CIVIL AVIATION AUTHORITY OF SRI LANKA

ATC LICENSE PROCEDURES MANUAL

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ATC LICENSE PROCEDURES MANUAL

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CIVIL AVIATION AUTHORITY OF SRI LANKA

PERSONNEL LICENSING SECTION

LIST OF GUIDANCE MATERIAL ISSUED BY THE TRAINING ORGANIZATIONS & PERSONNEL LICENSING SECTION

PERSONNEL LICENSING PROCEDURES MANUAL(SLCAP 3010)	**MEDICAL PROCEDURES MANUAL (SLCAP 3020)**
OFFICE PROCEDURES MANUAL (SLCAP 3030)	**ELPC PROCEDURES MANUAL (SLCAP 3040)**
FLIGHT TEST EXAMINERS MANUAL (SLCAP 3050)	**ATC LICENSE PROCEDURES MANUAL(SLCAP 3060)**
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APPROVED TRAINING ORGANIZATION CERTIFICATION MANUAL (SLCAP 3090)	**PERPATUAL LICENSE ROCEDURES MANUAL (SLCAP 3100)**

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FORWARD

As a signatory state to Chicago Convention on Civil Aviation, Sri Lanka is required to adopt the Standards and Recommended Practices (SARPs) implemented by International Civil Aviation Organization (ICAO) through all the Annexes to Chicago Convention. Implementation of the SARPs by Contracting States ensures uniformity in the conduct of international civil aviation business. It further provides suitable grounds to Contracting States to understand appreciate and honor each other's standards and requirements, which also enables harmonization of systems.

Annex 1 stipulates all pertinent standards applicable for the Issuance of Licenses to all personnel who requires certification for the performance of the respective job functions to achieve acceptable level of safety. Annex 1, which specifies the SARPs on Personnel Licensing has been implemented in Sri Lanka in terms of the Civil Aviation Act, No. 14 of 2010 and Implementing Standard 055, (IS 055) stipulates the legal provision in Sri Lanka, applicable for the Issuance/Renewal of Air Traffic Controllers Licence and Ratings of Air Traffic Controllers according to ICAO standard of Chapter 4 of Annex 1.

Having promulgated the applicable legal provision as mentioned above, this Manual cited as "**Air Traffic Controller License Procedures Manual" SLCAP 3060** describes the procedures involved in conducting various Training & evaluations including all knowledge Examinations, Practical Tests, & On the Job Training (OJT) & Rating Test evaluations on Live Traffic handling Live Traffic in each OJT centers.

Major portion of Air Traffic Controller training is conducted here in Sri Lanka & as such certification of Training Organization which is Civil Aviation Training Center (CATC) is also certified according to the procedures mentioned in this manual. This procedure is elaborated in chapter 4 of this manual.
Furthermore, adopted procedures on training & designation of all the professionals involved in evaluations, inter-alia, OJT Instructors, Simulator Instructors & Examiners, Knowledge Test examiners, & Final Skills Test Examiners for grant of ATC ratings.

This guidance material is developed to provide adequate instructions & procedures for those who are involved in training & evaluation of Air Traffic Controllers License & associated ratings & therefore shall be considered as a staff instruction & shall be guided by the applicable standards mentioned in this manual by the professionals who have received a mandate & authorization to conduct such evaluations.

This Authority may, without any prior notice, change the contents of this manual as appropriate, to suit the administrative requirements.

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ABBREVIATION

(A)		Aeroplane
AASL		Airport & Aviation Services Ltd.,
ACC		Area Control Centre
ADS-C		Automatic Dependence Surveillance –Contract
ADS-B		Automatic Dependence Surveillance -Broadcast
AIP		Aeronautical Information Publication
ANR		Air Navigation Regulations
ANS		Aerodromes and Navigation Services
APP		Approach Control Centre
ASN		Aviation Safety Notice
ATC		Air Traffic Controller
ATCO		Air Traffic Control Officer
ATM		Air Traffic Management
ATS		Air Traffic Services
ATSL		Air Traffic Services Licensing
ATTE		Air Traffic Teamwork Enhancement
BAT		Batticaloa Airport
BIA		Bandaranayke International Airport
CAASL		Civil Aviation Authority Sri Lanka
CATC		Civil Aviation Training Center
CNS		Communication Navigation & Surveillance
CPDLC		Controller -Pilot Data Link Communication
CRM		Crew Resource Management
CTA		Colombo Control area
CTR		Colombo Joint Control Zone
DTOPL		Director/ Training Organization & Personnel Licensing
DGCA		Director General of Civil Aviation
DHANS		Deputy Head Of Air Navigation Services
ELPC		English Language Proficiency Check
FDP		Flight Data Processor
FIC		Flight Information Centre
FIR		Flight Information Region
HANS		Head of Air Navigation Services
HRL		Human Resources & Legal
ICAO		International Civil Aviation Organization
IS		Implementing Standards
JIA		Jaffna International Airport
MRIA		Mattala International Airport
OJT		On-the Job Training
OJTI		On-the Job Training Instructor
PBN		Performance Based Navigation
RMA		Ratmalana Airport
RNP		Required Navigation Performance
SARPS		Standard And Recommended Practices
SL-MATS		Manual of Air Traffic services of Sri Lanka

SMM		Safety Management Manual
TMA		Colombo Terminal Control Area
TWR		Tower
UOI		Unit Operational Instructions

CHAPTER 1 – GENERAL

1.1   Introduction

The Civil Aviation Authority of Sri Lanka under the Civil Aviation Act No 34 of 2002, is responsible for the regulation of civilian aviation operations for the safe conduct of civil aviation operations. Inherent in this responsibility is the task of ensuring that those who provide Air Traffic Services (ATS) and ATS Training are authorized to do so as well as they are in compliance with the ICAO Standards and Recommended Practices (SARPs).

ICAO Annex 1 Personnel Licensing , Civil Aviation (Licensing of Personnel and Training Institution) regulation no 01 of 2018 and Implementing Standards IS 055 & 050 of Civil Aviation Authority of Sri Lanka (CAASL) prescribe Personnel Licensing Requirements for Air Traffic Controllers with a specific emphasis on **Knowledge, Skill** and **Experience** in each distinct specialty/unit for which a Rating is sought in order to be entrusted with the responsibility of performing operational Air Traffic Control duties.

Whilst the appropriate **knowledge** in both **theory** and **practical** aspects are imparted at the **Classroom** and on **Simulator** at an approved **Civil Aviation Training Centre**, the **Skill** and the **Experience** are expected to be gained through **actual performance with live-traffic at the relevant ATS Centre/Unit(s)**. The Level of Performance so gained are required to be demonstrated in front of a designated panel of Evaluators to determine the suitability for the issuance of the respective ATC Rating.

Thus, On-the-Job-Training (OJT) forms an integral part of training in Air Traffic Control according to the On-the-Job-Training Manual developed by AASL and approved by DGCA.

Manual of Air Traffic Services of Sri Lanka (SL-MATS) approved by DGCA also prescribes the need, provisions and guidelines for Air Traffic Licensing and Trainings.

The primary purpose of the ATC Licence Procedures Manual is to:

1)   Provide adequate understanding and procedures to the CAASL Staff, Designated ATC Examiners and OJT instructors from the industry involved in assessing the applications for issuance and renewal of Air Traffic Controller license/Ratings and;

2)   Provide adequate understanding and procedures to the CAASL Staff involved in assessing the entry applications from organizations seeking approval under (regulation) to provide an air traffic controller training and;

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3)   The required understanding of regulations that govern the issue of such authorizations and an understanding of their responsibilities for ensuring these regulations are adhered to.

1.2   Types of ATC Authorizations / Certificates

The following types of certificates and licences are issued for the ATS Providers,

	Type of Licence	Description
(i)	Student Air Traffic Controller	The first qualification that can be obtained by an ATC Personnel to achieve the required level of training, skills and knowledge
(ii)	Air Traffic Controller Licence (Initial Issue)	After completing the required examinations for a period of one (01) year the qualified personnels are issued with the following rating to perform the job tasks as a Air Traffic Controller; a) Aerodrome control rating

	Rating	Description
(iii)	Rating	Then after completion of the necessary examinations on ratings, authorization is provided to an Air Traffic Controller to exercise the following ATC job functions; b) Approach control procedural rating c) Approach control surveillance rating d) Area Control Procedural Rating e) Area control surveillance rating

		f) Area Control Surveillance –ADS Rating

1.3   What is a valid ATC Licence

ATC Licence is an authorization issued to provide an air traffic control service in conformity with the regulations specified in IS-055. For the issuance of this authorization Civil Aviation Training Centre is the only approved training organization in Sri Lanka which conduct training for the personnel (s).

1.4   ATC Personnel Examinations and Medical Examination

1.4.1 ATC Personnel Examination

Before the licence or rating be issued, ATC personnel (s) must undergo an OJT under an OJT instructor (s) designated by the DGCA and then pass the appropriate examination (s) conducted by the Designated ATC Examiners. Refer chapter 5 of this manual for detailed information on ATC Examinations.

1.4.2 Medical Examination

ATC Personnel must possess a current Class 3 Medical Certificate, which is initially issued for a period established in IS 050.

1.5   Relevant Training Courses

An applicant after possessing a student ATC Licence shall have undergone and completed a relevant training course conducted by the Civil Aviation Training Centre (CATC) of Airport & Aviation Services Ltd.

1.6   English Language Proficiency

All Air Traffic Controllers shall demonstrate the ability to speak and understand the language used for radiotelephony communications as per IS 092.

1.7   Provision of Air Traffic Services

The Air Traffic Services are provided for the entire Sri Lankan airspace including its land-mass, territorial waters as well as high seas encompassed by Colombo Flight Information Region. This airspace covers approximately 625,000 sq. NM.

The need for the provision of air traffic services has been determined by consideration of the following:

a)   types of air traffic involved;
b)   density of air traffic;
c)   Meteorological conditions.

The Sri Lankan airspace is comprised of a single FIR and the airspace jurisdiction has been designated as Colombo FIR. Colombo Terminal Control (TMA) and Colombo Flight Information Centre (FIC) has been established at Colombo Airport, Ratmalana as per specifications given in para 2.9 of Annex 11 to provide flight information service and alerting service. It is co-located with Colombo Area Control Centre (ACC) and this multi-functional ATS Centre is referred to as Colombo Area Control Centre.

Those portions of the airspace where it has been determined that air traffic control service will be provided to IFR flights have been designated as control areas or control zones as detailed in AIP – Sri Lanka.

The Colombo FIR composes of Class A, C, D, E and G airspaces.

The control areas and control zones form parts of the Colombo Flight Information Region. These control areas and control zones have been designed as per specifications given in para 2.9 of Annex 11. Outside these controlled airspace within the rest of the FIR , exclusive Flight Information Service is provided by Colombo Flight Information Centre.

Following air traffic control units have been established to provide air traffic control service, flight information service and alerting service within control areas, control zones and at controlled aerodromes.

For the purpose of granting Ratings, following centers are approved for the provision of OJT.

a)   Colombo (Area Control) Centre (Colombo ACC)
Area Control Service is provided at Colombo Area Control Centre co-located with Colombo Flight Information Centre at Colombo Airport, Ratmalana on 24-hour basis.

b)   Approach Control Centre (CMB-APP, MRIA-APP)
Approach Control Service is provided at Colombo Approach (Radar) Control Centre located   at Bandaranaike International Airport - Colombo, (BIA) Katunayake and Mattala International Airport on 24-hour basis.

c)   Aerodrome Control Towers (BIA,RMA, MRIA , BAT & JAF TWRs):
Aerodrome control towers have been established at BIA, Katunayake Colombo Airport, Ratmalana, Mattala International Airport, Batticaloa Airport & Jaffna International Airport to provide Aerodrome Control service separately on a regular basis.

Air traffic control service is provided to aerodrome traffic at these aerodromes and these are designated as controlled aerodromes.

The hours of operations of air traffic services of ATS units are published in the Sri Lankan AIP. Any changes or amendments are notified by NOTAM and subsequently, through AIP amendment.

The aerodrome control service provided by AASL at these controlled aerodromes is limited to airspace in the vicinity of the aerodrome & the maneuvering area of the aerodrome, which consist of all operational runways and taxiways but does not include apron.

However, the Apron management service at these aerodromes are provided by the Aerodrome Control Towers of those airports.

The Area Control Centre (ACC), Approach Control Centre (APP) and BIA Aerodrome Control Tower (TWR) are identified by the names of their location Colombo viz. Colombo ACC, Colombo APP and Colombo TWR respectively.

The aerodrome control tower at the Colombo Airport Ratmalana is identified by the name of its location Ratmalana viz. Ratmalana TWR.

The Approach Control Centre (APP) and Aerodrome Control Tower (TWR) at MRIA are identified by the names of their location Mattala viz. Mattala APP and Mattala TWR respectively.

The aerodrome control tower at the Batticaloa Airport is identified by the name of its location Batticaloa viz. Batticaloa TWR.

The aerodrome control tower at the Jaffna Airport is identified by the name of its location Jaffna viz. Jaffna TWR.

The control zones, control areas, Flight Information Centre and the Flight information region are identified by the names of the units having jurisdiction over such airspaces viz. Colombo Joint Control zone (CTR), Colombo Control Area (CTA), Colombo Terminal Control Area (TMA), Colombo Flight Information Centre (FIC) and Colombo FIR.

ATS routes across Colombo FIR are published in AIP. These routes have been established, designated and are identified as per provisions under para 2.11 of Annex 11.

The summary of the Air Traffic Services provided by each ATS unit, including airspace classification, airspace designation, airspace jurisdiction, hours of operation and the type of service, is published in the Sri Lankan AIP. The relevant maps and charts are also published in the AIP.

CHAPTER 2 – REQUIREMENTS FOR ISSUE & RENEWAL OF AIR TRAFFIC CONTROLLER LICENCE

A person shall not be permitted to give air traffic control instructions, clearance or information to an aircraft in Colombo Flight Information Region in any ATC centre unless he/she holds a valid Air Traffic Controller licence issued by DGCA Sri Lanka and has maintained competency and met the requirements for recent experience at para 2.4 below.

An applicant for an Air Traffic Controller Licence shall before being issued with the licence meet such requirements in respect of age, knowledge, experience, medical fitness and skill as specified at paragraph 2.2 and 2.3 below.

An applicant for an Air Traffic Controller Licence shall demonstrate such requirements in respect of knowledge and skill as are specified for the licence or rating at paragraphs 2.2.2, 2.3.2.1 and 2.3.2.3 below.

A holder of Air Traffic Controller Licence shall meet the requirements appropriately at 4.0 below to maintain the validity, renew or re-activate the validity of a rating.

2.1   Student air traffic controller

A Student Air Traffic Controller shall not constitute a hazard to air navigation and he/ she shall meet the following requirements.

a)   shall hold a "Student Air Traffic Controller Licence" issued by DGCA Sri Lanka.

b)   shall hold a current Class 3 Medical Assessment.

c)   shall have completed an approved training course (Theory/ Simulator) appropriate to the licence and the rating relevant to the air traffic control unit.

d)   shall engage in actual control of air traffic only under supervision of an appropriately rated On the Job Training instructor (OJTI) approved by DGCA Sri Lanka.

2.2   Air Traffic Controller Licence Issuance

In the state of Sri Lanka, Air Traffic Controller Licence is issued coupled together with Aerodrome Control Rating-VCBI.
Therefore knowledge examinations conducted for the issue of ATC Licence is comprised of both examinations.

2.2.1. Age

The applicant shall be not less than 21 years of age.

2.2.2. Knowledge

The applicant shall have demonstrated a level of knowledge appropriate to the holder of an air traffic controller licence, in at least the following subjects:

Air law

a)   Rules and regulations relevant to the air traffic controller;

Air traffic control equipment

b) principles, use and limitations of equipment used in air traffic control;

General knowledge

c) until 2 November 2022, principles of flight; principles of operation and functioning of aircraft, engines and systems; aircraft performance relevant to air traffic control operations;

 c) as of 3 November 2022, principles of flight; principles of operation and functioning of aircraft and RPAS, engines and systems; aircraft performance relevant to air traffic control operations;

Human performance

d) human performance including principles of threat and error management TEM;

Note.— Guidance material to design training programmes on human performance, including threat and error management, can be found in the Human Factors Training Manual *(ICAO Doc 9683).*

Meteorology

e) aeronautical meteorology; use and appreciation of meteorological documentation and information; origin and characteristics of weather phenomena affecting flight operations and safety; altimetry;

Navigation

f) principles of air navigation; principle, limitation and accuracy of navigation systems and visual aids; and

Operational procedures

g) air traffic control, communication, radiotelephony and phraseology procedures (routine, non-routine and emergency); use of the relevant aeronautical documentation; safety practices associated with flight.

2.2.3. Experience

The applicant shall have completed an approved training course relevant to the licence and the rating and not less than three months of satisfactory service engaged in the actual control of air traffic under the supervision of an appropriately rated On the Job Training Instructor (OJTI) approved by DGCA. The experience requirements specified for air traffic controller ratings in 2.3. may be credited as part of the experience specified in this paragraph.

2.2.4. Medical fitness

The applicant shall hold a current Class 3 Medical Assessment.

2.2.5. Validation of ATC Licence

All Air Traffic Controllers are responsible to maintain his ATC Licence at all times presenting himself once in the period in accordance with the provisions in IS 50 to ICAO Class III Medical Examination conducted by the Medical Board of the CAASL in accordance with the relevant IS(s) issued by the DGCA.

They are required to submit duly filled prescribed form CAA/PL/R/07 & CAA/PL/R/10 through HANS timely in order to ensure continuity of its validity enabling him to exercise the privileges relevant to the valid rating(s) held by him.

2.2.6. English Language Proficiency (ELPC) Requirements

All Air Traffic Controllers shall have demonstrated a minimum of Operational Level 4 on the ICAO Language Proficiency Rating Scale prescribed in the relevant IS 92` issued by the DGCA in order be eligible for issuance, renewal or revalidation of ATC Licenses.

HANS shall have established and implemented a Progressive Training Plan in English Language Proficiency in order to assist any Air Traffic Controller(s) who have only fulfilled the above minimum ELPC requirement to improve to Extended Level 5 and Expert Level 6 on the ICAO Language Proficiency Rating Scale

2.3   Air Traffic Controller Ratings Issuance

2.3.1 Categories of air traffic controller ratings

Air traffic controller ratings shall comprise the following categories:
a) aerodrome control rating;
b) approach control procedural rating;
c) approach control surveillance rating;
d) area control procedural rating;
e) area control surveillance rating

Note 1 - The World Meteorological Organization has specified requirements for personnel making meteorological observations which apply to air traffic controllers providing such a service.

Note 2 - Sri Lanka does not issue Approach Precision Radar control rating.

2.3.2 Requirements for air traffic controller ratings

In accordance with the provisions contained in IS-055 Section 3.0 'Air Traffic Controller Ratings', those of 21 years or more of age who have been employed by AASL as Trainee Air Traffic Controllers or Air Traffic Controllers holding a current ICAO Class III Medical Assessment and demonstrating the Knowledge, Experience and Skill prescribed as requirements for each respective ATC Rating Category, viz. Aerodrome Control, Approach Control Procedural, Approach Control Surveillance, Area Control Procedural, Area Control Surveillance, will be issued with the corresponding ATC Rating(s).

2.3.2.1 Knowledge

The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted, in at least the following subjects in so far as they affect the area of responsibility:

a) *aerodrome control rating:*

1) aerodrome   layout, physical characteristics and visual aids;
2) airspace structure;
3) applicable rules, procedures and source of information;
4) air navigation facilities;
5) air traffic control equipment and its use;
6) terrain and prominent landmarks;
7) characteristics of air traffic;
8) weather phenomena; and
9) emergency and search and rescue plans;

b) *approach control procedural and area control procedural ratings:*

1) airspace structure;
2) applicable rules, procedures and source of information;
3) air navigation facilities;
4) air traffic control equipment and its use;
5) terrain and prominent landmarks;
6) characteristics of air traffic and traffic flow;
7) weather phenomena; and
8) emergency and search and rescue plans; and

c) *approach control surveillance, approach precision radar control and area control surveillance ratings*

The applicant shall meet the requirements specified in b) in so far as they affect the area of responsibility, and shall have demonstrated a level of knowledge appropriate to the privileges granted, in at least the following additional subjects:

1) principles, use and limitations of applicable ATS surveillance systems and associated equipment; Radar & ADS

2) procedures for the provision of ATS surveillance service, as appropriate, including procedures to ensure appropriate terrain clearance.

2.3.2.2   Experience

The applicant:

a)   shall have satisfactorily completed an approved training course;

b)   shall have provided satisfactorily, under the supervision of an appropriately rated On the Job Training Instructor (OJTI)   approved by DGCA.

1) *aerodrome control rating:* an aerodrome control service, for a period of not less than 90 hours or one month, whichever is greater, at the unit for which the rating is sought;

2) *approach control procedural, approach control surveillance, area control procedural or area control surveillance rating:* the control service for which the rating is sought, for a period of not less than 180 hours or three months, whichever is greater, at the unit for which the rating is sought;

c)   Approach control surveillance rating include surveillance radar approach duties, & therefore experience shall include not less than 25 plan position indicator approaches on the surveillance equipment of the type in use at the unit for which the rating is sought and under the supervision of an appropriately rated On the Job Training Instructor (OJTI).

1) The experience specified in 2.3.2.2.1 b) shall have been completed within the 6-month period immediately preceding application.

2) When the applicant already holds an air traffic controller rating in another category, or the same rating for another unit, DGCA Sri Lanka shall determine whether the experience requirement of 2.3.2.2 can be reduced, and if so, to what extent.

2.3.2.3   Skill

The applicant shall have demonstrated, at a level appropriate to the privileges being granted, the skill, judgment and performance required to provide a safe, orderly and expeditious control service.

2.3.3   Concurrent issuance of two air traffic controller ratings

When two air traffic controller ratings are sought concurrently, DGCA Sri Lanka shall determine the applicable requirements on the basis of the requirements for each rating. These requirements shall not be less than those of the more demanding rating.

2.3.4   Validity of a Rating

The period of validity of any ATC Rating shall begin on the day, the rating renewal test is performed, provided that the Rating Renewal Test takes place during the period of validity of current rating test, but not more than 45 days before it expires. The expiry date of the rating(s) shall be the calendar day of the month in which the rating expires.

The duration of the period of validity of rating(s) shall be also in accordance with the provisions of 5.2 of IS 50 unless withdrawn by the DGCA during that period.

A rating shall become invalid when an air traffic controller has ceased to exercise the privileges of the rating for at least 40 hours over a period of 06 months. A rating shall remain invalid until the controller's ability to exercise the privileges of the rating has been re-established.

In the interim during the period of validity of all recent experience and competency as per IS 55 shall be adhered to by the Operator and individual licence holders.

Therefore ATC Management and ATC Operational Staff shall endeavor to fulfill this requirement in order to continue the validity of the Rating(s) currently held.

2.3.5   Requirements to renew the validity of the licence and rating.

The validity of an Air Traffic Controller Licence shall not be renewed unless the holder has met the requirements specified below.

2.3.5.1   Medical Fitness-

Shall hold a current class 3 Medical Assessment.

2.3.5.2   Knowledge-

Shall have demonstrated knowledge in all pertinent and current information with regard to ratings endorsed on the licence.

2.3.5.3   Recent Experience (Recency)

Shall have exercised the privileges of a rating endorsed on the licence at least for 40 hours within the preceding 06 months.

2.3.5.4   Competency
(a)   Shall have demonstrated the ability to provide a safe, orderly and expeditious control service at a level appropriate to the privileges of the rating to a panel of examiners designated by DGCA, Sri Lanka.

(b)   Shall have demonstrated the ability for a valid language proficiency level

2.3.6 Requirements to regain competency and reactivate the validity of the ratings

A holder of Air Traffic Controller Licence who has not exercised the privileges of a rating on his licence at least for 40 hrs in a period of six months shall be required to regain competency in the following manner.

In the event of a current Rating not being renewed prior to the date of expiry under any circumstances, a request shall be forwarded to Head of ANS by the respective ATCO for revalidation of same by a Panel of Designated Examiners appointed by the DGCA with a composition similar to that appointed for Issuance of Rating .

The requirement(s) to be fulfilled for revalidation will vary depending primarily on the period that followed after the date of expiry.

The applicant shall be subject to an OJT Period of not less than the period specified here-under in order to be eligible for evaluation for Rating Revalidation :

When the lapsed period, from the last date of exercising the privileges of that rating, is

   i)   More than 01 week but less than 01 month
        Shall satisfactorily complete 5 OJT sessions of minimum 02 hrs each under the supervision of an appropriately rated OJT instructor in a period of 01 week.

   ii)   More than 01 month but less than 02 months
        Shall satisfactorily complete 10 OJT sessions of minimum 02 hrs each under the supervision of an appropriately rated OJT instructor in a period of 02 weeks

   iii) More than 02 months but less than 03 months
        Shall satisfactorily complete 15 OJT sessions of minimum 02 hrs each under the supervision of an appropriately rated OJT instructor in a period of 03 weeks.

iv) <u>More than 03 months but less than 06 months</u>

Shall satisfactorily complete 20 OJT sessions of minimum 02 hrs each under the supervision of an appropriately rated OJT instructor in a period of 01 month and competency assessment by a panel appointed by DGCA for the purpose.

v) <u>Over 06 months</u>

Equivalent to a new issuance of a rating.

