MOZAMBIQUE CIVIL AVIATION TECHNICAL STANDARDS

INSTITUTO DA AVIAÇÃO CIVIL DE MOÇAMBIQUE

MOZ-CATS PART 65

AIR TRAFFIC SERVICES PERSONNEL AND FLIGHT OPERATIONS OFFICERS LICENSING

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APPROVAL PAGE

The Instituto de Aviação Civil de Moçambique (IACM) - the Civil Aviation Authority in Mozambique. approves this Mozambique Civil Aviation Technical Standard (MOZ-CATS Part 65) for the use and guidance of the Air Navigation Service Providers, Aircraft Operators, Training Organisations, ATS personnel and flight Operations Officers in order to comply with the requirements of MOZCAR Part 65, but also to IACM staff in the performance of their duties.

It is emphasized that all matters pertaining to licensing and training of ATS personnel cannot be covered in MOZCATS. Stakeholders are expected to use good judgement in matters where specific guidance has been given. Changes in technology, legislation and within the industry will necessitate changes to the requirements.

Comments and suggestions for amendments to this publication should be forwarded to the Director of Air Navigation, IACM

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Maputo, 30 September 2013

Approved by

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MOZAMBIQUE CIVIL AVIATION TECHNICAL STANDARDS
RELATING TO ATS PERSONNEL and FOO LICENSING

1. GENERAL

Decree 21 of 2001 empowers the CEO of the Civil Aviation Authority of the Republic of Mozambique IACM to issue technical standards for civil aviation on the matters prescribed by regulation. MOZCAR part 65 establishes the regulations applicable for ATS personnel and FOO licensing.

1.1. PURPOSE

The purpose of issuing an ATS license is to enable the Civil Aviation Authority to regulate air traffic controllers within the State. This regulation will include the issue, maintenance and, where necessary, the revocation of ATS licenses. The licensing standards contained within this document have been developed to ensure as far as possible that the air traffic control services provided by licensed air traffic controllers are safe.

The ATS license identifies the holder as a person who is qualified to provide air traffic services. It contains details of the types of air traffic service that the license holder may provide and the ATS Unit where the holder may provide these services. The maintenance of the license relates to those parts of the ATC license, such as the medical certificate, which must be renewed within notified time periods. The ATS license issued in accordance with this Manual will enable the CAA to determine from an ATS license the air traffic services that an air traffic controller or operator has provided.

Document MOZCATS 65 contains the standards, rules, requirements, methods, specifications, characteristics and procedures, which are applicable in respect of ATS personnel and FOO licensing.

1.2. REFERENCES

ICAO Annex 1
Republic of Mozambique, Air Law 21/2009
MOZCAR Part 65 Licensing of Air Traffic Services Personnel
MOZCAR Part 67 Medical Requirements

1.3. DEFINITIONS

Ab Initio

Selected individuals participating to Initial ATC Training.

Aerodrome Control Service

Air traffic control service for aerodrome traffic.

Aerodrome Traffic

All traffic on the manoeuvring area of an aerodrome and all aircraft flying in the vicinity of an aerodrome.

Aerodrome Traffic Circuit

The specified path to be flown by aircraft operating in the vicinity of an aerodrome.

Air Traffic

All aircraft in flight or operating on the manoeuvring area of an aerodrome.

Air Traffic Advisory Service

A service provided within advisory airspace to ensure separation, in so far as practical, between aircraft which are operating on Instrument Flight Rules (IFR) flight plans.

Air Traffic Controller License

A document that identifies a person as a qualified air traffic controller and contains personal, medical and professional qualifications including details of Ratings, Endorsements and current competence/validity.

Note: *For ATS purposes, the expression 'license' used throughout the licensing documentation has the same meaning as the expressions 'certificate of competence and license', 'license or certificate' and 'license' used in the ICAO Convention.*

Air Traffic Control Service ATC

A service provided for the purpose of:

a) preventing collisions:

   1) between aircraft,
   2) on the manoeuvring area between aircraft and obstructions;

b) expediting and maintaining an orderly flow of air traffic.

Air Traffic Services Reporting Office ARO

A Unit established for the purpose of receiving reports concerning air traffic services and flight plans submitted before departure.

Air Traffic Service ATS

A generic term meaning variously flight information service, alerting service, air traffic advisory service, air traffic control service (Area Control service, Approach Control service or Aerodrome Control service).

Reference: ICAO Annex 2 (1990).

Air Traffic Services Unit ATSU

A generic term meaning variously Air Traffic Control Unit', 'Flight Information Centre' or 'Air Traffic Services Reporting Office'.

Alerting Service ALS

A service provided to notify appropriate Organisations regarding aircraft in need of search and rescue aid, and assist such Organisations as required.

Approach Control Service

Air traffic control service for arriving, departing or transiting controlled flights.

Area Control Centre ACC

A Unit established to provide air traffic control service to controlled flights in control areas under its jurisdiction.

Area Control Service

Air traffic control service for controlled flights in control areas.

Aerodrome Flight Information Unit

A Unit established at an aerodrome to provide a Flight Information Service (FIS) to aerodrome traffic.

Assessment

The procedure by which the professional qualities currently being demonstrated by a student or trainee are determined.

Competence

The appropriate knowledge, skills and experience to provide the valid air traffic control services stated in an air traffic controller's license.

Competence Scheme

The approved method by which competence is measured and maintained by the Cvil Aviation Authority.

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Controlled Aerodrome

An aerodrome to the traffic of which an air traffic control service is provided.
Reference: ICAO Annex 2 (1990).

Controlled Flight

A controlled flight is any flight subject to an air traffic control clearance.

Endorsement

An entry in an ATC license indicating the air traffic control Unit and the operational positions or sectors at which a controller may exercise the privileges of the valid Rating or Ratings included in the ATC license.

Endorsements fall into three categories as follows:

- license Endorsement,
- Rating Endorsement,
- Unit Endorsement.

Examination

An in-depth inspection of a person's knowledge. It is a highly formalised test for a qualification using written and/or oral questioning.

Extension Validation

The process by which a valid Rating is endorsed for additional operational positions or sectors at the same Unit.
Reference: Eurocontrol LWG.

Flight Information Centre

A Unit established to provide flight information service and alerting service.

Flight Information Service

A service provided for the purpose of giving advice and information useful for the safe and efficient conduct of flights.

Initial Training

Initial Training includes technical subjects, and ATC theory and practice including practical training conducted on simulators. The object of Initial Training is to prepare a trainee for On-the-Job Training (OJT) at an ATC Unit. Initial Training is divided into two phases:

Basic Training

Training designed to impart fundamental knowledge and skills, to enable student ATCOs to progress to specialised ATC training.

Rating Training (training in the Rating discipline)

Specialised ATC training to provide knowledge and skills related to a job category and appropriate to the discipline to be pursued in the ATS environment.

License Endorsement

An authorisation entered on a air traffic controller license and forming part thereof, stating a specialist qualification associated with the valid Ratings in the license.

Medical Assessment

The evidence issued by a Contracting State that the license holder meets specific requirements of medical fitness. It is issued following an evaluation by the Cvil Aviation Authority of the report submitted by the designated medical examiner who conducted the medical examination of the applicant for the license.

On-the-Job Training (OJT)

The integration in practice of previously acquired job-related routines and skills under the supervision of a qualified On-the-Job-Training instructor in a live traffic situation.

On-the-Job-Training Instructor (OJTI)

A rated air traffic controller with an air traffic control license endorsed with a current qualification that permits the holder to carry out instruction in the operational environment for which the Rating is issued.

Psychoactive Substances

Psychoactive substances are alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psycho-stimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded.

Rating

An authorisation entered on or associated with a license and forming part thereof, stating special conditions, privileges or limitations pertaining to such license

Rating Endorsement

An authorisation entered on or associated with a Rating and forming part thereof, stating special conditions, privileges or limitations pertaining to such Rating.

Student Air Traffic Controllers

Selected individuals who have successfully completed the selection and screening process to commence the approved ATC Training until obtaining the license with the validation of the first Rating Endorsement

Surveillance Equipment

Surveillance equipment includes primary and secondary radar, multi-radar displays, ADS-A, B or C, multilateration, SMGCS.

Trainee Air Traffic Controller

A licensed air traffic controller who is training to obtain additional Ratings or Endorsements or to re-validate a Rating or Endorsement.

Unit Endorsement

An authorisation associated with a Rating and where appropriate Rating Endorsement(s), stating the sectors and/or operational positions for which the Rating is valid.

Validation

The process by which a Rating is made valid.

Valid ATC License

An ATC license, established or recognised by the national Civil Aviation Authority, permitting a controller to exercise the privileges of the valid Ratings included in that license, at the places and operational positions or sectors for which the Ratings are endorsed.

Valid Rating

A Rating permitting a controller to exercise the privileges of the Rating in accordance with the Endorsements included in the ATC licence

ABBREVIATIONS AND ACRONYMS

For the purpose of this document, the following abbreviations and/or acronyms shall apply:

ACP	Area Control Procedural
ACS	Area Control Surveillance
ADC	Aerodrome Control
ADS	Automatic Dependent Surveillance
APP	Approach Control Procedural
APS	Approach Control Surveillance
ASO	Aeronautical Station Operator

ATC	Air Traffic Control
ATCO	Air Traffic Control Officer / Air Traffic Controller
ATM	Air Traffic Management
ATO	Aeronautical Training Organization
ATS	Air Traffic Services
CAA	Civil Aviation Authority
EXM	Examiner
FIS	Flight Information Service
FOO	Flight Operations Officer
ICAO	International Civil Aviation Organization
OJTI	On-the-Job-Training Instructor
PANS	Procedures for Air Navigation Services *(ICAO)*
RAD	Radar
SARPS	Standards and Recommended Practices *(ICAO)*
SUP	Supervisor
TWR	Control Tower

2. THE ATS LICENSE

The national ATS license retains the basic concepts of the ICAO license, in that it uses Ratings to indicate the air traffic services disciplines in which controllers and operators may provide air traffic services.

2.1 ISSUE OF AN ATS LICENSE

An ATC license will be issued to student air traffic controllers who have successfully completed approved Unit Training and gained Unit Endorsements by 11perating11ing they are competent to provide air traffic control services on the associated sectors or operational positions. See Subpart 3.

Note:
A valid Rating is a Rating, including any associated Rating Endorsement(s) and Unit Endorsement(s), in which the controller is currently competent to provide an air traffic control service.

a) Form of temporary license

If the designated examiner is satisfied that the applicant has successfully completed the required training, the designated examiner issues the temporary license contained in Annex B and forward a copy thereof to the CEO as a recommendation to issue the license.

The temporary license is valid for a period not exceeding 30 days and is cancelled by the unit manager concerned upon receipt from the CEO of the license.

b) Licensing

On successful completion of all training pertaining to a specific Rating, the CEO will issue an air traffic controller license with the appropriate Rating. Endorsement of the validation pertaining to the specific Rating will only be done on successful completion of such validation training.

2.2 AERONAUTICAL STATION OPERATOR LICENSE

As a transitory measure, a generic aeronautical station operator ASO license will be issued to current operators of Flight Information Services who have achieved the required English Proficiency Level and have demonstrated they are competent to provide air traffic services on the assigned operational positions.

2.3 ISSUE OF ADDITIONAL RATING(S) AND RATING ENDORSEMENT(S)

Additional Rating(s) and Rating Endorsement(s) will be issued to air traffic controller license holders who have successfully completed Initial Training in those Rating(s) and Rating Endorsement(s), have successfully completed approved Unit Training and have gained a Unit Endorsement by 12perating12ing they are competent to provide air traffic control services on the associated sectors or operational positions.

2.4 MOVE TO A NEW UNIT

Provided the ATCO or ASO already holds the necessary Ratings and Rating Endorsement(s) that he/she will require to provide the air traffic services at his new Unit, he/she will be required to successfully complete the approved Unit Training and gain a Unit Endorsement to make his Ratings valid for that Unit.

2.5 RECORD OF RATINGS AND ENDORSEMENTS HELD

The valid Ratings that a controller obtains will be entered in the ATC license. This record will include details of the valid Rating(s) including any associated Rating Endorsement(s) and Unit Endorsement(s). The license will also include the date valid Ratings were obtained and cancelled.

2.6 MAINTENANCE OF THE ATS LICENSE

Although the ATS license is issued for the lifetime of a controller he may not exercise the privileges of the license unless it contains a valid Rating and associated Endorsements, as well as a current medical certificate for ATCOs.
Following the initial issue of a valid Rating a controller or operator will be required to demonstrate continued competence to exercise the privileges of that Rating.

2.7 OWNER OF A LICENSE

The air traffic controller license and aeronautical station operator license are the property of the license holders, who are responsible for ensuring use of the license in accordance with the privileges accorded by the license. The holder may only provide the air traffic services for which valid Ratings are held and in accordance with the valid Rating(s), any associated Rating Endorsement(s) and Unit Endorsement(s) contained in the license. Where any conditions are placed on the

license, for example the wearing of correcting spectacles, the license holder is responsible for ensuring compliance with the restriction.

3. LICENSING OF AIR TRAFFIC CONTROLLERS

3.1 AIR TRAFFIC CONTROLLER

A person shall not provide an air traffic control service unless he holds an ATC license with a valid Rating, including any associated Rating Endorsement and Unit Endorsement relating to the air traffic control service to be provided and a current medical certificate of the appropriate category.

The Rating shall be of a type notified in Subpart 4.

The Rating Endorsements shall be of a type notified in Subpart 4.

A current Unit Endorsement must include details of the ATC Unit and where applicable the individual operational positions or sectors for which the Rating is valid.

