

**PERSONNEL LICENSING REQUIREMENTS  
FOR  
AIR TRAFFIC SAFETY ELECTRONIC PERSONNEL  
(PELR -ATSEP)**



**CIVIL AVIATION AUTHORITY OF NEPAL**

**Third Edition, July 2019**

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## RECORD OF AMENDMENTS

### Amendments to PELR-ATSEP

Amendment	Sources	Subject(s)	Effective Date
First edition, 1st amendment	Enacted by Civil Aviation Authority of Nepal, pursuant to Rule-31(5) of Civil Aviation Regulation-2058 (2002)	---	2013
2nd Edition	Rule 34 of Civil Aviation Regulation 2002.	Categories and type of rating, OJT period for initial rating, revalidation, and new system installation and up gradation; additional provision for STO; provision for Rating /License Examination.	May 2015
1 <sup>st</sup> Amendment		Surveillance Rating	March 2018
3 <sup>rd</sup> Edition	Rule 34 of Civil Aviation Regulation 2058(2002)	Categories and type of rating, Training system for rating/licensing.	July 2019
1st Amendment		Definitions, Abbreviations, Categories of Rating, License lost and found, License/Rating suspension and Medical requirement.	January 2021

## FOREWORD

The effective performance of the air traffic management (ATM) system depends on well installed and maintained Communication, Navigation and Surveillance (CNS) system. Therefore the Air Traffic Safety Electronics personnel (ATSEP) involved in the installation, operation and maintenance of these CNS/ATM systems must have excellent knowledge and understanding of the globally interoperable system to achieve optimum capacity within acceptable safety limits.

ICAO's Doc 10057 Manual on ATSEP Competency Based Training and Assessment acts as a guide for air navigation service providers (ANSPs) and training providers in developing competency-based training and assessment programs to ensure global standardization for training ATSEP.

Personnel Licensing Requirements for Air Traffic Safety Electronic Personnel (PELR-ATSEP), Third Edition, July 2019 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.).

These requirements shall be applicable to all Air Traffic Safety Electronic Personnel directly involved in installation, acceptance, certification, operations and maintenance of CNS equipments/systems that are in operation at different civil aviation offices of Nepal. This document spells out the requirements to be met for issuing ATSEP Licenses and associated ratings endorsement for ATSEP.

Air Navigation Services Safety Standards Department (ANSSSD) of the Civil Aviation Authority of Nepal has developed these requirements to administer the Licensing and Rating of ATSEP.

While developing this requirement, ICAO Training Manual for Air Traffic Safety Electronics Personnel (Doc 10057) and ICAO Manual of Testing of (Ground based) Radio Navigation Aids (Doc-8071 Vol I, Vol III) have been used as the basis especially in matters pertaining to the training of ATSEP personnel and testing of radio navigation aids.

These requirements are subject to the periodic review. Any discrepancies noted and suggestions can be forwarded to the ANS Safety Standards Department, CAAN. These requirements shall come into effect immediately.

Director General  
Civil Aviation Authority of Nepal

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## 1. DEFINITIONS

**Air traffic management (ATM):** The aggregation of the airborne functions and ground-based functions (air traffics services, airspace management and air traffic flow management) required to ensure the safe and efficient movement of aircraft during all phases of operations. ATM equipment includes all kind of automation systems required for the ATM.

**Approved maintenance training:** In the context of this requirement, approved maintenance training is the training program and the syllabus prepared for the maintenance of particular type of equipment which is approved by director general of civil aviation authority of Nepal.

**ASR Toshiba TW 2038A:** Toshiba Airport Surveillance Radar (Primary Radar) of model TW 2038A.

**ATSEP:** Air Traffic Safety Electronic Personnel (ATSEP) are the technical personnel directly involved in operations and maintenance of CNS equipment/systems that are in operation at different civil aviation offices.

**ATSEP License:** A document issued by CAAN authorizing the holder to exercise specified privileges.

**Certification:** The process of determining competence, qualification, or quality on which an aviation document is based.

**Competency:** The combination of knowledge, skills and attitude required to perform a task to the prescribed standards.

**ComSoft AMHS:** ATS message handling system of ComSoft Pvt. Ltd., Germany.

**Equipment:** Portion of a system that performs a function that contributes to a system output(s).

**ERA NEO:** ADS surveillance system of ERA.

**General duty:** The duty in the normal office working hours assigned to the personnel for the maintenance of aeronautical telecommunication equipment and systems.

**Knowledge:** A person's range of information, familiarity gained by experience or repetition, understanding. Knowledge is understood as storage of information in the trainee's mind that can be retrieved when necessary, and understanding of concepts and performances. Knowledge is component part of the expected trainees' performance that is described in the intermediate objective.

**LDB 101:** DME System of model LDB 101 from company Indra, Australlia.

**LDB 102:** DME System of model LDB 102 from company Indra, Australlia.

**LDB 103:** DME System of model LDB 103 from company Indra, Australlia.

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

**Licensing office:** ANS Safety Standards Department is the licensing office established for performing the administrative and technical function of licensing and rating task of ATSEP including keeping records of ATSEP license.

**License Rating:** A rating on ATSEP license identifies the particular type of equipment/system which may be certified by the license holder within the scope of his/her rating.

**NEC 175A20950X:** MSSR system of model 175A20950X from NEC, Japan.

**NEC DME:** DME system from NEC, Japan.

**NEC Localizer:** DME system from NEC, Japan.

**NEC VOR:** VOR system from NEC, Japan.

**OJTI:** An ATSEP, with an OJTI endorsement on ATSEP license authorized to supervise and conduct on the job training of ATSEPs.

**Operation duty:** The duty assigned to work in shift for the operation of air traffic movement.

**Out Station:** Those CNS station outside Kathmandu valley.

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

**Rated ATSEP:** A person holding ATSEP license with endorsement of any rating and authorized to certify particular type of equipment/system.

**SELEX 1150A:** DVOR system from SELEX Inc, USA.

**SELEX 1118/19:** DME system from SELEX Inc, USA.

**SELEX ILS 2100:** Instrument Landing System from SELEX Inc, USA.

**Skill:** Practical or intellectual ability, ease in doing something, dexterity. Skills are classified as either intellectual or physical. Intellectual skills are those related to the use of intellect, like the abilities of classifying, rule-using, discriminating, problem-solving or cognitive strategy (the most complex of all). Physical skills are those that enable a person to make coordinated movements, perform manual tasks, and carry out physical activities. The skills are component part of the expected trainees' performance that is described in the intermediate objective.

**SSR NPG 905G:** Secondary Surveillance Radar System of model NPG 905G form Toshiba, Japan.

**Standardization and Training Officer (STO):** An ATSEP duly designated by the licensing authority for the assessment of ATSEPs for the purpose of issue, renewal and revalidation of ATSEP license or rating.

**System:** One or more types of electronic equipment and ancillary devices functioning to provide a service.

**Test rack:** An identical/replica of CNS equipment used for maintenance /check of modules /units for maintenance/adjustment purpose of operational equipment.

**VRB 51D:** DVOR System of model 51D from Indra, Australia.

**VRB 52D:** DVOR System of model 52D from Indra, Australia.

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**Work Station:** Station where the CNS/ATM or security equipment are installed.

