भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

DIRECTORATE OF CERTIFICATION OF ATS PERSONNEL
RAJIV GANDHI BHAWAN, NEW DELHI-110003
[File No. AAI/CAP/2-002/2023]

Doc. Id: ED/CAP/2023/200204/CAPC/PROC

CAPC

CERTIFICATION OF ATS PERSONNEL CIRCULAR NO. 04 of 2023(Rev. 2) (Corr.1)
Area Control Centre Planning Rating (ACC-PLR)

1 Introduction:

1.1 Owing to increasing volume and complexities of Air traffic and Air routes, many Area Control Centres (ACCs) have transitioned to provide Area Control Service using surveillance system to enhance safety, efficiency and capacity.

1.2 At ACC stations, where it is practically not feasible to conduct Skill Assessment/Proficiency Check of Area Control Procedural Rating in procedural environment, DGCA has accepted AAI proposal to implement Concurrent Area Control Rating (ACC-P & ACC-S) at such ACCs.

1.3 Accordingly, Area Control Centre Planning Rating (ACC-PLR) was introduced in September 2023 at such ACCs to assist/alert Concurrent Area controller (ACC-P & ACC-S) for the continued provision of safe and efficient Area Control Service.

1.4 The "ACC Planning Rating (ACC-PLR)" is under the purview of AAI and beyond the scope of DGCA licencing.

2 Purpose:

2.1 Purpose of this circular is to establish the procedure for training and certification of Area Control Centre Planning Rating (ACC-PLR) and provide guidance for its seamless implementation.

3 Applicability:

3.1 This CAPC is applicable to all ATM personnel at Area Control Centres situated at Delhi, Mumbai, Chennai, Kolkata, Ahmedabad, Nagpur.

4 Procedures:

4.1 **Terms used and their meaning:** To facilitate understanding within this CAPC, the abbreviations and terms utilized herein shall be attributed the following meanings:

Air Traffic Control Unit- A generic term meaning variously, area control centre, approach

control unit or aerodrome control tower.

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

Air Traffic Service- A generic term meaning variously, flight information service, alerting service, air traffic advisory service, air traffic control service (area control service, approach control service or aerodrome control service).

Air Traffic Services Unit- A generic term meaning variously, air traffic control unit, flight information centre or air traffic services reporting office.

Area Control Centre (ACC)- A unit established to provide air traffic control service to controlled flights in control areas under its jurisdiction.

Area Control Service- Air traffic control service for controlled flights in control areas.

Area Control Centre Planner (ACC Planner)- An official having certification issued by ED(CAP), AAI to perform the objective of assisting and alerting licensed Concurrent Area Controller, while adhering to the prescribed duties and responsibilities outlined in MATS-2 (Manual of Air Traffic Services, Part 2) of concerned ACCs.

Area Control Centre Planning Rating (ACC-PLR): A Rating issued by ED(CAP), AAI and beyond the scope of licencing framework, to exercise the privileges of ACC Planner at ACC Planning Positions.

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

ATS In-charge - means the senior most executive of ATM directorate at an ATS Station responsible for managing day-to-day ATM operations that includes air traffic management, training and rating of ATM personnel, manpower management, safety and other functions assigned in accordance with various manuals, circulars or orders issued by ATM directorate or any other directorate of AAI maintaining surveillance or oversight over ATM activities.

Authorised Examiner or Examiner -means a person authorised by ED(CAP) to perform the functions of examiner as specified in this CAPC.

Authorised Instructor or Instructor -means a person authorised by ED(CAP) to perform the functions of instructor as specified in this CAPC.

Board or Skill Assessment Board or Rating Board -means a board duly constituted by a person authorised to do so to conduct Skill Assessment of the trainee for the purpose of issuance of ACC Planning Rating in accordance with this CAPC.

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

Competency -A combination of skills, knowledge and attitude required to perform a task to

the prescribed standard.

Concurrent Area Controller: An Air Traffic Controller, who is holding both Area Control Procedural & Area Control Surveillance Rating endorsements on his Licence.

