

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	



**Brunei Department of Civil Aviation**  
**Negara Brunei Darussalam**  
[www.mtic.gov.bn/dca](http://www.mtic.gov.bn/dca)

## **Brunei Aviation Requirements**

# **BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical**

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

## Table of Contents

Table of Contents	2
Control of this Document	4
Abbreviations & Acronyms	6
References	6
Chapter I – General Provisions	7
Article 1: Objective.....	7
Article 2: Subject Matter and Scope.....	7
Article 3: Definitions.....	7
Article 4: Competent Authority.....	9
Chapter II - Licences, Ratings and Endorsements	10
Article 5: Application for and Issue of Licences, Ratings and Endorsements.....	10
Article 6: Suspension and Revocation of Licences, Ratings and Endorsements.....	10
Article 7: Exercise of the Privileges of Licences.....	10
Article 8: Student ATCO Licence.....	10
Article 9: Air Traffic Controller Licence.....	11
Article 10: Air Traffic Controller Ratings.....	11
Article 11: Validity of Rating.....	12
Article 12: Unit Endorsements.....	12
Article 13: Language Endorsement.....	13
Article 14: OJTI Instructor and Examiner Endorsements.....	14
Chapter III – Medical Certification	16
Article 15: Application for and Issue of Medical Certificates.....	16
Article 16: Validity of Medical Certificates.....	16
Article 17: Reduced Medical Fitness.....	16
Chapter IV – Requirements for Training Organisations	17
Article 18: Certification of Training Organisations.....	17
Article 19: Management System of Training Organisation.....	17
Article 20: Requirements for Training Courses, Initial and Unit Training Plans and Unit Competence Schemes.....	17
Chapter V – Requirements for the Brunei DCA	18
Article 21: Independence of the Competent Authority.....	18
Article 22: Tasks of the Brunei DCA.....	18
Article 23: Issue and Maintaining Licences, Ratings, Endorsements and Certificates.....	18
Article 24: Competence Assessment.....	19
Article 25: Record-keeping.....	19
Article 26: Exchange of Information.....	19

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

Article 27: Certification Procedure for Training Organisations .....	19
Article 28: Monitoring of Training Organisations Activities and Enforcement.....	19
Article 29: Recognition of Licences .....	19
Annex I – Specification for Licences	21
Annex II – Training Requirements	29
Annex III – Requirements for Proficiency in Languages .....	31
Annex IV - Specifications for the Certificates of Training Organisations	35

BRUNEL DCA

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

## Control of this Document

### DC.1 Introduction

DC.1.1 Pursuant to Civil Aviation Order 2006 and the Civil Aviation Regulations 2006 and their subsequent amendments, the following requirements are hereby established for compliance by all persons concerned, the Director of Civil Aviation is empowered to adopt and amend Brunei Aviation Requirements. In accordance herewith, the following regulation is hereby established for compliance by all persons concerned. Overall requirements for Personnel Licensing are known as BAR 1 (Personnel Licensing) This subordinate part containing specific requirements related to the licensing and medical certification of Air Traffic Control Officers shall be known as BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical and any reference to this title shall mean referring to the requirements to be met for civil aviation in Brunei Darussalam.

### DC.2 Authority for this Regulation

DC.2.1 This BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical is issued on the authority of the Director of Civil Aviation.

### DC.3 Applicability

DC.3.1 This BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical is applicable to the aviation industry of Brunei Darussalam.

### DC.4 Scope

DC.4.1 BAR 1 Part ATCO contains the personnel licensing requi of Brunei Darussalam, and shows compliance with ICAO Annex 1. The requirements in BAR 1 are separated into the following parts with cross references between parts where applicable:

Part ARA Authority Requirements for Aircrew

Part ORA Organisational Requirements for Aircrew

Part FCL Flight Crew Licensing

Part CC Cabin Crew

Part FOO/FD Flight Operation Officer and Flight Dispatcher

Part MED Medical

Part 66 Aircraft Maintenance Licence

Part 147 Approved Training Organisations

**Part ATCO (Air Traffic Control) Licensing and Medical**

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

## DC.5 Definitions

DC.5.1 Terms not defined shall have the meaning given to them in the relevant legal instruments or international legal instruments in which they appear, especially as they appear in the Convention and its Annexes.

BRUNEI DCA

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

## Abbreviations & Acronyms

ATS	Air traffic services
ICAO	International Civil Aviation Organisation
BARs	Brunei Aviation Safety Requirements
SARPs	Standards and Recommended Practices

## References

ICAO Annex 11	Air Traffic Services
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BRUNEI DCA

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

## Chapter I – General Provisions

### Article 1: Objective

The objective of this Regulation is to increase safety standards and to improve the operation of the air traffic control system within Brunei Darussalam through the issuing of an air traffic controller licence based on common licensing requirements.

### Article 2: Subject Matter and Scope

This Regulation lays down detailed rules for the issue, suspension, and revocation of licences of air traffic controllers and student air traffic controllers, of associated ratings, endorsements, medical certificates and of certificates of training organisations and the conditions of their validity, renewal, revalidation and use.

This Regulation shall apply to:

- (1) student air traffic controllers;
- (2) air traffic controllers exercising their functions within the scope of BAR 11;
- (3) persons and organisations involved in the licensing, training, testing, checking or medical assessment of applicants in accordance with this Regulation.

Brunei Darussalam has decided to ensure that services provided or made available by military personnel to the public offer a level of safety that is at least equivalent to the level required by BAR 11 and its parts. With the objective to achieve a harmonised level of safety within the Brunei Flight Information region, therefore, Brunei Darussalam has decided to apply this Regulation to their military personnel providing services to the public.

Air traffic control services within the scope of BAR 11 and its parts shall only be provided by air traffic controllers licensed in accordance with this Regulation.

