



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

**DIRECTORATE OF CERTIFICATION OF ATS PERSONNEL
RAJIV GANDHI BHAWAN, NEW DELHI-110003**

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CAPC

CERTIFICATION OF ATS PERSONNEL CIRCULAR NO. 10 of 2020

**QUALIFICATION AND AUTHORISATION OF INSTRUCTORS AND EXAMINERS
AT APPROVED ATS TRAINING ORGANISATIONS (ATSTO)**

1 Introduction:

- 1.1 Rule 112 of the Aircraft Rules 1937 requires the Director-General or any other organisation 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 the Aircraft Rules 1937 and to appoint a board to conduct oral examinations and assessment required under Schedule III, wherever necessary.
- 1.2 DGCA CAR Section 9 Series L Part III on the subject “Authorization of instructors, examiners and boards for personnel of Air Traffic Services” lays down the qualification, functions and criteria for authorisation of Instructors, Examiners by an Air Navigation Service Provider (ANSP)/ Air Traffic Service Training Organization (ATSTO).
- 1.3 DGCA CAR Section 9 Series L Part III Issue I (Rev 3) dated 08th October 2020 on the subject “Authorisation of instructors, examiners and boards for personnel of Air Traffic Services” lays down the qualification, functions and criteria for authorisation of Instructors, Examiners by an Air Navigation Service Provider (ANSP)/ Air Traffic Service Training Organization (ATSTO).
- 1.4 This CAPC is issued in compliance with para 8 of DGCA CAR Section 9 Series L Part III Issue I (Rev 3) dated 08th October 2020 to establish the procedures for authorisation of instructors and examiners at ATSTOs of Airports Authority of India.

2 Purpose:

- 2.1 Purpose of this circular is to establish the procedure for authorisation of instructors and examiners by Air Traffic Services Training Organisations (ATSTO) of Airports Authority of India.

3 Applicability:

- 3.1 This CAPC is applicable to all the persons functioning as instructors/examiners at Air Traffic Services Training Organisations (ATSTOs) of AAI, personnel of Directorate of CAP and Directorate of ATM.

4 Procedures:

- 4.1 **Terms used and their meaning:** For the purpose of this CAPC, the abbreviations and terms used in the CAPC will have the following meaning:

AAI: Airports Authority of India

ATC: Air Traffic Control

ATCO: Air Traffic Control Officer or Air Traffic Controller

ATS: Air Traffic Services

ATM: Air Traffic Management

CAP: Certification of ATS Personnel

CAPC: Certification of ATS Personnel Circular

CAR: Civil Aviation Requirement

DGCA: Directorate General of Civil Aviation

ED: Executive Director

TPM: Training and Procedures Manual

“ATSTO” (Air Traffic Services Training Organisation) means, all training organizations for conducting an approved training course for students to enable them to attain the level of competency required for obtaining a licence or rating specified in rule 95.

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

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

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

“The ratings” mean the ratings covered in rule 95 of The Aircraft Rules 1937.



“The Unit” means the Air Traffic Control unit.

4.2 General Procedures

- 4.2.1 Instructors and examiners at ATSTOs shall meet the qualification requirement as specified in this CAPC.
- 4.2.2 Head of Training/Chief Instructor shall be the competent authority for authorising instructors and examiners at CATC-Allahabad, NIATAM, and HTC.
- 4.2.3 ATSTO shall forward the details of authorised instructors/examiners to ED (CAP) for submission to the DGCA.
- 4.2.4 Instructor/ examiner authorization will be issued in standardized format given in the forms CAPC 04/009 and CAPC 04/010 respectively.
- 4.2.5 ATSTO shall lay down the requirement of recurrent training for instructors/examiners in their respective TPMs.

4.3 Requirement for authorization as an Instructor at ATSTOs

- 4.3.1 General Requirements: An applicant for authorization as an instructor at an ATSTO shall meet the following requirements:

a) Hold/held valid ATCO Licence.

Or

Has worked as an ATCO in the provision of Air Traffic Control services in an ATS unit(s).

- b) A record free of accident/incident attributable to the applicant in preceding two years from the date of application.
- c) Successful completion of the instructor technique course covering the syllabus provided in appendix A of DGCA CAR Section 9 Series L Part III.

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

- 4.3.2 Experience requirements: An applicant for authorization as an instructor at an ATSTO shall meet the following experience requirements:

- a) At least 3 years of working experience while performing duty in the provision of air traffic control services.
- b) Out of a) above, at least one year working experience as a holder of rating relevant to the approved course in which the applicant has to act as an instructor.

