



Australian Government

Civil Aviation Safety Authority

**Air Traffic Service Training
Providers—Entry Control
Procedures Manual**

Version 1.1: November 2010

Air Traffic Service Training Providers—Entry Control Procedures Manual

This is an internal CASA policy manual. It contains guidance material intended to assist CASA officers and delegates in carrying out their regulatory responsibilities and may be made available to the public for information purposes only.

Since this is an uncontrolled version of the manual which will not be updated by CASA, it should not be relied upon for any regulatory purpose. The current manual can be viewed at any time via CASA's website at "www.casa.gov.au".

You should always refer to the applicable provisions of the Civil Aviation Act, Civil Aviation Regulations and the Civil Aviation Orders, rather than this manual, to ascertain the requirements of, and the obligations imposed by or under, the civil aviation legislation.

Version 1.1: November 2010

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Foreword

As a Commonwealth government authority, CASA must ensure that its decision-making processes are effective, fair, timely, transparent, consistent, properly documented and otherwise in accordance with the requirements of the law.

Most of the regulatory decisions CASA makes are such that conformity with authoritative policy and established procedures will be conducive to the achievement of these outcomes. From time to time, however, decision-makers will encounter situations in which the strict application of policy, in the making of a decision involving the exercise of discretion, would not be appropriate. Indeed, in some cases, the inflexible application of policy may itself be unlawful.

This preface and the following Introduction, explains the way in which the policy and processes set out in this manual are to be used by all CASA's personnel when making decisions in the performance of their functions, the exercise of their powers and the discharge of their duties. It also explains the processes to be followed if it appears that a departure from policy is necessary or appropriate.

Mandatory Use of Policy and Procedure Manuals

This manual is one of the set of manuals and other documents which comprise CASA's authorised document set. The authorised document set contains the policy, processes and procedures with which CASA personnel are expected to comply when performing assigned tasks. All CASA personnel are required to have regard to the policies set out in this manual. Except as described in the Introduction, CASA decision-makers should not depart from these policies, processes and procedures.



John F. McCormick
Director of Aviation Safety

Introduction

Regulatory Decision Making

Where the legislation provides for one, and only one decision—the “correct” decision—is the only decision open to CASA. However, most of the decisions CASA makes involve the exercise of discretion. In such cases, there may well be more than one acceptable or correct decision. In these cases, the law requires that CASA makes the “preferable” decision, that is, the most appropriate decision, having regard to the overriding interests of safety and the obligation to be fair.

In all such cases, CASA is bound to act in accordance with the applicable rules of administrative law. These rules govern how CASA arrives at the ‘preferable’ decision in any given case. Adherence to these rules is a requirement, not an option. Decisions and actions taken in contravention of these rules are unlawful, unenforceable, and in most cases invalid. CASA is legally accountable for the decisions it makes, and CASA decision-makers are obliged to avoid the appearance, as much as the reality, of unlawful decision-making.

Sound and lawful regulatory decision-making is generally governed by the 10 rules of administrative law summarised below. Adherence to these rules is essential to CASA’s obligations of accountability and good governance.

1. **Natural Justice** (Procedural Fairness)

- **Hearing Rule.** Persons affected by CASA’s decisions have a right to be heard. To be meaningful, the hearing rule normally requires that CASA provides persons with notice (usually in advance) that a particular decision is going to be taken, and the reasons for the decision CASA proposes to take. Without notice and a statement of reasons, there may be little point to providing a person with an opportunity to be heard.
- **Rule Against Bias.** Decision-makers should not have a **personal** or **pecuniary interest** in the outcome of their decisions. Neither may decision-makers prejudge (or **pre-determine**) matters in respect of which they are called upon to make a decision.

2. A decision-maker must not act for **improper purposes**. Even if the purposes for which a particular decision are lawful, the decision may only be taken for the purposes specifically authorised by the law under which the decision has been taken.
3. A decision-maker must not take any **irrelevant considerations** into account in coming to a decision.
4. A decision-maker must take all **relevant considerations** into account in coming to a decision.



Note: Applicable Policy is Always a Relevant Consideration.

5. A decision-maker must act on the basis of **evidence**, not mere supposition or speculation.
6. A decision-maker must not formulate requirements in **vague** or **uncertain terms**.
7. A decision-maker must not **inflexibly apply policy** (although departures from policy will normally need to be justified).
8. A decision-maker must not **act under dictation** (although this does not preclude adherence to formal directions, compliance with lawful conditions in relation to the process by which a decision is taken or the obligation to consult in the process of considering a decision).
9. A decision-maker must decide the matter within a **reasonable time**.
10. A decision maker must not act in a way that is manifestly **unreasonable**. A decision must not be so unreasonable that no reasonable person would make such a decision.

Note: The meaning and application of these principles, and related considerations of administrative law, are covered more fully in the induction and orientation training undertaken by all CASA employees. Any questions in relation to these matters should be referred to the Legal Services Division.

Departure from Authorised Policy

Adherence to CASA's authorised policies will almost always produce an appropriate decision. As said, however, from time to time there will be circumstances in which the strict application of policy may not result in the "preferable" decision. In these cases it may be appropriate (and possibly necessary) to depart from otherwise applicable policy.

