

**1 PROCEDURE FOR AUTHORISATION AS INSTRUCTORS AND EXAMINERS**

**1.1 Introduction**

- 1.1.1 Rule 97 and Clause 7 of Section A, Schedule III of the Aircraft Rules 1937 lays down the requirement for holder of a Student Air Traffic Controller's Licence or an Air Traffic Controller's Licence 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.
- 1.1.2 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 examinations and assessment required under Schedule III, wherever necessary.
- 1.1.3 DGCA, CAR, Section-9, Series-L, Part-III lays down the requirements for authorisation of Instructors, Examiners and constitution of Boards by an Air Navigation Service Provider (ANSP).
- 1.1.4 Accordingly, this document lays down the procedure for authorization of instructor/ examiners and constitution of Board by Airports Authority of India at the ATS stations for complying with the requirements of schedule –III in respect of conduct of examinations and assessments of trainees for issue/renewal of their ratings.

**1.2 General Procedures**

- 1.2.1 An examiner shall normally not function as an examiner for the trainee to whom he has imparted training except in board.
- 1.2.2 Executive Director (CAP) is the competent authority for authorising instructors and examiners at ATS stations.
- 1.2.3 Executive Director (CAP) authorises the ATCOs who are meeting the requirements specified in DGCA CAR Section 9 Series L Part III , as instructors and examiners at ATS stations after a due selection process specified in this document.
- 1.2.4 Authorisation of instructor/ examiner at an ATS station is issued by ED (CAP) in standardised format covering all the details as in Appendix- E of DGCA CAR, Section-9, Series-L, Part-III.
- 1.2.5 While issuing the authorizations, ED (CAP) ensures that all persons functioning as instructors/ examiners have successfully meet the requirement of an instructor technique course as per the syllabus given in Appendix-A of CAR,

Section-9, Series-L, Part-III.

1.2.6 Recurrent training for instructors/examiners at stations will be conducted in accordance with the syllabus given in Appendix-A of DGCA CAR Section 9 Series L Part III at least once in two years or as and when required (whichever is earlier).

**1.3 Requirement for authorisation as an instructor/examiner:**

1.3.1 The requirements for authorisation as instructor/examiner at stations are in accordance with DGCA CAR section 9 series L Part III.

**1.4 Functions of Instructor/examiner:**

1.4.1 The functions of instructor/examiner at stations are in accordance with DGCA CAR section 9 series L Part III.

**1.5 Selection criteria for instructors and examiners at ATS stations:**

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

- a) has a good knowledge of ATC procedures, rules, regulations 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.

1.5.2 Selection criteria at Metro stations, stations with area control centres and stations with any surveillance unit:

1.5.2.1 ATS In-charge of the ATS station prepares a panel from amongst the ATCOs, meeting the requirements for authorisation given in DGCA CAR Section 9 Series L Part III for authorisation as instructors/examiners.

1.5.2.2 ATCOs empaneled for selection as instructors/examiners in accordance with para 1.5.2.1 above, fill up application for selection in the Form CAP-04/001 and submit to the ATS In-charge. Form CAP-04/001 is filled separately for selection as instructor and examiners.

1.5.2.3 ATS In-charge along with the SQMS In-charge (where available) and Training In-charge of that ATS station, conducts assessment of the empanelled officers for ascertaining the suitability before recommending their applications to ED (CAP) for assessment by the selection board. Where SQMS In-charge and/or Training In-charge are not available, the ATS In-charge shall conduct the assessment of officers meeting the requirements for authorisation as instructor/examiner before recommending their application to ED (CAP).

*1.5.3 Selection criteria at other stations:*

1.5.3.1 ATS In-charge of the ATS station forwards the application of the ATCOs, meeting the requirements for authorisation given in DGCA CAR Section 9 Series L Part III for selection as OJT instructors/examiners in Form CAP-04/001 to ED (CAP). Form CAP-04/001 is filled separately for selection as instructor and examiners.

**1.6 Selection process:**

1.6.1 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.

1.6.2 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 acts as the Chairman of the selection board.*

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

1.6.3 Where the constitution of selection board in accordance with para 1.6.2 above is not feasible or when circumstances so warrant, ED (CAP) may constitute a selection board consisting of members other than those mentioned in para 1.6.2 above.

1.6.4 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.

1.6.5 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.