Guidance

A Rating and its associated Rating Endorsement(s) indicate the type of service that may be provided by a licensed air traffic controller. When a controller is competent to provide an ATC service at a particular Unit, the ATC license is entered with a valid Rating. The valid Rating may include a Rating Endorsement and Unit Endorsement(s), which detail the Unit and the individual operational positions from which the ATC service may be provided. To exercise the privileges of the Rating, the controller shall also hold a medical certificate of the appropriate category.

3.2 STUDENT AIR TRAFFIC CONTROLLER

A person who does not hold an air traffic controller license can only provide an air traffic control service at an operational ATC position after a satisfactory assessment in the simulator, an induction course (Pre-OJT) at the unit concluded by a satisfactory pass mark and under the supervision of a qualified OJTI.

Guidance

The OJTI is responsible for the safety of the traffic handled by the student controller and shall take appropriate action to prevent loss of separation or unsafe situations as required.

3.3 TRAINEE AIR TRAFFIC CONTROLLER

The holder of an air traffic controller license may not provide an air traffic control service for which he does not hold a valid Rating, except under the supervision of a qualified OJTI holding a valid Rating appropriate to the ATC service being provided.

Guidance

The trainee or air traffic controller providing the ATC service under supervision must:

a) have successfully completed an approved course of ATC training and passed the examinations or assessments associated with that approved course in the Rating discipline which relates to the ATC service being provided or;

b) have already held a valid Rating in that Rating discipline; and

c) hold a current medical certificate.

d) The OJTI is responsible for the safety of the traffic handled by the trainee controller.

4. RATINGS AND ENDORSEMENTS

4.1 GENERAL

To be valid, an ATC license must contain one or more valid Rating and Endorsement

a) RATING ENDORSEMENTS

Rating Endorsements are Endorsements associated with particular Ratings to indicate the type of equipment associated with the provision of an air traffic service in that Rating discipline.

b) **UNIT ENDORSEMENTS**

Unit Endorsements are Endorsements associated with specific Ratings and Rating Endorsements which indicate the air traffic services Unit where the license holder provides an air traffic service and the individual sectors, groups of sectors or operational positions on which a controller or operator is competent to provide the appropriate air traffic service. Unit Endorsements may also indicate the specific types of surveillance equipment used by the Unit in the provision of air traffic control services on specific sectors, groups of sectors or operational positions.

c) **LICENSE ENDORSEMENTS**

License Endorsements are Endorsements associated with the license, but not with any particular Rating or Rating Endorsement. The license Endorsements associated with the ATC license are:

i. The **On-the-Job- Training Instructor (OJTI)** license Endorsement. This Endorsement indicates that the skills to train student air traffic controllers or trainee controllers are generic to all ATC Rating disciplines and that an OJTI may use the license Endorsement to provide On-the-Job Training (OJT) in any Rating discipline for which he/she holds a valid Rating and has the appropriate operational experience.

ii. The **Examiner (EXM)** license Endorsement. This Endorsement indicates that the skills to assess the performance of student air traffic controllers, trainee controllers or licensed controllers and operators are generic to all ATC Rating disciplines and that an EXM may use the license Endorsement to assess the performance in any discipline for which he has the appropriate operational experience. The CAA may approve an EXM to assess performance in disciplines for which his/her Rating is no longer valid.

An ATC license must contain one or more of the Ratings of the classes notified below:

- **AERODROME CONTROL**
- **APPROACH CONTROL PROCEDURAL**
- **APPROACH CONTROL SURVEILLANCE**
- **AREA CONTROL PROCEDURAL**
- **AREA CONTROL SURVEILLANCE**

To be valid, the Rating Endorsement must indicate the specific types of services the holder of the license may provide, including the type of surveillance equipment to be used.
The Unit Endorsement must indicate the ATC Unit and, if applicable, the operational positions or sectors on which the controller is competent to provide a service.

4.2 AERODROME CONTROL RATING

The Aerodrome Control (ADC) Rating entitles the holder to provide an air traffic
control service at an aerodrome which has published instrument approach and/or departure procedures.

Guidance

The Aerodrome Control Rating may be granted to controllers who are competent to provide an air traffic control service at aerodromes:
a) with or without published instrument approach and/or departure procedures;
b) with or without associated Approach Control Unit.
A valid Rating shall include a Unit Endorsement.

a) Training standards and requirements.

1. For the issuing of an aerodrome control Rating, the applicant must have completed training relevant to the Rating and validation, including:

   a. aerodrome layout;
   b. physical characteristics and visual aids;
   c. airspace structure;
   d. applicable rules, procedures and source of information;
   e. air navigation facilities;
   f. air traffic control equipment and use;
   g. terrain and prominent landmarks;
   h. characteristics of air traffic;
   i. weather phenomena;
   j. emergency and search and rescue plans.

(2) The applicant must have passed examinations relevant to the privileges of the Rating, in the subject areas specified in subparagraph (1), conducted by –

   a. an aviation training organisation approved by the CEO;
   b. a foreign aviation training organisation recognised by the CEO; or
   c. a designated examiner.

b) Validation training evaluations

(1) In order to validate the Rating the candidate must successfully undertake the following evaluations:

(a) Progressive practical standards evaluations
(b) Final practical standards evaluation
(c) Written examinations
(d) Satisfy the CEO as to his/her competency in the specific Rating to be validated.

(2) In order to pass the validation training the candidate has to be successful in all evaluations.

(3) In order to successfully validate the Rating, the candidate has to comply with the following:

(a) Obtain and maintain a sound knowledge of local practices and procedures as specified.
(c) Obtain and maintain a sound knowledge of the function and operation of local instruments and technical aids.

4.3 AERODROME CONTROL ENDORSEMENT

The Aerodrome Control Rating shall be associated with the following Rating Endorsement:

Tower Control

Where Aerodrome Control is provided from one operational position it shall be indicated in the ATC license by the issue of a Tower Control (TWR) Endorsement to the Aerodrome Control Rating.

4.4 APPROACH CONTROL PROCEDURAL RATING

An Approach Control Procedural (APP) Rating entitles the holder to provide an air traffic control service to arriving, departing or transiting aircraft in a control area and/or control zone without the use of surveillance equipment.

Guidance

The Approach Control Procedural Rating may be granted to a controller who is competent to provide an Approach Control service to arriving, departing or transiting aircraft without the use of surveillance equipment.

An Approach Control service may be provided by an Approach Control Unit or an Area Control Centre.

The Approach Control Procedural Rating has no associated Rating Endorsements. However, individual States may wish to develop their own Endorsements to be associated with this Rating.

A valid Rating shall include a Unit Endorsement.

i. Training standards and requirements

(1) For the issuing of an approach control Rating, the applicant must have completed training relevant to the Rating and validation, in –

a) aerodrome layout;
b) physical characteristics and visual aids;
c) airspace structure;
d) applicable rules, procedures and source of information;
e) air navigation facilities;
f) air traffic control equipment and use;
g) terrain and prominent landmarks;
h) characteristics of air traffic;
i) weather phenomena;
j) emergency and search and rescue plans.

(2) The applicant must have passed examinations relevant to the privileges of the Rating, in the subject areas specified in subparagraph (1), conducted by –

a) an aviation training organisation approved by the CEO;
b) a foreign aviation training organisation recognised by the CEO; or
c) a designated examiner.

ii. Validation training evaluations

(1) In order to validate the Rating the candidate must successfully undertake the following evaluations:

a) Progressive practical standards evaluations
b) Final practical standards evaluation
c) Written examinations
d) Satisfy the CEO as to his/her competency in the specific Rating to be validated.

(2) In order to pass the validation training the candidate has to be successful in all evaluations.

(3) In order to successfully validate the Rating, the candidate has to comply with the following:

(a) Obtain and maintain a sound knowledge of local practices and procedures as specified.
(b) Obtain and maintain a sound knowledge of the function and operation of local instruments and technical aids.

4.5 APPROACH CONTROL SURVEILLANCE RATING

An Approach Control Surveillance (APS) Rating entitles the holder to provide an air traffic control service to arriving, departing or transiting aircraft with the use of surveillance equipment. To be valid, the Rating must include either a Radar (RAD), or Automatic Dependent Surveillance (ADS) Endorsement.

Guidance

An Approach Control Surveillance Rating may be granted to a controller who is competent to provide an air traffic control service to arriving, departing or transiting

aircraft with the use of surveillance equipment.

A valid Rating shall include a Unit Endorsement.

4.6 APPROACH CONTROL SURVEILLANCE RATING ENDORSEMENTS

a) **Radar**

The radar Endorsement indicates that the controller has the skills to provide an approach service with the use of primary and/or secondary radar.

Guidance

A radar Endorsement may be granted to a controller who is competent to provide an air traffic control service to arriving, departing or transiting aircraft with the use of surveillance radar equipment.

b) Automatic Dependent Surveillance

The Automatic Dependent Surveillance (ADS) Endorsement will indicate that the controller has the skills to provide an Approach Control service with the use of ADS.

Guidance

An ADS Endorsement may be granted to a controller who is competent to provide an air traffic control service to arriving, departing or transiting aircraft with the use of ADS equipment.

d) Obtain and maintain a sound knowledge of local practices and procedures as specified.
a) Obtain and maintain a sound knowledge of the function and operation of local instruments and technical aids.

i. Training standards and requirements

(1) For the issuing of an approach control surveillance Rating, the applicant must have completed training relevant to the Rating and validation, in:

a) aerodrome layout;
b) physical characteristics and visual aids;
c) airspace structure;
d) applicable rules, procedures and source of information;
e) air navigation facilities;
f) air traffic control equipment and use;
g) terrain and prominent landmarks;
h) characteristics of air traffic;
i) weather phenomena;
j) emergency and search and rescue plans.

(2) The applicant must have passed examinations relevant to the privileges of the Rating, in the subject areas specified in subparagraph (1), conducted by –

d. an aviation training organisation approved by the CEO;
e. a foreign aviation training organisation recognised by the CEO; or
f. a designated examiner.

ii. Validation training evaluations

(1) In order to validate the Rating the candidate must successfully undertake the following evaluations:

a. Progressive practical standards evaluations
b. Final practical standards evaluation
c. Written examinations
d. Satisfy the CEO as to his/her competency in the specific Rating to be validated.

(2) In order to pass the validation training the candidate has to be successful in all evaluations.

(3) In order to successfully validate the Rating, the candidate has to comply with the following:

(a) Obtain and maintain a sound knowledge of local practices and procedures as specified.
(c) Obtain and maintain a sound knowledge of the function and operation of local instruments and technical aids.

4.7 AREA CONTROL PROCEDURAL RATING

An Area Control Procedural (ACP) Rating entitles the holder to provide an air traffic control service in control areas without the use of surveillance equipment.

Guidance

The ACP Rating may be granted to controllers who are competent to provide an air traffic control service without the use of any surveillance equipment.

The ACP Rating has no associated Rating Endorsements. However, individual States may wish to develop their own Endorsements to be associated with this Rating.

A valid Rating shall include a Unit Endorsement.

i. Training standards and requirements

(1) For the issuing of the Rating, the applicant must have completed training relevant to the Rating and validation, in –

a) aerodrome layout;
b) physical characteristics and visual aids;
c) airspace structure;
d) applicable rules, procedures and source of information;
e) air navigation facilities;
f) air traffic control equipment and use;
g) terrain and prominent landmarks;
h) characteristics of air traffic;
i) weather phenomena;
j) emergency and search and rescue plans.

(2) The applicant must have passed examinations relevant to the privileges of the Rating, in the subject areas specified in subparagraph (1), conducted by –

a) an aviation training organisation approved by the CEO;

b) a foreign aviation training organisation recognised by the CEO; or
c) a designated examiner.

ii. Validation training evaluations

(1) In order to validate the Rating the candidate must successfully undertake the following evaluations:

a) Progressive practical standards evaluations
b) Final practical standards evaluation
c) Written examinations
d) Satisfy the CEO as to his/her competency in the specific Rating to be validated.

(2) In order to pass the validation training the candidate has to be successful in all evaluations.

(3) In order to successfully validate the Rating, the candidate has to comply with the following:

(a) Obtain and maintain a sound knowledge of local practices and procedures as specified.
(c) Obtain and maintain a sound knowledge of the function and operation of local instruments and technical aids.

4.8 AREA CONTROL SURVEILLANCE RATING

An Area Control Surveillance (ACS) Rating entitles the holder to provide the air traffic control service in control areas with the use of surveillance equipment. To be valid, the Rating must include either a radar, or Automatic Dependent Surveillance (ADS) Endorsement.

Guidance

The Area Control Surveillance (ACS) Rating may be granted to a controller who is competent to provide an air traffic control service with the use of surveillance equipment.

A valid Rating shall include a Unit Endorsement.

i. Area Control Surveillance Rating Endorsements

a) **Radar**

A radar Endorsement indicates that the controller has the skills to provide an air traffic control service in control areas, with the use of surveillance radar equipment.

Guidance

A radar Endorsement may be granted to a controller who is competent to provide an air traffic control service in control areas, with the use of surveillance radar equipment.

b) Automatic Dependent Surveillance

An Automatic Dependent Surveillance (ADS) Endorsement entitles the holder to provide an air traffic control service with the use of ADS information.

Guidance

The ADS Endorsement may be granted to a controller who is competent to provide an air traffic control service of the type notified on the Rating Endorsement with the use of ADS information.

ii. Training standards and requirements

(1) For the issuing of the Rating, the applicant must have completed training relevant to the Rating and validation, in –

a) aerodrome layout;
b) physical characteristics and visual aids;
c) airspace structure;
d) applicable rules, procedures and source of information;
e) air navigation facilities;
f) air traffic control equipment and use;
g) terrain and prominent landmarks;
h) characteristics of air traffic;
i) weather phenomena;
j) emergency and search and rescue plans.