Throughout this Regulation the term 'Brunei DCA' shall mean the regulatory (competent authority) element of the organisation only. Where this Regulation addresses the other parts of the Brunei DCA which provide Air Traffic Services and associated services it does so using the terms 'Air Navigation Service Providers (ANSP)' and 'providers'.

### Article 3: Definitions

For the purposes of this Regulation, the following definitions shall apply:

- (1) **'air traffic control service'** means a service provided for the purpose of preventing collisions between aircraft, and, on the manoeuvring area, between aircraft and obstructions, and expediting and maintaining an orderly flow of air traffic;
- (2) **'air traffic service providers'** means any public or private entity providing air traffic control services for general air traffic;
- (3) **'assessment'** means an evaluation of the practical skills leading to the issue of the licence, rating and/or endorsement(s) and their revalidation and/or renewal, including behaviour and the practical application of knowledge and understanding being demonstrated by the person being assessed;
- (4) **'examiner endorsement'** means the authorisation entered on and forming part of the licence, indicating the competence of the holder to assess student air traffic controllers and air traffic controller's practical skills;

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

- (5) **'general air traffic'** means all movements of civil aircraft, as well as all movements of State aircraft (including military, customs and police aircraft) when these movements are carried out in conformity with the procedures of the ICAO;
- (6) **'licence'** means a certificate, by whatever name it may be known, issued and endorsed in accordance with this Regulation and entitling its lawful holder to provide air traffic control services in accordance with the ratings and endorsements contained therein;
- (7) **'rating'** means the authorisation entered on or associated with a licence and forming part thereof, stating specific conditions, privileges or limitations pertaining to such licence;
- (8) **'rating endorsement'** means the authorisation entered on and forming part of a licence, indicating the specific conditions, privileges or limitations pertaining to the relevant rating;
- (9) **'unit endorsement'** means the authorisation entered on and forming part of a licence, indicating the ICAO location indicator and the sectors and/or working positions where the holder of the licence is competent to work;
- (10) **'language endorsement'** means the authorisation entered on and forming part of a licence, indicating the language proficiency of the holder;
- (11) **'instructor endorsement'** means the authorisation entered on and forming part of a licence, indicating the competence of the holder to give on-the-job training instruction;
- (12) **'ICAO location indicator'** means the four-letter code group formulated in accordance with rules prescribed by ICAO in its manual DOC 7910 and assigned to the location of an aeronautical fixed station;
- (13) **'sector'** means a part of a control area and/or part of a flight information region/upper region;
- (14) **'training'** means the entirety of theoretical courses, practical exercises, including simulation, and on-the-job training required in order to acquire and maintain the skills to deliver safe, high quality air traffic control services; it consists of:
  - (a) initial training, providing basic and rating training, leading to the grant of a student licence,
  - (b) unit training, including transitional training prior to on- the-job training and on-the-job training, leading to the grant of an air traffic controller licence,
  - (c) continuation training, keeping the endorsements of the licence valid,
  - (d) training of on-the-job training instructors, leading to the grant of the instructor endorsement,
  - (e) training of licence holders entitled to act as competence examiners and/or competence assessors in accordance with Article 24;
- (15) **'training organisation'** means an organisation which has been certified by the Brunei DCA or, with the acceptance of the Brunei DCA, another national Aviation Authority to provide one or more types of training;
- (16) **'Unit Competence Scheme'** means an approved scheme indicating the method by which the unit maintains the competence of its licence holders;
- (17) **'Unit Training Plan'** means an approved plan detailing the processes and timing required to allow the unit procedures to be applied to the local area under the supervision of an on-the-job-training instructor.



Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

#### **Article 4: Competent Authority**

For the purpose of this Regulation, the competent authority for ATCO Licensing and medical matters; and for the certification of training organisations whose principal place of operation and, if any, its registered office, is in Brunei Darussalam, shall be the Brunei DCA.

BRUNEI DCA

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

## Chapter II - Licences, Ratings and Endorsements

### Article 5: Application for and Issue of Licences, Ratings and Endorsements

- (1) An application for the issue, revalidation or renewal of licences, associated ratings and/or endorsements shall be submitted to the Brunei DCA in accordance with the procedure established by that authority.
- (2) The application shall be accompanied by evidence that the applicant is competent to act as an air traffic controller or as a student air traffic controller in accordance with the requirements established in this Regulation. The evidence demonstrating the applicant's competence shall relate to knowledge, experience, skills and linguistic proficiency.
- (3) The licence shall contain all relevant information related to the privileges granted by such document and shall comply with the specifications set out in Annex I of this Regulation.
- (4) The licence shall remain the property of the person to whom it is granted and who shall sign it.

### Article 6: Suspension and Revocation of Licences, Ratings and Endorsements

In accordance with Article 22 (paragraph 2):

- (1) a licence, rating or endorsement may be suspended when the competence of the air traffic controller is in doubt or in cases of misconduct;
- (2) a licence may be revoked in cases of gross negligence or abuse.

### Article 7: Exercise of the Privileges of Licences

The exercise of the privileges granted by a licence shall be dependent on the validity of the ratings, endorsements and of the medical certificate.

### Article 8: Student ATCO Licence

- (1) Holders of a student air traffic controller licence shall be authorised to provide air traffic control services under the supervision of an on-the-job-training instructor in accordance with the rating(s) and rating endorsement(s) contained in their licence.
- (2) Applicants for the issue of a student air traffic controller licence shall:
  - (a) be at least 18 years old;
  - (b) hold at least a diploma granting access to university or equivalent, or any other secondary education qualification, which enables them to complete air traffic controller training;
  - (c) have successfully completed approved initial training relevant to the rating, and if applicable, to the rating endorsement, as set out in Part A of Annex II to this Regulation;
  - (d) hold a valid medical certificate;
  - (e) have demonstrated an adequate level of language proficiency in accordance with the requirements set out in Article 13.

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

- (3) The student air traffic controller licence shall contain the language endorsement(s) and at least one rating and if applicable, one rating endorsement.

