

Manual of Standards for Licensing/ Rating of Air Traffic Control Personnel



**Civil Aviation Authority of Nepal
Third Edition – August, 2015**

Record of amendments and corrigenda

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FOREWORD

This Manual of Standard - for Licensing/ Rating of Air Traffic Control Personnel , third Edition, August 2015 has been issued by the Director General, Civil Aviation Authority of Nepal, using his authority vested in him pursuant to Rule 82 of Civil Aviation Regulation, 2058 B.S.(2002 A.D.) .This Manual of Standards for Licensing/ Rating of Air Traffic Control Personnel contains the standards, requirements and procedures pertaining to the licensing and rating requirements of air traffic control personnel.

The Air Navigation Services Safety Standards Department (ANSSSD) of the Civil Aviation Authority of Nepal administers the licensing and rating of Air Traffic Controllers.

This edition is issued and amended under the authority of Director General of CAAN and incorporates basically:

- Provision of Check ATCO
- suspension and revocation procedure,
- provisions for the appointment of OJTI
- additional terminologies in definition chapter
- necessary amendments including in the provision of student license, OJT period, DCATCO etc.

While developing this manual of standards, ICAO Annex 1, PELR, implementation of ICAO Language Proficiency Requirements (ICAO DOC.9835), Standards of EU and other Civil Aviation documents have been used as the basis. This is a controlled document and is subject to periodic review. Air navigation Services Safety standards Department will maintain this document as complete, accurate and up-dated as possible. Comments and recommendations for revision/amendment action to this publication should be forwarded to the Director of ANS Safety Standards Department.



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Director General
Civil Aviation Authority of Nepal

Amendments to Manual of Standards for Licensing/ Rating of Air Traffic Control Personnel

Amendment	Sources	Subject(s)	Effective Date
1st Edition	Enacted by Civil Aviation Authority of Nepal, pursuant to Rule-82 of Civil Aviation Regulation-2058 (2002)		April 2013
2nd Edition	Amendment to PELR, incorporate latest amendment to ICAO Annex and CARs, amendment to civil aviation regulations-2058	Student air traffic controller license, corrigenda, other provisions relating to licensing and ratings	September 2013
3 rd Edition	ICAO Annex 1, Standards of EU and other civil aviation organizations.	Definition of Student air traffic controller / license, suspension and revocation procedure and other, provisions relating to OJTI & CATCO, DCATCO, OJT period, validity of rating, amendment in syllabus, student license, currency of rating and other licensing and rating provisions.	August 2015
3 rd Edition, 1 st Amendment	Routine Requirement	Skill Assessment, Revalidation, Currency of Rating, Syllabus for L/R	March 2017
3 rd Edition, 2 nd Amendment	Enacted by Civil Aviation Authority of Nepal, pursuant to Rule-32 and 38 of Civil Aviation Regulation-2058 (2002) and PELR, 2009.	Student Air Traffic Certificate, Validity of Rating, Medical Statement Form	February 2018

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1. DEFINITIONS

Accredited medical conclusion: The conclusion reached by one or more medical experts acceptable to the Licensing Authority for the purposes of the case concerned, in consultation with flight operations or other experts as necessary.

Aerodrome Control Service: Air Traffic Control Service for aerodrome traffic.

AIP: A publication issued by or with the authority of a state and containing aeronautical information of a lasting character essential to air navigation.

Air Traffic Controller License: A document that identifies a person as a qualified air traffic controller and contains personal, medical and professional qualifications including details of ratings, endorsements and current competence/validity.

Air Traffic Control Service: A service provided for the purpose of:

- a) Preventing collisions:
 - i) between aircraft, and
 - ii) on the maneuvering area between aircraft and obstructions; and
- b) Expediting and maintaining an orderly flow of air traffic.

Air Traffic Service: A generic term meaning variously flight information service, alerting service, air traffic advisory service, air traffic control service (area control service, approach control service or aerodrome control service).

Air Traffic: All aircraft in flight or operating on the maneuvering area of an aerodrome.

Approach Control Service: Air Traffic Control Service for arriving or departing controlled flights.

Check Air Traffic Control Officer (CATCO): An ATCO duly authorized by the licensing authority for the assessment of ATCOs for the purpose of issue, renewal and revalidation of ATC license or rating.

Civil Aviation Medical Assessor (CAMA): A physician, appointed by the Licensing Authority, qualified and experienced in the practice of aviation medicine and competent in evaluating and assessing medical conditions of flight safety significance.

Note 1.—CAMA evaluates medical reports submitted to the Licensing Authority by medical examiners. Note 2.—CAMA are expected to maintain the currency of their professional knowledge.

Competence: A combination of skills, knowledge, experience and attitudes required to provide the air traffic control services stated in an air traffic controller's license to the prescribed standard.

Decrease in Medical Fitness: It is a state or period when there is diminished medical fitness that may be attributable to illness, injuries, drugs or physical, Physiological or mental stresses or finding outside the prescribed normal ranges, which lasts usually for certain period of time and temporary nature.

Designated Check ATCO (DCATCO): An ATCO from ANSP duly designated by the licensing authority for the assessment of ATCOs for the purpose of issue, renewal and revalidation of ATC rating.

Designated Medical Examiner (DME): A physician with training in aviation medicine and practical knowledge and experience of the aviation environment who is designated by the licensing authority to conduct medical examinations of fitness of applicants for licences or rating for which medical requirements are prescribed.

Endorsement: An entry in an ATC license indicating the air traffic control Unit and the operational positions or sectors at which a controller may exercise the privileges of the valid rating or ratings included in the ATC license.

Flight Information Service: A service provided for the purpose of giving advice and information useful for the safe and efficient conduct of flights.

Human Performance: Human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations

Licensing Authority: The Director General of Civil Aviation Authority of Nepal is the licensing authority responsible for licensing/ rating of ATC personnel.

Medical Assessment: It means the evidence issued by licensing authority that the holder meets specific requirements of medical fitness. It is issued following an evaluation by the licensing authority of the reports submitted by the authorized medical examiners who conducted the examination of the applicant for the license.

On-the-Job-Training (OJT): The integration in practice of previously acquired job-related routines and skills under the supervision of a qualified On-the-Job-Training instructor in a live traffic situation.

On-the-Job-Training Instructor (OJTI): A rated ATCO, with an OJTI endorsement on ATC license authorized to supervise and conduct on the job training of ATCOs.

Psychoactive substances: Alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psycho stimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded.

Rated Air Traffic Controller: An Air Traffic Controller holding a license and valid rating appropriate to the privileges to be exercised.

Rating: An authorization entered on or associated with a license and forming part thereof, stating special conditions, privileges or limitations pertaining to such license.

Student Air Traffic Controller: Selected individuals who have successfully completed basic ATS training from ATC – Approved Training Organization to enable them to obtain qualifications prior to commencement of Unit training.

Student Air Traffic Controller Certificate: A certificate issued to a student air traffic controller after successful completion of certificate examination to permit the holder to commence OJT in the “live” air traffic control environment under the supervision of OJTI.

Valid ATC License: An ATC license, recognized by the Licensing Authority, permitting a controller to exercise the privileges of the valid ratings included in that license, at the places and operational positions or sectors for which the ratings are endorsed.

Valid Rating: A rating permitting a controller to exercise the privileges of the rating in accordance with the endorsements included in the ATC license.

2. ABBREVIATIONS

AIP	Aeronautical Information publication
ANSP	Air Navigation Service Provider
ANSSSD	Air Navigation Services Safety Standards Department
ATC	Air Traffic Control
ATCO	Air Traffic Controller
ATS	Air Traffic Services
CAAN	Civil Aviation Authority of Nepal
CAME	Civil Aviation Medical Examiner
CAR	Civil Aviation Requirements
CATCO	Check Air Traffic Control Officer
DCATCO	Designated Check Air Traffic Control Officer
DME	Designated Medical Examiner
ICAO	International Civil Aviation Organization
OJT	On-The –Job Training
OJTI	On-The-Job Training Instructor
PELR	Personnel Licensing Requirements

3.INTRODUCTION

3.1 General Provisions

- 3.1.1.** This Manual of Standards for Licensing/ Rating of Air Traffic Control Personnel contains the standards, requirements and procedures pertaining to the certification/ licensing and rating requirements of air traffic control personnel. In this Manual, the term service provider refers to the air navigation service provider (ANSP).
- 3.1.2.** This Manual is mainly based on compliance with ICAO Annex 1 and PELR.
- 3.1.3.** The service provider shall adhere to the provisions of this manual.
- 3.1.4.** When the service provider is not able to comply with any standards specified or referenced in this manual, the service provider shall apply to DG CA for exemption or deviation from the relevant standards. Applications shall be supported in writing with the reasons for such exemption or deviation including any safety assessment of other studies undertaken.
- 3.1.5.** Any exemption or deviation granted to the service provider shall also be recorded in the appropriate service provider's operations manual. These manuals shall also contain the details of the exemption or deviation, such as the reason that the exemption or deviation was requested and any resultant limitations or conditions imposed.
- 3.1.6.** No person shall work as an air traffic controller unless s/he holds a valid student air traffic controller certificate or air traffic controller license as prescribed by CAAN. However, under special circumstances, DGCA may authorize an un-licensed person having necessary training and qualifications to provide air traffic services under the supervision of a rated controller for a maximum period of one year.

