

AIR TRAFFIC CONTROLLER LICENCE (ATCL)

1. AUTHORITY
2. SCOPE
3. ATTACHMENTS
4. EFFECTIVE DATE
5. DEFINITIONS
6. ELIGIBILITY FOR ATC LICENCE
7. APPROVAL – AVIATION TRAINING CENTRES
8. APPROVAL – INSTRUCTORS
9. APPROVAL – COURSES
10. APPROVAL – SYLLABI FOR LICENCE & RATINGS
11. KNOWLEDGE REQUIREMENTS – LICENCE
12. KNOWLEDGE REQUIREMENTS – RATINGS
13. EXPERIENCE (OJT) REQUIREMENTS – LICENCE
14. EXPERIENCE (OJT) REQUIREMENTS – RATINGS
15. EXAMINATIONS
16. SKILL TESTS AND ASSESSMENT STANDARDS
17. CURRENCY REQUIREMENTS
18. ISSUE REQUIREMENTS – LICENCE
19. RENEWAL REQUIREMENTS – LICENCE
20. RE-VALIDATION REQUIREMENTS – LICENCE
21. ISSUE REQUIREMENTS – ADDITIONAL RATINGS
22. CONCURRENT ISSUANCE OF TWO ATC RATINGS
23. VALIDITY PERIODS
24. PRIVILEGES OF THE RATINGS
25. ON JOB TRAINING INSTRUCTOR ENDORSEMENT REQUIREMENTS
26. DESIGNATED CHECK ATCO
27. ISSUE OF ATC LICENCE TO MILITARY AIR TRAFFIC CONTROLLERS
28. FEE SCHEDULE
29. CANCELLATION

**AIR NAVIGATION ORDER
NO: 90.0014
ISSUE: TWO**

AIR TRAFFIC CONTROLLER LICENCE (ATCL)

1. AUTHORITY

1.1 This Air Navigation Order (ANO) is issued by the Director-General of the Civil Aviation Authority in pursuance of the powers vested in him under Rule 4, Rule 48, Rule 49, Rule 50, Rule 357 and Rule 360 of the Civil Aviation Rules, 1994 (CARs 94).

2. SCOPE

2.1 This Ano relates to the issue, renewal and re-validation of Air Traffic Controller Licence (ATCL) issued under Part V of CARs 94.

2.2 All persons intending to act as an Air Traffic Controller in Pakistan shall comply with the instructions contained in this ANO, other relevant ANOs, CARs 94, Air Safety Circulars (Licensing), Manual of Air Traffic Services and other instructions issued from time to time.

3. EFFECTIVE DATE

3.1 This ANO shall come into force with immediate effect.

4. ATTACHEMENTS

Attachment – A	CAAF-600-2 Applications for ATC Licence
Attachment – B	CAAF-608 Applications for Technical Examinations
Attachment – C	CAAF-606 Oral Evaluation Examination Report
Attachment – D	CAAF-663A Assessment Report – Non Radar Ratings
Attachment – E	CAAF-663B Assessment Report – Radar Ratings
Attachment – F	CAAF-624F Monitoring Report – Approved Person
Attachment – G	CAAF-620 On Job Training Report

5. DEFINITIONS

5.1 **Aerodrome control Service:** Air Traffic control service for aerodrome traffic.

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

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

5.4 **Air Traffic control Unit:** A generic term meaning variously, area control centre, approach control office or aerodrome control tower.

5.5 **Air Traffic control service:** A service provided for the purpose of;

5.5.1 Preventing collisions;

5.5.1.1 Between aircraft, and

- 5.5.1.2 On the maneuvering area between aircraft and obstructions;
and
- 5.5.2 Expediting and maintaining an orderly flow of air traffic.
- 5.6 **Approach Control Service:** Air traffic control service for arriving or departing controlled flights.
- 5.7 **Area Control Service:** Air traffic control service for controlled flights in controlled areas.
- 5.8 **Approved aviation Training Centre:** A training centre approved by CAA or a training centre of a contracting state recognized by the CAA; that imparts training for issue of an Air Traffic Controller Licence or Rating.
- 5.9 **Approved Course:** A course/ syllabus approved by the CAA or a course/syllabus of a contracting state recognized by the CAA for the issue of an Air Traffic controller Licence or Rating.
- 5.10 **Approved Person:** A person Approved by the CAA for a specific function.
- 5.11 **Authorized Person:** An Authorized person is an Approved Person.
- 5.12 **Basic Rating:** The first endorsements of any of the ATC Ratings of any ATS Unit/Airport on the Licence of an ATCO.
- 5.13 **Designated Check ATCO (DCATCO):** A CAA ATCO duly designated by the CAA for the assessment of ATCOs for the purpose of issue, renewal and revalidation of ATC Licence or Ratings.
- 5.14 **Instructor:** An approved ATCO authorized to conduct Basic/Radar ATCO Course.
- 5.15 **Licensing Authority:** The Authority designated by the CAA in accordance with ICAO Annex 1. The Licensing Authority shall deemed to be implementing the under mentioned actions through the Licensing Office:
- 5.15.1 Assessment of applicants' qualifications to hold a Licence or a Rating.
- 5.15.2 Issued and endorsement of Licence and Ratings.
- 5.15.3 Validation of Licence issued by other Contracting States.
- 5.16 **OJT Instructor (OJTI):** An ATCO, with an OJTI Endorsement on ATC Licence, authorized to supervise and conduct On Job Training of ATCOs.
- 5.17 **Rating:** An authorization entered on or associated with a Licence or Certificate and forming part thereof, stating conditions, privileges or limitations pertaining to such Licence or Certificate.
- 5.18 **Temporary Permit:** Temporary permit is a specific Authorization issued by the Licensing Office to an application who is undergoing training for the issuance of a ATC Licence; or in lieu of a Licence, where a Licence has been lost; or the Licence has expired; and the applicant wishes to meet the revalidation requirement to revalidate the Licence/Rating.
6. **ELIGIBILITY FOR ATC LICENCE:**
- 6.1 **AGE:** An applicant shall be not less than 21 years of age.
- 6.2 **MEDICAL:** An applicant shall hold at least class III Medical Assessment in accordance with the scope, limitations, privileges and procedures outlined in Annex 1 and ICAO Doc 8984-AN/895 (Manual of Civil Aviation Medicine)

6.3 **ENGLISH PROFICIENCY:** An applicant shall be capable of speaking, reading and understanding the English language. The applicant shall demonstrate compliance with the holistic descriptors as explained below and as defined in ICAO Operational level 4 of the ICAO Language proficiency Rating scale as given in ICAO Annex 1.

6.3.1 Holistic Descriptors;

6.3.2 The Proficient Speakers Shall:

6.3.2.1 Communicate effectively in voice-only (Telephone/radio telephone) and in face to face situations.

6.3.2.2 Communicate on common, concrete and work related topics with accuracy and clarity.

6.3.2.3 Use appropriate communicative strategies to exchange messages and to recognize and resolve misunderstandings. (For example to check, confirm, or clarify information) in a general or work related context.