## 2. ABBREVIATIONS

<b>ADS</b>	Automatic Dependent Surveillance
<b>ADSB</b>	Automatic Dependent Surveillance-Broadcast
<b>AFTN</b>	Aeronautical Fixed Telecommunications Network
<b>AIP</b>	Aeronautical Information Publication
<b>AMHS</b>	ATS Message Handling System
<b>ANSP</b>	Air Navigation Service Provider
<b>ANSSSD</b>	Air Navigation Services Safety Standards Department
<b>ASR</b>	Airport Surveillance Radar
<b>ATM</b>	Air Traffic Management
<b>ATS</b>	Air Traffic Services
<b>ATSEP</b>	Air Traffic Safety Electronic Personnel
<b>CAR</b>	Civil Aviation Requirements
<b>CBT</b>	Competency Based Training
<b>CNS</b>	Communication, Navigation & Surveillance
<b>COM</b>	Communication
<b>DGCAAN</b>	Director General of Civil Aviation Authority of Nepal.
<b>DME</b>	Distance Measuring Equipment
<b>DVOR</b>	Doppler-VOR
<b>ILS-GS</b>	Instrument Landing System-Glide Slope
<b>ILS-LOC</b>	Instrument Landing System-Localizer
<b>MSDPS</b>	Multi-Sensor Data Processing System
<b>OJT</b>	On the Job Training
<b>OJTI</b>	On the Job Training Instructor
<b>RAD</b>	Radar
<b>RDPS</b>	Radar Data Processing System
<b>SDP</b>	Surveillance Data Processing
<b>SSR</b>	Secondary Surveillance Radar
<b>STO</b>	Standardization and Training Officer
<b>VOR</b>	Very High Frequency, Omni-directional Range

### 3. INTRODUCTION and SCOPE of ATSEP

- 3.1 The Air Traffic ground-based facilities need to achieve complete satisfaction to the standards mentioned in the Annexes of the Convention on International Civil Aviation (ICAO) for the safety of Air Traffic management. To ascertain the operation and maintenance of CNS equipment/system in international standards, Air Traffic Safety Electronic Personnel (ATSEP) license is issued to the personnel directly involved in operations and maintenance of CNS equipment/systems that are in operation at different civil aviation offices of Nepal. The act of licensing consists of the granting of privileges to the personnel who is able to satisfy the prescribed requirements.
- 3.2 Before issuing a license, the licensing authority must satisfy itself that the applicant meets, in all respect, the standards of experience, knowledge, and competency so as to be competent to execute the authorized activities or privileges granted in the license.
- 3.3 ATSEP performs tasks on a wide variety of CNS/ATM systems and equipment requiring a wide range of competencies and expertise as well as knowledge and skills in electronics, computer science and network. In addition, ATSEP activities may be carried out from basic technical to high level engineering.
- 3.4 **Scope of ATSEP activities:**
  - a. **Operational activities:** Supervision, monitoring, control and reporting in real time of technical services, supported by electronic system and/or equipment for CNS/ATM.
  - b. **Maintenance activities:** Preventive maintenance, corrective maintenance and/or modification and updates of supporting electronics systems and/or equipment for CNS/ATM.
  - c. **Installation activities:** Project management, specification, conception, validation, integration, test and acceptance, safety assessment, calibration, certification, optimization and upgrade of supporting electronic systems and/or equipment for CNS/ATM, engineering activities.
  - d. **Other activities:** In addition to technical activities other may be related to management, teaching or assessment, safety management, security management (e.g. networks) and quality management.
- 3.5 ATSEP must be proven competent to work on CNS/ATM systems or equipment ensuring safety and quality through documented process.

- 3.6 **ATSEP training:** To ensure global standardization, Competency based training and assessment shall be conducted for any categories of rating purposes. ATSEP training shall be organized in the following ways:
- 3.6.1 **Induction/Orientation Training:** General overview of Aviation and CNS facilities, conducted by Civil Aviation Academy.
- 3.6.2 **ATSEP Initial Training:** ATSEP Initial Training is focused mainly on CNS equipments and is applicable to all ATSEPs. This training shall be conducted based on syllabus described on **Appendix A (A1)**. After completion of ATSEP Initial Training, those ATSEPs who are unable to pass the ATSEPs competency examination for License conducted by ANSSD, shall not be eligible for any type of ATSEPs rating. This training shall be a baseline for ATSEP and CAA may conduct this training for ATSEPs any time after the entry in CAAN, but at least before two year in service.
- 3.6.3 **Unit Training:** After successfully completing the ATSEP Initial Training, ATSEPs who pass the Competency Examination for License shall undergo Unit Training. This training is oriented to develop specific skill on ATSEPs about specific CNS equipment/system. This training addresses theoretical and practical issues from an equipment-specific and/or a site-specific perspective. It includes On-the-Job Training (OJT) as well.
- 3.6.4 **Continuation/Refresher Training:** This training is designed to maintain competency and prepare for system upgrades. It includes refresher, emergency and conversion training. Initial Rating Training syllabus shall be a base for this training; however, ANSP may suggest any changes or amendments. The period of this training shall be as per Appendix E.
- 3.6.5 **Development Training:** This phase focuses on the development of additional competencies required by change or evolution of an ATSEP's profile.

The Training and Rating flow-chart for Initial & Renewal of ATSEPs Licensing/Rating shall be as per Appendix E.

## **4. REQUIREMENTS FOR THE ISSUANCE OF LICENSE/ RATINGS**

### **4.1 REQUIREMENTS FOR INITIAL ATSEP LICENCE**

Applicant before being issued Initial ATSEP License shall meet the following requirements:

#### **4.1.1 General eligibility requirements**

##### **a) EDUCATION**

The applicant shall have completed minimum of 3 years certificate level course (Diploma in electronics engineering) or higher.

##### **b) AGE**

The applicant shall not be less than 18 years of age.

##### **c) TECHNICAL KNOWLEDGE**

The applicant shall have demonstrated a level of knowledge appropriate to the holder of an ATSEP license as describe in appendix A1.

4.1.2 Applicant shall be required to satisfactorily complete ATSEP Training course approved by CAAN.

4.1.3 Applicant shall possess one year of work experience (Before the date of issue of License/Rating) in the field of Air Traffic Safety (Inspection, Servicing and maintenance of ATS Equipment/Services).

4.1.4 Applicant shall pass the ATSEP competency written examination for License (Taken after ATSEP Initial Training).

4.1.5 Applicant shall meet the training, experience and assessment requirements for at least one ATSEP Rating issued under paragraph 4.6

4.1.6 ANSP shall start the process of at least one initial rating of ATSEPs within two years of ATSEP's service entry.

### **4.2 VALIDITY OF LICENSE**

4.2.1 ATSEP license shall remain valid subject to the endorsement of at least one rating.

### **4.3 SPECIFICATION OF ATSEP LICENSE**

ATSEP license/rating book issued by CAAN shall confirm to the following specifications:

- i. Emblem of the authority issuing the license on the center of cover page;
- ii. Name of State (in bold type);
- iii. Title of license (in very bold type);
- iv. Serial number of the license given by the authority issuing the license;
- v. Name of the holder (in full);
- vi. Date of birth of holder;

- vii. Address of holder;
- viii. Nationality of holder;
- ix. Signature of holder;
- x. Authority and, where necessary, conditions under which the license is issued;
- xi. Certification concerning validity and authorization for holder to exercise privileges appropriate to license and statement of medical validity;
- xii. Signature of officer issuing the license and the date of such issue;
- xiii. Seal or stamp of authority issuing the license;
- xiv. Details of Ratings, e.g. category; privileges
- xv. Remarks, i.e. special endorsements relating to limitations and endorsements for privileges.

*Note- Sample of ATSEP license/rating book issued by CAAN is given in Appendix D and its cover shall be of blue color.*

#### 4.4 APPLICATION FOR RATING

4.4.1 The applicant who fulfills all the requirements for obtaining a rating shall apply to ANSP Chief (Dept./Division Chief) in written with the following document. ANSP chief shall forward such applications to ANS L/R Division, ANSSSD.

- a. Completed and signed form (Attachment F or G), which is applicable.
- b. Renewal request application form (परिक्षा कार्यविधि-२०७०, अनुसूची-५/६,), which is applicable.
- c. Original copy of valid license, if applicable.
- d. Training report form and OJT completion certificate.
- e. Fee voucher, if applicable.

