



AIR TRAFFIC CONTROLLER LICENSE (ATCL)

AIR NAVIGATION ORDER

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A. AUTHORITY:

A1. This Air Navigation Order (ANO) has been issued by Director General Pakistan CAA in pursuance of powers vested in him under Rules 4, 48, 49, 50, 357 and 360 of Civil Aviation Rules 1994 (CARs 94).

B. PURPOSE:

B1. The purpose of this ANO is to provide regulatory framework for issue, renewal and revalidation of ATC Licence / Ratings issued under Part V of CARs 94.

C. SCOPE:

C1. Air Traffic Controllers providing ATS to Civil Air Traffic in Pakistan shall be under administrative and regulatory control of DG CAA and shall comply with the instructions contained in this ANO, other relevant ANOs, CARs 94, Air Safety Circulars (Licensing), Manual of Air Traffic Services and other instructions issued from time to time.

D. DESCRIPTION:

D1. DEFINITIONS:

D1.1 When the following terms are used in this regulation, they shall have the following meanings:

D1.1.1. Aerodrome control Service: Air Traffic control service for aerodrome traffic.

D1.1.2. Air Traffic: All aircraft in flight or operating on the maneuvering area of an aerodrome.

D1.1.3. Air Traffic Service: A generic term meaning variously, flight information service, alerting service, air traffic advisory service, air traffic control service (area control service, approach control service or aerodrome control service).

D1.1.4. Air Traffic control Unit: A generic term meaning variously, area control centre, approach control office or aerodrome control tower.

D1.1.5. Air Traffic control service: A service provided for the purpose of;

D1.1.5.1 Preventing collisions;

D1.1.5.1.1 Between aircraft, and

D1.1.5.1.2 On the maneuvering area between aircraft and obstructions; and

D1.1.5.2 Expediting and maintaining an orderly flow of air traffic.

D1.1.6. Approach Control Service: Air traffic control service for arriving or departing controlled flights.

D1.1.7. Area Control Service: Air traffic control service for controlled flights in controlled areas.

D1.1.8. Approved Aviation Training Centre: A training centre approved by CAA or a training centre of a contracting state recognized by the CAA; that imparts training for issue of an Air Traffic Controller Licence or Rating.

- D1.1.9. Approved Course: A course/ syllabus approved by the CAA or a course/syllabus of a contracting state recognized by the CAA for the issue of an Air Traffic controller Licence or Rating.
- D1.1.10. Approved OJT Centres: ATS units/center(s) of ATS providers approved by Licencing Authority.
- D1.1.11. Approved Person: A person Approved by the CAA for a specific function.
- D1.1.12. Authorized Person: An Authorized person is an Approved Person.
- D1.1.13. Basic Rating: The first endorsements of any of the ATC Ratings of any ATS Unit/Airport on the Licence of an ATCO.
- D1.1.14. Designated Check ATCO (DCATCO): A CAA ATCO duly designated by CAA for the assessment of ATCOs for the purpose of issue, renewal and revalidation of ATC Licence or Ratings.
- D1.1.15. Instructor: An approved ATCO authorized to conduct Basic/Radar and advanced ATC Courses.
- D1.1.16. Licensing Authority: The Authority designated by the CAA in accordance with ICAO Annex 1. The Licensing Authority shall deemed to be implementing the under mentioned actions through the Licensing Office:
- D1.1.16.1 Assessment of applicant's qualification to be declared as Designated Check ATCO (DCATCO) to carry out solo check as president/member of assessment board.
- D1.1.16.2 Assessment of applicants' qualifications to hold a Licence or a Rating.
- D1.1.16.3 Issuance and endorsement of Licence and Ratings.
- D1.1.16.4 Validation of Licence issued by other Contracting States.
- D1.1.17. OJT Instructor (OJTI): An ATCO, with an OJTI Endorsement on ATC Licence, authorized to supervise and conduct On Job Training of ATCOs.
- D1.1.18. Rating: An authorization entered on or associated with a Licence or Certificate and forming part thereof, stating conditions, privileges or limitations pertaining to such Licence or Certificate.
- D1.1.19. Student ATC Licence / Permit: Student ATC Licence / Permit is a specific Authorization issued by the Licensing Office to an applicant for deployment on training for the issuance of an ATC Licence.
- D1.1.20. Temporary Permit: Temporary Permit is a specific Authorization issued by the Licensing Office to an applicant in lieu of a Licence, where a Licence has been lost; or the Licence has expired; and the applicant wishes to meet the revalidation requirement to revalidate the Licence/Rating.

D2. APPROVED – AVIATION TRAINING CENTRES & OJT CENTRES

- D2.1 Civil Aviation Training Institute, Hyderabad (CATI) or ATCO training institutes of contracting states, recognized by PCAA, are approved

Aviation Training Centers for the conduct of Basic ATC Course(s) and Radar Course(s) for Air Traffic Controllers.

D2.2 The OJT of applicants for initial issue of License / Rating will be conducted at the Approved ATS Units of Karachi, Lahore, Islamabad, Peshawar, Multan, Quetta and Cherat.

