

Հավելված

Քաղաքացիական ավիացիայի կոմիտեի

Նախագահի 2024 թվականի հունվարի

12 -ի N 10 -Լ հրամանի



Civil Aviation Committee Republic of Armenia

Personnel Licensing Handbook

(Air Traffic Controller Licensing)

Issue 1.0

Rev. 0

CAC, Yerevan, Armenia

Amendments

Record of Amendments

Rev.No	Chapter / Page	Date applicable	Date entered	Entered by

Glossary

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.

Approved training. Training conducted under special curricula and supervision approved by a Contracting State.

Note 1.— Annex 1 requires that approved training of flight crew members and air traffic controllers for the purpose of obtaining a licence or rating is conducted within an approved training organization. Annex 1 also requires that competency-based approved training for aircraft maintenance personnel is conducted within an approved training organization.

Approved training organization (ATO). An organization approved by and operating under the supervision of a Contracting State in accordance with the requirements of Annex 1 to perform approved training.

Aeroplane. A power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.

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.

Aircraft avionics. A term designating any electronic device — including its electrical part — for use in an aircraft, including radio, automatic flight control and instrument systems.

Aircraft — category. Classification of aircraft according to specified basic characteristics,
e.g. aeroplane, helicopter, glider, free balloon.

Aircraft certificated for single-pilot operation. A type of aircraft which the State of Registry has determined, during the certification process, can be operated safely with a minimum crew of one pilot.

Aircraft required to be operated with a co-pilot. A type of aircraft that is required to be operated with a co-pilot, as specified in the flight manual or by the air operator certificate.

Aircraft — type of. All aircraft of the same basic design including all modifications thereto except those modifications which result in a change in handling or flight characteristics.

Airmanship. The consistent use of good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives.

Airship. A power-driven lighter-than-air aircraft.

Approved maintenance organization. An organization approved by a Contracting State, in accordance with the requirements of Annex 6, Part I, Chapter 8 — Aeroplane Maintenance, to perform maintenance of aircraft or parts thereof and operating under supervision approved by that State.

Note.— Nothing in this definition is intended to preclude that the organization and its supervision be approved by more than one State.

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

ATS 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 monopoles SSR.

Balloon. A non-power-driven lighter-than-air aircraft.

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.

Co-pilot. A licensed pilot serving in any piloting capacity other than as pilot-in-command but excluding a pilot who is on board the aircraft for the sole purpose of receiving flight instruction.

Credit. Recognition of alternative means or prior qualifications.

Cross-country. A flight between a point of departure and a point of arrival following a pre-planned route using standard navigation procedures.

Director. The senior official who is the head of a State's aviation administration and Licensing Authority.

Dual instruction time. Flight time during which a person is receiving flight instruction from a properly authorized pilot on board the aircraft.

Error. An action or inaction by an operational person that leads to deviations from organizational or the operational person's intentions or expectations.

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.

Flight crew member. A licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period.

Flight plan. Specified information provided to air traffic services units, relative to an intended flight or portion of a flight of an aircraft.

Flight time — aeroplanes. The total time from the moment an aeroplane first moves for the purpose of taking off until the moment it finally comes to rest at the end of the flight.

Note.— Flight time as here defined is synonymous with the term "block to block" time or "chock to chock" time in general usage which is measured from the time an aeroplane first moves for the purpose of taking off until it finally stops at the end of the flight.

Flight time — helicopters. The total time from the moment a helicopter's rotor blades start turning until the moment the helicopter finally comes to rest at the end of the flight, and the rotor blades are stopped.

Glider. A non-power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.

Glider flight time. The total time occupied in flight, whether being towed or not, from the moment the glider first moves for the purpose of taking off until the moment it comes to rest at the end of the flight.

Helicopter. A heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axes.

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

Instrument flight time. Time during which a pilot is piloting an aircraft solely by reference to instruments and without external reference points.

Instrument ground time. Time during which a pilot is practising, on the ground, simulated instrument flight in a flight simulation training device approved by the Licensing Authority.

Instrument time. Instrument flight time or instrument ground time

Licensing Authority. The Authority designated by a Contracting State as responsible for the licensing of personnel.

Licensing Authority. The Authority designated by a Contracting State as responsible for the licensing of personnel.

Note. — Licensing Authority is deemed to have been given the following responsibilities by the Contracting State:

- a) Assessment of an applicant's qualifications to hold a licence or rating;
- b) Issue and endorsement of licences and ratings;
- c) Designation and authorization of approved persons;
- d) Approval of training courses;
- e) Approval of the use of flight simulation training devices and authorization for their use in gaining the experience or in demonstrating the skill required for the issue of a licence or rating; and
- f) Validation of licences issued by other Contracting States.

Likely. In the context of the medical provisions in Chapter 6, **likely** means with a probability of occurring that is unacceptable to the medical assessor.

Maintenance. The performance of tasks required to ensure the continuing airworthiness of an aircraft, including any one or combination of overhaul, inspection, replacement, defect rectification, and the embodiment of a modification or repair.

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 Licensing Authority, 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 Licensing Authority 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 Licensing Authority to conduct medical examinations of fitness of applicants for licences or ratings for which medical requirements are prescribed.

Mixed-fleet flying (MFF) operations. Operations in which the operator assigns qualified pilots to operate as flight crew members on more than one aircraft type or variant, in accordance with procedures and conditions acceptable to the State of the Operator.

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.

PEL Office. The office within the Civil Aviation Committee of RA responsible for personnel licensing functions and processes.

Pilot (to). To manipulate the flight controls of an aircraft during flight time.

Pilot-in-command. The pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight.

Pilot-in-command under supervision (PIC/US). Co-pilot performing, under the supervision of the pilot-in-command, the duties and functions of a pilot-in-command, in accordance with a method of supervision acceptable to the Licensing Authority

. **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

Powered-lift. A heavier-than-air aircraft capable of vertical take-off, vertical landing, and low-speed flight, which depends principally on engine-driven lift devices or engine thrust for the lift during these flight regimes and on non-rotating aerofoil(s) for lift during horizontal flight.

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.

Psychoactive substances. Alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psych stimulants, 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 system. Documented organizational procedures and policies; internal audit of those policies and procedures; management review and recommendation for quality improvement.

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Quality assurance (QA). All the planned and systematic actions necessary to provide adequate confidence that all 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 control (QC). A system for verifying and maintaining a desired level of quality in a product, service or process through the effective implementation of documented inspection and testing procedures.

Quality management. A management approach focused on the means to achieve product or service quality objectives through the use of its four key components: quality planning; quality control; quality assurance; and quality improvement.

Rated air traffic controller. An air traffic controller holding a licence and valid ratings appropriate to the privileges to be exercised.

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

Rendering (a licence) valid. The action taken by a Contracting State, as an alternative to issuing its own licence, in accepting a licence issued by any other Contracting State as the equivalent of its own licence.

Sign a maintenance release (to). To certify that maintenance work has been completed satisfactorily in accordance with the applicable Standards of airworthiness, by issuing the maintenance release referred to in Annex 6.

Significant. In the context of the medical provisions in Chapter 6, **significant** means to a degree or of a nature that is likely to jeopardize flight safety.

Solo flight time. Flight time during which a student pilot is the sole occupant of an aircraft.

State safety programme (SSP). An integrated set of regulations and activities aimed at improving safety.

State of licence issue (SOLI). The State that issues a licence according to Annex 1.

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.

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.

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1 INTRODUCTION

This document provides an overview of the Air Traffic Controller (ATCO) licensing processes and has been prepared with the guidance of CAC of RA for those who may wish to gain an Air Traffic Controller Licence. It has been developed in conjunction with Order 06-N of 14.06.2023 of the Minister of Territorial Administration and Infrastructures of RA and ICAO annex 1, 'Personnel Licensing' for the basic licensing procedures, including the ratings. The increase in traffic, together with new technology, has led to more complex ATC procedures which in turn require controllers to become more specialised and to use more advanced controlling techniques. The ATC Licence has been developed to enable the Licence qualifications to more closely match the air traffic services being provided and to permit the recognition of additional ATC skills associated with the evolution of air traffic control systems and their related controlling procedures.

1.1 Personnel Licensing - Air Traffic Controllers

This section contains regulatory and administrative procedures for the issue and maintenance of ATC Licences within Armenia. It has been produced to enable CAC of RA to Licence air traffic controllers in accordance with standards and procedures of ICAO and local regulations. The section contains also provisions which refer to the air traffic service providers.

1.2 Purpose of a Licence

The purpose of issuing an ATC Licence is to enable designated air traffic control authorities to regulate air traffic controllers within their States. This regulation will include the issue, maintenance and, where necessary, suspension or the revocation of ATC Licences. The licensing standards contained within this section have been developed to ensure as far as possible that the air traffic control services provided by Licenced air traffic controllers are safe. The ATC Licence identifies the holder as a person who is qualified to provide air traffic control services. It contains details of the types of air traffic control service that the Licence holder may provide and the ATC Unit where the holder may provide these services. The maintenance of the Licence relates to those parts of the ATC Licence, such as the medical certificate and language proficiency if below level 6, which must be renewed within notified time periods. The ATC Licence issued in accordance with this Manual will enable ATC Authorities to determine from an ATC Licence the air traffic services that an air traffic controller has provided.

1.3 The ATC Licence and its Associated Ratings

The certificate contains one or more of the qualifying characters below that are identified by the types of administrative services that can be provided by the holder of the certificate;

- Aerodrome control of visual flights,
- Aerodrome control of instrument flights,
- Approach control with procedures,
- Approach control with surveillance,
- Air traffic control with procedures,
- Air traffic control with surveillance.

1.4 Student Air Traffic Controller (ATC) Licence

A student air traffic controller Licence has been introduced to enable CAC of RA to regulate persons training towards gaining an air traffic controller Licence. Student air traffic controllers are potential air traffic controllers who have successfully completed an approved initial course of ATC training and passed any associated assessments or examinations, and who will be undertaking Unit Training towards the grant of an air traffic controller Licence. A student air traffic controller Licence is issued to permit the student air traffic controller to train in the 'live' air traffic control environment under the supervision of an On-Job-Training instructor. It indicates that the holder has successfully completed an approved ATC course of training and is qualified to commence On-Job-Training in the rating discipline(s) in which he has successfully completed Initial Training. A student ATC Licence is not valid unless it contains a valid Class 3 medical certificate.

Note: An air traffic controller Licence holder who is training to obtain additional ratings, rating endorsements or Unit endorsements will not be required to hold a student air traffic controller Licence. The ATC Licence will permit a controller to provide an ATC service, for which he does not hold a rating or endorsement, but for which he has successfully completed Initial Training, while completing On- Job-Training (OJT) under supervision.

