



**MANUAL OF ATS PERSONNEL
RATINGS AND CERTIFICATION
PART 4
AIR TRAFFIC SERVICES RATINGS**




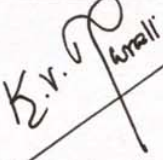
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DOCUMENT APPROVAL

ROLE	SIGNATURE [NAME, DESIGNATION]
Prepared by	 Rakesh Bhatnagar, Joint General Manager (ATM)
Checked By	 Kanhaya Lal, General Manager (ATM)
Recommended by	 S B Sharma General Manager (CAP)
Approved by	 K. V. Murali Executive Director (CAP)



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**AMENDMENT/CORRIGENDA RECORDS**

The amendments listed below have been incorporated into this copy of the Manual of ATS Personnels Ratings and Certification – Part 4- Air Traffic Services Ratings.

Amd/Corr no.	Subject	Source	Sections affected	Entered by (Date)	Approved by (Date)	Effective date



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CHAPTER 1: INTRODUCTION

1.1 General

1.1.1 This document, known as the Manual of ATS Personnel ratings and Certification (MARC) – Part 4- Air Traffic Services Ratings, sets out the standards and requirements for the ratings/permission for the personnel engaged in the provision of air traffic services.

1.1.2 The provision contained in this part of the manual are applicable to all the AAI personnel engaged in the provision of air traffic services at those airports / ATC Centres, where air traffic services are provided by AAI.

1.1.3 For the purpose of this manual, the personnel engaged in the provision of air traffic services include air traffic controllers and aeronautical station operators (HFRT communicators).



CHAPTER 2: GENERAL

2.1 Air traffic controller rating and aeronautical station operator permission

2.1.1 Air traffic controller rating

2.1.1.1 An air traffic controller's rating shall be issued in accordance with the requirements in the Manual of Air Traffic Services Personnel Ratings and Certification (MARC) - Part 4.

2.1.1.2 A person shall not provide air traffic control service unless he holds a valid air traffic control rating of that unit, a current Class 3 Medical Assessment and minimum required level of English language proficiency.

2.1.1.3 Privileges of the holder of a rating

2.1.1.3.1 An Air Traffic Controller shall not be permitted to exercise privileges other than those granted by the rating that he holds.

2.1.1.4 Validity of rating

2.1.1.4.1 The ATS Incharges at an Airport/ATC Centres, shall ensure that the privileges granted by the related ratings, are not exercised unless the holder of that rating maintains competency and meets the recency requirements established in this part of the manual.

2.1.2 Aeronautical station operator's permission to act as an operator in an aeronautical station

2.1.2.1 An aeronautical station operator shall be permitted to operate in accordance with the requirements in the Manual of Air Traffic Services Personnel Ratings and Certification (MARC) - Part 4.

2.1.2.2 The privileges of an aeronautical station operator's permission shall be to act as an operator in an aeronautical station. Before exercising the privileges of such permission, he shall be familiar with all pertinent and current information regarding the types of equipment and operating procedures used at that aeronautical station.

2.2 Medical fitness for air traffic controllers

2.2.1 A trainee air traffic controller shall not be permitted to receive instruction in an operational environment unless that trainee air traffic controller holds a current Class 3 Medical Assessment.

2.2.2 An air traffic controller while exercising the privileges of an ATC rating shall, when applicable, hold a Class 3 Medical Assessment issued in accordance with the provisions contained in MARC-Part 5.



2.2.3 *Decrease in medical fitness*

2.2.3.1 The holders of an air traffic controller rating shall not exercise the privileges of their related ratings at any time when they are aware of any decrease in their medical fitness which might render them unable to safely and properly exercise these privileges.

2.2.3.2 The ATS Incharge at an Airport/ATC Centre should, as far as practicable, ensure that holders of an ATC rating do not exercise the privileges of their related ratings during any period in which their medical fitness has, from any cause, decreased to an extent that would have prevented the issue or renewal of their Medical Assessment.

