



GOVERNMENT OF INDIA
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION
TECHNICAL CENTRE, OPP SAFDARJANG AIRPORT, NEW DELHI

CIVIL AVIATION REQUIREMENTS
SECTION 9 – ~~AIRSPACE AND AIR~~
~~NAVIGATION SERVICES STANDARDS~~
AIR TRAFFIC CONTROLLERS LICENSING
DIRECTORATE
SERIES L PART IV

EFFECTIVE: FORTHWITH
F.No.DGCA-~~21048/13/2018-ANS~~
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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 a rated 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 rule 29C, sub rule (1) of rule 107, sub rule (4) of rule 112 and Rule 133A of the Aircraft Rules 1937.

Definitions:

Adapted competency model: A group of competencies with their associated description and performance criteria adapted from an ICAO competency framework that an organization uses to develop competency-based training and assessment for a given role.

Competency: A dimension of human performance that is used to reliably predict successful performance on the job. A competency is manifested and observed through behaviours that mobilize the relevant knowledge, skills and attitudes to carry out activities or tasks under specified conditions.

Competency-based training and assessment: Training and assessment that are characterized by a performance orientation, emphasis on standards of performance and their measurement, and the development of training to the specified performance standards.

Competency standard: A level of performance that is defined as acceptable when assessing

whether or not competency has been achieved.

ICAO competency framework: A competency framework, developed by ICAO, is a selected group of competencies for a given aviation discipline. Each competency has an associated description and observable behaviours.

Monitoring: A cognitive process to compare an actual to an expected state.

Note— Monitoring is embedded in the competencies for a given role within an aviation discipline, which serve as countermeasures in the threat and error management model. It requires knowledge, skills and attitudes to create a mental model and to take appropriate action when deviations are recognized.

Observable Behaviour (OB): A single role-related behaviour that can be observed and may or may not be measurable.

Performance criteria: Statements used to assess whether the required levels of performance have been achieved for a competency. A performance criterion consists of an observable behaviour, condition(s) and a competency standard.

Rated air traffic controller: An air traffic controller holding a licence and valid ratings appropriate to the privileges to be exercised.

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. It shall be ensured that the interval between two consecutive proficiency checks is not more than twelve months.

Note: In cases where a Skill Assessment is conducted for an ATC rating due to a lapse in rating/recency or as part of a competency requirement, the next proficiency check for that specific rating shall be conducted within twelve months from the date of the Skill Assessment.

3.4 Guidelines and procedures formed on the basis of adapted competency model developed in accordance with ICAO competency framework ensuring competency based training and assessment 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 the Aircraft Rules 1937 with respect to each unit. Proficiency shall be assessed at least in areas: safety performance area; skill; knowledge; and attributes/observable behavior (Maintaining attention, situation awareness and work load) which forms performance criteria to demonstrate acceptable competency standard.

4.2 ANSP may decide the evaluation method based on actual monitoring 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.

(Faiz Ahmed Kidwai)
Director General of Civil Aviation

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