Any departure from policy must be justified in order to ensure that it:

- Is genuinely necessary in the interests of fairness
- Does not inappropriately compromise the need for consistent decision-making; and, of course
- Is not in conflict with the interests of safety.

Without fettering a decision-maker's discretion, it is therefore expected that appropriate consultation will occur before a decision is made that is not the product of the policies and processes set out in this manual. The prescribed consultation process is described below.



Consultation Process

Decision-Maker's Responsibilities

When a decision-maker believes there is a need to depart from policy he or she is expected to consult with his or her direct supervisor. This process should be initiated in writing:

- Setting out the pertinent facts and circumstances
- Identifying the provisions of the policy normally applicable
- Stating why the application of that policy would not result in the making of the “preferable” decision in the circumstances to hand
- Specifying the approach the decision-maker believes is more likely to result in a “preferable” decision.

Supervisor's Responsibilities

In considering a consultative referral, the decision-maker's supervisor should:

- Advise the decision-maker as to whether his or her assessment of the relevant considerations appears to be complete and correct
- If, in the opinion of the supervisor, the circumstances do not warrant a departure from policy, provide the decision-maker with written advice and guidance as to how the decision might more properly be approached within the current policy framework

Note: Reliance on relevant precedent is a sound basis on which to ground such an opinion. It may also be helpful to seek advice from peers, superiors and/or CASA's Legal Services Division.

- If, in the opinion of the supervisor, a departure from policy is warranted, the supervisor should ensure the policy sponsor (normally the relevant Executive Manager) is advised of:
 - i. The intention to depart from the otherwise applicable policy
 - ii. The alternative approach the decision-maker will be taking to the matter.

The supervisor should ensure that a full written record of these actions is made and maintained.



Note: In no case may the terms of decision be dictated to a delegate authorised to exercise discretionary decision-making powers.

If a decision-maker's supervisor or the policy sponsor is not satisfied that the decision the decision-maker intends to make is the correct or preferable decision in all the circumstances, responsibility for that decision should be assumed by, or assigned to, another authorised delegate in accordance with appropriate processes and procedures.

Policy Sponsor's Responsibilities

If the policy sponsor concurs in the proposed departure from policy, he or she should ensure the decision-maker is advised accordingly as soon as possible.

If the policy sponsor does not believe the proposed departure from policy is warranted, he or she should:

- Advise the supervisor accordingly
- Assume responsibility for the decision
- Ensure that the decision-maker and any person affected by the decision (for which the policy sponsor has assumed responsibility) is advised accordingly
- Make the decision in a manner consistent with the applicable policy.

The policy sponsor should ensure that a full written record of these actions is made and maintained.

Nothing in these processes should be interpreted or applied so as to dictate the terms of the decision to be made by a decision-maker authorised to make discretionary decisions under the civil aviation legislation, or to delay unreasonably the making of such decisions.

Revisions to Policies and Manuals

As a result of experience in applying policies and procedures, users will form views as to accuracy, relevance and applicability of the content.

CASA personnel are required to provide recommendations for revisions to policies and processes in this or any other manual should they become aware of shortcomings. In this way the policies and manuals will be continually improved and remain relevant to the tasks being undertaken.



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Each policy and manual has a sponsor and recommendations for amendment are to be forwarded to the relevant individual for consideration. The revision process can be accessed via the link:

http://casaconnect/manuals/doc_control/process.htm



1.1 Purpose of the Manual

CASR (1998) Part 143 This is an internal CASA procedures manual for the guidance of CASA staff involved in assessing entry applications from organisations seeking approval under the provision of CASR (1988) Part 143 to provide Air Traffic Service (ATS) training.

1.2 Scope of the Manual

This manual is a part of the CASA document set. It includes a flowchart, processes, and samples of the application form, letters, the certificate and conditions and an application checklist to aid CASA officers assessing applications for approval as an ATS training provider.

The manual includes:

Section 1.5, Regulatory Basis: the Part 143 Regulatory Requirements

Part 2, Approval Procedures for ATS Training Providers

Part 3, Sample Forms, Letters and Certificate.

By adhering to this manual's procedures, a standard and unified approach within CASA, consistent with regulatory requirements, will be created and maintained when assessing and approving organisations as ATS training providers.

1.3 Target Audience

The target audience for this manual is CASA staff involved in assessing applications for approval as ATS training providers under the provisions of Part 143 of the Civil Aviation Safety Regulations 1998.

