



Seychelles Civil Aviation Authority

AIR TRAFFIC CONTROLLER LICENCE DIRECTIVE



Number: PEL (ATCL) 2014-01

Issued: 19 December 2014

This Safety Directive contains mandatory action that is required to establish an acceptable level of safety. It is issued in accordance with the regulatory requirements SAR-ATCL 61.010, 61.025, 61.035 (a) and (d), 61.045, 61.125.AR set out in SAR-ATCL 61, Rules for Air Traffic Controller Licence, Medical Certificates and Training.

Recipients must ensure that this Safety Directive is copied to all members of their staff who need to take appropriate action or who may have an interest in the information.

Applicability:	
PEL Office	<i>PEL Officers</i>
Air Traffic Services	<i>Senior Management of ATS</i>
Aeronautical Information Services	<i>Not affected</i>
Aviation Meteorological Services	<i>Not affected</i>
Communication, Navigation, Surveillance Services	<i>Not affected</i>
Licensed/Unlicensed Personnel	<i>All air traffic controllers</i>

1. Introduction

1.1 This Air Traffic Controller Licence Safety Directive is applicable to the PEL Office responsible for air traffic controller licence administration, senior management of ATS responsible for standards, training and the operational safety functions of air traffic controllers and air traffic controllers who discharge their safety responsibilities and functions under specific privileges contained in their licences.

2. Reason

2.1 This Directive is published in the interest of safe operations and to emphasise the accountability of the PEL Office as the Licensing Authority, Air Traffic Services as the party with vested interest in air traffic controller licence practice privileges and air traffic controllers who has primary responsibility and ownership of their licences. The issuance of the Safety Directive follows an unannounced inspection by ANS Inspector (ATS/AIS) on 18/12/2014 upon his return to office after two months where the listed practices were found which contravenes regulatory requirements of SAR-ATCL 61 and the technical procedures of TP ATM 02 which support those regulatory requirements:

- (i) An air traffic controller was practicing Area Control Procedural privileges without the rating inclusion in his licence;
- (ii) The applicant areas of the application form SR ATCL 1411 had been completed by the chair ATC Examiner and not the applicant;

- (iii) Application forms SR ATCL 1411 submitted to PEL Office on 15/12/2014 for new ACP ratings were incomplete; the applicant air traffic controller had not signed the declaration section and the declaration by the ATS provider had not been completed;
- (iv) The supernumerary examiners on forms SR ATCL 1411 submitted for the last four validated air traffic controllers are not SCAA Authorised ATC Examiners;
- (v) Air traffic controller licences were not submitted along with the forms SR ATCL 1411 for all four new ACP rating applications; however photocopies of item XIII Remarks 1. Current Ratings/Endorsements, were submitted;
- (vi) Recently validated air traffic controllers have been practicing ACP privileges without the rating inclusion in their licence indicating the type of service they are authorised to provide.

3. Regulatory Requirements

SAR-ATCL 61.010 Application and issue of licences, ratings and endorsements

- (a) *An application for the issue, revalidation and renewal of licences, associated ratings, endorsements and medical certificates shall be submitted to the Authority in the form prescribed by the Authority.*
- (b) *The application shall be accompanied by evidence that the applicant is competent to act as air traffic controller or as student air traffic controller in accordance with this SAR. The evidence demonstrating his/her competence shall relate to knowledge, experience, skills and linguistic proficiency.*
- (c) *The licence shall contain all relevant information related to the privileges granted by such document and shall comply with the specifications of APPENDIX 1.*
- (d) *The licence shall remain the property of the person to whom it is granted and who shall sign it.*

SAR-ATCL 61.025 Exercise of licence privileges

- (a) *The exercise of the privileges granted by a licence shall be dependent on the validity of the ratings, endorsements and of the medical certificate.*

SAR-ATCL 61.035 Air traffic controller licence

- (a) *Holders of an air traffic controller licence are authorised to provide air traffic control services in accordance with the ratings and endorsements in their licence.*
- (d) *The licence shall be validated by the inclusion of one or more ratings and the relevant rating, unit and language endorsements for which training was successfully completed.*

SAR-ATCL 61.045 Air traffic controller ratings

- (a) *Licences shall contain one or more of the following ratings in order to indicate the type of service which the licence holder is authorised to provide:*
 - (1) *the Aerodrome Control Visual (ADV) rating,.....;*
 - (2) *the Aerodrome Control Instrument (ADI) rating,.....;*
 - (3) *the Approach Control Procedural (APP) rating,.....;*
 - (4) *the Approach Control Surveillance (APS) rating,.....;*
 - (5) *the Area Control Procedural (ACP) rating,.....; and*
 - (6) *the Area Control Surveillance (ACS) rating,.....*

SAR-ATCL 61.125.AR Issuing and maintaining licences, ratings, endorsements and certificates

- (a) the Authority shall establish procedures for the application and issue, renewal and revalidation of licences, associated ratings, endorsements and medical certificates.*
- (b) upon receipt of an application, the Authority shall verify whether the applicant meets the requirements of this SAR.*
- (c) when satisfied that the applicant meets the requirements of this SAR, the Authority shall issue, renew or revalidate the relevant licence, associated rating, endorsement or medical certificate.*
- (d) the licence issued by the Authority shall include the items set out in APPENDIX 1.*

4. Compliance/Action to be taken

- 4.1 The ANS Inspector (ATS/AIS) in exercising the powers of the Authority under Part II of the Civil Aviation Act directs the PEL Office, Air Traffic Services and Air Traffic Controllers to comply with the regulatory requirements of SAR-ATCL 61 with regards to application, issuance and maintenance of air traffic controller licences, ratings, endorsements and responsibilities in exercising the air traffic controller licence privileges and adhere to the technical procedures of TP ATM 02.
- 4.2 The PEL Office must ensure it complies with the regulatory requirements and adheres to the technical procedure when issuing, renewing and revalidating air traffic controller licences, associated ratings and endorsements.
- 4.3 The ATS provider and air traffic controllers must ensure compliance with the regulatory requirements and adherence to technical procedures for all air traffic controller licence, rating and endorsement applications and at all instances the licence privileges are exercised.

5. Queries

- 5.1 Any queries or requests for further guidance as a result of this communication should be addressed to the ANS Inspector (ATS/AIS) in the first instance.

6. Cancellation

- 6.1 This Safety Directive comes into force on 19 December 2014 and shall remain in force until cancelled by the Safety Regulation.