D2.3 The aviation training centers providing basic / OJT training for issuance of ATCL shall be monitored and audited at least once a year for the renewal of their approval status.

D3. APPROVAL – INSTRUCTORS DEPLOYED AT APPROVED TRAINING CENTRES

D3.1 The ATS Instructors at School of ATS & Com. Ops, Civil Aviation Training Institute (CATI), Hyderabad are the approved Instructors for conducting the Basic ATC Course(s)/Radar course(s) and advance ATC courses for Air Traffic Controllers.

D3.2 An Instructor for the Basic / Radar Course and advance ATC courses shall be approved subject to fulfillment of the following criteria:

D3.2.1. Holds or has held ATCO Licence / Authorization for five (05) years if last category obtained is 'B' or three (03) years if last category obtained is 'A'.

D3.2.2. Deployment as instructor shall be made by Operations Directorate subject to a 'Satisfactory' assessment report on CAAF-128-RGLC-1.0 (Monitoring report) duly endorsed by Licensing Directorate.

D3.2.3. Suitable temperament and above board conduct.

D3.2.4. Has conducted at least one Course under-supervision of a qualified instructor or has qualified Instructional Technique Course from CATI or any similar Instructional Course(s) from CATI or ATC training institutes of contracting states, recognized by PCAA.

D4. APPROVAL – COURSES

D4.1 The basic ATC and Radar Courses, recommended by ICAO, conducted by Pakistan Civil Aviation Authority at Civil Aviation Training Institute, Hyderabad (CATI) are the Approved Courses for the formal training of Air Traffic Controllers.

D5. APPROVAL – SYLLABI FOR LICENCE & RATINGS

D5.1 The syllabus for ATC Licence & Ratings shall also include ICAO Annexes and documents as under:

D5.1.1. Rules of the Air – ICAO Annex 2.

D5.1.2. Meteorological Service for International Air Navigation – ICAO Annex 3.

D5.1.3. Units of Measurement – ICAO Annex 5.

D5.1.4. Operation of Aircraft – ICAO Annex 6 (Volume –I).

D5.1.5. Aeronautical Telecommunication – ICAO Annex 10 (Volume-II).

D5.1.6. Air Traffic Services – ICAO Annex 11.

D5.1.7. Aerodromes – ICAO Annex 14 (Volume 1).

D5.1.8. Aeronautical Information Service – ICAO Annex 15.

- D5.1.9. PANS-ATM – ICAO Doc 4444.
- D5.1.10. CATI Course Material for Basic ATC Course(s).
- D5.1.11. CATI Course Material for Radar Course.
- D5.1.12. Manual of Air Traffic Services.
- D5.1.13. Aeronautical Information Publication.

D5.2 **EXAMINATIONS**

D5.2.1. The theory examinations for Air Traffic Controller Licence & Ratings, except where the examinations are conducted by institutes of contracting states recognized by CAA, are given below. Specimen of application form for technical examination (CAAF-200-RGLC) is attached:

- D5.2.1.1 PAPER ATC-1: A paper covering ICAO Annexes 3, 5, 10, 14 and 15.
- D5.2.1.2 PAPER ATC-2: A paper covering ICAO Annexes 2, 6, 11 and ICAO Doc 4444.
- D5.2.1.3 PAPER ATCR-1: A paper covering Practical aspects of Aerodrome Control Rating.
- D5.2.1.4 PAPER ATCR-2: A paper covering Practical aspects of Approach Control Surveillance Rating.
- D5.2.1.5 PAPER ATCR-3: A paper covering Practical aspects of Approach Radar Control Surveillance Rating.
- D5.2.1.6 PAPER ATCR-4: A paper covering Practical aspects of Approach Precision Radar Control Rating.
- D5.2.1.7 PAPER ATCR-5: A paper covering Practical aspects of Area Control Surveillance Rating.
- D5.2.1.8 PAPER ATCR-6: A paper covering Practical aspects of Area Control Surveillance Rating.

D5.2.2. An applicant is required to qualify papers ATC-1, ATC-2 and at least one ATC Rating paper to qualify for a skill assessment.

D5.3 **PASS MARKS**

D5.3.1. The pass marks for each paper are 70%.

D5.4 **ELIGIBILITY**

D5.4.1. To be eligible for appearing in the papers, an applicant shall have met the prescribed requirements of the eligibility, course and experience.

D6. **STUDENT AIR TRAFFIC CONTROLLER LICENCE / PERMIT:**

- D6.1 Contracting States shall take the appropriate measures to ensure that student air traffic controllers do not constitute a hazard to air navigation.
- D6.2 ATC Officers will be issued a Student Air Traffic Controller Licence / Permit before deployment on On Job Training.
- D6.3 The Student Air Traffic Controller Licence / Permit shall remain valid for a period of 12 months or till the time ATC Officer is issued an ATC License, whichever is earlier.

