



# **Air Traffic Controller Licensing Manual**

**TP ATCL 02**

Issue 04  
February 2021





## DOCUMENT APPROVAL

This document, **Air Traffic Controller Licensing Manual**, reference **TP ATCL 02**, Issue 04 of 01<sup>st</sup> February 2021, is approved by the Head Air Navigation Standards and Air Traffic Controller Licensing Inspectorate of the Safety & Security Regulation Department.

**Signature:** \_\_\_\_\_



**Date and official stamp:** 01<sup>st</sup> February 2021



### RECORD OF AMENDMENTS

Amendment No.	Subject	Source	Section affected	Entered by (Date)	Effective Date
-	Initial issue			Joseph G. Lajoie (01 January 2013)	01 January 2013
01	Air traffic controller National Air Law Examination	ICAO Annex 1 & Doc 9379	3.2	Joseph G. Lajoie (25 October 2013)	25 October 2013
	Approval of personnel involved in examinations and assessments delegated to the ATSP	SAR-ATCL 61 & ICAO Doc 9379	3.4	-	-
	Responsibility for the examinations and assessments	ICAO Doc 9379	3.4.1	-	-
	Satisfactory unit competence assessment	UK CAP 744	3.7.5.6	-	-
	Appeals	SAR-ATCL 61 & ICAO Doc 9379	3.10	-	-
	Surveillance system for ATCO licences	ICAO Doc 9734 & Doc 9379	3.11	-	-
02	Appeal at examination and assessment results	SAR-ATCL 61	3.7	Joseph G. Lajoie (06 March 2014)	28 March 2014
	Appeal against proposal to suspend or revoke	-	3.10.11	-	-
	Medical Certification	-	3.11	-	-
	Surveillance system for ATCO licences	SAR-ATCL 61 & ICAO Doc 9379	3.12	-	-
	Application for recognition of air traffic controller training obtained at training organisations not approved by the Authority	-	4.16	-	-
	Recognition of licences issued by other ICAO Member States	-	4.17	-	-
	Guidance to the ATSP on withdrawing an air traffic controller from duty when considered to be under the Influence of psychoactive substance	-	Appendix 3	-	-



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03	Renewal of an ATC Examiner Letter of Authorisation	SAR-ATCL 61 & ATCL 10/2013	3.4.6	Joseph G. Lajoie (05 May 2015)	05 May 2015
	Roles and responsibilities of a chair ATC Examiner	-	3.5	-	-
	Historical Records	SAR-ATCL 61	4.1.2	-	-
	Application for an ELP Endorsement	SAR-ATCL 61 & ICAO Doc 9379	4.16	-	-
	Seychelles Class 3 Medical Certification Procedures	SAR-ATCL 61 & L4-Requirements for European Class 3 Medical Certification of Air Traffic Controller	Chapter 5	-	-
04	Manual name and reference title changes	TP ATCL 02	Cover page; Document Approval page; Foreword page	Joseph G. Lajoie (17 May 2017)	01 June 2017
	Delegation of authority for approval change	Civil Aviation (Safety) Regulation 2017			
05	Renewal of an ATC Examiner Letter of Authorisation	TP ATCL 02	3.4.6	Joseph G. Lajoie (05 Feb 2018)	06 Feb 2018
	Licence, rating/rating endorsement and unit endorsement issue flow charts	ATC Examiner privileges	4.8, Fig. 1; 4.9, Fig 2; 4.10, Fig. 3		
06	Adoption of EASA L63, Article 4, EASA L63, ANNEX I PART ATCO, ANNEX II PART ATCO.AR, ANNEX III PART ATCO.OR, ANNEX IV PART ATCO.MED	ICAO Doc 9734; TP SR REG 01; ICAO USOAP ICVM of April 2018	Complete review and update	Joseph G. Lajoie (Nov 2019)	01 Dec 2019
07	SCAA webpage links	SCAA webpages update (ICT)	Foreword; Chapters 2, 4, 5	Joseph G Lajoie (May 2020)	01 May 2020
08	Record keeping	ATCL Audit of Surveillance Programme, Cycle 3 2019-2021; ANNEX I PART ATCO	4.1.2; 4.3	Joseph G Lajoie (Dec 2020)	01 Feb 2021
	SEYCHELLES CLASS 3 MEDICAL CERTIFICATION PROCEDURES	ICAO Doc 9379, Chapters 5 & 8	Chapter 5 transferred to TP MED - Aeromedical Manual		



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## FOREWORD

1. The Seychelles, as a member of the International Civil Aviation Organisation and signatory to the Chicago Convention, complies as far as possible with the standards published in the Annexes to the Convention on International Civil Aviation. The Civil Aviation Act, 2005 (Act 4 of 2005), Part II, empowers the Republic of Seychelles to implement the Chicago Convention and any Annex thereto relating to international standards and recommended practices.
2. This manual complies with the ICAO Annex 1 and EASA L63, ANNEX I, PART ATCO in respect of the licensing of student ATCOs and ATCOs.
3. The Safety & Security Regulation Department (SSRD) regulates air traffic services, including air traffic controller licensing, under powers granted to it by the Civil Aviation Act, 2005 (Act 5) and in accordance with the EASA L63, ANNEX I, PART ATCO, referred to as PART ATCO in this manual. Personnel Licensing (PEL) Office is responsible for administering and processing student air traffic controller and ATCO licences.
4. The manual follows strict conformance to TP ANS 00, Manual on the development, management and distribution of ANS documents, as amended. It is distributed electronically by the Authority as a complete document and as such a list of effective pages is not considered necessary. The latest issue of this manual is published on the Authority website at <https://www.scaa.sc/index.php/e-library/e-publications/personnel-licensing-pel> or on request from the Air Navigation Standards Inspectorate at the email below.
5. The Head ANS Inspectorate is responsible for amendments to this manual. Readers should forward advice of errors, inconsistencies or suggestions for improvement to the Head ANS Inspectorate at the address and email below.

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## ACRONYMS

<b>ACP</b>	Area Control Procedural
<b>ACS</b>	Area Control Surveillance
<b>ADI</b>	Aerodrome Control Instrument
<b>ADS</b>	Automatic Dependent Surveillance
<b>ADV</b>	Aerodrome Control Visual
<b>AeMC</b>	Aeromedical Centre
<b>ANSI</b>	Air Navigation Standards Inspectorate
<b>APP</b>	Approach Control Procedural
<b>APS</b>	Approach Control Surveillance
<b>ATC</b>	Air Traffic Control
<b>ATCO</b>	Air Traffic Controller
<b>ATCU</b>	Air Traffic Control Unit
<b>ATM</b>	Air Traffic Management
<b>ATS</b>	Air Traffic Service
<b>ATCL Inspectorate</b>	Air Traffic Standard
<b>ATSP</b>	Air Traffic Service Provider
<b>ATSTU</b>	Air Traffic Services Training Unit
<b>ICAO</b>	International Civil Aviation Organisation
<b>OJT</b>	On-the-Job Training
<b>OJTI</b>	On-the-Job Training Instructor
<b>PEL</b>	Personnel Licensing
<b>SRD</b>	Safety Regulation Division
<b>UCS</b>	Unit Competence Scheme
<b>UTP</b>	Unit Training Plan



## Chapter 1

### INTRODUCTION

#### 1.1 Purpose of this manual

- 1.1.1 The Seychelles air traffic controller (ATCO) licence has been redeveloped to enable the licence qualifications to more closely match the air traffic services (ATS) being provided and to permit the recognition of additional air traffic control (ATC) skills associated with the evolution of ATC systems and their related controlling procedures.
- 1.1.2 This manual provides the PEL Office, ATC Inspectorate and ATSP with the procedures and guidance in the implementation of a standard ATCO licensing scheme in the Seychelles.
- 1.1.3 The overall objectives of the ATCO licence administration procedures are to ensure that student ATCOs and ATCOs are appropriately licensed and meet all the requirements for the issue and maintenance of those licences. In particular, the PEL Office:
- Maintain records of personal details.
  - Issue student ATCO licences.
  - Issue ATCO licences with their associated ratings, rating endorsements and unit endorsements.
  - Re-issue of ATCO licences to update personal details or to include or remove rating(s), rating endorsement(s) and Unit endorsements.
  - Maintain historical information on previously held ratings, rating endorsements and unit endorsements, including the unit and the periods during which these qualifications were held.
  - Record any action taken by the Authority to suspend or revoke any ATCO licence, rating endorsement or unit endorsement.
  - Record any other information required by the Authority for the regulation of ATCOs.

#### 1.2 Structure of this manual

- 1.2.1 This manual sets out the Authority's licensing administrative procedures for the issue and maintenance of ATCO licences in Seychelles, including the roles and responsibilities of those involved in the licensing process.
- 1.2.2 The manual is structured as follows:
- Chapter 2 - Seychelles ATCO Licensing Scheme Description
    - Explains the ratings and different endorsements associated with the ATCO licence
  - Chapter 3 – ATCO Licensing – Authority Procedures
    - Provides procedures and guidance to the ATSP and ATCOs to ensure compliance with the regulatory requirements for training and competence so as to deliver a safe ATC service.
  - Chapter 4 - ATCO Licence Administration Procedures
    - Explains in detail, the procedures to be followed by applicants for ATCO licences and by PEL Office in administering ATCO licences
  - Chapter 5 – Seychelles Class 3 Medical Certification Procedures
    - Provides the procedures and guidance towards Class 3 medical examination and assessment and certification for ATCOs.

#### 1.3 Definitions and terminologies

The following definitions and terminologies shall apply in this manual. Terms that are not defined in this manual, are defined in EASA L63, Article 4 Definitions, STS-ATS and STS-RoA, especially where reference to specification standards is required.

**Competence.** The appropriate knowledge, skills and experience to provide the valid ATC services stated in an ATCO licence.



**Initial Training.** Training conducted by certified ATCO Training Organisations on courses approved by the Authority. Initial training comprises basic training and rating training. The object of initial training is to prepare a student for unit training.

**Licence endorsement.** An authorisation entered on an ATCO licence and forming part thereof, stating a specialist qualification associated with the valid ratings in the licence.

**On-the-Job Training.** The integration in practice of previously acquired job related routines and skills under the supervision of a qualified On-the-Job Training Instructor in a live traffic situation.

**Working Position.** A position provided and equipped for the purpose of providing an aerodrome control, approach control procedural, approach control surveillance service, area control procedural or area control surveillance.

**PEL Office.** The office within the Seychelles Civil Aviation Authority responsible for personnel licensing functions and processes.

**Successful Completion.** For the purposes of this document, this term or its variant 'successfully completed' is used to indicate that all required parts of training, training courses, associated examinations or assessments or other assessments or examinations have been completed to a satisfactory standard.

**Training.** The entirety of theoretical courses, practical exercises, including simulation, and on-the-job training required in order to acquire and maintain the skills to deliver safe, high quality air traffic control services. It consists of:

- a) initial training, providing basic and rating training leading to the grant of a student ATCO licence;
- b) unit training, including transitional training prior to on-the-job training, leading to the grant of an ATCO licence;
- c) continuation training, keeping the endorsements of the licence valid;
- d) training of on-the-job training instructors, leading to the grant of the instructor endorsement;
- e) training of examiners.

**Valid rating.** A rating permitting a controller to exercise the privileges of the rating in accordance with the endorsements included in the ATCO licence.



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## Chapter 2

### THE SEYCHELLES AIR TRAFFIC CONTROLLER LICENSING STRUCTURE AND ASSOCIATED GUIDANCE

#### 2.1 Purpose of a licence

- 2.1.1 The purpose of issuing an ATCO licence is to enable the Authority to regulate ATCOs in Seychelles. This manual will include the issue, maintenance and where necessary, the revocation procedures of ATCO licences. The licensing procedures of this manual have been developed to ensure as far as possible that ATC services provided by licenced ATCOs are safe.
- 2.1.2 The ATCO licence identifies the holder as a person who is qualified to provide ATC services. It contains details of the types of ATC services that the licence holder may provide and the air traffic control units (ATCUs) where the holder may provide these services. The maintenance of the licence relates to those parts of the licence, which must be renewed within notified time periods. The licence issued in accordance with this manual will enable the Authority to determine from a licence, the ATC services that an ATCO can provide.

