MANUAL ON
STATION LEVEL TRAINING
FOR ACQUIRING RATING

(ED/ATM/2012/V1.01- MT&R-XXXX)

November 26, 2012

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Airports Authority of India provides air traffic services as per AAI Act 1995, in order to achieve the objectives of air traffic services laid down by ICAO. These services are air traffic control service, flight information service, and alerting service. To achieve these objectives there is a need to ensure that controllers acquire the required knowledge, skills and attitude (KSA) to discharge their duties efficiently. A controller must be able to understand and assign priorities to the relevant information, to plan ahead, to make timely and appropriate decisions, to implement them and to ensure compliance with them.

The initial training of the new controller and the training of controllers for rating, which is imparted at airports, are not the same. Initial training at CATC or other training centre is imparted to build the foundation of knowledge of the principles and practices of ATC. Training for rating may entail not only the learning of new knowledge and practices appropriate to the ATS unit but also the unlearning and discarding of familiar knowledge and inadequate practices. Rating training is a specialised ATC training to provide knowledge and skills related to a job category and appropriate to the ATC unit to be pursued in that ATS environment. It relates the information which the system presents automatically to the controller the information which the controller must remember unaided, and it provides guidance on how human memory can be strengthened and made more reliable.

The purpose of this document is to establish procedures, provide information and instructions for acquiring ratings of various ATS units which are essential for the provision of safe and efficient air traffic services in the Indian airspace and airports where air traffic services are provided by Airports Authority of India (AAI). It is published for use and guidance of AAI ATS personnel. The ATS in-Charge of an ATC center will ensure that the provision of air traffic service under his jurisdiction comply with the training processes, procedures and instructions contained in this manual.

I, therefore, call upon all the AAI personnel engaged in the provisions of Air Traffic Services to comply with the procedures given in this manual for ensuring safety and efficiency in the airspace under their jurisdiction.

(VIJAYINDER K. DUTTA)
EXECUTIVE DIRECTOR (ATM)
November 26, 2012
PREFACE

1) This ‘Manual on Station Level Training for Acquiring Rating’ is prepared for the use and guidance of executives and staff of AAI responsible for providing Air Traffic Services. The Manual provides processes, procedures and instructions that are essential for acquiring rating at airports where air traffic services are provided by Airports Authority of India.

2) This Manual has been developed as a part of comprehensive documentation of the ATS training procedures for acquiring ratings at various airports where air traffic services are provided by Airports Authority of India.

3) In addition to ‘Manual of Station Level Training and Rating’, ‘Unit Training Plan’ for acquiring rating at each unit is to be developed by ATS-in–Charges of each airport as per provisions contained in ‘Indian Aircraft Rules 1937’.

7) It is to be recognized that in the changing aviation safety environment, the need to amend the Manual may be necessitated by a number of causes, such as:

   (a) Changes / amendments to ICAO Annexes / Documents;
   (b) Provisions of ‘Indian Aircraft Rules 1937’ pertaining to licensing for Air Traffic Service personnel;
   (c) Regulation introduced by DGCA in the form of CAR; and
   (d) Introduction of new technology

8) The first edition of this manual is issued after incorporating contents of DARA Circulars pertaining to station level training and rating of air traffic controllers and provisions contained in ‘Indian Aircraft Rules 1937’ pertaining to licensing for Air Traffic Service personnel;

9) Consequent upon issuance of this manual DARA Circular 3 of 1994, 10 of 1999, 4 of 2005, 3 of 2006, 3 of 2008 and ATMC 2 of 2011 have been cancelled.
# Amendments

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CHAPTER 1

DOCUMENT IDENTIFICATION AND CONTROL

1.1 Title of the document

1.1.1 This document is identified as ‘Manual on Station Level Training for Acquiring Ratings’.

1.2 Purpose of the document

1.2.1 The purpose of this document is to collate all instructions pertaining to training procedures including on-the-job training in ATS unit(s) for award of rating at airports where air traffic services is provided by Airports Authority of India. It is published for use and guidance of ATS personnel of Airports Authority of India.

1.2.2 The ATS in-charge of all ATC centers and ATS Units will ensure that the training for rating of air traffic controllers are performed in compliance with the processes, procedures and instructions contained in this manual.

1.3 Responsibility for documentation and publication

1.3.1 This Manual on ‘Manual on Station Level Training for Acquiring Ratings’ has been prepared jointly by General Manager (ATM-SQMS) and General Manager (ATM-HR) and approved by Executive Director (Air Traffic Management), AAI.

1.4 Authority/responsibility for Changes

1.4.1 The Executive Director (Air Traffic Management), AAI is responsible for incorporating amendments to the Manual on Station Level Training and Rating.

1.4.2 ATS in-charge of all ATC centers and ATS Units are responsible for ensuring that the Manual is kept up to date. This includes inserting amendments in a timely manner and complying with any instruction on amendment.

1.4.3 The users of Manual on ‘Manual on Station Level Training for Acquiring Ratings’ will be responsible for verifying the currency of the contents in the Manual.

1.5 Review

1.5.1 The General Manager (ATM-HR) will conduct a yearly review of this Manual to ensure accuracy and updation of contents and reference data. The results of such review and action taken thereupon will be documented and presented to Executive Director (ATM) for his approval.

1.5.2 Incorporating Changes: The General Manager (ATM-HR) on behalf of the Executive Director (ATM) will ensure that the:
1.5.2 **Incorporating Changes:** The General Manager (ATM-HR) on behalf of the Executive Director (ATM) will ensure that the:

- changes being incorporated are duly approved by the competent authority;
- relevant page(s) are revised and the same is inserted in the Manual;
- amendments are disseminated in time to all concerned
- amendments are posted on AAI’s web site
- master-copy of the Manual is updated

1.6 **Interpretation of Words:**

1.6.1 In the interests of simplicity, any reference to the masculine gender can be taken to mean either male or female.

1.7 **Effective Date:**

1.7.1 Effective date of an amendment will be indicated at the footer of the page.

1.7.2 New edition will be indicated by date at the footer of the page with the help of Document ID.

1.8 **Change History**

1.8.1 This is first edition of ‘Manual on Station Level Training for Acquiring Rating’. Subsequent changes will be indicated on ‘Record of Amendments and Corrigenda’ page.

1.9 **Format**

1.9.1 Amendments inserted in the manual must contain headers and footers that are consistent with those residing in this document.

1.10 **Controlling the Manual**

1.10.1 Directorate of Air Traffic Management will control this Manual electronically through AAI web site [www.aai.aero](http://www.aai.aero)

1.11 **Distribution of the Manual**

1.11.1 Directorate of Air Traffic Management, CHQ will not provide hard copies of the document. All ATS in-charge shall print, control and distribute hard copies of the document, as deemed appropriate.
1.12 Master Copy

1.12.1 An electronic and a hard Master Copy of the Manual will be held and maintained by the ATM Directorate at CHQ.

1.13 Checking Currency of the Manual

1.13.1 A current copy of the Manual will be available on Airports Authority of India web site: www.aai.aero.

1.14 Enquiries

1.14.1 Enquiries/clarifications/suggestions, if any, should be addressed to:

The Executive Director (ATM),
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Rajiv Gandhi Bhawan,
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CHAPTER 2

RATING FOR AIR TRAFFIC CONTROL OFFICERS

2.1 General

2.1.1 An officer shall, before being issued with any rating for air traffic control unit, meet such requirements in respect of knowledge, experience and skills, as are specified for that rating in this manual.

2.2 Categories of Air Traffic Control Ratings

2.2.1 Air Traffic Control ratings shall comprise the following categories:

a) Aerodrome Control Rating;

b) Approach Control Procedural Rating;

c) Approach Control Surveillance Rating;

d) Area Control Procedural Rating;

e) Area Control Surveillance Rating;

f) Oceanic Control Rating; and

g) Flight Information Service Rating
CHAPTER 3
PROCEDURAL RATINGS – OJT & EXAMINATION

3.1 General Provisions for Ratings of Air Traffic Control Officers:

3.1.1 An ATC officer shall, before being issued with any rating for Air Traffic Control, meet such requirements in respect of age, knowledge, experience and medical fitness and skills, as are specified in para 3.1.2 and para 3.1.3.

3.1.2 Air Traffic Control Rating Requirements

3.1.2.1 Before issue of a rating, an officer shall meet the requirements of the following provisions and the requirements of at least one of the ratings specified in Chapter 2, Para 2.2.1.

