



AIR TRAFFIC CONTROLLER LICENSE (ATCL)

AIR NAVIGATION ORDER

VERSION : 3.0
DATE OF IMPLEMENTATION : 14-02-2022
OFFICE OF PRIME INTEREST : Directorate of Personnel Licensing

	NAME	DESIGNATION	SIGNATURE
PREPARED BY	FAHAD AHMED	Senior Assistant Director ATS	
	ARIF MUMTAZ	Addl. Director Licensing (Examination)	
REVIEWED BY	Air Cdre (Retd) MUHAMMAD ZIA KHAN	Director Personnel Licensing	
VERIFIED BY	NISAR AHMED BROHI	Sr. Additional Director Legal (Regulatory)	
	NADIR SHAFI DAR	Dy. Director General CAA (Regulatory)	
APPROVED BY	Flt. Lt. (Retd) KHAQAN MURTAZA	Director General, Civil Aviation Authority	
TYPE OF DOCUMENT	AIR NAVIGATION ORDER (ANO).		
STATUS OF DOCUMENT	CONTROLLED		

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A. AUTHORITY:

A1. This Air Navigation Order (ANO) has been issued by Director General Pakistan CAA in pursuance of powers vested in him under Rules 4, 48,49,50,357 and 360 of Civil Aviation Rules 1994(CARs-94).

B. PURPOSE:

B1. The purpose of this Air Navigation Order (ANO) is to provide regulatory framework for issue, revalidation and renewal of ATC License/ Ratings issued under Part-V of CARs-1994.

C. SCOPE:

C1. The scope of this ANO relates to the procedures for the issue, revalidation and renewal of ATC License and endorsement of ATC ratings of Air Traffic Controllers of the ATS provider(s) under the framework of CARs for provision of ATS in Pakistan.

D. DESCRIPTION:

D1. DEFINITIONS:

When the following terms are used in this regulation, they shall have the following meanings:

- D1.1 **Aerodrome control Service:** Air Traffic control service for aerodrome traffic.
- D1.2 **Air Traffic:** All aircraft in flight or operating on the maneuvering area of an aerodrome.
- D1.3 **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).
- D1.4 **Air Traffic Control Unit:** A generic term meaning variously, area control center, approach control office or aerodrome control tower.
- D1.5 **Air Traffic Control Service:** A service provided for the purpose of;
- Preventing collisions;
 - Between aircraft, and
 - On the maneuvering area between aircraft and obstructions; and
 - Expediting and maintaining an orderly flow of air traffic.
- D1.6 **Approach Control Service:** Air traffic control service for arriving or departing controlled flights.
- D1.7 **Area Control Service:** Air traffic control service for controlled flights in controlled areas.
- D1.8 **Approved Training Organization:** A training organization approved by and operating under supervision of CAA to perform approved trainings for issuance of an Air Traffic Controller License or Rating or a training centre approved by a contracting state recognized by the CAA.
- D1.9 **Approved Training Course:** Training conducted under special curricula and supervision approved by the CAA or a training approved by a contracting state recognized by the CAA for the issuance of an Air Traffic Controller License or Rating.
- D1.10 **Approved Instructor:** A person authorized by CAA to perform instructional duties in an Approved Training Organization to conduct approved trainings.
- D1.11 **ATS Surveillance Service:** A term used to indicate a service provided directly by means of an ATS surveillance system.

- D1.12 **ATS Surveillance System:** A generic meaning variously, ADS-B, PSR, SSR or any comparable ground based system that enables the identification of aircraft.
- D1.13 **Basic Rating:** The first endorsements of ATC Rating(s) of any ATS Unit/Airport on the License of an ATCO.
- D1.14 **Designated Check ATCO (DCATCO):** An ATCO of ATS provider duly designated by CAA for the assessment of ATCOs for the purpose of issue, renewal and revalidation of ATC License or Ratings.
- D1.15 **Designated Language Proficiency Rater (DLPR):** A suitably qualified and trained person duly designated by CAA who assigns a score to a candidate's performance in a test based on a judgment usually involving the matching of features of the performance to descriptors on an English Language Proficiency rating scale.
- D1.16 **Licensing Authority:** The Authority designated by the PCAA responsible for licensing of personnel and matters related to the approved training organizations performing following functions:
- D1.16.1 Assessment of applicants' qualifications to hold a License or a Rating.
- D1.16.2 Issuance and endorsement of License and Ratings.
- D1.16.3 Validation of License issued by other Contracting State.
- D1.16.4 Qualification assessment for approved persons.
- D1.17 **OJT Instructor (OJTI):** An ATCO, with an OJTI Endorsement on ATC License, authorized to supervise and conduct On Job Training of ATCOs.
- D1.18 **Rating:** An authorization entered on or associated with a License or Certificate and forming part thereof, stating conditions, privileges or limitations pertaining to such License or Certificate.
- D1.19 **Renewal:** The action taken by the Licensing Authority to validate a license for exercising the privileges associated with the license in case the license was declared invalid due to its expiry.
- D1.20 **Revalidation:** The action taken by the Licensing Authority to revalidate a license for exercising the privileges associated with the license before its date of expiry.
- D1.21 **Student ATC Permit:** Specific Authorization issued by the Licensing Directorate to an applicant for deployment on On-the-Job Training for the issuance of an ATC License under the supervision of an ATC OJTI in operational environment.
- D1.22 **Special Authorization:** Specific Authorization issued by the Licensing Directorate for a period not exceeding 180 days starting from the date of issuance to an applicant meeting all regulatory requirements to exercise privileges of provision of ATS in an operational environment.