#### 2.2 Student ATCO licence

- 2.2.1 A student ATCO licence has been introduced to enable the Authority to regulate persons training towards gaining an ATCO licence. Student ATCOs are potential ATCOs who have successfully completed an approved initial course of ATCO training and passed any associated assessments or examinations, and who will be undertaking unit training towards the grant of an ATCO licence. A student ATCO licence is issued to permit the student ATCO to train in the 'live' ATC environment under the supervision of an OJTI. It indicates that the holder has successfully completed an approved ATC course of training and is qualified to commence on-the-job training in the rating discipline(s) in which he/she has successfully completed Initial Training.
- 2.2.2 The validity of a student ATCO licence shall be in accordance with ATCO.B.001 (d) of PART ATCO.

**Note:** *The holder of an ATCO licence who is training to obtain additional ratings and/or rating and unit endorsements will not be required to hold a student ATCO licence. His/her ATCO licence will act as a student ATCO licence and permit him/her to provide, under supervision of an OJTI, an ATC service for which he/she does not hold the appropriate rating/endorsement, but for which he/she has successfully completed initial training.*

#### 2.3 The Seychelles ATCO licence, associated ratings and rating endorsements

- 2.3.1 Although the Seychelles ATCO licence has retained the basic concepts of the ICAO licence, in that it uses ratings to indicate the air traffic control disciplines in which ATCOs may provide air traffic control services, new ratings have been introduced to meet PART ATCO requirements. In this manual, the ICAO Aerodrome Control rating becomes two more specific ratings, namely the Aerodrome Control Visual and the Aerodrome Control Instrument ratings.
- 2.3.2 An ATCO licence will be issued to student ATCO licence holders who have successfully completed approved unit training and gained a unit endorsement(s) by demonstrating that they are competent to provide an ATC service on the working positions or sectors on which they have been trained. The licence when issued will contain a rating, rating endorsement, if any, and unit endorsement. While the basic licence is valid unless varied, suspended or revoked, the components such as, the unit endorsement, medical certificate and ELP endorsement, must be renewed within notified time periods.
- 2.3.3 Rating endorsements are associated with particular ratings to indicate the task and type of equipment used in the provision of an ATC service in that rating discipline in accordance with the requirements set out in ATCO.B.015 of PART ATCO.

#### 2.4 Unit endorsements

- 2.4.1 A unit endorsement indicates the ATSU and the working positions or sectors where the ATCO licence holder is competent to provide the appropriate ATC service.



- 2.4.2 A unit endorsement is issued for a period defined by the Unit Competence Scheme which shall not exceed three years. It can be revalidated or renewed by an assessment in accordance with 4.10 and 4.11 of this manual.
- 2.4.3 An ATCO who already holds a unit endorsement shall be issued with additional unit endorsements for additional working positions or sectors associated with the rating upon:
- successful completion of the relevant unit endorsement course; and
  - demonstrating competence to provide the ATC service associated with the additional working positions or sectors.
- 2.4.4 An applicant who does not satisfactorily complete an assessment and examination for the initial issue of a unit endorsement shall not be allowed to resit the assessment and examination within 10 working days following the failure of the assessment and examination.
- 2.4.5 An applicant who does not satisfactorily complete an assessment for issue of a unit endorsement shall not exercise the privileges of that unit endorsement, however, if still within the validity period of the and depending on the topic(s) identified as the weaknesses and agreement with the ATC Inspectorate, a partial credit may be considered subject to the re-assessment being undertaken within the validity period.

## 2.5 Use of simulators

- 2.5.1 Except where approved by the Authority, the use of simulators to demonstrate competence at a unit endorsement assessment is not permitted. When approved by the Authority, a simulator may be used to demonstrate the application of procedures not seen during any assessment.
- 2.5.2 The process for simulator approval and the level of training which can be conducted on a simulator is captured in TP-ATCL 01, Air Traffic Controller Training Manual.

## 2.6 Arranging rating examination and unit endorsement assessments

- 2.6.1 The scheduling of rating examinations and unit endorsement assessments is subject to agreement between the ATSP and the ATCL Inspectorate. Because of the uncertainties associated with the progress of student ATCOs, arrangements for rating examinations or unit endorsement assessments and any rescheduling can be made by email to the ATC Inspectorate at [ANSI@scaa.sc](mailto:ANSI@scaa.sc).
- 2.6.2 To enable the ANS Inspector to appropriately allocate resources, it is important that the ATSP advise when student ATCOs commence unit training.
- 2.6.3 The examinations and assessments must be communicated to the ANS Inspector at least 5 days prior to the scheduled date, giving the number of hours training still to go for the student ATCO to complete the UTP.

## 2.7 Licence endorsements

- 2.7.1 Licence endorsements are associated with the ATCO licence, but not necessarily with any specific rating or rating endorsement. Seychelles has four such endorsements, namely the On-the-Job Training Instructor (OJTI), Synthetic Training Device (STDI), Assessor (ASSR), and English Language Proficiency (ELP) endorsement.

### 2.7.1.1 OJTI endorsement

- 2.7.1.1.1 The OJTI endorsement is generic to all ATC rating disciplines. A holder of an OJTI endorsement is responsible for:
- the safety of the ATS that the student ATCO is providing under his/her supervision;
  - ensuring that student ATCOs hold an appropriate licence, with a relevant ELP endorsement and valid Class 3 medical certificate prior to supervision;
  - determining and reporting on the training progress of student ATCOs;
  - identifying any deficiencies in knowledge or skill and recommending remedial training;
  - recommending student ATCOs as being at an appropriate level of competence for a rating validation examination or a UE assessment;



- f) supervising ATCOs who have had their rating and rating endorsement, where applicable, and unit endorsement suspended; and
- g) reviewing and monitoring the unit endorsement courses and UTPs and proposing changes as required.

2.7.1.1.2 The privileges of an OJTI are set out in ATCO.C.010 of PART ATCO

2.7.1.1.3 The qualification requirements for the application of an OJTI endorsement are set out in ATCO.C.015 of PART ATCO.

2.7.1.1.4 An OJTI course must have been completed within the preceding year prior to application for the OJTI endorsement.

2.7.1.1.5 The requirements for maintaining the validity, including revalidation and renewal of the OJTI endorsement are set out in ATCO.C.020 of PART ATCO.

2.7.1.1.6 The ATSP must have procedures and competent personnel to ensure that OJTIs:

- a) hold an OJTI licence endorsement and valid ratings for the working position or sector which they supervise student ATCOs;
- b) have received training specific to the conduct of the OJT;
- c) who are required to instruct or assess TRUES have received specific training on the conduct and/or assessment of TRUES;
- d) are competent to supervise student ATCOs;
- e) are assessed at least every three years for their ongoing competence to supervise student ATCOs.

2.7.1.1.7 The ATSP shall ensure that an OJTI is permitted to provide an ATC service without any training responsibilities, for sufficient time to remain competent on the working position(s) or specific sector(s) for which he/she provides OJT. An OJTI can only count 50% of OJTI duty time towards the minimum operational hours required for the revalidation of a unit endorsement.

2.7.1.1.8 An OJTI who is assessed as no longer competent to train and supervise student ATCOs shall not undertake duties as an OJTI until he/she has been assessed as competent to do so. Should an ATCO be unable to demonstrate competence as an OJTI, the ATSP must inform PEL Office who will arrange for the removal of the OJTI licence endorsement.

#### **2.7.1.2 Temporary OJTI Authorisation**

2.7.2.1 ATCO.C.025 of PART ATCO introduces a new set of requirements for Temporary OJTI Authorisation, limited to instruction necessary to cover exceptional situations e.g. greenfield sites.

2.7.2.1 AMC1 to ATCO.C.025, paragraph (a), requires that the ATSP provides a safety case on how the equivalent level of safety will be ensured if a Temporary OJTI Authorisation is issued.

#### **2.7.1.3 STDI endorsement**

2.7.1.3.1 This endorsement entitles the holder to act as an instructor on simulated training devices. The STDI endorsement is incorporated into the OJTI endorsement.

2.7.1.3.2 The privileges of a STDI are set out in ATCO.C.030 of PART ATCO

2.7.1.3.3 The qualification requirements for the application of an STDI endorsement are set out in ATCO.C.035 of PART ATCO.

2.7.1.3.4 A STDI course must have been completed within the preceding year prior to application for the STDI endorsement.

2.7.1.3.5 The requirements for maintaining the validity, including revalidation and renewal of the STDI endorsement are set out in ATCO.C.040 of PART ATCO.

2.7.1.3.6 A STDI licence endorsement is a non-operational role and a holder is responsible for:

- a) determining and reporting on the training progress of student ATCOs; and
- b) identifying any deficiencies in knowledge or skill and recommending remedial training of student ATCOs;

2.7.1.3.7 The ATSP must have procedures and competent personnel to ensure that STDIs:

- a) hold an STDI endorsement and valid ratings entitling them to provide the training in which they





are supervising student ATCOs;

- b) have received training specific to STD instructions;
- c) are competent to supervise student ATCOs on the STDIs;
- d) are assessed at least every three years for their competence to supervise student or trainee ATCOs on STDIs.
- e) have the opportunity to practice their instructional privileges. This process shall be detailed in the UCS.

2.7.1.3.8 A STDI who is assessed as no longer competent to train and supervise student ATCOs shall not undertake duties as a STDI until he/she has been assessed as competent to do so. Should a holder be unable to demonstrate competence as an STDI, the ATSP must inform the PEL Office who will arrange for the removal of the STDI licence endorsement.

#### **2.7.1.4 ASSR endorsement**

2.7.1.4.1 The ASSR endorsement replaces the ATC Examiner Authorisation previously issued by the Authority in the form of a Letter of Authorisation.

2.7.1.4.2 Assessors are responsible for determining if controllers are competent to exercise the privileges of their ATCO licence on particular sectors or operational positions at that unit.

2.7.1.4.3 The privileges of an assessor are set out in ATCO.C.045 of PART ATCO.

2.7.1.4.4 The qualification requirements for the application of an ASSR endorsement is set out in ATCO.C.055 of PART ATCO. The Authority may vary the requirements on a case by case basis and where appropriate to do so. It is therefore recommended that the ATSP contact the Authority to discuss its specific requirements.

2.7.1.4.5 The validity, including revalidation and renewal of an ASSR endorsement is set out in ATCO.C.060 of PART ATCO. The ATSP shall ensure that the revalidation process is identified in the UCS.

2.7.1.4.6 Prior to exercising the privileges of an ASSR endorsement, the ATCO licence holder is required to satisfactorily complete at least two supernumerary duties on a rating validation or unit assessment boards. All records associated with these examinations and assessments shall be retained at the ATSU.

2.7.1.4.7 Once the Authority has issued an ASSR endorsement, it will closely supervise the subsequent activities of the assessor. The Authority will monitor the annual number of examinations and assessments conducted by each assessor and on a periodic basis, carry out observation of examinations and assessments, especially practical examinations and unit competence assessments, so that the Authority can monitor competence and apply remediation measures as necessary before revalidation of the ASSR endorsement.

2.7.1.4.8 The ATSP shall have an approved process in the UCS, to ensure the competence of assessors when conducting initial issue, revalidation or renewal of unit endorsements.

2.7.1.4.9 The assessment of competence for revalidation of an ASSR endorsement must confirm that the holder continues to meet the assessor performance objectives listed on FORM SSR ATCL 1763//ASSR-B, Assessor Competence Checklist – ATCO Practical Examination and FORM SSR ATCL 1763//ASSR-C, Assessor Competence Checklist – ATCO Oral Examination.

2.7.1.4.10 An ASSR endorsement does not confer on the holder the authority to revalidate, renew or issue a unit endorsement which has been provisionally suspended or suspended by the Authority except in accordance with conditions set by the Authority for the removal of the provisional suspension or suspension.

2.7.1.4.11 An assessor who is assessed as no longer competent to exercise the ASSR endorsement privileges shall not carry out those privileges until he/she has been assessed as competent to do so.

2.7.1.4.12 Assessors shall not conduct:

- (a) competence assessment of applicants for the issue or renewal of a unit endorsement to whom they have provided more than 50 % of the on-the-job training required for the unit endorsement for which competence assessment is being taken; and
- (b) competence assessments whenever their objectivity may be affected.