3.1.2.1.1 Age: An officer shall be not less than 21 years of age.

3.1.2.1.2 Knowledge: An officer shall demonstrate a level of knowledge appropriate to the Air Traffic Control rating in the following subjects:

3.1.2.1.3 Air Law/Air Legislation: Rules and Regulations relevant to the Air Traffic Control.

3.1.2.1.4 Air Traffic Control Equipment: Principles, use and limitations of equipment used in Air Traffic Control.

3.1.2.1.5 General Knowledge: Principles of flights, principles of operations and functioning of aircraft, aircraft engines and systems; aircraft performances relevant to air traffic control operations.

3.1.2.1.6 Human Performance and Limitations: Human performance and limitations relevant to Air Traffic Control.

3.1.2.1.7 Language: Ability to speak English without accent or impediment which might affect radio communication. Valid PELA Assessment of Level 4 or above.

3.1.2.1.8 Meteorology: Aeronautical Meteorology: use and appreciation of meteorological documentation and information; origin and characteristics of weather phenomenon affecting flight operations and safety, altimetry.

3.1.2.1.9 Navigation: Principles of air navigation; principles; limitation and accuracy of navigation systems and visual aids; and

3.1.2.1.10 Operational Procedures: Air Traffic Control, Communication, Radiotelephony and phraseology procedures (routine and emergency); use of the relevant aeronautical documentation; safety practices associated with flight.

3.1.2.1.11 Experience: An officer shall be required to complete the approved training course at CATC Allahabad, Hyderabad Training Centre, NIATAM Gondia or
any other training centre established by AAI. Additionally, the officer shall be required to have at least 3 months satisfactory service in actual control of Air Traffic under the supervision of designated ATC Instructor. The Station Level Experience requirement of one month each at the end of Semester-I and Semester-II of the CATC Training Programme and requirement specified for Aerodrome Control Rating will be credited as part of the experience specified in this paragraph.

3.1.2.1.12 Medical Fitness: An officer shall hold Class-III Medical Assessment.

3.1.3 The ATC officers meeting requirements as enumerated in para 3.1.2, are given on-the-job training in ATC units at the station of their posting to enable them to gain knowledge and skill required for performing their duties in ATC units in real environment. The on-the-job training at station for the grant of procedural rating shall be imparted by an OJT Instructor or by an experienced ATCO. The ATCOs during OJT shall have to demonstrate a level of knowledge appropriate to the ATC unit in the following subjects:

a) Aerodrome Control rating:
   i) Aerodrome layout; physical characteristics and visual aids;
   ii) Airspace structure;
   iii) Applicable rules, procedures including SID, STARs and SOPs,
   iv) Issuance of FIC, ADC, SSR code and YA;
   v) Coordination with other units/agencies and satellite airports etc.;
   vi) Air navigation facilities;
   vii) Air traffic control equipment e.g. FDD, CLD, ASMGCS, VCCS, Air Situation Display Monitor etc. and its use;
   viii) Terrain and prominent landmarks;
   ix) Characteristics of air traffic;
   x) Weather phenomena;
   xi) Emergency and search and rescue plans; and
   xii) Any other subject considered appropriate for the particular place.

b) Approach Control Procedural rating:
   i) Airspace structure;
   ii) Applicable rules, procedures and source of information;
   iii) Air navigation facilities;
   iv) Air traffic control equipment and its use;
   v) Terrain and prominent landmarks;
   vi) Characteristics of air traffic and traffic flow;
   vii) Weather phenomena; and
viii) Emergency and search and rescue plans;
ix) Any other subject considered appropriate for the particular place.

c) Area Control procedural, Oceanic Control & Flight Information Service ratings:
i) Airspace structure;
ii) Applicable rules, procedures and source of information;
iii) Air navigation facilities;
iv) Air traffic control equipment and its use;
v) Principles, uses and limitations of surveillance systems if any and associated equipment;
vi) Terrain and prominent landmarks;
vii) Characteristics of air traffic and traffic flow;
viii) Weather phenomena; and
ix) Emergency and search and rescue plans;
x) Any other subject considered appropriate for the particular place.

3.2 On-The-Job Training Period for Various Ratings

3.2.1 Aerodrome Control Rating

3.2.1.1 An ATCO must have successfully completed ADC/Approach course at CATC Allahabad, Hyderabad Training Center, Gondia Training Centre or any other Training center established by AAI for this purpose.

3.2.1.2 Delhi, Mumbai, Kolkata, Chennai, Ahmedabad, Hyderabad and Bengaluru

3.2.1.2.1 A period of not less than one and a half month, during which at least ninety hours of training has been completed for ATCOs on initial posting or transferred from any other airport but do not hold ADC rating of any of these airports.

3.2.1.2.2 The examination for grant of Aerodrome control rating will also include required elements of testing on A-SMGCS system wherever available. While granting the Aerodrome Control Rating, they will be also granted endorsement on A-SMGCS system.

3.2.1.2.3 A period of not less than 15 days, during which at least 45 hours of training has been completed for those ATCOs transferred from any other airport and had held ADC rating of any of these airports.
3.2.1.3 Nagpur, Trivandrum, Guwahati, Varanasi, Mangalore, Cochin and Lucknow.

3.2.1.3.1 A period of not less than one and a half month, during which at least ninety hours of training has been completed for ATCOs on initial posting.

3.2.1.3.2 A period of not less than one and a half month, during which at least ninety hours of training has been completed for ATCOs who had held ADC rating of airports as specified in Para 3.2.5.1.

3.2.1.3.3 A period of not less than 15 days, during which at least 45 hours has been completed for ATCOs who had held ADC rating of any of these airports.

3.2.1.3.4 A period of not less than 7 days, during which at least 21 hours has been completed for those ATCOs who had held ADC rating for an airport specified in Para 3.2.1.2.

3.2.2 Approach Control Procedural Rating at Delhi, Mumbai, Kolkata, Chennai, Ahmedabad, Hyderabad, Bengaluru, Nagpur, Trivandrum, Guwahati, Varanasi, Mangalore, Cochin and Lucknow.

3.2.2.1 An ATCO must have successfully completed ADC/Approach course at CATC Allahabad, Hyderabad Training Center, Gondia Training Centre or any other Training center established by AAI for this purpose.

3.2.2.2 A period of not less than three months, during which at least one hundred and eighty hours of training has been completed for those ATCOs who had held approach rating of that airport.

3.2.2.3 A period of not less than one month, during which at least sixty hours of training has been completed for those ATCOs who had held approach rating of any airport other than these airports and had held ADC rating of that airport.

3.2.2.4 A period of not less than 15 days, during which at least thirty hours of training has been completed for those ATCOs who had held approach rating of any of these airports and had held ADC rating of that airport.

3.2.2.5 Whenever Approach Control is combined with either Aerodrome control or Area Control, the period for the On-The-Job Training will be applicable for that unit which has requirement of longer period of the On-The-Job Training.

3.2.3 Area Control Procedural Rating/Oceanic Control Rating

3.2.3.1 An ATCO must have successfully completed area control course at CATC Allahabad, Hyderabad Training Center, Gondia Training Centre or any other Training center established by AAI for this purpose.
3.2.3.2 Delhi, Mumbai, Kolkata and Chennai Area Control/Oceanic Control Centre

3.2.3.2.1 A period of not less than three months, during which at least one hundred and eighty hours of training has been completed for those ATCOs not having any rating.

3.2.3.2.2 A period of not less than two months, during which at least one hundred and twenty hours of training has been completed for those ATCOs who had held ADC rating of that airport.

3.2.3.2.3 A period of not less than one month, during which at least sixty hours of training has been completed for those ATCOs who had held Area Control rating of any other Area Control Centre (ACC)/Oceanic Control Centre.

3.2.3.2.4 The examination for grant of Area Control and/or Oceanic Control rating will also include required elements of testing on ADS/CPDLC system wherever available. While granting the Area Control and/or Oceanic Control rating, an ATCO will be also granted endorsement on ADS/CPDLC system.

3.2.3.3 Area Control Centres other than Delhi, Mumbai, Kolkata and Chennai

3.2.3.3.1 A period of not less than three months, during which at least one hundred and eighty hours of training has been completed for those ATCOs not having any rating.

3.2.3.3.2 A period of not less than two months, during which at least one hundred and twenty hours of training has been completed for those ATCOs who had held ADC rating of that airport.

3.2.3.3.3 A period of not less than one month, during which at least sixty hours of training has been completed for those who had held ACC rating for any of these airports.

3.2.3.3.4 A period of not less than 15 days, during which at least thirty hours of training has been completed for those ATCOs who had held ACC/OCC rating at centres under Para 3.2.3.2.

3.2.4 Flight Information Service (FIS) Rating

3.2.4.1 An ATCO must have successfully completed area control course at CATC Allahabad, Hyderabad/Gondia Training Center or any other Training center established by AAI for this purpose.

3.2.4.2 A period of not less than three months, during which at least one hundred and eighty hours of training has been completed for those not having
rating for any other Flight Information Centre/Area Control Centre/Oceanic Control Centre.