2.3 **Use of psychoactive substances**

2.3.1 Holders of a ratings/permissions provided for in this manual shall not exercise the privileges of their related ratings while under the influence of any psychoactive substance which might render them unable to safely and properly exercise these privileges.

2.3.2 Holders of ratings/Permissions provided for in MARC-Part 4 shall not engage in any problematic use of substances.

2.4 **Language proficiency**

2.4.1 Air traffic controllers and aeronautical station operators shall demonstrate the ability to speak and understand the language used for radiotelephony communications to the level specified in the language proficiency requirements in MARC-Part 6.

2.4.2 The language used for radiotelephony communications in India is English.

2.5 **Approved training and approved training organization**

2.5.1 The applicant for a rating / permission provided for in this manual shall have completed an approved training course appropriate to that rating /permission as prescribed in the manual.

2.5.2 Approved training for air traffic controllers and Aeronautical station operator shall be conducted within an approved training organization.



CHAPTER 3: AIR TRAFFIC CONTROL RATINGS

3.1 General

3.1.1 An air traffic controller shall, before being issued with any rating for an Air Traffic Control Unit, meet such requirements in respect of Age, knowledge, experience and medical fitness as are specified in para 3.2.

3.2 Pre-requisites for the issue of the Air Traffic Controller ratings

3.2.1 Age

3.2.1.1 He shall be not less than 21 years of age.

3.2.2 Knowledge

3.2.2.1 He shall have demonstrated a level of knowledge prior to an appropriate air traffic controller rating, in at least the following subjects:

Air law

a) rules and regulations relevant to the air traffic controller;

Air traffic control equipment

b) principles, use and limitations of equipment used in air traffic control;

General knowledge

c) principles of flight; principles of operation and functioning of aircraft, engines and systems; aircraft performance relevant to air traffic control operations;

Human performance

d) human performance including principles of threat and error management;

Note.— Guidance material to design training programmes on human performance, including threat and error management, can be found in the Human Factors Training Manual (Doc 9683).

Meteorology

e) aeronautical meteorology; use and appreciation of meteorological documentation and information; origin and characteristics of weather phenomena affecting flight operations and safety; altimetry;

Navigation

f) principles of air navigation; principle, limitation and accuracy of navigation systems and visual aids; and



Operational procedures

- g) air traffic control, communication, radiotelephony and phraseology procedures (routine, non-routine and emergency); use of the relevant aeronautical documentation; safety practices associated with flight.

3.2.3 Experience

3.2.3.1 The air traffic controller for a rating shall have completed an approved training course meeting the requirements of knowledge as are specified in para 3.2.2 and not less than three months of satisfactory service engaged in the actual control of air traffic under the supervision of an appropriately rated air traffic controller. The experience requirements specified for air traffic controller ratings in 3.3 may be credited as part of the experience specified in this paragraph.

3.2.4 Medical fitness

3.2.4.1 The applicant shall hold a current Class 3 Medical Assessment.

3.3 Air traffic controller ratings

3.3.1 Categories of air traffic controller ratings:

3.3.1.1 Air traffic controller ratings shall comprise the following categories:

- a) aerodrome control rating;
- b) approach control procedural rating;
- c) approach control surveillance rating;
- d) area control procedural rating;
- e) area control surveillance rating;

3.3.2 Requirements for air traffic controller ratings

3.3.2.1 Knowledge

3.3.2.1.1 The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted, in at least the following subjects in so far as they affect the area of responsibility:

- a) *aerodrome control rating:*
 - 1) aerodrome layout; physical characteristics and visual aids;
 - 2) airspace structure;
 - 3) applicable rules, procedures and source of information;
 - 4) air navigation facilities;
 - 5) air traffic control equipment and its use;
 - 6) terrain and prominent landmarks;
 - 7) characteristics of air traffic;
 - 8) weather phenomena; and