### 2.7.1.5 **ELP endorsement**

- 2.7.1.5.1 An ELP endorsement indicates that the holder of a student ATCO licence or ATCO licence meets the competence requirements to speak and understand the English language. The two licences are not valid unless they contain a valid ELP endorsement.
- 2.7.1.5.2 The requirements for the language proficiency endorsement are set out in ATCO.B.030 of PART ATCO. In accordance with SCAA CAD-PEL/17-1, Exceptions, the validity of Level 6 (Expert Level) ELP shall be permanent.
- 2.7.1.5.3 ELP assessment for the issue of a Seychelles student ATCO licence and ATCO licence is conducted by SEYELPT Services, which is approved and certified by the Authority to provide such assessment. This ensures compliance with ICAO requirements that the assessment is done in context to the task of the air traffic controller. Details of SEYELPT Services, including information on how to obtain a date for an assessment can be found at <https://www.scaa.sc/index.php/e-library/aviation-services/seyelpt>.
- 2.7.1.5.4 An ATCO, who fails an ELP assessment for the revalidation of the ELP endorsement, shall not exercise the privileges of his/her licence. In such circumstances, the ATCO shall be permitted to undertake a further assessment, following an appropriate period of language training. Should an ATCO fail a second assessment, the ATSP must notify PEL Office and ATC Inspectorate where a consultative decision will be taken.
- 2.7.1.5.5 If an ATCO fails to revalidate his ELP endorsement before the date of expiry, he/she shall not exercise the privileges of his/her licence until such time as he/she has satisfactorily undertaken an ELP assessment by SEYELPT Services.
- 2.7.1.5.6 In accordance with ATCO.B.045 of PART ATCO, the ATSP shall make available language training to ATCOs, to maintain the required level of proficiency to Level 4 (Operational) ELP endorsement holders.

## 2.8 **Maintaining an ATCO licence**

- 2.8.1 An ATCO licence is issued without expiry date. An ATCO licence holder may not exercise the privileges of his/her licence unless it contains a valid rating, its associated rating endorsement(s) where applicable, relevant unit endorsement(s), a valid ELP endorsement and a valid class 3 medical certificate.
- 2.8.2 Following the initial issue of an ATCO licence, the holder will be required to demonstrate continued competence to exercise the privileges of the licence that by revalidation of the unit endorsement(s) in accordance with ATCO.B.020 (g), (h) and (i).
- 2.8.3 The ATSP shall have procedures to ensure that ATCO licence holders satisfy the unit requirements relating to the maintenance of operational competence. These procedures shall include requirements for ATCOs to at least:
- (a) complete a minimum specified number of controlling hours within a specified period on the working positions or sectors for which they hold valid ratings; and
  - (b) be subject to an assessment of their continued competence, by a dedicated competence check, or by a combination of both.
- 2.8.4 Subject to approval by the Authority, part of the requirements detailed above for the maintenance of competence may be satisfied by the use of a STD.
- 2.8.5 An ATCO licence holder who fails a competence assessment, or fails to renew his/her unit endorsement, shall not provide the ATC service(s) associated with the unit endorsement.
- 2.8.7 The ATSP shall ensure that the PEL Office is informed in the event that a unit endorsement is withdrawn.
- 2.8.8 An ATCO licence holder whose ELP endorsement is below Level 6 of the Language Proficiency Rating Scale shall be assessed for continued competence in the English language at the intervals set out in ATCO.B.035 (a), (1) and (2).

## 2.9 **Ownership of the ATCO licence**

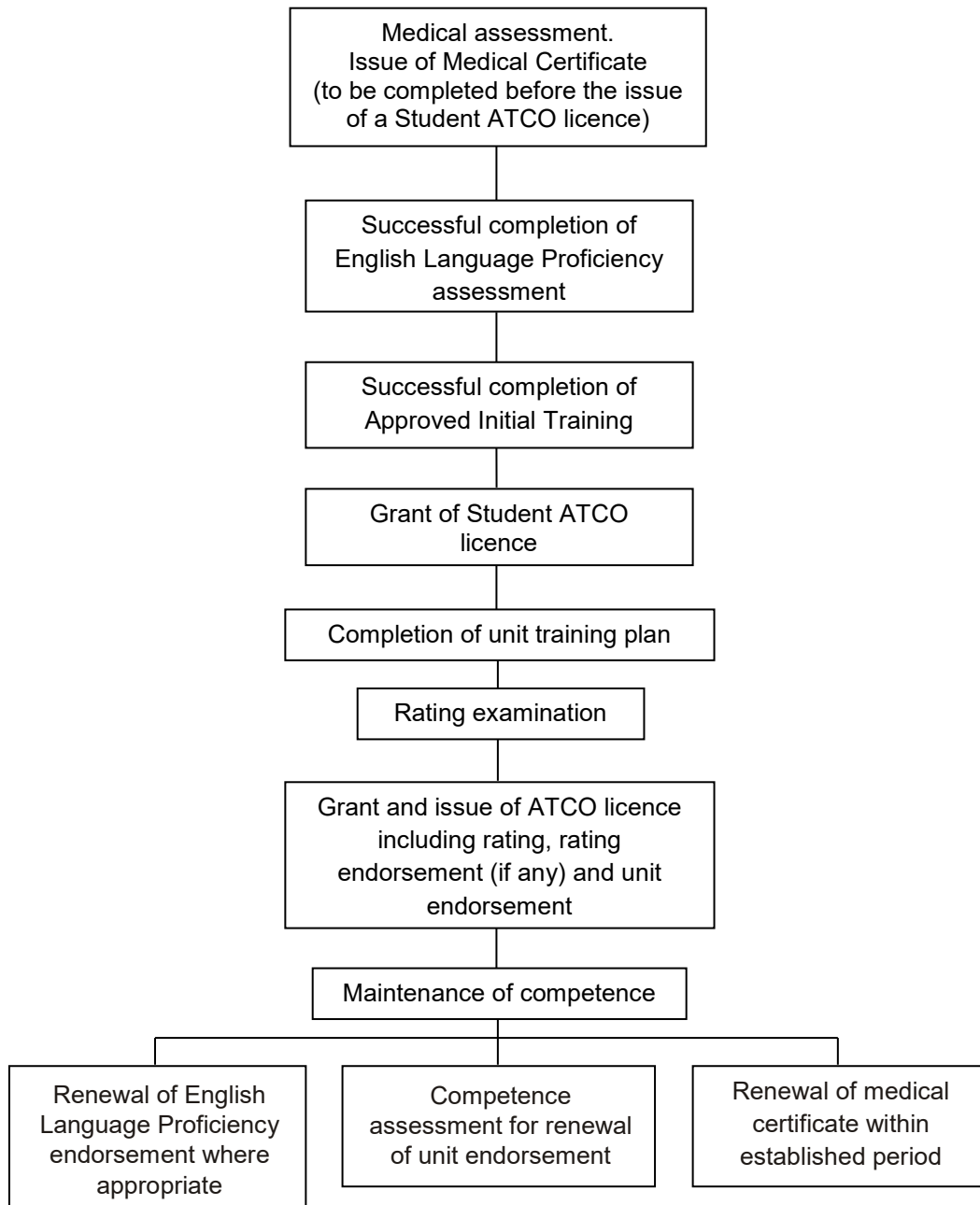
The student ATCO licence and ATCO licence are the property of the licence holder, who is responsible for ensuring the use of the licence in accordance with the privileges accorded by the licence. The holder may only provide the ATC services for which valid ratings are held and in accordance with the valid



rating(s), any associated rating endorsement(s) and unit endorsement(s) contained in the licence. Where any conditions are placed on the licence, for example the wearing of correcting spectacles, the licence holder is responsible for ensuring compliance with the restriction.

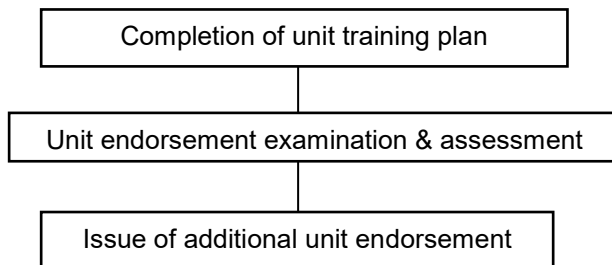
## 2.10 Flow charts to demonstrate the licensing concept

**Figure 1** Issue of the licence

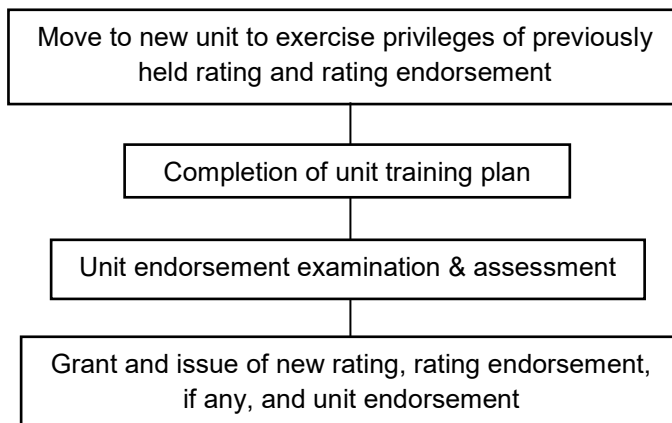




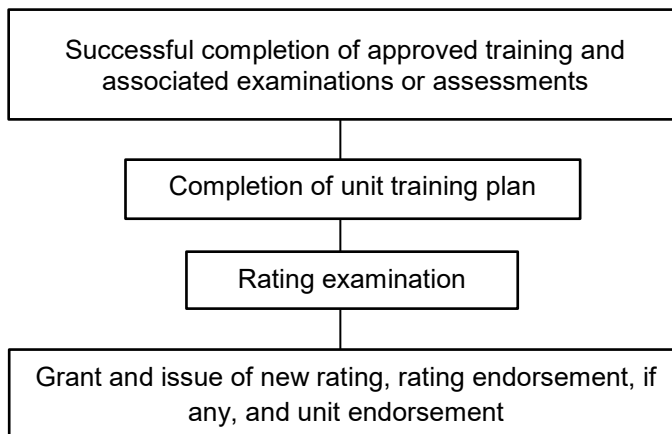
**Figure 2** *Additional unit endorsements for additional working positions or sectors*



**Figure 3** *Move to a new unit*



**Figure 4** *Additional rating and rating endorsement*





SAFETY & SECURITY REGULATION DEPARTMENT  
Air Traffic Controller Licensing Manual

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## Chapter 3

### AIR TRAFFIC CONTROLLER LICENSING – AUTHORITY PROCEDURES

Safety regulation procedures assist in ensuring that the ATC services provided by licenced ATCOs at ATCUs are safe and that the ATC services they provide satisfy the requirements of the units and the air operations.

#### 3.1 Training

In order to provide initial, unit and continuation training to ATCOs, a training organisation must have its training courses approved and must be certified by the Authority to provide the training. Full details of the Authority approval and certification requirements are contained in TP ATCL 01 - Air Traffic Controller Training Manual.

#### 3.2 ATCO National Air Law Examination

3.2.1 It is essential that before a student ATCO commence unit training, he/she attains an appropriate knowledge level of the Civil Aviation (Safety) Regulation 2017 and the Rules of the Air Regulations which are applicable in the pre-OJT and OJT phases of the unit training and throughout the life-time of the ATCO licence. It is also essential that the student ATCO has an appropriate knowledge of the ATCO licensing requirements of PART ATCO.

3.2.2 During the transition phase of unit training, a student ATCO through the guidance of the Authority shall undertake a one-month self-study syllabus of the national air law, which shall comprise of applicable Civil Aviation (Safety) Regulation 2017, Rules of the Air Regulations and PART ATCO requirements. After the self-study period, he/she will be required to sit the ATCO national air law examination on a date proposed by the Authority and accepted by the student ATCO.

3.2.3 Should a student ATCO feel that he/she is ready to sit the examination at any time during the one-month self-study period, he/she may notify the Authority through the ATSTU and a date for the examination will be proposed by the Authority, which has to be accepted by the student ATCO.

##### 3.2.4 **Structure of the exam paper**

3.2.4.1 The paper shall consist of 3 Sections:

- a) Section 1 is a Select-type set of 25 multiple-choice questions each allocated 1 point.
- b) Section 2 is also of Select-type, but contains 1 question consisting of 6 True or False statements each allocated 1 point and 1 question consisting of 6 statements to be matched correctly with 6 meanings/indications presented in disorder.
- c) Section 3 is a Supply-type set of 3 questions each allocated points based on the number of correct answers provided where each correct answer is awarded 1 point.

3.2.4.2 All questions of the exam paper will be randomly selected from the Authority's question bank. The questions will be reviewed after each exam sitting by student ATCOs and updated, as and when necessary.

