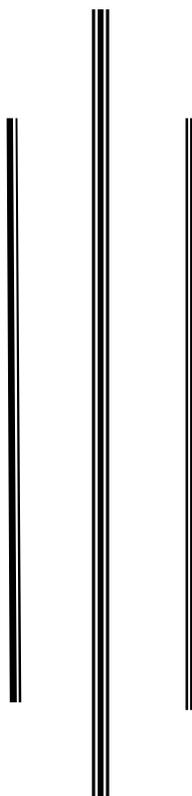


Instructor Authorization Procedure for ATS ATO and ANSP Instructors



**Air Navigation Services Safety Standard Department
Civil Aviation Authority of Nepal**

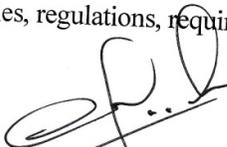
February 2016

FOREWORD

This Procedure has been developed pursuant to **Rule-82, Schedule-3 of Civil Aviation Regulation, 2058 (2002)** for the use and guidance to the personnel working in ANS Safety Standard Department (ANSSSD) in performing their duties while authorizing instructors for ATS Approved Training Organization (ATS ATO) and Air Navigation Services Provider (ANSP).

This manual clearly specifies the qualifications and experience of the instructors of ATS ATO and Training Units/Divisions of the ANSP involved in delivery of ATS related training courses. This manual helps to understand the sequential flow of the authorization processes.

ANSSSD will maintain this procedure as complete and up-date as possible based on the national rules, regulations, requirements and standards.



Sanjiv Gautam
Director General
Civil Aviation Authority of Nepal

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Sanjiv

Acronyms

| | |
|---------|--|
| AIMD | Aeronautical Information Management Department |
| ANSP | Air Navigation Services Provider |
| ANSSSD | Air Navigation Services Safety Standard Department |
| ATC | Air Traffic Control |
| ATS | Air Traffic Services |
| ATS ATO | ATS Approved Training Organization |
| CAA | Civil Aviation Academy |
| CAAN | Civil Aviation Authority of Nepal |
| CASRD | Civil Aviation Safety Regulation Directorate |

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GENERAL

1.1 Introduction

The Air Navigation Services Safety Standards Department (ANSSSD) has been formed under Civil Aviation Safety Regulation Directorate (CASRD) of Civil Aviation Authority of Nepal (CAAN) to perform the safety oversight over the functions of Air Navigation Services Provider (ANSP) and the ATS Approved Training Organization (ATS ATO). One of the functions of the ANSSSD is to oversee the experience and qualification of the instructors involved in undertaking ATS related training courses in ATS ATO and Training Units/Divisions of ANSP, and authorize them for instructional practices.

1.2 Objective

The objective of this Procedure is to bring uniformity in the authorization procedure of instructors of ATS ATO and Training Units/Divisions of ANSP by clearly specifying the necessary experience and qualifications of the instructors involved in the delivery of ATS related training courses.

1.3 Applicability

This procedure is applicable for the authorization of instructors for ATS ATO and ANSP only.

1.4 Duties and Responsibilities of ANSSSD

Duties and responsibilities of ANSSSD with regard to the authorization of the instructors are given below:

- a. Receive application or request from the ATS ATO or ANSP for the instructor's authorization.
- b. Ensure that the necessary requirements are met by prospective instructors before issuing the authorization.
- c. Inspect the demonstration or delivery capability of instructor in the class, if deemed necessary.
- d. Issue necessary authorization to instructors for instruction activities.

Note: Instructor's authorization as granted in accordance with this Procedure may be suspended or revoked if found not meeting requirements set forth hereafter during audit or inspection.

- e. Follow the Instructure Authorization Checklist as mentioned in Attachment 1 or Attachment 2.

Note:

Feedback to this Procedure can be communicated to ANSSSD by using the Feedback Form as mentioned in the Attachment 3.