D2. GENERAL PROCEDURES AND ADMINISTRATIVE REQUIREMENTS

- D2.1 In addition to specific requirements described in this ANO for ATC License, ANO-001-LCXX should be referred for basic licensing procedures and generic requirements common to all types of licenses.

D3. APPROVED – TRAINING ORGANIZATIONS, TRAININGS&INSTRUCTORS:

- D3.1 Formal training of air traffic controllers required for issuance of license / rating(s) should be in the form of an approved training course. Such approved training for air traffic controllers shall be conducted within an Approved Training Organization (ATO).
- D3.2 The approval of a training organization shall be dependent upon the applicant demonstrating compliance with the requirements of ANO-007-LCXX in addition to provisions given in this ANO.

- D3.3 The Basic ATC and ATC Surveillance Training Courses shall be the Approved Training Courses for the formal training of Air Traffic Controllers for the issuance of ATC License / ratings. ATOs shall get the approval of these trainings from PEL Directorate during ATO approval process. Any subsequent amendment in these courses shall also be subject to approval of PEL Directorate.
- D3.4 OJT of applicants for initial issue of License shall only be conducted at the ATS Units of Karachi, Lahore, Islamabad, Peshawar, Multan and Quetta.
- D3.5 The ATO providing ATC training for issuance of ATCL shall be monitored and audited under the framework of ANO-007-LCXX at least once a year for the renewal of their approval status.
- D3.6 The syllabi for Basic ATC Course shall include as a minimum:
- D3.6.1 **Air law:** Rules and regulations relevant to the air traffic controller (Aviation Law and Annex 2);
- D3.6.2 **Air traffic control equipment:** Principles, use and limitations of equipment used in air traffic control;
- D3.6.3 **General aircraft knowledge:** Principles of flight; principles of operation and functioning of aircraft, engines and systems; aircraft performance relevant to air traffic control operations;
- D3.6.4 **Human performance:** Human performance including principles of Threat & Error Management;
- D3.6.5 **Meteorology:** Aeronautical meteorology; use and appreciation of meteorological documentation and information; origin and characteristics of weather phenomena affecting flight operations and safety; altimetry (Relevant aspects from Annex 3 - Meteorology);
- D3.6.6 **Navigation:** Principles of air navigation; principle, limitation and accuracy of navigation systems and visual aids, Performance Based Navigation;
- D3.6.7 ICAO Doc 4444(PANS-ATM) & Manual of Air Traffic Services covering operational procedures: Air traffic control, communication, radiotelephony and phraseology procedures (routine, non-routine and emergency); use of the relevant aeronautical documentation; safety practices associated with flight;
- D3.6.8 Air Traffic Services – ICAO Annex 11;
- D3.6.9 The provisions of ICAO Annex 14 Volume I (Aerodromes) relevant for provision of ATS;
- D3.6.10 The relevant part of ICAO Annex 4 (Aeronautical Charts), Annex 15 (Aeronautical Information Management) and ICAO Doc 10066 (PANS-AIM) providing an understanding of AICs, NOTAMs, AIRAC system and contents of AIP relating to ATS including aeronautical charts.
- D3.6.11 The provisions of ICAO Annex 12 Search & Rescue relevant for provision of ATS and Search & Rescue setup in Pakistan.
- D3.7 The syllabi for ATC Surveillance Course shall include:
- D3.7.1 Principles, use and limitations of applicable ATS surveillance systems and associated equipment; and
- D3.7.2 Procedures for the provision of ATS surveillance service, as appropriate, including procedures to ensure appropriate terrain clearance.
- D3.8 **Approved instructors:** shall conduct basic ATC / Radar courses required for the issuance of license / endorsement of ratings.
- D3.8.1 An ATC Instructor shall be approved subject to fulfillment of the following criteria:
- D3.8.1.1 Having ATC experience of five (05) or more years.

- D3.8.1.2 Suitable temperament and above board conduct
- D3.8.2 Has conducted at least one Course under supervision of a qualified instructor or has qualified Instructional Technique Course or any similar Instructional Course(s).
- D3.9 Deployment as instructor shall be made by ATS provider subject to a 'Satisfactory' assessment report on CAAF-428-LCXX-2.0 (Monitoring Report) duly endorsed by PEL Directorate.