(2) The applicant must have passed examinations relevant to the privileges of the Rating, in the subject areas specified in subparagraph (1), conducted by –

a) an aviation training organisation approved by the CEO;
b) a foreign aviation training organisation recognised by the CEO; or
c) a designated examiner.

iii. Validation training evaluations

(1) In order to validate the Rating the candidate must successfully undertake the following evaluations:

a) Progressive practical standards evaluations
b) Final practical standards evaluation
c) Written examinations
d) Satisfy the CEO as to his/her competency in the specific Rating to be validated.

(2) In order to pass the validation training the candidate has to be successful in all evaluations.

(3) In order to successfully validate the Rating, the candidate has to comply with the following:

(a) Obtain and maintain a sound knowledge of local practices and procedures as specified.
(c) Obtain and maintain a sound knowledge of the function and operation of local instruments and technical aids.

4.9 ON-THE-JOB-TRAINING INSTRUCTOR LICENSE ENDORSEMENT

A license Endorsement is an air traffic controller license qualification which may be used in association with any of the license holder's valid Ratings.

Guidance

To be issued with an On-the-Job-Training instructor license Endorsement the applicant must:

a) hold an air traffic controller license;

b) have successfully completed an OJTI training course and passed an assessment or examination.

c) have held a valid Rating in the Rating discipline in which he will instruct for a period of at least two years;

d) hold a valid Rating on the sectors or operational position on which he will instruct for a period of at least six months.

i. Training standards and requirements

(1) For the issuing of an air traffic service instructor Rating, the applicant must have completed a training course in the theory and practice of air traffic service instruction.

(2) The applicant must demonstrate competence relevant to the privileges of the Rating, in the subject areas specified in subparagraph (1), conducted by –

a) an aviation training organisation approved by the CEO;
b) a foreign aviation training organisation recognised by the CEO; or
c) a designated examiner.

4.10 ATC EXAMINER LICENSE ENDORSEMENT

Guidance

To be issued with an ATC Examiner license Endorsement the applicant must:

a) hold an air traffic controller license and an instructor endorsement

b) have successfully completed an A T C Examiner training course

c) have held a valid Rating in the Rating discipline in which he will examine for a period of at least five years;

d) hold a valid Rating on the sectors or operational position on which he will examine for a period of at least six months,

e) be proposed by a certified ATO , an approved Air Navigation Service provider or by the IACM,

f) have performed one ATC examination under the supervision of a certified examiner,

g) be approved and certified by the CEO of IACM.

Note: the CEO of IACM can designate ATC examiners certified by another CAA or with appropriate background and experience to supervise or participate in ATC examinations for Mozambican ATC license holders.

5. ATS LICENSING – MEDICAL REQUIREMENTS

5.1 GENERAL

The holders of air traffic controller licences are required to have a minimum standard of medical fitness to ensure they are fit to provide an ATC service and to minimise, as far as possible, the risk that they will become suddenly incapacitated to an extent that the safety of aircraft could be compromised.

The National Aeromedical Authority (Junta Medica) is required to apply the minimum medical standards notified for ICAO Class 3 Medical Certification of Air Traffic Controllers (See ICAO Annex 1 Chap 6.5, MOZCAR 67.00.5

5.2 RESPONSIBILITIES

a) Individual ATC licence holders are responsible for ensuring they hold a valid medical certificate and are responsible for arranging their own medical examinations.
b) the operational Units shall establish procedures for advising licence holders when medical certificates are due for renewal and assist in arranging medical examinations.

5.3 PERIODICITY

Holders of air traffic controller licences shall have their Class 3 Medical Certificates renewed or revalidated as required under MOZCAR Part 65.IV.18, namely:

i. After 48 months for controllers who did not reach 40 years of age (date of anniversary). *A medical check passed any date before the 40th anniversary shall be valid for 48 months*.
ii. After 24 months for controllers who are 40 years of age or more. *A medical check passed any date after the 40th anniversary shall be valid for 24 months*.

The National Aeromedical Authority may require additional medical examinations at its discretion.

Note: Aeronautical Station Operators (ASOs) are not subject to a Medical Certificate, but are subject to the rules 5.4 and 5.4 stated hereunder:

5.4 INJURY, ILLNESS AND PREGNANCY

a) The validity of the medical certificate of a licence holder who suffers personal injury or illness involving incapacity will be deemed to be suspended and the holder must inform the National Aeromedical Authority of the situation.
b) The validity of the medical certificate of a licence holder who has undergone a major surgery with general anaesthesia shall be suspended and the holder must inform the National Aeromedical Authority of the situation.

c) A woman must inform the National Aeromedical Authority that she is pregnant.
d) The National Aeromedical Authority shall impose any limitations or conditions it thinks fit to the medical certificate and the holder of the medical certificate shall not provide an air traffic control service unless he or she complies with those limitations or conditions.
e) Where the medical certificate is suspended due to personal injury or illness, the Designated Aeromedical Authority should advise the licence holder of any conditions or procedures for having the suspension lifted.
f) Any limitations or conditions imposed shall be clearly indicated on the medical certificate to the extent that Unit management can tell from the medical certificate if the controller concerned is complying with those limitations or conditions.
Note:
An example of a condition notified on a medical certificate would be requiring that a controller wears correcting spectacles.

g) The maximum period of time during which a controller may be ill or incapacitated before the medical certificate is deemed to be suspended and the National Aeromedical Authority informed is 90 days from the date the certificate has been issued or the incapacitation has occurred, whichever is first.

5.5 PSYCHOACTIVE SUBSTANCES (ALCOHOLIC DRINK AND PROBLEMATICAL DRUGS AND MEDICINES)

a. An air traffic controller or operator who is providing an air traffic service while under the influence of psychoactive substances may not be aware that his judgement and skill have been degraded to the extent that the service being providing is unsafe. This may be the case where psychoactive substances are being abused, or where medicines have been prescribed by a doctor, or non-prescription medicines obtained for a minor illness.

b. The holder of an air traffic controller or ASO licence shall not provide an air traffic service while under the influence of psychoactive substances, including any medicine, that might have a negative influence on their capacity to provide a safe air traffic service.

c. It is the responsibility of the air traffic controller and ASO licence holders to ensure they do not take medicine before or while providing an air traffic service that would have a detrimental effect on their operational performance. The National Aeromedical Authority shall ensure that licence holders are able to obtain the necessary advice and/or information to enable them to decide if they should, or should not, provide an ATS service while taking specific medicines.

d. Unit management shall have a process for monitoring controllers and ASOs for psychoactive substance abuse. A controller or operator who is suspected of being under the influence of psychoactive substances shall be immediately withdrawn from the operational position and the National Aeromedical Authority advised of what has happened.

6. SUSPENSION AND REVOCATION OF AIR TRAFFIC SERVICES LICENCES

6.1 GENERAL

An air traffic services licence is issued for the lifetime of the holder unless the Civil Aviation Authority revokes it.

Requirement

An air traffic controller or operator whose competence is in doubt must be withdrawn from duty and may not be permitted to continue to provide an unsupervised air traffic service.

Guidance

The withdrawal of a controller or operator from duty should initially be without prejudice to the controller or operator. A controller's or operator's competence may be in doubt if he/she:

a) has been involved in an incident or accident where the safety of aircraft was compromised;

b) is determined by the Unit's competence scheme to be not competent; or

c) fails to comply with Unit procedures relating to ongoing experience requirements.

Where a controller fails to satisfy a Unit's procedures for ongoing experience the Unit is expected to deal internally with this matter and, unless the controller is subsequently found to be not competent, no licensing action should be taken.

6.2 WITHDRAWAL FROM DUTY

Units have the authority to withdraw controllers from operational duty in the interests of safety and without prejudice; it does not indicate that a controller is not competent or was the cause of the incident or accident.

Requirement

A controller who is implicated in the cause of an incident or accident to aircraft to which he was providing an air traffic control service shall be withdrawn from duty and shall not provide an air traffic control service.

A controller who is assessed by the Unit competence scheme as not competent shall be withdrawn from duty and shall not provide an air traffic control service, except under the supervision of a qualified OJTI.

Guidance

The purpose of withdrawing a controller from duty is to give the Unit time to conduct a preliminary investigation of the controller's role in the incident or accident. It also provides time for the controller to recover from the stress of the incident which could adversely effect his controlling efficiency.

If the Unit investigation concludes that the controller was not implicated in the cause of the incident or accident he should be returned to operational duty.

If the Unit investigation concludes that the controller was implicated in the cause of the incident or accident the controller shall remain withdrawn from duty and the Unit should inform the Civil Aviation Authority.

Where a controller is withdrawn from operational duty because the Unit competence scheme has determined that he is not competent the Unit should conduct a review. This review should determine if the competence scheme has been correctly implemented and that its conclusions are correct. It should also determine if the controller is not competent in a particular Rating or Endorsement or is not competent to provide any air traffic control service.

A controller who is not competent:

a) in a particular Rating, must not provide an air traffic control service associated with that Rating;

b) in a particular Endorsement, must not provide an air traffic control service associated with that Endorsement;

c) to provide an air traffic control service must not provide any air traffic control service.

A controller may continue to provide the air traffic control services in the Ratings and Endorsements in which his competence is not in doubt.

Note:
The above does not limit in any way the Civil Aviation Authority's rights and/or responsibilities to revoke, suspend or restrain an air traffic controller's licence or certificate of competence if deemed necessary on sufficient grounds after due inquiry.

6.3 SUSPENSION OF AN ATC LICENCE OR ITS ASSOCIATED RATING(S) AND/OR ENDORSEMENT(S)

a. If, following the Unit investigation, a controller is found to be 'not competent', the Unit shall notify the Licensing Authority who will suspend the controller's ATC license and/or its associated Rating(s) and/or Endorsement(s).

b. The suspension will contain conditions which the controller must meet in terms of retraining and assessment of competence to have the suspension removed.

c. When the license and/or associated Rating(s) and/or Endorsement(s) are suspended, those limitations placed on the provision of an ATC service bylicense holder under the provisional suspension are confirmed and remain in force.

d. If further investigation reveals that the controller involved in an accident/incident is competent, or has regained his competence following retraining, the suspension of his ATC licence and/or associated Rating(s) and Endorsement(s) shall be removed. This will also be the case if the controller found not competent by the competence scheme becomes competent again following retraining.

Guidance

e. The purpose of suspending the ATC licence or its associated Rating(s) and Endorsement(s) is to ensure that a controller cannot provide unsupervised the ATC service in which he has been determined to be 'not competent'. It gives Units and the ATC Designated Authority the opportunity for a more in depth investigation of a controller's involvement in an accident/incident

f. while enabling the controller to continue to maintain his skill by providing an ATC service under supervision. It also enables a controller who was found to be 'not competent' by the Unit's competence scheme to undergo protracted retraining.

g. The safety of the service being provided under supervision is maintained by the OJTI being responsible for the provision of the ATC service. This ensures that the roles of the supervising and supervised controllers are clear. A controller may appeal against the suspension of the ATC licence or its associated Rating(s) and Endorsement(s).

6.4 CANCELLATION OF UNIT ENDORSEMENTS

Unit Endorsements may be cancelled where a controller is no longer required to provide an ATC service on a particular sector and/or position or when sectors are reorganised and sector names or designations change.

6.5 REVOCATION OF AN ATC LICENCE AND/OR ITS ASSOCIATED RATING(S) AND/OR ENDORSEMENT(S)

a. If a controller cannot satisfy the conditions for the removal of a suspension and further training is unsuccessful or considered inappropriate, the IACM shall consider revoking the ATC licence and/or its associated Rating(s) and/or Endorsement(s).

b. Revocation is the final stage in the process that will lead to the removal of a controller's ATC licence and/ or Rating(s) and Endorsement(s) and conditions will not be set by which a revocation may be withdrawn.

c. A controller who has an individual Rating or Ratings revoked may not provide an ATC service in those Rating disciplines.

d. The IACM shall also consider revoking the ATC license of a controller sentenced for criminal acts.

e. A controller whose ATC licence is revoked may not provide any ATC

service.

6.6 APPEAL PROCESS

a. A controller whose ATC Rating or licence is suspended or revoked may appeal against a suspension or revocation of a Rating or of the license to the Ministry of Transport and Communications of the Republic of Mozambique.

b. A controller who is successful in an appeal against the IACM's decision to suspend an ATC licence and/or its associated Rating(s) and Endorsement(s) shall have the suspension withdrawn.

7. SELECTION AND SCREENING OF AIR TRAFFIC CONTROLLERS

7.1 REQUIREMENTS FOR AIR TRAFFIC CONTROLLERS STUDENTS

Entry level requirements

a) Age requirements

Air traffic controller candidates must be between age 20 and 28 (anniversary date) at the beginning of the initial training course.

b) Educational qualifications:

- University degree or equivalent qualification.
- Mathematics, English, Science and Geography.

7.2 SELECTION OF AIR TRAFFIC CONTROLLERS

A selection and screening process shall be established by the training organisation under the oversight of the IACM in order to ensure that:

a) The candidates fulfil the age, educational and language requirements.
b) The candidates are medically fit for an Air Traffic Controller License as required by MOZCAR part 65
c) The candidates are psychologically fit to perform Air Traffic Control duties,
d) The candidate must have ability in reading, speaking and understanding the English language equivalent to ICAO level 4.