Requirements for Instructors of ATS ATO

To be eligible for the Instructor in ATS ATO, i.e. Civil Aviation Academy (CAA) for the delivery of ATS related courses, the prospective instructors shall meet the following criteria:

1.5 Qualification of instructor for theoretical courses

- a. Holds minimum Bachelor's Degree in any discipline;
- b. Have successfully completed appropriate course(s) applicable to the subject being taught;
- c. Have successfully completed course in Instructional technique; and
- d. Have successfully demonstrated lecture(s) in the class.

Note: The instructors having past instructional experience may be exempted from the qualification requirements as mentioned in 2.1. c and 2.1. d.

1.6 Qualification of instructor for simulator training courses

Besides the qualifications as mentioned above in para 2.1, except 2.1 d, simulator training instructors are required to meet the following requirement(s):

- a. Held ATC license

1.7 Experience

- a. For theoretical courses, minimum 5 (five) years of service in officer level post(s) relating to the specific branch/faculty;
- b. For simulator training courses, minimum of 5 years of active ATC experience.

1.8 Other attributes

- a. Good command in English.

2. Requirements for Instructors of Training Units/Divisions of ANSP

To be eligible for the Instructor in Training Units/Divisions of ANSP for the delivery ATS related theoretical and simulator/practical courses, the prospective instructors shall meet the following criteria:

2.1 Qualification for Theoretical Courses

- a. Holds minimum of Bachelor's Degree in any discipline;
- b. Passed minimum of one year Basic ATS course;
- c. Holds professional qualification appropriate to the subject being taught;
- d. Holds an ATC license with all position ratings relevant to the concerned aerodrome for which the training unit or division has been established.
- e. Have successfully completed course in Instructional technique; and
- f. Demonstrated qualification in delivering the training courses.

Note: The instructors having past instructional experience may be exempted from the qualification requirements as mentioned in 3.1. d and 3.1. e.

2.2 Qualification for Simulator or Practical Courses

Besides the qualification mentioned above in para 3.1, except 3.1 e, practical instructors shall meet the following qualification:

- a. Holds an ATC license with all position ratings relevant to the concerned aerodrome for which the training unit or division has been established.
- b. Has no ATS violations/near miss reports attributed to him/her during the last 1 year.
- c. Has passed in rating assessment during last 3 consecutive years.

2.3 Experience

- a. Has an active ATC experience of 5 years.

2.4 Other attributes

- a. Good command in English.

3. Issuance, Validity and Renewal of Authorization and Associated Fee

3.1 Issuance of Authorization

Instructor authorization will be issued to those instructors who fulfill the requirement as mentioned in this document. Model of Instructor Authorization certificate is mentioned in Attachment 4.

3.2 Validity of Instructor Authorization

3.2.1 Instructor Authorization certificate will be valid for 2 years, but such authorization can be suspended or revoked before expiry of the validity if found not meeting the requirements mentioned in this Procedure.

3.3 Renewal of Instructor Authorization

3.3.1 For the renewal of authorization, Instructor must submit the evidence of the relevant instructions delivered to the trainee at least once in each year i.e. two evidences are the minimum requirements for renewal of certificate.

3.3.2 If the instructor has not delivered the same courses for which the authorization has been granted or similar courses within the period of two years as required, he/she must demonstrate qualification in the relevant subject matter for the authorization to be re-validated.

3.4 Fee for Authorization

Fee shall be levied for the authorization as required by Civil Aviation Regulation 2058.

Attachment 1. Instructor Authorization Checklist- ATS ATO Instructor

1. Prospective Instructor's name: -----

2. Application for subject training: Specify _____ subject(s)

3. Application or request from ATS ATO received: Specify date

4. Prospective Instructor's Qualification:
 - a. Minimum Education met
 - b. Subject matter training taken
 - c. Instructional Training Course taken
 - d. Class demonstration report received Specify comment if any.....