6.3.2.4 Handle successfully and with relative ease the linguistic challenges presented by a complication or unexpected turn of events that occurs within the context of a routine work situation or communicative task with which they are otherwise familiar; and

6.3.2.5 Use a Dialect or accent which is intelligible to the aeronautical community.

Note: The process for initial induction of ATCO's in CAA shall specifically include tests (written and oral) to ensure highest standards of English Language proficiency (comprehension and spoken). The candidates with accent related problems shall not be inducted. All such test shall be conducted by persons holding specialization in this field. Same standards of English Language shall be adhered to while clearing Assistant ATCO's for the basic ATC Course resulting in the issuance of ATC Licence.

6.4 **EDUCCATION:** An applicant shall be science graduate with physics or; intermediate in science subject (with physics) holding or have held a Commercial Pilot Licence (CPL). Or

6.4.1 Intermediate with science and 05 years experience of working in ATC environment as ATC superintendent (PG-6).

6.5 **NO OBJECTION CERTIFICATE (NOC):** Serving personnel from the Armed Forces and the Government Departments shall provide NOC from their parent Organization.

6.6 **SECURITY CLEARANCE:** Security cleared from local police, Special Branch and Intelligence Bureau. Security clearance is not required for the serving CAA employees and the serving military personnel.

7. **APPROVAL – AVIATION TRAINING CENTRES**

7.1 Civil Aviation Training Institute, Hyderabad (CATI) or ATCO training institutes of contracting states, recognized by the CAA, are approved Aviation Training Centres for the conduct of Basic ATC Course and Radar Course for Air Traffic Controllers.

- 7.2 The OJT of applicants for initial issue of Licence. Rating will be conducted at the ATS Units of Karachi, Lahore, Islamabad, Peshawar, Multan, Quetta and Cherat. Due to Operational and administrative limitations, the Operations Directorate may authorize any ATS Unit for OJT on need basis.
- 7.3 The aviation training centres providing basic/OJT training for issuance of ATCL shall be monitored and audited at least once a year for the renewal of their approval status.

8. **APPROVAL - INSTRUCTORS**

- 8.1 The ATS Instructors at ATS School, Civil Aviation Training Institute (CATI), Hyderabad are the approved Instructors for conducting the Basic ATC Course and the Radar course for Air Traffic Controllers.
- 8.2 An Instructor for the Basic / Radar Course Shall be approved subject to
- 8.2.1 Holds or has held ATCO Licence / Authorization for 7 years.
 - 8.2.2 Suitable temperament and above board conduct.
 - 8.2.3 Has carried out Instruction under-supervision for at least one Course or has qualified instructional technique course.
 - 8.2.4 Approval shall be subject to a 'Satisfactory' assessment report by DCATCO, authorized by Operations Directorate, on CAAF-624F (Monitoring report). Approval shall remain valid for a period of 5 years unless suspended / cancelled or revoked by director General.
 - 8.2.5 The approval may be renewed subject to a satisfactory report by DCATCO, authorized by the Operations Directorate, on CAAF-624 (Monitoring Report).
 - 8.2.6 A copy of the Approval letter of ATS Instructor will be sent by the Operations Directorate to the Licensing Office for record and reference.

9. **APPROVAL - COURSES**

- 9.1 The basic ATC and Radar Course, developed by the ICAO, conducted by Civil Aviation Authority at Civil Aviation Training Institute, Hyderabad (CATI) are the 'Approved Courses' for the training of Air Traffic Controllers.

10. **APPROVAL - SYLLABI FOR LICENCE & RATINGS**

- 10.1 The syllabus for ATC Licence & Ratings shall also include ICAO Annexes and documents as under:
- 10.1.1 Rules of the Air - ICAO Annex 2.
 - 10.1.2 Meteorological Service for International air Navigation - ICAO Annex 3.
 - 10.1.3 Units of Measurement - ICAO Annex 5.
 - 10.1.4 Operation of Aircraft - ICAO Annex 6 (Volume -I).
 - 10.1.5 Aeronautical Telecommunication - ICA Annex 10 (Volume-II).
 - 10.1.6 Air Traffic Services - ICAO Annex 11.
 - 10.1.7 Aerodromes - ICAO Annex 14 (Volume 1).
 - 10.1.8 Aeronautical Information Service - ICAO Annex 15.
 - 10.1.9 PANS-ATM - ICAO Doc 4444.
 - 10.1.10 CATI Course Material for Basic ATC Course.

10.1.11 CATI Course Material for Radar Course

10.1.12 Manual of Air Traffic Services.

10.1.13 Aeronautical Information Publication.

11. **KNOWLEDGE REQUIREMENTS- LICENCE**

11.1 **AIR LAW**

11.1.1 Rules and regulations relevant to the Air Traffic Controller.

11.2 **AIR TRAFFIC CONTROLLER EQUIPMENT**

Principles, use and limitations of equipment used in air traffic control.

11.3 **GENERAL KNOWLEDGE**

11.3.1 Principles of flight; principles of operations and functioning of aircraft, power plants and systems; aircraft performances relevant to air traffic control operations.

11.4 **HUMAN PERFORMANCE AND LIMITATIONS**

11.4.1 Human performance and limitations relevant to air traffic control. (Human Factors Training manual, ICAO DOC 9683 and Human Factors in Air Traffic Control – ICAO CIRCULAR – 241-AN/145 (Human Factors Digest No.8).

11.5 **LANGUAGE**

11.5.1 The ability to speak English language without accent or impediment which would adversely affect radio communications.

11.6 **METEOROLOGY**

11.6.1 Aeronautical meteorology; use and appreciation of meteorological documentation and information; origin and characteristics of weather phenomena affecting flight operations and safety; altimetry.

11.7 **NAVIGATION**

11.7.1 Principles of air navigation; principle, limitation and accuracy of navigation systems and visual aids; and

11.8 **OPERATIONAL PROCEDURES**

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

12. **KNOWLEDGE REQUIREMENTS - RATINGS**

12.1 **AERODROME CONTROL RATING**

12.1.1 Aerodrome layout : physical characteristic and visual aids.

12.1.2 Airspace structure.

12.1.3 Applicable rules, procedures and source of information.

12.1.4 Air navigation facilities.

12.1.5 Air traffic control equipment and its use

- 12.1.6 Terrain and prominent landmarks.
- 12.1.7 Characteristics of air traffic.
- 12.1.8 Weather phenomena; and
- 12.1.9 Emergency and search and rescue plans.

12.2 **APPROACH CONTROL AND AREA CONTROL RATINGS**

- 12.2.1 Airspace structure.
- 12.2.2 Applicable rules, procedures and source of information.
- 12.2.3 Air navigation facilities.
- 12.2.4 Air Traffic control equipment and its use.
- 12.2.5 Terrain and prominent landmarks.
- 12.2.6 Characteristics of air traffic and traffic flows.
- 12.2.7 Weather phenomena; and
- 12.2.8 Emergency and search and rescue plans; and

12.3 **APPROACH RADAR, APPROACH PRECISION RADAR AND AREA RADAR CONTROL RATINGS**

- 12.3.1 The applicant shall meet the requirements specified in 12.2 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:
- 12.3.2 Principles, use and limitations of radar, other surveillance systems and associated equipment; and
- 12.3.3 Procedures for the provision of approach, precision approach or area radar control service, as appropriate, including procedures to ensure appropriate terrain clearance.

