



ISLAMIC REPUBLIC OF AFGHANISTAN

Afghanistan Civil Aviation Authority

National Air Traffic Controller Training Program

# **Air Traffic Control**

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## FOREWORD

This order prescribes local air traffic control procedures for use by personnel providing air traffic control services within the Afghanistan FIR. All personnel are required to be familiar with the provisions that pertain to their operational responsibilities and to exercise their best judgment if they encounter situations not covered by it.

This order may be supplemented by local directives and procedures.

Capt. Hamid Zahir  
Director General

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## CHAPTER 1:TERMS AND DEFINITIONS

**Classroom Training.** Instructional presentations administered away from operational positions

**Individual Training Plan.** A written document that identifies training need and specifies tasks, target time, schedule, and priority for the proposed training. Supervisors' will develop plan.

**Rating Skill Check.** An assessment used to determine if a student demonstrates the knowledge and skill level necessary to certify in an ATS Unit

**Rated Controller.** A person who is licensed as an Air Traffic Controller and position rated. A rated controller can work without direct supervision.

**Currency.** Prescribed minimum proficiency time requirements necessary to work an operational position independently under general supervision.

**Direct Monitoring.** Observing and listening to all activity at the operational position.

**Facility Support Staff.** shall:

- (1) Organize and conduct training.
- (2) Prepare and maintain training materials.
- (3) Provide qualification training materials for student upon entry into training.
- (4) Develop, validate, administer, and evaluate lab scenarios.
- (5) Develop and conduct proficiency training.

**Minimum Rating Time.** The number of training hours required before becoming eligible for a rating on a given operational position.

**On-the-Job Training (OJT).** Training conducted by a supervisor or OJTI that provides direct experience in the work environment.

**On-the-Job Training Instructor (OJTI).** An individual who instructs the student/ATCS during OJT. See definition of teaming team.

**Performance Skill Check.** An assessment used by the supervisor to evaluate training progress of a student by comparing a student's knowledge and skill levels to those required for rating.

**Proficiency.** Knowing, understanding, and applying air traffic procedures in a safe and efficient manner.

**Proficiency Training.** Training conducted to maintain and update the knowledge and skills necessary to apply air traffic procedures in a safe and efficient manner. Unit supervisors or Director Air Traffic Services shall identify, recommend, coordinate, and schedule proficiency training.

**Refresher Training.** Training for proficiency improvement, not a performance evaluation

**Remedial Training.** Training provided to correct specific identified operational deficiencies.

**Supplemental Training.** Operational personnel shall complete supplemental training prior to the utilization of new/revised procedures, regulations, or equipment. This training will be coordinated and scheduled with Supervisor.

**Target Time.** The training time normally required for a rating in an ATS unit.

**Training Team.** Designated individuals; primary OJTI, secondary OJTI, student, and supervisor, who facilitate the training of a student. The primary OJTI shall be responsible for providing the majority of the student's OJT. The secondary OJTI will provide training when the primary OJTI is not available. When neither the primary nor the secondary OJTI are available, any OJTI may provide training.

**Voice Recording Review.** Procedure where the supervisor listens to a voice recording of the controller. The supervisor and controller review the recording and discuss any deficiencies. Also used as a management tool for positive recognition.



## CHAPTER 2: NATIONAL TRAINING PLAN

### 2.1 TRAINING RESPONSIBILITIES

2.1.1 Director Air Traffic Services shall:

2.1.1.1 General:

2.1.1.1.1 Ensure a training program is established and conducted in accordance with national and local directives.

2.1.1.1.2 Ensure local training plans are developed for each unit.

2.1.1.2 OJT and Rating Process:

2.1.1.2.1 Ensure that individuals entering qualification training receive adequate unit orientation and are thoroughly briefed on the unit training directive, mission, and other applicable directives prior to entering training.

2.1.1.2.2 Ensure that OJT is accomplished in accordance with ICAA rating Program.

2.1.1.2.3 Ensure that training reports are properly completed and maintained.

2.1.1.2.4 Ensure that an annual schedule of required proficiency training is maintained and that proficiency training is accomplished.

2.1.1.2.5 Ensure that unit target time, minimum/maximum rating target times, and OJT times are established, maintained, and updated. This is to be accomplished for each unit in ICAA.