**1.7 Authorisation Procedure:**

1.7.1 ATS In-charge forwards the application for instructor authorisation from the selected candidates in the format given in Appendix B and for examiner authorisation in the format given in Appendix C respectively of the DGCA CAR Section 9 Series L Part III. The formats given in the Appendix B and Appendix

C of the CAR are used as forms CAP-04/003 and CAP-04/004 by AAI which are attached in Appendix of this document.

1.7.2 Executive Director (CAP) issues the instructor and examiner authorisation in the format given in Appendix E of the DGCA CAR Section 9 Series L Part III. The format in Appendix E of the CAR is used as Form CAP-04/005 for instructor authorisation and as Form CAP-04/006 for examiner authorisation.

1.7.3 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.

## **1.8 Validity of authorisation**

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

1.8.2 The authorisation of examiner or instructor at ATS station becomes 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

## **1.9 Renewal of Authorisation**

1.9.1 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.

1.9.2 ATS In-charge of the ATS station 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 along with a copy of previous authorisation certificate(s) at least sixty days in advance.

1.9.3 ATS In-charge of the ATS station before recommending the names of instructors/examiners for renewal of authorisation normally 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.

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

1.9.5 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.

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

## **1.10 Withdrawal and Restoration of OJT Instructorship**

1.10.1 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.*

1.10.2 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.

## **1.11 Record Keeping**

1.11.1 All the records in respect of authorisation of instructor/examiner are retained for a period of five years after expiry of authorisation of instructor/examiner. Record of examinations carried out by each examiner/board are kept for at least five years and are readily available whenever required for surveillance, audit or inspection purpose by any oversight agency or a person so authorised by

Executive Director (CAP).

**1.12 Surveillance**

- 1.12.1 DGCA may carry out surveillance/inspection to ensure continued compliance of commitment made by ATS in-charge for getting authorization to conduct examination.
- 1.12.2 AAI shall produce all the records and show facilities whenever required by DGCA.

**SKILL ASSESSMENT TESTS AND BOARDS**

**1.1 Introduction**

- 1.1.1** Apart from acquiring knowledge, an ATCO undergoes OJT for acquiring experience required for grant of rating as per provisions contained in the relevant sections 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.
- 1.1.2** 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.
- 1.1.3** 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.
- 1.1.4** 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.
- 1.1.5** This document describes the procedures laid down by AAI as an ANSP for constituting the assessment board and conduct of skill assessment of an ATCO by such board for 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 I Part III.

**1.2 Constitution of skill assessment board**

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

- 1.2.1.1** An examiner normally does not function as an examiner for the trainee to whom he has imparted training except in a board.
- 1.2.1.2** 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.
- 1.2.1.3** 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.

1.2.1.4 ATS In-charge informs the date of conduct of the assessment to ALD division of DGCA on e-mail [ald-1.dgca@gov.in](mailto:ald-1.dgca@gov.in) and ED (CAP) on e-mail [edcap@aai.aero](mailto:edcap@aai.aero) and [care@aai.aero](mailto: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.

**1.2.2 Procedures for constitution of boards for skill assessment at an ATS station:**

1.2.2.1 Where required, ATS In-charge of the ATS station forwards the request to constitute the board to the respective constituting authority, along-with the duly filled in checklist in respect of each candidate.

1.2.2.2 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](mailto:care@aai.aero) along with required documents

1.2.2.3 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.

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

1.2.2.5 The nominee of the ED (CAP) or GM (ATM)-Region is normally not below the rank of Senior Manager. 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.

1.2.2.6 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.

1.2.2.7 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.

1.2.2.8 If ATS In-charge is the only examiner/instructor for that unit at that 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.

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

**1.2.3 Constitution of board to conduct skill assessment at ATS stations**

1.2.3.1 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 that ATS station.

1.2.3.2 The board for skill assessment for procedural ratings/ revalidation of surveillance rating at an ATS Station having Area Control Centre is constituted by ATS In-charge and comprise the following members:

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

1.2.3.3 The board for skill assessment for procedural ratings at an ATS Station other than those in para 1.2.3.1 and para 1.2.3.2 above 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 that station

1.2.3.4 The board for skill assessment for initial surveillance rating of a unit at an ATS 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 that station

1.2.3.5 Board for skill assessment for revalidation of surveillance rating of a unit at the station where ATS in-charge is below the rank of GM 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 that station

#### **1.2.4 Exceptions**

1.2.4.1 Notwithstanding anything contained in the provisions in para 3.2.3 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.

1.2.4.2 Where ATS In-charge or GM (ATM-region) are authorised to constitute a board, if the circumstances so warrant, they 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.