1.4 Definitions and Abbreviations

The following definitions and abbreviations apply in interpretation of provider and training organisation applications. See also the Interpretation section (regulation [171.010](#)) of CASR [Part 171](#).

| Definitions and Abbreviations | Meaning |
|---|--|
| ATS | Air Traffic Service(s) provided under CASR Part 172 . |
| ATS training provider | A person approved to provide the training relating to air traffic services that is covered by the approval. |
| Australian National Training Authority | The Australian National Training Authority established by the <i>Australian National Training Authority Act 1992</i> . |
| Australian Qualifications Framework | The framework set out in a document called <i>Australian Qualifications Framework Implementation Handbook</i> published by the Australian Qualifications Framework (AQF) Advisory Board in 1998. |
| Australian Recognition Framework | The framework set out in a document called <i>Australian Recognition Framework Arrangements</i> published by the Australian National Training Authority in January 1999. |
| Competency | Possessing knowledge, skill and judgement needed to perform specific tasks. |
| ICAO Annex 1 | Annex 1, <i>Personnel Licensing</i> to the Convention on International Civil Aviation. |
| Manual of Standards (MOS) Part 143 | CASA standards document containing regulatory standards for the provision of air traffic services training. The full title of the document is Manual of Standards (MOS) Part 143 —Air Traffic Service Training Providers, pursuant to CASR (1998), Part 143 . |
| Manual of Standards (MOS) Part 65 | CASA standards document containing regulatory standards for the provision of air traffic services training. The full title of the document is Manual of Standards (MOS) Part 65 —Standards Applicable to Air Traffic Services Licensing and Training Requirements, pursuant to CASR (1998) Part 65 . |



| | |
|---------------------------------------|---|
| Registered training provider | A training provider that is registered in accordance with the Australian Recognition Framework as a provider of particular vocational education and training by a training recognition authority of a State or Territory. |
| Regulations | Civil Aviation Safety Regulations 1998 (CASR 1998). |
| Service provider | A person or organisation approved to provide an air traffic service or an ATS training service. |
| Training provider | A person who, or entity that, provides vocational education and training. |
| Training recognition authority | A body that has, under a law of the State or Territory, the responsibility for registering training providers in that State or Territory. |



1.5 Regulatory Basis

1.5.1 Subpart A

CAR (1998)
143
Subpart A Subpart A of CASR Part 143 contains an Introductory section, Contents section, Applicability section, Interpretation (definitions) section, and, in 143.015, a definition of an ATS training provider.

1.5.2 Subpart B

CAR (1998)
143
Subpart B Subpart B specifies the regulatory requirements for approval as an ATS training provider, including application requirements, eligibility requirements, conditional aspects, and conditions for variation of the approval.

1.5.3 Subpart C

CAR (1998)
143
Subpart C Subpart C has three divisions, described as follows:

- Division 1: specifies the required standard for training, including requirement to comply with both MOS Part 65 standards and the requirements of the Australian Qualifications Framework.
- Division 2: specifies the requirements in respect to the numbers and qualifications of the persons who will be responsible for delivering training and assessing competency.
- Division 3: specifies requirements in respect to reference materials, documents and records.

1.5.4 Subpart D

CAR (1998)
143
Subpart D Subpart D specifies the requirement for providers to notify CASA in writing of any organisational changes, of any intention to discontinue training and any loss of status as a registered training provider.

1.5.5 Subpart E

CAR (1998)
143
Subpart E Subpart E specifies that a provider must not provide any training unless its approval is in force, is relevant, and that it is a registered training provider whose registration is in force and relevant to the training to be provided.



1.5.6 Subpart F

CAR (1998) [Subpart F](#) concerns administration and is divided into four divisions, described as follows:

143
[Subpart F](#)

- Division 1: specifies the applicability of the Subpart.
- Division 2: specifies the approval process and requirements for an application.
- Division 3: specifies the process and requirements for varying an approval.
- Division 4: prescribes the process and requirements for suspending or cancelling an approval.