2.4   Competency and Recent Experience

2.4.1 Recent Experience

Holder of a valid ATC Licence and Rating shall not exercise the privileges of a Rating unless he has exercised the same privileges of the rating at least for 40 hours during preceding 06 months.

2.4.2 Competency

Holder of a valid ATC Licence and Rating shall not exercise the privileges of a Rating unless he has demonstrated the competency preceding last twelve months to the satisfaction of a panel designated by DGCA.

2.5   Proof of validity

A holder of Air Traffic Controller licence shall have current validity certificate (CAA/PL/050) attached to his licence issued by DGCA Sri Lanka in proof of validity and currency of his licence and ratings.

All Air Traffic Controllers are required to keep the Air Traffic Controller Licence in their possession while on duty and to produce same on request by ATC Manager (Grade 1, Grade 2, Grade 3), Senior Manager ATC, ANS Inspector or a higher Officer from ANS Division of AASL or CAASL for inspection.

2.6   Withdrawal of Ratings

In case it is found that the performance of an air traffic controller is unsatisfactory at any instance, the validity of his/her rating (s) may be temporarily withheld by a Panel appointed by HANS and the action(s) taken shall be notified to the DGCA including the details of appropriate corrective actions and/or training arranged seeking approval for same. The proficiency shall be reassessed by a panel appointed by the DGCA on receipt on the recommendations by the HANS that the required level of proficiency seem to have been regained by the personnel concerned.

CHAPTER 3 – ATC TRAINING

ATC Training programme including Refresher Training shall be developed with a view to conforming to the provisions prescribed in ICAO Doc 9734 Para 3.7. ATC shall undergo a approved Training to obtain ATC License and Ratings.

A comprehensive ATC Training Plan with clear reflections on individual Career Development and divisional density of professional expertise will be implemented with provisions for revision thereof as and when a necessity arises.

Individual Files containing all Training Records of each ATCO including ATS Instructors, OJT Instructors and Designated Check Controllers shall be maintained by HANS. The ATC Training Plan will include the following:

3.1 ATC Operational Training

3.1.1 Ab-initio and Aerodrome Control Training

Selected Trainee Air Traffic Controllers will be nominated to undergo Basic and Aerodrome Control Training Course ICAO 052 of prescribed duration, either at Civil Aviation Training Centre of AASL at Ratmalana or abroad.

3.1.2 Approach (Non-Radar/Procedural) Control Training

Aerodrome Controllers with adequate operational experience will be trained in Approach (Non-Radar/Procedural) Control (ICAO 053), either at Civil Aviation Training Centre of AASL at Ratmalana or abroad, with the expectation of exposing them to the corresponding Rating Test when they have gained a minimum of one(01) years' experience in Aerodrome Control.

3.1.3 Area (Non-Radar/Procedural) Control Training

ATCOs with a current Approach (Non-Radar/Procedural) Control Rating and adequate satisfactory working experience at the Flight Data Processor (FDP) Position of Colombo Area Control Centre (ACC) will be trained in Area (Non-Radar/Procedural) Control (ICAO 055), either at Civil Aviation Training Centre of AASL at Ratmalana or abroad, with the expectation of exposing them to the corresponding Rating Test when they have gained a minimum of one (01) year's operational experience after obtaining Approach (Non-Radar/Procedural) Control Rating.

3.1.4 Approach/TMA &/or Area Radar Control Training

ATCOs with a current Approach (Non-Radar/Procedural) Control or Area (Non-Radar/Procedural) Control Rating will be trained in Approach/TMA &/or Area Surveillance (ICAO 054) as appropriate either at Civil Aviation Training Centre of AASL at Ratmalana or abroad.

3.1.5 Automatic Dependence Surveillance-Contract/Controller-Pilot Data Link Communication (ADS-C/CPDLC) Operations Training

ATCOs with a current Area (Non-Radar/Procedural) Control Rating will be trained in ADS/CPDLC Operations as appropriate at Colombo Area Control Centre, Civil Aviation Training Centre of AASL at Ratmalana or abroad.

3.1.6 Training in Air Traffic Teamwork Enhancement (ATTE) or Crew Resource Management (CRM)

Each ATCO will be subjected to Training in Air Traffic Teamwork Enhancement (ATTE) or Crew Resource Management (CRM) once in every three (03) years of service in ANS Division.

3.2 Refresher Training in ATS

Refresher Training is provided to ATCOs under one or more of the following circumstances:

(i) Introduction of new ATC and/or Communication Equipment
(ii) Introduction of new procedures
(iii) Introduction of operation of new types of aircraft and/or new maneuvers by aircraft
(iv) Changes in Classification of Airspace, RNP Levels of ATS Routes
(v) Changes in Division of Airspace in the FIR and/or changes in areas of jurisdiction of respective ATS Centres/Units/Sectors/Positions
(vi) Increase in ATC incidents
(vii) Deterioration in proficiency of performance of ATCOs

ATS Training Wing of the Civil Aviation Training Centre of AASL in collaboration with Senior Air Traffic Controller (Planning & Standards) of ANS Division will conduct Refresher Training courses customized to suit the specific need(s).

3.3 ATC Intermediate Training

Selected ATCOs having operational experience of five (05) to ten (10) years with Ratings up to Surveillance will be trained in the following specialties:

➢ ATC Instructional Techniques

➢ ATC On-the-Job-Training (OJT) Instructor Techniques

➢ ATC Supervisory Techniques

> ➢ Search and Rescue Organization &/or Management

> ➢ Human Resources Management

> ➢ ATC Statistics & Flight Data Analysis

> ➢ Management & Executive Development

> ➢ Human Factors in ATC

> ➢ Safety Management Systems

> ➢ Required Navigation Performance (RNP) Application

3.4 On-the-Job Training

On The Job Training is a planned training conducted at the work-site by the Instructor, as an integral part of an employee's normal work assignment.

The ATC Officers, on successful completion of the approved course(s), are required to undergo on-the-job training (OJT) in ATC units at the stations of their posting for a minimum of a specified period as per the established OJT Programme applicable to the respective ATS Unit that a Rating is being sought for. The ATCOs during OJT shall have demonstrated a level of knowledge, skill and experience appropriate to the ATC unit in specified topics as prescribed in ICAO Annex 1 and relevant Aviation Safety Notices (ASN No. 112) promulgated by Civil Aviation Authority of Sri Lanka (CAASL) for becoming eligible to take the rating examination conducted under the auspices of CAASL.

A Rating examination shall be held at the request made to the DGCA by HANS on the recommendations made by the respective Senior Air Traffic Controller (SATC) in-charge of that ATS Unit after it has been convincingly determined that the ATCO has acquired sufficient confidence and has shown ability to deal with various situations in handling Air Traffic independently.

The 'Manual of OJT in the Air Traffic Control' approved by DGCA is expected to be strictly adhered to in the provision of OJT in Air Traffic Control in Sri Lanka in the designated OJT centers listed below by the OJT instructors approved by DGCA.

All ratings are issued subject to the requirements, conditions and/or processes prescribed by the DGCA.

3.4.1 Objective /Aim of OJT

To allow the Trainee to develop previously learnt skills and to acquire new skills while actually working and to provide a useful setting to evaluate Trainees' Performance.

This properly planned systematic OJT Programme would ensure minimum failures while gifting the system with a group of personnel who are professionally competent and appropriately confident to perform the required tasks at ATS Operational Units of Workplace.

3.4.2 Period of OJT

At worksite, an OJTI will conduct OJT until the objectives of the training programme are achieved and the trainee is certified as competent. However in an event an OJT Trainee repeatedly proves inability to overcome serious difficulties despite numerous efforts and methods of Remedy, OJT Programme in respect of such OJT Trainee will be temporarily suspended or terminated.

3.4.3 Methodology for OJT

Methodology for conduct of OJT is in accordance with Appendix 4 of this manual.

1. Notification to Civil Aviation Authority / DGCA on OJT Commencement-

    When an Air Traffic Controller has completed or is expected to have completed a Training Course with Theory and Simulator Practical, the Head of Air Navigation Services shall inform the CAASL/DGCA of the intention of commencing OJT for him/her at the respective ATC Unit furnishing the following information:

    (i) Contents/Syllabus of Training Course
    (ii) Certified Copy of Certificate issued by the Training Institution
    (iii)Type/Category of ATC Rating sought
    (iv)Proposed period of OJT, and
    (v) Profile of the OJT Instructor(s)-in-charge of trainee

2. Entry Level Knowledge Verification-

    When an OJT Trainee reports for OJT at the relevant ATC Operational Centre/Unit/Sector/Position, the OJT Instructor assigned the task shall conduct an initial interview through discussion and inspection of the Certificate issued by the Training Institute and Course Modules if deemed necessary, in order to determine that the trainee has acquired the required Theory and Practical Knowledge through Classroom and Simulator Lessons and satisfy him/herself that the trainee possesses the required entry level knowledge for OJT to commence.

3. Plan & Conduct Training, Record Performance-.

    i. **Plan OJT**
        Individual Trainee may have different levels of strengths and weaknesses in different areas thus the OJT Instructor is required to customize the

Training Programme(s) focusing the specific need(s) of the individual OJT Trainee.

NOTE: Training Programmes have been established in respect of each ATC Specialty viz. Aerodrome Control (BIA & RMA), Approach (Non Radar) Control, Area (Non Radar) Control and Radar Control & contained in Chapter 4 of the Manual of OJT.

OJT shall follow the steps as per Chapter 3 of OJT Manual.

ii.   Conduct Training

OJT shall be conducted by the OJT Instructor in the following prescribed manner in order to ensure the OJT Trainee will achieve the best possible level of performance while the OJT Instructor ensures no safety hazard(s) is constituted to air traffic due to the undertaking of OJT.

OJT shall ensure the followings as per chapter 3 of OJT Manual when conducting OJT.

Step I   : Carryout Familiarization of work Area
Step II   : Conduct a Pre-Briefing Session
Step III : Carryout Demonstration if/when deem necessary
Step IV : Carryout Training On Position
Step V   : Remedial Actions -
Step VI : Prepare Daily Progress Record

iii.   Record Performance

Hard copies of Daily Progress Records (Form ATC/OJT/005) are compiled in the OJT File of respective trainee while the data is also entered to MS Excel Worksheet tabulated for Evaluation. OJTI shall also tabulate these data on to a Performance Record as per Monthly OJT Progress Report (Form ATC/OJT/006) in order to analyze the Progress of the OJT Trainee.

These data shall be used to determine the progress made by the trainee during the OJT period.

4.   Progress Assessment & Training Record Analysis-

Daily Progress Records (Form ATC/OJT/005-Green Form) shall be scrutinized periodically in order to determine the progress which is also summarized onto a Monthly Progress Report for Training Record Analysis.

The Monthly Progress Report (Form ATC/OJT/006) is analyzed to derive the Number of Successful Sessions with Favourable Comments against each Evaluation Aspect. In the methodology, six (06) Successful Sessions will declare the Performance as 'Average' below which will be 'Below Average' whereas seven

(07) and above will yield 'Above Average' grading which shall lead for recommendation to conduct a Pre-solo Check on the trainee.

Pre-solo Check-

A Pre-solo Check shall be conducted by a Panel comprising the OJT Instructor, Senior Manager-in-charge on the ATC Unit and another Senior Manager who will evaluate the performance of the trainee on live traffic for a period of about 45 minutes- 1 hour. A 2nd or 3rd Pre-solo may also be conducted subsequent to further training if so decided by the panel.

5.   Remedial Actions, if needed, Recurrent Training-

Remedial Actions shall be prescribed by the OJTI to the trainee with specific guidance enabling the trainee to take corrective measures on his faulty or inadequate/inappropriate actions demonstrated at Pre-solo Checks. These actions may include recurrent training on areas in which training had already been conducted previously.

6.   Recommendation for Formal Evaluation for Issuance of Rating-

Based on the findings of the Pre-solo Check(s), the Head of Air Navigation shall submit the OJT Overall Performance Record to the DGCA or his designated official with recommendations and a request for the appointment of a Panel of Designated Examiners to the Rating Evaluation Panel and to conduct Rating Test at the corresponding ATC Unit.

7.   Panel of Examiners –

A Panel of Designated Examiners appointed by the DGCA shall conduct a Rating Test at the respective ATS Operational Centre or in respect of Approach (Non Radar/Procedural) Control Rating on the ATC Simulator.

3.5   OJT Instructors

3.5.1   Responsibilities

OJT Instructor who is responsible to bridge the gap between Trainee's Present Level of Knowledge & Skill and Required Level to Perform Particular Task(s) OR Advance his/her career basically has three (03) major roles to play :

Figure-head Role,
Supervisor/Motivator Role, and ,
Liaison Role.

The responsibilities of an OJTI are summarized as follows:

(a) Prevent Incidents during OJT
(b) Build the Trainee's Confidence
(c) Build & maintain Enthusiasm in the Trainee
(d) Facilitate Individualized training
(e) Maintain Critical Observation
(f) Intervention when necessary – not too early nor too late
(g) Maintain Close Monitoring
(h) Evaluate Trainee's Progress
(i) Determine Causes of Problems & Suggest Remedial Actions
(j) Make Recommendations for Rating Tests

3.5.2 Qualifications & Experience

The OJT Instructor shall possess the following components as pre-requisites / qualifications:

Pre- requisites
1.   A desire to teach, Subject-matter competence, Mastery of teaching techniques, Enthusiasm & self-motivation, Ability to understand & to work with people,
2.   OJTI shall always be a 'Practical' Controller

Qualifications

An OJT instructor shall be:

1, Manager ATC

➤ Be a Manager ATC (Grade 1, Grade 2, Grade 3) working at the particular ATC unit for a minimum of four (04) months where the trainee Air Traffic Controller would undergo OJT.
➤ The Manager ATC shall hold a Valid ATC Licence and Current Rating in the ATC Specialty where the trainee would undergo OJT.
➤ Have successfully completed an On the Job Training Instructor Course. If not completed the OJT instructor course to conduct the OJT with the presence of a Manager ATC who has under gone OJT instructor course and would oversee that proper OJT session is in progress.
➤ Have good communication skills to explain matters arising from the checks possessing ELPC level 5 and above.
➤ Possess any other appropriate additional qualification(s) as required by the DGCA

2. Operational Air Traffic Controller

➤ Work experience as an Air Traffic Controller for three (03) years and possess operational experience at the particular ATC unit for the preceding six (06) month where the trainee Air Traffic Controller would undergo OJT

The Operational Air Traffic Controller shall;

➢ Hold a Valid ATC Licence and Current Rating in the ATC Specialty where the trainee ATC would undergo OJT.
➢ Have successfully completed an On the Job Training Instructor Course. If not completed the OJT instructor course to conduct the OJT with the presence of a Manager ATC who has under gone OJT instructor course and would oversee that proper OJT session is in progress.
➢ Have good communication skills to explain matters arising from the checks conducted possessing ELPC level 5 and above.
➢ Possess any other appropriate additional qualification(s) as required by the DGCA

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3.5.3 Pre- Requisites of OJT Instructors

He shall always be a 'Practical Controller' & his Role is basically threefold viz. Figure-head Role, Supervisor/Motivator role and Liaison Role.
His Responsibility is to bridge the gap between the trainee's present level of knowledge and skills & the required level to perform particular tasks or advance his/her career.

3.5.4 Selection Criteria

Selection of OJTIs shall be based on the qualifications, experience, commitment and the current record of performance in operational duties

Applications shall be called for through a Notice under the signature of the Head of Air Navigation Services or his/her designated officer circulated for the attention all Air Traffic Controllers, where those eligible will apply in writing.

An Interview conducted by a Panel appointed by the Head of Air Navigation Services (HANS) shall make the initial selection and the names of the successful candidates shall be submitted to HANS

3.5.5 Training (Initial & Recurring)

HANS shall ensure the inclusion of provision in ATC Training Plan and Programme for initial and recurring training of ATC OJT Instructors.

ICAO *TRAINAIR* Standardized Training Package STP is the most recommended training course to train ATC OJT Instructors. However in any circumstance that this course is not available, as an alternative, any other suitable training course focusing on OJT in Operational Environment, may also be considered.

A continuous or periodic process of training a fair cross-section of suitable personnel in OJTI is desirable, who upon their return after training, shall be called-upon to conduct refresher/recurring training for the benefit of OJTIs trained before.

3.5.6 Appointment Procedure

The appointment of ATC OJT Instructors shall be made by the Director General of Civil Aviation of Sri Lanka or on his behalf the Deputy Director/Personnel Licensing of CAASL (D(TOPL)).

The names of selected Air Traffic Controllers as per (iii) above shall be submitted to D(TOPL) by HANS for his consideration for appointment as ATC OJT Instructors.

These appointments shall , at the discretion of DGCA/ D(TOPL), be made valid only for an ensuing OJT Programme to be conducted in the immediate future, or for a specified period determined by the DGCA as appropriate. In either case, on completion of the particular OJT Programme or the stipulated period, the appointment shall cease to be valid.

3.5.7 Certification / Designation

The successful candidate(s) for the appointment as ATC OJTIs shall be certified and designated as 'ATC OJT Instructor (Aerodrome/Approach-NR/Area-NR/Radar/etc;)' by the DGCA and be issued with a certificate describing the Terms of Reference.

3.5.8 Withdrawal

OJT Instructors are strongly cautioned against the following as it is detrimental to the objectives and the purposes of OJT:

> Lack of Preparation, Carelessness, Flippant Attitude, Lack of Self Discipline, Sarcasm, Argumentativeness, Being non-temperamental, Being over-bearing Familiarity, Bias, Prejudice, Favoritism, Bad manners, Fault finding / Critical of Management, Excessive Humour, Over Emphasis on a Single Incident, Discussing level of performance of one trainee with another trainee.

The designation and the certification issued by the DGCA is subject to withdrawal or imposition of restrictions at any given time under one of more of the following circumstances:

a) Expiry of the Validity of corresponding Rating(s) and/or Licence
b) Doubt on the proficiency in the specialty of OJTI under reference
c) Serving a period of Remedial Action(s) subsequent to an Accident/Incident Investigation or Reactive method adopted under Safety Management System in Air Traffic Services
d) Observed to have deteriorated supervisory skills and/or inter-personal relationships
e) Any other background deemed as unsafe for operations of air traffic.

3.6 Provision of OJT at ATS Centers

In accordance with the Methodology described in 3.4.1 of this Manual, separate OJT Implementation Programmes have been drawn-up and implemented in respect of each specialty in Air Traffic Control viz. Aerodrome Control (BIA/RMA), Approach (Non Radar) Control, Area (Non Radar) Control and Approach Radar Control at BIA.
They are contained in this Manual as follows :

i. OJT in Aerodrome Control (BIA & RMA)
ii. OJT in Approach (Non Radar) Control
iii. OJT in Area (Non Radar) Control
iv. OJT in Approach Surveillance Control
v. OJT in Area Radar Control
vi. OJT in ADS/CPDLC Operations
vii. OJT in FDP functions (ACC & APP/BIA TWR)

Comprehensive training programmes are specified in Appendix 1-7 of OJT Training Manual approved by DGCA.

3.7 ATC Simulator System

ATC Simulator laboratory is dedicated to Air Traffic Services Training and it's equipped with 3D Air Traffic Control simulator system. The system has the capability of simulating Aerodrome, Procedural Approach, Procedural Area and Surveillance environments with many features useful for training, evaluation and testing of controller competencies.

The simulator practical training of Air Traffic Controllers is carried out in this laboratory. In addition to the trainee controller position where the Air Traffic Control trainees take turns in undergoing simulator training under the direct observation of the instructor, Pseudo Pilot positions shall be available for the generation of simulated traffic and these are manned in turn by ATC trainees themselves, playing the role of pseudo pilots. The laboratory shall be equipped with air conditioning and uninterrupted power supply and an emergency exit including safety management measures.

In addition to the simulator training, the final examination for the purpose of qualification for On the Job training is also performed at this simulator laboratory. These examinations are conducted by a panel of examiners appointed by DGCA Sri Lanka.

An Air Traffic Control Simulator System is mandatory to conduct any of the standard ICAO ATC training programs, as each training module contains a substantial practical portion, which in fact is the main part of the training program, and one which needs to be conducted in a simulated ATC environment. It is at the simulator that the trainee is exposed to ATC environment before being allowed to work with real world air traffic. It is only after adequate training at the simulated ATC environment

under strict guidance and scrutiny of an experienced designated instructor that it becomes safe for the trainee to be deployed for on the job training with actual aircraft.

The system shall be capable beyond bare minimum training requirements. It includes such other features as Weather simulation, hazards, emergencies and being used for refresher training programs.

The system shall be capable well beyond basic training requirements, the quality of training offered at basic training programs can also be vastly improved, increasing the competency of the trainee. The airport models available are as close to reality with maximum fidelity the contemporary computer technology permits, which vastly improves the trainees' adaptability to the actual aerodrome environment once discharged from the Civil Aviation Training Centre to the actual center for OJT.

The system needs to have the capacity to run two or more concurrent training programs, therefore, restricted only by the availability of instructors and capacity of ANS to release controllers for training, more than one ATC basic training program can be conducted at a given time.

Qualification certificate specification of the Simulator approval is attached in Appendix   3.

CHAPTER 4- TRAINING ORGANIZATIONS

4.1   Approval of ATC Training Organizations

The issuance of an approval for a training organization and the continued validity of the approval shall depend upon the training organization being in compliance with the requirements of this Appendix 2 of Annex 01 and section 8.0 of IS 050.

Prior to issuing approval of ATC Training Organization, the DGCA needs to be satisfied that the applicant comply to all the requirements of relevant legislation, subsidiary legislation and associated requirements published by the DGCA in terms of Aviation Safety Notice 054.

The ASN 054 prescribes the requirements for issue of approval to a ATC Training Organization to conduct approved training courses for issuance of Air Traffic Controller Licence & Ratings as specified in IS 055- "Requirements and Standards Relating to Issue and Renewal of Aircraft Traffic Controller Licence and their ratings".

The DGCA is empowered to specify and vary the conditions of training school approval and associated Operations Specifications (Ops Specs) which specifies the nature and scope of the operations authorized together with relevant conditions and limitations. Furthermore DGCA is authorized to revoke / reduplicate the training organization approval issued, if one or more of the conditions stipulated therein is breached or not maintained to the same level as demonstrated at the initial certification.

Prior to issuing training organization approval, the DGCA needs to be satisfied that the applicant comply to all the requirements of relevant legislation, subsidiary legislation and associated requirements published by the DGCA in terms of regulations and associated IS-050 and in that; the aircraft shall meet the appropriate standards of equipped with all mandatory items for communication, navigation, surveillance and safety and emergency equipment in accordance with the applicable Aviation Safety Notices for safe, secure, efficient and regular operations of proposed services;

4.1.1   Approved organizations for conduct of Training for ATC Licence

The CAASL issues Air Traffic Controller Licences based on the approvals (authorization) granted to training organization conducting training courses approved by the DGCA and.

CAASL has granted authority to Civil Aviation Training Centre, Kandawala Road, Ratmalana to conduct training courses approved by DGCA. Civil Aviation Training Centre operates by Airport and Aviation Services (SL) Ltd., under the Training and Procedure Manual approved by the CAASL.

4.2   Organizational Requirements

4.2.1 Facility Requirements

The facilities and working environment shall be appropriate for the task to be performed and be acceptable to DGCA. The training organization shall have, or have access to, the necessary information, equipment, training devices and material to conduct the courses for which it is approved and The required facilities broadly categorized as follows,

1) Class room facilities
2) Laboratory Facilities – In order to acquire the required task knowledge and levels of proficiency, it is essential for the trainees in the various disciplines to undergo extensive practical training in an environmental that closely mimics the operational environment in which they will be subsequently deployed for duty.
The CATC shall have a Tower, Procedural, and RADAR Control Simulator Laboratary.
The simulator exercise for the Air Traffic Control trainees is conducted at the Tower, Procedural, and RADAR Control Simulator Laboratary.

3) Audio-visual facilities- Proper audio visual facilities play a vital role in effective instructions and the Civil aviation training Center shall have equipped itself with state of the art audio-visual facilities.

4) Other facilities – Library, etc.,

(a). The size and structure of facilities shall ensure protection from the prevailing weather elements and proper operation of all planned training and examination on any particular day.

(b). Fully enclosed appropriate accommodation separate from other facilities shall be provided for the instruction of theory and conduct of knowledge examinations.

i. The maximum number of students undergoing knowledge training during any training course shall not exceed 28.

ii. The size of accommodation for examination purposes shall be such that no student can read the paperwork or computer screen of any other student from his/her position during examinations.

(c) The paragraph (b) accommodation environment shall be maintained such that students are able to concentrate on their studies or examination as appropriate, without undue distraction or discomfort.