3.2. General rules concerning licenses

3.2.1. Student air traffic controller certificate

- 3.2.1.1.** A student air traffic controller certificate shall be issued in accordance with this manual.
- 3.2.1.2.** To ensure that the student air traffic controller do not constitute hazard to air navigation, they shall only work under the supervision of a rated controller.
- 3.2.1.3.** All air traffic controllers shall be in possession of a valid student air traffic controller certificate before receiving instruction in an operational environment.
- 3.2.1.4.** Student air traffic controller certificate shall not be issued unless the applicant fulfills the requirements mentioned in para 3.2.3, 3.2.9 and 4.1.1

3.2.2. Air traffic controller license

- 3.2.2.1. An air traffic controller license shall be issued in accordance with the requirements of PELR and this manual.
- 3.2.2.2. All rated air traffic controllers shall be in possession of a valid air traffic controller license before they can provide any air traffic service.
- 3.2.2.3. ATC license shall not be issued unless the applicant fulfills the requirements mentioned in para 3.2.3, 3.2.9 and 4.1.1

3.2.3. Medical fitness

- 3.2.3.1. The applicant for an air traffic controller license and student air traffic controller certificate shall hold a valid Class 3 medical assessment issued in accordance with the provisions contained in Section 6.1 of this manual.

3.2.4. Privileges of the holder of a certificate/license

- 3.2.4.1. Subject to the validity of certificate, a student air traffic controller certificate, authorizes the holder to work in a particular ATS system/unit under the direct supervision of a rated controller on that particular ATS unit and is qualified to commence On-the-Job Training in the rating discipline(s) in which he has successfully completed initial training.
- 3.2.4.2. Subject to the validity of license an air traffic control license authorizes the holder to exercise the privileges of any current air traffic controller ratings or validations held.
- 3.2.4.3. The certificate/license shall be retained by the person to whom it has been issued and be available for presentation on demand whenever the privileges of the certificate/license are being exercised.

3.2.5. Roles and responsibilities

- 3.2.5.1. An air traffic controller license holder who provides an air traffic control service shall be responsible for ensuring s/he;
- a) is competent to provide the air traffic control services for which he/she holds valid rating(s);
 - b) complies with the requirements for maintaining currency;
 - c) is not fatigued to an extent that may endanger the safety of aircraft to which he/she is providing an air traffic control service;
 - d) complies with any conditions associated with the medical certificate;

3.2.6. Validity of certificate/license

3.2.6.1. The student air traffic control certificate shall have a validity of 24 months from the date of issue..
Note: The student phase ends with the issue of an air traffic controller license and its associated rating.

3.2.6.2. The validity of the air traffic controller license shall coincide with the validity of the medical certification, unless otherwise stated.

3.2.6.3. An air traffic controller shall not be authorized to exercise the privileges of any rating if the period of validity of his license has expired.

3.2.6.4. The maintenance of the currency of the license/certificate shall be the responsibility of the certificate/license holder.

3.2.7. Decrease in medical fitness

3.2.7.1. The holders of a student air traffic control certificate and an air traffic controller license shall not exercise the privileges of their certificate licenses and related ratings at any time when they are aware of any decrease in their medical fitness which might render them unable to safely and properly exercise these privileges.

3.2.8. Use of psychoactive substances

3.2.8.1 The holders of student air traffic control certificate and an air traffic controller license shall not exercise the privileges of their licenses/certificates and related ratings while under the influence of any psychoactive substance which might render them unable to safely and properly exercise these privileges.

3.2.8.2. The holders of student air traffic control certificate and an air traffic controller license shall not engage in a problematic use of substances.

3.2.8.3 CAAN Advisory circular for blood alcohol testing issue number 001, issued by Flight Safety Standard Department shall be followed as a detail guidance while conducting blood alcohol test.

3.2.9. Language proficiency

3.2.9.1. Air traffic controllers shall demonstrate the ability to speak and understand the language used for radiotelephony communications to the level specified in the language proficiency requirements in Appendix C of this Manual (more detail in Implementation of ICAO Language Proficiency Requirements (ICAO DOC.9835)

3.2.9.2. The Operational Level -Level 4 is the minimum required proficiency level for radiotelephony communication.

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- 3.2.9.3. The language proficiency of air traffic controllers who demonstrate proficiency below the Expert Level (Level 6) shall be formally evaluated at intervals in accordance with an individual's demonstrated proficiency level, as follows:
- a) Those demonstrating language proficiency at the Operational Level (Level 4) shall be evaluated at least once every three years; and
 - b) Those demonstrating language proficiency at the Extended Level (Level 5) shall be evaluated at least once every six years.
- 3.2.9.10 Air Navigation Service Providers shall develop a "English for Aviation Language" training/test programme within the organization to satisfy CAAN requirement.
- 3.2.10 Decrease in language proficiency**
- The holders of a student air traffic control certificate and an air traffic controller license shall not exercise the privileges of their licenses and related ratings at any time when they are aware of any decrease in their proficiency level as specified in 3.2.9.2

4. REQUIREMENTS FOR THE ISSUANCE OF CERTIFICATE/LICENSE RATINGS

4.1. Student air traffic controller certificate

4.1.1. Requirements for the issue of the certificate

4.1.1.1. To be eligible for a student air traffic controller certificate, a person shall:

a) Age:

Be at least 21 years of age,

b). Qualification:

Have an education qualification similar to the basic entry qualification of an ATS personnel at 7th level as mentioned in CAAN employee's facility, service and condition regulations – 2056 (with latest amendment),

c). Training:

Have completed and passed an approved training course from an approved training organization.

d).Medical:

Hold a current Class 3 Medical Assessment as per para 3.2.3.

e) Language

The applicant shall meet the language proficiency as per para 3.2.9.

f). Knowledge:

Have demonstrated a level of knowledge appropriate to the holder of a student air traffic controller certificate, in at least the following subjects:

- i) **Air law:** Rules and regulations relevant to the air traffic controller;
- ii) **Air traffic control equipment:** Principles, use and limitations of equipment used in air traffic control;
- iii) **General knowledge:** Principles of flight; principles of operation and functioning of aircraft, power plants and systems; aircraft performances relevant to air traffic control operations;
- iv) **Human performance:** Human performance including principles of threat and error management;
- v) **Meteorology:** Aeronautical meteorology; use and appreciation of meteorological documentation and information; origin and characteristics of weather phenomena affecting flight operations and safety; altimetry
- vi) **Navigation:** Principles of air navigation; principle, limitation and accuracy of navigation systems and visual aids;

vii) Operational procedures: Air traffic control, communication, radiotelephony and phraseology procedures (routine, non-routine and emergency); use of the relevant aeronautical documentation; safety practices associated with flight.

4.1.1.2. Application for student air traffic controller certificate:

The applicant shall apply to licensing and rating division, ANSSD in written for acquiring student air traffic controller certificate with the following documents,

- a. Duly completed and signed application form (Attachment E)
- b. Copy of class III medical assessment certificate
- c. Copy of language proficiency certificate
- d. Copy of basic training certificate
- e. Copy of academic qualification as per 4.1.1.1 (b)
- f. Two color photographs
- g. Fee voucher if applicable

4.1.1.3. Upon receiving the application, the licensing and rating division shall examine all the documentation and if satisfied forward to the Director ANSSD for further processing.

4.1.1.4. Certificate will only be issued to the applicant after the applicant successfully passes the certificate examination, then only he/she will be eligible for unit training as required by MATS Nepal.

4.1.2. Certificate Examinations

4.1.2.1. A written test shall be conducted for the purpose of evaluating personnel qualification requirements for student air traffic controller certificate. Detail of the test and syllabus is on Appendix-A.

4.1.2.2. Failure to obtain at least 70% marks in the written exam shall necessitate supplementary written examination. The supplementary examination shall not be conducted within 15 days of the first examination.

4.1.2.3. If a person fails on supplementary written examination, the application shall be forwarded to flight operation director/ airport chief who shall be responsible for deciding if further training should be granted prior to conducting a further written examination.

4.1.2.4. The written examination shall be a closed book examination and the validity of Written examination shall be of two years.

