



सत्यमेव जयते

GOVERNMENT OF INDIA
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION
OPP. SAFDURJUNG AIRPORT, NEW DELHI

CIVIL AVIATION REQUIREMENTS
SECTION 9 – AIRSPACE AND AIR NAVIGATION
SERVICES STANDARDS
SERIES L PART IV
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EFFECTIVE: FORTHWITH

F. No. DGCA-21048/13/2018-ANS

Subject: Proficiency check for personnel of Air Traffic Services.

1. Introduction

- 1.1. Rule 107 of The Aircraft Rules 1937 stipulates that the holder of an air traffic controller's licence has to meet the competency requirement to exercise the privileges associated with the license and rating(s) endorsed on his license.
- 1.2. The maintenance of competency of an air traffic controller, may be considered complied by satisfactory demonstration of skill and knowledge during proficiency check.
- 1.3 Sub rule 4 of rule 112 stipulates that the Director General may determine the manner in which the proficiency check shall be carried out.
- 1.4 This Civil Aviation Requirement lays down the guidance, requirements and procedures to be followed for conducting proficiency checks.
- 1.5 This CAR is issued under the provisions of sub rule (1) of rule 107, sub rule (4) of rule 112 and Rule 133A of the Aircraft Rules, 1937.

2. Applicability

The provisions of this CAR are applicable to air navigation service provider, holders of air traffic controller's licence and examiners.

3. General

- 3.1 The ANSP shall ensure that the privileges granted by the license/ ratings,

are not exercised by the air traffic controller's licence holder unless he fulfills competency requirement through proficiency checks by authorized examiners.

- 3.2 ANSP must develop and follow the procedure for conducting proficiency check for each unit for all the license holders and for every rating endorsed on the air traffic controller's license.
- 3.3 The frequency of proficiency check shall be at least once in a year from the date of endorsement of each rating on air traffic controller's licence.
- 3.4 Guidelines and procedures for development and implementation of proficiency check, evaluation method, performance improvement programme and its record keeping shall be documented in Rating training manual.

4. Guidelines for development of proficiency check proforma and evaluation method

- 4.1 To standardize the assessment of proficiency checks, ANSP shall develop proficiency check proformas for all the ratings specified in Schedule III of Aircraft Rules 1937 with respect to each unit. Proficiency shall be assessed at least in areas: safety performance area; skill; knowledge; and attributes (Maintaining attention, situation awareness and work load).
- 4.2 ANSP may decide the evaluation method for each performance area for objective evaluation as per their requirement.

5. Evaluation of proficiency check

- 5.1 ANSP shall develop a mechanism to evaluate the performance of air traffic controllers during proficiency check against each area specified in para 4.1.
- 5.2 If the controller's overall performance is found unsatisfactory in proficiency check, ANSP shall ensure that ATCO licence holder does not exercise the privileges of rating of that particular unit unless found satisfactory after Performance Improvement Programme (PIP).

6. Performance Improvement Programme

- 6.1 In order to bring the performance of controllers to a satisfactory level, the ANSP shall develop a PIP.
- 6.2 The duration and contents of PIP training shall be determined by the ANSP on the basis of report submitted by examiner.
- 6.3 After completion of PIP training, an assessment board duly constituted by the ANSP shall assess the controller's performance. The Board shall consist of at least three members one of which shall be examiner/instructor

of that ATS unit.

- 6.4 On being satisfied with the controller's performance, the controller may be permitted to exercise the privileges of the rating of that particular rating.

7. Records

- 7.1 ANSP must submit one copy of records of proficiency checks conducted in the preceding six months to DGCA as follows:
- i. By 15th July- for proficiency checks conducted from 1st January to 30th June
 - ii. By 15th January- for proficiency checks conducted from 1st July to 31st December.
- 7.2 The ANSP shall ensure that proficiency check records of all individuals are maintained and preserved for at least five years.



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