The above information shall be made available to applicants for air traffic control training.

8. TRAINING OF AIR TRAFFIC CONTROLLERS

8.1 GENERAL

For the purpose of the ATC licensing procedures the training of air traffic controllers consist of a number of phases:

a) Initial Training

Initial Training is under then responsibility of the ATC training organization and shall include technical subjects, ATC theory and practice including practical training conducted on simulators. The object of Initial Training is to prepare a trainee for OJT at an ATC Unit.

b) I

I n duction Training (Pre-OJT)

Induction Training is conducted to prepare a trainee for OJT at an ATC Unit.

c) On-the-Job Training (OJT)

Training conducted at an operational ATC position under the supervision of a qualified On-the-Job-Training instructor.

d) Assessment of Training Progress

During OJT, the trainee should be assessed at intervals to ensure satisfactory progress is being made, to organise additional training and set targets. It is the responsibility of the OJT instructor, or other authorised assessor, to determine when the trainee has reached the level of knowledge and skill required of an operational controller.

e) Minimum Experience Requirements

Before a student or trainee air traffic controller has a new Rating validated, it is a requirement that an approved Unit Training Plan, which may include a notified minimum experience time, has been successfully completed.

8.2 SCOPE AND OBJECTIVES

The training of air traffic controllers must adequately prepare student air traffic controllers and/or trainee air traffic controllers for the grant of an ATC license and/or associated Rating(s). Such training must provide the necessary skills and knowledge to an appropriate level of competence to enable student air traffic controllers or trainee air traffic controllers to provide an air traffic control service while 29perating under the supervision of an On-the-Job-Training instructor.

Requirement

Training for the air traffic controller license must be carried out by a certified aviation training organization.

Air traffic controller training is divided into two phases:

a) Initial Training,

b) Unit Training, comprising Induction Training (Pre-OJT) and On-the-Job Training (OJT).

8.3 INITIAL TRAINING

Duration, contents, and requirements of training course

Initial Training courses must provide student air traffic controllers and/or trainee air traffic controllers with the necessary skills and knowledge to a level of competence that will prepare them for training at operational Units.

(1) The course comprises a theoretical knowledge course expected to be continuous and last for at least 12 months.

(2) For the issuing of an air traffic controller license, the applicant shall have completed training relevant to the duties of an air traffic controller in the following subject areas:

a) ***Air law****:* International rules and regulations, and regulations specific to Mozambique. On completion of this module the applicant will have the necessary knowledge of Mozambican air law and its application relating to personnel licensing, aerodromes and aircraft operations to a level appropriate to being able to provide an air traffic control service.

b) ***Air traffic control equipment****:* Principles, use, and limitations of equipment used in air traffic control and in particular the equipment in use in Mozambique. On completion of this module the applicant will have the necessary knowledge required for the efficient and accurate operation of technical instruments, radio and electronic navigation aids and equipment associated with providing an air traffic control service in Mozambique.

c) ***General aircraft knowledge****:* Principles of flight; principles of operation and functioning of aircraft, power plants and systems; aircraft performances. On completion of this module the applicant will have the necessary knowledge of the principles that are applicable to the functioning of aircraft instruments, navigation and approach aids, and an understanding of the operation and performance of aircraft.

d) ***Meteorology:*** Aeronautical meteorology; use and appreciation of meteorological documentation and information; altimetry; origin and characteristics of weather phenomena affecting flight operations and safety with particular reference to Mozambique. On completion of this module the candidate will have a sound knowledge of various aspects of meteorology affecting aircraft operations and will be able to observe weather, interpret, assess and relay information provided by meteorological offices or other authorised sources.

e) ***Navigation:*** Principles of air navigation; principle, limitation and accuracy of navigation systems and visual aids. On completion of this module the applicant will have the necessary knowledge of maps and charts in the provision of flight navigation assistance and pre-flight briefing services, use plotting methods to plot aircraft positions and be able to interpret flight plans.

f) ***Operational procedures****:* Air traffic control, use of the relevant aeronautical documentation; safety practices associated with flight in particular matters specific to Mozambique. On completion of this module the applicant will have the knowledge relating to practices and procedures in the provision of air traffic control services; and the separation standards applied in air traffic control and be able to solve separation problems applicable to the Rating sought.

g) ***Communication:*** systems, networks, radiotelephony and phraseology procedures (routine, non-routine and emergency). On completion of this module the applicant will have the necessary knowledge of the operation, limitation and uses of telephones, radiotelephony and other electronic aids appropriate to the provision of air traffic control services.

h) ***Aeronautical information management:*** systems, services, documentation including the aeronautical Information publication, supplements, aeronautical information circulars and the NOTAM system. On completion of this module the applicant will have an extensive knowledge of the aspects and procedures pertaining to the provision of an aeronautical information service in order to apply them with confidence in the operational environment.

i) ***Search and rescue:*** Search and rescue organisation and facilities. On completion of this module the applicant will have a sound knowledge of search and rescue practices and procedures and an extensive knowledge of the tasks and duties of ATS in providing alerting services in order to apply them efficiently while undertaking operational shifts.

j) ***Safety Management:*** Air safety incident reporting and investigation, safety awareness and safety culture. On completion of this module the applicant will have a good understanding of the safety management system, of the need to report all losses of separation or the potential loss of separation as air safety incidents, to co-operation in investigation procedures, understand the identification of causal factors and the importance of remedial action. The principles of a safety culture shall be understood.

k) ***International Civil Aviation Organization****: ICAO* procedures and documentation. On completion of this module the applicant will have a basic understanding of ICAO procedures and documentation and a good of the content of documents applicable to AIS and ATS

l) Aviation English: specific vocabulary and concepts***.*** On completion of this module the applicant will master the specific language used in aviation and be able to explain the main concepts.

m) ***Human factors****:* Human performance and limitations. On completion of this module the applicant will have an understanding of human performance with an emphasis on cognitive maps, the role of spatial orientation or imagery in their work, fatigue, workload stresses in air traffic control operations, equipment and workspace design, and key issues in the accuracy of human communication.

8.4 TRAINING APPROVAL PROCEDURE

i. The certified training organization shall deliver to the IACM 6 weeks before the beginning of an Initial Training course the following documentation for approval:

   a) The objectives of the training course;

   b) The training processes by which the objectives will be met;

   c) The programme and contents

d) The list of participants

e) The Head Instructor responsible for the course and the Instructors involved in the course with their credentials

f) The process by which progress and ultimate success will be judged;

g) The dates planned for the assessments.

ii. The dates and the proposed examination board for the final examination shall be communicated to the Head ATM Inspector of IACM 2 weeks before for approval. The IACM can decide to delegate an examiner.

iii. The ATM inspectors of IACM can perform inspections at any time during the course. They shall be granted access to the course documentation and to the training records.

iv. The examination results shall be communicated to and validated by the IACM

v. Sufficient training on simulators should be given to enable student air traffic controllers and/or trainee air traffic controllers to demonstrate understanding and application of ATC procedures.

vi. Assessment procedures should ensure that student air traffic controllers and/or trainee air traffic controllers are kept aware of their progress on the course including any areas where improvement is required and the goals that they must achieve to successfully complete the course.

vii. Instructional staff should be appropriately trained and certified. Their competence in classroom and practical instruction shall be regularly assessed.

viii. Courses should be regularly reviewed to ensure that the training they provide meets the requirements of the operational ATC Units. This may be achieved by:

h) monitoring the progress of student air traffic controllers and/or trainee air traffic controllers undertaking OJT to identify additional skills or knowledge required;

i) subjecting the courses to review by operational personnel;

j) requiring instructional staff to maintain valid Ratings or undertake operational familiarisation;

k) auditing by a competent Authority.

ix. Changes to courses which result from reviews should be documented stating the changes made and the reasons for making them.

8.5 EXAMINATION AND PASS REQUIREMENTS

In order to pass the course the candidate must and achieve the following pass marks at the theoretical examinations (see also table below):

a) An average of 70% or more in the matters **a)** to **m)** above
b) 90% or above in the matter **f) operational procedures**
c) 80% or above in the matter **g) communications-radiotelephony procedures**
d) No mark under 50%
e) Maximum two theoretical examinations marks under 70%
f) A once only re-examination of up to three subjects may be taken within 14 days from the date of notification of the failure. A failure in four subjects or a failure to achieve the required standard after re-examination means immediate failure of the course.

EXAMINATION	REQUIRED PASS MARK
a) Air law*:* International rules and regulations, and regulations specific to Mozambique	70%
b) Air traffic control equipment*:* Principles, use, and limitations	70%
c) General aircraft knowledge*:* Principles of flight; principles of operation and functioning of aircraft	70%
d) Meteorology: Aeronautical meteorology; altimetry; weather phenomena	70%
e) Navigation: principle, limitation and accuracy of navigation systems	70%
f) Operational procedures*:* Air traffic control, application of separations	90%
g) Communications*:* Systems, Networks, radiotelephony procedures and phraseology	80%
h) Aeronautical information management: systems, services, documentation	70%
i) Search and rescue: Search and rescue organisation and facilities, tasks of ATS	70%
j) Safety Management: Air safety incident reporting and investigation, safety awareness, safety culture	70%
k) International Civil Aviation Organization*: ICAO* procedures and documentation	70%
l) Aviation English: specific vocabulary and concepts	70%
m) Human factors*:* Human performance and limitations	70%

8.6 PRACTICAL TRAINING

a. For the first simultaneous Rating the applicant must provide an aerodrome control service for at least three months or *360* hours, whichever is the greater, under the direct supervision of an air traffic service instructor and successfully undertake a practical standards evaluation.

b. If so approved by the CEO, an applicant who has previous experience, the period under the direct supervision of the instructor may be reduced to one month or *120* hours, whichever is the greater.

c. The applicant's failure to achieve the assessed standard required, with a recommendation for Rating examination to a designated examiner after the completion of 400 hours of aerodrome control practical training, will result in immediate termination of the training.

d. Following a recommendation for examination, the applicant must demonstrate to a designated examiner the ability to perform competently the duties of an air traffic controller in at least one Rating area.

e. In the practical assessments the applicant must demonstrate -

i. a sound knowledge of local practices and procedures as contained in local orders;
ii. the efficient and accurate operation of all local instruments and technical aids and have a sound knowledge of their function;
iii. the correct use of radiotelephony procedures;

iv. the correct use of air traffic control separation procedures;
v. correct flight progress strip marking; and
vi. appropriate emergency procedures or a thorough explanation of procedures to be followed in given circumstances.

f) A once only re-assessment of up to two assessment areas may be taken within 14 days from the date of notification of the failure of the Final Performance Assessment. A failure in three primary assessment areas during the Final Performance Assessment or a failure to achieve the required standard in the re-assessment means a failure of the assessment and termination of training

8.7 UNIT TRAINING

The Unit training consists of Induction Training (Pre-OJT) and On-the-Job Training (OJT).

Unit Training Plan

Every Unit must have a Unit Training Plan, approved by the Civil Aviation Authority, which will detail the processes by which student air traffic controllers and/or trainee air traffic controllers are trained. Additionally, the plan should detail the standards which will enable the objective of providing a safe air traffic control service to be met.

Guidance

i. The plan may be as simple as a schedule of training or contain details of the Induction phase and the OJT phase.

ii. The Unit Training Plan shall be fully documented indicating:

a) the objective of the training;
b) the training processes by which the objectives will be met;
c) the process by which progress and ultimate success will be judged.

iii. The Unit Training Plan shall be regularly reviewed; this process should include monitoring the progress of student air traffic controllers and/or trainee air traffic controllers undertaking On-the-Job Training to identify any additional skills or knowledge that need to be taught during Induction Training.

iv. Changes to a Unit Training Plan which result from reviews should be documented stating the changes made and the reasons for making them.

v. Assessment procedures throughout Unit Training should ensure that student air traffic controllers and/or trainee air traffic controllers are kept aware of their progress, including any areas where improvement is required and the goals that they must achieve.

vi. Instructional staff should be appropriately trained and their competence in classroom and practical instruction regularly assessed.

8.7.1 INDUCTION TRAINING (PRE-OJT)

Because all operational ATC Units are different, student air traffic controllers and/or trainee air traffic controllers will require specific Induction Training in addition to the Initial Training before commencing On-the-Job Training (OJT).
The Induction training shall consist of:

PHASE I – Local administrative and security procedures

- Evacuation procedures, health and safety, security awareness,
- Management structure, quality assurance objectives, unit communication plans,
- Document control system, record keeping
- Roster systems, staff list, administration
- Transport and catering facilities,
- Provision of an on-the-job [OJT) Folder.
- Provision of a copy of the course curriculum and syllabus
- An introduction to the instructor assigned to the trainee
- Delivery of documents and study references

PHASE 2 - Local Area knowledge

(i) The unit manager must maintain a current list of specific information required to be committed to memory and a list of information on display for each air traffic control service position or sector. The information to be committed to memory should be limited to core items essential to everyday operation of the position.

(ii) The list of information that is to be committed to memory must be made available to the trainee.

(iii) Unit managers must require personnel to refer to information on display rather than commit items to memory, which if recalled incorrectly would affect safety. Unit management must therefore ensure that current charts and any other reference information required to operate an air traffic control service position is readily available at the work station.

(iv) The instructor must advise the designated examiner when the trainee is ready for examination of the phase 2 information.

(v) The examination to test the trainee's knowledge of information in the 'to be memorised' list, may be written or oral. A pass mark of 100% is required before the trainee commences on the job training.