3.2.4.3 A period of not less than one month, during which at least sixty hours of training has been completed for those who had held FIS/ACC/OCC rating of any other Flight Information Centre/Area Control Centre.

3.2.4.4 A period of not less than one month, during which at least sixty hours of training has been completed for those who had held ACC/OCC rating of that airport.

3.2.5 Aerodrome control and Approach control procedural rating at airports other than Delhi, Mumbai, Kolkata, Chennai, Ahmedabad, Hyderabad, Bangalore, Guwahati, Mangalore, Nagpur, Trivandrum, Varanasi, Cochin and Lucknow

3.2.5.1 The following procedure for rating(s) of ATCOs including the ATS In-charge posted at these aerodromes shall apply. These aerodromes have been classified into two categories for this purpose, namely:

Category I – Aerodrome having control zone

Category II – Aerodrome not having control zone

3.2.5.1.1 Category I Aerodromes (Aerodrome having control zone)

i) The functions of Aerodrome and Approach control have been combined in a single ATC unit at these airports.

ii) An ATCO must have successfully completed ADC/Approach course at CATC Allahabad, Hyderabad Training Center, Gondia Training Centre or any other Training center established by AAI for this purpose.

iii) A period of not less than three month, during which at least 90 hours of training has been completed for ATCOs who had not held rating of any other airport.

iv) A period of not less than 15 days, during which at least thirty hours of training has been completed for ATCOs who had held ADC/Approach rating of any other Cat-I aerodrome.

v) A period of not less than 7 days, during which at least fifteen hours of training has been completed for ATCOs who had held Aerodrome control rating of any aerodrome covered under Para 3.2.1.
3.2.5.1.2 **Category-II Aerodromes** (Aerodrome not having control zone)

i) An ATCO must have successfully completed ADC/Approach course at CATC Allahabad, Hyderabad/Gondia Training Center or any other Training center established by AAI for this purpose.

ii) An overlapping period of minimum 3 days will be allowed to in-coming officer for the purpose of familiarization of the local procedures and acquiring rating, subject to satisfaction of outgoing officer.

iii) The outgoing officer will brief and familiarize the relieving officer for a period not less than 3 days and if found fit, will certify him as fit to perform ATC duties of the station independently. *If not, he will contact GM (ATM) of the region for necessary instructions.*

iv) In case of any urgent requirement, an officer having aerodrome control/approach control ratings of any Cat-I aerodrome or any aerodrome covered in Para 3.2.1 will be deemed fit to perform independent ATC duties of the station after self-briefing and familiarization.

v) The result of rating examinations in respect of all the above aerodromes will be submitted to the GM (ATM) Region, who will be responsible for its safe custody and production as and when required. A copy of the assessment in all the cases should be sent to CHQ.

vi) The GM (ATM) of Northern, Western, Eastern, Southern and North-East region will ensure that the Air Traffic Services in their regions are provided by duly rated Air Traffic Controllers in accordance with the criteria mentioned above.

3.3 **Rating Examination Procedure** (Excluding Cat-II Aerodromes)

3.3.1 The application for the examination and reward of ratings shall be submitted within the 6 month period of completion of experience specified for various ATC ratings mentioned above.

3.3.2 A rating examination shall be held after the ATCO has built up sufficient confidence and shown his ability to deal with various situations in handling air traffic independently. The rating examination shall consist of:

   a) A written Paper
   b) On-the-Job Assessment
   c) An oral examination
3.3.3 A written examination of about three hours duration shall be conducted to test knowledge of various requirements of the job appropriate to the ATC rating for which examination is being conducted.

3.3.4 **Rating Board for Delhi, Mumbai, Kolkata, Chennai, Ahmedabad, Hyderabad, Bangalore, Guwahati, Mangalore, Nagpur, Trivandrum, Varanasi and Cochin for on the job assessment & oral examination**

3.3.4.1 On-the-Job assessment and the oral examination for these airports shall be conducted by a Board consisting of:

1) ATS In-Charge or his nominee
2) Jt. GM /DGM(SQMS)/WSO
3) Jt. GM/DGM (Trg)

3.3.4.2 The senior-most officer will act as Chairman of the Rating Board. Jt. GM/ DGM (Trg) / OJTI will take over the ATC unit during the assessment period.

3.3.4.3 An entry shall be made in the log book by Jt. GM/DGM (Trg) indicating the name of the ATCO whose rating board is being conducted along with the names of other board members.

3.3.4.3 A confidential note from WSO about the attributes and general behaviour of the officer shall be obtained by Jt. GM/DGM (Trg) before proposing his/her name for rating board. If any negative report is received from WSO the rating board of the officer shall be postponed till such time improvement is observed in his/her attributes and general behaviour.

3.3.5 **Rating Board for on the job assessment & oral examination for aerodromes other than those mentioned in Para 3.3.4 and Category –II aerodromes**

3.3.5.1 On-the-Job assessment and the oral examination for these airports shall be conducted by a Board consisting of:

1) GM (ATM) region or his nominee;
2) ATS In-Charge;
3) OJTI or an experienced rated ATCO from the station;

3.3.5.2 The senior-most officer will act as chairman of the Rating Board. Rated ATCO from the station will take over the ATC unit during the assessment period.

3.3.5.3 An entry shall be made in the log book by rated ATCO from the station indicating the name of the ATCO whose rating board is being conducted along with the names of other board members.
3.3.5.4 The result of the rating examination shall be recorded in the proforma enclosed in Appendix – A and forwarded to GM (ATM) Region and ED (ATM).

3.3.6 Rating Board of ATS In-Charge (Jt. GM or below)

3.3.6.1 In case of rating of ATS In-charge of the station, the board shall consist of:
   a) ED (ATM) or his nominee
   b) GM (ATM) Region or his nominee
   c) OJTI or one rated officer from the station;

3.3.7 Wherever constitution of board is not feasible as mentioned above, ED (ATM) shall determine the constitution of board. The senior-most officer will act as Chairman of the Rating Board.

3.4 Passing Criteria

- Written Examination: 70 %
- Technique: Grade-4
- Application: Grade-5
- F/P Strip Making: Grade-4

**Grade-4** denotes a thorough knowledge of the subject and the ability to apply it with speed and accuracy.

**Grade-5** denotes extensive knowledge of the subject and the ability to apply procedures derived from it with judgment in the light of the circumstances.

3.5 Failure to qualify rating examination

3.5.1 An applicant who fails in any examination shall not be permitted to appear for re-examination within a period of at least two weeks from the date of examination.

3.5.2 An ATCO who fails to qualify in the rating examination will be given one more chance for OJT for a period of not less than 15 days during which at least 45 hours of training has been completed. The ATC officer may be considered for a third chance if the assessment board specifically recommends so. If the ATCO fails in the third chance also, she/he may be considered for other non ATC jobs at that airport. Such officers may be transferred to a station with less traffic density and complexity to acquire rating.
### 3.6 Renewal of Procedural Ratings

3.6.1 A procedural rating will cease to be valid when a Controller has not exercised the privilege of the rating for a period of 6 months.

3.6.2 The following procedure shall be followed for renewal of a procedural rating in respect of officers at a station on returning to that station, where they had held such ratings:

a) The controller whose rating is to be renewed shall work under OJT Instructor or an experienced controller for a minimum period of 7 days/15 hours in each unit.

b) Additionally an ATCO who is being reposted at the station after an interval of more than five years will also have to write and qualify in the written examination as laid down in Para 3.3 above. This requirement will not be applicable to those ATCOs who have been renewing their surveillance ratings of that station and maintaining currency of such surveillance ratings.

3.6.4 A local Rating Board as laid down in Para 3.3 above shall then be convened to revalidate the rating. If the board is satisfied that the controller is able to provide the appropriate service safely and expeditiously, his rating may be revalidated.

### 3.7 Privileges of the holder of Air Traffic Controller Rating(S)

3.7.1 Subject to the validity of ratings, the privileges of holder of one or more under mentioned ATC ratings shall be:-

3.7.1.1 **Aerodrome Control Rating:** to provide and/or to supervise the provision of aerodrome control and surface movement control service for the aerodrome for which the ATCO is rated;

3.7.1.2 **Approach Control Procedural Rating:** to provide and/or to supervise the provision of approach control service for the aerodrome or aerodromes for which the ATCO is rated, within the airspace or portion thereof, under the jurisdiction of the unit providing approach control service;

3.7.1.3 **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 ATCO is rated.