4.1.2.5. The validity of student ATC certificate will be of 24 months

4.1.3. Signature required

- 4.1.3.1. A student air traffic controller certificate shall be signed by the successful applicant upon the grant, or replacement of the certificate in the presence of an authorized officer from the ANSSSD.

4.1.4. Issue of duplicate student air traffic controller certificate

- 4.1.4.1. When a student air traffic controller certificate has been lost or defaced before its expiry, the holder of the certificate may apply to licensing & rating division, ANSSD for the issue of a duplicate certificate.
- 4.1.4.2. Licensing & rating division shall forward the application to the Director ANSSSD for further processing.
- 4.1.4.3. An annotation will be stamped on first page on the duplicate certificate issued as under "DUPLICATE"

4.1.5. Revocation and suspension of a student air traffic controller certificate

- 4.1.5.1. A student air traffic controller certificate may be provisionally suspended pending an investigation into the case.
- 4.1.5.2. On sufficient ground being shown after due inquiry, a student air traffic controller certificate may be revoked or suspended. In such cases, the holder of the certificate shall surrender it immediately to the ANSSSD.

4.1.6. Disciplinary action

- 4.1.6.1. A person found guilty of having intentionally mutilating, altering or misplacing a certificate is guilty of an offence under the civil aviation regulations, and is liable for a disciplinary action under the regulations.

4.2. Requirements for Air Traffic Controller License**4.2.1. General eligibility requirements for the issue of the license****a) Age:**

Be at least 21 years of age,

b) Qualification:

Have an education qualification similar to the basic entry qualification of an ATS personnel at 7th level as mentioned in CAAN employee's facility, service and condition regulations – 2056 (with latest amendment),

c) Training:

Have completed and passed an approved training course from an approved training organization.

d) Medical:

Hold a current Class 3 Medical Assessment as mentioned in para 3.2.3

e) Language

The applicant shall meet the language proficiency as per para 3.2.9.

f) Knowledge:

Have demonstrated a level of knowledge appropriate to the holder of a student air traffic controller license, in at least the following subjects:

- i) **Air law:** Rules and regulations relevant to the air traffic controller;
- ii) **Air traffic control equipment:** Principles, use and limitations of equipment used in air traffic control;
- iii) **General knowledge:** Principles of flight; principles of operation and functioning of aircraft, power plants and systems; aircraft performances relevant to air traffic control operations;
- iv) **Human performance:** Human performance including principles of threat and error management;
- v) **Meteorology:** Aeronautical meteorology; use and appreciation of meteorological documentation and information; origin and characteristics of weather phenomena affecting flight operations and safety; altimetry
- vi) **Navigation:** Principles of air navigation; principle, limitation and accuracy of navigation systems and visual aids;
- vii) **Operational procedures:** Air traffic control, communication, radiotelephony and phraseology procedures (routine, non-routine and emergency); use of the relevant aeronautical documentation; safety practices associated with flight.

g) Experience: shall have experience and assessment requirements for at least one air traffic controller rating set out in 4.3.

4.2.2. Issue of air traffic controller license

The applicant meeting the requirements mentioned in para 4.2.1 shall apply to, Licensing and Rating Division, ANS Safety Standards Department in written for acquiring air traffic controller license with the following documents,

- a. Duly completed and signed application form (Attachment E)
- b. Copy of class III medical assessment certificate
- c. Copy of language proficiency certificate
- d. Copy of basic training certificate
- e. Copy of academic qualification as per 4.2.1.1 (b)
- f. Report of OJTI

- g. Two color photographs
- h. Fee voucher, if applicable

4.2.2.2. Upon receiving the application, the licensing and rating division shall examine all the documentation and if satisfied, forward to the Director ANSSSD for further processing.

4.2.2.3. License shall be issued to the applicant after the applicant successfully passes the licensing examination as mentioned in 4.2.3 and relevant rating assessment as mentioned in 4.3.7

4.2.2.4. An air traffic controller license shall be signed by the successful applicant upon issuance, or replacement of the license in the presence of an authorized officer from the ANSSSD.

4.2.3. Licensing Examinations

4.2.3.1. An applicant shall undergo theory written test for the purpose of evaluating personnel qualification requirements for ATC License. Detail of the test and syllabus is on Appendix-A.

4.2.3.2. Failure to obtain at least 80% marks in the written exam shall necessitate supplementary written examination. The supplementary examination shall not be conducted within 15 days of the first examination.

4.2.3.3. If a person fails on supplementary written examination, the application shall be forwarded to flight operation director/ airport chief who shall be responsible for deciding if further training should be granted prior to conducting a further written examination.

4.2.3.4. The written examination shall be a closed book and the validity of Written examination shall be of two years.

4.2.4. Validity and renewal of an air traffic controller license

4.2.4.1. An air traffic controller license: shall be valid from the date of medical examination for the period of not greater than:(1.2.5.2 annex 1)

- a) 48 months, if the applicant is below 40 years of age on that date;
- b) 24 months, if the applicant is 40 years of age or more but less than 50 years of age on that date; or
- c) 12 months from, if the applicant is 50 years of age or more on that date.

Note 1 : -When calculated in according with 4.2.4.1 and its sub paragraphs, the period of validity will, for the last month counted, include the day that has the same calendar number as the date of the medical examination or, if that month has no day with that number, the last day of the month.

Note-2:-The period of validity listed above are based on the age of the applicant at the time of undergoing the medical examination.

4.2.4.1.1. The period of validity of the Medical assessment may be reduced when clinically indicated as per PELR, 2009.

4.2.4.2. The maintenance of currency of an air traffic controller license shall be the responsibility of the license holder.

4.2.4.3. An air traffic controller shall apply to the Licensing and Rating Division, ANSSD in written for the renewal of the license with the following documents 30 days before the expiry of his/her license,

- a. Duly completed and signed application form (Attachment E)
- b. Copy of class III medical assessment certificate
- c. Fee voucher, if applicable

4.2.4.4. Upon received of duly completed application, CATCO of ANSSSD shall examine the documentation and if satisfied shall issue/ renew the license.

4.2.5. Issue of duplicate air traffic controller license.

4.2.5.1 In case the license is lost, mutilated, defaced and unusable, and the applicant wishes to get a new issued, the applicant shall submit an application along with the necessary fee voucher.

4.2.5.2 Licensing & rating division shall forward the application to the Director ANSSSD for further processing.

4.2.5.3 An annotation will be stamped on the first page on the duplicate license/certificate issued, as under: "**DUPLICATE**"

4.2.6 Re-Issue of air traffic controller license

When the license of an air traffic controller expires, an applicant shall meet all of the licensing requirements and license shall be re-issued with new license number.

4.2.7. Revocation and suspension of an air traffic controller license

4.2.7.1. An Air traffic controller license may be provisionally suspended pending an investigation into the case.

4.2.7.2. On sufficient ground being shown after due inquiry, an air traffic controller license may be revoked or suspended. In such cases, the holder of the air traffic controller license shall surrender it immediately to the ANSSSD.

4.2.7.3 In case of license holder does not meet the minimum language proficiency requirement 3.2.9.2 , license shall be provisionally suspended and holder shall be given opportunity to fulfill the requirement within 180 days from the date of test result after which initial licensing procedure will be treated.

Note : The detail procedure for Revocation and suspension of an air traffic controller license is mentioned in flow chart attached herewith in Appendix H

4.2.8. Disciplinary action

4.2.8.1. A person found guilty of having intentionally mutilating, altering or misplacing a license is guilty of an offence under the civil aviation regulations, and is liable for a disciplinary action under the regulations

4.3. Air Traffic Control Ratings

4.3.1. Categories of air traffic controller ratings

4.3.1.1. Air traffic controller ratings shall comprise the following categories:

- a. Aerodrome control rating (ADC);
- b. Approach control procedural rating (APP);
- c. Approach control surveillance rating (APP-S); and
- d. Area control rating (ACC).
- e. Area control surveillance rating (ACC-S).

4.3.2. Requirements for air traffic controller ratings

4.3.2.1. **Knowledge** -The applicant shall have demonstrated a level of knowledge appropriate to the privilege granted, in at least the following subjects, in so far as they affect the area of responsibility.

a. Aerodrome control rating

- i. Aerodrome layout: physical characteristic and visual aids.
- ii. Airspace structure.
- iii. Applicable rules, procedures and source of information.
- iv. Air navigation facilities.
- v. Air traffic control equipment and its use
- vi. Terrain and prominent landmarks.
- vii. Characteristics of air traffic.
- viii. weather phenomena; and

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- ix. Emergency and search and rescue plans.

