



GOVERNMENT OF INDIA  
OFFICE OF THE 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 III**  
**ISSUE I, \_JANUARY 2019**

**EFFECTIVE: FORTHWITH**

**F. No. 21048/7/2018-ANS**

**Subject: Authorization of examiners, instructors, proficiency assessors and assessment boards for air traffic controllers of ANSP/ATSTO.**

### **1. Introduction**

In compliance with Rules 97 and 112 of the Aircraft Rules 1937, experienced and qualified air traffic controllers are required to be authorized by DGCA as examiner, instructor and proficiency assessor. The examiner will carry out examination, assessment required under Schedule III, instructor will impart training for the purpose of qualifying for endorsement of ratings in his licence and proficiency assessor will carry out proficiency checks.

This CAR lays down the minimum requirements for obtaining such authorization. This CAR is issued under the provisions of Rule 133A of the Aircraft Rules, 1937.

### **2. Applicability**

This CAR is applicable to the personnel of air navigation services providers and ATS training organizations, engaged in examination, assessments, instructional duties for the purpose of issuance and revalidation of air traffic controller's ratings/licence and proficiency assessments.

### **3. General requirements**

- 3.1 Examiners, instructors, proficiency assessors for the acquiring or holder of air traffic controller's licence shall meet the requirements as prescribed in this CAR.
- 3.2 Before recommending the names of personnel for the post of examiners, instructors, proficiency assessors for authorization by DGCA, the air navigation service provider and ATS training organizations shall subject

them to a selection process and training appropriate to the task for which authorization is sought.

3.3 The air traffic controllers recommended for authorization as examiners, instructors, proficiency assessors shall have:

3.3.1 the current relevant air traffic controller's rating of that station endorsed on a valid air traffic controller's licence and assessed as fit to be examiner, instructor, proficiency assessor;

*Note: requirement of current relevant air traffic controller's rating of that station is not applicable for instructor, examiner of an ATSTO.*

3.3.2 the requisite experience in providing air traffic control services as laid down in para 4;

3.3.3 satisfactory performance in the provision of air traffic services and a record free of any accident/incident attributable to him/her immediately preceding two years before the date of selection for authorization.

3.3.4 Medically fit as per provisions laid down for the air traffic controllers in the Aircraft Rules 1937 and relevant CAR.

*Note: requirement of medical fitness as per relevant CAR is not applicable to the instructor, examiner of an ATSTO.*

3.3.5 An english language proficiency level-4 and above.

3.3.6 Held a graduate degree in science with physics and mathematics or equivalent examinations from a recognized university.

3.4 The rating board constituted by ANSP or ATSTO for the purpose of assessment of air traffic controller shall consist at least one member from DGCA authorized examiner/proficiency assessor.

3.5 An instructor may perform as examiner provided he has not imparted training to the assessee.

3.6 Air traffic controllers recommended for authorization as examiner, instructor, proficiency assessor shall perform their duties and responsibilities in accordance with the provisions mentioned in this CAR and,

3.6.1 shall be impartial, free from prejudices and strong likes and dislikes and capable of recording just and fair assessment.

3.6.2 shall be capable of instilling high standard of discipline in the profession.

3.7 Person authorized as examiner, instructor, proficiency assessor may be disqualified by DGCA if subsequently found lacking in any of the aforesaid qualities. ANSP/ATSTO may also recommend to DGCA for disqualification of an examiner, instructor, proficiency assessor giving adequate justification.

*Note: The seniority, position in the organization and remuneration of an individual may not be the sole consideration for recommendation as an examiner, instructor, proficiency assessor.*

#### **4. Role and responsibilities, experience and functions of examiner, instructor and proficiency assessor.**

##### **4.1 Examiner**

###### **4.1.1 Role and responsibility**

At ATS stations examiners are responsible for conducting the appropriate tests of trainee/student air traffic controller for the purpose of examining/assessing him/her for issuance of licence or endorsement of ratings on his/her licence so that he/she may exercise the privileges of relevant rating as independent as an air traffic controller, and at ATSTO examiners are responsible for the development and administration of theoretical examinations/evaluation of examinations and practical/simulator examinations/assessments etc.

###### **4.1.2 Experience requirement**

- i) having seven years' experience as an air traffic controller.

###### **4.1.3 Functions**

- i) to conduct/examine/evaluate appropriate tests for issue and renewal/revalidation of student air traffic controller's or air traffic controller's licence/ ratings.
- ii) to perform functions of a proficiency assessor for air traffic controllers.