D4. CAA TECHNICAL EXAMINATIONS:

- D4.1 The papers for theory examinations for Air Traffic Controller License & Ratings, except where the conduct of examinations is approved by PCAA (PEL) are given below:
- D4.1.1 ATC-1: A paper covering subjects specified in Para 3.6.1, 3.6.3, 3.6.4, 3.6.5 and 3.6.6.
- D4.1.2 ATC-2: A paper covering subject specified in Para 3.6 other than specified above;
- D4.1.3 ATCR-1: A paper covering Practical aspects of Aerodrome Control Rating
- D4.1.4 ATCR-2: A paper covering Practical aspects of Approach Control Procedural Rating
- D4.1.5 ATCR-3: A paper covering Practical aspects of Approach Control Surveillance Rating
- D4.1.6 ATCR-4: A paper covering Practical aspects of Approach Precision Radar Control Rating
- D4.1.7 ATCR-5: A paper covering Practical aspects of Area Control Procedural Rating
- D4.1.8 ATCR-6: A paper covering Practical aspects of Area Control Surveillance Rating
- D4.2 New applicant for Student ATC permit shall have qualified the papers of ATC-1 and ATC-2 conducted by PEL Directorate. Paper ATC-1 and ATC-2 may also be conducted at ATO(s) when supervised by Licensing Authority on case-to-case basis. Where ATC-R exams can be conducted at major locations subject to arrangement and prior approval by PEL directorate.
- D4.3 ATC License holder's applicants for endorsement of additional ratings have to pass relevant ATC Rating paper before qualifying for skill assessment for the endorsement of unit rating.
- D4.3.1 **EXCEPTION:** Applicants holding similar rating at any other unit during last 12 months will not be required to appear in ATC rating paper.
- D4.4 **PASS MARKS:**
- The passing marks for each paper are seventy percent (70%).

D5. STUDENT AIR TRAFFIC CONTROLLER PERMIT:

- D5.1 In order to ensure that student air traffic controllers have the required competence to undergo OJT, student ATC permit is issued before their first deployment on On-Job Training (OJT) in ATS units.
- D5.2 The Student Air Traffic Controller Permit shall remain valid for a period of 12 months, which may subsequently be extended for a period of another 12 months on recommendation of ATS provider.
- D5.3 ATS provider shall ensure that student air traffic controllers do not constitute a hazard to air navigation.
- D5.4 While no fresh applicant is authorized to undergo OJT without having valid Student ATC permit, the requirement is not applicable to persons having valid or expired ATC license while undergoing OJT for a new rating(s).

D5.5 **ELIGIBILITY:**

D5.5.1 To be eligible for issuance of Student ATC permit, applicant should fulfill the following requirements:

D5.5.1.1 Have passed the approved course;

D5.5.1.2 Have passed the CAA Technical examination ATC1, ATC2

D5.5.1.3 Hold valid minimum class 3 medical assessment; and

D5.5.1.4 Has been rated in English Language Proficiency of minimum level 4.

D5.6 **ISSUE REQUIREMENTS FOR STUDENT AIR TRAFFIC CONTROLLER PERMIT:**

D5.6.1 Student Air Traffic Controller Permit may be issued subject to the fulfilling the eligibility criteria. Following documents shall be submitted:

D5.6.1.1 CAAF-420-LCXX- (Application Form)

D5.6.1.2 CAAF-005-LCAM- (valid Medical Assessment)

D5.6.1.3 CAAF-419-LCXX- (ELP Assessment)

D5.6.1.4 Basic Course completion Certificate (Photocopy).

D5.6.1.5 CAA Technical Examinations result.

D5.6.1.6 Secondary School Certificate (Photocopy of Certification D.O.B/ Name).

D5.6.1.7 Educational Qualification Certificate(s)/degree(s) acquired after SSC.

D5.6.1.8 National Identity Card (Photocopy).

D5.6.1.9 Passport (Foreign nationals only-Photocopy).

D5.6.1.10 04colored Photographs 1" x 1".

D5.7 **PRIVILEGES OF STUDENT ATC PERMIT HOLDER:**

Subject to valid medical assessment and compliance with the requirements mentioned above, the holder of Student ATC Permit may undergo OJT and provide ATS in an operational environment under the supervision of air traffic control (ATC) On Job Training instructors (OJTIs).

D6. **REQUIREMENTS FOR ISSUANCE OF ATC LICENSE:**

Following criteria is to be met by the applicant:

D6.1 **AGE:**

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

D6.2 **KNOWLEDGE:**

Level of knowledge appropriate to air traffic controller license, in the subjects specified in Para D3.6.

D6.3 **EXPERIENCE:**

The applicant shall have completed an approved training course and not less than three (03) months of satisfactory service engaged in actual control of air traffic under the supervision of appropriately rated Air Traffic controllers (OJTIs). The experience requirements specified for air traffic controller ratings in Para 13.2 may be credited as a part of the experience towards the license.

D6.4 **TECHNICAL EXAMINATION**

The applicant has to qualify CAA Technical Examination papers relevant to specific rating for the endorsement.

D6.4.1 **EXCEPTION:** A person holding similar rating at any other location during last 01 year does not require appearing in Technical Examination paper.

D6.5 **LANGUAGE PROFICIENCY:**

D6.5.1 The applicant shall have demonstrated the proficiency of at least operational level 4 of the Language proficiency rating scale using holistic descriptors, described in ANO-006-LCXX.