1.5.7 Reference Material

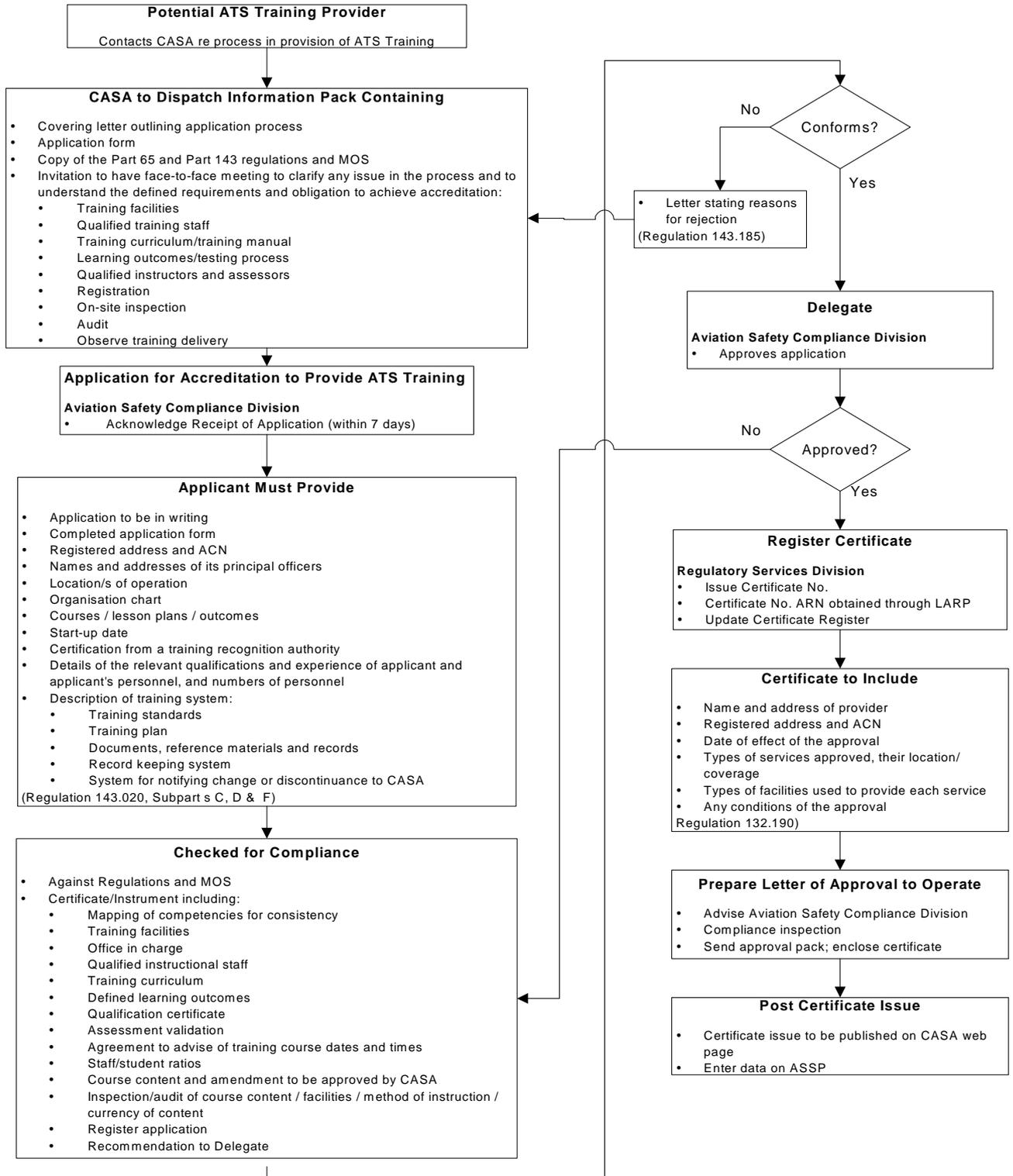
- Civil Aviation Act 1988, [Part II—Establishment, Functions etc. of CASA](#), Section 9 and power to make Regulations, Section 98 (3) (e)
- Civil Aviation Act 1988, [Part VIII — Miscellaneous](#), Section 98
- Manual of Standards [Part 65](#)
- Manual of Standards [Part 143](#)
- ICAO Annex 1

1.6 Introduction to ATS Training Provider Requirements

In the broadest terms, the regulatory requirements in respect of the provision of ATS training are intended to ensure that:

- Any provider of ATS training is appropriately registered with the training recognition authority of the relevant State or Territory
- Training in respect to air traffic services is provided to the minimum standard required by [MOS Part 65](#)
- Persons who are responsible as instructors or assessors for any training relating to air traffic services are suitably qualified and experienced in accordance with the Australian Recognition Framework and the requirements of [MOS Part 65](#)
- Any provider of ATS training has the procedures and equipment necessary to provide, to the satisfaction of CASA, the training services it either proposes or is certificated to provide.

2.1 Approval Procedures for ATS Training Providers—Flowchart



2.2 Initial Enquiries Regarding Approval of ATS Training Providers

2.2.1 Handling Initial Enquiries

When handling enquiries from a prospective applicant, consideration should be given to the items in paragraphs 2.2.2 to 2.2.6 below.

2.2.2 When is an ATS Training Provider Certificate Required?

CAR (1998)
65.070,
143.005,
143.010,
MOS
Part 65

All operational ATS personnel are required to hold ATS licences, ratings and endorsements relevant to the air traffic services that they provide. To obtain these authorisations, a person must have passed the theory and functionally relevant practical (field) components of a training course. Such a training course must be provided by an approved ATS training provider.

CAR (1998)
143.110

An approved training provider is required to certify that the training being provided complies with the guidelines of the Australian National Training Authority (ANTA), and that the course content, learning outcomes and training organisational structure satisfy the regulatory requirements established by CASA. An Air Traffic Service Training Provider Certificate is issued to an approved training provider.

See section 3.3 for a sample Air Traffic Service Training Provider Certificate.

2.2.3 Who May Make an Application?

- CAR (1998)
143
Subpart F
- Any person or corporation that has the necessary capabilities, qualified personnel and facilities.
 - Applications purportedly made by a partnership, or by two or more persons jointly, are not acceptable applications.

2.2.4 What is Required?

CAR (1998)
143.130

The application for a certificate to operate must be made in writing. The following details are required in an application:

- The applicant's name and address,
- If the applicant is a corporation, the application must include the applicant's registered address and ACN, and
- The names and addresses of the principal officers.

See section 3.1 for a sample of the Air Traffic Service Training Provider—Application (form 1110).



CAR (1998)
143.020,
143.130

The applicant for approval as an ATS training provider must provide CASA with two sets of Operations Manuals, one for retention by CASA, and the other to be returned to the applicant. The material submitted must meet the requirements of regulations [143.020](#) and [143.130](#).