13. **EXPERIENCE (OJT) REQUIREMENTS – LICENCE**

- 13.1 The applicant shall have completed an approved training course and not less than three months satisfactory LJT engaged in the actual control of air traffic under the supervision of an On Job Training Instructor (OJTI). The experience (OJT) requirements specified for air traffic controller Ratings may be credited as part of the experience specified.

14. **EXPERIENCE (OJT) REQUIREMENTS – RATINGS**

- 14.1 The applicant shall have:
 - 14.1.1 Satisfactory completion of an approved training course;
 - 14.1.2 Satisfactory completion of **on job training** for the time period mentioned against each Rating under the supervision of an appropriately rated On Job Training Instructor (OJTI).

14.1.2.1 **AERODROME CONTROL RATING**

For a period of not less than 90 hours or one month, whichever is greater, at the unit for which the Rating is sought.

14.1.2.2 **APPROACH, APPROACH RADAR, AREA OR AREA RADAR CONTROL RATING**

For a period of not less than 180 hours or three months, whichever is greater, at the unit for which the ratings sought; and

14.1.2.3 **APPROACH PRECISION RADAR CONTROL RATINGS**

14.1.2.3.1 Not less than 200 precision approaches of which not more than 100 shall have been carried out on a radar simulator approved for that purpose by the licensing Authority. Not less than 50 of those precision approaches shall have been carried out at the unit and on the equipment for which the Rating is sought; and

14.1.2.4 If the privileges of the approach radar control Rating include surveillance radar approach duties, the experience shall include not less than 25 plan position indicator (PPI) 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 approach radar controller.

14.1.3 CAA applicants with over five years of experience in active air traffic control duties at civil airports, applying for issue of a Rating, while he / she has held that basic Rating for another airport / ATS Unit, may not be required to comply with the training requirements as prescribed. The training period for such Air Traffic Controllers may be reduced as recommended by the On Job Training Instructor in consultation with Operations Directorate.

14.1.4 The On Job Training of applicants for issue of licence or Rating shall commence with intimation to the Licensing Office.

14.1.5 The completion of the on job training of an applicant shall be certified by the OJT Instructor on CAAF-620.

15. **EXAMINATIONS**

15.1 The theory examinations for air Traffic Controller Licence & Ratings, except where the examinations are conducted by institutes of contracting states recognized by the CAA, are given below. Specimen of application form (CAAF-608) for appearing in examinations is attached. Each paper shall be of ***** hours durations:

15.1.1 **PAPER ATC-1:** A paper covering ICAO Annexes 3, 5, 10, 14 and 15.

15.1.2 **PAPER ATC-2:** A paper covering ICAO Annexes 2, 6, 11 and ICAO Doc 4444.

15.1.3 **PAPER ATCR-1:** A paper covering Practical aspects of **Aerodrome Control Rating.**

15.1.4 **PAPER ATCR-2:** A paper covering Practical aspects of **Approach Control Rating.**

15.1.5 **PAPER ATCR-3:** A paper covering Practical aspects of **Approach Radar Control Rating.**

15.1.6 **PAPER ATCR-4:** A paper covering Practical aspects of **Approach Precision Radar Control Rating.**

15.1.7 **PAPER ATCR-5:** A paper covering Practical aspects of **Area Control Rating**.

15.1.8 **PAPER ATCR-6:** A paper covering Practical aspects of **Area Radar Control Rating**.

15.2 An applicant is required to qualify papers ATC-1, ATC-2 and at least one ATC Rating paper to qualify for a skill assessment.

15.3 **PASS MARKS**

The pass marks for each paper are 70%.

15.4 **ELIGIBILITY**

To be eligible for appearing in the papers, an applicant shall have met the prescribed requirements of the eligibility, course and experience.

16. **SKILL TESTS AND ASSESSMENT STANDARDS**

16.1 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.

16.2 The skill assessment shall be carried out in accordance with the details provided in MATS (Manual of Air Traffic Services). The specimen of Skill test Forms CAAF-663A or 663B are attached.

16.3 **INITIAL ISSUE**

16.3.1 The assessment of an applicant for the initial issue of the Licence or rating shall be conducted by a team authorized by the Operations Directorate.

17. **CURRENCY REQUIREMENT OF LICENCE AND RATING**

17.1 A minimum of three watches (last six months) shall be required to satisfy the currency requirement of the ATC Licence; and to maintain the specific Rating valid.

18. **ISSUE REQUIREMENTS - LICENCE**

18.1 The ATC Licence shall be issued subject to:

18.1.1 Having qualified the approved basic ATC course.

18.1.2 Having qualified the prescribed theory examinations.

18.1.3 Having met the prescribed experience requirements.

18.1.4 Having met the prescribed skill requirements.

18.1.5 Having met the requirement of holding at least one valid ATC Rating.

18.2 **DOCUMENTS TO BE SUBMITTED**

18.2.1 The under mentioned documents shall be submitted to the Licensing Office for the issue of an ATC Licence:

18.2.1.1 CAAF-600-2 Application Form.

18.2.1.2 CAAF-43 Medical Assessment.

18.2.1.3 CAFF630 On Job Training Certificate.

- 18.2.1.4 CAFF-663A or B Assessment Report.
- 18.2.1.5 Copy of Basic ATC Course Certificate.
- 18.2.1.6 Results of CAA Technical Examinations.
- 18.2.1.7 Copy of B.sc Graduateion (with physics) or F. Sc Intermediate (with physics) with CPL (Current or expired).
- 18.2.1.8 Copy of Matric Certificate. (Certification – D.O.B/Name)
- 18.2.1.9 Copy of National Identity Card.
- 18.2.1.10 Copy of Passport (foreign nationals only).
- 18.2.1.11 No Objection Certificate (NOC) from concerned service/department (Non CAA ATCO's).
- 18.2.1.12 04 coloured photographs 1" x 1" (head uncovered).
- 18.2.1.13 Copies of certificates of higher education, other Licences, foreign qualifications and courses may be attached.
- 18.2.1.14 Fee Voucher / Authorization where applicable.

19. **RENEAL REQUIREMENTS – LICENCE**

- 19.1 The ATC Licence shall be renewed subject to meeting the following requirements:
 - 19.1.1 Having met the prescribed recent experience requirements.
 - 19.1.2 Having met the prescribed medical assessment requirements.
 - 19.1.3 Holds at least one Valid Rating.

19.2 **DOCUMENTS TO BE SUBMITTED**

- 19.2.1 The following documents shall be submitted to the Licensing Office for renewal of an ATC Licence:
 - 19.2.1.1 CAAF-600-2 Application Form.
 - 19.2.1.2 CAAF-43 Medical Assessment.
 - 19.2.1.3 CAAF-664 ATC Licence.
 - 19.2.1.4 Fee Voucher / Authorization where applicable.

