



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
ISSUE I, _____ 2019**

EFFECTIVE: FORTHWITH

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

Subject: Proficiency check for personnel of Air Traffic Services.

1. Introduction

- 1.1. 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 satisfactorily established by his demonstration of his skill and knowledge during proficiency check.
- 1.3 Competency of air traffic controllers should be assessed through proficiency checks by authorized proficiency assessors.
- 1.4 This civil aviation requirement lays down the 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

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

3. General

- 3.1 Refresher training helps in maintaining the controller's competency.

- 3.2 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 proficiency assessors.
- 3.3 ANSP must develop and follow the procedure for conducting proficiency check for each station for all the license holders and for every rating endorsed on the air traffic controller's license.
- 3.4 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.

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

- 4.1 ANSP shall develop proficiency check proformas for all the ratings specified in Schedule III of Aircraft Rules 1937 taking performance areas into account such as safety performance area, skill, knowledge and attributes (Maintaining attention, situation awareness and work load) at least.
- 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 content.
- 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.

6. Performance Improvement Programme

- 6.1 During proficiency checks if any controller's overall performance is found unsatisfactory, the holder's rating for that particular ATS unit shall be suspended and controller may be subjected to appropriate performance improvement training under an OJTI.
- 6.2 The duration of performance improvement training shall be determined by the ANSP on the basis of report submitted by proficiency assessor. In order to meet these requirements the ANSP shall develop a Performance Improvement Programme.
- 6.3 This Performance Improvement Programme (PIP) shall aim at improvement in safety and efficiency of air traffic controller, development of his skills, maintaining attention, situation awareness and enhance his knowledge.

- 6.4 After completion of PIP an assessment board duly constituted by the ANSP and approved by the Director-General shall assess the controller's performance for revalidation of rating for that particular ATC unit.

7. Records

- 7.1 ANSP must submit one copy of records of proficiency checks conducted in a month in the first week of every next month.
- 7.2 The ANSP shall ensure that proficiency check records of all individuals shall be maintained and preserved under the relevant regulatory requirements.

(B.S. Bhullar)
Director General of Civil Aviation

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