भारतीय विमानपत्तन प्राधिकरण

AIRPORTS AUTHORITY OF INDIA

AIR NAVIGATION SERVICES

DIRECTORATE OF AIR TRAFFIC MANAGEMENT

[NAME OF THE STATION]

RATING TRAINING MANUAL
[NAME OF THE STATION] ATS STATION

(VXXX/ATM/2021/V1.00- RTMX)

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Chapter 1

Document identification and control

1.1 Introduction

1.1.1 Rule 98 of Aircraft Rule 1937 requires that each air traffic service station shall prepare a rating training manual, detailing the syllabus for on the job training, examination and procedures to meet the requirement for rating as specified in schedule III of Aircraft Rules 1937 and obtain the approval of Director General. This document is prepared accordingly and is identified as 'Rating Training Manual' which hereinafter will be referred as 'Manual' in this document.

1.2 Purpose of the document

1.2.1 The Rating Training Manual (RTM) is prepared in pursuance of Rule 98 of the Aircraft Rules 1937 and DGCA CAR Section 9 Series L Part-V, to establish procedures and processes for On-the-Job Training, examination and assessment at [Name of station] ATS Station (here in after called Station) to meet the requirements of ratings specified in Schedule III of the Aircraft Rules 1937. Taking into consideration the job requirement of air traffic controllers, they should be trained in such a manner so that they can acquire the knowledge, experience and skill required to exercise the privileges of the ATCO licence and rating specified in Schedule III.

1.2.2 This manual provides a systematic mechanism to build the required level of competency through structured training to enable the Student/Trainee air traffic controller to meet the licensing requirements and thereby also ensures a level of standardization and consistency in the training methodology for the training of air traffic controllers at an ATS unit/station.

1.2.3 The training for acquiring ratings by air traffic controllers will be conducted in compliance with the processes, procedures and instructions contained in this Manual. Syllabus for On-the-Job Training, experience requirements, procedures for conducting on-the-job training, conduct of skill and knowledge tests are covered in this manual. The student/ trainee controller shall be adequately prepared before deploying him/her for OJT in an operational environment.

1.2.4 This manual also specifies the manner in which the proficiency checks of air traffic controllers will be carried out. The requirements of refresher training to maintain the competency of the ratings held by a licenced air traffic controller are also specified.

1.3 Responsibility for documentation and publication

1.3.1 The Rating Training Manual is prepared by 'Designated Officer' designated by ED-CAP. Designated officer for this manual is [Training In-charge/On-the Job Training Instructor/ATS In-charge]. (leave out which is not applicable)

1.3.2 This Rating training manual has been prepared based on the size and scope of

training units at Station.

1.3.3 Preparation, maintenance and distribution of RTM or the changes thereto is the responsibility of Designated Officer.

1.3.4 Effective date of the manual or any subsequent amendment will be the date on which RTM or its amendments/revision are approved by DGCA or declared by DGCA (on request of ANSP).

1.4 Distribution

1.4.1 This manual will be distributed to the following officials as controlled copy:

i) Director-General of Civil Aviation
ii) Executive Director (CAP)
iii) Executive Director (ATM)s
iv) General Manager (ATM)- [Name of the region] Region (for stations where ATS In-charge is below the rank of GM (ATM)
v) Designated Officer.

1.4.2 Access to this Manual is made available to all concerned ATS personnel in electronic form for their use and guidance. Additionally, physical copies of the manual are kept with ATS In-charge, Training In-charge, WSO or in the ATS units for ready reference.

1.5 Review

1.5.1 This Manual will be reviewed every five years, or earlier if needed, to ensure accuracy and updating of contents and reference data.

1.5.2 This manual will be reviewed by the Review Committee constituted and headed by ATS In-charge. The Review committee shall process all the information relevant to the purpose of this manual obtained from relevant sources such as Directorate General of Civil Aviation, AAI's Directorate of Certification of ATS Personnel & Directorate of ATM etc. The assessment of the progress of student/ trainee air traffic controllers undergoing OJT should be one of the input processes to identify any additional knowledge or skills to be taught during different phases of the training, besides expert reviews, incident/accident investigations, feedback from OJTIs, examiners, and rated air traffic controllers. The need for review may also arise due to change:

i) in organisation's policies, procedures and practices;
ii) in response to operating experience;
iii) in the scope of training provided;
iv) in the content of training programs.

1.5.3 The proposed revision/amendment will be forwarded to DGCA through ED (CAP) for approval.

1.6 Incorporating Changes

1.6.1 The amendments/revisions to the RTM shall be implemented only after it has been approved by the DGCA.

1.6.2 After due approval from DGCA, the changes made as a result of the review will be documented in the manual together with the reason for making them. The designated officer will ensure that the:

i) Relevant page(s) are revised and the same is inserted in the Manual

ii) Master-copy of the Manual is updated

iii) Record of amendments is maintained be indicated in 'Record of Amendments and Corrigenda'.

1.6.3 Thereafter, the amendments will be distributed to all personnel/stakeholders who are required to use this Manual for incorporation in their copies on or before the revision's effective date. Revisions will also be incorporated in electronic copy of manual accessible to all concerned.

1.7 Applicability:

1.7.1 Provisions of this RTM are applicable to air navigation service providers, student air traffic controllers and air traffic controllers engaged in the provision of air traffic services at the Station.

1.8 Enquiries

1.8.1 The stakeholders/users of the Manual can contact the ATS In-charge/ Designated officer for preparation of this Manual for enquiries/ clarifications/ corrections/ suggestions, if any.

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Chapter 2

General procedures for rating training

2.1 Introduction:

2.1.1 As per rule 95 of the Aircraft Rules, 1937, subject to fulfilment of the requirements specified in Schedule III of the Aircraft Rules, 1937, a controller can qualify for issue of following ratings with respect to a particular station:-

i. Aerodrome Control Rating

ii. Approach Control Procedural Rating

iii. Approach Control Surveillance Rating

iv. Area Control Procedural Rating

v. Area Control Surveillance Rating

vi. Oceanic Control Rating

2.1.2 The requirements to acquire the ratings enumerated above are laid down in relevant Section (D, E, F, G, H & J) of Schedule-III of the Aircraft Rules, 1937. The experience for each rating is acquired in the unit established at the station with respect to that rating.

2.1.3 This chapter lays down the general procedure for acquiring the ratings specific to the station.

2.2 Categories of ratings specific to station: (Station will choose the rating specific to their station from following categories)

i. Aerodrome Control Rating;

ii. Approach Control Procedural Rating;

iii. Approach Control Surveillance Rating;

iv. Area Control Procedural Rating;

v. Area Control Surveillance Rating;

vi. Oceanic Control Rating

2.3 General procedures for acquiring above ratings:

2.3.1 The general procedure for acquiring the ratings at station is illustrated in the flow chart in Figure 1.

2.3.2 The trainee air traffic controllers at ATS stations aspiring to acquire the desired ratings will be of two types, namely ATCOL holder & SATCOL holder. It will be ensured by the ATS In-charge that such trainee air traffic controllers satisfy the applicable* criteria of Age, Educational qualification, Medical fitness, English

Language Proficiency as per Schedule-III of the Aircraft Rules, 1937. It will also be ensured that the trainee has successfully completed relevant course from ATSTO* before undergoing rating training for that particular rating. While obtaining first rating on ATCOL, it will also be ensured that trainee demonstrated the required competence having accomplished not less than three months of satisfactory service engaged in the actual control of air traffic under the supervision of appropriately rated instructor (For the purpose of this clause, the experience specified in sections D,E, F, G, H and J may be counted as part of these three months).

{*as per exemption(s) granted by MoCA, wherever applicable}

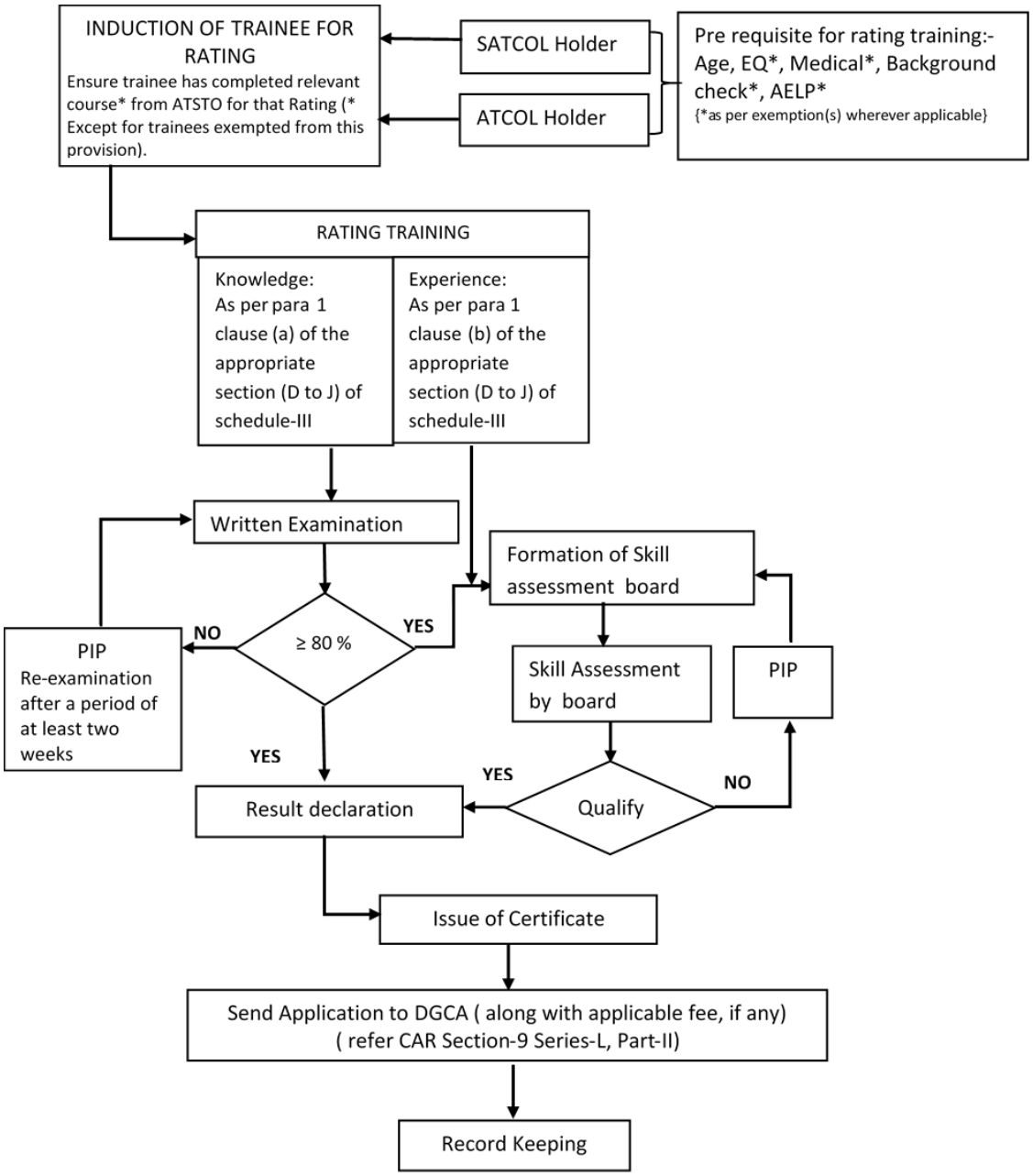

Figure 1: General procedure for acquiring the ratings at station

2.3.3 The requirements for acquiring an air traffic control rating comprise of knowledge, experience and skill criteria as specified in relevant sections for each rating in Schedule-III of the Aircraft Rules, 1937. The details of the same are covered in separate chapter of this RTM.

2.3.4 ***Knowledge:*** After gaining required theory training, a trainee demonstrates a level of knowledge by passing the theory examination in the subjects relevant to that rating. The qualifying marks to pass in the theory examination is 80%. In case the trainee does not qualify in the examination, then a performance improvement programme (PIP) comprising of additional training is conducted for that trainee. After completion of PIP, the trainee appears in theory examination for the second time. The trainee is not permitted to appear for re-examination within a period of at least two weeks from the date of previous examination. If the trainee does not qualify in the written examination for the second time, his training for that rating is stopped and he will not be eligible for the rating of that unit at the station.

When two air traffic controller ratings are sought concurrently, it will be ensured that the trainee meets the examination requirements of both the ratings.

2.3.5 ***Experience:*** In addition to acquiring knowledge, a trainee undergoes OJT under the supervision of an On-the-job training instructor for a minimum period specified in rules, during which, stipulated hours specified in relevant section of schedule-III of the Aircraft Rules 1937 or any reduced hours of OJT approved by DGCA are completed at the unit for which the rating training is being conducted.

When two air traffic controller ratings are sought concurrently, the trainee will meet the experience requirements of the rating which requires the higher experience for such rating.

When an applicant already holds or held the rating of any other unit at the same air traffic services station, or the same rating of another air traffic services station, on being satisfied and subject to conditions specified by the Director General, on the basis of traffic volume of the air traffic unit for which the rating is being sought and experience of the license holder, the licensing authority may approve the on the job training of a shorter period and duration of hours than the one specified in the relevant section of Schedule III of the Aircraft Rules 1937. This aspect is covered in Chapter 3 of the RTM.

2.3.6 ***Skill:*** After the trainee has demonstrated a level of knowledge by passing the examination in the knowledge subjects mentioned in relevant section for that rating in Schedule III of the Aircraft Rules 1937 and on satisfactory completion of experience requirement, the skill assessment of the trainee is conducted by a Board by assessing his skill, judgement and performance to provide a safe, orderly and expeditious relevant Air Traffic Service, including the recognition and management of threats and errors. The assessment is planned as soon as possible after the completion of on-the-job training requirement. A trainee is considered to have

demonstrated competency at a level appropriate to the privileges being granted if he meets the qualification criteria in the skill assessment. In case the trainee does not meet the qualification criteria in the assessment then the trainee is subjected to a performance improvement programme (PIP) decided by AAI to grant him additional experience requirement to acquire the skill. After completion of experience requirement in PIP, skill assessment is conducted in the same manner for the second time. If the trainee does not qualify in the skill assessment for the second time, his training for that rating is stopped and he will not be eligible for the rating of that unit at the station.

When two air traffic controller ratings are sought concurrently, it will be ensured that the trainee meets the skill requirements of both the ratings.

For qualifying in the skill assessment, a trainee shall score 80% or more marks and a grade not less than 5 in the Competency Identifier 01 in the Skill Assessment Proforma.

Note: Skill assessment proforma used for assessment for various ratings are provided as Appendix to this document and are also available for download on https://aim-india.aai.aero/ais-document under the header Public Documents-Certification of ATS Personnel (CAP) Documents-Forms.

2.3.7 Issue of certificate of written examination: On completion of written examination for the purpose of demonstration of knowledge acquired, ATS In-charge issues a certificate to declare the result of written examination which contains at least following information:-

a) Name of Station, name of rating for which training was conducted

b) Name of trainee, SATCOL/ATCOL Number

c) Theory subjects covered during the particular rating training

d) Marks obtained in written examination with percentage, maximum marks and pass percentage

e) date of issue, signature of ATS In-charge with seal.

2.3.8 Issue of certificate of skill assessment : On successful completion of experience requirement for acquiring rating and conduct of skill assessment by the board, ATS In-charge issues a certificate to declare the result of skill assessment which contains at least following information:-

a) Name of Station, name of rating for which training was conducted

b) Name of trainee, SATCOL/ATCOL Number

c) Date of commencement of OJT and date of completion of OJT

d) OJT required for acquiring rating in number of days/months and hours experience with period.

e) Marks obtained by trainee during skill assessment with percentage, maximum marks and pass percentage

f) date of issue, signature of ATS In-charge with seal

2.3.9 The result of written examination and skill assessment is declared in forms CAP-04/026A and CAP-04/018 B.

Note: the abovementioned forms are attached as Appendices to this document and are also available for download on https://aim-india.aai.aero/ais-document under the header Public Documents-Certification of ATS Personnel (CAP) Documents-Forms.

2.4 Maximum duration for completion of on-the-job training (OJT)

2.4.1 During OJT, it is important to maintain the continuity and the quality of training to acquire required competence and the skill to provide a safe, orderly and expeditious air traffic control service. In order to do that, the minimum hours stipulated for OJT should normally be completed in the duration prescribed for completion of OJT for each rating in Chapter 3 of this manual. However, due to limited watch hours at some stations, there may be constraints in completing the OJT in the stipulated duration.

2.4.2 Also, at stations where sufficient watch hours are available but due shift pattern, training hours available to the controllers holding other ratings, number of trainees in a particular shift/unit etc. it may not be possible to complete the OJT in the stipulated duration prescribed for completion of OJT. To allow for expeditious and continuous training for all ATCOs at the station while maintaining the quality of the training to acquire required competence, the minimum hours stipulated for OJT at these stations must be completed within a reasonable period beyond the duration prescribed for completion of OJT. Therefore, the maximum period of completion of minimum stipulated hours of OJT may be determined as per following calculation:-

On an average 15 hours of training can be completed in a period of one month (i.e. 30 days period). Hence, the maximum period for completion of 90 hours of OJT will be 6 months and for 180 hours it will be 12 months.

Note: The same calculation will apply to additional training prescribed for PIP and for reduced hours of OJT prescribed for each rating in Chapter 3.

2.4.3 In addition to above, if completion of OJT cannot be achieved in the maximum duration determined as above for completion of OJT, then, ATS In-Charge may when satisfied with the reason for extension may extend this maximum duration further by one month. For an extension beyond one month, ATS In-charge shall forward the request to ED (CAP) with justification for extension of the maximum duration for completion of OJT. ED (CAP) on being satisfied, may further extend maximum duration of training in such a manner that it should not exceed beyond 50% of the maximum permissible duration for completion of OJT. Normally, further extension will not be considered and entire on-the-job training will have to be repeated.

2.4.4 At stations where watch hours are limited, provisions in paras 2.4.2 and 2.4.3 will not be applicable and the ATS In-charge may decide the maximum duration for completion of on-the-job training.

2.5 Process of evaluation of progress and providing feedback to the trainees

2.5.1 The progress of trainee controller is assessed during OJT by the concerned instructor and the feedback of the progress is provided to trainee informally during the debriefing after the OJT session. In some cases where the performance of the trainee needs special attention, then the feedback regarding the performance and necessary steps to be taken to improve the performance are communicated to the trainee in writing.

2.5.2 The progress of trainee controller is assessed atleast once before the conduct of skill assessment by the assessment board.

2.5.3 On successfully qualifying in the written examination and on completion of minimum OJT hours prescribed for the rating in Chapter 3 of the Manual, the trainee is assessed by a pre-rating board constituted by the ATS In-charge which shall comprise three members out of which one member is an authorised instructor for that unit.

Note: For PRB of an ATS In-charge, the board shall be constituted by the GM (ATM) of the region.

2.5.4 All such assessments before the conduct of skill assessment board are also conducted in the skill assessment proforma available for the rating.

2.5.5 If the performance of the trainee in the pre-rating board **is not satisfactory**, the trainee shall be recommended for additional training of 15% of stipulated hours of OJT or ten hours whichever is greater.

2.5.6 On successfully qualifying in PRB or on completion of additional training as specified in para 2.5.5 as the case maybe, the trainee shall be assessed by an assessment board constituted in a manner specified by ED (CAP).

Note: Pre-rating board is not mandatory in those cases of revalidation of rating where the rating is invalid for a period not exceeding four years. However, if in the opinion of the ATS In-charge, the performance of the trainee is such that it is desirable to conduct pre-rating assessment for that trainee, then ATS In-charge may conduct such assessment .

2.6 Forwarding Application to DGCA

2.6.1 On successful completion of the required training, the ATS In-charge, after the scrutiny of the duly filled-in application of the candidate as mentioned in Appendix-1 of CAR Section-9 Series-L Part-II for issue of licence (in case of SATCOL holder) & endorsement of rating(s) (in case of ATCOL holder) will forward the application along with the requisite fees (if, applicable) and required documents to DGCA through ED (CAP). Examination result and skill assessment result in original alongwith the extract of ATCOs logbook for the period of OJT will also be enclosed

with the application form.

2.7 Validity of examination and experience

2.7.1 The validity of examination and experience shall be in compliance with Para 6 of Section-A of Schedule-III of the Aircraft Rules, 1937.

2.7.2 Prior to forwarding the application for issue of ATCOL or endorsement of rating(s), ATS In-charge ensures that the application for endorsement of rating is made as soon as possible while ensuring that the skill remains valid on date of application in DGCA (Skill assessment is valid for six months from the date of skill assessment by the Board). It will also be ensured that the trainee possesses at least 10 hours of experience in preceding six months from the date of application.

Note: The date of application for the endorsement of rating is the date on which the application is received in the Directorate General of Civil Aviation.

2.8 Revalidation of an invalid rating

2.8.1 The rating on an ATCOL becomes invalid/expires if an ATCO has not exercised the privileges of that rating for a period exceeding six months. Further, as per Rule 110 of the Aircraft Rules, 1937 the application of a candidate whose rating is invalid/expired, will be sent to DGCA after he undergoes OJT under the supervision of an on-the-job training instructor for a minimum period specified in Table 1 below and successfully qualifies the examination and skill assessment test as applicable. A candidate whose rating is invalid for a period exceeding 4 years, undergoes all steps mentioned in para 2.3 of this Chapter for revalidation of rating.

2.8.2 A candidate whose rating is invalid for period of not more than 4 years, he undergoes OJT for a period as applicable for the period of invalidity and is assessed in accordance with para 2.3.6 of this chapter for revalidation of rating by a skill assessment board.

2.8.3 On successful completion of the required training, the ATS In-charge forwards the duly filled-in application of the candidate as mentioned in Appendix-1 of DGCA CAR Section-9 Series-L Part-II for issue of licence & endorsement of rating(s), as applicable, along with the requisite fees (whenever applicable) to DGCA.

a) For a period not exceeding 1 year	The applicant shall undergo on-the-job training for a period of not less than [three] days, during which at least [ten] hours of training has been completed, followed by an assessment by the board constituted in accordance with Chapter 7 of this manual.
b) For a period exceeding 1 year but not exceeding 2 years	Applicant shall undergo on-the-job training for a period of not less than [seven] days, during which at least [fifteen] hours of training has been completed, followed by assessment by board in accordance with Chapter 7 of this manual.

c) For a period exceeding 2 years but not exceeding 4 years	Applicant shall undergo on-the-job training for a period of not less than [fifteen] days, during which at least [thirty] hours of training has been completed, followed by assessment by board in accordance with Chapter 7 of this manual.
d) For a period exceeding 4 years	On-the-job training for a period as required for the issue of fresh rating and all the examinations and assessment applicable for the particular unit rating.

Table 1: Procedure for Revalidation of an Invalid rating on ATCO's Licence

2.8.4 The general procedure for revalidation of an invalid rating is illustrated in the flow chart in Figure 2.

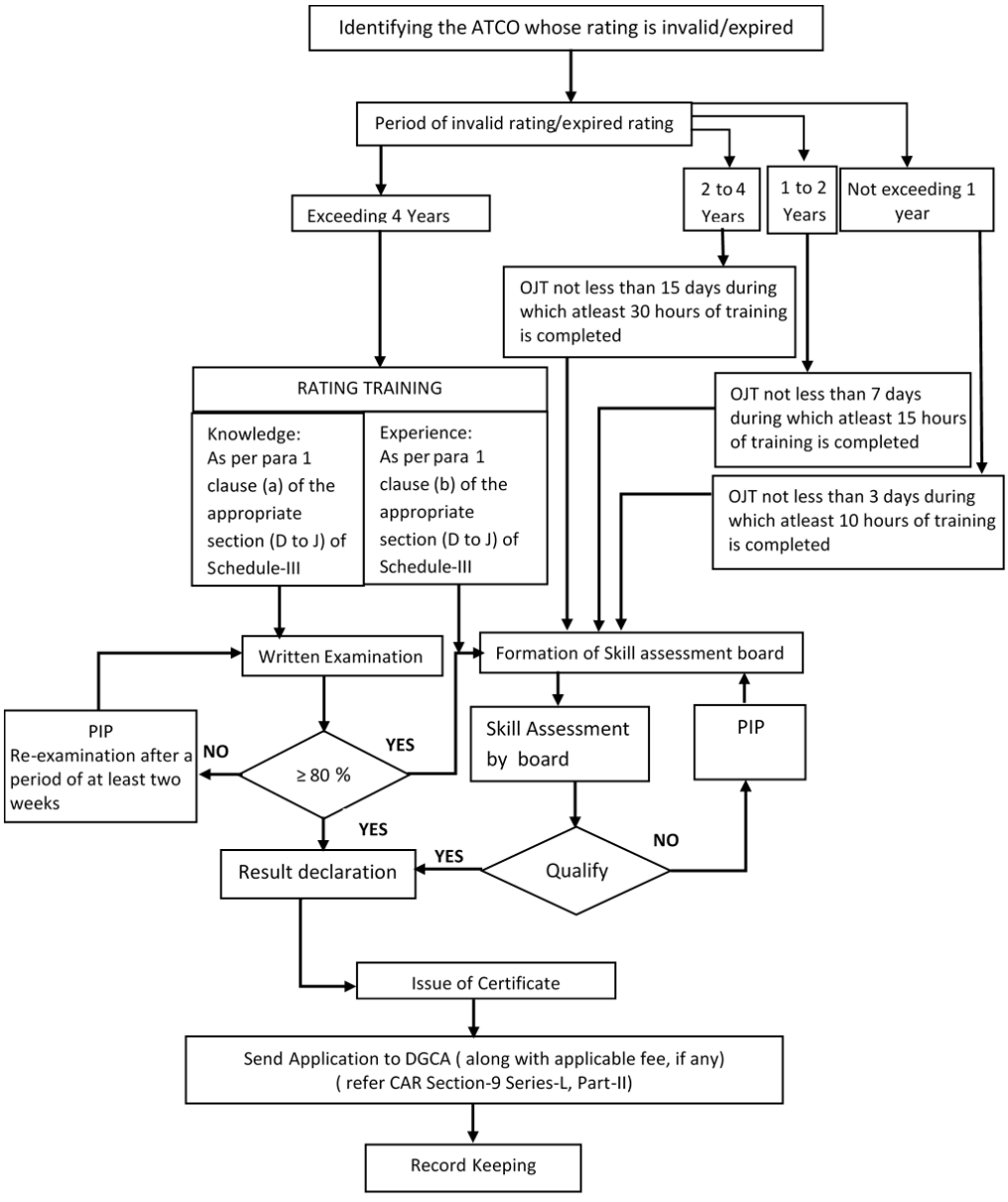

Figure 2: General Procedure for revalidation of an invalid rating at a station

2.9 Procedure for Recency of Rating(s):

2.9.1 ATS In-charge ensures that each ATCOL holder is recent in respect of endorsed rating(s) on his licence. A licence holder is considered to be recent in respect of rating and endorsement on his licence if he meets the recency requirement in accordance with para 9 of Section A of Schedule III of the Aircraft Rules 1937.

2.9.2 Air Traffic Controllers having valid rating(s) but who are not engaged in day to day air traffic services at the station will be provided with familiarization of recent changes in procedures and techniques in relevant ATS units by an experienced rated controller before they take-over the watch for the purpose of maintaining the recency . The familiarization received will be logged by individual ATCO in his logbook and the same will be logged in unit logbook. The experienced ATCO, who has imparted the familiarization, will countersign the relevant logbook entries.

2.9.3 For ATC units, which are combined and operate in one ATC unit, and the ratings are issued concurrently for such units, the recency for the concurrent ratings will be maintained in the combined unit.

2.9.4 Where the ratings were issued concurrently, but subsequently the units are established separately and are operational as separately established units for a limited period in a day, then the recency for the concurrent ratings can be maintained either separately when the units are operating separately or concurrently when the units are combined.

2.9.5 Where the ratings were issued concurrently, but subsequently the units are established separately and are operational separately on H-24 basis, then the recency for the concurrent ratings shall be maintained separately for each unit.

Note: Where Approach Control Procedural rating was issued either separately or concurrently with Aerodrome Control rating but subsequently Approach Control Procedural unit is combined with Approach Control Surveillance rating and the combined units are operational on H-24 basis, then the recency of Approach Control procedural rating will be concurrently maintained in the combined unit by the controllers holding Approach Control Surveillance rating.