2.1.1.2.6 Periodically review the annual OJT evaluation process to ensure efficiency and effectiveness of the program. Purpose of review is to provide a basis for improving the unit training program.

2.1.1.2.7 Ensure that training teams receive support needed to provide quality OJT time to students.

2.1.1.2.8 Initiate the training review process.

2.1.1.3 Training Program:

2.1.1.3.1 Ensure that the facility training program is planned, conducted, assessed, and revised on a continual basis.

2.1.1.3.2 Maintain close communication with supervisors and OJTIs regarding all unit training programs and resources.

2.1.1.3.3 Maintain training documentation.

2.1.2. Unit Support Staff/Director shall:

2.1.2.1 Organize and conduct training.

2.1.2.2 Prepare and maintain training materials.

2.1.2.3 Provide qualification training materials for students prior to entry into training.

2.1.2.4 Develop, validate, administer, and evaluate lab scenarios.

2.1.2.5 Develop and conduct proficiency training.

2.1.3. Students' Supervisor shall:

2.1.3.1 Administer, assign, monitor, and facilitate training. This includes:

2.1.3.1.1 Establishing a training team for each student.

2.1.3.1.2. Develop an Individual training plan, ICAA Form 11, for each student. See example attachment 2.

2.1.3.1.3 Ensuring that the majority of OJT is provided by members of the training team.

2.1.3.1.4 Identifying, recommending, coordinating, and scheduling additional OJT hours and remedial training.

2.1.3.2 Maintain communication among the training team.

2.1.3.3 Sign the position rating entry in the employee's training file. This signature certifies that the employee has completed all qualification training for the position.

2.1.3.4 Serve as team leader for the students' training team(s). This includes:

2.1.3.4.1 Making the final determination to modify the plan for training by providing remedial training or additional OJT hours after considering training team recommendations.

2.1.3.4.2 Making the final determination regarding rating after considering the results of the rating skill check and training team recommendations.

2.1.3.4.3 Making the final determination regarding the suspension of OJT after considering training team recommendations.

2.1.3.5 Address any reported extenuating circumstances that may impede the student's training progress.

2.1.4 OJTI The OJTI is responsible for assisting the student in acquiring the knowledge and skills necessary to become rated. The OJTI shall:

2.1.4.1 Ensure that the OJT process includes preferred methods of teaching through a combination of instruction, demonstration, and practical application. Provide guidance on control judgment. Demonstrate alternative techniques. (OJT instruction shall be based on ICAO, local procedures, and CAA documentation.)

2.1.4.2 Be familiar with the student's previous training performance prior to commencing OJT.

2.1.4.3 Document OJT results on CAA ATC Evaluation Report. At least one OJT report for each student shall be completed by each OJTI, to include all training sessions conducted during the assigned shift. It is permissible to combine reports if the OJTI trains the same student on the same option on the same day.

2.1.4.4 Discuss the student's performance as soon as possible after each OJT session.

2.1.4.5 Perform only OJT duties during training sessions.

2.1.4.6 Ensure that the instructor and the student are plugged into the same control position when OJT is being conducted.

2.1.4.7 Provide OJT to no more than one student at a time.

2.1.4.8 Satisfy training objectives as specified in the training plan.

2.1.4.9 Keep the student's supervisor informed of progress.

2.1.4.10 Assume the responsibilities of a training team member when assigned to a training team.

2.1.4.11 Be responsible for all positions combined during training even if the student is rated on one or more of the positions that are combined.

2.1.5 Student. The student shall:

2.1.5.1 Actively participate in training to achieve rating.

2.1.5.2 Perform operational assignments in order to maintain proficiency and currency.

2.1.5.3 Review, discuss, and make suggestions to enhance the training plan with the other members of the training team.

2.1.5.4 Understand all aspects of the training plan.

2.1.5.5 Review, discuss, and sign ICAA ATC Evaluation Reports.

2.1.5.6 Immediately advise a supervisor of any extenuating circumstance(s) that might impede training progress.

2.1.5.7 Be physically and mentally prepared to receive OJT, exercise initiative, and study to ensure satisfactory training progress and rating.