D6.5.2 The validity of an English Language proficiency assessment is as follows:

D6.5.2.1 Proficiency level 4 (operational) remains in force for 3 years from the date of assessment;

D6.5.2.2 For proficiency level 5 (extended) remains in force for 6 years from the date of assessment;

D6.5.2.3 For proficiency level 6 (expert) remains in force until cancelled.

NOTE: Two assessors should preferably conduct ELP assessment for candidate(s).

D6.5.3 No ATC License holder can exercise privileges of ATCL without having valid ELP endorsement on ATCL.

D6.6 **MEDICAL FITNESS:**

The applicant shall hold a current Class 3 Medical Assessment.

D7. SKILL TEST AND ASSESSMENT CRITERIA

D7.1 The applicant has to demonstrate appropriate level of skill, judgment and performance, in accordance with the privileges to be granted.

D7.2 The skill assessment parameters are contained in:

D7.2.1 CAAF-426-LCXX (Procedural)

D7.2.2 CAAF-427-LCXX (Surveillance).

D7.3 Practical implementation of applicable ICAO SARPs and National Regulations including MATS (Manual of Air Traffic Services), local SOPs etc. will be evaluated during the course of assessment.

D7.4 Upon completion of OJT, service provider shall submit CAAF-424-LCXX requesting PEL Directorate for the composition of skill assessment board.

D7.5 PEL directorate shall nominate an assessment board on receipt of request from service provider for following:

D7.5.1 Assessment of an applicant for initial issue of License and rating (s),

D7.5.2 Renewal of expired or suspended license or rating(s).

D8. INITIAL ISSUANCE OF ATCL:

D8.1 Following documents are to be submitted for the issuance of ATCL:

D8.1.1 CAAF-420-LCXX (Application Form)

D8.1.2 CAAF-005LCAM (Medical Assessment)

D8.1.3 CAA Technical Exam Result (Relevant ATCR paper)

D8.1.4 CAAF-424-LCXX (OJT Certificate)

D8.1.5 CAAF-419-LCXX (Candidate Assessment Form (ELP))

D8.1.6 CAAF-429-LCXX (ICAO English Level Proficiency Screening for ELP 6), (if applicable)

D8.1.7 CAAF-426-LCXX or CAAF-427-LCXX (Assessment Report)

D8.1.8 04 colored Photographs 1" x 1" (with both ears visible)

D8.2 VALIDITY PERIODS:

D8.2.1 Student Permit - As per Para D5.2

D8.2.2 ATC License - 60 Months

D9. REVALIDATION REQUIREMENTS – LICENSE:

D9.1 Revalidation of ATCL is subject to holding at least one valid Rating and meeting the following:

D9.1.1 Refresher training at approved locations to ensure continuous competency (This will be applicable from 1st January 2023);

D9.1.2 Recent experience (3 watches in last six months for each rating);

D9.1.3 Prescribed skill requirements assessed by head of ATS unit / DCATCO; and

D9.1.4 Valid medical assessment.

D9.2 DOCUMENTS TO BE SUBMITTED:

D9.2.1 Following documents are to be submitted for the revalidation of ATCL:

D9.2.1.1 CAAF-420-LCXX (Application Form)

D9.2.1.2 Refresher training completion certificate by service provider

D9.2.1.3 CAAF-426-LCXXor CAAF-427-LCXX (Assessment Report for each valid rating)

D9.2.1.4 CAAF-005-LCAM (Medical Assessment)

D9.2.1.5 CAAF-421-LCXX (ATC License)

D10. ADDITIONAL RATINGS –ISSUE/ ENDORSEMENT:

D10.1 Additional ATC Rating issue/ endorsement requirements are:

D10.1.1 Meeting prescribed experience

D10.1.2 Result of applicable ATC Rating Examination

D10.1.3 'Satisfactory' Skill Assessment Report assessed by skill assessment board

D10.2 DOCUMENTS TO BE SUBMITTED:

D10.2.1 Following documents are required for the endorsement of additional Rating:

D10.2.1.1 Application form (CAAF-420-LCXX)

D10.2.1.2 ATC License (CAAF-421-LCXX)

D10.2.1.3 CAA Technical Examination result sheet for applicable ATC-R

D10.2.1.4 Assessment Report (CAAF-426-LCXX or CAAF-427-LCXX) whichever is applicable

D10.2.1.5 OJT Certificate (CAAF-424-LCXX)

D10.2.1.6 Valid Medical Assessment (CAAF-005-LCAM)

D11. RENEWAL REQUIREMENTS – EXPIRED LICENSE:

D11.1 ATCL will lose its validity if not revalidated by the date of its expiry. Expired License shall meet the following requirements along with all requirements related to the revalidation of ATCL:

D11.1.1 LESS THAN SIX MONTHS:

D11.1.1.1 Skill assessment by a team of DCATCOs constituted by the service provider.

D11.1.2 MORE THAN 6 MONTHS UPTO ONEYEAR:

- D11.1.2.1 07 days OJT for at least one ATC Rating previously held.
- D11.1.2.2 Skill assessment by a board constituted by PEL Directorate.

