

Instructions for submitting the Rating Training Manual for the station

The Rating Training Manual has to be prepared and submitted by all the stations for approval by DGCA.

A template for RTM is provided and all the stations have to follow the instructions below for using the template for preparation of the RTM of their station.

Instructions:

1. The text in Black colour is to be kept as it is without any change by all the stations. There can be changes in the black text only in Chapter no. 4 and Chapter no. 6 according to the infrastructure available at the stations for conducting examinations and procedures followed for conducting the examinations. However, the changes shall be kept to the minimum and ATS In-charge shall submit a statement indicating any change in the content of any section in these chapters with justification.
2. The text in Red square bracket such as :- [Name of station] is a field which has to be filled by the station and the colour of the text then be changed to Black. For Example, Kolkata.
3. The text in Blue colour are the options available for selection, the station shall only select the options applicable at their stations and delete rest of the options. The text is then to be converted in black colour.
4. The red text in round brackets e.g. (leave out which is not applicable) is for guidance and shall be deleted from the final draft.

For example:

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)	Guidance	Options
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In the above para, if the Designated Officer at the station is the Training In-charge, then the para can be modified as:

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.
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5. The text in square bracket in Green Colour are the minimum number of days and hours required to undergo on-the-job training to acquire ratings. Some of the Category A station would like to increase these minimum number of days and hours depending upon the volume of traffic, number of sectors and complexity of airspace and procedures. The minimum number of days and hours in green text can be increased by some stations. If the minimum hours of OJT are increased then the minimum number of days to complete the OJT will be calculated based on 15 hrs of OJT in a month.
6. If some para is not applicable at the station, then write “**Not applicable**” and retain the paragraph number. **In no case delete any para and the paragraph number. e.g.**

3.1.2 **Not Applicable**

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

Or

(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 -Not Applicable**

3.2.5 **Syllabus for Area Control Surveillance Rating-Not Applicable**

3.2.6 **Syllabus for Oceanic Control Rating -Not Applicable**

3.3 **Syllabus for concurrent rating**

(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

7. The next section or the Chapter shall start on the right side of the document i.e with an Odd page number and previous section shall end on left side i.e. on an even page. If the section or the Chapter ends on an odd page number then, a blank page in that section or Chapter shall be added with a text “ **THIS PAGE IS INTENTIONALLY LEFT BLANK**” in the middle of the page in Times New Roman font and Font size 14. Same is illustrated in the following figures.

<p style="text-align: center;">RATING TRAINING MANUAL</p> <p>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).</p> <p>4.6 Storage and backup</p> <p>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.</p> <p>4.7 Record of examinations</p> <p>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).</p> <p>4.8 Record room</p> <p>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.</p> <hr/> <p>1st May 2021 VXXX/ATM/2021/V1.00-RTMX Ch-5/ Page- 2</p>	<p style="text-align: center;">RATING TRAINING MANUAL</p> <p style="text-align: center;">Chapter 5 Procedure for Authorisation as Instructors and Examiners</p> <p>5.1 Introduction</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>5.1.4 Accordingly, this chapter lays down the procedure for authorization of instructor/ examiners and formation of Board by ANSP at the stations for complying the requirements of schedule -III in respect of trainees for issue/renewal of their ratings.</p> <p>5.1.5 An examiner shall normally not function as an examiner for the trainee to whom he has imparted training except in board.</p> <p>5.2 General Procedures</p> <p>5.2.1 Authorised Instructors and Examiners meet the qualification as specified in DGCA, CAR, Section-9, Series-L, Part-III.</p> <p>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.</p> <p>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.</p> <p><i>Note: Instructors/ Examiners who have already undergone Instructor development programmes/ Instructional Technique/ On-the-job training instructional technique course within AAI will be considered as meeting this requirement.</i></p> <p>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.</p> <hr/> <p>1st May 2021 VXXX/ATM/2021/V1.00-RTMX Ch-5/ Page- 3</p>
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Or

