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**MANUAL OF ATS PERSONNEL  
RATINGS AND CERTIFICATION  
PART 1  
DOCUMENT IDENTIFICATION AND  
CONTROL**

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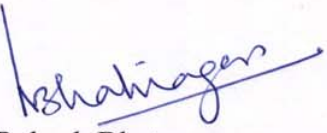


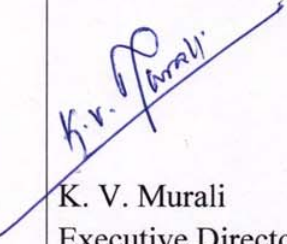
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## DOCUMENT APPROVAL

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### AMENDMENT/CORRIGENDA RECORDS

The amendments/corrigenda listed below have been incorporated into this copy of the Manual of ATS Personnel Ratings and Certification – Part 1- Document Identification and Control.

Amd/Corr no.	Subject	Source	Sections affected	Entered by (Date)	Approved by (Date)	Effective date
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## CHAPTER 1: DOCUMENTATION IDENTIFICATION AND CONTROL

### 1.1 Title of the document:

1.1.1 This document is identified as Manual of ATS Personnel Ratings and Certification (MARC). This Manual has been divided in following seven parts:

- a) Manual of ATS Personnel Ratings and Certification-Part 1 (Documentation Identification and Control),
- b) Manual of ATS Personnel Ratings and Certification - Part 2 (Organisational Structure),
- c) Manual of ATS Personnel Ratings and Certification -Part 3 (Air Traffic Services Training Organisation)-ATSTO,
- d) Manual of ATS Personnel Ratings and Certification -Part 4 (Air Traffic Services Ratings)
- e) Manual of ATS Personnel Ratings and Certification -Part 5 (Class 3 Medical Assessment),
- f) Manual of ATS Personnel Ratings and Certification -Part 6 (English Language Proficiency for ATS Personnel)-ELPA,
- g) Manual of ATS Personnel Ratings and Certification -Part 7 (Safety Oversight).

### 1.2 Purpose of this chapter:

1.2.1 This chapter details the procedures for preparing, approving, controlling and amending documentation in all seven parts of Manual of ATS Personnel Rating and Certification (MARC).

### 1.3 Purpose of the document:

1.3.1 The purpose of this document is to establish procedures and processes, provide information and instructions which are essential for the approval of ATS training organisations and issue of Ratings/Permissions and Certification to ATS personnel.

1.3.2 The Personnel of Directorate of CAP, ATM Directorate, CNS Directorate and AAI's ATS Training Organisations shall ensure compliance with the processes, procedures and instructions contained in this manual.

### 1.4 Responsibility for documentation and publication:

1.4.1 This Manual of ATS Personnel Ratings and Certification (MARC) has been prepared by Executive Director (Certification of ATS Personnel), AAI. Executive Director (Certification of ATS Personnel) is responsible to publish and maintain this Manual.

1.4.2 The Executive Director (Certification of ATS Personnel), AAI will ensure that the provisions of air traffic services ratings and certification as detailed in this manual are in conformance with the provisions for air traffic controllers and aeronautical station operators



contained in the Annex 1 to the Convention on International Civil Aviation & various ICAO Documents relevant to the provision of air traffic services, air traffic services ratings/permissions and also to the national regulations as applicable in India.

## 1.5 Authority/responsibility for Changes

1.5.1 The Executive Director (Certification of ATS Personnel), AAI is responsible for incorporating amendments to the Manual of ATS Personnel Ratings and Certification (MARC).

1.5.2 Holders of paper copies of Manual of ATS Personnel Ratings and Certification (MARC) are responsible for ensuring that the Manual is kept up to date. This includes inserting new chapters or chapter amendments in a timely manner and complying with any instructions on amendment advice.

1.5.3 The user of Manual of ATS Personnel Ratings and Certification (MARC) will be responsible for verifying the currency of documentation in the Manual.

## 1.6 Review

1.6.1 The General Manager (Certification of ATS Personnel) will conduct a yearly review of this Manual to ensure accuracy and updating of all its contents and reference data. The results of such audit and action taken thereupon will be documented and presented to Executive Director (Certification of ATS Personnel) for his approval.