(d) The maximum number of students undergoing practical training during any training course shall not exceed 15 per supervisor or assessor.

(e). Office accommodation shall be provided for instructors, knowledge examiners and practical assessors of a standard to ensure that they can prepare for their duties without undue distraction or discomfort.

(f). Secure storage facilities shall be provided for examination papers and training records. The storage environment shall be such that documents area is in good condition for the retention period as specified in paragraph 4.5.4. The storage facilities and office accommodation may be combined, subject to adequate security.

(g). A library shall be provided containing all technical material appropriate to the scope and level of training undertaken.

4.2.2 Instructional Equipment

Each classroom shall have appropriate presentation equipment of a standard that ensures students can easily read presentation text/ drawings/ diagrams and figures from any position in the classroom. Presentation equipment shall include
representative synthetic training devices to assist students in their understanding of the particular subject matter where such devices are considered beneficial for such purposes.

4.3   Continued Compliance

Once certified, the operator is responsible for the continued compliance with the initial conditions of certifications, applicable legislative requirements and DGCA's requirements promulgated from time to time. The CAASL will maintain regular surveillance on the training organization's activities to ensure continued compliance, additionally to the formal and detailed audits where the training school's actual operations are checked against approved procedures as mentioned in the documents of training school. Therefore the failure on the part of the training school to comply with the applicable published requirements may result in either the imposing of administrative penalties or suspension / cancellation of the training organization approval.

4.4   Training Management

a.   The training organization shall nominate a person responsible for ensuring that it is in compliance with the requirements for an approved organization who has cooperate authority for ensuring that all training commitments can be financed and carried out to the standard required by the DGCA. The organization shall employ the necessary personnel to plan, perform and supervise the training to be conducted.

b.   The competence of instructional personnel shall be in accordance with procedures and to a level acceptable to DGCA. The training organization shall ensure that all instructional personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities. The training programme established by the training

organization shall include training in knowledge and skills related to human performance.

c. The training organization shall contract sufficient staff to plan/perform knowledge and practical training, conduct knowledge examinations and practical assessments in accordance with the approval of DGCA.
Any person may carry out any combination of the roles of instructor, examiner and assessor, subject to compliance with paragraph (d).

d. The experience and qualifications of instructors, knowledge examiners and practical assessors shall be established as an officially recognized standards in the approved training organization training & Procedure Manual approved by DGCA.

e. The knowledge examiners and practical assessors shall be specified in the training & Procedure Manual for the acceptance of such staff.

f. Instructors and knowledge examiners shall undergo updating training at least every 24 months relevant to current technology, practical skills, human factors and the latest training techniques appropriate to the knowledge being trained or examined.
g. The organization shall maintain a record of all instructors, knowledge examiners and practical assessors. These records shall reflect the experience and qualification, training history and any subsequent training undertaken.

Terms of reference shall be drawn up for all instructors, knowledge examiners and practical assessors.

Training management consists of following members.
1. Chairman (Accountable Manager)
2. Head Of Civil Aviation Training
3. Chief Instructor
4. Technical Instructors
5. Visiting Instructors
6. Quality Manager
7. SMS Manager
8. Examiners

4.4.1 Head of Civil Aviation Training

4.4.1.1 Scope of Work-

Handling all affairs necessary to Training Courses. This includes consultation with the Accountable Manager & HANS for the delivery of relevant course programs.

Selection and appointment of Technical Instructors, Examiners and always ensure that at least Two ATC Instructors are available to assist the Chief Instructor during the time of courses are held and during lesson preparation.

4.4.1.2 Responsibilities & Duties-

i. The responsibilities of the CAASL nominated person at Civil Aviation Training Centre.

ii. The Accountable Manager is kept informed as to the state of compliance of the Civil Aviation Training Centre with Training Organization requirements.

iii. The operation of Civil Aviation Training Centre is efficiently managed and confirms to the requirements of Training Organization as stipulated by CAASL.

iv. Sufficient staff with appropriate qualifications are selected, trained and developed, to plan perform, supervise examine and assess trainees as required.

v. All necessary Air Navigation & Personnel Licensing data published by CAASL and ICAO as appropriate, is made available.

vi. Examiners, instructors, and practical assessors are fully trained and assessed regularly for competence and that all records pertaining to these personnel are kept up to date.

vii. Sub contract staff including any part time staff conforms to the requirements of Training Organization and the training procedures.

viii. Office accommodation and facilities are available appropriate to the management of the planned training and for the use of training staff.

ix. Staff development and update training is undertaken and recorded.

x. All approved courses and examinations are delivered to the standard and content at the required level of knowledge, as specified in Training Organization.

xi. A working environment is provided appropriate to the tasks being undertaken.

xii. Ensure sufficient storage facilities, tools, equipment, materials and publications available to perform the training tasks.

xiii. Ensure secure facilities are available for the storage of examination papers prior to the examination and for the storage of completed students answer papers.

xiv. Ensure student and staff records are produced and stored in secure conditions.

xv. Ensure any person to whom any of these responsibilities may be delegated is aware of current regulations.

xvi. Ensure corrective actions carried out for the findings of quality audits.

xvii. Ensure follow up and rectification of findings required to re-establish the required standards of training, examination or ATC standards.

4.4.1.3 Pre –requisite Qualifications and Experience

4.4.2   Chief Instructor

4.4.2.1 Responsibilities & Duties

The Chief Instructor is the Head of the training wing and reports directly to the Head of Civil Aviation Training– CATC.

i.   Instructors shall possess adequate pedagogic skills and be sufficiently knowledgeable in the selection and application of appropriate instructional techniques for the given instructional task in hand.

ii.   Instructor shall possess the highest of integrity and character so as to be a role model for the trainees.

iii.   Instructor shall possess responsibility so that he knows at all times what is expected him.

4.4.2.2 Pre-requisite qualifications and Experience.

Chief Instructor shall

i.   Always be a fully rated Senior Manager who has also been trained on Advanced Instructional Techniques.

ii.   With 15 years operational experience

4.4.3   Technical Instructor

ATC Instructors of the CATC shall report to the Chief Instructor. The Instructor shall be duly qualified in his respective profession and shall process the knowledge, skill and experience required to perform the tasks that he is called upon to instruct.

4.4.3.1 Scope of Work:

i.   Preparation and delivery of assigned ATC Training Courses.

ii.   Supervision of trainees, providing encouragement to develop safe and neat working routines, a sense of responsibility, technical honesty and integrity

iii.   To provide guidance and counseling to trainees as and when required.

4.4.3.2 Responsibilities & Duties:

i.   Instructor shall possess adequate pedagogic skills and be sufficiently knowledgeable in the selection and application of appropriate instructional techniques for the given instructional task in hand.

ii. Instructor shall possess the highest of integrity and character so as to be a role model for the trainees.

iii. Instructor shall possess responsibility so that he knows at all times what is expected him.

iv. Preparation of lesson material, including training manuals, lesson plans, practical work schedules and practical exercises where appropriate

v. Carryout instructional duties for which he / she is qualified

vi. Practical demonstrations of work and safety practices

vii. Accurate and timely completion of all course documentation

viii. Assessment of student performance and implementation of any necessary corrective actions

ix. Maintenance of correct work attitudes and discipline, initiating the company disciplinary system when appropriate

x. Initiation of all necessary actions in the event of an emergency

xi. If appointed by Chief Instructor undertake duties of invigilator where he /she is not involved in the instruction of that particular phase examination / module

xii. Compile questions for examination banks for which he /she is qualified.

4.4.4 Selection Criteria for Class Room/Simulator Instructor

Selection of suitable personnel for attachment to the CATC as an Instructor at the request of the Head of Civil Aviation Training shall be the responsibility of the Air traffic Services Department of AASL headed by HANS and criteria for the selection shall be based on the following:

a. Ability to impart knowledge effectively in Class room
b. Ability to impart techniques effectively on Simulator
c. Ability to introduce existing ATC Practices/Procedure followed at ATC Operational Centers

HANS shall make nominations with the approval from DGCA, as the case may be, from Air Traffic Control Senior staff at Manager Level and above, possessing the relevant operational experience together with one or more the following.

a. Having undergone training on instructional Pedagogy or Training of Trainers Programme.
b. Instructional Techniques or ATM Training of Trainers
c. Undergone training in operation of ATC Simulator
d. Undergone training on On-the-Job Training of ATC
e. Previous instructional experience at the Civil Aviation Training Centre

4.5   Manuals & Manual Standards

All the Manual /Document prepared by Training organization for the approval of the CAASL or to satisfy its regulatory requirements shall contain the following in order to ensure effective production, amendment, distribution and/or uniform use of, or compliance with information relating to the company requirements.

Reference Number used to identify the Document: This number shall be printed on top of the right hand corner of the front / cover page and on each page of the Manual/Document.

Trade Mark / logo of the applicant: This shall be printed on front / cover page and top of the left-hand corner on each page of the Manual/Document.

Title of the Manual / Document: This shall be printed on front / cover page.

Edition Number & Year of edition: This shall be printed on front / cover page.

Title of the person under whose authority the document is printed: the title of the person who authorized the production of the Manual / document should be written at the bottom of the cover / front page;

Control Number: In addition to whatever information the applicant may wish to print on the inner page immediately after the cover page, shall contain the control number which indicates the serial number;

Record of Revision: This shall contain three running columns to indicate the Revision Number, date entered and name of the person making the revision;

History of Revision: A brief description in regard to each amendment introduced subsequent to the initial issue.

List of effective pages: This shall contain two running columns to indicate the Page Number and last date of revision or effective date;

Preamble/Forward: This shall at least contain information relating to the purpose of the Manual in brief, the level of compliance expected from the user, mode and manner used to update the document, the person responsible for update/amendment. The preamble of a Manual /document shall be signed by the Accountable Manager and approved by DGCA;

Table of Contents: The table of contents shall be expanded to cover at least two sublevels with page numbers placed on section basis.

Abbreviations: All abbreviation and acronyms used in the Manual or documents should be clearly explained in full;

Definitions: All words, which has or requires a specific meaning in relation to the matter being explained, shall be defined clearly in order to avoid ambiguities. In the absence of a definition for a word or phrase, the CAASL will have the right to interpret such word or phrase with due regard to its obligations for safety and security;

Separation of sections/chapters: Manuals should be divided into chapters or sections based on topics being dealt with in view of the necessity of future updating requirements. Each new chapter or section shall start with a new page and such sections/chapters shall be identified with distinctive separators;

Header: There shall be a header for each page of a Manual or document and it shall contain at least the applicant's logo / trade mark, document name, document identification number, chapter number, page number, subject of the chapter and any other information the applicant may wish to display ;

Footer: There shall be a footer for each page which shall contain the revision number, date of revision, name of the organization and any other information which the applicant may wish to display ; and,

Index: It is advised that the applicant may include an index to a Manual /document for ease of reference.

4.5.1 Use of language in Manuals / Documents

The applicant shall ensure that all Manuals/ Documents are written in the English language and the following words are used to give the meaning as indicated against such words.

"shall" or "must" – compliance is mandatory

"will" – the action referred to will not take place at the present moment but there is a commitment to comply with the requirement.

"should" – compliance is recommended but not compulsory.

"may" – there is discretion for the applicant/operator to apply alternate means of compliance or to ignore the requirement.

Any specific instruction issued by the applicant to the operational staff shall be given using the words "shall" or "must".

(This Manual, SLCAP 5030 itself may be used as guidance for the development of applicant's Manual(s) in keeping with the aforesaid requirements)

The applicant shall also maintain a Master Distribution Record in relation to the production and distribution of the Manual/document and its subsequent amendments.

All Manuals / documents submitted by the applicant to the CAASL shall be in duplicate so that one copy will be returned with the appropriate attestation, on approval. The relevant page or pages of the original document which carries the CAASL attestation shall be submitted, whenever an amendment is forwarded to the CAASL for approval.

All Manuals / documents which contain information/instructions which are subject to change shall be compiled in a loose binder (ring binders) and any manual /document to be used in the flight deck shall be printed on papers of A5 size.

4.5.2   Training and Procedure Manual

The Training and Procedures Manual shall contain information/instructions relating to the topics listed in the section 8.0 of IS-050. The applicant may divide the manual to a single or more volumes depending on the size and/or nature of information/instructions which are required to be presented. It is essential that the manual meets the requirements of Annex 1 "Personnel Licensing" to the Convention on International Civil Aviation and applicable ANRs and ISs. The DGCA may require the applicant to include any additional or particular information in the Training and Procedure Manual, as deemed necessary.

There are two ways of presenting information in the Training and Procedure Manual. One way is to place the information directly in to the text of the Training and Procedures Manual or alternatively to incorporate by reference. This means that the portion so "incorporated by reference" could be issued in a separate volume with an appropriate subtitle with a "reference" to the Training and Procedures Manual identifying its relation or contribution to the main Training and Procedure Manual. Then in the table of contents of the Training and Procedures Manual there would be an entry in the appropriate place (between volume 7 and 9 in this example) for the listing of what volume 8 consisted of.

a. The organization shall provide manual for use by the organization describing the organization and its procedures and containing the following information.

   I. a statement signed by the accountable manager confirming that the training and procedure   manual and any associated manuals define the training organization's compliance with relevant Implementing Standards and shall be complied with at all times.

   II. the title(s) and name(s) of the person(s) nominated in accordance with paragraph 4.4

   III. the duties and responsibilities of the person(s) specified in subparagraph ii, including matters on which they may deal directly with the DGCA on behalf of the training organization.

   IV. a training organization chart showing associated chains of responsibility of the person(s) specified in paragraph (a)(ii)

   V. a list of the training instructors, knowledge examiners and practical assessors

VI. a general description of the training and examination facilities located at each address specified in the training organization's approval certificate, and if appropriate any other location, as required by paragraph 4.11(B)

VII. list of ATC training courses which form the extent of approval

VIII. viii. the training organization's training & Procedure manual amendment procedure

IX. the training organization's procedures, as required by paragraph 4.8

X. the training organization's control procedure, as required by paragraph 4.11(C) when authorized to conduct training, examination and assessments in locations different from those specified in paragraph 4.11(b)

XI. a list of locations pursuant to paragraph 4.11(b)

b. The training organization's training & procedure manual and any subsequent amendments shall be approved by the DGCA.

c. Not withstanding paragraph (b), minor amendments to the manual may be approved through defined procedure in training & procedure manual

4.6   Training Material

ATC training course material shall be provided to the student and cover as applicable.

i. the basic knowledge syllabus specified in chapter 3 for the relevant Air Traffic Controller Licence ,
ii. the ratings required by IS-055 for the Air Traffic Controller Licence.

Students shall have access to examples of documentation and technical information of the library as specified in paragraph 4.2.1(g)

4.7   Records

The training organization shall retain detailed student records to show that all requirements of the training course have been met as agreed by DGCA.

The training organization shall maintain a system for recording the qualifications and training of instructional and examining staff where appropriate.

The records required by (i) above shall be kept for a minimum period of two years after completion of the training. The records required by (ii) shall be retained for a minimum period of two years after the instructor or examiner ceases to perform a function for the training organization.

4.8   Training procedures and quality system

The organization shall establish procedures acceptable to the DGCA to ensure proper training standards and compliance with all relevant requirements in this Implementing Standards 050 &055.

The organization shall establish a quality system including;

     i. an independent audit function to monitor training standards, the integrity of knowledge examinations and practical assessments, compliance with and adequacy of the procedures, and

    ii. a feedback system of audit findings to the person(s) and ultimately to the accountable manager referred in paragraph 4.4 (a) to ensure, as necessary, the corrective action

4.8.1 Quality assurance system

The training organization shall establish a quality assurance system, acceptable to DGCA granting the approval, which ensures that training and instructional practices comply with all relevant requirements.

4.9   Evaluation and checking

When DGCA has authorized an approved training organization to conduct the testing required for the issuance of a licensing or rating , the testing shall be conducted by personnel authorized by DGCA or designated by the training organization in accordance with criteria approved by DGCA.

4.9.1 Examinations

The examination staff shall ensure the security of all questions. Any student found during knowledge examination to be cheating or in possession of material pertaining to the examination subject other than the examination papers and associated authorized documentation shall be disqualified from taking the examination and may not take any examination for at least 12 months after the date of the incident. The DGCA shall be informed of any such incident together with the details of any inquiry within one month.

Any examiner found during a knowledge examination to be providing question answers to any student being examined shall be disqualified from acting as an examiner and the

examination declared void. The DGCA must be informed of any such occurrence within 24 hours.

4.10   Safety Management

Sri Lanka shall require, as part of its state safety programme, that an approved training organization that is exposed to safety risks during the provision of its services implement a safety management system acceptable to the Sri Lanka that, as a minimum:

a) identifies safety hazards;
b) ensures the implementation of remedial action necessary to maintain agreed safety performance;
c) provides for continues monitoring and regular assessment of the safety performance; and
d) aims at a continuous improvement of the overall performance of the safety management system.

Note- Guidance on defining safety performance is contained in the Safety Management Manual (SMM) (Doc 9859)

A safety management system shall clearly define lines of safety accountability throughout the approved training organization, including a direct accountability for safety on the part of senior management.

Note 1- A framework for the implementation and maintenance of a state safety programme is contained in Appendix D of the IS-050.

Note 2- The framework for the implementation and maintenance of a safety management system is contained in Appendix C of this IS-50. Guidance on safety management system is contained in the Safety Management Manual (SMM) (Doc 9859)

4.11   Privileges of the training organization

(a) The training organization may carry out the following as permitted by and in accordance with the training organization training & Procedure manual:

i.   ATC Licensing training courses to the syllabus approved by DGCA, or part thereof..
ii. ATC Rating training courses in accordance with T&PM.
iii. The issue of certificates, following successful
iv. Knowledge Examinations for issuing of licences.

completion of the approved training course or aircraft type training courses and examinations specified in sub-paragraphs (a)(i) and (a)(ii) as applicable.

(b). Training, knowledge examinations and practical assessments may only be carried out at the locations identified in the approval certificate and/or at any location specified in the training organization training & procedure manual.

(c). By derogation to paragraph (b), the training organization may only conduct training, knowledge examinations and practical assessments in locations different from the paragraph (b) locations in accordance with a control procedure specified in the training & procedure manual.

(d).An organization may not be approved to conduct only examinations unless approved

4.12   Changes to the training organization

(a). The training organization shall notify the DGCA of any proposed changes to the organization that affect the approval before any such change takes place, in order to enable the DGCA to determine continued compliance with relevant Implementing Standards and to amend if necessary the training organization approval certificate.

(b).The DGCA may prescribe the conditions under which the training organization may operate during such changes unless the DGCA determines that the training organization approval must be suspended.

(c). Failure to inform the DGCA of such changes may result in suspension or revocation of the training organization approval certificate backdated to the actual date of the changes.

4.13   Continued validity

An approval shall be issued for a maximum period of one year from the date of issue. It shall remain valid subject to:

   i.   the organization remaining in compliance with this Implementing Standards
   ii. DGCA being granted access to the organization to determine continued compliance with this Implementing Standards
   iii the certificate not being surrendered or revoked.

Upon surrender or revocation, the approval certificate shall be returned to the DGCA.

4.14   Oversight

DGCA shall maintain an effective oversight programme of the approved training organization to ensure continuing compliance with the approval requirements.

4.14.1 Findings

(a). A level 1 finding is one or more of the following:

      i. any significant non-compliance with the examination(s) process which would invalidate the examination(s).

      ii. failure to give the DGCA access to the organization's facilities during normal operating hours without interrupting there day to day functions.

      iii. the lack of an accountable manager.

      iv. a significant non compliance with the training process.

(b). A level 2 finding is any non-compliance with the training process other than level 1 findings.

(c). After receipt of notification of findings, the holder of the training organization approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the DGCA within a period agreed with the DGCA.

CHAPTER 5 - TESTS & EXAMINATION

5.0 Initial Issuance of Licence- ATC Licence with Aerodrome Control Rating

DGCA Sri Lanka has granted approval for the course ICAO 052 for the conduct of training at Civil Aviation Training Centre (CATC), Kandawala Road, Ratmalana.

Step 1- conduct of knowledge training covering the knowledge requirement at 2.2.2 (a)-(g) at CATC.
After completing the knowledge training, knowledge examination shall be conducted by DGCA at CATC to fulfill the requirement of 2.2.2.

Step 2- conduct of Simulator Training
After completing the simulator training on the DGCA approved simulator at CATC, Simulator Assessment shall be conducted by the examination panel appointed by the DGCA.

Step 3- conduct of OJT
After completion of OJT by the DGCA approved OJT Instructors as per section 2.2.3, OJT Assessment shall be conducted by OJTI panel approved by DGCA.

Step 4- Conduct of Skill Test for the issue of ATC Licence & aerodrome Control Rating by the panel of examiners appointed by DGCA having a delegation of authority issued by DGCA.

5.1 Knowledge Examination

Knowledge examinations for issue of licence and ratings are conducted at the CATC by Chief Instructor of CATC. Each examination subjects are approved by the knowledge examiners designated by DGCA and invigilated by the CAASL Inspectors when held to ensure the consistency and reliability of testing.

5.1.1 Types of Examinations

All knowledge examinations mentioned below and Simulator Assessments for issuance of Air traffic Controllers licence and associated ratings are conducted at the Civil Aviation Training Centre (CATC), Kandawala Road, Ratmalana.

CATC shall ensure to maintain transparency of the examination process and to ensure fairness to all candidates sitting an examination.

5.1.1.1 Knowledge Examination for Aerodrome Control Training course – ICAO 052

The Final Examination shall consist of following subjects:

      (1)   Air Law
      (2)   Air Traffic Services
      (3)   Communications
      (4)   Flight Navigation & Navigational Aids
      (5)   Aerodrome and Ground Aids
      (6)   Meteorology
      (7)   Aerodrome Control Procedures

      (8)   General Knowledge

      (9)   Human Performance & limitations

    (10)   Practical (Simulator)

5.1.1.2   Knowledge Examination for Approach Control (Non Radar) Training Course –ICAO 053

The Final Examination shall consist of following subjects;

      (1)   Approach Control Practices & Procedure 1

      (2)   Approach Control Practices & Procedure 11

      (3)   Meteorology

      (4)   Search & Rescue & Emergency Procedures

      (5)   Practical (simulator)

5.1.1.3   Knowledge Examination for Area Control (Non Radar) Course – ICAO 055

The Final Examination shall consist of following subjects;

      (1)   Area Control Practices & Procedure 1

      (2)   Area Control Practices & Procedure 11

      (3)   Meteorology

      (4)   Search & Rescue & Emergency Procedures

      (5)   Practical (simulator)

5.1.1.4   Knowledge Examination for Approach/Area Radar Surveillance Control Course –ICAO 054

The Final Examination shall consist of following subjects;

(1)   Radar Theory

(2)   Radar Operation Techniques & Procedures

(3)   Practical (simulator)

5.1.2 Conduct of Examination

In respect of the subjects listed above, written examinations shall be conducted before the end of the course. The pass mark for each subject is 70%.

The Simulator practical examination shall be conducted at the end of the course. The pass mark for the practical test (simulator) is 70%.

The practical test shall be conducted by a Panel of Designated Examiners appointed by the Director General of Civil Aviation. This Panel will be the sole authority on the results of the practical examination.

It is compulsory that the trainee passes in all five subjects. If a trainee fails to obtain marks equal to or greater than 70% in respect of any subject, he/she shall be referred in that subject.

5.1.3 Repeat Examination

(1)   If a trainee is referred in any theory subjects he/she shall be allowed to sit a repeat examination for those subjects.

(2)   If a trainee is referred in the practical test he/she shall be allowed to repeat the practical examination.

(3)   If at least one trainee has been referred the necessary repeat examination shall be held before the trainee is deployed for On-the-job training.

(4)   The purpose of a repeat examination shall be purely to provide a referred trainee with a second attempt to pass the referred subjects(s). If a trainee obtains marks equal to or greater than 70% in any subject at a repeat examination, he/she shall pass that subject and his/her marks for that subject shall be deemed as 70%.

(5)   If a trainee scores less than 70% in any subject at a repeat examination, he/she shall fail that subject. There will be no provision to be re-referred.

5.1.4 Announcement of Results

The results of all progress tests shall be announced to the trainees. In respect of the Final Examination (Theory) the trainee shall be informed whether he/she has passed or has been referred in respect of each subject.

In the case of the Simulator Practical Examination each trainee will be informed whether he/she has passed or has been referred immediately after the test.

The final grading obtained by the trainee shall be informed to each trainee, in respect of all subjects before the commencement of the on-the-job training.

A trainee shall successfully complete the course when he/she passed in all subjects at the final examination.

5.1.5 Awarding of Certificates

The Certificate shall be awarded only on the successful completion of the course by the Training Organization. The certificate shall indicate the name of the course, duration and the list of subjects conducted at the Final Examination.

The Director General of Civil Aviation and Head of Training of CATC shall sign the Certificate.

5.1.6 Question Bank

Updated Question bank shall be available for ATC Examination at the Civil Aviation Training Centre. Question bank shall be maintained in hard copy format as well as electronic format. Question bank files shall be stored in secure cupboards.