- D6.4 In case the OJT of the officer is delayed due to unavoidable circumstances the validity of the Student Air Traffic Controller Licence / Permit may be extended for 06 months, after which requirement for further extension may be reviewed accordingly.
- D6.5 Student Air Traffic Controller Licence / Permit may be issued subject to the following issuance criteria:
- D6.5.1. **ISSUE REQUIREMENTS – STUDENT AIR TRAFFIC CONTROLLER LICENCE / PERMIT**
- D6.5.1.1 Having qualified the approved basic course.
- D6.5.1.2 Having qualified the prescribed theory examinations.
- D6.5.1.3 Having met the prescribed medical fitness criteria i.e. Class III Medical
- D6.5.2. The under mentioned documents shall be submitted to the Licensing Office for the issue of Student Air Traffic Controller Licence / Permit:
- D6.5.2.1 CAAF-120-LCXX-1.0 Application Form
- D6.5.2.2 CAAF-005-IcAM-2.0 Medical Assessment (Carried out at time of induction or afterwards)
- D6.5.2.3 Copy of Basic Course Certificate.
- D6.5.2.4 Results of CAA Technical Examinations.
- D6.5.2.5 Copy of Graduation Degree or Intermediate Degree with CPL (Current or expired).
- D6.5.2.6 Copy of Matric Certificate. (Certification D.O.B/Name)
- D6.5.2.7 Copy of National Identity Card.
- D6.5.2.8 Copy of Passport (foreign nationals only).
- D6.5.2.9 04 coloured photographs 1” x 1” (head uncovered)
- D6.5.2.10 Copies of certificates of higher education, other Licences, foreign qualifications and courses may be attached. (Optional)

D7. REQUIREMENTS FOR ISSUANCE OF ATC LICENCE:

- D7.1 The applicants for issuance of ATC Licence are required to meet the following requirements and the requirement of atleast one Rating:
- D7.2 **Age:**
- D7.2.1. **The applicant shall be not less than 21 years of age.**
- D7.3 **Education:** An applicant shall have completed 16 years of education in pertinent subject(s); or
- Intermediate with science including Physics and holding or have held a commercial pilot licence (CPL): or
- Intermediate with science and five (05) years experience of working in ATC environment as ATS superintendent (SG 09)
- D7.4 **No Objection Certificate:** Serving from Government Departments shall provide NOC from their respective parent Organization.
- D7.5 **Security Clearance:** Security clearance from local police, special branch and intelligence bureau. Security clearance is not required for serving PCAA employees.

D7.6 **Knowledge**

D7.6.1. The applicant shall have demonstrated a level of knowledge appropriate to the holder of an air traffic controller license, in at least the following subjects:

D7.6.1.1 **Air law**

D7.6.1.1.1 Rules and regulations relevant to the air traffic controller;

D7.6.1.2 **Air traffic control equipment**

D7.6.1.2.1 Principles, use and limitations of equipment used in air traffic control;

D7.6.1.3 **General knowledge**

D7.6.1.3.1 Principles of flight; principles of operation and functioning of aircraft, engines and systems; aircraft performance relevant to air traffic control operations;

D7.6.1.4 **Human performance**

D7.6.1.4.1 Human performance including principles of TEM;

Note: Guidance material to design training programmes on human performance, including TEM, can be found in the ICAO Human Factors Training Manual (Doc 9683).

D7.6.1.5 **Meteorology**

D7.6.1.5.1 Aeronautical meteorology; use and appreciation of meteorological documentation and information; origin and characteristics of weather phenomena affecting flight operations and safety; altimetry;

D7.6.1.6 **Navigation**

D7.6.1.6.1 Principles of air navigation; principle, limitation and accuracy of navigation systems and visual aids; and

D7.6.1.7 **Operational procedures**

D7.6.1.7.1 Air traffic control, communication, radiotelephony and phraseology procedures (routine, non-routine and emergency); use of the relevant aeronautical documentation; safety practices associated with flight.

D7.7 **Experience**

D7.7.1. The applicant shall have completed an approved training course and demonstrated the required competence, having accomplished not less than the prescribed duration in accordance with Para 13.2. below engaged in the actual control of air traffic under the supervision of a rated ATC on-the-job training instructor (OJTI).

D7.8 **ENGLISH PROFICIENCY:** An applicant shall be capable of speaking, reading and understanding the English language. The applicant shall demonstrate compliance with the holistic descriptors as explained below and as defined in ICAO Operational level 4 of the ICAO Language proficiency Rating scale as given in ICAO Annex 1.

- D7.9 ELP Level 4 speakers shall be able to:
- D7.9.1. Communicate effectively in voice-only (Telephone/radio telephone) and in face to face situations.
 - D7.9.2. Communicate on common, concrete and work related topics with accuracy and clarity.
 - D7.9.3. Use appropriate communicative strategies to exchange messages and to recognize and resolve misunderstandings. (For example to check, confirm, or clarify information) in a general or work related context.
 - D7.9.4. Handle successfully and with relative ease the linguistic challenges presented by a complication or unexpected turn of events that occurs within the context of a routine work situation or communicative task with which they are otherwise familiar; and
 - D7.9.5. Use a Dialect or accent which is intelligible to the aeronautical community.