D11.1.3 MORE THAN ONE YEAR BUT NOT EXCEEDING TWO YEARS:

- D11.1.3.1 Successfully complete applicable ATC-R paper.
- D11.1.3.2 15 days OJT for at least one ATC Rating previously held.
- D11.1.3.3 Skill assessment by a board constituted by PEL Directorate

D11.1.4 MORE THAN TWOYEARS:

- D11.1.4.1 The applicant shall meet all the requirements (Except the basic ATC course) for initial issue of ATC License.

D11.2 DOCUMENTS TO BE SUBMITTED:

- D11.2.1 The following documents shall be submitted to the Licensing Office for the renewal of an ATC License:

- D11.2.1.1 Application form (CAAF-420-LCXX)
- D11.2.1.2 Medical Assessment (CAAF-005-LCAM)
- D11.2.1.3 ATC License (CAAF-421-LCXX)
- D11.2.1.4 OJT Report (CAAF-424-LCXX),if applicable
- D11.2.1.5 Assessment Report (CAAF-426-LCXXor CAAF-427-LCXX), whichever is applicable
- D11.2.1.6 CAA Technical Examination result sheet,

D12. AIR TRAFFIC CONTROLLER RATINGS:

- D12.1 Air Traffic Controller Ratings comprise of the following categories:

- D12.1.1 Aerodrome control rating;
- D12.1.2 Approach control procedural rating;
- D12.1.3 Approach control surveillance rating;
- D12.1.4 Approach precision radar control rating;
- D12.1.5 Area control procedural rating;
- D12.1.6 Area control surveillance rating; and
- D12.1.7 On-Job-Training Instructor (OJTI) Rating

D13. AIR TRAFFIC CONTROLLER RATINGS REQUIREMENTS:

D13.1 KNOWLEDGE:

- D13.2 The applicant is to demonstrate level of knowledge appropriate to the privileges, in at least the following subjects.

D13.2.1 AERODROME CONTROL RATING:

- D13.2.1.1 Aerodrome layout; physical characteristics and visual aids;
- D13.2.1.2 Airspace structure;
- D13.2.1.3 Applicable regulations, rules, procedures and source of information;
- D13.2.1.4 Air navigation facilities;
- D13.2.1.5 Air traffic control equipment and its use;
- D13.2.1.6 Terrain and prominent landmarks;

- D13.2.1.7 Characteristics of air traffic;
- D13.2.1.8 Weather phenomena; and
- D13.2.1.9 Emergency/ search & rescue plans.
- D13.2.2 **APPROACH CONTROL & AREA CONTROL PROCEDURAL RATINGS:**
- D13.2.2.1 Airspace structure;
- D13.2.2.2 Applicable regulations, rules, procedures and source of information;
- D13.2.2.3 Air navigation facilities
- D13.2.2.4 ATC equipment and its use;
- D13.2.2.5 Terrain and prominent landmarks;
- D13.2.2.6 Characteristics of air traffic and traffic flow;
- D13.2.2.7 Weather phenomenon; and
- D13.2.2.8 Emergency/ search & rescue plans.
- D13.2.3 **APPROACH & AREA CONTROL SURVEILLANCE & APPROACH PRECISION RADAR CONTROL- RATING(S):**
- D13.2.3.1 In addition to Para D13.2.1 and D13.2.2, at-least following subject knowledge is also required:
- D13.2.3.1.1 Principles, use and limitations of available ATS surveillance systems and associated equipment; and
- D13.2.3.1.2 Procedures for the provision of ATS surveillance service, as appropriate including procedures to ensure appropriate terrain clearance.
- D13.3 **EXPERIENCE:**
- D13.3.1 The applicant shall have:
- D13.3.1.1 Satisfactorily completed an approved training course;
- D13.3.1.2 Satisfactorily provided, under the supervision of appropriately rated on-the-job training instructors(OJTIs), one or more of the following:
- D13.3.1.2.1 **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;
- D13.3.1.2.2 **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.
- D13.3.1.2.3 **EXCEPTION:** 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 ATC on-the-job training instructor (OJTI).
- D13.3.1.2.4 **APPROACH PRECISION RADAR CONTROL RATING:** Not less than 200 precision approaches of which not more than 100 shall be 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 required; and
- D13.3.2 Applicants having ATCL for more than 3 years and similar basic rating(s) endorsed thereon for any ATS unit(s) are not required to comply with the training requirements as prescribed in Para 13.3, if recommended by OJTI and the service provider.

