigivende uddannelse ved udstedelse af en ekstra kategori, udsteder uddannelsesorganisationen et certifikat. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |

|  |
| --- |
| **ATCO.OR.D.005(c) (Dette krav er kun for organisationer der tilbyder grunduddannelse)** |
| **Examination and assessment results and certificates** |
| Requirement (EN text) | (c) A certificate of completion of the basic training shall only be issued upon request of the applicant if all subjects, topics and subtopics contained in Appendix 2 of Annex I have been completed and the applicant has successfully passed the associated examinations and assessments. |
| Requirement (DK text) | (c) Et certifikat for gennemførelse af basisuddannelsen må kun udstedes efter anmodning fra ansøgeren, hvis alle fag, emner og underemner i tillæg 2 i bilag I til denne forordning er gennemført, og ansøgeren har bestået de tilhørende eksaminationer og bedømmelser. |
| AMC | - |
| GM | - |
| Method of compliance |  |
| Document reference(s) |  |
| Additional comments |  |