- 9) emergency and search and rescue plans;
- b) *approach control procedural and area control procedural ratings:*
- 1) airspace structure;
 - 2) applicable rules, procedures and source of information;
 - 3) air navigation facilities;
 - 4) air traffic control equipment and its use;
 - 5) terrain and prominent landmarks;
 - 6) characteristics of air traffic and traffic flow;
 - 7) weather phenomena; and
 - 8) emergency and search and rescue plans.
- c) *approach control surveillance and area control surveillance ratings:*
The applicant shall meet the requirements specified in b) in so far as they affect the area of responsibility, and shall have demonstrated a level of knowledge appropriate to the privileges granted, in at least the following additional subjects:
- 1) principles, use and limitations of applicable ATS surveillance systems and associated equipment; and
 - 2) procedures for the provision of ATS surveillance service, as appropriate, including procedures to ensure appropriate terrain clearance.

3.3.2.2 **Experience**

3.3.2.2.1 The applicant shall have:

- a) satisfactorily completed an approved training course;
- b) provided, satisfactorily, under the supervision of an appropriately rated air traffic controller:
 - i. *aerodrome control rating:* an aerodrome control service, for a period of not less than 90 hours or one month, whichever is greater, at the unit for which the rating is sought;
 - ii. *approach control procedural, approach control surveillance, area control procedural or area control surveillance rating:* the control service for which the rating is sought, for a period of not less than 180 hours or three months, whichever is greater, at the unit for which the rating is sought.
- c) if the privileges of the approach control surveillance rating include surveillance radar approach duties, the experience shall include not less than 25 plan position indicator approaches on the surveillance



equipment of the type in use at the unit for which the rating is sought and under the supervision of an appropriately rated controller.

3.3.2.2.2 The experience specified in 3.3.2.2.1 b) shall have been completed within the 6 month period immediately preceding application.

Note: The provision in 3.3.2.2.2 implies that the application for the rating must be done within 6 months of the completion date of the experience acquisition, for example, if an ATCO commences his On-the-job training in the assigned ATC unit on 1st January in Approach control unit and completes required 180 hours on 31st August i.e. in 8 months period, then the application for rating board for the ATCO must be made within 6 months of the completion date of the experience acquisition i.e. within six months from 31st August.

3.3.2.2.3 When the applicant already holds an air traffic controller rating in another category, or the same rating for another unit, the ATM directorate of AAI shall determine whether the experience requirement of 3.5.2.2 can be reduced, and if so, to what extent.

3.3.2.3 Skill

3.3.2.3.1 The applicant shall have demonstrated, at a level appropriate to the privileges being granted, the skill, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.

Note.— Guidance material on the application of threat and error management is found in the Procedures for Air Navigation Services — Training (Doc 9868, PANS-TRG), Chapter 3, Attachment C, in Part II, Chapter 2, of the Human Factors Training Manual (Doc 9683) and in Cir 314, Threat and Error Management (TEM) in Air Traffic Control.

3.3.3 Concurrent issuance of two air traffic controller ratings

3.3.3.1 When two air traffic controller ratings are sought concurrently, the ATM Directorate shall determine the applicable requirements on the basis of the requirements for each rating. These requirements shall not be less than those of the more demanding rating.

3.3.3.2 The approach control surveillance rating may be a concurrent issuance of approach control procedural rating and approach control surveillance rating, provided that minimum OJT requirement for both the units are complied with and requirement of knowledge for both the ratings as given in 3.2.2.1 are included in training and testing.