4.4.2 Upon receiving the application, the licensing and rating division shall examine all the documentation and if satisfied, forward to the Director for further processing.

#### 4.5 CATEGORIES OF RATING

The categories and equipment/system type ratings under those categories shall be as follow:

S.N.	Category of Rating	Class of Rating	Type of Rating	Code
1.	Communication Rating	Voice Com. Data Com. (AFTN/AMHS)	~ ComSoft AMHS.	COM
2.	Navigation Rating	DVOR	~ SELEX 1150A ~ NEC VOR ~ VRB 52D ~ VRB 53D	VOR

		DME	~ LDB 101 ~ SELEX1119A ~ LDB 102 ~ NEC DME ~ LDB 103	DME
		Landing Aid ILS (Localizer/Glide Path)	~ NEC Localizer ~ Selex ILS 2100 ~ Normarc 7000B ILS	ILS
3.	Surveillance Rating	Radar ASR/SSR/MSSR	~ ASR Toshiba TW 2038A ~ SSR NPG 905 G ~ NEC 175A20950X	RAD
		Radar RDPS/MSDPS /Simulator		SDP
		ADS-B	~ ERA NEO	ADS

*Note: Type rating shall be added accordingly after the installation of the new equipment type in the Navigation and Surveillance system.*

#### 4.6 REQUIREMENTS FOR ISSUANCE OF INITIAL ATSEP RATING

An applicant before being issued with initial ATSEP rating shall meet the following requirements as applicable to the corresponding rating category sought.

4.6.1 The applicant shall have fulfilled all requirements for ATSEP license mentioned in Para 4.1 and have following knowledge, Experience and OJT completed.

##### 4.6.1.1 COMMUNICATION RATING:

###### A. Eligibility:

The applicant shall be eligible as mentioned in Para -4.6.1

###### B. Knowledge:

The applicant shall have demonstrated a level of knowledge relevant to the privileges to be granted and appropriate to the responsibilities of ATSEP as described in the syllabus in appendix A2 appropriate to the privilege granted.

###### C. Experience:

The applicant shall have work experience of three months in the field of communication.

**D. OJT**

The applicant shall have successfully completed OJT of 15 working days for Voice Communication and 15 working days for Data Communication (AMHS) in the related equipment/systems type and shall be recommended by OJTI.

**4.6.1.2 NAVIGATION RATING:**

**A. Eligibility:**

An applicant shall be eligible as mentioned in Para 4.6.1

**B. Knowledge:**

The applicant shall have demonstrated a level of knowledge as described in the syllabus in appendix A2 appropriate to the privilege granted

**C. Experience:**

The applicant shall have work experience of six months in related equipment/system type.

**D. OJT:**

Applicant shall have successfully completed OJT of 15 working days for VOR, 15 working days for DME, 15 Working days for ILS-LOC and 15 working days for ILS-GS in the related equipment/system type and shall be recommended by OJTI.

**4.6.1.3 SURVEILLANCE RATING:**

**(I) RADAR ASR/SSR/MSSR RATING:**

**A. Eligibility:**

Applicant shall be eligible as mentioned in Para 4.6.1

**B. Knowledge:**

The applicant shall have demonstrated a level of knowledge as mentioned in appendix A2 appropriate to the privilege granted.

**C. Experience:**

The applicant shall have work experience of six months in related equipment/system type.

**D. OJT:**

Applicant shall have successfully completed OJT of 15 working days in the related equipment/system type and shall be recommended by OJTI.

**(II) RADAR RDPS/MSDPS/SIMULATOR:**

**i) Eligibility:**

Applicant shall be eligible as mentioned in Para 4.6.1

**ii) Knowledge:**

The applicant shall have demonstrated a level of knowledge as mentioned in appendix A2 appropriate to the privilege granted.

**iii) Experience:**

Applicant shall have work experience of six months in related equipment/system type.

**iv) OJT:**

Applicant shall have successfully completed OJT of 15 working days in the related equipment/system type and shall be recommended by OJTI.

**(III) ADS-B**

**A. Eligibility:**

Applicant shall be eligible as mentioned in Para 4.6.1

**B. Knowledge:**

The applicant shall have demonstrated a level of knowledge as mentioned in appendix A2 appropriate to the privilege granted.

**C. Experience:**

The applicant shall have work experience of three months in related equipment/system type.

**4.6.1.4** In case of new installation/up-grading of the system/equipment following process shall be carried out for the rating:

**I. INITIAL RATING FOR NEWLY INSTALLED SYSTEM**

ANSPs may initiate rating process and ANSSD may issues the Initial Rating only for Newly Installed System/Equipment under following circumstances.

a. The applicant shall have completed the Factory Training (on Factory Premises), as per para 4.7.4.

b. The applicant shall have involvement on Initial Installation of the System/Equipment.

**II. INITIAL RATING Existing system of new model or upgraded system/equipment**

i) Training shall be given to the candidate as approved by DGCA.

ii) OJT shall be carried out as mentioned in 4.6.1.1, 4.6.1.2, 4.6.1.3. However, in case of upgradation with no significant change in the system, OJT period for a person who has already got license/rating of the similar category may be reduced to 50% by DGCA.

iii) Knowledge and the skill test shall be taken by the examiner. This test shall be valid for the endorsement of the rating if the candidate has passed the knowledge test for the license examination or already carrying the valid license.

**4.7 ISSUANCE OF RATING**

The applicant before being issued any categories initial rating shall provide the document as given on para 4.4.

The applicant before being issued any category of rating shall fulfill the following requirement specified for particular rating category.

**4.7.1 Eligibility:**

Applicant shall fulfill the eligibility requirements as mentioned in Para 4.4

**4.7.2 Knowledge:**

Applicant shall have demonstrated a level of knowledge specified for particular rating as mentioned under Para 4.6

**4.7.3 Experience:**

Applicant shall have work experience of specified duration for particular rating as mentioned under Para 4.6

**4.7.4 Training:**

Applicant shall have successfully completed maintenance training course approved by DG CAAN in the equipment/system type for which rating is sought. The training may have obtained either within the country or outside the country. Such training shall cover the topics as given in Appendix A.

*Note: In case of Factory Training (training on Factory premises) such training shall not be less than 10 working days.*

**4.7.5 OJT:**

ANSPs shall prepare and get approved, the OJT plan for prescribed duration (as given in Para 4.6) and training categories.

Applicant shall have successfully completed OJT of prescribed duration specified for specific categories of rating.

**4.7.6 Examination/Test:**

Applicant shall satisfactorily qualify the prescribed written and practical examination along with competency check.

**4.8 PRIVILEGES OF ATSEP LICENCE/RATING**

The holder ATSEP license endorsed with specific rating shall have the privileges of Installation, acceptance, certification, operations and maintenance work of CNS Equipments/Systems that are in operation at different civil aviation offices of Nepal.

**4.9 LIMITATION OF LICENSE / RATING:**

The privileges of License/ Rating shall be limited to the specific equipment/system endorsed in the ATSEP license.

**4.10 VALIDITY OF RATING:**

Validity of equipment/system type rating shall remain for two year from the date of its issuance only if

- a. Currency of endorsed license/Rating maintained as per para 4.11.
- b. Endorsed license/Rating not expired as per para 4.13

#### **4.11 REQUIREMENTS FOR CURRENCY OF LICENSE/ RATING:**

A person holding ATSEP license/rating shall fulfill the following requirements for maintaining the currency of his/her license/rating.

- 4.11.1 The rated ATSEP working in operation shift duty shall attend the operation duty for corresponding system/equipment for at least 10 days in three months and perform schedule maintenance and checkup.
- 4.11.2 The rated ATSEP working in general duty shall perform maintenance/checkup of the corresponding equipment/system either on work bench or test rack for 10 days within three months period, including at least one operational equipment check.

