



Seychelles Civil Aviation Authority

AIR TRAFFIC CONTROLLER LICENCE DIRECTIVE



Number: PEL (ATCL) 2015-01

Issued: 18 December 2015

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 Application and issue of licences, ratings and endorsements, SAR ATCL 61.025 Exercise of privileges and SAR-ATCL 61.055 Unit endorsement, set out in SAR-ATCL 61, Rules for Air Traffic Controller Licence, Medical Certificates and Training, 3.9.5 Conduct of annual competence assessments and 3.11.2 d) Withdrawal from operational duty as part of 3.11 Regulatory enforcement measures by the Authority, of TP ATM 02, Air Traffic Controller Licensing Manual.

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 SCAA Authorised ATC Examiners</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>Air traffic controllers</i>

1. Introduction

1.1 This Safety Directive is published in the interest of safe operations and to emphasize the accountability of air traffic controllers who are the property owners of their licences and who discharge their safety responsibilities and functions under specific privileges contained in their licences, SCAA Authorised ATC Examiners who are responsible for the annual competence assessments of air traffic controllers for renewal of unit endorsements and the ATS provider who has vested interest in air traffic controller licence practice privileges.

2. Reason

2.1 The issuance of the Safety Directive follows ongoing observations by the ANS Inspector (ATS) as part of the ATCL Safety Oversight Programme 2014-2015 and the PEL Officer when processing the licences, where privilege practices with regards to Unit Endorsement validity of several air traffic controllers were found to be in contravention to the regulatory requirements of SAR-ATCL 61 and the technical procedures of TP ATM 02 which support those regulatory requirements. Those contraventions presented below, have been brought to the attention of those air traffic controllers whose licences were inspected and processed and SCAA Authorised ATC Examiners for corrective action:

- (i) Air traffic controllers were and are still practicing Aerodrome Control, Approach Procedural Control and Area Control Procedural privileges without the valid unit endorsements in their licences;

- (ii) Annual competence assessments for renewal of those unit endorsements are not being conducted by the SCAA Authorised ATC Examiners in a timely manner in accordance with the approved technical procedures;

It should be noted that at the initial safety oversight licence inspections, the validity of most unit endorsements were up to date and for those which were not, correction action plans were provided and effectively implemented. However, continuity in renewing unit endorsements was not maintained in 2015 for the reason that the ATS provider had only two Authorised ATC Examiners and with their added management responsibilities and functions could not implement an effective programme in line with technical procedures to ensure that unit endorsements are renewed in a timely manner. It is important to note also that aviation safety-related regulatory requirements cannot be exempted from implementation under national law.

3. Regulatory Requirements

(Ref: SAR-ATCL 61)

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

(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 61.055 Unit Endorsements

(a) The unit endorsement shall indicate that the licence holder is competent to provide air traffic control services for a particular sector, group of sectors or working positions under the responsibility of an air traffic services unit.

(b) Air traffic controllers shall be assessed as having satisfactorily completed the appropriate training in unusual and emergency situations and associated assessment prior to the issue of a unit endorsement.

(c) Unit endorsements shall be valid for an initial period of 12 months.

(d) The validity of such endorsements shall be extended for a subsequent period of 12 months if the air traffic service provider demonstrates to the Authority that:

- (1) the applicant has been exercising the privileges of the licence for a minimum number of hours, as indicated in the unit competence scheme, throughout the previous 12 months.*

To this end, operational units within air traffic service provider shall keep records of the hours effectively worked in the sectors, group of sectors or in the working positions for every licence holder working in the unit and shall provide this data to the Authority and to the licence holder on request;

- (2) the applicant's competence has been assessed in accordance with C of APPENDIX 2; and*

- (3) the applicant holds a valid medical certificate.*

(e) The minimum number of working hours, leaving aside instruction tasks, required to maintain the validity of the unit endorsement may be reduced for on-the-job training instructors in proportion to the time spent instructing on the working positions for which the extension is applied, as indicated in the unit competence scheme;

(f) Where unit endorsements cease to be valid, a unit training plan must be successfully completed so as to revalidate the endorsement.