(vi) Information to be committed to memory must consist of the following:

a) **Aerodrome control Rating validation**

- Runway and circuit directions;
- taxiways and flow patterns;
- primary frequencies of adjacent units (only those used on a daily basis);
- area of responsibility (with reference to appropriate charts);
- co-ordinated descent levels and standard co-ordination procedures;
- departure procedures (only the portion that takes place in the aerodrome controller's area of responsibility;
- special use areas (helicopter pads, run-up areas, special parking etc);
- noise abatement procedures;
- aircraft emergencies; and
- local procedures for alerting the aerodrome emergency services.

b) **Approach control Rating validation**

- Runway directions;
- primary frequencies of adjacent units (only those used on a daily basis);
- area of responsibility (with reference to appropriate charts);
- standard levels for traffic entering and leaving area of responsibility;
- types and names of navigation aids within, and immediately adjacent to the area of responsibility; and
- co-ordination requirements.

c) **Area control Rating validation**

- Primary frequencies of adjacent units (only those used on a daily basis);
- area of responsibility (with reference to appropriate charts);
- standard levels for traffic entering and leaving area of responsibility;
- types and names of navigation aids within, and immediately adjacent to, the area of responsibility; and
- co-ordination requirements.

PHASE 3 – Local Procedures

(i) Phase 3 must consist of:

- A study of all local procedures applicable to the area of responsibility.
- A study of all air traffic control service procedures applicable to the Rating validation.

(ii) When the instructor is satisfied that the trainee has a thorough knowledge and understanding of Phase 3 information, the designated examiner must carry out an oral examination. A pass mark of 80% is required for the Phase 3 examination.

(iii) Phase 3 examination may be conducted at any time during Phase 4 or OJT.

PHASE 4 - Simulated Practical Training

i. In order to develop the practical operational skills of the candidate to the required standard, he/she will be required to apply the following procedures and principles in a simulated operational environment:

- Radio telephony procedures
- Flight and aeronautical information service procedures
- Procedures applicable to the relevant Rating
- Administrative procedures
- Separation standards
- Emergency procedures

i. Sufficient training on simulators should be given to enable student air traffic controllers and/or trainee air traffic controllers to demonstrate understanding and application of Unit ATC procedures.

8.7.2 ON-THE-JOB TRAINING (OJT).

i. This phase of training commences following completion of the induction Training. During this phase student air traffic controllers and/or trainee air traffic controllers practise the integration of previously acquired job-related routines and skills to provide an air traffic control service under the supervision of an On-the-Job-Training instructor in a live traffic situation.

Guidance
The Unit Training Plan for the On-the-Job Training phase should be fully documented indicating:

a) the objectives of the training;

b) the training processes by which the objectives will be met;

c) the assessment process by which progress will be judged;

d) the minimum training time and the maximum time in which student air traffic controllers and/or trainee air traffic controllers must achieve the objectives of the training;

e) the process by which successful completion of OJT is to be judged.

ii. A report of the student air traffic controller's and/or trainee air traffic controller's performance should be completed after each training session; the reports should be sufficiently detailed to enable other On-the-Job-Training instructors to determine the strengths and weaknesses of the trainee together with his level of competence. Progress reports should be completed at regular intervals. It is recommended that individual training records in the form of booklets be established for each student to contain the assessments and comments by the OJTIs after each session.

iii. That part of the Unit Training Plan relating to the OJT processes must be subject to regular review to ensure that it continues to satisfy the training objectives.

iv. Changes to the On-the-Job Training shall be documented in the Unit Training Plan together with the reasons for making them.

9. GUIDELINES FOR ASSESSMENT AND EVALUATION

9.1 GENERAL

The system is a criterion-based competency assessment system. Levels of competency must be reached before further training or a recommendation for the issuing of a license or Rating is made.

Application

The criterion-based system shall be used for all ATS operational assessments:

- 35%, 70%, 100% training progress assessments [TPA];
- final performance assessments [FPA]
- annual Performance Assessments [APA] or
- any supplementary performance assessments [SPA].

Assessment criteria appropriate to the type of assessment and the position/s being assessed must be applied in accordance with the guidelines contained in this section.

Training progress assessments and records of assessments must be made in the appropriate form contained in **Annex D** and kept on file and made available to the CEO, if required.

9.2 TYPE OF ASSESSMENT

a) Training Progress Assessment (TPA)

(I) **35% Training Check**

This should be undertaken at approximately 35% of standard OJT time for the particular Rating validation [this need only apply when training is scheduled to take more than one month].

The instructor must carry out a check on the trainee's progress to ensure that it is satisfactory and meets the agreed training objectives. If the trainee's progress is unsatisfactory a training intervention must be initiated with the manager.

(ii) **70% Training Check**

At approximately 70% of standard OJT time for the particular Rating/validation, the instructor must carry out a check on the trainee's progress to ensure that it is satisfactory and meets the agreed training objectives. If the trainee's progress is unsatisfactory a training intervention must be initiated.

(iii) **100% Training Check**

When the instructor reports that the trainee has completed the training programme and recommends that the trainee is ready for the Final Performance Assessment (FPA), a 100% training check must be carried out. The instructor must conduct the proficiency assessment and recommend a final performance assessment or a training intervention.

b) Final Performance Assessment (FPA)

i. An FPA must be carried out as soon as possible following the 100% training check. Before recommending a trainee for an FPA, the instructor must ensure that:

- The trainee has passed Phases 2 and 3;
- the trainee has received instruction in all items on the training curriculum/syllabus and has reached the required standard for the FPA;
- the minimum training times have been met.
- if the Rating validation is coincident with the issuing of an air traffic controller license, the trainee has reached the required age on or prior to the date of the FPA.
- If further training is recommended after the standard OJT time specified has expired, the trainee's manager must be confident that a trainee will meet the required standard within any new time nominated.

ii. A FPA is carried out to determine a candidate's practical ability to exercise the privileges of the Rating or Rating validation sought.

iii. A designated examiner is to conduct the assessment using an air traffic control performance assessment form. The performance assessment must be completed with comments on all applicable sections of the form.

iv. The operational assessment must be conducted at the sector positions for which the Rating or Rating validation is sought. The assessment period may not be less than one shift of at least five hours. For a sector position that is combined with other sector positions during periods of system consolidation, the assessment must include typical aspects of the combined operation.

v. If after the minimum assessment time, the designated examiner considers that there has been insufficient traffic to assess the candidate properly, the assessment may be extended until such time as the examiner is satisfied that the candidate has been fully tested. (Simulator exercises may be used to supplement the FPA.)

vi. If the designated examiner does not hold a valid Rating in the position concerned then the trainee must operate under the direct supervision of another appropriately rated and validated air traffic controller who must, if necessary, take appropriate action to prevent an air safety incident.

9.3 ASSESSMENT AND PERFORMANCE CRITERIA

9.3.1 Performance Criteria for FPA, APA, SPA

a) Critical areas

i. The following areas of knowledge are deemed critical and only a full understanding of their application is acceptable: a failure to show anything less than a complete understanding in a critical area will result in a failure for that particular area.

ii. All **emergency procedures** applicable to the Rating validation sought. This is limited to the immediate actions that are required, such as acknowledging

emergency calls, alerting emergency services using the 'emergency message form' and use of the In Flight Emergency Response Checklist (IFERC)

iii. **Separation standards** for the Rating validation sought, including all provisions and applications.

iv. In addition to the above, candidates must achieve a **phraseology compliance** of 80% or better for radiotelephony and co-ordination during the final performance assessment.

b) Critical Error

Examples:

A serious breach of air traffic service standards or criteria producing or having the potential to produce a life-threatening situation.

- A loss of separation.
- Instructions issued, but not self-corrected, that would not have ensured separation.
- Failure to recognise a serious conflict situation.

c) Major Error

Examples:

A threat to the integrity of the air traffic service system

- Issuing or confirming an incorrect clearance.
- Failure to take the correct alerting action.
- Failure to detect an incorrect read back.
- Failure to co-ordinate.
- Failure to correctly identify **an** aircraft.

d) Minor Error

Examples:

A deviation, not likely to threaten the integrity of the system
Incorrectly written flight progress strips
Late co-ordination.
Incorrect or inappropriate use of a procedure.

e) Phraseologies

The use of phraseologies is deemed to be a critical skill and mastery in this area is required. Errors must be noted for each transmission or co-ordination phone call, which either incorrectly uses approved phraseologies or uses non-standard phraseologies where standard ones exist. The worksheet on the assessment form should be used to make a note of the use of incorrect phraseologies and the radiotelephony delivery style.

The combination of *all* of the factors, to the level specified in the notes, will determine if the non-critical skills assessment is satisfactory. In essence the combined effect of all of the non-critical skills is a critical skill in the final assessment.

f) Knowledge testing

If the particular assessment requires knowledge testing in areas other than emergencies, which is mandatory, the result must be recorded satisfactory or

unsatisfactory on the title page. A copy of the questions asked and the answers given must also be included in the assessment records.

g) General guidelines

Iit is the responsibility of the assessor to ensure that the assessment is arranged to ensure that an adequate range of traffic situations and levels is covered. Oral questioning and the setting up of hypothetical situations can expand the range of situations, if considered necessary.

It is advisable to concentrate on carefully assessing each element rather than the performance as a whole. The worksheet should be used to record key exchanges and the application of procedures and standards at the operating position. It is also useful during the assessment to use the form to comment on deviations from the standards in such areas as phraseology. This is consistent with the educational philosophy of the assessments.

h) Specific guidelines

Identification Ensure there is a mental association of aircraft location with call-sign.

Emergency element. All assessments must include an emergency procedures

Knowledge testing must be used where simulation is not possible.
Use an 80% pass mark for knowledge testing and complete mastery for use of the In Flight Emergency Response Checklist [IFERC].

Non co-operation

Poor hand-over to an incoming controller.
Excessive interposition phone calls.
Unnecessarily loading an adjacent sector.
Failure to initiate or provide pro-active assistance at a multi-person position.

Poor organisation

Failure to be adequately briefed prior to signing on.
Failure to sign on. Arriving late.
Failure to keep up with amendments.
Inadvertent cancellation of a flight plan.

i) Error examples for guidance

Critical Errors Loss of Separation (intervention by assessor to prevent an ASI is presumed).

Issuing an unsafe clearance
Instructions issued that would not have ensured separation without intervention
Failure to recognise a serious conflict situation
Deliberate omission of a safety related instruction

Major Errors Issuing or confirming an incorrect clearance without rectification
Failure to take correct alerting action
Failure to detect an incorrect read-back
Failure to co-ordinate
Failure to correctly identify an aircraft

Minor Errors Incorrect or inappropriate use of a procedure not affecting safety.
Incorrectly written flight progress strips.
Late co-ordination.
Having to modify an incorrect clearance already issued.

Non-Co-operation
Poor hand-over to an incoming controller.
Excessive interposition phone calls.
Unnecessarily loading an adjacent sector.
Failure to initiate to provide pro-active assistance at a multi-person position.

Poor Organisation
Failure to be adequately self-briefed before signing on.
Failure to sign on
Arriving late
Failure to keep up with amendments
Failure to cancel a flight plan in a timely fashion.

9.3.2 Assessment Criteria for an FPA, APA or an SPA

Assessment criteria for a satisfactory performance are:

Minimum time 5 hours assessment on an operating position. This may include 2 hours in an appropriate simulated environment if a lack of traffic is considered a factor and the use of simulated time is approved by the unit manager.

The permitted errors are:

- Nil critical
- 2 major, not resulting in an air safety incident investigation; and
- 7 minor errors

Phraseology: A demonstrated acceptable standard with 80% conformity.
.

9.3.3 Assessment Criteria for a TPA

To pass a 70% training time assessment:

The permitted errors are:

- 2 critical ,
- 2 major, and
- 7 minors.

Phraseology: 70% conformity

To pass a 35% training time assessment

Commensurate with the stage of training.

10. AIR TRAFFIC SERVICES LICENSES: MAINTENANCE OF COMPETENCE

10.1 RATING COMPETENCE

Rating competence is the ability of a controller to apply his appropriate knowledge, skills and experience to provide air traffic control services as notified in his air traffic controller license.

Requirement

a) Before a Rating is issued, competence in that Rating must be demonstrated.
b) ATCOs are required to complete a minimum amount of operational controlling time in each of their valid Ratings sufficient to enable them to maintain their competence in those Ratings.
c) Units must have training procedures, which include emergency training.
d) Before a student air traffic controller is granted a valid ATC license and associated Rating he must be assessed as competent by an authorised person (Unit examiner).
e) Trainee controllers, already holding an ATC license, will have to demonstrate their competence to make their Rating/Ratings valid on additional positions in the same Unit or at another Unit.
f) The license of an air traffic controller who does not continue to meet the competence requirements for a particular Rating shall be varied by suspending that Rating.
g) The process by which competence is to be assessed shall be fully documented indicating the method by which competence will be judged; that is, by continuous assessment, by an examination or by a combination of both.
h) Assessment of competence shall be conducted when there is a representative traffic sample in respect of the traffic levels and the range of procedures to be used. Simulators may be used to augment the assessment of competence.

10.2 PERIOD OF VALIDITY OF ATC RATINGS

a) The holder of an ATC Rating may only exercise the privileges of that Rating when it is valid. A Rating remains valid if the holder has successfully completed the annual proficiency assessment referred to in paragraph 2.

b) Where the privileges of a ATC Rating issued under MOZCAR Part 65 have not been exercised, without direct supervision, for at least 5 hours of operational duty during a single shift, within the immediately preceding 90 days, the holder of the Rating must demonstrate the ability to perform unsupervised duty to an appropriately rated air traffic service examiner or supervisor before the privileges of the license and Rating may be exercised again.

c) The period of demonstration (practical currency check) may not be less than one hour.

d) A record of the demonstration must be noted in the logbook and initialled by the person overseeing demonstration.

e) Should the demonstration not be satisfactory, the holder if the license shall not be authorized to exercise the privileges of the Rating. The unit manager shall initiate a re-validation of the Rating after an appropriate remedial training.

f) The demonstration to regain current opeRating practice does not replace the annual assessment referred to in paragraph 2.