1.5 Rating Endorsements

Rating endorsements are associated with particular ratings to indicate the type of equipment used in the provision of an air traffic control service in that rating discipline. For example, the ICAO Approach Radar Control rating becomes the Approach Control Surveillance rating with a radar endorsement; the endorsement indicating that radar is the surveillance equipment used in providing the ATC service. The rating endorsements are also used to indicate specialist skill areas within

particular rating disciplines, for example. The use of rating endorsements to indicate specialist skill areas will also enable individual CAC of RA to develop rating endorsements where they have a particular requirement to provide specialist air traffic control services.

1.6 Unit Endorsements

Unit endorsements are endorsements associated with specific ratings and rating endorsements which indicate the air traffic control Unit where the Licence holder provides an air traffic control service and the individual sectors, groups of sectors or operational positions on which a controller is competent to provide the appropriate air traffic control service. Unit endorsements may also indicate the specific types of surveillance equipment used by the Unit in the provision of air traffic control services on specific sectors, groups of sectors or operational positions.

1.7 Licence Endorsement

Licence endorsements are endorsements associated with the Licence, but not with any particular rating or rating endorsement. Currently, the only Licence endorsement associated with the Armenian ATC Licence, namely the On-Job-Training Instructor (OJTI) Licence endorsement. The OJTI endorsement indicates that the skills to train student air traffic controllers or trainee controllers are generic to all ATC rating disciplines and that an OJTI may use the Licence endorsement to provide On-Job Training (OJT) in any rating discipline for which he holds a valid rating and has the appropriate operational experience.

1.8 Language Proficiency Endorsement

A Language Proficiency endorsement for the English language indicates that the holder of the Licence meets the competence requirements to speak and understand the English language. A Licence is not valid unless it contains a valid Language Proficiency endorsement for the English language. To be issued with a Language Proficiency Endorsement, an applicant must demonstrate compliance with both the Holistic Descriptors and at least Level 4 of the ICAO Language Proficiency Rating Scale as detailed in ICAO annex 1 Personnel Licensing Appendix 1 Chapter 1, Section 1.2.9.

1.9 Issue of an ATC Licence

An ATC Licence will be issued to student air traffic controller Licence holders who have successfully completed approved Unit Training and gained Unit endorsements

by demonstrating they are competent to provide air traffic control services on the associated sectors or operational positions.

Note: A valid rating is a rating, including any associated rating endorsement(s) and Unit endorsement(s), in which the controller is currently competent to provide air traffic control service.

1.10 Issue of Additional Unit Endorsements

An ATC Licence holder who already holds a valid rating at a Unit may be issued with Unit endorsements for additional sectors or operational positions associated with that rating, on successful completion of the appropriate Unit Training and demonstration that he is competent to provide the air traffic services associated with the additional sectors or operational positions.

1.11 Issue of Additional Rating(s) and Rating Endorsement(s)

Additional rating(s) and rating endorsement(s) will be issued to air traffic controller Licence holders who have successfully completed Initial Training in those rating(s) and rating endorsement(s), have successfully completed approved Unit Training and have gained a Unit endorsement by demonstrating they are competent to provide air traffic control services on the associated sectors or operational positions.

1.12 Move to a New Unit

Provided the controller already holds the necessary ratings and rating endorsement(s) that he will require to provide the air traffic control services at his new Unit he will be required to successfully complete the approved Unit Training and gain a Unit endorsement to make his ratings valid for that Unit.

13 Record of Ratings and Endorsements Held

The valid ratings that a controller obtains will be entered in the ATC Licence as a record of a controller's achievements. This record will include details of the valid rating(s) including any associated rating endorsement(s) and Unit endorsement(s). The Licence will also include the date valid ratings were first issued.

1.14 Maintenance of the ATC Licence

Although the ATC Licence does not expire, a controller may not exercise the privileges of the Licence unless it contains a valid rating and associated endorsements, as well as a current Language Proficiency endorsement for the English Language and a current medical certificate. Following the initial issue of a valid rating a controller will be required to demonstrate continued competence to exercise the privileges of that rating.

1.15 Owner of a Licence

The student air traffic controller Licence and the air traffic controller Licence are the property of Armenia which is represented by Armenian Civil Aviation Committee (CAC of RA), who is responsible for issuing the Licence in accordance with the requirements laid down in PEL Handbook. The holder (the person to whom the Licence has been issued) may only provide the air traffic control services for which valid ratings are held and in accordance with the valid rating(s), any associated rating endorsement(s) and Unit endorsement(s) contained in the Licence.

Where any conditions are placed on the Licence, for example the wearing of correcting spectacles, the Licence holder is responsible for ensuring compliance with the restriction.

2 AIR TRAFFIC CONTROLLER LICENCE: PROCEDURES AND PRIVILEGES REQUIREMENT TO HOLD A LICENCE

A person who wishes to act as an air traffic controller in Armenia must hold a valid air traffic controller Licence issued or recognised by the CAC of RA, which contains valid ratings and endorsements appropriate to the control tasks to which the controller is assigned. A person not holding an air traffic controller Licence, who provides an air traffic control service under supervision towards the grant of an air traffic controller Licence, must hold a student air traffic controller Licence issued by the CAC of RA. Applicants for student air traffic controller or air traffic controller Licences must satisfy the CAC of RA's requirements for Proficiency in the English language and a current medical certificate.

(a) Requirements

An air traffic controller Licence holder who provides an air traffic control service shall be responsible for ensuring he/she:

- (i) Is competent to provide the air traffic control services for which he/she holds valid rating(s);
- (ii) Complies with the requirements for maintaining currency;

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- (iii) Is not fatigued to an extent that may endanger the safety of aircraft to which he/she is providing an air traffic control service;
 - (iv) Complies with any conditions associated with that medical certificate;
 - (v) Signs his Licence in ink with his/her normal signature.

2.1 Validity of Licence

The validity of the air traffic controller Licence should coincide with the validity of the medical certification, unless otherwise stated. An air traffic controller shall not be authorised to exercise the privileges of any rating if the period of validity of his Licence has expired.

2.2 Decrease in Medical Fitness

The holders of an air traffic controller Licence shall not exercise the privileges of their Licences and 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.

2.3 Selection of Air Traffic Controllers

- (a) The selection of persons to train as air traffic controllers is a matter for individual ANSP. ANSP's should consider the following information relating to the acceptance of individuals for ATC training:
 - 1. The minimum and maximum age for entry into ATC training;
 - 2. The academic level required;
 - 3. Aptitude testing;
 - 4. Medical requirements;
 - 5. Language requirements;
- (b) It is recommended that the above information be made available to applicants for air traffic control training.

2.5 Training of Air Traffic Controllers

For the purpose of the ATC licensing procedures the training of air traffic controllers is considered to consist of a number of phases:

a) Initial Training

Initial Training will include technical subjects, and ATC theory and practice including practical training conducted on simulators. The object of Initial Training is to prepare a trainee for Pre-OJT at an ATC Unit.

b) Transitional and Pre-OJT Training

Transitional and Pre-OJT Training is conducted to prepare a trainee for OJT at an ATC Unit.

c) On-Job-Training (OJT)

Training conducted at an operational ATC position under the supervision of a qualified On-the-Job-Training instructor.

d) Assessment of Training Progress

During OJT, the trainee should be assessed at intervals to ensure satisfactory progress is being made, to organise additional training and set targets. It is the responsibility of the OJT instructor, to determine when the trainee has reached the level of knowledge and skill required of an operational controller.

2.6 Approved Training

Pursuant above mentioned training, an organisation providing training for air traffic controllers shall meet the requirements in this section and shall be approved by CAC of RA. The ATC training courses, tests and examinations at an applicant for an air traffic controller Licence must undergo, shall be approved by CAC of RA. Air traffic controllers shall undergo on-the-job training as necessary in the appropriate ATC units. The approved training organisation shall ensure that the training courses provide air traffic controllers with the necessary skills and knowledge to a level of competence that will prepare them for on-the-job training at the ATC operational units. The approved training organisation shall set up and maintain a program to conduct the training and testing required for the issuance of an ATC rating. CAC of RA will be responsible for examinations through the examination data base system and practical examinations by appointment of designated examiners.

2.7 Language Proficiency

Air traffic controllers shall demonstrate the ability to speak and understand the language used for radiotelephony communications to the level specified in the language proficiency requirements in this section. The language proficiency of air traffic controllers who demonstrate proficiency below the Expert Level (Level 6) shall be formally evaluated at intervals in accordance with an individual's demonstrated proficiency level, as follows:

1. Those demonstrating language proficiency at the Operational Level (Level 4) should be evaluated at least once every three (3) years; and
2. Those demonstrating language proficiency at the Extended Level (Level 5) should be evaluated at least once every six (6) years.

2.8 Ratings and Endorsements

- (a) The rating in an ATC Licence indicates the ATC discipline in which a controller may provide an ATC service. Associated with the ratings are rating endorsements which further define the ATC service that may be provided. For example, the radar rating endorsement indicates that radar, both primary and secondary, may be used to provide the ATC services associated with the Approach or Area Control Surveillance Ratings.
- (b) To provide the ATC service indicated by a rating and any associated rating endorsement a controller must also hold a unit endorsement. The unit endorsement indicates that a controller is competent to provide an ATC service on specified sectors or operational positions at a particular unit or units. A valid rating consists of a rating; any associated rating endorsement and a unit endorsement.

2.9 Requirements for Air Traffic Control Ratings

An ATC rating shall comprise the following categories:

1. Aerodrome control rating;
2. Approach control procedural;
3. Approach precision radar control;
4. Area control procedural; and
6. Area control surveillance.

2.10 Aerodrome Control Rating Endorsement

The Aerodrome Control Rating shall have associated with it one of the following rating endorsement:

- Aerodrome Control (**ADC**) is an operational position that may be operated as a combined operation between Aerodrome Control and Approach Procedural Control. Where Aerodrome Control is provided from one operational position it shall be indicated in the ATC Licence by the issue of a Tower Control (**TWR**) endorsement to the Aerodrome Control. The tower control rating (**TWR**) endorsement entitles the holder to provide an aerodrome control service at an aerodrome where aerodrome control is provided from one operational position.