- D13.3.3 Completion of OJT of respective applicant(s) shall be certified by OJTI on CAAF-424-LCXX.
- D13.3.4 **EXCEPTION:** For small airports, where only familiarization is required OJT completion certificate CAAF-424-LCXX shall be filled by incumbent ATC officer.
- D13.4 **SKILL TEST AND ASSESSMENT STANDARDS:**
- D13.4.1 The applicant is to demonstrate appropriate level of skill, judgment and performance, in accordance with the privileges to be granted as given in relevant CAA forms.
- D13.4.2 The skill parameters are prescribed in:
- D13.4.2.1 CAAF-426-LCXX (Procedural Skill Assessment)
- D13.4.2.2 CAAF-427-LCXX (Surveillance Skill Assessment)
- D13.4.3 Upon completion of OJT, service provider shall submit CAAF-424-LCXX requesting PEL Directorate for the composition of skill assessment board.
- D13.4.4 PEL directorate shall nominate an assessment board on receipt of request from service provider for following:
- D13.4.4.1 Assessment of an applicant for initial issue of rating (s),
- D13.4.4.2 Renewal of expired or suspended or rating(s).
- D13.4.5 Skill assessment report on prescribed forms is to be submitted to PEL Directorate within 30 days for the rating endorsement.
- D13.5 **CONCURRENT ISSUANCE OF TWO AIR TRAFFIC CONTROL RATINGS:**
- D13.5.1 When two concurrent air traffic control ratings are sought simultaneously, the applicant shall meet the requirements of both the rating(experience of less demanding rating can be added towards higher demanding rating for conjoined units).
- D14. **PRIVILEGES OF ATCL HOLDER:**
- D14.1 Subject to valid medical assessment and compliance with the requirements mentioned above, the holder of ATCL may exercise the following privileges:
- D14.1.1 **Aerodrome Control Rating:** to provide or to supervise the provision of aerodrome control service for the aerodrome for which the license holder is rated;
- D14.1.2 **Approach Control Procedural Rating:** To provide or to supervise the provision of approach control service for the aerodrome or aerodromes for which the license holder is rated, within the airspace or portion thereof, under the jurisdiction of the unit providing approach control service;
- D14.1.3 **Approach Control Surveillance 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 license holder is rated, within the airspace or portion thereof, under the jurisdiction of the unit providing approach control service, excluding the conduct of surveillance RADAR approaches unless requirement mentioned in Para 13.3.2.1.3 are fulfilled.
- D14.1.4 **Approach Precision Radar Control Rating:** To provide and/or supervise the provision of precision approach radar service at the aerodrome for which the license holder is rated;
- D14.1.5 **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 license holder is rated; and
- D14.1.6 **Area Control Surveillance Rating:** To provide and/or supervise the provision of area control service with the use of use of Radar or other surveillance systems, within the control area or portion thereof, for which the license holder is rated.

- D14.2 No privileges can be exercised by an individual unless he holds a valid ATCL and endorsements applicable to the authorizations duly endorsed by the PEL Directorate. In case of violation individual shall be liable to enforcement action.
- D14.3 **EXCEPTION:** License holder deployed at an airport with applicable rating, may exercise the privileges of the same rating on small airports subject to intimation to PEL Directorate. Deployment exceeding 6 months, skill assessment report conducted by DCATCO nominated by ATS provider is to be submitted for endorsement. Before exercising the privileges indicated above, the license holder should be familiar with all relevant procedures and current information applicable to that airport.
- D14.4 **SPECIAL CASES**
- D14.4.1 For any newly established ATS unit, first time special permission may be granted on the basis of simulator training and operational experience for issuance of authorization and rating.
- D15. VALIDITY OF RATINGS:**
- D15.1 The rating shall remain valid if ATCL holder has exercised the privileges of the applicable rating(s) at least three times with minimum two hours duration each in last six months.
- D15.2 A rating shall remain invalid until the controller's ability to exercise the privileges of the rating has been re-established.
- D15.3 **RATINGS RENEWAL REQUIREMENTS:** In case of expired rating(s), the holder shall meet the following requirements to regain currency:
- D15.3.1 **LESS THAN SIX MONTHS:**
- D15.3.1.1 Skill assessment by a team of DCATCOs constituted by the service provider
- D15.3.2 **UPTO ONE YEAR:**
- D15.3.2.1 07 days OJT at the unit for which the rating is required.
- D15.3.2.2 Skill assessment by a board constituted by PEL Directorate
- D15.3.3 **MORE THAN ONE YEAR BUT NOT EXCEEDING TWO YEARS:**
- D15.3.3.1 Applicable ATC-R exam
- D15.3.3.2 15 days OJT at the unit for which the rating is required.
- D15.3.3.3 Skill assessment by board constituted by PEL Directorate
- D15.3.4 **MORE THAN TWO YEARS:**
- D15.3.4.1 The applicant shall meet all the requirement applicable for initial issue of Rating.
- D15.4 **DOCUMENTS TO BE SUBMITTED:** The following documents shall be submitted to the Licensing Office for the renewal of an ATC Rating:
- D15.4.1 Application form (CAAF-420-LCXX)
- D15.4.2 Medical Assessment (CAAF-005-LCAM)
- D15.4.3 ATC License (CAAF-421-LCXX)
- D15.4.4 OJT Report (CAAF-424-LCXX), if applicable
- D15.4.5 Exam result, if applicable
- D15.4.6 Assessment Report (CAAF-426-LCXX or CAAF-427-LCXX), if applicable
- D16. OJT INSTRUCTOR ENDORSEMENT REQUIREMENTS:**
- D16.1 License holders having valid rating may be endorsed with an OJTI endorsement for

the unit subject to meeting the following minimum requirements:

- D16.1.1 Holds 5 years of ATC experience with preferably one (01) year in particular unit for which OJTI rating is to be granted. PEL directorate may consider the previous experience gained at any airport for the similar rating.
- D16.1.2 There should not be any violation/ near-miss reports attributable during last 1 year.
- D16.1.3 Have suitable temperament and above board conduct.
- D16.1.4 Recommended by DCATCO and service provider subject to satisfactory Monitoring Report.
- D16.2 Due to low traffic density traffic and limited airspace at medium and small locations (e.g. Multan, Peshawar, Quetta etc. as compared to major locations of Karachi, Lahore and Islamabad, the overall experience requirement may be curtailed to two (02) years and in particular unit may be curtailed to minimum six months provided rest of the criteria has been met.