##### 3.2.5 **Score allocation for the exam paper**

The final score will be calculated on the percentage of correct answers provided out of the total points allocated for the paper. The pass requirement for the paper is 70%.

##### 3.2.6 **Notification of the exam result**

A Result Statement Notification letter from the Authority will be issued to the student ATCO within 2 working days after having sat the exam. It is the responsibility of the student ATCO to submit a copy of the letter to the ATSTU for record.

##### 3.2.7 **Failing an exam**

3.2.7.1 Should a student ATCO fail the first attempt at not less than 20% below the pass mark (56% or more), he/she will be required to complete a verbal re-sit following a period of 3 working days to revise. The re-sit will be based on the topics he/she got wrong.



Should the student ATCO score less than 20% below the pass mark (55% or below) on the first attempt, he/she will be allowed one week to revise after which he/she will be accorded a re-sit on the same topics using different or reworded questions. If for the re-sit a student ATCO then fails to achieve the 70% pass mark he/she will be deemed to have failed the exam which results in him/her not being further considered by the Authority for an ATCO licence.

### **3.3 Rating competence**

- 3.3.1 Rating competence is the ability of an ATCO to apply his/her appropriate knowledge, skills and experience to provide ATC services as notified in his/her ATCO licence.
- 3.3.2 Before a rating is issued to an ATCO, he/she must demonstrate competence in that rating. ATSUs shall require ATCOs to complete a minimum amount of operational controlling time in each of their valid ratings sufficient to enable them to maintain their competence in those ratings.
- 3.3.3 The ATSP shall inform the PEL Office when an ATCO licence holder is no longer considered competent to provide the air traffic control services. The ATSP shall have procedures to ensure that ATCOs returning from extended periods of planned or unexpected absence are competent to provide the ATC service(s) for which they hold valid ratings.

### **3.4 Approval of personnel involved in examinations and assessments delegated to the ATSP**

#### **3.4.1 Responsibility for the examinations and assessments**

It is important to note that the Authority still retains overall responsibility for the integrity and effectiveness of the testing systems for theoretical knowledge and practical skills of student ATCOs, the function of which has been delegated to the ATSP through the ATCL 01/2020 - Instrument of Delegation.

#### **3.4.2 Application for Assessor endorsement**

- 3.4.2.1 Application for the issue of an Assessor (ASSR) endorsement shall be made using FORM SSR ATCL 1763/I-F.
- 3.4.2.2 The Authority shall issue the endorsement to such persons as it sees fit to carry out such examinations and assessments, to ensure that applicants for ATCO licences are competent and meet the appropriate requirements.
- 3.4.2.3 The Authority will issue an ASSR endorsement to confirm that an ATCO is authorised to act as the assessor responsible for the conduct of examinations and assessments leading towards the issue of an ATCO licence or unit endorsement and competence assessments for renewal of unit endorsements.

### **3.5 Roles and responsibilities of a chair assessor**

An assessor who is the chairperson of an examination or assessment board for a rating or unit endorsement examination and assessment must ensure:

- a) that the candidate is fully briefed on:
  - i) the schedule for the examination and assessment board and its constituent parts;
  - ii) the persons involved and their roles in the examination and assessment;
  - iii) the right to appeal in accordance with ATCO.B.025 (a) (10) and (c) in respect of fair treatment in the conduct of the examination and assessment ;
- b) that the candidate and those involved in the examination and/or assessment are appropriately licensed;
- c) that other assessors meet all the licensing requirements to act as a member of the board;
- d) that the candidate is fully debriefed following the examination and/or assessment with, if appropriate, the reasons for failure;
- e) that the necessary licensing documentation is completed and submitted to the PEL Office.

### **3.6 Rating examination**

3.6.1 A rating examination is an examination for the issue of an:

- a) ATCO licence and associated rating, rating endorsement (if any) and unit endorsement; or



b) additional rating, rating endorsement (if any) and unit endorsement to an existing licence.

3.6.2 All rating examinations will be chaired by an assessor with the responsibility to conduct examination boards. The board for a rating examination will comprise the chair assessor and a supernumerary assessor.

3.6.3 The ATSP shall give the ANS Inspector 5 days' notice prior to the proposed examination date.

3.6.4 The use of STDIs to demonstrate competence at a rating examination is not permitted except that a specifically approved simulator may be used to demonstrate the application of procedures not seen during that examination.

### **3.6.5 Failing a rating examination**

3.6.5.1 A candidate who fails a rating examination shall not be permitted to retake the examination until after a timeline established by the ATSP in the UTP has elapsed. The candidate will be required to undertake both the practical and the oral examination at further attempts.

## **3.7 Unit endorsement assessment**

3.7.1 A unit endorsement assessment is an assessment for the issue of:

- a) additional unit endorsement(s) on working position(s) or sector(s) at the same unit at which ATCOs already hold valid ratings in the rating and rating endorsement (if any) appropriate to the air traffic control service to be provided (extension validation);
- b) unit endorsement(s) at a unit where the air traffic controller does not yet hold a valid unit endorsement in the rating and rating endorsement (if any) appropriate to the air traffic control service to be provided but in which he/she holds, or has held within the preceding 4 years, a valid rating at another unit.

3.7.2 The board for a unit endorsement assessment will comprise a chair assessor with the responsibility to conduct unit assessment boards and a supernumerary assessor.

3.7.3 The ATSP shall give the ANS Inspector 5 days' notice prior to the proposed assessment date.

3.7.4 The use of simulators to demonstrate competence at a unit endorsement assessment is not permitted except that a specifically approved simulator may be used to demonstrate the application of procedures not seen during that assessment.

### **3.7.5 Failing a unit endorsement assessment**

3.7.5.1 A candidate failing a unit endorsement assessment shall not be permitted to retake the assessment until after a timeline established by the ATSP has elapsed. The ATSP shall establish the minimum period of additional training required.

3.7.5.2 A candidate who fails a unit endorsement assessment may, at the discretion of the ATSP, be required to take both the practical and the oral element at further attempts at the assessment or only that element of the assessment failed at the previous attempt.

## **3.8 Appeal at examination and assessment results**

3.8.1 The ATSP, as the delegated entity tasked with providing examinations and assessments leading to the issue of an ATCO licence, in accordance with ATCO.B.025 (a) (10) and (c) of PART ATCO, and under the ATCL-01/2020 - Instrument of Delegation, shall establish and publish an appeal procedure acceptable to the Authority. It shall maintain records, which show that student ATCOs have acknowledged receipt of the appeal procedure.

3.8.2 Student ATCOs shall be informed of the ATSP's appeal procedure and of their right to appeal against the conduct of an examination or assessment in accordance with requirements of ATCO.B.025 (c) of PART ATCO, before undertaking the examination or assessment.

3.8.3 Any student air traffic controller who believes that he/she has been disadvantaged by the conduct of an examination or assessment shall have a right of appeal to the ATSP.

3.8.4 A student air traffic controller who has attempted an examination or assessment will not be permitted to appeal on the grounds of medical fitness.

## **3.9 The Unit Competence Scheme (UCS)**

3.9.1 The ATSP is required to establish a UCS for all air traffic control units in accordance with ATCO.B.025 of PART ATCO and associated AMCs.





3.9.2 In addition to the requirements of ATCO.B.025, the following shall also be included in the UCS:

- (a) Revalidation process for the OJTI and/or STDI endorsement;
- (b) Revalidation process for the ASSR endorsement;
- (c) Renewal process for the OJTI and/or STDI endorsement;
- (d) Renewal process for the ASSR endorsement;
- (e) Renewal requirements for a unit endorsement;
- (f) Revalidation process for a Level 4 (operational) or Level 5 (intermediate) English language endorsement;
- (g) Arrangements for the introduction of licence holders into the roles of assessors and OJTIs and for their continued competence in these roles;

3.9.4 TP ATCL 01 provides additional guidance for refresher training for the UCS.

3.9.5 The UCS shall be approved by the Authority and will be placed on the ATCL Surveillance Programme for audits and continuous monitoring.

### 3.9.6 **Conduct of unit competence assessments**

3.9.6.1 The competence assessment for revalidation of a unit endorsement may be carried out within period set out in ATCO.B.020 (g).

3.9.6.2 The unit competence assessment will consist of:

- a) a continuous assessment; or
- b) a practical check in all working 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.

3.9.6.3 Continuous assessment may be achieved by the assessor 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 assessor shall appraise the air traffic controller of his/her performance before revalidating the air traffic controller's unit endorsement or declaring him/her as not competent.

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

3.9.6.4 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 ATCL Inspectorate. 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 assessor must not certify the air traffic controller as competent and a further practical check will have to be conducted at a later date.

3.9.6.5 The oral assessment shall consist of:

- a) questions from:
  - i) the Unit Standing Instruction;
  - ii) supplementary instructions;
  - iii) temporary operating instructions and other relevant operational documents;
  - iv) 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 unit competence assessment is satisfactory the assessor will sign the unit endorsement page of the licence and issue it to the air traffic controller. FORM SSR ATCL 1763 I-D shall be completed by the respective parties and submitted along with a copy of the updated unit endorsement page to the PEL Office.

3.9.6.7 In the event that an air traffic controller is assessed as not competent at either the practical or oral assessment, the ATSP shall immediately inform the air traffic controller concerned. Notwithstanding that the previous unit endorsement(s) has not expired, the air traffic controller shall not be allowed to 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 unit competence assessment covers more than one working 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.

3.9.6.8 If during the period between unit competence assessments the ATSP becomes aware that an air traffic controller's competence is in doubt, he/she must be removed from duty. The ATC Inspectorate must be notified of the removal from duty.

### 3.9.7 **Retraining and assessment of ATCOs found to be incompetent**

3.9.6.1 An air traffic controller who has been assessed as not competent at a unit competence assessment will not have his/her unit endorsement revalidated. He/she will be required to undergo a period of training under the supervision of an OJTI and be recommended as being at an appropriate level of competence where he/she should be successful at a unit endorsement assessment attempt.

3.9.6.2 In cases where an air traffic controller's ability to safely exercise the privileges of a particular rating and rating endorsement (if any) is in doubt, ATCL Inspectorate may require the air traffic controller to be assessed for previous competence.

## 3.10 **ATCO's current experience**

### 3.10.1 **Maintaining currency**

3.10.1.1 The ATSP shall have procedures to ensure that ATCOs exercise the privileges of their licences on each sector or working position for which their ratings are valid for a minimum period of time during each watch or over a specified period. These procedures shall be approved by the ATCL Inspectorate as appropriate.

3.10.1.2 The ATSP shall maintain records of the hours worked on each sector or working position for every licence holder. These records shall be made available to the ATCL Inspectorate on request.

3.10.1.3 The ATSP shall ensure that watch rosters enable ATCOs to maintain the currency of their ratings. An air traffic controller who does not maintain currency for a particular sector(s) or working position(s) will be required to complete unit procedures for regaining his/her currency. The ATSP shall have procedures to enable ATCOs to regain their currency. These shall include requirements and guidance:

- a) to ensure that ATCOs who do not satisfy the minimum currency requirement do not provide an air traffic control service on the sector(s) or working position(s) concerned, unless
- b) they are supervised by an approved OJTI who holds a valid rating appropriate to the air traffic service being provided;
- c) detailing the operational responsibilities of the supervising OJTI and the air traffic controller he/she is monitoring;
- d) to enable an OJTI to determine when the supervised air traffic controller no longer requires operational supervision.

3.10.1.4 If the OJTI and the air traffic controller being supervised cannot agree that operational supervision is no longer required the supervised air traffic controller shall be subject to a dedicated practical check of his/her competence by the unit competence.

### 3.10.2 **Failure to satisfy ongoing experience requirements**

Where an air traffic controller fails to satisfy the ATSP's procedures for ongoing currency experience, the ATSP shall resolve the matter internally and unless the air traffic controller is subsequently found to be incompetent, no licensing action will be taken.



### 3.11 Regulatory enforcement measures by the Authority

Regulatory enforcement measures by the Authority are explained in detail in Chapter 1 of the SCAA Enforcement Manual, as amended and further elaborated in Chapter 4, 4.10 of the ANS Safety Oversight Manual. The following procedures and guidance specifically apply to the suspension or revocation of an ATCO licence or any of its associated ratings or endorsement

#### 3.11.1 Authority to suspend or revoke a licence

In accordance with ATCO.AR.D.055 of PART ATCO, only the Authority may suspend or revoke an ATCO licence or any of its associated ratings or endorsements.