3.7.1.4 **Flight Information Service Rating:** To provide and/or supervise the provision of air traffic control, advisory service and flight information services within the airspace or portion thereof, under the jurisdiction of the unit for which the ATCO is rated.
3.7.1.5 Before exercising the privileges indicated above, the Officer shall familiarize with all pertinent and current information for the aerodrome/unit/airspace of jurisdiction.
CHAPTER 4

APPROACH/ AREA CONTROL SURVEILLANCE TRAINING, RATING - OJT & EXAMINATION

4.1 Surveillance Training

4.1.1 Selection for surveillance training

a) The ATC Officer should not have crossed 48 years of age at the time of commencement of the training at CATC Allahabad or any other training centre established by AAI.

b) The officer should hold all ATC ratings for procedural units at the station of posting.

c) The officer should have worked independently in Area / Approach Control units for a minimum period of one year at the aerodrome on the date of commencement of the course. This period may be reduced to six months in case of an ATCO having earlier held Area / Approach Control rating of any one of the four major international airports viz., Delhi, Kolkata, Mumbai or Chennai.

d) An officer who has completed 46 years but has not crossed 48 years of age at the time of commencement of the course and meets criteria laid down above may be given preference. The number of such officers shall not be more than 2 in each course.

e) For simulator surveillance training at CATC, Officers on need basis will be selected from different stations. However, while considering the candidature of eligible officers from the stations cadre seniority will be followed.

4.1.2 Surveillance Simulator Training at Civil Aviation Training College [CATC], Allahabad or any other training centre established by AAI.

4.1.2.1 The duration of Surveillance Simulator Course will be eight weeks and comprise of Surveillance theory and Surveillance Practical Exercises on Simulator. The course will consist of the following six modules as per STP.

| Module 1 | Surveillance jurisdiction |
| Module 2A | Principles of Surveillance Equipment |
| Module 2B | Functions of Surveillance System |
| Module 2C | Factors effecting Surveillance Display |
| Module 3 | Use of Surveillance in Air Traffic Services |
| Module 4 | Surveillance Procedures |
| Module 5 | Final Approach Procedures |
| Module 6 | Unusual Occurrences |

4.1.2.2 The pass marks of each of the written paper shall be 80%.
4.1.2.3 An officer who fails to qualify the written examination at the end of Module 2C will be given a Performance Improvement Practice [PIP]. An officer who fails to qualify in the written examination after undergoing PIP training shall be terminated and the officer shall not be considered for Surveillance training in future.

4.1.2.4 A practical examination [Final Mastery Test] shall be conducted at the end of Module 6.

4.1.2.5 The Board for Examination for Final Mastery Test shall be constituted by CHQ.

4.1.2.6 An officer who fails to qualify in the Final Mastery Test will be given a PIP for a period of two weeks and reassessed by a Board constituted by CHQ.

4.1.2.7 An officer failing to qualify in Mastery Test after the PIP will be considered for second and final PIP only if it is so recommended by the Assessment Board of first PIP examination taking into consideration his overall performance and potentiality to make the grade.

4.2 Surveillance Training, Rating - OJT & Examination

4.2.1 General Procedure

4.2.1.1 The ATC officers, on successful completion of ‘Surveillance Simulator Training’ course at CATC Allahabad or any other training centre established by AAI are given on-the-job training in ATC units at the station of their posting to enable them to gain knowledge and skill required for performing their duties in real environment. The on-the-job training at station for the grant of surveillance rating may be imparted by an OJT Instructor or by an experienced ATCO.

4.2.2 On-the-Job Training

4.2.2.1 The officers who have successfully completed an Surveillance Training at CATC, Allahabad or any other training centre established by AAI will be given on the job training either on Approach Control Surveillance system or Area Control Surveillance system at the aerodrome of their posting.

4.2.2.2 However, at a station where both the facilities are available, the officer will be given OJT in any of the surveillance units first and after successfully acquiring and performing duties for a period not less than 120 days, the officer will qualify to undergo OJT in the other unit.

4.2.2.3 Under no circumstances an ATCO shall undergo OJT in Approach Control Surveillance and Area Control Surveillance units concurrently.

4.2.2.4 At a station where procedural and surveillance approach ratings are combined (viz., Delhi, Mumbai, Chennai, etc.), on the job training may be conducted
simultaneously. It may be ensured that minimum OJT requirement for both the units may be complied with. At such airports procedural approach shall not be awarded independently, it shall always be awarded along with Approach Control Surveillance rating.

4.2.2.5 On the job training will be conducted under the supervision of an OJTI or experienced controller having not less than 1 year of experience in Approach Control Surveillance and/or Area Control Surveillance duties at the station as the case may be.

4.2.6 On the job training would cover various identification procedures, surveillance vectoring for positioning on pilot interpreted final approach aids, sequencing, delaying action, circumnavigation of weather on pilot’s request etc.

4.2.2.7 The controller shall meet the following requirements in so far as they affect the area of responsibility.

i) Airspace structure;
ii) Applicable rules, procedures and source of information;
iii) Air Navigation facilities;
iv) Air Traffic Control equipment and its use;
v) Terrain and prominent landmarks;
vi) Characteristics of air traffic and traffic flow;
vii) Weather phenomena;
viii) Emergency and Search and Rescue plans;
ix) Principles, use and limitations of applicable Air Traffic Services Surveillance Systems and associated equipment;
x) Procedures for the provision of Air Traffic Services Surveillance Service, as appropriate, including procedures to ensure appropriate terrain clearance; and
xi) Any other subject considered appropriate for the particular place.

4.2.2.8 The Controller shall have demonstrated a level of knowledge appropriate to the privileges granted, in at least the following additional subject.

a) Principles, use and limitation of surveillance system and associated equipment; and
b) Procedures for provision of approach or area control surveillance services, as appropriate, including procedures to ensure appropriate terrain clearance.

4.2.2.9 Due to limitation in Surveillance equipment, SRAs (Surveillance Radar Approach) have been withdrawn from many airports. However, wherever SRAs have
been promulgated, it will be mandatory to carry out 25 SRAs. If simulator exists at the airport, 20 SRAs may be carried out in simulator and 5 SRAs may be carried out with live aircraft. In the Approach Control Surveillance rating it will be categorically endorsed that the controllers is authorised to conduct SRAs.

4.2.2.10  The period of OJT for initial Approach Control Surveillance / Area Control Surveillance rating shall be not less than three months during which at least 180 hours training has been completed.

4.2.2.11  The period of OJT for Approach Control Surveillance rating of ATCOs who have acquired Area Control Surveillance rating at the station, will be not less than two months during which at least 120 hours training has been completed, at the Approach Control Surveillance Unit.

4.2.2.12  The period of OJT for Area Control Surveillance rating for ATCOs who have acquired Approach Control Surveillance rating at the station, will be not less than 30 days during which at least 60 hours training has been completed, at the Area Control Surveillance Unit.

4.2.2.13  The period of on the job training for Approach Control Surveillance and/or Area Control Surveillance rating for ATCO having the same rating for another Station will be not less than 30 days during which at least 60 hours training has been completed, at the unit for which the rating is sought.

4.2.2.14  The application for the examination and reward of ratings shall be submitted within the 6 month period of completion of experience specified in Para 4.2.2.9, 4.2.2.10, 4.2.2.11, 4.2.2.12 and 4.2.2.13 mentioned above.

4.2.3  Examination for Rating

4.2.3.1  After completion of OJT, the trainee will be required to pass a rating examination consisting of written, practical and oral tests.

4.2.3.2  The written examination will check the controller’s knowledge of specific surveillance equipment, the operating procedures, phenomena affecting surveillance performance, communication equipment, coordination and emergency procedures and any other relevant subject contained in the rating curriculum. It may consist of one or two papers. The pass marks will be 70%. An officer who fails to qualify the written examination shall be given one more chance.

4.2.3.3  The practical examination will check the skill, judgment and performance required to provide a safe, orderly and expeditious surveillance control service. It may include conducting a radar surveillance approach.
4.2.3.4 The oral examination will review the performance of the trainee during practical and written examination. Controller’s knowledge of the specific surveillance equipment and understanding of the local conditions will also be assessed.

4.2.3.5 An applicant who fails in any examination shall not be permitted to appear for re-examination within a period of at least two weeks from the date of examination.

4.2.3.6 An officer who fails to qualify the practical examination shall be given two additional chances. The OJT for a period for such ATCOs shall be not less than 15 days during which at least 45 hours training has been completed, provided rating is acquired before completing 50 years of age.

4.2.3.7 An officer who fails to qualify in the practical examination after the additional training given to him/her in pursuance of 4.2.3.5 shall not be considered for Surveillance rating in future for the unit at that airport. If the controller is below 40 years, he/she may be transferred to a station equipped with surveillance system with less traffic density for his professional pursuit and carrier progression.

4.2.4 Rating Board

4.2.4.1 The surveillance rating board will consist of ED (ATM) or his nominee, the ATS-in-charge or JGM/DGM (SQMS) and JGM/DGM (Training)/Instructor as members. The senior-most officer will act as Chairman of the Rating Board.