NOTE: A controller may provide aerodrome control and approach procedural control simultaneously from one operational position provided:

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- *the traffic level is such that it can be safely controlled by one controller from the bandboxed position; and*
 - *the controller concerned holds both aerodrome control and approach procedural control rating endorsements valid for that unit.*

2.11 Approach Control Procedural Rating

An Approach Control Procedural (**APP**) rating entitles the holder to provide an air traffic control service to arriving, departing or transiting aircraft in a control area and/or control zone without the use of surveillance equipment.

(a) Guidance

The Approach Control Procedural rating may be granted to a controller who is competent to provide an Approach Control service to arriving, departing or transiting aircraft without the use of surveillance equipment. An Approach Control service may be provided by an Approach Control Unit or an Area Control Centre. The Approach Control Procedural rating has no associated rating endorsements.

2.12 Approach Control Surveillance Rating

An Approach Control Surveillance (**APS**) rating entitles the holder to provide an air traffic control service to arriving, departing or transiting aircraft with the use of surveillance equipment. To be valid, the rating must include either a Radar (**RAD**), or Automatic Dependent Surveillance (**ADS**) endorsement.

(a) Guidance

An Approach Control Surveillance (**APS**) rating may be granted to a controller who is competent to provide an air traffic control service to arriving, departing or transiting aircraft with the use of surveillance equipment. A valid rating will include a Unit endorsement.

2.13 Area Control Procedural Rating (ACP)

An Area Control Procedural (**ACP**) rating entitles the holder to provide an air traffic control service in control areas without the use of surveillance equipment.

(a) Guidance

The **ACP** rating may be granted to controllers who are competent to provide an air traffic control service without the use of any surveillance equipment. The **ACP** rating has no associated rating endorsements. However, individual States may

wish to develop their own endorsements to be associated with this rating. A valid rating shall include a Unit endorsement.

2.14 Area Control Surveillance Rating (ACS)

(a) An Area Control Surveillance (ACS) rating entitles the holder to provide the air traffic control service in control areas with the use of surveillance equipment.

(b) To be valid, the rating must include either a radar, or Automatic Dependent Surveillance (ADS) endorsement.

(c) *Guidance*

The Area Control Surveillance (ACS) rating may be granted to a controller who is competent to provide an air traffic control service with the use of surveillance equipment. A valid rating shall include a Unit endorsement.

3 LICENSING OF AIR TRAFFIC CONTROLLERS

3.1 Air Traffic Controller

(a) *Requirement*

A person shall not provide an air traffic control service unless he holds an ATC Licence with a valid rating, including any associated rating endorsement and Unit endorsement relating to the air traffic control service to be provided and a current medical certificate of the appropriate category.

A current Unit endorsement must include details of the ATC Unit and where applicable the individual operational positions or sectors for which the rating is valid.

(b) *Guidance*

A rating and its associated rating endorsement(s) indicate the type of service that may be provided by a Licenced air traffic controller. When a controller is competent to provide an ATC service at a particular Unit, the ATC Licence is entered with a valid rating. The valid rating may include a rating endorsement and Unit endorsement(s), which detail the Unit and the individual operational positions from which the ATC service may be provided. To exercise the privileges of the rating, the controller shall also hold a medical certificate of the appropriate category.

The Unit endorsement entries in the ATC Licence may be abbreviated or coded by the CAC of RA Personnel Licensing Office.

3.2 Student Air Traffic Controller

(a) Requirements

A person who does not hold an air traffic controller Licence shall not provide an air traffic control service under the supervision of a qualified OJTI unless he holds a student air traffic controller Licence. To be granted a student air traffic controller Licence a person must:

- (i) Have successfully completed an approved course of Initial ATC training in the rating discipline relating to the ATC service to be provided, and have passed the examinations or assessments associated with that approved course; and
- (ii) Hold a current medical certificate of the appropriate category.
- (iii) Qualified to obtain a Language proficiency Endorsement for the English language;

(b) Guidance

A student air traffic controller Licence should be issued for a specified limited period, to be reissued as required by the CAC of RA Personnel Licensing Office. A student air traffic controller Licence should be cancelled after the first rating has been successfully attained and a full air traffic controller Licence has been issued.

Unit Training should be commenced within six months from the issue of a student Licence. A student air traffic controller Licence should only be renewed if Unit Training has commenced.

3.3 Trainee Air Traffic Controller

(a) Requirement

The holder of an air traffic controller Licence may not provide an air traffic control service for which he does not hold a valid rating, except under the supervision of a suitably qualified air traffic controller. The trainee or air traffic controller providing the ATC service under supervision must:

- (i) Have successfully completed an approved course of ATC training and
- (ii) passed the examinations or assessments associated with that approved
- (iii) course in the rating discipline which relates to the ATC provided or;
- (iv) Have already held a valid rating in that rating discipline; and
- (v) Hold a current medical certificate of the appropriate category.

The supervising controller must be a qualified OJTI and hold a valid rating appropriate to the ATC service being provided.

(b) Guidance

The requirement (a) above relates to Licenced air traffic controllers who have undertaken training in an additional rating discipline. In this case, the approved course of training must be in the rating discipline which relates to the ATC service to be provided. The requirement in (b) above relates to:

1. Licenced air traffic controllers training on additional operational positions or sectors at a Unit for which the ratings required are in the same rating disciplines as valid ratings already held by the controller at that Unit, or
2. Licenced air traffic controllers who have moved to another Unit to train on operational positions or sectors for which the rating required is in the same rating discipline in which the controller held a valid rating at a previous Unit. When a controller moves to a new Unit, the valid ratings relating to his previous Unit should be cancelled by the CAC of RA (unless the validity of the previous rating(s) is maintained.)

3.4 On-Job-Training Instructor Licence Endorsement

A Licence endorsement is an air traffic controller Licence qualification which may be used in association with any of the Licence holder's valid ratings.

(a) Requirement

To be issued with an On-the-Job-Training instructor Licence endorsement the applicant must:

1. Hold an air traffic controller Licence;
2. Have successfully completed an OJTI training course and passed any associated assessment or examinations as required by the CAC of RA;
3. Have held a valid rating in the rating discipline in which he will instruct for a period of at least one (1) years;

Note – The one-year period in sub-paragraph (3) above represents an absolute minimum experience level that may need to be significantly extended in certain more complex operational environments.

(b) Guidance

Any training courses for OJTIs should be designed and conducted to satisfy the national requirements. The responsibilities of OJTIs should include:

1. For the safety of the air traffic control service that the trainee air traffic controller is providing under his supervision;

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2. To ensure that trainee air traffic controllers are competent in the use of new standards, procedures, techniques, facilities and equipment identified as essential to task performance;
 3. To determine and report on the training progress;
 4. To identify any deficiencies in knowledge or skill and recommending remedial training;
 5. To recommend trainee air traffic controllers as being at an appropriate level of competence where they should be successful at a rating or validation assessment;
 6. To supervise air traffic controllers who have had their rating(s) suspended; and
 7. To review, monitor and propose changes to the training.

4 AIR TRAFFIC CONTROL SAFETY REGULATION PROCEDURES – TRAINING

4.1 Introduction

- (a) Safety regulation procedures assist in ensuring that the air traffic control services provided by Licenced air traffic controllers at air traffic control Units are safe and that the ATC services they provide satisfy the requirements of the Unit and the aircraft operators.
- (b) CAC of RA must ensure that operational ATC Units develop their own safety management and control procedures in accordance with CAC of RA requirements. These processes ensure that the safety regulation procedures are complied with and that the objective of providing a safe ATC service is met.

4.2 Regulation of ATC Training

(a) Requirement

The training of air traffic controllers must adequately prepare student air traffic controllers and/or trainee air traffic controllers for the grant of an ATC Licence and/or associated rating(s). Such training must provide the necessary skills and knowledge to an appropriate level of competence to enable student air traffic controllers or trainee air traffic controllers to provide an air traffic control service while operating under the supervision of an On-Job-Training instructor.

- (b) For the purposes of safety regulation procedures, air traffic controller training is divided into two (2) phases:
 1. Initial Training,
 2. Unit Training, comprising Transitional Training, On-Job Training (OJT) and refresher training

4.3 Initial Training

(a) Requirement

1. Initial Training courses must provide student air traffic controllers and/or trainee air traffic controllers with the necessary skills and knowledge to a level of competence that will prepare them for training at operational Units.
2. A student or trainee air traffic controller shall commence unit training, in a rating discipline in which he has successfully completed initial training, within six (6) months of completing the initial training course.
3. If he does not commence unit training within this period, he must undertake an assessment for previous competence in that rating discipline and successfully complete any further training identified before being allowed to commence unit training.

(b) Guidance

1. Initial Training courses should be fully documented indicating:
 - (i) The objectives of the training course;
 - (ii) The training processes by which the objectives will be met;
 - (iii) The process by which progress and ultimate success will be judged;
 - (iv) How they meet the training guidelines required approved training organisation.
2. Sufficient training on simulators should be given to enable student air traffic controllers and/or trainee air traffic controllers to demonstrate understanding and application of ATC procedures.
3. Assessment procedures should ensure that student air traffic controllers and/or trainee air traffic controllers are kept aware of their progress on the course including any areas where improvement is required and the goals that they must achieve to successfully complete the course.
4. Instructional staff should be appropriately trained and their competence in classroom and practical instruction regularly assessed.
5. Courses should be regularly reviewed to ensure that the training they provide meets the requirements of the operational ATC Units.
6. This may be achieved by:

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- (i) Monitoring the progress of student air traffic controllers and/or trainee air traffic controllers undertaking OJT to identify additional skills or knowledge required;
 - (ii) Subjecting the courses to review by operational personnel;
 - (iii) Requiring instructional staff to maintain valid ratings or undertake operational familiarisation;
 - (iv) Auditing by CAC of RA.

7. Changes to courses which result from reviews should be documented stating the changes made and the reasons for making them.

4.4 Unit Training Plan

(a) Requirement

Every Unit must have a Unit Training Plan, approved by the Director General, which will detail the processes by which student air traffic controllers and/or trainee air traffic controllers are trained. Additionally, the plan should detail the standards which will enable the objective of providing a safe air traffic control service to be met.

(b) Guidance

The plan may be as simple as a schedule of training or contain details of the Transitional phase, the OJT phase and refresher phase.

(c) The Unit Training Plan should be fully documented indicating:

1. The objective of the training;
2. The training processes by which the objectives will be met;
3. The process by which progress and ultimate success will be judged.

(d) The Unit Training Plan should be regularly reviewed; this process should include monitoring the progress of student air traffic controllers and/or trainee air traffic controllers undertaking On-Job-Training to identify any additional skills or knowledge that need to be taught during Transitional Training. Changes to a Unit Training Plan which result from reviews should be documented stating the changes made and the reasons for making them.