- b. Approach control procedural and area control procedural ratings**

- i. Airspace structure.
- ii. Applicable rules, procedures and source of information.
- iii. Air navigation facilities.
- iv. Air traffic control equipment and its use.
- v. Terrain and prominent landmarks.
- vi. Characteristics of air traffic and traffic flow.
- vii. Weather phenomena; and
- viii. Emergency and search and rescue plans; and

- c. Approach control surveillance and area control surveillance ratings** -The applicant shall meet the requirements specified in 4.3.2.1 b) in so far they affect the area of responsibility, and shall have demonstrated a level of knowledge appropriate to the privileges granted, in at least the following additional subjects.

- i. Principles, use and limitations of applicable ATS surveillance systems and associated equipment; and
- ii. Procedures for the provision of ATS surveillance service, as appropriate, including procedures to ensure appropriate terrain clearance. (re write as per annex 1 para 4.5.2.1 c)

4.3.2.2. **Experience**

4.3.2.2.1. The applicant shall have

- a) satisfactorily completed an approved training course;
- b) provided, satisfactorily, under the supervision of an appropriately rated air traffic controller / on job training instructor (OJTI):

- 1. Aerodrome control rating:** an aerodrome control service for a period of not less than 90 hours or one month, whichever is greater, at the unit for which the rating is sought.
- 2. Approach control procedural, approach control surveillance, area control procedural or area control surveillance rating** - For a period of not less than 180 hours or three months, whichever is greater, at the unit for which the rating is sought;
- c.** Whatsoever written in 4.3.2.2.1(b), if approach control procedural and approach control surveillance or area control procedural and area control surveillance are provided from the same unit, total OJT period shall not be less than 180 hours or three months, whichever is greater

- d. For the approach control procedural rating or area control procedural rating, additional 10 hours simulation training shall be conducted before recommendation by OJTI.

Note : 10 hours simulation required for the airports wherever approach control procedural and surveillance or area control procedural and surveillance are provided by the same unit.

- 4.3.2.2.2. The on-the-job training of applicants for issue of license or rating shall commence with intimation to the licensing and rating division.
- 4.3.2.2.3. The completion of the on job training of an applicant shall be certified by the OJT instructor on the prescribed OJT form and report shall be submitted to licensing and rating division.
- 4.3.2.2.4. The experience specified in 4.3.2.2.1(a) and (b) shall have been completed within the 6 months period immediately preceding application.
- 4.3.2.2.5. When an applicant holds the valid rating of same position of another airport, the licensing authority may reduce the experience requirement mentioned in para 4.3.2.2.1. (a) & (b) up to :

- a) For aerodrome control rating: 45 hours or 15 days whichever is greater
- b) For approach control procedural rating: 90 hours or 1 month whichever is greater

However, this provision does not apply for rating of any positions at TIA.

- 4.3.2.2.6. The issuance of an approach/area control surveillance rating shall require the controller to be current in approach/area control procedural rating. The controller shall maintain currency in approach control procedural rating .proficiency check will be carried out at least once in every 24 months on approved simulator either at training organization or at the facility(airport) .

- 4.3.2.3. **Application for rating** – The applicant who fulfills all the requirements for obtaining a rating shall apply to licensing and rating division, ANSSD in written with the following documents,

- a. Duly completed and signed application form (Attachment E)
- b. Original copy of valid license, if applicable
- c. Copy of language proficiency certificate
- d. Training report from OJTI,
- e. Fee voucher,

- 4.3.2.4. Upon receiving the application, the licensing and rating division shall examine all the documentation and if satisfied, forward to the Director for further processing

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- 4.3.2.5. Privileges of the holder of the air traffic controller rating (s) and the conditions to be observed in exercising such privileges
- 4.3.2.5.1 Subject to compliance with the requirements specified in 3.2.7 ,3.2.8.1 ,3.2.9 , 4.2.4.1 and 4.2.4.1.1 the privileges of the holder of an air traffic controller license endorsed with one or more of the under mentioned ratings shall be:
- a. **Aerodrome control rating:** to provide or to supervise the provision of aerodrome control service for the aerodrome for which the license holder is rated;
 - b. **Approach control procedural rating:** to provide or to supervise the provision of approach control service for the aerodrome or aerodromes for which the license holder is rated ,within the airspace or portion thereof, under the jurisdiction of the unit providing approach control service;
 - c. **Approach control surveillance rating:** to provide and/or supervise the provision of approach control service with the use of applicable ATS surveillance systems for the aerodrome or aerodromes for which the license holder is rated within the airspace or portion thereof, under the jurisdiction of the unit providing approach control service
 - d. **Area control procedural rating:** to provide and/or supervise the provision of area control service within the control area or portion thereof, for which the license holder is rated; and
 - e. **Area control surveillance rating:** to provide and/or supervise the provision of area control service with the use of an ATS surveillance system, within the control area or portion thereof, for which the license holder is rated.
- 4.3.2.5.2 Before exercising the privileges indicated in paragraph 4.3.2.5.1, the license holder shall be familiar with all pertinent and current information.
- 4.3.2.5.3. Air traffic controllers shall not exercise the privileges of license or rating at an ATS unit/airport unless s/he holds a valid license and rating for the ATS unit/airport; and a valid medical assessment.
- 4.3.2.5.4. An air traffic controller shall not be authorized to exercise the privileges of any rating unless he maintains competency and meets the requirements for currency of rating as per paragraph 4.3.4
- 4.3.2.5.5. Each airport shall require an air traffic controller having valid rating of appropriate positions of the same airport. Air traffic controller license shall reflect both the initial issue of a rating; and the subsequent record of the ratings held at different airport.
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4.3.3. Validity of ratings

A rating shall remain invalid when an air traffic controller has ceased to exercise the privilege of rating for a period of 180 days. A rating shall remain invalid until revalidated through the skill assessment by CATCO/DCATCO.

4.3.4. Currency of Rating

4.3.4.1 The rating of a position is valid, if there is ,

- a) a skill check in last 24 months and,
- b) a minimum of 3 hours for each rating position (ADC, APCH CONTROL, ACC) within 180 days.

Note: If air traffic control services are provided from the same position/unit, the holder has to work 3 hrs. only .

4.3.4.2 The maintenance of currency of an air traffic controller rating shall be the responsibility of the license holder.

4.3.5. Revalidation of ratings

4.3.5.1. When a rating of an air traffic controller is in-valid, s/he shall apply to the licensing and rating division, ANSSSD in written for the revalidation of the rating with the following documents:

- a. Duly completed and signed application form (Attachment F)
- b. Original copy of valid license
- c. Copy of language proficiency certificate

- d. Training report from OJTI, if applicable
- e. Fee voucher, if applicable

4.3.5.2 The holder of an expired rating shall meet the following requirements as under;

- a. Less than six months (when possessing valid license)- If all renewable requirements have been met prior to the date of expiry, there shall be skill assessment by DCATCO.
- b. Upto two years (when possessing valid license)
 - i. pass an oral test by DCATCO
 - ii. shall undergo OJT period of 40 hours for ADC, 60 hours for ACC/ACC-S , 90 hours for APP/APP-S
 - iii. shall pass skill test conducted by CATCO/DCATCO
- c. More than two years (when possessing valid license) -Same as in initial process except license exam.
- d. More than four years/invalid license -The applicant shall meet all the requirements (except the basic ATC course) for initial issue of an ATC license.

4.3.6. Renewal of rating

4.3.6.1. An air traffic controller shall apply to the licensing and rating division in written for the renewal of the rating with the following documents 30 days before the expiry of concerned rating:

- a. Duly completed and signed application form (Attachment F)
- b. Original copy of valid license
- c. Fee voucher, if applicable

4.3.6.2 Rating shall be expired if not renewed within the period of 2 years of issuance of such rating.

4.3.7. Rating examinations

4.3.7.1. Rating examination is divided in two parts.

- a. written knowledge test
- b. Skill Assessment

4.3.7.2. **Written knowledge test –**

- a. A theory written test shall be conducted for the purpose of evaluating personnel qualification requirements for ATC rating for any particular area. Detail of the test and syllabus is on Appendix-A

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- b. Failure to obtain at least 80% marks in the written exam shall necessitate supplementary written examination. The supplementary examination shall not be conducted within 15 days of the first examination
 - c. The applicant of rating who failed on supplementary written examination shall be forwarded to flight operation director/ airport chief who shall be responsible for deciding if further training should be granted prior to conducting a further written examination.
 - d. The written examination shall be a closed book examination.
Note -Written exam will only be conducted for the initial rating of a particular position.