D16.3 **DOCUMENTS TO BE SUBMITTED:**

The following documents shall be submitted to the Licensing Directorate:

- D16.3.1 Application Form (CAAF-420-LCXX)
- D16.3.2 Medical Assessment (CAAF-005-LCAM)
- D16.3.3 Monitoring report (CAAF-428-LCXX)

D16.4 **OJTI PRIVILEGES:**

- D16.4.1 The holder of an OJT instructor Endorsement shall exercise the privileges as under:
 - D16.4.1.1 Instruct air traffic service personnel during the OJT for obtaining a License/Rating
 - D16.4.1.2 Supervise air traffic service personnel under training for regaining currency, if needed
 - D16.4.1.3 Assess and Report ATCOs during the OJT for issue/renewal of License/ Ratings
 - D16.4.1.4 To recommend air traffic service personnel for issuance of Rating on CAAF-424-LCXX (OJT Certificate).

D16.5 **OJTI ENDORSEMENT- CURRENCY:**

- D16.5.1.1 OJTI endorsement currency shall remain valid subject to maintaining ATC License with specific Rating for the ATS unit.
- D16.5.1.2 OJTI endorsement may be withdrawn/ suspended by the competent authority with valid reasons or on the recommendation of service provider.

D17. **DESIGNATED CHECK ATCO (DCATCO):**

- D17.1 DCATCO shall be an ATCO having met following criteria:-
 - D17.1.1 Valid ATC License;
 - D17.1.2 Valid respective ATC rating;
 - D17.1.3 05 years experience as an ATCO;
- D17.2 Service provider shall nominate ATCOs to be declared as DCATCO, as per criteria given in D17.1 for the scrutiny and authentication by Licensing Directorate. All nominees would be assessed for their competencies under the provisions required in CAAF-438-LCXX-1.0 by an interview panel constituted by Director PEL who may nominate officers from other regulatory Directorates with suitable experience to conduct the interviews

D17.3 **PRIVILEGES:**

The Designated Check ATCO shall exercise the under mentioned privileges:

- D17.3.1 Exercise the privileges of an ATCO
- D17.3.2 Conduct skill assessment checks for the initial issue or renewal of the license or rating on behalf of Personnel Licensing Directorate
- D17.4 **VALIDITY:**
- D17.4.1 The Designated Check ATCO approval shall remain valid for a period of five years (05) subject to validity of license and concerned rating(s).
- D17.4.2 PEL Directorate may cancel the authorization or reassess DCATCOs for their competencies on receipt of negative feedback(s) from either examinees, PEL inspectors or on the request of service provider(s).
- D17.5 PEL Directorate shall issue a list of DCATCOs annually or as and when required.

D18. DESIGNATED LANGUAGE PROFICIENCY RATER (DLPR)

- D18.1 DLPRs shall be a person having met the following criteria:
- D18.1.1 Has/ held aviation license;
- D18.1.2 ELP Level-VI;
- D18.1.3 Preferably qualified language proficiency rater course;
- D18.1.4 At least 05 years aviation experience;
- D18.2 Service provider shall recommend suitable personnel to be DLPR (criteria given in D18.1). All nominees shall be assessed for their competencies by an interview panel under the provisions required in CAAF-448-LCXX constituted by Director PEL who may nominate officers from other regulatory Directorates with suitable experience as a member of board to conduct the interviews
- D18.3 **PRIVILEGES:**
- D18.3.1 The Designated Language Proficiency Rater shall conduct ELP assessment of Air Traffic Controllers for the initial issue, revalidation and renewal of the license as well as to ensure continued proficiency of minimum operational level 4 as required.
- D18.4 **VALIDITY OF DLPR APPROVAL:**
- D18.4.1 The DLPR approval shall remain valid lifetime.
- D18.4.2 PEL Directorate may cancel the authorization or reassess DLPRs for their competencies on receipt of negative feedback from examinees, PEL inspectors or on the request of service provider(s).
- D18.4.3 PEL Directorate shall issue a list of DLPRs annually or as and when required.

Note 1: PEL Directorate shall be intimated about the schedule of ELP assessment(s) well before time. PEL inspectors may oversight any ELP assessment as and when required for the purpose of surveillance.

Note 2: PEL inspectors are required to submit a draft report regarding the standard and conduct of ELP assessment within 15 days of surveillance activity.