Knowledge- The requirement of knowledge specified in this CAPC for the purpose of acquiring a rating(s).

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

On-the-Job Training Instructor- Means a rated air traffic controller/ACC Planner authorised by ED(CAP) to carry out instruction in the operational environment for which the authorisation is issued.

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

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

Proficiency Check - means the assessment of a controller's competence.

Refresher Training - means training designed to review, reinforce or enhance the existing knowledge and skills of air traffic controllers/ACC Planner.

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

a) initial training, providing basic and rating training.
b) unit training, including transitional training prior to On-the-Job Training, for the purpose of grant of a rating for that unit.
c) continuation training.
d) refresher training

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

Unit - the Air traffic Control Unit.

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

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

Acronyms

ACC: Area Control Centre

ACC-P: Area Control Procedural Rating

ACC-PLR: Area Control Centre Planning Rating

ACC-S: Area Control Surveillance Rating

ATM : Air Traffic Management

ATCO: Air Traffic Controller Officer or Air Traffic Controller

ATS : Air Traffic Services

CAP : Certification of ATS personnel

CATC : Civil Aviation Training College

CAPC : Certification of ATS Personnel Circular

DGCA: Directorate General of Civil Aviation

ED : Executive Director

PIP : Performance Improvement Program

RTM : Rating Training Manual

UTP : Unit Training Plan

4.2 General

4.2.1 Applicant for ACC Planning rating shall hold or had held a SATCOL* / ATCOL.

*: *unless exempted from the Aircraft Rules, 1937 for the purpose of grant of ATC licences/ratings by DGCA vide MoCA Order AV11012/89/2015-A dated 11th June, 2019 and subsequently revised by MoCA Order No. AV.11012/02/2017-A dated 01st Jan, 2020.*

Provided that all such applicants who are exempted from Aircraft Rules 1937 as above or had held SATCOL/ATCOL shall obtain ATCOL within three years from date of joining that station.

4.2.2 In case the SATCOL/ATCOL of an ACC Planning Rating holder has expired, the rating holder may continue to exercise the privileges of ACC Planning Rating provided that the SATCOL/ATCOL is renewed within a period of three year from the date of joining that station.

Note: The holders of ACC Planning Rating who have joined the station before issuance of this

version of CAPC and whose SATCOL/ATCOL has expired may continue to exercise the privileges of rating provided that the SATCOL/ATCOL is renewed within a period of three years from date of issuance of this version of CAPC.

4.2.3 An official, before being issued with ACC Planning Rating, meet such requirements in respect of knowledge, experience and skills, as are specified in this CAPC.

4.2.4 ACC Planner before exercising the privileges of his ACC Planning Rating must satisfy the same applicable criteria of medical fitness, English Language Proficiency as outlined in Schedule-III of the Aircraft Rules, 1937 for licence/Rating holders.

4.2.5 ATS In-Charges of concerned ACCs shall be responsible for updating duties and responsibilities of ACC-PLR in MATS-II in accordance with the MATS-I and/or ATMC.

4.2.6 A separate unit logbook shall be maintained for ACC Planning Positions.

4.2.7 Duties performed by the ACC Planner in ACC Planning Position SHALL NOT BE recorded in ATCO Log Book (ALB).

4.3 Unit Training Plan for ACC-PLR

4.3.1 Unit Training Plan (UTP) of the station shall include the requirements of training for ACC – PLR rating.

4.3.2 In case of a multi-sector ACC unit, the Unit Training Plan shall distinctly outline the minimum On-the-Job training hours required for each sector.

4.4 ACC Planning Rating- OJT & Examination

4.4.1 **Pre-requisite:** The trainee shall meet the requirements of para 4.2.1 and shall have successfully completed the Area Control Course from ATS training organization before undergoing training for ACC Planning Rating. The criteria for medical fitness, English Language Proficiency as outlined in Schedule-III of the Aircraft Rules, 1937 for licence/Ratings shall also be applicable for commencement of training for ACC – PLR rating.

