



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

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

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CAPC

CERTIFICATION OF ATS PERSONNEL CIRCULAR NO. 04 of 2022

MAXIMUM DURATION FOR COMPLETION OF ON-THE-JOB-TRAINING AT ATS STATIONS/UNIT WITH LIMITED WATCH HOURS (LESS THAN H-24)

1 Introduction:

- 1.1 Rule 95 of The Aircraft Rules 1937 stipulates that before grant or renewal of a licence or rating, the licencing authority shall satisfy itself that applicant meets the requirement of age, qualification, knowledge, experience, training and skill, as specified in Schedule III. To complete experience requirement, the holder of a Student Air Traffic Controller's Licence or an Air Traffic Controller's Licence shall require to undergo on the job training under the supervision of an instructor for the period and duration of hours specified in the relevant Section of Schedule III for grant of a particular rating.
- 1.2 Minimum duration for completing on-the-job training for each rating is prescribed in Chapter 3 of the DGCA approved Generic Rating Training Manual Template and Station specific Rating Training Manual.
- 1.3 To maintain the continuity and the quality of training to acquire required competence and the skill to provide a safe, orderly and expeditious air traffic control service it is important that on-the-job training shall be completed within a stipulated duration. The maximum duration for each rating as prescribed in Chapter 2 of the Rating Training Manual are calculated after considering average 15 hours of training can be completed in a period of one month (i.e. 30 days period). Hence, the maximum period for completion of 90 hours of OJT will be 6 months and similarly for completion of 180 hours of OJT it will be 12 months.
- 1.4 However, at stations where the watch hours of either the station or of a particular ATC unit are limited i.e. less than 24 hours, it may not be feasible to complete 15 hours of training in one month for each trainee. In such case, Chapter 2 of Rating Training Manual allows the ATS In-Charge of these stations to decide on maximum duration available for completion of on-the-job training.



1.5 Therefore, it is felt that necessary guidance should be provided to the ATS in-charge of stations where watch hours of either the station or a particular ATC unit are less than 24 hours for calculation of maximum duration for completion of on-the-job training.

2 Purpose:

2.1 Purpose of this circular is to provide guidelines to the ATS in-charge of stations where watch hours of either the station or a particular ATC unit are less than 24 hours for calculation of maximum duration available for completion of on-the-job training.

3 Applicability:

3.1 This CAPC is applicable for all the ATS stations where watch hours of either the station or a particular ATC unit are less than 24 hours.

4 Procedures:

4.1 The ATS in-charge of stations where watch hours of either the station or a particular ATC unit are less than 24 hours, shall determine maximum duration applicable for completion of on-the-job training in compliance with para 2.4.4 of the RTM (if included in Station's RTM) as per guidelines given below.

4.2 The average hours of training that can be completed in a month (i.e. 30 days) by a trainee ATCO at a stations where watch hours of either the station or a particular ATC unit are less than 24 hours are to be determined as tabulated below:

S. No.	Average* Monthly watch hours of station or the ATC unit (*: Average taken in a calendar year)	Minimum hours of training that can be completed on an average in one month
1.	> 90 hours	10 hours
2.	≤ 90 hours	5 hours

Illustration: If on an average 10 hours of training can be completed in a period of one month (i.e. 30 days period), then the maximum period for completion of 90 hours of OJT will be 9 months and for completion of 180 hours of OJT it will be 18 months.

Note: The same calculation will apply to additional training prescribed for PIP and for reduced hours of OJT prescribed for each rating in Chapter 3 of Rating Training Manual.

4.3 ATS in-charge of stations where watch hours of either the station or a particular ATC unit are less than 24 hours shall determine the maximum duration for completion of on-the-job training in the unit as per guidelines given in para 4.2 above. The maximum duration for completion of on-the-job training applicable at that station for ratings in that unit shall be published through a circular, mentioning the criteria for determining the maximum durations of training in that unit and shall send a copy of



the circular to CAP Directorate, CHQ through email care@aai.aero. A sample circular is provided for guidance as Annexure 1 of this CAPC.

- 4.4 ATS In-Charge should revise the circular whenever there is a change in slab of watch hours as mentioned in para 4.2 above.
- 4.5 If due to certain unavoidable or exceptional circumstances the OJT cannot be completed within the maximum duration so determined, then ATS In-Charge may when satisfied with the reason for extension may extend this maximum duration as follows:
- i. By one month, if average monthly watch hours of station/unit are > 90 hours
 - ii. By two months, if average monthly watch hours of station/unit are ≤ 90 hours
- 4.6 ATS In-charge shall extend the duration as applicable in para 4.5 above, before the completion of the training through an appropriate communication and the record of the same shall be maintained.
- 4.7 For an extension beyond the period mentioned in para 4.5 above, ATS In-charge shall forward the request for extension of the maximum duration for completion of OJT to ED (CAP) with justification. ED (CAP) on being satisfied, may further extend maximum duration of training in a manner that the total extension in duration of OJT does not exceed beyond 50% of the maximum duration applicable for completion of OJT. Normally, further extension beyond this period will not be considered and entire on-the-job training will have to be repeated.


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

6 Validity

- 6.1 This CAPC will be effective from 1st March 2022 and will remain in force until further notice.


14/02/2022

(O S EKKA)
EXECUTIVE DIRECTOR [CAP]
AIRPORTS AUTHORITY OF INDIA
Dated: 14-02-2022.



Annexure 1
{Refer CAPC 04 of 2022}

File no.:

Dated:

CIRCULAR

Sub: Maximum duration for completion of on-the-job training in the {Name of unit(s)}

As per Para 2.4.4 of Rating Training Manual of {Name of ATS station}, ATS In-charge is empowered to decide the maximum duration of completion of on-the-job training in the unit(s) having watch hours of less than H-24.

As per CAPC 04 of 2022, the average hours of training that can be completed in a month (i.e. 30 days) by a trainee ATCO at a station/unit with less than H-24 of watch hours are to be determined as tabulated below:

S. No.	Monthly watch hours of station or the ATS unit	Minimum hours of training on an average in one month
1.	> 90 hours	10 hours
2.	≤ 90 hours	5 hours

The monthly watch hours of {Name of ATS station/ unit} is {monthly watch hours}. Therefore, the maximum period for completion of minimum hours of OJT in the {Name of ATC unit} unit, stipulated in Chapter 3 of the Rating training manual will be determined based on assumption that on an average {10 or 5 hours*} (*: *select appropriate hours for the station as per table above*) of training can be completed in a period of one month (i.e. 30 days period) in the unit.

Note: The same calculation will apply to additional training prescribed for PIP and for reduced hours of OJT prescribed for each rating in Chapter 3 of Rating Training Manual.

If due to certain unavoidable or exceptional circumstances the OJT cannot be completed within the maximum duration determined as per above calculation, then ATS In-Charge may when satisfied with the reason for extension may extend this maximum duration by {one or two month(s)^{\$}} (^{\$}: *select as per para 4.6 of CAPC 04 of 2022*) month(s).

For an extension beyond {one or two} month(s), ATS In-charge shall forward the request for extension of the maximum duration for completion of OJT to ED(CAP) with justification. ED(CAP) on being satisfied, may further extend maximum duration of training in a manner that the total extension in duration of OJT does not exceed beyond 50% of the maximum permissible duration for completion of OJT, i.e. if the maximum duration for completion of OJT is 9 months, then the total extension of maximum duration will be four and half months. Normally, further extension beyond this period will not be considered and entire on-the-job training will have to be repeated.

{Signatures}

{Name & Designation of ATS In-charge}