



**SCAA**

Seychelles Civil Aviation Authority

# **Air Traffic Controller Licensing Manual**

**TP ATM 02**

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**SAFETY REGULATION DIVISION**






## DOCUMENT APPROVAL

This **Air Traffic Controller Licensing Manual**, document reference **TP ATM 02**, 1<sup>st</sup> Edition of January 2013, has been approved by the Deputy General Manager Safety Regulation Division of the Seychelles Civil Aviation Authority.

Signature: ..... *G. Su* .....

Date and official stamp: ..... *15/02/13* ..... 



## RECORD OF AMENDMENTS

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|               | Approval of personnel involved in examinations and assessments delegated to the ATSP  | SAR-ATCL 61 & ICAO Doc 9379 | 3.4              | -                                     | -               |
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|               | Surveillance system for air traffic controller licences   | ICAO Doc 9734 & Doc 9379    | 3.11             | -                                     | -               |
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|               | Appeal against proposal to suspend or revoke  | -                           | 3.10.11          | -                                     | -               |
|               | Medical Certification   | -                           | 3.11             | -                                     | -               |
|               | Surveillance system for air traffic controller 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<br>(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 | -                                 | -           |



## FOREWORD

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.

This manual complies with the ICAO Annex 1 and SAR-ATCL 61 in respect of the licensing of student air traffic controllers and air traffic controllers.

The Safety Regulation Division (SRD) regulates air traffic services, including personnel licensing, under powers granted to it by the Civil Aviation Act, 2005 (Act 5) and in accordance with the SAR-ATCL 61. The Personnel Licensing (PEL) Office is responsible for administering and processing student air traffic controller and air traffic controller licences.

The latest version of this manual is available in electronic format on the Authority website at

[http://www.scaa.sc/index.php?option=com\\_content&view=article&id=230&Itemid=358](http://www.scaa.sc/index.php?option=com_content&view=article&id=230&Itemid=358)

or on request from the Air Navigation Standards Inspectorate at the email below.

The content of this manual is controlled by an approved amendment system and is not to be removed and used in any other format where it may be outside the control of the amendment system. All amendments will be in the form of a complete electronic update of the manual by individual page replacement. The ANS Inspector (ATS&AIS) is responsible for amendments to this manual. Readers should forward advice of errors, inconsistencies or suggestions for improvement to the ANS Inspector at the address 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>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>ATCU</b>  | Air Traffic Control Unit                     |
| <b>ATM</b>   | Air Traffic Management                       |
| <b>ATS</b>   | Air Traffic Service                          |
| <b>ATStd</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>HANSI</b> | Head of Air Navigation Standard Inspectorate |
| <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 licence has been redeveloped to enable the licence qualifications to more closely match the air traffic services being provided and to permit the recognition of additional air traffic control skills associated with the evolution of air traffic control systems and their related controlling procedures.
- 1.1.2 This manual provides the PEL Office, ATStd and ATSP with the procedures and guidance in the implementation of a standard air traffic controller licensing scheme in the Seychelles.
- 1.1.3 The overall objectives of the licence administration procedures are to ensure that student air traffic controllers and air traffic controllers 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 air traffic controller licences.
  - Issue air traffic controller licences with their associated ratings, rating endorsements and unit endorsements.
  - Re-issue air traffic controller 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 licence, rating endorsement or unit endorsement.
  - Record any other information required by the Authority for the regulation of air traffic controllers.

#### 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 air traffic controller 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 Air Traffic Controller Licensing Scheme Description  
Explains the ratings and different endorsements associated with the air traffic controller licence
- Chapter 3 – Air Traffic Controller Licensing – Safety Regulation Procedures  
Provides guidance and procedures to the ATSP and air traffic controllers to ensure compliance with the regulatory requirements for training and competence so as to deliver a safe air traffic control service.
- Chapter 4 - Air Traffic controller Licence Administration Procedures  
Explains in detail, the procedures to be followed by applicants for air traffic controller licences and by PEL Office in administering air traffic controller licences

#### 1.3 Definitions and terminologies

**Aerodrome Control Service.** Air traffic control service for aerodrome traffic.

**Air Traffic.** All aircraft in flight or operating on the manoeuvring area of an aerodrome.

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

**Air Traffic Services Unit.** A generic term meaning variously air traffic control unit, flight information centre or air traffic services reporting office.



**Approach Control Service.** Air traffic control service for arriving, departing or transiting controlled flights.

**Area Control Service.** Air traffic control service for controlled flights in control areas.

**Competence.** The appropriate knowledge, skills and experience to provide the valid air traffic control services stated in an air traffic controller licence.

**Flight Information Service.** A service provided for the purpose of giving advice and information useful for the safe and efficient conduct of flights.

**Initial Training.** Training conducted by certified ATM 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 air traffic controller 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.

**Operational 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.

**Sector.** Part of a control area and/or part of a flight information region/upper region.

**Simulator.** Equipment used to simulate all or part of a specific or generic operational environment.

**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 licence;
- b) unit training, including transitional training prior to on-the-job training, leading to the grant of an air traffic controller 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.

**Training organisation.** An organisation which has been certified by the Authority to provide one or more types of training.

**Validation.** The process by which a rating is made valid.

**Valid Rating.** A rating permitting a controller to exercise the privileges of the rating in accordance with the endorsements included in the air traffic controller 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 air traffic controller licence is to enable the Authority to regulate air traffic controllers in Seychelles. This manual will include the issue, maintenance and where necessary, the revocation procedures of air traffic controller licences. The licensing procedures contained within this manual have been developed to ensure as far as possible that the air traffic control services provided by licenced air traffic controllers are safe.
- 2.1.2 The licence identifies the holder as a person who is qualified to provide air traffic control services. It contains details of the types of air traffic control services that the licence holder may provide and the ATCUs where the holder may provide these services. The maintenance of the licence relates to those parts of the licence, such as the medical certificate, 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 air traffic services that an air traffic controller can provide.

#### 2.2 Student air traffic controller licence

A student air traffic controller licence has been introduced to enable the Authority to regulate persons training towards gaining an air traffic controller licence. Student air traffic controllers are potential air traffic controllers who have successfully completed an approved initial course of ATC training and passed any associated assessments or examinations, and who will be undertaking Unit Training towards the grant of an air traffic controller licence. A student air traffic controller licence is issued to permit the student air traffic controller to train in the 'live' air traffic control 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.

**NOTE:** *The holder of an air traffic controller licence who is training to obtain additional ratings and/or rating and unit endorsements will not be required to hold a student air traffic controller licence. His/her air traffic controller licence will act as a student air traffic controller licence and permit him/her to provide, under supervision of an OJTI, an Air traffic control 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 air traffic controller licence and its associated ratings

Although the Seychelles air traffic controller licence has retained the basic concepts of the ICAO licence, in that it uses ratings to indicate the air traffic control disciplines in which air traffic controllers may provide air traffic control services, new ratings have been introduced to meet SAR-ATCL 61 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.

#### 2.4 Rating endorsements

Rating endorsements are associated with particular ratings to indicate the task/type of equipment used in the provision of an air traffic control service in that rating discipline. For example, the Area Control Procedural rating with an ADS-C rating endorsement indicates that automatic dependent surveillance-contract services are used in the provision of the Air traffic control service.

#### 2.5 Unit endorsements

- 2.5.1 A unit endorsement indicates the air traffic control unit where the licence holder provides an air traffic control service and the individual sectors, groups of sectors or operational positions on which he/she is competent to provide the appropriate air traffic control service.



2.5.2 A unit endorsement is issued for 12 months and is renewable by an assessment of the controller's competence to continue to provide the air traffic control services which it details. A controller who fails an assessment of his/her competence, or fails to renew the unit endorsement, must not provide the air traffic control service(s) associated with it.

## 2.6 Licence endorsements

2.6.1 Licence endorsements are associated with the licence, but not necessarily with any specific rating or rating endorsement. Seychelles has two such endorsements, namely the On-the-Job Training Instructor (OJTI) and English Language Proficiency (ELP) endorsement.

### 2.6.1.1 *OJTI endorsement*

2.6.1.1.1 The OJTI endorsement is generic to all ATC rating disciplines. It entitles the holder to supervise student and air traffic controllers while they provide an air traffic control service for which they do not hold a valid rating. An OJTI shall only supervise student air traffic controllers while they are providing an ATC service for which he/she holds a valid rating.

2.6.1.1.2 The ATSP must have processes, procedures and competent personnel to ensure that OJTIs:

- a) have received specific training on the conduct of the UTP;
- b) who are required to instruct or assess TRUES have received specific training on the conduct and/or assessment of TRUES;
- c) are competent to supervise student air traffic controllers;
- d) are assessed at least every three years for their ongoing competence to train and supervise student air traffic controllers.

2.6.1.1.3 The ATSP shall ensure that an OJTI is permitted to provide an air traffic control service without any training responsibilities, for sufficient time to remain competent on the specific sector(s) or operational position(s) for which he/she provides on-the-job training.

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

### 2.6.1.2 *ELP endorsement*

2.6.1.2.1 An ELP endorsement indicates that the holder of the licence meets the competence requirements to speak and understand the English language. A licence is not valid unless it contains a valid ELP endorsement for the English language.

2.6.1.2.2 To be issued with an ELP endorsement, an applicant must demonstrate compliance of at least Operational Level (Level 4) of the ICAO Language Proficiency Rating Scale as detailed in SAR-ATCL 61, APPENDIX 3.

## 2.7 Issue of an air traffic controller licence and associated endorsements

An air traffic controller licence will be issued to student air traffic controller licence holders who have successfully completed approved unit training and gained a unit endorsement(s) by demonstrating that they are competent to provide an air traffic control service on the sectors, sector groups or operational positions on which they have been training. The licence when issued will contain a rating, rating endorsement, if any, and unit endorsement. While the basic licence is issued for 4 years, there are components, e.g. the unit endorsement and the medical certificate, which must be renewed within notified time periods.

## 2.8 Issue of additional unit endorsements

An air traffic controller licence holder who already holds a valid rating at a unit may be issued with unit endorsements for additional sectors or operational positions associated with that rating, on successful completion of the appropriate unit training and demonstration that he/she is competent to provide the air traffic control services associated with the additional sectors or operational positions.



