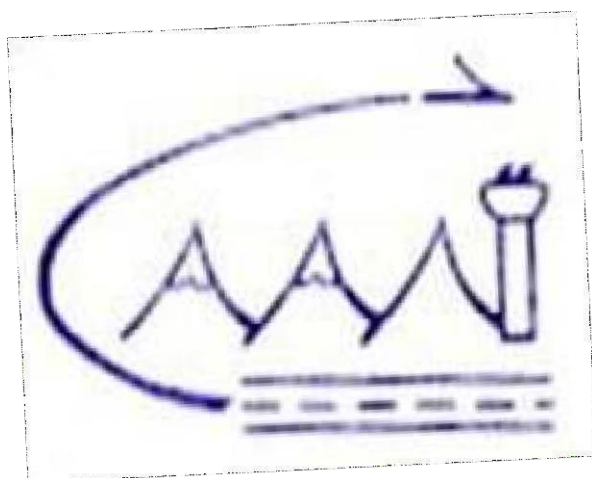


Manual of Standards for Licensing/Rating of Air Traffic Control Personnel



**Civil Aviation Authority of Nepal
Fourth Edition – March, 2022.**

FOREWORD

This Manual of Standard - for Licensing/ Rating of Air Traffic Control Personnel, fourth edition, March 2022 has been issued by the Director General, Civil Aviation Authority of Nepal, using his authority vested in him pursuant to Rule 82 of Civil Aviation Regulation, 2058 B.S. (2002 A.D.). This Manual of Standards for Licensing/Rating of Air Traffic Control Personnel contains the standards, requirements and procedures pertaining to the licensing and rating requirements of air traffic control personnel.

The Air Navigation Service Safety Standards Department (ANSSSD) of the Civil Aviation Authority of Nepal administers the licensing and rating of Air Traffic Controllers.

This edition is issued under the authority of the Director General of CAAN.

While developing this manual of standards, ICAO Annex 1, PELR, implementation of ICAO Language Proficiency Requirements (ICAO DOC.9835), Standards of EU and other Civil Aviation documents have been used as the basis. This is a controlled document and is subject to periodic review. Air Navigation Service Safety Standards Department will maintain this document as complete, accurate and up-dated as possible. Comments and recommendations for revision/amendment action to this publication should be forwarded to the Director of ANS Safety Standards Department.



Er. Pradeep Adhikari
Director General
Civil Aviation Authority of Nepal

RECORD OF AMENDMENTS AND CORRIGENDA

Amendments			
No.	Date of Issue	Date Entered	Entered By
1	1 st Edition	APR 2013	ANSSSD
2	2 nd Edition	SEP 2013	ANSSSD
3	3 rd Edition	AUG 2015	ANSSSD
4	1 st Amendment	MAR 2017	ANSSSD
5	2 nd Amendment	FEB 2018	ANSSSD
6	3 rd Amendment	MAY 2019	ANSSSD
7	4 th Amendment	FEB 2020	ANSSSD
8	5 th Amendment	JUNE 2020	ANSSSD
9	6 th Amendment	JULY 2020	ANSSSD
10	4 th Edition	APR 2022	ANSSSD
11	1 st Amendment	JAN 2023	ANSSSD
12	2 nd Amendment	JULY 2023	ANSSSD
13	3 rd Amendment	APRIL 2024	ANSSSD
14	4 th Amendment	SEPTEMBER 2024	ANSSSD

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Amendments to Manual of Standards for Licensing/Rating of Air Traffic Control Personnel

Amendment	Sources	Subject(s)	Effective Date
1 st Edition	Enacted by Civil Aviation Authority of Nepal, pursuant to Rule-82 of Civil Aviation Regulation-2058 (2002)		April 2013
2 nd Edition	Amendment to PELR, incorporate latest amendment to ICAO Annex and CARs, amendment to civil aviation regulations-2058	Student air traffic controller license, corrigenda, other provisions relating to licensing and ratings	September 2013
3 rd Edition	ICAO Annex 1, Standards of EU and other civil aviation organizations.	Definition of Student air traffic controller / license, suspension and revocation procedure and other, provisions relating to OJTI & CATCO, DCATCO, OJT period, Validity, of rating, amendment in syllabus, student license, currency of rating and other licensing and rating provisions.	August 2015
3 rd Edition, 1 st Amendment	Routine Requirement	Skill Assessment, Revalidation, Currency of Rating, Syllabus for L/R	March, 2017
3 rd Edition, 2 nd Amendment	Enacted by Civil Aviation Authority of Nepal, pursuant to Rule-32 and 38 of Civil Aviation Regulation-2058 (2002) and PELR, 2009.	Student Air Traffic Certificate, Validity of Rating, Medical Statement Form	February, 2018
3 rd Edition, 3 rd Amendment	Routine Requirement	1. Definition, 2. Abbreviation, 3. Introduction 4. Requirements for the Issuance of Certificate/License/Rating 5. Experience & Qualification of on-the job training instructors and Check ATCO 6. APPENDIX-B2	May, 2019

3 rd Edition, 4 th Amendment	Routine Requirement	4.3.3 Validity of Rating 4.3.3. Currency of Rating 4.3.5 Revalidation of Rating 4.3.6 Renewal of Rating 5.1.4 Check ATCO (CATCO) and Designated Check ATCO (DCATCO)	February 2020
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Amendments to Manual of Standards for Licensing/Rating of Air Traffic Control Personnel

Amendment	Sources	Subject(s)	Effective Date
3 rd Edition 5 th Amendment	Routine Requirement	3.3. Validity of Rating 4.3.4. Currency of Rating 4.3.5 Revalidation of Rating 4.3.6 Renewal of Rating 5.1.4 Check ATCO (CATCO) and Designated Check ATCO (DCATCO)	June, 2020
3 rd Edition 6 th Amendment	Routine Requirement	-Attachment A1/6 Application & Statement Form -Attachment A2/6 Medical Examination Form - Attachment A3/6 Medical ExaminationForm - Attachment A 4/6 Medical Examination Form - Attachment A 5/6 Medical Assessment Form - Attachment B1/2 Instructions for Applicants	July, 2020
4 th Edition	To address ICAO USOAP CMA Audit PEL Protocol Questions and Routine Requirement	1. Abbreviation 2. ATC- SC/ATC-L Syllabus 3. ATC Proficiency Surveillance Assessment Form and Grading Criteria 4. ATC-SC/ATC-L/ Rating Application Form 5. ATC Currency maintain record Form 6. OJTI Form 7. Medical/ALPT Initial/Renewal/Revalidation Form 8. CATCO OJTI Form 9. OJT Training Course Module 10. ATC-SC/ATC-L modification 11. ATC License/Rating Flow Chart 12. Other regular updates.	April, 2022

Amendment	Sources	Subject(s)	Effective Date
4 th Edition 1 st Amendment	Routine Requirement	3.1 General Provisions 3.1.6 Note 3.3 Record Keeping 4.3.2.2 Experience Note 1 & 2 4.3.7.3 Skill Assessment f) Note 1 & 2 5.1.4.6 Validity of Check ATCO Appendix A Appendix B Appendix B ₁ Appendix C Appendix C ₁ Appendix E	January, 2023
4 th Edition 2 nd Amendment	Routine Requirement	4.3.6. Renewal of Rating 4.3.6.1 b) 4.3.6.2 Note	July, 2023
4 th Edition 3 rd Amendment	Routine Requirement	5.1.3.3 Minimum requirements for an OJTI: d)	April, 2024
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1. DEFINITIONS

Accredited medical conclusion: The conclusion reached by one or more medical experts acceptable to the Licensing Authority for the purposes of the case concerned, in consultation with flight operations or other experts as necessary.

Aerodrome: A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

Aerodrome Control Service: Air Traffic Control Service for aerodrome traffic.

Aerodrome Control Tower: A unit established to provide Air Traffic Control Service to aerodrome traffic.

Aeronautical Information Publication (AIP): A publication issued by or with the authority of a state and containing aeronautical information of a lasting character essential to air navigation.

Air Traffic Controller License: A document that identifies a person as a qualified air traffic controller and contains personal, medical and professional qualifications including details of ratings, endorsements and current competence/validity.

Air Traffic Control Service: A service provided for the purpose of:

- a) Preventing collisions:
 - i) between aircraft, and
 - ii) on the maneuvering area between aircraft and obstructions; and
- b) Expediting and maintaining an orderly flow of air traffic.

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: All aircraft in flight or operating on the maneuvering area of an aerodrome.

Approach Control Service: Air Traffic Control Service for arriving or departing controlled flights.

Approach Control Unit: A unit established to provide air traffic control service to controlled flights arriving at, or departing from, one or more aerodromes.

Area Control Service: Air Traffic Control Service for controlled flights in control areas.

Approved training: Training conducted under special curricula and supervision approved by a Contracting State.

Approved Training Organization: An organization approved by and operating under the supervision of a Contracting State in accordance with the requirements of Annex 1 to perform approved training.

ATS Surveillance Service: A term used to indicate a service provided directly by means of an ATS surveillance system.

ATS surveillance system: A generic term meaning variously, ADS-B, PSR, SSR or any comparable ground-based system that enables the identification of aircraft.

Check Air Traffic Control Officer (CATCO): An ATCO duly authorized by the licensing authority for the written and skill assessment of ATCOs for the purpose of issue, renewal and revalidation of ATC license or rating.

Civil Aviation Medical Assessor (CAMA): A physician, appointed by the Licensing Authority, qualified and experienced in the practice of aviation medicine and competent in evaluating and assessing medical conditions of flight safety significance.

Note 1.— CAMA evaluates medical reports submitted to the Licensing Authority by medical examiners.

Note 2.— CAMA are expected to maintain the currency of their professional knowledge.

Competence: A combination of skills, knowledge, experience and attitudes required to provide the air traffic control services stated in an air traffic controller's license to the prescribed standard.

Competency: A combination of skills, knowledge and attitudes required to perform a task to the prescribed standard

Decrease in medical fitness: It is a state or period when there is diminished medical fitness that may be attributable to illness, injuries, drugs or physical, Physiological or mental stresses or finding outside the prescribed normal ranges, which lasts usually for certain period of time and temporary nature.

Designated Check ATCO (DCATCO): An ATCO from ANSP duly designated by the licensing authority for the assessment of ATCOs for the purpose of issue, renewal and revalidation of ATC rating.

Designated Medical Examiner (DME): A physician with training in aviation medicine and practical knowledge and experience of the aviation environment who is designated by the licensing authority to conduct medical examinations of fitness of applicants for licenses or rating for which medical requirements are prescribed.

Examiner: An ATCO working in ANSLRD, duly authorized by the licensing authority to be involved in the examination and evaluations of ATCOs.

Endorsement: An entry in an ATC license indicating the air traffic control Unit and the operational positions or sectors at which a controller may exercise the privileges of the valid rating or ratings included in the ATC license.

Flight Information Service: A service provided for the purpose of giving advice and information useful for the safe and efficient conduct of flights.

Flight Plan: Specified information provided to Air Traffic Services Units, relative to an intended flight or portion of a flight of an aircraft.

Human Performance: Human capabilities and limitations, which have an impact on the safety and efficiency of aeronautical operations

Licensing Authority: The Director General of Civil Aviation Authority of Nepal is the licensing authority responsible for licensing/ rating of ATC personnel.

Medical Assessment: It means the evidence issued by licensing authority that the holder meets specific requirements of medical fitness. It is issued following an evaluation by the licensing authority of the reports submitted by the authorized medical examiners who conducted the examination of the applicant for the license.

Medical Assessor: A physician, appointed by the Licensing Authority, qualified and experienced in the practice of aviation medicine and competent in evaluating and assessing medical conditions of flight safety significance.

Note 1. Medical assessors evaluate medical reports submitted to the Licensing Authority by medical examiners.

Note 2. Medical assessors are expected to maintain the currency of their professional knowledge.

Medical Examiner: A physician with training in aviation medicine and practical knowledge and experience of the aviation environment, who is designated by the Licensing Authority to conduct medical examinations of fitness of applicants for licenses or ratings for which medical requirements are prescribed.

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

On-the-Job Training Instructor (OJTI): A rated ATCO, with an OJTI endorsement on ATC license authorized to supervise and conduct on the job training of ATCOs.

Problematic use of substances: The use of one or more psychoactive substances by aviation personnel in a way that:

- constitutes a direct hazard to the user or endangers the lives, health or welfare of others; and/or
- causes or worsens an occupational, social, mental or physical problem or disorder

Psychoactive substances: Alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psycho-stimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded.

Rated Air Traffic Controller: An Air Traffic Controller holding a license and valid rating appropriate to the privileges to be exercised.