2.9.6 If the holder of an ATCOL whose rating is valid in accordance with para 2 of Sections D, E, F, G, H and J of Schedule III of the Aircraft Rules 1937, fails to meet the recency requirement for that rating will be required to provide air traffic control services in the relevant unit for a period of ten hours in not more than ten days under

the supervision of an authorised instructor, thereafter he will be assessed by a board constituted by ATS In-charge. In case of assessment of ATS In-charge, the board will be constituted by ED (CAP). On being assessed fit, he will be permitted to exercise the privileges of the rating. However, such assessment will be required to be made within the validity period of that rating.

2.10 Appeal Procedure for assessment by board for skill:

2.10.1 If a trainee is not satisfied with the assessment, he may appeal to DGCA within two weeks from the declaration of result.

2.11 Record Keeping:

2.11.1 All the records related to the training and rating of each individual are maintained in a separate file containing personal details of the individual, Class 3 medical assessment, ELP assessment, training records, assessment proforma, written and practical test results, and any other document related to his rating. All the correspondences with respect to his training, assessments, ratings are kept in different sections of the file and are arranged in chronological order.

2.11.2 ATS In-charge is the officer responsible to ensure record keeping correctly and safely.

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Chapter 3

Syllabus for acquiring knowledge and experience for various ratings

3.1 Introduction

3.1.1 [Name of station] has established various air traffic services units in which air traffic services are provided. Before, providing air traffic services in an ATS unit independently, an ATCO has to acquire an ATCOL with rating(s) appropriate to the services being provided in the unit(s). To acquire the ATCOL and/or an air traffic control rating, an ATCO undergoes training applicable for that rating to comply with the requirements of Schedule-III of the Aircraft Rules 1937. This chapter lays down the syllabus to comply with the requirements of knowledge, experience, examination and skill assessment for the following ratings. (select the rating applicable at that station)

a) Aerodrome Control Rating
b) Approach Control Procedural Rating
c) Approach Control Surveillance Rating
d) Area Control Procedural Rating
e) Area Control Surveillance Rating
f) Oceanic Control Rating

3.1.2 At [Name of station], Approach Control Procedural rating is issued concurrently with (Aerodrome Control rating/Approach Control Surveillance rating*) (*:select the appropriate rating). However, it is ensured that the requirements of Knowledge, Experience and Skill in case of the concurrent ratings prescribed in paras 2.3.4, 2.3.5 and 2.3.6 of Chapter 2 of this manual are complied with. (Stations where this provision is not applicable will write Not Applicable in Black text).

3.1.3 Authentic information from ICAO Annexes and Docs, e-Aeronautical information publication and its supplements, Aeronautical Information Circulars, AAI's Manual of Air Traffic Services, applicable Standard Operating Procedures (SOPs), Automation training material, local statistics, National Aeronautical Search & Rescue Manual, Aerodrome Emergency Plan, DGCA CAR & Circulars are used for preparing the training hand-outs for respective ratings. However, the correctness of information is ensured by ATS In-Charge, [Name of station] for use in training.

3.2 Syllabus for various ratings at [Name of station] station

(Stations will keep the syllabus for the ratings applicable to their stations from the following paras and will write "Not Applicable" against the para for the ratings that are not applicable at their stations. Where two ratings are issued concurrently, then the paras for the syllabus for both the ratings shall be kept separately in the RTM)

3.2.1 Syllabus for Aerodrome Control Rating

(a) Knowledge– To comply with para 1 clause (a) of Section-D of Schedule-III of the Aircraft Rules 1937, a trainee demonstrates a level of knowledge by passing the

examination, the syllabus of which shall contain the following topics in relation to the Aerodrome Control Rating at [Name of station]:–

i. Aerodrome lay out, physical characteristics and visual aids (as per e-AIP, MATS 2 Aerodrome Manual)
ii. Airspace structure (as per e-AIP, MATS 2 Aerodrome Manual)
iii. Applicable rules, procedures and source of information (MATS 1, e-AIP, relevant DGCA circulars)
iv. Air navigation facilities (as per e-AIP, MATS 2)
v. Air traffic control equipment and its use [as per SOPs and Automation training material]
vi. Terrain and prominent landmarks (as per e-AIP, MATS 2)
vii. Characteristics of air traffic
viii. Weather phenomena [DGCA CARs]
ix. Emergency, search and rescue plans [as per MATS 1, e-AIP, National Aeronautical Search and Rescue Manual, Aerodrome Emergency Plan]
x. Any other subject considered appropriate for [name of the station].

(b) Experience- To comply with para 1 clause (b) of Section-D of Schedule-III of the Aircraft Rules 1937 a trainee undergoes on-the-job training under the supervision of an instructor for a period of not less than [one and a half] month, during which [ninety] hours of training has been completed, at Aerodrome Control Tower unit at [name of the station].

Note: For obtaining an ATCOL with the first rating as the rating of Aerodrome Control Tower, it will also be ensured that trainee demonstrated the required competence having accomplished not less than three months of satisfactory service engaged in the actual control of air traffic under the supervision of appropriately rated instructor. For the purpose of this clause, the experience specified in (b) above may be counted as part of the experience requirement for obtaining the ATCOL.

Provided that when an applicant already holds or held the Aerodrome Control rating of another air traffic services station, then, on the basis of traffic volume of the Aerodrome Control Tower for which the rating is being sought and experience of the trainee, the trainee will undergo on-the-job training of a shorter period and duration of hours than the one specified above. The shorter period and duration of hours applicable is specified in para 3.4.3.2 of this chapter.

(c) Skill- On completion of the on-the-job training and successfully qualifying in the written examination when applicable, specified in this chapter, the trainee shall have been assessed successful by a Board constituted in accordance with Chapter 7 of this manual. During the assessment, trainee is assessed regarding his skill, judgement and performance to provide a safe, orderly and expeditious Aerodrome Control service at [name of the station], including the recognition and management of threats and errors. The assessment is conducted as soon as possible after the completion of on-the-job training requirement.

3.2.2 Syllabus for Approach Control Procedural Rating

(a) Knowledge– To comply with para 1 clause (a) of Section-E of Schedule-III of the Aircraft Rules 1937, a trainee demonstrates a level of knowledge by passing the examination, the syllabus of which shall contain the following topics in relation to the Approach Control Procedural Rating at [Name of station]:–

i. Airspace structure (As per e-AIP, MATS 2, Aerodrome Manual)
ii. Applicable rules, procedures and source of information (MATS 1, e-AIP, relevant DGCA circulars)
iii. Air navigation facilities (as per e-AIP, MATS 2)
iv. Air traffic control equipment and its use [As per SOPs and Automation training material]
v. Terrain and prominent landmarks (as per e-AIP, MATS 2)
vi. Characteristics of air traffic
vii. Weather phenomena [DGCA CARs]
viii. Emergency, search and rescue plans [As per MATS 1, e-AIP, National Aeronautical Search and Rescue Manual, Aerodrome Emergency Plan]
ix. Any other subject considered appropriate for [name of the station].

(b) Experience- To comply with para 1 clause (b) of Section-E of Schedule-III of the Aircraft Rules 1937 a trainee undergoes on-the-job training under the supervision of an instructor for a period of not less than [three] months, during which [one hundred and eighty] hours of training has been completed, at Approach Control unit at [name of the station].

Provided that when an applicant already holds the Aerodrome Control rating (and/or the Area Control Procedural rating) of [name of the station] or holds or held Approach Control Procedural rating of another air traffic services station, then, on the basis of traffic volume of the Approach Control Unit for which the rating is being sought and experience of the trainee, the trainee will undergo on-the-job training of a shorter period and duration of hours than the one specified above. The shorter period and duration of hours applicable is specified in para 3.4.3.3 of this chapter.

(c) Skill: On completion of the on-the-job training and successfully qualifying in the written examination when applicable, specified in this chapter, the trainee shall have been assessed successful by a Board constituted in accordance with Chapter 7 of this manual. During the assessment, trainee is assessed regarding his skill, judgement and performance to provide a safe, orderly and expeditious Approach Control service at [name of the station], including the recognition and management of threats and errors. The assessment is conducted as soon as possible after the completion of on-the-job training requirement.

3.2.3 Syllabus for Approach Control Surveillance Rating

(a) Knowledge– To comply with para 1 clause (a) of Section-F of Schedule-III of the Aircraft Rules 1937, a trainee demonstrates a level of knowledge by passing the

examination, the syllabus of which shall contain the following topics in relation to the Approach Control Surveillance Rating at [Name of station]:–

i. Airspace structure (e-AIP, MATS 1, MATS 2)
ii. Applicable rules, procedures and source of information (MATS 1, e-AIP, relevant DGCA Circulars)
iii. Air navigation facilities (e-AIP, MATS 2)
iv. Air traffic control equipment and its use (SOP, Automation Training Material)
v. Terrain and prominent landmarks (e- AIP)
vi. Characteristics of air traffic and traffic flow
vii. Weather phenomena (DGCA CAR)
viii. Emergency and search and rescue plans (MATS 1, National Search and Rescue Manual)
ix. Principles, use and limitations of applicable Air Traffic Services Surveillance Systems and associated equipment
x. Procedures for the provision of Air Traffic Services Surveillance Service, as appropriate, including procedures to ensure appropriate terrain clearance
xi. Any other subject considered appropriate for [name of the station]

(b) **Experience-** To comply with para 1 clause (b) of Section-F of Schedule-III of the Aircraft Rules 1937 a trainee undergoes on-the-job training under the supervision of an instructor for a period of not less than[three] months, during which [one hundred and eighty] hours of training has been completed, at Approach Control unit at [name of the station].

Provided that when an applicant already holds (the Approach Control Procedural rating and/or the Area Control Surveillance rating) of [name of the station] or holds or held Approach Control Surveillance rating of another air traffic services station, then, on the basis of traffic volume of the Approach Control unit for which the rating is being sought and experience of the trainee, the trainee will undergo on-the-job training of a shorter period and duration of hours than the one specified above. The shorter period and duration of hours applicable is specified in para 3.4.3.4 of this chapter.

(c) **Skill:** On completion of the on-the-job training specified in this chapter, the trainee shall have been assessed successful by a Board constituted in accordance with Chapter 7 of this manual. During the assessment, trainee is assessed regarding his skill, judgement and performance to provide a safe, orderly and expeditious Approach Control service at [name of the station], including the recognition and management of threats and errors. The assessment is conducted as soon as possible after the completion of on-the-job training requirement.

3.2.4 Syllabus for Area Control Procedural Rating

(a) **Knowledge–** To comply with para 1 clause (a) of Section-G of Schedule-III of the Aircraft Rules 1937, a trainee demonstrates a level of knowledge by passing the

examination, the syllabus of which shall contain the following topics in relation to the Area Control Procedural Rating at [Name of station]:–

i. Airspace structure (As per e-AIP, MATS 2 Aerodrome Manual)
ii. Applicable rules, procedures and source of information (MATS 1, e-AIP, relevant DGCA circulars)
iii. Air navigation facilities (as per e-AIP, MATS 2)
iv. Air traffic control equipment and its use [As per SOPs and Automation training material]
v. Terrain and prominent landmarks (as per e-AIP, MATS 2)
vi. Characteristics of air traffic
vii. Weather phenomena [DGCA CARs]
viii. Emergency, search and rescue plans [As per MATS 1, e-AIP, National Aeronautical Search and Rescue Manual, Aerodrome Emergency Plan]
ix. Any other subject considered appropriate for [name of the station].

(b) Experience- To comply with para 1 clause (b) of Section-G of Schedule-III of the Aircraft Rules 1937 a trainee undergoes on-the-job training under the supervision of an instructor for a period of not less than [three] months, during which [one hundred and eighty] hours of training has been completed, at Area Control unit at [name of the station].

Provided that when an applicant already holds (either) (Aerodrome Control rating) (and/or) (the Approach Control Procedural rating) (and/or) (the Oceanic Control rating) of [name of the station] or holds or held Area Control Procedural rating of another air traffic services station, then, on the basis of traffic volume of the Area Control unit for which the rating is being sought and experience of the trainee, the trainee will undergo on-the-job training of a shorter period and duration of hours than the one specified above. The shorter period and duration of hours applicable is specified in para 3.4.3.5 of this chapter.

(c) Skill: On completion of the on-the-job training specified in this chapter, the trainee shall have been assessed successful by a Board constituted in accordance with Chapter 7 of this manual. During the assessment, trainee is assessed regarding his skill, judgement and performance to provide a safe, orderly and expeditious Area Control service at [name of the station], including the recognition and management of threats and errors. The assessment is conducted as soon as possible after the completion of on-the-job training requirement.

3.2.5 Syllabus for Area Control Surveillance Rating

(a) Knowledge– To comply with para 1 clause (a) of Section-H of Schedule-III of the Aircraft Rules 1937, a trainee demonstrates a level of knowledge by passing the examination, the syllabus of which shall contain the following topics in relation to the Area Control Surveillance Rating at [Name of station]:–

i. Airspace structure (e-AIP, MATS 1, MATS 2)
ii. Applicable rules, procedures and source of information (MATS 1, e-AIP, relevant DGCA Circulars)

iii. Air navigation facilities (e-AIP, MATS 2)
iv. Air traffic control equipment and its use (SOP, Automation Training Material)
v. Terrain and prominent landmarks (e- AIP)
vi. Characteristics of air traffic and traffic flow
vii. Weather phenomena (DGCA CAR)
viii. Emergency and search and rescue plans (MATS 1, National Search and Rescue Manual)
ix. Principles, use and limitations of applicable Air Traffic Services Surveillance Systems and associated equipment
x. Procedures for the provision of Air Traffic Services Surveillance Service, as appropriate, including procedures to ensure appropriate terrain clearance
xi. Any other subject considered appropriate for [name of the station]

(b) **Experience**- To comply with para 1 clause (b) of Section-H of Schedule-III of the Aircraft Rules 1937 a trainee undergoes on-the-job training under the supervision of an instructor for a period of not less than [three] months, during which [one hundred and eighty] hours of training has been completed, at Area Control unit at [name of the station].

Provided that when an applicant already holds (either) Area Control Procedural rating (and/or) (the Area Control Surveillance rating of another Area Control unit) (and/or) (the Approach Control Surveillance rating) of [name of the station] or holds or held Area Control Surveillance rating of another air traffic services station, then, on the basis of traffic volume of the Area Control unit for which the rating is being sought and experience of the trainee, the trainee will undergo on-the-job training of a shorter period and duration of hours than the one specified above. The shorter period and duration of hours applicable is specified in para 3.4.3.6 of this chapter.

(c) **Skill:** On completion of the on-the-job training specified in this chapter, the trainee shall have been assessed successful by a Board constituted in accordance with Chapter 7 of this manual. During the assessment, trainee is assessed regarding his skill, judgement and performance to provide a safe, orderly and expeditious Area Control service at [name of the station], including the recognition and management of threats and errors. The assessment is conducted as soon as possible after the completion of on-the-job training requirement.

3.2.6 Syllabus for Oceanic Control Rating

(a) **Knowledge–** To comply with para 1 clause (a) of Section-J of Schedule-III of the Aircraft Rules 1937, a trainee demonstrates a level of knowledge by passing the examination, the syllabus of which shall contain the following topics in relation to the Oceanic Control Rating at [Name of station]:–

i. Airspace structure (As per e-AIP, MATS 2 Aerodrome Manual)
ii. Applicable rules, procedures and source of information (MATS 1, e-AIP, relevant DGCA circulars)
iii. Air navigation facilities (as per e-AIP, MATS 2)
iv. Air traffic control equipment and its use [As per SOPs and Automation training

material]

v. Terrain and prominent landmarks (as per e-AIP, MATS 2)

vi. Characteristics of air traffic

vii. Weather phenomena [DGCA CARs]

viii. Emergency, search and rescue plans [As per MATS 1, e-AIP, National Aeronautical Search and Rescue Manual, Aerodrome Emergency Plan]

ix. Any other subject considered appropriate for [name of the station].

(b) **Experience-** To comply with para 1 clause (b) of Section-J of Schedule-III of the Aircraft Rules 1937 a trainee undergoes on-the-job training under the supervision of an instructor for a period of not less than [three] months, during which [one hundred and eighty] hours of training has been completed, at Oceanic Control unit at [name of the station].

Provided that when an applicant already holds Area Control Procedural rating of [name of the station] or holds or held Oceanic Control Centre rating of another air traffic services station, then, on the basis of traffic volume of the Oceanic Control Centre for which the rating is being sought and experience of the trainee, the trainee will undergo on-the-job training of a shorter period and duration of hours than the one specified above. The shorter period and duration of hours applicable is specified in para 3.4.3.7 of this chapter.

(c) **Skill:** On completion of the on-the-job training specified in this chapter, the trainee shall have been assessed successful by a Board constituted in accordance with Chapter 7 of this manual. During the assessment, trainee is assessed regarding his skill, judgement and performance to provide a safe, orderly and expeditious air traffic control service including the recognition and management of threats and errors in the Oceanic Control Centre at [name of the station]. The assessment is conducted as soon as possible after the completion of on-the-job training requirement.

3.3 Syllabus for concurrent rating in combined units

(a) **Knowledge**–When two air traffic controller ratings are sought concurrently, the syllabus for the written examination will include the topics specified in para 1 (a) of the relevant sections of both the ratings and it will be ensured that the trainee meets the examination requirements of both the ratings.

(b) **Experience:** When two air traffic controller ratings are sought concurrently, the trainee will meet the experience requirements of the rating which requires the higher experience for such rating as specified in para 1 (b) of the relevant sections for both the ratings in Schedule III or when applicable, relevant sub paras of para 3.4 in case of shorter period and duration of hours than the one specified in the relevant section of the Schedule III.

(c) **Skill:** When two air traffic controller ratings are sought concurrently, it will be ensured that the trainee meets the skill requirements of both the ratings specified in para 1 (c) of the relevant sections for both the ratings in Schedule III. For the purpose of skill

assessment for issuance of the concurrent ratings, the skill assessment proforma applicable for the concurrent rating will be used.

3.3.1 If any of the two ratings are sought concurrently in a combined unit at station and subsequently these units are bifurcated then the ATCOs already having concurrent rating will be considered as rated for both the units separately. However, for the new trainees, the procedure and syllabus as laid down for individual ratings will be followed for the issue of ratings of these bifurcated units. Conversely if two units are combined subsequently at any station then the ATCOs having individual separate ratings for these units will be considered as rated for the combined units as well. However, for the new trainees, the procedure and syllabus as laid down for concurrent rating will be followed for the issue of concurrent ratings of the combined units.

3.4 General procedures for reduction in the period of on-the-job training for acquiring rating

3.4.1 Proviso under para 7 of Section A of Schedule III states that when an applicant already holds or held the rating of any other unit at the same air traffic services station, or the same rating of another air traffic services station, on being satisfied and subject to the conditions specified by the Director-General, on the basis of traffic volume of the air traffic unit for which the rating is being sought and experience of the licence holder, the licensing authority may approve the on-the-job training of a shorter period and duration of hours than the one specified in the relevant section of the Schedule III of the Aircraft Rules 1937.

3.4.1.1 Categorisation of ATS Stations of Airports Authority of India based on the traffic volume.

3.4.1.1.1 The categorisation of ATS Stations of Airports Authority of India is based on the traffic volume and decades of experience of AAI in providing ATS at various ATS Stations.

3.4.1.1.2 Category of Stations is based on per day average of volume of traffic in preceding two years taken on 1st October of each year.

3.4.1.1.3 However, categorisation of these ATS station for the year 2020-2021 shall be based on the day 1st October 2019 (Pre-Covid Pandemic) until the same level or more traffic volume is achieved.

3.4.1.1.4 Categorisation of ATS stations which have been operationalised after 1st October 2019 shall be based on the average number of schedule flights operating per day from the date of operation for first two years. Thereafter, categorisation of these stations will be based on per day average of volume of traffic in preceding two years taken on 1st October of each year.

3.4.1.1.5 The stations which are yet to be operationalised, their categorisation for that year shall be based on the maximum number of flights scheduled on the date of operationalisation which will continue for first two years. Thereafter, categorisation of these

stations will be based on per day average of volume of traffic in preceding two years taken on 1st October of each year.

3.4.1.1.6 Categorisation of ATS stations is done in two streams of ATS units, namely; Terminal stream consisting of Aerodrome control unit and Approach control unit and Enroute stream consisting of Area control unit and Oceanic control centre.

Note: For the convenience of easy recognition the categories in Terminal stream are shown with a subscript 'term' (e.g. A_{term} etc.) and categories in Enroute stream shown with a subscript 'enroute' (e.g. $A_{enroute}$ etc.)

3.4.1.2 A) Categorisation of ATS Stations (Aerodromes) based on Aerodrome control and Approach Control Traffic:

Category of ATS Station	Number of average daily aircraft movements (in preceding two years taken on 1st October of each year)
A_{term}	> 400
B_{term}	> 100 but ≤ 400
C_{term}	> 30 but ≤ 100
D_{term}	≤ 30
E_{term}	Occasional non-scheduled aircraft movements

B) [Name of station] falls in Category [Category of terminal ATS station] for Aerodrome control tower and Approach Control units

3.4.1.3 A) Categorisation of ATS Stations (Aerodromes) based on traffic operating in the jurisdiction of Area Control Centre (ACC) of concerned station

Category of ATS Station	Number of average daily aircraft movements (in preceding two years taken on 1st October of each year)
$A_{enroute}$	> 400
$B_{enroute}$	≤ 400

B) [Name of station] falls in Category [Category of enroute ATS station] for Area Control Centre.

3.4.1.4 Categorisation of Oceanic Control Centres (OCCs)

3.4.1.4.1 OCCs are located at ATS Stations providing area control service in Oceanic airspace. These are located at Mumbai, Kolkata and Chennai. These ATS Stations have Area Control Traffic under category $A_{enroute}$ above.

3.4.2 *Reduction of the On-the-Job Training requirements for ratings based on traffic volume at an ATS Station and the experience of controller*

3.4.2.1 Applicability of reduction of on-the-job training based on experience of the controller:

3.4.2.1.1 Reduction in period and duration of hours of on-the-job training mentioned

in para 3.4.3 below, for acquiring rating of one category of aerodrome while having the experience of holding/having held the same rating of aerodrome of same or another category is applicable if the controller has acquired the following working experience after acquiring the applicable rating(s):-

i. Six months if a controller has to acquire the rating at the same or lower category of station (aerodrome);

ii. One year if a controller has to acquire the rating at a higher category of station (aerodrome).

3.4.2.1.2 The applicable rating for reduction in period and duration of hours of on-the-job training shall not be invalid for a period of more than three and half years on the date of commencement of the on-the-job training at the current station of duty.

3.4.3 **Reduction of period and duration of on-the-job training based on the traffic volume provided the air traffic controller holds or held a rating previously.**

3.4.3.1 If a trainee controller who meets the requirement of para 3.4.2.1.1 and para 3.4.2.1.2 above, then at the current station of duty, he will undergo on-the-job training **atleast** for a period/hours as per provisions in following paras :-

3.4.3.2 **Reduction of period and duration of the on-the-job training for Aerodrome control Ratings:-**

a) When the controller holds or held the same rating of another station:-

Aerodrome Control Rating (Requirement 45 days/90 Hrs, as per Schedule III)						
Category of ATS Station (Aerodrome) To → / From ↓		A_{term}	B_{term}	C_{term}	D_{term}	E_{term}
A_{term}		[30D/60H]	[25D/45H]	[15D/30H]	[12D/25H]	5D/10H
B_{term}		[40D/75H]	[30D/60H]	[25D/45H]	[15D/30H]	5D/10H
C_{term}		[45D/90H]	[40D/75H]	[30D/60H]	[25D/45H]	5D/10H
D_{term}		[45D/90H]	[45D/90H]	[40D/75H]	[30D/60H]	5D/10H
E_{term}		[45D/90H]	[45D/90H]	[45D/90H]	[45D/90H]	5D/10H

b) The reduction in period and duration of hours of on-the-job training for the aerodrome control rating is not permitted on account of holding a rating under any other category at the current station of duty.

3.4.3.3 Reduction of period and duration of the on-the-job training for Approach Control Procedural Ratings:-

a) When the controller holds or held the same rating of another station:-

Approach Control Procedural Rating (Requirement 90 days/180 Hrs, as per Schedule III)						
Category of ATS Station (Aerodrome) To → / From ↓		A_{term}	B_{term}	C_{term}	D_{term}	E_{term}
A_{term}		[45D/90H]	[30D/60H]	[30D/60H]	[30D/60H]	5D/10H
B_{term}		[60D/120H]	[45D/90H]	[30D/60H]	[30D/60H]	5D/10H
C_{term}		[60D/120H]	[45D/90H]	[30D/60H]	[30D/60H]	5D/10H
D_{term}		[90D/180H]	[60D/120H]	[45D/90H]	[30D/60H]	5D/10H
E_{term}		[90D/180H]	[90D/180H]	[90D/180H]	[90D/180H]	5D/10H

b) When the controller holds the rating of another unit at the same station:-

The period and duration of hours of on-the-job training may be reduced as follows for acquiring approach control procedural rating in case of a controller who does not hold/has not held the same rating at any other station but is holding the rating of another unit at the current station of posting:-

i. [60] days during which atleast [120] hours of on-the-job training is completed by the controller who holds the aerodrome control rating of the same station.

ii. [45] days during which atleast [90] hours of on-the-job training is completed by the controller who holds the area control procedural rating of the same station.

3.4.3.4 Reduction of period and duration of the on-the-job training for Approach Control Surveillance Rating:-

a) When the controller holds or held the same rating of another station:-

Approach Control Surveillance Rating (Requirement 90 days/180 Hrs, as per Schedule III)						
Category of ATS Station (Aerodrome) To → / From ↓		A_{term}	B_{term}	C_{term}	D_{term}	E_{term}
A_{term}		[45D/90H]	[30D/60H]	[30D/60H]	[30D/60H]	
B_{term}		[60D/120H]	[45D/90H]	[30D/60H]	[30D/60H]	
C_{term}		[60D/120H]	[45D/90H]	[30D/60H]	[30D/60H]	
D_{term}		[90D/180H	[60D/120H]	[45D/90H]	[30D/60H]	

E_{term}					

b) When the controller holds the rating of another unit at the same station:-

The period and duration of hours of on-the-job training may be reduced as follows for acquiring approach control surveillance rating in case of a controller who does not hold/has not held the same rating at any other station but is holding the rating of another unit at the current station of posting.

i. [75] days during which atleast [150] hours of on-the-job training is completed by the controller who holds the approach control procedural rating of the same station.

ii. [60] days during which atleast [120] hours of on-the-job training is completed by the controller who holds the area control surveillance rating of the same station.

3.4.3.5 Reduction of period and duration of the on-the-job training for Area Control Procedural Rating

a) When the controller holds or held the same rating of another station:-

Area Control Procedural Rating (Requirement 90 days/180 Hrs, as per Schedule III)			
Category of ATS Station (Aerodrome)	To →	$A_{enroute}$	$B_{enroute}$
From ↓			
$A_{enroute}$		[45D/90H]	[30D/60H]
$B_{enroute}$		[60D/120H]	[45D/90H]

b) When the controller holds the procedural rating of another area control unit at the same station:

[15] days during which atleast [30] hours of on-the-job training is completed by the controller who holds procedural rating of another area control unit of the same station.

c) When the controller holds the rating of another unit at the same station:

The period and duration of hours of on-the-job training may be reduced as follows for acquiring area control procedural rating in case of a controller who does not hold/has not held the same rating at any other station but is holding the rating of another unit at the current station of posting.

i. [60] days during which atleast [120] hours of on-the-job training is completed by the controller who holds the aerodrome control or approach control procedural rating of the same station.

ii. [30] days during which atleast [60] hours of on-the-job training is completed by the controller who holds the oceanic control rating of the same station.

3.4.3.6 Reduction of period and duration of the on-the-job training for Area Control Surveillance Rating

a) When the controller holds or held the same rating of another station:

Area Control Surveillance Rating (Requirement 90 days/180 Hrs, as per Schedule III)			
Category of ATS Station (Aerodrome) To → / From ↓		$A_{enroute}$	$B_{enroute}$
$A_{enroute}$		[45D/90H]	[30D/60H]
$B_{enroute}$		[60D/120H]	[45D/90H]

b) When the controller holds the surveillance rating of another area control unit at the same station:

[15] days during which atleast [30] hours of on-the-job training is completed by the controller who holds surveillance rating of another area control unit of the same station.

c) When the controller holds the rating of another unit at the same station:

The period and duration of hours of on-the-job training may be reduced as follows for acquiring area control surveillance rating in case of a controller who does not hold/has not held the same rating at any other station but is holding the rating of another unit at the current station of posting.

i. [75] days during which atleast [150] hours of on-the-job training is completed by the controller who holds the area control procedural rating of the same station.

ii. [45] days during which atleast [90] hours of on-the-job training is completed by the controller who holds the approach control surveillance rating of the same station.

