

Democratic Socialist Republic of Sri Lanka



Civil Aviation Authority of Sri Lanka

Implementing Standards

(Issued under Sec. 120, Civil Aviation Act No. 14 of 2010)

Title: Compliance with Annex 1- Chapter 4, 4.3-4.5 -Personnel Licensing Requirements – Licence and Ratings for Air Traffic Controllers

Reference No: IS -1- 4

S.N: 055

Date: 29th March 2021

Pursuant to Sec. 120 of the Civil Aviation Act No.14 of 2010, Director General of Civil Aviation shall have the power to issue, whenever he considers it necessary or appropriate to do so, such Implementing Standards for the purpose of giving effect to any of the provisions of the Civil Aviation Act, any regulations or rules made thereunder including the Articles of the Convention on International Civil Aviation which are specified in the Schedule to the Act.

Accordingly, I, being the Director General of Civil Aviation do hereby issue the Implementing Standards as mentioned in the Attachment hereto (Ref: Attachment No. IS -1-4-Att. 01), for the purpose of giving effect to requirements contained in Chapter-4 Air Traffic Controllers , ICAO Annex 1-“Personnel Licensing” to the Chicago Convention and pursuant to Article 37 and to the Section 66 and 67 of Civil Aviation Act No.14 of 2010, and Civil Aviation (Licensing of Personnel and Training Institutions) Regulations No.01 of 2018

This Implementing Standard shall come into force with immediate effect and remain in force unless revoked. This Implementing Standards will replace the Implementing Standards – 055 1st Edition, Rev 01, issued on 06th of May, 2019.

Attention is also drawn to Sec. 103 of the Civil Aviation Act No.14 of 2010, which states inter alia that failure to comply with Implementing Standard is an offence, further, if any Standard stipulated in this Implementing Standard is not complied with or violated, an appropriate enforcement action will be taken as per the Aviation Enforcement Policy and Procedures Manual, SLCAP 0005 by the Director General of Civil Aviation under Section 102 of the Civil Aviation Act No.14 of 2010.

Civil Aviation Authority of Sri Lanka
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Enclosure: Attachment No. IS -1-4-Att. 01

Capt. Themiya Abeywickrama
Director General of Civil Aviation and
Chief Executive Officer

1. Notice to the Recipient

- 1.1. The requirements in this Implementing Standard are based on the Standards and Recommended Practices (SARPs) adopted by the International Civil Aviation Organization (ICAO) and incorporated in the Amendment No. 176 to Annex 01
- 1.2. In pursuance of the obligation cast under Article 38 of the Convention which requires the Contracting States to notify the ICAO of any differences between the national regulations of the States and practices and the International Standards contained in the respective Annex and any amendments thereto, the CAASL will be taking steps to notify ICAO of such differences relating to either a Standard or a Recommended Practice, if any. The CAASL will also keep the ICAO currently informed of any differences which may subsequently occur, or of the withdrawal of any differences previously notified. Furthermore, the CAASL will take steps for the publication of differences between the national regulations and practices and the related ICAO Standards and Recommended Practices through the Aeronautical Information Service, which is published in accordance with the provisions in the Annex-15 to the Convention.
- 1.3. Taking into account of the ICAO council resolution dated 13 April 1948 which invited the attention of Contracting States of the desirability of using in the State's national regulations, as far as is practicable, the precise language of those ICAO Standards that are of a regulatory character, to the greatest extent possible the CAASL has attempted to retain the ICAO texts in the Annex in drafting this Implementing Standard.

1.4. Status of ICAO Annex components in the Implementing Standard

Some of the components in an ICAO Annex are as follows and they have the status as indicated:

- 1.4.1. **Standard:** Any specification for physical characteristics, configuration, matériel, performance, personnel or procedure, the uniform application of which is recognized as necessary for the safety or regularity of international air navigation and to which Contracting States will conform in accordance with the Convention; in the event of impossibility of compliance, notification to the Council is compulsory under Article 38. The ICAO Standards are reflected in the Implementing Standards if they are locally implemented using the normal fonts and recipients are required to conform to such requirements invariably and the DGCA **will take appropriate enforcement action** when those requirements are not complied with.
- 1.4.2. **Recommended Practice:** Any specification for physical characteristics, configuration, matériel, performance, personnel or procedure, the uniform application of which is recognized as desirable in the interest of safety, regularity, efficiency or environmentally responsiveness of international air navigation, and to which Contracting States will endeavor to conform in accordance with the Convention. The ICAO Recommended Practices are reflected in the Implementing Standards in italic fonts and the Recipients are encouraged to implement them to the greatest extent possible. However, DGCA **will not take enforcement action** when a Recommended Practice is not satisfied by the recipient.
- 1.4.3. **Appendices:** Comprising material grouped separately for convenience but forming part of the Standards and Recommended Practices adopted by the Council. Enforcement action on such matters will be as in the case of Standards or Recommended Practices.
- 1.4.4. **Definitions:** A definition does not have independent status but is an essential part of each Standard and Recommended Practice in which the term is used, since a change in the meaning of the term would affect the specification.
- 1.4.5. **Tables and Figures :** add to or illustrate a Standard or Recommended Practice, and which are referred to therein, form part of the associated Standard or Recommended Practice and have the same status.