## **2.9 Issue of additional rating(s) and rating endorsement(s)**

Additional rating(s) and rating endorsement(s) will be issued to air traffic controller licence holders who have successfully completed an approved course of ATC training in those rating(s) and rating endorsement(s) and have successfully completed approved unit training and gained a unit endorsement by demonstrating their competence to provide air traffic control services on the associated sectors or operational positions.

## **2.10 Move to a new unit**

Provided the air traffic controller already holds the rating and rating endorsement needed in respect of the air traffic control services at his/her new unit and has exercised their privileges within the previous 90 days, to make his/her rating valid for the new unit, he/she will be required to successfully complete the unit training plan and gain a unit endorsement to make his/her rating valid for that unit.

## **2.11 Record of ratings and endorsements held**

The ratings that an air traffic controller obtains will be entered in the licence and will remain for the term of validity of the holder unless revoked by the Authority. The licence will include the date ratings were first issued.

## **2.12 Maintenance of the air traffic controller licence**

- 2.1.12.1 An air traffic controller may not exercise the privileges of his/her licence unless it contains a valid rating and rating endorsements where applicable, a valid ELP endorsement and a valid medical certificate.
- 2.1.12.2 Following the initial issue of a valid rating, an air traffic controller will be required to demonstrate continued competence to exercise the privileges of that rating by annual renewal of the unit endorsement(s).
- 2.1.12.3 Air traffic controller licence holders whose ELP endorsement are below Level 6 of the ICAO Language Proficiency Rating Scale will be evaluated for continued competence in the English language at the intervals set out in SAR-ATCL 61.060 (f).

## **2.13 Ownership of the air traffic controller licence**

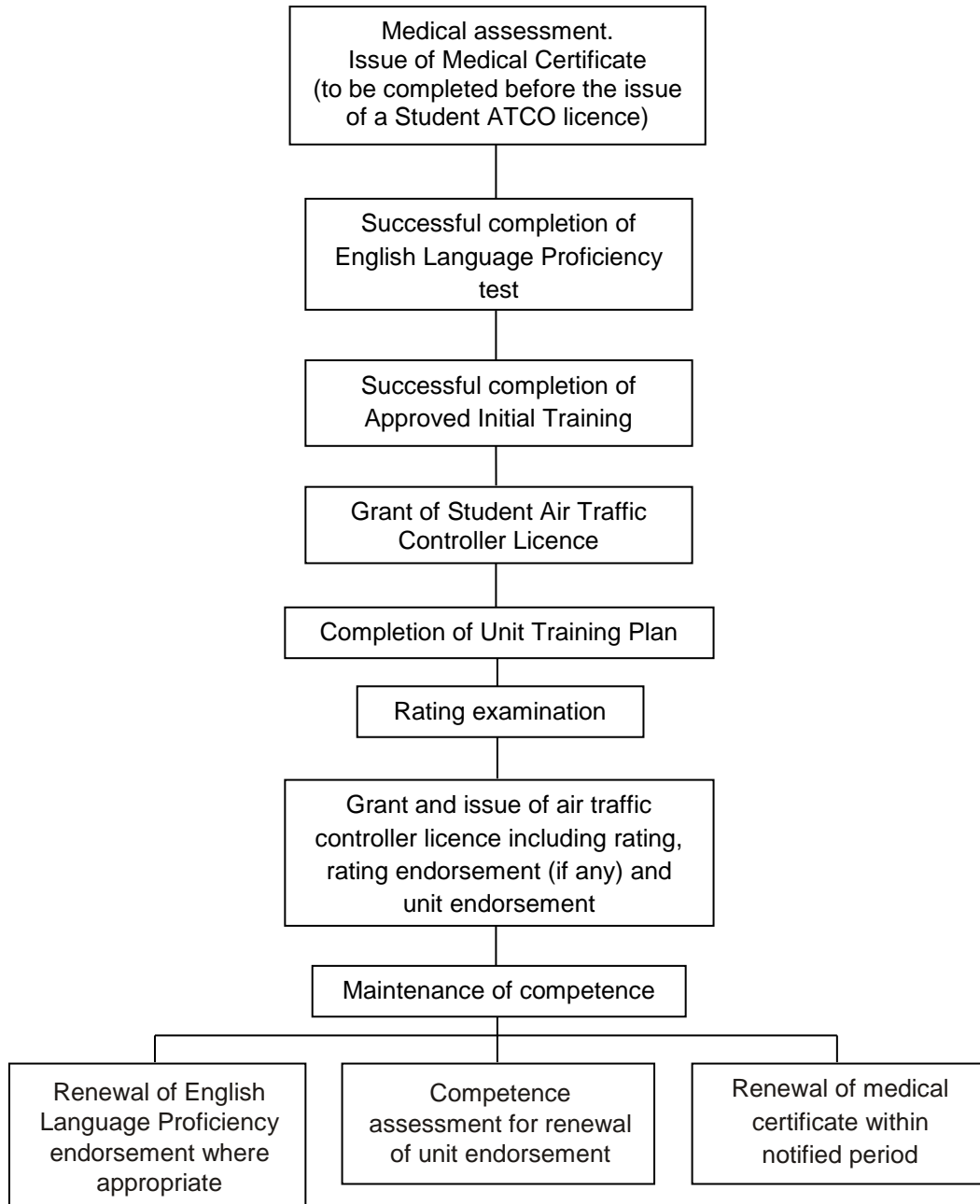
Student air traffic controller and air traffic controller licence are the property of the licence holder, who is responsible for ensuring the use of the licence in accordance with the privileges accorded by the licence. The holder may only provide the air traffic control services for which valid ratings 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.





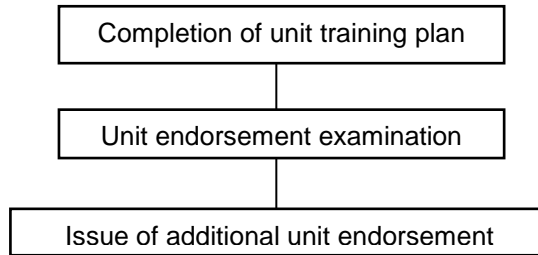
## 2.14 Flow charts to demonstrate the licensing concept

Figure 1 Issue of the licence

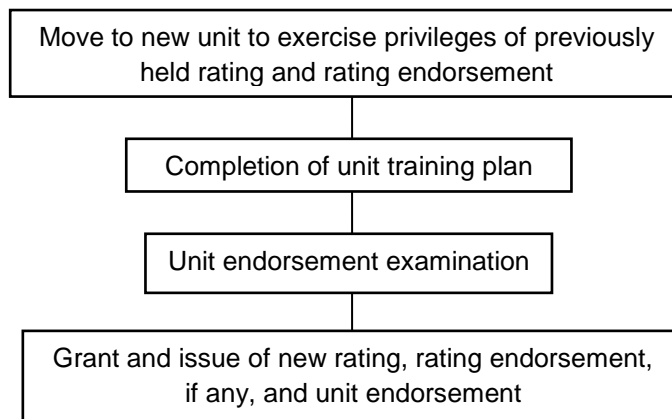




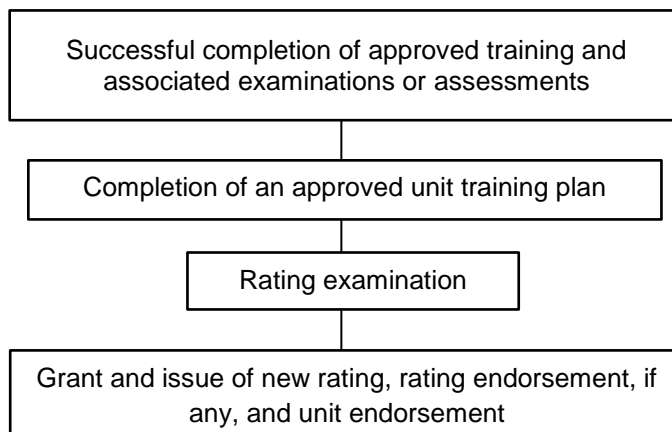
**Figure 2** Additional endorsements at same unit



**Figure 3** Move to a new unit



**Figure 4** Additional rating and rating endorsement





SAFETY REGULATION DIVISION  
AIR TRAFFIC CONTROLLER LICENSING MANUAL

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## Chapter 3

### AIR TRAFFIC CONTROLLER LICENSING – SAFETY REGULATION PROCEDURES

Safety regulation procedures assist in ensuring that the air traffic control services provided by licensed air traffic controllers at air traffic control units are safe and that the air traffic control services they provide satisfy the requirements of the units and the aircraft operators.

#### 3.1 Training

In order to provide either form of training to air traffic controllers, a training organisation or training unit of the ATSP must be certified by the Authority. Full details of the Authority certification requirements are contained in TP ATM 01 Air Traffic Controller Training Approval Manual.

#### 3.2 Air traffic controller National Air Law Examination

3.2.1 It is essential that before a student air traffic controller commence unit training, he/she attains an appropriate knowledge level of the Seychelles Civil Aviation (Safety) Regulation, as amended, and Rules of the Air Regulations which are applicable in the pre-OJT, OJT phase of the unit training and throughout the life-time of the air traffic controller licence. It is also essential that the student air traffic controller has an appropriate knowledge of the air traffic controller licensing requirements of SAR-ATCL 61.

3.2.2 During the transition phase of unit training, the student air traffic controller through the guidance of the Authority shall undertake a one month self-study syllabus of the national air law which shall comprise of applicable and Rules of the Air Regulations and SAR-ATCL 61 requirements. After the self-study period, he/she will be required to sit the air traffic controller national air law examination on a date proposed by the Authority and accepted by the student air traffic controller.

3.2.3 Should a student air traffic controller 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 must be accepted by the student air traffic controller.

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

3.2.4.1 The paper shall consists 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 air traffic controllers and updated, as and when necessary.

#### 3.2.5 **Score allocation for the national air law 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 national air law exam result**

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

#### 3.2.7 **Failing a national air law exam**

3.2.7.1 Should a student air traffic controller 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 air traffic controller 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 air traffic controller then fails to achieve the 70% pass mark he/she will be deemed to have failed the examination which results in him/her not being further considered by the Authority for an air traffic controller licence.