### **Article 9: Air Traffic Controller Licence**

- (1) Holders of an air traffic controller licence shall be authorised to provide air traffic control services in accordance with the ratings and endorsements in their licence.
- (2) The privileges of an air traffic controller licence shall include the privileges of a student air traffic controller licence as set out in Article 8 (paragraph 1).
- (3) Applicants for the issue of an air traffic controller licence shall:
- (a) be at least 21 years old;
  - (b) hold a student air traffic controller licence;
  - (c) have completed an approved unit training plan and successfully passed the appropriate examinations or assessments in accordance with the requirements set out in Part B of Annex II to this regulation;
  - (d) hold a valid medical certificate;
  - (e) have demonstrated an adequate level of language proficiency in accordance with the requirements set out in Article 13.
- (4) The air traffic controller licence shall be validated by the inclusion of one or more ratings and the relevant rating, unit and language endorsements for which training was successfully completed.

### **Article 10: Air Traffic Controller Ratings**

- (1) Licences shall contain one or more of the following ratings in order to indicate the type of service which the licence holder is authorised to provide:
- (a) the Aerodrome Control Visual (ADV) rating, which shall indicate that the holder of the licence is competent to provide an air traffic control service to aerodrome traffic at an aerodrome that has no published instrument approach or departure procedures;
  - (b) the Aerodrome Control Instrument (ADI) rating, which shall indicate that the holder of the licence is competent to provide an air traffic control service to aerodrome traffic at an aerodrome that has published instrument approach or departure procedures and shall be accompanied by at least one of the rating endorsements described in Article 11 (paragraph 1);
  - (c) the Approach Control Procedural (APP) rating, which shall indicate that the holder of the licence is competent to provide an air traffic control service to arriving, departing or transiting aircraft without the use of surveillance equipment;
  - (d) the Approach Control Surveillance (APS) rating, which shall indicate that the holder of the licence is competent to provide an air traffic control service to arriving, departing or transiting aircraft with the use of surveillance equipment and shall be accompanied by at least one of the rating endorsements described in Article 11 (paragraph 2);
  - (e) the Area Control Procedural (ACP) rating, which shall indicate that the holder of the licence is competent to provide an air traffic control service to aircraft without the use of surveillance equipment;

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

- (f) the Area Control Surveillance (ACS) rating, which shall indicate that the holder of the licence is competent to provide an air traffic control service to aircraft with the use of surveillance equipment and shall be accompanied by at least one of the rating endorsements described in Article 11 (paragraph 3).
- (2) The holder of a rating who has not exercised the privileges associated with that rating for any period of four consecutive years may only commence unit training in that rating after appropriate assessment as to whether the person concerned continues to satisfy the conditions of that rating, and after satisfying any training requirements that result from this assessment.

### **Article 11: Validity of Rating**

- (1). Where the privileges of an air traffic controller rating or validation under this part have not been exercised within the immediately preceding 90 days, the holder shall meet the requirements of Annex II Training Requirements Part A or B of this part of requirements before the privileges of that rating or validation maybe revalidated.
- (2) The holder of a rating endorsement who has not exercised the privileges associated with that rating endorsement for any period of four consecutive years may only commence unit training in that rating endorsement after appropriate assessment as to whether the person concerned continues to satisfy the conditions of that rating endorsement, and after satisfying any training requirements that result from this assessment.

### **Article 12: Unit Endorsements**

- (1) The unit endorsement shall indicate that the licence holder is competent to provide air traffic control services for a particular sector, group of sectors or working positions under the responsibility of an air traffic services unit.
- (2) Unit endorsements shall be valid for an initial period of 12 months.
- (3) The validity of unit endorsements shall be extended for a subsequent period of 12 months beyond the period provided for in paragraph 2 if the air traffic service provider demonstrates to the Brunei DCA that:
  - (a) the applicant has been exercising the privileges of the licence for a minimum number of hours, as indicated in the approved unit competence scheme, throughout the previous 12 months;
  - (b) the applicant's competence has been assessed in accordance with Part C of Annex II to this Regulation; and
  - (c) the applicant holds a valid medical certificate.

For the application of point (a) of the first subparagraph, operational units within air traffic service providers shall keep records of the hours effectively worked in the sectors, group of sectors or in the working positions for every licence holder working in the unit and shall provide that data to the Brunei DCA and to the licence holder on request.

- (4) The minimum number of working hours, leaving aside instruction tasks, required to maintain the validity of the unit endorsement may be reduced for on-the-job training instructors in proportion to the time spent instructing on the working positions for which the extension is applied, as indicated in the approved unit competence scheme.

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

- (5) Where unit endorsements cease to be valid, a unit training plan shall be successfully completed so as to revalidate the endorsement.

### **Article 13: Language Endorsement**

- (1) Air traffic controllers and student air traffic controllers shall not exercise the privileges of their licence unless they have an English language endorsement.
- (2) Brunei DCA may (except for controller/pilot communication) impose local language requirements when deemed necessary for reasons of safety.
- (3) For the purpose of paragraphs 1 and 2 the applicant for a language endorsement shall demonstrate at least an operational level (level four) of language proficiency both in the use of phraseology and plain language. To do so, the applicant shall:
- (a) communicate effectively in voice-only (telephone/radio-telephone) and in face-to-face situations;
  - (b) communicate on common, concrete and work-related topics with accuracy and clarity;
  - (c) use appropriate communicative strategies to exchange messages and to recognise and resolve misunderstandings in a general or work-related context;
  - (d) handle successfully and with relative ease the linguistic challenges presented by a complication or unexpected turn of events that occurs within the context of a routine work situation or communicative task with which they are otherwise familiar; and
  - (e) use a dialect or accent which is intelligible to the aero-nautical community.
- (4) The language proficiency level shall be determined in accordance with the rating scale set out in Annex III to this Regulation.
- (5) Notwithstanding paragraph 3, extended level (level five) of the language proficiency rating scale set out in Annex III to this Regulation in application of paragraphs 1 and 2 may be required by the air traffic service provider, where the operational circumstances of the particular rating or endorsement warrant a higher level for imperative reasons of safety. Such a requirement shall be non-discriminatory, proportionate, transparent and objectively justified by the air traffic service provider wishing to apply the higher level of proficiency and approved by the Brunei DCA.
- (6) The language proficiency of the applicant shall be formally evaluated at regular intervals.
- (7) Except for applicants that have demonstrated language proficiency at an expert level (level six) in accordance with Annex III to this Regulation, the language endorsement shall be valid for a renewable period of:
- (a) three years if the level demonstrated is operational level (level four) in accordance with Annex III to this Regulation; or
  - (b) six years if the level demonstrated is extended level (level five) in accordance with Annex III to this Regulation.
- (8) Language proficiency shall be demonstrated by a certificate issued after a transparent and objective assessment procedure approved by the Brunei DCA.