Knowledge Examiners assigned shall responsible for selecting questions from the question bank and compilation of the question papers(s). It is required to ensure minimum of 10% questions are changed every time a question paper is compiled.

Time to time instructors and knowledge examiners shall be tasked with generation of new questions. The questions generated by instructors shall be validated by Knowledge Examiners and approved by examiners designated by DGCA before adding to the question bank.

Access to the question bank is restricted to authorize Examiners only.

5.2 The Examination Procedure

5.2.1 Preparation of Question Papers/test procedures

The Chief Instructor shall make arrangements to have question Papers /test procedures prepared in advance in respect of each test to be conducted as per the course guide of the course, by the designated examiners expert to each subject.

When several examiners contribute to a single test/examination, the chief Instructor shall indicate to each of them the percentage fraction allocated to the questions to be sent by him/her out of the total marks.

The examiner should be the resource person(s) who conducted the lecture/training activity relevant to the test/examination.

The scheme of the awarding of marks should also be prepared by the same examiner(s).

The examiner shall handover the prepared question paper /test procedure along with the scheme for the awarding of marks duly acknowledged, to the Chief Instructor. In cases where several resource personnel contribute to a single paper, the acknowledgement of each resource person in respect of the questions set by him/her along with the relevant marking scheme shall be obtained separately.

(If the question paper is to be prepared by the selection of MCQ type questions from a question bank, the above process will reduce to the examiner merely selecting the questions from the bank and indicating them to the Chief Instructor)

The examiner(s) shall also indicate to the Chief Instructor any other requirements such as graph paper, reference data, open books etc that should be provided to the candidates during the test.

5.2.2 Moderation of the question papers/test procedures

Since moderation is an important part in the preparation of question papers/test procedures, it will be the duty of the Chief Instructor to identify and recommend suitable moderators in respect of all question papers/test procedures to be conducted in a course, beforehand, each instance a course is conducted.

Question papers are moderated by a subject expert using the approved question bank. A moderator shall moderate each question paper/test procedure. Such papers are reviewed and approved by DGCA or DGCA designated officer before conducting the examination.

Where possible, the moderator shall be an officer in the relevant discipline, holding a rank equal to or above that of the examiner(s) who set the question papers/test procedures.

The list of moderators recommend by the Chief Instructor shall be approved by the Head of Training (HOT) of CATC.

External moderators may be appointed if necessary, with the concurrence of the relevant Head of department and with the approval of the HOT.
Both the question paper/test procedure and the scheme for the awarding of marks shall be made available to the moderator.

The moderator shall pay attention inter-alia to the following.

     a. Relevance to the syllabus as per the DGCA approved course guide
     b. The standard
     c. The weighting given to each question in the marking scheme and the relative distribution of marks.
     d. The time allocated
     e. Clarity and objectivity.
     f. Any other aspects such as language, phraseology etc. that could have a bearing on the comprehension /understanding of the question by the candidate.

The moderator may make amendments to the questions/procedures and the marking scheme as necessary, acknowledge them and submit to the Chief Instructor for compilation of the Examination paper.

5.2.3 Conducting the Examination

5.2.3.1 Written Tests

The Chief Instructor shall provide the following to the examination hall.
    a. Necessary papers and stationaries pertaining to each test/examination.
    b. Any requirement stipulated as per 5.2.1 above, in adequate supply.

Any non-leading and reasonable clarification regarding any aspect of the paper shall be provided to all the candidates at the earliest possible instant during the test. For this purpose , if it is not possible for the examiner(s) to be present during the test, it is prudent for the Chief Instructor to ensure the contestability of the examiner during that time

5.2.3.2 Surveillance system by CAASL

The consistency and reliability of testing by the CATC or examiners as delegated by DGCA are ensured through a surveillance conduct by CAASL. To ensure the proper conduct of the Knowledge test/examination, such Knowledge test/examination shall be invigilated by the CAA Inspector designated by DGCA when it's been conducted at CATC.

CATC shall forward the test/examination schedule to CAASL two weeks prior to conduct and such Knowledge test/examination schedule shall be approved by the DGCA. The DGCA with the concurrence of the DTOPL shall appoint an Inspector to invigilate the

test/examination. Such inspector shall hold a valid credentials issued by DGCA to perform such task/s.

All records pertaining to such invigilation and surveillance including Student attendance examiner attendance and CAASL inspector participation are maintained by TOPL section. .

5.2.3.3   Practical tests and all other types of non-written performance evaluations

The chief Instructor shall provide the following to the examination hall.
   a. Necessary papers and stationaries pertaining to each test/examination.
   b. Any requirement stipulated as per 5.2.1 above, in adequate supply.

The entire test session in respect of each candidate shall be recorded. If the test is performed on equipment with built-in recording facilities, such facilities shall be used for recording. In all other cases, wherever it is practical, the test session shall be either video or audio covered as appropriate. If this is not practical, at least one officer from the relevant discipline shall be nominated by the relevant head of department to be included to the examination panel with the prior approval of the DGCA.

The recorded material shall be taken into the safe custody of the Chief Instructor as soon as the test is over.

5.2.4   Scrutiny of answer scripts/evaluation of performance

5.2.4.1   Written Tests

The Chief Instructor shall handover the answer- scripts along with the moderated paper and marking scheme to the examiner under confidential cover at the earliest possible instant after completing the test.

The examiner shall scrutinize the answer scripts as per the moderated marking scheme and use red ink for making. The benefits of all doubts shall be given to the candidate.

On completion of the scrutiny, the examiner shall record the marks obtained by all candidates on the mark sheet provided by the Chief Instructor, sign it and return it to the Chief Instructor (CI) along with the answer scripts and marking scheme under confidential cover.

A Chief Instructor may use the double examiner system (independent scrutiny of answer scripts by two examiners and averaging of marks) in respect of non-MCQ type question papers id such a step is deemed necessary with the prior approval of the Head of Training (HOT) and concurrence of the relevant Head of the Department.

On receipt of the answer –scripts, the Chief Instructor shall submit them along with the marking scheme and the mark sheet(s) to the moderator. The moderator shall examine

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the answer scripts if necessary, fill the column for totals/averages where relevant and sign the mark sheet(s).

Any discrepancies noted may be resolved through discussion between the moderator and examiner.

The scrutinized answer-scripts shall be kept in the safe custody of the Chief Instructor until the results are finalized.

5.2.4.2 Practical Tests and all other types of non-written performance evaluations

Unless prevented by exceptional circumstances, the examiner(s) who drafted the test procedure (s) shall be included in the panel of examiners with the prior approval from DGCA.

The evaluation shall be conducted while the test is in progress, based on the approved marking scheme and the results shall be recorded as soon as the session is over. Replays of recording made of the test session may be used for verifications. However, under no circumstances shall an evaluation be based solely on the replay of a recording.

On completion of the test, a mark –sheet shall be filled indicating the marks obtained by all candidates, signed by all examiners and handed over to the Chief Instructor.

The Chief Instructor shall then obtain the signature of the moderator on the mark-sheet. The moderator may request to watch/listen to the replays of recordings made of the test sessions, if necessary.

5.2.4.3 Preparation of Results

The chief Instructor shall prepare the schedule of final results, based on the marks given in the mark-sheets. The Chief Instructor shall submit the results duly signed to the Head of Training (HOT). All mark-sheets summarized in the schedule should be attached to the original results schedule.

Extreme confidentiality shall be maintained on the marks.

Before finalizing the results, the Head of Training (HOT) shall peruse the results schedule thoroughly and particularly examine whether the performance in respect of any examination is outside statistically accepted behavior. In case of significant deviation in the performance of the batch as a whole, he may make suitable action including and not limited to the following, in respect of the entire batch, with the concurrence of the relevant Head of the Department.

   a. Re-scrutiny
   b. Standardization

c. Re-conducting an examination

The finalized Results of Final Examination shall be forwarded to the DGCA and kept in safe record at the CATC.

5.2.4.4   Custody of the Examination Material

Once results are finalized and authorized by the Head of Civil Aviation Training, all material concerning the examination shall be put away in safe custody by the Chief Instructor.

The question papers/test procedures shall be filed away confidentially along with their marking schemes and the forms.

The answer-scripts in respect of each subject shall be filed separately.

Audio/video recordings used for test sessions shall be neatly labeled and safely stored. These material shall be kept safely at the CATC for at least (05) years from the date of announcing the results, for reference if necessary.

CAASL Inspectors may review such records during the inspections or as and when required.

Nothing stated herein shall override or exempt the CATC from following any procedures laid down by the DGCA or from adhering to any statutory requirement in the conduction of examinations in any discipline.

5.3   Rating Evaluation Tests

The rating examination shall normally consist of:
- On-the -job training Instructors Evaluation
- On-the -job training Assessment
- Final Evaluation
- An optional written examination

Except in respect of Approach Control Procedural Rating, Rating Tests in respect of all ATC Ratings shall be conducted **On-console** at the respective ATS Centres.

Rating Tests in respect of **Approach Control Procedural Rating** shall be conducted on **ATC Simulator** at CATC in accordance with Appendix 3 of this manual of ATC Department/AASL.

A Rating Test shall primarily be a **Practical Examination on live-traffic** in a density of traffic that produces sufficient attributes for the examiners to determine the level of performance proficiency achieved by the candidate.

5.3.1 Duration of a Rating Test

Duration of a Rating Test shall be confined to be less than **1 ½ hours** whereas the ideal duration would be **45 minutes** subject to the traffic scenarios encountered and useful for a meaningful evaluation.

The panel may decide to supplement the Practical Examination with a **VIVA and/or a Written Examination** in the event it is the view of the panel that the practical segment did not provide adequate opportunity for the candidate to demonstrate the knowledge in the areas/subjects specified in IS 055 as required for the granting of respective ATC Rating.

5.3.2 Number of Attempts

An Air Traffic Controller found unsuccessful in demonstrating the possession of the required level of knowledge, experience and/or skill at the Rating Evaluation Test, shall be allowed two (02) more attempts to prove him/herself, with or without further OJT under corrective guidance and instructions by a qualified OJT Instructor, as recommended by the panel of Examiners.

5.3.3 Panel of Examiners for Issuance of Rating

A Panel of Examiners appointed by the DGCA will conduct a Rating Test at the respective ATS Operational Centre or when approved by DGCA at the ATC Simulator.

The Panel may have the following composition with five (05) members as a minimum requirement :

1) Director (Training Organization & Personnel Licensing) of CAASL
2) Director (Navigation services) or representative of CAASL
3) Senior civil Aviation Inspector (ATM-OPS) of CAASL
4) Head Of Air Navigation Services of AASL
5) Deputy Head of Air Navigation Services of AASL
6) Senior Manager ATS of AASL
7) Senior Manager in-charge of relevant ATS Centre of AASL
8) *Chief Instructor (ATS) of CATC/AASL – when Tested on Simulator*
9) Manager Grade 1 Air Traffic Control
10) Any other Officer(s) from CAASL and/or AASL as appropriate

5.3.4 Panel of Examiners for Renewal of Rating

A Panel of Examiners appointed by the Head of ANS under the delegated authority of the DGCA will conduct a Rating Renewal Test at the respective ATS Operational Centre or in respect of approved to be conducted on the ATC Simulator.

The Panel shall have the following composition with three (03) members as a minimum requirement:

1) Senior Manager in-charge of relevant ATS Centre*)*
2) Senior Manager (Planning & Standards) – *(Optional)*
3) Chief Instructor (ATS) of CATC/AASL – *(when Tested on Simulator)*
4) a Designated Check Controller, and,
5) Manager Grade 1 -on-Duty

5.4   Evaluation of competency for issuance of licence & rating

Evaluation of competency for the issue of ATC licence or ratings is conducted through a panel designated by DGCA from a pool of Check controllers, who holds valid and current authentication and valid & current licence & ratings issued by DGCA.

Final competency evaluation is consist of following steps,

1) Inspection of training records for compliance of minimum no of OJT hours.
2) Viva for confirmation on applicable knowledge area.
3) Briefing applicant and safety controller regarding the conduct of examinations with respect to any limitations applicable during the test, responsibilities of applicant and safety controller time duration of the evaluation and any other practical matter.
4) Safety controllers' declaration on his assessment on safety during the check.
5) Discussion among panel members on sharing of tasks.
6) Official announcement on opening and closing of evaluation.
7) De-briefing, after evaluation, among panel to reach a decision and filling up of evaluation forms.
8) Consult applicant for any clarifications
9) Delivery of decision

5.5   Proficiency Assessments / Rating Currency Checks

Proficiency assessments will be conducted to achieve the objective of ensuring the continued competency of Air Traffic Controllers at all times.

Proficiency assessment Procedures will encompass the circumstances of introduction of new ATS equipment, procedures, updated communication, change or increase in complexity in air route structure and deterioration in the ATS safety levels too.

Proficiency assessments of Air Traffic Controllers will also be carried out subject to the requirements and procedures ratified by the DGCA. Proficiency assessments shall be conducted by a Panel of Check Controller(s), designated by the DGCA on the recommendations of HANS.

Proficiency assessment shall be conducted at least once every year to ensure that every Air Traffic Controller is assessed on all the operating positions for which ratings are held by him/her and these Ratings are renewed and endorsed by the DGCA on the ATC Licence.

Individual records of the assessment will be maintained by the Senior Air Traffic Controller (Planning & Standards) of ANS Division of AASL.

SATCs in-charge of ATS Units through ATC Watch Supervisors shall ensure that all the rated controllers spend sufficient time at the operating positions to enable them to maintain satisfactory level of proficiency.

5.6   Withdrawal of Ratings

In case it is found that the performance of an air traffic controller is unsatisfactory at any instance, the validity of his/her rating (s) may be temporarily withheld by a Panel appointed by HANS and the action(s) taken shall be notified to the DGCA including the details of appropriate corrective actions and/or training arranged seeking approval for same. The proficiency shall be reassessed by a panel appointed by the DGCA on receipt on the recommendations by the HANS that the required level of proficiency seem to have been re-gained by the personnel concerned.

5.7   Random Checks

Senior Air Traffic Controllers in-charge of respective ATS Centers in coordination with them shall carryout Random Checks periodically - preferably monthly (or quarterly as a minimum) - in respect of at least one (01) flight from its initial start-up at BIA up to Exit FIR point or Vice versa covering the procedures established for all relevant ATS Units, in order to assess the proficiency and adherence to laid down procedures by all ATS Units and personnel.

The reports of Random Checks shall be forwarded to HANS for onward submission to the DGCA.

CHAPTER 6 - Issuance of Designated ATC Examiner / OJT Instructor Authorization

6.0   General

This chapter describes the process involved in for the initial issuance, re-authorization, re-activation and for the issue of additional privileges of ATC Examiner Authorization and OJT Instructor authorization. The procedures specify that every practical test shall be performed under the observation of a designated examiner by DGCA. Therefore this manual is a valuable guidance material for the CAASL in providing the ATC examiner authorization to the personnel (s).

6.1   Designated ATC Examiner and OJT Instructor

(Designated Examiners as per provision of section 15 of Implementing Standard 050 and section 67 of Act no.14 of 2010)

6.1.1 Terms of Reference

Designated ATC Examiner when so appointed by the Director General of Civil Aviation of Sri Lanka (DGCA) shall perform the specific duties as prescribed by the DGCA or his designated officer in relation to conducting Evaluations (Practical &/or Viva) on the Proficiency Level of Performance of Air Traffic Controllers in one or more of the following circumstances :

   (i)   Issuance of ATC Ratings
   (ii)   Renewal /Revalidation of ATC Rating
   (iii) Reviewing the Validity of ATC Rating
         (Eg: On Recommendations after an Accident/Incident Investigation)
   (iv) Any other circumstance decided by the DGCA

OJT instructor when so appointed by the Director General of Civil Aviation of Sri Lanka (DGCA) shall perform the specific duties as prescribed by the DGCA or his designated officer to enhance the Operational knowledge and situational awareness of the trainee Air Traffic Controller in one or more of the following circumstances:

   (i)   Issuance of ATC Ratings
   (ii)   Revalidating of ATC rating
   (iii) Reviewing the Validity of ATC Rating
         (Eg: On Recommendations after an Accident/Incident Investigation)
   (iv) Any other circumstance decided by the DGCA

6.1.2 Responsibilities

Designated ATC Examiner shall be responsible to determine the Present Level of Knowledge, Skill and Performance demonstrated so as to recommend the respective

candidate being successful at the initial training conducted at the Civil Aviation Training Center Ratmalana. Designated ATC Examiner and OJT instructor on completion of the On the Job training would recommend ATC Ratings could be Issued, Renewed or Revalidated, or alternatively make recommendations for Suspension/Withdrawal of same with suggestions on Remedial/Corrective measures towards restoring ATC Ratings in the event of a Suspension or Withdrawal.

They shall bear no malice, prejudice or bias towards any of the Air Traffic Controllers referred to them for Scrutiny where the task shall be handled purely based on facts with evidence and strictly not on individual or collective opinions.

They shall make written recommendation to DGCA for changes in evaluation methods subject to the safety standards, adopted procedures, Center work load, traffic patterns within related working center.

6.1.3 Qualifications & Experience

a. **A Designated ATC Examiner shall be**:

> ➢ the Head Of Air Navigation Services

> ➢ the Deputy Head Of Air Navigation Services

> ➢ the Senior Manger Air Traffic Control Service

> ➢ a Manager ATC Grade 1

   With the following qualifications & experience

> ➢ Hold a Valid ATC Licence and Current Ratings enlisted in Annex 1 applicable to Sri Lanka on the date of the test to be conducted.
> ➢ Good communication skills to explain matters arising from the checks conducted possessing ELPC level 5 and above.
> ➢ Possess any other appropriate additional qualification(s) as required by the DGCA

b. **An OJT instructor shall be:**

   i. **Manager ATC**

> ➢ Be a Manager ATC (Grade 1, Grade 2, Grade 3) working at the particular ATC unit for a minimum of four (04) months where the trainee Air Traffic Controller would undergo OJT.

   The Manager ATC shall,
> ➢ Hold a Valid ATC Licence and Current Rating in the ATC Specialty where the trainee would undergo OJT.
> ➢ Have successfully completed an On the Job Training Instructor Course. If not completed the OJT instructor course to conduct the OJT with the

presence of a Manager ATC who has under gone OJT instructor course and would oversee that proper OJT session is in progress.
  ➢ Have good communication skills to explain matters arising from the checks possessing ELPC level 5 and above.
  ➢ Possess any other appropriate additional qualification(s) as required by the DGCA

ii. Operational Air Traffic Controller

  ➢ Work experience as an Air Traffic Controller for three (03) years and possess operational experience at the particular ATC unit for the preceding six (06) month where the trainee Air Traffic Controller would undergo OJT.
  The Operational Air Traffic Controller shall;
  ➢ Hold a Valid ATC Licence and Current Rating in the ATC Specialty where the trainee ATC would undergo OJT.
  ➢ Have successfully completed an On the Job Training Instructor Course. If not completed the OJT instructor course to conduct the OJT with the presence of a Manager ATC who has under gone OJT instructor course and would oversee that proper OJT session is in progress.
  ➢ Have good communication skills to explain matters arising from the checks conducted possessing ELPC level 5 and above.
  ➢ Possess any other appropriate additional qualification(s) as required by the DGCA.

6.1.4 Selection Criteria

Selection of Designated ATC Examiner and OJT instructor shall be based on the personnel's commitment and the current record of performance in operational duties in addition to the qualifications and experience prescribed in 6.1.3.above.

Applications shall be called for through a Notice under the signature of the Head of Air Navigation Services or his/her designated officer circulated for the attention of all Air Traffic Controllers where those eligible ~~will~~ shall apply in writing.

An Interview conducted by a Panel appointed by the DGCA or his designated officer shall make the initial selection and the names of the successful candidates shall be submitted to DGCA.

6.1.5 Recommendations

DGCA or his designated officer may review the names of the successful candidates submitted by the Panel if so deem necessary, the designated officer and shall forward them to the DGCA with his/her recommendations for consideration to be appointed as Designated Examiner or OJT instructor.

6.1.6 Appointment Procedure

The appointment of Designated ATC Examiner or OJT instructor shall be made by the Director General of Civil Aviation of Sri Lanka or on his behalf the Director/Training Organizations and Personnel Licensing of CAASL (D/TOPL) when recommended by Head ANS of AASL.

The names of Air Traffic Controllers selected as per 6.1.3 and 6.1.4 above and submitted by the Head of ANS AASL to the DGCA or on his behalf to D(TOPL) shall be considered by the DGCA for appointment as designated Examiner or OJT instructor.

These appointments shall, at the discretion of DGCA/D(TOPL), be made valid only for conduct of competency evaluation for the grant of a Rating of ATC Licence . In either case, such appointment shall deem to have ceased to be valid in the event validity of the ATC Licence and/or any ATC Rating expires at any given time during the period of this appointment.

6.1.6.1 Training Prior to Authorization

Selected recommended candidates by DGCA or his designated officer are required to undergo examiners training conducted by CAASL, which Consists of the 2 days training programme covering the following topics.

- ➢ International Civil Aviation Organization & Chicago Convention
- ➢ ICAO Annexes
- ➢ Regulatory back ground of Sri Lanka
- ➢ Regulation Pertaining to designation of Examiners
- ➢ Personnel Licensing Section and its functions
- ➢ Annex 1
- ➢ Principles of ICAO for issuance of Personnel Licences
- ➢ Skill Test for ATCs & Skill Test Procedure
- ➢ Draft ATC Assessment Procedure Manual

6.1.7 Designation / Appointment

The successful candidate(s) for the appointment as Designated ATC Examiner and OJT instructor shall be certified and designated as "Designated ATC Examiner" or "OJT instructor" by the DGCA and be issued with a certificate describing the Terms of Reference. The authorization shall be valid for period of three (03) years unless withdrawn by DGCA.

6.1.8 Withdrawal

Designated ATC Examiner and OJT instructor are strongly cautioned against the following as it is detrimental to the objectives and the purposes of their appointed task(s):

Lack of Consistency, Lack of Fair-play & Justice, Lack of Decorum, Carelessness, Flippant Attitude, Lack of Self Discipline, Sarcasm, Argumentativeness, Being non temperamental, Being over-bearing Familiarity, Bias, Prejudice, Favoritism, Bad manners, Fault finding / Critical of Higher Management, Excessive Humour, Over Emphasis on a Single Incident, Discussing level of performance of one candidate with another.

The designation and the certification issued by the DGCA is subject to withdrawal or Imposition of restrictions at any given time under one of more of the following circumstances:

a) Expiry of the Validity of corresponding Rating(s) and/or License
b) Doubt and/or Deterioration on the proficiency in the specialty of Check Controller under reference
c) Serving a period of Remedial Action(s) subsequent to an Accident/Incident Investigation or Reactive method adopted under Safety Management System in Air Traffic Services
d) Observed to have deteriorated supervisory skills and/or inter-personal relationships
e) Any other background deemed as unsafe for operational and/or evaluation tasks of air traffic control services.

6.1.9 System of Supervision by CAASL

Civil Aviation Authority of Sri Lanka shall monitor the standards of all designated ATC Examiners through a CAASL Inspector or senior examiner specifically authorized for this purpose conducting or monitoring an examination when a designated ATC Examiner is conducting an assessment of ~~on~~ a candidate

The purpose of monitoring the activities of each designated ATC Examiner is to ensure that:

1) His/her records are complete to be a designated ATC examiner/OJT instructor and authorized by DGCA

2) his/her reports are complete, accurate and meaningful;

3) his/her examinations cover the required sequences;

4) his/her conduct of examination is fair and in conformance with the standards and procedures described in this manual;

5) He/she is acting within the limits of his/her authority.

6) Shall undergo refresher training prior to re-authorization.

7) To ensure the consistency and reliability of testing by the examiners.

6.1.10 Renewal of Designated ATC examiner and OJT instructor authorization

The authorization granted as Designated ATC examiner and OJT instructor is valid for a period of two (02) years from the day of its grant and shall be revalidated by the DGCA subject to the individual has satisfied the requirements stipulated below.

Designated ATC Examiner

➢ Completed Refresher training on examination procedures
➢ No of Examinations done during the period
➢ The supervision/observation reports by the CAASL Inspector or senior examiner
➢ The feedback reports from trainees

OJT Instructor

➢ Completed Refresher training on OJT procedures
➢ No of OJT sessions conducted during the period
➢ The supervision/observation reports by the CAASL Inspector or senior examiner
➢ The feedback reports from trainees and parents

6.2   CAASL's Values & Code of Ethics for Designated Examiners :

6.2.1 CAASL's Values

a) Assign priority to safety;

b) Excel in the services the CAASL provides to our country;

c) Have a 'can do' attitude in everything the CAASL undertake;

d) Aim to be reliable and realistic;

e) Be willing and able to change in pursuit of continuous improvement;

f) Work together to achieve success;

g) Be open and honest;

h) Promote efficiency and regularity in everything the CAASL does;

i) Trust and respect the colleagues;

j) Value everyone's contribution;

k) Recognize our social responsibilities;

l) Enjoy what the CAASL does

m) Take pride in the CAASL professional approach and

n) Have a balanced home and work environment.