<p style="text-align: center;">RATING TRAINING MANUAL</p> <p style="text-align: center;">THIS PAGE IS INTENTIONALLY LEFT BLANK</p> <hr/> <p>1st May 2021 VXXX/ATM/2021/V1.00-RTMX Ch-1/ Page- 4</p>	<p style="text-align: center;">RATING TRAINING MANUAL</p> <p style="text-align: center;">Chapter 2 General procedures for rating training</p> <p>2.1 Introduction:</p> <p>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:-</p> <ol style="list-style-type: none"> 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 <p>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.</p> <p>2.1.3 This chapter lays down the general procedure for acquiring the ratings specific to the station.</p> <p>2.2 Categories of ratings specific to station: (Station will choose the rating specific to these station from following categories)</p> <ol style="list-style-type: none"> 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 <p>2.3 General procedures for acquiring above ratings:</p> <p>2.3.1 The general procedure for acquiring the ratings at station is illustrated in the flow chart in Figure 1.</p> <p>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</p> <hr/> <p>1st May 2021 VXXX/ATM/2021/V1.00-RTMX Ch-2/ Page- 1</p>
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8. Update the Location indicator of the station in the footer of each page.

Section wise instructions

1. Cover page

- i. The cover page is to be filled as follows:

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)
First Edition
1st May 2021

Controlled Copy Number

If Number is in **RED** colour--- It is "Controlled Copy"
If Number is in **BLACK** colour--- It is "Uncontrolled Copy"

Document id

Effective date

Name of station is to be filled here in Black text

ICAO Location Indicator of station is to be filled here in Black text

- ii. The page next to the cover page will be a blank page

2. Document approval page

i. The document page is to be filled as follows:

The diagram shows a 'Document Approval' form with a header and a footer. The header contains the logo of the Airports Authority of India and the title 'RATING TRAINING MANUAL'. The main body is a table with four columns: ROLE, AUTHORITY, SIGNATURE [NAME, DESIGNATION], and DATE. The table has six rows for different roles: Prepared by, Forwarded by, Checked by, Recommended by, and Approved by. The 'Prepared by' row has specific instructions in blue and red text. The 'DATE' column is left blank. The footer contains the effective date '1st May 2021', the document ID 'VXXX/ATM/2021/V1.00-RTMX', and the page number 'i'. Callouts provide instructions for filling the form, such as 'Sign and write the name and designation here in Blue Ink' and 'Leave the column for date blank'.

ROLE	AUTHORITY	SIGNATURE [NAME, DESIGNATION]	DATE
Prepared by	(Training In-charge/On-the-job Training Instructor/ATS In-charge) (Select the Officer designated by ED (CAP) to prepare RTM at the station)		
Forwarded by	ATS In-charge		
Checked by	Jt. GM (CAP)		
Recommended by	GM(CAP)		
Approved by	DGCA		

Header

select the Authority (Position) of the person who is authorised to prepare RTM for the station and change text to black

Sign and write the name and designation here in **Blue Ink**

Leave the column for date blank

Footer

Effective date

Doc Id: Fill location indicator in black colour

ii. The page next to the Document Approval page will be a blank page

3. Records of Amendments and Corrigenda

Complete the footer with location indicator of the station.

Note: There is no Amendment or Corrigendum to the RTM prior to the first approval by DGCA. Any amendment or corrigendum in the RTM after the approval by DGCA can be added later. The Amendment or Corrigendum number (such as Amd-1 or Corr-1) and the effective date of the amendment or corrigendum shall also be shown in the footer of the affected pages as shown in the following illustration.

31st July 2021
Amd-1

VXXX/ATM/2021/V1.00-RTMX

Ch-4/ Page- 2

4. Table of Content

The Topics are provided in the table of contents. Stations shall update the page number from the footer of the relevant page as illustrated below:

Table of Contents

Chapter & Section no.	Topic	Page No
	Document Approval	i
	Records of Amendments and Corrigenda	Amd-i
	Table of Contents	TOC- i
Chapter 1	Document identification and control	Ch-1/Page- 1
1.1	Introduction	Ch-1/Page- 1
1.2	Purpose of the document	Ch-1/Page- 1
1.3	Responsibility for documentation and publication	Ch-1/Page- 1
1.4	Distribution	Ch-1/Page- 2
1.5	Review	Ch-1/Page- 2

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.