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

## Article 14: OJTI Instructor and Examiner Endorsements

- (1) Holders of an OJTI instructor endorsement shall be authorised to provide on-the-job training and supervision at a working position for areas covered by a valid unit endorsement.
- (2) Applicants for the issue of an OJTI instructor endorsement shall:
  - (a) hold an air traffic controller licence;
  - (b) have exercised the privileges of an air traffic controller licence for an immediately preceding period of at least one year, or such longer duration as is fixed by the Brunei DCA having regard to the ratings and endorsements for which instruction is given; and
  - (c) have successfully completed an approved on-the-job training instructor (OJTI) course during which the required knowledge and pedagogical skills were assessed through appropriate examinations.
- (3) The OJTI instructor endorsement shall be valid for a renewable period of three years.
- (4) Holders of an examiner endorsement are authorised to carry out examinations:
  - (a) during initial training for the issue of a student air traffic controller licence or for the issue of a new rating and/or rating endorsement, if applicable;
  - (b) of student air traffic controllers for the issue of a unit endorsement and rating endorsements, if applicable;
  - (c) of air traffic controllers for the issue of a unit endorsement and rating endorsements, if applicable, as well as for revalidation and renewal of a unit endorsement;
  - (d) of applicant OJTI instructors or applicant examiners.

The examiner endorsement shall also be the required level of qualification for staff appointed to ATS Inspector and/or Auditor roles within the competent authority element of the Brunei DCA.
- (5) Holders of an examiner endorsement shall only exercise the privileges of the endorsement, with the exception of the privileges referred to in paragraphs 4b and 4c, if they have:
  - (a) at least two years' experience in the rating and rating endorsement(s) they will assess in; and
  - (b) demonstrated knowledge of current operational practices.
  - (c) In addition to these requirements holders of an examiner endorsement shall only exercise the privileges of the endorsement:
    - (i) for examinations leading to the issue, revalidation and renewal of a unit endorsement, if they also hold the unit endorsement associated with the examination for an immediately preceding period of at least one year.
    - (ii) for examining the competence of an applicant for the issue or renewal of an instructor endorsement, if they hold an OJTI instructor endorsement and have exercised the privileges of that endorsement for at least three years.
    - (iii) for assessing the competence of an applicant for the issue or renewal of an examiner endorsement, if they have exercised the privileges of the examiner endorsement for at least three years.

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

- (d) When examining for the purpose of paragraph 2 c (1) and for the purpose of ensuring supervision on the operational working position, the examiner shall also hold an OJTI instructor endorsement, or alternatively an OJTI instructor holding the valid unit endorsement associated with the examination shall be present.
- (6) Applicants for the issue of an examiner endorsement shall:
- (a) have exercised the privileges of an air traffic controller licence for at least two years;
  - (b) have successfully completed an examiner course, during which the required knowledge and skills are taught using theoretical and practical methods, and have been appropriately assessed within the year preceding the application.
- (7) The examiner endorsement shall be valid for a period of three years and may be revalidated by successfully completing refresher training on assessment skills and on current operational practices during the validity period of the examiner endorsement.
- (8) If the examiner endorsement has expired, it may be renewed by:
- (a) receiving refresher training on examining skills and on current operational practices; and
  - (b) successfully passing an examiner competence assessment within the year preceding the application for renewal.
- In the case of first issue and renewal the period of validity shall commence not later than 30 days from the date on which the assessment has been successfully completed.
- (9) When compliance with the requirement provided for in sub-paragraph 5 c (1) is not possible, or is likely to endanger the independence of the assessment, a temporary examiner authorisation may be issued based on a safety analysis presented by the air navigation service provider. The temporary examiner authorisation may be issued to holders of an examiner endorsement issued in accordance with paragraph 6 and shall be limited to the examinations necessary to cover exceptional situations and/or to ensure the independence of the examinations. Its validity shall not exceed one year or the validity of the examiner endorsement issued in accordance with paragraph 6 whichever occurs sooner.
- (10) Training of examiners shall be developed and provided by training organisations and shall consist of:
- (a) an examiner training course, including an assessment;
  - (b) a refresher training course on examining skills;
  - (c) a method(s) for assessing the competence of examiners.
- (11) The training courses and the assessment method shall be approved by the Brunei DCA.

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

## Chapter III – Medical Certification

### Article 15: Application for and Issue of Medical Certificates

- (1) Applications for the issue, revalidation or renewal of medical certificates shall be submitted to the Brunei DCA in accordance with the procedure established by that authority.
- (2) Medical certificates shall be issued by a competent medical body of the Brunei DCA or by aero medical examiners or aero medical centres approved by that authority as required by BAR 1 Part ATCO.MED.
- (3) The issuing of medical certificates shall be consistent with the provisions of Annex I to the Chicago Convention on International Civil Aviation.
- (4) The Brunei DCA shall ensure that effective review or appeal procedures are put in place with the appropriate involvement of independent medical advisors.