4.3.7.3. **Skill Assessment**

- a) The applicant shall have demonstrated, at a level appropriate to the privileges being granted, the skill, judgment and performance required to provide a safe, orderly, and expeditious control service.
- b) Skill objectives are to be met by the assessment process in a live traffic environment. Individual achievements against these objectives must be determined by CATCO/DCATCO.
- c) The skill assessment shall be conducted normally in morning, day and night shift.. The length of assessment shall be determined by CATCO/DCATCO after an evaluation of traffic density, the performance of the individual and any other any other significant factors.
- i. The skill assessment for Approach/Area control SURVEILLANCE shall be carried out in accordance with skill assessment report form (Appendix-B2) and minimum pass mark shall be 80% in each subject.
- ii. The skill assessment for other positions (ADC, APP, and ACC) shall be carried out in accordance with skill assessment report form (Appendix-B1) and the minimum required level of knowledge or performance level is 4 in each headings. Level of knowledge or performance denotes the following:
 - Level 1 - denotes "poor knowledge."
 - Level 2 - denotes "knowledge lacks details."
 - Level 3 - denotes " basic knowledge "
 - Level 4- denotes "a thorough knowledge of the subject and the accuracy to apply it with speed and accuracy."

Level 5 - denotes "extensive knowledge of the subject and the ability to apply procedures derived from it with judgment in the light of circumstances."

- d) Failure to achieve the minimum required level of knowledge or performance level 4 in each heading of the assessment checklist (Appendix B1) during skill check shall necessitate supplementary skill check which shall be conducted not earlier than 7 days of the previous check. The period may be reduced at the discretion of DCATCO/CATCO. During this period, the controller shall work under the supervision of OJTI.
- e) The controller who failed on supplementary skill check shall be considered as not competent to use the privilege of license and rating. . This situation will be informed to flight operation director/ airport chief as soon as possible and shall be followed by written notification.
- f) Before conducting the skill assessment, CATCO/DCATCO shall ensure that the candidate has:
 - i. passed written examination.
 - ii. a valid medical certificate.

4.3.7.4. An applicant is required to qualify papers ATC-SC/ATC-L and at least one of ATC-1, ATC-2, ATC-3 or ATC-4 to qualify for a skill assessment.

4.3.7.5. Oral test for the practical aspects of ATC ratings shall be a part of the skill test confined to ATC-1, ATC-2, ATC-3 and ATC-4 subjects..

5. EXPERIENCE AND QUALIFICATION OF ON-THE-JOB TRAINING INSTRUCTORS AND CHECK ATCO

5.1. On-the-job training instructor (OJTI) and Check ATCO (CATCO)

5.1.1 Introduction

5.1.1.1. Civil Aviation Regulation-2058 requires air traffic controllers working in an operational environment to be authorized by the DGCA. Such controllers shall meet the prescribed requirements issued by the DGCA before they can be allowed to discharge their responsibilities. The objective is to ensure that OJT air traffic controllers at the operational air traffic control units receive proper on-the-job training under the supervision of suitably qualified air traffic controllers (OJTI).

5.1.1.2. In addition, air traffic controllers shall demonstrate continued competence in their duties to the desired standards as part of the licensing requirements in order to exercise the privileges of their ratings. This responsibility, to ensure air traffic controllers continue to meet the licensing requirements through evaluations and proficiency checks, has been delegated to the ANSSSD by the DGCA. The DGCA will have to be satisfied with the conduct of such proficiency checks and evaluations by the ANSSSD and ensure that these checks and evaluations are carried out by check air traffic controllers (CATCO). Therefore, air traffic controllers involved in proficiency checks and evaluations shall meet prescribed requirements specifically authorized by DGCA.

5.1.2. Job description, minimum experience and qualification of OJTI &CATCO

5.1.2.1. Air traffic controllers carrying out instruction in an operational environment are known as on-the-job training instructors (OJTIs), and air traffic controllers involved in the conduct of evaluations and proficiency checks are known as Check air traffic controller (CATCO). Such controllers shall meet the prescribed minimum experience and qualification requirements before they can be authorized to carry out their respective duties.

5.1.3. On-The-Job Training Instructor (OJTI)

5.1.3.1 On-The-Job Training Instructor (OJTI) endorsement

- a) ANSP shall recommend air traffic controllers having qualification as per para 5.1.3.4 as an OJTI to ANSSD and ANSSD shall assess the prescribed requirements and may endorse OJTI in holder's license.
- b) If the airport has rated air traffic controller but has no OJTI, DGCA may exempt the experience requirements mentioned in para 5.1.3.4 (a) and assessment period as mentioned in (d) and may designate that rated air traffic controller as OJTI till completion of rating, but not later than six months..
- c) If none of the conditions as mentioned above in a) and b) can be met, to put forward initial license and rating process, *DGCA* may assign duty to CATCO/s to conduct necessary training to the on-the-job-trainee/s.

Initial license and rating process will be initiated based on recommendation from airport chief stating that he/she has fulfilled the requirements of para 4.3.2.2.and training report of CATCO.

5.1.3.2. Duties and Responsibilities of OJTI

- a) OJTI shall prepare and implement detail training plan for each trainee air traffic controller as mention in MATS..
- b) OJTI shall prepare ATC OJT report in the attached form (Attachment -F) and submit to the Licensing/ rating Division.
- c) Essentially, the OJTI is responsible:
 - i. for the safety of the air traffic control service that the trainee air traffic controller is providing under his/her supervision;
 - ii. to ensure that trainee air traffic controllers are competent in the use of new standards, procedures, techniques, facilities and equipment identified as essential to task performance;
 - iii. to identify any deficiencies in knowledge or skill and recommending remedial training;
 - iv. to recommend trainee air traffic controllers as being at an appropriate level of competence where they should be successful at a rating or validation assessment;
 - v. to supervise air traffic controllers who have had their rating(s) suspended; and to review, monitor and propose changes to the training.

5.1.3.4. Minimum requirements for an OJTI:

Air traffic controllers holding valid ATC license and deployed on operational assignments may be endorsed with an OJTI endorsement subject to meeting the following requirements:

- a. Has active ATC experience of 5 years for TIA and 3 years for other airports.
- b. Hold current ATC ratings of all positions of the same airport.
- c. Has no ATS violations/near miss reports attributable to him/her during the last 1 year.
- d. Has passed in rating assessment during last 2 consecutive years for TIA and 1 consecutive year for other airports.
- e. Possess suitable temperament, knowledge, instructional skill and above board conduct.

5.1.3.5 Suspension and Revocation of OJTI Endorsement

When an OJTI is no longer competent to provide On-the-Job Training or failed to meet any of the requirement mentioned in 5.1.3.4 Licensing Authority may revoke or suspend his/her OJTI license endorsement, as necessary following due enquiry.

5.1.4. Check ATCO (CATCO) and Designated Check ATCO (DCATCO)

- 5.1.4.1. The ANSSSD shall recommend ATC license and rating holder within the ANS Licensing and Rating Division to DGCA to be appointed as CATCO subject to the fulfillment of criteria of para 5.1.4.3. CATCO appointed under this provision is authorized to exercise the privileges of 5.1.4.5 at all airports.
- 5.1.4.2. Whatsoever written in para 5.1.4.1, DGCA, as and when required, may designate an rated air traffic controller from particular airport having minimum active ATC experience of 3 years as Designated Check ATCO (DCATO), subject to the

fulfillment of criteria of para 5.1.4.3.(c), (d), (e). For TIA, DGCA as an when required, may designate an rated air traffic controller as Designated Check ATCO (DCATCO) subject to the fulfillment of criteria para 5.1.4.3.

The DCATCO, is authorized to exercise the privileges to Conduct assessment of an air traffic controller for the initial issue, renewal or revalidation of the ratings under the supervision of CATCO.

Note: OJTI assigned and CATCO or DCATO designated to conduct assessment check of particular person shall not be the same person

5.1.4.3. Check ATCO shall meet the following minimum requirements:

- a. Has active ATC experience of 10 years
- b. Holds a current air traffic controller license with valid ratings of all relevant positions; . aerodrome control, approach procedural control and approach surveillance (radar)control , and area control and ACC surveillance .
- c. Has no ATS violations/near miss reports attributable to him/her during the last 3 consecutive years.
- d. Has passed in assessment during the last 3 consecutive years.
- e. Has suitable temperament and above board conduct.

5.1.4.4. The Check ATCO shall undergo recurrent training as required.

5.1.4.5. The Check ATCO is authorized to,

- a. Exercise the privileges of an ATCO,
- b. Conduct assessment of an air traffic controller for the initial issue, renewal or revalidation of the license and/ or ratings.

5.1.4.6 Validity of Check ATCO/DCATCO approval- The Check ATCO/DCATCO approval shall remain valid subject to the valid air traffic controller license and ratings.

5.1.4.7 Suspension of Check ATCO/DCATCO approval

- a. CATCO/DCTCO approval shall be automatically suspended subject to the condition of para 4.2.7.
- b. CATCO/DCATCO approval shall also be suspended if the holder is found to be engaged in any misconduct and misuse of his authority during any assessment of an air traffic controller.