2.1.5.8 Verify that all OJT time are recorded accurately. Keep a personal log of all OJT hours worked.

2.1.5.9 Engage in OJT only on positions that have been assigned.

2.1.5.10 Be receptive to training performance feedback from OJTIs/supervisors.

## 2.2 TRAINING REQUIREMENTS FOR AIR TRAFFIC CONTROLLERS

2.2.1 Proficiency Training:

2.2.1.1 Proficiency training is required for controller personnel. The purpose of this training is to maintain and upgrade the knowledge and skills necessary to apply air traffic procedures in a safe and efficient manner.

2.2.1.2 Proficiency training needs will differ from unit to unit and therefore, should be tailored to meet identified requirements.

2.2.1.3 Proficiency training may include mandatory briefing items distributed by Director ATS or CAA.

2.2.1.4 Controller performance skill checks and voice recording evaluations shall be accomplished for each person who is rated on at least one control position and at least semi-annually.

2.2.1.5 All proficiency training shall be documented in the employee's training file.

2.2.2 Refresher Training. Director ATS shall establish an annual refresher training program to be administered on a national level. Supervisors shall stress that refresher training is for proficiency improvement, not performance evaluation.

2.2.2.1 This program shall include, but is not limited to, training on the following topics:

2.2.2.1.1 Unusual situations, such as, weather affecting flight, aircraft equipment failure, hijacking, and other types of emergencies. (Training on emergency situations should be based on real life incidents and aircraft accidents, stressing a lesson learned approach.)

2.2.2.1.2 Seldom used procedures, such as transitioning to and applying non-radar separation and procedures for special flight handling.

2.2.2.1.3 Safety alerts and traffic advisories in facilities that are required to provide these services.

2.2.2.1.4 Wake turbulence information and application in units that are required to provide these services.

2.2.2.1.5 Transfer of position responsibilities and sign on procedures.

2.2.2.1.6 Special VFR procedures.

2.2.2.2 All certified weather observers shall receive refresher training at least annually.

2.2.2.3 Radar qualified personnel required to maintain radar proficiency shall receive the following refresher training:

2.2.2.3.1 Unique radar/flight data processing entries used in the day to day operation.

2.2.2.3.2 Review of control procedures associated with operation in the radar facilities, annually.

2.2.2.3.3 Review of letters of agreement, operations letters, handoffs, beacon code assignment, and facility directives.

2.2.2.3.4 Other training determined by the Director ATS.

2.2.3 Supplemental Training. Controller personnel shall complete supplemental training prior to the utilization of new/revised procedures, regulations, or equipment.

2.2.4 Performance Skill Check.

Student: An assessment used by the supervisor to evaluate training progress of a student by comparing the student's knowledge and skill levels to those required for certification. The student shall be assessed monthly through a performance skill-check session on an operational position. The student's supervisor will perform the performance skill check. Results shall be recorded on CAA Form 10. Skill check may be supplemented by oral questioning, simulation, written, or other methods.

Rated Controller: An assessment used by the supervisor to evaluate rated controller efficiency. Checks shall be done at least semi-annually by a supervisor. Strengths as well as weaknesses shall be discussed with the controller. Results shall be documented on CAA Form 10 and placed in the controller's training file. A controller may demonstrate overall acceptable technical performance, but might still benefit from remedial training targeting a specific technical area.

2.2.4.1 Remedial Training. Training conducted to correct specific performance deficiencies.

2.2.4.1.1 A loss of rating by a controller as a result of a performance deficiency shall receive remedial training.

2.2.4.1.2 Training provided as a result of performance-related issues shall be documented as remedial training.

2.2.4.1.3 The employee shall be notified in writing of the specific subject areas to be covered and the reasons.

2.2.4.1.4 The employee will have a reasonable opportunity to provide input on the development of his/her remedial training.

2.2.4.1.5 The methods and contents will be tailored to meet the identified needs of the individual and may include laboratory scenarios, classroom instruction, and

OJT. Supervisors shall determine the most effective method.