Note: The process for initial induction of ATCO's in CAA shall specifically include tests (written and oral) to ensure appropriate standard of English Language proficiency.

D7.10 **Medical Fitness**

- D7.10.1. The applicant shall hold a current Class 3 Medical Assessment.

D8. SKILL TEST AND ASSESSMENT STANDARDS

- D8.1 The applicant shall have demonstrated appropriate level of skill judgment and performance, in accordance with the privileges to be granted for the provision of safe, orderly and expeditious control service.
- D8.2 The skill assessment is to be carried out on the basis of parameters contained in Skill test Forms CAAF-126-LCXX-1.0 (Non-Radar) or CAAF-127-LCXX-1.0 (Radar). Practical implementation of applicable ICAO SARPs and national regulations including MATS (Manual of Air Traffic Services), local SOPs etc may be evaluated during the course of assessment. The specimen of Skill test Forms CAAF-126-LCXX-1.0 (Non-Radar) or CAAF-127-LCXX-1.0 (Radar) are attached.
- D8.3 Assessment of an applicant for initial issue of Licence shall be conducted by a team nominated by Operations Directorate and authorized by Director Personnel Licensing.

D9. INITIAL ISSUANCE OF ATCL:

D9.1 **ISSUE REQUIREMENTS – LICENCE**

- D9.1.1. The ATC Licence shall be issued subject to:
- D9.1.1.1 Holding a valid Student Air Traffic Controller Licence / Permit
 - D9.1.1.2 Having met the prescribed experience requirements.
 - D9.1.1.3 Having met the prescribed skill requirements.
 - D9.1.1.4 Having met the requirement of holding at least one valid ATC Rating.

D9.2 **DOCUMENTS TO BE SUBMITTED**

D9.2.1. The under mentioned documents shall be submitted to the Licensing Office for the issue of an ATC Licence:

- D9.2.1.1 CAAF-120-LCXX-1.0 Application Form.
- D9.2.1.2 CAAF-005-LCAM-2.0 Medical Assessment.
- D9.2.1.3 CAAF-124-LCXX-1.0 On Job Training Certificate.
- D9.2.1.4 CAAF-019-LCXX-1.0 Candidate Assessment Form (ELP)
- D9.2.1.5 CAAF-0129-LCXX-1.0 ICAO English Level Proficiency Screening For Atc
- D9.2.1.6 CAAF-126-LCXX-1.0 or CAAF-127-LCXX-1.0 Assessment Report.
- D9.2.1.7 04 coloured photographs 1" x 1" (head uncovered)

D10. RENEWAL REQUIREMENTS – LICENCE

D10.1 The ATC Licence shall be renewed subject to meeting the following requirements:

- D10.1.1. Having met the prescribed recent experience requirements.
- D10.1.2. Having met the prescribed skill requirements
- D10.1.3. Having met the prescribed medical assessment requirements.
- D10.1.4. Holds at least one Valid Rating.

D10.2 DOCUMENTS TO BE SUBMITTED

D10.2.1. The following documents shall be submitted to the Licensing Office for renewal of an ATC Licence:

- D10.2.1.1 CAAF-120-LCXX-1.0 Application Form.
- D10.2.1.2 CAAF-126-LCXX-1.0 or CAAF-127-LCXX-1.0 Assessment Report
- D10.2.1.3 CAAF-005-LCAM-2.0 Medical Assessment.
- D10.2.1.4 CAAF-121-LCXX-1.0 ATC Licence.

D11. ISSUE (ENDORSEMENT) REQUIREMENTS – ADDITIONAL RATINGS

D11.1 The issue requirements for additional ATC Rating shall be as under:

- D11.1.1. Has met the prescribed experience requirements.
- D11.1.2. Result of applicable ATC Rating Examination.
- D11.1.3. 'Satisfactory' skill assessment report.

D11.2 DOCUMENTS TO BE SUBMITTED

D11.2.1. The following documents shall be submitted to the Licensing Office for the endorsement of additional Rating:

- D11.2.1.1 CAAF-120-LCXX-1.0 Application form.
- D11.2.1.2 CAAF-121-LCXX-1.0 ATC Licence.
- D11.2.1.3 CAAF-126-LCXX-1.0 or CAAF-127-LCXX-1.0 Assessment Report.
- D11.2.1.4 CAAF-124-LCXX-1.0 On Job Training Certificate.

D11.2.1.5 CAAF-005-LCAM-2.0 Medical Assessment.

D12. RE-VALIDATION REQUIREMENTS – LICENCE

D12.1 When a Licence has not been renewed by the date of expiry, the validity of the Licence and all endorsed Ratings shall stand expired. The holder of an expired Licence shall meet the following requirements:

D12.1.1. LESS THAN SIX MONTHS

D12.1.1.1 Skill Assessment by a team of DCATCOs constituted by Operations Directorate.

D12.1.2. UPTO TWO YEARS

D12.1.2.1 07 days OJT for each ATC Rating held previously.

D12.1.2.2 Skill Assessment by a team of DCATCOs constituted by Operations Directorate.