3.4.3.7 Reduction of period and duration of the on-the-job training for Oceanic Control Procedural Ratings

a) When the controller holds or held the same rating of another station:-

The period and duration of hours of on-the-job training may be reduced to 30 days during which atleast 60 hours of on-the-job training is completed the controller who holds oceanic control rating of another station has to acquire oceanic control rating of new station without having acquired the area control procedural rating of that station.

b) When the controller holds the rating of another unit at the same station

The period and duration of hours of on-the-job training may be reduced to 25 days during which atleast 45 hours of on-the-job training is completed by the controller who holds area control rating of the same station.

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Chapter 4

Infrastructure at the Examination Centre

4.1 Introduction

4.1.1 In compliance with paragraph 3(a) of ALD Circular 01 of 2019, infrastructure as described below is available at [Name of Station] for conducting written examinations for ATC ratings.

4.2 Examination Room

4.2.1 The examination Room is located at [location of the examination Room]. The room is of size [nn m x nn m]. This room can accommodate up to [maximum number of examinee] examinees at a time with adequate spacing between them.

4.2.2 Desks and chairs to accommodate [maximum number of examinee] examinees at a time are provided with adequate spacing between the desks. Only one examinee will be seated at a table for the exam. In addition, seating is available for invigilator also.

4.2.3 The Examination Room is properly lighted and has air-conditioning facility to maintain comfortable temperature inside the room.

4.2.4 This room is kept under lock and key by (Training In-charge/ATS In-charge*) (*: select as appropriate). (Training In-Charge/ATS In-charge) shall ensure the availability of the Examination Room for the conduct of examinations.

4.3 Evaluation Room

4.3.1 The evaluation Room is used for evaluation of answer books by the examiners. (The evaluation room is located at [location of the examination Room]. The room is of size [nn m x nn m]. This room can accommodate up to [maximum number of examiners] examiners at a time) (or The Examination Room will serve as Evaluation Room also.)

4.3.2 The Evaluation Room is properly lighted and has air-conditioning facility to maintain comfortable temperature inside the room.

4.4 Computers and peripherals

4.4.1 A Personal Computer (PC) is exclusively available for storing Question banks and the preparation of question papers. The PC is password protected and the password is available with the (Training In-charge/ATS In-charge*) (*: select as appropriate). A printer, a scanner and adequate stationery materials are also available for preparing examination documents. (stations may amend this para according to the facilities available).

4.5 Question Papers and answer-books

4.5.1 Question papers are printed before the examination (and part of the question paper is answered on the question paper itself, for rest of the questions,) a separate answer-book is made available to the examinee. (The answer-books are serially numbered

and a record of used and unused answer-books is kept in a register).

4.6 Storage and backup

4.6.1 **:**All the question banks and the question papers are stored in the files especially available for the purpose. A separate file is maintained for storing the question papers and answer-sheets attempted by the examinee. A digital back up of all the question banks and question papers is stored in the PC provided for the purpose. The Backup of all the stored data is kept in a separate hard-disk/pen-drive.

4.7 Record of examinations

4.7.1 (Training In-charge/ATS In-charge*) (*: select as appropriate) maintains a record of examinations which will include the date of examination, serial numbers of question paper/answer book, number of used/unused pages in the answer book and number of additional sheets issued. This record is signed by the examinee, invigilator and (Training In-charge/ATS In-charge).

4.8 Record room

4.8.1 The Record room is located at [location of the record room]. This room has an almirah in which the documents related to ATC rating examinations are kept. The Record room and almirah are kept under lock and key by (Training In-charge/ATS In-charge*) (*: select as appropriate). An 'Access Register' is maintained for this record room.

Chapter 5

Procedure for Authorisation as Instructors and Examiners

5.1 Introduction

5.1.1 Rule 97 and Para7 of Section A, Schedule III of the Aircraft Rules 1937 lays down the requirement for the trainee to undergo On-the-Job Training for the purpose of qualifying for endorsement of rating in his licence under the direct supervision of an instructor authorised by the Director-General, or by any other organisation specifically authorised by the Director-General, to act as an instructor.

5.1.2 Rule 112 of Aircraft Rules 1937 requires the Director-General or any other organization specifically authorised by the Director-General to appoint examiners for carrying out examinations and assessments to test the level of knowledge specified in Schedule III of Aircraft Rules 1937 and to appoint a board to conduct oral examinations and assessment required under Schedule III, wherever necessary.

5.1.3 DGCA, CAR, Section-9, Series-L, Part-III lays down the selection criteria for Instructors, Examiners and constitution of Boards in an Air Navigation Service Provider ANSP.

5.1.4 Accordingly, this chapter lays down the procedure for authorization of instructor/ examiners and formation of Board by ANSP at the stations in accordance with DGCA CAR Section 9 Series L Part III for complying the requirements of schedule –III in respect of trainees for issue/renewal of their ratings.

5.1.5 An examiner shall normally not function as an examiner for the trainee to whom he has imparted training except in board.

5.2 General Procedures

5.2.1 Authorised Instructors and Examiners meets the qualification as specified in DGCA, CAR, Section-9, Series-L, Part-III.

5.2.2 Executive Director (CAP) is the competent authority for authorising instructors and examiners at station. Authorisation of instructor/ examiner at station is issued by ED (CAP) in standardised format covering all the details as in Appendix- E of CAR, Section-9, Series-L, Part-III. Authorization of instructor and examiner is used in the Forms CAP- 04/005 and CAP-04/006 respectively.

5.2.3 While issuing the authorizations ED (CAP) ensures that all persons functioning as instructor/ examiner have successfully completed an instructor technique course as per the syllabus given in Appendix-A of CAR, Section-9, Series-L, Part-III.

Note: Instructors/ Examiners who have already undergone Instructor development programme/ Instructional Technique/ On-the-job training instructional technique course within AAI will be considered as meeting this requirement.

5.2.4 Recurrent training for instructors/examiners will be carried out at least once in two

years or earlier when it is required to incorporate a significant change in the training, assessment or examination. The syllabus for recurrent training will include the syllabus given in Appendix-A of DGCA CAR Section 9 Series L Part III and any other topic considered relevant and of significance to instructional technique.

5.3 Requirement for authorisation as an Instructor

5.3.1 **General requirements:** An applicant for authorisation as an instructor shall meet the following requirements:

a) Hold Valid ATCO License.

b) Hold valid rating(s) of the unit(s) for which he has to impart training.

c) Accident/incident free record in preceding two years from the date of application attributable to the applicant.

d) Successful completion of instructor technique course.

Note: At stations with one/two year tenure or having an average scheduled air traffic movement less than thirty per day in preceding one year or at newly established units, functioning for a period of less than two years, the Instructor shall complete Instructor Technique course within six months of authorisation.

5.3.2 **Experience requirements:** An applicant for authorisation as an instructor shall meet the following experience requirements:

a) At least 3 years of working experience while performing duty as a holder of any rating. *(Note: In case of airports having an average scheduled air traffic movement less than thirty per day in preceding one year, this experience may be reduced to one year.)*

b) Out of a) above at least 1 years of working experience shall be in the same unit where he intends to impart training.

Note1: In case of airports having an average scheduled air traffic movement less than thirty per day in preceding one year, this experience may be reduced to forty five days.

Note 2: In case of newly established units functioning for a period of less than two years, this experience may be reduced to two months.

5.4 Requirement for authorisation as an Examiner

5.4.1 **General Requirements:** An applicant for authorisation as an examiner shall meet the following requirements:

a) Hold Valid ATCO License.

b) Hold valid instructor authorization of unit for which he has to act as examiner.

or

Hold current rating for at least 15 months in unit for which he has to act as examiner.

c) Accident/incident free record in preceding two years from the date of application attributable to the applicant.

d) Successful completion of an instructor technique course.

5.4.2 **Experience requirements:** An applicant for authorisation as an examiner shall meet the following experience requirements:

a) At least 3 years of working experience while performing duty as a holder of any rating. *(Note: In case of airports having an average scheduled air traffic movement less than thirty per day in preceding one year, this experience may be reduced to one year.)*

b) Out of a) above at least 1 years of experience as instructor at any unit.

or

c) Holds current rating for at least 15 months in unit for which he has to act as examiner.

Note 1: In case of airports having an average scheduled air traffic movement less than thirty per day in preceding one year, this experience may be reduced to forty five days.

Note 2: In case of newly established units functioning for a period of less than two years, this experience may be reduced to two months.

5.5 Functions of instructors and examiners.

5.5.1 The functions of an instructor shall be:

a) to impart classroom instructions in respect of requirement of "Knowledge" specified for obtaining ratings in Schedule III of Aircraft Rules 1937 to student controllers/trainee controllers;

b) to impart On-the-Job Training to student controllers/trainee controllers to obtain rating(s) specified in Rule 95 of Aircraft Rules 1937;

c) to impart refresher training/sensitisation training/remedial training as and when required by the ATS In-charge or training In-charge;

d) to conduct proficiency checks of ATCOs;

e) to act as a member of the board;

f) any other function related to training section as and when required by the ATS In-charge or training In-charge.

5.5.2 The functions of an examiner shall be:

a) to examine/assess trainee ATCOs for the purpose of qualifying for ratings:

b) to conduct proficiency check;

c) to prepare questions for conduct of examination required under Schedule-III of Aircraft Rules 1937 required for grant of rating;

d) To perform the functions of Instructor;

e) to act as an examiner at ATSTO;

f) any other function assigned by the ATS In-charge or training In-charge in so far as it relates to examination and assessments.

5.6 Selection process:

5.6.1 ATS In-charge prepares a panel from the ATCOs, meeting the requirements for authorization given in para 5.3 and 5.4 for selection as OJT instructors/examiners. (for Metro stations, stations with area control centres and stations with any surveillance unit)

or

ATS In-charge of the ATS station shall forward the application of the ATCOs, meeting the requirements for authorisation given in para 5.3 and para 5.4 of this CAPC for selection as OJT instructors/examiners in Form CAP-04/001 to ED (CAP). Form CAP-04/001 shall be filled separately for selection as instructor and examiners. (for other stations)

5.6.2 ATCOs empanelled for selection as instructors/examiners in accordance with para 5.6.1 above shall fill up Form CAP-04/001 and submit to the ATS In-charge. Form CAP-04/001 shall be filled separately for selection as instructor and examiners. (for Metro stations, stations with area control centres and stations with any surveillance unit)

5.6.3 ATS In-charge along with the SQMS In-charge and Training In-charge of that ATS unit/centre, conducts assessment of the empanelled officers for ascertaining the suitability before recommending their applications to ED (CAP) for assessment by the selection board. (for Metro stations, stations with area control centres and stations with any surveillance unit)

(Wherever SQMS In-charge and Training In-charge are not available, the ATS In-charge conducts the assessment of officers meeting the requirements for authorization as instructor/examiner before recommending their application to ED (CAP). Wherever such assessment is not feasible ED(CAP) will ensure that assessment is made by suitable selection board).

5.6.4 ATS In-charge forwards the duly filled in Form CAP-04/001 by the candidate after screening and recommendation to ED (CAP) through e-mail care@aai.aero for constitution of selection board.

5.6.5 While recommending the ATCOs who fulfil above criteria for selection, the ATS In-charge shall also consider, that the ATCO:

a) has a good knowledge of ATC procedures, rules, regulation and their application;

b) has a proven track record of working confidently in peak traffic period with adequate exposure to unusual situations such as aircraft emergency, priority handling, bad weather situation, VVIP handling etc.;

c) has an aptitude for imparting training and counselling;

d) possesses effective communication skill, and

e) demonstrates unquestionable integrity and discipline.

5.6.6 ED (CAP) constitutes a selection board comprising the following members to conduct a viva-voce for the purpose of selecting suitable candidates as instructors and examiners.

i. ED (CAP) or his nominee

ii. ATS In-charge of ATS station

iii. Training In-charge of ATS station*

**: Where Training In-charge authorised by ED (CAP) is not available, ED (CAP) may nominate any other suitable officer as the board member.*

Note 1: The senior most officer in the selection board will act as the Chairman of the selection board.

Note 2: Training In-charge of the ATS station will provide information on past training activities/performance of the candidate to the selection board for their perusal during selection process of instructor/examiner.

5.6.7 Where the constitution of selection board in accordance with para 5.6.6 above is not feasible or when circumstances so warrant, ED (CAP) constitutes a selection board consisting of members other than those mentioned in para 5.6.6 above.

5.6.8 ATS In-charge ensures that all the supporting documents that provide evidence of meeting all the requirements for selection as an instructor/examiner are made available to the selection board members at the time of viva-voce.

5.6.9 The selection board members evaluate the performance of the candidate in accordance with the performance parameters given in the Form CAP-04/002 and indicate the result of viva-voce in that form.

5.7 Authorisation Procedure:

5.7.1 ATS In-charge forwards the application for instructor and/or for examiner authorisation from the candidates selected by the selection board, in the format given in Appendix-B & C of CAR, Section-9, Series-L, Part-III which are available as forms CAP-04/003 form CAP-04/004 respectively.

5.7.2 Executive Director (CAP) issues the instructor and/or examiner authorisation for a validity as specified in para 5.8 in the format given in Appendix E of CAR, Section-9, Series-L, Part-III which are available as Form CAP-04/005 for Instructor authorisation and as Form CAP-04/006 for Examiner authorisation for a validity as specified in para 5.8.

5.7.2.1 The Authorisation certificate bears the certificate number in the format AAI/CAP/VXXX/(INST or EXMR)/CERT/nnn-yyyy I/R(yy)}, where:

a) VXXX is the location indicator of the ATS centre;

b) (INST/EXMR) is the type of authorisation- INST for instructor and EXMR for Examiner;

c) nnn is a serially allotted certificate number in that year;

d) yyyy is the year of initial issue of the certificate;

e) I is for initial authorisation;

f) R is for renewal and

g) yy are the last two digits of the year of renewal.

5.8 Validity of authorisation

5.8.1 The authorisation of examiner or instructor at ATS station shall be valid for a period of two years from the date of approval unless suspended /withdrawn.

5.8.2 The authorisation of examiner or instructor at ATS station will become invalid if:

i. he/she has not exercised the privileges of the rating for a period exceeding six months and the rating has become invalid or

ii. he/she does not meet the recency and competency requirement for the rating or

iii. the licence or rating has been cancelled or suspended for any reason

5.9 Renewal of Authorisation

5.9.1 Authorisation of examiner/instructor of ATS station may be renewed for a period not exceeding two years at a time provided that the examiner/instructor has carried out functions in the preceding 6 months.

5.9.2 ATS In-charge forwards duly filled in application(s) from the applicant(s) for the renewal in form CAP-04/001 and CAP-04/003 and/or CAP-04/004 as applicable, along with a copy of previous authorisation certificate(s) at least sixty days in advance.

5.9.3 ATS In-charge before recommending the names of instructors/examiners for renewal of authorisation considers the following:

i) Interest and initiative shown by the instructors in imparting refresher training and/or on-the-job training in ATC units during peak traffic period.

ii) Number of ATCOs trained by the instructor during the preceding one year.

iii) Number of proficiency checks/examinations conducted in the preceding one year

iv) Conduct, discipline and behaviour of instructor/examiner is not contrary to the attributes required for an instructor/examiner.

5.9.4 The names of the instructors/examiners whose performance during the preceding one year is not satisfactory, are not recommended for renewal and such cases be intimated to ED (CAP) in writing for further necessary action.

5.9.5 When circumstances so warrant and on the recommendation of ATS In-charge, ED (CAP) may at his discretion, renew the authorisation of instructor/examiner for a further period of one year without the normal selection process. However, such discretion may be applied only in the case of first renewal.

5.9.6 In case, authorisation of Examiner/ Instructor of ATS Unit has expired for a period of more than six months, then authorisation shall be renewed by undergoing the same process as for the initial issue of authorisation.

5.9.7 Renewal of authorisation is issued in the format given in Appendix E of CAR, Section-9, Series-L, Part-III which are available as Form CAP-04/005 for Instructor authorisation and as Form CAP-04/006 for Examiner authorisation.

5.10 Intimation to DGCA about Instructor/Examiner authorisation

5.10.1 ATS In-charge will forward the record of authorisation/renewal of authorisation of Instructors/Examiners within one month from the authorisation, to DGCA through ED (CAP), with the mention of the ATCOL number, the units/ratings for which Instructors/Examiners authorisation is issued and the validity of the authorisation.

5.11 Withdrawal and Restoration of OJT Instructorship

5.11.1 ED (CAP) may withdraw the instructor/examiner authorisation at any time:

a) if the instructor/examiner does not demonstrate proficiency in the proficiency check for the unit for which he/she is authorised to function as instructor/examiner ;

b) if, based on a report from ATS In-charge of the ATS station, in the opinion of the ED (CAP), the performance as instructor/examiner is unsatisfactory or conduct is contrary to the attributes required for an instructor/examiner.

c) if the instructor/examiner is involved in an ATC incident or accident attributable to him/her.

Note: If the instructor/examiner is not found blame worthy for the incident/accident by the investigating authority, Instructor/examiner authorisation may be restored on the recommendation of ED (ATM) concerned.

5.11.2 ED (CAP) may withdraw or suspend the instructor or examiner authorisation if sufficient evidence exists to demonstrate that an instructor or examiner has not performed his/her duties in accordance with the prescribed procedures and privileges granted by such authorisation.

5.12 Record Keeping

5.12.1 All the records in respect of authorisation of instructor/examiner shall be retained for a period of five years after expiry of authorisation of instructor/examiner. Record of examinations carried out by each examiner/board may be kept for at least five years and should be readily available whenever required for surveillance, audit or inspection purpose by any oversight agency or a person so authorised by Executive Director (CAP).

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Chapter 6

Process for Conducting Examinations

6.1 General Procedure

6.1.1 [Name of station] conducts trainings for the ratings mentioned in this manual as per the syllabus mentioned chapter-3. For acquiring any rating, a trainee has to demonstrate level of knowledge by passing the examination in the subjects relevant to that particular rating in accordance with various sections of Schedule-III of the Aircraft Rules 1937. This chapter lays down the procedure for such examinations.

Guidance: Where Training In-charge is not authorised by ED (CAP), replace Training In-charge with ATS In-charge in the paras below.

6.2 Procedures for preparing questions for Written Examination:

6.2.1 Developing and maintaining question bank

6.2.1.1 The question bank for each rating examination is prepared based on the syllabus given in chapter 3.

6.2.1.2 Creation and update of question bank is the responsibility of Training In-charge (of the respective stream) at the station.

6.2.1.3 Training In-charge (of particular stream) constitutes a panel of ATCOs comprising of examiners (of that stream) nominated by ATS In-charge, for developing and reviewing a question bank for the written examination for that unit. The panel is headed by the senior most examiner in the panel.

6.2.1.4 Examiners in the panel submit the question bank along with the answer key to Training In-charge in paper format and softcopy format.

6.2.1.5 The question bank submitted by the examiners is further vetted by a committee of examiners constituted by the Training In-charge (of that stream).

6.2.1.6 The question bank contains variety of question types such as subjective type (long and short answer) questions; objective type (multiple choice, fill in the blanks, true or false etc.) to check the understanding of the concept and procedures, ability to remember relevant data; questions on pictorial presentation of some important information, features and data; traffic scenarios to resolve conflicting situations and where possible simple case studies to check the decision making on the knowledge acquired.

6.2.1.7 Only validated questions are included in the question bank for the respective ATS units at the station.

6.2.2 Review and Update of Question Bank

6.2.2.1 The question bank are reviewed and updated at least once in a year based on change in procedures, facilities and feedback from trainee controllers, examiners, instructors etc.

6.2.2.2 An examinee may submit a feedback regarding the question paper after completion of written examination. Similarly, an examiner may also submit a feedback

regarding the question paper after checking an answer sheet. Question bank may be reviewed based on the collective feedbacks received over a period of time.

6.2.2.3 These feedbacks will be analyzed by a committee of senior examiners nominated by Training In-charge and necessary changes to the question bank may be carried out if agreed by the committee and approved by the ATS In-charge.

6.2.3 **Procedures for preparing Question Papers**

6.2.3.1 Question papers is prepared from the question bank and validated by the Training In-charge (of the respective stream). A record is also maintained for each and every question paper. The question papers along with their answer keys are kept inside a secured location under lock and key.

6.2.3.2 Only Training In-charge (of the respective stream) and authorized personnel designated by that Training In-charge have access to the question papers.

6.2.3.3 While preparing a question paper from question bank, care is taken to give weightage to the topics according to their relevance and importance and distribute the marks accordingly. Questions requiring reasoning and analysis normally get more weightage.

6.3 Security of question/answer material

6.3.1 Training In-charge (of the respective stream) is the custodian of the question bank of the (respective) rating stream.

6.3.2 The printed copy of question bank and question papers with answer keys are kept in the custody of the Training In-charge (of the respective stream) under lock and key with limited access.

6.3.3 When the Training In-charge (of the respective stream) is on tour or leave, the custody of the question bank is handed over to the person to whom the charge is being handed over.

6.3.4 Password protected soft copy are kept in a designated workstation with limited access.

6.3.5 Training In-charge (of the respective stream) or officers authorized by the Training In-charge will only have access to the paper format/soft copy of question bank.

6.3.6 No person can make copies of the question bank/question papers & answer keys without the authorization of Training In-charge (of the respective stream).

6.3.7 The unused answer books are stored in a secured location by the Training In-charge (of the respective stream) or authorized personnel as designated by (that) Training In-charge. A register is maintained to keep account of used and unused answer books.

6.4 Conduct of examination

6.4.1 Before conducting written examination Training In-Charge ensures sufficient classroom training to bring the knowledge of trainee to the satisfactory level. Written examination is conducted before recommending the trainee for OJT skill assessment.

6.5 Invigilation and surveillance during written examination.

6.5.1 An invigilator is appointed by Training In-charge (of the respective stream) to conduct the examination.

6.5.2 Invigilators ensures that the candidates fill up the details on the first page of the answer sheet correctly. Only after such careful checking they countersign the answer sheet of the candidates.

6.5.3 Invigilator ensures that no examinee leaves the Examination Hall without the permission of the invigilator.

6.5.4 A question paper along with serially numbered blank answer book are provided to the examinee to attempt the question paper. The question paper and the answer book are countersigned (with name, designation and date) by the examinee and the invigilator.

6.6 Guarding against unfair practices

6.6.1 Examinee is not allowed to use books, printed or handwritten material or any electronic gadgets during the exam; if such material is found in the possession of the examinee, the invigilator may disqualify the examinee from the examination and report the same to the Training In-charge.

6.7 Evaluation of answer books

6.7.1 An examiner is designated by the Training In-charge (of the respective stream) to evaluate the answer book. Examiner has to evaluate the answer book in the evaluation room assigned for the purpose.

6.8 Declaration of result

6.8.1 The passing criteria for the written examination is 80%. The result of the examination is prepared in the format having atleast the information mentioned in chapter 2. Result of written examination is prepared in Form CAP-04/026A in three copies one each for DGCA, AAI and the examinee. Result is communicated to the trainee in original Form CAP-04/026A .

6.9 Performance Improvement Programme

6.9.1 In case, an applicant scores less than 80% in written examination (knowledge) re-examination is conducted after giving adequate classroom training. An applicant who scores less than 80% in any of the examination is not permitted to appear for re-examination within a period of at least two weeks from the date of previous examination.

6.9.2 If the applicant again scores less than 80% in 2nd attempt during the written examination, then the applicant will **not be eligible** for the rating of that unit at that station.

6.10 Record keeping of examination

6.10.1 The answer books along with the question paper and the result is preserved in the record file of the examination unit in physical as well as electronic format for atleast

five years from the date of forwarding of document to DGCA for issue of ATCOL/Rating in physical as well as electronic format.

6.10.2 The result of examination in Form CAP-04/026A is kept in the personal file of the trainee/controller in physical as well as electronic format for atleast five years from the date of forwarding of document to DGCA for issue of ATCOL/Rating.

6.11 Weeding out of records

6.11.1 All records beyond the preservation period as stated above will be weeded out as per local procedure.

6.12 Surveillance

6.12.1 DGCA may carry out surveillance/inspection to ensure continued compliance of commitments made above by station with respect to the examination. Therefore, ANSP will produce all the records and show facilities whenever required by DGCA.

6.13 Internal inspection of examination procedure by ANSP

6.13.1 Internal inspection/audit will be carried out by ANSP to ensure effective and efficient implementation of examination procedure to maintain continuous authorization by DGCA.

Chapter 7

On the Job Assessment and Boards

7.1 Introduction

7.1.1 Apart from acquiring knowledge, an ATCO undergoes OJT for acquiring experience required for grant of rating as per provisions contained in the relevant section of Schedule-III of the Aircraft Rules 1937. Only after passing the knowledge examination and satisfactory completion of OJT, the skill assessment test of the trainee is carried out by a duly constituted assessment board for assessing his skill, judgement and performance including the recognition and management of threats and errors to provide a safe, orderly and expeditious flow of air traffic in the relevant Air Traffic Services unit.

7.1.2 Rule 111 of the Aircraft Rules 1937 lays down the requirement to produce the proof of having acquired the competency and having passed satisfactorily the tests and examinations specified in Schedule III for the grant and renewal of licence or rating.

7.1.3 Rule 112, Sub-Rule (3) (a) of the Aircraft Rules 1937 lays down the requirement of appointing examiners for conducting examinations and assessment required under Schedule III and to appoint a Board to conduct examinations and assessment, wherever necessary by the Director-General, or any organisation under the control of the Government duly authorised by the Director-General.

7.1.4 DGCA CAR Section 9 Series L Part III, requires the ANSP to constitute Board to conduct examinations/ assessment specified in Schedule III and lays down the manner in which the boards for assessment shall be conducted.

7.1.5 This chapter describes the procedures for constitution of the assessment board and conduct of skill assessment of an ATCO by such board by assessing his skill, judgement and performance including the recognition and management of threats and errors in providing a safe, orderly and expeditious flow of Air Traffic in the relevant Air Traffic Services unit in compliance with the Aircraft Rules 1937 and DGCA CAR Section 9 Series L Part III.

7.2 Constitution of skill assessment board

7.2.1 General principles for assessment by a board at an ATS stations:

7.2.1.1 An examiner normally does not function as an examiner for the trainee to whom he has imparted training except in board.

7.2.1.2 The authority constituting the board ensures that the members of the board involved in assessment are capable of instilling high standards in their profession and able to

record just and fair assessment.

7.2.1.3 The board members nominated to conduct the board shall perform their duties and functions in an impartial manner which shall be free from prejudices and strong likes and dislikes.

7.2.1.4 ATS In-charge informs the date of conduct of the assessment to ALD division of DGCA on e-mail ald-1.dgca@gov.in and ED (CAP) on e-mail edcap@aai.aero and care@aai.aero at least five working days prior to the proposed date of conduct of the assessment by the board in order to facilitate DGCA and ED (CAP) to nominate an official from their office, if required.

7.2.2 Procedures for constitution of boards for skill assessment at [Name of station]: (Select the paragraphs applicable to the station from the paragraphs below)

7.2.2.1 ATS In-charge forwards the request to constitute the board to (ED (CAP) or GM (ATM)-Region*)) (*: Select either both or whichever is applicable at the station) as applicable, along-with the duly filled in checklist in respect of each candidate.

7.2.2.2 Where ED (CAP) is the authority to constitute the board, the request to constitute boards for skill assessment is sent to ED (CAP) on email care@aai.aero along with required documents.

7.2.2.3 The board constituted for conduct of skill assessment required under Schedule-III of the Aircraft Rules 1937 for issuance/renewal of rating at stations comprise of at least three members, one of which is an authorised examiner/instructor of the ATS unit for which candidate is to be assessed.

7.2.2.4 The board for ATCOs at various level of management is normally constituted in a manner which precludes any conflict of interest.

7.2.2.5 The nominee of the ED (CAP) (or GM (ATM)-Region) is normally not below the rank of SM. The nominated officers hold or had at any station held the rating of the same category for which the board is constituted. As far as practicable, such nominated officers are senior to the examinee.

