



GOVERNMENT OF INDIA  
**OFFICE OF DIRECTOR GENERAL OF CIVIL AVIATION**  
TECHNICAL CENTRE, OPP-SAFDARJANG AIRPORT, NEW DELHI

**CIVIL AVIATION REQUIREMENTS**  
**SECTION 9 – AIR SPACE AND AIR**  
**NAVIGATION SERVICES STANDARDS**  
**SERIES L PART V**  
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**EFFECTIVE: FORTHWITH**

F.No.DGCA-21048/13/2018-ANS

**Subject: Rating Training Manual for Personnel of Air Traffic Services.**

**1. INTRODUCTION**

Rule 98 of Aircraft Rule 1937 requires that each air traffic service station shall prepare a rating training manual, detailing the syllabus for on the job training, examination and procedures to meet the requirement for rating as specified in schedule III of Aircraft Rules 1937 and obtain the approval of Director General.

This CAR is issued under the provisions of Rule 98, 112, 133A and Schedule III of the Aircraft Rules 1937.

**2. APPLICABILITY**

Provisions of this CAR are applicable to air navigation service providers, student air traffic controllers and air traffic controllers engaged in the provision of air traffic services in India.

**3. GENERAL**

Taking into consideration the job requirement of air traffic controllers, they should be trained in such a manner so that they can acquire the knowledge and skill required for working independently as air traffic controller.

- 3.1 Rating Training Manual (RTM) provides a systematic mechanism to build the required level of competency through structured training to enable the Student/Trainee air traffic controller to meet the licensing requirements, and thereby also ensures a level of standardization and consistency in the training methodology for the training of air traffic controllers at an ATS unit/station.
- 3.2 The student/ trainee controller shall be adequately prepared before deploying him/her for OJT in an operational environment.
- 3.3 The air navigation service provider may designate suitably qualified officers responsible for preparation and maintenance of RTM for each ATS station.
- 3.4 The rating training manual contents may vary based on size and scope of the ATS station and it shall contain at least the following:
  - 3.4.1 general procedures for air traffic controller training for acquiring the various ratings;
  - 3.4.2 On-The-Job Training Period for various Ratings;
  - 3.4.3 process of evaluation of progress and providing feedback to the trainees;
  - 3.4.4 passing Criteria for various examinations;
  - 3.4.5 process for conduct of rating examinations;
  - 3.4.6 process for assessment of successful completion of OJT;
  - 3.4.7 refresher training;
  - 3.4.8 revalidation of lapsed rating- training requirement;
  - 3.4.9 process for periodic review and update of rating training manual; and
  - 3.4.10 process for maintaining and preserving training records.
- 3.5 Wherever separate manuals have been prepared on distinct aspects of RTM, reference of such manual should be given in the particular chapter of RTM.
- 3.6 RTM shall be amended or revised as necessary to ensure that the information contained therein is kept up to date. All such amendments or revisions shall be issued to all personnel who are required to use this manual.
- 3.7 ANS provider shall ensure that all the concerned ATS personnel of a station are aware of the contents of the rating training manual of that station.

- 3.8 The ANS provider shall ensure that copies of the rating training manual of that station are provided to all the concerned personnel for their use and guidance.
- 3.9 ANS provider shall submit two copies of the rating training manuals (RTM) to DGCA at least one month in advance for obtaining approval.

#### **4. GUIDELINES FOR PREPARATION OF RATING TRAINING MANUAL**

- 4.1 The ANS provider shall prepare rating training manual based on the size and scope of training units at a station.
- 4.2 The general procedures in the RTM shall clearly include;
  - 4.2.1 the various categories of ratings for a station.
  - 4.2.2 all kinds of training requirements for issuance and maintenance of licence/ ratings under the Aircraft Rules, 1937.
  - 4.2.3 the requirements and procedures for assessment at various stages of OJT.
- 4.3 The RTM shall clearly mention the requirements of training for air traffic controllers having rating of other categories of same station or same category of rating for another station.
- 4.4 The RTM shall clearly mention the requirements of training in case a unit is combined with another unit at a particular station.

#### **5. Conduct of Refresher Training**

- 5.1 Stations are required to have annual refresher training to maintain the competency of the ratings held by a licenced air traffic controller. RTM shall contain the procedures and training syllabus to impart refresher training to the rated controllers.
- 5.2 The annual refresher training syllabus shall also include unusual occurrences, emergency situations and degradation of performance of ATS system.

#### **6. Revalidation of invalid ratings/ lapsed licence**

Training requirements for revalidation of invalid ATC ratings/lapsed licence shall also be included in the RTM. It shall also provide the procedures for training and assessment for the revalidation of rating, where the rating has become invalid due to non-compliance with Aircraft Rules 1937.

## **7. Periodic Review and Update of Rating Training Manual**

- 7.1 There shall be a procedure for periodic review and update of rating training manual and associated training materials to ensure that RTM continues to meet the training and rating objectives. It shall clearly identify the roles and responsibilities of those involved in the process.
- 7.2 The assessment of the progress of student/ trainee air traffic controllers undergoing OJT should be one of the input processes to identify any additional knowledge or skills to be taught during different phases of the training, besides expert reviews, incident/accident investigations, feedback from OJTIs, Examiners, and rated air traffic controllers.
- 7.3 Changes to the training processes which are made as a result of the review should be documented in the RTM, together with the reasons for making them.

## **8. Training Records**

The ANSP shall ensure that training records of all individuals shall be maintained in updated condition and preserved under the relevant regulatory requirements.



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