



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

DIRECTORATE OF CERTIFICATION OF ATS PERSONNEL
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CAPC

CERTIFICATION OF ATS PERSONNEL CIRCULAR NO. 03 of 2024

Procedure for completion of Competency or Recency requirements at ATS
Stations through Simulation exercises

1. Introduction

- 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 and recency requirement to exercise the privileges associated with the licence and rating(s) endorsed on his licence.
- 1.2 Rule 112 (4) states that the Director-General may determine the manner in which the assessment and proficiency checks shall be carried out.
- 1.3 The procedure for conducting proficiency checks for the ATCOs has been approved by the Director- General in the Generic RTM template and same has been incorporated in the station's specific RTMs.
- 1.4 In respect of the recency requirement of a rating, Para 9 of Section A Schedule III of the Aircraft Rules 1937 states that, *a licence holder is considered to be recent in respect of rating and endorsement on his licence if he has worked for a period of minimum ten hours in not more than ten days in respect of a particular rating during preceding six months.*
- 1.5 Proficiency checks are part of the process of assessing the competence of a rated Air Traffic Control personnel and it requires gathering of information by direct observations of the ATCO while providing Air Traffic Services in the relevant ATC unit and theoretical checks through viva-voce.



- 1.6 Proficiency checks for all the rated air traffic controllers are conducted once every year. It shall be ensured that the interval between two consecutive proficiency checks is not more than twelve months.
- 1.7 With the publication of Aircraft (First Amendment) Rules, 2023 through Gazette Notification dated 10th October 2023, the Paragraph 8(a) Section A of Schedule III *states that in case the recency or competency requirements cannot be completed due to insufficient movements or watch hours then the licence holder shall complete minimum ten hours of simulated exercises including emergencies and shall also undergo a skill assessment for respective rating in not more than ten consecutive days of commencement of simulated exercises.*
- 1.8 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 organization under the control of the Government duly authorised by the Director-General.
- 1.9 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.
- 1.10 In exercise of the power conferred in Rule 112, Sub-Rule (3) (a) of the Aircraft Rules 1937, the Director-General vide letter no. DGCA-21035(11)/27/2021-ATCO dated 20.04.2021 has delegated certain functions related to ATCO Licensing to Airports Authority of India.

2. Purpose

- 2.1 Purpose of this document is to define procedure for meeting the recency or competency requirements through simulation exercises followed by skill assessments for stations having insufficient movement or watch hours.

3. Applicability

- 3.1 This procedure will be invoked for meeting recency requirements at each unit at stations where schedule aircraft operations are suspended, and occurrence of at least one aircraft movement per day has not been recorded for a period of thirty days in preceding six months.
- 3.2 This procedure will be invoked for proficiency check requirements at each unit at stations where scheduled aircraft operations are suspended, and watch hours are withdrawn in preceding one month from date of expiry of proficiency check.

Note: ATS In-charge shall strive to conduct proficiency check in the unit for all ATCOs at least 2 months before its expiry at ATS stations having insufficient movement or watch hours.

- 3.3 When circumstances so warrant, at stations having insufficient movements and unable to



satisfy requirement of Para 3.1 & 3.2 above, the ATS In-charge may submit request for completion of recency/competency requirements through simulation exercises with justification for approval from DGCA on case-to-case basis. This request shall be submitted to the O/o ED (CAP) on care@aai.aero along with justification by the O/o G.M. (ATM)-Region.

- 3.4 This procedure will be applicable for ATCOs who fails to meet recency or competency requirements due to insufficient movements or watch hours. 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.**

4. Procedures

- 4.1 GM(ATM)s of respective concerned region shall closely monitor the station/s where the schedule movement are suspended or likely to be suspended . The rated ATCOs posted at such stations may face difficulties in meeting conditions essential for completion of recency or competency requirements considering insufficient movements or watch hours.
- 4.2 ATS in-charge shall submit a request for invoking these procedures to the GM(ATM) - Region along with a copy of Aircraft movement register duly verified by ATS in-charge for the preceding six months.
- 4.3 GM(ATM) region may deploy at least two ATCOs having Instructor/Examiner authorization of similar unit of any station to 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 including emergencies as per training plan and identified training requirement.

Note: Instructors/Examiners shall familiarise themselves at least once in a year before conducting simulation exercises. (Here, "once in a year" implies a period of Twelve Months. This requirement ensures that the latest and updated information/data is used by the instructor/examiner for creating the simulation exercises.)

- 4.4 Theoretical classes of three hours shall be conducted before simulation exercises.
- 4.5 The procedural simulation training will be carried out through simple instructor-driven interactive role play. The basic requirement for this role play consists of table, chair and clock.
- 4.6 *Minimum ten simulated exercises of at least one hour each shall be conducted for the purpose of recency or competency followed by skill assessment for respective rating in not more than ten consecutive days of commencement of simulated exercises.*
- 4.7 Composition of simulated exercises shall be based on historical traffic pattern used to exist at station during regular operations including arrivals and departures.
- 4.8 Simulated exercises for recency and competency shall also contain Emergency Exercises such as:
- I. Runway blockage or
 - II. Bird hit or



- III. Major snag in the aircraft resulting in loss of control or
- IV. Fire in any part of the aircraft or
- V. Explosion on board or
- VI. Suspected fuel leakage or insufficient fuel or
- VII. Suspected Bomb threat etc.

- 4.9 After completing simulated exercises, the GM(ATM) of the concerned region of AAI will constitute a board for skill assessment in simulation environment.
- 4.10 Board for skill assessment will consist of at least three members, one of whom must be an instructor or examiner having similar rating at any ATS station. 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 the Generic/Station Specific Rating Training Manual.
- 4.11 On being assessed fit, ATCO will be permitted to exercise the privileges of the rating after self-familiarisation at concerned unit for a duration of not less than 3 hours. During familiarisation the ATCOs will get acquainted with unit operating environment, airspace, Standard Operating Procedures (SoPs) and Letter of agreement (LoA).

5. Record Keeping

- 5.1 All the records in respect of simulation exercises for recency or competency shall be retained for a period of five years after conducting skill assessment.

6. Queries:

Any queries or further guidance required on the contents of this CAPC should be addressed to:

Executive Director [CAP]
Airports Authority of India
Rajiv Gandhi Bhawan
Safdarjung Airport
New Delhi-110003
Email Id- edcap@aai.aero

7. Validity:

This CAPC comes into force with immediate effect and will remain in force until further notice.