#### 3.11.2 Withdrawal from operational duty

3.11.2.1 The withdrawal of an air traffic controller from duty should initially be without prejudice to the air traffic controller. An air traffic controller shall be withdrawn from operational duty by the unit if he/she:

- a) has been involved in an incident or accident where the safety of aircraft was compromised;
- b) is determined by the unit's competence scheme to be incompetent;
- c) fails, or fails to undertake, a TRUES within the notified period;
- d) fails to satisfy minimum currency requirements.

**Note:** In a) above 'been involved in' includes ATCOs who were providing the Air traffic control service to the aircraft involved and any other ATCOs who are considered by the ATSP to have contributed to the ATS incident.

3.11.2.2 An air traffic controller implicated as having contributed to an accident or incident must remain withdrawn from duty by the ATSP even if this will require the withdrawal of a particular air traffic control service or closure of an ATCU.

3.11.2.3 The ATSP must have processes, procedures and competent personnel to ensure that it has documented procedures:

- a) detailing the action to be taken following the withdrawal of an air traffic controller from duty in the event of his/her involvement in an incident or accident;
- b) for conducting an internal management assessment or, in the situation of single manning, the action to be taken by the air traffic controller involved in the incident or accident.

3.11.2.4 Only in exceptionally cases where the immediate withdrawal of an air traffic controller would adversely affect the safety of aircraft, the air traffic controller may continue to provide an air traffic control service, but must be withdrawn from duty by the ATSP as soon as it is safe to do so. At ATCUs where this has occurred, the ATSP must keep a written record of the incident which includes the reason for not immediately withdrawing the air traffic controller from duty.

#### 3.11.3 Internal ATS investigation

3.11.3.1 Immediately following an incident, the ATSP shall ensure that an internal ATS investigation is conducted. This investigation will aim to determine the root cause of the incident and whether an air traffic controller is implicated in the root cause.

3.11.3.2 The ATSP shall ensure that the investigation is conducted by management personnel qualified to conduct ATS incident investigation.

3.11.3.3 The ATSP shall ensure that the investigation is comprehensive and, in cases where safety was, or may have been, compromised, include as a minimum the following information:

- a) the date and time of the incident;
- b) the aircraft involved;
- c) the location of the incident;
- d) the departure and destination aerodromes of the aircraft ;
- e) the names and licence numbers (if immediately available) of the air traffic controller(s) involved;
- f) a brief description of the incident;
- g) the heights of the aircraft ;
- h) any action taken to resolve the incident including;



- i) avoiding action including turns, climbs, descents or stopping climbs or descents,
  - ii) traffic information and visual sightings,
  - iii) pilot action in the event of TCAS Advisory,
  - iv) if the incident triggered the surveillance systems Separation Monitoring Function or there was a Short Term Conflict Alert, and
- i) local action taken in respect of the air traffic controller(s) involved and the justification for taking this action.
- 3.11.3.4 The ATSP shall ensure that the outcome of the investigation is submitted to ATCL Inspectorate. The documented record of the internal management assessment must be retained by the ATSP and made available to the ANS Inspector if required. The Authority will then decide the action, including any licensing action, to be taken.

3.11.3.5 Should the ATSP experience difficulty conducting an internal management assessment, or in reaching a conclusion following the assessment, the ANS Inspector shall be contacted for advice.

3.11.3.6 The ATSP shall ensure that the internal management assessment is fully documented.

#### **3.11.4 Provisional suspension**

3.11.4.1 Provisional suspension is a temporary measure which places a licence, or its associated rating(s) and endorsement(s), in abeyance pending inquiry or investigation into the case.

3.11.4.2 The Authority will provisionally suspend the licence of an ATCO licence:

- a) whose competence to provide all air traffic control services is in doubt;
- b) whose fitness to hold an ATCO licence is considered by the Authority to be in doubt.

3.11.4.3 An air traffic controller whose licence is provisionally suspended shall not provide an air traffic control service. The provisionally suspended ATCO licence will not pass for a student ATCO licence.

#### **3.11.5 Provisional suspension of rating(s), rating endorsement(s) and unit endorsement(s)**

3.11.5.1 The Authority will provisionally suspend the rating(s), rating endorsement(s) and unit endorsements of an air traffic controller whose competence to provide an air traffic control service associated with those rating(s), rating endorsement(s) and unit endorsements is in doubt.

3.11.5.2 An air traffic controller shall not exercise the privileges of a provisionally suspended rating or of any rating or unit endorsement associated with that rating, except under the supervision of an OJTI who holds a valid rating appropriate to the air traffic control service being provided.

3.11.5.3 An air traffic controller may continue to exercise the privileges of rating(s), rating endorsement(s) and unit endorsement(s) which are not subject to provisional suspension.

#### **3.11.6 Conditions and removal of provisional suspension**

3.11.6.1 The Authority may set conditions for the removal of the provisional suspension of rating(s), rating endorsement(s) and unit endorsement(s). These conditions will normally be a period of unit training followed by an assessment of the air traffic controller's competence for the renewal of a unit endorsement or by a unit endorsement examination. Provided the air traffic controller satisfies these conditions, the provisional suspension will be removed.

3.11.6.2 Because provisional suspension is enforced to give the Authority a period in which to gather evidence and to investigate the circumstances of an incident or accident, there is no appeal under ATCO.AR.A.010, (a) (13) of PART ATCO against a provisional suspension.

#### **3.11.7 Suspension**

Suspension is the act of placing an ATCO licence, or its associated rating(s), rating endorsement(s) or unit endorsement(s), in abeyance. Normally, conditions would be set whereby the air traffic controller may seek withdrawal of the suspension of rating(s) and/or endorsement(s).

#### **3.11.8 Proposal to suspend**

3.11.8.1 The Authority will issue a proposal to suspend the rating(s), rating endorsement(s) or unit endorsement(s) of an air traffic controller:

- a) who is unable or unwilling to meet the conditions for the removal of a provisional suspension;



b) where a more extensive investigation of an incident or accident indicates that the air traffic controller is deficient in basic ATC knowledge and skills that unit training cannot correct.

3.11.8.2 During the period of the proposal to suspend, the provisional suspension will remain in force and the air traffic controller must continue to comply with the requirements associated with the provisional suspension.

### **3.11.9 Removal of suspension**

Conditions for removal of a suspension will normally involve:

- a) an assessment for previous competence conducted at an approved training organisation;
- b) successful completion of any training and further assessments identified by the assessor as being required;
- c) successful completion of unit training and passing of a unit endorsement assessment in the rating and/or rating endorsement that was suspended.

### **3.11.10 Revocation and proposal to revoke**

3.11.10.1 Revocation is the act of withdrawing an ATCO licence or its associated rating(s), rating endorsement(s) or unit endorsement(s).

3.11.10.2 The Authority will propose to revoke the licence of an air traffic controller who it considers is not a fit person to hold a licence. In such a case the licence will either have already been provisionally suspended or will be provisionally suspended at the same time as the proposal to revoke is notified.

3.11.10.3 The Authority will propose to revoke the licence or associated rating(s), rating endorsement(s) or unit endorsement(s) of an air traffic controller who is unable to regain his/her competence to provide the air traffic control service(s) associated with his/her licence, rating(s), rating endorsement(s) or unit endorsement(s).

### **3.11.11 Appeal against proposal to suspend or revoke**

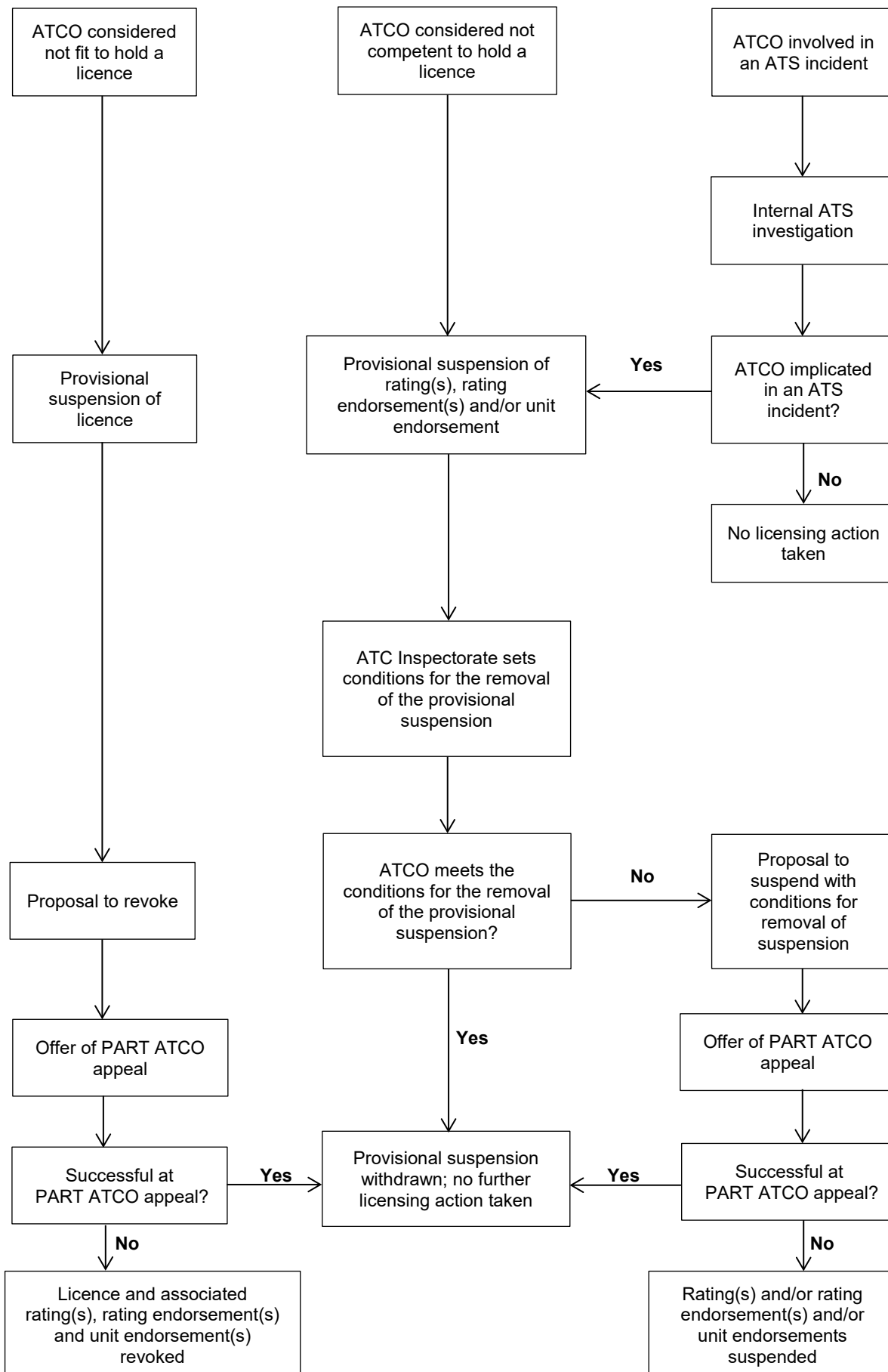
3.11.11.1 The proposal to suspend or revoke an ATCO licence, or associated rating(s), rating endorsement(s) or unit endorsement(s) is subject to appeal under ATCO.AR.A.010, (a) (13) of PART ATCO.

3.11.11.2 A letter of appeal shall be submitted to the Authority by the licence holder within 5 working days following the proposal to suspend or to revoke an ATCO licence, or associated rating(s), rating endorsement(s) or unit endorsement(s).

3.11.11.3 If the appeal is successful, the proposal to suspend or to revoke shall be lifted or withdrawn. The Authority will suspend or revoke the ATCO licence, or associated rating(s), rating endorsement(s) or unit endorsement(s) if the air traffic controller does not appeal or if the appeal is unsuccessful.



### 3.11.12 Flow chart of suspension and revocation of ATCO licence





### 3.12 Safety oversight programme for ATCO licence

3.12.1 Responsibility for the safety oversight programme of ATCO licence lies with ATCL Inspectorate. The safety oversight activities include:

- (a) the degree of compliance with regulatory requirements set out in PART ATCO and safe operating practices;
- (b) the competency level in terms of specified minimum knowledge and skill standards; and
- (c) an individual's continued suitability to hold an ATCO licence ("fit and proper person" criteria).