6.2.2 CAASL's Code of Conduct is:

A duty of care to observe standards of professionalism, equality and justice when dealing with other people in the course of their CAASL employment.

a) This means they will: at all times, behave in ways that uphold CAASL's values

b) treat everyone with respect and courtesy;

c) not allow personal relationships to affect professional relationships;

d) refrain from all forms of harassment;
e) refrain from acting in any way that would unfairly harm the reputation of any CAASL employee;

f) where appropriate, intervene constructively where an employee's behavior is clearly in breach of this code, and report any suspected fraud, corrupt, criminal or unethical behavior to the appropriate person within CAASL; and

g) respect an individual's right to privacy and protect and maintain the confidentiality of personal information.

h) An obligation to CAASL in terms of protecting its integrity and reputation, and for the use, care and responsible management of its resources. This means they will, in the course of their CAASL employment:

i) behave honestly and with integrity

j) act with care and diligence;

k) comply with all applicable Sri Lankan laws

l) comply with any lawful and reasonable direction given by someone with the appropriate authority.

m) not make improper use of inside information or their duties, status, power or authority in order to gain, or seek to gain, a benefit for themselves or another person;

n) protect and maintain the confidentiality of all information to which they have access during their course of their CAASL employment;

o) not disclose any information that they obtain or generate in connection with their employment if it is reasonably foreseeable that the disclosure could be prejudicial to the effective working of government;

p) not represent themselves as spokes persons for CAASL or the Sri Lankan Government unless properly authorized to do so;

q) not provide false or misleading information in response to a request for information that is made for official purposes;

r) refrain from engaging in any outside work without permission and/or where such work would compromise their integrity and independence;

s) use CAASL and government resources in a proper manner; and

t) comply with any other conduct requirement prescribed in applicable legislation, policy. obligation to act appropriately when a conflict arises between their self-interest and their duty to CAASL and the Sri Lankan Government. This means they will;

u) disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with their CAASL employment.

6.2.3 Code of Ethics for Designated Examiners

Principle 1

Designated examiners shall have respect for the humanity and dignity of each of their test takers. They shall provide them with the best possible professional consideration and shall respect all persons' needs, values and cultures in the provision of while conducting examinations & testing service.

• Designated examiners shall not discriminate against nor exploit their test takers on grounds of age, gender, race, ethnicity, sexual orientation, language background, creed, political affiliations or religion, nor knowingly impose their own values (for example social, spiritual, political and ideological), to the extent that they are aware of them.

• Designated examiners shall never exploit their clients nor try to influence them in ways that are not related to the aims of the service they are providing or the investigation they are mounting.

• Sexual relations between designated examiners and their test takers are always unethical.

• Teaching and researching testing involving the use of test takers (including students) requires their consent; IT ALSO REQUIRES respect for their dignity and privacy. Those involved should be informed that their refusal to participate will not affect the quality of the DE's service (in teaching, in research, in development, in administration). THE USE OF all forms of media (paper, electronic, video, audio) involving test takers requires informed consent before being used for secondary purposes.

• Designated examiners shall endeavor to communicate the information they produce to all relevant stakeholders in as meaningful a way as possible.
• Where possible, test takers should be consulted on all matters concerning their interests.

Principle 2

Designated examiners shall hold all information obtained in their professional capacity about their test takers in confidence and they shall use professional judgment in sharing such information. Annotation

• In the face of the widespread use of photocopied materials and facsimile, computerized test records and data banks, the increased demand for accountability from various sources and the personal nature of the information obtained from test takers, designated examiners are obliged to respect test takers' right to confidentiality and to safeguard all information associated with the tester-test taker relationship.

• Confidentiality cannot be absolute, especially where the records concern students who may be competing for admissions and appointments. A careful balance must be maintained between preserving confidentiality as a fundamental aspect of the tester's professional duty and the wider responsibility the tester has to society.

• Similarly, in appropriate cases, the tester's professional colleagues also have a right to access data of test takers other than their own ion order to improve the service the profession offers. In such cases, those given access to data should agree to maintain confidentiality.

Principle 3

Designated examiners should adhere to all relevant ethical principles embodied in national and international guidelines when undertaking any trial, experiment, treatment or other research activity.

Annotation

• Examine/testing progress depends on research, which necessarily involves the participation of human subjects. This research shall conform to generally accepted principles of academic inquiry, be based on a thorough knowledge of the professional literature; and be planned and executed according to the highest standards.

• All research must be justified; that is proposed studies shall be reasonably expected to provide answers to questions posed.

• The human rights of the research subject shall always take precedence over the interests of science or society.

• Where there are likely discomforts or risks to the research subject, the benefits of that research should be taken into account but must not be used in themselves to justify such discomforts or risks. If unforeseeable harmful effects occur, the research should always be stopped or modified.

• An independent Ethics Committee should evaluate all research proposals in order to ensure that studies conform to the highest scientific and ethical standards.

• Relevant information about the aims, methods, risks and discomforts of the research shall be given to the subject in advance. The information shall be conveyed in such a way that it is fully understood. Consent shall be free, without pressure, coercion or duress.

• The subject shall be free to refuse to participate in or to withdraw from, the research at any time prior to publication of research results. Such refusal shall not jeopardize the subject's treatment.

• Special care shall be taken with regard to obtaining prior consent in the case of subjects who are in dependent relationships (for example, students, the elderly, proficiency challenged learners).

• In the case of a minor, consent shall be obtained from a parent or guardian but also from the child if he is of sufficient maturity and understanding.

• Confidential information obtained in research shall not be used for purposes other than THOSE specified in the approved research protocol.

• Publication of research results shall be truthful and accurate.

• Publication of research reports shall not permit identification of the subjects who have been involved.

Principle 4

Designated examiners shall not allow the misuse of their professional knowledge or skills, in so far as they are able.

Annotation

- Designated examiners shall not knowingly use their professional knowledge or skills to advance purposes inimical to their test takers' interests. When the progress of the tester's intervention is not directly to the benefit of the test takers (for example when they are asked to act as trial subjects for a proficiency test designed for some other situation), its nature shall be made absolutely clear.
- Non-conformity with a society's prevailing moral, religious etc values, or status as an unwelcome migrant, shall not be the determining factor in assessing ability.
- Whatever the legal circumstances, designated examiners shall not participate, either directly or indirectly in the practice of torture or other forms of cruel, inhuman or degrading punishment (see Declaration of Tokyo 1975).

Principle 5

Designated examiners shall continue to develop their professional knowledge, sharing this knowledge with colleagues and other Examiners.

Annotation

- Continued learning and advancing one's knowledge are fundamental to the professional role; failure to do so constitutes a disservice to test takers.

- Designated examiners shall make use of the various methods of continuing education that are available to them. These may involve participation in continuing testing/examinations programmes and professional conferences, and the regular reading of relevant professional publications.

- Designated examiners shall take the opportunity to interact with colleagues and other relevant professionals as an important means of developing their professional knowledge.

- Designated examiners shall share new knowledge with colleagues by publication in recognized professional journals or at meetings.

- Designated examiners shall be expected to contribute to the education and professional development of designated examiners in training and to the drawing up of guidelines for the core requirements of that training.

- Designated examiners shall be prepared to contribute to the education of students in the WIDER ATC professions.

Principle 6

Designated examiners shall share the responsibility of upholding the integrity of the testing profession.

Annotation

• Designated examiners shall promote and enhance the integrity of their profession by fostering a sense of trust and mutual responsibility among colleagues. In the event of differences of opinion, viewpoints should be expressed with candor and respect rather than by mutual denigration.

• Designated examiners develop and exercise norms on behalf of society. As such theirs is a privileged position which brings with it an obligation to maintain appropriate personal and moral standards in their professional practice, and in those aspects of their personal life which may reflect upon the integrity of that practice.

• Designated examiners who become aware of unprofessional conduct by a colleague shall take appropriate action; this may include a report to the relevant authorities.

• Failure to uphold this Code of Ethics will be regarded with the utmost seriousness and could lead to severe penalties including withdrawal of designation.

Principle 7

Designated examiners in their societal roles shall strive to improve the quality of testing, assessment and teaching services, promote the just allocation of those services and contribute to the education of society regarding ATC proficiency.

Annotation

• Designated examiners shall be prepared by virtue of their knowledge and experience to advise those responsible for the provision of testing services.

• Designated examiners shall be prepared to act as advocates and join with others in ensuring that testing test takers have available to them the best possible testing service.

• Designated examiners shall be prepared to work with advisory, statutory, voluntary and commercial bodies that have a role in the provision of testing services.

• Designated examiners shall take appropriate action if services, by reason of fiscal restriction or otherwise, fall below minimal standards. Exceptionally, designated examiners may have to dissociate themselves from such services provided that this is not harmful to their test takers.

- Designated examiners shall be prepared to interpret and disseminate relevant scientific information and established Professional opinions to society. In so doing, designated examiners shall clarify their status as either spokespersons for a recognized professional body or not. If the views expressed are contrary to those generally held, they shall so indicate.

- It is reasonable for designated examiners to make scientifically substantiated contributions to public debate on sensitive socio-political issues, such as race, disadvantage and child rearing.

- Designated examiners shall differentiate between their role as educators based on professional knowledge and their role as citizens.

- In fulfilling their responsibilities under this principle, designated examiners shall take care to avoid self-promotion and the denigration of colleagues.

- Designated examiners shall make clear that they do not claim (and are not seen to claim) that they alone possess all the relevant knowledge.

Principle 8

Designated examiners shall be mindful of their obligations to the society within which they work, while recognizing that those obligations may on occasion conflict with their responsibilities to their test takers and to other stakeholders.

Annotation

- When test/examination results are obtained on behalf of institutions (government departments, professional bodies, universities, schools, companies) designated examiners have an obligation to report those results accurately, however unwelcome they may be to the test takers and other stakeholders (families, prospective employers etc).

- As members of the society in which they work, designated examiners should recognize their obligation to the testing requirements of that society, even when they may not themselves agree with them. Where their disagreement is of sufficient strength to qualify as a conscientious objection, they should have the right to withdraw their professional services.

Principle 9

Designated examiners shall regularly consider the potential effects, both short and long term on all stakeholders of their projects, reserving the right to withhold their professional services on the grounds of conscience.

Annotation

- As professionals, designated examiners have the responsibility to evaluate the ethical consequences of the projects submitted to them. While they cannot consider all possible eventualities, they should engage in a thorough evaluation of the likely consequences and, where those consequences are in their view professionally unacceptable, withdraw their services. In such cases, they should as a matter of course consult with fellow designated examiners to determine how far their view is shared, always reserving the right, where their colleagues take a different view, to make an individual stand on the grounds of conscience.

APPENDIX 1- PROCEDURES ESTABLISHED BY CAASL

AP-1-1 Procedure for the issuance of ATC Ratings

1. **Inform CAASL regarding commencement of training course.**
   AASL shall inform CAASL prior to start the training course, following details.
   - i.   Names of applicants
   - ii.   Title of the course
   - iii.   Venue of the course
   - iv.   Date of commencement
   - v.   Duration of course
   - vi.   Instructors

   If the training course is not approved by CAASL at the time of nomination, action shall be initiated to obtain approval from CAASL prior to commencement of course (refer IS-055, 3.2.2.1)

2. **Conduct of Training Course**
   After completing the theory course, submit the following details in respect of each trainee, along with the notification of commencement of relevant On-the-Job Training (OJT) programme.

   a. If followed an approved course in CATC,
   - 1)   Title of the course
   - 2)   Date of commencement & completion
   - 3)   Subjects followed
   - 4)   Results of the theoretical examination
   - 5)   Results of the simulator examination

   b. If followed a course abroad
   - 1)   Title of the course & venue of the course
   - 2)   Date of commencement & completion
   - 3)   Subjects followed
   - 4)   Results of the theoretical examination
   - 5)   Results of the simulator examination
   - 6)   Final results
   - 7)   Course completion certificate
   - 8)   In the event the overseas training is obtained from an overseas institution who have not been approved by the appropriate ATS authority of the respective country, sit for an appropriate examination conducted by Civil Aviation Training Academy and results.

3. **Conduct of On- the- Job Training**

Subsequent to an OJT programme, forward following details to CAASL.
1) Date of actual commencement of OJT
2) Date of completion of OJT
3) OJT observation reports
4) Summary of OJT

4. **Submit dully filled completed ATC Rating Issuance Application Form (CAA/PL/I/17) to the CAASL signed by applicant and recommended by Head of Air Navigation Services.**

Application shall be forwarded through the online licensing system (LIMS)**.** Two dedicated Personnel Computers have been set up tin the CAA's Lobby area for the use of applicants.
How to register with the system; click the Access link on the website www.caa.lk

5. **Make the relevant fee**

6. **Conduct of Rating Assessment**

Head of Air Navigation Services shall submit the OJT overall performance record to CAASL & a request for the appointment of a panel of Rating Evaluation Panel & to conduct Rating Test at the corresponding ATC unit.

A panel of examiners is appointed by the DGCA, shall conduct a Rating Test at the respective ATS Operational Centre.

7. **Forward Rating Assessment Reports signed by Examiners.**

AP1-2 Procedure for the issuance of ATC Licence

All the requirement as per IS-055 should be completed by individual applicant for the issue of ATC licence & ratings.

ATC licence shall be issued to Applicants who has satisfactory completed course for Aerodrome Control rating which is conducted by (CATC) of kandawala road, Ratmalana during the stipulated time period.

Conducting class room lectures as per approved training programs by approved Instructors is the responsibility of Chief ATC Instructor.

Before enrolling new batches the school shall liaise with CAASL PEL to notify Applicants to obtain class 03 medical certificate.

CATC shall conduct final knowledge evaluation examination as per approved procedure & notify the results to PEL.

After completion of ground course applicants for ATC licence shall follow the appropriate number of training sessions on the appropriate ATC simulator & shall demonstrate the level of competency of providing ATC Aerodrome Control rating in the final evaluation Assignment conducted on simulator.

2. Conduct of Medical Examination

    i.   AASL shall inform applicant's names to the CAASL prior to conduct of Medical Examinations.

    ii.   Applicant shall hold a class 3 medical assessment after conducting the Medical examination.

2. Conduct of Training Course

    i.   Inform CAASL regarding commencement of training course.
        AASL shall inform CAASL prior to start the training course, following details.

        i.   Names of applicants
        ii.   Title of the course
        iii.   Venue of the course
        iv.   Date of commencement
        v.   Duration of course
        vi.   Instructors

If the training course is not approved by CAASL at the time of nomination, action shall be initiated to obtain approval from CAASL prior to commencement of course (refer IS-055)

ii. Conduct of Training Course

After completing the theory course, submit the following details in respect of each trainee along with the notification of commencement of relevant On-the –Job Training (OJT) programme.

If followed an approved course in CATC,

   i.   Title of the course
   ii.   Date of commencement & completion
   iii. Subjects followed
   iv.   Results of the theoretical examination
   v.   Results of the simulator examination

3.   Conduct of On- the- Job Training

Subsequent to an OJT programme, forward following details to CAASL.

   i.   Date of actual commencement of OJT
   ii.   Date of completion of OJT
   iii. OJT observation reports
   iv.   Summary of OJT

4.   Submit dully filled & completed ATC Licence Issuance Application form (CAA/PL/I/09) to the CAASL signed by applicant and recommended by Head of Air Navigation Services.

Application shall be forwarded through the online licensing system (LIMS)**.** Two dedicated Personnel Computers have been set up tin the CAA's Lobby area for the use of applicants.

How to register with the system; click the Access link on the website www.caa.lk

5.   Make the relevant fee

6.   Conduct of Rating Assessment

Head of Air Navigation Services shall submit the OJT overall performance record to CAASL & a request for the appointment of a panel of Rating Evaluation Panel & to conduct Rating Test at the corresponding ATC unit.

A panel of examiners is appointed by the DGCA, shall conduct a Rating Test at the respective ATS Operational Centre.

7.   Forward Rating Assessment Reports signed by Examiners.
8.   Issue the ATC Licence by the DGCA

AP1-3   Procedure for the renewal of ATC Licence & Ratings

A.   Renewal of ATC Licence

1. Conduct of Medical Examination

All Air Traffic Controllers are responsible to maintain his/her ATC licence at all times presenting him self periodically to Class 3 Medical assessment conducted by the CAME .

Before the expiry of the validity certificate attached to ATC license, following two conditions shall be completed for the renewal of ATC licence.

    a. Renewal of class 3 Medical fitness.

    b. Renewal of at least one Rating endorsed on the License, according to the   procedure stipulated bellow under section (B)

a. Renewal of Class 3 Medical Certificate.

Holder of ATC license shall hold a valid Class 3 Medical certificate in order to exercise the privileges of a Rating endorsed on the License.(Ref Para 5.1.2 of IS-036 and para 5.2 of IS-050)

Renewal of the Medical certificate is the responsibility of individual License holder & shall be applied by CAA/PL/E/01 "Medical declaration form" at least three days & at most 30 days, prior to expiration of the Medical Certificate, in order to maintain the same Medical Anniversary Date.

If an application is not received during three day period prior to expiry of a License it will fall in to the Reactivation category & shall not be considered to follow the renewal procedure.

Medical certificate shall be renewed only after submission of duly filled & signed Medical Declaration form & payment of the applicable fee and after a proper clinical evaluation of fitness by an Authorized CAME.

Note 1 : period of validity is based on the age of the applicant at the time of undergoing the medical examination. Refer IS-050 for list of period of validity.

Procedure for obtaining a Medical certificate.

1. Submit Applicant's Declaration From
2. Make the Relevant Payment.
3. Obtaining an appointment with a preferred CAME.
4. Obtain applicable List of Tests/Laboratory Investigations & proceed to a designated hospital & appear for the relevant Investigations.
5. Appear before a CAME to complete Clinical Examinations, after the receipt of reports of the investigations.

2. Submit dully completed ATC Licence Renewal Application form (CAA/PL/R/07) to the CAASL signed by applicant and recommended by Head of Air Navigation Services.

Application shall be forwarded through the online licensing system (LIMS). Two dedicated Personnel Computers have been set up tin the CAA's Lobby area for the use of applicants.
How to register with the system; click the Access link on the website www.caa.lk

3. Make the relevant fee for renewal of Licence.
4. The period of validity

The period of validity of a Medical Assessment shall begin on the day, the medical examination is performed, provided that the Medical Examination takes place during the period of validity of current medical assessment, but not more than 45 days before it expires. The duration of the period of validity shall be in accordance with the provisions of 5.2 of IS-050.

B. Renewal of ATC Rating

1. Competency & Recent experience.
Continuous validity of any ATC rating is attributed to maintenance of competency & Recent experience by the individual License holders.

      01. Competency
        a. Competency on the associated Rating.
        b. Competency on proper handling & Knowledge of limitation on the equipment associated with the rating.
        c. Competency on ELPC & RT
        d. ATS services

Renewal Assessment shall consist of all above attributes & depend on satisfactory demonstration all of them.

      02. Recent Experience.

Air Traffic Controllers are required to renew Rating(s) before its expiry ensuring its continuity.

2. Conduct of Rating Renewal Test/Assessment
AASL shall conduct the Rating Renewal Test/Assessment by the panel of examiners appointed by HANS approved by DGCA at the respective ATS Operational Centre or in respect of Approach (Non Radar /Procedural) Control Rating on the ATC simulator.

3. Delegation of Responsibility

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Conducting rating Assessment to validate continuous competency associated with a particular rating is delegated to AASL according to the legal provisions of IS-050, Within the validity of such delegated authority AASL shall conduct ATC Rating Renewal Assessments through the designated Check controllers, according to the procedure stipulated bellow.

i. The Panel of Examiners for renewal of rating(s)

The Panel shall have the following composition with three (03) members as a minimum requirement:
  (i) Senior Air Traffic Controller in-charge of relevant ATS Centre – (*Panel Chairman*)
  (ii) Senior Air Traffic Controller (Planning & Standards) – *(Optional)*
  (iii) Chief Instructor (ATS) of CATC/AASL – *(when tested on Simulator)*
  (vi) a Designated Check Controller, and,
  (iv) ATC Watch Supervisor-on-Duty

ii. **Submit dully completed ATC Rating Renewal Application form (CAA/PL/R/10) to the CAASL signed by applicant and recommended by Head of Air Navigation Services.**

Application shall be forwarded through the online licensing system (LIMS)**.** Two dedicated Personnel Computers have been set up tin the CAA's Lobby area for the use of applicants.
How to register with the system; click the Access link on the website
www.caa.lk

iii. Make the relevant fee for ATC Rating Renewal.

4. Period of Validity

The period of validity of any ATC Rating shall begin on the day, the rating renewal test is performed, provided that the Rating Renewal Test takes place during the period of validity of current rating test, but not more than 45 days before it expires. The expiry date of the rating(s) shall be the calendar day of the month in which the rating expires. The duration of the period of validity of rating(s) shall be also in accordance with the provisions of 5.2 of IS-050.

If the applicant submits the application for renewal of licence and ratings after the date of expiry, CAASL endorse the validity of the licence/appropriate rating with effect from the date of the application and date of payment made by the applicant at CAASL.

5. Regain Competency & reactivate the validity of the ratings.

A holder of ATC Licence who has not exercised the Privileges of a rating on his licence at least 40 hrs in a period of six months shall be required to regain competency as per section 5.2 of IS-055.

AP1-4 Procedure for the Issuance of Aerodrome/ Approach Control Rating Mattala

1. Aerodrome Control Rating / MRIA

Phase 1

For Air Traffic Controllers holding an Aerodrome Rating for BIA, theory and simulator training at Civil Aviation Training Centre Ratmalana for 3 days.

Simulator assessment to be conducted at CATC/ Ratmalana by a panel appointed by Director General of Civil Aviation.

Phase 2

On successful completion of the training programme and the final assessment at CATC/ Ratmalana, one month on-the-job Training at MRIA Tower.

During on- the-job training, hands on training experience on "Equipment handling & ATC operations" viz. on-Console Training, document maintenance, RWY Inspections, reporting of serviceability status of NAV aids.

Awareness programme /PPT. covering all ATC operations relevant to MRIA including handling different types of emergencies, will be conducted by SATC/MRIA. (Two 4hour sessions).

Final assessment to be conducted by a three member panel appointed by Head of ANS and recommendation by Head of ANS for issuance of the MRIA Aerodrome Control Rating.

2. Approach Control Rating/ MRIA

Phase 1

For Air Traffic Controllers holding an Approach Control (procedural) Rating for BIA, theory and simulator training at Civil Aviation Training Centre Ratmalana for 5 days.

Simulator assessment to be conducted at CATC/ Ratmalana by a panel appointed by Director General Civil Aviation.

Phase 2

On Successful completion of the training programme and the final assessment at CATC/ Ratmalana one week on-the-job Training at MRIA Tower.

During on-the-job training period, awareness programme / PPT. covering all ATC Operations relevant to MRIA including handling different types of Emergencies, will be conducted by SATC/ MRIA. (two 4 hour sessions).

Final assessment to be conducted by a three member panel appointed by Head of ANS and recommendation by Head of ANS for issuance of the MRIA Approach Control Rating for MRIA.

Whilst approving the proposed revised procedure, please include the following topics to be covered in the Theory Module under phase 1 of Aerodrome & Approach Control Lecture program at CATC.

3. Aerodrome Control Rating (for ATCO's with BIA Aerodrome Rating)

Aerodrome Layout & Data, Physical Characteristics

Runway orientation and Tower cabin view of Airfield

Navigational and Visual Aids

Apron Layout & Parking Stands

Aircraft Push-Back & Start-up Procedure

Taxi & Taxi in arrangement using TXY-Alpha & Bravo for Code F and other Categories

Roll to the end and back track procedure & R/T Phraseologies

Runway occupancy times

Control of surface movement of aircraft, vehicles and personnel & knowledge of ACI symbols

Approach Control Rating (for ATCO's with BIA/MRIA Aerodrome Rating & App.(N/R) BIA)

New ATS route structure

Instrument Approach Procedures, SID's and STAR's

Spacing between Departure/ Arrivals and feeding arrivals between departure and vice versa

SOP for Mattala and Weerawila combined CTR

AP1-5   Procedure for the Issuance of Area Control Surveillance Rating

A. Initial Issuance of Area Radar Rating for the Controllers who are already Holding a current Approach Radar Rating.

Approach Radar Controllers belonging to following two(02) groups shall be qualified for the Initial Issuance of Area Radar Rating under the following criteria:

Issuance of Rating under Group 1 and Group 2 will be terminated once the controllers already eligible under each category are issued with Area Radar Ratings.

1.   **Group 1**

   i.   Successful completion of an Area Radar Control Training Course or Approach Control Training Course (those who have successfully completed an Approach Radar Course only shall successfully complete an Area Radar Control Conversion Course conducted by AASL);

   ii.   Holding a current Approach Radar Control Rating with more than 08 years' experience as a rated Approach Radar Controller;

   iii.   Holding a current Area Control (Procedural) Rating

   iv.   Having worked at Area Control Centre(TMA) at least for 20 hours within the preceding 06 months; and

   v.   Successful Demonstration of the Application of Area Radar Control Techniques on the ATC Simulator to a panel of examiners comprising a minimum of three (03) CAASL Officials appointed by DGCA.