1.6.2 Incorporating Changes: The General Manager (Certification of ATS Personnel) on behalf of the Executive Director (Certification of ATS Personnel) will ensure that the:

- changes being incorporated are duly approved by the competent authority,
- relevant pages in the Manual are revised
- amendments are posted on AAI's web site
- Amendment / advice is issued in time to all concerned in respect of new chapter(s) and the same is inserted in the Manual.
- master- copy of the Manual is updated

## 1.7 Interpretation of Words:

1.7.1 To avoid any misunderstanding within the Manual of ATS Personnel Ratings and Certification (MARC), certain words in this document are to be interpreted as having specific meanings as given in Table 1-1, when they are the operative words in an instruction.

<i>Words</i>	<i>Meanings</i>
'shall', 'is to', 'are to' and 'must'	The instruction is mandatory
'will'	It is only used for informative or descriptive writing, e.g. ' A controller will file . . . . ' is not an instruction to the controller



'may'	It means that the instruction is permissive, optional or alternative, e.g. 'a controller may seek assistance . . . . ' but would not if he did not need it.
'should'	It means that it is strongly advisable that an instruction is carried out; it is recommended or discretionary. It is applied where the more positive 'shall' is unreasonable but nevertheless a controller would have to have a good reason for not doing so.

**Table 1-1: Interpreted Meaning of certain words used in the document**

1.7.2 In the interests of simplicity, any reference to the masculine gender can be taken to mean either male or female.

### **1.8 Effective Date:**

1.8.1 Effective date of an instruction is indicated at the foot of the page.

1.8.2 New edition will be indicated by date at the foot of the page.

### **1.9 Change History:**

1.9.1 This is first edition of the Manual of ATS Personnel Ratings and Certification (MARC). Subsequent changes will be indicated on 'Record of Amendments and Corrigenda' page.

### **1.10 Format**

1.10.1 Amendment-documentation being inserted in the manual must contain headers and footers that are consistent with those residing in this document.

### **1.11 Controlling the Manual**

1.11.1 Directorate of Certification of ATS Personnel will control this Manual electronically through AAI web site [www.aai.aero](http://www.aai.aero)

### **1.12 Distribution of the Manual**

1.12.1 Directorate of Certification of ATS Personnel, CHQ will not provide hard copies of the document.

### **1.13 Master Copy**

1.13.1 An electronic and a paper format Master Copy of the Manual will be held and maintained by the Directorate of Certification of ATS Personnel at CHQ.

### **1.14 Checking Currency of the Manual**

1.14.1 A current copy of the Manual will be published on Airports Authority of India web site: [www.aai.aero](http://www.aai.aero).



**1.15 Enquiries**

1.15.1 Enquiries / clarifications / suggestions, if any, should be addressed to:

**The Executive Director (CAP),  
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New Delhi-110003.  
E-mail: [edcap@aai.aero](mailto:edcap@aai.aero)**



## CHAPTER 2: DEFINITIONS AND ACRONYMS

### 2.1 Definitions

2.1.1 When the following terms are used in this manual, they have the following meanings:

**Ab initio.** Literally “from the beginning”. Refers to trainees with no prior knowledge of, or exposure to, the subject or activity being taught.

**Accountable Manager.** The manager who has corporate authority for ensuring that all training commitments can be financed and carried out to the standard required by the CAA, and any additional requirements defined by the ATO. The accountable manager is normally the Head of Training, and may delegate to another person within the organization the day-to-day management but not the overall approval management responsibility.

**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.

*Note.*— The term includes details of aerodrome certification conditions and exemptions/exceptions granted by the State aviation authority in relation to aerodrome certification requirements.

**Air navigation services.** Services provided to air traffic during all phases of operations including air traffic management (ATM), communication, navigation and surveillance (CNS), meteorological services for air navigation (MET), search and rescue (SAR) and aeronautical information services (AIS).

**Air traffic.** All aircraft in flight or operating on the movement area of an aerodrome.

**Air traffic control unit.** A generic term meaning variously, area control centre, approach control unit or aerodrome control tower.

**Air traffic service (ATS).** 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 services unit.** A generic term meaning variously, air traffic control unit, flight information centre or air traffic services reporting office.

**Aircraft.** Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.

**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.

**Approved training.** Training conducted under special curricula and supervision approved by respective approving authority in ATM and CNS directorate.

