



Advisory Circular

CAA-AC-PEL 010

Issue 2

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ISSUE, RENEWAL AND RE-ISSUE OF AN AIR TRAFFIC CONTROLLER LICENCE INCLUDING ADDITIONAL RATINGS

1.0 PURPOSE

This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for the issue, renewal or re-issue of an Air traffic Controller (ATC) licence including rating(s) or additional rating to the Air Traffic Controller's licence.

2.0 REFERENCES

- 2.1 Regulations on Required licences and ratings or qualifications to Renewal requirements of the Civil Aviation (Personnel Licensing) Regulations;
- 2.2 The prescribed application forms.

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

3.1.1 The prescribed application forms for the issue, renewal or re-issue of an Air traffic Controller (ATC) licence including rating(s) or additional rating to the Air Traffic Controller's licence may be obtained from the Authority's Personnel Licensing (PEL) Office.

3.1.2 Medical Requirements

- a) Air Traffic Controller licences and ratings will not be issued unless the applicant holds a valid Class 3 medical certificate, issued by a Medical Examiner authorised by the Authority. Prospective applicants for Air Traffic Controller licences and ratings are therefore strongly advised to ensure that they meet the medical requirements before committing themselves to any substantial expense in satisfying the other licensing requirements.
- b) Arrangements for the medical examination are made by the applicant direct to any Authorised Medical Examiner, names of which could be obtained from the current relevant Aeronautical Information Circular (AIC) on Medical Examiners or from the Personnel Licensing Office. The approved Medical Examiner will advise the applicant on the examination charges.
- c) On satisfactory completion of the medical examination and on payment of the appropriate doctor's fee, the applicant will be issued with the applicable medical certificate, a copy of which should be attached to the application form for the licence.

3.1.3 The Applicant's Identity

- a) Present a photo identification card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form; and
- b) if the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

3.1.4 Licence and Ratings Issued

- a) To be eligible for a licence and a rating the applicant must:
 - (i) satisfy the Authority that he has acquired the aeronautical knowledge, experience and training required for the rating(s);
 - (ii) pass the knowledge test covering the subjects appropriate to the licence and rating sought;
 - (iii) pass a practical test for the licence and rating sought.
- b) The following ratings are issued –
 - (i) aerodrome control;
 - (ii) approach control;
 - (iii) approach radar control;
 - (iv) approach precision radar control;
 - (v) area control; and
 - (vi) area radar control.

3.1.5 Eligibility Requirements for Issue of the Licence

- a) The applicant is required to meet the specific eligibility, knowledge, competency and experience requirements for licensing as an air traffic controller under Regulations on General eligibility requirements to Privileges of the Civil Aviation (Personnel Licensing) Regulations.
- b) The following list expands on the basic requirements. The applicant must:
 - (i) be at least 21 years of age;
 - (ii) have passed the knowledge test under Regulations on Knowledge requirements for issue of an ATC licence and Knowledge requirements for air traffic controller ratings of the Civil Aviation (Personnel Licensing) Regulation;
 - (iii) have operational experience in the performance of the duties of an air traffic controller, under the supervision of an appropriately licensed and rated air traffic controller and acquired experience for all areas as specified in Regulation on Skill requirements of the Civil Aviation (Personnel Licensing) Regulations;
 - (iv) present an Instructor's recommendation or report as evidence of having met the practical instruction requirements for the practical test. For providing the Instructor's recommendation one of the following methods shall be used:
 - (aa) The endorsement can be provided in the relevant prescribed application Form or
 - (ab) in a letter to the Authority

(v) have passed the air traffic controller practical test as specified in Regulation on Knowledge requirements for air traffic controller ratings of the Civil Aviation(Personnel Licensing) Regulations;

(vi) have been checked on English language proficiency under Regulations on English language proficiency and General eligibility requirements of the Civil aviation (Personnel Licensing) Regulations;

(vii) have a current Class 3 medical certificate; and

(viii) shall have received and passed an approved training course in air traffic control conducted at an Approved Training Organisation as per requirements of Regulation on Knowledge requirements for issue of an ATC licence of the Civil Aviation (Personnel Licensing) Regulations.

3.1.6 Application Requirements

a) The applicant is required to submit the following documents attached to the application form on applying for the Licence or additional rating:

(i) A properly completed prescribed Application Form;

(ii) An air traffic controller's licence (if for an additional Rating);

(iii) A current Class 3 medical certificate;

(iv) A knowledge test report;

(v) An ATO Certificate certifying that the applicant has received and passed an approved training course in air traffic control;

(vi) Personal records substantiating the practical experience shown on the Application Form;

(vii) Two current passport size photographs (full face); and

(viii) A photo identification card or Passport; and

(ix) The prescribed fees.

3.1.7 Requirements for an Additional Rating

a) The applicant has to satisfy the Authority that he has acquired the aeronautical knowledge, experience and training required for the rating sought;

b) The applicant has to pass the knowledge and practical tests covering the subjects appropriate to the rating sought;

3.1.8 Requirements For The Rating Currency

An air traffic controller rating becomes invalid when the holder of the licence has ceased to exercise the privileges of the rating for a period of six months and shall remain invalid until the holder's ability to exercise the privileges of the rating has been re-established as specified in Regulation on Required licences and ratings or qualifications of the Civil Aviation (Personnel Licensing Regulation).

3.1.9 Requirements for renewal and the renewal Process.-

a) For the renewal of the licence and the validity of the rating(s) the applicant has to comply with the requirements of Regulations on Renewal requirements and Validity of ATC ratings the Civil Aviation (Personnel Licensing) Regulations.

b) The applicant shall:

- (i) Complete the prescribed renewal application form;
- (ii) Provide a valid Class 3 medical certificate;
- (iii) present a report from an Air Traffic Controller authorised for the purpose , to substantiate the requirements of Regulations on Validity of ATC ratings and Renewal requirements of the Civil Aviation (Personnel Licensing) Regulations;

3.1.10 Discrepancies or Ineligibility

If a discrepancy that cannot be immediately corrected exists in any of the documents, the application form and all the submitted documents will be returned to the applicant and should not be re-submitted until the discrepancy has been rectified/ corrected.

3.1.11 Issue, Renewal, Re-Issue of the Licence or Additional Rating.

When an applicant has satisfactorily met the requirements for the issue of the licence and/or rating and the prescribed Application Form has been completed and presented in the PEL Office, the applicant will be advised to pay the prescribed fees, after which the licence or rating is issued or renewed.

A handwritten signature in black ink, appearing to be 'J. J. J.', written over a horizontal line.

Civil Aviation Authority