6. MEDICAL ASSESSMENT

6.1. Class 3 Medical Assessments

6.1.1.1. Introduction

The details of the medical assessment are contained in medical requirements issued by CAAN. The licensing and rating division shall also refer to the medical requirements for any details which are not mentioned in this manual. For any difference in this manual and the medical requirements; the standards of the medical requirements shall prevail.

6.1.1.1. An applicant for an student air traffic controller / air traffic controller license shall undergo an initial medical examination for the issue of a Class 3 Medical Assessment.

6.1.1.2. The applicant for a medical assessment shall provide the Designated Medical Examiner (DME) with a personally certified statement of the medical facts concerning personal, family and hereditary history as mentioned in applicant statement form. (APPENDIX –D). Applicants for air traffic controller license and student air traffic controller license for which medical fitness is prescribed shall state whether they have previously undergone such an examination and, if so, the date, place and result of the last examination. They shall indicate to the DME whether a medical assessment has previously been refused, revoked or suspended and, if so, the reason for such refusal, revocation or suspension.

6.1.1.3. The applicant shall be made aware of the necessity for giving a statement that is as complete and accurate as the applicant's knowledge permits. Any false declaration to the DME made by an applicant for a license shall be reported to Air Navigation Services Safety Standards Department.

6.1.1.4. Holders of air traffic controller licenses shall have their Class 3 Medical Assessment renewed at intervals not exceeding those specified in paragraph 4.2.4.1.

Note — In accordance with ICAO Annex 1 "Personnel licensing", Class 3 Medical Assessment applies to applicants for, and holders of air traffic controller licenses as well as student air traffic controller certificate.

6.1.2. Medical requirements

6.1.2.1. The holder of an air traffic controller license and student air traffic controller certificate shall not exercise the privileges of that license unless that person:

- a. holds a current Class 3 Medical Assessment
- b. Complies with all medical endorsements on that medical assessment.

6.1.3. Decrease in Medical Fitness and Reporting Fitness

- 6.1.3.1. The holder of an air traffic control license and student air traffic controller license granted on the basis of medical fitness shall not be entitled to perform any of the functions to which his license relates if he knows or has reason to believe that his/her physical condition renders him/her temporarily or permanently unfit to perform such functions. S/he shall inform the ANSSSD or the Designated Medical Examiner (DME) in writing in the attached form (Appendix-D and E), as soon as possible, if s/he: knows or has reason to believe that s/he is unfit or is suffering from any personal injury which affects his/her capacity to provide any air traffic service specified in any rating in his/her license. Decrease in medical fitness can usually be assumed to be present in the following situations:
 - a. After severe illness, injuries, accident, operation, invasive procedures or hospitalization,
 - b. Incapacitation for more than 21 days,
 - c. Problematic use of substances or illicit drugs,
 - d. Being pregnant
- 6.1.3.2. A holder of an air traffic controller license and student air traffic controller certificate shall not provide any air traffic service on receipt of information of the circumstances set out in paragraph 6.1.3.1 (a) to (d). If under any doubt, the license holder shall consult the DME on whether he/she is fit to provide the air traffic service as specified in his/her license.
- 6.1.3.3. To enable the DME to make the assessment on the medical fitness, the license holder shall submit the medical report from his/her doctor to the DME as soon as possible. The report shall include the type of medication prescribed if the treatment is continuous or prolonged.
- 6.1.3.4. A holder of an air traffic controller license and student air traffic controller certificate shall not provide any air traffic service if he knows or has reason to believe that he/she is suffering from or is likely to suffer from fatigue which may render him/her unable to provide the air traffic service in a safe and proper manner.
- 6.1.3.5. A holder of an air traffic controller license and student air traffic controller certificate shall not provide any air traffic service if he/she is under the influence of any psychoactive substance which may render him unable to provide the air traffic service in a safe and proper manner.

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- 6.1.3.6. A holder of an air traffic controller license and student air traffic controller license shall be required to undergo medical examination and assessment and be certified Medically fit before s/he exercises the privileges of his/her license.

6.1.4. Suspension of license on medical reason

- 6.1.4.1. In case of license holder on receiving notice in writing or through reliable source that he does not meet the medical requirement or is found to have any condition due to illness, injury or operation or sequel there from or influence of psycho-active substances or problematic use of substances or drugs, which causes or may cause incapacitation interfering with the safe performance of duties, his license may be suspended, until full medical examination and assessment is done later at pre-specified time or after he fully recovers. At that time he must submit complete medical report with diagnosis, treatment and progress from the treating doctor. If it is going to take long time, they must submit the medical report periodically, usually not later than six months, so as to maintain their record and continuity. This period of observation is usually two years at the maximum, after which it will be treated as for initial issue of license.

6.1.5. Provision of appeal

- 6.1.5.1. If the license is denied or suspended or deferred on medical ground and the applicant for or holder of license is not satisfied, he has the right of appeal to Director General, CAAN within the period of 45 days. The DGCA in turn may get second opinion.

6.1.6. Expired License due to Medical Reason

- 6.1.6.1. The air traffic controller and student air traffic controller whose license has expired due to medical reason will have to undergo medical examination and assessment and be assessed medically fit for the reissue of the license. During the medical examination he should submit full medical report of the treating physician with all the investigations and treatment and report that he has fully recovered from the medical condition. If he has missed two consecutive medical examinations from the validity period of license, his medical examination will be as in the initial issue of license and other tests may be required.

6.1.7. Medically unfit or deferred medical assessment

- 6.1.7.1. If the applicant for the license, whether it be initial or renewal, does not clearly meet the medical requirements or is found to have any condition due to illness, injury or operation or sequel there from or influence of psycho-active substances or problematic use of substances or drugs, which causes or may cause incapacitation interfering with the performance of duties safely, he will not pass the medical assessment. He will be certified medically unfit. However, in case of doubt, medical assessment is deferred until further evaluation is done and then after only final certification is made whether medically fit or unfit.

APPENDIX -A**MOS-Licensing/ Rating of ATC Personnel****Syllabus for Certificate/ Licensing/Rating Examination**

Paper	Subject	Questions	Time	Pass
ATC-SL	CAR 2, 11, ATSOM, Doc. 4444	25	30 mins.	70%
ATC-L	Annex/CARs 1,2,3,10,11,14,15,19 and ICAO doc. 4444 , civil aviation requirements and the subjects as required by 4.1.1.1f)/ 4.2.1 f)	100	3 hours	80%
ATC-1	ATC-L and practical aspects of aerodrome control and relate subjects from ATSOM , MATS Nepal and local instructions	50	2hours	80%
ATC-2	ATC-L and practical aspects of approach control rating and relative subjects from ATSOM ,MATS Nepal and local instructions	50	2 hours	80%
ATC-3	ATC-L and practical aspects of approach control surveillance rating and relative subjects from AIP Nepal , ATSOM ,MATS Nepal and local instructions	50	2 hours	80%
ATC-4	ATC-L and practical aspects of area control rating and relative subjects from ATSOM, MATS Nepal and local instructions .	50	2 hours	80%
ATC-5	ATC-L and practical aspects of area control surveillance rating and relative subjects from ATSOM , MATS Nepal and local instructions	50	2 hours	80%

*Note-1 ATC-L – Air traffic controller license ATC-SC – Student air traffic controller certificate
 ATC-1 – Aerodrome control rating ATC-2 – Approach control procedural rating ATC-3 -Approach control surveillance rating ATC-4 – Area control rating ATC-5– Area control surveillance rating*

Note-2: For domestic controlled airports where approach control service is combined with aerodrome control service, ATC-1 and ATC-2 papers shall be combined with 50 questions.

APPENDIX-B

AIR TRAFFIC CONTROLLER PROFICIENCY ASSESSEMENT FORM
 (Aerodrome control, Area control Procedure, Approach control Procedure)

Name of ATCO:

Date of assessment :

Name of CATCOs:

Position/ Shift:

Assessment Category	Grading*	Remarks
CONFLICT RECOGNITION		
CONFLICT RESOLUTION		
TRAFFIC PLANNING		
PHRASEOLOGY/COMMUNICATION		
TRAFFIC HANDLING		
E-STRIP WORK		
COORDINATION		
HUMAN FACTOR PRINCIPLES		
AIRSPACE/ PROCEDURES KNOWLEDGE		
FACILITY KNOWLEDGE		
SAR & EMERGENCY		
TRAINING ABILITY		

**Grading shall be given as 1, 2, 3, 4, 5 according to the performance. Detail of grading is available in the backside of this form. To pass the assessment, the applicant must acquire at least 4 in each heading.*

Mr./Ms. _____ is recommended/ not recommended for
 initial/renewal/revalidation of aerodrome/approach/area control rating.