Rating: An authorization entered on or associated with a license and forming part thereof, stating special conditions, privileges or limitations pertaining to such license.

Student Air Traffic Controller: Selected individuals who have successfully completed basic ATS training from ATO – Approved Training Organization to enable them to obtain qualifications prior to commencement of Unit training.

Student Air Traffic Controller Certificate: A certificate issued to a student air traffic controller after successful completion of certificate examination to permit the holder to commence OJT in the “live” air traffic control environment under the supervision of OJTI.

Threat: Events or errors that occur beyond the influence of the flight crew, increase operational complexity and which must be managed to maintain the margin of safety.

Threat Management: The process of detecting and responding to the threats with counter measures that reduce or eliminate the consequences of threats, and mitigate the probability of errors or undesired states.

Valid ATC License: An ATC license, recognized by the Licensing Authority, permitting a controller to exercise the privileges of the valid ratings included in that license, at the places and operational positions or sectors for which the ratings are endorsed.

Valid Rating: A rating permitting a controller to exercise the privileges of the rating in accordance with the endorsements included in the ATC license.

2. ABBREVIATIONS

ATC-SC	Student Air Traffic Controller Certificate
ATC-L	Air Traffic Controller License
ATC-1 (ADC)	Aerodrome Control Rating
ATC-2 (APP)	Approach Control Procedural Rating
ATC-3 (APP-S)	Approach Control Surveillance Rating
ATC-4 (ACC)	Area Control Procedural Rating
ATC-5 (ACC-S)	Area Control Surveillance Rating
AIP	Aeronautical Information publication
ALPT	Aviation Language Proficiency Test
ANSLRD	Air Navigation Service Licensing and Rating Division
ANSP	Air Navigation Service Provider
ANSSSD	Air Navigation Service Safety Standards Department
ATC	Air Traffic Control / Air Traffic Controller
ATCO	Air Traffic Control Officer
ATS	Air Traffic Services
ATSOM	Air Traffic Services Operation Manual
ATS/SAR	Air Traffic Services/ Search and Rescue
ASD	Aviation Safety Services Directorate
ASSRD	Aviation Safety and Security Regulation Directorate
CAAN	Civil Aviation Authority of Nepal
CAMA	Civil Aviation Medical Assessor
CAR	Civil Aviation Requirements
CATCO/STO	Check Air Traffic Control Officer/Senior Training Officer
DCATCO	Designated Check Air Traffic Control Officer
DME	Designated Medical Examiner
ICAO	International Civil Aviation Organization
MATS	Manual of Standards Air Traffic Services Nepal
MOSLR	Manual of Standards for Licensing/Rating of ATC Personnel
OJT	On-The-Job Training
OJTI/TO	On-The-Job Training Instructor/Training Officer
PELR	Personnel Licensing Requirements
TRPED	Training, Rating and Performance Evaluation Division

3. INTRODUCTION

3.1 General Provisions

- 3.1.1.** This Manual of Standards for Licensing/Rating of Air Traffic Control Personnel contains the standards, requirements and procedures pertaining to the certification/ licensing and rating requirements of Air Traffic Control personnel. In this Manual, the term service provider refers to the Air Navigation Service Provider (ANSP).
- 3.1.2.** This Manual is mainly based on compliance with ICAO Annex 1 and PELR.
- 3.1.3.** The service provider shall adhere to the provisions of this manual.
- 3.1.4.** At all controlled aerodromes, all ATS positions shall be manned in every shift as per the provision of ATS positions mentioned in their ATS operating manual. When the service provider is not able to comply with any standards specified or referenced in this manual, the service provider shall apply to DGCA for exemption or deviation from the relevant standards. Applications shall be supported in writing with the reasons for such exemption or deviation including any safety assessment of other studies undertaken.
- 3.1.5.** Any exemption or deviation granted to the service provider shall also be recorded in the appropriate service provider's operations manual. These manuals shall also contain the details of the exemption or deviation, such as the reason that the exemption or deviation was requested and any resultant limitations or conditions imposed.
- 3.1.6.** No person shall work as an air traffic controller unless s/he holds a valid student air traffic controller certificate or air traffic controller license as prescribed by CAAN. However, under special circumstances, DGCA may authorize an unlicensed person having necessary training, qualifications, language and medical to provide air traffic services under the supervision of a rated controller for a maximum period of one year.

Note- ATC without Student ATC Certificate or ATC License other than TIA, when the candidate holds necessary training, qualifications, language and medical, his/her OJT period starts after assigning OJT where OJT exists

3.2. General rules concerning Student Air Traffic Controller Certificate and Air Traffic Controller License

3.2.1. Student Air Traffic Controller Certificate:

- 3.2.1.1.** A Student Air Traffic Controller Certificate (Appendix-L) shall be issued in

accordance with this manual.

3.2.1.2. To ensure that the student air traffic controller do not constitute hazard to air navigation, they shall only work under the supervision of a rated controller.

3.2.1.3. All air traffic controllers shall be in possession of a valid student air traffic controller certificate before receiving instruction in an operational environment.

3.2.1.4. Student air traffic controller certificate shall not be issued unless the applicant fulfills the requirements mentioned in para 3.2.3, 3.2.9 and 4.1.1

3.2.2. Air Traffic Controller License

3.2.2.1. An Air Traffic Controller License (Appendix-M) shall be issued in accordance with the requirements of PELR and this manual.

3.2.2.2. All rated air traffic controllers shall be in possession of a valid air traffic controller license before they can provide any air traffic service.

3.2.2.3. ATC license shall not be issued unless the applicant fulfills the requirements mentioned in para 3.2.3, 3.2.9 and 4.1.1

3.2.3. Medical fitness

3.2.3.1. The applicant for an air traffic controller license and student air traffic controller certificate shall hold a valid Class 3 medical assessment issued in accordance with the provisions contained in Section 6.1 of this manual.

3.2.4. Privileges of the holder of a certificate/license

3.2.4.1. Subject to the validity of certificate, a student air traffic controller certificate, authorizes the holder to work in a particular ATS system/unit under the direct supervision of a rated controller on that particular ATS unit and is qualified to commence On-the-Job Training in the rating discipline(s) in which he has successfully completed initial training.

3.2.4.2. Subject to the validity of license an air traffic control license authorizes the holder to exercise the privileges of any current air traffic controller ratings or validations held.

3.2.4.3. The certificate/license shall be retained by the person to whom it has been issued and be available for presentation on demand whenever the privileges of the certificate/license are being exercised.

3.2.5. Roles and responsibilities

3.2.5.1. An air traffic controller license holder who provides an air traffic control service

shall be responsible for ensuring s/he;

- a) is competent to provide the air traffic control services for which he/she holds valid rating(s);
- b) complies with the requirements for maintaining currency;
- c) is not fatigued to an extent that may endanger the safety of aircraft to which he/she is providing an air traffic control service;
- d) complies with any conditions associated with the medical certificate;

3.2.6. Validity of certificate/license

- 3.2.6.1. The student air traffic control certificate shall have a validity of 24 months from the date of issue.

Note: The student phase ends with the issue of an air traffic controller license and its associated rating.

- 3.2.6.2. The validity of the air traffic controller license shall be a period of five years from the date of issue.

- 3.2.6.3. An air traffic controller shall not be authorized to exercise the privileges of any rating if the period of validity of his license has expired.

- 3.2.6.4. The maintenance of the currency of the license / certificate shall be the responsibility of the certificate/license holder.

3.2.7. Decrease in medical fitness

- 3.2.7.1. The holders of a student air traffic control certificate and an air traffic controller license shall not exercise the privileges of their certificate/licenses and related ratings at any time when they are aware of any decrease in their medical fitness which might render them unable to safely and properly exercise these privileges.

3.2.8. Use of psychoactive substances

- 3.2.8.1. The holders of student air traffic control certificate and an air traffic controller license shall not exercise the privileges of their licenses/certificates and related ratings while under the influence of any psychoactive substance which might render them unable to safely and properly exercise these privileges.

- 3.2.8.2. The holders of student air traffic control certificate and an air traffic controller license shall not engage in a problematic use of substances.

- 3.2.8.3. CAAN Advisory circular for blood alcohol testing issue number 001, issued by Flight Safety Standard Department shall be followed as a detail guidance while conducting blood alcohol test.

3.2.9. Language proficiency

3.2.9.1. Air Traffic Controllers involved in operational roster duty and/or possessing rating of any control position at controlled units shall demonstrate the ability to speak and understand the English language used for radiotelephony communications to the level specified in the language proficiency requirements in Appendix D of this Manual (more detail in Implementation of ICAO Language Proficiency Requirements (ICAO DOC 9835)).

3.2.9.2. The Operational Level - Level 4 is the minimum required proficiency level for radiotelephony communication.

3.2.9.3. The language proficiency of air traffic controllers who demonstrate proficiency below the Expert Level (Level 6) shall be formally evaluated at intervals in accordance with an individual's demonstrated proficiency level, as follows:

- a) Those demonstrating language proficiency at the Operational Level (Level 4) shall be evaluated at least once every three years; and
- b) Those demonstrating language proficiency at the Extended Level (Level 5) shall be evaluated at least once every six years.

3.2.9.4. An Air Traffic Controller shall apply to the ANS Licensing and Rating Division through TRPE Division/ ATS Chief or Chief of concerned airports, in written for the renewal of the Aviation Language Proficiency Test 45 days before the expiry date as per Appendix I.

3.2.10. Decrease in language proficiency

The holders of a student air traffic control certificate and an air traffic controller license shall not exercise the privileges of their licenses and related ratings at any time when they are aware of any decrease in their proficiency level as specified in 3.2.9.2.

3.3. Record Keeping

331. ANS Licensing and Rating Division shall maintain a personal file for each license holder which contains the correspondence, applications and assessments.

332. Records of all the exam notifications, exam rosters and results shall be maintained properly in different folders in easily accessible manner.

Note: Those who retires/quits from the service, the personnel records will be destroyed after five years from the date he/she retires/quits.

4. REQUIREMENTS FOR THE ISSUANCE OF CERTIFICATE / LICENSE / RATINGS

4.1 Student Air Traffic Controller Certificate (ATC-SC)

4.1.1. Requirements for the issue of the certificate

4.1.1.1. To be eligible for a student air traffic controller certificate, a person shall:

a) Age:

Be at least 21 years of age,

b) Qualification:

Have an education qualification similar to the basic entry qualification of an ATS personnel at 7th level as mentioned in CAAN employee's facility, service and condition regulations – 2056 (with latest amendment),

c) Training:

Have completed and passed an approved training course from an approved training organization.

d) Medical:

Hold a current Class 3 Medical Assessment as per para 3.2.3.

e) Language:

The applicant shall meet the language proficiency as per para 3.2.9.

f) Knowledge:

Have demonstrated a level of knowledge appropriate to the holder of a student air traffic controller certificate, in at least the following subjects:

- i) **Air law:** Rules and regulations relevant to the air traffic controller;
- ii) **Air traffic control equipment:** Principles, use and limitations of equipment used in air traffic control;
- iii) **General knowledge:** Principles of flight; principles of operation and functioning of aircraft, power plants and systems; aircraft performances relevant to air traffic control operations;
- iv) **Human performance:** Human performance including principles of threat and error management;
- v) **Meteorology:** Aeronautical meteorology; use and appreciation of meteorological documentation and information; origin and characteristics of weather phenomena affecting flight operations and safety; altimetry;

- vi) **Navigation:** Principles of air navigation; principle, limitation and accuracy of navigation systems and visual aids;
- vii) **Operational procedures:** Air traffic control, communication, radiotelephony and phraseology procedures (routine, non-routine and emergency); use of the relevant aeronautical documentation; safety practices associated with flight.

4.1.1.2. **Application for Student Air Traffic Controller Certificate:**

The applicant shall apply to ANS Licensing and Rating Division through TRPE Division, TIA/ Chief of concerned Domestic Airport in written for acquiring student air traffic controller certificate with the following documents,

- a. Duly completed and signed application form (Appendix F)
- b. Copy of class III medical assessment certificate
- c. Copy of aviation language proficiency certificate
- d. Copy of basic training certificate as per 4.1.1.1 (c)
- e. Copy of academic qualification as per 4.1.1.1 (b)
- f. Two color photographs
- g. Fee voucher if applicable

4.1.1.3. Upon receiving the application, the Licensing and Rating Division shall examine all the documentation and if satisfied forward to the Director ANSSSD for further processing.

4.1.1.4. Certificate will only be issued to the applicant after the applicant successfully passes the certificate examination, then only he/she will be eligible for unit training as required by MATS Nepal.

4.1.2. **Certificate Examinations**

4.1.2.1. A written test shall be conducted for the purpose of evaluating personnel qualification requirements for student air traffic controller certificate. Detail of the test and syllabus is on Appendix-A.