4.5 Unit Training

(a) Because all operational ATC Units are different, student air traffic controllers and/or trainee air traffic controllers will require specific Unit Training in addition to the Initial Training before commencing On- Job-Training (OJT). Unit Training may vary from the student/trainee air traffic controller being required to become familiar with the local area and Unit procedures to complex courses using high fidelity simulators to prepare for high traffic levels and/or complex Unit

procedures. Sufficient training on simulators should be given to enable student air traffic controllers and/or trainee air traffic controllers to demonstrate understanding and application of Unit ATC procedures. The fidelity of simulators should be sufficient to adequately represent the requirement of the operational environment.

- (b) Unit Training may be divided into three (2) phases:
 - 1. Transitional Training;
 - 2. OJT.

- (c) Assessment procedures throughout Unit Training should ensure that student air traffic controllers and/or trainee air traffic controllers are kept aware of their progress, including any areas where improvement is required and the goals that they must achieve.

- (d) Instructional staff should be appropriately trained and their competence in classroom and practical instruction regularly assessed. Staffs that carry out the assessment process should be appropriately trained. Instructors who give simulator training should maintain a valid or undertake regular operational familiarisation. All aspects of Unit Training and assessment should be audited by the CAC of RA.

4.6 Transitional Training

Following Initial Training, this phase of training imparts site-specific theoretical knowledge and understanding which is transferred to the student air traffic controller and/or trainee air traffic controller using a variety of methods and during which skills are developed through the use of site-specific simulations.

(a) Requirement

Transitional Training must adequately prepare student air traffic controllers and/or trainee air traffic controllers for Pre- On-Job-Training.

4.7 On-Job-Training

This phase of training commences following completion of Pre- On-the-Job Training. During this phase student air traffic controllers and/or trainee air traffic controllers practice the integration of previously acquired job-related routines and skills to provide an air traffic control service under the supervision of an On-Job-Training instructor in a live traffic situation.

(a) Requirement

On-the-Job-Training instructors shall hold an OJTI Licence endorsement and valid rating on the sector or operational position where they are conducting the training and remain responsible for the provision of the air traffic control service. An On-the-Job-Training instructor must be permitted to provide an air traffic control service without any training responsibilities, for sufficient time to remain competent on the specific sector or operational position for which he provides On-Job-Training.

(b) Guidance

The Unit Training Plan for the On-Job-Training phase should be fully documented indicating:

- i. The objectives of the training;
- ii. The training processes by which the objectives will be met;
- iii. The assessment process by which progress will be judged;
- iv. The minimum training time and the maximum time in which student air traffic controllers and/or trainee air traffic controllers must achieve the objectives of the training;
- v. The process by which successful completion of OJT is to be judged.

Notwithstanding any other competency time restraints, an On-Job-Training instructor should be permitted to provide an air traffic control service without any training responsibilities for at least twenty-five percent (25%) of his operational time on the specific sector or operational position for which he provides OJT.

A performance evaluation report of the student air traffic controllers and/or trainee air traffic controllers should be completed after each training session; the reports should be sufficiently detailed to enable other On-Job-Training instructors to determine the strengths and weaknesses of the trainee together with his level of competence.

That part of the Unit Training Plan relating to the OJT processes must be subject to regular review to ensure that it continues to satisfy the training objectives. As part of this review, the progress of student air traffic controllers and/or trainee air traffic controllers undertaking On-the-Job Training must be monitored to identify any additional skills or knowledge that should be taught during the transition or pre- On-Job-Training instruction phases.

Changes to the On-Job-Training processes which are made as a result of the review should be documented in the Unit Training Plan together with

the reasons for making them. All aspects of Unit Training and assessment should be audited by CAC of RA.

4.9 Refresher Training

(a) Requirement

Refresher training should be provided to Air Traffic Controllers at least once every three (3) years.

(b) Guidance

The Unit Training Plan for the On-Job-Training phase should be fully documented indicating:

- i. The objectives of the training;
- ii. The training processes by which the objectives will be met;
- iii. The assessment process by which progress will be judged;

Notwithstanding the time stipulated above, refresher training should be provided as frequent as possible and where possible should be scheduled as close as possible to unit/rating proficiency assessments.

5 APPROVAL OF REGULATORY PERSONNEL

(a) Requirement

The CAC of RA shall approve such personnel as it sees fit to carry out such examinations or assessments as it requires ensuring the applicants for ATC Licences are competent and meet the appropriate requirements.

(b) Guidance

The CAC of RA it approves to conduct examinations or assessments within the licensing process. The documentation should include details of:

- i. The agency on whose behalf the examinations or assessments are conducted. Example: A person conducting examinations during Initial Training could be acting on behalf of the Minister, while a controller conducting a competence examination at an operational Unit could be acting on behalf of the Unit management as part of the internal quality control process.
- ii. Any certification process required by the State including specialist training and any ATC experience requirements.
- iii. The procedures to ensure that those conducting examinations or assessments are competent to do so.

5.1 Rating Examinations

A rating examination is an examination for the issue of an:

1. ATC Licence and associated rating, rating endorsement (if any) and unit endorsement; or
2. Additional rating, rating endorsement (if any) and unit endorsement to an existing Licence.

All rating examinations will be chaired by an Inspector of ATS.

The board for a rating examination will comprise at least of an Inspector of ATS and a unit ATC instructor examiner. All regulation for taking examinations is delineated in the CAC of RA examination board regulations.

The use of simulators to demonstrate competence at a rating examination is not permitted. Except specifically approved by CAC of RA.

5.2 Guidelines for the Practical Examinations

- The practical examination takes place in the Control Tower, Area Control Centre or Simulator.
- The examination is taken by at least three examiners, of which one is the CAC of RA ATS Inspector who acts as a second examiner and coordinator.
- The examiners meet half hour before the exam.
- The examinee will be informed of the rules by the coordinator.
- Each examiner makes his/her own evaluation using the ATS Controllers Performance Evaluation Form and makes annotations on a separate sheet available from the coordinator.
- The practical part of the exam procedural should take not more than three (3) hours or as required by the examiner.
- After the practical part the examiners meet after a short break.
- An oral part of the exam follows during which the candidate must answer questions asked by the examiners on situations which occurred during the exam or did not occur e.g. emergencies, questions about terrain, aerodrome layout, FIR route structures etc....
- After this oral part the examiners meet and discuss the result of the exam and based on the individual observations and evaluations they must come to a consensus of opinion on each relevant item of the assessment Form and these are logged by the coordinator on the official result EV-Form of the practical exam.
- The assessment Form is signed by all the examiners and with a declaration of the results (Pass or Fail) and also with the same signatures, must be forwarded

to the CAC of RA Personnel Licensing Office. Copies of these two (2) documents must be send to the management of the service provider.

- All the notes taken by the examiners must be collected by the coordinator.

5.3 Roles and Responsibilities

5.3.1 CAC of RA Personnel Licensing division

CAC of RA Personnel Licensing division are responsible for determining whether the student or trainee air traffic controllers they are examining are competent to exercise the privileges of their ATC Licences in respect of particular rating(s), rating endorsement(s) (if any) and unit endorsement(s).

6 AIR TRAFFIC CONTROL SAFETY REGULATION PROCEDURES – COMPETENCE

6.1 Rating Competence

Rating competence is the ability of a controller to apply his appropriate knowledge, skills and experience to provide air traffic control services as notified in his air traffic controller Licence.

(a) Requirement

Before a rating is issued, competence in that rating must be demonstrated. Units shall require controllers to complete a minimum amount of operational controlling time in each of their valid ratings sufficient to enable them to maintain their competence in those ratings.

Units must have training procedures, which include emergency training. Before a student air traffic controller is granted a valid ATC Licence and associated rating he must be assessed as competent by an authorised person.

Trainee controllers, already holding an ATC Licence, will have to demonstrate their competence to make their rating/ratings valid on additional positions in the same Unit or at another Unit.

The Licence of an air traffic controller who does not continue to meet the competence requirements for a particular rating shall be varied by suspending that rating.

The process by which competence is to be assessed shall be fully documented indicating the method by which competence will be judged; that is, by

continuous assessment, by a proficiency test or by a combination of both. Assessment for competence shall be conducted when there is a representative traffic sample in respect of the traffic levels and the range of procedures to be used.

6.2 Maintenance of Competence

Controllers are required to maintain their competence as one of the requirements for holding a valid rating or ratings associated with the ATC Licence.

(a) Requirement

Units must have procedures, which include Refresher Training, to ensure that controllers remain competent to provide the air traffic control services for which their ratings are valid.

(b) Guidance

The competence scheme by which controllers are monitored or regularly tested to ensure they maintain their competence should consist of a competence scheme based on current operational experience, a competence checking system, or a combination of both.

The scheme should be fully documented indicating:

1. The process by which controllers will be assessed;
2. The operational objectives they will be required to meet;
3. The person/persons who are responsible for formally accepting that the process has been correctly conducted;
4. The formal mechanism by which the Units will notify the controller of the result of any competence assessment;
5. The method by which Units should keep controllers' competence records.

The process by which controllers' competence is assessed should be audited by **CAC of RA**.

6.3 Current Experience

(a) Requirement

To maintain competence controllers shall be required to carry out a minimum amount of controlling time on each sector or operational position for which their ratings are valid.

ATS Units must notify the CAC of RA when a controller fails to satisfy the Unit procedures for ongoing competence, in order that the Licence in question may be suspended, varied or revoked as required. Such action will be taken when,

following due enquiry, it is shown to the satisfaction of the CAC of RA that such action is appropriate and no mitigating circumstances are found to exist.

(b) Guidance

Units should ensure that controllers maintain their competence by requiring them to control on each sector or operational position for which their ratings are valid:

- i. For a minimum period of time; (specified in ATC OPS manual)
- ii. During each watch or over a specified period

A controller who does not meet the competence requirements in a particular rating should not be permitted to exercise the privileges of that rating. Although a controller will not be allowed to exercise the privileges of a suspended rating the ATC Licence will act as a student air traffic controller Licence, enabling the controller to provide an ATC service under the supervision of an On-the-Job-Training instructor.

Units should have procedures to enable controllers who have not met the competence requirements to regain their competence. Units should maintain records of controllers' time on each sector or operational position and competence assessments.

The Unit procedures to enable controllers to maintain their competence should be audited by **CAC of RA**.

6.4 OJTI Requirement

(a) Requirement

When an OJTI is no longer competent to provide On-Job-Training the Minister shall be notified accordingly, so that the Licence endorsement may be suspended, varied or revoked, as necessary following due enquiry.