10.3 REVALIDATION AND PROFICIENCY ASSESSMENTS

a) To maintain validity of an ATC Rating, the holder of the Rating must undergo the proficiency assessment between 11 and 13 months of the anniversary date of the first validation of such Rating.

b) The revalidation of the Rating is subject to the successful completion of an annual proficiency training programme defined by the unit manager, including a review of the changes in the procedures and a recurrent training on unusual or emergency situations.

c) The annual proficiency training programmes for each ATS unit shall be approved by the IACM

d) A record of the annual revalidation of all Ratings held by all personnel at the unit concerned must be maintained by the unit management and retained at such unit.

e) The annual proficiency assessment (APA) shall be conducted as prescribed under para 9.3.1 and 9.3.2

f) The assessment form for APA is under Annex **D**

10.4 DESIGNATION OF EXAMINERS

a) The examiners shall fulfil the requirements of para 4.11
b) The examination board for an FPA shall consist of 3 examiners or more
c) The examination board for an FPA shall be proposed by the ATO and approved by the CEO of IACM
d) The examiner(s) for a TPA are designated by the ATO
e) The examiner(s) for an APA or SPA are designated by the ANSP form a list of examiner certified by the IACM
f) The CEO of IACM can approve an examiner with appropriate ATC experience and certified as an examiner by another CAA
g) The CEO of IACM can appoint an examiner with appropriate background and experience to supervise or participate in performance assessments.

10.5 RECORDING OF VALIDATION STATUS

The form in which the Rating validation details of Air Traffic Controllers must be recorded for each operational facility or position in operation is contained in Annex A.

The original of the Rating validation form shall be forwarded to the IACM.

Each ATSU shall hold a copy of each revalidation form and a register of the validity of the ratings and endorsements, ready for inspection if required.

10.6 PROCEDURE FOR THE REVALIDATION OF RATINGS AND ENDORSEMENTS

The Unit shall forward to the IACM, Personnel Licensing Department,within 13 months from the last revalidation:

a) The proficiency assessment form (Annex D) for each rating,
b) The number of days performed during the last 12 months in each rating, signed by the Unit Manager, the minimum being 50 days for each rating to be renewed,
c) The medical certificate if expired,
d) The English proficiency assessment if expired.

10.7 MAINTENANCE OF COMPETENCE FOR AERONAUTICAL STATION OPERATORS

a) The Air Navigation Service Provider shall submit to IACM a yearly continuation training programme for ASOs.
b) Each operational facility where ASOs are performing operational duties shall maintain a record of each operator having passed successfully the yearly continuation training programme (Annex A), and provide it on request to the IACM inspectors.
c) An operator not having passed the yearly training programme shall be withdrawn from operational duties at the latest.13 months after the last recorded continuation training

11. LICENSING OF FLIGHT OPERATIONS OFFICERS (FLIGHT DISPATCHERS)

11.1 Age

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

11.2 Theoretical knowledge (course syllabus)

(1) An applicant for a flight dispatcher licence must complete a training course and pass a written examination on at least the following subjects:

a. Air law
   i. Regulations and technical standards relevant to the holder of a flight dispatcher licence; and
   ii. Appropriate air traffic service practices and procedures

b. Aircraft general knowledge
   i. Principles of operation of aeroplane power plants, systems and instruments;
   ii. operating limitations of aeroplanes and power plants; and
   iii. minimum equipment list

c. Flight performance calculation and planning procedures
   i. Effects of loading and mass distribution on aircraft performance and flight characteristics;
   ii. mass and balance calculations;
   iii. operational flight planning;
   iv. fuel consumption and endurance calculations;
   v. alternate aerodrome selection procedures;
   vi. en route cruise control;
   vii. extended range operations;
   viii. preparation and filing of flight plans; and
   ix. basic principles of computer-assisted planning systems.

d. Meteorology
   i. Aeronautical meteorology;
   ii. the movement of pressure systems;
   iii. the structure of fronts, and the origin and characteristics of significant weather phenomena which affect take-off, en route and landing conditions;
   iv. interpretation and application of aeronautical meteorological reports, charts and forecasts;
   v. codes and abbreviations; and
   vi. use of, and procedures for obtaining, meteorological information

e. Navigation
   i. Principles of air navigation with particular reference to instrument flight

f. Human performance

   i. human performance relevant to dispatch duties, including principles of threat and error management;

   Note.— Guidance material to design training programmes on human performance, including threat and error management, can be found in the Human Factors Training Manual *(Doc 9683).*

g. Operational procedures
   ii. Use of aeronautical documentation;
   iii. operational procedures for the carriage of cargo and dangerous goods;
   iv. procedures relating to aviation accidents and incidents;

v. emergency flight procedures; and
vi. procedures relating to unlawful interference and sabotage of aircraft.

h. Principles of flight
vii. Principles of flight relating to the appropriate category of aircraft

i. Radio communication
viii. Procedures for communicating with aircraft and relevant ground stations.

11.3 Examination and pass requirements

(1) In order to pass the course the candidate must successfully undertake the following examinations to the prescribed standards and achieve the following pass marks:

(2) A once only re-examination of up to two subjects may be taken within 14 days from the date of notification of the failure. A failure in three subjects or a failure to achieve the 'required standard in the re-examination means immediate failure of the course.

EXAMINATION	REQUIRED PASS MARK
Air law,	70%
Aircraft General Knowledge	70%
Flight performance calculation and planning procedures	90%
Meteorology	80%
Navigation	70%
Human Performance	70%
Operational Procedures	90%
Principles of Flight	70%
Radio Communication	90%

(1) A designated examiner must examine the candidate in the subject matters required in paragraph 1. If necessary, the practical assessment will be conducted in the presence of a flight dispatcher who holds a valid license. If possible, the accompanying flight dispatcher should not be the instructor responsible for the applicant's training.

11.4 Experience

The applicant shall have gained the following experience:

a) a total of two years of service in any one or in any combination of the capacities specified in 1) to 3) inclusive, provided that in any combination of experience the period serviced in any capacity shall be at least one year:

1) a flight crew member in air transportation; or

2) a meteorologist in an organization dispatching aircraft in air transportation; or

3) an air traffic controller; or a technical supervisor of flight operations officers or air transportation flight operations systems;

or

b) at least one year as an assistant in the dispatching of air transport;

or

c) have satisfactorily completed a course of approved training.

The applicant shall have served under the supervision of a flight operations officer for at least 90 working days within the six months immediately preceding the application.

11.5 Skills

The applicant shall have demonstrated the ability to:

a) make an accurate and operationally acceptable weather analysis from a series of daily weather maps and weather reports; provide an operationally valid briefing on weather conditions prevailing in the general neighbourhood of a specific air route; forecast weather trends pertinent to air transportation with particular reference to destination and alternates;

b) determine the optimum flight path for a given segment, and create accurate manual and/or computer generated flight plans;

c) provide operating supervision and all other assistance to a flight in actual or simulated adverse weather conditions, as appropriate to the duties of the holder of a flight operations officer licence; and

d) recognize and manage threats and errors.

Note.— Guidance material on the application of threat and error management is found in the Procedures for Air Navigation Services — Training *(Doc 9868, PANS-TRG), Chapter 3, Attachment C, and in Part II, Chapter 2, of the* Human Factors Training Manual *(Doc 9683).*

ANNEX A: Unit Rating Validation Record

REPUBLIC OF MOZAMBIQUE

IACM

UNIT RATING VALIDATION RECORD

LOCATION: _____PAGE: _____

RATING/OPERATING POSITION: _____

Operator's Name	Validation Date	Assessors Signature	Expiry Date*

Notes:

1. The expiry date will be 12 months after the validity date.
2. This form must be retained on file by the unit and presented to the CEO on demand.

ANNEX B: Temporary License or Rating

INSTITUTO DA AVIAÇÃO CIVIL DE MOÇAMBIQUE

REPUBLIC OF MOZAMBIQUE

IACM
TEMPORARY ATS LICENSE / RATING
Valid until: _____

1	Number of temporary license/Rating:	_____
2	Surname of applicant:	_____
3	First names of applicant:	_____
4	Date of achieved competence:	_____
5	I, the undersigned, being a designated examiner, certify that on the above date the abovementioned applicant satisfied me in meeting the theoretical and practical training requirements prescribed in Part 65 of the Mozambique Civil Aviation Regulations, for the issuing of the following license/Rating:	

(Delete if not applicable)

- ☐ Air Traffic Controller License
- ☐ Aerodrome control Rating
- ☐ Approach control Rating
- ☐ Approach control radar Rating
- ☐ Approach control automatic dependent surveillance Rating
- ☐ Area control Rating
- ☐ Area control radar Rating
- ☐ Area control automatic dependent surveillance Rating

- ☐ Aeronautical Station Operator License

6	Date of birth of applicant confirmed as:	_____
7	Course complete satisfactorily:	_____
8	Date of course:	_____
9	Approved aviation training organization:	_____
10	Name of designated examiner:	_____
11	Date: _____ Signature:	_____

ANNEX C SKILLS ASSESSMENT FORM

CRITICAL SKILLS ASSESSMENT

Area	Title	Notes	Critical	Major	Minor
1	**Conflict Recognition and Separation** Aircraft and/or terrain				
2	**Identification** Callsign / aircraft match & verification				
3	**Emergency** Simulated, actual or tested knowledge				
4	**Tactics** Sequencing methods and tactical use of levels				
5	**Planning** Traffic flow efficiency, use of priorities				
6	**Co-ordination** Verbal and handling of flight plans				
7	**Data Recording** Strip writing and updating				
8	**Flight Information** Essential Traffic information and avoidance advice				
9	**Phraseologies** Minimum of two samples of 10 transmissions. Include readbacks, verbal co-ordination.				

ANNEX C2

NON-CRITICAL SKILLS ASSESSMENT

	Affective Factors	**Mark**	**5**	**4**	**3**	**2**	**1**	
10	**Anticipation**		Anticipated all traffic situations	Anticipated most traffic situations	Occasionally failed to anticipate	Frequently failed to anticipate	Worked without method or plan	
11	**Appreciation & Visualisation**		Quickly assessed all traffic situations	Readily assessed most traffic situations	Occasionally slow to assess traffic situations	Frequently misinterpreted traffic situations	Failed to appreciated a Hazardous situation	
12	**Confidence**		Calm & confident in all opeRating situations	Calm & confident most of the time	Occasionally flustered or over / under confident	Frequently flustered or over / under confident	Habitually flustered or indecisive or headstrong	
13	**Alertness** & **Reactions**		Alert, with fast appropriate reactions at all times	Alert, with fast appropriate reactions at most times	Occasionally not alert or slow to react	Frequently not alert or slow to react	Habitually slow to react	
14	**Organisation** & **Efficiency** General work practices and use of equipment		Well organised & efficient under all conditions	Organised and efficient under most opeRating conditions	Occasionally disorganised & / or inefficient	Frequently disorganised & / or inefficient	Habitually disorganised &/or inefficient	
15	**Co-operation and Teamwork**		Fully co-operative at all times	Co-operative at most times	Occasionally uncooperative	Frequently uncooperative	Habitually uncooperative	
16	**Appreciation of Aircraft Performance**		Anticipated aircraft performance in all situations	Anticipated aircraft performance in most situations	Occasionally failed to appreciate aircraft performance	Frequently failed to appreciate aircraft performance	Worked without any appreciation of aircraft performance	
17	**Appreciation and Reporting of Weather**		Always alert to weather. Always accurate and timely reports.	Always alert to weather. Usually accurate and timely reports.	Occasionally not alert to wx. Usually accurate and timely reps.	Frequently not alert to wx. Frequently Inaccurate reports	Habitually not alert to wx and / or unable to report weather	
18	**Handwriting** Strips, logbook and flight plans		Neat and legible at all times	Mostly neat and legible	Occasionally untidy but legible	Frequently untidy but legible	Illegible most of the time	
19	**Equipment Handling** AFTN, VHF, HF, Telephone & Lighting		Handles all equipment with expertise	Handles most equipment with expertise	Competence varies, but adequate	Has difficulty opeRating some equipment	Unable to operate some equipment	
					Transfer results to title page	Total:		

ANNEX C3

WORKSHEET

Runways / Approaches		**Sig. Wind** (Crosswind etc.)	**Sig. Weather** (Low cloud and vis.)		**Traffic**	**Unusual Factors (Outages)**	
					Heavy Medium Light		
Callsign	**Type**	**Position Heading**	**Level**	**Instruction issued Coordination done**	**Comments**	**Phraseology Samples**	
						Right	**Wrong**

ANNEX D: Air Traffic Control Performance Assessment

Name:		Current Position:	
Unit:		Being Assessed for: (APA, FPA, % training check)	
On:	new OpeRating position:		
By:		For Unit:	
Date:		Time:	Duration:

PRIMARY ASSESSMENT RESULTS

(Delete if not applicable to this assessment)

		Competent	Not competent
1	c)..... onflict recognition and separation		
2	Identification of aircraft		
3	Handling of emergencies		
4	Tactics used		
5	Planning of work		
6	Co-ordination processes		
7	Data recording		
8	Flight information		
9	d)..... hraseologies e) ..... Achieved f)..... **g)**		
10	Affective factors Pass mark %		
11	h)..... nowledge i) ..... ass mark % j)..... **k)**		