4.1.2.2. Failure to obtain at least 70% marks in the written exam shall necessitate supplementary written examination. The supplementary examination shall not be conducted within 15 days of the first examination. The period may be reduced at the discretion of the CATCO/DCATCO.

4.1.2.3. If a person fails on supplementary written examination, the application shall be forwarded to flight operation director/ airport chief who shall be responsible for deciding if further training should be granted prior to conducting a further written examination.

Note- Oral test for ATC-SC shall be conducted after successfully completion of the written examination.

4.1.2.4. The written examination shall be a closed book examination and the validity of written examination shall be of two years.

4.1.2.5. The validity of student ATC certificate will be of 24 months.

4.1.3. Signature required

4.1.3.1. A student air traffic controller certificate shall be signed by the successful applicant upon the grant, or replacement of the certificate in the presence of an authorized officer from the ANSSSD.

4.1.4. Issue of duplicate student air traffic controller certificate

4.1.4.1. When a student air traffic controller certificate has been lost or defaced before its expiry, the holder of the certificate may apply to licensing & rating division, ANSSSD for the issue of a duplicate certificate.

4.1.4.2. Licensing & rating division shall forward the application to the Director ANSSSD for further processing.

4.1.4.3. An annotation will be stamped on first page on the duplicate certificate issued as under "DUPLICATE".

4.1.5. Revocation and suspension of a student air traffic controller certificate

4.1.5.1. A student air traffic controller certificate may be provisionally suspended pending an investigation into the case.

4.1.5.2. On sufficient ground being shown after due inquiry, a student air traffic controller certificate may be revoked or suspended. In such cases, the holder of the certificate shall surrender it immediately to the ANSSSD.

4.1.6. Disciplinary action

4.1.6.1. A person found guilty of having intentionally mutilating, altering or misplacing a certificate is guilty of an offence under the civil aviation regulations, and is liable for a disciplinary action under the regulations.

4.2. Air Traffic Controller License

4.2.1. Requirements for Air Traffic Controller License

4.2.1.1. General eligibility requirements for the issue of the license

a) Age:

Be at least 21 years of age,

b) Qualification:

Have an education qualification similar to the basic entry qualification of an ATS personnel at 7th level as mentioned in CAAN employee's facility, service and condition regulations – 2056 (with latest amendment),

c) Training:

Have completed and passed an approved training course from an approved training organization.

d) Medical:

Hold a current Class 3 Medical Assessment as mentioned in para 3.2.3

e) Language:

The applicant shall meet the language proficiency as per para 3.2.9.

f) Knowledge:

Have demonstrated a level of knowledge appropriate to the holder of a student air traffic controller license, in at least the following subjects:

- i) **Air law:** Rules and regulations relevant to the air traffic controller;
- ii) **Air traffic control equipment:** Principles, use and limitations of equipment used in air traffic control;
- iii) **General knowledge:** Principles of flight; principles of operation and functioning of aircraft, power plants and systems; aircraft performances relevant to air traffic control operations;
- iv) **Human performance:** Human performance including principles of threat and error management;
- v) **Meteorology:** Aeronautical meteorology; use and appreciation of meteorological documentation and information; origin and characteristics of weather phenomena affecting flight operations and safety; altimetry;
- vi) **Navigation:** Principles of air navigation; principle, limitation and accuracy of navigation systems and visual aids;
- vii) **Operational procedures:** Air traffic control, communication, radiotelephony and phraseology procedures (routine, non-routine and emergency); use of the relevant aeronautical documentation; safety practices associated with flight.

g) **Experience:** shall have experience and assessment requirements for at least one air traffic controller rating set out in 4.3.

4.2.2. Issue of Air Traffic Controller License

4.2.2.1 The applicant meeting the requirements mentioned in para 4.2.1 shall apply to ANS Licensing and Rating Division through TRPE Division, TIA/Chief of concerned Domestic Airport in written for acquiring air traffic controller license

with the following documents:

- a. Duly completed and signed application form (Appendix F)
- b. Copy of class III medical assessment certificate
- c. Copy of aviation language proficiency certificate
- d. Copy of basic training certificate as per 4.2.1.1 (c)
- e. Copy of academic qualification as per 4.2.1.1 (b)
- f. Report of OJTI
- g. Two color photographs
- h. Fee voucher, if applicable

4.2.2. Upon receiving the application, the Licensing and Rating Division shall examine all the documentation and if satisfied, forward to the Director ANSSSD for further processing.

4.2.2.3. License shall be issued to the applicant after the applicant successfully passes the licensing examination as mentioned in 4.2.3 and relevant rating assessment as mentioned in 4.3.7

4.2.2.4. An air traffic controller license shall be signed by the successful applicant upon issuance, or replacement of the license in the presence of an authorized officer from the ANSSSD.

4.2.3. Licensing Examinations

4.2.3.1. An applicant shall undergo theory written test for the purpose of evaluating personnel qualification requirements for ATC License. Detail of the test and syllabus is on Appendix-A.

4.2.3.2. Failure to obtain at least 70% marks in the written exam shall necessitate supplementary written examination. The supplementary examination shall not be conducted within 15 days of the first examination. The period may be reduced at the discretion of the CATCO/DCATCO.

4.2.3.3. If a person fails on supplementary written examination, the application shall be forwarded to flight operation director/ airport chief who shall be responsible for deciding if further training should be granted prior to conducting a further written examination.

4.2.3.4. The written examination shall be a closed book and the validity of written examination shall be of two years.

4.2.4. Renewal of an Air Traffic Controller License

4.2.4.1. An air traffic controller shall apply to the ANS Licensing and Rating Division through TRPE Division, TIA/ Chief of concerned Domestic Airport, Department or Office in written for the renewal of the license with the following documents 30 days before the expiry of his/her license,

- a. Duly completed and signed application form (Appendix F),
- b. Copy of class III medical assessment certificate,
- c. Copy of aviation language proficiency certificate,
- d. Fee voucher, if applicable.

4.2.4.2. Upon received of duly completed application, CATCO of ANSLRD shall examine the documents and after verification, shall renew the license.

4.2.5. Issue of duplicate Air Traffic Controller License.

4.2.5.1 In case the license is lost, mutilated, defaced and unusable, and the applicant wishes to get a new issued, the applicant shall submit an application along with the necessary fee voucher.

4.2.5.2 ANS Licensing and Rating Division shall forward the application to the Director ANSSSD for further processing.

4.2.5.3 An annotation will be stamped on the first page on the duplicate license/certificate issued, as under: "**DUPLICATE**"

4.2.6 Re-Issue of Air Traffic Controller License

When the license of an air traffic controller expires, an applicant shall meet all of the licensing requirements and license shall be re-issued with existing license number.

4.2.7. Revocation and suspension of an air traffic controller license

4.2.7.1. An Air traffic controller license may be provisionally suspended pending an investigation into the case.

4.2.7.2. On sufficient ground being shown after due inquiry, an air traffic controller license may be revoked or suspended. In such cases, the holder of the air traffic controller license shall surrender it immediately to the ANSSSD.

4.2.7.3 In case of license holder does not meet the minimum language proficiency requirement 3.2.9.2 , license shall be provisionally suspended and holder shall be given opportunity to fulfill the requirement within 180 days from the date of test result after which revalidation of rating shall be conducted as per para 4.3.5.2 (b), (c) and (d) .

Note 1: License holder shall not exercise the privilege of rating during the provisionally suspended period.

Note 2: The detailed procedure for suspension and revocation of an air traffic controller license is mentioned in flow chart attached herewith in Appendix O.

4.2.8. Disciplinary action

- 4.2.8.1. A person found guilty of having intentionally mutilating, altering or misplacing a license is guilty of an offence under the civil aviation regulations, and is liable for a disciplinary action under the regulations.

4.3. Air Traffic Control Ratings

4.3.1. Categories of air traffic controller ratings

- 4.3.1.1. Air traffic controller ratings shall comprise the following categories:

- a. Aerodrome control rating (ADC);
- b. Approach control procedural rating (APP);
- c. Approach control surveillance rating (APP-S);
- d. Area control procedural rating (ACC); and
- e. Area control surveillance rating (ACC-S).

4.3.2. Requirements for air traffic controller ratings:

- 4.3.2.1. **Knowledge** -The applicant shall have demonstrated a level of knowledge appropriate to the privilege granted, in at least the following subjects, as far as they affect the area of responsibility.

a. Aerodrome control rating

- i. Aerodrome layout: physical characteristic and visual aids.
- ii. Airspace structure.
- iii. Applicable rules, procedures and source of information.
- iv. Air navigation facilities.
- v. Air traffic control equipment and its use
- vi. Characteristics of air traffic.
- vii. weather phenomena; and
- viii. Emergency and search and rescue plans.

b. Approach control procedural and area control procedural ratings

- i. Airspace structure.
- ii. Applicable rules, procedures and source of information.
- iii. Air navigation facilities.
- iv. Air traffic control equipment and its use.
- v. Terrain and prominent landmarks.
- vi. Characteristics of air traffic and traffic flow.
- vii. Weather phenomena; and

viii. Emergency and search and rescue plans; and

c. Approach control surveillance and area control surveillance ratings

The applicant shall meet the requirements specified in 4.3.2.1 b) in so far they affect the area of responsibility, and shall have demonstrated a level of knowledge appropriate to the privileges granted, in at least the following additional subjects.

- i. Principles, use and limitations of applicable ATS surveillance systems and associated equipment; and
- ii. Procedures for the provision of ATS surveillance service, as appropriate, including procedures to ensure appropriate terrain clearance. (re write as per annex 1 para 4.5.2.1 c)

4.3.2.2. Experience

4.3.2.2.1. The applicant shall have

a) Satisfactorily completed an approved training course;

b) provided, satisfactorily, under the supervision of an appropriately rated air traffic controller / on job training instructor (OJTI):

1. **Aerodrome control rating:** an aerodrome control service for a period of not less than 90 hours or one month, whichever is greater, at the unit for which the rating is sought.

2. **Approach control procedural, approach control surveillance, area control procedural or area control surveillance rating:** For a period of not less than 180 hours or three months, whichever is greater, at the unit for which the rating is sought;

c) Whatsoever written in 4.3.2.2.1(b), if approach control procedural and approach control surveillance or area control procedural and area control surveillance are provided from the same unit, total OJT period shall not be less than 180 hours or three months, whichever is greater.

d) For the approach control procedural rating or area control procedural rating, additional 10 hours simulation training shall be conducted before recommendation by OJTI, for the airports wherever approach control procedural and surveillance or area control procedural and surveillance are provided by the same unit.

Note 1: OJT period of APP/APP-S and ACC/ACC-S commence after completion of ADC rating only.

Note 2: Rating examination of ACC/ACC-S commence after completion of APP/APP-S rating only

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- 4.3.2.2.2. The on-the-job training of applicants for issue of license or rating shall commence with intimation to the Licensing and Rating Division.
- 4.3.2.2.3. The completion of the on job training of an applicant shall be certified by the OJT instructor on the prescribed OJT form and report shall be submitted to Licensing and Rating Division.
- 4.3.2.2.4. When an applicant holds the valid rating of same position of another airport, the licensing authority may reduce the experience requirement mentioned in para 4.3.2.2.1. (a) & (b) upto:
- a) For aerodrome control rating: 45 hours or 15 days whichever is greater
 - b) For approach control procedural rating: 90 hours or 1 month whichever is greater However, this provision does not apply for rating of any positions at TIA.
- 4.3.2.2.5. The issuance of an approach/area control surveillance rating shall require the controller to be current in approach/area control procedural rating. The controller shall maintain currency in approach control procedural rating. Proficiency check will be carried out at least once in every 24 months on approved simulator either at training organization or at the facility (airport).
- 4.3.2.3. **Application for rating** – The applicant who fulfills all the requirements for obtaining a rating shall apply to ANS Licensing and Rating Division through TRPE Division, TIA/Chief of concerned domestic airports, in written with the following documents,
- a. Duly completed and signed application form (Appendix F)
 - b. OJTI Report (Appendix H)
 - c. Fee voucher, if applicable.
- 4.3.2.4. Upon receiving the application, the Licensing and Rating Division shall examine all the documentation and if satisfied, forward to the Director for further processing.
- 4.3.2.5. Privileges of the holder of the air traffic controller rating (s) and the conditions to be observed in exercising such privileges.
- 4.3.2.5.1 Subject to compliance with the requirements specified in 3.2.7, 3.2.8.1, 3.2.9, the privileges of the holder of an air traffic controller license endorsed with one or more of the under mentioned ratings shall be:
- a. **Aerodrome control rating:** to provide or to supervise the provision of aerodrome control service for the aerodrome for which the license
-

holder is rated;

- b. **Approach control procedural rating:** to provide or to supervise the provision of approach control service for the aerodrome or aerodromes for which the license holder is rated, within the airspace or portion thereof, under the jurisdiction of the unit providing approach control service;
- c. **Approach control surveillance rating:** to provide and/or supervise the provision of approach control service with the use of applicable ATS surveillance systems for the aerodrome or aerodromes for which the license holder is rated within the airspace or portion thereof, under the jurisdiction of the unit providing approach control service;
- d. **Area control procedural rating:** to provide and/or supervise the provision of area control service within the control area or portion thereof, for which the license holder is rated; and
- e. **Area control surveillance rating:** to provide and/or supervise the provision of area control service with the use of an ATS surveillance system, within the control area or portion thereof, for which the license holder is rated.