D12.1.3. MORE THAN TWO YEARS BUT NOT EXCEEDING FOUR YEARS

D12.1.3.1 Pass paper ATC-1.

D12.1.3.2 15 days OJT for each ATC Rating held previously.

D12.1.3.3 Skill Assessment by a team of DCATCOs constituted by Operations Directorate.

D12.1.4. MORE THAN FOUR YEARS

D12.1.4.1 Then applicant shall meet all the requirements (Except the basic ATC course) for initial issue of an ATC Licence.

D12.2 **DOCUMENTS TO BE SUBMITTED:** The following documents shall be submitted to the Licensing Office for the revalidation of an ATC Licence:

D12.2.1. CAAF-120-LCXX-1.0 Application form.

D12.2.2. CAAF-005-LCAM-2.0 Medical Assessment.

D12.2.3. CAAF-121-LCXX-1.0 ATC Licence.

D12.2.4. CAAF-124-LCXX-1.0 OJT Report, where applicable.

D12.2.5. CAAF-126-LCXX-1.0 or CAAF-127-LCXX-1.0 Assessment Report, Where applicable.

D13. AIR TRAFFIC CONTROLLER RATINGS

D13.1 Air traffic controller ratings shall comprise the following categories:

D13.1.1. Aerodrome control rating;

D13.1.2. Approach control procedural rating;

D13.1.3. Approach control surveillance rating;

D13.1.4. Approach precision radar control rating;

D13.1.5. Area control procedural rating;

D13.1.6. Area control surveillance rating; and

D13.1.7. OJTI Rating

D13.2 **REQUIREMENTS FOR AIR TRAFFIC CONTROLLER RATINGS**

D13.2.1. **KNOWLEDGE:** The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted, in at least the following subjects in so far as they affect the area of responsibility:

D13.2.1.1 **Aerodrome Control Rating:**

- D13.2.1.1.1 aerodrome layout; physical characteristics and visual aids;
- D13.2.1.1.2 airspace structure;
- D13.2.1.1.3 applicable rules, procedures and source of information;
- D13.2.1.1.4 air navigation facilities;
- D13.2.1.1.5 air traffic control equipment and its use;
- D13.2.1.1.6 terrain and prominent landmarks;
- D13.2.1.1.7 characteristics of air traffic;
- D13.2.1.1.8 weather phenomena; and
- D13.2.1.1.9 emergency / search & rescue plans.

D13.2.1.2 **Approach Control & Area Control Procedural Ratings:**

- D13.2.1.2.1 airspace structure;
- D13.2.1.2.2 applicable rules, procedures and source of information;
- D13.2.1.2.3 air navigation facilities;
- D13.2.1.2.4 ATC equipment and its use;
- D13.2.1.2.5 terrain and prominent landmarks;
- D13.2.1.2.6 characteristics of air traffic and traffic flow;
- D13.2.1.2.7 weather phenomena; and
- D13.2.1.2.8 emergency / search & rescue plans.

D13.2.1.3 **Approach & Area Control Surveillance Ratings and Approach Precision Radar Control Rating:**

- D13.2.1.3.1 The applicant shall meet the requirements specified in Para 11.2.1.2 above, in so far as they affect the area of responsibility, and shall have demonstrated a level of knowledge appropriate to the privileges granted, in at least the following additional subjects:
- D13.2.1.3.2 principles, use and limitations of available ATS surveillance systems and associated equipment; and
- D13.2.1.3.3 procedures for the provision of ATS surveillance service, as appropriate,

including procedures to ensure appropriate terrain clearance.

D13.2.2. **Experience:** The applicant shall have

D13.2.2.1 satisfactorily completed an approved training course;

D13.2.2.2 provided, satisfactorily, under the supervision of an appropriately rated on-the-job training instructor (OJTI):

D13.2.2.2.1 **Aerodrome Control Rating:** an aerodrome control service, for a period of not less than 90 hours or one month, whichever is greater, at the unit for which the rating is sought;

D13.2.2.2.2 **Approach Control Procedural, Approach Control Surveillance, Area Control Procedural Or Area Control Surveillance Rating:** the control service for which the rating is sought, for a period of not less than 180 hours or three months, whichever is greater, at the unit for which the rating is sought;

NOTE: If the privileges of the approach control surveillance rating include surveillance radar approach duties, the experience shall include not less than 25 plan position indicator approaches on the surveillance equipment of the type in use at the unit for which the rating is sought and under the supervision of an ATC on-the-job training instructor (OJTI)

D13.2.2.2.3 **Approach Precision Radar Control Rating:** not less than 200 precision approaches of which not more than 100 shall have been carried out on a radar simulator approved for that purpose by the Licensing Authority. Not less than 50 of those precision approaches shall have been carried out at the unit and on the equipment for which the rating is sought; and

D13.2.2.2.4 If the privileges of the approach control surveillance rating include surveillance radar approach duties, the experience shall include not less than 25 plan position indicator approaches on the surveillance equipment of the type in use at the unit for which the rating is sought and under the supervision of an ATC on-the-job training instructor (OJTI)

D13.2.2.3 The application for a rating shall be made within six months from the completion of experience specified in Para 11.2.2.2 above.