(b) Guidance

The Minister should ensure that ANSPs have procedures to assess the on-going competence of OJTIs to provide On-Job-Training.

7 MAINTAINING A LICENCE

(a) Requirement

A Licenced air traffic controller may not provide the air traffic control service associated with a valid rating unless he remains competent to provide that ATC

service and holds a current medical certificate of the appropriate class and has a valid Language Proficiency endorsement for the English language.

The CAC of RA must be advised when a controller is no longer considered competent to provide the ATC service associated with a valid rating. Air traffic control Units must have procedures to ensure that controllers returning from extended periods of planned or unexpected absence, who still satisfy the Unit procedures for maintaining competence, are competent to provide the air traffic control services for which they hold valid ratings.

A controller who is assessed as medically unfit to hold an ATC Licence must be withdrawn from operational duty.

The CAC of RA Personnel Licensing Office must be advised when a controller is no longer medically fit to provide an air traffic control service.

Providers of air traffic services shall ensure that controllers holding an English Language Proficiency level 4 or level 5 will maintain their certificate upon reaching the validation time for the certificate.

ATC Units must have procedures to ensure that controllers satisfy the Unit requirements relating to the maintenance of operational competence.

These procedures shall include requirements for controllers to at least:

1. Complete a minimum specified number of controlling hours within a specified period on the sectors or operational positions for which they hold valid ratings; and
2. Be subject to an assessment of their continuing competence by continuous assessment by examination or a combination of both.

(b) Guidance

Controllers who fail to satisfy the Unit requirements for maintaining competence should be withdrawn from operational duties and be subject to a dedicated test of their competence before being permitted to return to operational controlling.

A controller returning to operational controlling following a period of extended absence may be monitored by an OJTI, who will also provide operational duties and be subject to a dedicated test of their competence before being permitted to return to operational support when required. Controlling hours counted towards any assessment should be operationally meaningful.

7.1 Non-exercised Rating

(a) Requirement

A controller who does not exercise the privileges of a particular rating discipline, for which he previously held a valid rating, for more than a period of time determined by the CAC of RA Personnel Licensing Office, must not commence OJT in that rating discipline unless he has been assessed for pre-entry training.

(b) Guidance

The pre-entry training assessment of a controller's competence to commence OJT may be conducted at a Unit approved by the CAC of RA or by an ATC training institution.

Following assessment, the controller should be required to satisfactorily complete any training to satisfy deficiencies in his knowledge, skill or competence, identified by the assessment.

7.2 Duration and Renewal of Unit Endorsement

A unit endorsement is issued for twelve (12) months for ATC personnel. It is renewable by an assessment of the controller's competence to continue to provide the air traffic services on particular sectors or operational positions detailed in the unit endorsement.

Provided the controller is assessed as competent, the unit endorsement will be renewed for twelve (12) months from the date of expiry of the current endorsement (date to date). ATS Providers shall maintain records of the renewal of Unit Endorsements.

Providers of air traffic services shall ensure that the CAC of RA is informed in the event that a unit endorsement is not renewed or is withdrawn.

7.3 Failure of a Competence Assessment or Failure to Renew a Unit Endorsement

A controller who fails a competence assessment, or fails to renew his unit endorsement, must not provide the air traffic control service(s) associated with the unit endorsement.

7.4 Duration and Renewal of English Language Proficiency Endorsement (for review)

For Licence-holders whose English language competence is assessed to be at Level 6 of the ICAO Language Proficiency Rating Scale, the English language proficiency

endorsement will be issued for the lifetime of the holder, unless revoked by the CAC of RA.

For Licence-holders whose English language competence is assessed to be at Level 5 of the ICAO Language Proficiency Rating Scale, the English language proficiency endorsement will be issued for a period of six (6) years.

For Licence-holders whose English language competence is assessed to be at Level 4 of the ICAO Language Proficiency Rating Scale, the English language proficiency endorsement will be issued for a period of three (3) years.

In both the latter two (2) cases above, the English language proficiency endorsement is renewable by an assessment of the controller's competence to speak and understand the English language.

The assessment of competence for the renewal of the English language proficiency endorsement shall be carried out within a 90-day period preceding the date of expiry of the current English language proficiency endorsement. Provided the controller is assessed as competent, the English language proficiency endorsement will be renewed for a further period of three (3) or six (6) years, as appropriate, from the date of the expiry of the current endorsement.

The assessment of competence for the renewal of the English language proficiency endorsement may only be carried out by organisations approved to do so.

7.5 Failure of an Assessment for the Renewal of the English Language Proficiency Endorsement

A controller, who fails a competence assessment for the renewal of the English language proficiency endorsement, must not provide an air traffic control service.

In such circumstances, the controller shall be permitted to undertake a further assessment, typically following an appropriate period of retraining. Should a controller fail a second assessment, providers of air traffic services are required to advise CAC of RA, as appropriate.

If a controller fails to renew his English language proficiency endorsement before the date of expiry, he must not provide an air traffic control service until such time as he has successfully undertaken a competence assessment for English language.

7.6 Controllers Current Experience

(a) Requirement

To maintain competence, controllers shall be required to carry out a minimum amount of controlling time on each sector or operational position for which their ratings are valid.

7.7 Maintaining Currency

Units shall have procedures to ensure that controllers exercise the privileges of their air traffic controller Licences on each sector or operational position for which their ratings are valid for a minimum period of time during each watch or over a specified period. These procedures shall be approved by the relevant ANSP Regulation as appropriate.

Units shall maintain records of the hours worked on each sector or operational position for every Licence holder. These records shall be made available to the CAC of RA on request.

Units shall ensure that watch rosters enable controllers to meet the currency requirements.

A controller who does not satisfy the minimum currency requirement for a particular sector(s) or operational position(s) will be required to complete unit procedures for regaining his currency. Units shall have procedures to enable controllers to regain their currency.

These shall include requirements and guidance:

1. To ensure that controllers who do not satisfy the minimum currency requirement do not provide an air traffic control service on the sector(s) or operational position(s) concerned, unless they are monitored by an OJTI who holds a valid rating appropriate to the air traffic service being provided;
2. Detailing the operational responsibilities of the monitoring OJTI and the controller he is monitoring;
3. To enable an OJTI to determine when the monitored controller no longer requires operational support.

7.8 Roles and Responsibilities

(a) Air Traffic Controllers

Watch keeping air traffic controllers shall:

1. Comply with the unit ATC procedures for maintaining currency;

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2. Advise the provider of air traffic services if they have failed to meet the currency requirements.

7.9 The OJTI

An OJTI who is monitoring a controller who has not met the minimum currency requirements shall be responsible for:

1. That part of the air traffic control service allocated to the OJTI as detailed in unit procedures;
2. Determining when the controller he is monitoring no longer requires operational support;

7.10 Providers of Air Traffic Services

Providers of air traffic services at units where they are responsible for the provision of air traffic control services must have processes, procedures and competent personnel to ensure that:

1. The CAC of RA is advised of the minimum number of hours within a notified period, for each sector or operational position, that a controller must spend providing an air traffic control service to remain current;
2. Units have procedures to enable controllers who do not satisfy the minimum currency requirement to regain their currency;
3. Watch rosters enable controllers to maintain their currency;
4. Refresher training is provided where required.

7.11 Issue of duplicate Licence/Certificate

Where an air traffic controller Licence/certificate has been lost or defaced, before expiry date, and the applicant wishes to get a new issued, the applicant shall submit an application.

An annotation will be made, on the duplicate Licence/certificate issued, as under:
This Licence/certificate has been issued to replace the Licence/certificate granted on (date)and subsequently lost/defaced.

8 SUSPENSION AND REVOCATION OF AIR TRAFFIC CONTROLLER LICENCES

8.1 Authority to Suspend or Revoke a Licence

In Armenia only the CAC of RA may issue, provisionally suspend, suspend or revoke an air traffic controller Licence or any of its associated ratings or endorsements.

(a) Requirement

An air traffic controller whose competence is in doubt must be withdrawn from duty and may not be permitted to continue to provide an unsupervised air traffic control service.

(b) Guidance

The withdrawal of a controller from duty should initially be without prejudice to the controller.

A controller's competence may be in doubt if the controller:

1. Has been involved in an incident or accident where the safety of aircraft was compromised;
2. Is determined by the Unit's competence scheme to be not competent; or
3. Fails to comply with Unit procedures relating to on-going experience requirements.

Where a controller fails to satisfy a Unit's procedures for on-going experience the Unit is expected to deal internally with this matter and, unless the controller is subsequently found to be not competent, no licensing action should be taken.

8.2 Withdrawal from Duty

Units have the authority to withdraw controllers from operational duty in the interests of safety and without prejudice; it does not indicate that a controller is not competent or was the cause of the incident or accident.

(a) Requirement

A controller who is implicated in the cause of an incident or accident to aircraft to which he was providing an air traffic control service shall be withdrawn from duty and shall not provide an air traffic control service.

A controller who is assessed by the Unit competence scheme as not competent shall be withdrawn from duty and shall not provide an air traffic control service, except under the supervision of a qualified OJTI.

(b) Guidance

The purpose of withdrawing a controller from duty is to give the Unit time to conduct a preliminary investigation of the controller's role in the incident or accident. It also provides time for the controller to recover from the stress of the incident which could adversely affect his controlling efficiency.

If the Unit investigation concludes that the controller was not implicated in the cause of the incident or accident he should be returned to operational duty.

If the Unit investigation concludes that the controller was implicated in the cause of the incident or accident the controller shall remain withdrawn from duty and the Unit should inform the Minister.

Where a controller is withdrawn from operational duty because the Unit competence scheme has determined that he is not competent the Unit should conduct a review. This review should determine if the competence scheme has been correctly implemented and that its conclusions are correct. It should also determine if the controller is not competent in a particular rating or endorsement or is not competent to provide any air traffic control service.

A controller who is not competent:

1. In a particular rating, must not provide an air traffic control service associated with that rating;
2. In a particular endorsement, must not provide an air traffic control service associated with that endorsement;
3. To provide an air traffic control service must not provide any air traffic control service.

A controller may continue to provide the air traffic control services in the ratings and endorsements in which his competence is not in doubt.

Note: The above does not limit in any way the CAC of RA rights and/or responsibilities to revoke, suspend or vary an air traffic controller's Licence or certificate of competence if deemed necessary on sufficient grounds after due inquiry.

8.3 Suspension of an ATC Licence or its Associated Rating(s) and/or Endorsement(s)

(a) Requirement

If, following the Unit investigation, a controller is found to be 'not competent'; the Unit shall notify the CAC of RA Personnel Licensing Office who will suspend the controller's ATC Licence and/or its associated rating(s) and/or endorsement(s).