3.12.2 The ANS Inspector (ATS) is the convening authority for the ATCL Safety Oversight Programme as approved by the Head ANS & ATCL Inspectorate. The programme will include the following:

- a) the conduct of planned audits and inspections paying particular attention to accurately recording of discrepancies or non-conformance for future analysis and action;
- b) the analysis of the surveillance data to determine areas of concern such as non-compliance with regulations (*unsafe practices, positive and negative trends, isolated deficiencies or incidents, causes of the non-compliance or identified systemic deficiencies*);
- c) consideration of the information received from external sources such as reports from ATS customers, airport users which can provide additional useful data;
- d) the determination of the appropriate course of action, depending on the circumstances of each case;
- e) the conduct of investigation when it is necessary to gather all evidence relevant to the circumstances causing the concern.

3.12.3 The guidance and procedures in Chapter 4, 4.9 – Assessment of compliance of TP-ANS 02 shall be followed by the ANS Inspector for all safety oversight activities.



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## Chapter 4

### ATCO LICENCE ADMINISTRATION PROCEDURES

#### 4.1 Introduction

- 4.1.1 Licence administration is the process by which the Authority ensures that student ATCO and ATCO licences are issued and maintained in accordance with the requirements of PART ATCO. Only the Authority can issue or amend student ATCO and ATCO licences.
- 4.1.2 Licence administration for such licences is undertaken by the PEL Office. To carry out this function, the PEL Office shall maintain accurate current and historical records, including personal details, training records and ATC qualifications of licence holders.

#### 4.2 Personal information

- 4.2.1 The PEL Office shall maintain the following details in personal files on all licence holders:
- full name;
  - date and place of birth;
  - nationality;
  - private address; and
  - the address of the unit(s) where the student ATCO or ATCO licence holder is providing an ATC service.
- 4.2.2 In the case of the first application for a student ATCO licence, the national identity card or passport is required as legal proof of the applicant's name, date of birth and nationality.
- 4.2.3 Each student ATCO and ATCO licence issued is uniquely numbered. Licence holders should quote this number in all communications with the PEL Office.

#### 4.3 Licence records

- 4.3.1 Licence records kept by the PEL Office shall be in hard copy in licence holders' personal files and in electronic format in the ATCO licence database. Records in licence holders' personal files shall be in chronological order to indicate a progressive history of the information provided in 4.3.2 and 4.3.3 below, in accordance with the requirements set out in ATCO.AR.B.015 (b) (6) of PART ATCO.
- 4.3.2 The PEL Office maintains the following licence records in personal files on student ATCO licence holders:
- details of the successful completion of initial training, including the date of completion and the results of any associated assessment or examinations;
  - the rating discipline, including any rating endorsement, in which the licence holder may provide an air traffic control service under supervision;
  - the unit where the licence holder is providing a service under supervision and the date the licence will expire.
- 4.3.3 The PEL Office maintains the following licence records in personal files on ATCO licence holders:
- details of the successful completion of any initial training and the results of any associated assessment or examinations;
  - current valid rating(s), including rating endorsement(s) and unit endorsement(s);
  - licence endorsements;
  - the unit(s) at which the ATCO is providing an ATC service;
  - previously held rating(s), rating endorsement(s) and unit endorsement(s) including the units where the ATCO previously provided an ATC service;
  - details of any action taken by the Authority to suspend or revoke the ATCO licence or its associated rating(s), rating endorsement(s) or unit endorsement(s);
  - the date when any current Class 3 medical certificate expires.



- 4.3.4 Licence records shall be kept secured and confidential by the PEL Office, with access provided only to other officials of the Licensing Authority for safety oversight purposes, when justified by operational concerns or when a privilege practice competency conclusion is sought.
- 4.3.5 Licence records shall be retained for a minimum period of 10 years after the expiry of the last endorsement on the licence, in accordance with requirements set out in ATCO.AR.B.015 of PART ATCO, after which period they shall be disposed of in the PEL Office Archives initially and after 24 months sent to the Safety & Security Regulation Central Archive, as PEL Archives.
- 4.3.6 Assessors shall provide the PEL Office with a copy the unit endorsement page of the licence for all unit endorsement revalidations, which shall be kept in holders' personal files.
- 4.3.7 In the event that a unit endorsement expires, ATCO.B.020 (j) of PART ATCO shall apply. Where a unit endorsement is not revalidated or is withdrawn, the PEL Office shall be notified by completing FORM SSR ATCL 1763/I-D.

#### **4.4 Application forms**

- 4.4.1 Application for issue of a student ATCO licence or additional ratings to a student ATCO licence, initial issue of an ATCO licence, inclusion, revalidation, renewal or cancellation of a unit endorsement, change to personal details, issue, revalidation, renewal of assessor, OJTI or STDI endorsement, revalidation or renewal of an English Language Proficiency (ELP) endorsement, change of personal details and notification of a unit endorsement assessment completion and unit endorsement revalidation and record must be made using FORM SSR ATCL 1763/...series available on SCAA website at <https://www.scaa.sc/index.php/e-library/e-publications/personnel-licensing-pel>.
- 4.4.2 All applications and notifications must be submitted as indicated on the forms.

#### **4.5 Application for a student ATCO licence**

- 4.5.1 An applicant for a student ATCO licence must meet all the requirements set out in PART ATCO.030. The application shall be made using FORM SSR ATCL 1763/I-A.
- 4.5.2 On receipt of an application, the PEL Office shall:
- review the application form to ensure all applicable areas have been completed;
  - ensure that evidence for the requirements of ATCO.B.001 (b), (1) to (4) of PART ATCO have been submitted;
  - coordinate with the ATCL Inspectorate to ensure the application meets the requirements in b) above;
  - create the licence in the ATC Licence Database;
  - print a copy of the licence for the applicant;
  - keep a copy of the signed licence for record in the student ATCO licence file.

#### **4.6 Application for the inclusion of additional rating to a student ATCO licence**

- 4.6.1 Application to this effect shall be made using FORM SSR ATCL 1763/I-A.
- 4.6.2 On receipt of an application, the PEL Office shall:
- confirm that the applicant already holds a student ATCO licence;
  - review the application form to ensure all applicable areas have been completed;
  - ensure that evidence for the requirements of ATCO.B.001 (b), (2) of PART ATCO has been submitted;
  - coordinate with the ATCL Inspectorate to ensure the application meets the requirements in c) above;
  - update the ATC Licence Database;
  - print a copy of the particular page(s) of the licence and update the previously issued licence;
  - update the record copy of the in the student ATCO licence file.



4.6.3 To enable the PEL Office to issue a student ATCO licence as soon as possible after the completion of initial training, the application for the issue of a student ATCO licence should be made at least 10 days before the end of the approved initial training course. The ATSP will provide the PEL Office with the names of students who are expected to successfully complete an approved course of initial training.

#### **4.7 Application for an ATCO licence**

4.7.1 An applicant for an ATCO licence must meet all the requirements set out in PART ATCO.035. The application shall be made using FORM SSR ATCL 1763/I-B.

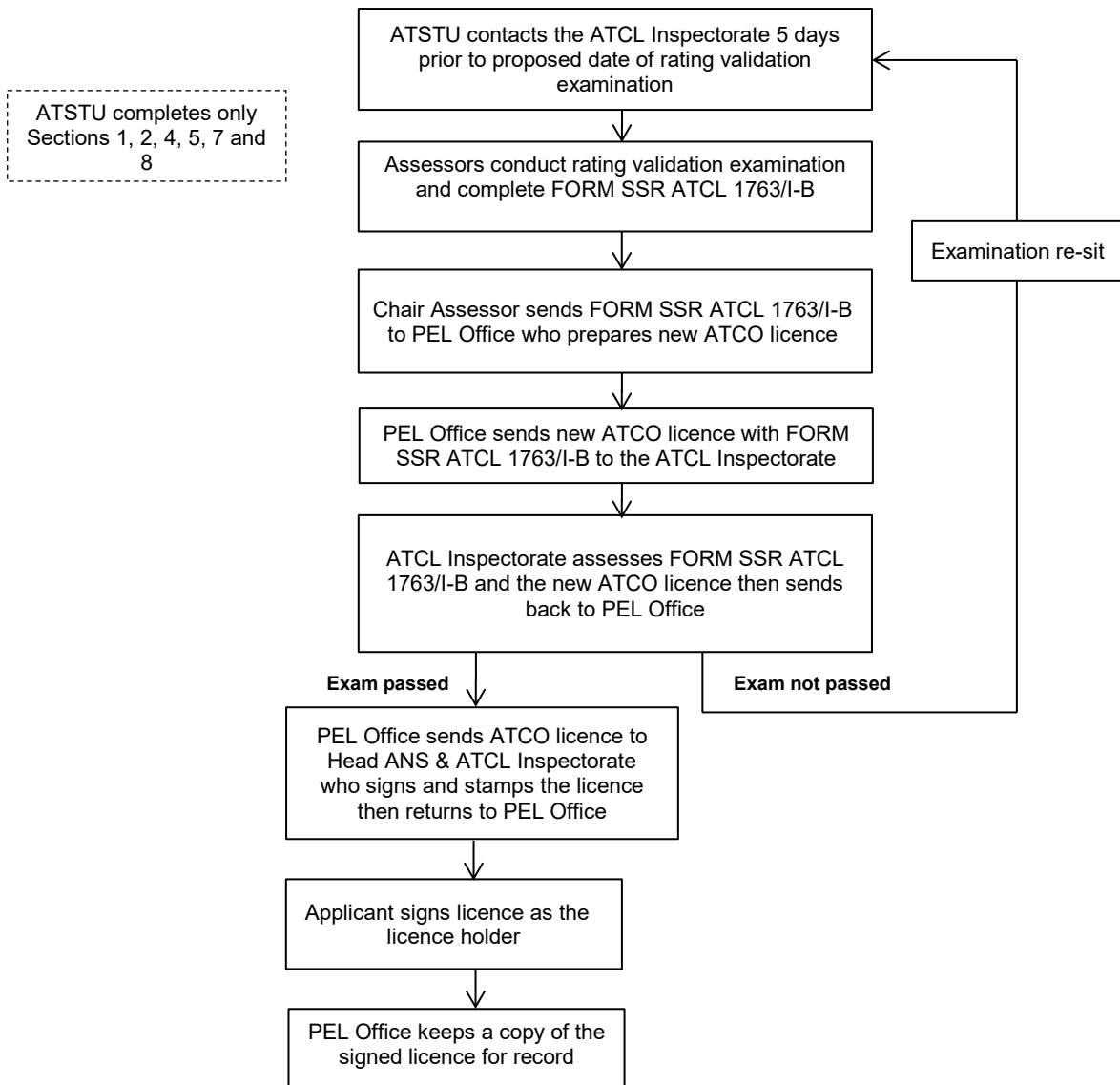
4.7.2 On receipt of an application, the PEL Office shall:

- a) review the application form to ensure all applicable areas have been completed;
- b) confirm that evidence for the requirements of ATCO.B.005 (c), (1) to (4) of PART ATCO have been submitted;
- c) determine if any of the personal details have changed and update the database as required;
- d) coordinate with the ATCL Inspectorate to ensure the application meets the requirements in b) above;
- e) create the licence in the ATC Licence Database;
- f) print a copy of the licence for the applicant;
- g) keep a copy of the signed licence for record in the ATCO licence file.

4.7.3 Once a student ATCO is considered ready for a first rating validation examination, the Air Traffic Services Training Unit (ATSTU) should notify the ATCL Inspectorate at least 5 days prior to the proposed examination date. The process, including coordination with the ATCL Inspectorate is shown in Figure 1.