**1.2.5 Records of constitution of board**

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

**1.2.6 Weeding out of records**

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

**1.2.8 Surveillance**

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

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

1.2.9.1 Internal inspection/audit may be carried out by official(s) of CAP Directorate authorised by ED (CAP) to ensure effective and efficient implementation of procedure for constitution of board.

**1.3 Skill assessment**

**1.3.1 General Principles of Skill Assessments**

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

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

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

**1.3.2 Procedure for skill assessment**

1.3.2.1 **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.

1.3.2.2 **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.

**1.3.3 Guidelines for skill assessment using the specified proforma:**

1.3.3.1 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.

<b>Grade</b>	<b>Meaning</b>
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.

#### **1.3.4 Declaration of skill assessment result**

1.3.4.1 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.

1.3.4.2 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.

1.3.4.3 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.

**1.3.5 Competency Improvement Programme (CIP)**

1.3.5.1 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 Competency Improvement Programme (CIP) on the basis of the recommendation of the instructor/examiner/board.

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

1.3.5.3 After completion of Competency 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).

1.3.5.4 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.

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

**1.3.6 Records of 'Skill Assessment Reports'**

1.3.6.1 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.

**1.3.7 Weeding out of records**

1.3.7.1 All records of skill assessment reports beyond the preservation period as stated above will be weeded out as per local procedure.

**1.3.8 Surveillance**

1.3.8.1 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.

**1.3.9 Internal inspection of assessment procedure by AAI**

1.3.9.1 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.

**Competency areas and Competency identifiers**

A general description of Competency Identifiers for each Competency area is given below:-

S No.	Competency Area	Competency Identifier
(1)	(2)	(3)
1.	SAFETY PERFORMANCE AREA	<ul style="list-style-type: none"> <li>• Impending conflicting traffic detected and resolved</li> <li>• The applied separation between aircraft, aircraft on the maneuvering area and obstructions on that area, is appropriate taking into account safety &amp; efficiency.</li> <li>• Impending conflicting traffic, and infringement of SUAs detected and resolved.</li> <li>• The applied separation is appropriate taking into account safety &amp; efficiency.</li> <li>• Impending infringement of terrain clearance detected and resolved.</li> <li>• Impending conflicting traffic detected and resolved or alerted Surveillance controller (if applicable) in detecting and resolving the conflict as per the responsibility assigned.</li> </ul>
2. (a)	SKILL	
	Control Judgment/Control Procedure/Surveillance Techniques	
	Procedural	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Maintained a safe and orderly traffic flow with least average delay.</li> <li>• Maintained surveillance visually or by use of any other available tools</li> <li>• . 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.</li> <li>• Provided traffic information to aircraft correctly and efficiently, where necessary.</li> <li>• Established or assisted surveillance controller to establish communication promptly with aircraft entering jurisdiction.</li> <li>• 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.</li> <li>• Allocated optimal levels to aircraft/ Issued clearance to aircraft without significant delay</li> </ul>
	Surveillance techniques (Approach Control)	<ul style="list-style-type: none"> <li>• Aircraft Identified early and Identity maintained</li> <li>• Aircraft vectored by most optimum routing considering least average delay/ sequence / track mileage/ requested route/ level</li> <li>• Maintained vertical profile of aircraft appropriate to the phase of flight</li> <li>• Monitored and maintained speed profile of aircraft appropriate to the phase of flight as per published procedure and situational requirement</li> </ul>