### **3.3 Rating competence**

- 3.3.1 Rating competence is the ability of an air traffic controller to apply his/her appropriate knowledge, skills and experience to provide air traffic control services as notified in his/her air traffic controller licence.
- 3.3.2 Before a rating is issued to an air traffic controller, he/she must demonstrate competence in that rating. ATSPs shall require air traffic controllers 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 advise the Authority when an air traffic controller is no longer considered competent to provide the air traffic control service associated with a valid rating.
- 3.3.4 The ATSP must have procedures to ensure that air traffic controllers returning from extended periods of planned or unexpected absence, but who still satisfy the unit procedures for maintaining competence, are competent to provide the air traffic control services 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 air traffic controllers, the function of which has been delegated to the ATSP through the ATCL 01/2013 - Instrument of Delegation.

#### **3.4.2 ATC Examiner Letter of Authorisation**

- 3.4.2.1 The Authority shall approve such personnel as it sees fit to carry out such examinations or assessments as it requires, to ensure that applicants for air traffic controller licences are competent and meet the appropriate requirements.
- 3.4.2.2 The Authority will issue an ATC Examiner Letter of Authorisation to confirm that an air traffic controller is authorised to act as the ATC Examiner responsible for the conduct of examinations leading towards the issue of an air traffic controller licence or unit endorsement and competence assessments for renewal of unit endorsements.

#### **3.4.3 Requirements for the issue of an ATC Examiner Letter of Authorisation**

To be issued with an ATC Examiner Letter of Authorisation, the applicant must:

- (a) have exercised, for the immediately preceding two years, the privileges of the rating/rating endorsement for which he/she will be required to examine at that unit;
- (b) hold, for a minimum of one year, a current unit endorsement for the sector or operational position for which he/she will be certifying competence;
- (c) have successfully completed an approved course of ATC Examiner training; and
- (d) provide evidence of having completed at least two supernumerary duties to the satisfaction of the Authority.

#### **3.4.4 Privileges of an ATC Examiner Letter of Authorisation**

- 3.4.4.1 An ATC Examiner Letter of Authorisation entitles the holder to conduct examinations associated with the air traffic controller licence.
- 3.4.4.2 The Authority may grant an ATC Examiner Letter of Authorisation that entitles the holder to conduct one or more of the following:
  - (a) rating examinations leading to the issue of an air traffic controller licence and valid rating(s), rating endorsement(s) if any and unit endorsement(s);
  - (b) rating examinations leading to the issue of additional ratings and rating endorsements (if any) and unit endorsements;
  - (c) unit endorsement examinations for the issue of unit endorsements; and



(d) annual competence assessments for the renewal of unit endorsements.

#### **3.4.5 Limitations of an ATC Examiner privileges**

3.4.5.1 An ATC Examiner Letter of Authorisation does not confer on the holder the authority to renew or issue a unit endorsement that 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.

3.4.5.2 ATC Examiners 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.

#### **3.4.6 Renewal of an ATC Examiner Letter of Authorisation**

3.4.6.1 The ATC Examiner Letter of Authorisation issued for a 3-year period is renewable by an assessment of the ATC Examiner's competence to continue to conduct examinations for air traffic controller licences and competence assessments for unit endorsement renewals.

3.4.6.2 Once the Authority has authorised an ATC examiner, it will closely supervise the subsequent activities of the examiner. The Authority will monitor the annual number of examinations conducted by each ATC Examiner and on a periodic basis, carry out observation of examinations, especially practical examinations and unit competence assessments, conducted by the ATC Examiner so that the Authority can monitor competence and apply remediation measures as necessary before renewal of the Letter of Authorisation. The renewal of an ATC Examiner Letter of Authorisation may be carried out within the 90-day period preceding the date of expiry of the authorisation. Provided the ATC Examiner is assessed as competent, the Letter of Authorisation will be renewed for a further 3 years from the date of expiry of the current endorsement.

3.4.6.3 The assessment of competence for renewal of the ATC Examiner Letter of Authorisation must confirm that the holder continues to meet the ATC Examiner performance objectives.

### **3.5 Roles and responsibilities of a chair ATC Examiner**

An ATC examiner who is the chairperson of an examination board for a rating or unit endorsement examination must ensure:

- a) that the candidate is fully briefed on:
  - i) the schedule for the examination board and its constituent parts;
  - ii) the persons involved and their roles in the examination;
  - iii) the right to appeal under Appendix 2, part B of SAR-ATCL 61 in respect of fair treatment in the conduct of the examination;
- b) that the candidate and those involved in the examination are appropriately licensed;
- c) that other ATC examiners meet all the licensing requirements to act as a member of the board;
- d) that the candidate is fully debriefed following the examination 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) air traffic controller 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 ATC Examiner authorised by the Authority with the responsibility to conduct examination boards. The board for a rating examination will comprise the chair ATC Examiner and a supernumerary unit ATC Examiner.



- 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 simulators 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 examination

- 3.7.1 A unit endorsement examination is an examination for the issue of:
- additional unit endorsement(s) on operational position(s) or sector(s) at the same unit at which air traffic controllers already hold valid ratings in the rating and rating endorsement (if any) appropriate to the air traffic control service to be provided (extension validation);
  - 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 examination will comprise a unit ATC Examiner authorised by the Authority with the responsibility to conduct unit examination boards and a supernumerary unit ATC Examiner.
- 3.7.3 The ATSP shall give the ANS Inspector 5 days' notice prior to the proposed examination date.
- 3.7.4 The use of simulators to demonstrate competence at a unit endorsement examination is not permitted except that a specifically approved simulator may be used to demonstrate the application of procedures not seen during that examination.
- 3.7.5 **Failing a unit endorsement examination**
- 3.7.5.1 A candidate failing a unit endorsement examination shall not be permitted to retake the examination 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 examination may, at the discretion of the ATSP, be required to take both the practical and the oral element at further attempts at the examination or only that element of the examination 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 related to the air traffic controller licence, in accordance with SAR-ATCL 61.120.AR, (b) (7) and the ATCL-01/2013 - Instrument of Delegation, shall establish and publish an appeal procedure acceptable to the Authority. It shall maintain records which show that student air traffic controllers have acknowledged receipt of the appeal procedure.
- 3.8.2 Student air traffic controllers 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 SAR-ATCL 61, 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 have a UCS approved by the Authority, for all air traffic control units. The UCS should detail the process by which air traffic controllers are monitored or regularly tested to ensure they maintain their competence and should include details of required continuation training for air traffic controllers and a competence checking system.

The proposed UCS shall be submitted to ATStd for approval.



3.9.2 In accordance with the approved UCS, the continuing competence of air traffic controllers for the renewal of unit endorsements must be conducted by Unit Competence Examiners (UCEs).

The UCS shall be fully documented indicating:

- a) the process by which air traffic controllers will be assessed;
- b) the operational objectives they will be required to meet;
- c) the person(s) responsible for formally accepting that the process has been correctly conducted;
- d) the formal mechanism by which the air traffic controller will be notified of the result of any competence assessment;
- e) the method by which the competence records are kept.

3.9.3 Assessment for competence should be conducted when there is a representative traffic sample in respect of the traffic levels and the range of procedures to be used.

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

3.9.4 ATStd will audit the UCS.

### 3.9.5 **Conduct of annual competence assessments**

3.9.5.1 The competence assessment for renewal of a unit endorsement may be carried out within a 45-day period preceding the date of expiry of the current unit endorsement. Provided the air traffic controller is assessed as competent, the unit endorsement will be renewed for 12 months from the date of expiry of the current endorsement.

3.9.5.2 The competence assessment will consist of:

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

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

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

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

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

3.9.5.5 The oral assessment will consist of:

- a) questions from:
  - i) the Unit Standing Instruction;
  - ii) supplementary instructions;
  - iii) temporary operating instructions and other relevant operational documents;





- iv) relevant parts of Manual of ATM;
  - v) relevant Aeronautical Information Circulars;
  - b) questions relating to the practical check;
  - c) scenario type questions relating to:
    - i) the use of operational procedures not seen during the practical check; and
    - ii) handling of unusual circumstances and aircraft in emergency.
- 3.9.5.6 Provided the competence assessment is satisfactory the UCE will sign the unit endorsement page of the licence and issue it to the air traffic controller. A copy of the updated unit endorsement page shall be submitted to the PEL Office as the means of notification.
- 3.9.5.7 In the event that an air traffic controller is considered not competent at either the practical or oral assessment, the ATSP will immediately inform the air traffic controller concerned. Notwithstanding that the previous unit endorsement(s) has not expired, the air traffic controller must not exercise the privileges of his/her licence in respect of that unit endorsement(s) unless under the supervision of a suitably qualified OJTI. Where the competence assessment covers more than one operational position or sector, this requirement shall only apply to the unit endorsement(s) for which the air traffic controller has been assessed as not competent.
- 3.9.5.8 If during the period between annual competence assessments the ATSP becomes aware that an air traffic controller's competence is in doubt, he/she must be removed from duty. The ANS Inspector must be notified of the removal from duty.
- 3.9.6 *Retraining and assessment of air traffic controllers found not competent***
- 3.9.6.1 An air traffic controller who has been assessed as not competent at an annual competence assessment will not have his/her unit endorsement renewed. 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 examination 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, ATStd may require the air traffic controller to be assessed for previous competence.

### **3.10 Air traffic controller's current experience**

#### **3.10.1 *Maintaining currency***

- 3.10.1.1 The ATSP shall have procedures to ensure that air traffic controllers exercise the privileges of their licences on each sector or operational 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 ATStd as appropriate.
- 3.10.1.2 The ATSP shall maintain records of the hours worked on each sector or operational position for every licence holder. These records shall be made available to the ATStd on request.
- 3.10.1.3 The ATSP shall ensure that watch rosters enable air traffic controllers to maintain the currency of their ratings. An air traffic controller who does not maintain currency for a particular sector(s) or operational position(s) will be required to complete unit procedures for regaining his/her currency. The ATSP shall have procedures to enable air traffic controllers to regain their currency. These shall include requirements and guidance:
- a) to ensure that air traffic controllers who do not satisfy the minimum currency requirement do not provide an air traffic control service on the sector(s) or operational position(s) concerned, unless they are supervised by an approved OJTI who holds a valid rating appropriate to the air traffic service being provided;
  - b) detailing the operational responsibilities of the supervising OJTI and the air traffic controller he/she is monitoring;
  - c) 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 Suspension and revocation of air traffic controller licences**

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

In accordance with SAR-ATCL 61.015 and SAR-ATCL 61.120.AR, (b) of SAR-ATCL 61, only the Authority may issue, provisionally suspend, suspend or revoke an air traffic controller 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 assessment within the notified period;
- d) fails to satisfy minimum currency requirements.