*However, the rated ATSEP absent from operation or general duty under official training/visit shall be provided extra days exact to the amount of the official training to fulfill the above mentioned requirements.*

*Note: ATSEP Working on ANSSSD shall perform at least one schedule checks in every month to maintain the currency of License/Rating.*

#### **4.12 RENEWAL OF ATSEP LICENSE/ RATING**

ATSEP rating shall be renewed subject to meeting the following requirements:

- 4.12.1 Qualifying the prescribed rating renewal practical and competency test conducted by licensing/rating office.
- 4.12.2 Fulfilling the requirements for maintaining the currency of rating.
- 4.12.3 Applicant shall submit the renewal form given in Appendix G.

#### **4.13 EXPIRY OF LICENSE/RATING**

The holder of the expired (or suspended) License/Rating on the following basis shall not exercise the privilege of the rating until it is Renewed/ Revalidated.

- 4.13.1 When a rating has not been renewed by the date of expiry.
- 4.13.2 When the rating has been suspended.
  - 4.13.2.1 An ATSEP license/Rating may be provisionally suspended pending an investigation into the case.
  - 4.13.2.2 On sufficient ground being shown after investigation, an ATSEP License/Rating may be revoked or suspended. In such cases, the holder of the ATSEP License/Rating shall surrender it immediately to the ANSSSD.

#### **4.14 REVALIDATION OF LICENSE/ RATING**

- 4.14.1 When rating of an ATSEP is expired (invalid), s/he shall apply to the chief of ANSP (Division/Dept. Chief) in written for the revalidation of the rating with the following documents. The ANSP chief shall forward the application to ANS L/R Division.
- a. Completed and signed application form (appendix-G).
  - b. Renewal request application form (परिक्षा कार्यविधि-२०७०, अनुसूची-६).
  - c. Original copy of license/rating.
  - d. Fee voucher, if applicable.
- 4.14.2 To restore the validity of an expired/suspended rating, the holder shall meet the requirements subject to the expiry period from the date of expiry as follows:
- I. Less than six months:
- a. Shall have valid ATSEP license or have fulfilled all the requirements of ATSEP license.
  - b. Shall complete five working days of OJT for Communication, seven working days for DVOR, five working days for DME, seven working days for ILS-LOC, seven working days for ILS-GP and seven working days for RADAR ASR/SSR/MSSR/RDPS.
  - c. Completion of OJT program and recommendation of revalidation of the rating certified by OJTI.
  - d. Recommendation by the respective department/division chief.
- II. Up to two years:
- a. Shall have valid ATSEP license or have fulfilled all the requirements of ATSEP license.
  - b. Shall complete ten working days of OJT for Communication, fifteen working days for DVOR, ten working days for DME, fifteen working days for ILS-LOC, fifteen working days for ILS-GP and fifteen working days for RADAR ASR/SSR/MSSR/RDPS.
  - c. Completion of OJT program and recommendation of revalidation of the ATSEP rating certified by OJTI
  - d. Recommendation by the respective department/division chief.
  - e. Shall have satisfactorily qualified the test prescribed for rating renewal.
- III. More than two years
- a. Shall have valid ATSEP license or have fulfilled all the requirements of ATSEP license.
  - b. Shall fulfill the work experience of specified duration for particular rating as mentioned under Para 4.6.
  - c. Shall have completed the OJT as specified in the initial rating.
  - d. Completion of OJT program and recommendation of revalidation of the ATSEP rating certified by OJTI.
  - e. Recommendation by the respective department/division chief.
  - f. Shall have satisfactorily qualified the test prescribed for initial rating.

#### **4.15 ATSEP RATING –ADDITIONAL**

4.15.1 The holder of ATSEP license with one rating may apply for additional ratings to be added in the license.

4.15.2 Applicant before being issued additional rating for new equipment/system shall fulfill the following requirements in addition to knowledge and experience requirement of the rating sought:

- i. Applicant shall have successfully completed approved maintenance training of the equipment/system for which additional rating is sought.
- ii. Applicant shall have completed prescribed OJT for the rating category under which the rating contains.
- iii. Completion of OJT program and recommendation of additional rating certified by OJTI.
- iv. Applicant shall qualify the test prescribed for initial rating.

#### **4.16 LICENSING / RATING EXAMINATION**

A theory written test shall be conducted for the purpose of evaluating personnel qualification requirements for ATSEP License.

- i. Failure to obtain 70% marks in the written exam shall necessitate supplementary written examination.
- ii. The supplementary examination shall not be conducted within 15 days of the first examination.
- iii. If the person fails on supplementary written examination, the concern ANSP shall be responsible for providing further refresher training prior to conduct a further written examination.

A theory written and practical competency test shall be conducted for the purpose of evaluating personnel qualification requirements for ATSEP Rating for any of the equipment / System type.

- i. Failure to obtain 80% marks in the written exam shall necessitate supplementary written examination.
- ii. The supplementary examination shall not be conducted within 15 days of the first examination.
- iii. If the person fails on supplementary written examination, the concern ANSP shall be responsible for providing further on the job training prior to conduct a further written examination.
- iv. Similarly, for the failure to obtain 80% in the practical competency test, shall necessitate supplementary practical examination.
- v. The supplementary practical competency test shall not be conducted within 15 days of the first examination.
- vi. If the person fails on supplementary practical competency test, the concern ANSP shall be responsible for providing further on the job training prior to conduct a further practical competency test.

#### **4.17 Others:**

**4.17.1. License Book Lost and Found:** If ATSEP lost their License/Rating Book, shall apply to ANSP Chief (Dept./Division Chief) in written with the following documents within 35 days of lost. ANSP chief shall forward such applications including his/her recommendation to ANS L/R Division. After accessing the evidence ANSSSD may issue the copy of License/Rating Book.

- a) Copy of License/Rating Book
- b) Passport size Photo-1
- c) Written Application addressed to ANS L/R Division
- d) fee voucher, if applicable

#### **4.17.2 Medical requirements and Psychoactive Substances (Alcoholic Drink and Problematical Drugs and Medicines) Restrictions**

4.17.2.1 The holder of an ATSEP-Trainee or ATSEP license shall not perform operational safety related engineering functions on CNS/ATM systems while under the influence of psychoactive substances, including any medicine, that might have a negative influence on his capacity to perform a safe engineering functions on CNS/ATM systems.

4.17.2.2 The appropriate Medical institutions authorized by the CAAN ensures that license holders are able to obtain the necessary advice and/or information to enable them to decide if they shall, or shall not, perform operational safety related engineering functions on CNS/ATM systems while taking specific medicines.

4.17.2.3 ANSP management shall have a process for monitoring ATSEPs for psychoactive substance abuse. An ATSEP who is suspected of being under the influence of psychoactive substances shall be immediately withdrawn from operational duty by the CNS authority and reports to ANS L/R Division with the evidence.

## **5. REQUIREMENTS FOR ON-THE-JOB TRAINING INSTRUCTOR (OJTI)**

### **5.1 ELIGIBILITY**

Air Traffic Safety Electronic Personnel holding valid ATSEP license and either deployed in operational shift duty or involve in regular maintenance of Air Traffic Safety equipments shall be eligible to be appointed as OJTI subject to meeting the following requirements:

- a. Experience of 3 years with current ATSEP rating of specific equipment/system.
- b. Has not failed in any license/rating examination during last two *examinations/assessments*.
- c. Has no regulatory action regarding license/rating attributable to him/her during the last one year.
- d. Has suitable temperament.

### **5.2 APPROVAL PROCESS**

5.2.1 ANSP shall recommend air traffic safety electronic personnel having qualification as per Para 5.1 eligibility as an OJTI to ANSSSD and ANSSSD shall assess the prescribed requirements and may endorse OJTI in holder's license.