4.2.4.2 On the basis of the written, practical and oral examination, the Board will decide about grant of surveillance rating to an officer. The assessment proforma in respect of each officer examined for rating will be forwarded to the CHQ for issue of authorization letter.

4.2.5 Validity of Surveillance Ratings

4.5.1 A Surveillance rating will cease to be current when surveillance controller has not exercised the privilege of the rating for a period of six months. The name of the officer whose surveillance rating is not current shall be communicated to the AAI CHQ.

4.2.6 Renewal of Approach Control Surveillance & Area Control Surveillance Rating

4.2.6.1 For renewal of Approach Control Surveillance and Area Control Surveillance Ratings the officer must have valid procedural rating(s) of the station.

4.2.6.2 The officer will work under the supervision of an OJTI/ experienced controller having not less than 1 year of experience in Approach Control Surveillance / Area Control Surveillance duties at the station of posting, for a period of not less than 10 days during which 30 hours of training has been completed. Additionally the ATCO who is
being reposted at the station after an interval of more than five years will also have
to write and qualify in the written examination as laid down in Para 4.2.3.2 above.

4.2.6.3 A minimum of ten surveillance radar approaches (7 in simulator and 3 with
live traffic) will be conducted for revalidation of Approach Control Surveillance rating
with SRA endorsement.

4.2.6.4 An ATCO who has been granted Approach Control Surveillance Rating
without SRA endorsement when posted at an aerodrome where SRA procedures have
been promulgated the requirement of 25 SRAs (20 SRAs in simulator and 5 SRAs with
live aircraft) shall be complied with for acquiring Approach Control Surveillance rating
with SRA authorization.

4.2.6.5 A local rating board with ATS in charge of the station as Chairman will be
convened to revalidate surveillance rating. The assessment report of the board along with
the date of revalidation of the rating will be communicated to the CHQ.

4.2.7 Privileges of the holder of Approach Control Surveillance & Area Control
Surveillance rating

4.2.7.1 Subject to validity of the rating, privileges of an officer holding Approach
Control Surveillance & Area Control Surveillance rating shall be:

i) To provide and/or supervise the provision of approach control service with the use
of surveillance system for the aerodrome within the airspace or portion thereof
under the jurisdiction of the unit providing approach control service including
provision of surveillance radar approaches, if authorized.

ii) To provide/or supervise the provision of area control service with the use of
surveillance system, within the control area or portion thereof, for which the ATCO
is rated.

4.2.7.2 Before exercising the privileges indicated above, the officer shall familiarize
with all pertinent and current information for the aerodrome/unit/airspace of jurisdiction.

4.2.7.3 Directorate of ATM, CHQ shall issue authorization to the rated controller to
carry out instructions in an operational environment.

4.2.8 Recency Requirement

4.2.8.1 Officers with Approach Control Surveillance and/or Area Control
Surveillance rating, when posted at aerodromes without any surveillance system are
deputed on tour every six months, to the aerodromes at which they had last held such
ratings, for the purpose of maintaining recency requirements of such rating (s). However,
since these controllers are not performing regular duties as they are away from the
station, it will take some time before they regain their full skill and expertise. In order to safeguard against possibility of mistakes arising during the performance of surveillance duties by such officers the following procedure should be followed:-

a) The officers will be deputed on tour for a period of 4 days for one rating (Approach Control Surveillance or Area Control Surveillance rating).

b) The officers will be deputed on tour for a period of 7 days for two ratings (Approach Control Surveillance and Area Control Surveillance rating).

c) On the first day the officers so deputed will familiarize themselves with the current operational instructions, procedures etc. paying particular attention to changes which might have been effected since their last duty.

d) From the second day onwards the officer shall perform the duties in the surveillance units for which he/she holds rating(s) as per procedure mentioned in Para e) below.

e) The officers should perform the ATC duties on surveillance unit under the observation of an officer belonging to that station and holding current surveillance rating, who should sign in the log book along with the other officer. The officer performing periodical duties shall take over the log book adding the words “on periodical duties” i.e. “Taken over watch (on periodical duties)”.

f) The officers performing PRD in Approach Control Surveillance unit shall familiarize themselves in Aerodrome Control unit also.

g) The officers should perform the ATC duties for a period of minimum ten hours in a period of three days for each surveillance rating.

h) When the ATCOs have performed duties for recency of Approach Surveillance rating and/or Area Surveillance rating, it is deemed that they have also renewed their Procedural Approach and/or Procedural Area Control Rating respectively.
CHAPTER 5

ENDORSEMENT OF VARIOUS SYSTEM RATINGS

5.1 ADS/CPDLC TRAINING AND RATING

5.1.1 General

5.1.1.1 The ADS / CPDLC rating is an authorization for the ATCOs to operate ADS / CPDLC system for data exchange in ACC / OCC / FIC wherever equipped with ADS / CPDLC system.

5.1.2 Eligibility for ADS / CPDLC Rating

5.1.2.1 The ATCOs who either have acquired ACC/OCC/FIS rating of that airport or are being trained towards the grant of ACC/OCC/FIS.

5.1.3 ADS / CPDLC Training

5.1.3.1 Pre-On-the-Job Training

5.1.1 Pre-OJT ADS / CPDLC training will be locally based training comprising of

- Equipment operation procedures
- ADS contract operation
- CNS / ATM (ADS) operation phraseology
- CPDLC message exchange
- Application of standard separation minima.
- Whether deviation procedures.

5.1.3.2 On-the-Job Training

5.1.3.2.1 ATCOs who have acquired ACC/OCC/FIS Rating

5.1.3.2.1.1 OJT will be conducted under the supervision of an ADS/CPDLC rated Instructor / an experienced ADS/CPDLC rated Controller having not less than 1 year of experience in ACC/OCC/FIS and ADS/CPDLC Ratings.

5.1.3.2.1.2 ATC officers will have to undergo on-the-job-training for a period of 10 days or 20 hours whichever is later which shall include duties and responsibilities of ADS/CPDLC controllers with special emphasis on how a controller would assist ACC/OCC/FIC controllers in handling traffic by providing timely position report of aircraft.
5.1.3.2.2 ATCOs who are being trained towards the grant of ACC/OCC/FIS Rating

5.1.3.2.2.1 OJT in ADS/CPDLC for ATCOs who are being trained towards the grant of an ACC/OCC/FIS Rating shall be integrated within the prescribed period for OJT for ACC/OCC/FIS Rating.

5.1.4 Examination for Procedures:

5.1.4.1 ATCOs who have acquired ACC/OCC/FIS Rating:

5.1.4.1.2 On completion of on-the-job-training and successfully passing the written examination, the ATC officer will be assessed by a local board comprising of ATS Incharge or his nominee, JGM/DGM (SQMS) and JGM/DGM (Trg.).

Note: An ATC officer who fails to qualify in the written / practical and viva-voce examination will be given one more chance. The ATC officer may be considered for a third chance if the assessment board specifically so recommends.

5.1.4.2 The ATCO who are being trained towards the grant of ACC/OCC/FIS Rating

5.1.4.2.1 The examination for ADS/CPDLC for the ATCOs who are being trained towards the grant of an ACC/OCC/FIS Rating will be integrated with ACC/OCC/FIS Rating. The examination for grant of ACC/OCC/FIS will also include required elements of testing of ADS/CPDLC. While granting the rating for ACC/OCC/FIS Rating, they will be also granted rating for ACC/OCC/FIS.

5.1.5 Withdrawal of ADS / CPDLC Rating

a) An ATC officer who fails to exercise the privilege of ADS / CPDLC rating within a period of 180 days will lose the privilege of exercising the ADS / CPDLC rating.

b) If an ATC officer is involved in an accident / incident while performing duties in ACC/OCC/FIC his ADS/CPDLC rating will also be withdrawn along with corresponding ACC/OCC/FIC rating.

5.1.6 Renewal / Revalidation of ADS / CPDLC Rating

5.1.6.1 Renewal for ADS/CPDLC Rating should normally be integrated with the renewal of ACC/OCC/FIS Rating. However if a controller acquired ADS/CPDLC rating earlier than 30.11.2012 and had not held ACC/OCC/FIS Rating, the procedures for the renewal of ADS / CPDLC rating are as appended below:

a) The ATC officer will undergo one week OJT on the equipment for familiarization.
b) On completion of OJT the ATC officer will be assessed by a local board consisting of GM (ATM) or his nominee, JGM/DGM (SQMS) and JGM/DGM (Trg.).