To be approved as an ATS training provider, the applicant must provide details of:

- Registration with the training recognition authority of the relevant State or Territory
- An Operations Manual that describes:
 - A training course that achieves the qualification and knowledge objectives required by [MOS Part 65](#)
 - Procedures and equipment necessary to provide the training services
 - Learning outcomes and testing processes
 - Registration of certificates issued
 - Persons who are suitably qualified and experienced as instructors or assessors for any training according to the Australian Recognition Framework and the requirements of MOS Part 65.

The applicant must:

- Accept CASA's need to audit and observe the service delivery
- Provide details of variation to any training course prior to implementation.

2.2.5 Confidentiality of Information Provided

Any organisational or corporate-related information provided by an applicant for an Air Traffic Service Training Provider Certificate in the context of the assessment of the application is to be treated as 'Commercial-in-Confidence' and is not to be disclosed to any party outside CASA, unless the applicant has approved the release of the information in writing.

2.2.6 Assessment and Approval Process

CAR (1998)
143.150

On receipt of an application, after initial desk-top assessment of the application, the CASA assessment officer should invite the applicant to a face-to-face meeting to clarify requirements. See Sample Letter of Response to an Application for a Certificate at section [3.2.1](#).

- An initial desk-top assessment will be directed toward establishing to what extent the requirements specified in the CAR (1998) [Part 139](#) and MOS Parts [65](#) and [143](#) have been met.
- After the initial assessment is undertaken, the face-to-face meeting with the applicant should be directed at explaining any areas of shortfall in the applicant's Operations Manual, and indicating what further supporting information must be provided before CASA can continue with the assessment. If appropriate, where the applicant has already established the facilities, equipment and personnel, including technicians necessary for service provision, CASA should raise with the applicant the possible requirement for the proposed services to be actually demonstrated.

2.3 Approval Process

2.3.1 On Receipt of a Written Request Form from an Applicant

CAR (1998)
171.020 On receipt of a written request (application), carry out the following:

1. Record the request in TRIM and in the Inward Correspondence Register, if required.
2. Raise a new file and attach the applicant's correspondence to the relevant file.
3. Check the training material submitted for compliance against all the applicable requirements and standards of [Part 143](#) and the MOS Parts [65](#) and [171](#).

Use the ATS Training Provider Checklist (form 1116) to record the results of this assessment. A sample of the checklist is provided at section [3.4](#).

2.3.2 CASA May Ask for Demonstration of a Service

CAR (1998)
143.145 When considering an application for approval, CASA may ask the applicant in writing to demonstrate its procedures and equipment.

It is the normal procedure to request such a demonstration before an approval is given, unless the actual facility is not in existence at the time of application.

1. Decide on the necessity for a demonstration of the proposed service(s). A demonstration will normally be requested if the necessary facilities are in place.
2. If a demonstration is required, advise the applicant accordingly in writing.

2.3.3 CASA May Ask the Applicant for More Information

CAR (1998)
143.155 1. Decide on whether CASA reasonably needs more information than has been provided by the applicant in order to complete assessment of the application.

2. If it is necessary to require the applicant to provide more information or further documentation, advise the applicant accordingly in writing, clearly stating the information that is required.

2.3.4 CASA May Ask for Statutory Declarations

CAR (1998)
143.160 1. Decide on whether CASA needs an applicant to verify, by statutory declaration, any statement in an application.

2. If it is necessary to require the applicant to provide such verification, advise the applicant accordingly in writing, clearly stating the information that is required.



2.3.5 Matters to Take into Account

- CAR (1998)
143.165
1. In assessing and making a decision on any application, CASA may take into account:
 - o Anything in the application or other documentation submitted by the applicant
 - o Anything in CASA's records about the applicant
 - o The contents of any statutory declaration, or
 - o Any demonstration of procedures and equipment requested of the applicant.
 2. However, before taking into account anything in CASA records about an applicant, CASA must inform the applicant in writing of the substance of the information, and invite the applicant to make a written submission about such matter, within a specified, reasonable, time.

2.3.6 Prepare a Letter of Approval and the Certificate

- CAR (1998)
171.250
1. Prepare the letter of approval (see section 3.2.3 for a sample) and the Air Traffic Service Training Provider Certificate (see section 3.3 for a sample) for the CASA delegate's approval.

2.4 ATS Training Provider Certificate

2.4.1 Content of an ATS Training Provider Certificate

CAR (1998)
143.190 An ATS Training Certificate is to include the following details:

- Name and address of the ATS training provider
- Registered business name, address and ACN
- Date of effect of the approval
- When the approval will end
- Location and name of the training establishment
- Approved training courses
- The date of approval of the Certificate
- Conditions on the Certificate, including the condition that CASA has the right to undertake a safety audit of the provider's operation at any time
- Any other information CASA believes should be included.

Note: Samples of the Certificate and conditions are provided in section 3.3.

CASA staff can access the templates for the Certificate (form 1114) and the Conditions (form 1115) in CASAconnect (manuals\templates.htm). The Certificate should be printed on stationery 401, and the Conditions on stationery 402.