5. Prospective Instructor's Experience:
 - a. Minimum Experience met

6. Other attributes:
 - a. English Skill Satisfactory
 Unsatisfactory

7. Attachments

| | | |
|-------------------------------------|--------------------------|--------------|
| Education qualification certificate | <input type="checkbox"/> | |
| Subject matter training certificate | <input type="checkbox"/> | |
| Instructional training certificate | <input type="checkbox"/> | |
| Class demonstration report | <input type="checkbox"/> | |
| Experience certificate/proof | <input type="checkbox"/> | Specify..... |
| Others | <input type="checkbox"/> | Specify..... |

8. Inspector's Recommendations:
 - a. Can be issued authorization Specify comments if any

 - b. Cannot be issued authorization Specify clearly the
 reason(s).....

9. Signature of recommending Inspector(s): Date:.....

Attachment 2. Instructor Authorization Checklist- ANSP Training Unit/Division Instructor

1. Prospective Instructor's or Trainer's name: -----
2. Application for:
 - a. Subject matter theory instructor: Specify subject(s)
 - b. Simulator/Practical Instructor: Specify subject(s)
3. Application or request from ANSP received: Specify date
4. Prospective Instructor's Qualification:
 - a. Minimum Education met
 - b. Basic ATS one year course completed
 - c. Instructional Training Course taken
 - d. Subject matter professional qualification Specify
 - e. Demonstration skill report received Specify comment if any.....

For Simulator/Practical Instructors only:

 - f. ATC license with valid ratings Specify validity
 - g. Record of violation or near miss within last 1 yr: Yes. Specify
 No.
 - h. Successfully accomplishment of rating assessment within last 3 years:
 Yes. Specify
 No.
5. Prospective Instructor's Experience:
 - a. Minimum Experience met
6. Other attributes:
 - a. English Skill Satisfactory
 Unsatisfactory
7. Attachments
Education qualification certificate
Subject matter training certificate
Instructional training certificate
Class demonstration report

Copy of License with valid ratings

Evidence of Experience

Specify.....

Others

Specify.....

8. Inspector's Recommendations:

a. Can be issued authorization

Specify comments if any

.....

b. Cannot be issued authorization
reason(s).....

Specify clearly the

9. Signature of recommending Inspector(s):

Date:.....

Attachment 3. Instructor Authorization Procedure Feedback Form

If you find an error in this Procedure, have recommendations for improving it, or have suggestions for new items/subjects to be added, you may let us know by (1) filling the form and submitting it to ANSSSD by email@caanepal.org.np, or by (2) FAX

Subject: **Instructor Authorization Procedure for ATS ATO and ANSP.**

Date: _____

Please check all appropriate line items:

An error (procedural or typographical) has been noted in paragraph _____ on page _____.

Recommend paragraph _____ on page _____ be changed as follows:

In a future change to this Procedure, please cover the following subject(s):
(Briefly describe what you want to be added.)

Other comments:

I would like to discuss the above. Please contact me in my email

Submitted by:

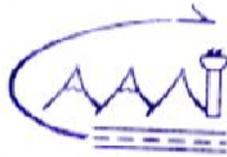
Name: _____

Signature: _____

Date: _____

Note: If you feel space for comment is not sufficient, supplementary pages can be attached.

Attachment 4. Instructor Authorization Certificate



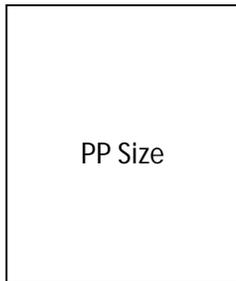
Civil Aviation Authority of Nepal
ANS Safety Standard Department

Certificate Number:

Date:

Instructor's Authorization Certificate

Mr./Ms. -----is hereby authorized to act as an instructor of ANSP/ATO to conduct the theoretical/simulator training on ----- course. This authorization is valid till -----.



| Validity Extended | | Renewing Authority | |
|-------------------|----|--------------------|-----------|
| From | To | Name | Signature |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Photograph of the holder

Signature of the holder _____

()

ANS Safety Standards Department