### 2.3 LOSS OF RATING/RE-EVALUATION FOR RATING

2.3.1 Procedures. Personnel, who fail to meet currency requirements, or have demonstrated unsatisfactory performance/unsafe practices, shall have rating cancelled and be prohibited from working operational control positions. In such instances, the controller must be re-evaluated prior to the resumption of operational duties. Controller must demonstrate, under direct supervision, the ability to satisfactorily perform relevant operational duties during normal workload conditions to regain rating. Loss of rating and subsequent re-rating are required under two circumstances:

2.3.1.1 Performance related: This circumstance results from unsatisfactory performance observed by the supervisor or discovered as the result of reviewing facility records, data, and/or audio recordings.

2.3.1.1.1 Supervisors shall ensure that all prerequisites have been met prior to performing the re-rating.

2.3.1.1.2 Re-rating may be accomplished on a single position or multiple positions at the discretion of the Supervisor.

2.3.1.1.3 If re-rating is unsuccessful, the Director ATS will make the final determination on placement of employee.

2.3.1.1.4 All actions will be documented in employee's training folder.

2.3.1.2 Non-performance related: This circumstance involves loss of currency as a result of a nonperformance-related absence (e.g., medical, detail, temporary duty assignment, collateral duty, etc.). Personnel who have not worked an operational position for 6 months or more shall have rating cancelled in all operating positions for which he or she has not maintained currency. At the discretion of the supervisor, the individual may be re-rated without additional training. However, it may be deemed necessary that the individual receive classroom and/or OJT prior to evaluation for re-rating. The re-rating and any qualification training conducted shall be entered in employee's training folder. If rating is not achieved, the supervisor may assign additional OJT hours and/or remedial training.

2.3.1.3 Personnel who have not worked an operational position for 1 year or more shall receive classroom/laboratory/OJT prior to rating evaluation. OJT

target time shall not exceed the initial target time established for the unit.

2.3.1.3.1 Supervisors shall ensure that all prerequisites have been met prior to performing the rating skill check.

2.3.1.3.2 Re-rating may be accomplished by individual position or a single action covering multiple positions at the discretion of the Supervisor.

### 2.4. TRAINING DOCUMENTATION

2.4.1 A training file will be maintained on each controller in CAA. This file will contain all student input including all initial qualification material.

2.4.2 File will be in the form of a 3 ring loose leaf binder and will contain:

- 2.4.2.1 Short Biography
- 2.4.2.2 Initial interviews
- 2.4.2.3 Assessment test English/ATC
- 2.4.2.4 Classes attended
- 2.4.2.5 Scores for each class
- 2.4.2.6 Individual Training plan
- 2.4.2.7 OJT files
- 2.4.2.8 Skill checks
- 2.4.2.9 Rating paperwork
- 2.4.2.10 All other types of training

2.4.3 Once controller is fully rated all the training evaluations (Form 10) will be removed from file.

2.4.4 Files will be maintained by training department or supervisor and files will be secured.

2.4.5 All training will be documented in the employee's training folder by the supervisor or unit support staff.

2.4.6 Once a student is position rated, the ICAA Form 10 daily evaluations will be removed from the file.

2.4.7 In addition to the training file a computerized data tracking system based on controller operating initials will be used for identification purposes. Each controller in a specific unit will have different operating initials. Controller initials are unique to each controller. This allows a database based on initials to be set up to track all training and personnel actions. A roster of current initials will be updated and maintained. New hires will have initials assigned as part of the employee indoctrination. As the controller work force expands to adjacent ATS units, the controller's operating initials plus a following one letter identifier unique to the ATS unit would be used. So for example, if KIAP is designated K, and Herat Tower designated H, two controllers at the different facilities both with the operating initials AI, would be AIK at KIAP and AIH at Herat.

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## CHAPTER 3: Local Training

3.1 Local training plans are designed to supplement the National Training plan.

ATS Unit Managers have the responsibility of developing site specific training plans for their Units. These plans shall be used, in addition to the CAA National Training Plan, to ensure that effective unit training is completed.

3.1.2 Local training plans shall:

3.1.2.1 Contain minimum and maximum authorized number of on-the-job training hours per operational position.

3.1.2.2 Locally prepared LOP, to include operations pertaining to their unit, as well as general information from the CAA national Training Plan and the Quality Assurance Plan.