3.3.4 Privileges of the holder of the air traffic controller rating(s) and the conditions to be observed in exercising such privileges

3.3.4.1 Subject to compliance with the requirements as given in 2.1.1.4, 2.2, 2.3 and 2.4, the privileges of the holder of an air traffic controller rating, having one or more of the undermentioned ratings shall be:

a) *aerodrome control rating*: to provide or to supervise the provision of aerodrome control service for the aerodrome for which the controller is rated;



- b) *approach control procedural rating*: to provide or to supervise the provision of approach control service for the aerodrome or aerodromes for which the controller is rated, within the airspace or portion thereof, under the jurisdiction of the unit providing approach control service;
- c) *approach control surveillance rating*: to provide and/or supervise the provision of approach control service with the use of applicable ATS surveillance systems for the aerodrome or aerodromes for which the controller is rated, within the airspace or portion thereof, under the jurisdiction of the unit providing approach control service;
- 1) subject to compliance with the provisions of 3.3.2.2.1 c), the privileges shall include the provision of surveillance radar approaches;
- d) *area control procedural rating*: to provide and/or supervise the provision of area control service within the control area or portion thereof, for which the controller is rated; and
- e) *area control surveillance rating*: to provide and/or supervise the provision of area control service with the use of an ATS surveillance system, within the control area or portion thereof, for which the controller is rated.

3.3.4.2 Before exercising the privileges indicated in 3.3.4.1, the rated controller shall be familiar with all pertinent and current information.

3.3.4.3 An air traffic controller having been issued rating of an ATC unit shall not be permitted to carry out instruction in an operational environment unless such controller has received proper authorization from ATS Incharge/ED (ATM) as applicable.

3.3.5 Validity of ratings

3.3.5.1 A rating shall become invalid when an air traffic controller has ceased to exercise the privileges of the rating for a period exceeding six months. A rating shall remain invalid until the controller's ability to exercise the privileges of the rating has been re-established.

3.4 Suspension and cancellation of a rating.

3.4.1 Rating of an air traffic controller should normally be suspended in case there exists sufficient evidence to demonstrate that he has not performed his duties in accordance with the prescribed procedures and privileges of his rating.

3.4.2 The rating of an air traffic controller will automatically be cancelled when the holder of the rating ceases to be an employee of the Airports Authority of India.

3.5 Renewal or revalidation of rating

3.5.1 Renewal or revalidation of the rating of an air traffic controller's rating shall be done in accordance with the procedures established by ED (ATM) if the rating of the air traffic controller has been rendered invalid, suspended or revoked due to any reason.



CHAPTER 4: AERONAUTICAL STATION OPERATOR PERMISSION

4.1 Requirements for the issue of Aeronautical Station Operator Permission

4.1.1 Aeronautical Station Operators in Airports Authority of India being State employees are permitted to operate as Aeronautical Station Operator without having been issued a licence.

4.1.2 An officer shall, before being issued permission to operate as Aeronautical Station Operator, meet such requirements in respect of age, knowledge, experience and skills as are specified below.

4.1.2.1 Age

4.1.2.2 An officer shall be not less than 21 years of age.

4.1.2.3 Knowledge

4.1.2.3.1 An officer shall demonstrate a level of knowledge appropriate to the holder of an Aeronautical Station operator in at least the following subjects.

General Knowledge

a) Air Traffic Services (ATS) provided within India,

Operational Procedures

b) Radio Telephony communication procedures, phraseology, telecommunication network,

Rules and Regulations

c) Rules regarding operation applicable to the aeronautical station operator,

Telecommunication Equipment

d) Principles, use and limitations of telecommunication equipment in an Aeronautical Station.

4.1.2.4 Experience

4.1.2.4.1 Before permitting an officer to perform Aeronautical Station Operator duty, he shall be required to successfully complete the approved training course at Civil Aviation Training College (CATC), Allahabad; covering the above mentioned aspects within 12 months period immediately preceding the application for assessment and must have served satisfactorily under a qualified Aeronautical Station Operator for not less than 2 months.

4.1.2.5 Skill

4.1.2.5.1 The applicant shall demonstrate or have demonstrated competency before a designated assessment board set by AAI in respect of



- 1) Operation of telecommunication equipment in use i.e. HF TX/RX, Enroute VHF, Remote Control Unit (RCU) and SELCAL.
- 2) Transmitting and receiving radio telephony messages with efficiency and accuracy including knowledge of ATS routes and reporting points.