**Approved ATIS Training Organization.** An organization approved by and operating under the supervision of Executive Director (CAP), in accordance with the requirements of Annex 1 to perform approved training.

**Approving Authority:** An authority responsible for approving documents, processes, procedures, organisations, key personnel and equipment associated with training and rating/permission of ATIS personnel, authorised as approving authority in relevant manuals, orders and circulars issued by AAI.

**Area control centre.** A unit established to provide air traffic control service to controlled flights in control areas under its jurisdiction.

**Area control service.** Air traffic control service for controlled flights in control areas.

**ATIS Incharge:** The senior most executive of ATM directorate at an airport/ATC Centre responsible for managing day-to-day ATM operations that includes air traffic management, training and rating of ATM personnel, manpower management, safety and other functions assigned in accordance with various manuals, circulars or orders issued by ATM directorate or any other directorate of AAI maintaining surveillance or oversight over ATM activities.

**ATIS surveillance service.** A term used to indicate a service provided directly by means of an ATIS surveillance system.

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

*Note.*— A comparable ground-based system is one that has been demonstrated, by comparative assessment or other methodology, to have a level of safety and performance equal to or better than monopulse SSR.

**Audit.** A systematic and objective review of a State's aviation framework to verify compliance with the provisions of the Chicago Convention or national regulation, conformance with or adherence to Standards and Recommended Practices (SARPs), procedures and good aviation safety practices.

**Automatic dependent surveillance — broadcast (ADS-B).** A means by which aircraft,



aerodrome vehicles and other objects can automatically transmit and/or receive data such as identification, position and additional data, as appropriate, in a broadcast mode via a data link.

**Automatic dependent surveillance — contract (ADS-C).** A means by which the terms of an ADS-C agreement will be exchanged between the ground system and the aircraft, via a data link, specifying under what conditions ADS-C reports would be initiated, and what data would be contained in the reports.

**Civil aviation authority.** The governmental entity or entities, however titled, that are directly responsible for the regulation of all aspects of civil air transport, technical (i.e. air navigation and aviation safety) and economic (i.e. the commercial aspects of air transport).

**CNS Incharge:** A senior most executive of CNS directorate at an airport/CNS centre responsible for managing day-to-day CNS operations that includes maintenance and management of Communication, Navigation and Surveillance facilities, training and rating of CNS personnel, manpower management, safety and other functions assigned in accordance with various manuals, circulars or orders issued by CNS directorate or any other directorate of AAI maintaining surveillance or oversight over ATM and CNS activities.

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

**Competency element.** An action that constitutes a task that has a triggering event and a terminating event that clearly defines its limits, and an observable outcome.

**Competency unit.** A discrete function consisting of a number of competency elements.

**Control area.** A controlled airspace extending upwards from a specified limit above the earth.

**Controlled aerodrome.** An aerodrome at which air traffic control service is provided to aerodrome traffic.

*Note.*— The term “controlled aerodrome” indicates that air traffic control service is provided to aerodrome traffic but does not necessarily imply that a control zone exists.

**Controlled airspace.** An airspace of defined dimensions within which air traffic control service is provided in accordance with the airspace classification.

*Note.*— Controlled airspace is a generic term which covers ATS airspace Classes A, B, C, D and E.

**Control zone.** A controlled airspace extending upwards from the surface of the earth to a specified upper limit.

**Controller-pilot data link communications (CPDLC).** A means of communication between controller and pilot, using data link for ATC communications.

**Core curriculum.** A set of courses approved by the Authority, for use by an ATO and its satellite ATOs. The core curriculum consists of training that is required for licensing or aircraft ratings. It does not include training for tasks and circumstances unique to a



*particular user.*

**Error management.** *The process of detecting and responding to errors with countermeasures that reduce or eliminate the consequences of errors and mitigate the probability of further errors or undesired states.*

*Note.— See Attachment C to Chapter 3 of the Procedures for Air Navigation Services — Training (PANS-TRG, Doc 9868) and Circular 314 — Threat and Error Management (TEM) in Air Traffic Control for a description of undesired states.*