5.2.2 However, in special conditions such as new installations, up-gradation/replacement of the system/equipment or unavailability of OJTI due to unavoidable circumstances, DGCA may waive some of the requirements mentioned in Para 5.1 for the designation of OJTI.

### **5.3 PRIVILEGES**

The OJTI shall have following privileges:

- a. To observe/supervise the license/rating OJT program as an OJT instructor.
- b. To guide and educate the license/rating OJT trainee to the required level of safety and precaution in the system/equipment and its working environment.
- c. To check competency and certify the license/rating OJT trainee upon completion of the corresponding license/rating OJT program.
- d. To supervise license/rating examination and recommend license/rating issuance/renewal on behalf of ANS licensing and Rating Division when designated.

### **5.4 VALIDITY**

5.4.1 The OJTI approval shall remain valid until the license rating remains valid.

5.4.2 ANS Licensing and Rating Division may check the competency of any OJTI if it thinks necessary to do so to ensure the competency

## **6. REQUIREMENTS FOR Check ATSEP (C-ATSEP)**

### **6.1 APPOINTMENT OF C-ATSEP**

- 6.1.1 The licensing office shall recommend eligible ATSEP license holder working in licensing office to DGCA to be appointed as C-ATSEP fulfilling requirements of 6.2.
- 6.1.2 In case of unavailability of C-ATSEP in licensing office for the assessment of rating in particular Equipment / System type, DGCA may designate a person among the experts from ANSP qualifying the requirements of 6.2 and taking into account the experience and competency to conduct assessment check for the initial issue, renewal or revalidation of the license.

*Note 1: OJTI assigned and expert designated to conduct assessment check of particular person shall not be the same person.*

*Note 2: Expert shall be understood as “Dakchha” as defined in Exam Conducting Procedure 2070 ( Parikchha Paddati Karyabidhi– 2070)*

### **6.2 ELIGIBILITY**

ATSEP license holder deployed in licensing office shall be eligible to be appointed as C-ATSEP fulfilling the following requirements:

- i. Experience of 5 years with current ATSEP rating of specific type.
- ii. Has no regulatory action regarding license/rating attributable to her/him during the last one year.
- iii. Has suitable temperament.

### **6.3 PRIVILEGES**

The C-ATSEP shall have following privileges:

- a) To exercise the privilege of ATSEP license/rating as applicable.
- b) To conduct assessment checks for the initial issue, renewal or revalidation of the license or rating.

### **6.4 VALIDITY AND RENEWAL PROCESS**

- 6.4.1 The STO approval shall remain valid until license/rating remains valid subject to satisfactory conduct of STO.
- 6.4.2 ANS licensing and Rating Division may check the competency of C-ATSEP if it is realized to do so to ensure his/her competency.

## APPENDICES

### APPENDIX A

## SYLLABUS FOR ATSEP LICENSE AND RATING

### A1. SYLLABUS FOR ATSEP LICENSE

Duration: 30 working days (140~160 Hours) Pass Marks: 70%

Teaching method: Theory (classroom lectures + power-point slides) &  
Practical (on site/test-rack lectures + power-points slides)

#### 1. Module-1: Communications

##### a. Communication System and Equipment

The principles of voice communication systems  
The concept and terminology in use for voice communication

##### b. Radio Communications

The working principles of a transmitting and receiving system  
Description with a basic block diagram, the components of a transmitter system  
Description with a basic block diagram, the components of a receiver system

##### c. Air – Ground

The complete signal path from the control suite to the aircraft  
State the Voice COM equipment situated in the operational position and describes the purpose and operation of each element  
The purpose and principles of operation of the radio switch  
The principle of radio link equipment  
The TX and RX station and the antenna system

##### d. Ground – Ground

The function and the basic operation of the Ground - Ground communications system  
The routing and switching equipment

##### e. Aeronautical Data Communication

The existing network and description of the data communications

##### f. Recording

The recording system in use  
List the function of the equipment  
ICAO provision/regulation on communication recording

#### 2. Module-2: Navigation

##### a. NDB

The purpose and working principles of NDB  
Description with an overall schematic, the function and performance of NDB  
The precision and limitations of NDB

##### b. VOR

The purpose and principles of VOR  
Description with an overall schematic, the function and performance of VOR  
The principle of the conventional VOR  
The principle of the Doppler VOR  
The precision and limitations of VOR

c. DME

The principle and purpose of DME  
Description with an overall schematic the function and performance of DME  
Use of DME: Co-location, Standalone etc.  
The precision and limitation of DME

d. ILS

The principle of ILS  
Precision approach and categories  
Localizer: working principle  
Glide path: working principle  
Precision and limitation of Localizer, Glide path

e. MLAT

MLAT: working principles  
MLAT types and use: as navigation/surveillance

3. Module-3: Surveillance

a. Primary Radar

The working principles of Primary Surveillance Radar  
The use of primary radar in ATC  
The system architecture  
Description with using an overall block diagram, the function and the performance of the primary radar system

b. Secondary Radar

The working principles of Secondary Surveillance Radar  
The different interrogation mode  
The system architecture  
The principle of the basic elements of a typical secondary radar system  
Description with using an overall block schematic, the function and the performance of the secondary radar system

c. MSSR

Working principles of mono-pulse secondary surveillance radar  
The working principles of Mode S  
The advantages of Mode S  
Explanation of mode S in compatible with MSSR

d. ADS-B

Working principles of ADS-B  
Structure and uses of ADS-B

4. Module-4: Data Processing and Automation ~ 20 hours; 15 % Weightage

a. Introduction of computer Hardware and software and their configuration

- b. **Networking:** hub/switch/router/cabling standards; network administration techniques and requirements
  - c. **Surveillance Data Processing**  
The functions of Surveillance Data Processing  
The principles of data processing  
MSSR data processing system.
  - d. **Introduction to ATC automation**  
Component of ATC automation  
E-strips, flight data processing system
  - e. **ATN/AFTN/AMHS:**  
Introduction  
Working and use in Aviation
  - f. **Alert and error message to ATCO**
5. **Module-5: Engineering**
- a. **Engineering**  
Engineering basics/standards/quality management  
Equipment life cycle  
Electrostatics discharge precautions  
Personnel/Equipment safety procedures  
Fire and Emergency procedures
  - b. **Requirements and specification**  
Regulations and purpose  
Define specifications, needs and interpret  
Maintenance objectives, requirement and procedures  
Training objectives, requirements and procedures  
Installations and its requirements  
Monitoring and evaluations
  - c. **Design**  
Design and planning: project initiation & management, estimated cost, implementation phases  
Problem reporting and change request  
Budgets requirements and allocations  
Risk analysis
  - d. **Validation and testing**  
Testing standard and frameworks: unit/integration/system testing  
Operational validation: requirements compliance
  - e. **Documentation**  
Documents requirements  
Operational document preparation and uses  
Maintenance document preparation and uses  
Letter of agreements (LOA) between units and their uses

f. Installation/Deployment

Installations preparation activities: instructions, configurations, standard practices

Spare parts and useful tools in installations

Installation consideration: power supply, grounding (power/signal), protective devices, equipment and accessories

Physical arrangements and mechanical assembly

Electrical rack assembly

g. Audit

Audit of equipment

Audit of operational procedure

6. Module-6: Others Related Knowledge

a. Problem logging and reporting; monitoring and control; duty release and restore; Problem identification and system restoration; NOTAM issuing etc. procedures.

b. Aviation Power Supply

Power Distribution

The main features of the existing power supply systems

c. Introduction to International, National Organizations and Standards

ICAO; CAR-10(Annex-10)

International Standards and Recommended Practices

National Organizations

Other organizations: ITU, SITA, ARINC, IATA

d. Air Navigation Plans and others innovations/ International Practices in Aviation

*Note: For in-depth ATSEP Intensive Training syllabus and documentation procedure, refer ICAO DOC 10057 Appendix B.1.*

## APPENDIX A

### A2. SYLLABUS FOR ATSEP RATING

#### 1. **Communication Rating:**

##### a. **Voice Communication**

Duration: 30 working days (140~160 hours)

Pass Marks: 70%

Teaching method: Theory (classroom lectures+power point slides &

Practical (on site/test-rack lectures+power points slides)

#### 1. **Module-1:** Air-Ground Transmission/Reception

Transmitter Parameters and their measurements

Block diagram of a transmitter and signal flow

Receiver parameters and their measurements

Block diagram of a receiver and signal flow

Remote monitoring and control systems details

#### 2. **Module-2:** Radio Antenna Systems

Antenna parameters and measurements

Detect and Analyze disturbances/Interferences

Antenna siting requirements and Installations.