5.2 ADVANCED-SURFACE MOVEMENT GUIDANCE AND CONTROL SYSTEM (A-SMGCS) / SURFACE MOVEMENT RADAR (SMR) TRAINING AND RATING

5.2.1 General Procedure

5.2.1.1 Advanced-Surface Movement Guidance and Control Systems (A-SMGCS)/Surface Movement Radar (SMR) aims to help in the detection and display of the movement of all aircraft and vehicles on the manoeuvring area in a clear and unambiguous manner, especially during reduced visibility conditions or at night, when it is difficult to detect and identify aircraft and vehicles with the naked eye from the Aerodrome Control Tower, particularly from a long distances and/or with a restricted view. To enable the safe and efficient use of the A-SMGCS/SMR tools, aerodrome controllers shall have to be properly trained and rated.

5.2.2 Eligibility for A-SMGCS/SMR Rating

5.2.2.1 The ATCOs who either have acquired Aerodrome Control Rating of that airport or are being trained towards the grant of an Aerodrome Control Rating.

5.2.3 A-SMGCS/SMR Training

5.2.3.1 Pre-On-the-Job Training

5.2.3.1 Pre-OJT will be locally based training comprising of
- Understanding of A-SMGCS /SMR equipment and limitations;
- A-SMGCS /SMR setting procedures
- Standard operating procedures for A-SMGCS and local implementation issues, including co-ordination between Tower and Apron Management Service personnel (as applicable) and involvement of vehicle drivers;
- Interpretation of alerts where available and resolve conflict situations.

5.2.3.2 On-the-Job Training

5.2.3.2.1 ATCOs who have acquired Aerodrome Control Rating

5.2.3.2.1.1 OJT will be conducted under the supervision of an A-SMGCS/SMR rated Instructor / an experienced Aerodrome Controller not less than 1 year of experience in Aerodrome Control and A-SMGCS/SMR Operations.
5.2.3.2.1.2 OJT shall be comprised of integration of practice of previously acquired job-related routines and skills in live traffic situation. This shall include

- Building-up user confidence
- Use of A-SMGCS/SMR to optimise control activities.
- Resolution of alerts where available and taking action to resolve conflict situations.

5.2.3.2.1.3 When A-SMGCS/SMR is commissioned at an airport, the Executive Director (ATM), subject to recommendation of ATS-Incharge, may authorize an OJTI to impart training in A-SMGCS/SMR.

5.2.3.2.1.4 The minimum period of OJT for ATCOs who have held Aerodrome Control Rating of that airport, is 5 days during which 10 hours training shall be completed.

5.2.3.3 OJT in A-SMGCS/SMR for ATCOs who are being trained towards the grant of an Aerodrome Control Rating:

5.2.3.3.1 OJT in A-SMGCS/SMR for ATCOs who are being trained towards the grant of an Aerodrome Control Rating shall be integrated within the prescribed period for OJT for Aerodrome Control Rating.

5.2.4 Examination for Procedures:

5.2.4.1 ATCOs who have acquired Aerodrome Control Rating:

5.2.4.1.1 After completion of OJT, the trainee will be required to pass a rating examination consisting of written, practical and oral test.

5.2.4.1.2 On successful completion of written test, ATCO will be assessed by a local board comprising of ATS in-charge, Training Incharge and an OJTI.

5.2.4.1.3 An ATCO who fails to qualify the written/practical and oral examination will be given one more chance. He/she may be considered for third chance if the rating board specifically so recommends.

5.2.4.2 The ATCO who are being trained towards the grant of an Aerodrome Control Rating:

5.2.4.2 The examination for A-SMGCS for the ATCOs who are being trained towards the grant of an Aerodrome Control Rating will be integrated with Aerodrome Control Rating. The examination for grant of Aerodrome control will also include required elements of testing of A-SMGCS/SMR. While granting the rating for Aerodrome Control Rating, they will be also granted rating for A-SMGCS/SMR.
CHAPTER 6

SELECTION, DUTIES & RESPONSIBILITIES OF
ON-THE-JOB TRAINING INSTRUCTORS (OJTI)

6.1 Introduction

6.1.1 An important and necessary aspect of an OJT Instructor’s work is the ability to train new recruits on the job - an apprenticeship that can take months. The OJTI is required to take on the essential responsibility as mentor and coach. The aim of OJTI is to train and supervise controllers to transfer their own skills, knowledge and techniques when conducting the on-the-job training to trainee air traffic controllers in an efficient and effective manner to achieve optimum results in a short period of time whilst ensuring safe, orderly and expeditious flow of traffic. Since the output of one unit is the immediate input to the other unit the controllers at the receiving unit is the first one to feel any shortcomings in the training. The reaction time in ATS units is within a span of seconds, thus the quality of training is an important area to be addressed to ensure safe and smooth operation. The OJTIs are required to conduct class room training through lectures, presentations, discussions on case studies etc. the OJTI are also tasked to evaluate the progress of the trainees and conduct counselling session as appropriate.

6.2 Selection Criteria

6.2.1 GM (ATM)/ ATS in charge of the aerodrome shall prepare a panel from amongst the ATCOs in the grade of Junior Executive, Asstt. Manager, Manager, Sr. Manager, Asst. GM, Dy. GM and Jt. GM, for selection of OJT instructors based on the following criteria:

6.2.1.1 For selection as OJTI (Procedural):

a) the ATCO shall have a minimum of one year experience in the rating discipline in which he/she will impart training;

b) In case of revalidation of the rating the ATCO shall have performed active ATC duties in the rating discipline for a minimum period of 3 months at the aerodrome concerned.

6.2.1.2 For selection as OJTI (Surveillance), the ATCO shall have:

a) at least 5 years experience as an air traffic controller with valid rating(s);

b) current ratings for all procedural ATC units for the aerodrome concerned; and

c) performed active ATC duties in ASR or RSR or both for a minimum period of 2 years after acquiring rating.

d) In case of renewal of the rating the ATCO shall have performed active ATC duties in ASR or RSR or both for a minimum period of 6 months at the aerodrome concerned.
6.2.1.3 Has not failed in any proficiency assessment during the last two years.

6.2.1.4 Should have an incident free ATC performance record during the preceding two years.

6.2.1.4 Should have expressed the willingness in writing to perform instructional duties to train the ATCOs.

6.2.1.5 GM (ATM)/Jt. GM (SQMS)/Jt. GM (Trg.) shall assess these officers locally before recommending their names to CHQ for assessment by CHQ constituted board.

6.2.2 While recommending the ATCOs for selection who fulfills above criteria, the ATS in charge shall also take into account, that the ATCO:

a) Has a sound knowledge of ATC procedures, rules, regulation and their application;

b) has a proven track record of working confidently in peak traffic period with adequate exposure to unusual situations such as aircraft emergency, priority handling, bad weather situation, VVIP handling etc.;

c) has an aptitude for imparting training and counselling;

d) possesses effective communication skill, which includes listening, questioning, class room training, creativity and making presentations; and

e) should have high personal integrity, credibility, transparency, resilience, empathy, analytical skill, assertiveness, accommodating and planning skill for training session.

6.3 Selection Process

6.3.1 Directorate of ATM at CHQ will constitute a board to conduct a viva-voce and to make a final selection amongst the panel of ATCOs as drawn above.

6.3.2 The board for conducting the viva-voce and assessment for Mumbai/ Kolkata/ Delhi/ Chennai/ Hyderabad/ Bangalore/ Guwahati/ Ahmedabad/ Varanasi/ Mangalore/ Nagpur/ Trivandrum/Cochin Airport will comprise the following officers:

ED (ATM) or his nominee:                Chairman

GM (ATM) of Airport or his nominee:     Member

Jt. GM/ DGM (Training):                Member

Note: In case the nominee of ED (ATM) is GM/Jt. GM/DGM, the senior most officer shall act as the Chairman of the board.
6.3.3 The board for conducting the viva-voce & assessment for other Airports/Aerodromes will comprise the following officers:

ED (ATM) or his nominee: Chairman
GM (Aero-Region) or his nominee: Member
Jt. GM/ DGM (SQMS)/ATS in-charge: Member

*Note: In case the nominee of ED (ATM) is GM/Jt. GM/DGM then the senior most officer shall act as the Chairman of the board.*

6.3.4 In exceptional circumstances, ED (ATM) may constitute the board consisting of members other than mentioned in para b) and c) above.

6.3.5 After examination / viva-voce, “Assessment pro-forma for selection of OJTI” i.e., Form – B (Annexure-1) shall be filled and forwarded to CHQ along with appropriate comments of the Board.

6.3.6 At airports (particularly smaller and tenure stations) where no OJTI has been selected by duly constituted CHQ board, the senior most ATCO with all the rating of that station shall impart on-the-job training at that airport. The airport where senior most rated ATCO is also acting/officiating as Airport Director, the next senior most officer with all the ratings of that airport may be authorized by the ATS Incharge to impart on-the-job training.