**Fatigue.** *A physiological state of reduced mental or physical performance capability resulting from sleep loss or extended wakefulness, circadian phase, or workload (mental and/or physical activity) that can impair an air traffic controller's alertness and ability to safely operate in an ATC unit or perform safety-related duties.*

**Finding.** *A finding is a conclusion by the operator's audit personnel that demonstrates non-conformity with a specific standard.*

**Flight information centre.** *A unit established to provide flight information service and alerting service.*

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

**Human Factors principles.** *Principles which apply to aeronautical design, certification, training, operations and maintenance, and which seek safe interface between the human and other system components by proper consideration to human performance.*

**Human performance.** *Human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.*

**Initial Training.** *Training conducted by ATS training organisations on approved courses. Initial training comprises basic training and rating training. The object of initial training is to prepare a student for unit training.*

**Knowledge, Skill and Attitude (KSA).** *The three performance domains that are under constant evaluation and form the basis for the performance criteria statements.*

**Inspection.** *The basic activity of an audit, which involves examination of the specific characteristics of the safety oversight programme of the Contracting State. (Safety Oversight Audit Manual (Doc 9735))*

**Inspector.** *A person trained and authorized to undertake inspections.*

**Investigator (of an accident).** *A person charged, on the basis of his or her qualifications, with the responsibility to participate in the conduct and control of an investigation.*

**Likely.** *In the context of the medical provisions in Manual of ATS Personnel Rating and Certification- Part 5 (MARC-Part 5), **likely** means with a probability of occurring that is unacceptable to the medical assessor.*

**Medical Assessment.** *The evidence issued by a Contracting State that the licence holder meets specific requirements of medical fitness.*



**Medical assessor.** *A physician, appointed by the Executive Director (Certification of ATS Personnel), 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 Executive Director (Certification of ATS Personnel) 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 Executive Director (Certification of ATS Personnel) to conduct medical examinations of fitness of Air traffic controllers for ratings for which medical requirements are prescribed.*

**Night.** *The hours between the end of evening civil twilight and the beginning of morning civil twilight or such other period between sunset and sunrise, as may be prescribed by the appropriate authority.*

*Note.— Civil twilight ends in the evening when the centre of the sun's disc is 6 degrees below the horizon and begins in the morning when the centre of the sun's disc is 6 degrees below the horizon.*

**On-the-Job Training.** *The integration in practice of previously acquired job related routines and skills under the supervision of a qualified On-the-Job Training Instructor (OJTI) /Experienced Controller in a live traffic situation.*

**On-the-Job Training Instructor.** *A rated air traffic controller authorised to carry out instruction in the operational environment for which the authorisation is issued.*

**Operating position.** *An air traffic control function performed within or directly associated with a control facility.*

**Operations manual.** *A manual containing procedures, instructions and guidance for use by operational personnel in the execution of their duties.*

**Operator.** *A person, organization or enterprise engaged in or offering to engage in the operation of an aircraft, aerodrome or associated aviation activity.*

**Performance criteria.** *Simple, evaluative statements on the required outcome of the competency element and a description of the criteria used to judge whether the required level of performance has been achieved.*

**Permission:** *In the context of an aeronautical station operator is an authorisation issued in accordance with Manual of ATS Personnel Rating and Certification- Part 4 (MARC-Part 4) to operate as, and exercise the privileges of, an Aeronautical Station Operator (HF communicator) in an aeronautical station.*

**Psychosis.** *A mental disorder in which the individual has manifested delusions, hallucinations, grossly bizarre or disorganised behaviour, or other commonly accepted symptoms of this condition; or the individual may reasonably be expected to manifest*



*delusions, hallucinations, grossly bizarre or disorganised behaviour, or other commonly accepted symptoms of this condition.*

**Policy.** *A document containing the organization's position or stance regarding a specific issue.*

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

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

**Procedure.** *A way of documenting a process.*

**Process.** *A set of interrelated or interacted activities which transform inputs into outputs.*

**Psychoactive substances.** *Alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded.*

**Quality.** *The totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs.*

**Quality assurance.** *All the planned and systematic actions necessary to provide adequate confidence that all training activities satisfy given standards and requirements, including the ones specified by the approved training organization in relevant manuals.*

**Quality audit.** *A systematic and independent examination to determine whether quality activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.*