			Surveillance techniques (Area Control)	<ul style="list-style-type: none"> <li>• Aircraft Identified early and Identity maintained</li> <li>• Aircraft vectored by most optimum routing considering least average delay/ sequence / track mileage/ requested route/ level</li> <li>• Maintained vertical profile of aircraft appropriate to the phase of flight</li> <li>• Monitored and maintained speed profile of aircraft appropriate to the phase of flight as per published procedure and situational requirement.</li> </ul>			
(b)	<b>SKILL</b>	Phraseologies and communication skills		<ul style="list-style-type: none"> <li>• Made use of correct phraseologies</li> <li>• Instructions were concise and unambiguous and used correct rate of speech and radiotelephony technique</li> <li>• Used correct call signs, Read-backs monitored and errors corrected quickly.</li> <li>• Made use of correct phraseologies /Used appropriate pre-formatted messages and used minimum plain language text in CPDLC.</li> </ul>			
(c)		Coordination Procedures		<ul style="list-style-type: none"> <li>• Coordinates with personnel in other operational positions in a timely manner.</li> <li>• Coordinates the movement, control and transfer of control for flights using the prescribed coordination procedures.</li> <li>• Coordinates changes of status of operational facilities, change of status of airspace and aerodrome resources.</li> <li>• Uses clear and concise terminology for verbal coordination.</li> <li>• Conducts effective briefings during position handover.</li> <li>• Coordination with other ATC units/agencies performed effectively and in English</li> <li>• Initiated and accepted transfer of control/communication promptly</li> <li>• Initiated and accepted transfer of control/communication as per LOAs/SOPs</li> <li>• Where applicable, timely responded to AFN logon &amp; established ADS-CPDLC connection promptly with aircraft, forwarded AFN logon to next ATS Unit where applicable.</li> <li>• Terminated surveillance service timely, where applicable</li> </ul>			
(d)		Use of Automation tools and other resources		<table border="1"> <tr> <td>General/ Procedural</td> <td> <ul style="list-style-type: none"> <li>• Promptly updated data on FDP / A-SMGCS/FPS/EFS or passed required information to concerned ATC Unit as per published procedure.</li> <li>• Acknowledged and Monitored all alerts/alarms on A-SMGCS and/or by other agencies and took appropriate action.</li> <li>• 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.</li> <li>• Acknowledged and Monitored all alerts/alarms on ADS-CPDLC/any other Automation system and/or by other agencies and took appropriate action.</li> </ul> </td> </tr> <tr> <td>Surveillance tools</td> <td> <ul style="list-style-type: none"> <li>• Promptly updated CPL data &amp; CFL in data block and FPL/EFS</li> <li>• Kept all the data blocks separated</li> <li>• Used available resources (Min Sep/ RBLs etc) for optimum results</li> <li>• Acknowledged and Monitored all alerts/ alarms and took appropriate action.</li> </ul> </td> </tr> </table>	General/ Procedural	<ul style="list-style-type: none"> <li>• Promptly updated data on FDP / A-SMGCS/FPS/EFS or passed required information to concerned ATC Unit as per published procedure.</li> <li>• Acknowledged and Monitored all alerts/alarms on A-SMGCS and/or by other agencies and took appropriate action.</li> <li>• 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.</li> <li>• Acknowledged and Monitored all alerts/alarms on ADS-CPDLC/any other Automation system and/or by other agencies and took appropriate action.</li> </ul>	Surveillance tools
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3.	<p style="text-align: center;"><b>ATTRIBUTES</b></p> <p style="text-align: center;">(Maintaining attention, situational awareness &amp; work load)</p>	<ul style="list-style-type: none"> <li>• Maintained situational awareness at all times and Scanned the area of jurisdiction effectively.</li> <li>• Shifted attention between various aircraft and vehicles as required and prioritized activities according to situation.</li> <li>• Stayed calm, focused and handled workload efficiently.</li> <li>• Handled unexpected situations effectively</li> <li>• Selected runway in use and appropriate visual and non-visual aids &amp; facilities.</li> <li>• Took appropriate action upon significant changes in meteorological conditions/ essential information.</li> <li>• Responded to pilot’s requests promptly</li> <li>• Exhibited team member attributes and adapted to unusual situation occurring in other unit.</li> <li>• Received and gave complete position relief briefing</li> <li>• Scanned and managed the FPS/EFS effectively.</li> <li>• Recognized and responded to deviations from ATC clearances promptly.</li> <li>• Took appropriate action upon significant changes in status of equipment /facilities / aerodromes etc.</li> </ul>
4.	<p style="text-align: center;"><b>KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Application of Separation Standards</li> <li>• Equipment/Tools/displays available in the unit/working position, knowledge of Airspace/Aerodrome Data/ IAL Procedures / Visual signals/ VFR &amp; SVFR/ Aircraft Performance and characteristics</li> <li>• 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.)</li> <li>• Unusual Occurrences and contingency procedures</li> <li>• Equipment/ Tools/ Displays in surveillance unit</li> <li>• Application of surveillance technique and separation Standards</li> </ul>

Note: ED (CAP) while developing the proforma may include any other appropriate CI depending upon requirement or feedback received from the users of the proforma.