OVERALL RESULT **l)..... ass** **m) ..... ail**

ASSESSORS PRIMARY COMMENTS

Date: Signature:

ASSESSED PERSON'S COMMENTS (Optional)

Date: Signature:

Name of supervisor:

Signature: Date:

Name of supervisor:

Signature: Date:

Annex E

Personnel Licensing Department

Telephone number:	**258 21465416**	*Fax Number:*	**258 21465415**
Physical address:	Alameda do Aeroporto, Maputo		
Postal address:	Caixa Postal 227, Maputo	E-mail	iacm@tvcabo.co.za

DETAILS OF BANK ACCOUNT FOR PAYMENT OF PRESCRIBED FEE

APPLICATION FOR AN AIR TRAFFIC CONTROLLER LICENCE WITH RATING

NOTE:

1. After completion this form must be submitted to the IACM, together with the following:
   - (i) Two recent photographs (25mm x 25mm);
   - (ii) Proof of identity and age;
   - (iii) temporary license issued by Designated Examiner;
   - (iv) licence fee as prescribed and
   - (i) valid Class III medical certificate.

m.1.1 PART 1: TO BE COMPLETED BY APPLICANT

Surname(Mr/Mrs/Miss) *(Block letters)*						
First names						
Gender *(check box)*	Male		Female		Nationality	
Identity/Passport Number					Date of birth	
Residential address					Postal address	
Telephone Number					Mobile phone Number	
Fax Number					Email address	
ATSU					IACM Reference number OR License number	
I herewith certify that the information submitted to the IACM is correct.						
Signature of Applicant					Date:	

PART 2: TO BE COMPLETED BY THE APPLICANT (yes/no)

Aviation Medical certificate attached (*To be attached for issue; re-issue or conversion*)		Restrictions		Temporarily unfit	
Restrictions / Temporarily unfit explanation					

PART 3: TO BE FILLED OUT BY INSTRUCTOR

CERTIFICATE OF COMPETENCE

I hereby certify that the applicant has satisfactorily completed the training and that he/she passed the theoretical knowledge examination prescribed in the MCAR 65 for the issue of an Air Traffic Control License with an: (*please check box*)

Aerodrome control rating		Approach control rating		Approach control radar rating	
Area control rating		Area control radar rating		Air Traffic Service instructor rating (*also complete application MZ 65-06*)	
Area control automatic dependent surveillance rating					

Name of Aviation Training Organisation OR ATSU		Name of instructor *(Block letters)*	
Telephone		Licence number	
Email address		*Signature of Instructor*	
Date:		*Grade (I/II)*	

OFFICIAL USE ONLY

Date: Application reviewed		Application	Approved	Date:	Rejected	Date:
IACM officer Name:		IACM officer Name:			Reason:	
Signature:		Signature:				

Annex F

Personnel Licensing Department
Telephone number: **258 21465416** *Fax Number:* **258 21465415**
Physical address: Alameda do Aeroporto, Maputo
Postal address: Caixa Postal 227, Maputo E-mail iacm@tvcabo.co.za

DETAILS OF BANK ACCOUNT FOR PAYMENT OF PRESCRIBED FEE

APPLICATION FOR AN AIR TRAFFIC SERVICE INSTRUCTOR RATING OR DESIGNATED EXAMINER CERTIFICATE

NOTE:

2. After completion this form must be submitted to the IACM, together with the following:
   (v) Proof of identity and age;
   (vi) valid radiotelephony operator certificate ;
   (vii) valid ATC license;
   (viii) proof of required experience;
   (ix) proof of proficiency check being conducted (for renewal);
   (x) licence fee as prescribed in Part 187 of the MCAR; and
   (ii) valid Class III medical certificate.
3. Medical reports together with X-ray report of chest, ECG and stress ECG must be forwarded to ….

PART 1: TO BE COMPLETED BY APPLICANT

APPLICATION DETAILS (*Check box*)

Initial Issue		Renewal	

PERSONAL DETAILS

Surname(Mr/Mrs/Miss) *(Block letters)*							
First names							
Gender *(check box)*	Male		Female		Nationality		
Identity/Passport Number					Date of birth		
Residential address					Postal address		
Telephone Number					Mobile phone Number		
Fax Number					Email address		
ATSU					IACM Reference number OR License number		

I herewith certify that the information submitted to the IACM is correct.

Signature of Applicant		Date:	

PART 2: TO BE COMPLETED BY THE APPLICANT

MEDICAL DETAILS

Aviation Medical certificate attached (*yes/no*)		Restrictions (*yes/no*)		Temporarily unfit (*yes/no*)	
Restrictions / Temporarily unfit explanation					

EXPERIENCE

List Experience:

Operational experience:	Years:		Months:		ATSU:	
Non-operational experience:	Years:		Months:		ATSU:	

PROFICIENCY CHECK (*for renewal of rating only*)

Date of proficiency check:		Conducted by:		ATC Licence no:	

PART 3: TO BE FILLED OUT BY DESIGNATED EXAMINER OR STANDARDS MANAGER

CERTIFICATE OF COMPETENCE

I hereby certify that the applicant has satisfactorily completed the training and proficiency check (*for renewal*) prescribed in the MCAR 65 for the issue of an Air Traffic Service Instructor Rating:

Name of Aviation Training Organisation OR ATSU		Name of DE or manager: *(Block letters)*	
Telephone		Licence number	
Email address		*Signature of DE or manager:*	
Date:			

OFFICIAL USE ONLY

Date: Application reviewed		Application	Approved	Date:	Rejected	Date:
IACM employee Name:		IACM employee Name:			Reason:	
Signature:		Signature:				

Annex G

CHECKLIST FOR AIR TRAFFIC CONTROLLER LICENCE

ISSUE/RE-ISSUE OF LICENCE

Requirement	**COMPLY YES**	**NO**	*COMMENTS*
Age: 21 years (verify ID)			
Valid Medical Class 3			
Valid flight radio telephony certificate			
Proof of residence in Mozambique (if not citizen)			
Two passport photographs			
Submission of: fees (… meticais)			
Temporary certificate signed by ATS instructor			
Instructor rating valid			
Attended an approved training course			
Passed written Examination			
Aviation training organisation certified			

General comment on outstanding documents or requirements:	

Name of PEL officer reviewing the application:		Date reviewed:	
Signature of PEL officer:			

ANNEX H

CHECKLIST FOR AIR TRAFFIC CONTROLLER RATINGS

ISSUE/RE-ISSUE OF RATINGS

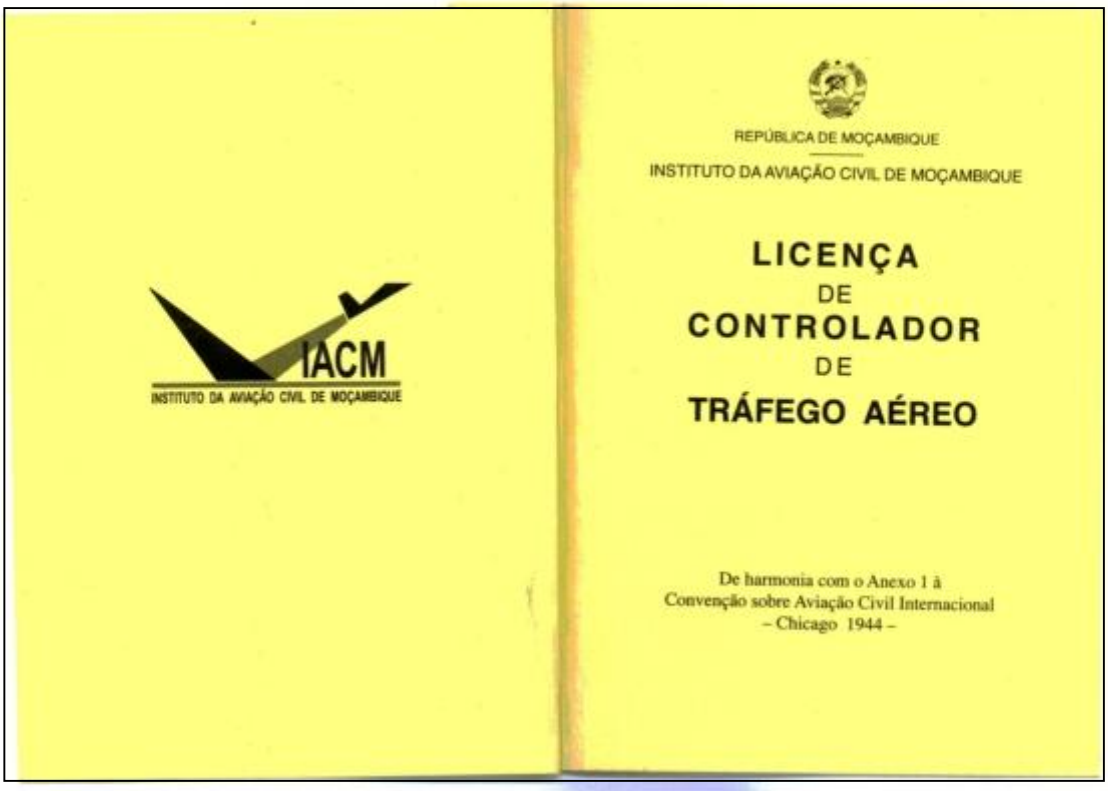
Requirement	**COMPLY YES**	**NO**	*COMMENTS*
AERODROME CONTROL RATING			
Valid ATC licence			
Proof of completion of specified training at unit			
Submission of: fees (…..... meticais)			
Temporary certificate signed by ATS instructor			
Instructor rating valid			
Proof of completion of practical assessment at unit			
APPROACH CONTROL RATING & APPROACH RADAR & APPROACH AUTOMATIC DEPENDENCE SURVEILLANCE			
Proof of completion of specified training at unit			
Submission of: fees (…..... meticais)			
Temporary certificate signed by ATS instructor			
Instructor rating valid			
Proof of completion of practical assessment at unit			
AREA CONTROL RATING & AREA RADAR & AREA AUTOMATIC DEPENDENCE SURVEILLANCE			
Age: 21 years (verify ID or PPL)			
Valid ATC licence			
Proof of completion of specified training at unit			
Submission of: fees (…..... meticais)			
Temporary certificate signed by ATS instructor			
Instructor rating valid			
Proof of completion of practical assessment at unit			
AIR TRAFFIC SERVICE INSTRUCTOR RATING – EXAMINER CERTIFICATE			
Valid ATC licence AND at least one valid rating			
Proof of completion of specified training			
Submission of: fees (…….meticais)			
Seniority as ATCO (Instructor 2 years, Examiner 5 years)			
Proof of completion of OJT (1 course or 1 exam)			

General comment on outstanding documents or requirements:	

Name of PEL officer reviewing the application:		Date reviewed:	
Signature of PEL officer:			

ANNEX I

ATC LICENSE



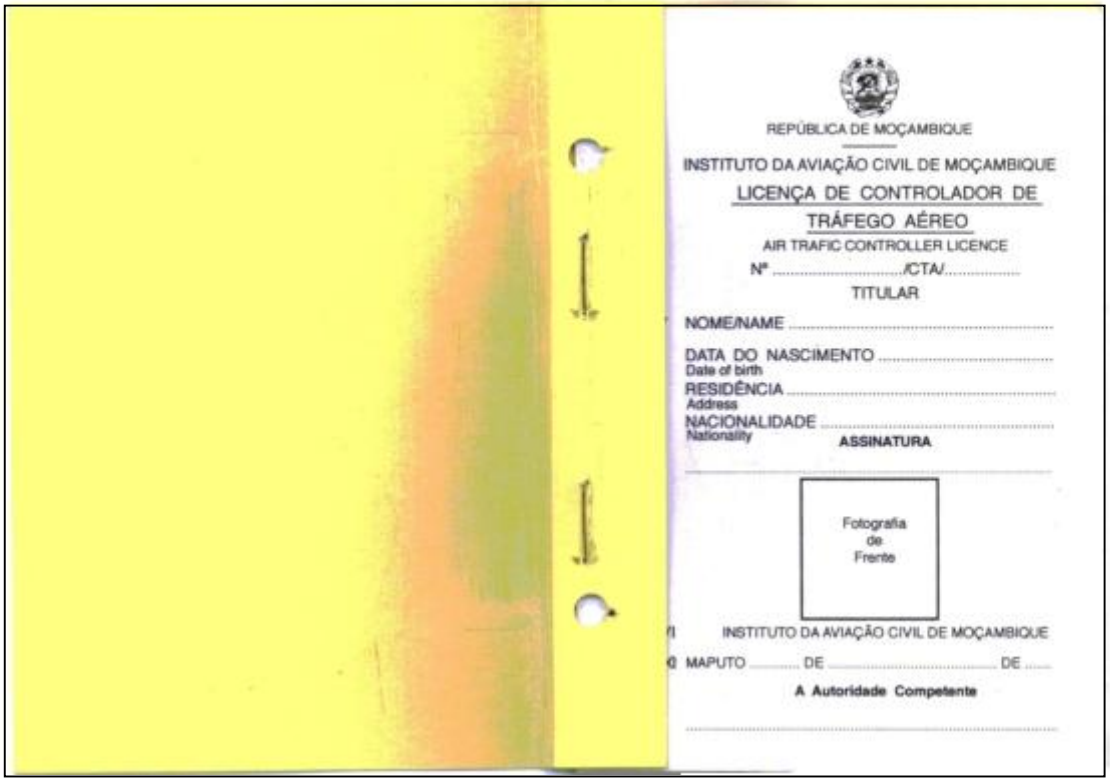
IACM
INSTITUTO DA AVIAÇÃO CIVIL DE MOÇAMBIQUE

REPÚBLICA DE MOÇAMBIQUE

INSTITUTO DA AVIAÇÃO CIVIL DE MOÇAMBIQUE

LICENÇA
DE
CONTROLADOR
DE
TRÁFEGO AÉREO

De harmonia com o Anexo 1 à
Convenção sobre Aviação Civil Internacional
– Chicago 1944 –



REPÚBLICA DE MOÇAMBIQUE

INSTITUTO DA AVIAÇÃO CIVIL DE MOÇAMBIQUE

LICENÇA DE CONTROLADOR DE TRÁFEGO AÉREO

AIR TRAFIC CONTROLLER LICENCE

Nº ...../CTA/.....