20. **RE-VALIDATION REQUIREMENTS – LICENCE**

- 20.1 When a Licence has not been renewed by the date of expiry, the validity of the Licence shall stand expired. The holder of an expired Licence shall meet the following requirements:
 - 20.1.1 **LESS THAN SIX MONTHS**
 - 20.1.1.1 If all renewal requirements have been met prior to the date of expiry, there shall be no additional requirements.
 - 20.1.2 **UPTO TWO YEARS**
 - 20.1.2.1 Pass an Oral test by a DCATCO.
 - 20.1.2.2 7 Days OJT.
 - 20.1.2.3 Skill Text by a DCATCO.

20.1.3 **MORE THAN TWO YEARS BUT NOT EXCEEDING FOUR YEARS**

- 20.1.3.1 Pass paper ATC-1.
- 20.1.3.2 15 Days OJT.
- 20.1.3.3 Skill Test by a DCATCO.

20.1.4 **MORE THAN FOUR YEARS**

- 20.1.4.1 Then applicant shall meet all the requirements (Except the basic ATC course) for initial issue of an ATC Licence.

20.2 **DOCUMENTS TO BE SUBMITTED**

- 20.2.1 The following documents shall be submitted to the Licensing Office for the revalidation of an ATC Licence:
 - 20.2.1.1 CAFF-6002 Application form.
 - 20.2.1.2 CAAF-43 Medical Assessment.
 - 20.2.1.3 CAAF-664 ATC Licence.
 - 20.2.1.4 CAAF-620 OJT Report, where applicable.
 - 20.2.1.5 CAFF-663A or B Assessment Report, Where applicable.
 - 20.2.1.6 Fee Voucher/Authorization where applicable.

21. **ISSUE REQUIREMENTS – ADDITIONAL RATINGS**

- 21.1 The issue requirements for additional ATC Rating shall be as under:
 - 21.1.1 Has met the prescribed experience requirements.
 - 21.1.2 Result of applicable ATC Rating Examination.
 - 21.1.3 ‘Satisfactory’ skill assessment report.

21.2 **DOCUMENTS TO BE SUBMITTED**

- 21.2.1 The following documents shall be submitted to the Licensing Office for the endorsement of additional Rating:
 - 21.2.1.1 CAFF-600-2 Application form.
 - 21.2.1.2 CAAF-664 ATC Licence.
 - 21.2.1.3 CAFF-663A or B Assessment Report.
 - 21.2.1.4 CAAF-620 On Job Training Certificate.
 - 21.2.1.5 CAAF-43 Medical Assessment.
 - 21.2.1.6 Fee Voucher / Authorization where applicable.

22. **CONCURRENT ISSUANCE OF TWO ATC RATINGS**

- 22.1 When two Air Traffic Controller Ratings are sought concurrently, the applicant shall meet the requirements of both the Ratings sought.

23. **VALIDITY PERIODS**

- 23.1 ATC Licence 24 Months
- 23.2 ATC Rating 06 Months

24. **PRIVILEGES OF ATC LICENCE & RATINGS**

- 24.1 Subject to valid medical assessment of appropriate class; and compliance with the requirements specified in this ANO and Manual of Air Traffic Services (MATS), the privileges of the holder of an air traffic controller Licence endorsed with one or more of the under mentioned Ratings shall be:
- 24.1.1 **AERODROME CONTROL RATING:** to provide or to supervise the provision of approach control service for the aerodrome for which the Licence holder is rated.
 - 24.1.2 **APPROACH CONTROL 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.
 - 24.1.3 **APPROACH RADAR CONTROL RATING:** To provide and/or supervise the provision of approach control service with the use of radar or other 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.
 - 24.1.4 **APPROACH PRECISION RADAR CONTROL RATING:** to provide and / or supervise the provision of precision approach radar service at the aerodrome for which the Licence holder is rated.
 - 24.1.5 **AREA CONTROL 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
 - 24.1.6 **AREA RADAR CONTROL RATING:** To provide and/or supervise the provision of area control services with the use of radar, within the control area or portion thereof, for which the Licence holder is rated.
- 24.2 No ATCO shall exercise the privileges of his /her Licence or Rating at an ATS Unit/Airport unless he/she holds a Valid Licence and Rating for the ATS Unit/Airport or a 'Temporary Permit'; and a valid Medical assessment.
- 24.3 In case an ATCO is to be deployed at a different airport at a short notice for a short period of time; and he/she already holds that Basic Rating for another airport; he/she may be authorized to exercise the privileges of his Rating subject to a refresher Check by the incumbent ATCO. This clause is applicable only to small commercial airports.

25. **OJT INSTRUCTOR ENDORSEMENT REQUIREMENTS**

- 25.1 Air Traffic Controllers holding valid ATC Licence and deployed on operational assignments may be endorsed with an OJT Instructor endorsement subject to meeting the following requirements:
- 25.1.1 Has ATCO experience of 5 years and current ATC Ratings in the relevant air traffic control units i.e Tower, Area, Approach, Approach Radar and Area Radar, for the specific airport(s).
 - 25.1.2 Has no ATS violations/near miss reports attributable to him/her during the last 1 year.
 - 25.1.3 Has not failed in any assessment during the last 3 years.
 - 25.1.4 Suitable temperament and above board conduct.
 - 25.1.5 Has been recommended by the Operations Directorate.

25.1.6 'Satisfactory' Monitoring Report by DCATCO authorized by the Operations Directorate.

25.2 **DOCUMENTS TO BE SUBMITTED**

25.2.1 The following documents shall be submitted to the Licensing Office for the endorsement OF AN OJTI ON THE ATC Licence:

- 25.2.1.1 CAAF-600-2 Application Form.
- 25.2.1.2 CAAF-43 Medical Assessment.
- 25.2.1.3 CAAF-624 (Monitoring report).
- 25.2.1.4 Recommendation letter by Operations Directorate.
- 25.2.1.5 Fee Voucher / Authorization where applicable.

25.3 **OJT INSTRUCTOR PRIVILEGES**

25.3.1 The holder of an OJT instructor Endorsement shall exercise the privileges as under:

- 25.3.1.1 Instructor air traffic service personnel during the OJT for obtaining a Licence/Rating.
- 25.3.1.2 Supervise air traffic service personnel under training for regaining currency.
- 25.3.1.3 Assess and Report ATCOs during the OJT for issue/revalidation of Licence / Ratings.
- 25.3.1.4 When designate4d, be a part of the examining team for the assessment of trainee for the initial issue of Licence/ Rating.
- 25.3.1.5 To raise CAAF-620 (OJT Certificate) as given at Attachment.

25.4 **CURRENCY – OJT INSTRUCTOR ENDORSEMENT**

25.4.1 The OJT Instructor endorsement shall remain current:

- 25.4.1.1 Subject to maintaining a current ATC Licence with specific Rating for the ATS unit.

26. **DESIGNATED CHECK ATCO (DCATCO)**

26.1 **APPROVAL**

26.1.1 Air Traffic Controllers holding valid ATC Licence may be approve4d as Designated Check ATCO, by the Operations Directorate, subject to one year experience as an LJTI.