### Article 16: Validity of Medical Certificates

- (1) Medical certificates shall be valid for a period of:
  - (a) 24 months until the air traffic controller reaches the age of 40;
  - (b) 12 months after the age of 40.
- (2) The periods referred to in paragraph 1 shall be calculated from the date of the medical examination in the case of initial issue and renewal of a medical certificate, and from the expiry date of the previous medical certificate in the case of revalidation.
- (3) Examinations for the revalidation of a medical certificate may be undertaken up to 45 days prior to the expiry date of the medical certificate.
- (4) If the air traffic controller does not undergo an examination for the revalidation by the date on which the certificate expires, a renewal examination shall be required.
- (5) The medical certificate may be limited, suspended or revoked at any time if the medical condition of the holder so requires.

### Article 17: Reduced Medical Fitness

- (1) Licence holders shall:
  - (a) not exercise the privileges of their licence at any time when they are aware of any decrease in their medical fitness which might render them unable to safely exercise the privileges of the licence;
  - (b) notify the relevant air traffic service provider that they are becoming aware of any decrease in medical fitness or are under the influence of any psychoactive substance or medicines which might render them unable to safely exercise the privileges of the licence.
- (2) Air traffic service providers shall establish procedures to manage the operational impact of cases of reduced medical fitness and inform the Brunei DCA when a licence holder has been assessed as medically unfit.
- (3) The procedures referred to in paragraph (2) shall be approved by the Brunei DCA.



Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

## Chapter IV – Requirements for Training Organisations

### Article 18: Certification of Training Organisations

- (1) Applications for training organisation certification shall be submitted to the Brunei DCA in accordance with the procedure established by that authority.
- (2) Training organisations shall demonstrate by evidence that they 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.
- (3) Training organisations shall grant access to any person authorised by the Brunei DCA to the relevant premises in order to examine the relevant records, data, procedures and any other material relevant to the execution of the tasks of the Brunei DCA.

### Article 19: Management System of Training Organisation

Training organisations shall:

- (a) have an efficient management system and sufficient staff with adequate qualifications and experience to provide training according to this Regulation;
- (b) clearly define lines of safety accountability throughout the approved training organisation, including a direct accountability for safety on the part of senior management;
- (c) have available the necessary facilities, equipment and accommodation appropriate for the type of training offered;
- (d) furnish proof of the quality management system as part of the 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 requirements set out in this Regulation;
- (e) include a system of record-keeping that allows adequate storage and reliable traceability of the relevant activities.

### Article 20: Requirements for Training Courses, Initial and Unit Training Plans and Unit Competence Schemes

- (1) Training organisations shall provide to the Brunei DCA the methodology they will use to establish details of the content, organisation and duration of training courses and where applicable unit training plans and unit competence schemes.
- (2) This shall include the way examinations or assessments are organised. For examinations related to initial training, including simulation training, the qualifications of the examiners and assessors shall be indicated in detail.

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

## Chapter V – Requirements for the Brunei DCA

### Article 21: Independence of the Competent Authority

- (1) The regulatory element of the Brunei DCA, known as the ‘competent authority’, shall be independent of air traffic service providers and training organisations. This independence shall be achieved through adequate separation, at the functional level at least, between the competent authority and such providers. Brunei Darussalam shall ensure that the competent authority exercises its powers impartially and transparently.

### Article 22: Tasks of the Brunei DCA

- (1) In order to ensure the levels of competence indispensable for air traffic controllers in order for them to perform their work to high safety standards, the Brunei DCA shall supervise and monitor their training.
- (2) The tasks of the Brunei DCA shall include:
- (a) the issue and revocation of licences, ratings and endorsements for which the relevant training and assessment was completed under the area of responsibility of the Brunei DCA;
  - (b) the revalidation, renewal and suspension of ratings and endorsements, the privileges of which are exercised under the responsibility of the Brunei DCA;
  - (c) the certification of training organisations;
  - (d) the approval of training courses, unit training plans and unit competence schemes;
  - (e) the approval of examiners or competence assessors;
  - (f) the monitoring and auditing of training systems;
  - (g) the establishment of appropriate appeal and notification mechanisms;
  - (h) the approval of the need for extended level (level five) language proficiency in accordance with Article 13 (paragraph 5);
  - (i) the approval of the procedures related to reduced medical fitness in accordance with Article 17(3).

### Article 23: Issue and Maintaining Licences, Ratings, Endorsements and Certificates

- (1) The Brunei DCA shall establish procedures for the application and issue, renewal and revalidation of licences, associated ratings, endorsements and medical certificates.
- (2) Upon receipt of an application the Brunei DCA shall verify whether the applicant meets the requirements of this Regulation.
- (3) When satisfied that the applicant meets the requirements of this Regulation, the Brunei DCA shall issue, renew or revalidate the relevant licence, associated rating, endorsement or medical certificate.
- (4) The license issued by the Brunei DCA shall include the items set out in Annex I to this Regulation.
- (5) When a license is issued in a language other than English, it shall include an English translation of the items set out in Annex I to this Regulation.

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

## **Article 24: Competence Assessment**

- (1) The Brunei DCA shall approve the licence holders who are entitled to act as competence examiners or competence assessors for unit and continuation training.
- (2) The approval shall be valid for a renewable period of three years.

## **Article 25: Record-keeping**

The Brunei DCA shall ensure that a database is maintained listing the competencies of all licence holders under their responsibility and the validity dates of their endorsements.

## **Article 26: Exchange of Information**

With due respect to the principles of confidentiality, Brunei DCA shall exchange appropriate information with and shall assist other National Aviation Authorities so as to ensure the effective application of this Regulation, particularly in cases involving the movement of air traffic controllers between States.

## **Article 27: Certification Procedure for Training Organisations**

- (1) The Brunei DCA shall establish procedures for the application, issuance and maintaining the validity of training organisations' certificates.
- (2) Brunei DCA shall issue certificates when the applicant training organisation fulfils the requirements laid down in Chapter IV.
- (3) The certificate may be issued for each type of training or in combination with other air traffic services, whereby the type of training and the type of air traffic service shall be certified as a package of services
- (4) The certificate shall specify the information in Annex IV to this Regulation.