7.2.2.6 ATS In-charge holding the rating for that unit at the station or having held the rating of the same category at any other station is also nominated as one of the board member. In case, the ATS In-charge does not meet this requirement, the senior most ATCO meeting this requirement is nominated as the board member.

7.2.2.7 SQMS In-charge or WSO holding the rating for that unit at the station or having held the rating of same category at any other station may also be nominated as a board member. (Select where applicable, other stations shall write "Not Applicable")

7.2.2.8 If ATS In-charge is the only examiner/instructor for that unit at the station, then ATS In-charge acts as an examiner in the board. ED (CAP) (or GM (ATM-region) as the case may be), while constituting the board may nominate a board member in lieu of ATS In-charge, who holds the rating for that unit at the station or had held the rating of the same category at any other station.

7.2.2.9 The Senior-most member of the board acts as Chairman of the board.

7.2.3 Constitution of board to conduct skill assessment at ATS stations

(Select the paragraphs applicable to the station as per CAPC 08 of 2020, from the paragraphs below and write "Not Applicable" for those which are not applicable)

7.2.3.1 The board for skill assessment of ATS In-charge is constituted by ED (CAP) and comprise the following members:

i. ED (CAP) or his nominee
ii. An officer nominated from the region concerned
iii. An examiner/instructor for that unit at the station.

7.2.3.2 The board for skill assessment for procedural ratings [/revalidation of surveillance rating]* (*applicable where ATS In-charge is of the rank of GM) is constituted by ATS In-charge and comprise the following members: (for stations where ATS In-charge is of the rank of GM and Guwahati, Mangalore, Trivandrum, Varanasi and Cochin)

i. ATS In-charge of the station
ii. SQMS In-charge or a WSO
iii. An examiner/instructor for that unit at the station

7.2.3.3 The board for skill assessment for procedural ratings* (*applicable for stations other than those in 7.2.3.2), is constituted by GM (ATM-Region) except for the boards for ATS In-charge and the board shall comprise the following members:

i. GM (ATM- region) or his nominee
ii. ATS In-charge of the station
iii. An examiner/instructor for that unit at the station

7.2.3.4 The board for skill assessment for initial rating of a surveillance unit at the station is constituted by ED (CAP) and comprise the following members:

i. ED (CAP) or his nominee
ii. ATS In-charge of the station
iii. An examiner/instructor for that unit at the station

7.2.3.5 Board for skill assessment for revalidation of surveillance rating of a unit is constituted by GM (ATM-region) and comprise the following members: (for the station where ATS In-charge is below the rank of GM)

i. GM (ATM)- region or his nominee
ii. ATS In-charge of the station
iii. An examiner/instructor for that unit at the station

7.2.4 **Exceptions**

7.2.4.1 Notwithstanding anything contained in the provisions in para 7.2.3 above, if the circumstances so warrant, ED (CAP) may constitute a board different from those specified above, provided that at least one member of such board is an examiner/instructor of the ATS unit for which trainee is to be assessed.

7.2.4.2 Where ATS In-charge (or GM (ATM-region)) is authorised to constitute a board, if the circumstances so warrant, he may constitute a board different from those specified above with the prior approval of ED (CAP) citing the reason for the deviation from the requirement, provided that at least one member of such board is an examiner/instructor of the ATS unit for which examinee is to be assessed.

7.2.5 **Records of constitution of board**

7.2.5.1 The record of constitution of board is maintained and preserved by the authority constituting the board and also at the station for a period of at least five years from the date of conduct of board.

7.2.6 **Weeding out of records**

7.2.6.1 All records beyond the preservation period as stated above shall be weeded out as per local procedures.

7.2.7 **Surveillance**

7.2.7.1 DGCA may carry out surveillance/inspection to ensure continued compliance by AAI with respect to constitution of Board. ATS station will produce all the records and show facilities whenever required by DGCA.

7.2.8 **Internal inspection of assessment procedure by CAP Directorate**

7.2.8.1 Internal inspection/audit may be carried out by official(s) of CAP Directorate authorised by ED (CAP) to ensure effective and efficient implementation of skill assessment procedure.

7.3 Skill assessment

7.3.1 **General Principles of Skill Assessments Test**

7.3.1.1 A skill assessment test is conducted by an assessment board constituted in accordance with DGCA CAR section 9 series L Part III.

7.3.1.2 Skill assessment of the trainee ATCO at an ATS station is conducted as soon as possible after the completion of on-the-job training.

7.3.1.3 In case of issuance of concurrent ratings where two ATC units are combined, the skill assessment is conducted concurrently for both the ratings.

7.3.2 **Procedure for skill assessment test**

7.3.2.1 **Process for assessment of successful completion of OJT:** All relevant entries regarding on-the-job training are made in the ATCO's logbook and ANSP's record. Only after passing the knowledge examination and on satisfactory completion of OJT, the

trainee is assessed by a duly constituted assessment board.

7.3.2.2 **Intimation of Board to DGCA:** ATS In-charge will inform DGCA through emails of ALD division of DGCA and ED (CAP) at least five working days prior to the proposed date of conduct of the assessment by the board in order to facilitate DGCA and ED (CAP) to nominate an official from their office, if required.

7.3.2.3 **Method of Skill assessment by board:** The assessment board assesses that the applicant has demonstrated a level of knowledge and competency, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service, including the recognition and management of threats and errors. For doing so skill assessment is recorded by the board in a "Skill Assessment Proforma" for that rating. The " Skill Assessment Proforma" for all the ratings are attached as Appendices to this Document. The proforma are also available on AAI website the link of which will be provided in the Rating Training Manual of the station. The generic proforma has at least the following information:-

i. **Title of the proforma**: Skill assessment for ……. (name of rating)

ii. **Identification information**: It will have the following minimum information:-

Date:	Airport:	Unit:	Period:
Name of Controller:	Designation:	ATCO License No.:	Whether License and medical valid :
Name of Examiner:	Designation:	ATCO License No.:	Whether License and medical valid :

iii. **Competency area and Competency identifier (CI)**: Competency area are common for all the ATC units. However, competency indicators are specific to a particular rating. Therefore, skill assessment proforma may have CI relevant to particular rating. A general description of the competency areas and competency identifiers are given in Appendix A to this document.

iv. **Result**: Result with remarks of the Board members, if any, alongwith signatures of Board members and the trainee.

7.3.3 **Guidelines for assessment**

7.3.3.1 Guidelines for board for assessment against each item, to be assessed and recorded in the proforma is explained below:-

1) **Grading method:**

i) A trainee air traffic controller is assessed in following four Areas of Performance (these are arranged in tabular form in proforma):

a) Safety Performance

b) Skill (including the recognition and management of threats and errors)

c) Attributes (Maintaining attention, situational awareness and handling different amount of workload) and

d) Knowledge

ii) Competency identifiers (CIs) are serially numbered (in the proforma) and are assessed according to the grades shown against them.

iii) Only one grade is ticked (√) against one Competency identifier (CI).

iv) Competency identifiers (CIs) which cannot practically be observed during the assessment are "Theoretically Assessed" and are marked with asterisk (*) in the proforma. However, grading method for such identifiers is same.

v) Shaded columns under the "Grades" column are indicative of unacceptable/unsatisfactory performance in that Competency identifier.

2) **Description of five grades:** The grades indicated against each identifier shall carry the following meaning.

Grade	Meaning
5	Demonstrated Competency at a level appropriate to the privileges at all times.
4	Demonstrated Competency at a level appropriate to the privileges at most of the times
3	Demonstrated Competency at a level appropriate to the privileges but occasionally could have impacted efficiency.
2	Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted safety.
1	Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency and safety both.

Note: Grade 1, 2 or 3 in a competency identifier (except in case of competency identifier 01) shall not automatically disqualify an assessee if the assessee has taken a timely corrective action to avoid any impact on efficiency and/or safety.

3) **Marking Scheme**

a) Grade 5, 4, 3, 2 & 1 will carry "5", "4", "3", "2" & "1" marks respectively in the Competency Identifiers.

b) Marks obtained in all the Competency Identifiers will be added at the end of assessment and percentage shall be calculated for "Result".

c) Minimum pass percentage will be 80%.

d) Grade less than 5 in the Competency Identifier 01 in the Skill Assessment Proforma is an

unacceptable performance and the trainee air traffic controller shall be treated as having failed (i.e "Did not Demonstrate Competency") in the skill assessment

4) **Assessment Report**: The terms used for "Result" in the skill assessment proforma are defined as follows:

a) **Demonstrated competency:** It indicates that the controller has demonstrated, at a level appropriate to the privileges being granted; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service, including the recognition and management of threats and errors.

b) **Did not demonstrate competency**: It indicates that the controller has not demonstrated, at a level appropriate to the privileges being granted; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service, including the recognition and management of threats and errors.

7.3.3.2 The assessment shall be recorded in the forms CAP-04/012 to CAP-04/017 given below for [name of the station]:

S no	Form no	Rating (write "Not Applicable against the forms which are not applicable for the station)
1	CAP-04/012	Aerodrome Control
2	CAP-04/013	Aerodrome Control and Approach Control Procedural (Combined)
3	CAP-04/014	Approach Control Procedural
4	CAP-04/015	Approach Control Surveillance
5	CAP-04/015A	Approach Control Surveillance and Approach Control Procedural (Combined)
6	CAP-04/016	Area Control Procedural or Oceanic Control
7	CAP-04/017	Area Control Surveillance

7.3.4 Declaration of skill assessment result

7.3.4.1 The Skill Assessment Proforma of the trainee duly signed by all the board members and comments of the chairman of the board is placed in the controller's individual file.

7.3.4.2 **Passing Criteria:** A trainee has to secure $\geq$ 80% marks and a grade 5 in the performance identifier 01 to qualify in the skill assessment.

7.3.4.3 Based on Skill Assessment Proforma, the result of the skill assessment is prepared by the ATS In-charge of the station and a certificate of successful completion of OJT and skill assessment is issued in three original copies in the format having at-least the following information.

i) Name of trainee, SATCOL/ATCOL Number, Name of Station, name of rating for which

assessment was conducted, date of issue, signature of ATS In-charge with seal

ii) Statement of satisfactory completion of OJT experience with following information:

a) Date of commencement of OJT

b) Date of Completion of OJT

c) OJT Required (Days/months and Hours)

d) OJT performed (Days/months and Hours)

iii) Pass percentage for the skill assessment and marks obtained.

7.3.4.4 The result in form CAP-04/018B is provided to the trainee and to DGCA (through CAP Directorate) in original, for issue of ATCOL/ endorsement of rating on ATCOL. One original copy of result will be kept in trainee's individual record file. The Form CAP-04/018B is attached as Appendix to this Document.

7.3.5 **Performance Improvement Programme (PIP)**

7.3.5.1 In order to bring the competency of the ATCO, who has not demonstrated competency in assessment board, at a level appropriate to the privileges, the ATS In-Charge develops a Performance Improvement Programme (PIP) on the basis of the recommendation of the instructor/examiner/board.

7.3.5.2 The duration of the PIP shall be 30% of the stipulated OJT hours**,** however, the duration of additional training in PIP shall in no case be less than 10 hours.

7.3.5.3 The contents of Performance Improvement Programme training is determined by the ATS in-charge based on report submitted by Competency examiner(s)/board and recommendations thereof.

7.3.5.4 After completion of Performance Improvement Programme, the controller's competency at a level appropriate to the rating privileges shall be assessed by an assessment board constituted in a manner specified by ED (CAP).

7.3.5.5 Trainee is not permitted to appear for re-assessment within a period of at least two weeks from the date of conduct of previous assessment.

7.3.5.6 If the trainee **does not demonstrate competency** during the skill assessment conducted by the board on completion of PIP, then the further course of action is decided in accordance with AAI's policy.

7.3.6 **Records of 'Skill Assessment Reports'**

7.3.6.1 The record of 'skill assessment reports' of each individual is maintained and preserved at the station for a period of at least five years from the date of conduct of assessment board.

7.3.7 **Weeding out of records**

7.3.7.1 All records beyond the preservation period as stated above will be weeded out as per local procedure.

7.3.8 **Surveillance**

7.3.8.1 DGCA may carry out surveillance/inspection to ensure continued compliance of commitments made above by ANSP with respect to Assessment Board and skill assessment tests. Therefore, ANSP will produce all the records and show facilities whenever required by DGCA.

7.3.9 **Internal inspection of assessment procedure by ANSP**

7.3.9.1 Internal inspection/audit will be carried out by official(s) of CAP Directorate authorized by ED (CAP) to ensure effective and efficient implementation of skill assessment procedure to maintain continuous authorization by DGCA.

Chapter 8

Proficiency Checks

8.1 Introduction

8.1.1 Rule 107 of The Aircraft Rules 1937 stipulates that the holder of an air traffic controller's licence has to meet the competency requirement to exercise the privileges associated with the license and rating(s) endorsed on his license.

8.1.2 Proficiency checks are part of the process of assessing the competence of a rated air traffic control personnel and it requires gathering information by direct observations of the ATCO while providing air traffic services in the relevant ATC unit and theoretical checks through viva-voce.

8.1.3 DGCA CAR Section 9 Series L Part IV Issue I lays down the guidance, requirements and procedures to be followed for conducting proficiency checks for personnel of air traffic services. The procedures followed by AAI for conducting the proficiency checks are described in this document.

8.2 General Procedure of proficiency check

8.2.1 ATS In-charge ensures that all the rated controllers spend sufficient time at the unit for which they hold the rating to enable them to maintain satisfactory level of proficiency.

8.2.2 ATS In-charge ensures that the privileges granted by the license/ ratings, are not exercised by the air traffic controller's licence holder unless he fulfils competency requirement through proficiency checks by instructors/examiners.

8.2.3 ATS In-charge ensures that the proficiency check of all the rated air traffic controllers are conducted at least once every year for all the units and for every rating he holds.

8.2.4 The maintenance of competency of an air traffic controller may be considered complied by satisfactory demonstration of skill and knowledge during proficiency check.

8.2.5 Air Traffic Controllers having valid rating(s) but who are not engaged in day to day air traffic services at the station will be provided with familiarization of recent changes in procedures and techniques in relevant ATS units by an experienced rated controller. Such Controllers shall be subjected to proficiency checks only after meeting the recency requirements for their ratings. The familiarization received will be logged by individual ATCO in his logbook and the same will be logged in

unit logbook. The experienced ATCO, who has imparted the familiarization, will countersign the relevant logbook entries.

8.2.6 For ATC units, which are combined and operate in one ATC unit, and the ratings are issued concurrently for such units, the proficiency check for the concurrent ratings will be in the combined unit in proficiency check proforma available for combined units.

8.2.7 Where the ratings were issued concurrently, but subsequently the units are established separately and are operational as separately established units for a limited period in a day, then the proficiency check for the concurrent ratings can be conducted either separately in respective proficiency check proforma when the units are operating separately or concurrently in proficiency check proforma available for combined units when the units are combined.

8.2.8 Where the ratings were issued concurrently, but subsequently the units are established separately and are operational separately on H-24 basis, then the proficiency check for the concurrent ratings shall be conducted separately for each unit.

Note: Where Approach Control Procedural rating was issued either separately or concurrently with Aerodrome Control rating but subsequently Approach Control Procedural unit is combined with Approach Control Surveillance rating and the combined units are operational on H-24 basis, then the proficiency check of Approach Control procedural rating will be concurrently maintained in the combined unit for the controllers holding Approach Control Surveillance rating.

8.3 Procedures for conducting proficiency checks

8.3.1 The general procedure for proficiency check (PC) in respect of ATCOs having valid license, rating and recency is given in the flow chart **in the figure 1**:-

8.4 Planning for proficiency check

8.4.1 ATS In-charge prepares roster for controller's proficiency checks to ensure that proficiency check for all the rated air traffic controllers are conducted once every year for all the units and all the ratings they hold. Following is ensured for planning the proficiency checks:-

i) The frequency of proficiency check is conducted at least once in a year from the date of endorsement/renewal of each rating on air traffic controller's licence.

ii) It is ensured that the interval between two consecutive proficiency checks is not more than twelve months.

iii) If an ATCO whose rating is 'still valid and he/she meets the recency requirements'*, of that rating but could not comply the requirement of undergoing proficiency check within 12 months from the earlier proficiency check or within 12 months of endorsement/renewal of rating, then such ATCO will be required to provide air traffic control services for a period of ten hours in not more than ten days under the supervision of an authorised instructor, before undergoing proficiency check. However, such assessment will be required to be made within

the validity period of that rating.

*Note:- For recency please see schedule-III Section A, Proviso 9 and for validity please see proviso 2 of Sections D, E, F, G, H and J, Schedule III of the Aircraft Rules 1937.

iv) The proficiency check(s) of an ATCO who could not meet the competency requirements during his proficiency check, is conducted in accordance with para 8.11 before permitting him to exercise the privileges of the concerned rating(s).

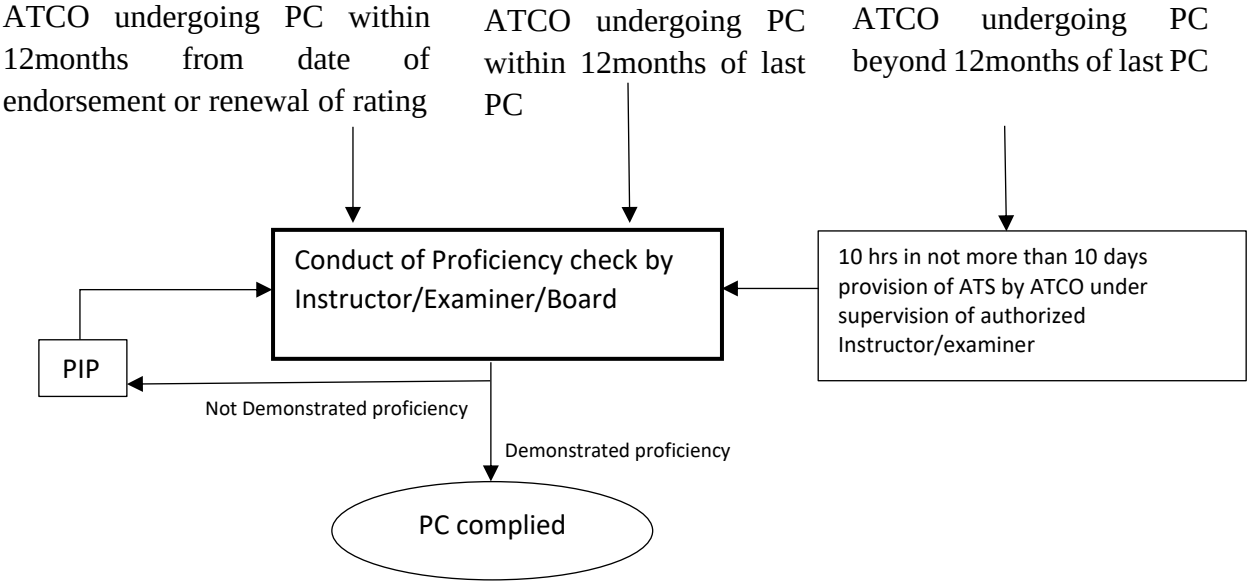

Figure 1: General procedure for proficiency check

8.5 Persons authorised to conduct proficiency checks

8.5.1 The proficiency check of a rated air traffic controller is conducted by an instructor/examiner who are authorised by ED (CAP) and have privileges as per CAR Section-9 Series L part-III. However, to avoid conflict of interest it is ensured that the proficiency checks of 'senior ATCOs discharging various management functions are conducted by appropriate level of instructor/examiner or through boards constituted by ED(CAP) as follows:-

(i) As far as practicable, the proficiency check of an OJTI is conducted by the Training In-charge authorised by ED (CAP). Where an Authorised Training In-charge is not available, then the proficiency check of an OJTI is conducted either by the ATS In-charge provided he is also an authorised instructor/examiner or by an instructor/examiner nominated by him.

(ii) Proficiency check of Training In-charge, SQMS In-charge or any senior ATCO in management is conducted by ATS In-charge provided he is also an authorised instructor/examiner. Where ATS In-charge is not an authorised instructor/examiner, proficiency check of Training In-charge, SQMS In-charge or any senior ATCO in management is conducted by a three member board constituted by ED (CAP) in which at least one member is an authorised examiner/instructor for the unit for

which the proficiency check is to be conducted.

(iii) The proficiency check of ATS In-charge is conducted by a three member board constituted by ED(CAP) in which at least one member is an authorised examiner/instructor for the unit for which the proficiency check is to be conducted.

(iv) Whenever the constitution of board to conduct proficiency checks as mentioned in para (ii) [and (iii)] above is not feasible due to unavoidable circumstances, these proficiency check will be carried out by an instructor/examiner nominated by the ED (CAP).

8.5.2 In case of PIP, an assessment board duly constituted by ED (CAP)/ATS In-charge assesses the controller's performance. The Board shall consist of at least three members one of which shall be examiner/instructor of that unit.

8.6 Method of conducting proficiency check

8.6.1 Para 4.1 of DGCA CAR Section 9 Series L Part IV states that, to standardize the assessment of proficiency checks, ANSP shall develop proficiency check proformas for all the ratings specified in Schedule III of Aircraft Rules 1937 with respect to each unit. Proficiency shall be assessed at least in areas: safety performance area; skill; knowledge; and attributes (Maintaining attention, situation awareness and work-load).

8.6.2 The proficiency of a rated air traffic controller during the proficiency check is assessed in safety performance area, skill, knowledge and attributes (such as maintaining attention, situation awareness and workload) and is evaluated in the proficiency check proforma applicable as per the table below:- (Select the forms applicable at the station)

Note: The proficiency check for the units for which the ratings are issued concurrently are conducted in the proficiency check proforma containing the performance identifiers applicable for both the ratings.

S no.	Form No.	Rating (write "Not Applicable against the forms which are not applicable for the station)
1.	CAP-04/020	Aerodrome Control
2.	CAP-04/021	Aerodrome Control and Approach control Procedural (combined)
3.	CAP-04/022	Approach control Procedural
4.	CAP-04/023	Approach control Surveillance
5.	CAP-04/023A	Approach control Procedural and Approach control Surveillance combined
6.	CAP-04/024	Area control Procedural or Oceanic Control Centre
7.	CAP-04/025	Area control Surveillance

8.6.3 A viva-voce conducted by the instructor/examiner/board during the proficiency check is used to determine the level of knowledge in the key aspects of the rating which is being assessed.

8.6.4 While conducting the proficiency check in combined Approach Control (Procedural) and Approach Control (Surveillance) unit, the assessor ensures that the safety performance area, skill, knowledge and attributes for Approach Control (Procedural) ratings are also checked during the assessment or during the viva-voce if it could not be checked during the on-the-job assessment. Similar procedure is followed for combined Tower and Approach Control Procedural proficiency check.

8.6.5 Controllers undergoing the assessment are made aware, by formal and informal counselling, the strengths and weaknesses observed during the process of the assessments.

8.7 Proforma for proficiency check

8.7.1 The generic proforma for Proficiency check is based on following pattern:-

8.7.1.1 Title of the proforma : Proficiency check for ……. (name of rating & unit)

8.7.1.2 *Identification information*: It will have minimum following information:-

Date:	Airport:	Unit:	Period:
Name of Controller:	Designation:	ATCO License No.:	Whether License and medical valid :
Name of Assessor (Examiner/Instructor	Designation:	ATCO License No.:	Whether License and medical valid :

8.7.1.3 *Performance area and Performance identifier*: Proficiency area are common. However, proficiency indicators are specific to rating. Therefore, proficiency check proforma may have PI relevant to particular rating. A general description is given below:-

S No.		Competency Area	Competency Identifier
(1)		(2)	(3)
1.		SAFETY PERFORMANCE AREA	• Impending conflicting traffic detected and resolved • The applied separation between aircraft, aircraft on the maneuvering area and obstructions on that area, is appropriate taking into account safety & efficiency. • Impending conflicting traffic, and infringement of SUAs detected and resolved. • The applied separation is appropriate taking into account safety & efficiency. • Impending infringement of terrain clearance detected and resolved. • Impending conflicting traffic detected and resolved or alerted Surveillance controller (if applicable) in detecting and resolving the conflict as per the responsibility assigned.

2. (a)	**SKILL**	Control Judgment/Control Procedure/Surveillance Techniques	Procedural	• Traffic planned in an appropriate manner with least average delay taking into account SOPs, traffic situation, runway in use, taxi routing, destination aerodrome/route and performance characteristics. • Maintained a safe and orderly traffic flow with least average delay. • Maintained surveillance visually or by use of any other available tools • . Clearances for arriving and departing aircraft planned for expeditious descent and climb vis-à-vis conflicting traffic to maintain a safe and orderly traffic flow with least average delay. • Provided traffic information to aircraft correctly and efficiently, where necessary. • Established or assisted surveillance controller to establish communication promptly with aircraft entering jurisdiction. • Clearances for arriving and departing aircraft to and from satellite stations planned for expeditious descent and climb vis-à-vis sequence and/or conflicting traffic to maintain a safe and orderly traffic flow with least average delay. • Allocated optimal levels to aircraft/ Issued clearance to aircraft without significant delay
			Surveillance techniques (Approach Control)	• Aircraft Identified early and Identity maintained • Aircraft vectored by most optimum routing considering least average delay/ sequence / track mileage/ requested route/ level • Maintained vertical profile of aircraft appropriate to the phase of flight • Monitored and maintained speed profile of aircraft appropriate to the phase of flight as per published procedure and situational requirement
			Surveillance techniques (Area Control)	• Aircraft Identified early and Identity maintained • Aircraft vectored by most optimum routing considering least average delay/ sequence / track mileage/ requested route/ level • Maintained vertical profile of aircraft appropriate to the phase of flight • Monitored and maintained speed profile of aircraft appropriate to the phase of flight as per published procedure and situational requirement.
(b)	**SKILL**	Phraseologies and communication skills		• Made use of correct phraseologies • Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique • Used correct call signs, Read-backs monitored and errors corrected quickly. • Made use of correct phraseologies /Used appropriate pre-formatted messages and used minimum plain language text in CPDLC.

(c)		Coordination Procedures		• Coordinates with personnel in other operational positions in a timely manner. • Coordinates the movement, control and transfer of control for flights using the prescribed coordination procedures. • Coordinates changes of status of operational facilities, change of status of airspace and aerodrome resources. • Uses clear and concise terminology for verbal coordination. • Conducts effective briefings during position handover. • Coordination with other ATC units/agencies performed effectively and in English • Initiated and accepted transfer of control/communication promptly • Initiated and accepted transfer of control/communication as per LOAs/SOPs • Where applicable, timely responded to AFN logon & established ADS-CPDLC connection promptly with aircraft, forwarded AFN logon to next ATS Unit where applicable. • Terminated surveillance service timely, where applicable
(d)		Use of Automation tools and other resources	General/ Procedural	• Promptly updated data on FDP / A-SMGCS/FPS/EFS or passed required information to concerned ATC Unit as per published procedure. • Acknowledged and Monitored all alerts/alarms on A-SMGCS and/or by other agencies and took appropriate action. • Promptly updated data on FDP /FPS/EFS or passed required information to concerned ATC Unit based on position reports/ADS-CPDLC reports as per published procedure. • Acknowledged and Monitored all alerts/alarms on ADS-CPDLC/any other Automation system and/or by other agencies and took appropriate action.
			Surveillance tools	• Promptly updated CPL data & CFL in data block and FPL/EFS • Kept all the data blocks separated • Used available resources (Min Sep/ RBLs etc) for optimum results • Acknowledged and Monitored all alerts/ alarms and took appropriate action. •
3.	ATTRIBUTES (Maintaining attention, situational awareness & work load)			• Maintained situational awareness at all times and Scanned the area of jurisdiction effectively. • Shifted attention between various aircraft and vehicles as required and prioritized activities according to situation. • Stayed calm, focused and handled workload efficiently. • Handled unexpected situations effectively • Selected runway in use and appropriate visual and non-visual aids & facilities. • Took appropriate action upon significant changes in meteorological conditions/ essential information. • Responded to pilot's requests promptly • Exhibited team member attributes and adapted to unusual situation occurring in other unit. • Received and gave complete position relief briefing • Scanned and managed the FPS/EFS effectively. • Recognized and responded to deviations from ATC clearances promptly. • Took appropriate action upon significant changes in status of equipment /facilities / aerodromes etc.