   Initial Issuance of Area Radar Ratings

   Area Radar Ratings will be initially issued to 4 Controllers nominated by Head of ANS, who have satisfied above requirements.
   Those rated controllers will be used to conduct the skill tests for the issuance of Area Radar Ratings for all other controllers. (Two of the above rated controllers will be included in the panel of examiners appointed by DGCA for the issuance of Area Radar Rating).

2. Group 2

   i.   Successful completion of an Area Control or Approach Radar Control Course (those who have successfully completed an Approach Radar Course only shall successfully complete an Area Radar Control Conversion Course conducted by AASL);

ii.   Holding a current Approach Radar Control Rating with more than 02 years' experience as a rated Approach Radar Controller;

iii. Holding a current Area Control (Procedural) Rating

iv.   Having worked at Area Control Centre (TMA) at least for 90 hours within the preceding 06 months; and,

v.   Successful completion of a Skill Test (at Area Control Centre) conducted by a panel of examiners appointed by DGCA.

Note: Issuance of Ratings under Group 1 and 2 to be completed by 31st August 2015

B. Subsequent issuance of Area Radar Ratings

i.   Successful completion of Area Radar Control Training or Approach Radar Control Training Course (those who have successfully completed an Approach Radar Course only shall successfully complete an Area Radar Control Conversion Course conducted by AASL);

ii. Holding a current Area Control (Procedural) Rating;

iii. Successful completion of On-the-job training in Area Radar under an Area Radar Rated Controller for a period of not less than 180 hrs or 03 months whichever is greater; and,

iv. Successful completion of a Skill test (at Area Radar Control Centre) conducted by a panel of examiners appointed by DGCA.

OR

i.   Successful completion of Area Radar Control Training or Approach Radar Control Training Course (those who have successfully completed an Approach Radar Course only shall successfully complete an Area Radar Control Conversion Course conducted by AASL);

ii. Holding a current Area Control (Procedural) Rating a current Approach Radar Control Rating;

iii. Successful completion of On-the-job Training in Area Radar under an Area Radar Rated Controller for a period of not less than 120 hrs or 02 months whichever is greater; and,

iv. Successful completion of a Skill test (at Area Radar Control Centre) conducted by a panel of examiners appointed by DGCA.

AP1-6 Procedure for the Issuance of Aerodrome Control Rating Batticaloa

Policy Governing for Aerodrome Control Rating VCCB

Program Title   :   Aerodrome Control Rating Issuance Program for Batticaloa.

Aim   :

To impart to the participants the required knowledge, Skill, understanding and create right attitude to perform Aerodrome Control duties at Batticaloa Aerodrome Control Tower.

Objectives   **:**

After attending to this training program controllers will be able to;

1. Demonstrate the skill, knowledge for the issuance of Aerodrome Control Rating for VCCB.

2. Apply the relevant Aerodrome Control Procedures using standard radiotelephony phraseology, record flight data, issue Air Traffic Control Clearances and instruction within a given Aerodrome Control traffic situation in compliance with the applicable standards specified by the Director General of Civil Aviation and in conformity with the Standard Operational Procedures (SOPs) implemented by the Airport and Aviation Servicer (Sri Lanka) Limited.

3. Use standard phraseologies to co-ordinate precisely with other air traffic control units and use correct technique for the management of flight progress board.

Participants   :   Participants to the program shall;

1. Be holders of an Air Traffic Control License issued by the Director General of Civil Aviation and;

2. Be holders of Katunayake & Ratmalana   Aerodrome Control Ratings.

Batch Size   :   Minimum of 06 (Six) and maximum 08 (eight) Aerodrome Controllers can be accommodated.

Medium   :   English

Duration   :   02 Days for Familiarization visit to Batticaloa Aerodrome.

                                 03 working days for 06 controllers and will be extended by

one day for 08 participants.

Breakdown　　:　　**Phase 1**

Familiarization visit to VCCB aerodrome to be familiarize with Aerodrome and its environment, orientation of runway, Aerodrome lighting, Tower console equipment's and Aerodrome Traffic scenarios.

Phase 2

The program consists of 03 Hours theoretical instructions and
03 practical training sessions for each participant in the simulator of Civil Aviation Training Centre.

Evaluation for the issuance of Aerodrome Control Rating Batticaloa by panel of examiners appointed by Director General Civil Aviation.

Phase 3

On successful completion of the training programme and the Evaluation, one month on-the-job Training at BATT Tower, VCCB.

During on- the-job training, hands on training experience on "Equipment handling & ATC operations" viz. on-Console Training, document maintenance, RWY Inspections, reporting of serviceability status of NAV aids.

Awareness programme /PPT. covering all ATC operations relevant to VCCB including handling different types of emergencies, will be conducted by SATC/VCCB. (Two 4hour sessions).

Final assessment to be conducted by a three member panel appointed by Head of ANS and recommendation by Head of ANS for issuance of the BATT Aerodrome Control Rating.

Attendance　　:　　A trainee is required to achieve a minimum attendance of 95% during the course in order to be eligible to sit the final evaluation.

Examinations　　:　　Practical Simulator test using simulator exercise designed For actual traffic scenarios at Civil Aviation Training Centre.

Practical Test will be conducted by a Panel of examiners appointed by Director General of Civil Aviation.

Participant should acquire at least 70% from the final evaluation to achieve the required standards for the Aerodrome Rating

Repeat Examination: If a participant is referred in the final practical test, he/she will be allowed to repeat the practical test.

Results : Results will be announced by the Chairman of the Panel to the participant immediately after the Simulator Test.

General : In all matters pertaining to the administration/logistics of Phase 2 of this training program the Head of Civil Aviation Training will be the authorized Officer acting for and on behalf of Airport & Aviation (SL) Limited.

AP1-7   Procedure for the Issuance of Aerodrome Control Rating Jaffna

Category A   ;

Initial issuance of Aerodrome control rating for Jaffna International Airport (JIA) for controllers who are holding a current Aerodrome control rating for BIA or Ratmalana. (One time approval for selected set of ATCs of very first batch who would undergo the proposed training programme for the initial issue of Aerodrome Control Rating of JIA)

Eligibility Criteria   :
I.   Shall have successfully completed the Aerodrome Control Course – ICAO 052 as minimum
II.   Shall be a holder of an Air Traffic Controller Licence issued by the Director General of Civil Aviation
III.   Shall possess ICAO English Language Proficiency level 4 or above.
IV.   Shall be a holder of a current Aerodrome Control Rating either for Katunayake or Ratmalana Aerodrome Control for a period of not less than three (3) years.

Candidate who satisfies above eligibility criterion shall undergo following training phases for the issuance of Aerodrome Control Rating for JIA.

Phase 1
Pre Training visit to Jaffna Airfield and ATC Facility:
    Shall have actively participated in the Pre-Training familiarization visit to Jaffna Airfield and ATC facility to be familiar with:
-     Aerodrome layout, Data and Physical Characteristics
-     Runway orientation and Tower cabin view of Airfield
-     Tower console equipment
-     ATS Geography/ significant geographical locations in the vicinity
-     Apron layout and parking stands
-     Parking and startup procedures for aircraft
-     Navigational and Visual aids (if any)
-     Aerodrome Lighting (if any)

Phase 2
Theory & Simulator Practical training program
    I.   Shall have successfully completed the customized Theory & Simulator Practical training program for Jaffna operations conducted at the Civil Aviation Training Centre (CATC) Ratmalana.

    II.   At the completion of Theory & Simulator Practical training the Candidate/s shall have successfully demonstrated the application of Aerodrome Control techniques in controlling of Aerodrome traffic at Jaffna International

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Aerodrome on the ATC simulator to a panel of examiners appointed by the Director General of Civil Aviation.

Category B

Issuance of Aerodrome Control Rating for JIA for other ATC's

Eligibility Criteria :

I.   Shall have successfully completed the Aerodrome Control Course – ICAO 052 as minimum.

II.   Shall be a holder of an Air Traffic Controller Licence issued by the Director General of Civil Aviation.

III. Shall possess ICAO English Language Proficiency level 4 or above.

IV.   Shall be a holder of a current Aerodrome Control Rating either for Katunayake or Ratmalana Aerodrome Control for a period of not less than one (1) year.

Candidate/s who satisfies above eligibility criterion shall undergo following training phases for the issuance of Aerodrome Control Rating for JIA.

Phase 1

I.   Shall have successfully completed the customized Theory & Simulator Practical training program for Jaffna operations conducted at the Civil Aviation Training Centre Ratmalana.

II.   At the completion of Theory & Simulator Practical training the Candidate/s shall have successfully demonstrated the application of Aerodrome Control techniques in controlling of Aerodrome traffic at Jaffna International Aerodrome on the ATC simulator to a panel of examiners appointed by the Director General of Civil Aviation.

Phase 2

I.   Shall undergo an on-the-job Training at Jaffna Control Tower under a Jaffna Aerodrome rated Controller/s for a period of 45 hrs. or 2 weeks, whichever is greater.

During the on- the-job training, hands on training experience on "Equipment handling & ATC operations" viz. on-Console Training, document maintenance, RWY Inspections, coordination and reporting of unserviceability's based on the Unit Operational Instructions (UOI) of Jaffna Aerodrome Control Tower shall be provided by a Senior Controller holding a current Aerodrome Rating for Jaffna Aerodrome.

II.   Shall participate in an awareness programme conducted by a Senior Manager ATC responsible for Jaffna ATC Operations covering Jaffna Aerodrome

Manual, Unit Operational Instructions (UOI) and Emergency plan of JIA including handling different types of emergencies at JIA.

III. Fulfilling above two conditions I & II, a final assessment shall be conducted by a three member panel appointed by the Head of ANS and shall forward the assessment results along with a summary of OJT to CAASL for the issuance of Jaffna Aerodrome Control Rating.

The candidates on the **category A** is exempted from OJT requirement on the strength of experience criteria adopted.

APPENDIX 2 – RATING ASSESSMENT REPORTS

AP2-1   Aerodrome control Rating Assessment Report (CAA/PL/M/11-1)

Civil Aviation Authority of Sri Lanka

Final Assessment Report

Name :		Date :	
Grade :	Time: *to hrs*	Inspector :	
Category of Rating : AERODROME CONTROL		Location :	

01. SEPARATION	Grading Pass / Fail	Marks /100	Remarks
(a) between Aircraft on Manoeuvring Area			
(b) between Aircraft and vehicles, obstructions & persons on Manoeuvring Area			
(c) between aircraft on Aerodrome Traffic Circuit			
(d) between aircraft in the Vicinity of Aerodrome			
(e) between Arriving Aircraft			
(f) between Departing Aircraft			
(g) between Arriving, Departing & Transiting Aircraft			
(h) from Terrain, obstacles & Danger Areas			
02. PROCEDURES	Grading Pass / Fail	Marks/ 100	Remarks
(a) Taking-over/Handing Over Procedures & Technique			
(b) Airfield Information, Start-up , Push-back, Taxi Clearance Delivery			
(c) ATC Clearance & Take-off Clearance Delivery			
(d) Transfer of Control of Departing Aircraft			
(e) Inbound Clearance & Airfield Information for Arriving aircraft			
(f) Joining Instructions/Approach & Landing Clearance for Arriving Aircraft			
(g) Termination of Control of Arriving Aircraft			
(h) Handling of Surface Movements on & around Manoeuvering Area			
(i) Adherence to Unit Instructions			
03. TRAFFIC MANAGEMENT / EXPEDITION	Grading Pass / Fail	Marks/ 100	Remarks
(a) Maintaining an Orderly Flow			
(b) Maintaining an Efficient Traffic Flow			

	Grading Pass/Fail	Marks / 100	Remarks
(c) Appropriate Level Assignment, Climb & Descent profile			
(d) Feeding of Departures amidst Arrivals			
(e) Judgment			
(f) Productivity & Speed			
(g) Attitude towards Efficiency & Economy			
04. PHRAESEOLOGY	**Grading Pass/Fail**	**Marks / 100**	**Remarks**
(a) Use of Standard Phraseology on R/T			
(b) Use of Standard Phraseology in Coordination			
(c) Use of Standard & appropriate Phraseology during Emergencies			
(d) Speech Rate, Pronunciation & Voice Clarity – *Language Proficiency*			
05. CO-ORDINATION	**Grading Pass / Fail**	**Marks / 100**	**Remarks**
(a) Safety of Releases			
(b) Composition of Releases			
(c) Timeliness of Releases			
(d) Coordination with Adjacent FIRs			
(e) Coordination with Sectors/Positions with ACC			
(f) Coordination with other ATC units			
(g) Coordination with non-ATC Units			
06. STRIP MARKING & MANAGEMENT FLIGHT PROGRESS BOARD	**Grading Pass / Fail**	**Marks /100**	**Remarks**
(a) Use of Correct Symbols			
(b) Correctness in Updating			
(c) Timeliness in Updating			
(d) Strip board Management & Completeness			
(e) Removal of Dead Strips			
07. SAFETY OF OPERATION	**Grading Pass / Fail**	**Marks / 100**	**Remarks**
(a) Continuous Situational Awareness			
(b) Safe Level Assignments & Clearance Limits			
(c) Prompt Action Correcting Errors when required			
(d) Ability to work without Supervision			
08. EQUIPMENT	**Grading Pass / Fail**	**Marks/ 100**	**Remarks**
(a) Adjustments & Handling			
09. KNOWLEDGE	**Grading Pass / Fail**	**Marks/ 100**	**Remarks**
(a) Current NOTAMS			
(b) Local Instructions in-force			
(c) Assistance to Aircraft in Emergency			

(c) Maps & Charts , Local Terrain & Prominent Landmarks			

10. EMERGENSIES	**Grading Pass / Fail**	**Marks / 100**	**Remarks**
(a) Recognition of Nature & Gravity of Emergency			
(b) Application of appropriate Emergency Procedures including Coordination with other Units			
(c) Assistance to Aircraft in Emergency			
(d) Maintenance / Resumption of Normal Traffic Flow			

11. PSYCHOMETRY ASPECTS	**Grading Pass / Fail**	**Marks / 100**	**Remarks**
(a) Interest / Commitment			
(b) Willingness to improve (learn/change)			
(c) Acceptance of Instructions from superiors			
(d) Attitude towards work			
(e) Temperament & Staff Relationship	**OVERALL GRADING**		

12. FURTHER INFORMATION ON TRAINEE'S PERFORMANCE (IF ANY) :

(a) Anticipation			
(b) Planning			
(c) Adaptability to Changing Situations			
(d) Recovery from situation			

13. RECOMMENDATION(S) :

NAMES OF EXAMINERS , SIGNATURES & DATE

NAME	SIGNATURE	DATE
(i)		
(ii)		
(iii)		
(iv)		
(v)		

AP2-2   Area Control Procedural Rating Assessment Report (CAA/PL/M/11-2)

Civil Aviation Authority of Sri Lanka
Final Assessment Report

Name :			Date :	
Grade :	Time: _to_ _hrs_		Inspector :	
Category of Rating : AREA CONTROL PROCEDURAL			Location :	

01. SEPARATION	Grading Pass / Fail	Marks/ 100	Remarks
(i) between Arriving Aircraft			
(j) between departing Aircraft			
(k) between Arriving, Departing & Transiting /over-flying Aircraft			
(l) between Transiting /over-flying Aircraft			
(m) from Terrain, obstacles & prohibited/Danger /Restricted Areas			

02. PROCEDURES	Grading Pass / Fail	Marks/ 100	Remarks
(j) Taking-over/Handing Over Procedures & Technique			
(k) Composition & Delivery of ATC Clearance			
(l) Transfer of Control of Aircraft			
(m) Provision of types of air Traffic Service appropriate to Classification of Airspace, Flight Rules, RNP type etc;			
(n) ADS-CPDLC Applications			

03. TRAFFIC MANAGEMENT / EXPEDITION	Grading Pass / Fail	Marks / 100	Remarks
(h) Maintaining an Orderly Flow			
(i) Maintaining an Efficient Traffic Flow			
(j) Appropriate Level Assignment, Climb & Descent profile			
(k) Feeding of Departures amidst Arrivals			
(l) Judgment			
(m) Productivity & Speed			
(n) Attitude & professionalism			

04. PHRAESEOLOGY	Grading Pass / Fail	Marks /100	Remarks
(e) Use of Standard Phraseology on R/T			
(f) Use of Standard Phraseology in Coordination			
(g) Use of Standard & appropriate Phraseology during Emergencies			

(h) Pronunciation , Fluency & applicability			
05. CO-ORDINATION	**Grading Pass/ Fail**	**Marks/ 100**	**Remarks**
(h) Safety of Releases			
(i) Composition of Releases			
(j) Timeliness of Releases			
(k) Coordination with Adjacent FIRs			
(l) Coordination with Sectors/Positions with ACC			
(m) Coordination with other ATC units			
(n) Coordination with non-ATC Units			
06. STRIP MARKING & MANAGEMENT FLIGHT PROGRESS BOARD	**Grading Pass / Fail**	**Marks/ 100**	**Remarks**
(f) Use of Correct Symbols			
(g) Correctness in Updating			
(h) Timeliness in Updating			
(i) Strip board Management & Completeness			
(j) Removal of Dead Strips			
07. SAFETY OF OPERATION	**Grading Pass / Fail**	**Marks/ 100**	**Remarks**
(e) Continuous Situational Awareness			
(f) Safe Level Assignments & Clearance Limits			
(g) Prompt Action Correcting Errors when required			
08. EQUIPMENT	**Grading Pass / Fail**	**Marks/ 100**	**Remarks**
(b) Adjustments & Handling			
09. KNOWLEDGE	**Grading Pass / Fail**	**Marks/ 100**	**Remarks**
(d) Current NOTAMS			
(e) Local Instructions in-force			
(c) Assistance to Aircraft in Emergency			
(f) Maps & Charts , Local Terrain & Prominent Landmarks			
10. EMERGENSIES	**Grading Pass / Fail**	**Marks/ 100**	**Remarks**
(e) Recognition of Nature & Gravity of Emergency			
(f) Application of appropriate Emergency Procedures including Coordination with other Units			
(g) Assistance to Aircraft in Emergency			
(h) Maintenance / Resumption of Normal Traffic Flow			
11. PSYCHOMETRY ASPECTS	**Grading Pass / Fail**	**Marks/ 100**	**Remarks**

(f) Interest / Commitment			
(g) Willingness to improve (learn/change)			
(h) Acceptance of Instructions from superiors			
(i) Attitude towards work			
(j) Temperament & Staff Relationship			

OVERALL GRADING	

12. FURTHER INFORMATION ON TRAINEE'S PERFORMANCE (IF ANY) :

(e) Anticipation			
(f) Planning			
(g) Adaptability to Changing Situations			
(h) Recovery from situation			

13. RECOMMENDATION(S) :

NAMES OF EXAMINERS , SIGNATURES & DATE

NAME	SIGNATURE	DATE
(i)		
(ii)		
(iii)		
(iv)		
(v)		

AP2-3   Approach Control Procedural Rating Assessment Report (CAA/PL/M/11-3)

Civil Aviation Authority of Sri Lanka

Final Assessment Report

Name :		Date :
Grade :	**Time:** *to hrs*	**Inspector :**
Category of Rating : APPROACH PROCEDURAL CONTROL		**Location :**

01. SEPARATION	Grading Pass /Fail	Marks /100	Remarks
(a) Between Arriving Aircraft			
(b) Between Departing Aircraft			
(c) Between Arriving/ Departing & Transiting Aircraft			
(d) From Terrain, Obstacles & Danger Areas			
02. APPLICATION OF PROCEDURES	**Grading Pass /Fail**	**Marks /100**	**Remarks**
(a) Clearances for Arriving / Departing Aircraft			
(b) Clearances for Visual & Instrument Approaches			
(c) Holding & Approach Sequence			
(d) Information for Arriving / Departing Aircraft			
(e) Departing Sequence			
03.TRAFFIC MANAGEMENT / EXPEDITION	Grading **Pass/Fail**	Marks/ 100	**Remarks**
(a) Maintaining an Orderly & efficient Flow of Traffic			
(b) Appropriate Climb & Descent profile			
(c) Feeding of Departures amidst Arrivals			
04. PHRASEOLOGY	Grading **Pass/Fail**	Marks /100	**Remarks**
(a) Use of Standard Phraseology on R/T			
(b) Use of Standard Phraseology in Coordination			
(c) Use of Standard Phraseology during Emergencies			

05. CO-ORDINATIION	Grading Pass/Fail	Marks/ 100	Remarks
(o) Safety of Releases			
(p) Composition of Releases			
(q) Timeliness of Releases			
(r) Coordination with Adjacent FIRs			
(s) Coordination with Sectors/Positions with ACC			
(t) Coordination with other ATC units			
(u) Coordination with non-ATC Units			
06. STRIP MARKING & MANAGEMENT FLIGHT PROGRESS BOARD	Grading Pass/Fail	Marks/ 100	Remarks
(a) Promptness in updating Information & Sequencing Display			
(b) Accuracy of Display			
(c) Disposal of Dead Strips			
(d) Use of Display for assessment of Conflicting Traffic			
07. SAFETY OF OPERATION	Grading Pass/ Fail	Marks / 100	Remarks
(h) Continuous Situational Awareness			
(i) Safe Level Assignments & Clearance Limits			
(j) Prompt Action Correcting Errors when required			
(k) Ability to work without Supervision			
08. EQUIPMENT	Grading Pass/ Fail	Marks / 100	Remarks
(c) Adjustments & Handling			
09. KNOWLEDGE	Grading Pass/ Fail	Marks/ 100	Remarks
(g) Current NOTAMS			
(h) Local Instructions in-force			
(i) Maps & Charts , Local Terrain & Prominent Landmarks			
10. EMERGENSIES	Grading Pass/ Fail	Marks / 100	Remarks
(i) Recognition of Nature & Gravity of Emergency			

		Grading Pass/ Fail	Marks / 100	Remarks
(j)	Application of appropriate Emergency Procedures including Coordination with other Units			
(k)	Assistance to Aircraft in Emergency			
(l)	Maintenance / Resumption of Normal Traffic Flow			
11. PSYCHOMETRY ASPECTS		**Grading Pass/ Fail**	**Marks / 100**	**Remarks**
(k)	Interest / Commitment			
(l)	Willingness to improve (learn/change)			
(m)	Acceptance of Instructions from superiors			
(n)	Attitude towards work			
(o)	Temperament & Staff Relationship			

OVERALL GRADING	

12. FURTHER INFORMATION ON TRAINEE'S PERFORMANCE (IF ANY) :

(i)	Anticipation			
(j)	Planning			
(k)	Adaptability to Changing Situations			
(l)	Recovery from situation			

13. RECOMMENDATION(S) :

NAMES OF EXAMINERS , SIGNATURES & DATE

NAME	SIGNATURE	DATE
(i)		
(ii)		
(iii)		
(iv)		
(v)		

AP2-4   Approach Control Radar Rating Assessment Report (CAA/PL/M/11-4)

Civil Aviation Authority of Sri Lanka

Final Assessment Report

Name :		Date :

Grade :	Time: *to* *hrs*	Inspector :
Category of Rating : APPROACH CONTROL RADAR RATING		Location :

01. SEPARATION	Grading Pass /Fail	Marks /100	Remarks
(a) Between Arriving Aircraft			
(b) Between Departing Aircraft			
(c) Between Arriving/ Departing & Transiting Aircraft			
(d) From Terrain, Obstacles & Danger Areas			
02. PROCEDURES	**Grading Pass /Fail**	**Marks /100**	**Remarks**
(a) Identification			
(b) Vectoring Techniques			
(c) Sequencing			
(d) Speed Control			
(e) Final Heading			
03. TRAFFIC MANAGEMENT / EXPEDITION	**Grading Pass/Fail**	**Marks / 100**	**Remarks**
(o) Maintaining an Orderly Flow			
(p) Maintaining an Efficient Traffic Flow			
(q) Appropriate Level Assignment, Climb & Descent profile			
(r) Feeding of Departures amidst Arrivals			
(s) Judgment			
(t) Productivity & Speed			
(u) Attitude & professionalism			
04. PHRASEOLOGY	**Grading Pass/Fail**	**Marks / 100**	**Remarks**
(i) Use of Standard Phraseology on R/T			
(j) Use of Standard Phraseology in Coordination			