D13.2.2.4 CAA applicants with over five years of experience in active air traffic control duties at civil airports, applying for issue of a Rating, while he / she has held that basic Rating for another airport / ATS Unit, may not be required to comply with the training requirements as

prescribed. The training period for such Air Traffic Controllers may be reduced as recommended by the On Job Training Instructor in consultation with Operations Directorate.

D13.2.2.5 The On Job Training of applicants for issue of licence or Rating shall commence with intimation to the Licensing Office.

D13.2.2.6 The completion of the on job training of an applicant shall be certified by the OJT Instructor on CAAF-124-LCXX-1.0.

D13.2.3. **SKILL TEST AND ASSESSMENT STANDARDS**

D13.2.3.1 The applicant shall have demonstrated appropriate level of skill judgement and performance, in accordance with the privileges to be granted for the provision of safe, orderly and expeditious control service.

D13.2.3.2 The skill assessment is to be carried out on the basis of parameters contained in Skill test Forms CAAF-126-LCXX-1.0 or CAAF-127-LCXX-1.0. Practical implementation of applicable ICAO SARPs and national regulations including MATS (Manual of Air Traffic Services), local SOPs etc may evaluated during the course of assessment. The specimen of Skill test Forms CAAF-126-LCXX-1.0 or CAAF-127-LCXX-1.0 are attached.

D13.2.3.3 The assessment of an applicant for the issue of Rating shall be conducted by a team nominated by Operations Directorate and authorized by Director Personnel Licensing.

D13.3 **CONCURRENT ISSUANCE OF TWO AIR TRAFFIC CONTROL RATINGS**

D13.3.1. When two air traffic controller ratings are sought concurrently, the applicant shall meet the requirements of the more demanding rating.

D13.4 **PRIVILEGES OF THE HOLDER OF THE AIR TRAFFIC CONTROLLER RATING(S) AND THE CONDITIONS TO BE OBSERVED IN EXERCISING SUCH PRIVILEGES**

D13.4.1. Subject to valid medical assessment of appropriate class; and compliance with the requirements specified in this ANO and Manual of Air Traffic Services (MATS), the privileges of the holder of an air traffic controller Licence endorsed with one or more of the under mentioned Ratings shall be:

D13.4.1.1 **Aerodrome Control Rating:** to provide or to supervise the provision of aerodrome control service for the aerodrome for which the licence holder is rated;

D13.4.1.2 **Approach Control Procedural Rating:** to provide or to supervise the provision of approach control service for the aerodrome or aerodromes for which the licence holder is rated, within the airspace or portion thereof, under the

jurisdiction of the unit providing approach control service;

- D13.4.1.3 **Approach Control Surveillance Rating:** to provide and/or supervise the provision of approach control service with the use of Radar or other surveillance systems for the aerodrome or aerodromes for which the licence holder is rated, within the airspace or portion thereof, under the jurisdiction of the unit providing approach control service;

Note: Subject to compliance with the provisions of Para 11.2.2.2.5, the privileges shall include the provision of surveillance radar approaches;

- D13.4.1.4 **Approach Precision Radar Control Rating:** to provide and/or supervise the provision of precision approach radar service at the aerodrome for which the licence holder is rated;

- D13.4.1.5 **Area Control Procedural Rating:** to provide and/or supervise the provision of area control service within the control area or portion thereof, for which the licence holder is rated; and

- D13.4.1.6 **Area Control Surveillance Rating:** to provide and/or supervise the provision of area control service with the use of use of Radar or other surveillance systems, within the control area or portion thereof, for which the license holder is rated.

D13.4.2. No ATCO shall exercise the privileges of his / her Licence or Rating at an ATS Unit/Airport unless he/she holds a Valid License and Rating for the ATS Unit/Airport or a temporary Authorization issued by Licensing Directorate, upon the recommendation of Operations Directorate, and a valid Medical assessment.

D13.4.3. In case an ATCO is to be deployed at a different airport at a short notice for a short period of time; and he/she already holds that Basic Rating for another airport; he/she may be authorized to exercise the privileges of his Rating subject to a refresher Check by the incumbent ATCO. This clause is applicable only to small commercial airports.

D13.4.4. Before exercising the privileges indicated in Para 11.4.1, the licence holder shall be familiar with all pertinent and current information.

D13.4.5. The holder of an Air Traffic Controller License shall not exercise privileges of OJTI in an operational environment unless such holder has received proper authorization to act as OJT Instructor from Operations Directorate and having endorsement of OJT Instructor rating on ATCL by the Licensing Directorate.

D13.5 **VALIDITY OF RATINGS**

D13.5.1. A minimum of three watches (last six months) shall be required to satisfy the currency requirement of the ATC Rating.

D14. **RE-VALIDATION REQUIREMENTS – RATINGS**

D14.1 When currency of Rating has not been maintained, the Rating shall stand expired. In this case the holder of an expired Rating shall meet the following requirements:

D14.1.1. **UPTO TWO YEARS**

D14.1.1.1 07 days OJT at the unit for which the rating is sought.