3.1.2.3 LOA'S and CAA local directives.

3.1.2.4 Evaluate established hours at least annually and, if necessary, adjust the hours.



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## CHAPTER 4 PROGRAM CAA CURRICULUM

### 4.1. SPECIALIZED ATS COURSES:

#### 4.1.1 Basic Air Traffic Control

##### 4.1.1.1 Prerequisites:

4.1.1.1.1 Candidates selected for entry into the basic ATC course shall hold a current Class 3 Medical Assessment (Annex 4.3.1.4).

4.1.1.1.2 Candidates shall qualify at Level 3 pre-operational ICAO English Assessment with the ability to progress to Level 4 to obtain ATC License (ICAO DOC 9835).

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

4.1.1.2 Training Objectives: Designed for new Air Traffic Controllers entering into any of the ATS Units: Aerodrome Control, Radar Approach Control, Radar ACC.

4.1.1.3 Primary Methods of Instruction: Classroom instruction to include handouts, lecture, individual and group exercises, and test evaluation.

4.1.1.4 Course length: 6 weeks

4.1.1.5 Course Content:

4.1.1.5.1 Principles of Flight

4.1.1.5.2 Airports

4.1.1.5.3 Separation

4.1.1.5.4 Airspace Classification

4.1.1.5.5 Wake Turbulence

4.1.1.5.6 Aircraft Characteristics

4.1.1.5.7 Basic Navigation

4.1.1.5.8 Radio & Satellite Navigation

4.1.1.5.9 Approches

4.1.1.5.10 Pilots Environment

4.1.1.5.11 Fundamentals of Weather

4.1.1.5.12 Basic Communication

4.1.1.5.13 Clearances

4.1.1.6 At the successful completion of this course, candidates will be selected to attend specific ATS training lessons (ACC, Aerodrome, Radar)

#### 4.1.2 Aerodrome Control Tower

4.1.2.1 Prerequisite: Candidates must have successfully completed Basic ATC course and have a working knowledge of local procedures, Doc 4444 & AIP.

4.1.2.2 Training Objectives: Complete understanding of basic Aerodrome Traffic Control. Demonstrate application of approved procedures applicable to ICAO and local directives in the correct order of priority of duties to keep traffic flowing smoothly and without incident. Teaches English phraseology used in aerodrome situations based on ICAO Document 4444.

4.1.2.3 Primary Methods of Instruction: Classroom instruction to include handouts, lecture, individual and group exercises & test evaluation.

4.1.2.4 Course length: 4 weeks

4.1.2.5 Course Content:

4.1.2.5.1 ICAO publication familiarization and identification

4.1.2.5.2 Coordination between local and ground controls

4.1.2.5.3 Vehicle/equipment on runways

4.1.2.5.4 Traffic information

4.1.2.5.5 Airport conditions

4.1.2.5.6 Runway selection

4.1.2.5.7 Arrival procedures and separation

4.1.2.5.8 Helicopter operation

4.1.2.5.9 Taxi and ground movement procedures

4.1.2.5.10 Ground control position

4.1.2.5.11 Flight data position

4.1.2.5.12 Radio communication

4.1.2.6 At the successful completion of this course, the candidate will be assigned to a specific Aerodrome for OJT in order to achieve rating.

#### 4.1.3 Radar

4.1.3.1 Prerequisite: Candidates must have successfully completed Basic ATC course. Must have a working knowledge of local procedures, Doc 4444 & AIP.

4.1.3.2 Training Objectives: Complete understanding of radar procedures. Demonstrates the application of approved procedures to applicable to ICAO and local directives in the correct order of priority of duties to keep traffic flowing smoothly and without incident. Teaches English phraseology used in radar situations based on ICAO Document 4444.

4.1.3.3 Primary Methods of Instruction: Classroom instruction to include handouts, lecture, individual and group exercises & test evaluation.

4.1.3.4 Course length: 4 weeks.

4.1.3.5 Course Content:

- 4.1.3.5.1 Provisions for Air Traffic control Service
- 4.1.3.5.2 Radar Separation
- 4.1.3.5.3 Phraseology
- 4.1.3.5.4 Emergencies
- 4.1.3.5.5 Strip Marking
- 4.1.3.5.6 Duties and Responsibilities
- 4.1.3.5.7 ACAS Maneuvers
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- 4.1.3.5.14 Beacon Systems
- 4.1.3.5.15 Radar Identification
- 4.1.3.5.16 Basic weather & effect on ATC operations
- 4.1.3.5.17 Wake Turbulence
- 4.1.3.5.18 Position Relief Briefings

4.1.3.6 At the successful completion of this course, the candidate will be assigned Radar ATS unit for OJT to achieve rating.