**Figure 1**





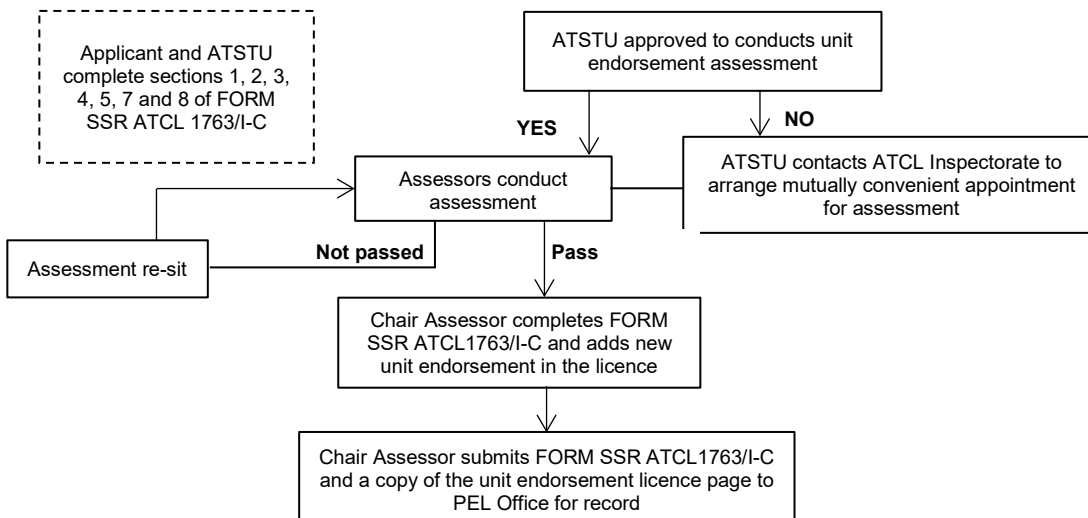
#### 4.8 Issue of an additional rating and/or rating endorsement

- 4.8.1 Applicants for an additional rating and/or rating endorsement shall meet the requirement set out in ATCO.B.001 (b) (2) of PART ATCO.
- 4.8.2 Application for additional rating and/or rating endorsement to an ATCO licence shall be made in conjunction with application for inclusion of a unit endorsement for a new rating and/or rating endorsement using FORM SSR ATCL 1763/I-C.
- 4.8.3 The procedures in 4.9 below shall apply.

#### 4.9 Issue of a unit endorsement for a new rating or existing rating

- 4.9.1 A unit endorsement indicates the sector or working position at which an ATCO is competent to provide an ATC service.
- 4.9.2 Working positions include:
- Aerodrome Control
  - Approach Control
  - Area Control
- 4.9.3 Applicants for unit endorsement for a new rating or existing rating shall meet the requirements set out in ATCO.B.020 of PART ATCO.
- 4.9.4 Application for inclusion of a unit endorsement for a new rating or existing rating shall be made using FORM SSR ATCL 1763/I-C.
- 4.9.6 On receipt of an application, the PEL Office shall:
- confirm that the applicant already holds an ATCO licence;
  - review the application form to ensure all applicable areas have been completed
  - determine if any of the personal details have changed;
  - confirm that evidence for the requirement of ATCO.B.001 (b) (2) and ATCO.B.020 (b) of PART ATCO have been submitted;
  - update the ATC Licence Database as required by c) above and with the new unit endorsement, rating and rating endorsement, as applicable;
  - update the ATCO licence file with copies of the new unit endorsement, rating and rating endorsement, as applicable.

**Figure 3**





#### 4.10 Revalidation of a unit endorsement

4.10.1 A unit endorsement may be revalidated if the applicant meets the requirements set out in ATCO.B.020 (g). A unit endorsement may not be revalidated if the required minimum number of hours of operational duties have not been completed during the validity period of the endorsement.

4.10.1 Revalidation of a unit endorsement shall be in accordance with the requirements set out in ATCO.B.020 (h) and (i). It also requires that refresher training is successfully completed in accordance with ATCO.D.080 (b) of PART ATCO, the details of which shall be included in the UCS.

Associated AMCs and GMs to PART ATCO are published on EASA website at <https://www.easa.europa.eu/regulations#regulations-atco---air-traffic-controllers> under ATCO-Air Traffic Controllers, to assist with the composition of unit and refresher training.

4.10.2 Notification of the revalidation of a unit endorsement shall be made using FORM SSR ATCL 1763/I-G.

4.10.3 On receipt of the notification, PEL Office shall:

- a) review the form to ensure all applicable areas have been completed;
- b) update the ATC Licence Database with the revalidated unit endorsement; and
- c) update the ATCO licence file with a copy of the revalidated unit endorsement.

#### 4.11 Renewal of a unit endorsement

4.11.1 Where a unit endorsement has expired, the process for renewal will require the successful completions unit endorsement course in accordance with the requirements set out in Subpart D, Section 3 of PART ATCO.

4.11.2 Application for the renewal of an expired unit endorsement shall be made using FORM SSR ATCL 1763/I-C as appropriate and submission to the PEL Office shall be in accordance with the submission instructions on the form.

4.11.3 The process shown in Figure 3 shall apply following the successful completion of the unit endorsement course, except that section 4 of FORM SSR ATCL 1763/I-C shall not be filled.

#### 4.12 Application for the cancellation of a unit endorsement

4.12.1 This situation may arise when an ATCO is no longer required, or is unable, to maintain valid rating(s) on a particular working position or sector. The application shall be made using FORM SSR ATCL 1763/I-D.

4.12.2 On receipt of an application for the cancellation of a unit endorsement the PEL Office must:

- a) ensure that the ATCO holds an ATCO licence, which includes the unit endorsement to be cancelled.
- b) amend the current licence by deleting the unit endorsement to be cancelled.  
**Note:** *This leaves the cancelled endorsement stored as historical information.*
- c) delete the unit endorsement from the ATC Licence Database;
- d) print a copy of the current unit endorsement(s) for record in the ATCO licence file.

#### 4.13 Application for notifying changes to personal information

4.14.1 ATCO licence holders are responsible for advising the PEL Office of any changes to the personal details provided for the issue of a student ATCO or ATCO licence. The application shall be made using FORM SSR ATCL 1763 I-E.

4.14.2 On receipt of an application for changes to personal details the PEL Office must:

- a) confirm that the applicant already holds a student ATCO or ATCO licence;
- b) determine which of the personal details have changed and update the licence database as required;
- c) print a copy of the licence for record in the ATCO licence file, if required.



#### **4.14 Application for an OJTI endorsement**

- 4.14.1 Applicants for an OJTI endorsement must meet the requirements of PART ATCO.065. The application shall be made using FORM SSR ATCL 1763 I-F
- 4.14.2 On receipt of the application, the PEL Office must:
- confirm that the applicant already holds an ATCO licence;
  - determine if any of the personal details have changed and update the licence database as required;
  - confirm that the applicant has exercised for the past 2 years, the privileges of the rating/rating endorsement for which he/she will be required to instruct;
  - confirm that evidence has been provided that the ATCO has successfully completed an approved OJTI course;
  - ensure that the ATCO has a valid class 3 medical certificate;
  - enter the OJTI endorsement in the licence database;
  - print a copy of the licence endorsement page for record in the ATCO licence file.

#### **4.15 Application for the revalidation or renewal of an ELP endorsement**

- 4.15.1 Applicants for the revalidation or renewal of an ELP endorsement must meet the requirements of ATCO.B.035. The application shall be made using FORM SSR ATCL 1763 I-I
- 4.15.2 On receipt of the application, the PEL Office must:
- confirm that the applicant already holds an ATCO licence with a previously endorsed ELP;
  - ensure that the ELP assessment results meets at least Level 4 (Operational Level) of the Language Proficiency Rating Scale in Appendix 1 of PART ATCO;
  - ensure that the ELP assessment was carried out by an ELP assessment service approved by the Authority;
  - endorse the ATCO licence with the new ELP along with the validity date;
  - update the ATC Licence Database;
  - print a copy of the ELP endorsement page for record in the ATCO licence file.

#### **4.16 Application for recognition of air traffic controller training obtained at training organisations not approved by the Authority**

- 4.16.1 The Authority has no knowledge of ATC rating training syllabus of courses undertaken in training organisations other than those approved by the Authority and how those courses compare with the EASA L63, ANNEX I, PART.ATCO Initial Training syllabus. As a result, the Authority is unable to directly recognise the ATCO initial training undertaken in training organisations other than those approved by the Authority.
- 4.16.2 Applicants who have undertaken ATCO initial training in non-SCAA approved training organisations and who wish to obtain a Seychelles ATCO licence shall be required to:
- provide a full gap analysis of what (if any) elements of the PART.ATCO Initial Training syllabus were not covered by the training courses undertaken. This analysis will require a comparison of the syllabi of those courses with the PART.ATCO Initial Training syllabi and must be carried out by the SCAA ANS Inspector (ATS). Any cost of the gap analysis, which may include an audit will be borne by the applicant and payment will be required prior to the analysis being conducted;
  - undertake an Assessment for Previous Competence (APC) at one of the training organisations approved by the Authority on completion of this analysis;
  - successfully complete a training plan, inclusive of examinations and assessments, provided by the approved training organisation. The training plan shall address any weaknesses identified from the APC together with any training needs identified from the gap analysis. The training organisation must then declare to the Authority whether or not the applicant is considered competent to commence unit training at the ATSTU.





4.16.3 On receipt of a positive declaration to this effect, the Authority will issue a Seychelles student ATCO licence, which will entitle the individual to commence unit training in the appropriate rating or ratings in accordance with the approved UTP.

#### 4.17 Recognition of licences issued by other ICAO Member States

- 4.17.1 For the reason that the Authority has no knowledge of the provisions under which student or ATCO licences are issued in other ICAO Member State, the Authority is unable to recognise a student ATCO or an ATCO licence issued by those States. Such licence holder shall be required to apply for recognition of their air traffic controller training in accordance with 4.17 above.
- 4.17.2 The Authority shall recognise student ATCO or ATCO licences obtained in European Union Member States, where such licences have been issued in accordance with the requirements of PART ATCO.
- 4.17.3 The holder of such licence who intend to seek employment as an ATCO in the Seychelles shall apply to the Authority to obtain confirmation that his/her licence is recognised by the Authority, before seeking such employment.
- 4.17.4 The licence cannot be used in the Seychelles unless it is accompanied by confirmation from the Authority that the licence has been recognised as acceptable by the Authority.
- 4.17.5 The holder of the licence shall complete FORM SSR ATCL 1763/I-J and submit it to the PEL Office along with a copy of the licence, medical certificate and any applicable Authority remittance fee.
- 4.17.6 The Authority shall only initiate the process of licence recognition in cases where the ATSP confirms the applicant has been offered employment.
- 4.17.7 The Authority will verify the information contained in the licence and medical certificate with the State of Licence issue and will, once satisfied, issue a confirmation of licence recognition to the holder to confirm that the licence, together with the ratings and rating endorsements contained within it, and its accompanying medical certificate, are acceptable.
- 4.17.8 The applicant will then have to successfully complete the approved UTP and pass any associated competency examination or assessment before being issued a Seychelles ATCO licence.
- 4.17.9 To commence unit training, the individual must be in possession of either his/her original licence together with the Authority's Confirmation of Licence Recognition or a student ATCO licence issued by the Authority
- 4.17.10 Where the applicant has not held a valid rating in the ATC rating discipline in which he/she wishes to undertake training within the previous 4 years, he/she shall be required to undertake an APC, in accordance with Chapter 7 of TP-ATCL 01, Air Traffic Controller Training Manual.

#### 4.18 Application for duplicate of ATCO licence in case of loss

Where an ATCO licence is lost, it shall be reported to the nearest police station. A copy of report and statement, with the official stamp of the police unit must be submitted to the PEL Office and an application for the duplication of the lost licence shall be made using FORM SSR ATCL 1763/I-K.

#### 4.19 Maintaining the ATCO licence

It is the licence holder's responsibility to satisfy the requirements for maintaining an ATCO licence. These will include:

- a) Holding a valid medical certificate of the appropriate class.

**Note:** *The PEL Office will require applicants for licences to include their current medical certificates with the application. The PEL Office does not hold information on the date a licence holder's medical certificates will expire.*

- b) Where appropriate, satisfying any requirements for examination or assessment of ongoing competence to provide the air traffic control services indicated in the ATCO licence.

**Note:** *The Authority requires ATCOs to be examined or assessed at notified intervals for their ongoing competence. This information should be provided directly to the PEL Office*





*using FORM SSR ATCL 1763/I-C, a copy of which must be retained at the unit for audit by the ATCL Inspectorate.*

#### **4.20 Suspension and revocation of licences, rating(s), rating endorsement(s) and unit endorsement(s)**

- 4.20.1 Where an ATCO licence is suspended or revoked, it shall be returned to the PEL Office. The database records of the licence will be retained, but shall clearly indicate that the licence has been suspended or revoked.
- 4.20.2 Where individual rating(s), rating endorsement(s) or unit endorsement(s) have been suspended or revoked, the ATCO licence shall be returned to PEL Office. A licence will then be generated which contains only the valid rating(s) and endorsement(s). The historical records shall be updated to clearly indicate the rating(s) or endorsement(s) that have been suspended or revoked.