4.4.2 **Knowledge:** After gaining required theoretical training, a trainee demonstrates a level of knowledge by passing the theory examination in the subjects, the syllabus of which shall contain the following: –

i. Airspace structure (As per e-AIP, MATS 2 Aerodrome Manual)

ii. Applicable rules, procedures and source of information (MATS 1, e-AIP, relevant DGCA circulars)

iii. Air navigation facilities (as per e-AIP, MATS 2)

iv. Air traffic control equipment and its use (As per SOPs and Automation training material)

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

vi. Characteristics of air traffic

vii. Weather phenomena (DGCA CARs)

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

ix. Any other subject considered appropriate for the station.

A minimum score of 80% in the theory examination is required for successful qualification. In case the trainee does not qualify in the written examination, then a Performance Improvement Programme (PIP) comprising of additional training is conducted for that trainee. After completion of PIP, the trainee appears in theory examination for the second time. The trainee is not permitted to appear for re-examination within a period of at least two weeks from the date of previous examination. If the trainee does not qualify in the written examination for the second time, his training for ACC Planning Rating is stopped and he will not be eligible for ACC-PLR at that station.

4.4.3 **Experienc**e: In addition to acquiring knowledge, an ACC Planning trainee undergoes on-the-job training under the supervision of authorised ACC Planning Instructor for a period of not less than two months, during which at least 120 hours of training has been completed, at ACC Planning Positions.

4.4.4 If an applicant already holds or has held one or more of the ratings as mentioned below, then the trainee will undergo on-the-job training for a period of not less than one month during which at least 60 hours of training has been completed.

a) At present air traffic services station:
   i. Aerodrome Control Rating,
   ii. Approach Control Procedural Rating,
   iii. Approach Control Surveillance Rating,
   iv. Area Control Surveillance Rating
   v. Oceanic Control Rating,

Note1: The reduction in the period and duration of on-the-job training as mentioned above shall also be applicable where the applicant held an Area Control Procedural Rating of the present air traffic services station, subject to requirement of Note 2 below.

OR

b) At any other air traffic services station:
   i. Area Control Centre Planning Rating,
   ii. Area Control Procedural Rating,
   iii. Area Control Surveillance Rating
   iv. Oceanic Control Rating

Note2: The applicable rating for reduction in period and duration of hours of on-the-job training shall not be invalid for a period of more than three and half years on the date of commencement of the on-the-job training at the current station of duty.

Note3: OJT carried out for a duration of 45 minutes or more (at a stretch), will only be taken into account towards fulfilment of minimum OJT hours for issue/renewal of rating.

4.4.5 **Skill:** After the trainee has demonstrated a level of knowledge by passing the examination in the knowledge on subjects mentioned above and on satisfactory completion of experience requirement, the Skill Assessment of the trainee is conducted by a Board by assessing his skill, judgement and performance to plan, assist/alert Concurrent Area Controller at that ACC unit.

The assessment is planned as soon as possible after the completion of on-the-job training requirement. A trainee is considered to have demonstrated competency at a level appropriate to the rating being granted if he meets the qualification criteria in the skill assessment. In case the trainee does not meet the qualification criteria in the assessment then the trainee is

subjected to a Performance Improvement Programme (PIP) decided by ATS In-charge to grant him additional experience requirement to acquire the skill. After completion of experience requirement in PIP, Skill Assessment is conducted in the same manner for the second time. If the trainee does not qualify in the Skill Assessment for the second time, his training for ACC Planning Rating is stopped and he will not be eligible for this rating at the station. For qualifying in the Skill Assessment, a trainee shall score 80% or more marks and a grade not less than 5 in the Competency Identifier 01 in the Skill Assessment Proforma.

4.4.6 The result of Written Examination and Skill Assessment for issue of ACC-PLR is declared in Forms Nos. CAP-04/026P and CAP-04/018P respectively.

4.5 Maximum duration for completion of on-the-job training for ACC-PLR:

4.5.1 To maintain the continuity and the quality of training to acquire required competence and the skill, the minimum hours stipulated for OJT should normally be completed in the duration prescribed for completion of OJT. On an average 15 hours of training can be completed in a period of one month (i.e., 30 days period). Hence, the maximum period for completion of 90 hours of OJT will be 6 months and for 180 hours it will be 12 months.