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

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 management assessment**

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

3.11.3.2 The ATSP shall ensure that the internal management assessment is conducted by the Senior Air Traffic Controller or by a responsible person delegated the responsibility by the ATSP.

3.11.3.3 The ATSP shall ensure that the internal management assessment 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 internal management assessment is submitted to ANS Inspector. 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 air traffic controller licence:
  - a) whose competence to provide all air traffic control services is in doubt;
  - b) whose fitness to hold an air traffic controller 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 air traffic controller licence will not pass for a student air traffic controller 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 SAR-ATCL 61.120.AR, (b) (7) of SAR-ATCL 61 against a provisional suspension.

### 3.11.7 **Suspension**

Suspension is the act of placing an air traffic controller 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, or at the ATSTU where the air traffic controller is employed, provided it is approved to conduct Assessments for Previous Competence;
- b) successful completion of any training and further assessments identified by the Unit Competence Examiner as being required;
- c) successful completion of unit training and passing of a unit endorsement examination 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 air traffic controller 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**

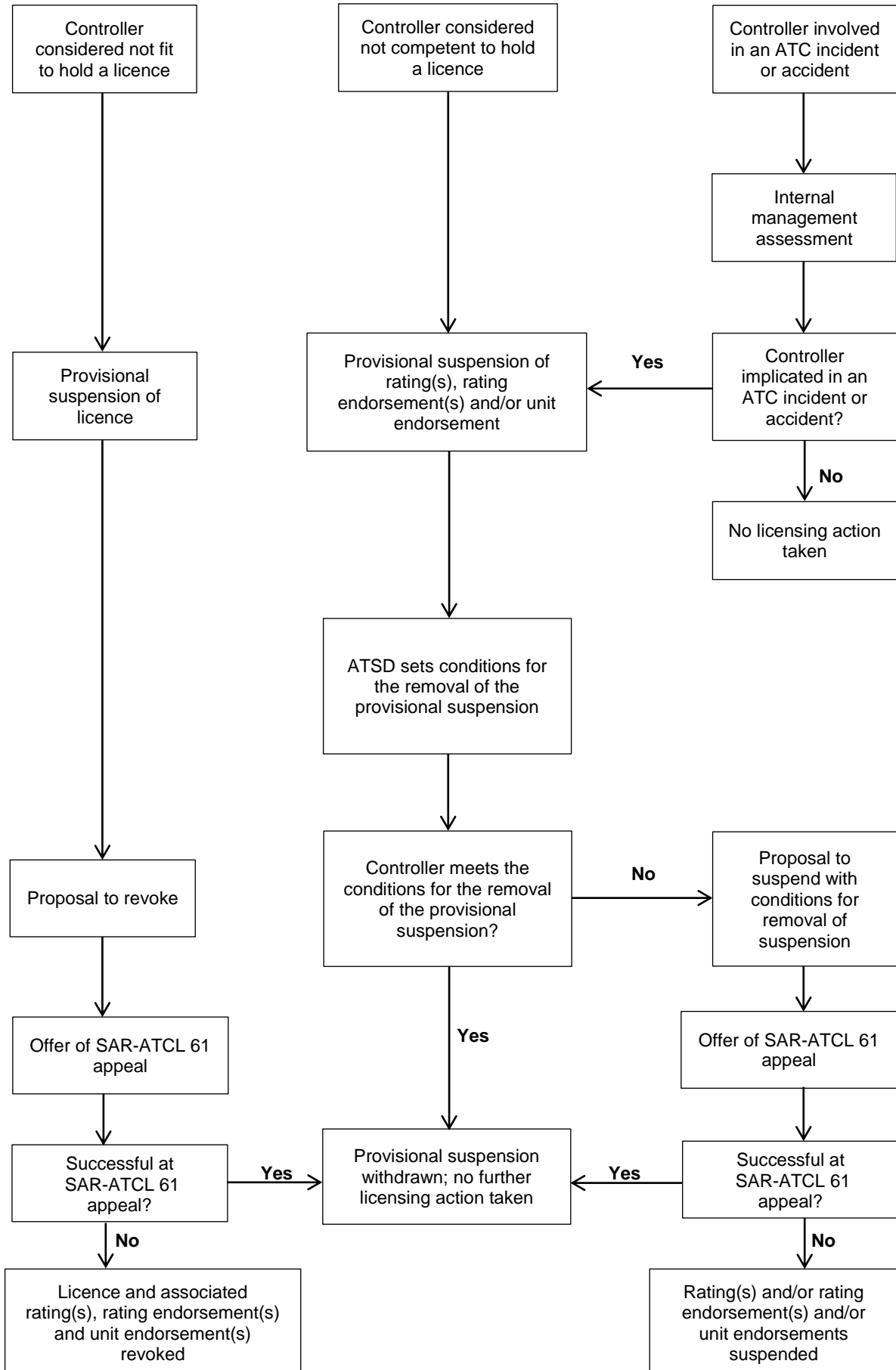
3.11.11.1 The proposal to suspend or revoke an air traffic controller licence, or associated rating(s), rating endorsement(s) or unit endorsement(s) is subject to appeal under SAR-ATCL 61.120.AR, (b) (7) of SAR-ATCL 61.

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 air traffic controller 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 will be lifted or withdrawn. The Authority will suspend or revoke the air traffic controller 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 air traffic controller licence**





### 3.12 Surveillance system for air traffic controller licences

- 3.12.1 Responsibility for the surveillance of air traffic controller licences lies with ATStd. The surveillance activities include:
- (a) the degree of compliance with regulatory requirements set out in SAR-ATCL 61 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 air traffic controller licence ("fit and proper person" criteria).
- 3.12.2 The ANS Inspector in ATStd is the convening authority for the Air Traffic Controller Licensing Annual Safety Oversight Programme as approved by the General Manager Safety Regulation. 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;
- (a) the determination of the appropriate course of action, depending on the circumstances of each case;
  - (b) 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 2 of TP-ANS 01 shall be followed by the ANS Inspector for all surveillance activities.



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## Chapter 4

### AIR TRAFFIC CONTROLLER LICENCE ADMINISTRATION PROCEDURES

#### 4.1 Introduction

- 4.1.1 Licence administration is the process by which the Authority ensures that student air traffic controller and air traffic controller licences are issued and maintained in accordance with the requirements of SAR-ATCL 61. Only the Authority can issue or amend student air traffic controller and air traffic controller 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 air traffic control qualifications of licence holders. Historical records of a licence holder shall be retained for four years after which period they shall be disposed of by shredding if the holder does not intend to undergo retraining to exercise the privilege(s) again.

#### 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 or air traffic controller licence holder is providing an air traffic control service.
- 4.2.2 In the case of the first application for a student air traffic controller 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 air traffic controller and air traffic controller 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 The PEL Office maintains the following licence records in personal files on student air traffic controller 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.
- 4.3.2 The PEL Office maintains the following licence records in personal files on air traffic controller 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 air traffic controller is providing an air traffic control service;
  - previously held rating(s), rating endorsement(s) and unit endorsement(s) including the units where the controller previously provided an air traffic control service;
  - details of any action taken by the Authority to suspend or revoke the air traffic controller licence or its associated rating(s), rating endorsement(s) or unit endorsement(s);





g) the date when any current medical certificate expires.

4.3.3 UCEs shall provide the PEL Office a copy the unit endorsement page of the licence for all unit endorsement renewals which shall be kept in personal files of air traffic controller. In the event that a unit endorsement is not renewed or is withdrawn, UCEs shall notify the PEL Office.

#### **4.4 Application forms**

4.4.1 Applications for air traffic controller licences, rating(s), rating endorsement(s) unit endorsement(s), English Language Proficiency (ELP) endorsement and change of personal details must be made using Form SR ATCL 1411.

4.4.2 Applications for student air traffic controller licences must be made using Form SR ATCL 1421.

4.4.3 Applications for OJTI endorsement or renewal of same must be made on Form SR ATCL 1415.

4.4.4 Applications for the renewal of an ELP endorsement must be made using Form SR ATCL 1426.

4.4.5 The renewal of a unit endorsement is to be recorded on Form SR ATCL 1416.

4.4.6 For all applications for the issuance of licences, ratings and endorsements, a systematic review and evaluation of submitted forms shall be made by the PEL Officer who shall complete Form SR ATCL 1412.

4.4.7 Forms SR ATCL 1411, ATCL 1415, ATCL 1416, ATCL 1421 and ATCL 1426 are available from the PEL Office or may be downloaded from SCAA website at the following link:

[http://www.scaa.sc/index.php?option=com\\_content&view=article&id=229&Itemid=359](http://www.scaa.sc/index.php?option=com_content&view=article&id=229&Itemid=359)

4.4.8 All applications must be sent to:

Personnel Licensing Office  
Safety Regulation Division  
SCAA  
P.O. Box 181                      email: [PEL@scaa.sc](mailto:PEL@scaa.sc)

#### **4.5 Application for a student air traffic controller licence**

4.5.1 An applicant for a student air traffic controller licence must meet all the requirements set out in SAR-ATCL 61.030.

4.5.2 On receipt of an application for a student air traffic controller licence, the PEL Office must:

- a) confirm that the required personal details and evidence of meeting licensing requirements have been provided. These will include:
  - i) proof of identity (a copy of the applicant's national identity card or passport);
  - ii) evidence of having successfully completed an approved course of initial training, including passing any associated examinations or assessments;
  - iii) a valid medical certificate of the appropriate class;
- b) enter personal details into the licensing database;
- c) allocate a licence number;
- d) print a copy of the licence for record.

#### **4.6 Application for renewal or amendment of a student air traffic controller licence**

4.6.1 A student air traffic controller licence is issued for a period of 2 years. Should a student air traffic controller licence need to be renewed or amended, an application to this effect should be made using Form SR ATCL 1421.