(k) Use of Standard & appropriate Phraseology during Emergencies			
(l) Speech Rate, Pronunciation & Voice Clarity – *Language Proficiency*			
5. CO-ORDINATIION	Grading Pass/Fail	Marks/ 100	**Remarks**
(v) Safety of Releases			
(w) Composition of Releases			
(x) Timeliness of Releases			
(y) Coordination with Adjacent FIRs			
(z) Coordination with Sectors/Positions with ACC			
(aa) Coordination with other ATC units			
(bb) Coordination with non-ATC Units			
06. STRIP MARKING & MANAGEMENT FLIGHT PROGRESS BOARD	Grading Pass/Fail	Marks / 100	**Remarks**
(a) Promptness in updating Information & Sequencing Display			
(b) Accuracy of Display			
(c) Disposal of Dead Strips			
(d) Use of Display for assessment of Conflicting Traffic			
(e) Removal of Dead Strips			
07. SAFETY OF OPERATION	Grading Pass / Fail	Marks / 100	**Remarks**
(l) Continuous Situational Awareness			
(m) Safe Level Assignments & Clearance Limits			
(n) Prompt Action Correcting Errors when required			
(o) Ability to work without Supervision			
08. EQUIPMENT	Grading Pass / Fail	Marks / 100	**Remarks**
(d) Adjustments & Handling			
09. KNOWLEDGE	Grading Pass / Fail	Marks / 100	**Remarks**
(j) Current NOTAMS			
(k) Local Instructions in-force			
(l) Assistance to Aircraft in Emergency			
(m) Maps & Charts , Local Terrain & Prominent Landmarks			

10. EMERGENSIES	Grading Pass/ Fail	Marks / 100	Remarks
(m) Recognition of Nature & Gravity of Emergency			
(n) Application of appropriate Emergency Procedures including Coordination with other Units			
(o) Assistance to Aircraft in Emergency			
(p) Maintenance / Resumption of Normal Traffic Flow			
11. PSYCHOMETRY ASPECTS	Grading Pass/ Fail	Marks / 100	Remarks
(p) Interest / Commitment			
(q) Willingness to improve (learn/change)			
(r) Acceptance of Instructions from superiors			
(s) Attitude towards work			
(t) Temperament & Staff Relationship			

OVERALL GRADING	

12. FURTHER INFORMATION ON TRAINEE'S PERFORMANCE (IF ANY) :

(m) Anticipation			
(n) Planning			
(o) Adaptability to Changing Situations			
(p) Recovery from situation			

13. RECOMMENDATION(S) :

NAMES OF EXAMINERS , SIGNATURES & DATE

NAME	SIGNATURE	DATE
(i)		
(ii)		
(iii)		
(iv)		
(v)		

AP2-5   Area Control Surveillance Radar Rating Assessment Report (CAA/PL/M/11-5)

Civil Aviation Authority of Sri Lanka

Final Assessment Report

Name :		Date :
Grade :	**Time**: to hrs	**Inspector:**
Category of Rating : AREA CONTROL SURVEILLANCE RADAR		

01. SEPARATION	Grading Pass/ Fail	Marks/100	Remarks
(a) Between Arriving Aircraft			
(b) Between Departing Aircraft			
(c) Between Arriving, Departing & Transiting/Overflying Aircraft			
(d) Between Transiting & Overflying Aircraft			
(d) From Terrain, Obstacles & Prohibited/ Danger/Restricted Areas			
02. PROCEDURES	**Grading Pass/ Fail**	**Marks/100**	**Remarks**
(a) Taking-over/Handing-over Procedure & Technique			
(b) Composition & Delivery of ATC Clearance			
(c) Transfer of control of Aircraft			
(d) Identification			
(e) Vectoring Techniques :Parallel (Same/Opp Dir), Reciprocal , Crossing Tracks			
(f) Sequencing : En-route Delaying/Shorter Flight Paths etc;			
(g) Navigational Assistance : On FPL Routing, Direct Routing, Avoidance of Weather/Danger Areas and Inadvertent Deviation from intended Route			
03. TRAFFIC MANAGEMENT / EXPEDITION	**Grading Pass/ Fail**	**Marks/100**	**Remarks**
(a) Maintaining an Orderly Flow			
(b) Maintaining an Efficient Traffic Flow			
(c) Appropriate Level Assignment, Climb & Descent profile			
(d) Feeding of Departures amidst Arrivals			

(e) Judgment : Recognition, Assessment & Resolving of Traffic Conflicts			
(f) Productivity & Speed			
(g) Attitude & Professionalism			
04. PHRASEOLOGY	**Grading Pass/ Fail**	**Marks/100**	**Remarks**
(a) Use of Standard Phraseology on R/T			
(b) Use of Standard Phraseology in Coordination			
(c) Use of Standard Phraseology during Emergencies			
(d) Pronunciation, Fluency & Applicability			
05. CO-ORDINATIION	**Grading Pass/ Fail**	**Marks/100**	**Remarks**
(a) Safety of Releases			
(b) Composition of Releases			
(c) Timeliness of Releases			
(d) Coordination with APP			
(e) Coordination with other ATS Units			
(f) Coordination with Non-ATS Units			
06. STRIP MARKING & MANAGEMENT FLIGHT PROGRESS BOARD	**Grading Pass/ Fail**	**Marks/100**	**Remarks**
(a) Use of Correct Symbols			
(b) Correctness in Updating			
(c) Timeliness in Updating			
(d) Strip Board Management & Completeness			
(e) Removal of Dead Strips			
07. SAFETY OF OPERATION	**Grading Pass/ Fail**	**Marks/100**	**Remarks**
(a) Continuous Situational Awareness			
(b) Safe Habit in Heading Control			
(c) Safe Level Assignments & Clearance Limits			
(d) Prompt Actions Correcting Errors when so Required			
08. EQUIPMENT	**Grading Pass/ Fail**	**Marks/100**	**Remarks**
(a) Checks for Serviceability			
(b) Adjustments & Handling			
(c) Use of Radar Control Tools : Label Co-relation, RAM, CLAM, STCA, DAIW, MSAW, BDO/BDL, Speed Vector, Track History etc;			
(d) Reporting Faults			

09. KNOWLEDGE	Grading Pass/ Fail	Marks/100	Remarks
(a) Current NOTAMs			
(b) Local Instructions in-force			
(c) Assistance to Aircraft in Emergency			
(d) Maps & Charts, Local Terrain & Prominent Land Marks, Prohibited/Danger/Restricted Areas			
10. EMERGENCIES	**Grading Pass/ Fail**	**Marks/100**	**Remarks**
(a) Recognition of Nature & Gravity of Emergencies			
(b) Application of appropriate Emergency Procedures including Coordination with relevant units			
(c) Assistance to Aircraft in Emergency			
(d) Maintenance/Resumption of Normal Traffic Flow			
11. PSYCHOMETRY ASPECTS	**Grading Pass/ Fail**	**Marks/100**	**Remarks**
(a) Interest / Commitment			
(b) Willingness to Improve (Learn / Change)			
(c) Acceptance of Instructions from superiors			
(d) Attitude towards Work			
(e) Temperament & Staff Relationship			
	OVERALL GRADING		

12. FURTHER OBSERVATION ON TRAINEE'S PERFORMANCE (IF ANY)

(a) Anticipation	
(b) Planning	
(c) Adapting to Changing Situations	
(d) Recovery from Situation	

13. RECOMMENDATION(S):

NAMES OF EXAMINERS, SIGNATURES & DATE		
NAME	**SIGNATURE**	**DATE**
(i)		
(ii)		
(iii)		
(iv)		
(v)		

APPENDIX 3

ATC Simulator Certification Check List   Check List No CAA/PL/CL/ 94

CIVIL AVIATION AUTHORITY OF SRI LANKA
AIR TRAFFIC CONTROL SIMULATOR (ATC SIM)
QUALIFICATION CERTIFICATE SPECIFICATION

(1) Approved Training Programme

Training Programme		Initial	Refresher	Recurrent
Aerodrome Control Training	BIA			
	MRIA			
	GENERIC			
Approach Control Non Radar Training	BIA			
	MRIA			
	GENERIC			
Area Control Non Radar Training				
Approach Surveillance Control Training				
Area Surveillance Control Training				

(2) System Information

Simulator Information			
1. CAASL File Number			
2. Simulator Model and Manufacturer			
3. Date of Manufacture			
4. Sever Configuration File No.			
5. Data Recording Platform			
6. Availability of Configuration details of each Control Tower;		Available	Not available
	BIA		
	MRIA		
	VIRTUAL		
7. Availability of User Manual			
8. Availability of System Log to identify software and hardware changes			
9. availability of Procedure for validation of simulator Exercises			
10. Availability of Instructions manual for each different position and function			
11. Ability to edit User Identification Data.			
	1. Accountable Manager		

| Whether the relevant responsibilities have been assigned to following post holders with regard to the simulator | 2. Chief Instructor | |
| | 3. Quality Manager | |

(3) Performance Approval

LEGEND	
A	Authorized
NA	Not Authorized

(i) General approval

EVALUATION PHASE	ITEMS	RESULTS		COMMENTS/ REMARKS
		A	NA	
SIMULATOR BUILDING	Location			
	Ceiling			
	Lighting			
	Fire & Smoke Protection			
	Ventilation			
	Entry/Emergency Exit			
	Air conditioning			
SAFETY EQUIPMENT	Fire extinguishers			
	Emergency lighting			
	Availability of uninterrupted power supply for a reasonable period.			
SIMULATION OF ATC ENVIRONMENTS	Ability to simulate additional Aerodromes			
	Ability to simulate Approach Env:			
	Ability to simulate Area Env:			
	Ability to simulate Radar Env:			
INSTRUCTOR ENVIRONMENT	Exercise Generation			
	Availability of Simulated ATC Sectors			
	Availability of Displays			
	Availability of Control Panel			
	Availability of Communications			
	Ability to adjust the display			
	Ability to introduce/remove /modify traffic during an exercise			
PROCEDURE TO START THE SIMULATOR	Normal Power			
	UPS Power			
STUDENT	Availability of Simulated ATC Sectors			

ENVIORENMENT	Ability to adjust the display			
	Availability of Control Panel			
	Availability of Communications			
PILOT ENVIORENMENT	Availability of Simulated ATC Sectors			
	Availability of Displays			
	Availability of Control Panel			
	Availability of Communications			
	Ability to adjust the display			
DISPLAYS	**Tower Controller**			
	Simulation of Airfield Environment			
	3D View of the Environment			
	Markings, Illuminations, Lights			
	Rotation of the view when required			
	Brightness, Contrast, colors			
	Pilot			
	Number of Pilot Positions adequate?			
	Independent working ability at positions			
	Required information are displayed.			
	Brightness, Contrast, Colors			
	Controller – Radar /ADS-B			
	Route map with adjustable scale selection			
	Ability to select Maps			
	Availability of Secondary Window			
	Availability of RBM			
	Ability to Label toggling/filtering			
	Availability of minimum data requirement in the label			
	Availability of minimum data requirement for ADS-B in the label			
	Brightness, Contrast, Colours			
AIRCRAFT START UP	Option to give Startup Clearance			
	Option to give ATC Clearance			
	Option to carry out Push Back Clearance			
	Ability to identify the Labels of aircraft assigned to a pilot			
	Availability of Auto/Manual Push back			
	Option to delay start up			
TAXI	Option to give Taxi Clearance			
	Option to give ATC Clearance			

	Ability to input/change Squawk			
	Control the Taxi Speed			
	Option to give Line up			
	Option to Return To Base			
	Option to Hold position			
TAKE – OFF & CLIMB	Option to give Clearance			
	Option to give Turn			
	Option to give Headings			
	Option to give Speed			
	Option to give Level (Climb/Decent)			
	Option to give Rate of climb/descend			
	Option for Vectoring			
	Option for Aborted take off			
	Option to give Take off from remote places (Helicopters)			
STRAIGHT AND LEVEL	Option to change Speed			
	Option to give deviation from Track			
	Option to give Direct Routing			
	Option to give Climb and Decent including conditional climb and descent			
	Option to give En-route Holds			
	Option to introduce Emergency conditions			
LANDINGS	Option to give Clearance			
	Ability to land Helicopters in a given location			
	Option to give Taxi clearance			
	Option for Parking at allocated Bay			
	Option for Auto and Manual Taxing			
	Option for Missed approaches			
	Option to give Touch and go			
	Option for Low pass			
	Option to give Go round			
	Option to give Abnormal Approaches			
GROUND VEHICLES	Standard identification of each type of vehicle			
	Option to Move			
	Option to Hold			
	Option to Vacate			
	Option to Return			
EMERGENCIES AND CONTENGENCIES	Ability to introduce Intruder			
	Ability to introduce Com Failure with squawk code			

	Ability to introduce Emergency with squawk code			
	Ability to distinguish Emergency codes with other codes			
	Ability to decodes Emergency Codes			
RADIO TELEPHONY	Capability to train in RT technique			
DISPLAY TOOLS	Availability of STCA			
	Availability of MTCD			
	Availability of RAM			
	Availability of CLAM			
	Availability of DAIW			
	Availability of MSAW			
	Availability of Emergency symbols			
	Availability of Speed vectors/history			
	Availability of Range & Bearing			
	Availability of Label rotation facility Auto/Manual			
PERFORMANCE BASED NAVIGATION	Availability of SIDs			Refer ANS Checklist
	Availability of STARS			Refer ANS Checklist
	Availability of RNP Approaches			Refer ANS Checklist
	Availability of VOR Approaches			Refer ANS Checklist
	Availability of ILS Approaches			Refer ANS Checklist
	Availability of Radar departure procedures Used at KAT (R1 & R2)			Refer ANS Checklist
	Ability to design above approaches			
VIDEO MAPS	Availability of Control Areas, Control Zones and TMAs			Refer ANS Checklist
	Availability of ATS Routes			Refer ANS Checklist
	Availability of Prohibited, Restricted and Danger Areas			Refer ANS Checklist
	Ability to design above areas/routes additionally.			
ABILITY TO SIMULATE ALL WEATHER OPERATIONS	Mist/Fog/Haze			
	Rain/Thunderstorm			
	Microburst/wind shears			
	Strong wings (cross wings)			
	Night			
RECORDING	Operational Data			
	Voice			
	Video			
	Flight Plan			
	Links			
	User profiles			

	Exercise play back facility			
SIMULATED AERODROMES	RMA			
	KAT			
	MRIA			
	Other Aerodromes			
AVAIALBILITY OF	1. Evaluation Procedure			
	2. Maintenance Agreement			

(ii) Air Navigation Services Approval

NNO	DESCRIPTION	AVAILABILITRY	FUNCTIONALITY	REMARKS
A. Approach Charts/STARs/SIDs				
A.1	**VCBI**			
1.1	**Standard Departure chart – Instrument (SID) RWY 04**			
1.1.1	ATETA 2D			
1.1.2	DEMON 2D			
1.1.3	DORTA 2D			
1.1.4	OLSAR 2D			
1.1.5	DUDAL 2D			
1.1.6	RUPOK 2D			
1.1.7	BASUR 2D			
1.1.8	LALUM 2D			
1.2	**Standard Departure Chart – Instrument (SID) RWY 22**			
1.2.1	ATETA 1D			
1.2.2	DEMON 1D			
1.2.3	DORTA 1D			
1.2.4	OLSAR 1D			
1.2.5	DUDAL 1D			
1.2.6	ANUTI 1D			
1.2.7	BASUR 1D			

1.2.8	LALUM 1D			
1.3	**Standard Arrival chart – Instrument (STAR) RWY 04**			
1.3.1	DABAR 2A			
1.3.2	IDIBI 2A			
1.3.3	DORTA 2A			
1.3.4	OLSAR 2A			
1.3.5	DUDAL 2A			
1.3.6	ANUTI 2A			
1.3.7	LALUM 2A			
1.3.8	BIKOK 2A			
1.4	**Standard Arrival chart – Instrument (STAR) RWY 22**			
1.4.1	IDIBI 1A			
1.4.2	DABAR 1A			
1.4.3	DORTA 1A			
1.4.4	OLSAR 1A			
1.4.5	DUDAL 1A			
1.4.6	RUPOK 1A			
1.4.7	LALUM 1A			
1.4.8	BIKOK 1A			
RNP/RNAV Approaches				
1.5	RNP approach – RWY 04			
1.6	RNP approach – RWY 22			
1.7	ILS Z (or LOC) approach – RWY 04			
1.8	ILS Z (or LOC) approach – RWY 22			
1.9	ILS Y approach – RWY 04			
1.10	ILS Y approach – RWY 22			
Conventional Approaches				

1.11	DVOR/DME approach RWY 04			
1.12	DVOR/DME approach – RWY 22			
A.2	**VCRI**			
2.1	**Standard Instrument Departure (SID) RWY O5**			
2.1.1	HA1B			
2.1.2	HC1B			
2.1.3	HG1B			
2.1.4	HK1B			
2.1.5	HH1B			
2.2	**Standard Instrument Departure (SID) RWY 23**			
2.2.1	HA1A			
2.2.2	HC1A			
2.2.3	HG1A			
2.2.4	HK1A			
2.2.5	HH1A			
2.3	**Standard Arrivals (STARs) RWY 05**			
2.3.1	HA1C			
2.3.2	HC1C			
2.3.3	HG1C			
2.3.4	HK1C			
2.3.5	HH1C			
2.4	**Standard Arrivals (STARs) RWY 23**			
2.4.1	HA1D			
2.4.2	HC1D			
2.4.3	HG1D			
2.4.4	HK1D			
2.4.5	HH1D			

2.5	ILS/ DME approach chart RWY 23			
2.6	DVOR/ DME approach chart 05			
2.7	DVOR/ DME approach chart 23			
B.	**Control Area – CTA**			
1.0	Anuradhapura			
C.	**Control Zone – CTR**			
1.0	Katunayake–Ratmalana Joint control zone			
2.0	Mattala – Weerawila Joint control zone			
3.0	Batticaloa			
5.0	Hingurakgoda-Minneriya			
6.0	Kankesanturai			
7.0	Koggala			
8.0	Katukurunda			
10.0	Trincomalee-China bay			
11.0	Vavuniya			
D.	**ATS Routes**			
1.0	A465			.
2.0	G325			
3.0	G454			
4.0	G465			
5.0	L645			
6.0	L774			
7.0	L894			
8.0	L896			
9.0	L897			
10.0	M300			
11.0	M512			
12.0	M513			
13.0	M641			

14.0	M766			
15.0	N628			
16.0	N640			
17.0	P570			
18.0	P627			
19.0	P756			
20.0	P762			
21.0	Q110			
22.0	Q210			
23.0	R461			
24.0	T310			
25.0	Y510			
26.0	Z610			
E.	**Prohibited Area**			
1	VCP7			
2	VCP22			
F.	**Restricted Area**			
1	VCR11			
2	VCR12			
3	VCR13			
4	VCR14			
5	VCR15			
6	VCR16			
7	VCR17			
8	VCR19			
9	VCR20			
10	VCR23			
11	VCR26			
12	VCR27			

13	VCR28			
G.	**Danger Area**			
1	VCD2			
2	VCD3			
3	VCD4			
4	VCD5			
5	VCD6			
H.	**Training Areas**			
1.	VCT-A			
2.	VCT-B			
3.	VCT-C			
4.	VCT-D			
5.	VCT-E			
6.	VCT-F			
7.	VCT-G			
I.	**Information of ADS-B track labels on a situation Display**			
I.1	**Integrity, Accuracy or Uncertainty**			
2.1	NAC value-Navigation Accuracy category			
2.2	NUC value-Navigational Uncertainty category			
2.3	NIC value-Navigation Integrity category			
2.4	SIL-Source Integrity level			
I.3	**Aircraft Status**			
3.1	Emergency			
3.2	No communication			
3.3	Unlawful interference			
3.4	Minimum fuel			
3.5	Medical			

Members appointed by the DGCA to certify the Simulator:

Signature

1.   ……………………………..   **- Chairman**   ..…………..
2**.**   …………………………………   **- Member**   ……………
3.   …………………………………   **- Member**   ……………
4.   …………………………………   **- Member**   ……………
5.   …………………………………   **- Member**   ……………

Date :

APPENDIX 4- OJT METHODOLOGY

AP 4-1   Introduction

In the past, On-the-Job Training has often been the most neglected component of training programs. Very often the required standards/levels have NOT been clearly defined and quality and quantity of training has been left to the discretion of the instructor and/or examiners in certain instances whilst the Trainees were expected to reach 'the satisfactory level' within a stipulated time without proper guidelines to achieve same.

However, in the later years, with the challenge of the ATC job further increasing tremendously in an environment of rapid technical advancements that has made the navigational performance levels of aircraft extremely high and also increased number of tools available for ATCs to manipulate/toggle-with to ensure safety, it has been realized that OJT requires a deeper emphasis through same detailed analysis, design, preparation, implementation and evaluation which are usually associated with classroom and simulator training.

A properly planned systematic OJT Program **would ensure minimum failures whilst gifting the system with a group of personnel who are professionally competent and appropriately confident to perform the required tasks at Operational Units of Working Place.**

On-the-Job Training is usually only one component of an over-all training program. For example, the trainee pilot or ATC is given classroom and Simulator training before being assigned to a work-site. At the work-site, the **instructor conducts OJT until the objectives of the training program are achieved AND the trainee certified as competent.**

The proposed program would be based on the following definitions, principles, concepts and methodology.

4-1.1 Definition of OJT

On The Job Training is a planned training conducted at the work-site by the Instructor, as an integral part of an employee's normal work assignment.
(Note: Learning is trainee's responsibility)

4-1.2 Objectives /Aims/Use of OJT

To allow the Trainee to develop previously learnt skills and to acquire new skills while actually working and to provide a useful setting to evaluate trainees' performance.

4-1.3 Basic Characteristics of OJT
OJT programs shall ensure the following aspects:

a) Learn by Doing
b) Actual(or closely simulated) working conditions
c) Individualized Instructions
d) Close supervision

NOTE: Euro control EATCHIP Guidelines recommend the practice of each trainee undergoing a particular training under one OJTI.

4-1.4 Situations that require OJT

a) New Employee
b) Transferred employee
c) Extended absence from job (whose rating expired during absence)
d) New Equipment/Systems/Procedures
e) Increase in procedure Violations
f) Additional work assignments(Due to which Rating expired)
g) Higher proficiency requirement (as decided by ATS Authority)
h) Any other appropriate background

4-1.5 Advantages/Benefits of OJT

a) Trainee learns from practical experience
b) Trainee adjusts to the job quickly
c) Trainee builds confidence at the workplace
d) Better understanding of the job to be done
e) More systematic work habits

4-1.6 Pre –Requisites of Trainee for OJT

Successful completion of appropriate classroom and simulator training subsequent to their being successful at **Aptitude Test.***
* Instructor cannot do much to improve the trainee's Aptitude, but certainly can help develop his ability, knowledge, skill, attitude, personality and the style of learning.

4-1.7 Pre –Requisites of OJT Instructor

He shall always be a 'Practical Controller' who is most often a Supervisor.
His Role is basically threefold viz. Figure-head Role, Supervisor/Motivator role and Liaison Role.

His Responsibility is to bridge the gap between the trainee's present level of knowledge and skills & the required level to perform particular tasks or advance his/her career.
He should possess :   A desire to teach
                             Mastery of Teaching Techniques
                             Subject-matter Competence
                             Ingenuity & Creativity
                             Ability to Understand and work with people

Motivation
Empathy
Enthusiasm
Abstinence from Bluffing & Bullying
Absence of Sarcasm
Moderate use of Humour.

'Do not's for OJTI:

Lack of Preparation, Carelessness, Flippant attitude, Lack of discipline Sarcasm, Argumentativeness, Being temperamental, Being overbearing, Familiarity, Bias , Prejudice, Favouritism, Bad Manners, Fault finding/critical, Excessive humour , Over-emphasis on a single incident.

Also do not discuss your evaluation on one trainee's performance with another trainee. (This has more tendency of a negative impact than a positive gain that you might expect).

4-1.8 Duration of OJT & Level of Achievement

OJT Instructor shall conduct OJT until the objectives of the training program are achieved and the trainee is certified as competent.

4-1.9 Standard Of Evaluation

The following laid-down standards of evaluation given in ICAO Annex-1 shall be observed by OJTI while completing Monthly Progress Report.

4-1-10 Air Traffic Control Ratings

Categories of ATC Ratings
a) Aerodrome Control Rating
b) Approach Control Procedural Rating
c) Approach Control Surveillance Rating
d) Area Control Procedural Rating
e) Area Control Surveillance Rating

(Proposed) Endorsements
i) ADS / CPDLC
ii) FDP Proficiency

4-1-10.1   Requirements for ATC Ratings

I. Knowledge

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The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted, in at least the following subjects in so far as they affect the area of responsibility:

a) Aerodrome control Rating
i. Aerodrome layout; physical characteristics and visual aids
ii. Airspace structure
iii. Applicable rules, procedures and source of information
iv. Air navigation facilities
v. Air traffic equipment and its use
vi. Terrain and prominent landmarks
vii. Characteristics of air traffic
viii. Weather phenomenon; and
ix. Emergency and Search & Rescue Plans

b) Approach Control Procedural and Area Control Procedural Rating
i. Airspace structure
ii. Applicable rules, procedures and source of information
iii. Air navigation facilities
iv. Air traffic equipment and its use
v. Terrain and prominent landmarks
vi. Characteristics of air traffic and *traffic flow*
vii. Weather phenomenon ; and
viii. Emergency and Search & Rescue plans

c) Approach Control Surveillance Radar, Area Control Surveillance Rating
The applicant shall meet the requirements specified in b) in so far as they affect the area of responsibility, and shall have demonstrated a level of knowledge appropriate to the privileges granted, in at least the following *additional* subjects:

i. Principles, Use and Limitations of applicable ATS surveillance systems and associated equipment; and

ii. Procedures for the provision of ATS Surveillance Services, as appropriate, including procedures to ensure appropriate terrain clearance.