4.3.2.5.2 Before exercising the privileges indicated in paragraph 4.3.2.5.1, the license holder shall be familiar with all pertinent and current information.

4.3.2.5.3. Air traffic controllers shall not exercise the privileges of license or rating at an ATS unit/airport unless s/he holds a valid license and rating for the ATS unit/airport; and a valid medical assessment.

4.3.2.5.4. An air traffic controller shall not be authorized to exercise the privileges of any rating unless he maintains competency and meets the requirements for currency of rating as per paragraph 4.3.4.

4.3.2.5.5. Each airport shall require an air traffic controller having valid rating of appropriate positions of the same airport. Air traffic controller license shall reflect both the initial issue of a rating; and the subsequent record of the ratings held at different airport.

4.3.3. **Validity of ratings**

A rating shall remain invalid when an air traffic controller has ceased to exercise the privilege of rating for a period of 180 days. A rating shall remain invalid until revalidated through the skill assessment by CATCO/DCATCO.

4.3.4. Currency of Rating

4.3.4.1 The rating of a position is valid, if there is ,

- a) a skill check in last 24 months and,
- b) currency is maintained by exercising the privilege of rating for a minimum of 27 hours in total within 180 consecutive days, provided not less than 9 hours for each rating position (ADC, APP/APP-S and ACC/ACC-S) where such separate positions exist.

4.3.4.2 The maintenance of currency of an air traffic controller rating shall be the responsibility of the licenseholder.

Note: The license holder shall inform ANS Licensing and Rating Division regarding transfer and deputation/leave more than 90 days.

4.3.5. Revalidation of ratings

4.3.5.1. When a rating of an air traffic controller is invalid, s/he shall apply to the ANS Licensing and Rating Division through TRPE Division, TIA/ Chief of concerned Domestic Airport, Department or Office, in written for the revalidation of the rating with the following documents:

- a. Duly completed and signed application form (Appendix F)
- b. OJT Report (Appendix H) if applicable
- c. Fee voucher, if applicable

4.3.5.2 The holder of an expired rating shall undergo following process for the validation of rating;

- a. Less than 6 months from the date of expiry (when possessing valid license) - Skill Assessment by CATCO/DCATCO.
- b. More than 6 months to 2 years from the date of expiry (when possessing valid license) -
 - i. shall undergo OJT period of 45 hours for ADC, 90 hours for APP/APP-S, 90 hours for ACC/ACC-S.
 - ii. shall pass skill test conducted by CATCO/DCATCO.
- c. More than 2 years from the date of expiry (when possessing valid license) - same as in initial process except license exam.

4.3.6. Renewal of rating

4.3.6.1. An Air Traffic Controller shall apply to the ANS Licensing and Rating Division through TRPE Division, TIA/ Chief of concerned Domestic Airport, Department or Office, in written for the renewal of the rating with the following documents 30 days before the expiry of concerned rating:

- a. Duly completed and signed application form Appendix F and Appendix G.
- b. Evidence of Refresher Training (at least once in two years)
- c. Fee voucher, if applicable

4.3.6.2 Rating shall be expired if not renewed within the period of 2 years of issuance of such rating.

Note : Refresher Training to Air Traffic Controllers in abnormal and emergency operations, briefing or orientation of New Procedures, degraded equipment modes, contingency plan and implementation etc. should be conducted either by CAA/TRPED/Concerned Department/Airports or ATS Office.

4.3.7. Rating examinations

4.3.7.1. Rating examination is divided in two parts.

- a. Written knowledge test
- b. Skill Assessment
- c. Oral Test

4.3.7.2. **Written knowledge test -**

- a. A theory written test shall be conducted for the purpose of evaluating personnel qualification requirements for ATC rating for any particular area. Detail of the test and syllabus is on Appendix-A
- b. Failure to obtain at least 80% marks in the written exam shall necessitate supplementary written examination. The supplementary examination shall not be conducted within 15 days of the first examination. The period may be reduced at the discretion of CATCO/DCATCO.
- c. The applicant of rating who failed on supplementary written examination shall be forwarded to flight operation director/ airport chief who shall be responsible for deciding if further training should be granted prior to conducting a further written examination.
- d. The written examination shall be a closed book examination.

Note 1 - Written exam will only be conducted for the initial rating (or revalidation if applicable) of a particular position.

Note 2 – Written exam of ATC rating will contain 30% subjective and 70% objective questions.

4.3.7.3. Skill Assessment-

- a) The applicant shall have demonstrated, at a level appropriate to the privileges being granted, the skill, judgment and performance required

to provide a safe, orderly, and expeditious control service, including the recognition and management of threats and errors.

- b) Skill objectives are to be met by the assessment process in a live traffic environment. Individual achievements against these objectives must be determined by CATCO/DCATCO.
- c) The skill assessment shall be conducted normally in morning, day and/or night shift. The length of assessment shall be determined by CATCO/DCATCO after an evaluation of traffic density, the performance of the individual and any other significant factors.
 - i. The skill assessment for Approach/Area control surveillance shall be carried out in accordance with skill assessment report form (Appendix-C and C1) and minimum pass mark shall be 80% (grading 4) in each subject.
 - ii. The skill assessment for other positions (ADC, APP, and ACC) shall be carried out in accordance with skill assessment report form (Appendix-B and B1) and the minimum required level of knowledge or performance (skill) grading 4 (80%) in each heading. Level of knowledge or performance denotes the following:
 - Level 1 - denotes "poor knowledge."
 - Level 2 - denotes "knowledge lacks details."
 - Level 3 - denotes "basic knowledge."
 - Level 4 - denotes "a thorough knowledge of the subject and the accuracy to apply it with speed and accuracy."
 - Level 5 - denotes "extensive knowledge of the subject and the ability to apply procedures derived from it with judgment in the light of circumstances."
- d) Failure to achieve the minimum required level of knowledge or performance level 4 in each heading of the assessment checklist (Appendix B and C) during skill check shall necessitate supplementary skill check which shall be conducted not earlier than 7 days of the previous check. The period may be reduced at the discretion of CATCO/DCATCO. During this period, the controller shall work under the supervision of OJTI.
- e) The controller who failed on supplementary skill check shall be considered as not competent to use the privilege of license and rating. . This situation will be informed to flight operation director/ Airport chief as soon as possible and shall be followed by written notification.

- f) Before conducting the skill assessment, CATCO/DCATCO shall ensure that the candidate has:
- i. Passed written examination.
 - ii. A valid medical certificate.
 - iii. A valid Aviation Language Proficiency certificate.

Note 1 – Skill assessment shall be conducted by two CATCOs (one Examiner and another as Supervisor) for ADC, APP-S, ACC-S and combined ADC/APP.

Note 2 – Skill assessment shall be conducted by three CATCOs (Two Examiners and another as Supervisor) for APP and ACC.

4.3.7.4 Oral test (Viva) for the practical aspects of ATC ratings shall be a part of the skill assessment confined to ATC-1, ATC-2, ATC-3, ATC-4 and ATC-5.

Note - Viva shall be conducted as per the syllabus mention in relevant ATS position.

5. EXPERIENCE AND QUALIFICATION OF ON-THE-JOB TRAINING INSTRUCTORS, CHECK ATCO AND EXAMINER

5.1 On-the-job training instructors

5.1.1 Introduction

- a) Civil Aviation Regulation-2058 requires air traffic controllers working in an operational environment to be authorized by the DGCA. Such controllers shall meet the prescribed requirements issued by the DGCA before they can be allowed to discharge their responsibilities. The objective is to ensure that OJT air traffic controllers at the operational air traffic control units receive proper on-the-job training under the supervision of suitably qualified air traffic controllers (OJTI).
- b) In addition, air traffic controllers shall demonstrate continued competence in their duties to the desired standards as part of the licensing requirements in order to exercise the privileges of their ratings. This responsibility, to ensure air traffic controllers continue to meet the licensing requirements through evaluations and proficiency checks, has been delegated to the ANSLRD, ANSSSD by the DGCA. The DGCA will have to be satisfied with the conduct of such proficiency checks and evaluations by the ANSLRD, ANSSSD and ensure that these checks and evaluations are carried out by examiner/check air traffic controllers (CATCO). Therefore, air traffic controllers involved in proficiency checks and evaluations shall meet prescribed requirements specifically authorized by DGCA.

5.1.2. Job description, minimum experience and qualification of OJTI/TO

- 5.1.2.1. Air traffic controllers carrying out instruction in an operational environment are known as on-the-job training instructors (OJTI). Such controllers shall meet the prescribed minimum experience and qualification requirements before they can be authorized to carry out their respective duties.

5.1.3. On-The-Job Training Instructor (OJTI)/TO

5.1.3.1 On-The-Job Training Instructor (OJTI) endorsement

- a) ANSP shall recommend air traffic controllers having qualification as per para 5.1.3.3 as an OJTI to ANSSSD and ANSSSD shall assess the prescribed requirements and may endorse OJTI in holder's license.

- b) If the airport has rated air traffic controller but has no OJTI, DGCA may exempt the experience requirements mentioned in para 5.1.3.3 (a) and assessment period as mentioned in (d) and may designate that rated air traffic controller as OJTI till completion of rating, but not later than six months..
- c) If none of the conditions as mentioned above in a) and b) can be met, to put forward initial license and rating process, DGCA may assign duty to CATCO/examiner to conduct necessary training to the on-the-job-trainee/s as per Appendix-K.

Note1- OJT hours starts after the completion of training by CATCO/examiner as per Appendix-K

Note-2 On receiving recommendation from concerned airport chief as per para 4.3.2.2., CATCO/examiner shall evaluate trainees for final OJT report as per Appendix- H.

5.1.3.2. Duties and Responsibilities of OJTI/TO

- a) OJTI shall prepare and implement detailed training plan for each trainee air traffic controller as mentioned in MATS.
- b) OJTI shall prepare ATC OJT quarterly progress report and final report in the attached form (Appendix -H) and submit to the ANS Licensing and Rating Division through TRPE Division/ ATS Chief or Chief of concerned airports.
- c) Essentially, the OJTI is responsible:
 - i. for the safety of the air traffic control service that the trainee air traffic controller is providing under his/her supervision;
 - ii. to ensure that trainee air traffic controllers are competent in the use of new standards, procedures, techniques, facilities and equipment identified as essential to task performance;
 - iii. to identify any deficiencies in knowledge or skill and recommending remedial training;
 - iv. to recommend trainee air traffic controllers as being at an appropriate level of competence where they should be successful at a rating or validation assessment;
 - v. to supervise air traffic controllers who have had their rating(s) suspended; and to review, monitor and propose changes to the training.

5.1.3.3 Minimum requirements for an OJTI:

Air traffic controllers holding valid ATC license and deployed on operational shift duty assignments may be endorsed with an OJTI endorsement subject to meeting the following requirements:

- a. Has active ATC working experience of 5 years for international airports and 3 years for domestic airports.
- b. Holds current ATC ratings of all positions of the same airport.
- c. Has no ATS violations/near miss reports attributable to him/her during last 1 year.
- d. Has passed at least once in renewal rating assessment in each position of the concerned airports.
- e. Possess suitable temperament, knowledge, instructional skill and above board conduct.

5.1.3.4 Suspension and Revocation of OJTI Endorsement

When an OJTI is no longer competent to provide On-the-Job Training or failed to meet any of the requirement mentioned in 5.1.3.3 Licensing Authority may revoke or suspend his/her OJTI license endorsement, as necessary following due enquiry.

Note- OJTI shall not exercise the privilege of OJTI until validated by CATCO/Examiner.

5.2 Check ATCO (CATCO)/STO

5.2.1 Air traffic controllers involved in the conduct of examinations, evaluations and proficiency checks are known as Check air traffic controller/Senior Training Officer (CATCO/STO). Such controllers shall meet the prescribed minimum experience and qualification requirements before they can be authorized to carry out their respective duties.