Note: The same calculation will apply to additional training prescribed for PIP and for reduced hours of OJT as prescribed.

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

4.6 Process of evaluation of progress and providing feedback to the trainees.

4.6.1 On successfully qualifying in the written examination and on completion of minimum OJT hours prescribed, the trainee shall be assessed by a Pre-Rating Board (PRB) constituted by the ATS In-charge which shall comprise three members out of which one member is an authorised Instructor/Examiner for ACC-PLR.

4.6.2 All such assessments before the conduct of Skill Assessment Board are also conducted in the skill assessment proforma available for the Area Control Centre Planning Rating.

4.6.3 If the performance of the trainee in the Pre-Rating Board is not satisfactory, the trainee shall be recommended for additional training of 15% of stipulated hours of OJT or ten hours whichever is greater.

4.6.4 On successfully qualifying in PRB or on completion of additional training as specified above, the trainee shall be assessed by an assessment board constituted in a manner specified in this CAPC.

4.7 Validity of Examination and Experience for ACC-PLR

4.7.1 The applicant for ACC Planning Rating shall have passed the written examination within a period of not more than three years preceding the date of application for issue of ACC Planning Rating.

4.7.2 If an applicant already holds Concurrent Area controller (ACC-P & ACC-S) ratings at present air traffic services station on the date of application, the requirement to pass a separate written examination for the grant of the ACC-PLR shall not apply.

4.7.3 The application for a rating shall be made within six months from the completion of experience specified for ACC-PLR.

Provided that the applicant shall have completed at least 10 hours of experience in preceding six months from the date of application for issue of ACC Planning Rating.

Note: The date of application for ACC Planning rating is the date when the email containing the duly filled latest version of application form CAP-04/035, in respect of successful ACC Planner trainees, for the issuance of ACC-PLR is received at care@aai.aero .

4.8 Constitution of Skill Assessment Boards, Declaration of Results & Certification for ACC-PLR

4.8.1 On successfully passing the written examination, completion of on-the-job training and conduct of PRB for ACC-PLR, Training In-charge of ACCs will complete checklist available as latest version of form CAP-04/011P in respect of each trainee to verify all the requirements before conduct of on-the-job Skill Assessment and forward the request to constitute the board to the ATS In-charge with a copy of result of written examination in latest version of form CAP-04/026P.

4.8.2 The board for Skill Assessment for ACC Planning Rating is constituted by ATS In-charge and comprise the following members:

i. ATS In-charge of the station or his nominee

ii. SQMS In-charge or a WSO or any senior ATCO

iii. An Instructor/Examiner for ACC Planning of that ACC unit at the station

4.8.3 The nominated Board Members shall hold or shall have held the rating of the Area Control Procedural (ACC-P)/Concurrent Area Control /ACC Planning at any airport. As far as practicable, such nominated Officers should be senior to the examinee.

4.8.4 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 Instructor/Examiner for ACC Planning of that ACC unit at the station

4.8.5 The assessment by the board for ACC Planning Rating shall be recorded in latest version of Form CAP-04/016P.

4.8.6 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 two original copies in the latest version of Form CAP-04/018P having at least the following information:

i) Name of trainee, SATCOL/ATCOL Number (if any), Name of Station, Name of ACC unit 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.

4.8.7 The latest version of form CAP-04/018P shall be assigned a distinct certificate number as outlined below:

Certificate no.: AAI/CAP/VXXX/ACC-PLR/CERT/NNNN

Note: In the document number VXXX stands for the location indicator of the ACC e.g., VIDP, VABB etc.; NNNN stands for the unique number allocated by the concerned ATS In-charge.

4.8.8 ATS in-charge shall forward the request for issue of ACC-PLR Rating in latest version of form CAP-04/035P to ED(CAP) through email care@aai.aero . On recommendation of the ATS In-charge, ED(CAP) shall issue the certification for ACC Planning Rating to successful trainee in the latest version of form CAP-04/036P.