## **Article 28: Monitoring of Training Organisations Activities and Enforcement**

- (1) The Brunei DCA shall monitor compliance with the requirements and conditions attached to the training organisation's certificate.
- (2) Brunei DCA shall audit the training organisations on a regular basis with a view to guaranteeing effective compliance with the standards laid down in this Regulation.
- (3) In addition to the regular audit, the Brunei DCA may make unannounced inspections to check compliance with the requirements contained in this Part.
- (4) If the Brunei DCA finds that the holder of a training organisation's certificate no longer satisfies the requirements or conditions attached to its certificate, it shall take appropriate enforcement measures, which may include withdrawal of the certificate.
- (5) Certificates issued by other National Aviation Authorities to training organizations in certain other States may be recognized at the discretion of the Brunei DCA.

## **Article 29: Recognition of Licences**

- (1) Brunei Darussalam may choose to recognise air traffic controller and student air traffic controller licences and their associated ratings, rating endorsements and language endorsements as well as associated medical certificates issued by other States.
- (2) However, in cases where a foreign licence holder wishes to exercise the privileges of the licence in Brunei Darussalam on other than a temporary basis the licence holder

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

shall request that Brunei DCA exchange his or her licence for a Brunei Darussalam ATCO licence.

- (3) In order to grant a unit endorsement, the Brunei DCA shall require the applicant to fulfil the particular conditions associated with this endorsement, specifying the unit, sector or working position. When establishing the unit training plan, the training organisation shall take due account of the acquired competencies and the experience of the applicant.
- (4) The Brunei DCA shall approve or reject the unit training plan containing the proposed training for the applicant not later than six weeks after presentation of the evidence, without prejudice to the delay resulting from any appeal that may be made. The Brunei DCA shall ensure that the principles of non-discrimination and proportionality are respected.

BRUNEI DCA

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

## Annex I – Specification for Licences

- (1) The air traffic controller licence issued in accordance with this Regulation shall conform to the following specifications:
- (a) Content. The item number shall always be printed in association with the item heading. Items I to XI are the ‘permanent’ items, and items XII to XIV are the ‘variable’ items which may appear on a separate or detachable part of the main form as prescribed below. Any separate or detachable part shall be clearly identifiable as part of the licence.
- Permanent items:
- (I) State of licence issue;
  - (II) title of licence;
  - (III) serial number of the licence with the United Nations (UN) country code of Brunei Darussalam and followed by ‘(Student) ATCO Licence’ and a code of numbers and/or letters in Arabic numerals and in Latin script;
  - (IV) name of holder in full (in Latin script, even if the script of the national language(s) is other than Latin);
  - (IVa) date of birth;
  - (V) holder’s address, if desired by the Brunei DCA;
  - (VI) nationality of holder;
  - (VII) signature of holder;
  - (VIII) competent authority;
  - (IX) certification of validity and authorisation for the privileges granted, including the dates when they were first issued;
  - (X) signature of officer issuing the licence and the date of such issue;
  - (XI) seal or stamp of the competent authority.
- Variable items:
- (XII) ratings and endorsements with expiry dates;
  - (XIII) remarks: language proficiency endorsements; and
  - (XIV) any other details required by the competent authority.
- (2) The licence shall be accompanied by a valid medical certificate.
- (3) Material. First quality paper and/or other suitable material, including plastic cards, shall be used to prevent or readily show any alterations or erasures. Any entries or deletions in the form will be clearly authorised by the Brunei DCA.
- (4) Language. Licences shall be written in English and, if desired by the Brunei DCA in national language(s) and other languages as deemed appropriate.
- (5) Colour
- (a) Where the same coloured material is used for all aviation-related licences issued by Brunei Darussalam, that colour must be white.

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

- (b) Where aviation-related licences issued by Brunei Darussalam carry a distinguishing colour marking, the colour of the air traffic controller licence must be yellow.

BRUNEI DCA

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

<p>Cover Page</p> <p>Brunei DCA name and logo (English and any language(s) determined by the Brunei DCA)</p> <p>(STUDENT) AIR TRAFFIC CONTROLLER LICENCE</p> <p>[English and any language(s) determined by the Brunei DCA]</p> <p>Issued in accordance with Brunei Aviation Safety Requirement 1 – Part ATCO Licensing and Medical</p> <p>This licence complies with the ICAO Standards [English and any language(s) determined by the competent authority]</p>	<p>Requirements*</p> <p>The size of each page shall be one-eighth A4</p>
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\* Requirements:

The pages referring to the instructions on how the (Student) ATCO Licence has to be filled in are intended for use by the Brunei DCA or the examiner specifically authorised to revalidate or renew the unit endorsements. Initial issues of ratings, rating endorsements language endorsements, instructor and examiner endorsement will always be entered by the Brunei DCA. Revalidation or renewal of unit endorsements will be entered by the Brunei DCA or by the authorised examiners.