#### 3. **Module-3:** Voice Switch

Block diagram and system description

Switching functionalities

Signal processing and control

#### 4. **Module-4:** Controller Work Position

Most common features of a controller working position

#### 5. **Module-5:** Ground-Ground

Different types of interface and its advantages and disadvantages

#### 6. **Module-6:** Transmission Path – Lines

Types of Lines

The typical parameters of lines

Optical Link; Microwave Link; Satellite Link

#### 7. **Module-7:** Recorders - Legal Recorders Regulations

International regulations; National regulations

##### **Analog:**

Principles of analog recording and reproducing

Analyze and troubleshoot the analogue recording and reproducing

##### **Digital:**

Principles of analog recording and reproducing

Analyze and troubleshoot the analogue recording and reproducing

**b. Data Communication (AFTN/AMHS):**

**AMHS**

Duration: 20 working days(95~110 hours)

Pass Marks: 70%

Teaching method: Theory (classroom lectures+power point slides

Practical (on site/test-rack lectures+power points slides)

**1. Module-1: Introduction**

I. Principle of AMHS

AFTN/AMSS

Evolution: AMSS to AMHS

AMHS-types

AMHS working principle

II. Roles:

Advantages over AMSS

Roles of:

Message Transfer Agent (MTA)

Message Store (MS)

User agent (UA)

Access Unit (AU)

**2. Module-2: Networks and Protocols**

I. Protocols

AMHS structure

Communication between various elements (MTA, MS, UA)

Introduction to AMHS protocols, P1/P2/P3 & their uses

II. Naming and Addressing

ATS Message structure

Traffic logging

AMHS Naming & addressing: CAAS/XF

**3. Module-3: AIDA-NG; 25 hours; 25 % Weightage**

Introduction to Aeronautical Integrated Data Exchange Agent – Next Generation (AIDA-NG)

Message switch

ATS message database

AFTN/AMHS gateway

AIDA-NG Components:

Core Sub-System (CSS)

Recording Sub-System (RSS)

Operating Sub-System (OSS)

**4. Module-4: CADAS-ATS; 25 hours; 20 % Weightage**

Introduction to ComSoft Aeronautical Data Access System Air Traffic Services (CADAS-ATS)

CADAS-Human Machine Interface (HMI): ATS-user HMI/Administrator HMI

CADAS servers and terminals

Link to X.400 MTA

Terminal Server

Message Handler

**5. Module-5: CNMS; 10 hours; 10 % Weightage**

Introduction to ComSoft Network Management System (CNMS)  
Monitoring  
Control  
Reporting  
Network View/Detail View

*Note: For in-depth ATSEP Communication Rating Training syllabus and documentation procedure, refer ICAO DOC 10057 Appendix B.2, B5 & B6.*

## **2. Navigation Rating:**

### **a. Ground Based systems – VOR**

Duration: 15 working days (86 hours)

Pass Marks: 70%

Teaching method: Theory (classroom lectures+power point slides

Practical (on site/test-rack lectures+power points slides)

#### **1. Module-1: Introduction; 10 hours; 15 % Weightage**

Use of the System

The operational use of VOR

The advantages and disadvantages of VOR

Justify and theorize the DVOR versus the CVOR

#### **2. Module-2: Architecture; 12 hours; 15 % Weightage**

Ground Station Architecture overview

The block diagram of a CVOR ground station

The block diagram of a DVOR ground station

#### **3. Module-3: Transmitter sub-system; 12 hours; 15 % Weightage**

Transmitter Sub System introduction

Analyze main signal parameters

The typical measurements on the signals by using standard equipment

#### **4. Module-4: Antenna Sub System; 12 hours; 15 % Weightage**

Antenna Sub System introduction

The generic radiated signals required

Analyze the interface between power stage and the antenna

#### **5. Module-5: Monitoring and Control Sub System; 20 hours; 20 % Weightage**

Monitoring and Control Sub-System and its importance

The parameters used for the monitoring

The operational status of the monitor system

#### **6. Module-6: Onboard Equipment and other related standards; 20 hours; 20 % Weightage**

On Board Equipment

Description of the on board equipment

Description of the various HMI

Describe how the VOR information is used on board

Compliance with Standards

Global performance criteria for CVOR and DVOR

Typical measurements and Calibration

**b. Ground Based Systems – DME**

Duration: 15 working days (70~80 hours)

Pass Marks: 70%

Teaching method: Theory (classroom lectures+power point slides

Practical (on site/test-rack lectures+power points slides)

**1. Module-1: Introduction**

Overview Description of the system

The basic principle of the system

The frequency spectrum and channel spacing allocated

**2. Module-2: Use of the System**

Operational use of DME

The principles of the DME

Advantages and disadvantages of DME

**3. Module-3: System Architecture**

Air ground link

Block diagram of a DME ground station

**4. Module-4: Transmitter Sub System**

Introduction

Main signal parameters for a DME

The typical measurements on the signals by using standard equipment

**5. Module-5: Antenna Sub System**

Introduction

Description of the generic radiated signals requirements for DME

Analyzing the interface between power stage and the antenna

**6. Module-6: Monitoring and Control Sub System**

Importance of Monitoring and Control Sub System

Parameters used for the monitoring

Operational status of the monitor system

**c. Ground Based Systems – ILS: Localizer**

Duration: 15 working days (70~80 hours)

Pass Marks: 80%

Teaching method: Theory (classroom lectures+power point slides

Practical (on site/test-rack lectures+power points slides)

**1. Module-1: Overview and Introduction of ILS**

Introduction of ILS

ICAO SARP's and Specifications

ILS Specifications

ILS Basic requirements

ILS Localizer General Requirements

ILS Glideslope General Requirements

ILS VHF Markers

ILS Critical and Sensitive areas

ILS Frequency Pairing

ILS Related Terms

How the ILS Operates

**2. Module-2: Localizer System-Introduction, components & operation**

Localizer system Introduction  
Working Principles  
Components of Localizer  
System block diagram  
Signal flow and operation

**3. Module-4: Transmitter system**

Transmitter Power  
Transmitter Frequency  
Modulation Signal Frequency  
Modulation signal Depth/Difference in Depth of Modulation  
Waveform verification  
ID generation and testing

**4. Module-5: Antenna System**

Antenna system Installation  
Antenna signal pattern  
Siting requirements

**5. Module-5: Ground and Flight Testing**

Confirmation of current data  
Course Alignment  
Course width Alignment  
Setting monitor alarm value

**6. Module-6: Monitoring and Troubleshooting system**

Weightage  
Monitor verification and alarm generation and setting  
Remote and local controlling  
Troubleshooting of:  
    Transmitter system  
    Monitor and control system

**d. Ground Based Systems – ILS: Glide Path**

Duration: 15 working days (70~80 hours)

Pass Marks: 70%

Teaching method: Theory (classroom lectures+power point slides

Practical (on site/test-rack lectures+power points slides)