SIGNATURE ATC

SIGNATURE CATCO /DCATCO

DATE

APPENDIX – B1
Assessment grading criteria

CONFLICT RECOGNITION 1. Failed to recognize conflicts leading to breakdown of separation. 2. Recognised basic and regular conflicts but not unusual or more complex conflicts. 3. Recognised most conflicts. Any missed were due to high work load. 4. Recognised all conflicts but was sometimes rushed. 5. Recognised all conflicts with time to effect resolution.	CONFLICT RESOLUTION 1. Rarely produced safe resolutions leading to separation breakdown. 2. Resolution was limited to familiar and regular conflicts. 3. Produced safe resolutions to all recognised conflicts but did not always use most effective method and was late to apply resolution technique. 4. Produced safe resolution to all conflicts inadequate time but did not always use best methods. 5. Produced safe and efficient resolution to all conflicts in adequate time.	TRAFFIC PLANNING 1. Poor planning. Unable to cope with simple traffic changes. 2. Able to plan for routine traffic pattern only. 3. Able to plan methodically but failed to consider alternatives. 4. Planned ahead and considered alternatives. 5. Able to cope with busy and changing traffic pattern.
PHRASEOLOGY & COMMUNICATIONS 1. Bad phraseologies and indistinct and hesitant delivery. 2. Used a mixture of standard and nonstandard phrases. Sometimes difficult for pilots to understand. 3. Some minor errors and communication difficulties. 4. Standard phrases used at all times. 5. All communication standard, unambiguous and clear.	TRAFFIC HANDLING 1. Slow to handle traffic on time. 2. Kept up with routine traffic but unable to cope with moderate traffic causing delays. 3. Able to cope with moderate traffic without delay. 4. Coped with workload capably. Adopted good techniques to handle busy traffic. 5. Able to handle busy traffic by prioritising traffic and adopting defensive techniques.	E-STRIP WORK 1. Unable to maintain a functional display. 2. Display included incorrect information. 3. Display accurate and up to date with minor errors. 4. Display accurate and up to date but with no errors but not totally clear. 5. Display accurate, clear and up to date.
COORDINATION 1. Frequent errors made. Late or missed coordination. Ambiguous coordination. 2. Able to cope with only routine and standard coordination. 3. Coordinated normal traffic with no or few errors. 4. All coordination completed correctly but not always in most efficient manner. 5. All coordination correct and in expeditious manner.	HUMAN PERFORMANCE & LIMITATIONS 1. Poor knowledge about human performance & limitations. 2. Have some basic knowledge but fails to apply when required. 3. Average knowledge about human factor principles. 4. Good knowledge about human factor principles and threat & error management. 5. Excellent knowledge about human factor principles and threat & error management.	AIRSPACE/PROCEDURE KNOWLEDGE 1. Poor knowledge. 2. Knowledge lacks detail. 3. Basic knowledge but has to refer to chart for detail. 4. Above average knowledge of airspace. 5. Very good knowledge of airspace and all relevant procedures.
FACILITY KNOWLEDGE. 1. Poor understanding of facility location, function and control. 2. Has basic knowledge of facilities but lacks detail. 3. Has understanding of most significant facilities in routine use. 4. Has an adequate knowledge of all operational facilities. 5. Has an above average and detailed knowledge of all operational facilities.	SAR & EMERGENCY 1. Failed to respond to abnormal situations. 2. Aware of abnormal situations but unable to make correct response. 3. Identified correct response, but slow to implement. 4. Analyzed the situation well and responded correctly. 5. Reacted quickly and correctly.	TRAINING ABILITY 1. Knowledge, enthusiasm and personality unsuited for training role. 2. Experience too limited for training role. 3. Suitable for training role with further instruction and operational exposure. 4. Suitable for training role with only minor reservations. 5. A person well suited to the training role in all respects.

COMMENT BY CATCO/DCATCO**COMMENT BY ATCO-**

APPENDIX – B2**AIR TRAFFIC CONTROL PROFICIENCY ASSESSMENT FORM****APPROACH /AREA SURVEILLANCE (RADAR)**

Name of ATCO:

Date of assessment :

Name of CATCOs:

Shift:

Subject	Marks Allotted	Marks Obtained	Remarks
Radar Identification Method	20		
Maintaining Identity	10		
Radar Service Termination	5		
Radar Separation	10		
Validation of Mode C Readout	5		
Radar Handoff	5		
Radar Acceptance	5		
E- Strip Work	5		
Phraseology	5		
Thoroughness	10		
Grasping Operational Status of Equipment	5		
ASD Alignment	5		
Keyboard Operation	5		
Communication Technique	5		
Total	100		

Mr./Ms. _____ is recommended/ not recommended for initial/renewal/revalidation of approach/area surveillance rating.

SIGNATURE of CATCO/ DCATCO :

DATE

APPENDIX – C

ICAO LANGUAGE PROFICIENCY RATING SCALE

1.1 Expert, extended and operational levels

LEVEL	PRONUNCIATION <i>Assumes a dialect and/or accent intelligible to the aeronautical community.</i>	STRUCTURE <i>Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task.</i>	VOCABULARY	FLUENCY	COMPREHENSION	INTERACTIONS
<i>Levels 4, 5 and 6 are on preceding page.</i>						
Preoperational 3	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 memorized grammatical structures and sentence patterns.	Limited vocabulary range consisting only of isolated words and memorized phrases.	Can produce very short, isolated, memorized 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, memorized phrases when they are carefully and slowly articulated.	Response time is slow and often inappropriate. Interaction is limited to simple routine exchanges.
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.

1.2 Pre-operational, elementary and pre-elementary levels

LEVEL	PRONUNCIATION <i>Assumes a dialect and/or accent intelligible to the aeronautical community.</i>	STRUCTURE <i>Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task.</i>	VOCABULARY	FLUENCY	COMPREHENSION	INTERACTIONS
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 emphasize 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.

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.
<i>Levels 1, 2 and 3 are on subsequent page</i>						

APPENDIX D

ATTACHMENT A

MED FORM A-1/5

Civil Aviation Authority Of Nepal

MEDICAL ASSESSMENT FORM

Full Name :		Sex : Male <input type="checkbox"/>	
Nationality :		Female <input type="checkbox"/>	
Organization:			
Occupation :		Date of Birth :	
Status:		Marital	
Type of Licence applied for	Initial <input type="checkbox"/>	ATPL <input type="checkbox"/>	CPL <input type="checkbox"/>
	Renewal <input type="checkbox"/>	F/E <input type="checkbox"/>	ATC <input type="checkbox"/>
			PPL <input type="checkbox"/>
			OTHER <input type="checkbox"/>
Have you previously been examined for aviation duties ?	Yes <input type="checkbox"/>	If yes, where and when	Were you declared
	No <input type="checkbox"/>		Fit <input type="checkbox"/>
			Unfit <input type="checkbox"/>
Has a "Medical Waiver" ever been issued to you ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

MEDICAL HISTORY

Have you ever had or have you now any of the following : (elaborate yes answers under remarks)

	Yes	No		Yes	No
Frequent and severe headaches			Nervous trouble of any kind		
Dizziness or fainting spells			Any drug or narcotic habit		
Unconsciousness for any reason			Excessive drinking habit		
Eye trouble except glasses			Attempted suicide		
Hay fever			Motion sickness requiring drugs		
Asthma			Rejection for life insurance		
Heart trouble			Admission to hospital in the last two years		
High or low blood pressure			Aviation accidents		
Stomach trouble			Other accidents		
Kidney stone or blood in urine			Gynaecological/Obstetrical conditions		
Sugar or albumen in urine			Operation		
Epilepsy or fits			Other illnesses		
Hearing problem			Any illness since last medical		
Is there any family history of Diabetes : Yes/No Cardiovascular disease : Yes/No Tuberculosis : Yes/No					
Are you in good physical and mental health as far as you know and believe ? Yes/No					

REMARKS

I hereby certify that all statements and answers provided by me in this examination form are complete and true to the best of my knowledge

Date :

Signature

APPENDIX D

ATTACHMENT A
MED FORM A-2/5

Civil Aviation Authority Of Nepal

MEDICAL ASSESSMENT FORM

Full Name : Date of Birth :

Type of Licence : Initial / Renewal : ATPL / MPL / CPL / PPL / FE / ATC

(PHYSICAL & MENTAL EXAMINATION)

Height :	Weight :	BMI :
Identifying body marks, scars, tattoos etc.	Normal Yes No	Describe abnormality in detail, use additional sheet if necessary & attach to this form
Head, face, neck and scalp		
Lungs and chest (including breasts)		
Heart (thrust size, rhythm, sounds)		
Vascular system		
Abdomen and viscera (including hernia)		
Anus and rectum (hemorrhoids, fistula, prostate)		
Endocrine system		
Genito - urinary system		
Upper & lower extremities (strength, range of motion, spine other musculoskeletal)		
Skin and lymphatics		
Neurologic (tendon reflexes, equilibrium, sense, co-ordination)		
Psychiatric (specify any personality deviation)		
Blood pressure : Seated : Recumbent :		
Pulse : Seated :		
(LABORATORY EXAMINATIONS)		
Urinalysis : Sugar : Albumin :		
Blood analysis : Hb : Sedimentation rate :		
ECG : Normal [] Abnormal []		
Chest X-ray : Normal [] Abnormal []		
Remarks if any :		

Applicant is/is not medically fit for licence

Place of Examination..... Date..... DME's Signature.....