- 4.3.3 Met Examiner/ Instructor shall be a Qualified Meteorologist with at least 3 years of working experience in the field of meteorology. A qualified meteorologist means a

meteorologist from India Meteorological Department, Equivalent to Meteorologist-B or Assistant Meteorologist or above

4.4 **Requirement for authorization as an Examiner at ATSTOs**

4.4.1 General Requirements: An applicant for authorization as an examiner at an ATSTO shall meet the following requirements:

a) Hold/held valid ATCO License.

Or

Has worked as an ATCO in the provision of Air Traffic Control services in an ATS unit(s).

b) A record free of accident/incident attributable to the applicant in preceding two years from the date of application.

c) Successful completion of an instructor technique course covering the syllabus provided in appendix A of DGCA CAR Section 9 Series L Part III.

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

4.4.2 Experience requirements: An applicant for authorization as an examiner at an ATSTO shall meet the following experience requirements:

a) At least 5 years of working experience while performing duty in the provision of air traffic control services.

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

4.5 **Functions of Instructors and Examiners at ATSTOs.**

4.5.1 The functions of an instructor at an ATSTO shall be:

a) to impart class room instructions and/or simulation as per scope of approval of ATSTO;

b) other training related functions assigned in the Training and Procedures Manual (TPM) or otherwise assigned by the Head of the Training/Chief Instructor.

4.5.2 The functions of an examiner at an ATSTO shall be:

a) to act as an examiner at ATSTO;

b) to prepare questions for conduct of examination required in para 1 d), Section B, Schedule III of Aircraft Rules 1937;

c) to perform functions of ATSTO instructor.

4.6 **Authorisation Procedure:**

4.6.1 An applicant for authorisation as an instructor or examiner at an ATSTO shall submit the duly filled application in form CAP-04/007 for issue of instructor authorization

and in form CAP-04/008 for issue of examiner authorisation to the Head of Training/Chief Instructor.

- 4.6.2 Head of Training/Chief Instructor at an ATSTO shall issue the instructor authorisation to an instructor in the format given in Form CAP-04/009 and examiner authorisation in the format given in Form CAP-04/010 for a validity as specified in para 4.7.
- 4.6.3 The Authorisation certificate will bear the certificate number in the format AAI/ATSTO/XXXX/(INST or EXMR)/CERT/nnnn-yyyy {I/R(yy)}. Where XXXX is the location of the ATSTO-CATC or HTC or NIATAM; (INST/EXMR) is the type of authorisation- INST for instructor and EXMR for Examiner; nnnn is a serially allotted certificate number for that year; yyyy is the year of initial issue of the certificate; I is for Initial; R is for renewal and yy are the last two digits of the year of renewal.
- 4.6.4 All the forms mentioned in this CAPC are available on <https://aim-india.aai.aero/ais-document> .
- 4.7 **Validity of authorisation**
- 4.7.1 The authorisation of examiner/instructor at an ATSTO shall be valid for a period of five years from the date of approval unless suspended /withdrawn.
- 4.7.2 Authorisation of examiner/instructor at an ATSTO may be renewed for a period not exceeding five years at a time provided examiner/instructor has carried out functions in preceding 6 months.
- 4.8 **Renewal of Authorisation**
- 4.8.1 Head of Training/Chief Instructor before renewal of authorisation shall take into account the conduct, discipline and behaviour of instructor/examiner is not contrary to the attributes required for an instructor/examiner.
- 4.8.2 Head of Training/Chief Instructor shall establish a procedure for monitoring/assessing the performance of instructor/examiner by a method specified in Training and Procedures Manual. The authorisation for instructor/examiner whose performance during the preceding one year is not found satisfactory shall not be recommended for renewal and such cases be intimated to ED (CAP) in writing for further necessary action.
- 4.8.3 In case, authorisation of examiner/ instructor of ATSTO has expired for a period of more than six months, then authorisation shall be renewed by undergoing the same process as for the initial issue of authorisation.
- 4.9 **Withdrawal of instructor/examiner authorisation**
- 4.9.1 Head of Training/ Chief Instructor 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.

4.9.2 Head of Training/ Chief Instructor may withdraw the instructors/examiner authorisation at any time if the performance as instructor/examiner is unsatisfactory or conduct is contrary to the attributes required for an instructor/examiner.

4.9.3 Head of Training/Chief Instructor shall forward a report on the performance or conduct of the instructor/examiner and the action taken or proposed action to ED (CAP) and ED (ATM) concerned for further necessary action.

4.10 **Record Keeping**

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

5 **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

6 **Validity**

6.1.1 This CAPC supersedes CAPC 03 of 2019 and comes into force with immediate effect and will remain in force until further notice.

(J S Sandhu)
EXECUTIVE DIRECTOR [CAP]
AIRPORTS AUTHORITY OF INDIA

Dated: 08-12-2020.