4.2 Assessment and Examination

4.2.1 The assessment for permission to operate as an Aeronautical Station operator shall consist of a written examination and on-the-job assessment by an assessment board duly constituted by ED (CNS-OM).

4.2.2 ED (CNS-OM) shall establish procedures for conduct of written examination and assessment.

4.3 Privilege of Aeronautical Station Operator

4.3.1 Subject to fulfillment of requirements specified in this chapter, executive of CNS shall act as an Operator in an Aeronautical Station to operate Aeronautical mobile Channel.

4.4 Conditions to be observed in exercising the privileges

4.4.1 Before taking over charge of Aeronautical Station, the holder should be familiar with all pertinent and current information regarding the type of equipment and operating procedures used at that Aeronautical Station.

4.5 Suspension and cancellation of an Aeronautical Station operator Permission

4.5.1 Permission to operate as an aeronautical station operator should normally be suspended in case there exists sufficient evidence to demonstrate that he has not performed his duties in accordance with the prescribed procedures and privileges of his permission.

4.5.2 The Permission to operate as an Aeronautical Station Operator will automatically be cancelled when the holder of the Permission ceases to be an employee of the Airports Authority of India.



CHAPTER 5: ON-THE-JOB TRAINING INSTRUCTORS FOR AIR TRAFFIC CONTROLLERS

5.1 General

5.1.1 Chapter 3, para 3.3.4.3 requires air traffic controllers carrying out instruction in an operational environment to be authorised by the ATS Incharge/ED (ATM). Such controllers shall meet the requirements stated in this chapter before they can be allowed to discharge their responsibilities. The objective is to ensure that trainee air traffic controllers at the operational air traffic control units receive proper on-the-job training under the supervision of suitably qualified air traffic controller.

5.1.2 Air traffic personnel carrying out instruction in an operational environment are known as on-the-job training instructors (OJTIs). The aim of OJTI is to train and supervise controllers to transfer their own skills, knowledge and techniques when conducting the on-the-job training to trainee air traffic controllers in an efficient and effective manner to achieve optimum results in a short period of time whilst ensuring safe, orderly and expeditious flow of traffic.

5.1.3 In addition to the instructions in an operational environment, the OJTIs are required to conduct class room training through lectures, presentations, discussions on case studies etc. the OJTIs are also tasked to evaluate the progress of the trainees and conduct counseling session as appropriate.

5.2 Minimum experience and qualification requirements for on-the-job-training instructors

5.2.1 For selection as OJTI (Procedural), the ATCO shall have;

- a) performed active ATC duties for a minimum of one year in the concerned unit after acquiring the rating;
- b) performed active ATC duties for a minimum period of 3 months in the concerned unit, after the revalidation of the rating of the concerned unit at that airport/ATC centre;
- c) an incident free record for a period of two years immediately preceding the date of appointment.

Note — The one-year period in sub-paragraph (a) above represents an absolute minimum experience level that may be suitably extended in certain more complex operational environments.

5.2.2 For selection as OJTI (Surveillance), the ATCO shall have:

- a) at least 5 years' experience as an air traffic controller with valid rating(s);



- b) current ratings for corresponding procedural ATC units for the aerodrome concerned; and
- c) performed active ATC duties in Approach Control Surveillance unit or Area Control Surveillance unit or both for a minimum period of 2 years after acquiring rating of the concerned unit.
- d) shall have performed active ATC duties in Approach Control Surveillance or Area Control Surveillance or both for a minimum period of 6 months after the revalidation of the rating of the concerned unit at that airport/ATC centre.
- e) An incident free record for a period of two years immediately preceding the date of appointment.

5.2.3 While considering an ATCO who fulfills above criteria, for selection as an OJTI, the ATS in charge shall also take into account, that the ATCO:

- a) has a sound knowledge of ATC procedures, rules, regulation and their application;
- b) has a proven track record of working confidently in peak traffic period with adequate exposure to unusual situations such as aircraft emergency, priority handling, bad weather situation, VVIP handling etc.;
- c) has an aptitude for imparting training and counselling;
- d) possesses effective communication skill, which includes listening, questioning, class room training, creativity and making presentations; and
- e) should have high personal integrity, discipline, credibility, transparency, resilience, empathy, analytical skill, assertiveness, and planning skill for training session.

