



**GOVERNMENT OF INDIA
DIRECTORORATE GENERAL OF CIVIL AVIATION**

ANSS AC No. 2 of 2017

06.09.2017

**Air Space and Air Navigation Services Standards
ADVISORY CIRCULAR**

Subject: Development and implementation of training programme by service provider responsible for air traffic services for its ATS staff including records of trained ATS staff.

1. PURPOSE

- 1.1 An Air Navigation Services Provider (ANSP) is required to develop and implement a training programme for its ATS staff to ensure provision of services in a safe, efficient, and sustainable manner with records of trained ATS staff.
- 1.2 This Advisory Circular (AC) is issued to provide general information and guidance on training of personnel engaged in the provision of Air Traffic Services and provides guidance on the procedures to be developed by the ANSP for continued competency of Air Traffic Controllers on new equipment and procedures so as to ensure that service provision is appropriate and adequate for maintaining an acceptable level of safety including maintenance of record of trained ATS staff.

2. REFERENCES

- 2.1 ICAO Doc 4444
- 2.2 ICAO Doc 9426

3. GUIDANCE AND PROCEDURES ON ATS TRAINING

3.1 General

Formal training of ATS personnel is usually carried out in an aviation school/centre. Standardization of procedures and methods regarding the recruitment, training, performance and, where required, licensing of air traffic services (ATS) personnel is essential in a service which has international obligations and uses procedures involving more than one unit. The degree of

standardization achieved is directly related to the proficiency with which individuals perform their duties.

3.2 Structure of the ATS Training

3.2.1 The ATS training programme should be structured in such a way that includes the following:

- a) Basic training: Ab-initio course, Aerodrome control course, Approach control course, Area control course etc.
- b) Advanced training: Approach/Area control course using surveillance system etc.
- c) Specialized training: PANS-OPS course, PBN course, Search and Rescue course, Instructional technique course, SMS course etc.
- d) Refresher training: Separation minima, ATS incidents, Operational procedures, Emergency procedures, Coordination procedures, Situational awareness training etc.

4. CONTINUED COMPETENCY OF RATED ATS STAFF ON NEW EQUIPMENT AND PROCEDURES

ATS service provider may require procedures to be developed for continued competency of rated Air Traffic Controllers on induction of new equipment, sectorization and procedures so as to ensure that service provision is appropriate and adequate for maintaining an acceptable level of safety.

4.1 In developing these procedures, the ANSP shall take into account the following provisions:

- a) Controller competency is maintained by adequate and appropriate refresher training, including the handling of aircraft emergencies and operations under conditions with failed and degraded facilities and systems.
- b) Controllers, where the ATC unit/control sector is staffed by teams and is provided with relevant and adequate training in order to ensure efficient teamwork.
- c) The implementation of new or amended procedures, and new or updated communications, surveillance and other safety significant systems and equipment is preceded by appropriate training and instruction.
- d) Controller competency in the English language is satisfactory in relation to providing ATS to air traffic, and
- e) Standard phraseology is used.

4.2 Developed procedures shall be applicable when one or more of the following circumstances prevail:-

- a) Equipment changes made at the operating positions;
- b) New equipment that may necessitate complete renewal of operations and equipment rooms or even new ATS units or centres;
- c) Re-organization of the airspace that may involve changes in assigned air-ground communication frequencies, number of operating positions and procedures;
- d) Introduction of new procedures or revision of existing procedures.

5. Training records

- 5.1 The ANSP shall ensure that training records of individuals shall be maintained in updated condition starting from Ab-initio training.
- 5.2 The training records shall include certificates, OJT tasks performed and any other documents related to training and approval of jobs performed.

6. Oversight

- 6.1 The training program prepared by ANSP shall be submitted to the DGCA.
- 6.2 The training record of the individual ATCO's shall be inspected during the surveillance for compliance to the training programme.

(J S Rawat)
Joint Director General