The suspension will contain conditions which the controller must meet in terms of retraining and assessment of competence to have the suspension removed.

When the Licence and/or associated rating(s) and/or endorsement(s) are suspended, those limitations placed on the provision of an ATC service by Licence holder under the provisional suspension are confirmed and remain in force.

If further investigation reveals that the controller involved in an accident/incident is competent, or has regained his competence following retraining, the suspension of his ATC Licence and/or associated rating(s) and endorsement(s) shall be removed. This will also be the case if the controller found not competent by the competence scheme becomes competent again following retraining.

(b) Guidance

The purpose of suspending the ATC Licence or its associated rating(s) and endorsement(s) is to ensure that a controller cannot provide unsupervised the ATC service in which he has been determined to be 'not competent'. It gives Units and the ATC Designated Authority the opportunity for a more in depth investigation of a controller's involvement in an accident/incident while enabling the controller to continue to maintain his skill by providing an ATC service under supervision. It also enables a controller who was found to be 'not competent' by the Unit's competence scheme to undergo protracted retraining.

The safety of the service being provided under supervision is maintained by the OJTI being responsible for the provision of the ATC service. This ensures that the roles of the supervising and supervised controllers are clear.

8.4 Revocation of an ATC Licence and/or its Associated Rating(s) and/or Endorsement(s)

(a) Requirement

If a controller cannot satisfy the conditions for the removal of a suspension and further training is unsuccessful or considered inappropriate, the CAC of RA Personnel Licensing Office shall consider revoking the ATC Licence and/or its associated rating(s) and/or endorsement(s).

Revocation is the final stage in the process that will lead to the removal of a controller's ATC Licence and/ or rating(s) and endorsement(s) and conditions will not be set by which a revocation may be withdrawn.

A controller who has an individual rating or ratings revoked may not provide an ATC service in those rating disciplines.

A controller whose ATC Licence is revoked may not provide any ATC service.

8.5 Cancellation of Unit Endorsements

Unit endorsements may be cancelled where a controller is no longer required to provide an ATC service on a particular sector and/or position or when sectors are

reorganised and sector names or designations change. It may also be the case with increasing traffic loading and complexities that controllers specialise on a smaller number of sectors and are either instructed by Unit management to, or voluntarily, stop providing a service on a particular sector.

8.6 Medical Certification

(a) Introduction

The holders of student and air traffic controller Licences are required to have a minimum standard of medical fitness to ensure they are fit to provide an ATC service and to minimise, as far as possible, the risk that they will become suddenly incapacitated to an extent that the safety of aircraft could be compromised.

8.7 Student and Air Traffic Controller Licence Holders

(a) Requirement

An air traffic controller shall not provide an air traffic control service unless he holds a valid medical certificate of the appropriate class.

A student or trainee air traffic controller shall not provide an air traffic control service under supervision unless he holds a valid medical certificate of the appropriate class.

The holder of a student or air traffic controller Licence who fails a medical examination, or who has any medical limitations or conditions placed on the medical certificate, shall notify the unit management.

The holder of a student or air traffic controller Licence shall notify his/her unit management when there is a decrease in his/her medical fitness that might render him/her unable to safely and properly exercise the privileges granted by his/her Licence.

A Licence holder who becomes aware of a decrease in his medical fitness that may render him unable to safely exercise the privileges of his Licence shall inform Unit management.

Unit management must inform the Minister when a Licence holder has been assessed as medically unfit to provide an ATC service.

The validity of the medical certificate of a Licence holder who suffers personal injury or illness involving incapacity will be suspended and the holder must inform the Minister of the situation.

A woman who has reason to believe that she is pregnant must inform the Unit and Minister. The Minister shall impose any limitations or conditions it thinks fit to the medical certificate and the holder of the medical certificate shall not provide an air traffic control service unless he or she complies with those limitations or conditions.

(b) Guidance

Where the medical certificate is suspended due to personal injury or illness, the Minister should advise the Licence holder of any conditions or procedures for having the suspension lifted. Any limitations or conditions imposed shall be clearly indicated on the medical certificate to the extent that Unit management can tell from the medical certificate if the controller concerned is complying with those limitations or conditions.

Note: An example of a condition notified on a medical certificate would be requiring that a controller wears correcting spectacles.

States may set a maximum period of time during which a controller may be ill or incapacitated before the medical certificate is deemed to be suspended and the Designated Authority informed.

8.8 Psychoactive Substances (Alcoholic Drink and Problematic Drugs and Medicines)

An air traffic controller who is providing an air traffic control service while under the influence of psychoactive substances may not be aware that his or her judgment and skill have been degraded to the extent that the service being provided is unsafe.

This may be the case where psychoactive substances are being abused, or where medicines have been prescribed by a doctor, or non-prescription medicines obtained for a minor illness.

The Medical Aviation Doctor ensures that Licence holders are able to obtain the necessary advice and/or information to enable them to decide if they should, or should not, provide an ATC service while taking specific medicines.

(c) Requirement

The holder of a student or air traffic controller Licence shall not provide an air traffic control service while under the influence of psychoactive substances, including any medicine, which might have a negative influence on his capacity to provide a safe air traffic control service.

Student and air traffic controller Licence holders shall ensure they do not take medicine before or while providing an air traffic control service that would have

a detrimental effect on their operational performance. Unit management shall have a process for monitoring controllers for psychoactive substance abuse.

A controller who is suspected of being under the influence of psychoactive substances shall be immediately withdrawn from operational duty by the unit.

8.9 Holders of Student and Air Traffic Controller Licences

Student and air traffic controller Licence holders shall ensure that:

1. They do not provide an air traffic control service if they are under the influence of psychoactive substances that might have a negative influence on their capacity to provide a safe air traffic control service;
2. They consult with their doctor on the likely effect on their operational efficiency of any medicine they have been prescribed;
3. Before taking any non-prescription medicine they consult the Aviation Doctor.

NOTE: Any student air traffic controller or air traffic controller who is uncertain as to the likely effect of any medicine or psychoactive substances on his ability to provide a safe air traffic control service should contact the Aviation Doctor for advice.

8.10 Providers of Air Traffic Services

Providers of air traffic services at units where they are responsible for the provision of air traffic control services must have processes, procedures and competent personnel to ensure that student and air traffic controller Licence holders:

1. Are monitored for psychoactive substance abuse;
2. Are withdrawn from operational duty if they are considered to be under the influence of psychoactive substances that might have a negative effect on their capacity to provide a safe air traffic control service;

The provider should inform the CAC of RA Personnel Licensing Office and Aviation Doctor as soon as possible after withdrawing a student air traffic controller or an air traffic controller from duty in accordance with b) above.

NOTE: ICAO Annex 1 and Doc 9654-AN/945 'Manual on Prevention of Problematic Use of Substances in the Aviation Workplace' provide advice on developing procedures for monitoring controllers for alcohol or drug abuse.

9 AIR TRAFFIC CONTROL LICENSING ADMINISTRATION

9.1 Licence Administration

Licence administration is the process by which the CAC of RA ensures that student and air traffic controller Licences are issued and maintained in accordance with the licensing requirements.

CAC of RA must be assured that any person presenting a Licence is the holder of that Licence and that the information contained within the Licence is correct. It is therefore imperative that CAC of RA maintain accurate current and historical records, including personal details and the air traffic control qualifications and experience, of their student and air traffic controller Licence holders.

For safety reasons the Licence administration procedures should contain processes to ensure that all controllers providing air traffic control services at operational Units within Armenia Area of jurisdiction are appropriately licenced. This may require records to be maintained that include the date medical certificates will expire, the date that English Language Proficiency certificate will expire and the date by which any process to assess the continuing competence of individual operational controllers must be completed.

(a) Requirement

Only the CAC of RA approved by the Minister shall issue or change student air traffic controller and air traffic controller Licences.

CAC of RA shall maintain accurate and up to date records on all student and Air Traffic Control Licence holders. These records will include personal details, current and previously held ratings, rating endorsements and Unit endorsements.

Student air traffic controller Licences will only be issued to applicants who meet the requirements for the issue of the Licence.

Air traffic controller Licences and associated ratings, rating endorsements and Unit endorsements will only be issued to applicants who meet the requirements for the issue of the Licence.

9.2 Personal Details

The CAC of RA maintains the following personal details on all Licence holders:

1. Full name;

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2. The address of the unit(s) where the student or air traffic controller Licence holder is providing an ATC service;
 3. Nationality;
 4. Place of birth;
 5. Date of birth;
 6. Signature of holder;

In the case of the first application for a Student Air Traffic Controller Licence, a copy of a birth certificate or passport is required as legal proof of the applicant's name, date of birth and nationality. Each student and air traffic controller Licence issued should be uniquely numbered and the Licence administration procedures should clearly identify the Licence numbers with the individual Licence holders.

9.3 Licence Records

(a) Student Air Traffic Controller Licence Records should include:

- Details of the successful completion of Initial Training including the results of any associated assessment or examinations;
- The rating discipline in which the Licence holder may provide an ATC service under supervision;
- The Unit where the Licence holder is providing a service under supervision and the date the Licence will expire.

(b) Air Traffic Controller Licence Records should include:

- Details of the successful completion of any Initial Training and the results of any associated assessment or examinations;
- Copy of the current valid Licence rating(s), rating endorsement(s) and Unit endorsement(s);
- The Unit at which the controller is providing an air traffic control service;
- Previously held rating(s), rating endorsement(s) and Unit endorsement(s) including the Units where the controller previously provided an air traffic control service;
- Details of any action taken by the Minister to suspend or revoke the air traffic controller Licence or its associated rating(s), rating endorsement(s) or Unit endorsement(s);
- The date when any current medical certificate expires;
- Language Proficiency certificate and date of expiry of the certificate;

(c) General

Where operational ATC Units and/or training establishments provide information directly to the Minister, formal administration procedures to ensure the security and accuracy of this information should be established. Where information or

evidence is provided to the Minister by an individual, the information should be confirmed with the Unit or training establishment.

Individual Licence holders are responsible for the maintenance of their Licences, including the renewal of it and meeting competence requirements.

ATS providers should indicate the extent to which it will facilitate the maintenance of Licences, for example advising controllers when their medical certificates will expire and arranging for medical examinations.

(d) Disclosure of Information

CAC of RA should make available to Licence holders records of previously held ratings, rating endorsements and Unit endorsements to enable controllers to provide this information to other Designated Authorities.