Record of Revision

Rev No	Rev Date	Entered by	Page No	Entered By
00	01/02/2017	DTOPL		
01	06/05/2019	DTOPL		
02	29/03/2021	DTOPL		

List of Effective Pages

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History of Revision

Rev. No	Reference	Areas subjected to change	Effective Date
02	2.1.3, 3.2.2	Experience	29/03/2021

Implementing Standards

SN.055: Compliance to Annex 1 Chapter 4, 4.3-4.5 Personnel Licensing Requirements – Licence and Ratings for Air Traffic Controllers

GENERAL:

- ii. Requirements contained in this document are based on the ICAO annex 1- “ Personnel Licensing” – Chapter 4 (section 4.3 to 4.5) Amendment 176 – Licences and Ratings for Air Traffic Controllers.
- ii. This document supersedes the Implementing Standards – 055 1st Edition, Rev 01 issued by the DGCA and Implementing Standards – 055 1st Edition, Rev 01 shall be treated as null and void.
- iii. This document may be amended from time to time and the amendments will be reflected with the vertical line on the right side of the text.

APPLICABILITY:

- i. The requirements contained in this document are applicable to
 - a) Holders of an Air Traffic Controller Licence.
 - b) Applicants for Air Traffic Controller Licence.
 - c) Air Navigation Service Providers.
 - d) Designated Aviation Medical Examiners.
 - e) State employees who operate as Air Traffic Controllers.

1.0 Student air traffic controller

- 1.1 Appropriate measures to ensure that student air traffic controllers do not constitute a hazard to air navigation shall be taken.
- 1.2 Medical fitness
Permission to a student air traffic controller to receive instruction in an operational environment unless that student air traffic controller holds a current Class 3 Medical Assessment shall not be given.

2.0 Air traffic controller license

General Provisions

- a) A person shall not be permitted to give air traffic control instructions, clearance or information to an aircraft or to receive OJT instructions in Colombo Flight Information Region in any ATC center 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 4.0 of this IS.
- b) A holder of Air Traffic Controller Licence shall meet the requirements appropriately at paragraph 4.0 below to maintain the validity, renew or re-activate the validity of a rating.

2.1 Requirements for the issue of the licence

Before issuing an air traffic controller licence, the applicant shall meet the requirements of 2.1 and the requirements of at least one of the ratings set out in 3.0. Unlicensed State employees may operate as air traffic controllers on condition that they meet the same requirements.

2.1.1 Age

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

2.1.2 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;

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

2.1.3 *Experience*

2.1.3.1 The applicant shall have completed an approved training course and demonstrated the required competence, having accomplished not less than three months of satisfactory service engaged in the actual control of air traffic under the supervision of an air traffic control (ATC) on-the-job training instructor (OJTI). The experience requirements specified for air traffic controller ratings in 3.0 may be credited as part of the experience specified in this paragraph.

2.1.3.2 An air traffic controller acting as an air traffic control on-the-job training instructor shall hold an appropriate rating and be qualified as an air traffic control on-the-job training instructor.

Note.— The Procedures for Air Navigation Services — Training (Doc 9868) contains guidance on the qualification of air traffic control on-the-job training instructors and on competency-based training and assessment for air traffic controllers. The Manual on Air Traffic Controller Competency-based Training and Assessment and the Manual on Air Traffic Control On-the-Job Training Instructor Competency-based Training and Assessment (Doc 10056, Volumes I and II) provide additional guidance to support stakeholders in the successful implementation of competency-based training and assessment for air traffic controllers.

2.1.4 *Medical fitness*

The applicant shall hold a current Class 3 Medical Assessment.

3.0 Air traffic controller ratings

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; and
- 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.