II Experience

The applicant shall have:

a) satisfactorily completed an approved training course.

b) provided, satisfactorily, under the supervision of an appropriately rated air traffic
   controller:

i. **Aerodrome control rating:** an aerodrome control service, for a period of not less than 90 hours or one (01) month, whichever is greater, at the unit for which the rating is sought;

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ii. **Approach control procedural, approach control surveillance, area control procedural or area control surveillance rating:** the control service for which the rating is sought, for a period not less than 180 hours or three (03) months, whichever is greater, at the unit for which the rating is sought; and

c) If the privileges of the approach control surveillance rating include surveillance radar approach duties, the experience shall include not less than 25 plan position indicator approaches on the surveillance equipment of the type in use at the unit for which the rating is sought and under the supervision of an appropriately rated controller.
The experience specified in b) shall have been completed within the 6- month period immediately preceding application.

When the applicant already holds an air traffic controller rating in another category, or the same rating for another unit, DGCA Sri Lanka shall determine whether the experience requirement of can be reduced and if so, to what extent.

III Skill
The applicant shall have demonstrated, at a level appropriate to the privileges being granted, the **skill, judgement and performance** required to provide a safe, orderly and expeditious control service, including the recognition and management of threat and errors.

NOTE:

i.) The required number of hours of experience includes hours spent on Revision of Theory and Procedures as well as Practical Sessions.

ii) On-Console Training Hours may be partially achieved on a 'Simulator' in order to minimize any adverse effect on pilots as well as to prepare/train the trainees to handle higher-than-usual traffic density and/or abnormal operations viz. Equipment Failures, Emergencies etc;
(Ref: Euro-control Recommendations & Pakistan/Singapore Practices)

4-1.10 Composition of Panel of Examiners

The Panel of Examiners constituted by the DGCA shall normally consist of a minimum of three (03) members comprising senior administrative Air Traffic Controllers with vast previous and current operational experience, preferably with two of them and essentially a minimum of one of them possessing a Valid Rating in respect of the Unit the Solo-Check is being conducted.(Ref: Pakistan practices).

4-1.11 PROVERBS IN OJT

a) Always believe that '*Every Trainee has the potential to succeed'!*
b) Assure the trainee that '*Learning WILL take place'*
c) In ATC *We do NOT TEACH by mistakes. So, Do NOT Compromise safety even*

during OJT!

AP 4-2 Methodology

OJT PROGRAM SHALL HAVE FOUR (04) MAIN TASKS TO BE PERFORMED BY OJT INSTRUCTOR

They are;
(i) Planning OJT
(ii) Conducting OJT
(iii) Evaluate Trainees' Progress
(iv) Analyse Complete Training Record for Recommendation for Solo-Check

1.   PLAN OJT

STEP I: Conduct an Interview with Trainee to achieve/ascertain the following:

(i) Check/Identify Type of Trainee, Trainees' knowledge, background and Potential (identifying potential strengths & weaknesses)
(Fill-up *Form ATC/OJT/01 -Ref page A1 of Attachment "A"1*)

   Type of Trainees: Fast Learner, Slow Learner, Silent Learner, Talker, Fault Finder, Know-It-All, Apple Polisher & Side Tracker.

(ii) Determine Training needs (Fill-up *Form ATC/OJT/01 -Ref page A1 of Attachment "A"1*)) OJT Manual of AASL.

Common formula to determine the Training Need would be

   $$TN = JPR – EL$$

where TN – Training Need, JPR- Job Performance Requirement & EL – Entry Level(Knowledge before Training begins)

Model Questions to ask at Interview
   a)   *Cross-check the Bio-data*
   b)   *How much time do you think you'll need to complete training?*
   c)   *Which Unit are you prepared to work first?*
   d)   *Do you study Aviation related material in your free time/*

e) *Can you learn by reading independently?*
f) *Do you prepare notes?*
g) *What is your preferred way of learning?*
h) *Can you work in a team?*
i) *What are your professional qualifications other than ATC?*
j) *What are your interests?*
k) *Do you have any type of addiction?*
l) *Who have been your OJTIs?*
m) *Do you have any irritants?*

STEP II : Ensure Availability of Training Facilities

Liaison with ATC Management when necessary to ensure availability of essential training facilities prior to commencement of training

Check List of:. (Prepare & Verify)

(i) **Equipment**
Eg: Radio Inter-Com Systems, Strip Holder Bays, Position console, Scopes /Keyboards, Tele-printer, Clocks, Met Data Display etc;

(ii) **Training Material/Documents**
Eg: Log Books, Letters of Agreement, AIPS,MATS, ICAO Docs, Aeronautical Charts, Catalogues, SAR Plan, Admin Circulars, Airline Schedules, Aircraft Movement Record , Revenue Record, Telephone directory
etc;

(iii) **Associated Services**
Eg: Information such as locality and means of contacting Fire Services, Medical services, Re-fuelling Services, Security Services, Ground handling Agencies, Catering Services etc;

(iv) **Unit Facility**
Eg: Information such as locality and means of contacting Admin, Rest rooms/Wash Rooms, Cafeteria, Car Park etc;
(Fill-up *Form ATC/OJT/02 –Ref: Page A2 of Attachment "A")of OJT Manual*

STEP III; Schedule Training Plan

Allocate times for Off-Console Training, On-Console Training(with justifications) with a detailed distribution of Times for Briefing Session, Demonstration on Position, Training/Monitoring/Tapering-off in Low & Medium Density Traffic followed by a session of Feedback(& Counselling if required) before exposing to Training/Monitoring/Tapering-off in Heavy Traffic. Then a 'Confidence check' be carried out prior to conducting the (1st) Pre-Solo Check by an In-House Panel. Carryout 'Remedial Training' if necessary, perhaps with a 2nd/3rd Pre-Solo check, before recommending for Solo Check by Panel of Examiners appointed by ATS Authority.

Fill-up the column 3 [ie. Aim of Session] of ' Plan & Record of Training Activities' *Form ATC/OJT/04 –Ref: page B2 on Attachment "B"* **prior to beginning of training session(s)]**

Endeavours be made so that the total allocated times in the Schedule would meet the number of hours prescribed in Annex 1.

Review your Schedule/Plan regularly effecting adjustments if/when necessary to achieve optimum results. But plan these adjustments carefully and stay as close to the schedule as possible.

(Please Refer 'Sample Schedule' on Form ATC/OJT/03 –Ref: Page A3 of Attachment "A")of OJT Manual

2.   CONDUCT OJT

Conducting of OJT would consist of 06 steps as follows:

STEP I : Carryout Familiarization of Work Area

Explain Workplace decorum & Norms,
Ensure trainee is informed of all Rules & Regulations that effect them.
Insist promptness/punctuality, Be firm fair & friendly

STEP II: Conduct (Pre)Briefing Session

During the Pre-briefing session, Instructor shall:
> *(i) Put the Trainee at ease*
> *(ii) State the main Aim before beginning of each session*
> *(iii) Explain the standard you expect from the trainee.(Issue to Trainee a copy of 'Parameters to be assessed'(ie:ATC/OJT/GL-02 o Pg C1 of Attachment "C") prior to commencement of OJT)*
> *(iv) Check if the Trainee has any question*

STEP III: Carry-out Demonstrations if/when/where necessary

(i) Talk Through Method:
At first, the Instructor tells What, How & Why while he /himself doing.
Then Trainee tells What, How & Why and Instructor does ,if trainee is correct.
3rd step is Trainee explains what, How & Why whilst trainee himself doing.

Eg for 2nd step: Instructor requires trainee to tell him what to transmit to acft under Instructor's control and when to do it. If he is correct, Instructor transmits it to acft & so on.
(Initially do not burden trainee with R/T Phraseology but only require him to make decisions, then develop to use correct Phraseology for the situation)

(ii) Demonstration-Performance Method (Showing method)
A Step-by-Step method for a very long operation.
Learn by doing in small parts.
It has two(02) phases:

> *(a)Explanation Phase*
> *Instructor conveys to trainee the precise actions describing the end results of these efforts(actions).*
> *(b)Demonstration Phase*
> *Here, Instructor explains and demonstrates one step and allows the trainee to carry out that step whilst himself performing the remaining portion of the task. After trainee is confident enough on this step, expand the same way through the next step etc;*

Shortly after the explanation and demonstration phases, the trainee should be required to perform the identical procedures.

STEP IV: Carryout Training on Position

Refer Guidelines as per ATC/OJT GL-01 on Page B1 of Attachment "B" to carry-out the following:

> Monitor the Trainee
> Questioning
> Correct Errors
> Intervention (Refer: STEP VI : NOTE (d) below for elaboration)
> De-briefing

(Fill-up column 4 of Form ATC/OJT/04 on Page B2 of Attachment "B")

STEP V: Remedial Actions (Identify/Propose)

Recommendations be made to Trainee &/or FTO

STEP VI: Prepare DAILY Progress Report

Daily Progress Report is a vital part of OJT of ATC. This report is intended to record detailed information on the performance of a trainee for each individual 'watch'. The training data has to be very concise and the report submitted by the instructor is to be extremely clear leaving no cause for doubt.

(Use Guidelines as per Specimen & Attachment to Evaluate the following aspects)

> *Taking-over/Handing over Procedures*
> *Strip Marking*
> *R/T Phraseology & Microphone Use*
> *Intercom Use*
> *Application of procedures*

Awareness
Productivity & Speed
Planning of Traffic
Judgement
Initiative
Co-ordination
Rate of Progress
Working Relationship
Interest & Willingness Shown
Punctuality
Supervision

For Radar: (a)Alignment of Scope & its setting up sequence
*   (b)Vectoring Technique: Departures/Arrivals*
*   (c)Surveillance Approaches*

Fill-up the form while explaining your remarks/observations to the trainee. Also record the details of Traffic Density and Weather conditions prevailed during the training session.

NOTE: RESPONSIBILITIES OF INSTRUCTOR WHEN CONDUCTING OJT

a) Build the Trainees' Confidence
Be ahead of situation
Encourage him
Give him help when he needs it.
Do not let errors become habits
Let the Trainee know how he is doing
Assure the trainee that " Training WILL take place"

b) Build Enthusiasm in the trainee
Never keep a trainee on the same task too long as it is discouraging

c) Maintain Critical Observation
Critique should be Objective, Flexible, Acceptable, Comprehensive, Constructive, Thoughtful and Specific.

d) Ensure INTERVENTION when necessary.

Intervention means:

(i) Shaping or even meddling in trainee's non-visual tasks (ie: trainee's thinking process)
(ii)Interfering with trainee's visual tasks(ie: his work/physical actions)

OR FINALLY

(iii)Taking the responsibility away & Taking over the handling of ATC tasks by Instructor himself.

In other words, Intervention is the involvement of the Instructor in the timely assessment of situation and its execution based on his experience and knowledge keeping the delicacy of the situation view. Its lack or delay will result in loss of life and property while **it also can make or break the confidence of a trainee**, *if not carefully done*.

Intervention Technique:

Instructor should keep the following points in mind in Intervention.

i)   Use Positive words so as **not to shatter the confidence of trainee**
ii) Ask Trainee what could have happened if the Instructor had not interceded.
iii) Explain the situation verbally or through rough sketch etc; during briefing session.
iv) Ask trainee to monitor while Instructor handles traffic situation. (Do this in a friendly manner and NOT in a hostile manner)

WHEN to Intervene:

(i)   Request made by Trainee himself
(ii)   Trainee is about to lose control of a situation
(iii)   Trainee encounters situations YOU feel he will be unable to control
(iv)   Trainee gets over-loaded
(v)   Instructor thinks the situation is testing his own limitations as an Instructor
(vi)   To correct errors that need to be **prevented**
(vii) To correct errors that need to be **corrected immediately**
(viii) To solve problems arising from lack of expedition

(*These too should be corrected immediately, as the lack of expedition compromises rest of the operation.*)

AFTER an Intervention

Feedback
   - Immediately describe,
   - Ask what happened (Do not assume student is at fault or use blame),
   - Help trainee to be accountable for his actions & be willing to correct himself not seeing himself as a victim.
   - Develop a Plan of Action to deal with his problem
   - State your confidence in the trainee's ability to handle the situation.

Re-Build Confidence
   - allow trainee to recuperate
   - allow trainee to re-orientate own-self and start anew his non-visual problem solving (ie. To redesign his picture of traffic situation)

- Ensure that trainee is ready to take-over.(for this, you may briefly question him on his intentions to resolve traffic just ahead, thus taking an ideal opportunity for your briefing) .

(e) Maintain Close Monitoring

(i) Observe trainee closely
(ii) Correct his errors as necessary
(iii) Determine if ADDITIONAL Training is needed
(iv) Repeat Instructions as needed.
(v) Identify Incorrect actions Timely.

3   EVALUATE TRAINEE'S PROGRESS

To fulfil this aspect, the Instructor shall:
Compare (Daily) Record of Trainee with Laid down Standards
Determine Possible Causes of (any) Problem(s)
Take Remedial Actions where necessary
Re-evaluate & Prepare MONTHLY Progress Report

Step 1 : Identify Problems (if any)

[NOTE: A Problem is said to exist when there is a GAP between what you expect to happen(occur /achieve) and what actually happens.]
a) Review Daily Progress Reports against the laid down standards.
   Summarize your findings for later analysis.
b) Analyse Instructor's own observations (referring notes Instructor should have prepared on any significant situations exceptionally good/bad).Summarize these notes for analysis in Step 2.

Look for simple indicators/ trends of (any) problems.

Step 2: Determine Possible Causes of (any) problems

a) Firstly, review each corresponding OJT session material for the following:

   i) Does the Training Plan accurately reflect the training objective?
   ii) Were any parts of OJT session confusing or lacking?
   iii) Was any teaching material missed or rushed through?
b) Secondly, review Trainee to ascertain whether:
   i) the trainee is having a proper background/previous training
   ii) the assigned 'training' tasks are related to the job in respect of which OJT is undertaken.
   iii) Trainee is with possible personal problems such as severe problems at home or work and/or Language problems.
c) Now review the results of the Step 1 against a) and b) above .

d) Discuss the (apparent) problems with the trainee. Make notes again for planning remedial actions.
e) Summarize all findings and Plan/Schedule remedial Actions.

Step 3: Take Remedial Action

a) Assign supplementary material for study in 'problem areas' (missed training objective areas) & follow-up with a test.
b) Change training methods/techniques to suit trainee's background/potential.
c) Ensure trainee's willingness through **proper counselling**.
d) Schedule private Meeting if/when necessary.

Step 4: Re-evaluate & Check for Results

Ie: Evaluate again to be sure that those objective missed earlier-on are now achieved.

For this purpose :

(i) Use some of the original test items, which require slightly different answers.(ie: re-frame your questions)
ii) Construct some of your own test items using the same type of traffic situation.
iii) If working with an individual trainee, give test verbally. Ask questions missed on the training session but when possible change them slightly. Discuss answers and give proper feedback to the trainee.

NOTE: OJT Instructor shall be cautious/conscious of the following:

(a) Six (06) Factors affecting a Trainee's Performance
1. Assigned work not matching the trainee's capability
2. Trainee not received proper training
3. Pressure from Work Groups
4. Physically &/or Emotionally not up to job requirement
5. Instructor's own instructions may be at fault.
6. Hitch in the Operating process (system).

(b) Three(03) Types of problems:
i) Problems that have already happened/occurred
Eg: Trainee is absent due prolong sickness
ii) Problems lie ahead (ie. at hand/about to encounter)
Eg: Closure of (Radar) equipment for maintenance(Radar Tr:)

Inability to close Radar equipment due vital 'missions' etc;(Non RDR Tr)

iii) Problems that you want to forestall (ie: solve in advance without allowing them to occur)

Step: Fill-up **Monthly Progress Report (MPR)** following the Guidelines as per

ATC/OJT/GL-03 on Page C4 of Attachment "C".

**(Please note therein that 1st three parts from A to C of MPR are CRITICAL.
The minimum of 'Average' grading for Items A to C with NO compromise on safety
may be used for Solo Recommendation, provided it satisfies the Instructor that
the trainee will further improve with Solo Duties.)**

**(N.B. As a General Rule ; six (06) satisfactory Daily Reports out of 10 will
significantly support an 'Average' Grading in the Monthly Progress Report)**

(Monthly Progress Report is a Summary of Daily Reports submitted for the month. It
should contain a clear picture as to how the trainee faired and progressed at the end of
one month training.

Purpose- to record whether or not objectives have been achieved and if not why.

What is written- what has actually been achieved in the form of training.

Golden Rule _when writing_ the Report - Be **Clear, Precise, Complete and Correct)**

Essential Guidelines to follow when filling up Report:
- (i)   Do not give unsolicited opinions but present facts.
- (ii)   Write down what trainee is and NOT what he is NOT.
- (iii) Do not imprecise as to the nature of the problem (ie: be specific)
- (iv)   Specify as clearly as possible the observed problem and give
         recommendations only when you are certain that you have been able to
         correctly identify the genuine cause.
- (v)   Make statements of facts about which you can be certain and which you

         can justify.
- (vi)   Involve trainee in the **'Summative Assessment'** in order to ensure
         Feedback.

4   ANALYZE COMPLETE TRAINING RECORD

**Under this Task[4], Use Results of Evaluation of Trainee's Progress Report
to Analyse the Trainee's Overall Performance & Level of Achievement in respect
of the following:**

Standard of Training Achieved
Need for Pre-Solo check
Remedial Training & Final Evaluation of Training Report

AND / OR

Suitability & Recommendation for Solo-check

Step I : Make JUDGEMENT on Trainees' Achieved Level of Performance

Definition : Judgement is defined as a process of collecting evidence about competency and taking decisions whether or not competency has been achieved.

Through all the preceding steps, the OJTI would have:

(i) **Observed** Trainee's performance AND
(ii) **Measured** Performance Attributes.

Instructor shall concentrate in following three aspects of trainee's performance when making his judgement:

(a) Accuracy of Performance *(Quality Criteria)*
ie. The degree of Technical Correctness.
Source : Trainee's Error Record

(b) Efficiency of Performance *(Quantity Criteria)*
ie. Economical aspects of performance ...
Eg: How efficiently were the time and resources utilized by trainee etc
Source: Trainee's Progress Record

(c) Dependability of Performance
Ie. How soon the trainee will be successful obtaining the 'Solo Rating' etc;.

JUDGEMENT falls into two(02) categories:
(i) Objective Judgement: based on hard facts and measurable results such as quality, quantity, attendance etc;
(ii) Subjective Judgement: represents opinions about areas such as attitude, personality, adaptability etc;
The OJT Instructor shall be FIRMER on Objective Judgements than on Subjective Judgements except when the latter judgements are supported by documentary evidence.

Step II: POST-TRAINING INTERVIEW

This is an interview which may be conducted at the end of OJT for a performance assessment/appraisal of a trainee prior to his being presented to Solo Check. Herein Instructor shall provide support, encouragement etc; using **'Sandwich technique'****.

** Sandwich Technique of telling about unfavourable aspects of trainee's work

Begin with
Recognition of Work **WELL DONE**

Discuss
Unsatisfactory Area of Performance

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End with
Summary of favourable as well as
unfavourable performance
With an encouraging remark too!

Step III : RECOMMENDATION FOR 'SOLO-CHECK'

When the Evaluation/Analysis/Judgement prove that the Performance Level of the Trainee is satisfactory;

(i) The OJT Instructor shall intimate FTO (ie. SATC P & S through) SATC in-charge of Unit) accordingly.
(ii) SATC(P&S) in turn, shall request DGCA or his designated official to constitute the **Panel of Examiners.**

NOTE : SATC (P&S) may **himself check the trainee *prior*** to making his above request to DGCA and if he is not satisfied with the level of the trainee, he may **recommend further training to the trainee whilst issuing an adverse letter to OJT Instructor.**

If the trainee is still not ready after 10 – 15 Watches, trainee would be withdrawn from that Unit and deployed somewhere else. If he is not showing any progress even in the new work assignment, **a 'suitable' decision may be taken by the ATC Management**.

(iii) DGCA or his designated official is expected to endeavour to constitute the 'Panel of Examiners' in respect of the request made by SATC(P&S) and intimate to the latter in a 'recorded form' preferably within one(01) week of receiving such request, in order to ensure that the Solo-Check in respect of the relevant Trainee(s) CAN be held within a maximum of two (02) of completion of OJT.

AP-4-3 OJT INSTRUCTOR

This Chapter would cover a few more areas dealing with the Role to play, Responsibilities, Skills/Techniques, Tools to be Used and Alerts for Caution etc;. which might not have already been focussed in the preceding Chapters , as and when they were deemed more relevant to be referred 'on-the-spot' in those sub-units.

Eg: **Intervention Techniques** have been included under ***'Methodology'*** along with the corresponding steps of ***'Conducting OJT'*** and '**Judgment Skills**' in ***STEP III of Part [4] 'Analyse Complete Training Record' under 'Methodology'.***

1.   PRE-REQUISITES OF OJT INSTRUCTOR

He shall always be a 'Practical Controller' who is most often a Supervisor.
His Role is basically threefold viz. Figure-head Role, Supervisor/Motivator role and Liaison Role.

His Responsibility is to bridge the gap between the trainee's present level of knowledge and skills & the required level to perform particular tasks or advance his/her career.

2. **OJTI should possess** the following to become successful/effective
A desire to teach
Mastery of Teaching Techniques
Subject-matter Competence
Ingenuity & Creativity
Ability to Understand and work with people
Motivation
Empathy
Enthusiasm
Abstinence from Bluffing & Bullying
Absence of Sarcasm
Moderate use of Humour.

3. **'Do not's for OJTI:**

Lack of Preparation, Carelessness, Flippant attitude, Lack of discipline
Sarcasm, Argumentativeness, Being temperamental, Being overbearing,
Familiarity, Bias , Prejudice, Favouritism, Bad Manners, Fault finding/critical,
Excessive humour ,
Over-emphasis on a single incident.
Also do not discuss your evaluation on one trainee's performance with another trainee. (This has more tendency of a negative impact than a positive gain that you might expect).

4. **ADDITIONAL TOOLS for OJT Instructor:**

OJTI should develop his skills in the following useful tools:

4.1. Motivation Techniques
Four (04) Techniques of Motivation:
1. Provide conducive environment
2. Positive Reinforcement through praise for good performance etc;
3. Allow participation with due recognition of trainee's skills
4. Harness the needs of trainee into training sessions.
Ensure the Motivation is *goal-directive*, *selective* and would *energizes the trainee*.

4.2 Questioning Skills:
- Choose from the following two(02) types **Closed** Questions & **Openended** Questions.
- Brief, simply & clearly worded.

- Thought-provoking
- Ask - Pause - Listen - Confirm

4.3 Counselling

(1) (Definition) – A keeping relationship wherein the instructor assesses the student in goal-directed behaviour and assess the extent to which these goals are realized.

(2) Counselling offers - more personal help to trainee in over-coming obstacles of learning that often originated outside the learning process
  - influence to develop personal habits and attitudes of the trainee

(3) Purpose of Counselling – to assist individuals dealing with their personal and emotional problems*(which may be a cause of problems during training)*

(4) limitations of Counselling Process
  - would **not** solve problems nor offer solutions to problems
  - would **only assist** in 'dealing' with problems (This might even mean only learning to accept and live with the way the things are, without changing anything.)

(5) Responsibilities / Cautions when Counselling
  - consolidate your position of being a trusted confidante using good relationship with the Trainee and NOT by invading his personal privacy BUT by your attitude and behaviour and showing you are **READY TO LISTEN.**

(6) Proper TECHNIQUES OF COUNSELLING
  (a) Non-Directive Counselling Technique

  Three(03)Steps : Situation be defined, Encourage Free Expression &   Accept, Recognize & Clarify trainee's Negative feeling.

  Trainee would start thinking positively without guidance of Instructor and finally come-up with his own solution to his problem.

  (b) Directive Counselling Technique

  Three(03) Steps: Instructor studies Adequate Data of Trainee, Gives trainee guidance to choose corrective actions & make trainee realize his Personal Responsibility to carry-out the corrective action mutually agreed upon.

  NOTE; Counselling obviously is a vast complex subject that merits an in depth study by all prospective OJT Instructors.

4.4 Inter Personnel Relationships based on the following:
  - Affiliation
  - Trust & Intimacy
  - One-to-one relationship
  - Free expression of feelings.
  - Appropriate Body Language & Personal Styles

4.5 Judgment skills *(As per STEP III of Part [4] of Chapter 2)*

4.6 Four Principles in Instructor Role:

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Validity, Reliability, Flexibility & Fairness (VRFF),:

4.7 long list of Tools

Following tools too should be taught to the OJT Instructor by exposing him to an Approved Training Course.

Systematic Problem Solving (8 Methods),
Feedback (10principles),
Remedial Action techniques s to resolve performance problems
Resourcefulness
Reinforcement,
Awareness on Potential Pit falls. Etc; Etc;