4.	KNOWLEDGE	• Application of Separation Standards • Equipment/Tools/displays available in the unit/working position, knowledge of Airspace/Aerodrome Data/ IAL Procedures / Visual signals/ VFR & SVFR/ Aircraft Performance and characteristics • Source of information (Awareness /knowledge of relevant documents such as ICAO Docs, Aerodrome Manual, contingency/emergency plans and procedures, Docs Issued by DGCA/AAI, AIPs, NOTAMs etc.) • Unusual Occurrences and contingency procedures • Equipment/ Tools/ Displays in surveillance unit • Application of surveillance technique and separation Standards •

8.7.1.4 Result, remarks of the Board alongwith signatures of Board members and ATCO.

8.8 Evaluation and grading

8.8.1 Para 4.1 of DGCA CAR Section 9 Series L Part IV states that, ANSP may decide the evaluation method for each performance area for objective evaluation as per their requirement. The evaluation method and grading criteria for each performance area has been designed as follows and is also given in the proficiency check proforma.

i) Each performance identifier (PI) is serially numbered and is assessed according to the grades shown against them.

ii) Only one grade is to be ticked (√) against one performance identifier (PI).

iii) Performance identifiers marked with asterisk (*) is "Theoretically Assessed" if not practically observed during the assessment, and the same is graded in respective Performance Identifier field.

iv) Shaded columns under the "Grades" column of the proforma are indicative of unacceptable/unsatisfactory performance in that Performance Identifier.

8.8.2 **Description of grades:** The grades indicated against each identifier shall carry the following meaning.

5	Demonstrated Proficiency, at a level appropriate to the privileges at all times
4	Demonstrated Proficiency, at a level appropriate to the privileges most of the times
3	Demonstrated Proficiency, at a level appropriate to the privileges but occasionally could have impacted efficiency.
2	Demonstrated Proficiency, at a level appropriate to the privileges but occasionally could have impacted safety.
1	Demonstrated Proficiency, at a level appropriate to the privileges but occasionally could have impacted efficiency and safety both.

Note: Grade 1, 2 or 3 in a competency identifier (except in case of competency identifier 01) shall not automatically disqualify an assessee if the assessee has taken a timely corrective action to avoid any impact on efficiency and/or safety.

8.8.3 Marking Scheme

a) Grade 5, 4, 3, 2 & 1 will carry "5", "4", "3", "2" & "1" marks respectively in the Performance Identifiers.
b) Marks obtained in all the Performance Identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section "Result".
c) Minimum marks to "Demonstrate Proficiency" shall be 80%.
d) Grade less than 5 in the Performance Identifier 01 is an unacceptable performance and the rated air traffic controller will be considered as having failed (i.e. Did not demonstrate Proficiency) in the proficiency check.

8.8.4 Proficiency check proformas mentioned in para 8.6.2 are provided as appendices to this document.

8.9 Assessment Report

8.9.1 The terms used for "Result" in the Proficiency check form are defined as follows:

a) **Demonstrated Proficiency**: It indicates that the applicant shall have demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.

b) **Did not demonstrate Proficiency**: It indicates that the applicant shall not have demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.

8.10 Communication of result of proficiency check to an ATCO

8.10.1 The outcome of proficiency checks is intended to provide feedback to controllers regarding their proficiency and is used to develop plans to enhance their proficiency as appropriate.

8.10.2 Proficiency checks of an air traffic controller is recorded in the personal logbook and ATCO is briefed about his performance. The signature of ATCO is also obtained on proficiency assessment proforma.

8.10.3 If the rated air traffic controller's overall performance is found unsatisfactory (i.e. "Did not demonstrate Proficiency") in proficiency check, ATS In-charge ensures that the controller does not exercise the privileges of rating of that unit unless found satisfactory after Performance Improvement Programme (PIP).

8.11 Performance Improvement Programme (PIP)

8.11.1 In order to bring the performance of controllers to a satisfactory level, the ATS In-charge develops a PIP on the basis of the recommendation of the instructor/examiner/board.

8.11.2 The duration and contents of PIP training is determined by the ATS In-charge based on report submitted by the instructor/examiner who assessed the controller.

8.11.3 After completion of PIP, a three member assessment board duly constituted by the ATS In-charge assessess the controller's performance. In case of proficiency check conducted in accordance with para 8.5.1 ii) or 8.5.1 iii), ED (CAP) constitutes the board as mentioned in these paras, to assess the controller's performance.

8.11.4 On being satisfied with the controller's performance, the controller is permitted to exercise the privileges of the rating of that unit subject to the compliance of all other applicable rules & regulations.

8.12 Failure to meet the competency requirements to exercise the privileges of the rating.

8.12.1 If an air traffic controller whose rating is still valid in accordance with Clause 2 of Sections D, E, F, G, H and J, Schedule III of the Aircraft Rules 1937 and provided he/she meets the recency requirements of that rating but failed to comply with the competency requirements for that rating in accordance with para 8.4.1 then such air traffic controller will be required to provide air traffic control services for a period of ten hours in in not more than ten days under the supervision of an authorised instructor, thereafter he will be assessed by an examiner/instructor nominated by AAI. On being assessed fit, he will be permitted to exercise the privileges of the rating. However, such assessment will be required to be made within the validity period of that rating.

8.13 Records

8.13.1 The proficiency check records of each individual is maintained and preserved at the ATS unit/centre concerned for a period of at least five years from the date of proficiency check.

8.13.2 ATS In-charge will submit one copy of records of proficiency checks conducted in the preceding six months to ED (CAP) through email for forwarding them to DGCA as follows:

a) By 10th July- for proficiency checks conducted from 1st January to 30th June for forwarding to DGCA by 15th July.

b) By 10th January- for proficiency checks conducted from 1st July to 31st December for forwarding to DGCA by 15th January.

Chapter 9

Refresher Training

9.1 Introduction:

9.1.1 Refresher training is "Training designed to review, reinforce or enhance the existing knowledge and skills of air traffic controllers to provide a safe, orderly and expeditious flow of air traffic".

9.1.2 As per CAR Section-9 Series-L Part-V, stations are required to have annual refresher training to maintain the competency of the ratings held by a licensed air traffic controller. Annual refresher training may consist of classroom training/simulations or both depending on the topic to be covered.

9.1.3 Accordingly, (Training In-Charge/ATS In-charge*) (*: select as appropriate), prepares a training plan for the year (and get it approved by the ATS In-charge@) (@: select if Training In-charge prepares the plan) which includes the tentative schedule for the refresher training program in order to facilitate the availability of ATCOs to attend such sessions. The plan is so executed that each ATCO is able to undergo an annual refresher training of the station.

9.2 Syllabus for refresher training

9.2.1 The course content of the refresher training shall contain at least the topics given below:

a) Operational procedures including coordination procedures, approved phraseology and effective communication;
b) Unusual occurrences and emergency situations training;
c) degraded mode of operations, and
d) Situational awareness and human factors training.

9.3 Conduct of refresher training

9.3.1 The refresher training is conducted by experienced ATCOs, Examiner, Instructor or subject matter expert as per the syllabus. All the licensed ATCOs at the station are intimated well in advance about the schedules of refresher training. The attendance of the ATCOs attending the refresher training is kept with station.

9.4 Records of refresher training

9.4.1 The refresher training records of each individual licence holder is maintained in ATCOs logbook. Entry of refresher training in logbook is signed by both, the trainee as well as the (Training In-Charge/ATS In-charge*) (*: select as appropriate).

9.4.2 Such records are preserved for at least five years from the date of refresher training. Apart from this, each station maintains the record of refresher training for at least five years from the date of conduct of the training. These records are presented to DGCA or official of CAP Directorate for surveillance etc. as and when required.

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Chapter 10

Training Records

10.1 Organization of records

10.1.1 ATS In-charge maintains all the records related to the training and rating of each individual in a separate file containing personal details of the individual, Class 3 medical assessment, ELP assessment, training records, assessment proforma, written and practical test results, proficiency checks, refresher training records including attendance sheet, all the correspondences in respect of individual's training and ratings in chronological order and any other document related to the ATCO's rating.

Guidance: Where Training In-charge is not authorised by ED (CAP), replace Training In-charge with ATS In-charge in the paras below.

10.2 Storage, backup and security of training records

10.2.1 Training records of individual controllers are stored in their personal files in a secured location designated for the purpose.

10.2.2 Electronic copies of the training record of individual controllers as a back-up are also kept inside a secured folder of a desktop designated for the purpose which is password protected. The password will be known only to the Training In-charge (of the respective stream) and personnel authorized by him to access the records.

10.2.3 The designated storage location will be kept under lock and key. The storage location will be opened only under the instructions of the Training In-charge (of the respective stream).

10.2.4 The access to the training records in individual controllers file will only be available to the Training In-charge (of the respective stream) or personnel authorized by the Training In-charge (of that stream). Records shall be made available to DGCA or CAP official as and when required.

10.2.5 Back up of the electronic copies of individual controllers file will be stored in a storage media and will be kept at a location other than the office of Training In-charge (of the respective stream).

10.3 Retention of records

10.3.1 The training and rating record in paper and electronic format for each individual will be kept for a period of at least five years from the date of validity of such records. The assessment documentation in respect of aviation English language and records for trainee controller/air traffic controller acquiring English Proficiency Level below expert Level 6, shall be retained for a minimum period of six years. The records for Expert Level 6 shall be retained for lifetime.

10.3.2 Records of permanent nature such as personal records (Proof of age, educational

qualification etc.), certificate and result of basic course related to ATC unit ratings/approved courses from the ATSTO and English Language Proficiency Level 'Six' records shall be kept in electronic format until five years after the transfer of the individual from [name of station] or until five years after separation of the individual from organisation.

10.4 Archiving of records

10.4.1 Personal files are archived after the controller is transferred out from [name of station]. It should be kept for at least five years before they are destroyed.

10.5 Records maintained

10.5.1 Separate files shall be maintained for each ATCO containing the records of that individual pertaining to training, rating and endorsements in an ATS unit.

10.5.2 The individual files of each ATCO at place of posting shall contain at least the following documents:

1. Personal details of ATCO
2. Class 3 Medical assessment certificate with validity,
3. English Language proficiency certificate with validity.
4. Copy of SATCOL and ATCOL, as applicable.
5. Training record:
    a. Training undergone at a training organisation related to ATS unit rating, with result (mark sheet, certificate, Examiner's remarks/comments) and
    b. Training undergone at the airport/ATS station of posting with result, (Mark sheet, certificate, Examiner's remarks/comments) and training log, assessment records, counselling records etc. and where applicable, authorisation to perform independent duties in the concerned ATS unit.
    c. Refresher training/ recurrent training/remedial training etc. attended (date and topic).
6. Records related to selection, renewal, upgrade, withdrawal, removal as On-the Job Instructor, with name of unit and validity
7. Any other correspondence related to training, rating, recency, proficiency etc.

10.6 Transfer of records

10.6.1 On transfer of ATCO, ATS In-charge shall transfer following records to the next station of posting and retain the copy of records in accordance with para 10.3.1 and 10.3.2:

1. ATCOs Personal Details,
2. Certificates of basic course related to ATC unit ratings /approved training course(s)

attended at ATSTO,

3. Rating details with last date of active ATC duties on the units,
4. English Language Proficiency Certificate,
5. Details of current Class 3 medical assessment with validity.
6. Copy of SATCOL and ATCOL, as applicable.

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E-1	Form CAP-04/018B	Result of Skill Assessment Board
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Appendix A

DEFINITIONS AND ACRONYMS

Terms used in this manual will have the following meaning

Air traffic control unit- A generic term meaning variously, area control centre, approach control unit or aerodrome control tower

Air Traffic Controller's Licence- means a licence granted under Aircraft rules 1937 certifying the competence of the holder to perform the duties of an air traffic controller and containing his personal details including ratings, endorsements and validity of the licence

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 services unit- A generic term meaning variously, air traffic control unit, flight information centre or air traffic services reporting office

Air Traffic Service Training Organisation (ATSTO) means an organisation approved by the Director-General and operating in accordance with the laid down rules to conduct approved training course for students to enable them to attain the level of competency required for obtaining a licence or rating specified in rule 95.

Aircraft-Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface

Approach control service- Air traffic control service for arriving or departing controlled flights

Approach control unit- A unit established to provide air traffic control service to controlled flights arriving at, or departing from, one or more aerodromes

Approved training- means a training, the curriculum of which has been approved by the Director-General.

Approved training organisation means an organisation approved by the Director-General and operating in accordance with the provisions of Aircraft Rules 1937 to perform approved training course for students to enable them to attain the level of competency required for obtaining a licence or rating specified in rule 95.

Area control centre- A unit established to provide air traffic control service to controlled flights in control areas under its jurisdiction

Area control service- Air traffic control service for controlled flights in control areas

Assessment - means the action of assessing someone or something against the parameters or competence elements specified for the purpose.

ATS In-charge - means the senior most executive of ATM directorate at an ATS Station

responsible for managing day-to-day ATM operations that includes air traffic management, training and rating of ATM personnel, manpower management, safety and other functions assigned in accordance with various manuals, circulars or orders issued by ATM directorate or any other directorate of AAI maintaining surveillance or oversight over ATM activities.

ATS surveillance system- A generic term meaning variously, ADS-B, PSR, SSR or any comparable ground-based system that enables the identification of aircraft.

Note- A comparable ground-based system is one that has been demonstrated, by comparative assessment or other methodology, to have a level of safety and performance equal to or better than monopulse SSR

ATS station or station -means an airport or an ATS centre where air traffic services are being provided by Airports Authority of India.

Authorised Examiner or Examiner -means a person authorised by ED (CAP) at ATS Stations or by Head of Training/Chief Instructor at an ATSTO in accordance with DGCA CAR Section 9 Series L Part III to perform the functions of examiner as specified in that CAR.

Authorised Instructor or Instructor -means a person authorised by ED (CAP) at ATS Stations or by Head of Training/Chief Instructor at an ATSTO in accordance with DGCA CAR Section 9 Series L Part III to perform the functions of instructor as specified in that CAR.

Board or skill assessment board or rating board -means a board duly constituted in accordance with DGCA CAR section 9 Series L Part III, by a person authorised to do so to conduct skill assessment of the trainee air traffic controller required under para 5, Section A, Schedule III of Aircraft Rules1937 for the purpose of issuance of licence or endorsement of ratings specified in Rule 95 of Aircraft Rules 1937.

Competence - means ability to do a task efficiently and successfully.

Competency -A dimension of human performance that is used to reliably predict successful performance on the job. A competency is manifested and observed through behaviours that mobilize the relevant knowledge, skills and attitudes to carry out activities or tasks under specified conditions.

Counselling - means the process of debriefing and feedback to controllers regarding their proficiency and ways to enhance their proficiency if required.

DGCA: It is the Indian Governmental regulatory body for civil aviation under the Ministry of Civil Aviation.

Director-General means Director-General of Civil Aviation

ED(ATM) concerned- means the Executive Director (ATM) looking after the functions related to training of ATM personnel.

Human Factors principles- Principles which apply to aeronautical design, certification, training, operations and maintenance, and which seek safe interface between the human and other system components by proper consideration to human performance.

Human performance- Human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.

Instructor technique course -means a course conducted for the instructors/examiners at an ATSTO or at ATS stations, which includes the syllabus given in Appendix-A of DGCA CAR Section 9 Series L Part III.

Knowledge- means the requirement of knowledge specified in Schedule III of Aircraft Rules 1937 for the purpose of acquiring a licence or the rating(s).

Medical examiner-A physician with training in aviation medicine and practical knowledge and experience of the aviation environment, who is designated by the Director-General to conduct medical examinations of fitness of applicants for licences or ratings for which medical requirements are prescribed.

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

On-the-Job Training Instructor- Means a rated air traffic controller authorised by ED (CAP) in accordance with DGCA CAR Section 9 Series L Part III to carry out instruction in the operational environment for which the authorisation is issued.

Performance criteria- Simple, evaluative statements on the required outcome of the competency element and a description of the criteria used to judge whether the required level of performance has been achieved.

Proficiency - means ability to do a task to an acceptable level of competence

Proficiency check - means the assessment of a controller's competence conducted in accordance with DGCA CAR section 9 Series L Part IV and this manual.

Rated air traffic controller" or "Controller -means an air traffic controller holding a valid rating appropriate to the privileges to be exercised.

Ratings - the ratings covered in rule 95 of The Aircraft Rules 1937

Refresher Training - means training designed to review, reinforce or enhance the existing knowledge and skills of air traffic controllers to Air traffic control unit is a generic term meaning variously, area control centre, approach control unit or aerodrome control tower.

Threat-Events or errors that occur beyond the influence of an operational person, increase operational complexity and must be managed to maintain the margin of safety

Note-—See Attachment E of Annex 13 — Aircraft Accident and Incident Investigation for a description of operational personnel

Threat management-The process of detecting and responding to threats with countermeasures that reduce or eliminate the consequences of threats and mitigate the probability of errors or undesired states

Note-—See Attachment C to Chapter 3 of the Procedures for Air Navigation Services —

Training (PANS-TRG, Doc 9868) and Circular 314 — Threat and Error Management (TEM) in Air Traffic Control for a description of undesired states

Training- The entirety of theoretical courses, practical exercises, including simulation, and On-the-Job Training required in order to acquire and maintain the skills to deliver safe, high quality air traffic control services- It consists of-

a) initial training, providing basic and rating training;

b) unit training, including transitional training prior to On-the-Job Training, for the purpose of grant of a rating for that unit;

c) continuation training;

d) refresher training

Training In-charge means a person authorised by ED (CAP) for organising and coordinating ATCOs training and rating related activities and other functions at an ATS Station assigned in accordance with various manuals, circulars or orders issued by ATM directorate or any other directorate of AAI maintaining surveillance or oversight over ATM training activities.

Unit - the Air traffic control unit

Unit Training- Training comprising of transitional training, Pre-On-the-Job Training and On-the-Job Training for the purpose of grant of rating to the trainee air traffic controller in that ATS unit

Unit Training Plan- An approved plan that specifies how an entity will provide training to a trainee air traffic controller for the purpose of award of rating for that unit- It broadly includes qualification, syllabus, training objectives, process and their timings and assessment mechanism

Acronyms

Acronyms used in this manual will have the following meaning

ACC-P: Area Control Procedural Rating

ACC-S: Area Control Surveillance Rating

ADC: Aerodrome Control Rating

APP-P: Approach Control Procedural Rating

APP-S: Approach Control Surveillance Rating

ATSTO: Air Traffic Service Training Organisation

ATM : Air Traffic Management

ATCO: Air Traffic Controller Officer or Air Traffic Controller

ATS : Air Traffic Services

CAP : Certification of ATS personnel

CATC : Civil Aviation training college

CAPC : Certification of ATS personnel Circular

DGCA: Directorate General of Civil Aviation

ED : Executive director

GM : General Manager

MARC: Manual of ATS Personnel Ratings and Certification

PIP : Performance improvement program

PC : Proficiency Check

RTM : Rating Training Manual

RTC : Regional Training Centre

UTP : Unit Training Plan

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Appendix B

APPENDIX B: Application for Authorisation As Instructor/Examiner		
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B-2	Form CAP-04/002	Assessment Proforma For Selection of Instructor/Examiner
B-3	Form CAP-04/003	Application for Issue of Instructor Authorisation of ATS Units
B-4	Form CAP-04/004	Application for Issue of Examiner Authorisation of ATS Units
B-5	Form CAP-04/005	Certificate for Instructor authorisation of ATS unit
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Appendix C

APPENDIX C: Skill Assessment Proformas		
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Appendix D

APPENDIX D: Proficiency Check Proformas		
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D-6	Form CAP-04/024	Proficiency Check Proforma- Area Control Procedural/Oceanic Control
D-7	Form CAP-04/025	Proficiency Check Proforma- Area Control Surveillance

Appendix E

APPENDIX E: Result Declaration		
E-1	Form CAP-04/018B	Result of Skill Assessment Board
E-2	Form CAP-04/026A	Result of Written Examination

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

[Name of the Station]

Application for Selection/ Renewal as Instructor/Examiner for ATS Unit

(To be filled separately for Instructor and Examiner. The applications shall be verified & forwarded by ATS In-Charge)

Section-A: General Details (To be filled by Applicant applying for selection/renewal as Instructor/Examiner)

1.	Name		Designation	
2.	Employee no		ATCO licence no.	
3.	Place of Posting			
4.	Applied for		**Instructor /Examiner**	
5.	Applied for Selection or Renewal		**Selection/Renewal**	
6.	Date of completion of Instructor Technique Course			
7.	Details of ratings acquired at current station of posting			

Name of Rating	**Date of Acquiring Rating**
i. Aerodrome Control Rating	
ii. Approach Control Procedural Rating	
iii. Approach Control Surveillance Rating	
iv. Area Control Procedural Rating	
v. Area Control Surveillance Rating	
vi. Oceanic Control Rating	

8.	Details of units for which Selection/Renewal as Instructor/Examiner is intended:

Name of Unit	**Please tick the appropriate Rating**	**Experience in Years**
i. Aerodrome Control Rating		
ii. Approach Control Procedural Rating		
iii. Approach Control Surveillance Rating		
iv. Area Control Procedural Rating		
v. Area Control Surveillance Rating		
vi. Oceanic Control Rating		

Section-B:-(To be filled by Applicant applying for Selection as Instructor/Examiner)

1.Details of previous three postings: -

S. No.	Station	Details		
		Date of Joining	**Date of Relieving**	**Rating held with date of acquiring**

Section-C:-(To be filled up Applicant applying for Renewal as Instructor/Examiner)

1.	Whether this is first renewal after fresh selection by board?	**Yes/No**
2.	Date up to which the current Instructor/Examiner is valid (Date and Units)	

Name of unit	**Validity of Authorization**	**Whether carried out functions as Instructor/ Examiner in preceding 6 months**
i. Aerodrome Control Rating		
ii. Approach Control Procedural Rating		
iii. Approach Control Surveillance Rating		
iv. Area Control Procedural Rating		
v. Area Control Surveillance Rating		
vi. Oceanic Control Rating		

Section-D: - Declaration by applicant:

I hereby declare that above information provided by me are correct with best of my knowledge and I am liable for appropriate action, if any information given by me is found to be wrong even at later date.

Place: Date:	(Signature and name of applicant)

Section-E: - Recommendation of ATS in-charge:

I hereby declare that information provided by the applicant in Section A and C has been verified through official records and found correct. The officer has no accident/ incident attributable to him/her in the preceding two years period.

Place: Date:	(Signature, name, and stamp of the ATS in-charge)

SPECIMEN

Name of the Airport: _____ Date: _____

ASSESSMENT PROFORMA FOR SELECTION OF INSTRUCTOR/EXAMINER (TO BE FILLED UP BY SELECTION BOARD)

1. NAME & DESIGNATION OF CANDIDATE : _____

2. ATTRIBUTES OF THE CANDIDATE :

Sl. No.	Attributes	Good	Average	Not satisfactory*
a)	Record of working confidently in peak traffic (Based on the proficiency check records of previous years/Input from ATS Incharge)			
b)	Aptitude for imparting training & counselling			
c)	Subject-matter competence (Knowledge of ATC procedures, rules, regulation and their application)			
d)	Effective Communication Skill			
e)	Behaviour and attitude			
f)	Ability to understand people and work amicably			
g)	Self-motivation and motivating others			
h)	Empathy			
i)	Enthusiasm			
j)	Knowledge of Assessment Technique			
k)	Providing feedback of assessment to trainee/examinee			

3. Remarks of the board : _____
_____
_____

(*: Candidate having 'not satisfactory' performance in any of the attributes shall not be considered for recommendation as instructor/examiner.)

Recommended/ Not recommended as instructor/examiner for ATS units shown below:

(Please √ *mark against the "Recommended ATS unit" and* ***X*** *mark against "Not recommended ATS unit*)

Aerodrome control	Approach control Procedural	Area Control Procedural	Oceanic Control	Approach control Surveillance	Area Control Surveillance

_____

(SIGNATURE)
NAME:
DESIGNATION:
CHAIRMAN

(SIGNATURE)
NAME:
DESIGNATION:
MEMBER-1

(SIGNATURE)
NAME:
DESIGNATION:
MEMBER-2

SPECIMEN

APPLICATION FOR ISSUE OF INSTRUCTOR AUTHORISATION OF ATS UNITS

1. Personal Details

Name of Controller	Designation	Employee No.	ATCO Licence No.
Correspondence Address	Station	ELPA	Email

2. Details of Medical (required for controller not holding the licence)

Class of medical	Medical centre / Designated Medical Examiner	Date of medical examination	Valid up to	Whether medical Assessment attached	For office use only
Class-III					

(Class-III medical for 4 years if age is up to 40yrs; Valid for 2 years if age is above 40 & up to 50 years; and above 50 years validity is 1 year.)

3. Instructor Authorisation Sought for Units: (name the units)

……..

……..

4. Requirements of Instructor at ATS unit:

(i)	**General Requirements of Instructor:**	Fill following details	
(a)	Hold Valid ATCO Licence	Lic. No…… Valid Upto……	
(b)	Hold valid rating(s) of unit for which he has to impart training.	Name of valid ratings:	
(c)	Accident/incident free record in preceding two years from the date of application attributable to the applicant	Yes/No	
(d)	Successful completition of an instructor technique course covering the syllabus provided in appendix A or covered vide note below para 3.5	Date of completion ……	

SPECIMEN

	Or At stations with one/two year tenure or having an average scheduled air traffic movement less than thirty per day in preceding one year or at newly established units functioning for a period of less than two years, the Instructor shall complete Instructor Technique course within six months of authorisation.	Or Will comply within six months of authorisation	
(ii)	**Experience Requirements of Instructor:**		
(a)	At least 3 Years of working experience while performing duty as a holder of any rating. Or At least one year of working experience while performing duty as a holder of any rating in case of airports having an average scheduled air traffic movement less than thirty per day in preceding one year.	Write the number in years …….	
(b)	Out of a) above at least 1 year of working experience shall be in the same unit where he intends to impart training. Or Forty-five days in case of airports having an average scheduled aircraft movement less than thirty per day in preceding one year. Or Two months in case of newly established units functioning for a period of less than two years.	Yes/No	

5. Any other information:

6. Declaration by the applicants:

I hereby declare that in terms of provision of The Aircraft Rules 1937, I have not suppressed or given any wrong information herein above. I understand that I am liable for appropriate action, if any information given by me is found to be wrong even at later date.

Place:

Date: Signature of the applicant

SPECIMEN

7. Recommendation of head of ATS unit:

(i)	I hereby declare that information provided by Mr./Mrs./Ms. _____ _____, has been verified through official records and found correct.
(ii)	The applicants has successfully completed all the requirements of CAR, Section-9 Series L Part-III for issue of authorisation as Instructor for following Unit(s):- …… …… (write the name of units)
(iii)	Recommended for issue of Instructor authorization of above Unit(s): - Place: Date: (Name, Designation, Signature, and Seal of ATS In-charge)

SPECIMEN

APPLICATION FOR ISSUE OF EXAMINER AUTHORISATION OF ATS UNITS

1. Personal Details

Name of Controller	Designation	Employee No.	ATCO Licence No.
Correspondence Address	Station	ELPA	Email

2. Details of Medical (required for controller not holding the licence)

Class of medical	Medical centre / Designated Medical Examiner	Date of medical examination	Valid up to	Whether medical Assessment attached	For office use only
Class-III					

(Class-III medical for 4 years if age is up to 40yrs; Valid for 2 years if age is above 40 & up to 50 years; and above 50 years validity is 1 year.)

3. Examiner Authorisation Sought for Units: (name the units)

……..

……..

4. Requirements of Examiner at ATS unit:

(i)	**General Requirements of Examiner:**	Fill following details	
(a)	Hold Valid ATCO Licence	Lic. No…… Valid Upto……	
(b)	Hold valid instructor authorisation of the unit for which he has to act as an Examiner. Or Hold current rating for at least 15 months in unit for which he has to act as an examiner.	Yes/No	
(c)	Accident/incident free record in preceding two years from the date of application attributable to the applicant	Yes/No	
(d)	Successful completition of an instructor technique course covering the syllabus provided in appendix A or covered vide note below para 3.5	Date of completion ……	

SPECIMEN

	Or At stations with one/two year tenure or having an average scheduled air traffic movement less than thirty per day in preceding one year or at newly established units functioning for a period of less than two years, the Examiner shall complete Instructor Technique course within six months of authorisation.	Or Will comply within six months of authorisation	
(ii)	**Experience Requirements of Examiner:**		
(a)	At least 3 Years of working experience while performing duty as a holder of any rating. Or At least one year of working experience while performing duty as a holder of any rating in case of airports having an average scheduled air traffic movement less than thirty per day in preceding one year.	Write the number in years ……	
(b)	Out of a) above at least 1 year of experience as instructor at any unit. Or Hold current rating for at least 15 months in unit for which he has to act as an examiner. Or Forty-five days in case of airports having an average scheduled aircraft movement less than thirty per day in preceding one year. Or Two months in case of newly established units functioning for a period of less than two years.	Yes/No	

5. Any other information:

6. Declaration by the applicants:

I hereby declare that in terms of provision of The Aircraft Rules 1937, I have not suppressed or given any wrong information herein above. I understand that I am liable for appropriate action, if any information given by me is found to be wrong even at later date.