1st May 2021

VXXX/ATM/2021/V1.00-RTMX

Ch-1/Page- 1

5. Chapter 1

Follow instructions in paras 1.2.1, 1.3.1 and 1.4.1. Delete the guidance provided in red text in round brackets. Convert all text in black.

6. Chapter 2

In para 2.2 select only those ratings which are applicable at the station. If two ratings are issued concurrently such as Aerodrome control and Approach Control Procedural Ratings or Approach Control Procedural Ratings and Approach Control Surveillance Ratings; then select both the ratings separately. **Don't combine the ratings in this para.**

7. Chapter 3

- i. In para 3.1.1 select only those ratings which are applicable at the station. If two ratings are issued concurrently such as Aerodrome control and Approach Control Procedural Ratings or Approach Control Procedural Ratings and Approach Control Surveillance Ratings; then select both the ratings separately. **Don't combine the ratings in this para.**
- ii. From among paras 3.2.1 to 3.2.6 select only those ratings which are applicable at the stations, for rest of the paras write “ **Not applicable**” and retain the paragraph number. **In no case delete any para and the paragraph number.** Delete paras a) Skill, b) Experience and c) Skill and their sub-paras from those ratings which are not applicable at your stations. This is illustrated below.

(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 -Not Applicable**

3.2.5 **Syllabus for Area Control Surveillance Rating-Not Applicable**

3.2.6 **Syllabus for Oceanic Control Rating -Not Applicable**

3.3 **Syllabus for concurrent rating**

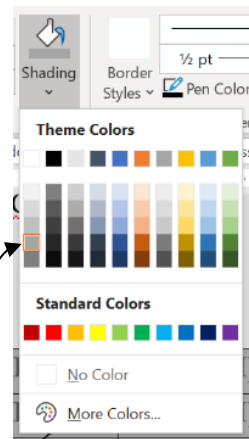
(a) **Knowledge**—When two air traffic controller ratings are sought concurrently, the syllabus for the written examination will include the topics specified in para 1 (a) of the

- iii. From among paras 3.4.3.2 to 3.4.3.7 select only those ratings which are applicable at the stations, for rest of the paras write “ **Not applicable**” and retain the paragraph number. **In no case delete any para and the paragraph number.**
- iv. Example for selecting the relevant columns from the tables in paras 3.4.3.2 to 3.4.3.7 is shown below:

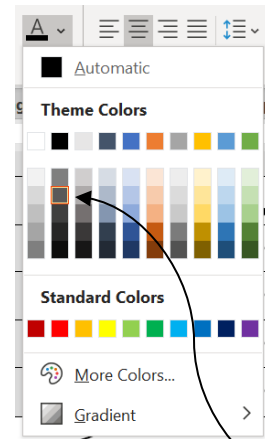
For stations falling in Category A_{term}, the column in the table in para 3.4.3.2 can be selected as shown below and the remaining column can be shaded in Grey colour with Text also in grey from the palette as shown.

Aerodrome Control Rating (Requirement 45 days/90 Hrs, as per Schedule III)						
Category of ATS Station (Aerodrome)	To →	A _{term}	B _{term}	C _{term}	D _{term}	E _{term}
From ↓						
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

The column relevant to the category of station may be kept with “No-Fill” option and the text converted into black



Shape fill option for other Columns



Text colour option for other Columns

8. Chapter 4

Chapter 4 suggests the minimum infrastructure that should be available at the examination centre. If it is feasible for the station to manage such infrastructure, then use the template to describe it. If at present the infrastructure as suggested in the Chapter is not available, then write what is available, under the headings in para 4.1.1 to 4.1.7.