#### **4.1.4 ATS Supervisor/Manager Quality Assurance**

4.1.4.1 Prerequisites: Candidate must have completed Basic ATC course. Must have a working knowledge of local procedures, Doc 4444 & AIP.

4.1.4.2 Training Objectives: Quality Assurance training is designed to improve the overall efficiency of the ICAA Air Traffic Services. Objective is to ensure safety, evaluate controller proficiency, provide guidance for developing new programs, and improve existing programs. Special emphasis placed on operational errors/deviations, their cause, prevention, and reporting. Other topics addressed: Customer service, value of teamwork, and aircraft incident reporting procedures. ATS supervisor training will cover technical, administrative, and human relations skills.

4.1.4.3 Primary Methods of Instruction: Classroom instruction to include handouts, lecture, individual and group exercises & test evaluation.

4.1.4.4 Course length: 4 weeks

4.1.4.5 Course content:

- 4.1.4.5.1 ATS Licenses and Ratings

4.1.4.5.2 Air Traffic Controller Team Position Duties and Responsibilities

4.1.4.5.3 Flight Data Presentation

4.1.4.5.4 Transfer of Watch Responsibilities

4.1.4.5.5 Position relief briefing

4.1.4.5.6 Air Traffic incident reporting.

4.1.4.5.7 ATS incident tracking process

4.1.4.5.8 Analysis of ATS incidents

4.1.4.5.9 Quality Assurance Review

4.1.4.5.10 Air Traffic Services Incident Prevention Programs

4.1.4.5.11 Runway incursion prevention plan

4.1.4.5.12 Air traffic controller voice recording evaluation

4.1.4.5.13 Review of ATC procedures and practices

4.1.4.5.14 ATS Evaluation

4.1.4.5.15 Standardization of procedure

4.1.4.5.16 Proficiency training,

4.1.4.5.17 Performance Skill Checks

4.1.4.5.18 ATS safety management

4.1.4.5.19 Safety reviews

4.1.4.5.20 Regulatory issues

4.1.4.5.21 Operational and technical issues

4.1.4.5.22 Licensing and training issues

4.1.4.5.23 Safety assessments

4.1.4.5.24 Enhancements of ATC capability

4.1.4.5.25 Quality of services improvement programs

4.1.4.5.26 Random voice recording reviews

4.1.4.5.27 Participation in pilot safety seminars

4.1.4.5.28 Recognition of quality ATS system performance

4.1.4.5.29 Recognition and awards for individual/team quality performance

4.1.4.5.30 Program for notification, investigation, reporting, and tracking aircraft accidents.

## **4.2 ATC On the Job Training**

4.2.1 Prerequisites: Candidate must have successfully completed a formal training course. Supervisor or his designee must recommend the candidate for a specific OJT program. Must have a working knowledge of local procedures, Doc 4444 & AIP.

4.2.2 Definition: OJT is aimed at permitting the new employee to integrate his/her basic knowledge with actual practice. It should concentrate on specific local conditions and offer opportunities to perform the functions of each operating or duty position under actual conditions and with adequate supervision.

4.2.3 Objective: To completely qualify a candidate for position rating. At the completion of OJT instruction and the successful skill check the candidate will be awarded an ATS rating.

4.2.4 The CAA National Training Program, chapter 2, contains detailed information on the OJT procedures.

4.2.5 Each unit supervisor shall establish target hours, minimum and maximum, for each position of operation within the unit.

4.2.6 Target times are contained in attachment to local LOP'S for each unit.

4.2.7 Evaluate established hours at least annually and, if necessary, adjust the hours.

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## CHAPTER 5 ATC CERTIFICATION PLAN

### **5.1 Ratings for the following ATS Units: Aerodrome Control, ACC Radar and Approach Radar**

**5.1.1 Process:** Only the student's primary or secondary OJT instructor can recommend the individual ready for ATS position rating in Aerodrome, ACC, or Radar. Position rating must be recommended by primary or secondary instructor. Position rating allows the student to work an ATS position within the unit under general supervision. Example: rated to work ground control, while continuing training for local control. The student's application of the knowledge and skills required for rating shall be assessed monthly through a performance skill-check session on an operational position. The student's supervisor or his designated representative will perform the performance skill check. All skill checks may be supplemented by oral questioning, simulation, written, or other methods.