#### **4.21 Quality control**

- 4.21.1 The PEL Office licensing process relies on accurate records and assurance that information and evidence provided is accurate. To ensure that licences are only issued to applicants who meet all the licensing requirements, quality control procedures shall be applied.
- 4.21.2 All the procedures associated with the issue of licences shall be documented. The duties and responsibilities of the administration staff shall be documented, the staff appropriately trained for their duties and receives refresher training when required. The PEL Office shall be audited as part of the ATCO Licensing Safety Oversight Programmes to ensure that the licence administration staff maintain the required standard of competence and that the licence administration procedures are concise and accurate. Where errors are made they should be thoroughly investigated and there should be a process for corrective action to remedy deficiencies in staff competencies or administration procedures.

#### **4.22 Disclosure of information**

- 4.22.1 ATCOs under the ATC licensing scheme may wish to take up employment in other ICAO Contracting States with similar schemes. The PEL Office will make available to ATCO licence holders on request, records of previously held ratings, rating endorsements and unit endorsements to enable ATCOs to provide this information to PEL Authorities of other ICAO member States.
- 4.22.2 The PEL Office will provide verification, where appropriate, of the qualifications and operational experience of ATCO licence holders to other ICAO member State PEL Authorities.
- 4.22.3 Information which is appropriate to disclose will include current and historical factual records of licences, rating(s), rating endorsement(s) and unit endorsement(s) held and the periods during which they were held. Where a licence has been subjected to provisional suspension, this information should not be disclosed as the action was taken without prejudice. However, the Authority will disclose that a licence or associated rating or endorsement has been revoked.



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## **Appendix 1**

### **SPECIFICATIONS FOR ATCO LICENCES**

Licences issued by the Authority shall conform to the specifications of Appendix 1 of PART ATCO:



**A1.2 Sample of Student ATCO licence**

 <p><b>Student ATCO licence</b></p> <p>Issued in accordance with ICAO and EASA L63, ANNEX I, PART ATCO standards</p>	<p><b>I STATE OF ISSUE: SEYCHELLES</b></p> <p><b>II TITLE OF LICENCE: Student ATCO licence</b></p> <p><b>III LICENCE No:</b> XXX</p> <p><b>IV NAME:</b></p> <p><b>IVa DATE OF BIRTH:</b> dd/mm/yyyy</p> <p><b>V ADDRESS:</b></p> <p><b>VI NATIONALITY:</b></p> <p><b>VII SIGNATURE OF HOLDER:</b></p> <p>.....</p>	<p><b>VIII SEYCHELLES CIVIL AVIATION AUTHORITY</b></p> <p>This licence is subject to the inclusion of a valid medical certificate and to any other specified conditions. The holder of this licence is entitled to exercise the functions of a Student Air Traffic Controller for the purpose of becoming qualified for the grant of an ATCO licence in the rating(s) in XII on page 4, as dated.</p> <p><b>IX</b> This licence is only valid for the purpose of authorizing the holder to provide an air traffic control service under the supervision of an On-the-job Training Instructor who is present at the time and is the holder of an ATCO licence which includes a rating specifying the type of air traffic control service being provided by the student air traffic controller and which is valid at the air traffic service unit in question.</p> <p>This Licence is valid up to and including: <b>dd/mm/yyyy</b></p> <hr/> <p><b>Medical expiry date: dd/mm/yyyy</b></p>	<p><b>X SIGNATURE OF ISSUING OFFICER:</b></p> <p>.....</p> <p><b>DATE:</b> .....</p> <hr/> <p><b>XI SEAL OR STAMP OF ISSUING AUTHORITY:</b></p> <hr/> <table border="0"> <tr> <td><b>XII RATINGS</b></td> <td><b>Initial Training Completion Date</b></td> </tr> <tr> <td>ADV .....</td> <td>dd/mm/yyyy</td> </tr> <tr> <td>APP .....</td> <td>dd/mm/yyyy</td> </tr> </table> <hr/> <p><b>RATING ABBREVIATION DECODE</b></p> <p>Aerodrome Control Visual ..... ADV Approach Control Procedural ..... APP</p>	<b>XII RATINGS</b>	<b>Initial Training Completion Date</b>	ADV .....	dd/mm/yyyy	APP .....	dd/mm/yyyy
<b>XII RATINGS</b>	<b>Initial Training Completion Date</b>								
ADV .....	dd/mm/yyyy								
APP .....	dd/mm/yyyy								

Licence No: XXX

Page 1

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### A1.1 Sample of ATCO licence

 <b>SCAA</b> <i>Seychelles Civil Aviation Authority</i>	<b>I STATE OF ISSUE: SEYCHELLES</b>  <b>II TITLE OF LICENCE: ATCO licence</b>  <b>III LICENCE NUMBER: XXX</b>  <b>IV NAME:</b>  <b>IVa DATE OF BIRTH: dd/mm/yyyy</b>  <b>V ADDRESS:</b>  <b>VI NATIONALITY:</b>  <b>VII SIGNATURE OF HOLDER:</b> .....	<b>VIII SEYCHELLES CIVIL AVIATION AUTHORITY</b> The holder of this licence is hereby authorised, subject to any conditions or limitations specified herein, to act as an Air Traffic Controller and to exercise the privileges appropriate to any rating and places included herein provided it includes a valid medical certificate.  <b>IX</b> This Licence shall remain valid unless varied, suspended or revoked:  <b>Date of first issue: dd/mm/yyyy</b>  <b>X Signature of issuing officer:</b> ..... <b>Date: .....</b>  <b>XI Seal or stamp of issuing Authority:</b>	<b>XII RATINGS</b>  <table style="width: 100%; border: none;"> <tr> <td style="text-align: left;"><b>Rating issue</b></td> <td style="text-align: right;"><b>Date of first issue</b></td> </tr> <tr> <td>ADV .....</td> <td>dd/mm/yyyy</td> </tr> <tr> <td>ADI .....</td> <td>dd/mm/yyyy</td> </tr> <tr> <td>APP .....</td> <td>dd/mm/yyyy</td> </tr> <tr> <td>ACP .....</td> <td>dd/mm/yyyy</td> </tr> </table>  <table style="width: 100%; border: none;"> <tr> <td style="text-align: left;"><b>Licence Endorsement issue</b></td> <td style="text-align: right;"><b>Date of first issue</b></td> </tr> <tr> <td>OJT1.....</td> <td>dd/mm/yyyy</td> </tr> </table>	<b>Rating issue</b>	<b>Date of first issue</b>	ADV .....	dd/mm/yyyy	ADI .....	dd/mm/yyyy	APP .....	dd/mm/yyyy	ACP .....	dd/mm/yyyy	<b>Licence Endorsement issue</b>	<b>Date of first issue</b>	OJT1.....	dd/mm/yyyy																																								
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<b>XIII REMARKS</b> <b>1. Current Ratings/Endorsements</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">Unit (ICAO Indicator)</th> <th style="width: 10%;">Sector Position</th> <th style="width: 25%;">Rating/Endorsement(s)</th> <th style="width: 15%;">Date of assessment</th> <th style="width: 10%;">Valid Until</th> <th style="width: 25%;">Examiner Signature</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		Unit (ICAO Indicator)	Sector Position	Rating/Endorsement(s)	Date of assessment	Valid Until	Examiner Signature																																																	<b>XIII REMARKS (continued)</b> <b>2.</b> The validity of a rating at an aerodrome or place ceases on the expiry of a period of 90 days during which the holder of the licence to which this certificate relates has not provided the type of air traffic control specified in that rating at the aerodrome or place concerned.  <b>3. English Language Proficiency: Level X</b> <b>Validity: dd/mm/yyyy</b>  <b>XIV RESERVED</b>	
Unit (ICAO Indicator)	Sector Position	Rating/Endorsement(s)	Date of assessment	Valid Until	Examiner Signature																																																				
<b>DECODES</b> <b>Rating Abbreviations</b> Aerodrome Control Visual ..... ADV Aerodrome Control Instrument ..... ADI Approach Control Procedural ..... APP Approach Control Surveillance ..... APS Area Control Procedural ..... ACP Area Control Surveillance ..... ACS  <b>Rating Endorsement Abbreviations</b> Ground Movement Control ..... ADS Tower ..... TWR Air Control ..... AIR Terminal Control ..... TCL Oceanic Control ..... OCN  <b>Licence Endorsement Abbreviations</b> On-the-job Training Instructor..... OJT1 Synthetic Training Device Instructor..... STDI Assessor..... ASSR																																																									
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## Appendix 2

### LICENCE ADMINISTRATION TIMELINES

#### A2.1 Licence Application

Student ATCO licence	10 working days prior to completion of approved initial training course
ATCO licence	10 working days prior to completion of approved unit training
Duplicate of lost ATCO licence	10 working days prior to completion of approved unit training
New rating	5 working days
New rating endorsement	5 working days
Unit endorsement	5 working days

#### A2.2 Licence Processing

Student ATCO licence	5 working days
ATCO licence	5 working days
Duplicate of lost ATCO licence	5 working days prior to completion of approved unit training
New rating	2 working days
New rating endorsement	2 working days
Unit endorsement	2 working days



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## Appendix 3

### GUIDANCE TO THE ATSP ON WITHDRAWING AN ATCO FROM DUTY WHEN CONSIDERED TO BE UNDER THE INFLUENCE OF PSYCHOACTIVE SUBSTANCE

#### A3.1 Introduction

A3.1.1 Chapter 3 paragraph 3.11.10.3 requires that the ATSP must have processes, procedures and competent personnel to ensure that ATCO licence holders and ATCO licence holders are withdrawn from operational duty if they are considered to be under the influence of psychoactive substances that might have an effect on their ability to provide a safe ATC service.

A3.1.2 The following paragraphs provide guidance on how this requirement may be satisfied.

#### A3.2 Guidance

A3.2.1 Supervisors, managers and immediate co-workers, are best placed to identify an ATCO who may be engaging in psychoactive substance abuse. In cases where a member of staff has reasonable grounds to suspect that an ATCO is under the influence of a psychoactive substance that might have an effect on their ability to provide a safe ATC service, his/her primary concern should be the safety of the ATC service and therefore should immediately inform the responsible person (ideally identified in unit procedures) so that immediate action can be taken to remove the ATCO from duty.

**Note:** Reporting for duty under the influence of a psychoactive substance (alcohol or dangerous drugs) or consuming such psychoactive substances whilst on duty is a Disciplinary Offence under Schedule 2 Part I of the Employment Act.

Being unable to carry duties due to the effect of psychoactive substances abuse (alcohol or dangerous drugs) is a Serious Disciplinary Offence under Schedule 2 Part II of the Employment Act.

A3.2.2 The ATSP should consider the following:

- a) The need for general awareness training for supervisors, managers and staff members on psychoactive substance abuse issues, particularly 'tell-tale' signs and the safety implications of such abuse;
- b) The need for training and procedures for supervisors and managers to manage such a situation. This may include:
  - i) how to manage the immediate removal of the individual from the working position;
  - ii) actions to be taken to report the situation to the Unit management and to the Authority;
  - iii) any action to be taken in respect of reporting the incident to the aviation security officers and how to ensure that the presence of those officers and any actions they may wish to take, including the taking of a breath test (Section 53A of the Employment Act), does not impact on the safe provision of the ATC service.

**Note:** Refusing to comply with a requirement of an employer under Section 53A is a Serious Disciplinary Offence under Schedule 2 Part II of the Employment Act.

- iv) if appropriate, how to manage the removal of the individual from the ATCU;
  - v) actions to ensure continuation of a safe ATC service (immediate resource implications as a result of the removal of the ATCO from duty and the consequential loss of the supervisor position whilst managing the incident);
  - vi) documents and reports to be completed to record action taken.
- (c) Procedures to be followed by unit management after the event in order to manage all necessary follow-up actions including:
- i) interview of the individual and the supervisor concerned;
  - ii) medical examination of the individual concerned to ascertain the extent of abuse and current medical condition;
  - iii) discussions with the aviation security of any ensuing legal processes;



- iv) discussions with the Authority in respect of the incident and the individual's medical condition to determine any licensing enforcement measures to be taken;
- v) disciplinary and other action under the Employment Act to be taken by the Authority in respect of the individual and the relationship to the provision of a safe ATC service in accordance with the Authority's terms and conditions of employment.



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