**Quality inspection.** *That part of quality management involving quality control. In other words, inspections accomplished to observe events/actions/documents, etc., in order to verify whether established operational procedures and requirements are fulfilled during the accomplishment of the event or action, and whether the required standard is achieved. Student stage checks and skill tests are quality inspections, and they are also quality control functions.*

**Quality Manager (QM).** *The manager responsible for the monitoring function and for requesting remedial action. The Quality Manager is responsible directly to the Head of Training.*

**Quality manual.** *The document containing the relevant information pertaining to the approved training organization's Quality Assurance System.*

**Quality of training.** *The outcome of the training that meets stated or implied needs within the framework of set standards.*



**Quality system.** Documented organizational procedures and policies; internal audit of those policies and procedures; management review and recommendation for quality improvement.

**Rated air traffic controller.** An air traffic controller holding a valid rating appropriate to the privileges to be exercised.

**Rating.** An authorisation for operating independently in an ATS unit; stating special conditions, privileges or limitations pertaining to such authorisation.

**Rating Board:** An assessment board constituted by the designated authority to assess the competency of the trainee air traffic controller for the purpose of grant of rating.

**Refresher Training:** Training designed to review, reinforce or enhance the existing knowledge and skills of air traffic controllers to provide a safe, orderly and expeditious flow of air traffic and shall contain at least:

- a) Standard practices and procedures, using approved phraseology and effective communication;
- b) Abnormal and emergency situations training, using approved phraseology and effective communication; and
- c) Human factors training such as Team resource Management, Fatigue and stress management etc.

**Regulation.** The giving of authoritative direction to bring about and maintain a desired degree of order.

*Note.*— For the purpose of this manual, this term includes but is not limited to instructions, rules, edicts, directives, sets of laws, requirements, policies, and orders.

**Responsibility/accountability.** The state of being responsible for an undertaking, person, thing or action and for which an organization or individual or both are liable to be called to account.

**Risk analysis/aeronautical study.** A mechanism, part of a Safety Management System, used to assess the risk (combination of event or hazard severity and probability of occurrence) posed by a particular set of circumstances. It is used to compare the outcome of such an analysis against the intended outcome of a particular Standard, Recommended Practice or national requirement so that a solution can be selected that will not degrade safety below that which is mended.

**Safety management system.** A systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures.

**Safety-sensitive personnel.** Persons who might endanger aviation safety if they perform their duties and functions improperly. This definition includes, but is not limited to, flight crew, cabin crew, aircraft maintenance personnel and air traffic controllers.

**Service Provider.** An organization, serving operators and other providers, that is part of the aviation activity and is functionally separated from its regulator



**Significant.** *In the context of the medical provisions in Manual of ATS Personnel Rating and Certification- Part 5 (MARC-Part 5), **significant** means to a degree or of a nature that is likely to jeopardize flight safety.*

**State of Occurrence.** *The State in whose territory an accident or incident occurs.*

**State safety programme.** *An integrated set of regulations and activities aimed at improving safety.*

**Substance abuse.** *Refers to—*

(i) *The use of a substance in a situation in which that use was physically hazardous, if there has been at any other time an instance of the use of a substance also in a situation in which that use was physically hazardous;*

(ii) *A verified positive drug test result acquired under an anti-drug program or internal program of the [STATE] government; or*

(iii) *Misuse of a substance that the Authority, based on case history and qualified medical judgement relating to the substance involved, finds makes the applicant unable to safely perform the duties or exercise the privileges of the airman certificate applied for or held; or may reasonably be expected, for the maximum duration of the airman medical certificate applied for or held, to make the applicant unable to perform those duties or exercise those privileges.*

**Substance.** *Alcohol, sedatives, hypnotics, anxiolytics, hallucinogens, opioids, cannabis, inhalants, central nervous system stimulants such as cocaine, amphetamines, and similarly acting sympathomimetics, phencyclidine or similarly acting arylcyclohexylamines, and other psychoactive drugs and chemicals.*

**Substance dependence.** *A condition in which a person is dependent on a substance, other than tobacco or ordinary xanthine-containing (e.g., caffeine) beverages, as evidenced by increased tolerance; manifestation of withdrawal symptoms; impaired control of use; or continued use despite damage to physical health or impairment of social, personal, or occupational functioning.*