**5.1.2 Requirements:** Upon completion of maximum time allowed for ATS position rating a rating skill check shall be conducted. A rating skill check may be conducted prior to completing OJT target time if recommended by instructor. Minimum Target times are established for each ATS Unit.

**5.1.3 Failure of rating skill check at maximum target time.** A final determination to modify the plan for training will be made by the supervisor. The supervisor will take into consideration Training Team recommendations.

**5.1.4 Documentation:** All training required to achieve rating shall be documented in the student's training folder. The results of the rating skill check shall be documented

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## ATTACHMENT 1

### ATC English Assessment Measurements

#### **Initial Assessments:**

- I. English Structure Placement Assessment
- II. Oral English Placement Assessment (ICAO scale 1-6)

Assessment I: Required for new hires and other personnel as requested by ICAA.

Assessment II: Required for new hires and other personnel as requested by ICAA.

Assessment III; ATC Technical written test.

Assessment III: Required for any student entering any ATC option training course from basic course. May be used for refresher training for all controllers annually. An Air Traffic control Technical written test will be given to all students who complete the ATC basics course prior to entry into the specific option course. At the completion of the option course another ATC Technical test will be administered. Purpose of testing is to measure student's progress, and to improve the training programs.

Assessments I & II are administered & evaluated by the English Language Instructor.

Assessments III is administered and evaluated by the ATC Instructors.

#### **ICAO English Language levels:**

Level 1 & 2 Elementary. Insufficient to participate in subject matter (ATC) courses.

Level 3 Pre-operational. Sufficient to participate in subject matter (ATC) courses.

Level 4 Operational. English tested every three years.

Level 5 Extended. English tested every five years.

#### **Explanations:**

- English Placement Assessments determine students' needs and class levels.
- An ATC instructor will assist the Language Instructor in teaching the students common Air Traffic Control phraseologies.
- Students will be placed in approved ATC courses or other curriculum as directed by the CAA supervisor once they demonstrate a minimum of ICAO English Level 3. English language instruction will continue until students reach Level 4, which is the required minimum proficiency level for ATC communication and facility certification.
- If a current certified controller is determined to have only Level 3 skills, he/she will be required to participate in English language courses until he/she reaches Level 4.

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ATTACHMENT 2

CAA FORM 10 ATC EVALUATION REPORT
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Name	Initials	Date
ATS Unit Assigned		Date Assigned Unit
Position	Hours	Total Hours This Position

**CONDITIONS**

Weather VMC <input style="width:30px; height:15px;" type="text"/> IMC <input style="width:30px; height:15px;" type="text"/>	Workload Light <input style="width:30px; height:15px;" type="text"/> Moderate <input style="width:30px; height:15px;" type="text"/> Heavy <input style="width:30px; height:15px;" type="text"/>
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**PURPOSE OF REPORT**

OJT <input style="width:30px; height:15px;" type="text"/> Simulation <input style="width:30px; height:15px;" type="text"/> Rating <input style="width:30px; height:15px;" type="text"/> Revalidation <input style="width:30px; height:15px;" type="text"/> Proficiency Check <input style="width:30px; height:15px;" type="text"/> Skill Check <input style="width:30px; height:15px;" type="text"/>			
	<b>Not Observed</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>

<b>PERFORMANCE</b>	1.	Separation is ensured			
	2.	Awareness is maintained			
	3.	Good control judgment is applied			
	4.	Control actions are correctly planned			
	5.	Positive control is provided			
	6.	Takes immediate action to correct errors			
	7.	Effective traffic flow is maintained			
	8.	Strip marking is correct			
	9.	Delivery of clearances is correct			
	10.	Correct directives are followed			
	11.	Visual scanning is accomplished			
	12.	Able to keep pace with traffic			
	13.	Traffic advisories are provided			
	14.	Automation entries are correct			
	15.	Equipment is understood			
	16.	Required coordination performed			
	17.	Communication is clear			
	18.	Correct phraseology applied			
	19.	Team concept followed			
	20.	Relief briefings are complete			

CAA Form 10

ATTACHMENT 2

COMMENTS:

Note: unsatisfactory checked boxes require comments.