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

Page 2

<b>I</b>	<b>State of issue:</b>	<b>Requirements:</b>
<b>III</b>	<b>Serial number of the licence:</b>	The serial number of the licence will always commence with the UN country code of Brunei Darussalam followed by '(Student) ATCO Licence'.
<b>IV</b>	<b>Name of the holder in full:</b>	
<b>IVa</b>	<b>Date of birth:</b>	Standard date format is to be used, i.e. day/month/year in full (e.g. 31.01.2010)
<b>XIV</b>	<b>Place of birth:</b>	
<b>V</b>	<b>Holder's address, if desired by the Brunei DCA:</b> Street, town, area, postal code	
<b>VI</b>	<b>Nationality of holder:</b>	Indicated by the UN country code of the State
<b>VII</b>	<b>Signature of holder:</b>	
<b>X</b>	<b>Signature of officer issuing the licence and date of issue</b>	
<b>XI</b>	<b>Seal or stamp of Brunei DCA</b>	



<b>IX</b>	<p><b>Validity of privileges*:</b></p> <p><i>The holder is entitled to exercise the privileges of the following rating(s) and endorsement(s):</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;"><i>Ratings</i></th> <th style="width: 50%; text-align: center;"><i>Date of first issue</i></th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;"><i>Rating Endorsement(s)</i></th> <th style="width: 50%; text-align: center;"><i>Date of first issue</i></th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;"><i>OJTI Instructor /Examiner Endorsement</i></th> <th style="width: 50%; text-align: center;"><i>Expiry date</i></th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	<i>Ratings</i>	<i>Date of first issue</i>															<i>Rating Endorsement(s)</i>	<i>Date of first issue</i>																					<i>OJTI Instructor /Examiner Endorsement</i>	<i>Expiry date</i>							<p>Requirements:</p> <p>English and any language(s) determined by the Brunei DCA</p> <p>The date of first issue of a rating and/or rating endorsement shall be the date of successful completion of the training relevant to that rating and/or rating endorsement.</p>
<i>Ratings</i>	<i>Date of first issue</i>																																															
<i>Rating Endorsement(s)</i>	<i>Date of first issue</i>																																															
<i>OJTI Instructor /Examiner Endorsement</i>	<i>Expiry date</i>																																															

\* The privileges of the licence shall be exercised only if the holder has a valid medical certificate, except for examiner endorsements.

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

Page 4

## XII Unit endorsements

The holder is entitled to exercise the functions of the following rating(s) and rating endorsement(s) at the air traffic service unit(s) for which current unit endorsement(s) is (are) held as detailed below:

<b>Unit (ICAO indicator)*</b>	<b>Sector/ Position*</b>	<b>Rating/ Endorsement</b>	<b>Expiry date**</b>	<b>Signature/stamp of the authority or licence number and signature of the examiner</b>

\* Not applicable for Student ATCO Licence and OJTI, STDI and assessor endorsements.

\*\* Not applicable for Student ATCO Licence.

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

Page 5

<b>XIII</b>	<p><b>Remarks:</b>  Language proficiency endorsement(s):  Language(s)/level/expiry date]</p>	<p>Language proficiency endorsement(s), level and expiry date shall be included.</p> <p>All additional licensing information to be entered here.</p>
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BRUNEL DCA

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

Page 6

### Abbreviations

<b>Air traffic controller ratings</b>		Requirements: N/A
<b>ADV</b>	Aerodrome Control Visual	
<b>APP</b>	Approach Control Procedural	
<b>APS</b>	Approach Control Surveillance	
<b>ACP</b>	Area Control Procedural	
<b>ACS</b>	Area Control Surveillance	
<b>Rating endorsements</b>		
<b>Licence endorsements</b>		
<b>OJTI</b>	On-the-job training instructor	
<b>Examiner</b>	Examiner	

# Annex II – Training Requirements

## Part A

### Initial training requirements for air traffic controllers

The initial training shall ensure that student air traffic controllers satisfy at least the objectives for basic and rating training, as described in ICAO Annex 1 for the ATCO Common Core Content Initial Training', so that air traffic controllers are capable of handling air traffic in a safe, quick and efficient way.

Initial training shall cover the following subjects: aviation law, air traffic management, including procedures for civil- military cooperation, meteorology, navigation, aircraft and principles of flight, including an understanding between air traffic controller and pilot, human factors, equipment and systems, professional environment, safety and safety culture, safety management systems, unusual/emergency situations, degraded systems and linguistic knowledge, including radio- telephony phraseology.

The subjects shall be taught in such a way that they prepare the applicants for the different types of air traffic services and highlight safety aspects. The initial training shall consist of theoretical and practical courses, including simulation, and its duration will be determined in the approved initial training plans. Acquired skills shall ensure that the candidate can be considered competent to handle complex and dense traffic situations, facilitating the transition to unit training.

The competence of the candidate after initial training shall be assessed through appropriate examinations or a system of continuous assessment.

## Part B

### Unit training requirements for air traffic controllers.

Unit training plans shall detail the processes and timing required to allow the application of the unit procedures to the local area under the supervision of an on-the-job training instructor. The approved plan shall include indications of all elements of the competence assessment system, including work arrangements, progress assessment and examination, together with procedures for notifying the Brunei DCA Unit training may contain certain elements of the initial training which are specific to national conditions.

During unit training air traffic controllers shall be sufficiently trained in safety, security and crisis management.

The duration of unit training shall be determined in the unit training plan. The required skills shall be assessed through appropriate examinations or a system of continuous assessment, by approved competence examiners or assessors who shall be neutral and objective in their judgment. To this end, the Brunei DCA shall put in place appeal mechanisms to ensure fair treatment of candidates.

## Part C

### Continuation training requirements for air traffic controllers

Rating and unit endorsements on air traffic controllers' licences shall be kept valid through approved continuation training, which consists of training to maintain the skills of air traffic controllers, refresher courses, emergency training and, where appropriate, linguistic training.

During continuation training air traffic controllers shall be sufficiently trained in safety, security and crisis management. Continuation training shall consist of theoretical and practical courses, together with simulation. For this purpose, the training organisation shall establish unit competence schemes detailing the processes, manning and timing necessary to provide for the appropriate continuation training and to demonstrate competence. These schemes shall be reviewed and approved at least every three years. The duration of the continuation training shall be decided in accordance with the functional needs of the air traffic controllers working in the unit, in particular in the light of changes or planned changes in procedures or equipment, or in the light of the overall safety management requirements. The competence of each air traffic controller shall be decided in accordance with the functional needs of the air traffic controllers working in the unit, in particular in the light of changes or planned changes in procedures or equipment, or in the light of the overall safety management requirements. The competence of each air traffic controller shall be appropriately assessed at least every three years. The air traffic service provider shall ensure that mechanisms are applied to guarantee fair treatment of licence holders where the validity of their endorsements cannot be extended.