5.2.2 Job description, minimum experience and qualification of CATCO/STO

5.2.2.1 The ANSLRD shall recommend ATC license and rating holder working in ANS Licensing and Rating Division, ANSSSD to DGCA to be appointed as CATCO subject to the fulfillment of criteria of para 5.2.2.3 and Appendix J. CATCO appointed under this provision is authorized to exercise the privileges of 5.2.2.5 at all airports.

5.2.2.2 Whatsoever written in para 5.2.2.1, DGCA as and when required, may designate an rated air traffic controller from particular airport having minimum active ATC experience of two years as Designated Check ATCO (DCATCO), subject to the fulfillment of criteria of para 5.2.2.3 (b), (c), (d), (e) and for TIA, DGCA as and when required, may designate an rated air traffic controller having minimum active ATC experience of 10 years as Designated Check ATCO (DCATCO) subject to the fulfillment of criteria para 5.2.2.3 (b), (c), (d), (e).

A DCATCO, is authorized to exercise the privileges to conduct skill assessment of an air traffic controller for the renewal or revalidation of the ratings under the supervision of CATCO/ Examiner. The DCATCO approval will remain valid till completion of assigned particular task.

Note: OJTI assigned and CATCO/Examiner or DCATCO designated to conduct assessment check of particular person shall not be the same person.

5.2.2.3 Check ATCO shall meet the following minimum requirements:

- a. Has active ATC experience of 10 years.
- b. Holds a current air traffic controller license with valid ratings of all positions.

- c. Has no ATS violations/near miss reports attributable to him/her during the last 3 consecutive years.
- d. Has passed in assessment during the last 3 consecutive years.
- e. Has suitable temperament and above-board conduct.

5.2.2.4 The Check ATCO shall undergo recurrent/refresher training as required.

5.2.2.5 The Check ATCO is authorized to,

- a. Exercise the privileges of an ATCO.
- b. Prepare and moderate written examination question paper, to invigilate exam and to check answer sheet for the ATC-SC/ATC-L and ATC ratings.
- c. Conduct written and skill assessment of an ATC for the initial issue, renewal or revalidation of the license and/or ratings.
- d. Conduct skill assessment of an OJTI/CATCO for renewal or revalidation of the ratings.
- e. Inspection/Audit
- f. Investigation
- g. Recommend Chief of ANSSSD for the enforcement action as necessary.

Note 1: The examinations shall be conducted as per the ANS Licensing and Rating Examination Methodology Procedure 2070 (Second Edition 2078).

5.2.2.6 Validity of Check ATCO

- a. Validity of Check ATCO approval shall remain valid subject to the valid air traffic controller license.
- b. To maintain the validity of Check ATCO, CATCO shall conduct at least 06 exams in 180 consecutive days.
- c. To maintain the validity of the rating, CATCO has to exercise the privilege of rating in 5 hours in each unit (controller/coordinator) for minimum of 15 hours in 180 consecutive days for which s/he is rated.
- d. The Check ATCO approval shall remain valid as long as he/she is working at ANS Licensing and Rating Division.

5.2.2.7 Suspension of Check ATCO/DCATCO approval

- a. CATCO/DCATCO approval shall be automatically suspended subject to the condition of para 4.2.7.
- b. CATCO/DCATCO approval shall also be suspended if the holder is found to be engaged in any misconduct and misuse of his/her authority during any assessment of an air traffic controller.

5.3 Examiner

5.3.1 Examiner is an ATCO working in ANSLRD, duly authorized by the licensing authority to be involved in the examinations and evaluations of ATCOs. Such controllers shall meet the prescribed minimum experience and qualification requirements before they can be authorized to carry out their respective duties.

5.3.2 Job description, minimum experience and qualification of Examiners

5.3.2.1 The ANSLRD shall recommend ATC license holder working in ANS Licensing and Rating Division, ANSSSD to DGCA to be appointed as Examiner subject to the fulfillment of criteria of para 5.3.2.2 and Appendix J1. Examiner appointed under this provision is authorized to exercise the privileges of 5.3.2.4 at all airports.

5.3.2.2 Examiner shall meet the following minimum requirements:

- a. Has active ATC experience of 10 years.
- b. Holds a current air traffic controller license.
- c. Has suitable temperament and above-board conduct.
- d. Has completed the OJT as per Appendix J1.

5.3.2.3 The examiner shall undergo training as required.

5.3.2.4 The examiner is authorized to,

- a. Exercise the privileges of an ATCO if h/she maintains ratings.
- b. Exercise the privileges of a CATCO if h/she maintains ratings and fulfills the criteria required for being a CATCO.
- c. Prepare and moderate written examination question paper, to invigilate exam and to check answer sheet for the ATC-SC/ATC-L and ATC ratings.
- d. Be involved in assessments for the initial issue, renewal or revalidation of the license and/or ratings.
- e. Be involved in Investigation
- f. Recommend Chief of ANSSSD for the enforcement action as necessary.

5.3.2.5 Validity of Examiner approval

- a. Validity of examiner approval shall remain valid subject to the valid air traffic controller license
- b. The examiner approval shall remain valid as long as he/she is working at ANS Licensing and Rating Division.

5.3.2.6 Suspension of Examiner approval

- a. Examiner approval shall be automatically suspended subject to the condition of para 4.2.7.
- b. Examiner approval shall also be suspended if the holder is found to be engaged in any misconduct and misuse of his/her authority during any examination of an air traffic controller.

6. MEDICAL ASSESSMENT

6.1. Class 3 Medical Assessments

6.1.1. Introduction

The details of the medical assessment are contained in medical requirements issued by CAAN. The Licensing and Rating Division shall also refer to the medical requirements for any details which are not mentioned in this manual. For any difference in this manual and the medical requirements; the standards of the medical requirements shall prevail.

6.1.1.1. An applicant for a student air traffic controller certificate and air traffic controller license shall undergo an initial medical examination for the issue of a Class 3 Medical Assessment.

6.1.1.2. The applicant for a medical assessment shall provide the Designated Medical Examiner (DME) with a personally certified statement of the medical facts concerning personal, family and hereditary history as mentioned in applicant statement form. (Appendix-E). Applicants for student air traffic controller certificate and air traffic controller license for which medical fitness is prescribed shall state whether they have previously undergone such an examination and, if so, the date, place and result of the last examination. They shall indicate to the DME whether a medical assessment has previously been refused, revoked or suspended and, if so, the reason for such refusal, revocation or suspension.

6.1.1.3. The applicant shall be made aware of the necessity for giving a statement that is as complete and accurate as the applicant's knowledge permits. Any false declaration to the DME made by an applicant for a license shall be reported to Air Navigation Services Safety Standards Department.

6.1.1.4. Holders of air traffic controller licenses shall have their Class 3 Medical Assessment renewed at intervals not exceeding the period of not greater than (Annex1 1.2.5.2/PELR 1.19.2.8)

- a) 48 months, if the applicant is below 40 years of age on that date;
- b) 24 months, if the applicant is 40 years of age or more but less than 50 years of age on that date; or
- c) 12 months from, if the applicant is 50 years of age or more on that date.

Note 1 :-When calculated in according with 4.3.7.4 and its sub paragraphs, the period of validity will, for the last month counted, include the day that has the same calendar number as the date of the medical examination or, if that month has no of day with that

number, the last day of the month.

Note-2:-The period of validity listed above are based on the age of the applicant at the time of undergoing the medical examination.

Note-3:- In accordance with ICAO Annex 1 —Personnel licensing", Class 3 Medical Assessment applies to applicants for, and holders of student air traffic controller certificate as well as air traffic controller licenses.

6.1.2. Medical requirements

6.1.2.1. The holder of a student air traffic controller certificate or air traffic controller license shall not exercise the privileges of that license unless that person:

- a. holds a current Class 3 Medical Assessment
- b. Complies with all medical endorsements on that medical assessment.

6.1.2.2 An Air Traffic Controller shall apply to the ANS Licensing and Rating Division through TRPE Division, TIA/ Chief of concerned Domestic Airport, Department or Office, in written for the renewal of the medical 30 days before the expiry month as per Appendix I.

6.1.3. Decrease in Medical Fitness and Reporting Fitness

6.1.3.1. The holder of a student air traffic controller certificate and air traffic control license granted on the basis of medical fitness shall not be entitled to perform any of the functions to which his/her license relates, if he/she knows or has reason to believe that his/her physical condition renders him/her temporarily or permanently unfit to perform such functions. S/he shall inform the ANS Licensing and Rating in writing in the attached form (Appendix-E and E1), as soon as possible, if s/he knows or has reason to believe that s/he is unfit or is suffering from any personal injury which affects his/her capacity to provide any air traffic service specified in any rating in his/her license. Decrease in medical fitness can usually be assumed to be present in the following situations:

- a. After severe illness, injuries, accident, operation, invasive procedures or hospitalization,
- b. Incapacitation for more than 21 days,
- c. Problematic use of substances or illicit drugs,
- d. Being pregnant

6.1.3.2. A holder of a student air traffic controller certificate and air traffic controller license shall not provide any air traffic service on receipt of information of the circumstances set out in paragraph 6.1.3.1 (a) to (d). If under any doubt, the license holder shall consult the DME on whether he/she is fit to provide the air traffic service as specified in his/her license.

6.1.3.3. To enable the DME to make the assessment on the medical fitness, the license

holder shall submit the medical report from his/her doctor to the DME as soon as possible. The report shall include the type of medication prescribed if the treatment is continuous or prolonged.

6.1.3.4. A holder of a student air traffic controller certificate and air traffic controller license shall not provide any air traffic service if he/she knows or has reason to believe that he/she is suffering from or is likely to suffer from fatigue which may render him/her unable to provide the air traffic service in a safe and proper manner.

6.1.3.5. A holder of a student air traffic controller certificate and air traffic controller license shall not provide any air traffic service if he/she is under the influence of any psychoactive substance which may render him unable to provide the air traffic service in a safe and proper manner.

6.1.3.6. A holder of a student air traffic controller certificate and air traffic controller license shall be required to undergo medical examination and assessment and be certified Medically fit before s/he exercises the privileges of his/her license.

6.1.4. Suspension of license on medical reason

6.1.4.1. In case of license holder on receiving notice in writing or through reliable source that he does not meet the medical requirement or is found to have any condition due to illness, injury or operation or sequel there from or influence of psychoactive substances or problematic use of substances or drugs, which causes or may cause incapacitation interfering with the safe performance of duties, his license may be suspended, until full medical examination and assessment is done later at pre- specified time or after he fully recovers. At that time he must submit complete medical report with diagnosis, treatment and progress from the treating doctor. If it is going to take long time, they must submit the medical report periodically, usually not later than six months, so as to maintain their record and continuity. This period of observation is usually two years at the maximum, after which it will be treated as for initial issue of license.

6.1.5. Provision of Appeal

6.1.5.1. If the license is denied or suspended or deferred on medical ground and the applicant for or holder of license is not satisfied, he has the right of appeal to Director General, CAAN within the period of 45 days. The DGCA in turn may get second opinion.

6.1.5.2. If a license holder is based in a region where medical examination is not possible, the period of validity of a Medical Assessment may be extended, at the discretion of the Civil Aviation Authority of Nepal, up to 45 days (as per Annex 1 and PELR 1.19.3)

6.1.6. Expired license due to medical reason

- 6.1.6.1. The student air traffic controller and air traffic controller whose license has expired due to medical reason will have to undergo medical examination and assessment and be assessed medically fit for the reissue of the license. During the medical examination he should submit full medical report of the treating physician with all the investigations and treatment and report that he has fully recovered from the medical condition. If he has missed two consecutive medical examinations from the validity period of license, his medical examination will be as in the initial issue of license and other tests may be required.

6.1.7. Medically unfit or deferred medical assessment

- 6.1.7.1. If the applicant for the license, whether it be initial or renewal, does not clearly meet the medical requirements or is found to have any condition due to illness, injury or operation or sequel there from or influence of psycho-active substances or problematic use of substances or drugs, which causes or may cause incapacitation interfering with the performance of duties safely, he will not pass the medical assessment. He will be certified medically unfit. However, in case of doubt, medical assessment is deferred until further evaluation is done and then after only final certification is made whether medically fit or unfit.