2.4.2 Conditions to be Specified on the Certificate

CAR (1998)
143.190 As a minimum, the following conditions are to be specified on the Certificate:

- CASA's right to undertake safety audits as specified
- CASA's right to cancel the Certificate where it considers that it is justified for aviation safety.

2.4.3 Issue of a Certificate cannot be Refused if CASA is Satisfied

CAR (1998)
143.175 If a person/organisation has applied for a Certificate as an ATS training provider in accordance with Part 143, and the applicant has demonstrated compliance, CASA must grant an approval, unless CASA considers that the approval is likely to have an adverse effect on the safety of air navigation. If an applicant shows compliance, this consideration would normally only be made where an ATS training service is already approved by CASA.



2.4.4 When the Decision about an Application Must be Made

CAR (1998)
143.180 CASA must make a decision about an application within 90 days after receiving it. If a decision is not taken in 90 days, the Regulation 143.180 provides that CASA is taken to have refused the application.

Note: The 90-day assessment period may be extended if CASA has made a request under regulation 143.155 for further information. The time between when CASA makes the request and when the applicant gives CASA the information does not count in the 90-day period.

2.4.5 Imposing and Varying Conditions on a Certificate

CAR (1998)
143.210 CASA may impose or vary conditions on a Certificate.

2.4.6 Grounds for Suspension or Cancellation of Approval

CAR (1998)
143,
Subpart F,
Division 4 CASA may suspend or cancel an approval if the Regulation is breached. However, CASA must be able to justify the suspension or cancellation. Suspension and cancellations require CASA to provide the reason for the action in a show cause notice.

All proposed actions to suspend or cancel a Certificate should be coordinated with the CASA Office of Legal Counsel.

2.4.7 Return of Certificate if Approval Cancelled

CAR (1998)
143.195 If CASA cancels the approval of an ATS training provider, the person who was the certificate holder must return the Certificate to CASA.

2.5 Issue of an Air Traffic Service Training Provider Certificate

2.5.1 Delegate

Following assessment of the application and completion of the ATS Training Provider Certificate Checklist ([form 1116](#)), the Air Traffic Service Training Provider Certificate and the approval letter are forwarded to the delegate for signature.

If the delegate is satisfied that all requirements have been met, he/she will stamp and sign the approval letter.

CASA retains:

- One copy of the Operations Manual
- A copy of the ATS Training Provider Certificate of approval letter.

The following documents are sent to the applicant by registered mail with a covering letter:

- CASA's approval letter
- The Air Traffic Service Training Provider Certificate.

See section [3.2](#) for the following sample letters:

- Letter of Grant of an Air Traffic Service Training Provider Certificate (section [3.2.3](#))
- Letter of Refusal to Grant a Certificate (section [3.2.2](#)).

2.6 Term of Certificate

Certificates do not include an expiry date. However, a date for the review of the conditions placed on the Certificate is included. That date will be dependent on the type and extent of the conditions that are initially placed on the Certificate, but will not be in excess of three years after the date of original issue of the Certificate.

2.7 Changes to Certificate

2.7.1 Replacement Certificate and Imposing and Varying Conditions on a Certificate

CAR (1998) 143.050, 143.205, and 143.210 If it is necessary to vary anything on a Certificate, a replacement Certificate should be issued. This will be the case where:

- There is a change in the service(s) provided by an approved provider, and CASA has approved the change
- It is necessary to change or add any of the conditions on a Certificate.

Before making any change to the services provided under the Certificate, or to provide additional services, **the effect of which would be that the services provided would no longer be covered by the current approval**, the service provider must prepare a draft amendment of its Operations Manual and forward the draft amendment to CASA for approval.

Such a proposed change to an approved service is to be processed by CASA as a variation of the original approval. This is to be authorised by re-issue of the Certificate with the amended or additional entries covering the change to the service, or the new service. It may be necessary in such cases for the approved provider to enclose any variation documentation to support the amendment to the Certificate.

3.1 Air Traffic Service Training Provider Application Form

The application form can be accessed on the CASA Web site.



CIVIL AVIATION
SAFETY AUTHORITY
AUSTRALIA

Air Traffic Service Training Provider—Application

Reference: CASR Part 143

SECTION A - COMPANY DETAILS

| | | |
|--------------------|--------------------|----------------|
| Company Name | Registered Address | ACN |
| | | |
| Training Location | Address | |
| | | |
| Principal Officers | Postal Addresses | Contact Number |
| | | |

SECTION B - OPERATIONAL DETAILS TO BE PROVIDED TO CASA WITH THE APPLICATION

| | |
|-----------------------|-------------------|
| Location of Operation | |
| Start Up Date | |
| Organisational Chart | Provided Yes / No |
| Operations Manual | Provided Yes / No |

SECTION C - CERTIFICATION DETAILS AND ATTACHMENTS

| | |
|--|--------------------|
| Certification from a Training Recognition Authority (TRA) | Provided Yes / No |
| All instructors and assessors certified | Evidence? Yes / No |
| Documentary evidence in support of all matters in this application may be requested. | |

SECTION D - COMPLIANCES

| | |
|--------------------------|-------------------|
| Internal Audit System | Provided Yes / No |
| Quality Control System | Provided Yes / No |
| Change Management System | Provided Yes / No |
| Document Control System | Provided Yes / No |

SECTION D - DECLARATION

On behalf of, I hereby apply for CASA certification as an ATS Training Provider.