Stations can modify the text in Black in this Chapter according to the infrastructure available at their station.

9. Chapter 5

Follow the guidelines given in round brackets in red text

10. Chapter 6

This Chapter is the suggested process for conducting examinations. The function of examination on behalf of DGCA will be delegated to the ATS station subject to the satisfactory infrastructure described in Chapter 4 and a fair, transparent and secure process of preparing, maintaining, storing the Question Bank, Question papers and the answer books.

Important: The headings in this chapter are taken from ALD circular 01 of 2019. Do not change the headings of the Chapter, make sure that the processes written under the headings are being followed at the station for fair, transparent and secure conduct of examinations. The delegation of Examination depends upon the compliance of station with ALD 01 of 2019 which should be properly reflected in Chapter 4 and 6.

11. Chapter 7

Follow the guidelines given in round brackets in red text. Select the text in blue colour as applicable to the station, for rest of the paras write “ **Not applicable**” and retain the paragraph number. **In no case delete any para and the paragraph number.**

Examples for paras 7.2.3.1 to 7.2.3.5

7.2.3 Constitution of board to conduct skill assessment at ATS stations

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.

Not to be included by Stations with GM ATM as station In-charge, they will write:

7.2.3.1 Not Applicable

7.2.3.2 The board for skill assessment for procedural ratings/revalidation of surveillance rating

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

For Stations with GM ATM as station In-charge include revalidation of surveillance rating and for Guwahati, Mangalore, Trivandrum, Varanasi and Cochin exclude revalidation of surveillance rating

other stations will write:

7.2.3.2 Not Applicable

7.2.3.3 The board for skill assessment for procedural ratings 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

for stations other than those in para 7.2.3.2

other stations will write:

7.2.3.3 Not Applicable

- 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

for stations having surveillance rating
other stations will write:
7.2.3.4 Not Applicable

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:

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

(for the station where ATS In-charge is
below the rank of GM)
other stations will write:
7.2.3.5 Not Applicable

12. Chapter 8

Follow the guidelines given in round brackets in red text. Select the text in blue colour as applicable to the station, for rest of the paras write “ **Not applicable**” and retain the paragraph number. **In no case delete any para and the paragraph number.**

13. Chapter 9

Follow the guidelines given in round brackets in red text. Select the text in blue colour as applicable to the station, for rest of the paras write “ **Not applicable**” and retain the paragraph number. **In no case delete any para and the paragraph number.**

14. Chapter 10

Follow the guidelines given in round brackets in red text. Select the text in blue colour as applicable to the station, for rest of the paras write “ **Not applicable**” and retain the paragraph number. **In no case delete any para and the paragraph number.**

15. Appendices

Appendices are serially numbered and are provided in a combined PDF file (**Combined Appendices.pdf**) with the template.

Every Appendix starts with the index of appendices. Stations will write “**Not Applicable**” in the column against the forms that are not applicable at the station in the respective table of appendices. The Forms that are not applicable to the stations will not be attached. Instead that form will be replaced with the corresponding blank pages

provided in a separate pdf file of combined blank pages for appendices (**Combined Appendices Blank Pages.pdf file**) with the template.

For example, if Form CAP-04/013 is not applicable at the station, then in the table for appendices in **APPENDIX C** page, in the column against appendix no C-2 station will mention “Not Applicable” and replace the Form CAP-04/013 from the Appendix with a blank page provided for Appendix C-2.

Instructions for forwarding the RTM to CAP Directorate for further submission to DGCA for approval.

- i) Stations shall send the following documents in hard copy by post to ED (CAP):**
- a) three original copies of “Document Approval” page duly signed according to instructions provided.
 - b) Compliance Checklist in the template provided, duly signed by the ATS In-charge in Blue ink and the stamp under the signatures
 - c) Covering letter in the template provided, for forwarding the RTM to ED (CAP) for submission to DGCA for approval signed in Blue ink by the ATS In-charge with stamp.