



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

DIRECTORATE OF CERTIFICATION OF ATS PERSONNEL  
RAJIV GANDHI BHAWAN, NEW DELHI-110003  
[File No. AAI/CAP/2-002/2019]

Doc. Id: ED/CAP/2019/200205/CAPC/PROC

CAPC

CERTIFICATION OF ATS PERSONNEL CIRCULAR NO. 05 of 2019

**DISTRIBUTION, RECORD-KEEPING AND MAINTENANCE OF  
LOG BOOK OF PERSONNEL OF AIR TRAFFIC SERVICES**

- 1 **Introduction:**
  - 1.1 Rule 115 of the Aircraft Rules 1937 lays down the requirement for every licence holder to maintain a personal log book in the form specified by the Director-General and log the actual watch period during which he has performed any duty for exercising the privileges of his licence or ratings, or for on-the-job-training.
  - 1.2 DGCA CAR Section 9 Series L Part VI Issue I dated 13th December 2018 on the subject "Log Book-Personnel of Air Traffic Services" lays down the requirements and procedures to log the actual watch period during which he has performed any duty for exercising the privileges of his licence or ratings, or for on-the-job-training.
- 2 **Purpose:**
  - 2.1 The purpose of this circular is to establish the procedure for distribution, recording of entries and maintenance of log book of personnel engaged in provision of Air Traffic Services where such services are provided by Airports Authority of India, to comply with Rule 115 of Aircraft Rules 1937 and DGCA CAR Section 9 Series L Part VI.
- 3 **Applicability:**
  - 3.1 This CAPC is applicable to all ATS In-charge as well as all personnel of Airports Authority of India engaged in the provision of Air Traffic services for exercising the privileges of his license and rating(s), and/or for imparting/undergoing on-the-job training.
- 4 **General Procedures**
  - 4.1 **Distribution**
    - 4.1.1 The number of log books to be provided to each station will be more than twice the present number of ATCOs posted there and also taking into account the increase in the number of ATCOs in near future.



- 4.1.2 GM (ATM) of the regions will also be provided with sufficient number of log books to deal with the situation in which ATS In-charge of an airport in the region concerned has not received log book due to any reason or any additional requirements arising at the station.
- 4.1.3 ATS In-charge of an ATS station shall issue ATCO's log book to each Air Traffic Controller at their station, who exercises the privileges of his license and rating(s) and/or imparts/undergoes on-the-job training.
- 4.1.4 ATS In-charge shall make arrangement to make available some log books to be kept in custody of the WSO/Shift In-charge which may be issued to an Air Traffic Controller on holidays or to meet urgent requirement. WSO/Shift In-charge of the shift shall issue a new log book to an ATCO, only when his earlier log book has been filled up completely, and intimate the same in writing to the ATS In-charge

#### **4.2 Record of issued ATCO Log Book**

- 4.2.1 To facilitate record keeping and tracking, the ATCO log books are serially numbered in the format 0000N/YY; where N= 1 to 10000 and YY= year of publication i.e. in this case '19' [2019]. First logbook will bear number 00001/19, second log book 00002/19 and so and so forth.
- 4.2.2 ATS In-charge and GM (ATM) Region shall keep the record of ATCO's log book issued to individual ATCOs and stations in the region respectively.

#### **4.3 Format of log book**

- 4.3.1 ATCOs should meticulously follow the instructions provided in Appendix I of the log book.
- 4.3.2 Personal detail form in Appendix II shall be used for filling up personal details of Air Traffic Controller. To cater for any change that may occur during the period log book is current, three personal detail forms have been provided. Whenever any change occurs in the information provided therein, a new form of Appendix II shall be filled up by the ATCO and the earlier form shall be cancelled by drawing a line diagonally across the page.
- 4.3.3 Training courses at ATSTOs (CATC, Allahabad and/or NIATAM Gondia and/or HTC, Hyderabad), details of rating and related examination, the proficiency checks of an ATCO and summary of earlier filled up log book shall be filed in Appendix III of the ATCO's log book.
- 4.3.4 Record of experience and logging of on-watch period shall be entered by the ATCO in Appendix IV of the log book. The duty performed by the ATCO while exercising the privileges of his license and rating(s), which can be as an Air Traffic Controller, as an On-the-Job Instructor imparting 'Theoretical', 'Simulator' or 'On the channel' (Practical) training or as an On-the-Job trainee, shall be recorded in this Appendix.



#### 4.4 Entries in Log book

It shall be ensured by the license holder that entries in the log book are:

- a) made in ink;
- b) made in chronological order;
- c) without erasure, defacement, or obliteration; and
- d) if required, entries shall be corrected by striking out the erroneous entries by drawing a single line and putting the initials at the end.

4.5 The watch time during which a licence holder is under On-the-Job training shall be entered in his log book as “On-the-Job training” and the instructor shall also countersign the entries in the log book of the licence holder indicating the nature of the training given.

4.6 The Instructor shall log as watch period in his log book the period during which he acts as an Instructor and the log entries shall indicate in the remarks column that the time was logged for instructional purpose.

4.7 The License holder shall submit his current personal log book (s) in support of any application for obtaining a license/renewal of license/endorsement of rating or authorization to the Training In-charge of the ATS station.

4.8 When the existing log book has been filled completely, a new log book shall be opened immediately

4.9 Summary of the previous log book shall be carried forward to new log book, and same should be informed to ATS In-charge in writing.

#### 4.10 Correctness of the entries

4.10.1 Every License holder shall certify the accuracy of the entries in his log book with respect to the watch period at the end of each page.

4.10.2 The ATS In-charge shall develop a mechanism to check the correctness of entries in the log books. At the end of every quarter, the log books shall be certified for correctness of entries therein by the In-charge of the Air Traffic Service unit or by the Watch Supervisory Officer (WSO).

4.11 In case of transfer, the ATCO shall get the last duty performed at the station verified in the log book from ATS In-Charge. After joining the new station, the ATCO shall get the serial number of the log book recorded against his name in the ATS In-Charge office. ATCO shall start making entries from subsequent fresh page in the same log book

#### 4.12 Preservation of log books

4.12.1 The ATCO shall keep the completely filled up log book with himself and preserve it for a period of not less than five years after the date of the last entry therein. He shall produce the log book if desired by ATS In-charge during this preservation period.



4.12.2 In case of superannuation, the ATCO shall return the current log book to ATS In-charge to meet any future office requirement. Such log books shall also be preserved at ATS In-charge office for a period of 5 years from date of last entry therein.

#### 4.13 Electronic Logbooks

Whenever the migration of log books takes place from physical to electronic format, measures shall be taken to ensure that all entries made in the log are traceable and protected. Unless authorised by the In-charge of the Air Traffic Services Unit or by the Watch Supervisory Officer (WSO) for correction of inadvertent error in entries, the electronic format shall not permit entries to be subsequently altered or tampered with in any way

#### 5 Queries:

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

Executive Director [CAP]  
Airports Authority of India  
Rajiv Gandhi Bhawan  
Safdarjung Airport  
New Delhi-110003  
E-mail: [edcap@aai.aero](mailto:edcap@aai.aero)

#### 6 Validity

6.1 This CAPC will be applicable from 1<sup>st</sup> July, 2019 and will remain in force until further notice.

  
(A.P. GAJBE) 10.06.2019  
EXECUTIVE DIRECTOR [CAP]  
AIRPORTS AUTHORITY OF INDIA  
Dated: 10-06-2019