

ICAO LANGUAGE PROFICIENCY REQUIREMENTS IMPLEMENTATION AND MAINTENANCE

RECOMMENDED CHECK-LIST

Note: State –national legal and/or regulatory authority responsible for adoption and implementation of ICAO Standards (Annex 1).

ANSP (Air Navigation Service Provider) –organization or entity responsible for the provision of air traffic services (Annex 11).

AO (Airline Operator) – airline or company responsible for flight operations (Annex 6).

N	ACTIVITY - IMPLEMENTATION	RESPONSIBLE BODY/DATE	REMARKS
1.	Inform ICAO and Contracting States of the implementation status of language proficiency requirements.	States. <i>As soon as possible if not already done.</i>	Publish on the ICAO FSIX website (http://www.icao.int/fsix/).status of LPRI
2.	Publish/update national language proficiency implementation plan for those States that are not compliant.	States. <i>As soon as possible if not already done.</i>	Guidelines for the development of a language proficiency implementation plan (see Note 2)
3.	Publish a list of test(s) accepted by the national supervisory authority on the web site of the respective CAAs	States <i>As soon as possible.</i>	ICAO Doc 9835. See Notes 1 and 3 below.
4.	Obtain certification and/or accreditation of selected and trained personnel involved in testing	States, ANSPs, AOs. Test service providers <i>As soon as possible.</i>	ICAO Doc 9835. See Notes 1 and 3 below. <i>EANPG48 Report Appendix J – Recommended qualifications for raters and Appendix K – Recommended qualifications for interlocutors of tests to meet the ICAO language proficiency requirements</i>
5.	Implement a schedule of regular testing of pilots and controllers.	States, ANSPs, AOs. <i>As soon as possible if not already done</i>	ICAO recommendations: at least every 3 years for a level 4 proficiency and at least every 6 years for a level 5 proficiency.
6.	Implement rater monitoring procedures and regular refresher training for raters and interlocutors.	States, test providers <i>As soon as possible if not already done</i>	To maintain testing standards. Refresher training is recommended annually.
7.	Develop and implement a programme and a schedule of language refresher training to maintain language proficiency	States, ANSPs, AOs. <i>As soon as possible if not already done.</i>	Ensure that at least level 4 is not eroded.
8.	Implement interim measures, based on risk assessment, to deal with pilots and controllers who fail to meet the ICAO language proficiency requirements (Level 4 Operational)	States, ANSPs, AOs. <i>As soon as possible if not already done.</i>	Guidance in ICAO Safety Management Manual (2 nd edition) Doc 9859

N	ACTIVITY - IMPLEMENTATION	RESPONSIBLE BODY/DATE	REMARKS
9.	Raise awareness about the use of standard ICAO phraseology in all situations for which it has been specified or, when necessary, concise and unambiguous plain language, particularly in expert speaker environments.	States, ANSPs, AOs. <i>As soon as possible if not already done.</i>	Applies equally to all languages used in aeronautical communication. Annex 10 vol 2, para. 5.1.1.1 refers NOTE: Radiotelephony privileges are not to be confused with language proficiency.
10	Ensure the participation of at least two raters in the testing process.	States <i>As soon as possible if not already done</i>	To guarantee standardisation and impartiality in the evaluation process. ICAO Doc. 9835 II edition Appendix 1 par. 2.5
11	Refer to www.icao-aelte.org for a list of ICAO endorsed language proficiency tests and information about criteria for compliance	States, ANSPs, AOs. <i>As soon as possible if not already done.</i>	A free-access questionnaire included on this website provides feedback on test compliance with Doc. 9835 (2 nd edition)
12	Update information about national focal points and establish a procedure for information exchange in case of identified anomalies regarding testing procedures	States <i>As soon as possible if not already done</i>	See note 2

Note 1: *ICAO Doc 9835 Second Edition, 2010 – Manual on Implementation of ICAO Language Proficiency Requirements provides guideline material and valuable information on preparing training and testing programmes.*

Note 2: *Guidelines for the development of a language proficiency implementation plan with some recommendations and instructions on how to work out a plan can be found on the ICAO Flight Safety Information Exchange (FSIX) Website at <http://www.icao.int/fsix/>.*

Note 3: *Recommended practices to select (or develop) a language proficiency test to meet the ICAO requirements (ref.: www.paris.icao.int)*