4.6.2 On receipt of an application for renewal of a student air traffic controller licence, the PEL Office must:

- a) confirm that the applicant already holds a student air traffic controller licence and the reason for its renewal is authorised;
- b) check to determine if any of the personal details have changed and update the database as required;



- c) confirm that the applicant has a valid medical certificate of the appropriate class;
  - d) print a copy of the licence for record.
- 4.6.3 To enable the PEL Office to issue a student air traffic controller licence as soon as possible after the completion of initial training, the application for the grant of a student air traffic controller licence should be made at least 10 days before the end of the approved course of training. The ATSP will provide the PEL Office with the names of students who are expected to successfully complete an approved course of training. Renewal or amendment application should be made at least 5 days before expiry date of the licence.

#### 4.7 Application for an air traffic controller licence

- 4.7.1 An applicant for an air traffic controller licence must meet all the requirements set out in SAR-ATCL 61.035.
- 4.7.2 The application must include the rating, rating endorsement (if any) and unit endorsement to be included in the licence.
- 4.7.3 The tables below indicate the ratings and rating endorsements required to provide particular air traffic control services.

**Table 1** Aerodrome Control

| Rating                             | Rating Endorsement               | Air traffic Service  |
|------------------------------------|----------------------------------|--|
| Aerodrome Control Visual (ADV)     | No associated rating endorsement | Visual Ground Movement and Air Control                               |
| Aerodrome Control Instrument (ADI) | Tower (TWR)                      | Visual Ground Movement Control and Visual and Instrument Air Control |

##### 4.7.3.1 Tower Control (TWR)

Aerodrome control may be operated as one position or it may be divided between two, i.e. ground movement and air control. The Tower Control rating (TWR) endorsement entitles the holder to provide an aerodrome control service at an aerodrome where ground movement and air control are provided from one operational position.

**Note:** *An air traffic controller may provide ground movement control and air control simultaneously from one operational position provided the traffic level is such that it can be safely controlled by one air traffic controller from the position.*

**Table 2** Approach Control Procedural

| Rating                            | Rating Endorsement               | Air traffic Service |
|-----------------------------------|----------------------------------|---------------------|
| Approach Control Procedural (APC) | No associated rating endorsement | Approach Control    |

##### 4.7.3.2 Approach Control Procedural (APP) Rating

An approach control procedural service may be provided by an approach control unit at an aerodrome control tower or at an area control centre specifically approved by the Authority to provide the service.



**Table 3** Approach Control Surveillance

| Rating                              | Rating Endorsement                                 | Air traffic Service  |
|-------------------------------------|--|--|
| Approach Control Surveillance (APS) | Radar (RAD)  | Approach control using primary and/or secondary surveillance radar equipment |
|                                     | Precision Approach Radar (PAR)                     | Approach control using precision approach radar equipment                    |
|                                     | Automatic Dependent Surveillance Broadcast (ADS-B) | Approach control using ADS-B equipment                                       |

**4.7.3.3 Use of radar for instrument approaches**

Before an air traffic controller can hold a precision approach radar endorsement he/she must already hold a radar endorsement.

**Table 4** Area Control Procedural

| Rating                        | Rating Endorsement                                | Air traffic Service               |
|-------------------------------|---|-----------------------------------|
| Area Control Procedural (ACP) | Automatic Dependent Surveillance Contract (ADS-C) | Area Control using ADS-C services |

4.7.4 On receipt of an application for an air traffic controller licence, and its associated rating(s), rating endorsement(s) and unit endorsement(s) the PEL Office must:

- a) confirm that the required personal details and evidence of meeting licensing requirements have been provided. These will include:
  - i) evidence of successful completion of the approved Unit Training Plan (UTP) and the passing of any associated competence examination or assessment.
  - ii) a valid medical certificate of the appropriate class.
- b) determine if any of the personal details have changed and update the database as required.
- c) allocate a licence number.
- d) print a copy of the licence for record.

4.7.5 To enable the PEL Office to issue an air traffic controller licence as soon as possible after the completion of the approved unit training, the application for the grant of an air traffic controller licence should be made at least 10 days before the proposed examination date. The ATSP will provide the PEL Office with the names of student air traffic controllers who are expected to successfully complete the unit training.

4.7.6 Should an air traffic controller licence need to be renewed, an application to this effect should be made using Form SR ATCL 1411.

4.7.7 On receipt of an application for renewal of an air traffic controller licence, the PEL Office must:

- a) confirm that the applicant already holds an air traffic controller licence and the reason for its renewal is authorised;
- b) check to determine if any of the personal details have changed and update the database as required;
- c) confirm that the applicant has a valid medical certificate of the appropriate class;
- d) print a copy of the licence for record.

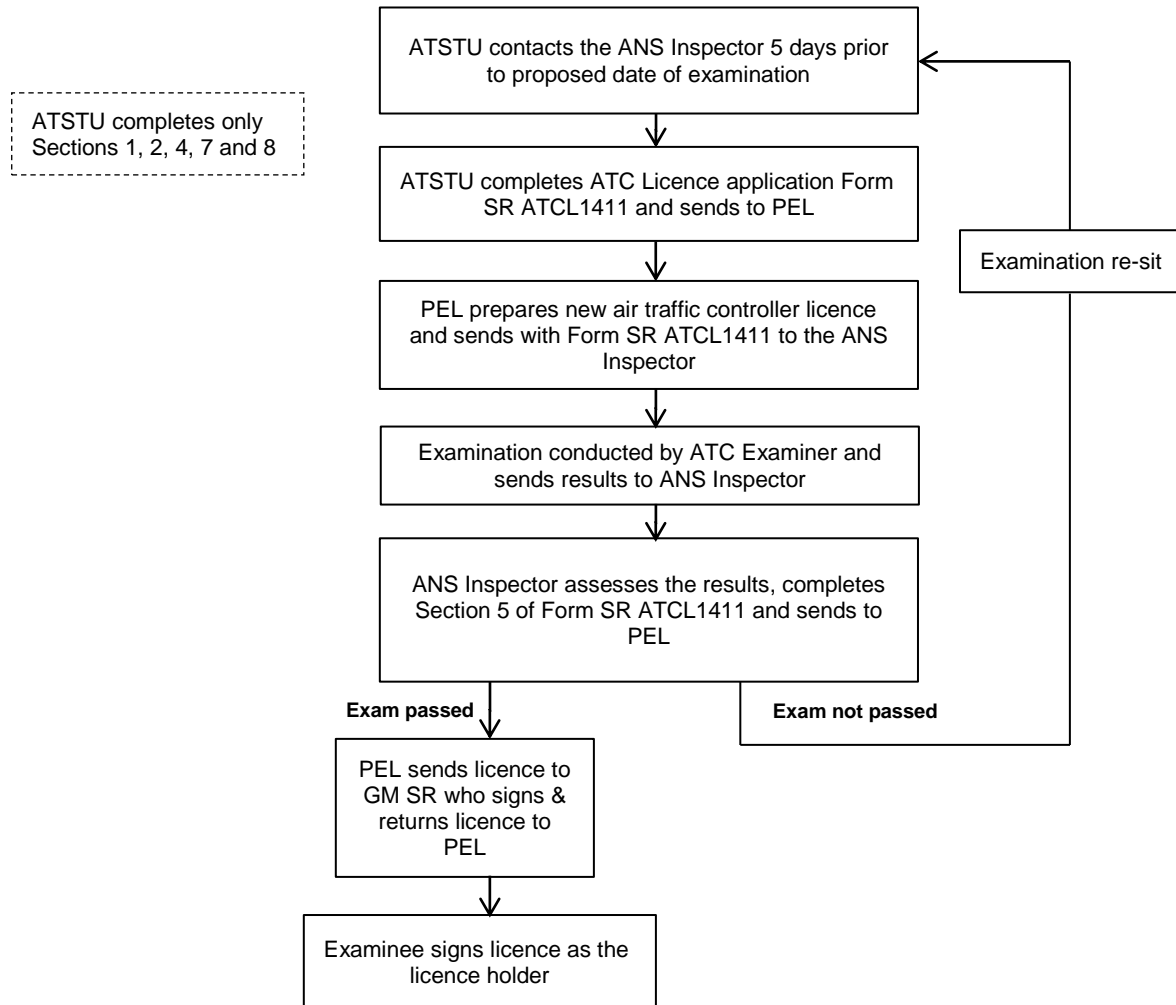


4.7.8 Application for the renewal of an air traffic controller licence should be made at least for 45 days prior to the expiry date of the licence.

#### 4.8 Issue of a new air traffic controller licence

4.8.1 Once a student air traffic controller is considered ready to undertake a first rating validation examination, the Air Traffic Services Training Unit (ATSTU) should notify the ANS Inspector at least 5 days prior to the proposed examination date. The process is shown in Figure 1.

