

**Second ICAO Aviation Language Symposium  
7 to 9 May 2007**

**IMPLEMENTATION CHECKLIST**

Dear Symposium Participant,

ICAO has developed a checklist to assist States, Operators and Air Navigation Service Providers in the implementation of Language Proficiency Requirements. This checklist is adapted from an Implementation Plan presented to the European Air Navigation Planning Group in October 2006. It can be adapted to meet the specific needs of each State, Operator or Air Navigation Service Provider.

Symposium Participants may find it particularly useful before, during and after the event.

***Before...***

To develop an inventory of what you have achieved thus far in implementing the Language Proficiency Requirements and what remains to be done.

***During...***

To prompt discussion on particular aspects of the implementation process.

***After...***

To channel resources more effectively and efficiently in implementing the requirements.

<b>Implementation Steps</b>	<b>Status</b>	<b>Actions taken Provide documented evidence</b>	<b>Date to be completed by</b>	<b>Corrective or further action</b>
<b><i>Awareness</i></b>				
Do all pilots, air traffic controllers and aeronautical station operators of my State/ organization have information on the ICAO Language Proficiency Requirements?	Completed In Progress Not applicable			
<b><i>Regulatory Framework</i></b>				
Has my State adopted or incorporated the ICAO language proficiency requirements into national legislation?	Completed In Progress Not applicable			

<b>Implementation Steps</b>	<b>Status</b>	<b>Actions taken Provide documented evidence</b>	<b>Date to be completed by</b>	<b>Corrective or further action</b>
<i>Annex 1, Paras 1.2.9.1 – 1.2.9.7 Annex 6, Part I, Para 3.1.6 Annex 10, Volume II, Paras 5.2.1.6.2.1.1; 5.2.1.2.1 and 5.2.1.2.2; 5.2.1.5.2 – 5.2.1.5.5 Annex 11, Paras 2.27.1 and 2.27.2</i>				
Has my State adopted a regular interval of reassessment of Level 4 and Level 5 licence holders? <i>Annex 1, Para 1.2.9.7</i>	Completed In Progress Not applicable			
Has my State established a procedure for the endorsement of licences for language proficiency? <i>Annex 1, Para 5.1.1.2, XIII</i>	Completed In Progress Not applicable			
<b><i>Coordination</i></b>				
Has my State/Organization appointed a focal point responsible for coordinating the implementation of language proficiency requirements?	Completed In Progress Not applicable			
Has my State/Organization established a plan for the implementation of language proficiency requirements?	Completed In Progress Not applicable			
Are regular progress reports provided in my State/Organization on the implementation of the language proficiency requirements?	Completed In Progress Not applicable			
<b><i>Benchmarking Testing</i></b>				
Has the current language proficiency level of existing licence holders of my State/Organization been assessed in accordance with the ICAO rating scale? <i>Annex 1, Attachment A ICAO Rated Speech Samples CD</i>	Completed In Progress Not applicable			

<b>Implementation Steps</b>	<b>Status</b>	<b>Actions taken Provide documented evidence</b>	<b>Date to be completed by</b>	<b>Corrective or further action</b>
<i>(<a href="http://www.icao.int/anb/fls/AUD001/">http://www.icao.int/anb/fls/AUD001/</a>)</i>				
If not, has a method or a test been identified to assess language proficiency of existing licence holders?	Completed In Progress Not applicable			
Has an English language training plan been established for existing licence holders of my State/Organization to achieve ICAO Level 4? <i>Doc 9835 – Chapter 4</i>	Completed In Progress Not applicable			
If yes, has the English Language Training Plan started?	Completed In Progress Not applicable			
<b><i>Licensing Testing</i></b>				
Has my State/Organization decided to develop its own licensing test? <i>Doc 9835 – Chapter 6</i> <i>Check list on the Development and Implementation of Testing for Language Proficiency Requirement *</i> <i>Task List and Qualifications for Test Development Management, Design And Administration Teams*</i>	Completed In Progress Not applicable			
If no, has my State/Organization selected a licensing test? <i>Doc 9835 – Chapter 6</i> <i>Check list on the Development and Implementation of Testing for Language Proficiency Requirement*</i> <i>Task List and Qualifications for Test Development Management, Design And Administration Teams*</i>	Completed In Progress Not applicable			
Has my State/Organization started to administer licensing tests?	Completed In Progress Not applicable			

<b>Implementation Steps</b>	<b>Status</b>	<b>Actions taken Provide documented evidence</b>	<b>Date to be completed by</b>	<b>Corrective or further action</b>
Has my State/Organization established a quality assurance process for the administration of licensing tests?	Completed In Progress Not applicable			
<b>Resources</b>				
Has my State/Organization identified and secured language training resources? <i>Doc 9835 – Chapters 4 and 8 ICAO Aviation Training Directory</i>	Completed In Progress Not applicable			
Has my State/Organization decided to develop its own licensing test? <i>Check list on the Development and Implementation of Testing for Language Proficiency Requirement* Task List and Qualifications for Test Development Management, Design And Administration Teams*</i>	Completed In Progress Not applicable			
Has my State/Organization identified and secured interlocutor and rater training resources? <i>ICAO Aviation Training Directory</i>	Completed In Progress Not applicable			
<b>Maintenance Programmes</b>				
Has a language training package to maintain language proficiency at level 4 or above been developed?	Completed In Progress Not applicable			

\* This document can be accessed at <http://www.icao.int/anb/fls/AUD001/>