D14.1.1.2 Skill Text by a team of DCATCOs constituted by Operations Directorate.

D14.1.2. **MORE THAN TWO YEARS BUT NOT EXCEEDING FOUR YEARS**

D14.1.2.1 15 days OJT at the unit for which the rating is sought.

D14.1.2.2 Skill Text by a team of DCATCOs constituted by Operations Directorate.

D14.1.3. **MORE THAN FOUR YEARS**

D14.1.3.1 The applicant shall meet the experience requirement for initial issue of Rating.

D14.2 **DOCUMENTS TO BE SUBMITTED:** The following documents shall be submitted to the Licensing Office for the revalidation of an ATC Rating:

D14.2.1. CAAF-120-LCXX-1.0 Application form.

D14.2.2. CAAF-005-LCAM-2.0 Medical Assessment.

D14.2.3. CAAF-121-LCXX-1.0 ATC Licence.

D14.2.4. CAAF-124-LCXX-1.0 OJT Report, where applicable.

D14.2.5. CAAF-126-LCXX-1.0 or CAAF-127-LCXX-1.0 Assessment Report, Where applicable.

D15. VALIDITY PERIODS

D15.1 Student Air Traffic Controller License - As per Para D5.3 & 5.4

D15.2 ATC Licence - 24 Months

D15.3 ATC Rating - 06 Months

D16. OJT INSTRUCTOR ENDORSEMENT REQUIREMENTS

D16.1 Air Traffic Controllers holding valid ATC Licence and deployed on operational assignments may be endorsed with an OJT Instructor endorsement subject to meeting the following minimum requirements:

D16.1.1. At least Hold Category 'B' during the last three years or currently hold category A;

D16.1.2. Has ATC experience of 5 years, with minimum three (3) years experience in the particular unit for which OJTI rating is to be granted. Experience gained at any airport in the relevant unit may also be considered.

D16.1.3. Has no ATS violations/near miss reports attributable to him/her during the last 1 year.

D16.1.4. Suitable temperament and above board conduct.

D16.1.5. Has been recommended by DCATCO subject to satisfactory Monitoring Report.

D16.2 **OJTI CRITERIA FOR MEDIUM LOCATIONS:** Due to low traffic density and limited airspace at Medium locations i.e. Multan, Peshawar, Quetta, Faisalabad, Cherat Approach, Sialkot (Private Airport) and Sukkur, as compared to major locations, The criteria for grant of OJTI Rating at these locations shall be as follows:

D16.2.1. Currently holds at least Category 'B';

D16.2.2. Possess valid / current ratings with minimum of one (01) year experience in the particular unit for which OJTI rating is to be granted;

D16.2.3. Rest of the criteria mentioned above, shall remain the same.

D16.3 DOCUMENTS TO BE SUBMITTED

D16.3.1. The following documents shall be submitted to the Licensing Office for the endorsement of OJTI Rating on the ATC Licence:

- D16.3.1.1 CAAF-120-LCXX-1.0 Application Form.
- D16.3.1.2 CAAF-005-LCAM-2.0 Medical Assessment.
- D16.3.1.3 CAAF-128-LCXX-1.0 (Monitoring report).

D16.4 OJT INSTRUCTOR PRIVILEGES

D16.4.1. The holder of an OJT instructor Endorsement shall exercise the privileges as under:

- D16.4.1.1 Instruct air traffic service personnel during the OJT for obtaining a Licence/Rating.
- D16.4.1.2 Supervise air traffic service personnel under training for regaining currency, if needed.
- D16.4.1.3 Assess and Report ATCOs during the OJT for issue/revalidation of Licence / Ratings.
- D16.4.1.4 When designated, be a part of the examining team for the assessment of trainee for the initial issue of Licence / Rating.
- D16.4.1.5 To recommend air traffic service personnel for issuance of Rating on CAAF-124-LCXX-1.0 (OJT Certificate).

D16.5 CURRENCY – OJT INSTRUCTOR ENDORSEMENT

D16.5.1. The OJT Instructor endorsement shall remain current subject to maintaining a current ATC Licence with specific Rating for the ATS unit.

D16.5.2. Authorization to act as OJTI may be suspended / withdrawn and / or Cancelled by Operations Directorate, under intimation to Licensing Directorate.

D17. DESIGNATED CHECK ATCO (DCATCO)

D17.1 DCATCO shall be an ATCO having met following criteria:-

- D17.1.1. Valid ATC License;
- D17.1.2. Current OJTI Ratings in at least 03 ATS units;
- D17.1.3. At least Category-A in annual Categorization;
- D17.1.4. 05 years experience as an OJTI;

Operation Directorate shall nominate ATCOs to be declared as DCATCO, who meet the criteria given in D.17.1 above for the scrutiny and authentication by Licensing Directorate.

D17.2 PRIVILEGES

D17.2.1. The Designated Check ATCO shall exercise the under mentioned privileges:

- D17.2.1.1 Exercise the privileges of an ATCO.
- D17.2.1.2 Exercise the privileges of an OJT Instructor.

