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

1.0 PURPOSE

This Order is issued to guide the Personnel Licensing Officers in determining if the applicant meets the requirements for the issue, renewal or re-issue of an Air traffic Controller (ATC) licence including rating(s) or additional rating to the Air Traffic Controller licence under the Civil Aviation (Personnel Licensing) Regulations.

2.0 REFERENCES

2.1 Regulations 89 to 100 of the Civil Aviation (Personnel Licensing) Regulations;
2.2 The prescribed Application Forms
2.3 Letter of Discontinuance
2.4 Notice of Disapproval
2.5 An ATC Licence card and a Renewal Certificate

3.0 GUIDANCE AND PROCEDURES

3.1 Eligibility and Ratings

3.1.1 To be eligible for a licence and a rating the applicant must:

a) satisfy the Authority that he has acquired the aeronautical knowledge, experience and training required for the rating(s).

b) pass the written examination covering the subjects appropriate to the licence and rating sought.

c) pass a practical test for the licence and rating sought.

3.1.2 The following ratings are issued:

a) aerodrome control;
b) approach control;

c) approach radar control;

d) approach precision radar control;

e) area control; and

f) area radar control.

3.2 Medical Requirements

3.2.1 Air Traffic Controller licences, Certificates, Ratings and authorizations will not be issued unless the applicant holds a valid Class 3 medical certificate, issued by a designated Medical Examiner. Prospective applicants for Air Traffic Controller licences, ratings and authorizations are therefore strongly advised to ensure that they meet the medical requirements before committing themselves to any substantial expense in satisfying the other licensing requirements.

3.2.2 Arrangements for the medical examination are made by the applicant direct to an Authority Designated Medical Examiner, names of which could be obtained from the current relevant Aeronautical Information Circular (AIC) on Medical Examiners or from the PEL office. The Doctor will advise the applicant on the examination charges.

3.2.3 On satisfactory completion of the medical examination and on payment of the appropriate doctor’s fee, the applicant will be issued with the applicable medical certificate, a copy of which should be attached to the application form for the licence or, Rating sought.

3.3 Application Requirements

3.3.1 Advice the applicant to bring the following documents attached to the application form on applying for the Licence:

a) A properly completed prescribed Application Form;

b) An air traffic controller’s licence (if for an additional rating);

c) A valid Class 3 Medical Certificate;

d) A knowledge test report;

e) An ATO graduation certificate;

f) Records substantiating the practical experience shown on the Application Form;

g) Two recent passport size photographs (full face);

h) A photo identification card or Passport; and

i) The prescribed fees.

3.4 Applicant arrives To Apply for The Licence – Collect and review the documents and records listed above.

3.5 Review Application

3.5.1 Check the Application Form for accuracy, using the instructions attached to the form;
3.5.2 Ensure that the ATC instructor or ATO has provided the required endorsements and reports;

3.6 Verify Applicant’s Identity

3.6.1 Inspect the acceptable form of identification to establish the applicant’s identity. Compare the identification with the personal information provided on the prescribed application Form. If the applicant’s identity can be verified, proceed with the task.

3.6.2 If the applicant’s identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification to reapply.

3.6.3 If the applicant’s identity appears to be different from the information supplied on the prescribed application Form or it appears that an attempt at falsification has been made, do not continue with the task. Collect the falsified documents and bring them to the attention of the Head of Personnel Licensing office for further action.

3.7 Establish Eligibility for Issue of a Licence.

3.7.1 Determine if the applicant meets the specific eligibility, knowledge, competency and experience requirements for licensing as an air traffic controller under regulations 89 to 93 and 95 to 99 of the Civil Aviation (Personnel Licensing) Regulations.

3.7.2 The following list expounds on the basic requirements.

a) Age: Ensure that the applicant is at least 21 years of age;

b) Knowledge: Request and ensure that the knowledge test report is acceptable evidence of having passed the knowledge test under regulation 92 of the Civil Aviation (Personnel Licensing) Regulations.

c) Experience: The applicant shall have operational experience in the performance of the duties of an Air Traffic Controller, under the supervision of an appropriately licensed and rated Air traffic Controller and acquired experience for all areas as specified in regulation 95 of the Civil Aviation (Personnel Licensing) Regulations.

d) Practical Instruction: Check whether the applicant has obtained the necessary practical instruction.

e) Instructor’s Recommendation: An applicant should present the Instructor’s recommendation as evidence of having met the practical instruction requirements for the skill test. For providing the Instructor’s recommendation one of the following methods shall be used:

   (i) The endorsement can be provided in the relevant prescribed application Form; or

   (ii) in a letter to the Authority;

f) Skill: Check the skill test report Form to determine if the applicant has passed the air traffic controller practical (skill) test as specified in regulation 93 of the Civil Aviation (Personnel Licensing) Regulations;

g) Language proficiency: Check whether the applicant has been checked on English language proficiency under regulations 6 and 90(b) of the Civil Aviation (Personnel Licensing) Regulations;
h) **Medical fitness:** Ensure that the Class 3 medical certificate is valid;

i) **Graduate of an ATO:** An applicant for an Air Traffic Controller Licence or Rating shall have received and passed an approved training course in air traffic control conducted at an approved training organisation as per requirements of regulation 91 of the Civil Aviation (Personnel Licensing) Regulations.

### 3.8 Requirements for an Additional Rating

#### 3.8.1 The applicant has to:

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

b) pass the knowledge test covering the subjects appropriate to the rating sought; and

c) pass a practical test for the rating sought.

