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MCAR 176 Approved Training Organisation for Air Traffic Control

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Maldives Civil Aviation Authority
Republic of Maldives

Maldivian Civil Aviation Regulations

MCAR 176 Approved Training Organisation for Air Traffic Control

Issue 1.00, 07 May 2025

Foreword

Maldives Civil Aviation Authority, in exercise of the powers conferred on it under Articles 5 and 6 of the Maldives Civil Aviation Authority Act 2/2012 has developed this Regulation.

This Regulation shall be cited as 'MCAR 176 - Approved Training Organisation for Air Traffic Control" and shall come into force on 07th May 2026.

Definitions of the terms and abbreviations used in this Regulation, unless the context requires otherwise, are in MCAR-1 Definitions and Abbreviations.

List of Amendments

Rev #	Date	Remarks
Issue 1.00	2025-05-07	Initial issue

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TECHNICAL REQUIREMENTS

1. Regulatory Compliance

1.1 Compliance with this MCAR is mandatory.

1.2 These requirements are applicable to any ATC training organization in Maldives utilized by a Maldives Air Traffic Service Provider.

2. Related Regulations

2.1 The standards and requirements in this MCAR are based mainly on standards and recommended practices stipulated in ICAO Annex 1 (entitled “Personnel Licensing”) to the Chicago Convention on International Civil Aviation (as in force and amended from time to time by the Council of the International Civil Aviation Organisation), and with such modifications as may be determined by the CAA to be applicable in Maldives.

3. Purpose

3.1 In accordance with International Civil Aviation Organization (ICAO) Annex 1 – Personnel Licensing requirements, an approved training shall provide a level of competency at least equal to that provided by the minimum experience requirements for personnel not receiving such approved training, the approval of a training organization by the Civil Aviation Authority (MCAA) shall be dependent upon the applicant demonstrating compliance with the requirements of ICAO Annex 1.

3.2 Regulation MCAR-65 establishes the various requirements, ratings and privileges prescribed by MCAA for granting, validating and using licenses related to air traffic controller in Maldives.

3.3 Approved training for Air Traffic Controller (ATC) shall be conducted within an Approved Training Organization (ATO). It relates primarily to approve training for the issuance of license or rating, but is not intended to include approved training for the maintenance of competence or for an operational qualification after the initial issuance of a license or rating.

4. Issue of Approval

4.1 The issuance of an approval for a training organization and the continued validity of the approval shall depend upon the training organization being in compliance with the requirements of this MCAR.

4.2 The approval document shall contain at least the following:

a) organization's name and location;

b) date of issue and period of validity (where appropriate);

c) terms of approval.

5. Application for the approval of ATC Training Organisation

5.1 An application for the grant of an approved ATC training organisation shall include:

a) an application form (MCAA/ATS/02) duly completed and signed by the person responsible for the organisation or a nominated accountable manager;

b) a copy of the training and procedures manual;

c) a copy of relevant standard operating procedures in support of the training and procedures manual, if applicable.

6. Training and procedures manual

6.1 The training organization shall provide a training and procedures manual for the use and guidance of personnel concerned. This manual may be issued in separate parts and shall contain at least the following information:

a) a general description of the scope of training authorized under the organization's terms of approval;

b) the content of the training programmes offered including the courseware and equipment to be used;

c) a description of the organization's quality assurance system in accordance with paragraph 7;

d) a description of the organization's facilities;

e) the name, duties and qualification of the person designated as responsible for compliance with the requirements of the approval in paragraph 9.1;

f) a description of the duties and qualification of the personnel designated as responsible for planning, performing and supervising the training in paragraph 9.2;

g) a description of the procedures used to establish and maintain the competence of instructional personnel as required by paragraph 9.3;

h) a description of the method used for the completion and retention of the training records required by paragraph 10;

i) a description, when applicable, of additional training needed to comply with an operator's procedures and requirements; and

j) a description of the selection, role and duties of the authorised personnel to conduct the testing required for the issuance of a licence or rating, as well as the applicable requirements established by the CAA.

6.2 The training organization shall ensure that the training and procedures manual is amended as necessary to keep the information contained therein up to date.

6.3 Copies of all amendments to the training and procedures manual shall be furnished promptly to all organizations or persons to whom the manual has been issued.

7. Quality assurance system

7.1 The training organization shall establish a quality assurance system, acceptable to the CAA, which ensures that training and instructional practices comply with all relevant requirements.

8. Facilities

8.1 The facilities and working environment shall be appropriate for the task to be performed and be acceptable to the CAA.

8.2 The training organization shall have, or have access to, the necessary information, equipment, training devices and material to conduct the courses for which it is approved.

8.3 Synthetic training devices shall be approved by MCAA to ensure that they are appropriate to the task.

9. Personnel

9.1 The training organization shall nominate a person responsible for ensuring that it is in compliance with the requirements for an approved organization.

9.2 The organization shall employ the necessary personnel to plan, perform and supervise the training to be conducted.

9.3 The competence of instructional personnel shall be in accordance with procedures and to the level described in the Appendix 1 to this MCAR.

9.4 The training organization shall ensure that all instructional personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities are in line with the standards given in the Appendix 1 to this MCAR. The training programme established by the training organization shall include training in knowledge and skills related to human performance.

Note — Guidance material to design training programmes to develop knowledge and skills in human performance can be found in the Human Factors Training Manual (ICAO Doc 9683).

10. Records

10.1 The training organization shall retain detailed student records to show that all requirements of the training course have been met.

10.2 The training organization shall maintain a system for recording the qualifications and training of instructional and examining staff, where appropriate.