At the request of Licence holders, the CAC of RA should provide verification, where appropriate, of the Licence qualifications and operational experience of the Licence holders to other Designated Authorities.

9.4 Licensing Records and Database

These administration procedures are based on the use of the licensing database.

9.5 Personnel Records

Personnel records should include:

1. The Licence holder's full name.

Note: Legally valid proof of the controller's identity should be required when the first application for a Licence is made. Where, for tracking purposes, information is provided by a training establishment on personnel attending Initial Training courses, such proof is not required until a Licence is applied for. The Licensing Administration must be advised of any change of personnel details applicable to the licensing process.

2. Date and place of birth.
3. Nationality.
4. Address.

9.6 Tracking Personnel

Personal details of *ab initio* air traffic controllers should be entered on the licensing database when they commence Initial Training at a training institution. Entering this information at an early stage assists the Licensing Administration staff in confirming that applicants for Licences have met the requirements associated with Initial

Training. It also enables the administration staff to ensure that any State requirements are met, for example limitations on the number of attempts at courses and associated examinations or assessments, and that student air traffic controller commence Unit Training within the required period following the completion of Initial Training.

9.7 Obtaining Licensing Information

The CAC of RA should publish regulations that will require training institutes and the operational Units to provide information on personnel and evidence that licensing requirements have been met. It may be necessary for formal agreements for the provision of this information and evidence to be made with these Organisations. The CAC of RA Personnel Licensing Office should hold the names and signatures of those within the Organisations who are authorised to sign that requirements have been met.

Training establishments that provide Initial Rating Training courses should be required to provide the CAC of RA Licensing Administration with the names of *ab initio* controllers and the names and Licence numbers of trainee air traffic controllers, as follows:

1. When they commence Initial Training.

Note: This information shall include the rating discipline in which they are training and the date the approved course commenced.

2. On successful completion of approved courses of training and passing any associated examinations or assessments.

Note: This information should include the date the approved course was completed.

3. The names of those who are withdrawn from training, or who fail to successfully complete approved courses of training and/or fail any associated examinations or assessments.

4. Operational ATC Units should be required to provide the CAC of RA Personnel Licensing Office with the names of student air traffic controller or air traffic controller Licence holders when they:

- (a) Commence training at the Unit;
- (b) Are withdrawn from training.

5. For the issue of Licences and associated rating(s), rating endorsement(s) and Unit endorsement(s) the CAC of RA Personnel Licensing Office will require Units to provide the following information and evidence:

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- (a) Successful completion of the appropriate parts of the Unit Training Plan and any associated minimum experience requirement (including a request for assessment or examination if appropriate);
 - (b) Passing, or failure of, any required assessment or examination of competence;
 - (c) The sector(s) or operational position(s) on which the controller will be providing an ATC service;
 - (d) The sector(s) or operational position(s) on which a controller is no longer required, or is unable, to provide an ATC service.

9.8 Numbering of Student Air Traffic Controller and Air Traffic Controller Licences

Student air traffic controller and air traffic controller Licence numbers should be allocated by a system which will clearly associate each with an individual Licence holder. When considering the numbering of Licences, it is strongly recommended that the system provides a unique identifier for each individual and guards against inadvertent duplication (i.e. inadvertent allocation of the same Licence number to more than one person).

9.9 Licensing Administration Form

An example of a generic Licensing Application form shall be used for Licence administration purposes is shown in this document. (See Licence application form APPENDIX –1)

The form is designed to be used for applications for:

1. Student air traffic controller Licences.
2. Air traffic controller Licences, associated rating(s), rating endorsement and Unit endorsement(s).
3. The inclusion of additional Unit endorsements to a valid rating.

Note: For example, the addition of Unit endorsements for additional sectors where the Licence holder already has a valid rating for sector s at that Unit.

4. The inclusion of additional rating(s), rating endorsement(s) and Unit endorsement(s).

Note: For example, where the Licence holder who already holds valid ratings in one or more disciplines has undergone Initial Training in another rating discipline and has met the requirements for the issue of that discipline.

5. The cancellation of Unit endorsements where a controller will no longer be required to provide an ATC service on particular sector(s) or operational positions for which he holds a valid rating.

9.10 Application for a Student Air Traffic Controller Licence

The applicant will be required to complete all the sections on the licensing application form (APPENDIX –1) relating to an application for a student air traffic controllers Licence, together with the personal details requested.

The applicant should include all the evidence required to show that the requirements for the issue of a student air traffic controller Licence have been met.

The CAC of RA Personnel Licensing Office will enter the applicant’s personal details as submitted on to the licensing database. An example of the licensing application form completed for the application of a student air traffic controller Licence is shown at the end of this document.

9.12 Administration Procedures for Processing Applications for, and Issuing, Student Air Traffic Controller Licences

On receipt of an application for a student air traffic controller Licence, the CAC of RA Personnel Licensing Office should:

1. Confirm that the required personal details and evidence of meeting licensing requirements have been provided. These will include:

- (a) Proof of identity.

Note: This will not be required if the CAC of RA has approved the training institution to obtain such proof on its behalf before training commences.

- (b) Evidence of having successfully completed an approved course of Initial Training, including passing any associated examinations or assessments.

Note: Such evidence is not required where procedures have been agreed with the training institutions to provide the information directly to the CAC of RA Personnel Licensing Office.

- (c) A valid medical certificate of the appropriate category.

- (d) A valid English language proficiency certificate.

-
2. Enter personal details into the licensing database.

Note: If any information is missing, or there is doubt about the evidence provided, this should be obtained or confirmed before entering details on the database.

3. Allocate a Licence number.
4. Print the Licence page.

9.13 Application for an Air Traffic Controller Licence and its Associated Rating(s), Rating Endorsement(s) and Unit Endorsement(s)

The applicant will be required to fill in the sections on the form (APPENDIX -1) relating to an application for an air traffic controller Licence. As the applicant will already hold a numbered student air traffic controller Licence, he or she should enter this number in the box at the top of the form. Only the applicant's name and any changes are required in the personal details section. The person at the Unit who will sign to indicate that the applicant has successfully completed the approved Unit Training Plan and has passed any associated competence assessment or examination should fill in the section which indicates the rating(s), rating endorsement(s) and Unit endorsement(s) to be entered on the Licence.

The Unit endorsement may be entered on the form as an abbreviation or code that may be entered into the limited space on the Licence. Where the Unit uses abbreviations or codes, it should advise the Licensing Administration of the full titles of the Unit endorsements indicated by the abbreviation or code.

9.14 Administration Procedures for Processing Applications for, and Issuing, an Air Traffic Controller Licence and its Associated Rating(s), Rating Endorsement(s) and Unit Endorsement(s)

On receipt of an application for an air traffic controller Licence, and its associated rating(s), rating endorsement(s) and Unit endorsement(s) the Licensing Administration should:

- (a) Confirm that the required personal details and evidence of meeting licensing requirements have been provided. These will include:

-
- i. Evidence of successful completion of the approved Unit Training Plan and the passing of any associated competence examination or assessment.
 - ii. A valid medical certificate of the appropriate category.
 - iii. A valid English language proficiency certificate.

(b) Determine if any of the personal details have changed and update the database as required.

Note: If any information is missing, or there is doubt about the evidence provided, this should be obtained or confirmed before entering details on the database.

(c) Allocate a Licence number.

(d) Print the Licence page.

9.15 Application for the Issue of Additional Unit Endorsement(s)

The applicant will be required to fill in the sections on the form (APPENDIX –1) relating to an application for additional Unit endorsement(s) and quote his air traffic controller Licence number. As personal details will be held from previous applications, only the applicant's name and any changes are required in the personal details section. The person at the Unit who will sign to indicate that the applicant has successfully completed the training plan and has passed any associated competence examination or assessment should fill in the section relating to the Unit endorsements to be entered on the Licence.

The validity of the air traffic controller Licence shall coincide with the validity of the medical certification, unless otherwise stated.

9.16 Administration Procedures for Processing Applications for, and Issuing, an Air Traffic Controller Licence with Additional Unit Endorsement(s)

On receipt of an application for additional Unit endorsement(s) the Licensing Office should:

1. Confirm that the applicant already holds an air traffic controller Licence.
2. Determine if any of the personal details have changed and update the database as required.
3. Confirm that evidence has been provided that the controller has successfully completed the appropriate part of the approved Unit Training Plan and has passed any associated competence assessment or examination.

Note: An authorised person at the operational Unit must have signed to indicate that the controller has completed the required training and is competent to provide an air traffic control service on the sector(s) or operational position(s) indicated.

4. Ensure that the controller has a valid English language proficiency certificate and valid medical certificate of the appropriate category.
5. Print the Licence.

9.17 Application for Additional Rating(s), Rating Endorsement(s) and Unit Endorsement(s)

The applicant will be required to fill in all the sections on the form (APPENDIX –1) relating to an application for additional rating(s), rating endorsement(s) and Unit endorsement(s) and quote his air traffic controller Licence number. As personal details will be held from previous applications, only the applicant's name and any changes are required in the personal details section. The person at the Unit who will sign to indicate that the applicant has successfully completed the training plan and has passed any associated competence examination or assessment should fill in the section relating to the rating(s), rating endorsement(s) and Unit endorsement(s).

An example of the Licensing Administration form for additional rating(s), rating endorsement(s) and Unit endorsement(s) is shown at the end of this document.

9.18 Administration Procedures for Processing Applications for, and Issuing, an Air Traffic Controller Licence with Additional Rating(s), Rating Endorsement(s) and Unit Endorsement(s)

On receipt of an application for additional rating(s), rating endorsement(s) and Unit endorsement(s) the Licensing Administration should:

1. Confirm that the applicant already holds an air traffic controller Licence.
2. Determine if any of the personal details have changed and update the database as required.
3. Confirm that evidence has been provided that the controller has:
 - (a) Successfully completed the appropriate approved course of Initial Training at a training institution and has passed any associated examinations or assessments.
 - (b) Successfully completed the appropriate part of the approved Unit Training Plan and has passed any associated competence assessment or examination.

Note: An authorised person at the operational Unit must have signed to indicate that the controller has completed the required training and is competent to provide an air

traffic control service on the sector(s) or operational position(s) indicated.

4. Ensure that the controller has a valid English language proficiency certificate and a valid medical certificate of the appropriate category.
5. Print the Licence.
6. Update the database.

9.19 Application for the Cancellation of Unit Endorsement(s)

This situation may arise when a controller is no longer required, or is unable, to maintain valid rating(s) on particular operational positions or sectors. The applicant will be required to fill in all the sections on the Licence administration form (APPENDIX –1) relating to the cancellation of Unit endorsement(s) and quote his air traffic controller Licence number. Only the applicant’s name and any changes are required in the personal details section.