4.8.9 Each ACC Planning Rating certificate (CAP-04/036P) will be assigned a distinct certificate number as outlined below:

Certificate no.: AAI/CAP/VXXX/ACC-PLR/CERT/NNNN

Note: In the certificate number VXXX stands for the location indicator of the ACC e.g., VIDP, VABB etc.; NNNN stands for the unique number allocated by O/o ED(CAP).

4.8.10 Candidates who do not meet the qualification criteria in the assessment will receive their board results in the format CAP-04/019P. Each board result will be assigned a distinctive and sequential identification number, as outlined below:

Doc no.: AAI/ATM/VXXX/ACC-PLR/RESULT/NNNN

Note: In the document number VXXX stands for the location indicator of the ACC e.g., VIDP, VABB etc.; NNNN stands for the unique number allocated by the concerned ATS In-charge.

4.8.11 All the forms mentioned in this CAPC are available at https://aim-india.aai.aero/ais-document under the header Public Documents-Certification of ATS Personnel (CAP) Documents.

4.9 Instructor & Examiner for ACC Planning Rating at ACC unit

4.9.1 ACC Planning Rating trainee is required to undergo On-the-Job Training for the purpose of qualifying for ACC Planning Rating under the direct supervision of an ACC Planning Instructor authorised by the ED(CAP).

4.9.2 ATS In-charge shall also appoint Examiners for carrying out Examinations and Assessments to test the level of knowledge specified for ACC Planning Rating and to conduct oral Examinations and Skill Assessment, wherever necessary for the purpose.

4.9.3 The Instructor/Examiner for ACC-PLR Rating , should meet the following requirements :

a. A minimum of one year's experience as a holder of ACC Planner Rating within the same ACC unit.

b. In case of revalidation, a minimum of 3 months' experience as an ACC Planner controller within the same ACC unit, provided he must have worked for minimum period of one year after acquiring ACC Planner.

c. An accident/incident-free record in preceding two years from the date of application, attributable to the applicant.

d. Successful Completion of an Instructor Technique Course.

4.10 Functions of Instructor/Examiner of ACC-PLR

4.10.1 Function of ACC Planning Instructor is to impart classroom training, on-the-job training, conduct proficiency checks, conduct refresher/sensitisation training and act as a member of the board.

4.10.2 In addition to all the functions of ACC Planning Instructor, the ACC Planning Examiner shall Examine/Assess trainee and prepare questions for conduct of written test.

4.11 Selection and authorisation process of Instructor/Examiner for ACC-PLR

4.11.1 ATS In-charge shall forward the duly filled in latest version of Form CAP-04/01P by the empanelled candidate meeting the requirements after screening and recommendation to ED(CAP) through e-mail care@aai.aero for constitution of selection board.

4.11.2 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 station

iii. Training In-charge (of the enroute stream, where applicable) of station

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

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

4.11.3 If circumstances so warrant, ED(CAP) may constitute a selection board consisting of members other than those mentioned above.

4.11.4 The selection board members evaluate the performance of the candidate in accordance with the performance parameters given in the latest version of Form CAP-04/02P for Instructor/Examiner selection and indicate the result of viva-voce in that form.

4.11.5 After receiving selection board result, Executive Director (CAP) shall issue the Instructor and/or Examiner authorisation for a validity period of maximum two years from date of approval, in latest version of Form CAP-04/05P for Instructor Authorisation and as latest version of Form CAP-04/06P for Examiner Authorisation.

4.11.6 The Authorisation of an Instructor/Examiner for ACC Planning of an ATS station may be renewed for a period of one year, for first renewal, without undergoing a selection board, based on the recommendation of the ATS In-charge of the ACC. When making a recommendation by forwarding duly filled in latest version of Form CAP-04/01P by the candidate for renewal, the ATS In-charge shall provide substantiated reasons for the request, including the performance as Instructor/Examiner.

4.12 Withdrawal and Restoration of Authorisation as Instructor/Examiner

4.12.1 ED(CAP) reserves the right to revoke or temporarily suspend the Authorisation of an Instructor or Examiner if said individual is implicated in an ATC incident or accident attributed to him. Additionally, this action may be taken if substantial evidence is available to indicate that an Instructor or Examiner has failed to fulfil their duties in alignment with the prescribed procedures.