3.2 Requirements for air traffic controller ratings

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

3.2.2 Experience

3.2.2.1 The applicant shall have:

- a) satisfactorily completed an approved training course;
- b) demonstrated the required competence while providing, under the supervision of an air traffic control (ATC) on-the-job training instructor (OJTI), one or more of the following:
 - 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; 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 air traffic control (ATC) on-the-job training instructor (OJTI).

3.2.2.2 The application for a rating shall be made within six months from the completion of experience specified in 3.2.2.1 b).

3.2.2.3 When the applicant already holds an air traffic controller rating in another category, or the same rating for another unit, determination of whether the experience requirement of 3.2.2 can be reduced, and if so, to what extent shall be done by the DGCA.

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, including the recognition and management of threat and errors.

Note – Guidance material on the application of threat and error management is found in the Procedures for Air Navigation Services – Training (Doc 9868, PANS-TRG), Chapter 3, Attachment C, in Part II, Chapter 2, of the Human Factors Training Manual (Doc 9683) and in Cir 314, Threat and Error Management (TEM) in Air Traffic Control.

3.2.4 *Concurrent issuance of two air traffic controller ratings*

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

3.3 Privileges of the holder of the air traffic controller rating(s) and the conditions to be observed in exercising such privileges

3.3.1 Subject to compliance with the requirements specified in 4.0, 5.0, 6.0, and 7.0, the privileges of the holder of an air traffic controller licence endorsed with one or more of the under mentioned ratings shall be:

- a) *aerodrome control rating*: to provide or to supervise the provision of aerodrome control service for the aerodrome for which the licence holder is rated;
- b) *approach control procedural rating*: to provide or to supervise the provision of approach control service for the aerodrome or aerodromes for which the licence holder is rated, within the airspace or portion thereof, under the jurisdiction of the unit providing approach control service;
- c) *approach control surveillance rating*: to provide and/or supervise the provision of approach control service with the use of applicable ATS Surveillance systems for the aerodrome or aerodromes for which the licence holder is rated, within the airspace or portion thereof, under the jurisdiction of the unit providing approach control service;

1) Subject to compliance with the provision of 3.3.1 (c) the privileges shall include the provision of surveillance radar approaches.

- d) *area control procedural rating*: to provide and/or supervise the provision of area control service within the control area or portion thereof, for which the licence holder is rated; and
- e) *area control surveillance rating*: to provide and/or supervise the provision of area control service with the use of an ATS Surveillance system, within the control area or portion thereof, for which the licence holder is rated.

3.3.2 Before exercising the privileges indicated in 3.3.1, the licence holder shall be familiar with all pertinent and current information.

3.3.3 Permission to the holder of an Air Traffic Controller Licence to carry out instruction in an operational environment unless such holder has received proper authorization from DGCA Sri Lanka as per para 6.0 below will not be given.

3.3.4 *Validity of a Rating*

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.

4.0 Competency and Recent Experience

(Refer Section 67, Civil Aviation Act No. 14 of 2010)

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.

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 as per stipulated procedure in manual ATCAPM (SLCAP 3060).

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

(Refer Section 67, Civil Aviation Act No. 14 of 2010)

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

- i) **Medical Fitness-**
Shall hold a current class 3 Medical Assessment.
- ii) **Knowledge-**
Shall have demonstrated knowledge in all pertinent and current information with regard to ratings endorsed on the licence.
- iii) **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.

iv) 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.

5.2. 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.

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

i) More than 01 month but less than 02 months

Shall satisfactorily complete 10 OJT sessions under the supervision of an appropriately rated OJT instructor in a period of 02 weeks

ii) More than 02 months but less than 03 months

Shall satisfactorily complete 15 OJT sessions under the supervision of an appropriately rated OJT instructor in a period of 03 weeks

iii) More than 03 months but less than 06 months

Shall satisfactorily complete 20 OJT sessions under the supervision of an appropriately rated OJT instructor in a period of 01 month and competency assessment by a panel appointed by as per Manual SLCAP 3060.

iv) Over 06 months

Equivalent to a new issuance of a rating.

5.3. 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.

6.0. OJT Instructors

(Refer Section 67, Civil Aviation Act No. 14 of 2010)

Appropriately rated and adequately experienced personnel shall be designated for the conduct of On the Job Training (OJT) at operational centres (OJT centres) for the trainees who are not rated but authorized to work under supervision.

7.0. Validation/Conversion or credit

Validate, convert or grant credit to a holder of Air Traffic Controller licence issued by any foreign State- will not be done.