26.1.2 A copy of the Approval Letter will be sent by the Operations Directorate to the Licensing as an OJTI.

26.2 **PRIVILEGES**

26.2.1 The Designated Check ATCO shall exercise the under mentioned privileges:

- 26.2.1.1 Exercise the privileges of an ATCO.
- 26.2.1.2 Exercise the privileges of an OJT Instructor.
- 26.2.1.3 Conduct assessment checks for the initial Issue, Renewal or Revalidation of the Licence or Rating.

26.3 **VALIDITY**

- 26.3.1 The Designated Check ATCO approval shall remain valid for one year:
- 26.3.1.1 Subject to a valid ATC Licence.
 - 26.3.1.2 Subject to a current appropriate Rating.
 - 26.3.1.3 The Approval may be renewed subject to a satisfactory report by a DCATCO on CAAF-624 (Monitoring Report).

27. **ISSUE OF ATC LICENCE - MILITARY ATCOs**

- 27.1 Subject to meeting the requirements of this ANO, other relevant ANOs, CARs 1994, Air Safety Circulars and Manual of Air Traffic Services, the military Air Traffic Controllers may be issued with an Air Traffic Controller Licence.
- 27.2 The Senior Air Traffic Control Officers (SATCO) at the joint user airports will dispatch the documents of the Military ATCOs to the Licensing Office through the GM ATS, HQ CAA.

28. **FEE SCHEDULE**

- 28.1 As per CAA Personnel Licensing Fee Schedule.

Note: a) All applicant shall deposit prescribed fee in the National Bank of Pakistan, Terminal 1 Branch, QIAP, Karachi, Pakistan in CAA Collection Account No. CD 2561-8 Through bank. Challan forms available in the bank concerned or in CAA Revenue office at any Airport. Fee can also be paid through Bank Draft / Pay Order drawn in favour of Director General, Civil Aviation Authority, Karachi payable in National Bank Limited, Terminal 1 Branch, Karachi, Pakistan. The Bank Challan Form or the Fee Voucher shall be submitted to the Licensing Office along with other documents for the specific Licensing action.

b) CAA employees are exempted from the CAA Fee.

29. **CANCELLATION**

- 29.1 This ANO, when in force, shall cancel ANO-90.0014 (Issue One).

Date 27th July, 2004

--SD--
(PERVEZ AKHTAR NAWAZ)
Air Marshal (Retd)
Director General
Civil Aviation Authority



--	--	--	--

APPLICATION FOR AIR TRAFFIC CONTROLLER LICENCE

1. Application for :- *(see instructions overleaf before filling this form)*

<input type="checkbox"/> Issue	<input type="checkbox"/> Air Traffic Controller Licence	<input type="checkbox"/> Approach Radar Control Rating	<input type="checkbox"/> Area Control Rating
<input type="checkbox"/> Renewal	<input type="checkbox"/> Aerodrome Control Rating	<input type="checkbox"/> Approach Precision Radar Control	<input type="checkbox"/> OJT Instructor Endorsement
<input type="checkbox"/> Re-validation	<input type="checkbox"/> Approach Control Rating	<input type="checkbox"/> Area Radar Control Rating	<input type="checkbox"/> Temporary Permit

Name: (Block Letters)			Father's Name:		
Permanent Address, Phone & e-mail:					ATCL No. <table border="1" style="width: 100px; height: 20px;"></table>
<input type="checkbox"/> Male	Date of Birth (dd/mm/yy)	Place of Birth	Nationality	Education	
<input type="checkbox"/> Female	<table border="1" style="width: 100px; height: 20px;"></table>				
National ID Card No.			Passport No	Date & Place of Issue	Validity
<table border="1" style="width: 100%; height: 20px;"></table>			<table border="1" style="width: 100%; height: 20px;"></table>	<table border="1" style="width: 100%; height: 20px;"></table>	<table border="1" style="width: 100%; height: 20px;"></table>
Employer		Staff No.	<input type="checkbox"/> Employed	<input type="checkbox"/> Not Employed	

Examinations, Checks (CAA) and Currency Requirements Record				(fill as applicable)
Date Exam Passed (General) (if applicable)				Attach Result
Date Exam Passed (Aerodrome)				Attach Result & CAAF-663A
Currency Requirements (Last 6 Months)	No. of Watches		Station	Assessment Date
Date Exam Passed (Approach)				Attach Result & CAAF-663A
Currency Requirements (Last 6 Months)	No. of Watches		Station	Assessment Date
Date Exam Passed (Approach Radar)				Attach Result & CAAF-663B
Currency Requirements (Last 6 Months)	No. of Watches		Station	Assessment Date
Date Exam Passed (Precision Approach Radar)				Attach Result & CAAF-663B
Currency Requirements (Last 6 Months)	No. of Watches		Station	Assessment Date
Date Exam Passed (Area Radar)				Attach Result & CAAF-663B
Currency Requirements (Last 6 Months)	No. of Watches		Station	Assessment Date
Date Exam Passed (Area)				Attach Result & CAAF-663A
Currency Requirements (Last 6 Months)	No. of Watches		Station	Assessment Date

2. Applicant's Certificate

I certify that the information on this application form and the attached documents are true to the best of my knowledge and belief.

Date

Signature

3. Certification of Currency Requirement

by COO/FOO/RFC/APM(ATCO)

It is certified that the currency requirement of the applicant has been verified against the unit logbook and in case of initial issue, the applicant has completed the skill and experience requirements as per ANO 90.0014 (Issue Two)

Date & Stamp

Signature

4. Recommendation by operations Directorate CAA

Recommended for processing

Not Recommended

Date & Stamp

GM ATS - HQ CAA
 ATCL No. _____

Note: It is an offence to make any false presentation for the purpose of issue of any licence or Endorsement under Civil Aviation Rules.

INSTRUCTIONS

1. **General:**
 - (a) For details, refer to the CARs 1994, ANO's, ASC's (Lic), MATS and instructions issued from time to time.
 - (b) Have the form typed or write neatly with ink.
 - (c) Use abbreviations: N/A for Not Applicable, N/R for Not Required, N/K for Not Known.
2. **Medical Requirements:** An applicant to be the holder of Class-III Medical Assessment.
3. **No Objection Certificate:** Where applicable from respective Services HQs.
4. **Security Clearance:** An applicant shall be issued with a licence only if he / she has been cleared by the security agencies. (Not applicable to CAA and serving armed forces candidates including armed forces candidates on LPR)
5. **Theory Examination:** An applicant shall have passed theory examination appropriate to the type of licence / rating applied.
6. **Assessment Report:** An applicant shall attach the assessment report (CAAF-663A or B) for the rating/s applied for.
7. **Date of Birth:** Date of Birth shall be as given in the Matriculation Certificate or equivalent document.
8. **Name of the Applicant:** Name of the Applicant shall be as given in the National I.D card / Passport.
9. **Attestation of Documents:** An applicant shall submit Photostat copies of his documents duly attested by a Class 1 Gazetted Officer.
10. **Charges and Fees:** An applicant shall attach fee voucher as prescribed.
11. **Currency Requirement:** The currency requirement (last six months) of appropriate rating be provided as per the ATS Unit Logbook after due verification from The Airport Manager / Chief Operations Officer or Facility Operations Officer.
12. **Documents required for Issue of Air Traffic Controller Licence.**
 - (a) CAAF-600-2 (Application Form)
 - (b) CAAF-43 (Medical Assessment)
 - (c) CAAF-663 A or B (Assessment Report)
 - (d) Copy of Basic ATC Course Certificate (CATI)
 - (e) Results of Examinations by CAA
 - (f) Security Clearance
 - (g) Copy of B.Sc. (with physics) or; F.Sc. (with physics) with CPL (Current or expired)
 - (h) Copy of Matriculation Certificate or equivalent document
 - (i) Copy of National Identity Card
 - (j) Copy of passport (in case of foreign nationals)
 - (k) No objection Certificate
 - (l) 04 photographs 1" X 1" (head uncovered, both ears visible, blue background)
 - (m) Copies of certificates of higher education, other Licences, foreign qualifications and courses may be attached.
 - (n) Fee voucher
13. **Documents required for Renewal / Re validation of Licence / Rating**
 - (a) CAAF-600/2 (Application Form)
 - (b) CAAF-43 (Medical Assessment)
 - (c) CAAF-663 A or B (Assessment Report)
 - (d) CAAF-664 (ATC Licence)
 - (e) Results of Examinations by CAA
 - (f) Fee voucher
14. **Contact Information:**