**PROCEDURE FOR CONDUCTING EXAMINATIONS**

**1.1 General**

- 1.1.1 Rule 112 of the Aircraft Rules 1937 lays down the requirement to conduct examinations to test the level of knowledge specified in Schedule III, fix examination centres within India, appoint invigilators and specify the procedure for conducting the examinations by the Director-General or any other organisation specifically authorised by the Director-General for this purpose.
- 1.1.2 ALD circular 01 of 2019, states the conditions to be complied with by an ANSP for authorization by DGCA for conducting examinations to test the level of knowledge specified in Schedule III of the Aircraft Rules, 1937.
- 1.1.3 Rule 98 of the Aircraft Rules 1937 lays down the requirement of having a Rating Training Manual duly approved by the Director-General, at each air traffic service station, containing the syllabus for on-the-job training, examination, assessment and procedures to meet the requirements of ratings as specified in Schedule III.
- 1.1.4 ATS stations conduct trainings for the ratings mentioned in Rule 95 of the Aircraft Rules 1937 in accordance with the syllabus specified in Clause 1 (a) for each rating in sections D, E, F, G, H and J respectively of Schedule III of Aircraft Rules 1937.
- 1.1.5 For acquiring any rating trainee has to demonstrate the required level of knowledge by passing the examination in the subjects specified in Clause 1 (a) of Section relevant to that particular rating as provided in Schedule-III of the Aircraft Rules 1937.
- 1.1.6 This document describes the procedure for conduct of such examinations as laid down by AAI as an ANSP.

**1.2 Procedure for preparing questions for examination**

- 1.2.1 Developing and maintaining question bank
  - 1.2.1.1 The question bank for each rating examination will be prepared based on the syllabus specified in Rating Training Manual (RTM) in accordance with the relevant section of Schedule III of the Aircraft Rules 1937.
  - 1.2.1.2 The question bank may contain 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.
  - 1.2.1.3 ATS Stations, as far as practicable, create, maintain and update question bank

for all type of examination for ratings at their stations.

- 1.2.1.4 Creation and update of question bank is the responsibility of Training In-charge of the ATS station.

*Note: AT ATS stations, where the Training In-charge is not appointed or nominated, the ATS In-charge of that ATS station will perform the functions of Training In-charge.*

- 1.2.1.5 Wherever practicable, Training In-charge will constitute a panel of ATCOs comprising of examiners of the respective units, for developing and reviewing a question bank for the written examination for that unit. The panel will be headed by the senior most examiner in the panel.

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

- 1.2.1.7 The question bank submitted by the examiners will be further vetted by Training In-charge or where practicable by a committee constituted by the Training In-charge, consisting of examiners who were not involved in the preparation of question bank. Only validated questions will be included in the question bank for the respective ATS units at the station.

## **1.2.2 Review and Update of Question Bank**

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

- 1.2.2.2 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.

- 1.2.2.3 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.

## **1.2.3 Procedures for preparing Question Papers**

- 1.2.3.1 Question papers will be prepared from the questions selected from question bank and validated by the Training In-charge. A record will also be maintained for each and every question paper prepared for the conduct of examination. The question papers along with their answer keys will be kept inside a secured location under lock and key.

- 1.2.3.2 Only Training In-charge and authorized personnel designated by the Training In-charge will have access to the question papers.

1.2.3.3 While preparing a question paper from question bank, care will be taken to give weightage to the topics according to their relevance and importance and the marks will be assigned accordingly. Questions requiring reasoning and analysis normally will be assigned more weightage.

1.2.3.4 The question papers will be prepared from the question bank in a manner so as to avoid repetitions wherever possible.

**1.3 Security of question/answer material**

1.3.1 Training In-charge will be the custodian of the question bank.

1.3.2 The printed copy of question bank and question papers with answer keys will be kept in the custody of the Training In-charge under lock and key with access only to the officers authorized by the Training In-charge.

1.3.3 When the Training In-charge ATS In-charge is on tour or leave, the custody of the question bank will be handed over to the person to whom the charge is being handed over.

1.3.4 Password protected soft copy will also be kept in a designated workstation with access to the officers authorized by the Training In-charge.

1.3.5 Only the Training In-charge or officers authorized by him only will have access to the paper format/soft copy of question bank.

1.3.6 No person is allowed to make copies of the question bank/question papers & answer keys without the authorization of Training In-charge.

1.3.7 The unused answer-sheets will be stored in a secured location by Training In-charge or authorized officer designated by him. A register will be maintained to keep account of used and unused answer-sheets.

**1.4 Conduct of examination**

1.4.1 Before conducting written examination, the training-In-charge will ensure sufficient class room training to the trainee to bring his knowledge of the relevant subject to the satisfactory level.