5.3 Selection Process

5.3.1 ED (ATM) shall establish procedures for selection of OJTIs while ensuring requirements enumerated para 5.2 are met.

5.4 Renewal and Withdrawal of OJT Instructorship

5.4.1 ED (ATM) shall establish procedures for renewal and withdrawal of OJT Instructorship.



CHAPTER 6: ASSESSMENT AND EXAMINATION OF ATCOs

6.1 General

6.1.1 ATS Incharge at airports and ATC Centres will develop/conduct/correct written examination and conduct on-the-job assessment including oral examination leading to issuance of rating on behalf of the Executive Director (CAP).

6.1.2 Directorate of CAP will maintain surveillance over the examination and assessment process delegated to ATS Incharge from time to time through a surveillance process established in MARC-Part 7.

6.1.3 A rating examination shall be held after the air traffic controller has gained sufficient competence and skill to deal with various situations in handling air traffic independently. The rating examination shall consist of:

- a) A written examination
- b) On-the-Job Assessment by a Rating board
- c) An oral examination

6.2 Written examination

6.2.1 A written examination of about three hours duration shall be conducted to test knowledge of various requirements of the job appropriate to the ATC rating for which examination is being conducted.

6.2.2 Training Incharge/ ATS Incharge shall establish and implement the procedure for developing, reviewing and securing question bank. There should be a procedure in place for feedback from the trainee controller, examiners on written examination.

6.2.3 The examination paper should be developed from the question bank maintained and record be maintained of each and every examination paper.

6.2.4 The person assigned with the task of developing, conducting or correcting the examination paper, shall:

- a) preferably be an OJTI with atleast two years' experience as OJTI, or
- b) be the senior most ATCO with a valid ATC rating of that unit and
- c) be assessed for skill to develop/conduct/correct the examination paper by the training Incharge or the ATS Incharge as the case may be through developing/correcting sample examination paper.

6.3 On-the-job assessment and oral examination

6.3.1 Executive Director (ATM) shall establish procedure for constitution of



Rating board for on-the-Job assessment and the oral examination which shall consist of at least three officers having a mix of administrative authority, experience and skill and knowledge required for the concerned ATC unit.

6.3.2 The rating board constituted for on-the-job assessment and the oral examination shall consist of at least one member having the current rating of the concerned unit.

6.3.3 The members of the rating board not having current rating of the concerned unit shall either have the valid rating of similar unit at any other airport/ATC Centre with atleast three years' experience in that unit or shall have a combined ATC experience of at least ten years.



CHAPTER 7: ON-THE-JOB TRAINING INSTRUCTORS FOR ASOs

7.1. General

7.1.1. Aeronautical Station Operators (ASO) carrying out instruction in an operational environment are known as on-the-job training instructors (OJTIs). The aim of OJTI is to train and supervise ASOs to transfer their own skills, knowledge and techniques when conducting the on-the-job training to trainee ASOs in an efficient and effective manner to achieve optimum results in a short period of time whilst ensuring safe, orderly and expeditious flow of traffic.

7.1.2. In addition to the instructions in an operational environment, the OJTIs are required to conduct class room training through lectures, presentations, discussions on case studies etc. The OJTIs are also tasked to evaluate the progress of the trainees and conduct counseling sessions as appropriate.

7.2. Minimum experience and qualification requirements for on-the-job-training instructors

7.2.1. For selection as OJTI (Aeronautical Station Operator), the ASO shall have;

- a) performed active HFRT duties in either one or both units of HFRT (MWARA/RDARA) for a minimum period of 5 years;
- b) an incident free record for a period of two years immediately preceding the application for appointment.

