



सत्यमेव जयते

GOVERNMENT OF INDIA

OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION

## **ALD CIRCULAR 2 OF 2019**

File No. DGCA-21035(11)/4/2019-ANS

7<sup>th</sup> March 2019

# **ATCO LICENSING CIRCULAR**

**Subject:- Requirements for appointment/nomination of post holders at ATSTO.**

### **1. INTRODUCTION:**

Rule 114 of the Aircraft Rules 1937 stipulates that DGCA may approve a training organization to conduct approved training courses for students to enable them to attain the level of competency required for obtaining a license or rating specified in rule 95.

Civil Aviation Requirements Section-9, Series-L, Part-IX stipulates the requirements for approval, renewal and oversight of Training Organization for personnel of Air Traffic Services. CAR also lays down the need of key personnel for the smooth functioning of an ATSTO. This circular lays down the minimum qualifications and experience requirements for key personnel.

### **2. APPLICABILITY:**

This circular is applicable to ATSTO, ANSP and Key personnel.

### **3. Qualifications and experience requirements of Key Personnel**

Civil Aviation Requirements Section-9, Series-L, Part-IX stipulates that Accountable Manager, Head of Training/ Chief Instructor and Quality Assurance Manager are the Key Personnel. At the time of submission of application in prescribed proforma to DGCA for approval of ATSTO, the applicant shall specify the post holders of ATSTO with their qualification and experience. ATSTO shall submit a statement showing that the minimum qualification requirements for each post holder are met or exceeded.

Following are the minimum qualifications and experience requirements for the post holders:

**3.1 Accountable Manager:**

- (i) Accountable manager is required to be appointed by organization,
- (ii) A person having overall experience of at least 15 years in the field of Air Navigation Services (ANS) should be appointed as Accountable Manager,
- (iii) Following must be clearly mentioned in the appointment letter of Accountable Manager:-
  - a) That he has corporate authority for ensuring that training can be financed and carried out to the standard required by Aircraft Rules and relevant regulations and Civil Aviation Requirement under Section-9, Series-L, Part-IX.
  - b) The accountable manager shall ensure that all necessary resources are available to accomplish training in accordance with laid down standards and establish and promote the quality standards for the training.

**3.2 Head of Training/ Chief Instructor:** ATSTO is required to appoint a Head of Training/Chief Instructor depending upon the size of organization. He should meet at least following requirements:-

- (i) Have or have held at least one surveillance and one procedural rating as laid down in rule 95 of the Aircraft Rules 1937; and
- (ii) Have overall experience of at least 10 years in the field of Air Traffic Services.

**3.3 Quality Assurance Manager:** ATSTO is required to appoint a Quality Assurance Manager who should meet at least following requirements:-

- (i) Have at least 2 years of experience in quality assurance; or
- (ii) Have at least 2 years of experience in Instructional duties in Surveillance and procedural courses in classroom as well as simulator/practical instructions; or
- (iii) Have attended a quality auditing course and have 2 years of experience in auditing a training organization.

**4. Responsibilities and functions:** ATSTO should clearly write down the responsibilities and functions of each post holder in Training and Procedure Manual of ATSTO.

**5. Change of Post Holder** ATSTO is required to ensure that no post holder is changed without the intimation to DGCA.

Sd/-  
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Director General of Civil Aviation