4. Technical Procedures

(Ref: TP ATM 02)

3.9.5 Conduct of annual competence assessments

3.9.5.1 *The competence assessment for renewal of a unit endorsement may be carried out within a 45-day period preceding the date of expiry of the current unit endorsement. Provided the air traffic*

controller is assessed as competent, the unit endorsement will be renewed for 12 months from the date of expiry of the current endorsement.

3.9.5.2 *The competence assessment will consist of:*

- a) *a continuous assessment; or*
- b) *a practical check in all operational positions indicated on the air traffic controller's current unit endorsement; or*
- c) *a combination of both a) and b) above; and*
- d) *an oral assessment, which may be conducted as part of the practical debrief or as a separate assessment.*

3.9.5.3 *Continuous assessment may be achieved by the UCE observing the standard of the air traffic control service provided by those whose competence he/she will certify as he/she works with them during normal watch keeping duties. The UCE shall, before renewing the air traffic controller's unit endorsement or declares him/her as not competent, appraise the air traffic controller of his/her performance.*

Where the UCE has not had sufficient contact with the air traffic controller to adequately assess his/her performance the unit endorsement shall not be renewed until he/she has conducted a dedicated practical check. The UCE must notify the air traffic controller concerned that a dedicated practical check is to be conducted.

3.9.5.4 *The duration of the practical check will depend on the traffic situation pertaining at the time. The ANS Inspector will need to see a representative level of traffic intensity and complexity for that unit and how the air traffic controller handled a simulated emergency, a communications exercise or a practice call out of the Airport Rescue and Fire Fighting Service in the UCS report submitted to ATStd. Evidence that TRUES has been satisfactorily completed by the air traffic controller will also need to be provided.*

If the traffic requirements are not met, the UCE must not certify the air traffic controller as competent and a further practical check will have to be conducted at a later date.

3.9.5.5 *The oral assessment will consist of:*

- a) *questions from:*
 - i) *the Unit Standing Instruction;*
 - ii) *supplementary instructions;*
 - iii) *temporary operating instructions and other relevant operational documents;*
 - iv) *relevant parts of Manual of ATM;*
 - v) *relevant Aeronautical Information Circulars;*
- b) *questions relating to the practical check;*
- c) *scenario type questions relating to:*
 - i) *the use of operational procedures not seen during the practical check; and*
 - ii) *handling of unusual circumstances and aircraft in emergency.*

3.9.5.6 *Provided the competence assessment is satisfactory the UCE will sign the unit endorsement page of the licence and issue it to the air traffic controller. A copy of the updated unit endorsement page shall be submitted to the PEL Office as the means of notification.*

3.9.5.7 *In the event that an air traffic controller is considered not competent at either the practical or oral assessment, the ATSP will immediately inform the air traffic controller concerned.*

Notwithstanding that the previous unit endorsement(s) has not expired, the air traffic controller must not exercise the privileges of his/her licence in respect of that unit endorsement(s) unless under the supervision of a suitably qualified OJTI. Where the competence assessment covers more than one operational position or sector, this requirement shall only apply to the unit endorsement(s) for which the air traffic controller has been assessed as not competent.

4. Compliance/Action to be taken

- 4.1 The ANS Inspector (ATS) in exercising the powers of the Authority under Part II of the Civil Aviation Act directs air traffic controllers, SCAA Authorised ATC Examiners and the ATS provider to comply with the regulatory requirements of SAR-ATCL 61 with regards to responsibilities in exercising the air traffic controller licence privileges, maintenance of air traffic controller licences, unit endorsements and adhere to the technical procedures of TP ATM 02 with regards to the conduct of annual competence assessments for unit endorsement renewals.
- 4.2 The Head of Air Traffic Control Licensing will take appropriate regulatory enforcement measures where unit endorsements are observed to be invalid by the ANS Inspector (ATS) during licence inspections as part of the ATCL Safety Oversight Programme.
- 4.3 The PEL Office will not process other licence matters where the unit endorsements are found to be invalid.

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) in the first instance.

6. Cancellation

- 6.1 This Safety Directive comes into force on 18 December 2015 and shall remain in force until cancelled by Safety Regulation.