APPENDIX - A

Syllabus for Certificate/ Licensing/Rating Examination

Paper	Subject	Questions	Time	Pass
ATC-SC	CARs- 2,3,10(Vol II),11,12,15,19, MOS for L/R of ATC Personnel, ATSOM, MATS, AIP.	25	30 mins	70%
ATC-L	Civil Aviation Regulation-2058, PELR, Medical Requirements, MOSLR, CARs- 2, 3, 10 (Vol II), 11, 12, 15, 19, MATS, AIP, ATSOM, Human Factor Principles, TEM, Enforcement Policy, ANS RPPM, and the subjects as required by 4.1.1.1 f / 4.2.1 f.	100	3 hours	70%
ATC-1 (ADC)	ATC-L and practical aspects of aerodrome control and relate subjects from ATSOM, MATS and local instructions.	50	2 hours	80%
ATC-2 (APP)	ATC-L and practical aspects of approach control rating and relative subjects from ATSOM, MATS and local instructions.	50	2 hours	80%
ATC-3 (APP-S)	ATC-L and practical aspects of approach control surveillance rating and relative subjects from AIP, ATSOM, MATS and local instructions.	50	2 hours	80%
ATC-4 (ACC)	ATC-L and practical aspects of area control rating and relative subjects from ATSOM, MATS and local instructions.	50	2 hours	80%
ATC-5 (ACC-S)	ATC-L and practical aspects of area control surveillance rating and relative subjects from ATSOM, MATS and local instructions.	50	2 hours	80%

Note-1: ATC-SC – Student air traffic controller certificate, ATC-L – Air traffic controller license, ATC-1 (ADC) – Aerodrome control rating, ATC-2 (APP) – Approach control procedural rating, ATC-3 (APP-S) - Approach control surveillance rating, ATC-4 (ACC) – Area control procedural rating, ATC-5 (ACC-S) – Area control surveillance rating.

Note-2: For GBIA, PIA and domestic controlled airports where approach control service is separate unit/ combined with aerodrome control service, ATC-1 and ATC-2 papers shall be combined with 50 questions.

APPENDIX - B**AIR TRAFFIC CONTROLLER PROFICIENCY ASSESSEMENT FORM**

(Aerodrome control, Approach control Procedure, Area control Procedure)

Name of ATCO:

Date of Assessment:

Name of CATCO/DCATCO

Aerodrome/Shift:

Assessment Category	Grading*	Remarks
CONFLICT RECOGNITION		
CONFLICT RESOLUTION		
TRAFFIC PLANNING		
PHRASEOLOGY/COMMUNICATION		
TRAFFIC HANDLING		
E/PAPER STRIP WORK		
COORDINATION		
HUMAN FACTOR PRINCIPLES / TEM		
AIRSPACE/ PROCEDURES KNOWLEDGE		
FACILITY KNOWLEDGE		
SAR & EMERGENCY		
TRAINING ABILITY		

**Grading shall be given as 1, 2, 3, 4, 5 according to the performance. Detail of grading is available in Appendix B1. To pass the assessment, the applicant must acquire at least 4 in each heading.*

Mr./Ms. _____ is recommended/not recommended

for initial/renewal/revalidation of Aerodrome/Approach/Area Control Rating.

SIGNATURE ATC

SIGNATURE CATCO/DCATCO

DATE

NAME OF SUPERVISOR

SIGNATURE OF SUPERVISOR

DATE

APPENDIX – B1**Assessment grading criteria**

CONFLICT RECOGNITION 1. Failed to recognize conflicts leading to breakdown of separation. 2. Recognised basic and regular conflicts but not unusual or more complex conflicts. 3. Recognised most conflicts. Any missed were due to high work load. 4. Recognised all conflicts but was sometimes rushed. 5. Recognised all conflicts with time to effect resolution.	CONFLICT RESOLUTION 1. Rarely produced safe resolutions leading to separation breakdown. 2. Resolution was limited to familiar and regular conflictions. 3. Produced safe resolutions to all recognized conflicts but did not always use most effective method and was late to apply resolution technique 4. Produced safe resolution to all conflicts inadequate time but did not always use best methods. 5. Produced safe and efficient resolution to all conflicts in adequate time.	TRAFFIC PLANNING 1. Poor planning. Unable to cope with simple traffic changes. 2. Able to plan for routine traffic pattern only 3. Able to plan methodically but failed to consider alternatives. 4. Planned ahead and considered alternatives. 5. Able to cope with busy and changing traffic pattern.
PHRASEOLOGY & COMMUNICATIONS 1. Bad phraseologies and indistinct and hesitant delivery. 2. Used a mixture of standard and nonstandard phrases. Sometimes difficult for pilots to understand. 3. Some minor errors and communication difficulties. 4. Standard phrases used at all times. 5. All communication standard, unambiguous and clear.	TRAFFIC HANDLING 1. Slow to handle traffic on time. 2. Kept up with routine traffic but unable to cope with moderate traffic causing delays. 3. Able to cope with moderate traffic without delay. 4. Coped with workload capably. Adopted good techniques to handle busy traffic. 5. Able to handle busy traffic by prioritizing traffic and adopting defensive techniques.	E/PAPER STRIP WORK 1. Unable to maintain a functional display. 2. Display included incorrect Information. 3. Display accurate and up to data with minor errors. 4. Display accurate and up to date but with no errors but not totally clear. 5. Display accurate, clear and up to date.
COORDINATION 1. Frequent errors made. Late or missed coordination, ambiguous coordination. 2. Able to cope with only routine and standard coordination. 3. Coordinated normal traffic with no or few errors. 4. All coordination completed correctly but not always in most efficient manner. 5. All coordination correct and in expeditious manner.	HUMAN PERFORMANCE & LIMITATIONS 1. Poor knowledge about human performance & limitations. 2. Have some basic knowledge but fails to apply when required. 3. Average knowledge about human factor principles. 4. Good knowledge about human factor principles and threat & error management. 5. Excellent knowledge about human factor principles and threat & error management.	AIRSPACE/PROCEDURE KNOWLEDGE 1. Poor knowledge. 2. Knowledge lacks detail. 3. Basic knowledge but has to refer to chart for detail. 4. Above average knowledge of airspace. 5. Very good knowledge of airspace and all relevant procedures.
FACILITY KNOWLEDGE. 1. Poor understanding of facility location, function and control. 2. Has basic knowledge of facilities but lacks detail. 3. Has understanding of most significant facilities in routine use. 4. Has an adequate knowledge of all operational facilities. 5. Has an above average and detailed knowledge of all operational facilities.	SAR & EMERGENCY 1. Failed to respond to abnormal situations. 2. Aware of abnormal situations but unable to make correct response. 3. Identified correct response, but slow to implement. 4. Analyzed the situation well and responded correctly. 5. Reacted quickly and correctly.	TRAINING ABILITY 1. Knowledge, enthusiasm and personality unsuited for training role. 2. Experience too limited for training role. 3. Suitable for training role with further Instruction and operational exposure. 4. Suitable for training role with only minor reservations. 5. A person well suited to the training role in all respects.

COMMENT BY CATCO/DCATCO:**COMMENT BY SUPERVISOR:**

APPENDIX – C**AIR TRAFFIC CONTROLLER PROFICIENCY ASSESSMENT FORM**

(Approach /Area Surveillance)

Name of ATCO:

Date of Assessment:

Name of CATCO/DCATCO

Aerodrome/Shift:

Category	Grading*	Remarks
Radar Identification Method		
Validation of Mode C		
Maintaining Identity		
Radar Separation		
Radar Vector		
Radar Acceptance		
Radar Handoff		
Radar Service Termination		
Phraseology/ Communication Technique		
Conflict Recognition		
Conflict Resolution		
Traffic Planning		
Traffic Handling		
Airspace/Procedures Knowledge		
ASD Alignment/Keyboard Operation		
Coordination		
E/Paper Strip Work		
Facility Knowledge		
SAR and Emergency		
Human Factor Principles/TEM		

**Grading shall be given as 1, 2, 3, 4, 5 according to the performance. Detail of grading is available in Appendix C1. To pass the assessment, the applicant must acquire at least 4 in each heading.*

Mr./Ms. _____ is recommended/not recommended for initial/renewal/revalidation of Approach/Area Control surveillance rating.

SIGNATURE ATC

SIGNATURE OF CATCO/ DCATCO

DATE

NAME OF SUPERVISOR

SIGNATURE OF SUPERVISOR

DATE

Assessment grading criteria

Page: 37
1st Amendment
January 2023

APPENDIX – D ICAO LANGUAGE PROFICIENCY RATING SCALE

1.1 Pre-operational, elementary and pre-elementary levels

LEVEL	<i>PRONUNCIATION</i> Assumes a dialect and/or accent intelligible to the aeronautical community.	<i>STRUCTURE</i> Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task.	VOCABULARY	FLUENCY	COMPREHENSION	INTERACTIONS
Levels 4, 5 and 6 are on preceding page.						
Preoperational 3	Pronunciation, stress, rhythm, and intonation are influenced by the first language or regional variation and frequently interfere with ease of understanding.	Basic grammatical structures and sentence patterns associated with predictable situations are not always well controlled. Errors frequently interfere with meaning.	Vocabulary range and accuracy are often sufficient to communicate on common, concrete, or work-related topics, but range is limited and the word choice often inappropriate. Is often unable to paraphrase successfully when lacking vocabulary.	Produces stretches of language, but phrasing and pausing are often inappropriate. Hesitations or slowness in language processing may prevent effective communication. Fillers are sometimes distracting.	Comprehension is often accurate on common, concrete, and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. May fail to understand a linguistic or situational complication or an unexpected turn of events.	Responses are sometimes immediate, appropriate, and informative. Can initiate and maintain exchanges with reasonable ease on familiar topics and in predictable situations. Generally inadequate when dealing with an unexpected turn of events.
Elementary 2	Pronunciation, stress, rhythm, and intonation are heavily influenced by the first language or regional variation and usually interfere with ease of understanding.	Shows only limited control of a few simple memorized grammatical structures and sentence patterns.	Limited vocabulary range consisting only of isolated words and memorized phrases.	Can produce very short, isolated, memorized utterances with frequent pausing and a distracting use of fillers to search for expressions and to articulate less familiar words.	Comprehension is limited to isolated, memorized phrases when they are carefully and slowly articulated.	Response time is slow and often inappropriate. Interaction is limited to simple routine exchanges.
Pre-elementary 1	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.

1.2 Expert, extended and operational levels

LEVEL	PRONUNCIATION <i>Assumes a dialect and/or accent intelligible to the aeronautical community.</i>	STRUCTURE <i>Relevant Grammatical structures and sentence patterns are determined by language functions appropriate to the task.</i>	VOCABULARY	FLUENCY	COMPREHENSION	INTERACTIONS
Expert 6	Pronunciation, stress, rhythm, and intonation, though possibly influenced by the first language or regional variation, almost never interfere with ease of understanding.	Both basic And Complex Grammatical structures and sentence patterns are consistently well controlled.	Vocabulary range and accuracy are sufficient to communicate effectively on a wide variety of familiar and unfamiliar topics. Vocabulary is idiomatic, nuanced, and sensitive to register.	Able to speak at length with a natural, effortless flow. Varies speech flow for stylistic effect, e.g. to emphasize a point. Uses appropriate discourse markers and connectors spontaneously.	Comprehension is consistently accurate in nearly all contexts and includes comprehension of linguistic and cultural subtleties.	Interacts with ease in nearly all situations. Is sensitive to verbal and non-verbal cues and responds to them appropriately.
Extended 5	Pronunciation, stress, rhythm, and intonation, though influenced by the first language or regional variation, rarely interfere with ease of understanding.	Basic grammatical structures and sentence Patterns are consistently well controlled. Complex structures are attempted but with errors which sometimes interfere with meaning.	Vocabulary range and accuracy are sufficient to communicate effectively on common, concrete, and work-related topics. Paraphrases consistently and successfully. Vocabulary is sometimes idiomatic.	Able to speak at length with relative ease on familiar topics but may not vary speech flow as a stylistic device. Can make use of appropriate discourse markers or connectors.	Comprehension is accurate on common, concrete, and work-related topics and mostly accurate when the speaker is confronted with a linguistic or situational complication or an unexpected turn of events. Is able to comprehend a range of speech varieties (dialect and/or accent) or registers.	Responses are immediate, appropriate, and informative. Manages the speaker/listener relationship effectively.