7.2.2. While considering an ASO who fulfills above criteria, for selection as an OJTI, the CNS in charge shall also take into account, that the ASO:

- a) has a sound knowledge of HFRT procedures, rules, regulation and their application;
- b) has a proven track record of working confidently in peak traffic period with adequate exposure to unusual situations such as aircraft emergency, priority handling, bad weather situation, VVIP handling etc.;
- c) has an aptitude for imparting training and counselling;
- d) possesses effective communication skill, which includes listening, questioning, class room training, creativity and making presentations; and
- e) should have high personal integrity, discipline, credibility, transparency, resilience, empathy, analytical skill, assertiveness, and planning skill for training session.



7.3. Selection Process

7.3.1. ED (CNS-OM) shall establish procedures for selection of OJTIs while ensuring requirements enumerated para 7.2 are met.

7.4. Renewal and Withdrawal of OJT Instructorship

7.4.1. ED (CNS-OM) shall establish procedures for renewal and withdrawal of OJT Instructorship.



CHAPTER 8: RECORD KEEPING

8.1 Organization of records

8.1.1 The ATS Incharge/CNS Incharge of an ATC centre/Airport shall maintain all the records related to the training and rating of each individual in a separate file containing personal details of the individual, Class 3 medical assessment (for ATCOs), ELP assessment, training records, assessment proforma, written and practical test results, all the correspondences in respect of individual's training and ratings/permissions in chronological order and any other document related to the ATCO's rating/ASO's permission.

8.1.2 The ATS Incharge/CNS Incharge shall establish and implement a system to ensure confidentiality and security of individual records.

8.1.3 The ATS Incharge/CNS Incharge shall ensure that all the records are kept updated.

8.1.4 It is also important to maintain a backup system of records to ensure continuity in case of a major disaster. When the records are fully computerized, it is important to back up the data on a regular basis and to securely store backup data on a different system or media.

8.1.5 If the record system is fully or partially paper-based, it may be very difficult to maintain a complete backup system and to keep it up to date. In such cases, a backup of essential information such as, requisite qualification, test results, rating/permission details and recency requirements should atleast be maintained and secured in an alternative location.

8.2 Retention of records

8.2.1 The training and rating/permission record in paper format for each individual shall be kept for a period of five years and in electronic format until five years after the transfer of the individual from that ATS centre or separation of the individual from organisation.

8.3 Archiving of records

8.3.1 The ATS Incharge/CNS Incharge shall establish procedures for archiving personal records that are non-active. It is recommended that inactive records be kept for at least five years before they are destroyed. The procedures on archiving of records should also be consistent with the general archiving requirement of Airports Authority of India and regulators.

8.4 Records to be maintained

8.4.1 Airports and ATC centres where air traffic services are provided by Airports



Authority of India shall maintain separate files for each ATCO/ASO containing the records of that individual pertaining to training, rating/permission and endorsements in an ATS unit.

8.4.1.1 The individual files of each ATCO/ASO at place of posting shall contain atleast the following documents:

- 1) Personal details of ATCO/ASO
- 2) Class 3 Medical assessment certificate with validity for ATCOs,
- 3) English Language proficiency certificate with validity,
- 4) Training record:
 - a. Training undergone at a training organisation related to ATS unit rating/permission, with result (mark sheet, certificate, Examiner's remarks/comments) and
 - b. Training undergone at the airport/ATC centre of posting with result, (Mark sheet, certificate, Examiner's remarks/comments) and training log, assessment records, counselling records etc. and where applicable, authorisation to perform independent duties in the concerned ATS unit.
 - c. Refresher training/ recurrent training/remedial training etc. attended (date and topic).
- 5) Records related to selection, renewal, upgrade, withdrawal, removal as On-the job instructor, with name of unit and validity
- 6) Records mentioned in 4) and 5) above shall be forwarded by the ATS Incharge/CNS Incharge in electronic format as applicable, to ED (CAP).
- 7) Any other correspondence related to training, rating, recency, proficiency etc.