**1. Module-1: Overview and Introduction of ILS**

Introduction of ILS  
ICAO SARP's and Specifications  
ILS Specifications  
ILS Basic requirements  
ILS Localizer General Requirements  
ILS Glideslope General Requirements  
ILS VHF Markers  
ILS Critical and Sensitive areas  
ILS Frequency Pairing  
ILS Related Terms  
How the ILS Operates

**2. Module-2: Glide Path System-Introduction, components & operation**



A generic transmitter block diagram

- 4. Module-4: Data Transmission (PSR) & Signal Processing**
    - Description of the requirements of radar data transmission
    - The basic function of a data processor
    - The basic functions of a modern radar signal processor
  - 5. Module-5: Receivers**
    - The basic characteristics of a receiver
    - A generic receiver block diagram
    - The importance of STC
  - 6. Module-6: Displays & Characteristics of Primary Targets**
    - The basics of PPI displays
    - Description of the characteristics of a primary target
- b. SSR/MSSR & Data Processing**
- Duration: 15 working days (70~80 hours) Pass Marks: 70%
- Teaching method: Theory (classroom lectures+power point slides  
Practical (on site/test-rack lectures+power points slides)
- 1. Module-1: SSR Introduction**
    - Use of SSR/MSSR for En-route Services
    - The key parameters of en-route radar
    - Use of SSR/MSSR for Terminal and Approach Services
    - The key parameters of approach SSR/MSSR radar
  - 2. Module-2: Antenna system**
    - The principle of SSR/MSSR antenna
    - Coverage and radiation pattern
    - Types of antenna used in SSR/MSSR
  - 3. Module-3: Data Transmission & Data Processing**
    - Data message output from secondary equipment
    - The requirements of radar data transmission
    - Microwave and fiber links
    - The signal processing
      - Surveillance data processor;
      - Flight data processor
    - Software operation and maintenance
    - ATC Training simulator
  - 4. Module-4: Interrogator**
    - The characteristics of an Interrogator
    - Drawing and explanation of a generic interrogator block diagram
    - GPS antenna and Clock
  - 5. Module-5: Transponder**
    - The operational use of the transponder
    - The basic characteristics of a Transponder
    - The advantages and limitations of the transponder
    - Receiving/Transmitting Unit
    - Pressure Altitude information

**6. Module-6: Transmission, Reception & display system**

The basic characteristics of a transmitter  
The basic characteristic of a SSR/MSSR-receiver  
De-fruiter circuit  
LCMS/RCMS  
The SSR/MSSR display options  
Radar data receiving server  
Recording server  
Simulator server

**7. Module-7: Introduction to Mode S**

The working principles of Mode S  
The advantages of Mode S  
Explanation of mode S in compatible with MSSR  
The theory of operation of hardware and software

*Note: For in-depth ATSEP Surveillance Rating Training syllabus and documentation procedure, refer ICAO DOC 10057 Appendix B4, B5 & B6.*

**ATSEP ON THE JOB TRAINING ASSESSMENT FORM**

**OJT for:** Initial ATSEP License/Initial Rating/Revalidation of Rating

**OJT Position:**

**Office:**

**Duration of OJT:**

Performance of Trainee Remarks

- |  |                               |
|--|-------------------------------|
| 1. Duty regularity   | Satisfactory / Unsatisfactory |
| 2. Completion of prescribed duration of OJT                    | Satisfactory / Unsatisfactory |
| 3. Involvement in daily or schedule check-up of equipment      | Satisfactory / Unsatisfactory |
| 4. Enthusiasm for learning the subject                         | Satisfactory / Unsatisfactory |
| 5. Involving in general inspection and monitoring of equipment | Satisfactory / Unsatisfactory |
| 6. Involvement in maintenance work with rated ATSEP            | Satisfactory / Unsatisfactory |
| 7. Safety precautions on his/hers own and systems              | Satisfactory / Unsatisfactory |

**Name of OJT trainee:** \_\_\_\_\_

**OJT commenced from** \_\_\_\_\_ **and completed on** \_\_\_\_\_

**Signature of OJT trainee:** \_\_\_\_\_

**Checked By:**

Name of OJTI: \_\_\_\_\_ License no.:# \_\_\_\_\_ Signature: \_\_\_\_\_

**Date:** \_\_\_\_\_

**AIR TRAFFIC SAFETY ELECTRONIC PERSONNEL**

**OJT completion certificate**

This is certified that Mr./Ms./Mrs. .... (Name of trainee) who was on-the-job training (OJT) for ATSEP license /..... rating (initial/revalidation/additional) has successfully completed OJT of ..... working days in ..... (Name of division/section) at ..... airport/Office.

Signature:

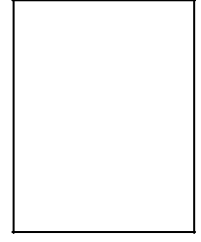
Name of OJTI:

Licence Number:

Date:

**ATSEP LICENSE FORMAT**

नेपाल नागरिक उड्डयन प्राधिकरण



एयर ट्राफिक सर्पिट ईलेक्ट्रोनिक्स पर्सनेल  
ईजाजतपत्र



CIVIL AVIATION AUTHORITY OF NEPAL

NEPAL

**AIR TRAFFIC SAFETY ELECTRONIC**

**PERSONNEL (ATSEP)**

**LICENCE**



- I. NEPAL
- II. AIR SAFETY ELECTRONIC PERSONNEL (ATSEP) LISENCE
- III. Number: .....
- IV. Full Name of License Holder.....
  - a. Date of birth: .....
  - b. Address of License holder: .....  
.....
  - c. Nationality of holder :
  - d. Signature of holder :
- V. This license is issued in accordance with the rule 32 of CAAN, Civil Aviation Regulation, 2002 Second amendment 2013 and the provisions of Personnel Licensing Requirements (ATSEP) 2019(Third Edition) of Civil Aviation Authority of Nepal.
- VI. The license remains valid subject to endorsement of at least one rating and the ratings remains valid for two year from the issue/ renewal date shown in item IX. The holder of ATSEP license endorsed with specific rating shall have the privileges of installation, acceptance, certification, operations and maintenance work of CNS equipment/systems that are in operation at different civil aviation offices of Nepal.
- VII. Signature of issuing authority: .....  
Designation: .....  
Date of issue: .....
- VIII. Official stamp:
- IX. RATING

Rating Category	Equipment Class Rating	Equipment Type Rating	Code	Issue/Renewal Date	Initials and Stamp