General Manager Licensing,
 Personnel Licensing Office,
 HQ CAA,
 Jinnah International Airport,
 Karachi – 75200
 Pakistan.

E-mail: gmlicense@caapakistan.com.pk

Phone: 9248204 & 9248107



**SKILL ASSESSMENT REPORT-AIR TRAFFIC CONTROLLERS
(NON RADAR RATINGS)**

CAAF-663-A

Issue Renewal Re-validation Endorsement-OJT Instructor Ref No.

Aerodrome Control Approach Control Area Control

5. Name (Block Letters)	Father's Name
6. Employer	Staff No. Employed Not Employed
CAA Licences (already held) No. and Validity	Ratings and Endorsements (already held)
<p>Instructions (for DCATCO and Licensing Inspector)</p> <p>a) Before conduct of the check, the Licensing Inspector / DCATCO shall ensure that the candidate has: i) applicable passed written exam, if ii) a valid medical certificate iii) a recommendation from OJT Instructor (CAAF-43)</p> <p>b) Logbook is to be checked for OJT record. Entry is to be made in the log book after the check, both in the case of pass or failure</p> <p>c) Same form can be used for different non-radar rating. (d) Please mark (3) for satisfactory and (5) for un-satisfactory.</p> <p>d) Filling of para 3 is mandatory.</p>	

★ Fill Applicable Block only

7. General Check (required for all ratings)	ATS UNIT / AIRPORT:	DATE OF CHECK:
Taking Over/Handing Over procedures	— Maintaining traffic flow	— Log of Entries
Judgement	— Retaining A/C Identity	Co-ordination & Communication
Initiative	— Anticipation	— Co-ordination Technique
Working Relationship	— Realizing & Correcting errors	— Provision of Traffic Information
Interest & Willingness	Operating Methods	— Communication clarity
Punctuality	— Flight progress strip Management	Phraseology
Supervision	— Clearances:	— Standard Phraseology
Control Judgement	- Delivery	— Voice Quality
-Awareness	- Timely	— Rate of Speech
-Judgement	- Read back Scrutiny	Equipment
-Planning	— Navigational Assistance	— Checks
-Anticipation	— Weather equipment & Information	— Knowledge of Operation
Traffic Management	— Local/ Unit Instructions	— Handling

8. Aerodrome Control	ATS UNIT / AIRPORT:	DATE OF CHECK:
Knowledge of :	— Nav/Landing aids on aerodrome/25NM	— Unlawful interference
— Aerodrome layout & physical its Characteristics	Demonstration of use of Equipment :	Practical demonstration of operation:
— Operation of airfield and obstruction lighting	— Ground-to-Ground communication	— Handling safely/orderly & expeditiously:
— Visual ground aids/indicators/signalling devices	— Air-ground communication	- Arriving & departing aircraft
— Location of Technical buildings and installations	— D/F Equipment	- Aircraft in circuit
— Performance of aircraft operating at aerodrome	— Meteorological Instrument	- Aircraft & vehicles on manoeuvring area
- Average /Max rate of Climb & descent	— Signal lamp and varey pistol	Issue essential aerodrome & traffic information
- Cruise & approach Speeds	— Stand-by equipment	Maintenance of flight progress strips/ blocking R/W
- Landing performance	Demonstration of Co-ordination Procedures :	Handle tower equipment, pyrotechnic, signal lamp
- Effects of complete/partial Instrument failure	— Procedures/Notification of arrival/departure	Identify signals/freq/data on navigation facilities
- Fuel consumption under varying conditions	— Transfer of control arrivals/departures	Application of operational instructions
— Terrain/obstructions heights with range & bearing	— Communication procedures & phraseology	Handling FPLs and meteorological information
— Location- aerodromes within 25NM & types of Ops.	Practical demonstration of Emergency procedure:	Dissemination of information including met info
— Location- restrict/prohibit/danger areas with 25NM	— Alerting the fire services	Understand weather conditions and effects on ops
— Location- landmarks/reporting points within 25 NM	— Alerting emergency services	
— Types of Airspace around & above the aerodrome	— Obtaining assistance for sick passengers	

9. Approach Control	ATS UNIT / AIRPORT:	DATE OF CHECK:
Knowledge of:	— Arrival and departure procedures (STARs & SIDs)	— ATC actions with regard to weather effect A/c.
— Lay out of all aerodromes in CTZ, including elevation, direction, R/W dimensions & type of operations	— Missed approach procedures for each approach	— In-flight reports & their distribution; and
— Particulars of airfield & obstruction lighting;	— Alternative procedures in case of facility failure	— RVR/IR VR reports
— Dimensions of control zone & provision of ATS	— Transition altitudes and levels	Emergency Procedures:
— Procedures for IFR & controlled VFR flights	— Minimum safe altitudes	— Alerting the emergency services & RCCs
— All aircraft types operating to & from the aerodromes	Radio Navigation Facilities:	— Phases of emergency
— Special procedures, for military & GA aircraft,	— Location and type	— Communication procedures
— Performance of aircraft operating within the airspace:	— Frequency band and identification	— Co-ordination procedures with the units involved
- Average & maximum rates f climb & descent	— Approximate range and accuracy and	— Procedures for unlawful interference
- Cruising speed	— Failure procedure & stand-by equipment	Operational Duties:
- Landing performance	Radio Communication Facilities:	— Maintain a safe, orderly and expeditious flow
- Effect & Partial of failure of essential equipment	— Communication with other ATS units	— Identify and resolve conflictions
Co ordination procedures:	— VHF/UHF channels & frequencies for all sectors	— Apply separation standards
Local procedures for notification of arrivals & departures	— Landline facilities & their routing	— Apply restrictions
— Transfer of control procedures for aircraft operating within the airspace & arriving/departing from/to adjacent areas	— Stand-by procedures	— Give clearances & releases for aircraft
— Communication procedures with other units	Terrain and Danger Areas:	— Maintenance of flight progress strips
— Correct phraseology	— Terrain characteristics / landmarks including spot heights with range & bearing from aerodromes	— Provide essential traffic information
Holding, Approach to land and Departure procedures:	— Dimensions, activity & location of danger, restricted & prohibited areas	— Apply local procedures prescribed in unit SATIs
		— Handle the unit equipment; and
		— Handling FPLs and meteorological information