- D17.2.1.3 Conduct assessment checks for the initial Issue, Renewal or Revalidation of the Licence or Rating on behalf of Personnel Licensing Directorate
- D17.2.1.4 To conduct annual audits/ inspections of ATO's / OJT training stations on behalf of Personnel Licensing Directorate
- D17.2.1.5 Conduct annual Categorization Exam of Air Traffic Controllers

D17.3 VALIDITY

- D17.3.1. The Designated Check ATCO approval shall remain valid, subject to maintaining a valid ATC Licence
- D17.3.2. DCATCO List shall be reviewed and updated by Operations Directorate annually and as and when required by Operations Directorate/Directorate of Personnel Licensing under intimation to Directorate of Personnel Licensing.

D18. DESIGNATED LANGUAGE PROFICIENCY RATER (DLPR)

D18.1 DLPRs shall be ATCO having met the following criteria

- D18.1.1. Valid ATC License;
- D18.1.2. ELP Level-VI;
- D18.1.3. Atleast 05 years experience of ATC duties.

D18.2 Operation Directorate shall nominate ATCOs to be declared as DLPR, who meet the criteria given in D.18.1 above for the scrutiny and authentication by Licensing Directorate.

D18.3 PRIVILEGES

- D18.3.1.1 The Designated Language Proficiency Rater shall conduct ELP assessment of Air Traffic Controllers for the initial Issue, Renewal or Revalidation of the Licence.

D18.4 VALIDITY OF DLPR APPROVAL

- D18.4.1. The Designated Language Proficiency Rater approval shall remain valid, subject to maintaining a valid ATC Licence
- D18.4.2. DLPR List shall be reviewed and updated by Operations Directorate annually and as and when required by Operations Directorate/Directorate of Personnel Licensing, under intimation to Licensing Directorate.

D.19 COMPOSITION OF ASSESSMENT BOARD FOR EVALUATION TO GRANT ATC RATING

D.19.1 Assessment Board shall comprise of at least one representative from location with DCATCO authorization if available and at least one (01) DCATCO nominated by Operations Directorate under intimation to Directorate of Personnel Licensing.

D.19.2 Licensing Directorate may nominate one (01) ATC Officer from Licensing Directorate or from Operations Directorate for the purpose of oversight, as and when deemed necessary.

D.20 Fee schedule: PCAA employees are exempt from Fees.
B) This ANO, when enforce, shall cancel the ANO-90.0014 (issue two)

E. EVIDENCES (ACRONYMS / RECORDS / REFERENCES):

E1. ACRONYMS:

| | |
|--------|--|
| ANO | Air Navigation Order |
| ATC | Air Traffic Control |
| ATCL | Air Traffic Control Licence |
| ATCO | Air Traffic Control Officer |
| ATCR | Air Traffic Control Rating |
| ATM | Air Traffic Management |
| CAA | Civil Aviation Authority |
| CAAF | Civil Aviation Authority Form |
| CARs | Civil Aviation Rules |
| CATI | Civil Aviation Training Institute |
| COO | Chief Operating Officer |
| DCATCO | Designated Check Air Traffic Control Officer |
| DG CAA | Director General Civil Aviation Authority |
| ICAO | International Civil Aviation Organization |
| MATS | Manual of Air Traffic Services |
| OJT | On the Job Training |
| OJTI | On the Job Training Instructor |
| PANS | Procedure for Air Navigation Services |
| SARPs | Standards and Recommended Practices |
| SOPs | Standard Operating Procedures |

E2. RECORDS

| | |
|-------|--|
| E2.1 | CAAF-120-LCXX-1.0 (Application for Air Traffic Controller Licence) |
| E2.2 | CAAF-121-LCXX-1.0 (Air Traffic Controller Licence) |
| E2.3 | CAAF-122-LCXX-1.0 (Certificate of Validity) |
| E2.4 | CAAF-124-LCXX-1.0 (ATCO - OJT Report) |
| E2.5 | CAAF-126-LCXX-1.0 (Assessment Report – Non Radar Ratings) |
| E2.6 | CAAF-127-LCXX-1.0 (Assessment Report – Radar Ratings) |
| E2.7 | CAAF-128-LCXX-1.0 (Monitoring Report) |
| E2.8 | CAAF-200-LCXX-1.0 (Application for Technical Examination) |
| E2.9 | CAAF-005-LCAM-1.0 (Medical Assessment) |
| E2.10 | CAAF-130-LCXX-1.0(Student ATCL) |

E3. REFERENCES

| | |
|------|---|
| E3.1 | ICAO Annex 01 Personnel Licensing |
| E3.2 | ANO-001-LCXX General Licensing Procedures |

F. IMPLEMENTATION

- F1.** This ANO shall be implemented with effect from 1ST October 2020 and supersedes ANO 90.0014 dated 27th July 2004.

Dated: _____ September, 2020

(HASSAN NASIR JAMY)
Director General
Pakistan Civil Aviation Authority

(MUHAMMAD NAEEM IQBAL QURESHI)

Director Personnel Licensing

Dated: _____ September, 2020

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