Figure 1

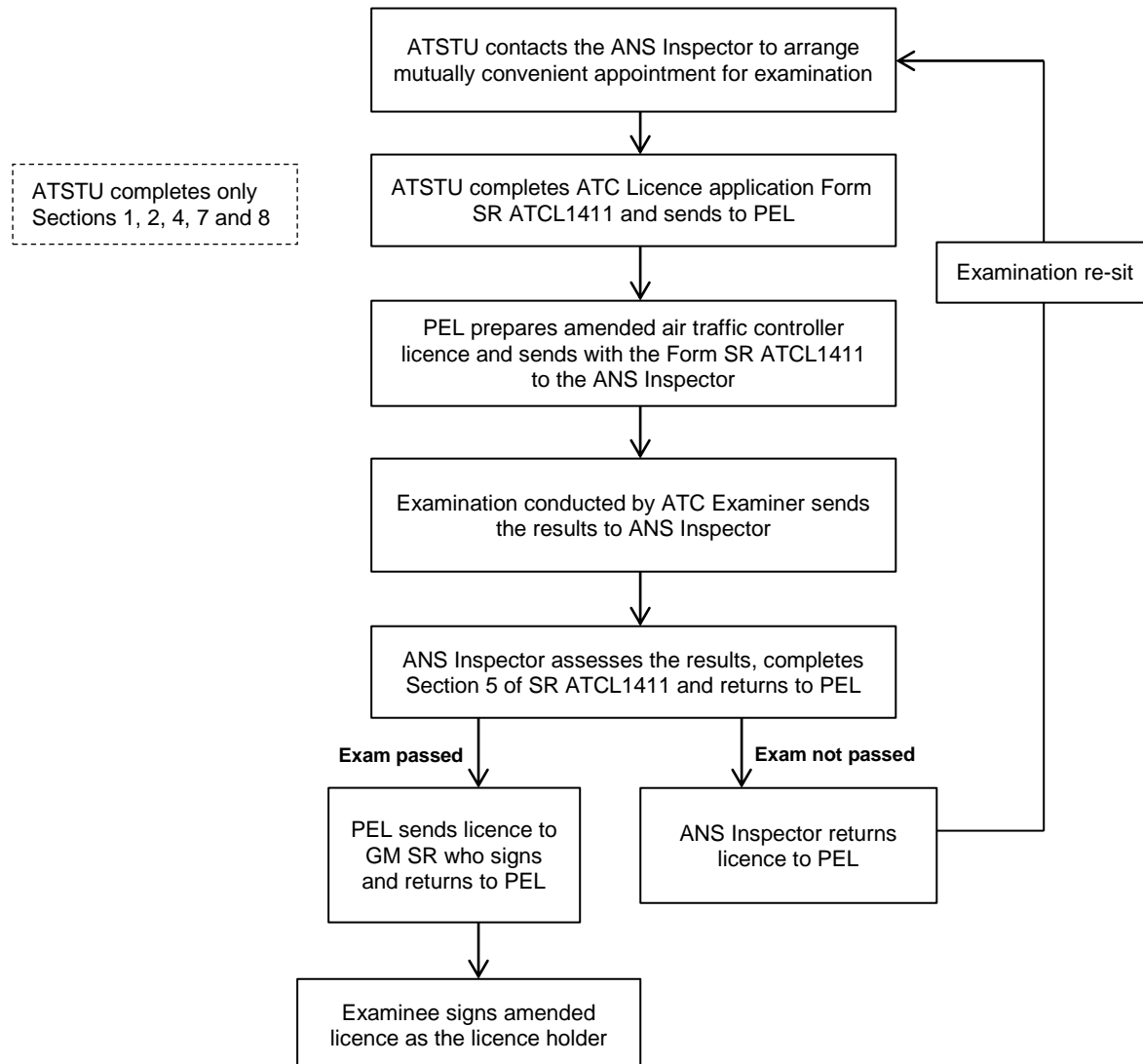




#### 4.9 Issue of an additional rating and/or rating endorsement

- 4.9.1 To be granted an additional rating and/or rating endorsement, an air traffic controller must meet the requirements set out in SAR-ATCL 61.045 and SAR-ATCL 61.050.
- 4.9.2 Once a student air traffic controller is considered ready to undertake the validation examination, the ATSTU should contact the ANS Inspector at least 5 days prior to the proposed examination date. The process is shown in Figure 2.

Figure 2



- 4.9.3 On receipt of an application for additional rating(s) and/or rating endorsement(s), the PEL Office must:
- confirm that the applicant already holds an air traffic controller licence.
  - determine if any of the personal details have changed and update the database as required.
  - confirm that evidence has been provided that the air traffic controller has:
    - successfully completed the appropriate approved course of initial training at a training organisation and has passed any associated examinations or assessments.
    - successfully completed the appropriate part of the approved UTP and has passed any associated competence assessment or examination.
  - ensure that the air traffic controller has a valid medical certificate of the appropriate class.
  - print a copy of the licence rating(s) and rating endorsement(s) for record.



### 4.10 Issue of a unit endorsement

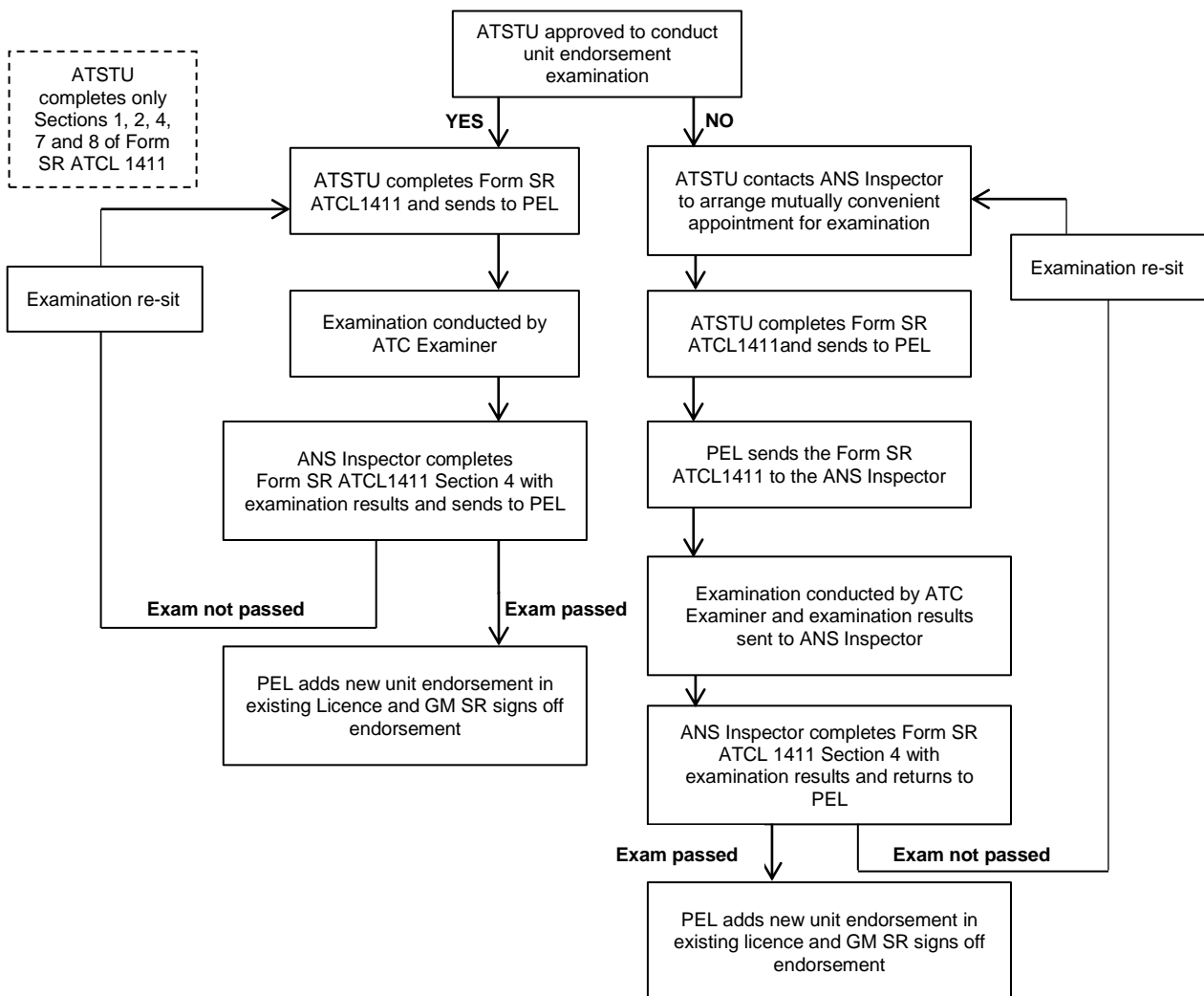
4.10.1 A unit endorsement indicates the sector(s) or operational position(s) at which an air traffic controller is competent to provide an air traffic control service.

4.10.2 Operational positions include:

- a) Aerodrome Control
- b) Aerodrome/Approach Control
- c) Approach Control
- d) Area Control

4.10.5 The process for unit endorsement examination and application is shown in Figure 3.

Figure 3





- 4.10.5 On receipt of an application for a unit endorsement(s) the PEL Office must:
- confirm that the applicant already holds an air traffic controller licence.
  - determine if any of the personal details have changed and update the database as required.
  - confirm that evidence has been provided that the air traffic controller has successfully completed the appropriate part of the approved UTP and has passed any associated competence assessment or examination.
  - ensure that the air traffic controller has a valid medical certificate of the appropriate class.
  - print a copy of the licence unit endorsement(s) for record.

#### **4.11 Renewal of unit endorsement(s)**

The renewal of a unit endorsement is to be recorded using Form SR ATCL 1416 and which must be submitted to the PEL Office in accordance with the submission instructions on the form.

#### **4.12 Arranging rating and unit endorsement examinations**

- 4.12.1 The scheduling of examinations is subject to agreement between the ATSP and the ANS Inspector. Because of the uncertainties associated with the progress of student air traffic controllers, arrangements for rating or unit endorsement examinations and any rescheduling can be made by telephone or email.
- 4.12.2 To enable the ANS Inspector to appropriately allocate resources, it is important that the ATSP advise when student air traffic controllers commence unit training.
- 4.12.3 The examinations must be communicated to the ANS Inspector at least 5 days prior to the scheduled date, giving the number of hours training the candidate still has to undertake to complete the UTP.

#### **4.13 Application for the cancellation of unit endorsement(s)**

- 4.13.1 This situation may arise when an air traffic controller is no longer required, or is unable, to maintain valid rating(s) on particular operational positions or sectors. The applicant will be required to fill in the Form SR ATCL 1411, Sections 1, 2, 6 and 7. Only the applicant's name, licence number and any changes are required in the personal details section. The person at the ATSP who is authorised to sign licence applications should fill in Section 6 relating to the cancellation of unit endorsements.
- 4.13.2 On receipt of an application for the cancellation of unit endorsement(s) the PEL Office must:
- ensure that the air traffic controller concerned holds an air traffic controller licence which includes the unit endorsement(s) to be cancelled.
  - determine if any of the personal details have changed and update the database as required.
  - re-enter current licence details without the unit endorsement(s) to be cancelled.
- Note:*  
*This leaves the cancelled endorsement stored as historical information.*
- print a copy of the licence current unit endorsement(s) for record.

#### **4.14 Application for notifying changes to personal information**

- 4.14.1 Licence holders are responsible for advising the PEL Office of any changes to the personal details provided for the issue of a student air traffic controller or air traffic controller licence. Applicants should fill in Form SR ATCL 1411 Section 1, 2 and 7.
- 4.14.2 On receipt of an application for changes to personal details the PEL Office must:
- confirm that the applicant already holds a student air traffic controller or air traffic controller licence;



- b) determine which of the personal details have changed and update the database as required;
- c) print a copy of the licence, if required.