**Threat.** *Events or errors that occur beyond the influence of an operational person, increase operational complexity and must be managed to maintain the margin of safety.*

*Note.— See Attachment E of Annex 13 — Aircraft Accident and Incident Investigation for a description of operational personnel.*

**Threat management.** *The process of detecting and responding to threats with countermeasures that reduce or eliminate the consequences of threats and mitigate the probability of errors or undesired states.*

*Note.— See Attachment C to Chapter 3 of the Procedures for Air Navigation Services — Training (PANS-TRG, Doc 9868) and Circular 314 — Threat and Error Management (TEM) in Air Traffic Control for a description of undesired states.*



**Training.** *The entirety of theoretical courses, practical exercises, including simulation, and on-the-job training required in order to acquire and maintain the skills to deliver safe, high quality air traffic control services. It consists of:*

- a) initial training, providing basic and rating training;*
- b) unit training, including transitional training prior to on-the-job training, for the purpose of grant of a rating for that unit;*
- c) continuation training;*
- d) refresher training*

**Unit Training:** *Training comprising of transitional training, Pre-On-the-job training and On-the-job training for the purpose of grant of rating to the trainee air traffic controller in that ATS unit.*

**Unit Training Plan:** *An approved plan that specifies how an entity will provide training to a trainee air traffic controller for the purpose of award of rating for that unit. It broadly includes qualification, syllabus, training objectives, process and their timings and assessment mechanism.*



## 2.2 Acronyms

2.2.1 When the following terms are used in this manual, they have the following meanings:

AAI	Airports Authority of India
ACC	Area Control Centre
ADC	Aerodrome Control
ADS	Automatic Dependent Surveillance
ADS-B	Automatic Dependent Surveillance-Broadcast
ADS-C	Automatic Dependent Surveillance-Contract
AFDD	Audit Findings and Differences Database
AGM	Assistant General Manager
AIP	Aeronautical Information Publication
AME	Aviation Medical Examiner
AMS	Aeronautical Mobile Service
ANS	Air Navigation Services
APP	Approach Control Unit
A-SMGCS	Advanced Surface Movement Guidance and Control System
ASO	Aeronautical Station Operator
ASE	Approved Simulator Examiner
ATC	Air Traffic Control
ATCO	Air Traffic Control Officer
ATE	Approved Theory Examiner
ATS	Air Traffic Services
ATSTO	Air Traffic Services Training Organisation
CAA	Civil Aviation Authority or an appropriate State aviation regulatory body
CAP	Certification of ATS personnel
CATC	Civil Aviation Training College
Ch	Chapter
CHQ	Corporate Headquarter
CNS	Communication, Navigation and Surveillance



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CNS -OM	Communication, Navigation and Surveillance-Operations and maintenance
CPDLC	Controller-Pilot Data Link Communication
DGCA	Director General of Civil Aviation
DGM	Deputy General Manager
DME	Designated Medical Examiner
Doc	Document
ED	Executive Director
ELP	English Language Proficiency
ELPA	English Language Proficiency for Air traffic controllers
ELPC	English Language Proficiency for communicators (HF)
FIC	Flight Information Centre
GM	General Manager
HTC	Hyderabad Training Centre
ICAO	International Civil Aviation Organization
Jt. GM or JGM	Joint General Manager
MARC	Manual of ATS personnel Rating and Certification
Mgr	Manager
MSLTAR	Manual of Station Level Training And Ratings
MSSR	Monopulse Secondary Surveillance Radar
NIATAM	National Institute of Aviation Training And Management
OCC	Oceanic Control Centre
OJT	On-the-Job Training
OJTI	On-the-Job Training Instructor
PEL	Personnel licensing
Pg	Page
QA	Quality Assurance
QAS	Quality Assurance System
QAM	Quality Assurance manual
QM	Quality Manager
RCAP	Radar control approach course



RSR	Route Surveillance Radar
SARPs	Standards and Recommended Practices
SMC	Surface Movement Control
SMS	Safety Management System
SRA	Surveillance Radar Approach
STD	Standard
TAR	Terminal Approach Radar
TM	Training Manual
TPM	Training and Procedures Manual
TP	Training Programme
Trg	Training
UTP	Unit Training Programme
WSO	Watch Supervisory Officer