Note: If the SQMS section of ATM Directorate, CHQ determines that the instructor/examiner of ACC Planning is not at fault for the incident/accident, the authorisation of the Instructor/Examiner may be reinstated based on the recommendation of the ED (ATM) concerned.

4.13 Proficiency Check of ACC Planner

4.13.1 ATS In-charge shall ensure that the privileges granted by the ACC Planning Rating, are not exercised by the ACC Planner unless he fulfils proficiency check requirements for competency of Rating.

Note: Concurrent Area Controller holding ACC Planning Rating are exempted from maintaining separate competency criteria specific to the ACC-PLR.

4.13.2 Proficiency check of a rated ACC Planner is conducted by an Instructors/Examiner of ACC Planning Positions. As far as practicable, the proficiency check of an ACC Planning Instructor/Examiner is conducted by the Training In-charge authorised by ED(CAP).

4.13.3 ATS In-charge is responsible for preparing a roster for ACC Planner's proficiency checks, ensuring that proficiency checks for all rated ACC Planners are conducted once every year. The following guidelines are observed when planning proficiency checks:

a) Proficiency checks are conducted at least once a year from the date of rating or revalidation.

b) The interval between two consecutive proficiency checks is not more than twelve months.

c) In the event that an ACC Planner Rating remains valid, but they cannot fulfil the requirement of undergoing a proficiency check within twelve months of the previous proficiency check or within twelve months of rating/revalidation, the ACC Planner must undergo On-the-Job Training (OJT) for a period of ten hours in not more than ten days under the supervision of an ACC Planning Instructor, before undergoing proficiency check. However, this assessment must be conducted within the validity period of the rating.

4.13.4 The proficiency of an ACC Planner during the proficiency check is assessed in safety performance area, skill, knowledge and attributes (such as maintaining attention, situation awareness and workload) and is evaluated in the latest version of proficiency check proforma form no CAP-04/024P.

4.13.5 If the ACC planner overall performance is found unsatisfactory (i.e., "Did not demonstrate Proficiency") during the proficiency check, ATS In-charge shall ensure that the official does not perform the duty of an ACC Planner in the ACC unit until found satisfactory after Performance Improvement Programme (PIP).

4.13.6 The ATS In-charge determines the duration and content of PIP training based on the report submitted by the Instructor/Examiner who conducted the proficiency check.

4.13.7 In case of PIP, an assessment board duly constituted by ATS In-charge assesses the ACC Planner performance. The Board shall consist of at least three members one of which shall be Instructor/Examiner of ACC-PLR.

4.14 Validity and Revalidation of ACC Planning Rating

4.14.1 The ACC Planning Rating becomes invalid if an ACC Planner has not exercised the privileges of that rating for a period exceeding six months.

4.14.2 The rating can be revalidated after the controller meets the requirements as specified for the duration of invalid rating in Table 1 below :

a) For a period not exceeding 1 year	The applicant shall undergo on-the-job training under the supervision of an OJT instructor for a period of not less than three days, during which at least ten hours of training has been completed, followed by an assessment by the board.
b) For a period exceeding 1 year but not exceeding 2 years	Applicant shall undergo on-the-job training under the supervision of an OJT instructor for a period of not less than seven days, during which at least fifteen hours of training has been completed, followed by assessment by board.
c) For a period exceeding 2 years but not exceeding 3 years	Applicant shall undergo on-the-job training under the supervision of an OJT instructor for a period of not less than fifteen days, during which at least thirty hours of training has been completed, followed by assessment by board.
d) For a period exceeding 3 years but not exceeding 4 years	Applicant shall undergo written examination and on-the-job training under the supervision of an OJT instructor for a period of not less than fifteen days, during which at least thirty hours of training has been completed, followed by assessment by board.

e) For a period exceeding 4 years	On-the-job training under the supervision of an OJT instructor for a period as required for the issue of initial rating and all the examinations and assessment applicable for the particular ACC Planning rating.