1.4.2 OJT skill assessment of the trainee will only be recommended once the trainee is declared pass in the written test.

**1.5 Invigilation and surveillance during written examination.**

1.5.1 An invigilator(s) will be appointed by Training In-charge to conduct the examination.

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

1.5.3 Invigilator(s) will ensure that the examinee fills up the relevant details on the first page of the answer book correctly. Only after such careful checking the

invigilator will countersign the answer book of the candidates.

1.5.4 Invigilator will ensure that no examinee leaves the examination room without his permission.

1.5.5 A question paper along with serially numbered blank answer book will be provided to the examinee to attempt the question paper. The question paper and the answer book will be signed (with name, designation and date) by the examinee and countersigned by the invigilator in the space provided for the purpose in the question paper and answer-sheets.

## **1.6 Guarding against unfair practices**

1.6.1 Use of books, printed or handwritten material or any electronic gadgets during the exam will be strictly prohibited. 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.

## **1.7 Evaluation of answer-sheets**

1.7.1 Examiner(s) will be designated by the Training In-charge to evaluate the answer-sheet(s). Examiner(s) will have to evaluate the answer-sheet(s) in the evaluation room where it has been specifically assigned for this purpose.

## **1.8 Declaration of result**

1.8.1 Passing criteria

1.8.1.1 The passing criteria for the written examination will be 80%.

1.8.1.2 The result of the examination will be prepared by the ATS In-charge of the station 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 he is being examined, date of issue, signature of ATS-In-charge with seal.

ii) Theory subjects covered during the particular rating training.

iii) Marks obtained in written examination.

iv) Maximum marks and pass percentage

1.8.1.3 The result in original will be provided to the examinee and to DGCA through ED (CAP), for issue of ATCOL/ endorsement of rating on ATCOL. One original copy of result will be kept in Examinee's individual record file.

## **1.8.2 Performance Improvement Programme**

1.8.2.1 In case, an applicant fails in written examination (knowledge) re-examination will be conducted after giving adequate classroom training.

1.8.2.2 An applicant who fails in any of the examination will not be permitted to appear

for re-examination within a period of two weeks from the date of previous examination.

- 1.8.2.3 If the applicant again fails in 2nd attempt during the written examination, then the ATS-In-charge will decide about his further course of training in accordance with AAI's policy.

**1.9 Record keeping of examination**

- 1.9.1 The answer-sheets along with the question paper and the result will be preserved in the personal file of the trainee/controller for a minimum period of five years from the date of forwarding of the document to DGCA for issue of ATCOL/endorsement of rating in physical as well as electronic form.

**1.10 Weeding out of records**

- 1.10.1 All records beyond the preservation period as stated above will be weeded out as per AAI's policy and procedure.

**1.11 Surveillance**

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

**1.12 Internal inspection of examination procedure by ANSP**

- 1.12.1 Internal inspection/audit will be carried out by ED (CAP) to ensure effective and efficient implementation of examination procedure to maintain continuous authorization of conduct of examination to AAI by DGCA.

**Procedure for authorization of ATS personnel to provide Air Traffic Services in newly established ATS unit**

**1 Introduction**

1.1 Rule 97 sub-rule (1) of The Aircraft Rules 1937 stipulates that no person shall perform duty as an air traffic controller in an air traffic services unit unless his license contains the ratings for the said purpose.

1.2 Sub rule (3) of Rule 97 of the Aircraft Rules 1937 as amended on 12<sup>th</sup> March 2021 called as Aircraft (First Amendment) Rules, 2021 stipulates that” Notwithstanding anything contained in sub- rule (1), the Director General or any other organisation specifically authorised by the Director- General for this purpose may authorise:

(i) The holder of an Air Traffic Controllers Licence to perform duty in a newly established air traffic services unit without endorsement of that unit on his license provided he has completed simulation training for the said unit and has been assessed as fit for such duties by an assessment board duly approved by the Director -General or by any other organisation specifically authorised by Director-General for this purpose.

Provided that rating of such newly established air traffic services unit may be endorsed on the License, after the License holder gains the experience as specified by the Director-General, of the relevant section of Schedule III, where in requirement of Knowledge, Experience and Skill shall be considered to be complied with.

Explanation. — For the purpose of this clause, “simulation training” includes an automated or computer generated air traffic environment or a simple instructor-driven interactive role play;

1.3 There is thrust in operationalisation of new airports under Regional Connectivity Scheme also known as UDAN. This is to create an air infrastructure all over India and thus increasing air connectivity to different parts of India hitherto untouched.