10.3 The records required by paragraph 10.1 shall be kept for a minimum period of two years after completion of the training. The records required by paragraph 10.2 shall be retained for

a minimum period of two years after the instructor or examiner ceases to perform a function for the training organization.

11. Evaluation and checking

11.1 When an approved training organization conducts the testing required for the issuance of a licence or rating, the testing shall be conducted by personnel authorized by the CAA or personnel designated by the training organization in accordance with criteria approved by the MCAA.

12. Oversight

12.1 Oversight is required to ensure that the ATO is continuing compliance with the approval requirements. It includes a review of the ATO's quality assurance system, its administrative, technical and training records, as well as its operational activities. Oversight is an on-going function which can consist of results monitoring, record review, on-site inspections, and/or audit.

13. Effectivity

This regulation will come into force on 7 May 2026.

APPENDIX 1. REQUIREMENTS FOR INSTRUCTORS

1. Theoretical instructors

a) Theoretical training shall only be carried out by appropriately qualified instructors.

b) theoretical instructor is appropriately qualified if he/she:

i) hold an air traffic controller licence and/or holds a professional qualification appropriate to the subject being taught and/or has demonstrated adequate knowledge and experience to the training organisation;

ii) has demonstrated instructional skills to the training organisation.

2. Practical instructors

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

3. On-the-job training instructor (OJTI) privileges

3.1 Holders of an OJTI qualification are authorised to provide practical training and supervision on operational working positions for which a valid unit endorsement is held and on synthetic training devices in the ratings held.

3.2 Holders of an OJTI qualification shall only exercise the privileges of the qualification if they have:

a) exercised for at least two years the privilege of the rating they will instruct in;

b) exercised for an immediately preceding period of at least six months the privilege of the valid unit endorsement in which instruction will be given;

c) practiced instructional skills in those procedures in which it is intended to provide instruction.

d) The period of two years referred to in point 3.2 (a) can be shortened to not less than one year by the competent authority when requested by the training organisation.

4. Application for on-the-job training instructor qualification

4.1 Applicants for the issue of an OJTI qualification shall:

a) hold an air traffic controller licence with a valid unit endorsement;

b) have exercised the privileges of an air traffic controller licence for a period of at least two years immediately preceding the application. This period can be shortened to not less than one year by the CAA when requested by the training organisation; and

c) within the year preceding the application, have successfully completed a practical instructional techniques course during which the required knowledge and pedagogical skills are taught and have been appropriately assessed.

5. Validity of on-the-job training instructor qualification

5.1 The OJTI qualification shall be valid for a period of three years.

5.2 The OJTI qualification may be revalidated by successfully completing refresher training on practical instructional skills during its validity period, provided that the requirements of 4.1 (a) and (b) are met.

5.3 If the OJTI qualification has expired, it may be renewed by:

a) receiving refresher training on practical instructional skills; and

b) successfully passing a practical instructor competence assessment;

within the year preceding the application for renewal, provided that the requirements of 4.1 (a) and (b) are met.

5.4 In the case of first issue and renewal the period of validity of the OJTI qualification shall start not later than 30 days from the date on which the assessment has been successfully completed.

5.5 If the requirements of 4.1 (a) and (b) are not met the OJTI qualification may be exchanged for an STDI endorsement, provided that compliance with the requirements of sub-clause 9 (2) and (3) is ensured.

6. Temporary OJTI authorisation

6.1 When compliance with the requirements provided for in 3.1 & 3.2 is not possible, the competent authority may grant temporary OJTI authorisation based on a safety analysis presented by the air navigation service provider.

6.2 The temporary OJTI authorisation referred to in point (a) may be issued to holders of a valid OJTI qualification issued in accordance with 4.1.

6.3 The temporary OJTI authorisation referred to in point (a) shall be limited to the instruction necessary to cover exceptional situations and its validity shall not exceed one year or the expiration of the validity of the OJTI qualification issued in accordance with 4.1, whichever occurs sooner.

7. Synthetic training device instructor (STDI) privileges

7.1 Holders of an STDI endorsement are authorised to provide practical training on synthetic training devices:

a) for subjects of practical nature during initial training;

b) for unit training other than OJT; and

c) for continuation training.

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

7.2 Holders of an STDI endorsement shall only exercise the privileges of the endorsement if they have:

a) at least two years' experience in the rating they will instruct in;

b) demonstrated knowledge of current operational practices;

c) practiced instructional techniques in those procedures in which it is intended to provide instruction.

7.3 Notwithstanding point 7.2 (a)

a) for the purpose of basic training any rating held is appropriate;

b) for the purpose of rating training, training may be provided for specific and selected operational tasks by an STDI holding a rating that is relevant for that specific and selected operational task.

8. Application for synthetic training device instructor endorsement

8.1 Applicants for the issue of an STDI endorsement shall:

a) have exercised the privileges of an air traffic controller licence in any rating for at least two years; and

b) within the year preceding the application have successfully completed a practical instructional techniques course during which the required knowledge and pedagogical skills are taught using theoretical and practical methods and have been appropriately assessed.

9. Validity of synthetic training device instructor endorsement

9.1 The STDI endorsement shall be valid for a period of three years.

9.2 The STDI endorsement may be revalidated by successfully completing refresher training on practical instructional skills and on current operational practices during its validity period.

9.3 If the STDI endorsement has expired, it may be renewed by:

a) receiving refresher training on practical instructional skills and on current operational practices; and

b) successfully passing a practical instructor competence assessment;

within the year preceding the application for renewal.

9.4 In the case of first issue and renewal the period of validity of the STDI endorsement shall start not later than 30 days from the date on which the assessment has been successfully completed.

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