### 6.4 Terms of Assignment

6.4.1 An ATCO selected as OJT Instructor based on the above selection procedure will be authorized to discharge the duties and functions of OJTI for a period of two year from the date of authorization.

6.4.2 The OJTI may be required to undergo and successfully complete the “Instructional Technique” course at CATC, Allahabad.

6.4.3 During OJT the progress of trainee should be regularly assessed and recorded. Assessment is a process of gathering of evidence about the trainees’ performance to determine how they are progressing with their training and to identify any shortcomings that need to be addressed. All the objectives of the training must be assessed and the process fully documented to provide evidence of the trainees’ performance.

6.4.4 OJTI evaluation report provided in Annexure1 shall be used by OJTIs to record their observations of the performance and progress of the trainee. A report of the trainee’s performance on ‘OJTI evaluation report’ should be recorded at an interval of 15 days to enable ATS in-charge/Jt. GM (Trg.)/DGM (Trg.) to determine his/her strengths, weaknesses and level of competence.
Note: The OJT phase is a time when trainees’ knowledge and understanding of the application of local ATC procedures should be reinforced. OJTI should question students during the pre-brief and explain the use of procedures if students are unsure of their application. This should also be done during de-brief if the trainee’s performance indicates a lack of knowledge of ATC procedures or misunderstanding of their application.

6.5 Withdrawal and Restoration of OJT Instructorship

6.5.1 ED (ATM) may withdraw the authorization of OJT instructorship at any time:

a) if the performance of the OJTI is reported to be unsatisfactory; and

b) if the OJTI is involved in an ATC incident or accident where the safety of the aircraft was compromised.

6.5.2 OJT instructorship may be restored at the discretion of ED (ATM), CHQ if the OJTI is not found blame worthy for the incident/accident by the investigating authority.

6.6 Renewal of OJT Instructorship

6.6.1 For renewal of approval of OJT Instructorship the candidate must have exercised privileges of OJTI for at least 200 hours during the two year validity of the previous approval.

6.6.2 Authorization of the OJT Instructorship may be renewed for the next two years by ED (ATM) subject to recommendation GM (Aero)/ ATS in-charge of the aerodrome.

6.6.3 GM (Aero)/ATS in-charge of the aerodrome shall take into account the following points before recommending the names of OJTI for renewal of the OJT Instructorship.

i) The performance of the OJT Instructor during the preceding one year.

ii) Interest and initiative shown by the OJTI in imparting training in ATC units during peak traffic period.

iii) Total number of ATCOs trained and rated during the preceding one year.

6.6.4 The names of the OJT Instructors whose performance during the preceding one year is not found satisfactory shall not be recommended for renewal and such cases be intimated to CHQ in writing.
6.7 Deputation of OJT Instructors to CATC

6.7.1 OJT Instructors may be deputed on tour to CATC Allahabad/other training centres as and when required to meet any specific requirements of CATC training program.

Note: OJTI Evaluation Forms for TWR / APP / ACC / FIC / OCC/Approach Control Surveillance /Area Control Surveillance, Form-A Application Proforma and Form-B Assessment Proforma are placed in Annexure I.
# ASSESSMENT PROFORMA FOR PROCEDURAL RATING

## AIR TRAFFIC CONTROL OFFICERS RATING EXAMINATION FOR PROCEDURAL RATING

<table>
<thead>
<tr>
<th>Name of the Airport</th>
<th>Date and Time (in UTC)</th>
<th>Name of the candidate</th>
<th>Rating for which Examined</th>
<th>Result of Written Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date: From To:</td>
<td></td>
<td></td>
<td>PELA Grade: Valid Upto:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Medical Examination Status Status: Valid Upto:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Performance Indicator for Practical Examination on Channel</th>
<th>Grade Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>Correct use of separation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Coordination with other ATC Units</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Correct use of Standard Phraseology</td>
<td></td>
</tr>
<tr>
<td>Technique</td>
<td>Correct use of mike, switch, panels etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ability to think quickly and react appropriately as per situation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Method Employed to achieve expeditious flow of traffic</td>
<td></td>
</tr>
<tr>
<td>Flight Progress Strip Marking</td>
<td>Positioning and updating of Flight Progress Strips (FPS)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accuracy, speed, neatness and readability of FPS markings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Correct use of symbols</td>
<td></td>
</tr>
</tbody>
</table>

**Passing Criteria:**

Written examination: 70 %; Application: Grade – 5; Technique: Grade – 4; FPS Marking: Grade – 4

- **Grade 1** – Lacks of knowledge of the subject & its practical application.
- **Grade 2** – denotes knowledge of the subject but unable to apply it practically on all occasions.
- **Grade 3** – denotes knowledge of the subject but needs improvement in its practical application.
- **Grade 4** – denotes through knowledge of the subject and ability to apply with speed and accuracy.
- **Grade 5** – denotes extensive knowledge of the subject and the ability to apply procedures derived from it with judgment in the light of the circumstances.

**ASSESSMENT** | **PASSED/ FAILED**

**REMARKS IF ANY:**

(SIGNATURE) (SIGNATURE) (SIGNATURE)
NAME: NAME: NAME:
DESIGNATION: DESIGNATION: DESIGNATION:
CHAIRMAN MEMBER 1 MEMBER 2
## ASSESSMENT PROFORMA FOR SURVEILLANCE RATING

**AIR TRAFFIC CONTROL OFFICERS RATING EXAMINATION FOR SURVEILLANCE RATING**

<table>
<thead>
<tr>
<th>Name of the Airport</th>
<th>Date and Time (in UTC)</th>
<th>Name of the candidate</th>
<th>Rating for which Examined</th>
<th>Result of Written Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date:</td>
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<td>From:</td>
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<td></td>
<td>To:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Performance Indicator for Practical Examination on Channel</th>
<th>Grade Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Setting of equipment</td>
<td></td>
</tr>
<tr>
<td>2. Knowledge and use of controls (ATS Surveillance controller's Work station)</td>
<td></td>
</tr>
<tr>
<td>3. Identification procedure and ensuring that identity is maintained</td>
<td></td>
</tr>
<tr>
<td>4. Correct use of Standard Phraseology</td>
<td></td>
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<tr>
<td>5. RT Delivery</td>
<td></td>
</tr>
<tr>
<td>6. MSSR vectoring technique</td>
<td></td>
</tr>
<tr>
<td>7. Application of separation standards</td>
<td></td>
</tr>
<tr>
<td>8. Planning, sequencing &amp; expeditious flow of traffic</td>
<td></td>
</tr>
</tbody>
</table>

**Passing Criteria:**

**Written examination:** 70 % ; **Practical Examination on Channel:** Grade – 4

Grade 1 – Lacks of knowledge of the subject & its practical application.
Grade 2 – denotes knowledge of the subject but unable to apply it practically on all occasions.
Grade 3 – denotes knowledge of the subject but needs improvement in its practical application.
Grade 4 – denotes through knowledge of the subject and ability to apply with speed and accuracy.
Grade 5 – denotes extensive knowledge of the subject and the ability to apply procedures derived from it with judgment in the light of the circumstances.

<table>
<thead>
<tr>
<th>ASSESSMENT</th>
<th>PASSED / FAILED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**REMARKS IF ANY:**

(SIGNATURE) (SIGNATURE) (SIGNATURE)
NAME: NAME: NAME:
DESIGNATION: DESIGNATION: DESIGNATION:
CHAIRMAN MEMBER 1 MEMBER 2
# ANNEXURE 1

## OJT INSTRUCTOR’S EVALUATION REPORT

<table>
<thead>
<tr>
<th>Weather</th>
<th>Workload</th>
<th>Complexity</th>
<th>Review period</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ VMC</td>
<td>□ Light</td>
<td>□ Not difficult</td>
<td>From: To:</td>
</tr>
<tr>
<td>□ IMC</td>
<td>□ Moderate</td>
<td>□ Occasional difficult</td>
<td></td>
</tr>
<tr>
<td>□ Other</td>
<td>□ Heavy</td>
<td>□ Difficult</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Performance Category</th>
<th>Performance indicator</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
</table>

### A. Separation
1. Selection/application of separation standards
2. Wake turbulence separation is ensured

### B. Coordination
3. Transfers & updating of information
4. Co-ordinations with other sectors/units
5. Functions as a team member

### C. Control judgement
6. Recognition of aircraft capabilities
7. Control judgement is applied
8. Priority of control actions
9. Planning, sequencing & expedition of traffic flow

### D. Methods and procedures
10. Positioning & updating of flight progress strips
11. Clearance delivery is complete/correct & timely
12. adherence to LOAs/directives
13. Knowledge of local/IAL procedure
14. Knowledge of aerodrome data & ATS routes
15. Handling of VFR/SPL VFR flights
16. Visual surveillance of manoeuvring area
17. Effective working speed maintained
18. Recovers from equipment failures
19. Handling of emergency situation if any