1.4 In addition, there is a demand of opening new Approach Control units’/Surveillance units at existing airport to improve the provision of air traffic services to aircraft operations at these airports.

1.5 The timeline of start of operations at such airports/units is generally very strict, not having enough time with DGCA & AAI to complete the framework for identifying, training, authorising and deputing suitable manpower at these airports.

1.6 In this scenario, to streamline and expedite the process of deputing experienced

and trained manpower to such airports/units within a short period; the Director-General, in accordance with sub-rule (3) of Rule 97, may specifically authorise AAI to issue authorisation to such ATCOs to perform duty without endorsement of the rating of the new unit on their licence. After the operations are commenced at such airports/units, all requirement of endorsement of such rating specified in the Proviso under Rule 97 (3) (i) shall be completed and submitted to Director-General for endorsement of rating on ATCO's licence.

1.7 This document is a proposal by AAI for delegation of authorisation to perform duty in a newly established unit to AAI by DGCA.

1.8 This document contains the criteria for deployment and procedures for training and authorisation of ATCOs to perform duty in a newly established unit.

## **2 Criteria for deployment of licence holders to newly established unit**

2.1 ATCO nominated for simulation training shall hold an Air Traffic Control Licence (ATCOL) and must have at least 6 months of working experience while performing duty as a holder of similar rating at an airport with higher volume of traffic.

2.2 Depending upon the unit to be operationalised the ATCOs to be deputed shall be:

- i. In case of establishment of an aerodrome control tower only: - ATCO licence holders having endorsement of an aerodrome control rating of an airport having higher traffic density, on their License.
- ii. In case of establishment of approach control procedural unit either separately or combined with aerodrome control unit: - ATCO Licence holder having endorsement of aerodrome control of same station or airport with higher volume of traffic and approach control procedural rating of an airport with higher volume of traffic.
- iii. In case of authorisation in newly established ATC units other than the aerodrome control and/or approach control procedural: - ATCOs licence holders having experience of similar rating of an airport with higher volume of traffic in that unit will be identified for deputing to such newly established units.

2.3 The details of ATCOs meeting the criteria in para 2.1 and para 2.2 above will be identified for deputation and will be forwarded to ED(ATM) by GM(ATM-Region). ED(ATM) may decide deputation or posting of these ATCOs to such airports.

### **3 General Procedure for training and assessment for Authorisation**

- 3.1 GM(ATM) region/ ATS in- charge may deploy at least two ATCOs having Instructor/Examiner authorisation of unit similar to those to be established, for familiarization of operating environment of new unit. Preference may be given to the previous experience of creating/conducting simulation exercises at ATC Simulators or at an ATSTO or role play simulation mode.
- 3.2 For imparting training deputed Instructors/Examiners will familiarise themselves with airspace under jurisdiction of that unit, Aerodrome layout (for aerodrome control unit and/or approach control unit) SOPs, LOAs and will collect relevant data to create simulation exercises as per training plan and identified training need.
- 3.3 The quantum of Simulation training to be provided to such Licensed ATCOs for the newly established unit will be decided in the Safety Assessment conducted by AAI for this purpose.
- 3.4 While deciding the training need in the safety assessment, the experience of ATCO licence holder in holding the similar rating of another station with higher volume of traffic, the type of aircraft operations, volume of traffic expected to operate, airspace structure and complexity of services to be provided etc. will be given due consideration.
- 3.5 However, in no case the number of simulation exercise will be less than 5 with each exercise of a duration of minimum forty minutes.
- 3.6 Controllers deputed for simulation training will be provided the related training material covering the subjects in Para 1 (a) of the relevant section of Schedule III and will contain airspace and route structure, aerodrome data and layout (if required for the unit), airspace restrictions, SOPs, LoAs, Airport Emergency plan etc. The related material for training can also be in the form of AIP Supplements, AICs, Aerodrome Manual, etc.
- 3.7 If required, theoretical classes for the duration as decided in the safety assessment will be conducted for these licence holders.
- 3.8 The controller will demonstrate the knowledge in the subjects specified in the relevant section of Schedule III specific to the unit(s) by successfully passing in the theory examination with minimum 80% marks.
- 3.9 The simulation training of these licence holders will commence only after having qualified in the written examination.
- 3.10 After the completion of prescribed simulation training, the performance of the licence holder will be assessed in simulation environment by an assessment board constituted by ED (CAP). One of the member of the board will be an instructor/examiner having the similar rating of another station with higher volume of traffic.