Place:

Date: Signature of the applicant

SPECIMEN

7. Recommendation of head of ATS unit:

(i)	I hereby declare that information provided by Mr./Mrs./Ms. _____ _____, has been verified through official records and found correct.
(ii)	The applicants has successfully completed all the requirements of CAR, Section-9 Series L Part-III for issue of authorisation as Examiner for following Unit(s):- ……. ……. (write the name of units)
(iii)	Recommended for issue of Examiner authorization of above Unit(s): - Place: Date: (Name, Designation, Signature, and Seal of ATS In-charge)

SPECIMEN

Certificate No……..

……
(Name and Address of ATS unit/centre)

CERTIFICATE

This is to certify that Mr/Ms has complied all the requirements of CAR, Section-9, Series-L Part-III and accordingly authorized as **Instructor** in the following units to discharge the functions as mentioned in the above CAR.

1.	2.	3.
4.	5.	6.

This authorisation is valid upto……

Date:

Place:

(Signature and seal)
Executive Director(CAP)

SPECIMEN

Certificate No……

……

(Name and Address of ATS unit/centre)

CERTIFICATE

This is to certify that Mr/Ms has complied all the requirements of CAR, Section-9, Series-L Part-III and accordingly authorized as **Examiner** in the following units to discharge the functions as mentioned in the above CAR.

1.	2.	3.
4.	5.	6.

This authorisation is valid upto……

Date:

Place:

(Signature and seal)
Executive Director(CAP)

SPECIMEN

Skill Assessment Proforma

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

AERODROME CONTROL RATING

Airport:	Unit:	Date:	Period:

Details of Controller				Details of Examiner			
Name & Designation	Licence Type and No.	Validity		Name & Designation	Licence No.	Validity	
		Licence	Medical			Licence	Medical

Competency Area		S.N.	Competency Identifiers	Grade				
				5	4	3	2	1
SAFETY PERFORMANCE AREA		01	Impending conflicting traffic detected and resolved					
		02	The applied separation between aircraft, aircraft on the maneuvering area and obstructions on that area, is appropriate taking into account safety & efficiency.					
SKILL	Control Judgment	03	Traffic planned in an appropriate manner with least average delay taking into account SOPs, traffic situation, runway in use, taxi routing, destination aerodrome/route and performance characteristics.					
		04	Maintained a safe and orderly traffic flow with least average delay.					
		05	Maintained surveillance visually or by use of any other available tools.					
	Phraseologies and communication skills	06	Made use of correct phraseologies					
		07	Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique					
		08	Used correct call signs, Read-backs monitored and errors corrected quickly					
	Coordination Procedures	09	Coordination with other ATC units/agencies performed effectively and in English					
		10	Initiated and accepted transfer of control/communication promptly					
	Use of Automation tools and other resources	11	Promptly updated data on FDP / A-SMGCS/FPS/EFS or passed required information to concerned ATC Unit as per published procedure.					
		12	Acknowledged and Monitored all alerts/alarms on A-SMGCS and/or by other agencies and took appropriate action.					

SPECIMEN

ATTRIBUTES (Maintaining attention, situational awareness & work load)	13	Maintained situational awareness at all times and Scanned the area of jurisdiction effectively.					
	14	Shifted attention between various aircraft and vehicles as required and prioritized activities according to situation.					
	15	Stayed calm, focused and handled workload efficiently.					
	16*	Handled unexpected situations effectively					
	17*	Selected runway in use and appropriate visual and non-visual aids & facilities.					
	18*	Took appropriate action upon significant changes in meteorological conditions/ essential information.					
	19	Responded to pilot's requests promptly					
	20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
	21*	Received and gave complete position relief briefing					
KNOWLEDGE	22	Application of Separation Standards					
	23	Equipment/Tools/displays available in the unit/working position, knowledge of Airspace/Aerodrome Data/ IAL Procedures / Visual signals/ VFR & SVFR/ Aircraft Performance and characteristics					
	24	Source of information (Awareness /knowledge of relevant documents such as ICAO Docs, Aerodrome Manual, contingency/emergency plans and procedures, Docs Issued by DGCA/AAI, AIPs, NOTAMs etc.)					
	25	Unusual Occurrences and contingency procedures					

SPECIMEN

Result :

Marks obtained (M)	
Percentage = $\frac{M \times 100}{125}$	

(Minimum pass marks are 80%)

☐ **Demonstrated competency** ☐ **Did not demonstrate competency**

Remarks of the Chairman of the Board:

Signatures of Board Members:

(SIGNATURE)	(SIGNATURE)	(SIGNATURE)
NAME:	NAME:	NAME:
DESIGNATION:	DESIGNATION:	DESIGNATION:
CHAIRMAN	MEMBER-1	MEMBER-2

Signatures of trainee:

(SIGNATURE)
NAME:
DESIGNATION:

SPECIMEN

Guidelines and Instructions for filling up the Skill Assessment Proforma

1. Grading method:

i) A trainee controller is assessed in following four competency areas:

a) Safety Performance

b) Skill

c) Attributes (Maintaining attention, situational awareness and handling Workload) and

d) Knowledge

ii) Each competency area has Competency Identifiers (CI) which are serially numbered and are assessed according to the grades shown against them.

iii) Only one grade is to be ticked (**√**) against one Competency identifier (CI).

iv) Competency Identifiers marked with asterisk (*) shall be "Theoretically Assessed" if not practically observed during the assessment, and the same shall be graded in respective competency identifier (CI) field.

v) Shaded columns under the "Grades" column are indicative of unacceptable/unsatisfactory performance in that competency identifier (CI).

2. Description of grades: The grades indicated against each competency identifier (CI) shall carry the following meaning.

5 Demonstrated competency at a level appropriate to the privileges at all times.

4 Demonstrated competency at a level appropriate to the privileges most of the times

3 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency.

2 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted safety.

1 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency and safety both.

Note: Grade 1, 2 or 3 in a competency identifier (except in case of competency identifier 01) shall not automatically disqualify an assessee if the assessee has taken a timely corrective action to avoid any impact on efficiency and/or safety.

3. Marking Scheme

a) Grade 5, 4, 3, 2 & 1 shall carry "5", "4", "3", "2" & "1" marks respectively in the competency Identifiers.

b) Marks obtained in all the competency identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section "Result".

c) Minimum pass percentage is 80%.

4. Result: The terms used for "Result" in the skill assessment proforma are defined as follows:

a) **Demonstrated competency:** It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit , including the recognition and management of threats and errors.

b) **Did not demonstrate competency**: It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit, including the recognition and management of threats and errors.

5. Grade less than 5 in the Competency Identifier 01 is an unacceptable performance and the trainee controller shall be treated as having <u>failed</u> (i.e. Did not demonstrate competency) in the skill assessment.

SPECIMEN

Skill Assessment Proforma

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

AERODROME CONTROL AND APPROACH CONTROL PROCEDURAL (Combined) RATING

Airport:	Unit:	Date:	Period:

Details of Controller				Details of Examiner			
Name & Designation	Licence No.	Validity		Name & Designation	Licence No.	Validity	
		Licence	Medical			Licence	Medical

Competency Area		S.N.	Competency Identifiers	Grade				
				5	4	3	2	1
SAFETY PERFORMANCE AREA		01	Impending conflicting traffic, and infringement of SUAs detected and resolved.					
		02	The applied separation is appropriate taking into account safety & efficiency.					
SKILL	Control Judgement	03	Traffic planned in an appropriate manner with least average delay taking into account SOPs, traffic situation, runway in use, taxi routing, destination aerodrome/route and performance characteristics.					
		04	Clearances for arriving and departing aircraft planned for expeditious descent and climb vis-à-vis conflicting traffic to maintain a safe and orderly traffic flow with least average delay.					
		05	Maintained surveillance visually or by use of any other available tools.					
	Phraseologies and communication skills	06	Made use of correct phraseologies					
		07	Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique					
		08	Used correct call signs, Read-backs monitored and errors corrected quickly					
	Coordination Procedures	09	Coordination with other ATC units/agencies performed effectively and in English					
		10	Initiated and accepted transfer of control/communication as per LOAs/SOPs					
	Use of Automation tools and other resources	11	Promptly updated data on FDP / A-SMGCS/FPS/EFS or passed required information to concerned ATC Unit as per published procedure.					
		12	Acknowledged and Monitored all alerts/alarms on A-SMGCS/Automation system and/or by other agencies and took appropriate action.					

SPECIMEN

ATTRIBUTES (Maintaining attention, situational awareness and work load)	13	Maintained situational awareness at all times and Scanned the area of jurisdiction effectively.					
	14	Shifted attention between various aircraft and vehicles as required and prioritized activities according to situation.					
	15	Stayed calm, focused and handled workload efficiently.					
	16*	Handled unexpected situations effectively					
	17*	Selected runway in use and appropriate visual and non-visual aids & facilities.					
	18*	Took appropriate action upon significant changes in meteorological conditions/ essential information.					
	19	Responded to pilot's requests promptly					
	20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
	21*	Received and gave complete position relief briefing					
KNOWLEDGE	22	Application of Separation Standards					
	23	Equipment/Tools/displays available in the unit/working position, knowledge of Airspace/ Aerodrome Data/ IAL Procedures / Visual signals/ VFR & SVFR/ Aircraft Performance and characteristics					
	24	Source of information (Awareness /knowledge of relevant documents such as ICAO Docs, Aerodrome Manual, contingency/emergency plans and procedures, Docs Issued by DGCA/AAI, AIPs, NOTAMs etc.)					
	25	Unusual Occurrences and contingency procedures					

SPECIMEN

Result :

Marks obtained (M)	
Percentage = $\frac{M \times 100}{125}$	

(Minimum pass marks are 80%)

☐ **Demonstrated competency** ☐ **Did not demonstrate competency**

Remarks of the Chairman of the Board:

(SIGNATURE) NAME: DESIGNATION: CHAIRMAN	(SIGNATURE) NAME: DESIGNATION: MEMBER-1	(SIGNATURE) NAME: DESIGNATION: MEMBER-2

Signatures of trainee:

(SIGNATURE)
NAME:
DESIGNATION:

SPECIMEN

Guidelines and Instructions for filling up the Skill Assessment Proforma

1. **Grading method:**

i) A trainee controller is assessed in following four competency areas:

a) Safety Performance

b) Skill

c) Attributes (Maintaining attention, situational awareness and handling Workload) and

d) Knowledge

ii) Each competency area has Competency Identifiers (CI) which are serially numbered and are assessed according to the grades shown against them.

iii) Only one grade is to be ticked (**√**) against one Competency identifier (CI).

iv) Competency Identifiers marked with asterisk (*) shall be "Theoretically Assessed" if not practically observed during the assessment, and the same shall be graded in respective competency identifier (CI) field.

v) Shaded columns under the "Grades" column are indicative of unacceptable/unsatisfactory performance in that competency identifier (CI).

2. Description of grades: The grades indicated against each competency identifier (CI) shall carry the following meaning.

5 Demonstrated competency at a level appropriate to the privileges at all times.

4 Demonstrated competency at a level appropriate to the privileges most of the times

3 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency.

2 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted safety.

1 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency and safety both.

Note: Grade 1, 2 or 3 in a competency identifier (except in case of competency identifier 01) shall not automatically disqualify an assessee if the assessee has taken a timely corrective action to avoid any impact on efficiency and/or safety.

3. Marking Scheme

a) Grade 5, 4, 3, 2 & 1 shall carry "5", "4", "3", "2" & "1" marks respectively in the competency Identifiers.

b) Marks obtained in all the competency identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section "Result".

c) Minimum pass percentage is 80%.

4. Result: The terms used for "Result" in the skill assessment proforma are defined as follows:

a) **Demonstrated competency:** It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit , including the recognition and management of threats and errors.

b) **Did not demonstrate competency**: It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit, including the recognition and management of threats and errors.

5. Grade less than 5 in the Competency Identifier 01 is an unacceptable performance and the trainee controller shall be treated as having <u>failed</u> (i.e. Did not demonstrate competency) in the skill assessment.

SPECIMEN

Skill Assessment Proforma

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

APPROACH CONTROL PROCEDURAL RATING

Airport:	Unit:	Date:	Period:

Details of Controller				Details of Examiner			
Name & Designation	Licence No.	Validity		Name & Designation	Licence No.	Validity	
		Licence	Medical			Licence	Medical

Competency Area		S.N.	Competency Identifiers	Grade				
				5	4	3	2	1
SAFETY PERFORMANCE AREA		01	Impending conflicting traffic, and infringement of SUAs detected and resolved.					
		02	The applied separation is appropriate taking into account safety & efficiency.					
SKILL	Control Judgment	03	Traffic planned in an appropriate manner with least average delay taking into account SOPs, traffic situation, runway in use, destination aerodrome/route and performance characteristics.					
		04	Clearances for arriving and departing aircraft planned for expeditious descent and climb vis-à-vis conflicting traffic to maintain a safe and orderly traffic flow with least average delay.					
		05	Provided traffic information to aircraft correctly and efficiently, where necessary.					
	Phraseologies and communication skills	06	Made use of correct phraseologies					
		07	Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique					
		08	Used correct call signs, Read-backs monitored and errors corrected quickly					
	Coordination Procedures	09	Coordination with other ATC units/agencies performed effectively and in English					
		10	Initiated and accepted transfer of control/communication as per LOAs/SOPs					
	Use of Automation tools and other resources	11	Promptly updated data on FDP/FPS/EFS and passed required information to concerned ATC Unit as per published procedure.					
		12	Acknowledged and Monitored all alerts/alarms on Automation system and/or by other agencies and took appropriate action.					

SPECIMEN

ATTRIBUTES (Maintaining attention, situational awareness and Work load)	13	Maintained situational awareness at all times and scanned and managed the FPS/EFS effectively.					
	14	Shifted attention between various aircraft as required and prioritized activities according to situation.					
	15	Stayed calm, focused and handled workload efficiently.					
	16*	Handled unexpected situations effectively					
	17*	Recognized and responded to deviations from ATC clearances promptly.					
	18*	Took appropriate action upon significant changes in meteorological conditions/ essential information.					
	19	Responded to pilot's requests promptly					
	20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
	21*	Received and gave complete position relief briefing					
KNOWLEDGE	22	Application of Separation Standards					
	23	Equipment/Tools/displays available in the unit/working position, knowledge of Airspace/ Aerodrome Data/ IAL Procedures / VFR & SVFR/ Aircraft Performance and characteristics					
	24	Source of information (Awareness /knowledge of relevant documents such as ICAO Docs, Aerodrome Manual, contingency/emergency plans and procedures, Docs Issued by DGCA/AAI, AIPs, NOTAMs etc.)					
	25	Unusual Occurrences and contingency procedures					

SPECIMEN

Result :

Marks obtained (M)	
Percentage $\frac{M \times 100}{125}$	

(Minimum pass marks are 80%)

☐ **Demonstrated competency** ☐ **Did not demonstrate competency**

Remarks of the Chairman of the Board:

(SIGNATURE) NAME: DESIGNATION: CHAIRMAN	(SIGNATURE) NAME: DESIGNATION: MEMBER-1	(SIGNATURE) NAME: DESIGNATION: MEMBER-2

Signatures of trainee:

(SIGNATURE)
NAME:
DESIGNATION:

SPECIMEN

Guidelines and Instructions for filling up the Skill Assessment Proforma

1. **Grading method:**

i) A trainee controller is assessed in following four competency areas:

a) Safety Performance

b) Skill

c) Attributes (Maintaining attention, situational awareness and handling Workload) and

d) Knowledge

ii) Each competency area has Competency Identifiers (CI) which are serially numbered and are assessed according to the grades shown against them.

iii) Only one grade is to be ticked (**√**) against one Competency identifier (CI).

iv) Competency Identifiers marked with asterisk (*) shall be "Theoretically Assessed" if not practically observed during the assessment, and the same shall be graded in respective competency identifier (CI) field.

v) Shaded columns under the "Grades" column are indicative of unacceptable/unsatisfactory performance in that competency identifier (CI).

2. Description of grades: The grades indicated against each competency identifier (CI) shall carry the following meaning.

5 Demonstrated competency at a level appropriate to the privileges at all times.

4 Demonstrated competency at a level appropriate to the privileges most of the times

3 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency.

2 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted safety.

1 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency and safety both.

Note: Grade 1, 2 or 3 in a competency identifier (except in case of competency identifier 01) shall not automatically disqualify an assessee if the assessee has taken a timely corrective action to avoid any impact on efficiency and/or safety.

3. Marking Scheme

a) Grade 5, 4, 3, 2 & 1 shall carry "5", "4", "3", "2" & "1" marks respectively in the competency Identifiers.

b) Marks obtained in all the competency identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section "Result".

c) Minimum pass percentage is 80%.

4. Result: The terms used for "Result" in the skill assessment proforma are defined as follows:

a) **Demonstrated competency:** It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit , including the recognition and management of threats and errors.

b) **Did not demonstrate competency**: It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit, including the recognition and management of threats and errors.

5. Grade less than 5 in the Competency Identifier 01 is an unacceptable performance and the trainee controller shall be treated as having <u>failed</u> (i.e. Did not demonstrate competency) in the skill assessment.

SPECIMEN

Skill Assessment Proforma

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

APPROACH CONTROL SURVEILLANCE RATING

Airport:	Unit:	Date:	Period:

Details of Controller				Details of Examiner			
Name & Designation	Licence No.	Validity		Name & Designation	Licence No.	Validity	
		Licence	Medical			Licence	Medical

Performance Area		SN	Performance Identifier	Grade				
				5	4	3	2	1
SAFETY PERFORMANCE AREA		01	Impending conflicting traffic, and infringement of SUAs & terrain clearance detected and resolved.					
		02	The applied separation is appropriate taking into account safety & efficiency.					
SKILL	Surveillance techniques (Approach Control)	03	Aircraft Identified early and Identity maintained					
		04	Aircraft vectored by most optimum routing considering least average delay/ sequence / track mileage/ requested route/ level					
		05	Maintained vertical profile of aircraft appropriate to the phase of flight					
		06	Monitored and maintained speed profile of aircraft appropriate to the phase of flight as per published procedure and situational requirement					
	Phraseologies and communication skills	07	Made use of correct phraseologies					
		08	Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique					
		09	Used correct call signs, Read-backs monitored and errors corrected quickly					
	Coordination Procedures	10	Coordination with other ATC units performed effectively and in English					
		11	Initiated and accepted transfer of control/communication promptly					
	Use of Automation and surveillance	12	Promptly updated CPL data & CFL in data block and FPL/EFS					
		13	Kept all the data blocks separated					
		14	Used available resources (Min Sep/ RBLs etc) for optimum results					

SPECIMEN

		15	Acknowledged and Monitored all alerts/ alarms and took appropriate action.					
ATTRIBUTES (Maintaining attention, situational awareness and work load)		16	Maintained situational awareness at all times and Scanned the area of jurisdiction effectively , recognized and responded to deviations from ATC clearances promptly					
		17	Shifted attention between various aircraft, as required and prioritized activities according to situation.					
		18*	Stayed Calm, Focused and handled workload efficiently. Handled unexpected situations effectively					
		19	Responded to pilot's requests promptly					
		20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
		21*	Received and gave complete position relief briefing					
KNOWLEDGE		22	Airspace/Aerodrome Data/ IAL Procedures/ Aircraft Performance and characteristics					
		23	Equipment/ Tools/ Displays in surveillance unit					
		24	Application of surveillance technique and separation Standards					
		25	Unusual Occurrences and contingency procedures					

SPECIMEN

Result :

Marks obtained (M)	
Percentage = $\frac{M \times 100}{125}$	

(Minimum pass marks are 80%)

☐ **Demonstrated competency** ☐ **Did not demonstrate competency**

Remarks of the Chairman of the Board:

(SIGNATURE) NAME: DESIGNATION: CHAIRMAN	(SIGNATURE) NAME: DESIGNATION: MEMBER-1	(SIGNATURE) NAME: DESIGNATION: MEMBER-2

Signatures of trainee:

(SIGNATURE)
NAME:
DESIGNATION:

SPECIMEN

Guidelines and Instructions for filling up the Skill Assessment Proforma

1. **Grading method:**

i) A trainee controller is assessed in following four competency areas:

a) Safety Performance

b) Skill

c) Attributes (Maintaining attention, situational awareness and handling Workload) and

d) Knowledge

ii) Each competency area has Competency Identifiers (CI) which are serially numbered and are assessed according to the grades shown against them.

iii) Only one grade is to be ticked (**√**) against one Competency identifier (CI).

iv) Competency Identifiers marked with asterisk (*) shall be "Theoretically Assessed" if not practically observed during the assessment, and the same shall be graded in respective competency identifier (CI) field.

v) Shaded columns under the "Grades" column are indicative of unacceptable/unsatisfactory performance in that competency identifier (CI).

2. Description of grades: The grades indicated against each competency identifier (CI) shall carry the following meaning.

5 Demonstrated competency at a level appropriate to the privileges at all times.

4 Demonstrated competency at a level appropriate to the privileges most of the times

3 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency.

2 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted safety.

1 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency and safety both.

Note: Grade 1, 2 or 3 in a competency identifier (except in case of competency identifier 01) shall not automatically disqualify an assessee if the assessee has taken a timely corrective action to avoid any impact on efficiency and/or safety.

3. Marking Scheme

a) Grade 5, 4, 3, 2 & 1 shall carry "5", "4", "3", "2" & "1" marks respectively in the competency Identifiers.

b) Marks obtained in all the competency identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section "Result".

c) Minimum pass percentage is 80%.

4. Result: The terms used for "Result" in the skill assessment proforma are defined as follows:

a) **Demonstrated competency:** It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit , including the recognition and management of threats and errors.

b) **Did not demonstrate competency**: It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit, including the recognition and management of threats and errors.

5. Grade less than 5 in the Competency Identifier 01 is an unacceptable performance and the trainee controller shall be treated as having failed (i.e. Did not demonstrate competency) in the skill assessment.

SPECIMEN

Skill Assessment Proforma

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

APPROACH CONTROL SURVEILLANCE AND APPROACH CONTROL PROCEDURAL (COMBINED) RATING

Airport:	Unit:	Date:	Period:

Details of Controller				Details of Examiner			
Name & Designation	Licence Type and No.	Validity		Name & Designation	Licence No.	Validity	
		Licence	Medical			Licence	Medical

Performance Area		SN	Performance Identifier	Grade				
				5	4	3	2	1
SAFETY PERFORMANCE AREA		01	Impending conflicting traffic, and infringement of SUAs & terrain clearance detected and resolved.					
		02	The applied separation is appropriate taking into account safety & efficiency.					
SKILL	Procedural and Surveillance techniques (Approach Control)	03	Aircraft Identified early and Identity maintained.					
		04	Traffic planned in an appropriate manner and Aircraft vectored by most optimum routing considering sequence / track mileage/ requested route/ level.					
		05	Monitored and maintained speed/vertical profile of aircraft appropriate to the phase of flight a as per published procedure and situational requirement.					
		06*	Provided traffic information to aircraft correctly and efficiently, where necessary.					
	Phraseologies and communication skills	07	Made use of correct phraseologies					
		08	Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique					
		09	Used correct call signs, Read-backs monitored and errors corrected quickly					
	Coordination Procedures	10	Coordination with other ATC units/agencies performed effectively and in English					
		11	Initiated and accepted transfer of control/communication promptly					
	Use of Automation and surveillance tools	12	Promptly updated CPL data in FDP / CFL in data block / FPL/EFS					
		13	Kept all the data blocks separated					
		14	Used available resources (Min Sep/ RBLs etc) for optimum results					
		15	Acknowledged and Monitored all alerts/ alarms and took appropriate action.					

SPECIMEN

ATTRIBUTES (Maintaining attention, situational awareness and work load)	16	Maintained situational awareness at all times and Scanned the area of jurisdiction effectively using situational display/FPS/EFS, recognized and responded to deviations from ATC clearances/ unexpected situations promptly.					
	17	Shifted attention between various aircraft, as required and prioritized activities according to situation.					
	18	Stayed Calm, Focused and handled workload efficiently.					
	19	Responded to pilot's requests promptly					
	20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
	21*	Received and gave complete position relief briefing					
KNOWLEDGE	22	Airspace/Aerodrome Data/ IAL Procedures/ Aircraft Performance and characteristics					
	23	Equipment/Tools/displays available in the unit/working position, knowledge of Airspace/ Aerodrome Data/ IAL Procedures / VFR & SVFR/ Aircraft Performance and characteristics					
	24	Application of surveillance technique and separation standards					
	25	Unusual Occurrences and contingency procedures					

SPECIMEN

Result :

Marks obtained (M)	
Percentage = $\frac{M \times 100}{125}$	

(Minimum pass marks are 80%)

☐ **Demonstrated competency** ☐ **Did not demonstrate competency**

Remarks of the Chairman of the Board:

_____

_____

_____

_____

_____

_____

_____

_____

_____

(SIGNATURE)	(SIGNATURE)	(SIGNATURE)
NAME:	NAME:	NAME:
DESIGNATION:	DESIGNATION:	DESIGNATION:
CHAIRMAN	MEMBER-1	MEMBER-2

Signatures of trainee:

(SIGNATURE)
NAME:
DESIGNATION:

SPECIMEN

Guidelines and Instructions for filling up the Skill Assessment Proforma

1. **Grading method:**

i) A trainee controller is assessed in following four competency areas:

a) Safety Performance

b) Skill

c) Attributes (Maintaining attention, situational awareness and handling Workload) and

d) Knowledge

ii) Each competency area has Competency Identifiers (CI) which are serially numbered and are assessed according to the grades shown against them.

iii) Only one grade is to be ticked (**√**) against one Competency identifier (CI).

iv) Competency Identifiers marked with asterisk (*) shall be "Theoretically Assessed" if not practically observed during the assessment, and the same shall be graded in respective competency identifier (CI) field.

v) Shaded columns under the "Grades" column are indicative of unacceptable/unsatisfactory performance in that competency identifier (CI).

2. Description of grades: The grades indicated against each competency identifier (CI) shall carry the following meaning.

5 Demonstrated competency at a level appropriate to the privileges at all times.

4 Demonstrated competency at a level appropriate to the privileges most of the times

3 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency.

2 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted safety.

1 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency and safety both.

Note: Grade 1, 2 or 3 in a competency identifier (except in case of competency identifier 01) shall not automatically disqualify an assessee if the assessee has taken a timely corrective action to avoid any impact on efficiency and/or safety.

3. Marking Scheme

a) Grade 5, 4, 3, 2 & 1 shall carry "5", "4", "3", "2" & "1" marks respectively in the competency Identifiers.

b) Marks obtained in all the competency identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section "Result".

c) Minimum pass percentage is 80%.

4. Result: The terms used for "Result" in the skill assessment proforma are defined as follows:

a) **Demonstrated competency:** It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit , including the recognition and management of threats and errors.

b) **Did not demonstrate competency**: It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit, including the recognition and management of threats and errors.

5. Grade less than 5 in the Competency Identifier 01 is an unacceptable performance and the trainee controller shall be treated as having failed (i.e. Did not demonstrate competency) in the skill assessment.