AIR NAVIGATION ORDER NO: 90.0014 (ISSUE TWO)

- Instrument approach, holding procedures established : <input type="checkbox"/> <input type="checkbox"/>	Weather Appreciation: - Services rendered by met office to ATC <input type="checkbox"/> <input type="checkbox"/>	- Practical Dissemination of information including met info <input type="checkbox"/> <input type="checkbox"/>
---	---	---

6. Area Control	ATS UNIT / AIRPORT:	DATE OF CHECK:
Knowledge of : — Aerodromes & Air traffic Conditions: - Approx. length / width of runways within the Area - Limitations with regard to heavy Aircraft - Aircraft handling limitations for each Aerodrome within the Area - Coord procedures with aerodromes within the Area - Dimensions of the Area & relationship to the provision of Area control services - Transfer of Traffic to / from adjacent air-spaces - Reporting points, Distances & Flying times — Terrain and Danger Areas: - Dimensions, Activity & Locations of Danger, Restricted & Prohibited Areas - Minimum cruising Flight levels or altitudes — Radio Navigational Facilities : - Locations and types - Frequency band and identification - Approximate range and accuracy - Failure procedure	— Arrival, Departure & Holding Procedures for Aerodromes within Area of Responsibility : - Arrival and Departure Procedures(STARs & SIDs) - Holding patterns for each facility - Alternate procedures in case of facility failure — Weather : - Services rendered by MET Deptt. to ATC - Receipt of Forecast, Reports & in-flight reports and their distribution - ATC responsibility with regard to weather effect - RVR reports Demonstrations: — Co-ordination procedures: - Local procedures for the notification of flights - Transfer of control procedures, reporting points - Communication procedures with all units - Appropriate phraseology	— Radio communication facilities: - Communication with other ATS units - VHF RTF & HF RTF all sectors & frequencies - Land line facilities & their routing - Standby procedures — Operational Duties: - Safe, orderly & expeditious flow of Air Traffic - Identify and resolve conflicts - Application of separation standards - Application of restrictions - Giving clearances & releases for Air Traffic - Maintaining accurate flight progress strips - Handle all holding patterns - Provide essential Traffic information - Application of SATI's - Handling Area Control Centre equipment - Handling FPLs and meteorological information - Dissemination of information including met info

REMARKS:

3 STRIKE the appropriate box:

Certified that the candidate's performance is

	SATISFACTORY
	UN SATISFACTORY

and is

	RECOMMENDED
	NOT RECOMMENDED

for

	ISSUE
	RENEWAL
	REVALIDATION
	ENDORSEMENT

of

	AERODROME CONTROL RATING
	APPROACH CONTROL RATING
	AREA CONTROL RATING

_____ Candidate's signature in case of failure.

SIGNATURE

Designated Check ATCO

Name:

ATCL #

Date



SKILL ASSESSMENT REPORT-AIR TRAFFIC CONTROLLERS (RADAR RATINGS)

CAAF-663-B

Issue Renewal Re-validation Endorsement-OJT Instructor Ref No

--	--	--	--

Approach Radar Control Area Radar Control Precision Approach Radar

1. Name (Block Letters)	Father's Name		
2. Employer	Staff No.	Employed	Not Employed
CAA Licences (already held) No. and Validity	Ratings and Endorsements (already held)		
<p>Instructions (for DCATCO and Licensing Inspector)</p> <p>e) Before conduct of the check, the Licensing Inspector / DCATCO shall ensure that the candidate has: iv) applicable passed written exam, if v) a valid medical certificate vi) a recommendation from OJT Instructor (CAAF-43)</p> <p>f) Logbook is to be checked for OJT record. Entry is to be made in the log book after the check, both in the case of pass or failure</p> <p>g) Same form can be used for different radar ratings. (d) Please mark (3) for satisfactory and (5) for un-satisfactory.</p> <p>h) Filling of para 3 is mandatory.</p>			

★ Fill Applicable Block only

3. Radar Check (required for all ratings)	ATS UNIT / AIRPORT:	DATE OF CHECK:
Local & Equipment Knowledge:		
— Characteristics of radar equipment	— Arrival routing	— Aerodrome control
— Setting up sequence	— Departure routing	— Military ATS Units
— Consoles & controls – layout, operational effect and utilisation of controls & switches	— Providing separation / traffic information	— Meteorological Offices
— Recognition of permanent echoes & markers	— Surveillance approaches	Emergencies
— Location of significant terrain obstructions and radio facilities on scope	— Phraseology	— Radar failure
Operating procedures	Co-ordination Procedures	— Radio failure
— Identification	— Area control	— Aircraft emergencies
	— Approach control	

4. Approach Radar	ATS UNIT / AIRPORT:	DATE OF CHECK:
Knowledge of:		
— Lay out of all aerodromes in CTZ, including elevation, direction, R/W dimensions & type of operations	— Arrival and departure procedures (STARs & SIDs)	— ATC actions with regard to weather effect A/c.
— Particulars of airfield & obstruction lighting;	— Missed approach procedures for each approach	— In-flight reports & their distribution; and
— Dimensions of control zone & provision of ATS	— Alternative procedures in case of facility failure	— RVR/IR VR reports
— Procedures for IFR & controlled VFR flights	— Transition altitudes and levels	Emergency Procedures:
— All aircraft types operating to & from the aerodromes	— Minimum safe altitudes	— Alerting the emergency services & RCCs
— Special procedures, for military & GA aircraft,	Radio Navigation Facilities:	— Phases of emergency
— Performance of aircraft operating within the airspace:	— Location and type	— Communication procedures
- Average & maximum rates f climb & descent	— Frequency band and identification	— Co-ordination procedures with the units involved
- Cruising speed	— Approximate range and accuracy and	— Procedures for unlawful interference
- Landing performance	— Failure procedure & stand-by equipment	Operational Duties:
- Effect & Partial of failure of essential equipment	Radio Communication Facilities:	— Maintain a safe, orderly and expeditious flow
Co ordination procedures:	— Communication with other ATS units	— Identify and resolve conflicts
Local procedures for notification of arrivals & departures	— VHF/UHF channels & frequencies for all sectors	— Apply separation standards
— Transfer of control procedures for aircraft operating within the airspace & arriving/departing from/to adjacent areas	— Landline facilities & their routing	— Apply restrictions
— Communication procedures with other units	— Stand-by procedures	— Give clearances & releases for aircraft
— Correct phraseology	Terrain and Danger Areas:	— Maintenance of flight progress strips
Holding, Approach to land and Departure procedures:	— Terrain characteristics / landmarks including spot heights with range & bearing from aerodromes	— Provide essential traffic information
— Instrument approach ,holding procedures established :	— Dimensions, activity & location of danger, restricted & prohibited areas	— Apply local procedures prescribed in unit SATIs
	Weather Appreciation:	— Handle the unit equipment; and
	— Services rendered by met office to ATC	— Handling FPLs and meteorological information
		— Practical Dissemination of information including met info