Signed:

My authority to act on behalf of the applicant is:

.....

Name of person making the declaration:

Date: / /

3.2 Letters

CASA officers can access the sample letters that follow on CASAconnect. (Follow the links **Forms + Manuals** then **Certificates and templates**).

3.2.1 Response to an Application for an Air Traffic Service Training Provider Certificate



CASA ref. xx/xx

Date

{Applicant's Name}
{Applicant's Address - Street}
{APPLICANT'S ADDRESS - CITY, STATE, POSTCODE}

SUBJECT: APPLICATION FOR AIR TRAFFIC SERVICE TRAINING PROVIDER CERTIFICATE

Dear *{name of applicant}*

I refer to your letter of *{dd/mm/yy}* seeking to apply for approval as an Air Traffic Service Training Provider.

Please find enclosed an application form (CASA Form 1110) that should be submitted as your formal application, along with the company organisation chart and your operations manual.

To assist in the preparation of your application, the Civil Aviation Safety Authority would be pleased to make an officer available for the purpose of preliminary discussions on Part 143 requirements and standards, and advice on the certification process.

The CASA contact officer is *{insert name here}* who can be contacted on CASA's National Telephone number 131 757, or by internet email: *{insert here email address of CASA project officer}*.

Yours sincerely

{Insert Name of CASA Part 143 delegate}
{Insert Position}

3.2.2 Letter of Refusal to Grant an Air Traffic Service Training Provider Certificate



CIVIL AVIATION
SAFETY AUTHORITY
AUSTRALIA

CASA ref. xx/xx

Date

{Applicant's Name}

{Applicant's Address - Street}

{APPLICANT'S ADDRESS - CITY, STATE, POSTCODE}

APPLICATION FOR AIR TRAFFIC SERVICE TRAINING PROVIDER CERTIFICATE—CIVIL AVIATION SAFETY REGULATION PART 143

Dear *{name of applicant}*

I refer to your letter dated *{dd/mm/yy}* and your application for an Air Traffic Service Training Provider Certificate. Your application has been assessed in accordance with the requirements and standards of Civil Aviation Safety Regulation (CASR) Part 143. I regret to inform you that your application has not been approved at this time, for the following reason(s):

{Delete whichever of the following do not apply and add other specific reasons as applicable}

- Your presented documentation is unsatisfactory in that it does not establish or reflect the standards required by CASR Part 143 and the Manual of Standards Parts 65 and 143. The specific areas which are unsatisfactory are:

{insert specific aspects in relation to Operations Manual}

- Following inspection of your existing facilities and equipment, it has been determined that the services you have applied to provide cannot meet the relevant standards, in particular:

{insert relevant standards which have not been met}

- Following assessment of your proposed organisation, CASA is not satisfied that you will be able to properly operate and maintain the services you have applied to provide.

{insert details of shortcomings in relation to organisation, key personnel, etc.}

- *{insert additional reasons as applicable}*

In view of these deficiencies, and your responses to date, CASA has decided that your organisation is unable to comply with all of the requirements and standards for the issue of a Certificate at this time.

If you wish to discuss this matter, please contact the CASA project officer, *{insert name}*, telephone 131 757, or by email to *{insert email address}*.

Yours sincerely

{Insert Name of CASA Part 143 delegate}

{Insert Position}



3.2.3 Letter of Grant of an Air Traffic Service Training Provider Certificate



CIVIL AVIATION
SAFETY AUTHORITY
AUSTRALIA

CASA ref. xx/xx

Date

{Applicant's Name}
{Applicant's Address - Street}
{APPLICANT'S ADDRESS - CITY, STATE, POSTCODE}

APPROVAL OF APPLICATION FOR ISSUE OF AN ATS TRAINING PROVIDER CERTIFICATE

Dear *{name of applicant}*

I refer to your letter dated *{dd/mm/yy}* and your application for a Certificate to provide an Air Traffic Service Training Provider Certificate.

I am pleased to inform you that your application has been approved and the Part 143 Certificate, No. *{insert certificate number}* is enclosed. The service(s) for which approval is granted are listed on the Certificate. Please also note the conditions of the approval that are included as a part of the Certificate.

The operation and maintenance of the approved services must be carried out in accordance with the requirements of CASR Part 143 and the specifications, standards, and processes as set out in your approved Operations Manual (version *{insert version number}*).

Your ATS training service will be subject to routine safety surveillance by officers of the Authority.

If you have any queries regarding this Certificate or any related matters please contact *{insert name here}* either in writing at the address below, by email at address *{insert email address}* or by telephone on the CASA National number 131 757.