TITULAR

NOME/NAME .....

DATA DO NASCIMENTO .....
Date of birth

RESIDÊNCIA .....
Address

NACIONALIDADE .....
Nationality

ASSINATURA

Fotografia de Frente

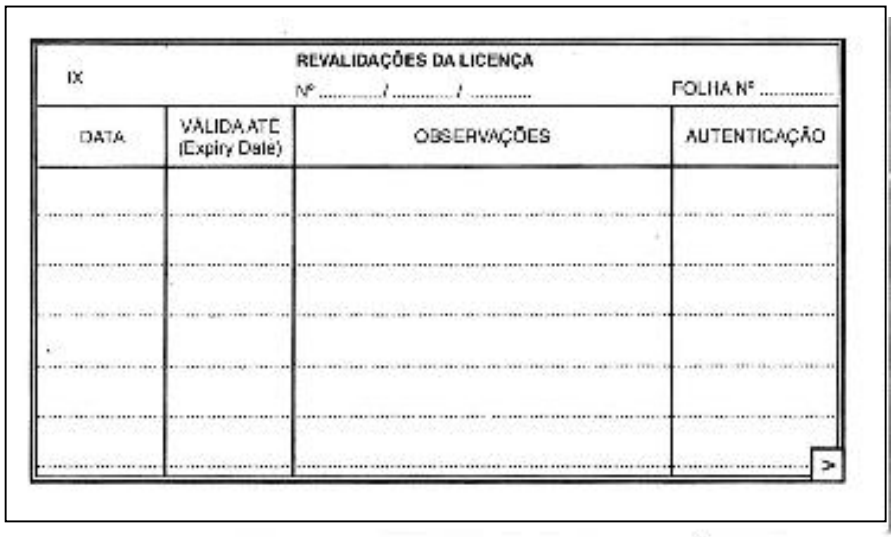
INSTITUTO DA AVIAÇÃO CIVIL DE MOÇAMBIQUE

MAPUTO ..... DE ..... DE .....

A Autoridade Competente

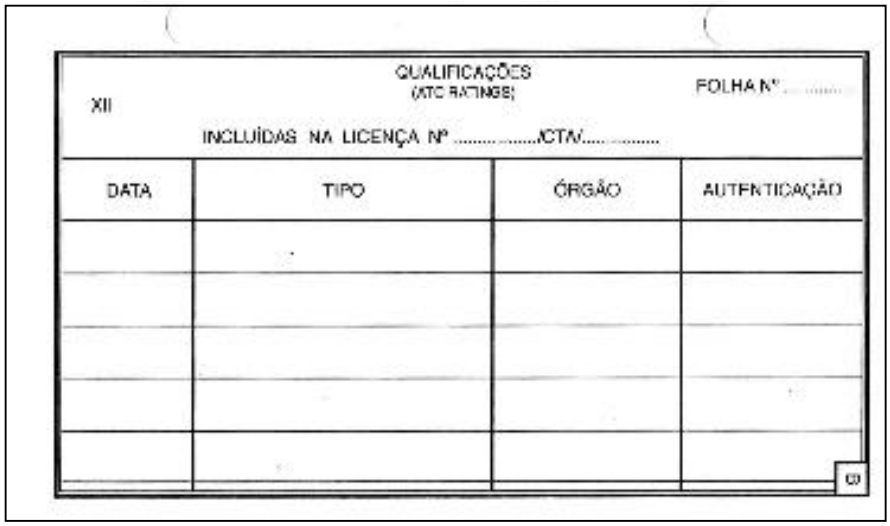
ANNEX I

ATC LICENSE, Ratings and validations



IX — REVALIDAÇÕES DA LICENÇA — Nº ...../...../..... — FOLHA Nº .....

DATA	VÁLIDA ATÉ (Expiry Date)	OBSERVAÇÕES	AUTENTICAÇÃO



XII — QUALIFICAÇÕES (ATC RATINGS) — FOLHA Nº .....

INCLUÍDAS NA LICENÇA Nº ...../CTA/.....

DATA	TIPO	ÓRGÃO	AUTENTICAÇÃO

Annex J

Personnel Licensing Department
Telephone number: **258 21465416** *Fax Number:* **258 21465415**
Physical address: Alameda do Aeroporto, Maputo
Postal address: Caixa Postal 227, Maputo E-mail iacm@tvcabo.co.za

DETAILS OF BANK ACCOUNT FOR PAYMENT OF PRESCRIBED FEE

APPLICATION FOR A FLIGHT OPERATIONS OFFICER LICENSE

NOTE:

4. After completion this form must be submitted to the IACM, together with the following:
   (xi) Two recent photographs (25mm x 25mm);
   (xii) Proof of identity and age;
   (xiii) temporary license issued by Designated Examiner;
   (xiv) results of the theoretical knowledge examination as required by MCAR 65;
   (xv) proof of demonstrated skill as required by MCAR 65;
   (xvi) proof of experience as required by MCAR;
   (xvii) license fee as prescribed in Part 187 of the MCAR; and

PART 1: TO BE COMPLETED BY APPLICANT

Surname(Mr/Mrs/Miss) *(Block letters)*						
First names						
Gender *(check box)*	Male		Female		Nationality	
Identity/Passport Number					Date of birth	
Residential address					Postal address	
Telephone Number					Mobile phone Number	
Fax Number					Email address	
Air Operator:					IACM Reference number OR License number	
I herewith certify that the information submitted to the IACM is correct.						
Signature of Applicant					Date:	

PART 2: TO BE COMPLETED BY THE APPLICANT

EXPERIENCE

List Experience as:						
A flight crew member:	Years:		Months:		Operators:	
A meteorologist in an organisation dispatching aircraft in air transport	Years:		Months:		Operators:	
An air traffic controller	Years:		Months:		Companies:	
A technical supervisor of flight dispatchers or air transport flight operations systems	Years:		Months:		Operators:	
An assistant in dispatching of aircraft in air transport operations	Years:		Months:		Operators:	

PART 3: TO BE FILLED OUT BY INSTRUCTORS or AUTHORISED PERSONS

CERTIFICATES OF COMPETENCE

Certificate A: ***I hereby certify that the applicant has satisfactorily completed the training and that he/she passed the theoretical knowledge examination prescribed in the MOZCAR 65 for the issue of a Flight Operations Officer License.***

Name of Aviation Training Organisation OR Operator		Name of instructor *(Block letters)*	
Telephone		Licence number	
Email address		*Signature of Instructor*	
Date:		*Grade (I/II)*	

Certificate B ***I hereby certify that the applicant has satisfactorily completed the demonstrated skills assessment prescribed in the MOZCAR 65 for the issue of a Flight Operations Officer License.***

Name of Aviation Training Organisation OR Operator		Name of instructor *(Block letters)*	
Telephone		Licence number	
Email address		*Signature of Instructor*	
Date:		*Grade (I/II)*	

OFFICIAL USE ONLY

Date: Application reviewed		Application	Approved	Date:	Rejected	Date:
IACM employee Name:		IACM employee Name:			Reason:	
Signature:		Signature:				

ANNEX K

CHECKLIST FOR FLIGHT OPERATIONS OFFICER LICENCE

ISSUE/RE-ISSUE OF LICENCE

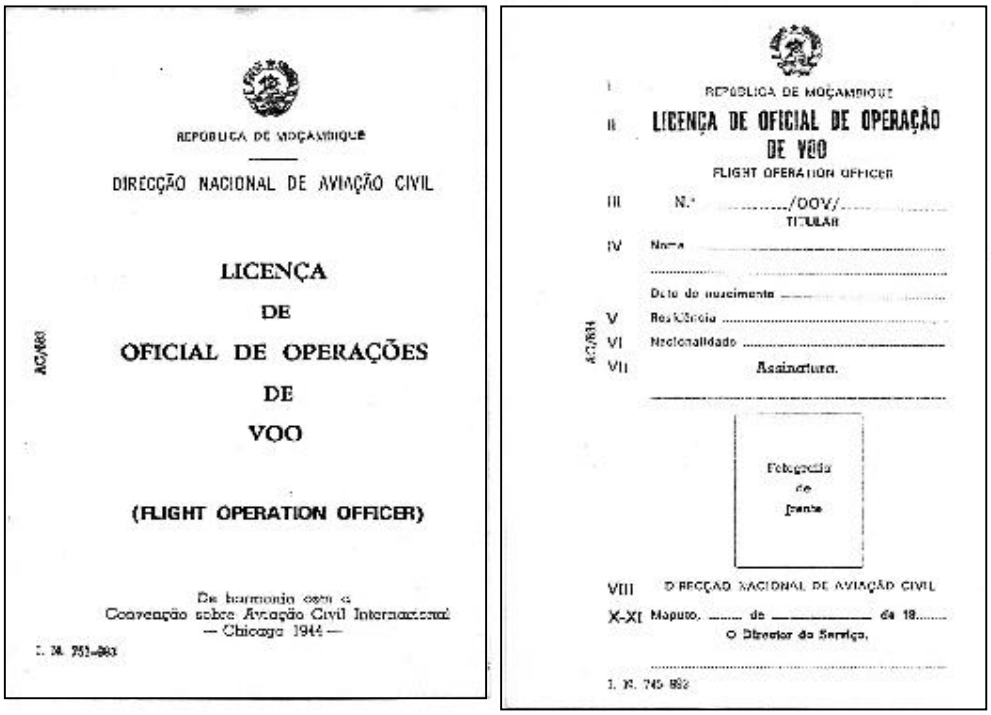
Requirement	**COMPLY YES**	**NO**	*COMMENTS*
Age: 21 years (verify ID)			
Proof residence in Mozambique (if not citizen)			
Two passport photographs			
Submission of: fees (…..... meticais)			
Temporary licence and /or certificate signed by DE			
Attended an approved training course			
Passed written Theoretical Examination			
Aviation training organisation OR Operator certified			
Proof of passing the skill demonstration			
Two years service in total, completed as and/or and/or.			
COMPLETED AS			
A flight crew member			
AND/OR			
A meteorologist,			
AND/OR			
A n ATCO			
AND/OR			
A supervisor of flight dispatchers or operations officers			
At least 90 workdays as a flight operations officer under supervision			
WITHIN			
The 6 months preceding the date of application.			

General comment on outstanding documents or requirements:	

Name of PEL officer reviewing the application:		Date reviewed:	
Signature of PEL officer:			

ANNEX L

FILGHT OPERATIONS OFFICER LICENSE



REPÚBLICA DE MOÇAMBIQUE

DIRECÇÃO NACIONAL DE AVIAÇÃO CIVIL

LICENÇA

DE

OFICIAL DE OPERAÇÕES

DE

VOO

(FLIGHT OPERATION OFFICER)

De harmonia com a
Convenção sobre Aviação Civil Internacional
— Chicago 1944 —

AC/683

REPÚBLICA DE MOÇAMBIQUE

II LICENÇA DE OFICIAL DE OPERAÇÃO DE VOO

FLIGHT OPERATION OFFICER

III N.º ...../OOV/.....

TITULAR

IV Nome .....

.....

Data de nascimento .....

V Residência .....

VI Nacionalidade .....

VII Assinatura.

.....

Fotografia de frente

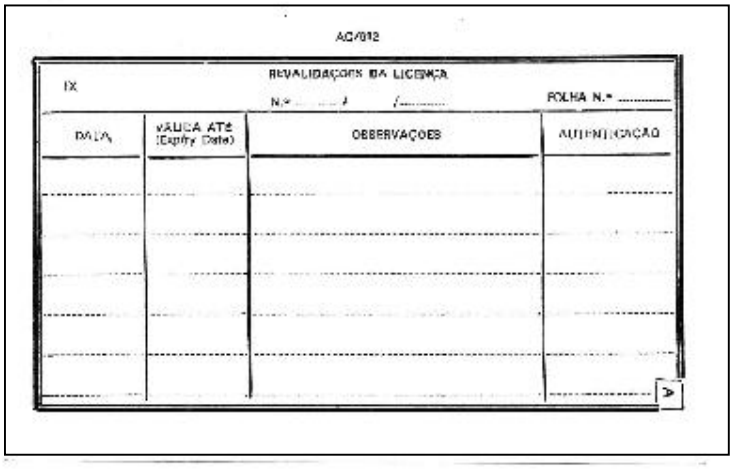
VIII DIRECÇÃO NACIONAL DE AVIAÇÃO CIVIL

X-XI Maputo, ... de ..... de 19.....

O Director de Serviço,

.....

AC/684



AC/612

IX REVALIDAÇÕES DA LICENÇA

N.º ... / ... / .....

FOLHA N.º .....

DATA	VALIDA ATÉ (Expiry Date)	OBSERVAÇÕES	AUTENTICAÇÃO