#### **4.15 Application for an OJTI endorsement**

4.15.1 Applicants for an OJTI endorsement must meet the requirements of SAR-ATCL 61.065.

4.15.2 On receipt of the application, the PEL Office must:

- a) confirm that the applicant already holds an air traffic controller licence;
- b) determine if any of the personal details have changed and update the database as required;
- c) 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;
- d) confirm that evidence has been provided that the controller has successfully completed an approved OJTI course;
- e) ensure that the air traffic controller has a valid medical certificate of the appropriate class;
- f) print a copy of the endorsement page for record.

#### **4.16 Application for an ELP endorsement**

4.16.1 Applicants for an ELP endorsement must meet the requirements of SAR-ATCL 61.060.

4.16.2 On receipt of the application, the PEL Office must:

- a) confirm that the applicant qualifies for an air traffic controller licence in the case of a new application or already holds an air traffic controller licence with a previously endorsed ELP for a renewal;
- b) ensure that the ELP results meets at least Level 4 (Operational Level) of the ICAO Language Proficiency Rating Scale of SAR-ATCL 61, Appendix 3;
- c) ensure that the ELP assessment was carried out by a test service provider approved by the authority;
- d) endorse the licence with the new ELP along with the validity date;
- e) print a copy of the endorsement page for record.

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

4.17.1 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 ICAO or Eurocontrol Specification for ATCO Core Content Initial Training syllabus. As a result, the Authority is unable to directly recognise the ATC training undertaken in training organisations other than those approved by the Authority.

4.17.2 Individuals who have undertaken ATC training in non-SCAA approved training organisations and who wish to obtain a Seychelles air traffic controller licence shall be required to:

- a) provide a full gap analysis of what (if any) elements of the ICAO or Eurocontrol Specification for ATCO Core Content Initial Training syllabus were not covered by the rating training courses undertaken. This analysis will require a comparison of the syllabi of those courses with the ICAO or Eurocontrol Specification for ATCO Core Content Initial Training syllabi and must be carried out by the ANS Inspector;
- b) on completion of this analysis the applicant shall undertake an Assessment for Previous Competence (APC) at one of the training organisations approved by the Authority;





- c) successfully complete a training plan, produced 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.
- d) successfully undertake a final assessment conducted by the approved training organisation who must then declare to the Authority whether or not the applicant is considered competent to commence unit training at the ATSTU.

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

#### **4.18 Recognition of licences issued by other ICAO Member States**

- 4.18.1 For the reason that the Authority has no knowledge of the provisions under which student or air traffic controller licences are issued in other ICAO Member State, the Authority is unable to recognise a student or air traffic controller licence issued by those States. Such licence holder shall be required to apply for recognition of their air traffic controller training in accordance with 4.16 above.
- 4.18.2 The Authority shall consider recognition of student or air traffic controller licences obtained in European Union Member States, where such licences have been issued in accordance with the requirements of SAR-ATCL 61.
- 4.18.3 The holder of such licence who intend to seek employment as an air traffic controller in the Seychelles shall apply to the Authority to obtain confirmation that his/her licence is recognised by the Authority, before seeking such employment.
- 4.18.4 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.
- 4.18.5 The holder of the licence shall complete Form SR ATCL 1424 and submit it to the PEL Office along with a copy of the licence and accompanying medical certificate and any applicable Authority Remittance Fee.
- 4.18.6 The Authority shall only initiate the process of licence recognition in cases where the ATSP confirms the applicant has been offered employment.
- 4.18.7 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.
- 4.18.8 The applicant will then have to successfully complete the approved UTP and pass any associated competency examination or assessment before being issued a Seychelles air traffic controller licence.
- 4.18.9 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 air traffic controller licence issued by the Authority
- 4.18.10 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 5 of TP-ATM 01.

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

- 4.19.1 Where a licence is 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 revoked.
- 4.19.2 Where individual rating(s), rating endorsement(s) or unit endorsement(s) have been revoked, the 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 should be updated to clearly indicate the rating(s) or endorsement(s) that have been revoked.



#### 4.20 Application for duplicate of licence in case of loss

Where a 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 SR ATCL 1427.

#### 4.21 Maintaining the licence

4.21.1 It is the licence holder's responsibility to satisfy the requirements for maintaining a 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 air traffic controller licence.

**Note:** *The Authority requires air traffic controllers to be examined or assessed at notified intervals for their ongoing competence. This information should be provided directly to the PEL Office using the form SR ATCL 1416 a copy of which must be retained at the unit for audit by the ATStd.*

4.21.2 The ATSP may take responsibility for ensuring that air traffic controllers are advised in good time of the requirement to obtain a new medical certificate or to undergo examination or assessment for ongoing competence. It is important that licence holders are aware of their responsibilities and the procedures for maintaining licences.

#### 4.22 Quality control

4.22.1 The 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.

4.22.2 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 periodically 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.

#### 4.23 Disclosure of information

4.23.1 The Authority will make available to licence holders on request, records of previously held ratings, rating endorsements and unit endorsements.

4.23.2 Air traffic controller licences issued in accordance with the ATC licensing scheme may wish to take up employment in other ICAO Contracting States with similar schemes. Receiving States will have the right to seek verification that the information presented by the applicant is correct.

4.23.3 In order to avoid conflict with any legislation relating to data protection or unauthorised disclosure of information, the enquiring State should require the applicant to obtain and present his/her complete licensing record from the Seychelles, under cover of an authenticating document/signature from the Authority.

4.23.4 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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## Chapter 5

### SEYCHELLES CLASS 3 MEDICAL CERTIFICATION PROCEDURES

#### 5.1 Application

- 5.1.1 Applicants for a Seychelles Class 3 medical certificate shall hold undergo a medical assessment in accordance with the provisions of L4 – Requirements for European Class 3 Medical Certification of Air Traffic Controllers.
- 5.1.2 Applications must be made using Form SR ATC MED160 which is available at the Authority Medical Section (AMS).

#### 5.2 Initial Class 3 medical assessment

- 5.2.1 Medical assessment shall be carried out at the Ministry of Health, Occupational Health Division, which has the delegated function of the AMS, by an Aeromedical Examiner (AME). The licence holder shall arrange for the medical assessment by contacting the AMS on telephone number 4388383 or by other arrangements if available within ATSP. Appointments for medical assessment, consultant reviews and investigations cannot be made via e-mail.
- 5.2.2 The minimum age for the initial issue of a Seychelles Class 3 medical certificate is 17 years.
- 5.2.3 The initial assessment includes:
- a full physical medical examination by the AME;
  - eyesight tests by an optometrist, including colour vision assessment;
  - a resting electrocardiogram (ECG) to check your heart;
  - spirometry to assess your lung function;
  - an audiogram to evaluate your hearing;
  - urine testing; and
  - blood test to check haemoglobin level
- 5.2.4 The AME will only issue a Seychelles Class 3 medical certificate upon the licence holder being successful at the medical assessment. The AME will need to see the last medical certificate before issuing the new medical certificate.

#### 5.3 Validity table

The validity table is found on page 6 of the medical certificate and in Annex 2, page 59 of L4 – Requirements for European Class 3 Medical Certification of Air Traffic Controllers.

#### 5.4 Renewal assessment

Renewal assessments are also carried out by the AME at the AMS following the procedures of 5.2.1 above.

#### 5.5 False declaration

Any false or misleading statement in connection with the application for medical certification assessment or failure to release the supporting medical information, for which the applicant's consent has been obtained, will be reported to the Authority by the AME. The Authority may refuse to grant a medical certificate or may withdraw any medical certificate granted, without prejudice to any other action applicable under national law.

#### 5.6 Medical report submission

Having completed the medical examination of an applicant, the AME shall coordinate the results of the medical assessment and submit Form SR ATC MED161, Medical Examination Report for Seychelles Class 3 medical certificate to the PEL Office, detailing the results of the assessment and evaluating the findings with regard to medical fitness.



### **5.7 Failure of medical assessment**

- 5.7.1 If the medical requirements prescribed for Seychelles Class 3 medical certificate are not met, the AME will not issue or renew the medical assessment unless the following conditions are fulfilled:
- a) Accredited medical conclusion indicates that in special circumstances the applicant's failure to meet any requirement, whether numerical or otherwise, is such that exercise of the privileges of the licence applied for is not likely to jeopardize flight safety;
  - b) Relevant ability, skill and experience of the applicant and operational conditions have been given due consideration; and
  - c) The licence is endorsed with any special limitation(s) when the safe performance of the licence holder's duties is dependent on compliance with such limitation(s).
- 5.7.2 Should the conditions above not be fulfilled, the AME shall prescribe the required fitness condition(s) to be met before the licence holder can be re-assessed for a medical certificate.
- 5.7.3 A licence holder who fails to pass his/her medical assessment will be informed immediately by the AME who will complete Form SR MED165, issue it to the holder and forward a copy to the PEL Office. The AME will remove and retain the medical certificate. In either event the licence holder must not exercise the privileges of the licence until he/she is again declared fit by the AME and is issued a valid medical certificate.
- 5.7.4 A licence holder may, if he/she wishes, apply to have the decision by the AME to deny him/her a medical certificate reviewed. The application should be done in writing to the PEL Office.

### **5.8 Change of State of Licence Issue**

An applicant wishing to obtain a Seychelles Class 3 medical certificate who holds an air traffic controller licence and valid medical certificate which is a Class 3 medical certificate issued by another ICAO Member State, will be required to complete a Change of State of Licence Issue form which can be obtained on the SCAA website at this link:

[http://www.scaa.sc/index.php?option=com\\_content&view=article&id=229&Itemid=359](http://www.scaa.sc/index.php?option=com_content&view=article&id=229&Itemid=359)

### **5.9 Non Class 3 Medical Certificate**

An applicant wishing to obtain a Seychelles Class 3 medical certificate who holds a valid medical certificate which is not a Class 3 medical certificate, issued by an ICAO Contracting State, shall have his/her first Class 3 medical assessment undertaken at the AMS by an AME.