### E. Equipment
20. Equipment setting and checking of accuracy of maps
21. Knowledge of equipment including limitations
22. Equipment status information maintained
23. Equipment capabilities are understood/ utilized

### F. Communication
24. Monitoring of air-ground communication channel
25. Response to aircraft transmission
26. Communication is clear and concise
27. Uses prescribed phraseology
28. Makes only necessary transmissions
29. Uses appropriate communications method
30. Handover/takeover briefings are complete and accurate

### A. Comments/Counselling:

**Trainee’s Signature:** [Signature]

**Date:** [Date]

**Signature of OJT Instructor**

With Name & Designation: [Name & Designation]

**Date:** [Date]
## OJT INSTRUCTOR’S EVALUATION REPORT

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
<th>Airport:</th>
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<tbody>
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</tbody>
</table>

### Weather

- [ ] VMC
- [ ] IMC
- [ ] Other

### Workload

- [ ] Light
- [ ] Moderate
- [ ] Heavy

### Complexity

- [ ] Not difficult
- [ ] Occasional difficult
- [ ] Difficult

### Review period

- From: [ ]
- To: [ ]

<table>
<thead>
<tr>
<th>Performance Category</th>
<th>Performance indicator</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Separation</td>
<td>1. Selection/ Application of separation standards</td>
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<tr>
<td></td>
<td>2. Separation is ensured</td>
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<tr>
<td>B. Coordination</td>
<td>3. Transfers &amp; updating of information</td>
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<td>4. Co-ordination performed with other sectors/ units</td>
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<td>5. Functions as a team member</td>
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<td>C. Control judgement</td>
<td>6. Recognition of aircraft capabilities</td>
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<td>7. Control judgement is applied</td>
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<td>8. Priority of control actions</td>
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<td>9. Traffic flow is maintained</td>
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<tr>
<td>D. Methods and procedures</td>
<td>10. Checking of flight plans</td>
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<td>11. Posting &amp; updating of flight data manually or in FDD</td>
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<td>12. Positioning &amp; updating of flight progress strips</td>
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<td>13. Knowledge of ATS &amp; RNAV/RNP routes</td>
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<td>14. Clearance delivery is complete/correct &amp; timely</td>
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<td>15. Adhered to LOAs/directives</td>
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<td>16. Knowledge of local procedure</td>
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<td>17. Working speed</td>
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<td>18. Recovers from equipment failures</td>
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<td>19. Handling of emergency situation if any</td>
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<tr>
<td>E. Equipment</td>
<td>20. Knowledge of equipment including limitations</td>
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<tr>
<td></td>
<td>21. Equipment status information maintained</td>
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<td></td>
<td>22. Equipment capabilities are understood/ utilized</td>
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<tr>
<td>F. Communication</td>
<td>23. Monitoring of air-ground communication channel</td>
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<td></td>
<td>24. Response to aircraft transmission</td>
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<td></td>
<td>25. Communication is clear and concise</td>
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<td></td>
<td>26. Uses prescribed phraseology</td>
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<td>27. Makes only necessary transmissions</td>
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<td>28. Uses appropriate communications method</td>
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<td></td>
<td>29. Handover/takeover briefings are complete and accurate</td>
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</tbody>
</table>

### B. Comments/Counselling:

- [ ]

<table>
<thead>
<tr>
<th>Signature of OJT Instructor</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>With Name &amp; Designation</td>
<td></td>
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</table>
## OJT INSTRUCTOR’S EVALUATION REPORT

### Airport:

<table>
<thead>
<tr>
<th>Weather</th>
<th>Workload</th>
<th>Complexity</th>
<th>Review period</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ VMC</td>
<td>☐ Light</td>
<td>☐ Not difficult</td>
<td>From: To:</td>
</tr>
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<td>☐ Occasional difficult</td>
<td></td>
</tr>
<tr>
<td>☐ Other</td>
<td>☐ Heavy</td>
<td>☐ Difficult</td>
<td></td>
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</tbody>
</table>

### Performance Category

<table>
<thead>
<tr>
<th>Performance indicator</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
</table>

### A. Separation
1. Selection/application of separation standards
2. Separation is ensured

### B. Coordination
3. Handoffs
4. Co-ordination with other sectors/units
5. Functions as a team member

### C. Control judgement
6. Recognition of aircraft capabilities
7. Control judgement is applied
8. Priority of control action
9. Planning, sequencing & expedition of traffic flow

### D. Methods and procedures
11. Methods of aircraft identification
12. Identity is maintained
13. Transfer of radar control to other units
14. Clearance delivery is complete/correct & timely
15. Adherence to LOAs/directives
16. Knowledge of local/IAL procedure
17. Recovers from equipment failures
18. Handling of emergency situation if any
19. Scans entire situation display under his/her jurisdiction
20. Working speed

### E. Equipment
21. Equipment setting and checking of accuracy of maps
22. Knowledge of equipment including limitations
23. Equipment status information maintained
24. Equipment capabilities understood/ utilized

### F. Communication
25. Monitoring of air-ground communication channel
26. Response to aircraft transmission
27. Communication is clear and concise
28. Used prescribed phraseology
29. Makes only necessary transmissions
30. Used appropriate communications method
31. Handover/takeover briefings are complete and accurate

### G. Comments/Counselling:

<table>
<thead>
<tr>
<th>Controller’s Signature:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Signature of OJT Instructor With Name &amp; Designation:</td>
<td>Date:</td>
</tr>
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</table>
**FORM-A**

**PROFORMA TO BE FILLED UP BY THE CANDIDATE WHILE APPLYING FOR SELECTION OF ON-THE-JOB-TRAINING INSTRUCTOR & FORWARDED TO CHQ BY ATS IN-CHARGE**

1. **NAME & DESIGNATION:** ________________________________

2. **DATE OF BIRTH:** ________________________________________

3. **EDUCATIONAL QUALIFICATION:** ____________________________

4. **DATE JOINING SERVICE AS EXECUTIVE/PROMOTED TO EXECUTIVE GRADE:** ________________________________

5. **DATE OF ACQUIRING FIRST RATING:** __________________________

6. **RATINGS:**
   (a) **PREVIOUS RATINGS WITH STATION NAME & DATE:**
       __________________________________________________________
       __________________________________________________________
       __________________________________________________________
       __________________________________________________________

   (b) **CURRENT RATINGS WITH DATE:** ____________________________

   (c) **WHETHER SELECTED AS OJTI PREVIOUSLY IF YES, MENTION STATION NAME & PERIOD:** ____________________________

   (d) **WHETHER PREVIOUSLY POSTED AT CATC IF YES, MENTION PERIOD:** ____________________________

7. **WHETHER INVOLVED IN ANY INCIDENT/ACCIDENT. IF YES, SHORT BRIEF:** ____________________________

**(SIGNATURE OF ATS IN-CHARGE) (SIGNATURE OF THE APPICANT)**
FORM-B

ASSESSMENT PROFORMA FOR SELECTION OF ON-THE-JOB-TRAINING INSTRUCTOR
(TO BE FILLED UP BY CHQ BOARD)

1. NAME & DESIGNATION OF CANDIDATE: ____________________________________________

2. QUALITIES OF THE CANDIDATE:

A) RECORD OF WORKING CONFIDENTLY IN PEAK TRAFFIC : V GOOD GOOD AVERAGE POOR

B) APTITUDE FOR IMPARTING TRAINING & COUNSELLING : V GOOD GOOD AVERAGE POOR

C) KNOWLEDGE OF STANDARDS & PROCEDURES : V GOOD GOOD AVERAGE POOR

D) INITIATIVE : V GOOD GOOD AVERAGE POOR

E) POWER OF EXPRESSION (COMMUNICATION SKILL) : V GOOD GOOD AVERAGE POOR

F) BEHAVIORAL ATTITUDE : V GOOD GOOD AVERAGE POOR

G) EFFORTS MADE TO UPDATE INFORMATION AVAILABLE AT ATS UNITS : V GOOD GOOD AVERAGE POOR

3. REMARKS OF THE BOARD:

RECOMMENDED/ NOT RECOMMENDED AS ON-THE-JOB TRAINING INSTRUCTOR FOR ATS UNITS SHOWN BELOW:

SMC TWR SMR APP FIC OCC ADS ACC ASR RSR

(SIGNATURE) (SIGNATURE) (SIGNATURE) (SIGNATURE)
NAME: NAME: NAME: NAME:
DESIGNATION: DESIGNATION: DESIGNATION: DESIGNATION:
CHAIRMAN MEMBER 1 MEMBER 2 MEMBER3