3.11 In addition to theoretical and simulation training these licence holders, after the authorization will have to familiarise themselves in the newly established unit for a period specified in the safety assessment for getting acquainted with unit operating environment, airspace, Standard Operating Procedures (SoPs) and letter of agreement (LoA) after receipt of authorisation to perform duty in newly established ATS unit.

3.12 However, the period of self-familiarisation will not be less than 5 hours in a period of not less than two days.

#### **4 Procedures for Authorization of ATCOs to perform duties in newly established ATS unit(s)**

4.1 If the licence holder is assessed as fit in the assessment by the board, then the ATS In-charge of the station where the simulation training has been conducted, will forward a copy of documents as listed in Appendix I along with application complete in all respect, to ED(CAP) for issuance of authorisation.

4.2 The authorisation to perform duty in newly established unit without the endorsement of that unit on the ATCOs licence will be issued by ED(CAP) subject to fulfilment of all necessary requirements. The authorisation will be issued to the ATCO concerned with copy to DGCA, ED(ATM), GM(ATM-Region) and ATS in charge of the station. One copy of Authorisation letter will be kept in CAP Directorate for future reference.

4.3 The validity of authorisation will be for a period of six months from the date of issue.

4.4 If circumstances warrant, the authorisation can be renewed by ED(CAP) on recommendation of GM(ATM-Region) for a period of another six months provided that ATCO has performed duty for at least 10 hours in last six months.

4.5 ATCO receiving authorisation will endeavour to get his rating endorsed on his license within this period failing which the authorisation will lapse and ATCO shall not provide air traffic services.

4.6 Any such instance will be brought to the notice of GM(ATM)/Region, ED(ATM) and ED(CAP) immediately.

4.7 If an ATCO is unable to perform duty as per para 4.4 above, his authorization will automatically lapse and fresh process will have to be initiated for issuance of authorisation through GM(ATM)-Region.

4.8 After receipt of authorisation, ATCO will be able to provide air traffic services at such ATS stations.

#### **5 Endorsement of Rating on ATCOs License.**

5.1 The ATCO issued authorisation by ED(CAP) will start providing air traffic services after self-familiarisation in the newly established ATS units for the period decided in accordance with para 3.11 and 3.12 on commencement of operations at such airports.

- 5.2 After the authorised ATCO gains the experience as specified by the Director-General, for the relevant section of Schedule III or reduced period and duration of hours based on the experience of the controller and category of the airport specified by the Director-General for such category of airports, the requirement of Knowledge, skill and experience necessary for endorsement shall be considered to be complied with.
- 5.3 The ATCO on completion of experience as applicable in para 5.2 will apply for endorsement of rating on his license to Director-General through CAP Directorate along with all necessary documents.
- 5.4 After scrutiny of the application for endorsement, the CAP Directorate will forward it to ALD section of DGCA for endorsement of rating on ATCOs License.
- 5.5 After receiving the endorsement of the rating on his ATCOL, the ATCO will provide air traffic services as rated ATCO and will be eligible for applying for selection as Instructor and Examiner after gaining the requisite experience as detailed in DGCA CAR on 'Authorisation of Instructor and Examiner in ATS unit'.

**Documents to be attached for grant of authorisation for performing duty without endorsement of rating of newly established ATS unit:**

1. Certificate from ATS in charge of the ATS station regarding traffic density at present place of posting of ATCO nominated for tour/transfer/placement to newly established ATS unit.
2. Proof of ATCO holding License and relevant rating. (copy of ATCOL and Endorsement letter, if issued)
3. Valid Class 3 medical assessment (copy)
4. Valid AELP Certificate (copy)
5. Result of written test,
6. Relevant extract of ALB regarding simulation training.
7. Duly filled up Skill Assessment Performa.
8. SCARs in respect of such category of newly established ATS units.

Appendix-2

**Documents to be attached for endorsement of rating of newly established ATS unit after gaining experience:**

1. Proof of ATCO holding License and relevant rating. (copy of ATCOL and Endorsement letter, if issued)
2. Valid Class 3 medical assessment (copy)
3. Valid AELP Certificate (copy)
4. DGCA authorization
5. Proof showing the experience gained which is recorded in his ATCO log book
6. Category of Airport
7. Filled application form for Rating Endorsement