The person at the Unit who is authorised to sign Licence applications should fill in the section relating to the cancellation of Unit endorsements.

9.20 Administration Procedures for Processing Applications for, and Issuing, an Air Traffic Controller Licence where Unit Endorsements have been Cancelled

On receipt of an application for the cancellation of Unit endorsement(s) the Licensing Administration should:

1. Ensure that the controller concerned holds an air traffic controller Licence which includes the Unit endorsement(s) to be cancelled.
2. Determine if any of the personal details have changed and update the database as required.
3. Re-enter current Licence details without the Unit endorsement(s) to be cancelled.

Note: This leaves the cancelled endorsement stored as historical information.

4. Print the Licence.

9.21 Application for Notifying Changes to Personal Information

Licence holders are responsible for advising the Licensing Office of any changes to the personal information provided for the issue of a student air traffic controller or air traffic controller Licence. Such changes should be entered on the Licensing Application form (APPENDIX –1), together with the applicant’s name and Licence number.

9.22 Administration Procedures for Processing Applications for, and Issuing, a Student Air Traffic Controller or Air Traffic Controller Licence where Personal Details have Changed

On receipt of an application for changes to personal details the Licensing Administration should:

1. Confirm that the applicant already holds a student air traffic controller or air traffic controller Licence;
2. Determine which of the personal details have changed and update the database as required;
3. Print the Licence, if required.

10 SUSPENSION AND REVOCATION OF LICENCES, RATING(S), RATING ENDORSEMENT(S) AND UNIT ENDORSEMENT(S)

The CAC of RA may suspend or revoke Licences, rating(s), rating endorsement(s) or Unit endorsement(s).

The Licensing Office should be required to indicate on the database that suspension of a Licence has been taken. It is not appropriate to include the details of any incident that resulted in the suspension on the licensing database; any entry should be restricted to a code indicating that the action has been taken and, if required, where more detailed information is held.

Where a Licence is revoked, it shall be returned to the Licensing Office.

The database records of the Licence should be retained but should clearly indicate that the Licence has been revoked. Where individual rating(s), rating endorsement(s) or Unit endorsement(s) have been revoked the Licence shall be returned to the Licensing Office.

A Licence will then be generated which contains only the valid rating(s) and endorsement(s). The historical records should be updated to clearly indicate the rating(s) or endorsement(s) that have been revoked.

10.1 Quality Control

The licensing process relies on accurate records and assurance that information and evidence provided is accurate. To ensure that Licences are only issued to applicants who meet all the licensing requirements, quality control procedures should be applied.

ՕԵԿ կարգավարի / ուսանող կարգավարի վկայականի տրամադրման / փոխարինման / երկարաձգման / վերականգնման և որակավորման նիշի / հատուկ նիշի շնորհման / դադարեցման հայտ

Քաղաքացիական ավիացիայի կոմիտե		ՕԵԿ կարգավարի / ուսանող կարգավարի վկայականի համարը (առկայության դեպքում)	
ՕԵԿ կարգավարի վկայագրում Բաժին 1-ի ԼՐԱՑՄԱՆ ՀՐԱՀԱՆԳ (i) Ձևը լրացվում է մեծատառերով (ii) Համապատասխան բաժնում ներառել անհրաժեշտ գրառում կամ		ՀԱՅՏ ՕԵԿ կարգավարի վկայականի՝ 1, 1a,1b, 2, 3, 5, 6, 7, 8 կետերը ՕԵԿ ուսանող կարգավարի վկայականի՝ 1, 1a, 2, 3, 8 կետերը Որակավորման նիշերի և/կամ նշումների՝ 1, 1a, 1b, 5, 6, 7, 8 կետերը Որակավորման նիշերի դադարեցման 1, 1a,1b ,4, 5, 8 կետերը Անձնական տվյալների փոփոխման՝ 1, 1a, 8 կետերը	
1a ԱՆՁՆԱԿԱՆ ՏՎՅԱԼՆԵՐԸ		Ազգանուն	
		Անուն	
Ծննդյան Տարեթիվը (dd/mm/yy) / /		Քաղաքացիությունը	
Ծննդյան վայրը			
Մշտական բնակության վայրը			
Փոստային դասիչը	Երկիրը	Էլ. հասցե	
Հեռ.		Ֆակս	
1b ՕԵԿ ՄԱՐՄՆԻ ՆՇՄԱՆ ՏԵՂԵԿՈՒԹՅՈՒՆ		ՕԵԿ պաշտոնատար մարմնի անվանումը ԻԿԱՕ 4-նիշանի ծածկագիրը	
Գտնվելու վայրը			
ՕԵԿ մարմնի, պաշտոնատար անձի հեռախոսի համարը			
2 ՀԱՅՏԱՎՈՐՎԱԾ ՎԿԱՅԱԿԱՆԻ ՁԵՎԸ		ՕԵԿ կարգավարի վկայական	ՕԵԿ ուսանող կարգավարի վկայական
		Տրամադրում երկարաձգում	Տրամադրում երկարաձգում

3 ՆԱԽՆԱԿԱՆ ՈՒՍՈՒՑՈՒՄ	<p>Դասընթացի համարը</p> <p>Դասընթացի անցկացման թվականները / / ից մինչև / /</p> <p>Ուսումնական կազմակերպության անվանումը</p>
4 ՈՐԱԿԱՎՈՐՄԱՆ ՆԻՇԵՐԻ ԴԱԴԱՐԵՑՈՒՄ Ստորև 5 բաժնում նշեք դադարեցմանը ենթակա նիշերը	
5 ՀԱՅՏԱՎՈՐՎՈՂ ԿԱՄ ԴԱԴԱՐԵՑՎՈՂ ՈՐԱԿԱՎՈՐՄԱՆ ՆԻՇԵՐԸ	
Aerodrome Control Visual ADV Վիզուալ թռիչքների աերոդրոմային կառավարում	
Aerodrome Control Instrument ADI Սարքավորումներով թռիչքների աերոդրոմային կառավարում	
Ground Movement GMC [] Air Control AIR [] Կամ Tower/ԱՇՏԱՐԱԿ (եթե AIR/GMC Գետնավարման կառավարում Օդային կառավարում համատեղված են TWR []	
Ground Movement Surveillance GMS [] Aerodrome Radar RAD [] Աշխատատեղը ՕԵԿ մարմնում, եթե կիրառելի է []	
Approach Control Procedural APP [] Մոտեցման կառավարում ընթացակարգերով	
Աշխատատեղը ՕԵԿ մարմնում, եթե կիրառելի է []	
Approach Control Surveillance [] Մոտեցման կառավարում դիտարկման միջոցով	
Radar RAD [] Automatic Dependent Surveillance ADS [] Terminal Control TCL []	
Precision Approach Radar PAR [] Surveillance Radar Approach SRA [] Աշխատատեղը ՕԵԿ մարմնում, եթե կիրառելի է []	
Area Control Procedural ACP [] Շրջանային կառավարում ընթացակարգերով	
Աշխատատեղը ՕԵԿ մարմնում, եթե կիրառելի է []	
Area Control Surveillance ACS [] Շրջանային կառավարում դիտարկման միջոցով	
Radar RAD [] Automatic Dependent Surveillance ADS [] Terminal Control TCL []	
Աշխատատեղը ՕԵԿ մարմնում, եթե կիրառելի է []	
On-the-Job Training Instructor OJTI [] Աշխատատեղում վարժման հրահանգիչ	
Որակավորման թույլտվություն/նշում, որոնց վերաբերյալ է անցկացվելու ուսուցումը []	
Աշխատատեղը ՕԵԿ մարմնում, որտեղ անցկացվելու է ուսուցումը, եթե կիրառելի է []	
6 ՈՒՍՈՒՑՈՒՄԸ ՕԵԿ ՄԱՐՄՆՈՒՄ	

Հայտատուն հաջողությամբ անցել է ուսուցումը ըստ ՕԵԿ մարմնի ուսուցման պլանի		
ՕՂԼ Ստորագրություն	Ազգանունը Ա.Հ.	Տարեթիվը
[/ /]	[/ /]	[/ /]
7 ՏԵՍԱԿԱՆ ԵՎ ԳՈՐԾՆԱԿԱՆ ՔՆՆՈՒԹՅՈՒՆ		
Հանձնեց տեսական և գործնական քննությունները և կոմպետենտ է 5-րդ բաժնում նշված ՕԵԿ սպասարկման ներկայացվելու համար		
Լիազորված քննողի ստորագրությունը Տարեթիվը		Ազգանունը Ա.Հ.
[/ /]	[/ /]	[/ /]
8 ՀԱՅՏԱՏՈՒԻ ՀԱՅՏԱՐԱՐԱԳԻՐԸ		
Սույնով հաստատում եմ, որ իմ կողմից ներկայացված տվյալները ստույգ են		
Տարեթիվը	Հայտատուի ստորագրությունը	
[/ /]	[/ /]	[/ /]
Նշումներ		
ՏՎՅԱԼՆԵՐԻ ԼՐԱՑՄԱՆ ՕՊԵՐԱՏՈՐԻ ԱԶԳԱՆՈՒՆԸ [/ /]		

License Application Tracking Checklist

Name of Applicant:		Applicant's Organization	
Address of Applicant:		Nationality	Date
Basic: Yes/No		Type Rating:	_____
1	Is CAC of RA Form 4 completed and correct?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2	Does the applicant hold a valid license ? An attested copy submitted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4	Category of License _____, Type Rating _____?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5	Copy of passport/National ID card submitted and verified (if not attested)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6	Was the application made by the ATO on behalf of the applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Knowledge Requirements			
7	If examination credits claimed, has applicant submitted the	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
8	Has the applicant submitted type training certificates (theoretical element)? Has the applicant pass in the type examination?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9	Has the applicant submitted type training certificates (Practical element)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
10	Has the applicant met the OJT requirements for the issue of type?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Experience			
11	Has the applicant met the practical experience requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
12	Has the applicant passed Module 10 – Aviation Legislation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
13	Is the application successful? License prepared? Rating:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
14	Has a file been opened in applicant's name. If not a new file is opened?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
15	Copies of all licensing docs including the license copy kept the applicant's file?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
16	Has the License been signed in ink by the applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

17	Has a copy of signed license been filed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
18	Has the applicant signed in the "License"? License issued to the applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
19	All the documents filed in the applicant's file?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Reviewing Inspector:		Sign
Verified by:		Sign