

## ANNEX IV

### REQUIREMENTS TO BE ATTACHED TO CERTIFICATES AWARDED TO TRAINING PROVIDERS

1. Compliance with the requirements referred to in Article 13 must be demonstrated by evidence that training providers are adequately staffed and equipped and operate in an environment suitable for the provision of the training necessary to obtain or maintain student air traffic controller licences and air traffic controller licences. In particular training providers must:
  - (a) have an efficient management structure and sufficient staff with adequate qualifications and experience to provide training according to the standards set out in this Directive;
  - (b) have available the necessary facilities, equipment and accommodation appropriate for the type of training offered;
  - (c) provide the methodology they will use to establish details of the content, organisation and duration of training courses, unit training plans and unit competence schemes; this will include the way examinations or assessments will be organised. For examinations related to initial training, including simulation training, the qualifications of the examiners must be indicated in detail;
  - (d) furnish proof of the quality management system in place to monitor compliance with and the adequacy of the systems and procedures which ensure that the training services provided satisfy the standards set out in this Directive;
  - (e) demonstrate that sufficient funding is available to conduct the training according to the standards set out in this Directive and that the activities have sufficient insurance cover in accordance with the nature of the training provided.
2. Certificates must specify:
  - (a) the national supervisory authority issuing the certificate;
  - (b) the applicant (name and address);
  - (c) the type of services which are certified;
  - (d) a statement of the applicant's conformity with the requirements defined in point 1;
  - (e) the date of issue and the period of validity of the certificate.