Yours sincerely

{Insert Name of CASA Part 143 delegate}
{Insert Position}

Enclosures: Enclosure ID/Title (x pages)

3.3 Certificates

3.3.1 Air Traffic Service Training Provider Certificate



CIVIL AVIATION
SAFETY AUTHORITY
AUSTRALIA

Air Traffic Service Training Provider Certificate

Certificate No. ATS/TRG 02

Civil Aviation Regulation Part 143

This certificate authorises
SAMPLE
Airways Radio Enterprise

to provide the following ATS training services:

*{enter listing of approved services
and their location}*

This Certificate is issued under Civil Aviation Safety Regulation Part 143. The operation and maintenance of the approved services is subject to the Civil Aviation Act 1988, the Civil Aviation Safety Regulations, and any relevant direction issued by the Civil Aviation Safety Authority, including any conditions on the reverse of this Certificate.

Date of effect of Certificate: *{insert date of commencement of approval here}*

This Certificate remains in force until surrendered, suspended or cancelled.

{insert here name and position of the CASA Part 143 delegate}
{insert here date of signature by the delegate}

3.3.2 Air Traffic Service Training Provider Certificate Conditions



CIVIL AVIATION
SAFETY AUTHORITY
AUSTRALIA

CASA Certificated Air Traffic Service Training Provider

**Registered Business Name and Head Office
Address**

SAMPLE

Company Name: *{Insert company name}*

Business ACN: *{Insert company ACN}*

Address: *{Insert address}*

Conditions

- Level of service, and operation and maintenance of service must be in accordance with the approved Operations Manual of the approved service provider.
- The Service provider is subject to regular CASA audit of service provision.
- Any change to the services provided must be referred to CASA for approval.

3. Sample Documents

Approved by Executive Manager, Regulatory Services Division Version 1.0: July 2002

3.4 ATS Training Provider Certificate Checklist



CIVIL AVIATION
SAFETY AUTHORITY
AUSTRALIA

ATS Training Provider Certificate Checklist

Reference: CASR Part 143

The processing officer(s) must complete this checklist to ensure that each step of the application process is completed prior to issuing a Certificate to an ATS training provider.

Tick each box to indicate the satisfactory completion of the task. Also note the date of completion of each task against the box.

Sign and date this form and file it on the appropriate file when the process is completed.

| File raised _____ File No. _____ | | Compliance with Part 143 Regulations | |
|----------------------------------|--|--|------------------------------|
| 1 | Acknowledgment of application within 7 days <input type="checkbox"/> | 020 <input type="checkbox"/> | 085 <input type="checkbox"/> |
| 2 | Face-to-face meeting <input type="checkbox"/> | 025 <input type="checkbox"/> | 090 <input type="checkbox"/> |
| 3 | Pre-certification audit of facilities completed <input type="checkbox"/> | 055 <input type="checkbox"/> | 125 <input type="checkbox"/> |
| 4 | Two copies of documentation provided by applicant <input type="checkbox"/> | 060 <input type="checkbox"/> | 130 <input type="checkbox"/> |
| 5 | Application checked for completeness <input type="checkbox"/> | 070 <input type="checkbox"/> | 160 <input type="checkbox"/> |
| 6 | Documentation assessed against regulation 143 and MOS <input type="checkbox"/> | 075 <input type="checkbox"/> | 165 <input type="checkbox"/> |
| 7 | All training facilities assessed as acceptable and approved by Regulatory Services Division <input type="checkbox"/> | 080 <input type="checkbox"/> | |
| 8 | Applicant assessed as being able to provide a service <input type="checkbox"/> | Compliance with MOS Part 143 Chapters | |
| 9 | Certification granted/declined <input type="checkbox"/> | 2 <input type="checkbox"/> | |
| 10 | Applicant advised of outcome <input type="checkbox"/> | Compliance with MOS Part 65 Chapters | |
| 11 | Certificate issued <input type="checkbox"/> | 3 <input type="checkbox"/> | |
| 12 | Documentation manual/s endorsed and returned <input type="checkbox"/> | 4 <input type="checkbox"/> | |
| 13 | Regulatory Services Division notification completed and data entered on ASSP <input type="checkbox"/> | 5 <input type="checkbox"/> | |
| 14 | Notify Compliance Division of new provider to be included in their audit schedule <input type="checkbox"/> | | |
| 15 | New provider listed on the CASA Web Page <input type="checkbox"/> | | |
| 16 | Ensure compliance with entry in Air Navigation Documentation—e.g. ERSA/NOTAM <input type="checkbox"/> | | |

Signed: Date: / /

Name and Position: Assessing Officer

Air Traffic Service Training Providers—Entry Control Procedures Manual

Revision History

Approved by Executive Manager, Regulatory Services Division Version 1.1: November 2010

| Version No. | Date | Part/Section | Details |
|-------------|---------------|-------------------|--|
| Version 1.1 | November 2010 | Table of Contents | Preface added. |
| Version 1.0 | July 2002 | Entire Manual | First release of the Air Traffic Service Training Providers—Entry Control Procedures Manual. |



Air Traffic Service Training Providers—Entry Control Procedures Manual

Revision History

Approved by Executive Manager, Regulatory Services Division Version 1.1: November 2010

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