### 3.9 Requirements for the Rating Currency

An air traffic controller rating becomes invalid when the holder of the licence has ceased to exercise the privileges of the rating for a period of six months and shall remain invalid until the holder’s ability to exercise the privileges of the rating has been re-established as specified in regulation 96 of the Civil Aviation (Personnel Licensing) Regulations.

### 3.10 Requirements for Renewal and the Renewal Process

#### 3.10.1 Check the documents presented and confirm that the applicant has:

a) Completed the prescribed renewal application form

b) Provided a valid Class 3 medical certificate

c) Presented a report from an authorised Air Traffic Controller, to substantiate the requirements of regulations 100 of the Civil Aviation (Personnel Licensing) Regulations.

### 3.11 Discrepancies or Ineligibility

#### 3.11.1 If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application form and all submitted documents to the applicant. Inform the applicant of the reasons why the licence and/or rating cannot be issued and explain how the applicant may correct the discrepancies.

#### 3.11.2 If the applicant is not eligible for the licence and/or rating sought, inform the applicant of the reasons for ineligibility and explain how the applicant may obtain the licence and/or rating.

### 3.12 Conduct the Practical (Skill) test

#### 3.12.1 An applicant for an Air Traffic Controller Licence is required to pass a practical test under regulations 93 of the Civil Aviation (Personnel Licensing) Regulations.

#### 3.12.2 The test is conducted by a holder of a current Air Traffic Controller Licence with the appropriate ratings, authorized by the Authority for the task (herein called the examiner’).
a) The examiner will conduct a practical test on each area listed in Regulation 93 that is applicable to each operating position at the control unit at which the rating is sought.

b) If the skill test is not completed for reasons other than proficiency, issue the applicant a Letter of Discontinuance.

c) Return the Application Form and all submitted documents to the applicant with the original Letter of Discontinuance.

d) Explain how the applicant may complete the test at a later date and reschedule the test, if requested to do so, and inform the PEL Office.

3.12.3 Unsatisfactory Performance – If the skill test is not satisfactory the examiner will terminate the skill test and inform the applicant the reason for termination. Also the examiner shall:

a) Prepare a Notice of Disapproval;

b) List all areas of operation that were unsatisfactory or not completed. If specific areas need to be repeated, record them on the form; give credit for areas of operation that were satisfactorily completed;

c) Indicate the number of skill test failures by the applicant for this licence or rating on the form

d) Sign, date and check the appropriate boxes on the form. Give the applicant a copy of the notice of disapproval and retain the original for the Licensing Office file;

e) forward the test report to the PEL office; and

f) explain how the applicant may complete the test at a later date and reschedule the test, if requested to do so, and inform the PEL Office

g) return all submitted documents not forwarded to the PEL Office, to the applicant

3.12.4 Satisfactory Performance – When the applicant has satisfactorily met all requirements for the licence and/or rating sought.

a) Prepare the practical (skill) test report form in triplicate –

   (i) Original for the PEL Office;

   (ii) copy for the applicant; and

   (iii) copy for the examiner.

b) Enter the correct limitations (when appropriate) in the space provided. An examiner should remove the limitations when the applicant presents satisfactory evidence that the applicant has met the pertinent regulatory requirements.

c) Forward the file containing all the relevant documents to the PEL office.

d) Return all submitted documents not forwarded to the PEL office to the applicant.
3.13 Issue, Renewal, Re-Issue of the Licence or Additional Rating

3.13.1 When the applicant has satisfactorily met all requirements for the licence or rating sought, and the prescribed application form, has been completed, and submitted to the PEL Office, the applicant will be advised to pay the prescribed fees, after which the licence or rating is issued.

a) Ensure the prescribed fees for the licence is paid.
b) Prepare a new licence
c) When a rating needs to be added, enter additional rating on the licence
d) Make a copy of the licence for the licensing file
e) Provide applicant with a completed licence
f) File all documents on the air traffic controller licensing file.

4.0 RESULTS

4.1 Completion of this task results in the issue of one of the following:

4.1.1 Air Traffic Controller licence and renewal certificate
4.1.2 An additional rating to the licence;
4.1.3 Letter of Discontinuance; and
4.1.4 Notice of Disapproval

5.0 FUTURE ACTIVITIES

5.1 Applicant may return for:-

5.1.1 renewal of the licence;
5.1.2 an additional rating; or
LETTER OF DISCONTINUANCE

Date:  

Applicant’s name and address:  

Dear:  

On this date you successfully completed the oral portion of the skill test for a  

Licence with an ____________________________

(Indicate the rating)

The skill test was discontinued because of ____________________________

(Indicate reason)

If application is made by ____________________________

(Indicate a date)

this letter may be used to show the following portions of the skill test which have been completed satisfactorily.

____________________________________________________

Indicate the ATC operations completed on the test

After ____________________________ you must repeat the entire skill test

(Indicate expiration date)

This letter does not extend the expiration date as shown on the knowledge test results, medical certificate or required endorsements.

Sincerely,
**NOTICE OF DISAPPROVAL OF APPLICATION**  
*(Note: Present this form upon application for re-examination)*

<table>
<thead>
<tr>
<th>Name and Address of Applicant</th>
<th>Licence of rating sought</th>
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On the date shown, you failed the examination indicated below:

- Theoretical knowledge [ ]
- Skill [ ]

Upon reapplication you will be re-examined on the following:

I have personally tested this applicant and deem his performance unsatisfactory for the issue of the licence or rating sought

<table>
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<tr>
<th>Date of examination</th>
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Signature of examiner

<table>
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<tr>
<th>Examiners Licence No.</th>
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Date:

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