*Note: The examiner/instructor/proficiency assessor approved for Kolkata, Delhi, Chennai, Mumbai and Guwahati airports can also act as examiner/instructor/proficiency assessor respectively for airports in that region*

*where suitable examiner/instructor/proficiency assessor is not available provided the examiner/instructor/proficiency assessor familiarize themselves with the ATM procedures etc. at such airports prior to performing such functions.*

## **4.2 Instructor**

### **4.2.1 Role and responsibility**

Regulatory provisions requires the DGCA to authorize an air traffic controller before he/she can carry out instruction in an operational environment as an instructor. Such instructor shall meet the prescribed requirements by the DGCA before they can be allowed to discharge their responsibilities. Instructors at ATSTO are responsible to impart appropriate theoretical and practical/simulator training.

The objective is to ensure that trainee/student air traffic controllers at the operational air traffic control units/ATSTO receive proper training under the supervision of suitably qualified instructor. The instructor is responsible:

- i) for provision of safe, orderly and expeditious flow of air traffic during the course of imparting training to the air traffic controllers;
- ii) to ensure that trainee/student air traffic controllers acquire necessary knowledge and skill in the use of new standards, procedures, techniques, facilities and equipment identified as essential to task performance;
- iii) to evaluate and report on the trainee's/student air traffic controllers progress;
- iv) to identify any deficiencies in knowledge or skill and recommending additional training where necessary;
- v) to review, monitor and propose changes required in the training.

### **4.2.2 Experience requirement**

- i) having five years' experience as air traffic controller.
- ii) for the instructor at ATS unit/station, instructor must have a valid air traffic controller's licence along with valid rating of the unit with two years' experience, where he/she intends to impart training.

*Note: for short tenure airport i.e. one/two year, having a valid licence and rating with at least six month's experience.*

- iv) successfully completion of an instructor course covering the syllabus provided in appendix A within six month of selection as an instructor.

#### **4.2.3 Functions**

- i) training for issue and renewal/revalidation of student air traffic controller's licence or air traffic controller's licence/ ratings.
- ii) to evaluate and assess the required level of competence of trainee/student air traffic controller.

### **4.3 Proficiency assessor**

#### **4.3.1 Role and responsibility**

Proficiency assessor shall be responsible to determine the present level of knowledge, skill and performance demonstrated by holder of an air traffic controller's licence, to determine the respective air traffic controller's ratings could be maintained or alternatively make recommendations for suspension/withdrawal of same with suggestions on remedial/corrective measures towards restoring air traffic controller's ratings in the event of a suspension or withdrawal. Proficiency assessor authorized by the DGCA shall perform the specific duties as directed by the DGCA in relation to conducting evaluations on the proficiency level of performance of air traffic controllers as warranted by the specific circumstances.

#### **4.3.2 Experience requirement**

- i) having total experience as an air traffic controller of 5 years and having valid ratings of the relevant unit on his/her air traffic controller's licence with at least two years' working experience in that unit after the rating.
- ii) for short tenure airport i.e. one/two year, having a valid licence/rating with at least six month's working experience in that unit after the rating and having working experience of one and half years of similar ratings at airport with higher air traffic density.

#### **4.3.3 Functions**

- i) to conduct proficiency assessment of air traffic controllers already holding licence/rating.

#### **5. Board for assessment to grant/validation of rating(s).**

5.1 The assessment of trainee/student/air traffic controller's for grant/revalidation of rating/licence shall be carried out by a duly constituted rating board and such board shall meet the criteria as mentioned in para 3.4 of this CAR.

5.2 ANSP or ATSTO must intimate the details of the constituted rating board and date of assessment to the DGCA, at least 5 working days in advance so that if required DGCA may send an officer from ATCO licensing division for safety oversight.

#### **6. Validity**

6.1 The authorization of examiner, instructor, proficiency assessor shall be valid for a period of two years from the date of approval unless suspended /withdrawn by DGCA.

6.2 Renewal of authorization of examiner, instructor, proficiency assessor shall be subject to past performance and recommendation of ANSP or ATSTO.

(B.S. Bhullar)  
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**Appendix-A**

**SYLLABUS FOR ON-THE-JOB TRAINING INSTRUCTOR COURSE**

**1. TRAINING ORGANISATION**

Content and Training Objectives for air traffic controllers and Unit Training

Rating Training Manual

ATC Unit Training Structure

Regulation

**2. HUMAN FACTORS**

Teaching and learning

Teams and Interactions within Teams

Communication skill

On-the-Job-Training Instructor (OJTI) - Professional and Personal Profile

Stress

**3. TRAINING TECHNIQUES**

Briefing

Demonstration

Monitoring

Debriefing

Counselling

**4. ASSESSMENT METHODS AND REPORT WRITING**

Assessment Methods

Report Writing

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