5. Area Radar	ATS UNIT / AIRPORT:	DATE OF CHECK:
Knowledge of :		
— Aerodromes & Air traffic Conditions:	— Arrival, Departure & Holding Procedures for Aerodromes within Area of Responsibility :	— Radio communication facilities:
- Approx. length / width of runways within the Area	- Arrival and Departure Procedures(STARs & SIDs)	- Communication with other ATS units
- Limitations with regard to heavy Aircraft	- Holding patterns for each facility	- VHF RTF & HF RTF all sectors & frequencies
- Aircraft handling limitations for each Aerodrome within the Area	- Alternate procedures in case of facility failure	- Land line facilities & their routing
- Coord procedures with aerodromes within the Area	Weather :	- Standby procedures
- Dimensions of the Area & relationship to the provision of Area control services	- Services rendered by MET Dept. to ATC	Operational Duties:
- Transfer of Traffic to / from adjacent air-spaces	- Receipt of Forecast, Reports & in-flight reports and their distribution	- Safe, orderly & expeditious flow of Air Traffic
- Reporting points, Distances & Flying times	- ATC responsibility with regard to weather effect	- Identify and resolve conflicts
—Terrain and Danger Areas:	- RVR reports	- Application of separation standards
- Dimensions, Activity & Locations of Danger, Restricted & Prohibited Areas	Demonstrations:	- Application of restrictions
- Minimum cruising Flight levels or altitudes	— Co-ordination procedures:	- Giving clearances & releases for Air Traffic
—Radio Navigational Facilities :	- Local procedures for the notification of flights	- Maintaining accurate flight progress strips
- Locations and types	- Transfer of control procedures, reporting points	- Handle all holding patterns
		- Provide essential Traffic information
		- Application of SATI's
		- Handling Area Control Centre equipment
		- Handling FPLs and meteorological information



**CIVIL AVIATION AUTHORITY
PAKISTAN**

CAAF-608

Ref. No.

--	--	--	--

APPLICATION FOR TECHNICAL EXAMINATION

10. Tick the applicable exam below:

- | | | | | |
|------------------------------|------------------------------|-------------------------------|-----------------------------------|---|
| <input type="checkbox"/> PPL | <input type="checkbox"/> CPL | <input type="checkbox"/> ATPL | <input type="checkbox"/> AME-LWTR | <input type="checkbox"/> FEL |
| <input type="checkbox"/> GPL | <input type="checkbox"/> BPL | <input type="checkbox"/> ATCL | <input type="checkbox"/> FOOL | <input type="checkbox"/> Ratings/Categories |
| <input type="checkbox"/> MCC | <input type="checkbox"/> CCC | <input type="checkbox"/> Val | <input type="checkbox"/> | <input type="checkbox"/> |

11. **Name** (Block Letters)

Address _____

Phone _____ e-mail: _____

Present occupation _____ N.O.C. (Serving Armed forces Officer) Yes No

If exemption applicable, list exempted papers: _____

Date of Examination

--	--	--	--	--	--

 Attempt No. Date Last Attempt

--	--	--	--	--	--

Examination Centres

- Karachi Lahore Islamabad Peshawar Quetta

Aviation Training Center / Other _____

Examination Papers applied for _____

12. It is certified that the above information given by me is correct to the best of my knowledge.

Date _____

Signature of Applicant

13. **Recommendation by**

I certify that the applicant is fit to appear in the above requested examination. This is his/her _____ attempt.

Date _____

Signature & Stamp
Authorised Person

14. **For Office use only**

- | | | |
|---|--|-------|
| <input type="checkbox"/> Fee Voucher / Authorization | <input type="checkbox"/> Normal Fee | _____ |
| <input type="checkbox"/> Copies of Foreign Licence/Rating | <input type="checkbox"/> Voucher No & date | _____ |
| <input type="checkbox"/> Copy of N.O.C. | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> Log Book extract / Certificate | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> Recommendation Exam Result | <input type="checkbox"/> | _____ |

Received by



**ISLAMIC REPUBLIC OF PAKISTAN
CIVIL AVIATION AUTHORITY**

Ref. No.

--	--	--	--

OJT REPORT - ATCO

1. It is certified that Mr/Miss/Mrs. _____ ATC
Licence No.(if applicable) _____ has completed the prescribed On Job
Training, in accordance with CAA Regulations, for the issue of Rating:

- | | | |
|---|-------------------------------------|---|
| <input type="checkbox"/> Aerodrome | <input type="checkbox"/> Approach | <input type="checkbox"/> Approach Radar |
| <input type="checkbox"/> Approach Precision | <input type="checkbox"/> Area Radar | <input type="checkbox"/> Area |

Airport/ATS Unit: _____.

2. The OJT was conducted from _____ to _____.

3. His/Her performance was Satisfactory Unsatisfactory

4. Remarks(if any) _____

Signature OJT Instructor

Name : _____

ATCL Lic. No. _____

Dated: _____

Verification: by COO / FOO / RFC / APM (ATCO).

Signature

Dated: _____

Name : _____

Ref:

--	--	--	--



CIVIL AVIATION AUTHORITY
(PAKISTAN)

ORAL ASSESSMENT

Name of Candidate _____ Date of Examination _____

Licence/Rating Assessed for _____ Subject _____

Q U E S T I O N S

SAT UN-SAT

1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

REMARKS

DATE: _____ (PASS/FAIL) _____ SIGNATURE OF EXAMINER _____

NAME _____



**CIVIL AVIATION AUTHORITY
PAKISTAN**

APPENDIX 'G'
CAAF-624/F

Ref. No

--	--	--	--

MONITORING REPORT – APPROVED PERSON

π INITIAL APPROVAL

π REVALIDATION

π SPECIAL

Name (person under check)	Licence/Certificate No	Staff No:	Operator/Organization
Job Function	Approval for :	Check Date	

Comments required for each “SB” and “U” assessment

	S	SB	U	N/O		S	SB	U	N/O
1. EXPERIENCE (in Respective field)					4. INSTRUCTIONAL CHECK				
a) Working Experience					a) Class room technique (if applicable)				
b) Supervisory Capacity					b) Knowledge of syllabus				
c) Instructional Experience					c) Preparation of lesson				
2. ADMINISTRATIVE EXPERIENCE					d) Demonstration lecture				
a) Administration of organization					e) Application				
b) Human Resource Management					f) Check or Test				
3. CONDUCT					g) Practical instructional technique (if applicable)				
a) With sub-ordinates					h) —				
b) In stress					i) —				
c) Towards improvement					j) -				

REMARKS

Name (authorised person)	Licence No. (if applicable)	Date
--------------------------	-----------------------------	------

Authorised Person

MARKING GUIDE

S satisfactory

SB satisfactory with Briefing

U Unsatisfactory

N/O Not Observed