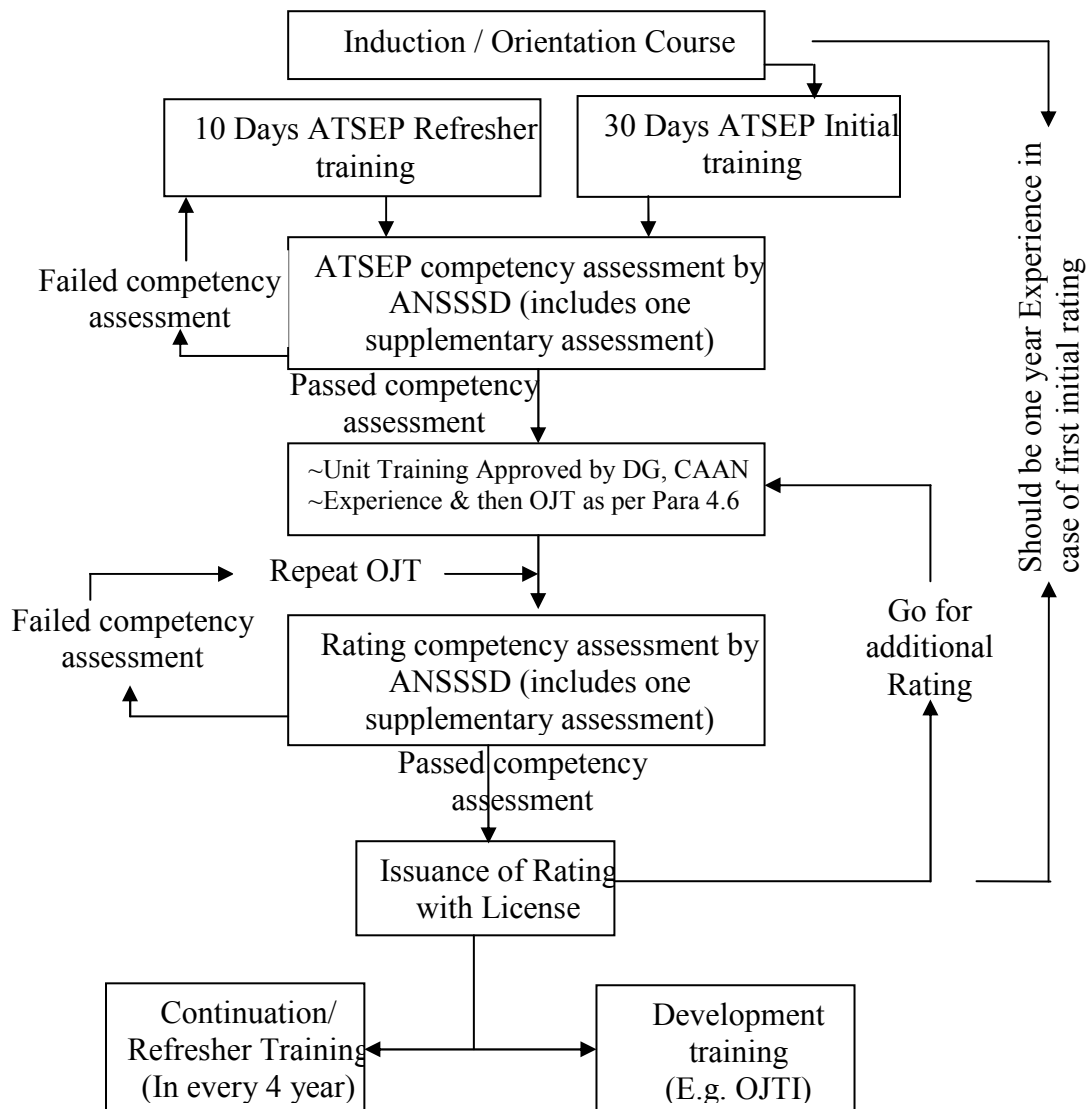
X. Remarks: Special endorsements, restrictions and privileges etc.

- a. Holder of this license shall not exercise the privileges of this license and related ratings while under the influence of any psychoactive substance which might render him/her unable to safely and properly exercise these privileges.
- b. No alteration entries or endorsements in the license shall be made by any person other than authorized for this purpose by the Director General of Civil Aviation Authority of Nepal.
- c. If this license is lost or destroyed the holder shall notify the Civil Aviation Authority, immediately. A replacement will be issued only for a valid license on receipt of a written application from the holder.

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

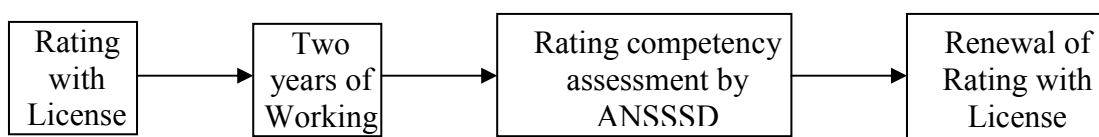
ANS Safety Standard Department  
Civil Aviation Authority of Nepal  
Babarmahal, Kathmandu, Nepal  
Ph. No.: 014267784 or 014262326

**1. Flow Chart of Personnel Licensing/Rating Requirement for ATSEP(Initial)**



*Note: experience for first initial rating shall be counted from ATSEPs first day of Entry to CAAN.*

**2. Flow Chart of Personnel Licensing Requirement for ATSEP (Renewal)**





## APPENDIX F

CIVIL AVIATION AUTHORITY OF NEPAL  
ANS LICENSE/RATING DIVISION  
NEPAL AIR TRAFFIC SAFETY ELECTRONIC PERSONNEL

PP Sized  
PHOTO

### INITIAL ATSEP LICENCE/RATING FORM

#### I. Personal Details:

Full Name (English Block Letter): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (DD/MM/YY: BS); \_\_\_\_\_ (DD/MM/YY: AD)

Permanent Address: \_\_\_\_\_ (Ward No.) \_\_\_\_\_ (Municipality/Rural  
Municipality) \_\_\_\_\_ (District) \_\_\_\_\_ (Pradesh)

Temporary Address: \_\_\_\_\_ (Ward No.) \_\_\_\_\_ (Municipality/Rural  
Municipality) \_\_\_\_\_ (District) \_\_\_\_\_ (Pradesh).

#### Contact details:

Phone No.: \_\_\_\_\_ (home); \_\_\_\_\_ (Mobile);

Email: \_\_\_\_\_

#### II. Service Details:

Initial Service Entry: \_\_\_\_\_ (DD/MM/YY: BS); \_\_\_\_\_ (DD/MM/YY: AD)

Post/Level: \_\_\_\_\_ Employee Code No.: \_\_\_\_\_

Working Department/Division: \_\_\_\_\_

Experience on Current System: \_\_\_\_\_ (YY: MM)

System of Rating: \_\_\_\_\_ OJT Duration: \_\_\_\_\_ (Days)

I hereby declare that all particulars given on this form are correct to the best of my belief and knowledge.

Signature of ATSEP \_\_\_\_\_ Date: \_\_\_\_\_ (DD/MM/YY)

---

#### III. Others (To be filled by Office):

License No.: \_\_\_\_\_ Report from OJTI: \_\_\_\_\_ Competency/Assessment: \_\_\_\_\_

Initial License/Rating Entry: \_\_\_\_\_ (DD/MM/YY: BS); \_\_\_\_\_ (DD/MM/YY: AD)

Fee Voucher (if applicable):

Name of L/R Official: \_\_\_\_\_ Post/Level: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (DD/MM/YY)

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**Documents Required:** *Passport sized Photo (hard & soft copy)-1; Fee Voucher (if applicable)-1; Citizenship/National ID (or other ID that have citizenship no.) copy-1;*



## APPENDIX G

CIVIL AVIATION AUTHORITY OF NEPAL  
ANS LICENSE/RATING DIVISION  
NEPAL AIR TRAFFIC SAFETY ELECTRONIC PERSONNEL

PP Sized  
PHOTO

### ATSEP LICENCE/RATING RENEWAL/REVALIDATION FORM

#### I. Personal Details:

Full Name (English Block Letter): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (DD/MM/YY: BS); \_\_\_\_\_ (DD/MM/YY: AD)

#### Contact details:

Phone No.: \_\_\_\_\_ (home); \_\_\_\_\_ (Mobile);

Email: \_\_\_\_\_

#### II. License/Rating Details:

License No.: \_\_\_\_\_

Rating Equipment/System: \_\_\_\_\_ Validity (Date): \_\_\_\_\_

Post/Level: \_\_\_\_\_ Employee Code No.: \_\_\_\_\_

Working Department/Division: \_\_\_\_\_

I hereby declare that all particulars given on this form are correct to the best of my belief and knowledge.

Signature of ATSEP \_\_\_\_\_ Date: \_\_\_\_\_ (DD/MM/YY)

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#### III. Others (To be filled by Office):

Report from OJTI (if applicable):

Competency Assessment:

Fee voucher (if applicable):

Name of Officer: \_\_\_\_\_ Post/Level: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Documents Required:** *Passport sized Photo-1;*

*License/Rating book original-1;*