OJTI Signature \_\_\_\_\_

Date \_\_\_\_\_

Recommendation:

This report has been discussed with me.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Comments:

Rating / Revalidation:

I certify that this controller meets qualification requirements.

Signature of Supervisor \_\_\_\_\_

Date \_\_\_\_\_

**INDIVIDUAL TRAINING PLAN**

**Student** \_\_\_\_\_

**Unit Assigned** \_\_\_\_\_

**Supervisor** \_\_\_\_\_

**Target Time for Rating** \_\_\_\_\_ **Start date** \_\_\_\_\_

**Primary OJTI** \_\_\_\_\_

**Secondary OJTI** \_\_\_\_\_

**The purpose of this document is to outline the training objectives for the student. The members of the training team will initially meet with the student and discuss all the steps in training that will lead to rating. The team will cover what is expected of the student and how the OJT will be conducted.**

**All OJT shall be accomplished, to the maximum extent possible, utilizing the primary/secondary OJTI. CAA supervisor at his discretion may assign other qualified OJTI to conduct training.**

**At least once a month the Supervisor will conduct a performance skill check to evaluate the student's progress. The training team shall meet once a month to discuss the students progress, as well as identify any potential problem areas that require resolution.**

**Student** \_\_\_\_\_

**Primary OJTI** \_\_\_\_\_

**Secondary OJTI** \_\_\_\_\_

**Supervisor** \_\_\_\_\_

**Date Signed** \_\_\_\_\_

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ATC  
 RECOMMENDED TIME LIMITS FOR POSITION RATINGS  
 BY SITE

<b>AERODROME POSITION</b>		
	<b>CLASSROOM NON-POSITIONAL</b>	<b>OJT LIVE TRAINING</b>
<b>WITHOUT PRIOR EXPERIENCE</b>		
<b>WITH PRIOR EXPERIENCE</b>		

<b>GROUND POSITION</b>		
	<b>CLASSROOM NON-POSITIONAL</b>	<b>OJT LIVE TRAINING</b>
<b>WITHOUT PRIOR EXPERIENCE</b>		
<b>WITH PRIOR EXPERIENCE</b>		

<b>COORDINATOR POSITION</b>		
	<b>CLASSROOM NON-POSITIONAL</b>	<b>OJT LIVE TRAINING</b>
<b>WITHOUT PRIOR EXPERIENCE</b>		
<b>WITH PRIOR EXPERIENCE</b>		

<b>ACC POSITION</b>		
	<b>CLASSROOM NON-POSITIONAL</b>	<b>OJT LIVE TRAINING</b>
<b>WITHOUT PRIOR EXPERIENCE</b>		
<b>WITH PRIOR EXPERIENCE</b>		

<b>APPROACH POSITION</b>		
	<b>CLASSROOM NON-POSITIONAL</b>	<b>OJT LIVE TRAINING</b>
<b>WITHOUT PRIOR EXPERIENCE</b>		
<b>WITH PRIOR EXPERIENCE</b>		

<b>SUPERVISOR POSITION</b>		
	<b>CLASSROOM NON-POSITIONAL</b>	<b>OJT LIVE TRAINING</b>
<b>WITHOUT PRIOR EXPERIENCE</b>		
<b>WITH PRIOR EXPERIENCE</b>		

ATTACHMENT 4B

ATC  
 RECOMMENDED TIME LIMITS FOR POSITION RATINGS  
 BY SITE

AERODROME POSITION		
	CLASSROOM NON-POSITIONAL	OJT LIVE TRAINING
WITHOUT PRIOR EXPERIENCE		
WITH PRIOR EXPERIENCE		

GROUND POSITION		
	CLASSROOM NON-POSITIONAL	OJT LIVE TRAINING
WITHOUT PRIOR EXPERIENCE		
WITH PRIOR EXPERIENCE		

COORDINATOR POSITION		
	CLASSROOM NON-POSITIONAL	OJT LIVE TRAINING
WITHOUT PRIOR EXPERIENCE		
WITH PRIOR EXPERIENCE		