APPENDIX D

ATTACHMENT A
MED FORM A-3/5

Civil Aviation Authority Of Nepal

MEDICAL ASSESSMENT FORM

Full Name :

Date of Birth :

Type of Licence : Initial / Renewal : ATPL / MPL / CPL / PPL / FE / ATC

(EAR, NOSE & THROAT EXAMINATION & HEARING)

		Normal		Describe abnormality in detail, use additional sheet if necessary & attach to this form
		Yes	No	
Nose				
Sinuses				
Mouth and Throat				
Ears, general (int. & ext. canals)				
Drums				
Hearing	Whispered Voice Conversational Voice			
Right ear	m ft 2m 6ft			
Left ear	m ft 2m 6ft			
Audiometry	500 1000 2000 3000			
Right ear dB loss	[] [] [] []			
Left ear dB loss	[] [] [] []			
Remarks, if any :				

Applicant is/is not medically fit for licence

Place of examination Date Aero-Medical Examiner's Signature

(EYE EXAMINATION, VISION & COLOR PERCEPTION)

		Normal		Describe abnormality in detail, use additional sheet if necessary & attach to this form
		Yes	No	
Eyes, general, visual fields				
Ophthalmoscopic				
Pupils (equality and reaction)				
Ocular motility (associated parallel movement, nystagmus)				
Distant vision :	Uncorrected Corrected			
Right eye	6/ 6/			
Left eye	6/ 6/			
Both eye	6/ 6/			
Near vision :				
30 - 50 cm. (12- 20 in.):	N-chart value: 5			
Intermediate vision :				
100 cm. (40 in.)	N-chart value:			
Color Vision :	Normal () Abnormal ()			
Prescription for correcting lenses (when required) :				
Remarks if any :				

Applicant is/is not medically fit for licence

Place of examination Date DME's Signature

APPENDIX D**MED FORM A-4/5****Civil Aviation Authority Of Nepal****MEDICAL ASSESSMENT FORM**

FULL NAME :

LICENCE NO.: (ATPL / CPL / MPL/PPL / FE / ATC)

EXPIRY DATE :

	PHYSICAL & MENTAL HEALTH	ENT & HEARING	EYE, VISION & COLOUR PERCEPTION
EXAMINER'S NAME			
DATE OF MEDICAL EXAMINATION			
RESULT FIT / UNFIT			
APPLICANTS SIGNATURE			
EXAMINER'S SIGNATURE			

MEDICAL ASSESSMENT CLASS I / II / III – PASSED / FAILED

REMARKS :

Date.....


AVIATION MEDICAL ACCESSOR

APPENDIX D

ATTACHMENT A

MED FORM A-5/5

CIVIL AVIATION AUTHORITY OF NEPAL MEDICAL CERTIFICATE

Name & Address						
Date Of Birth	Height	Weight	Hair	Eyes	Sex	Blood Group
This certifies that the holder has met the medical standards prescribed in Medical Requirements, CAAN. For CLASS _____ Medical Certificate.						
LIMITATION						
Date of examination			Valid until			
Signature of Aero Medical Assessor						Stamp
Signature of holder						

Note: Please bring this Certificate on next Medical.

APPENDIX E**DECREASE IN MEDICAL FITNESS****NOTIFICATION OF PREGNANCY / ILLNESS / INJURY**

Pertaining to PELR 2010, an ATC License holder who suffers a personal illness/injury that involves incapacity to undertake air traffic control duties, or in the case of a woman, believed to be pregnant, is required to inform the Licensing division immediately. The illness/injury is generally associated with any condition “which require continued treatment with prescribed medication or which has required hospital treatment”.

Name of License Holder			
ATC License No.		Validity	
Station			
Date of illness / injury			
Illness / Injury Type (Please tick as relevant)			
<input type="checkbox"/>	Pregnancy *	<input type="checkbox"/>	Gastro-intestinal
<input type="checkbox"/>	Heart abnormality	<input type="checkbox"/>	Eye surgery
<input type="checkbox"/>	Kidney problem	<input type="checkbox"/>	Broken bones
<input type="checkbox"/>	Neural disorder	<input type="checkbox"/>	Others (Please specify)
<input type="checkbox"/>	Head injury	<input type="checkbox"/>	

2. * Declaration of fitness: (pregnant ATC License holder)

After medical assessment, I hereby confirm that the above-named is fit to continue with ATC duties up to week gestation period with / without limitations.

Limitations:

3. [Other than pregnancy] Comments on illness / injury:

Signature: -

Civil Aviation Medical Assessor: -

(Official Stamp)

Date:

**Civil Aviation Authority of Nepal**

Application for a Certificate/License/ Rating

APPENDIX F

Photo

To,
Licensing & Rating Division
ANS Safety Standards Department

Application for initial / renewal / revalidation of ATC License / Student ATC Certificate / Rating**PERSONNEL DETAILS OF THE APPLICANT**

Full Name (in block letters) :	Sex:
Date of Birth:	Address: –
License No (if applicable):	Validity of Class III Medical Certificate:
Validity of rating (if applicable): License No. (if applicable):	Validity of English language proficiency (if applicable):

If the application is for the issue/ renew/ revalidation of rating, please mark accordingly,

Aerodrome Control (ADC)	<input type="checkbox"/>	AIRPORT : --
Approach Control Procedural (APP-P)	<input type="checkbox"/>	
Area Control (ACC)	<input type="checkbox"/>	
Approach Control Procedural (APP-S)	<input type="checkbox"/>	
Area Control Procedural (ACC-S)	<input type="checkbox"/>	

DECLARATION

I hereby apply for **initial/ renewal/ revalidation** of **ATC license/ Student ATC Certificate/ Rating** and certify that all particulars given on this form are correct to the best of my belief and knowledge; and since the date on which I was medically examined, I have not suffered from any defect, disability or disease.

Signature of applicant -

Date

FOR OFFICIAL USE ONLY

Check documentation: Copy of class III medical assessment certificate Copy of basic training certificate- Copy of academic qualification Report from OJTI Language proficiency certificate Fee voucher, if applicable	Certificate/License/ Rating issued:
Name of CATCO/DCATCO:	Signature: _____ Date: _____

APPENDIX G

Civil Aviation Authority of Nepal**Air Traffic Controller Training Report****(to be filled by the OJTI)****A. Position -ADC/ APP/ APP-S/ ACC /ACC-S****B. PERSONAL DETAILS OF THE AIR TRAFFIC CONTROLLER**

Full Name :-	Date of attachment :-
	From - To-
Minimum hours required -	Hours completed -

C. PROGRESS REPORT (ADC, APP, ACC)

Knowledge On	
CONFLICT RECOGNITION	
CONFLICT RESOLUTION	
TFC. PLANNING.	
TFC. HANDLING	
COORDINATION	
AIRSPACE/ PROCEDURES.	
PHRASEOLOGY/ COM. TECHNIQUES	
STRIP WORK	
FACILITIES	
LETTER OF AGREEMENT BETWEEN ADJACENT ACC'S/ UNITS	
SAR & EMERGENCY	
HUMAN FACTORS & LIMITATIONS	

D. PROGRESS REPORT (APP-S) -Knowledge on,

GENERAL	PROGRESS	RADAR	PROGRESS
CONFLICT RECOGNITION		DEDS ALIGNMENT	
CONFLICT RESOLUTION		DEDS KEY BOARD OPERATION	
TFC. PLANNING		RADAR IDENTIFICATION METHOD	
TFC. HANDLING		MAINTAINING IDENTITY	
AIRSPACE		RADAR TERMINATION	
PROCEDURES		RADAR SEPERATION	
COORDINATION		VALIDATION OF MODE C READ OUT	
STRIP WORK		DEPARTURES	
SAR & EMERGENCY		ARRIVALS	
COMMUNICATION TECH.		PHRASEOLOGY	

E. OJTI'S EVALUATION**F. OJTI'S COMMENTS/RECOMMENDATIONS, IF ANY**

OJTI's NAME -

SIGNATURE -

DATE

Note: -The trainee has been appraisal of the contents of this report.

APPENDIX H