SPECIMEN

Skill Assessment Proforma

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

AREA CONTROL PROCEDURAL/OCEANIC CONTROL RATING

Airport:	Unit:	Date:	Period:

Details of Controller				Details of Examiner			
Name & Designation	Licence No.	Validity		Name & Designation	Licence No.	Validity	
		Licence	Medical			Licence	Medical

Performance Area		SN	Performance Identifier	Grade				
				5	4	3	2	1
SAFETY PERFORMANCE AREA		01	Impending conflicting traffic detected and resolved or alerted Surveillance controller (if applicable) in detecting and resolving the conflict as per the responsibility assigned.					
		02	The applied separation is appropriate taking into account safety & efficiency.					
SKILL	Control Procedures	03	Established or assisted surveillance controller to establish communication promptly with aircraft entering jurisdiction.					
		04	Clearances for arriving and departing aircraft (Including to and from satellite stations) planned for expeditious descent and climb vis-à-vis sequence and/or conflicting traffic to maintain a safe and orderly traffic flow with least average delay.					
		05	Allocated optimal levels to aircraft/ Issued clearance to aircraft without significant delay					
	Phraseologies and communication skills	06	Made use of correct phraseologies /Used appropriate pre-formatted messages and used minimum plain language text in CPDLC.					
		07	Instructions were concise and unambiguous					
		08	Used correct call signs, Read-backs monitored and errors corrected quickly.					
	Coordination Procedures	09	Coordination with other ATC units/ATC Centres performed in adherence to SOP/ Local instructions and in English.					
		10	Initiated and accepted transfer of ontrol/communication as per LOAs/SOPs and where applicable, timely responded to AFN logon & established ADS-CPDLC connection promptly with aircraft, forwarded AFN logon to next ATS Unit where applicable.					

SPECIMEN

SKILL	**Use of Automation tools and other resources**	11	Promptly updated data on FDP /FPS/EFS or passed required information to concerned ATC Unit based on position reports/ADS-CPDLC reports as per published procedure.					
		12	Acknowledged and Monitored all alerts/alarms on ADS-CPDLC/any other Automation system and/or by other agencies and took appropriate action.					
ATTRIBUTES (Maintaining attention, situational awareness and Work load)		13	Maintained situational awareness at all times and scanned and managed the FPS/EFS effectively.					
		14	Shifted attention between various aircraft as required and prioritized activities according to situation.					
		15	Stayed calm, focused and handled workload efficiently.					
		16*	Handled unexpected situations effectively.					
		17*	Recognized and responded to deviations from ATC clearances promptly.					
		18*	Took appropriate action upon significant changes in meteorological conditions/ status of equipment /facilities / aerodromes etc.					
		19	Responded to pilot's requests promptly.					
		20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
		21*	Received and gave complete position relief briefing					
KNOWLEDGE		22	Application of separation standards					
		23	Equipment/Tools/displays available in the unit/working position, knowledge of Airspace /Aerodrome Data/ IAL Procedures / Aircraft Performance and characteristics etc					
		24	Source of information (Awareness /knowledge of relevant documents such as ICAO Docs, Aerodrome Manual, contingency/emergency plans and procedures, Docs Issued by DGCA/AAI, AIPs, NOTAMs etc.)					
		25	Unusual Occurrences and contingency procedures					

SPECIMEN

Result :

Marks obtained (M)	
Percentage = $\frac{M \times 100}{125}$	

(Minimum pass marks are 80%)

☐ **Demonstrated competency** ☐ **Did not demonstrate competency**

Remarks of the Chairman of the Board:

(SIGNATURE) NAME: DESIGNATION: CHAIRMAN	(SIGNATURE) NAME: DESIGNATION: MEMBER-1	(SIGNATURE) NAME: DESIGNATION: MEMBER-2

Signatures of trainee:

(SIGNATURE)
NAME:
DESIGNATION:

SPECIMEN

Guidelines and Instructions for filling up the Skill Assessment Proforma

1. **Grading method:**

i) A trainee controller is assessed in following four competency areas:

a) Safety Performance

b) Skill

c) Attributes (Maintaining attention, situational awareness and handling Workload) and

d) Knowledge

ii) Each competency area has Competency Identifiers (CI) which are serially numbered and are assessed according to the grades shown against them.

iii) Only one grade is to be ticked (**√**) against one Competency identifier (CI).

iv) Competency Identifiers marked with asterisk (*) shall be "Theoretically Assessed" if not practically observed during the assessment, and the same shall be graded in respective competency identifier (CI) field.

v) Shaded columns under the "Grades" column are indicative of unacceptable/unsatisfactory performance in that competency identifier (CI).

2. Description of grades: The grades indicated against each competency identifier (CI) shall carry the following meaning.

5 Demonstrated competency at a level appropriate to the privileges at all times.

4 Demonstrated competency at a level appropriate to the privileges most of the times

3 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency.

2 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted safety.

1 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency and safety both.

Note: Grade 1, 2 or 3 in a competency identifier (except in case of competency identifier 01) shall not automatically disqualify an assessee if the assessee has taken a timely corrective action to avoid any impact on efficiency and/or safety.

3. Marking Scheme

a) Grade 5, 4, 3, 2 & 1 shall carry "5", "4", "3", "2" & "1" marks respectively in the competency Identifiers.

b) Marks obtained in all the competency identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section "Result".

c) Minimum pass percentage is 80%.

4. Result: The terms used for "Result" in the skill assessment proforma are defined as follows:

a) **Demonstrated competency:** It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit , including the recognition and management of threats and errors.

b) **Did not demonstrate competency**: It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit, including the recognition and management of threats and errors.

5. Grade less than 5 in the Competency Identifier 01 is an unacceptable performance and the trainee controller shall be treated as having <u>failed</u> (i.e. Did not demonstrate competency) in the skill assessment.

SPECIMEN

Skill Assessment Proforma

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

AREA CONTROL SURVEILLANCE RATING

Airport:	Unit:	Date:	Period:

Details of Controller				Details of Examiner			
Name & Designation	Licence No.	Validity		Name & Designation	Licence No.	Validity	
		Licence	Medical			Licence	Medical

Performance Area		S.N.	Performance Identifier	Grade				
				5	4	3	2	1
SAFETY PERFORMANCE AREA		01	Impending conflicting traffic and infringement of SUAs & terrain clearance detected and resolved.					
		02	The applied separation is appropriate taking into account safety & efficiency.					
SKILL	Surveillance techniques (Area Control)	03	Aircraft Identified early and Identity maintained					
		04	Aircraft vectored by most optimum routing considering least average delay/ sequence / track mileage/ requested route/ level					
		05	Maintained vertical profile of aircraft appropriate to the phase of flight					
		06	Monitored and maintained speed profile of aircraft appropriate to the phase of flight as per published procedure and situational requirement					
	Phraseologies and communication skills	07	Made use of correct phraseologies					
		08	Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique					
		09	Used correct call signs, Read-backs monitored and errors corrected quickly					
	Coordination Procedures	10	Coordination with other ATC units performed effectively and in English					
		11	Initiated and accepted transfer of control/communication promptly and terminated surveillance service timely, where applicable					

SPECIMEN

	Use of Automation and surveillance tools	12	Promptly updated CPL data & CFL in data block and FPL/EFS					
		13	Kept all the data blocks separated					
		14	Used available resources (Min Sep/ RBLs etc) for optimum results					
		15	Acknowledged and Monitored all alerts/alarms and took appropriate action.					
ATTRIBUTES (Maintaining attention, situational awareness and work load)		16	Maintained situational awareness at all times and Scanned the area of jurisdiction effectively, recognized and responded to deviations from ATC clearances promptly.					
		17	Shifted attention between various aircraft, as required and prioritized activities according to situation.					
		18*	Stayed Calm, Focused and handled workload efficiently. Handled unexpected situations effectively					
		19	Responded to pilot's requests promptly					
		20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
		21*	Received and gave complete position relief briefing					
KNOWLEDGE		22	Airspace/Aerodrome Data/ IAL Procedures/ Aircraft Performance and characteristics					
		23	Equipment/ Tools/ Displays in surveillance unit					
		24	Application of surveillance technique and separation Standards					
		25	Unusual Occurrences and contingency procedures					

SPECIMEN

Result :

Marks obtained (M)	
Percentage = $\frac{M \times 100}{125}$	

(Minimum pass marks are 80%)

☐ **Demonstrated competency** ☐ **Did not demonstrate competency**

Remarks of the Chairman of the Board:

(SIGNATURE)
NAME:
DESIGNATION:
CHAIRMAN

(SIGNATURE)
NAME:
DESIGNATION:
MEMBER-1

(SIGNATURE)
NAME:
DESIGNATION:
MEMBER-2

Signatures of trainee:

(SIGNATURE)
NAME:
DESIGNATION:

SPECIMEN

Guidelines and Instructions for filling up the Skill Assessment Proforma

1. **Grading method:**

i) A trainee controller is assessed in following four competency areas:

a) Safety Performance

b) Skill

c) Attributes (Maintaining attention, situational awareness and handling Workload) and

d) Knowledge

ii) Each competency area has Competency Identifiers (CI) which are serially numbered and are assessed according to the grades shown against them.

iii) Only one grade is to be ticked (**√**) against one Competency identifier (CI).

iv) Competency Identifiers marked with asterisk (*) shall be "Theoretically Assessed" if not practically observed during the assessment, and the same shall be graded in respective competency identifier (CI) field.

v) Shaded columns under the "Grades" column are indicative of unacceptable/unsatisfactory performance in that competency identifier (CI).

2. Description of grades: The grades indicated against each competency identifier (CI) shall carry the following meaning.

5 Demonstrated competency at a level appropriate to the privileges at all times.

4 Demonstrated competency at a level appropriate to the privileges most of the times

3 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency.

2 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted safety.

1 Demonstrated competency at a level appropriate to the privileges but occasionally could have impacted efficiency and safety both.

Note: Grade 1, 2 or 3 in a competency identifier (except in case of competency identifier 01) shall not automatically disqualify an assessee if the assessee has taken a timely corrective action to avoid any impact on efficiency and/or safety.

3. Marking Scheme

a) Grade 5, 4, 3, 2 & 1 shall carry "5", "4", "3", "2" & "1" marks respectively in the competency Identifiers.

b) Marks obtained in all the competency identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section "Result".

c) Minimum pass percentage is 80%.

4. Result: The terms used for "Result" in the skill assessment proforma are defined as follows:

a) **Demonstrated competency:** It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit , including the recognition and management of threats and errors.

b) **Did not demonstrate competency**: It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted by that rating; the skills, judgement and performance required to provide a safe, orderly and expeditious air traffic control service in that unit, including the recognition and management of threats and errors.

5. Grade less than 5 in the Competency Identifier 01 is an unacceptable performance and the trainee controller shall be treated as having failed (i.e. Did not demonstrate competency) in the skill assessment.

SPECIMEN

APPLICATION FOR CONDUCT OF SKILL ASSESSMENT FOR ISSUANCE/RENEWAL OF RATING

(Read the instructions overleaf carefully)

For Office Use only	
Application Number	
Date of receipt of Application	_____/ _____/ _____

The General Manager (ATM)/ ATS Incharge,

Address of ATS station

Sir/Madam

I have completed all the requirements of on-the-job training and examination for the {issuance/renewal} of {Name of ATC Rating}, as per the {Manual of station level training and ratings-Part1/Part 2/Rating Training Manual}. Therefore, it is requested to conduct my skill assessment for {issuance/renewal} of the abovementioned rating. The personal and training details are as follows:

1 Applicant's details			
Name & Designation		Employee no.	
Type of Licence	SATCOL/ATCOL/NOT APPLICABLE	Licence number	
ELPA/AELP details	Level _____ Date of Validity: ____/____/_____		
Class 3 Medical Assessment details	Date of last Class 3 medical assessment: ____/____/_____ Date of Validity: ____/____/_____		
2 Details of written examination qualified:			
Date and result of written examination	Date: ____/____/_____ Result (in %) _____ Pass Percentage: _____%		
3 Details of On-the-Job Training			
Date of commencement of OJT: ____/____/_____ Date of completion of stipulated hours of OJT: ____/____/_____ Period of OJT : _____ Months _____ Days. OJT Hours _____ (Hrs)			

I certify that the information provided above is verified from my ATCO's logbook and is true to the best of my knowledge and belief.

Place of Posting *{Name of ATS station}* (Signatures of Applicant)
Date:

Reviewed and Verified by: **Validated by:**

_____ _____

{Name and designation with date} **{Name and designation with date}**

SPECIMEN

Instructions for Filling up Application Form

1. All the dates shall be mentioned in DD/MM/YYYY format
2. **Instructions for the Applicant**:
   i. The applicant shall ensure that he/she is meeting the requirement of on-the-job training and theoretical examination for the ATC Rating for which he/she is submitting application.
   ii. Application shall be submitted to ATS In-charge of the ATS Station within one month of completion of the requirement of OJT and examination.
   iii. The field in curly brackets ({}) and in grey colour is to be filled by the applicant.
   iv. Select and write whichever is applicable in {issuance/renewal}.
   v. In the 'Type of licence' column strikeout whichever is not relevant.
   vi. In the "Licence number" column, mention the ATCOL number or SATCOL licence number whichever is applicable. Applicants who have not been issued ATCOL/SATCOL shall mention "Not Issued" in that column.
   vii. Mention the name of rating as per Rule 95 of the Aircraft Rules 1937 in the field {Name of ATC Rating}. Where the concurrent ratings are issued, mention the name of both the ratings. Don't use abbreviations such as ADC, APP etc. for name of the rating.
   viii. In the field {Manual of station level training and ratings-Part1/Part 2/Rating Training Manual}mention Part 2 if MSLTAR Part 2 exists for the station, else mention Part 1. Select Rating Training Manual only after the Rating Training Manual is approved by DGCA.
   ix. The applicant shall have passed the examination for issuing a licence or rating within a period of not more than three years preceding the date of application for endorsement of rating on licence. In case the validity of an examination expires on a holiday, it shall be automatically extended to the next working day. Therefore, date of examination and the result is mandatory even for renewal of rating within three years. The Pass percentage should be as applicable on the date of examination.
   x. The period of on-the job training will be the period from the date of first On-the job training hours are logged till the date of last stipulated training hours are logged. If required, the period of training may be mentioned in months and days both.
   xi. The period of on-the job training shall be inclusive of any additional training recommended after Progress Assessment Board/Pre-rating board/previous skill assessment board (Rating Board).
3. **Instructions for the Office of ATS In-charge/Training In-charge:**
   i. The Office of ATS In-charge shall issue a unique number to the application and fill up the date of receipt of the application.
   ii. The ATS In-charge shall ensure that the application carries the name, designation of the person reviewing, verifying and validating the application, with date.
   iii. The application shall be reviewed and verified by training In-charge with the help of checklist in the form CAP-04/011 and shall be submitted to ATS In-charge for validation alongwith documentary evidence.
   iv. Where Training In-charge is not available, the ATS In-charge shall validate the application with the help of documentary evidences and shall complete the checklist in the form CAP-04/011.

SPECIMEN

Proficiency Check Proforma

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

AERODROME CONTROL

Airport:	Unit:	Date:	Period:

Details of Controller				Details of Examiner			
Name & Designation	Licence No.	Validity		Name & Designation	Licence No.	Validity	
		Licence	Medical			Licence	Medical

Performance Area		S.N.	Performance Identifier	Grade				
				5	4	3	2	1
SAFETY PERFORMANCE AREA		01	Impending conflicting traffic detected and resolved					
		02	The applied separation between aircraft, aircraft on the maneuvering area and obstructions on that area, is appropriate taking into account safety & efficiency.					
SKILL	Control Judgment	03	Traffic planned in an appropriate manner with least average delay taking into account SOPs, traffic situation, runway in use, taxi routing, destination aerodrome/route and performance characteristics.					
		04	Maintained a safe and orderly traffic flow with least average delay.					
		05	Maintained surveillance visually or by use of any other available tools.					
	Phraseologies and communication skills	06	Made use of correct phraseologies					
		07	Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique					
		08	Used correct call signs, Read-backs monitored and errors corrected quickly					
	Coordination Procedures	09	Coordination with other ATC units/agencies performed effectively and in English					
		10	Initiated and accepted transfer of control/communication promptly					

SPECIMEN

	Use of Automation tools and other resources	11	Promptly updated data on FDP / A-SMGCS/FPS/EFS or passed required information to concerned ATC Unit as per published procedure.					
		12	Acknowledged and Monitored all alerts/alarms on A-SMGCS and/or by other agencies and took appropriate action.					
ATTRIBUTES (Maintaining attention, situational awareness & workload)		13	Maintained situational awareness at all times and Scanned the area of jurisdiction effectively.					
		14	Shifted attention between various aircraft and vehicles as required and prioritized activities according to situation.					
		15	Stayed calm, focused and handled workload efficiently.					
		16*	Handled unexpected situations effectively					
		17*	Selected runway in use and appropriate visual and non-visual aids & facilities.					
		18*	Took appropriate action upon significant changes in meteorological conditions/ essential information.					
		19	Responded to pilot's requests promptly					
		20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
		21*	Received and gave complete position relief briefing					
KNOWLEDGE		22	Application of Separation Standards					
		23	Equipment/Tools/displays available in the unit/working position, knowledge of Airspace/Aerodrome Data/ IAL Procedures / Visual signals/ VFR & SVFR/ Aircraft Performance and characteristics					
		24	Source of information (Awareness /knowledge of relevant documents such as ICAO Docs, Aerodrome Manual, contingency/emergency plans and procedures, Docs Issued by DGCA/AAI, AIPs, NOTAMs etc.)					
		25	Unusual Occurrences and contingency procedures					

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Result :

Marks obtained (M)	
Percentage = $\frac{M \times 100}{125}$	

(Minimum pass marks are 80%)

☐ **Demonstrated Proficiency** ☐ **Did not demonstrate Proficiency**

Remarks of the Assessor/ Chairman of the Board:

Signatures of Assessor/Board Members:

(SIGNATURE) NAME: DESIGNATION: CHAIRMAN/ASSESSOR**	(SIGNATURE) NAME: DESIGNATION: MEMBER-1#	(SIGNATURE) NAME: DESIGNATION: MEMBER-2#

Signatures of Assessee:

(SIGNATURE)
NAME:
DESIGNATION:

(**: Select "Chairman" in case of board)

(#: Required only in case of the board, else strike-out)

SPECIMEN

Guidelines and Instructions for filling up the Proficiency Check Proforma

1. Proficiency checks are part of the process of assessing the competence of a rated air traffic controller to provide a safe, orderly and expeditious air traffic control service in the concerned ATC unit, by direct on-the-job observations and oral examinations.

2. The rated air traffic controller undergoing the proficiency check should be made aware, by formal and informal counselling, of the strengths and weaknesses observed during the process of the check.

3. **Grading method:**

   i) A rated air traffic controller is assessed in following four Areas of Performance:

      a) Safety Performance
      b) Skill
      c) Attributes (Maintaining attention, situational awareness and Workload) and
      d) Knowledge

   ii) Each performance identifier (PI) is serially numbered and is assessed according to the grades shown against them.

   iii) Only one grade is to be ticked (**√**) against one performance identifier (PI).

   iv) Performance identifiers marked with asterisk (*) will be "Theoretically Assessed" if not practically observed during the assessment, and the same will be graded in respective Performance Identifier field.

   v) Shaded columns under the "Grades" column are indicative of unacceptable/unsatisfactory performance in that Performance Identifier.

4. Description of grades: The grades indicated against each identifier shall carry the following meaning.

5 Performance met requirements at a level appropriate to the privileges at all times.
4 Performance met requirements at a level appropriate to the privileges most of the times
3 Performance did not meet requirements at a level appropriate to the privileges sometimes and impacted efficiency.
2 Performance did not meet requirements at a level appropriate to the privileges sometimes and could have impacted safety.
1 Performance did not meet requirements at a level appropriate to the privileges most of the times and has impacted safety.

5. Marking Scheme

a) Grade 5, 4, 3, 2 & 1 will carry "5", "4", "3", "2" & "1" marks respectively in the Performance Identifiers.

b) Marks obtained in all the Performance Identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section "Result".

c) **Minimum marks to "Demonstrate Proficiency" shall be 80%.**

6. Result: The terms used for "Result" in the proficiency check form are defined as follows:

a) **Demonstrated Proficiency**: It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.

b) **Did not demonstrate Proficiency:** It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.

7. Grade less than 5 in the Performance Identifier 01 is an unacceptable performance and the rated air traffic controller will be treated as having <u>failed</u> (i.e. Did not demonstrate Proficiency) in the proficiency check.

SPECIMEN

Proficiency Check Proforma

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

AERODROME CONTROL AND APPROACH CONTROL PROCEDURAL (Combined)

Airport:	Unit:	Date:	Period:

Details of Controller				Details of Examiner			
Name & Designation	Licence No.	Validity		Name & Designation	Licence No.	Validity	
		Licence	Medical			Licence	Medical

Performance Area		S.N.	Performance Identifier	Grade				
				5	4	3	2	1
SAFETY PERFORMANCE AREA		01	Impending conflicting traffic, and infringement of SUAs detected and resolved.					
		02	The applied separation is appropriate taking into account safety & efficiency.					
SKILL	Control Judgement	03	Traffic planned in an appropriate manner with least average delay taking into account SOPs, traffic situation, runway in use, taxi routing, destination aerodrome/route and performance characteristics.					
		04	Clearances for arriving and departing aircraft planned for expeditious descent and climb vis-à-vis conflicting traffic to maintain a safe and orderly traffic flow with least average delay.					
		05	Maintained surveillance visually or by use of any other available tools.					
	Phraseologies and communication skills	06	Made use of correct phraseologies					
		07	Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique					
		08	Used correct call signs, Read-backs monitored and errors corrected quickly					
	Coordination Procedures	09	Coordination with other ATC units/agencies performed effectively and in English					
		10	Initiated and accepted transfer of control/communication as per LOAs/SOPs					

SPECIMEN

	Use of Automation tools and other resources	11	Promptly updated data on FDP / A-SMGCS/FPS/EFS or passed required information to concerned ATC Unit as per published procedure.					
		12	Acknowledged and Monitored all alerts/alarms on A-SMGCS/Automation system and/or by other agencies and took appropriate action.					
ATTRIBUTES (Maintaining attention, situational awareness and workload)		13	Maintained situational awareness at all times and Scanned the area of jurisdiction effectively.					
		14	Shifted attention between various aircraft and vehicles as required and prioritized activities according to situation.					
		15	Stayed calm, focused and handled workload efficiently.					
		16*	Handled unexpected situations effectively					
		17*	Selected runway in use and appropriate visual and non-visual aids & facilities.					
		18*	Took appropriate action upon significant changes in meteorological conditions/ essential information.					
		19	Responded to pilot's requests promptly					
		20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
		21*	Received and gave complete position relief briefing					
KNOWLEDGE		22	Application of Separation Standards					
		23	Equipment/Tools/displays available in the unit/working position, knowledge of Airspace/ Aerodrome Data/ IAL Procedures / Visual signals/ VFR & SVFR/ Aircraft Performance and characteristics					
		24	Source of information (Awareness /knowledge of relevant documents such as ICAO Docs, Aerodrome Manual, contingency/emergency plans and procedures, Docs Issued by DGCA/AAI, AIPs, NOTAMs etc.)					
		25	Unusual Occurrences and contingency procedures					

SPECIMEN

Result :

Marks obtained (M)	
Percentage = $\frac{M \times 100}{125}$	

(Minimum pass marks are 80%)

☐ **Demonstrated Proficiency** ☐ **Did not demonstrate Proficiency**

Remarks of the Assessor/ Chairman of the Board:

Signatures of Assessor/Board Members:

(SIGNATURE)	(SIGNATURE)	(SIGNATURE)
NAME:	NAME:	NAME:
DESIGNATION:	DESIGNATION:	DESIGNATION:
CHAIRMAN/ASSESSOR**	MEMBER-1#	MEMBER-2#

Signatures of Assessee:

(SIGNATURE)
NAME:
DESIGNATION:

(**: Select "Chairman" in case of board)

(#: Required only in case of the board, else strike-out)

SPECIMEN

Guidelines and Instructions for filling up the Proficiency Check Proforma

1. Proficiency checks are part of the process of assessing the competence of a rated air traffic controller to provide a safe, orderly and expeditious air traffic control service in the concerned ATC unit, by direct on-the-job observations and oral examinations.
2. The rated air traffic controller undergoing the proficiency check should be made aware, by formal and informal counselling, of the strengths and weaknesses observed during the process of the check.
3. **Grading method:**
   - i) A rated air traffic controller is assessed in following four Areas of Performance:
     - a) Safety Performance
     - b) Skill
     - c) Attributes (Maintaining attention, situational awareness and Workload) and
     - d) Knowledge
   - ii) Each performance identifier (PI) is serially numbered and is assessed according to the grades shown against them.
   - iii) Only one grade is to be ticked (**√**) against one performance identifier (PI).
   - iv) Performance identifiers marked with asterisk (*) will be "Theoretically Assessed" if not practically observed during the assessment, and the same will be graded in respective Performance Identifier field.
   - v) Shaded columns under the "Grades" column are indicative of unacceptable/unsatisfactory performance in that Performance Identifier.
     - 5 Performance met requirements at a level appropriate to the privileges at all times.
     - 4 Performance met requirements at a level appropriate to the privileges most of the times
     - 3 Performance did not meet requirements at a level appropriate to the privileges sometimes and impacted efficiency.
     - 2 Performance did not meet requirements at a level appropriate to the privileges sometimes and could have impacted safety.
     - 1 Performance did not meet requirements at a level appropriate to the privileges most of the times and has impacted safety.
4. **Marking Scheme**
   - a) Grade 5, 4, 3, 2 & 1 will carry "5", "4", "3", "2" & "1" marks respectively in the Performance Identifiers.
   - b) Marks obtained in all the Performance Identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section "Result".
   - c) **Minimum marks to "Demonstrate Proficiency" shall be 80%.**
5. **Result:** The terms used for "Result" in the proficiency check form are defined as follows:
   - a) **Demonstrated Proficiency**: It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.
   - b) **Did not demonstrate Proficiency:** It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.
7. **Grade less than 5 in the Performance Identifier 01 is an unacceptable performance and the rated air traffic controller will be treated as having <u>failed</u> (i.e. Did not demonstrate Proficiency) in the proficiency check.**

SPECIMEN

Proficiency Check Proforma

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

APPROACH CONTROL PROCEDURAL

Airport:	Unit:			Date:	Period:		
Details of Controller				Details of Examiner			
Name & Designation	Licence No.	Validity		Name & Designation	Licence No.	Validity	
		Licence	Medical			Licence	Medical

Performance Area		S.N.	Performance Identifier	Grade				
				5	4	3	2	1
SAFETY PERFORMANCE AREA		01	Impending conflicting traffic, and infringement of SUAs detected and resolved.					
		02	The applied separation is appropriate taking into account safety & efficiency.					
SKILL	Control Judgment	03	Traffic planned in an appropriate manner with least average delay taking into account SOPs, traffic situation, runway in use, destination aerodrome/route and performance characteristics.					
		04	Clearances for arriving and departing aircraft planned for expeditious descent and climb vis-à-vis conflicting traffic to maintain a safe and orderly traffic flow with least average delay.					
		05	Provided traffic information to aircraft correctly and efficiently, where necessary.					
	Phraseologies and communication skills	06	Made use of correct phraseologies					
		07	Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique					
		08	Used correct call signs, Read-backs monitored and errors corrected quickly					
	Coordination Procedures	09	Coordination with other ATC units/agencies performed effectively and in English					
		10	Initiated and accepted transfer of control/communication as per LOAs/SOPs					

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	Use of Automation tools and other resources	11	Promptly updated data on FDP/FPS/EFS and passed required information to concerned ATC Unit as per published procedure.					
		12	Acknowledged and Monitored all alerts/alarms on Automation system and/or by other agencies and took appropriate action.					
ATTRIBUTES (Maintaining attention, situational awareness and Work load)		13	Maintained situational awareness at all times and scanned and managed the FPS/EFS effectively.					
		14	Shifted attention between various aircraft as required and prioritized activities according to situation.					
		15	Stayed calm, focused and handled workload efficiently.					
		16*	Handled unexpected situations effectively					
		17*	Recognized and responded to deviations from ATC clearances promptly.					
		18*	Took appropriate action upon significant changes in meteorological conditions/ essential information.					
		19	Responded to pilot's requests promptly					
		20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
		21*	Received and gave complete position relief briefing					
KNOWLEDGE		22	Application of Separation Standards					
		23	Equipment/Tools/displays available in the unit/working position, knowledge of Airspace/ Aerodrome Data/ IAL Procedures / VFR & SVFR/ Aircraft Performance and characteristics					
		24	Source of information (Awareness /knowledge of relevant documents such as ICAO Docs, Aerodrome Manual, contingency/emergency plans and procedures, Docs Issued by DGCA/AAI, AIPs, NOTAMs etc.)					
		25	Unusual Occurrences and contingency procedures					

SPECIMEN

Result :

Marks obtained (M)	
Percentage $\frac{M \times 100}{125}$	

(Minimum pass marks are 80%)

☐ **Demonstrated Proficiency** ☐ **Did not demonstrate Proficiency**

Remarks of the Assessor/ Chairman of the Board:

Signatures of Assessor/Board Members:

(SIGNATURE)	(SIGNATURE)	(SIGNATURE)
NAME:	NAME:	NAME:
DESIGNATION:	DESIGNATION:	DESIGNATION:
CHAIRMAN/ASSESSOR**	MEMBER-1#	MEMBER-2#

Signatures of Assessee:

(SIGNATURE)
NAME:
DESIGNATION:

(**: Select "Chairman" in case of board)
(#: Required only in case of the board, else strike-out)

SPECIMEN

Guidelines and Instructions for filling up the Proficiency Check Proforma

1. Proficiency checks are part of the process of assessing the competence of a rated air traffic controller to provide a safe, orderly and expeditious air traffic control service in the concerned ATC unit, by direct on-the-job observations and oral examinations.
2. The rated air traffic controller undergoing the proficiency check should be made aware, by formal and informal counselling, of the strengths and weaknesses observed during the process of the check.
3. **Grading method:**
   i) A rated air traffic controller is assessed in following four Areas of Performance:
      a) Safety Performance
      b) Skill
      c) Attributes (Maintaining attention, situational awareness and Workload) and
      d) Knowledge
   ii) Each performance identifier (PI) is serially numbered and is assessed according to the grades shown against them.
   iii) Only one grade is to be ticked (**√**) against one performance identifier (PI).
   iv) Performance identifiers marked with asterisk (*) will be "Theoretically Assessed" if not practically observed during the assessment, and the same will be graded in respective Performance Identifier field.
   v) Shaded columns under the "Grades" column are indicative of unacceptable/unsatisfactory performance in that Performance Identifier.