### **5.10 Appeal against a failure of medical assessment**

If an applicant for a medical certificate fails the medical examination, he/she may appeal against the medical decision. The Authority medical appeal procedure is provided in TP MED 02 – Medical Assessment Review and Appeal Procedure, a copy of which can be found at this link:

[http://www.scaa.sc/index.php?option=com\\_content&view=article&id=230&Itemid=358](http://www.scaa.sc/index.php?option=com_content&view=article&id=230&Itemid=358)

### **5.11 Pregnancy**

If it is confirmed that a licence holder is pregnant, she is to obtain a report from her own doctor and forward it to an AME at the AMS. The AME will specify the period and conditions under which the licence holder may continue to provide an ATC service.

### **5.12 Reduced medical fitness**

- 5.12.1 A holder of student and air traffic controller licence is required to have a minimum standard of medical fitness to ensure he/she is fit to provide an ATC service and to minimize, as far as possible, the risk that he/she will become suddenly incapacitated to an extent that the safety of aircraft could be compromised.
- 5.12.2 Under SAR-ATCL 61.085, a student and air traffic controller is required to notify the ATSP of any decrease in medical fitness.



- 5.12.3 If a medical certificate holder becomes aware of a decrease in his/her medical fitness in the form of illness or injury involving incapacity or changes due to pregnancy which normally cause inconvenience and may render him/her unable to exercise the privileges of the air traffic controller licence, he/she must inform the AME in the first instance who can advise whether he/she should curtail his/her duties and whether any further information (medical reports or assessments) is required.
- 5.12.4 Once the AME has determined or has been advised that a medical certificate holder is medically unfit, a standard letter will be issued advising that the holder is 'temporarily unfit'. This letter will explain in general terms the procedure for recertification. The certificate holder shall then submit the letter to the ATSP who will then notify the PEL Office and submit the letter to the same. The PEL Office will then initiate the procedures of paragraph 3.10 of this manual, as appropriate.
- 5.12.5 The ATSP shall have established procedures to manage the operational impact of cases of reduced medical fitness and fatigue as set out in SAR-ATCL 61.085 (b) of SAR-ATCL 61.

### **5.13 Psychoactive Substances (alcoholic drinks and problematical drugs and medicines)**

- 5.13.1 An air traffic controller who is providing an ATC service while under the influence of psychoactive substances may not be aware that his/her judgment and skill have been degraded to the extent that the service being provided is unsafe. This may be the case where psychoactive substances are being abused, or where medicines have been prescribed by a doctor, or non-prescription medicines obtained for a minor illness.
- 5.13.2 The AMS ensures that licence holders are able to obtain the necessary advice and/or information to enable them to decide if they should or should not provide an ATC service while taking prescription or non-prescription medicines.
- 5.13.3 The ATSP shall have a process for monitoring air traffic controllers for psychoactive substance abuse. An air traffic controller who is suspected of being under the influence of psychoactive substances shall immediately be withdrawn from the operational position and the Authority advised subsequently. Appendix 3 of this manual provides guidance to the ATSP on withdrawing an air traffic controller from duty when considered to be under the influence of psychoactive substance.



SAFETY REGULATION DIVISION  
AIR TRAFFIC CONTROLLER LICENSING MANUAL

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## **Appendix 1**

### **SPECIFICATIONS FOR LICENCES**

Licences issued by the Authority shall conform to the specifications of Appendix 1 of SAR-ATCL 61:



# 1 Sample of Air Traffic Controller Licence

|  <p><b>SCAA</b><br/>Seychelles Civil Aviation Authority</p> <p><b>Air Traffic Controller Licence</b></p> <p>Issued in accordance with<br/>ICAO standards and SAR-ATCL 61</p>   | <p><b>I STATE OF ISSUE: SEYCHELLES</b></p> <p><b>II TITLE OF LICENCE: Air Traffic Controller Licence</b></p> <p><b>III LICENCE NUMBER: XXX</b></p> <p><b>IV NAME:</b></p> <p><b>IVa DATE OF BIRTH: dd/mm/yyyy</b></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>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.</p> <p><b>IX</b> This Licence, unless varied, suspended or revoked shall remain valid until:<br/>dd/mm/yyyy<br/><b>Date of first issue: dd/mm/yyyy</b></p> <p><b>X SIGNATURE OF ISSUING OFFICER:</b><br/>.....<br/><b>DATE: .....</b></p> <p><b>XI SEAL OR STAMP OF ISSUING AUTHORITY:</b></p> | <p><b>XII RATINGS</b></p> <table style="width: 100%;"> <tr> <th style="text-align: left;">Rating issue</th> <th style="text-align: left;">Date of first issue</th> </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><br><table style="width: 100%;"> <tr> <th style="text-align: left;">Licence Endorsement issue</th> <th style="text-align: left;">Date of first issue</th> </tr> <tr> <td>OJTI.....</td> <td>dd/mm/yyyy</td> </tr> </table> | Rating issue          | Date of first issue | ADV .....   | dd/mm/yyyy         | ADI ..... | dd/mm/yyyy | APP ..... | dd/mm/yyyy | ACP ..... | dd/mm/yyyy | Licence Endorsement issue | Date of first issue | OJTI..... | dd/mm/yyyy |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |
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| Licence Endorsement issue   | Date of first issue  |  |   |                       |                     |             |                    |           |            |           |            |           |            |                           |                     |           |            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |
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| Licence No. XXX Page 1  | Licence No. XXX Page 2   | Licence No. XXX Page 3   | Licence No. XXX Page 4  |                       |                     |             |                    |           |            |           |            |           |            |                           |                     |           |            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |
| <p><b>XIII REMARKS</b></p> <p><b>1. Current Ratings/Endorsements</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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 |           |            |           |            |           |            |                           |                     |           |            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | <p><b>XIII REMARKS (continued)</b></p> <p><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.</p> <p><b>3. English Language Proficiency: Level X</b><br/><b>Validity: dd/mm/yyyy</b></p> <p><b>XIV RESERVED</b></p> |  |
| Unit (ICAO Indicator)   | Sector Position  | Rating/Endorsement(s)  | Date of assessment  | Valid Until           | Examiner Signature  |             |                    |           |            |           |            |           |            |                           |                     |           |            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |
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| Licence No. XXX Page 5  |  | Licence No. XXX Page 6   | Licence No. XXX Page 7  |                       |                     |             |                    |           |            |           |            |           |            |                           |                     |           |            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |



## 2 Sample of Student Air Traffic Controller Licence

|   |  |  |  |                    |   |                 |            |           |            |
|---|--|--|--|--------------------|---|-----------------|------------|-----------|------------|
| <p style="text-align: center;"><b>SCAA</b><br/>Seychelles Civil Aviation Authority</p> <p style="text-align: center; margin-top: 20px;"><b>Student Air Traffic Controller Licence</b></p> <p style="text-align: center; margin-top: 20px;">Issued in accordance with<br/>ICAO Standards and SAR-ATCL 61</p> | <p><b>I STATE OF ISSUE: SEYCHELLES</b></p> <p><b>II TITLE OF LICENCE: Student Air Traffic Controller 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 style="text-align: center;">.....</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 Air Traffic Controller 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 Air Traffic Controller 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:<br/><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 style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>XII RATINGS</b></td> <td style="width: 50%;"><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<br/>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>  |  |  |                    |   |                 |            |           |            |
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| APP .....   | dd/mm/yyyy   |  |  |                    |   |                 |            |           |            |
| Licence No: XXX   | Page 1   | Licence No: XXX  | Page 2   | Licence No: XXX    | Page 3                                  | Licence No: XXX | Page 4     |           |            |



## Appendix 2

### LICENCE ADMINISTRATION TIMELINES

#### 1 Licence Application

|  |   |
|--|---|
| New Student Air Traffic Controller Licence                     | 14 working days prior to completion of approved initial training course |
| New Air Traffic Controller Licence                             | 5 working days prior to completion of approved unit training            |
| Renewal or amendment of Student Air Traffic Controller Licence | 5 working days prior to expiry date of validity of licence              |
| Renewal of Air Traffic Controller Licence                      | 45 working days prior to expiry of date of validity of licence          |
| Rating   | 5working days   |
| Rating Endorsement   | 5working days   |
| Unit Endorsement   | 5working days   |

#### 2 Licence Processing

|  |                 |
|--|-----------------|
| New Student Air Traffic Controller Licence                     | 10 working days |
| New Air Traffic Controller Licence                             | 10 working days |
| Renewal or amendment of Student Air Traffic Controller Licence | 10 working days |
| Renewal of Air Traffic Controller Licence                      | 45 working days |
| Rating   | 5 working days  |
| Rating Endorsement   | 5 working days  |
| Unit Endorsement   | 5 working days  |



## Appendix 3

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

#### 1 Introduction

- 1.1 Chapter 3 paragraph 3.11.10.3 requires that the ATSP must have processes, procedures and competent personnel to ensure that student air traffic controller licence holders and air traffic controller 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 air traffic control service.
- 1.2 The following paragraphs provide guidance on how this requirement may be satisfied.

#### 2 Guidance

- 2.1 Supervisors, Senior Air Traffic Controllers (SATCOs) and immediate co-workers, are best placed to identify an air traffic controller who may be engaging in psychoactive substance abuse. In cases where a member of staff has reasonable grounds to suspect that an air traffic controller is under the influence of a psychoactive substance that might have an effect on their ability to provide a safe air traffic control 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 air traffic controller 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.*

- 2.2 The ATSP should consider the following:
  - a) The need for general awareness training for Supervisors/SATCOs 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/Managers to manage such a situation. This may include:
    - i) how to manage the immediate removal of the individual from the operational 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/police 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) possible arrangement of a breath test or taking of other samples by a medical examiner on behalf of the employer for use in company procedures;
    - v) if appropriate, how to manage the removal of the individual from the ATCU;
    - vi) actions to ensure continuation of a safe air traffic control service (immediate resource implications as a result of the removal of the controller from duty and the consequential loss of Supervisor /Manager whilst managing the incident);
    - vii) documents and reports to be completed to record action taken.



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- 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 concerned and the Supervisor/SATCO concerned;
  - ii) medical examination of the individual concerned to ascertain the extent of abuse and current medical condition;
  - iii) possible discussions with the police in respect of legal processes;
  - iv) discussions with the Authority in respect of the incident and the individual's medical condition to determine any licensing action to be taken;
  - v) disciplinary and other action 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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