D19. COMPOSITION OF SKILL ASSESSMENT BOARD FOR EVALUATION TO GRANT ATC RATING/ LICENSE:

- D19.1 Assessment Board shall comprise of minimum two DCATCO and a representative from PEL Directorate. Service provider will provide a list of available DCATCOs for the skill assessment.
- D19.2 For medium and small locations PEL Directorate may nominate only one DCATCO for skill assessment
- D19.3 Service provider may nominate additional personnel with a request for detailing to PEL Directorate.

- D19.4 Senior most officer among the assessment board will preside the skill assessment.
- D19.5 In all cases, a representative from PEL directorate shall oversight the skill assessment activity as per provisions given in CAAF-426-LCXX and CAAF-427-LCXX.
- D19.6 In case of an unsuccessful skill assessment result, where candidate feels aggrieved, he can request Director PEL for reassessment within 15 days of the check in writing explaining the reasons for the request. Director PEL may constitute a new skill assessment board replacing one or all members.

D20. Surveillance by PEL Directorate:

- D20.1 The ATS units where privileges of ATC license / ratings are being exercised by license holders will be subject to safety oversight by CAA so that monitoring of compliance can be ensured through a surveillance mechanism.
- D20.2 ATS stations where OJT for initial issue of license is conducted (refer Para D3.4) will be subject to audit at least once in twenty-four (24) months under the purview of CAAF-445-LCXX-1.0 (Safety oversight audit report for ATC stations).
- D20.3 The safety oversight audit for remaining ATS units will be conducted on random basis as and when deemed necessary by PEL directorate for surveillance of Air Traffic Controller(s) licenses or by another Regulatory Directorate competent to perform the oversight duties of ANSP.

D21. ISSUANCE OF SPECIAL AUTHORIZATION:

- D21.1 When so requested by service provider, specific authorization may be issued by the Licensing Directorate for a period not exceeding 180 days to exercise the privileges of ATC License / rating subject to fulfillment of all requirements.
- D21.2 The provision is also applicable where either the License or the privileges thereto have been lost; and the applicant needs to meet the revalidation requirement(s) for License/Rating(s).

D22. CONVERSION/ VALIDATION OF FOREIGN LICENSES:

- D22.1 PCAA will not convert or validate any foreign ATCL.

D23. FEE SCHEDULE:

As per PCAA applicable fee schedule

E. EVIDENCES (ACRONYMS/ RECORDS/ REFERENCES):

E1. ACRONYMS:

ANO	Air Navigation Order
ATC	Air Traffic Control
ATCL	Air Traffic Control License
ATCO	Air Traffic Control Officer
ATCR	Air Traffic Control Rating
ATM	Air Traffic Management
CAA	Civil Aviation Authority
CAAF	Civil Aviation Authority Form
CARs	Civil Aviation Rules
CATI	Civil Aviation Training Institute
DCATCO	Designated Check Air Traffic Control Officer

DGCAA	Director General Civil Aviation Authority
ICAO	International Civil Aviation Organization
MATS	Manual of Air Traffic Services
OJT	On the Job Training
OJTI	On the Job Training Instructor
PANS	Procedure for Air Navigation Services
SARPs	Standards and Recommended Practices
SOPs	Standard Operating Procedures

E2. RECORDS:

E2.1	CAAF-419-LCXX	(Candidate ELP Assessment Form)
E2.2	CAAF-420-LCXX	(Application for Air Traffic Controller License)
E2.3	CAAF-421-LCXX	(Air Traffic Controller License)
E2.4	CAAF-422-LCXX	(Validity Card)
E2.5	CAAF-424-LCXX	(ATCO - OJT Report)
E2.6	CAAF-426-LCXX	(Assessment Report – Procedural Ratings)
E2.7	CAAF-427-LCXX	(Assessment Report – Surveillance Ratings)
E2.8	CAAF-428-LCXX	(Monitoring Report)
E2.9	CAAF-429-LCXX	(ELP Screening for level-6)
E2.10	CAAF-430-LCXX	(Student Air Traffic Controller Permit)
E2.11	CAAF-438-LCXX	(Assessment for DCATCOs)
E2.12	CAAF-445-LCXX	(Safety oversight audit report for ATC stations)
E2.12	CAAF-448-LCXX	(Assessment for DLPRs)
E2.13	CAAF-200-LCXX	(Application for Technical Examination)
E2.14	CAAF-005-LCAM	(Medical Assessment)

E3. REFERENCES:

E3.1	ICAO Annex 01	(Personnel Licensing)
E3.2	ANO-001-LCXX	(General Licensing Procedures)

IMPLEMENTATION:

This Air Navigation Order (ANO-014-LCXX) version 3.0 supersedes; Air Traffic Controller License (ATCL) (ANO-014-LCXX-2.0) and its associated CAA Forms dated 25th October, 2021 and shall be implemented with effect from **14th February, 2022**.

(KHAQAN MURTAZA)
Flight Lieutenant (Retd).
Director General,
Pakistan Civil Aviation Authority

Dated: February, 2022

(CAPT. MUHAMMAD ZIA KHAN)
Air Cdre. (Retd.)
Director Personnel Licensing

Dated: February, 2022

File: HQCAA/1136/288/LCXX (P/C)