4. Description of grades: The grades indicated against each identifier shall carry the following meaning.

5 Performance met requirements at a level appropriate to the privileges at all times.
4 Performance met requirements at a level appropriate to the privileges most of the times
3 Performance did not meet requirements at a level appropriate to the privileges sometimes and impacted efficiency.
2 Performance did not meet requirements at a level appropriate to the privileges sometimes and could have impacted safety.
1 Performance did not meet requirements at a level appropriate to the privileges most of the times and has impacted safety.

5. Marking Scheme

a) Grade 5, 4, 3, 2 & 1 will carry "5", "4", "3", "2" & "1" marks respectively in the Performance Identifiers.

b) Marks obtained in all the Performance Identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section "Result".

c) **Minimum marks to "Demonstrate Proficiency" shall be 80%.**

6. Result: The terms used for "Result" in the proficiency check form are defined as follows:

a) **Demonstrated Proficiency**: It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.

b) **Did not demonstrate Proficiency:** It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.

7. Grade less than 5 in the Performance Identifier 01 is an unacceptable performance and the rated air traffic controller will be treated as having <u>failed</u> (i.e. Did not demonstrate Proficiency) in the proficiency check.

SPECIMEN

Proficiency Check Proforma

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

APPROACH CONTROL SURVEILLANCE

Airport:	Unit:			Date:	Period:		
Details of Controller				Details of Examiner			
Name & Designation	Licence No.	Validity		Name & Designation	Licence No.	Validity	
		Licence	Medical			Licence	Medical

Performance Area		SN	Performance Identifier	Grade				
				5	4	3	2	1
SAFETY PERFORMANCE AREA		01	Impending conflicting traffic, and infringement of SUAs & terrain clearance detected and resolved.					
		02	The applied separation is appropriate taking into account safety & efficiency.					
SKILL	Surveillance techniques (Approach Control)	03	Aircraft Identified early and Identity maintained					
		04	Aircraft vectored by most optimum routing considering least average delay/ sequence / track mileage/ requested route/ level					
		05	Maintained vertical profile of aircraft appropriate to the phase of flight					
		06	Monitored and maintained speed profile of aircraft appropriate to the phase of flight as per published procedure and situational requirement					
	Phraseologies and communication skills	07	Made use of correct phraseologies					
		08	Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique					
		09	Used correct call signs, Read-backs monitored and errors corrected quickly					
	Coordination Procedures	10	Coordination with other ATC units performed effectively and in English					
		11	Initiated and accepted transfer of control/communication promptly					

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	Use of Automation and surveillance tools	12	Promptly updated CPL data & CFL in data block and FPS/EFS					
		13	Kept all the data blocks separated					
		14	Used available resources (Min Sep/ RBLs etc) for optimum results					
		15	Acknowledged and Monitored all alerts/ alarms and took appropriate action.					
ATTRIBUTES (Maintaining attention, situational awareness and workload)		16	Maintained situational awareness at all times and Scanned the area of jurisdiction effectively, recognized and responded to deviations from ATC clearances promptly					
		17	Shifted attention between various aircraft, as required and prioritized activities according to situation.					
		18*	Stayed Calm, Focused and handled workload efficiently. Handled unexpected situations effectively					
		19	Responded to pilot's requests promptly					
		20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
		21*	Received and gave complete position relief briefing					
KNOWLEDGE		22	Airspace/Aerodrome Data/ IAL Procedures/ Aircraft Performance and characteristics					
		23	Equipment/ Tools/ Displays in surveillance unit					
		24	Application of surveillance technique and separation Standards					
		25	Unusual Occurrences and contingency procedures					

SPECIMEN

Result :

Marks obtained (M)	
Percentage = $\frac{M \times 100}{125}$	

(Minimum pass marks are 80%)

☐ **Demonstrated Proficiency** ☐ **Did not demonstrate Proficiency**

Remarks of the Assessor/ Chairman of the Board:

Signatures of Assessor/Board Members:

(SIGNATURE)	(SIGNATURE)	(SIGNATURE)
NAME:	NAME:	NAME:
DESIGNATION:	DESIGNATION:	DESIGNATION:
CHAIRMAN/ASSESSOR**	MEMBER-1#	MEMBER-2#

Signatures of Assessee:

(SIGNATURE)
NAME:
DESIGNATION:

(**: Select "Chairman" in case of board)

(#: Required only in case of the board, else strike-out)

SPECIMEN

Guidelines and Instructions for filling up the Proficiency Check Proforma

1. Proficiency checks are part of the process of assessing the competence of a rated air traffic controller to provide a safe, orderly and expeditious air traffic control service in the concerned ATC unit, by direct on-the-job observations and oral examinations.
2. The rated air traffic controller undergoing the proficiency check should be made aware, by formal and informal counselling, of the strengths and weaknesses observed during the process of the check.
3. **Grading method:**
   - i) A rated air traffic controller is assessed in following four Areas of Performance:
     - a) Safety Performance
     - b) Skill
     - c) Attributes (Maintaining attention, situational awareness and Workload) and
     - d) Knowledge
   - ii) Each performance identifier (PI) is serially numbered and is assessed according to the grades shown against them.
   - iii) Only one grade is to be ticked (**√**) against one performance identifier (PI).
   - iv) Performance identifiers marked with asterisk (*) will be "Theoretically Assessed" if not practically observed during the assessment, and the same will be graded in respective Performance Identifier field.
   - v) Shaded columns under the "Grades" column are indicative of unacceptable/unsatisfactory performance in that Performance Identifier.

4. Description of grades: The grades indicated against each identifier shall carry the following meaning.

5 Performance met requirements at a level appropriate to the privileges at all times.
4 Performance met requirements at a level appropriate to the privileges most of the times
3 Performance did not meet requirements at a level appropriate to the privileges sometimes and impacted efficiency.
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5. Marking Scheme

a) Grade 5, 4, 3, 2 & 1 will carry "5", "4", "3", "2" & "1" marks respectively in the Performance Identifiers.

b) Marks obtained in all the Performance Identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section "Result".

c) **Minimum marks to "Demonstrate Proficiency" shall be 80%.**

6. Result: The terms used for "Result" in the proficiency check form are defined as follows:

a) **Demonstrated Proficiency**: It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.

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7. Grade less than 5 in the Performance Identifier 01 is an unacceptable performance and the rated air traffic controller will be treated as having <u>failed</u> (i.e. Did not demonstrate Proficiency) in the proficiency check.

SPECIMEN

Proficiency Check Proforma

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

APPROACH CONTROL SURVEILLANCE AND APPROACH CONTROL PROCEDURAL (COMBINED)

Airport:	Unit:	Date:	Period:

Details of Controller				Details of Examiner			
Name & Designation	Licence No.	Validity		Name & Designation	Licence No.	Validity	
		Licence	Medical			Licence	Medical

Performance Area		SN	Performance Identifier	Grade				
				5	4	3	2	1
SAFETY PERFORMANCE AREA		01	Impending conflicting traffic, and infringement of SUAs & terrain clearance detected and resolved.					
		02	The applied separation is appropriate taking into account safety & efficiency.					
SKILL	Procedural and Surveillance techniques (Approach Control)	03	Aircraft Identified early and Identity maintained.					
		04	Traffic planned in an appropriate manner and Aircraft vectored by most optimum routing considering sequence / track mileage/ requested route/ level.					
		05	Monitored and maintained speed/vertical profile of aircraft appropriate to the phase of flight a as per published procedure and situational requirement.					
		06*	Provided traffic information to aircraft correctly and efficiently, where necessary.					
	Phraseologies and communication skills	07	Made use of correct phraseologies					
		08	Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique					
		09	Used correct call signs, Read-backs monitored and errors corrected quickly					
	Coordination on Procedures	10	Coordination with other ATC units/agencies performed effectively and in English					
		11	Initiated and accepted transfer of control/communication promptly					
	Use of Automation and surveillance tools	12	Promptly updated CPL data in FDP / CFL in data block / FPL/EFS					
		13	Kept all the data blocks separated					
		14	Used available resources (Min Sep/ RBLs etc) for optimum results					

SPECIMEN

	15	Acknowledged and Monitored all alerts/ alarms and took appropriate action.					
ATTRIBUTES (Maintaining attention, situational awareness and work load)	16	Maintained situational awareness at all times and Scanned the area of jurisdiction effectively using situational display/FPS/EFS, recognized and responded to deviations from ATC clearances/ unexpected situations promptly.					
	17	Shifted attention between various aircraft, as required and prioritized activities according to situation.					
	18	Stayed Calm, Focused and handled workload efficiently.					
	19	Responded to pilot's requests promptly					
	20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
	21*	Received and gave complete position relief briefing					
KNOWLEDGE	22	Airspace/Aerodrome Data/ IAL Procedures/ Aircraft Performance and characteristics					
	23	Equipment/Tools/displays available in the unit/working position, knowledge of Airspace/ Aerodrome Data/ IAL Procedures / VFR & SVFR/ Aircraft Performance and characteristics					
	24	Application of surveillance technique and separation standards					
	25	Unusual Occurrences and contingency procedures					

SPECIMEN

Result :

Total Marks (T)	
Percentage $\frac{Tx\ 100}{125}$	

(Minimum pass marks are 80%)

☐ **Demonstrated Proficiency** ☐ **Did not demonstrate Proficiency**

Remarks of the Assessor/ Chairman of the Board:

Signatures of Assessor/Board Members:

(SIGNATURE)	(SIGNATURE)	(SIGNATURE)
NAME:	NAME:	NAME:
DESIGNATION:	DESIGNATION:	DESIGNATION:
CHAIRMAN/ASSESSOR**	MEMBER-1#	MEMBER-2#

Signatures of Assessee:

(SIGNATURE)
NAME:
DESIGNATION:

(**: Select "Chairman" in case of board)

(#: Required only in case of the board, else strike-out)

SPECIMEN

Guidelines and Instructions for filling up the Proficiency Check Proforma

1. Proficiency checks are part of the process of assessing the competence of a rated air traffic controller to provide a safe, orderly and expeditious air traffic control service in the concerned ATC unit, by direct on-the-job observations and oral examinations.

2. The rated air traffic controller undergoing the proficiency check should be made aware, by formal and informal counselling, of the strengths and weaknesses observed during the process of the check.

3. **Grading method:**

   i) A rated air traffic controller is assessed in following four Areas of Performance:

      a) Safety Performance

      b) Skill

      c) Attributes (Maintaining attention, situational awareness and Workload) and

      d) Knowledge

   ii) Each performance identifier (PI) is serially numbered and is assessed according to the grades shown against them.

   iii) Only one grade is to be ticked (**√**) against one performance identifier (PI).

   iv) Performance identifiers marked with asterisk (*) will be "Theoretically Assessed" if not practically observed during the assessment, and the same will be graded in respective Performance Identifier field.

   v) Shaded columns under the "Grades" column are indicative of unacceptable/unsatisfactory performance in that Performance Identifier.

4. Description of grades: The grades indicated against each identifier shall carry the following meaning.

5 Performance met requirements at a level appropriate to the privileges at all times.
4 Performance met requirements at a level appropriate to the privileges most of the times
3 Performance did not meet requirements at a level appropriate to the privileges sometimes and impacted efficiency.
2 Performance did not meet requirements at a level appropriate to the privileges sometimes and could have impacted safety.
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5. Marking Scheme

a) Grade 5, 4, 3, 2 & 1 will carry "5", "4", "3", "2" & "1" marks respectively in the Performance Identifiers.

b) Marks obtained in all the Performance Identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section "Result".

c) Minimum marks to "Demonstrate Proficiency" shall be 80%.

6. Result: The terms used for "Result" in the proficiency check form are defined as follows:

a) **Demonstrated Proficiency**: It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.

b) **Did not demonstrate Proficiency:** It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.

7. Grade less than 5 in the Performance Identifier 01 is an unacceptable performance and the rated air traffic controller will be treated as having <u>failed</u> (i.e. Did not demonstrate Proficiency) in the proficiency check.

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Proficiency Check Proforma

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

AREA CONTROL PROCEDURAL/OCEANIC CONTROL

Airport:	Unit:			Date:	Period:		
Details of Controller				Details of Examiner			
Name & Designation	Licence No.	Validity		Name & Designation	Licence No.	Validity	
		Licence	Medical			Licence	Medical

Performance Area		SN	Performance Identifier	Grade				
				5	4	3	2	1
SAFETY PERFORMANCE AREA		01	Impending conflicting traffic detected and resolved or alerted Surveillance controller (if applicable) in detecting and resolving the conflict as per the responsibility assigned.					
		02	The applied separation is appropriate taking into account safety & efficiency.					
SKILL	Control Procedures	03	Established or assisted surveillance controller to establish communication promptly with aircraft entering jurisdiction.					
		04	Clearances for arriving and departing aircraft (Including to and from satellite stations) planned for expeditious descent and climb vis-à-vis sequence and/or conflicting traffic to maintain a safe and orderly traffic flow with least average delay.					
		05	Allocated optimal levels to aircraft/ Issued clearance to aircraft without significant delay					
	Phraseologies and communication skills	06	Made use of correct phraseologies /Used appropriate pre-formatted messages and used minimum plain language text in CPDLC.					
		07	Instructions were concise and unambiguous					
		08	Used correct call signs, Read-backs monitored and errors corrected quickly.					
	Coordination Procedures	09	Coordination with other ATC units/ATC Centres performed in adherence to SOP/ Local instructions and in English.					

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		10	Initiated and accepted transfer of control/communication as per LOAs/SOPs and where applicable, timely responded to AFN logon & established ADS-CPDLC connection promptly with aircraft, forwarded AFN logon to next ATS Unit where applicable.					
SKILL	**Use of Automation tools and other resources**	11	Promptly updated data on FDP /FPS/EFS or passed required information to concerned ATC Unit based on position reports/ADS-CPDLC reports as per published procedure.					
		12	Acknowledged and Monitored all alerts/alarms on ADS-CPDLC/any other Automation system and/or by other agencies and took appropriate action.					
ATTRIBUTES (Maintaining attention, situational awareness and Workload)		13	Maintained situational awareness at all times and scanned and managed the FPS/EFS effectively.					
		14	Shifted attention between various aircraft as required and prioritized activities according to situation.					
		15	Stayed calm, focused and handled workload efficiently.					
		16*	Handled unexpected situations effectively.					
		17*	Recognized and responded to deviations from ATC clearances promptly.					
		18*	Took appropriate action upon significant changes in meteorological conditions/ status of equipment /facilities / aerodromes etc.					
		19	Responded to pilot's requests promptly.					
		20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
		21*	Received and gave complete position relief briefing					
KNOWLEDGE		22	Application of separation standards					
		23	Equipment/Tools/displays available in the unit/working position, knowledge of Airspace /Aerodrome Data/ IAL Procedures / Aircraft Performance and characteristics etc					
		24	Source of information (Awareness /knowledge of relevant documents such as ICAO Docs, Aerodrome Manual, contingency/emergency plans and procedures, Docs Issued by DGCA/AAI, AIPs, NOTAMs etc.)					
		25	Unusual Occurrences and contingency procedures					

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Result :

Marks obtained (M)	
Percentage = $\frac{M \times 100}{125}$	

(Minimum pass marks are 80%)

☐ **Demonstrated Proficiency** ☐ **Did not demonstrate Proficiency**

Remarks of the Assessor/ Chairman of the Board:

Signatures of Assessor/Board Members:

(SIGNATURE)	(SIGNATURE)	(SIGNATURE)
NAME:	NAME:	NAME:
DESIGNATION:	DESIGNATION:	DESIGNATION:
CHAIRMAN/ASSESSOR**	MEMBER-1#	MEMBER-2#

Signatures of Assessee:

(SIGNATURE)
NAME:
DESIGNATION:

(**: Select "Chairman" in case of board)

(#: Required only in case of the board, else strike-out)

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Guidelines and Instructions for filling up the Proficiency Check Proforma

1. Proficiency checks are part of the process of assessing the competence of a rated air traffic controller to provide a safe, orderly and expeditious air traffic control service in the concerned ATC unit, by direct on-the-job observations and oral examinations.
2. The rated air traffic controller undergoing the proficiency check should be made aware, by formal and informal counselling, of the strengths and weaknesses observed during the process of the check.
3. **Grading method:**
   i) A rated air traffic controller is assessed in following four Areas of Performance:
      a) Safety Performance
      b) Skill
      c) Attributes (Maintaining attention, situational awareness and Workload) and
      d) Knowledge
   ii) Each performance identifier (PI) is serially numbered and is assessed according to the grades shown against them.
   iii) Only one grade is to be ticked (**√**) against one performance identifier (PI).
   iv) Performance identifiers marked with asterisk (*) will be "Theoretically Assessed" if not practically observed during the assessment, and the same will be graded in respective Performance Identifier field.
   v) Shaded columns under the "Grades" column are indicative of unacceptable/unsatisfactory performance in that Performance Identifier.

4. Description of grades: The grades indicated against each identifier shall carry the following meaning.

5 Performance met requirements at a level appropriate to the privileges at all times.
4 Performance met requirements at a level appropriate to the privileges most of the times
3 Performance did not meet requirements at a level appropriate to the privileges sometimes and impacted efficiency.
2 Performance did not meet requirements at a level appropriate to the privileges sometimes and could have impacted safety.
1 Performance did not meet requirements at a level appropriate to the privileges most of the times and has impacted safety.

5. Marking Scheme

a) Grade 5, 4, 3, 2 & 1 will carry "5", "4", "3", "2" & "1" marks respectively in the Performance Identifiers.

b) Marks obtained in all the Performance Identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section "Result".

c) **Minimum marks to "Demonstrate Proficiency" shall be 80%.**

6. Result: The terms used for "Result" in the proficiency check form are defined as follows:

a) **Demonstrated Proficiency**: It indicates that the applicant shall has demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.

b) **Did not demonstrate Proficiency:** It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.

7. Grade less than 5 in the Performance Identifier 01 is an unacceptable performance and the rated air traffic controller will be treated as having <u>failed</u> (i.e. Did not demonstrate Proficiency) in the proficiency check.

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Proficiency Check Proforma

(To be printed either on an A3 sheet in the booklet form or on both sides on A4 sheets pasted together on the longer edge. Not to be used in single side print and lose/stapled sheets)

AREA CONTROL SURVEILLANCE

Airport:	Unit:			Date:	Period:		
Details of Controller				Details of Examiner			
Name & Designation	Licence No.	Validity		Name & Designation	Licence No.	Validity	
		Licence	Medical			Licence	Medical

Performance Area		S.N.	Performance Identifier	Grade				
				5	4	3	2	1
SAFETY PERFORMANCE AREA		01	Impending conflicting traffic and infringement of SUAs & terrain clearance detected and resolved.					
		02	The applied separation is appropriate taking into account safety & efficiency.					
SKILL	Surveillance techniques (Area Control)	03	Aircraft Identified early and Identity maintained					
		04	Aircraft vectored by most optimum routing considering least average delay/ sequence / track mileage/ requested route/ level					
		05	Maintained vertical profile of aircraft appropriate to the phase of flight					
		06	Monitored and maintained speed profile of aircraft appropriate to the phase of flight as per published procedure and situational requirement					
	Phraseologies and communication skills	07	Made use of correct phraseologies					
		08	Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique					
		09	Used correct call signs, Read-backs monitored and errors corrected quickly					
	Coordination Procedures	10	Coordination with other ATC units performed effectively and in English					
		11	Initiated and accepted transfer of control/communication promptly and terminated surveillance service timely, where applicable					

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	Use of Automation and surveillance tools	12	Promptly updated CPL data & CFL in data block and FPS/EFS					
		13	Kept all the data blocks separated					
		14	Used available resources (Min Sep/ RBLs etc) for optimum results					
		15	Acknowledged and Monitored all alerts/alarms and took appropriate action.					
ATTRIBUTES (Maintaining attention, situational awareness and workload)		16	Maintained situational awareness at all times and Scanned the area of jurisdiction effectively, recognized and responded to deviations from ATC clearances promptly.					
		17	Shifted attention between various aircraft, as required and prioritized activities according to situation.					
		18*	Stayed Calm, Focused and handled workload efficiently. Handled unexpected situations effectively					
		19	Responded to pilot's requests promptly					
		20*	Exhibited team member attributes and adapted to unusual situation occurring in other unit.					
		21*	Received and gave complete position relief briefing					
KNOWLEDGE		22	Airspace/Aerodrome Data/ IAL Procedures/ Aircraft Performance and characteristics					
		23	Equipment/ Tools/ Displays in surveillance unit					
		24	Application of surveillance technique and separation Standards					
		25	Unusual Occurrences and contingency procedures					

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Result :

Marks obtained (M)	
Percentage = $\frac{M \times 100}{125}$	

(Minimum pass marks are 80%)

☐ **Demonstrated Proficiency** ☐ **Did not demonstrate Proficiency**

Remarks of the Assessor/ Chairman of the Board:

Signatures of Assessor/Board Members:

(SIGNATURE)	(SIGNATURE)	(SIGNATURE)
NAME:	NAME:	NAME:
DESIGNATION:	DESIGNATION:	DESIGNATION:
CHAIRMAN/ASSESSOR**	MEMBER-1#	MEMBER-2#

Signatures of Assessee:

(SIGNATURE)
NAME:
DESIGNATION:

(**: Select "Chairman" in case of board)

(#: Required only in case of the board, else strike-out)

SPECIMEN

Guidelines and Instructions for filling up the Proficiency Check Proforma

1. Proficiency checks are part of the process of assessing the competence of a rated air traffic controller to provide a safe, orderly and expeditious air traffic control service in the concerned ATC unit, by direct on-the-job observations and oral examinations.
2. The rated air traffic controller undergoing the proficiency check should be made aware, by formal and informal counselling, of the strengths and weaknesses observed during the process of the check.
3. **Grading method:**
   - i) A rated air traffic controller is assessed in following four Areas of Performance:
     - a) Safety Performance
     - b) Skill
     - c) Attributes (Maintaining attention, situational awareness and Workload) and
     - d) Knowledge
   - ii) Each performance identifier (PI) is serially numbered and is assessed according to the grades shown against them.
   - iii) Only one grade is to be ticked (**√**) against one performance identifier (PI).
   - iv) Performance identifiers marked with asterisk (*) will be "Theoretically Assessed" if not practically observed during the assessment, and the same will be graded in respective Performance Identifier field.
   - v) Shaded columns under the "Grades" column are indicative of unacceptable/unsatisfactory performance in that Performance Identifier.

4. Description of grades: The grades indicated against each identifier shall carry the following meaning.

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1 Performance did not meet requirements at a level appropriate to the privileges most of the times and has impacted safety.

5. Marking Scheme

a) Grade 5, 4, 3, 2 & 1 will carry "5", "4", "3", "2" & "1" marks respectively in the Performance Identifiers.

b) Marks obtained in all the Performance Identifiers shall be added at the end of assessment and percentage shall be calculated as shown in the table under section "Result".

c) **Minimum marks to "Demonstrate Proficiency" shall be 80%.**

6. Result: The terms used for "Result" in the proficiency check form are defined as follows:

a) **Demonstrated Proficiency**: It indicates that the applicant has demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.

b) **Did not demonstrate Proficiency:** It indicates that the applicant has not demonstrated, at a level appropriate to the privileges being granted, the skills, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.

7. Grade less than 5 in the Performance Identifier 01 is an unacceptable performance and the rated air traffic controller will be treated as having <u>failed</u> (i.e. Did not demonstrate Proficiency) in the proficiency check.

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Form CAP-04/018B(Rev.3)

DGCA Copy/ATCO's Copy/AAI Copy[$]
(Mention only one in each of the three copies)

AIRPORTS AUTHORITY OF INDIA

File No.: ……..…… **Date: ……/……/……**

RESULT OF SKILL ASSESSMENT BOARD

Mr/Ms {*name and designation of ATCO*}, Employee number {*Employee number*}, Licence number {*Licence number*} was assessed by the duly constituted skill assessment board on {*date in dd.mm.yyyy format*} in {*name of ATC Unit*} at {*Name of station*} on successful completion of on-the-job training in accordance with Manual of station level training and rating {Part 1or Part 2[@]} as follows:

Date of commencement of OJT	Date of Completion of OJT	OJT Required		OJT Performed	
		Days	Hours	Days	Hours

Mr/Ms {*name and designation of ATCO*} has been assessed successful by the skill assessment board; by demonstrating competency at a level appropriate to the privileges being granted, in skill, judgement and performance to provide a safe, orderly and expeditious {name of air traffic control service} including the recognition and management of threats and errors, in accordance with para 1(c) of section {D,E,F,G,H or J as applicable for that rating} of Schedule III of Aircraft Rules 1937, in {*name of ATC Unit*} at {*Name of station*}.

Mr/Ms {*name and designation of ATCO*} obtained {*percentage of marks*} in skill assessment.

The pass percentage in skill assessment is 80%.

……
(Signature of ATS In-charge with seal)

Copy to:

1. ED (ATM)
2. ED (CAP)
3. GM(ATM)-(NR/ER/NER/SR/WR)#
4. Individual File of Controller.

[[@]: Stations where MSLTAR-Part 2 is prepared shall mention Part 2 only, other stations shall mention Part 1]

[#: to be sent to respective region if ATS In-charge at Airport/ATC centre is at Jt GM level or below]

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Form: CAP-04/026A(rev. 2)

DGCA Copy/ATCO's Copy/AAI Copy[$]
(Mention only one in each of the three copies)

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

File No.: …… **Date: ……/……/……**

RESULT OF WRITTEN EXAMINATION

Mr/Ms {name and designation of ATCO}, Employee number {Employee number}, Licence number {Licence number} has passed the written examination conducted on {*date in dd-mm-yyyy*} to demonstrate the level of knowledge for acquiring the {*name of Rating(s)* } at {*Name of station*} in compliance with Para 1 (a)* of section {D,E,F,G,H or J as applicable for that rating} of Schedule III of Aircraft Rules 1937.

The result of examination is as follows:

Name of Examination	Maximum marks	Marks obtained	Percentage

The pass percentage in written examination is {70% or 80%}[@]
([@]: 70% for procedural and 80% for surveillance rating)

*Theory subjects covered in compliance with Para 1 (a) of section {D,E,F,G,H or J as applicable for that rating} Schedule III of the Aircraft Rules 1937, during the rating training are mentioned overleaf.

……
(Signature of Issuing Authority with seal)

Copy to:

1. ED(CAP)
2. Individual File of Controller.

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Appendix-E-2

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

Theory Subjects covered

Sl.	Subjects

.....
(Signature of Issuing Authority with seal)

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