Operational 4	Pronunciation, stress, rhythm, and intonation are influenced by the first language or regional variation but only sometimes interfere with ease of understanding.	Basic grammatical structures and sentence patterns are used creatively and are usually well controlled. Errors may occur, particularly in unusual or unexpected circumstances, but rarely interfere with meaning.	Vocabulary range and accuracy are usually sufficient to communicate effectively on common, concrete, and work-related topics. Can often paraphrase successfully when lacking vocabulary in unusual or unexpected circumstances.	Produces stretches of language at an appropriate tempo. There may be occasional loss of fluency on transition from rehearsed or formulaic speech to spontaneous interaction, but this does not prevent effective communication. Can make limited use of discourse markers or connectors. Fillers are not distracting.	Comprehension is mostly accurate on common, concrete, and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. When the speaker is confronted with a linguistic or situational complication or an unexpected turn of events, comprehension may be slower or require clarification strategies.	Responses are usually immediate, appropriate, and informative. Initiates and maintains exchanges even when dealing with an unexpected turn of events. Deals adequately with Apparent misunderstandings by checking, confirming, or clarifying.
Levels 1, 2 and 3 are on subsequent page						

APPENDIX - E

Refer Medical Requirements for details

APPLICATION AND STATEMENT FORM ATTACHMENT A

APPENDIX - E1**DECREASE IN MEDICAL FITNESS****NOTIFICATION OF PREGNANCY / ILLNESS / INJURY**

Pertaining to PELR 2010, an ATC License holder who suffers a personal illness/injury that involves incapacity to undertake air traffic control duties, or in the case of a woman, believed to be pregnant, is required to inform the Licensing division immediately. The illness/injury is generally associated with any condition "which require continued treatment with prescribed medication or which has required hospital treatment".

Name of License Holder			
ATC License No.		Validity	
Station			
Date of illness / injury			
Illness / Injury Type (Please tick as relevant)			
<input type="checkbox"/>	Pregnancy *	<input type="checkbox"/>	Gastro-intestinal
<input type="checkbox"/>	Heart abnormality	<input type="checkbox"/>	Eye surgery
<input type="checkbox"/>	Kidney problem	<input type="checkbox"/>	Broken bones
<input type="checkbox"/>	Neural disorder	<input type="checkbox"/>	Others (Please specify)
<input type="checkbox"/>	Head injury	<input type="checkbox"/>	

2. * Declaration of fitness: (pregnant ATC License holder)

After medical assessment, I hereby confirm that the above-named is fit to continue with ATC duties up to week gestation period with / without limitations.

Limitations:

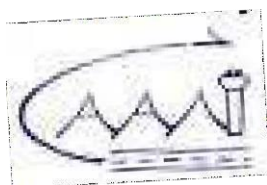
3. [Other than pregnancy] Comments on illness / injury:

Signature: -

Civil Aviation Medical Assessor: - (Official Stamp)

Date

APPENDIX – F

**Civil Aviation Authority of Nepal**

ANS Safety Standards Department
ANS Licensing and Rating Division

Photo

To,
 The ANS Licensing and Rating Division,
 Civil Aviation Authority of Nepal.

Application for initial/ renewal/ revalidation of Student ATC Certificate/ATC License/ Rating

PERSONAL DETAILS OF THE APPLICANT

Full Name (in block letters) :	Sex:
Date of Birth (dd/mm/yyyy AD):	Address:
Qualification:	Training:
License No (if applicable):	Validity of Class III Medical Certificate:
Validity of Rating (if applicable):	Validity of English Language Proficiency:
OJTI Report (if applicable):	Fee voucher (if applicable):

If the application is for the issue/ renew/ revalidation of rating, please mark accordingly,

Aerodrome Control (ADC)	<input type="checkbox"/>	Airport: -
Approach Control Procedural (APP)	<input type="checkbox"/>	
Approach Control Surveillance (APP-S)	<input type="checkbox"/>	
Area Control Procedural (ACC)	<input type="checkbox"/>	
Area Control Surveillance (ACC-S)	<input type="checkbox"/>	

DECLARATION

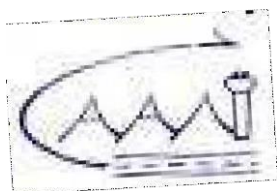
I hereby apply for the above mentioned statement and certify that all particulars given on this form are correct to the best of my belief and knowledge.

Signature of applicant -
 Mobile number-
 Email Address-

Date:

Date: _____ Recommended by Name/Designation: Department /TRPE Division / Office:	Date: _____ Verified by CATCO: ANS Licensing and Rating Division:
---	--

APPENDIX - G



Civil Aviation Authority of Nepal

ANS Safety Standards Department
ANS Licensing & Rating Division
Rating Position/Currency Record Form

Name:

ATC-L No :

Aerodrome:

S.N	DATE	RATING			Remark	S.N	DATE	RATING			Remark
		Position	Time	Hour				Position	Time	Hour	
1						16					
2						17					
3						18					
4						19					
5						20					
6						21					
7						22					
8						23					
9						24					
10						25					
11						26					
12						27					
13						28					
14						29					
15						30					

Signature:

Date:

APPENDIX - H**Civil Aviation Authority of Nepal****ANS Safety Standards Department****ANS Licensing & Rating Division****OJTI Report****A. Aerodrome -****B. Position - ADC / APP/ APP-S / ACC / ACC-S****C. Personal details of the Air Traffic Controller -**

Full Name :-	Date of attachment :-
	From - To -
Minimum hours required -	Hours completed -

D. Progress/Final Report (ADC, APP, ACC)-

Knowledge On			
CONFLICT RECOGNITION		COORDINATION	
CONFLICT RESOLUTION		AIRSPACE/ PROCEDURES	
TRAFFIC PLANNING		FACILITIES	
PHRASEOLOGY/ COMMUNICATION		SAR & EMERGENCY	
TRAFFIC HANDLING		RELATED DOCUMENTS	
ELECTRONIC/PAPER STRIP WORK		HUMAN FACTOR PRINCIPLES/TEM	

E. Progress/Final Report (APP-S/ACC-S)-

Knowledge on			
CONFLICT RECOGNITION		ASD ALIGNMENT	
CONFLICT RESOLUTION		KEY BOARD OPERATION	
TFC. PLANNING		RADAR IDENTIFICATION METHOD	
TFC. HANDLING		MAINTAINING IDENTITY	
AIRSPACE/ PROCEDURES		RADAR TERMINATION	
FACILITIES		RADAR SEPERATION	
COORDINATION		VALIDATION OF MODE C READ OUT	
E-STRIP WORK		RADAR HANDOFF	
SAR & EMERGENCY		RADAR ACCEPTANCE	
COMMUNICATION TECH.		PHRASEOLOGY	
HUMAN FACTOR PRINCIPLES/TEM		RADAR TRAFFIC	
ENFORCEMENT POLICY		VECTURING	

a. Excellent ((95-100) b. Good (90-94) c. Satisfactory (85-89) d. Adequate (80-84) e. Insufficient (below 80)**A. OJTI'S EVALUATION -****B. OJTI'S COMMENTS/RECOMMENDATIONS, IF ANY -**

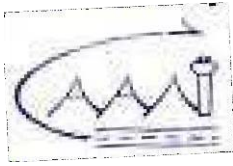
OJTI's NAME -

SIGNATURE -

DATE -

OJTI's SIGNATURE -

DATE -

APPENDIX - I**Civil Aviation Authority of Nepal****ANS Safety Standards Department
ANS Licensing & Rating Division****AIR TRAFFIC CONTROLLER ALPT/MEDICAL APPLICATION FOR INITIAL/RENEWAL EXAMINATION**

To be accompanied by evidence of having met the requirement with respect to age, full name, citizenship, medical fitness, knowledge, experience, skill and fees (if applicable).

Name:

Age:

License No:

Valid Until:

Applicant's Signature

Contact No:

Date:

Recommended by

Name/Designation:

Department/Division/Office:

Date:

Mr. / Mrs. is permitted for the examination.

.....

CATCO

Date:

APPENDIX - J

**ANS Safety Standards Department****ANS Licensing and Rating Division**
CATCO-OJT Form

Name:

Supervisor's Name:

Designation:

Designation:

S. No.	Topics to cover	Date	Responsible Person			Comments /Remarks
			Name	Designation	Signature	
1	Department familiarization (ANSSSD) <ul style="list-style-type: none"> Brief description of Department 					
2	Division familiarization (ANSLRD) <ul style="list-style-type: none"> Roles/Functions of Division and Division Personnel Organization Structure Division JD Personal JD 					
3	Review <ul style="list-style-type: none"> CAAN Act 2053 CAAN Regulation 2058 CAAN Employees' Regulation 2056 					
4	Review <ul style="list-style-type: none"> Annex-1, PELR ANS Regulatory Policy and Procedure Manual MOS L/R of ATC Personnel Medical Requirements Enforcement Policy Examination Procedure 					
5	Review <ul style="list-style-type: none"> ATO Certification Manual Training and Procedural Manual Quality Assurance Manual Instructor Authorization Procedure for ATS-ATO and ANSP Instructors. 					
6	Review <ul style="list-style-type: none"> AIP/ MATS / ATSOM Concerned ICAO Annexes and CARs, Documents, Manuals, CAAN Circulars etc. 					

7	Brief Information about Controlled Aerodrome					
8	Review <ul style="list-style-type: none"> Record Keeping System/ Documentations ATC Software Handling 					
9	TIACAO familiarization					
	Flight Operation Department					
	ATS/SAR Division: <ul style="list-style-type: none"> Aerodrome Control Tower Approach Control Unit Area Control Center ATS Reporting Office SSB (Domestic communication) Simulator Room 					
	TRPE Division					
	Aero Com. Division					
	Radar Surveillance Division					
	Com. and Nav. Aid Division					
	International NOTAM Office					
	ATS Safety Office					
	Library and Concerned Unit					
10	Civil Aviation Academy (CAA) Familiarization <ul style="list-style-type: none"> Concerned Faculties 					
12	Flight Safety Standards Department (FSSD) (Roles and Functions)					
13	AIM Department, HO (Roles and Functions)					
14	ATM Department (Roles and Functions)					
15	Observation on Renewal/Initial Rating Examination of ATCs <ul style="list-style-type: none"> ADC (ATC-1) APP/APP-S (ATC-2/3) ACC/ACC-S(ATC-4/5) 					
16	Oral Assessment					

OJT Start Date:

OJT Completion Date:

Signature of OJT Official:

Signature of OJT Supervisor:

APPENDIX – J1

**ANS Safety Standards Department****ANS Licensing and Rating Division****EXAMINER-OJT Form**

Name:

Supervisor's Name:

Designation:

Designation:

S. No.	Topics to cover	Date	Responsible Person			Comments /Remarks
			Name	Designation	Signature	
1	Department familiarization (ANSSSD) Brief description of Department					
2	Division familiarization (ANSLRD) Roles/Functions of Division and Division Personnel Organization Structure Division JD Personal JD					
3	Review CAAN Act 2053 CAAN Regulation 2058 CAAN Employees' Regulation 2056					
4	Review Annex-1, PELR ANS Regulatory Policy and Procedure Manual MOS L/R of ATC Personnel Medical Requirements Enforcement Policy Examination Procedure					
5	Review ATO Certification Manual Training and Procedural Manual Quality Assurance Manual Instructor Authorization Procedure for ATS-ATO and ANSP Instructors.					
6	Review AIP/ MATS / ATSOM Concerned ICAO Annexes and CARs, Documents, Manuals, CAAN Circulars etc.					

7	Brief Information about Controlled Aerodrome					
8	Review Record Keeping System/ Documentations ATC Software Handling					
9	TIACAO familiarization					
	Flight Operation Department					
	ATS/SAR Division: Aerodrome Control Tower Approach Control Unit Area Control Center ATS Reporting Office SSB (Domestic communication) Simulator Room					
	TRPE Division					
	Aero Com. Division					
	Radar Surveillance Division					
	Com. and Nav. Aid Division					
	International NOTAM Office					
	ATS Safety Office					
	Library and Concerned Unit					
10	Civil Aviation Academy (CAA) Familiarization Concerned Faculties					
12	Flight Safety Standards Department (FSSD) (Roles and Functions)					
13	AIM Department, HO (Roles and Functions)					
14	ATM Department (Roles and Functions)					
15	Observer on (At least one exam) Licence Examination Rating Examination Skill assessment (any two)					
	ADC (ATC-1)					
	APP/APP-S (ATC-2/3)					
	ACC/ACC-S(ATC-4/5)					
16	Oral Assessment					

OJT Start Date:

OJT Completion Date:

Signature of OJT Official:

Signature of OJT Supervisor:

APPENDIX – K

**AIR NAVIGATION SERVICE SAFETY STANDARDS DEPARTMENT****ANS LICENSING AND RATING DIVISION****ON-THE-JOB TRAINING (OJT) by CATCOs COURSE MODULE****AERODROME:-**

DAY/TIME	01:30	01:30	BREAK	01:00	01:00	01:00
DAY-1	PELR, MOS	AIP/ATSOM		SEPARATION	PHRASEOLOGY	OBSERVATION
DAY-2	LOA, HEP, TEM	EMERGENCIES, CONTINGENCIES		AERODROME	STRIP WRITING, FACILITY KNOWLEDGE, WEATHER	OBSERVATION/ SUGGESTION
DAY-3	RELATED CARS	ANS REGULATORY POLICY AND PROCEDURE MANUAL		COORDINATION, CHECKLISTS	OBSERVATION / DISCUSSION	SIMULATION
DAY-4	SIMULATION	SIMULATION		OCCURANCE REPORT, REPORTING CULTURE	OBSERVATION / INSTRUCTION	UNIT VISIT
DAY-5	CAAN REGULATION 2058	ENFORCEMENT POLICY, RECORD KEEPING		MASTERY TEST	VIVA	BRIEFING

Note-1:- Schedule may be changed as and when required.