Table 1: Procedure for Revalidation of an Invalid ACC Planning Rating

Note: ATS In-charge of ACCs may increase the period and stipulated hours of training as per local requirement arising out of multi-sector ACC setup.

4.15 Recency of ACC Planning Rating

4.15.1 The ATS Incharge shall ensure that the holder of an ACC Planning Rating shall not exercise the privileges of the rating unless he/she meets the Competency and Recency requirements, as are outlined in this CAPC.

4.15.2 Concurrent Area Controller holding ACC Planning Rating are not required to maintain separate competency and recency criteria specific to the ACC-PLR Rating.

4.15.3 An ACC Planner is deemed recent in respect of his rating for ACC Planning if he has worked for a period of minimum ten hours in not more than ten days during preceding six months. However, a duty performed for the purpose of recency as an ACC Planner shall not be of a period less than 45 minutes.

4.15.4 An ACC Planner whose ACC planning Rating is valid, fails to meet the recency requirement for that rating will be required to undergo on-the-job training under the supervision of an OJT Instructor for a period of ten hours in not more than ten days, thereafter he will be assessed by a board constituted by ATS In-Charge.

4.16 Procedure for authorisation of ACC-PLR to Concurrent ACC(P & S) or ACC(P) endorsed Controller

4.16.1 ATCOs holding valid Concurrent Area Control or Area Control Procedural Rating of the ACC unit and meeting the competency, recency, language proficiency requirement and medical standards, as applicable according to Schedule III of the Aircraft rules 1937, is eligible for authorisation for Area Control Centre Planning Rating (ACC-PLR) by ED(CAP).

4.16.2 ATS in-charge shall forward the request for issue of ACC-PLR Rating to Concurrent Area Controller in latest version of form CAP-04/037P to ED(CAP) through email care@aai.aero for issuing the certification for ACC Planning Rating to eligible Concurrent Area Controller in the latest version of form CAP-04/038P.

4.17 Record Keeping

4.17.1 All the records linked to the training and rating, Instructor/Examiner Authorisation, Skill Assessment reports, Proficiency checks, Refresher training of ACC Planning Rating of each ACC Planner shall be maintained in a distinct file, separate from the one dedicated to the DGCA approved Rating Training Manual (RTM) requirements.

4.17.2 Individual files of each ACC Planner at place of posting shall contain at least the following documents in following sequence:

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

4.17.3 Furthermore, all the above documents shall be organized within the file, categorized into separate sections, and arranged chronologically.

4.17.4 ATS In-charge is responsible to ensure record keeping correctly and safely.

4.17.5 Access to the training records of individual ACC Planner files will be restricted to the Training In-charge and personnel authorised by him.

4.17.6 Backup electronic copies of individual ACC Planner training records shall be stored in a secure storage media specifically designated for this purpose.

4.18 Retention and Archiving of Records

4.18.1 The records related to "Training & Rating, Instructor/Examiner authorisation, Skill Assessment Reports, Proficiency checks, Refresher training" of ACC Planning Ratings should be maintained in both paper and electronic formats for all individuals. These records must be retained for a minimum duration of five years from the date of validity.

4.18.2 Personal files of ACC planner shall be archived after the official is transferred out from station. It should be kept for at least five years before they are destroyed.

4.19 Internal Inspection of procedures mentioned in this CAPC.

4.19.1 Internal Inspection/Audit will be carried out by official(s) of CAP Directorate/any other official(s) authorised by ED(CAP) to ensure effective and efficient implementation of procedure related to ACC Planning Rating as mentioned in this CAPC.

4.20 Queries:

4.20.1 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
E-mail: edcap@aai.aero

4.21 Validity

4.21.1 This CAPC supersedes all previous instruction on issuance and maintenance of ACC-PLR Rating and comes into force with immediate effect and will remain in force until further notice.

(Rakesh Bhatnagar)
EXECUTIVE DIRECTOR [CAP]
AIRPORTS AUTHORITY OF INDIA
Dated: 08-09-2026.