BRUNEL DCA

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

## Annex III – Requirements for Proficiency in Languages

Language proficiency rating scale: expert, extended and operational levels

Level	Pronunciation	Structure	Vocabulary	Fluency	Comprehension	Interactions
Expert 6	Uses a dialect and/or accent intelligible to the aeronautical community.	Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task.				
Expert 6	Pronunciation, stress, rhythm and intonation, though possibly influenced by the first language or regional variation, almost never interfere with ease of understanding.	Both basic and complex grammatical structures and sentence patterns are consistently well controlled.	Vocabulary range and accuracy are sufficient to communicate effectively on a wide variety of familiar and unfamiliar topics. Vocabulary is idiomatic, nuanced, and sensitive to register.	Able to speak at length with a natural, effortless flow. Varies speech flow for stylistic effect, e.g. to emphasise a point. Uses appropriate discourse markers and connectors spontaneously.	Comprehension is consistently accurate in nearly all contexts and includes comprehension of linguistic and cultural subtleties.	Interacts with ease in nearly all situations. Is sensitive to verbal and non-verbal cues, and responds to them appropriately.
Extended 5	Pronunciation, stress, rhythm and intonation, though influenced by the first language or regional variation, rarely interfere with ease of understanding.	Basic grammatical structures and sentence patterns are consistently well controlled. Complex structures are attempted but with errors which sometimes interfere with meaning.	Vocabulary range and accuracy are sufficient to communicate effectively on common, concrete, and work-related topics. Paraphrases consistently and successfully. Vocabulary is sometimes idiomatic.	Able to speak at length with relative ease on familiar topics, but may not vary speech flow as a stylistic device. Can make use of appropriate discourse markers or connectors.	Comprehension is accurate on common, concrete, and work-related topics and mostly accurate when the speaker is confronted with a linguistic or situational complication or an unexpected turn of events. Is able to comprehend a range of speech varieties (dialect and/or accent) or registers.	Responses are immediate, appropriate, and informative. Manages the speaker/listener relationship effectively.

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

Level	Pronunciation	Structure	Vocabulary	Fluency	Comprehension	Interactions
Operational 4	Pronunciation, stress, rhythm and intonation are influenced by the first language or regional variation but only sometimes interfere with ease of understanding.	Basic grammatical structures and sentence patterns are used creatively and are usually well controlled. Errors may occur, particularly in unusual or unexpected circumstances, but rarely interfere with meaning.	Vocabulary range and accuracy are usually sufficient to communicate effectively on common, concrete, and work-related topics. Can often paraphrase successfully when lacking vocabulary in unusual or unexpected circumstances.	Produces stretches of language at an appropriate tempo. There may be occasional loss of fluency on transition from rehearsed or formulaic speech to spontaneous interaction, but this does not prevent effective communication. Can make limited use of discourse markers or connectors. Fillers are not distracting.	Comprehension is mostly accurate on common, concrete, and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. When the speaker is confronted with a linguistic or situational complication or an unexpected turn of events, comprehension may be slower or require clarification strategies.	Responses are usually immediate, appropriate, and informative. Initiates and maintains exchanges even when dealing with an unexpected turn of events. Deals adequately with apparent misunderstandings by checking, confirming, or clarifying.



Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

Language proficiency rating scale: pre-operational, elementary and pre-elementary levels.

Level	Pronunciation	Structure	Vocabulary	Fluency	Comprehension	Interactions
Pre-operational 3	Uses a dialect and/or accent intelligible to the aeronautical community.	Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task.				
	Pronunciation, stress, rhythm and intonation are influenced by the first language or regional variation and frequently interfere with ease of understanding.	Basic grammatical structures and sentence patterns associated with predictable situations are not always well controlled. Errors frequently interfere with meaning.	Vocabulary range and accuracy are often sufficient to communicate on common, concrete, or work-related topics but range is limited and the word choice often inappropriate. Is often unable to paraphrase successfully when lacking vocabulary.	Produces stretches of language, but phrasing and pausing are often inappropriate. Hesitations or slowness in language processing may prevent effective communication. Fillers are sometimes distracting.	Comprehension is often accurate on common, concrete, and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. May fail to understand a linguistic or situational complication or an unexpected turn of events.	Responses are sometimes immediate, appropriate, and informative. Can initiate and maintain exchanges with reasonable ease on familiar topics and in predictable situations. Generally inadequate when dealing with an unexpected turn of events.
Elementary 2	Pronunciation, stress, rhythm and intonation are heavily influenced by the first language or regional variation and usually interfere with ease of understanding.	Shows only limited control of a few simple memorised grammatical structures and sentence patterns.	Limited vocabulary range consisting only of isolated words and memorised phrases.	Can produce very short, isolated, memorised utterances with frequent pausing and a distracting use of fillers to search for expressions and to articulate less familiar words.	Comprehension is limited to isolated, memorised phrases when they are carefully and slowly articulated.	Response time is slow, and often inappropriate. Interaction is limited to simple routine exchanges.

Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

Level	Pronunciation	Structure	Vocabulary	Fluency	Comprehension	Interactions
	Uses a dialect and/or accent intelligible to the aeronautical community.	Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task.				
Pre-elementary 1	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.

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Document	BAR 1 Part-ATCO (Air Traffic Control) Licensing & Medical	
Version	1.1	

## **Annex IV - Specifications for the Certificates of Training Organisations**

Certificates of training organisations issued by the Brunei DCA in accordance with this Regulation shall specify:

- (a) the competent authority (Brunei DCA) issuing the certificate;
- (b) the applicant (name and address the type of training and/or services provided which are certified, as applicable);
- (c) a statement of the applicant's conformity with the Requirements defined in Chapter V;
- (d) the date of issue and the period of validity of the certificate.

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