Note-2:- Duration may be elongated as per the number of OJT.

TOTAL: - 30 Hours

No. of CATCO (OJT):- 2

Unit visit: - 1 Hour

Theory Class: - 18 Hours

Mastery Test: - 1 Hour

Observation: - 4 Hours

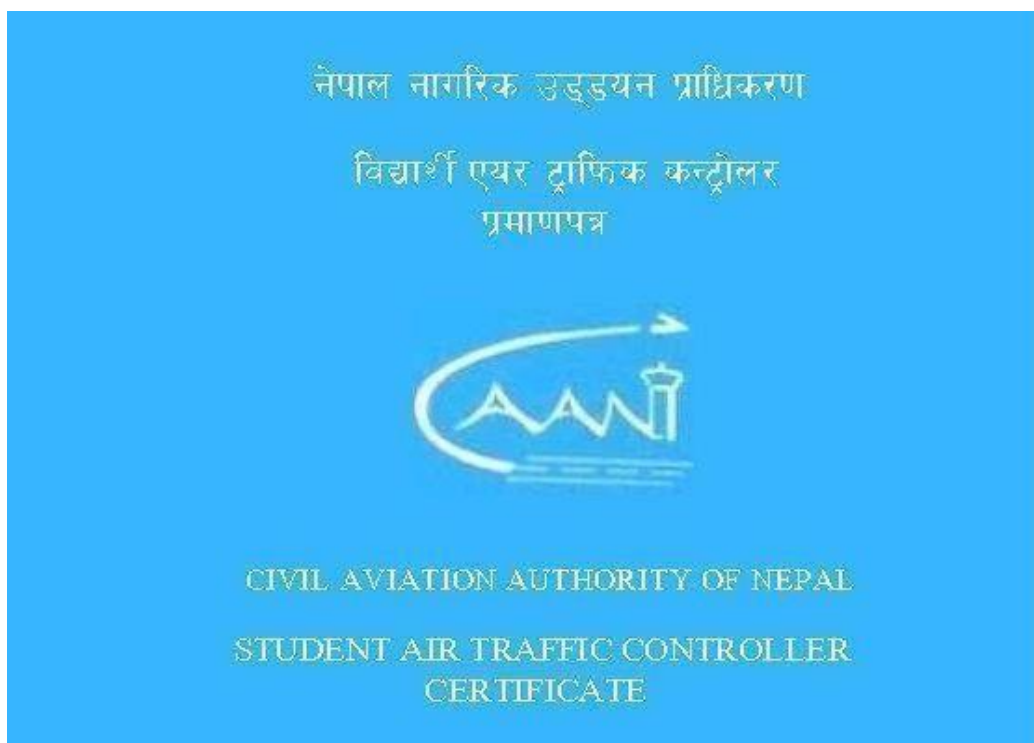
Viva: - 1 Hour/person

Simulation: - 4 Hours/person

Briefing: - 1 Hour/person

APPENDIX - L

Student Air Traffic Controller Certificate



Medical Validity:

ALPT Validity:

Remarks:

If any Person finds this licence, she/he shall forward it
immediately to the following address:-

ANS Safety Standards Department

Civil Aviation Authority of Nepal

Head Office

Babarmahal, Kathmandu, Nepal.

Phone No. : 01-4267784



यदि कसैले यो प्रमाणपत्र फेला पार्नु भएमा निम्न ठेगानामा बुझाई दिनहुन अनुरोध गरिन्छ :

ए. एन. एस. सेफ्टी स्ट्याण्डर्ड्स विभाग

नेपाल नागरिक उड्डयन प्राधिकरण

प्रधान कार्यालय

बबरमहल, काठमाडौं, नेपाल ।

फोन नं ०१-४२६७७८४

बचबा,

ए. एन. एस. माईसेन्सिङ एण्ड रेडिङ महाशाखा :

फोन नं ०१-४११३२७२ ईमेल anslrd@caanepal.gov.np

I. NEPAL

II. STUDENT AIR TRAFFIC CONTROLLER CERTIFICATE

III. Number:

IV. This Air Traffic Controller Certificate is issued to:

Full name:

Date of birth:

Address:

Nationality:

Signature:

V. This certificate is issued in accordance with the Rules 32 of CAAN, Civil Aviation Regulations, 2068 and the provision of Personal Licensing Requirements of Civil Aviation Authority of Nepal.

VI. Validity of certificate:

Subject to the validity of Certificate, the Student ATC Certificate authorizes the holder to work in a particular ATS unit under the direct supervision of an C/JT/Rated Controller and is qualified to commence C/JT in the rating discipline(s) in which she/he has successfully completed initial training.

VII. Signature of issuing authority:

Designation:

Date of issue:

Official stamp:

Photo

APPENDIX - M

Air Traffic Controller License



No alteration, endorsement or entry in the Licence shall be made by any person other than authorized for this purpose by the Director General of Civil Aviation Authority of Nepal.

If the licence is lost or destroyed the holders shall notify the Civil Aviation Authority, immediately. A replacement will be issued only for a valid licence on receipt of a written application from the holder.

If any person finds this licence she/he shall forward it immediately to the following address:

ANS Safety Standards Department
Civil Aviation Authority of Nepal
Head Office
Babarmahal, Kathmandu, Nepal
Ph. No. 4267784
or
ANS Licensing and Rating Division
Ph. No. 4113272
Email: anslrd@caanepal.gov.np

I.	NEPAL	
II.	AIR TRAFFIC CONTROLLER LICENCE	
III.	Number:	<div style="border: 1px solid black; width: 60px; height: 60px; display: flex; align-items: center; justify-content: center;"> Photo </div>
IV.	This Air Traffic Controller Licence is issued to:	
	Full name:	
	Date of birth:	
	Address:	
	Nationality:	
	Signature:	
V.	This licence is issued in accordance with the Rules 32 of CAAN, Civil Aviation Regulations, 2058 and the provisions of Personal Licensing Requirement of Civil Aviation Authority of Nepal.	
VI.	This licence remains valid for the period shown in item IX. Subject to the endorsements in item X, XI and rating validity in item XII, the holder is permitted to exercise one or more of the following privileges:	
	a)	To provide or to supervise the provision of Aerodrome Control Service.
	b)	To provide or to supervise the provision of Approach Control Service.
	c)	To provide or to supervise the provision of Approach Control Surveillance Service.
	d)	To provide or to supervise the provision of Area Control Service.
	e)	To provide or to supervise the provision of Area Control Surveillance Service.
VII.	Signature of issuing authority:	
	Designation:	
	Date of issue:	
VIII.	Official stamp:	

IX. PERIODS OF LICENCE VALIDITY

From	To	Initials and Official Stamp

X. PERIODS OF MEDICAL VALIDITY

From	To	Initials and Official Stamp

XI. ALPT VALIDITY

Level	Date of Result	Date of Expiry	Initials and Official Stamp

Location	Ratings	Issue date	Initials and Official Stamp

XIII. REMARKS

a) Holder of this licence shall not exercise the privileges of this licence and related ratings:

- At any time when she/he is aware of any decrease in her/his medical fitness, which might render her/him unable to safely and properly exercise these privileges.
- While under the influence of any psychoactive substance, which might render her/him unable to safely and properly exercise these privileges.

XIV. DETAILS OF RATING

Rating	Operating Position	Code
Aerodrome Control	Aerodrome Control	ADC
Approach Control Procedural	Approach Control	APP
Approach Control Surveillance	Approach Radar	APP-S
Area Control Procedural	Area Control	ACC
Area Control Surveillance	Area Radar	ACC-S
Check Air Traffic Controller	ANSLR Division	CATCO
On the Job Training Instructor	ANSP	OJTI

यदि कसैले यो प्रमाणपत्र फेला पार्नु भएमा निम्न ठेगानामा बुझाई दिनहुन अनुरोध गरिन्छ :

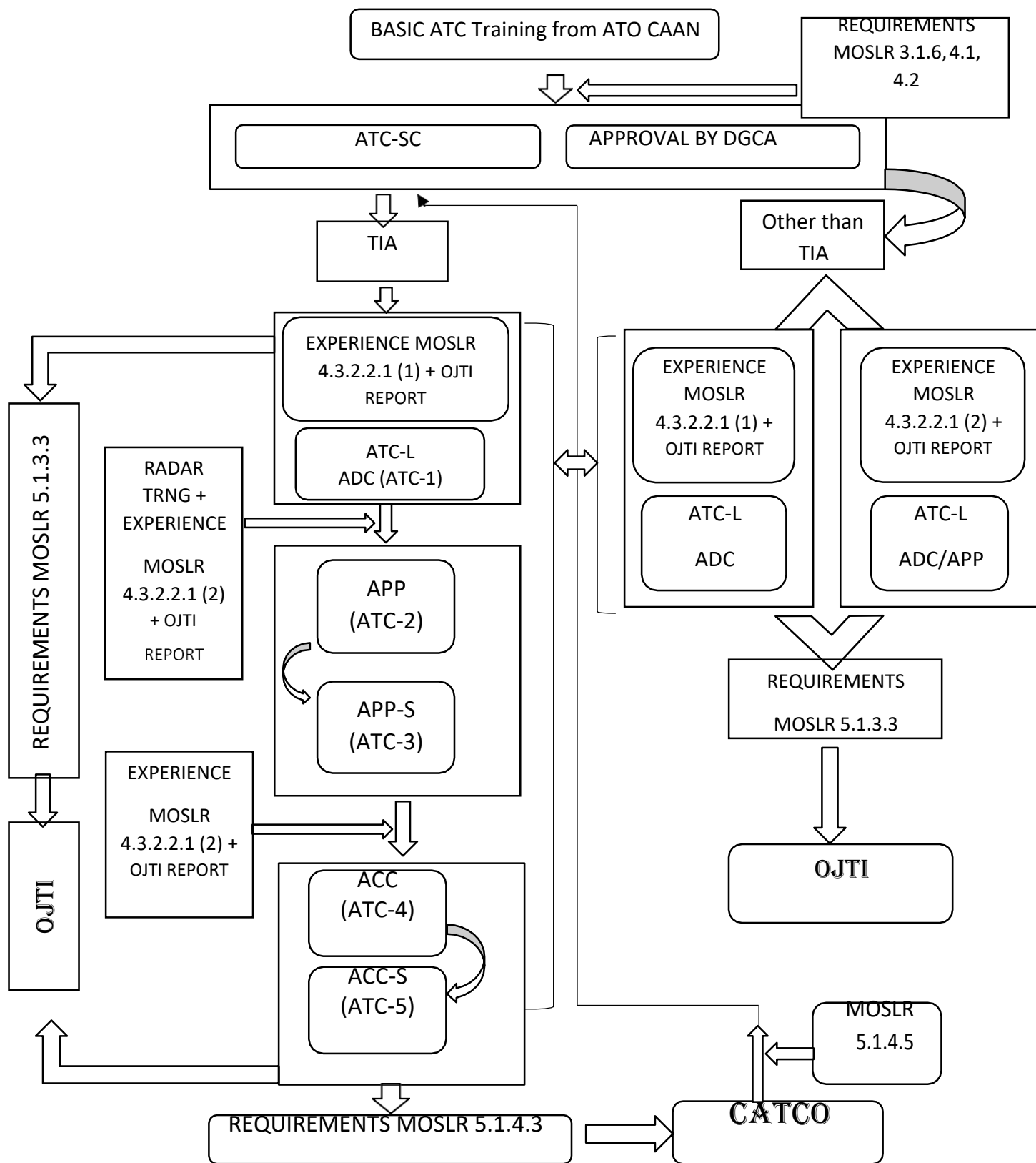
ए. एन. एस. सेफ्टी स्ट्याण्डर्ड्स विभाग
नेपाल नागरिक उड्डयन प्राधिकरण
प्रधान कार्यालय
बबरमहल, काठमाण्डौ, नेपाल ।
फोन नं ०१-४२६७३८४

अथवा,

ए. एन. एस. साईसेन्सिङ एण्ड रेडिङ महाशाखा :
फोन नं ०१-४११३२७२
ईमेल anslrd@caanepal.gov.np

APPENDIX - N

ATC Licensing and Rating Flowchart



APPENDIX – O

Suspension and revocation of licenses flowchart

