



Effectivity Date: 09/01/2020

1 Purpose

This document is issued to guide the Aviation industry, Air traffic Control License applicants, to meet the requirements for issuance, renewal or re-issue of an Air traffic controller licence (ATCL) including ratings under relevant section of Mozambique Civil Aviation Regulation/Technical Standards (MOZCAR/CATS) Part 65, and underline the ATCL holders or applicants responsibility of acting with a valid license and rating specified in his license for the activity conducted, and his/her responsibility to meet all this requirements for operating as an ATC.

2 Guidance and Procedures

(a) Initial inquiry

- (i) The prospective applicant for an ATCL with a Rating once he/she contacts the Pel Office should be directed to thoroughly review the MOZCAR/CATS 65 and advisory materials related to licensing of air traffic controllers and in particular Licence with Aerodrome Rating.
- (ii) The applicant should be informed that according to the Regulations and Technical Standards, requirements, *an ATC licence is issued with an initial rating of aerodrome and that the applicant must have undergone approved training and passed a written knowledge exam.*

(b) Application Requirements – Knowledge test

The applicant shall have undergone an approved air traffic training and passed a knowledge test at the completion of the training or undergone training at an approved training organization (ATO). The knowledge test administration will be part of the condition granted in approving the training. Evidence of passing the knowledge test will be submitted by the instructors of the approved training, or collected at the PEL office, if the examination has been taken at the Authority.

- (ii) *Training for aerodrome and approach may be done in succession at the same time but licensing will follow the order stated here-in.*

(iii) *Approved training programme must include theoretical and practical training using simulation and live to cover subjects stated in MOZCAR/CAT.*

(c) Application Requirements – Skill test

- (i) Upon the candidate passing the knowledge test and the Instructors submitting the information to the Authority, he/she will be required to undergo skill training for the rating (aerodrome for issue) required.
- (ii) The licensing officer confirms the applicant's training and knowledge test performances information from the instructors. The Licensing officer will draft a letter to the air navigation service provider to require him identify the air traffic unit (airport) the candidate will be posted for skill training. The airport should be where there are qualified licenced air traffic controllers with instructor ratings. The letter should be copied to the applicant.
- (iii) The service provide in response will state the airport for the candidate skill training and identify the on the job instructor(s) responsible for providing the training with one of them being the lead instructor responsible for the final report to the Authority.
- (iv) when the instructor are satisfied that the candidate has attained appropriate skills to be able to apply for a licence, they allow the applicant to submit an application **Form 65-01**. The responsible instructor should endorse the application form as proof of applicant having undergone the required skill training. A file for the candidate is opened.
- (v) The Manager Personnel Licensing upon receipt of the application form and being reviewed by the Personnel Licensing Inspector (ATC) will arrange for a Rating Board. The Rating Board will compose of Personnel licensing Inspector (ATC) and nominated appropriately qualified ATC with examiner endorsement and/or instructors rating from the industry. At least the Board should not be less than *three person*. The candidate will be invited for the rating Board by letter.
- (vi) The Rating Board having concluded the examination will make a report to the Manager Personnel. All participants must sign the report. If the candidate was successful the process for issuance of the licence will continue. However, if it was not, the applicant may be subject to additional skill training depending on the Board's recommendations.

(d) Application for Issue of an ATCL Licence

The application **Form 65-01** submitted by the applicant (see c(iv) above) shall have the following documents attached:

- (i) a properly completed prescribed application Form;
- (ii) An air traffic controller's licence (if for an additional rating);
- (iii) Prove of passing all the required theoretical subjects specified in the MOZCAR/CATS 65, (the theoretical examination referred hereunder shall be conducted by PEL department, according to the applicable requirements and procedures);
- (iv) Records substantiating the practical experience shown on the Application Form, and satisfactory results obtained on the practical examination, reported by the rating board (skill test);
- (v) One (1) recent passport size photographs (full face);
- (vi) A certified copy of the photo Identification Card or Passport;
- (vii) The prescribed fees.
- (Viii) Prove of passing English proficiency test (ICAO level IV minimum)
- (iX) A valid Class 3 Medical Certificate;

(e) Reviewing the applicant document

- (i) The Application form will be Checked, for accuracy, using the instructions on the form and Checklist.
- (ii) will be ensured that the practical instructor and/or the ATO reports are provided and filed.

(f) Verifying Applicant's Identity

- (i) Acceptable forms of identification, will be evaluated to establish the applicant's identity, such as Identification Documents, Passports and all others accepted in Mozambique. Will be Compared the identification with the personal information provided on the prescribed application Form and if the applicant's identity can be verified, will be proceeded with the task.
- (ii) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, is Advised the applicant to return with appropriate identification to reapply.
- (iii) If the applicant's identity appears to be different from the information supplied on the prescribed application Form, or it appears that an attempt at falsification has been made,

will not continue with this task. Will be collect the falsified documents and brought them to the attention of the Manager Personnel Licensing Office for further action.

(g) Establishing eligibility for Issue of the Licence

- (i) It will be determined if the applicant meets the specific **eligibility, knowledge, competency and experience requirements** for licensing as an air traffic controller as per the MOZCAR/CATS part 65.
- (ii) The following list expounds on the basic requirements:
 - (aa) *Age*: Ensure that applicant is at least 21 years old.
 - (bb) **Knowledge**: knowledge test report available and conform the applicants passed.
 - (cc) **Experience**: the record of the applicant operational experience in the performance of the duties of an Air Traffic Controller, under the supervision of an appropriately licensed and rated Air traffic Controller and acquired experience for the applied rating in all areas as specified in MOZCAR/CAT 65.
 - (dd) **Instructors Recommendation**: Instructors' recommendations as evidence of having met the theoretical and practical instruction requirements.
 - (ee) **Skill**: Check and ensure the Rating Board report is available and complete.
 - (ff) **Medical fitness**: A Class 3 medical certificate is available and valid.
 - (gg) **Language proficiency**: Check whether the applicant has been checked on English language proficiency as required by Regulations 65.01.3 of the MOZCAR.

(h) Requirements for Additional Rating

- (i) Initial Issue of the ATCL will include a Rating, and in most cases it will be the aerodrome control. The Air traffic Controller may extend his licence to include additional ratings which are:
 - (aa) the 'Approach Control Procedural' (APP) rating, which indicates that the license holder is competent to provide air traffic control services to aircraft in the arrival, departure and transit phases without the use of surveillance equipment;
 - (bb) the Approach Control Surveillance (APS) rating, which indicates that the license holder is competent to provide air traffic control services to aircraft in the arrival, departure and transit phases using surveillance;
 - (cc) the 'Area Control Procedural' (ACP) rating, which indicates that the license holder is competent to provide air traffic control services to aircraft without using surveillance equipment; and

- (dd) the Area Control Surveillance (ACS), which indicates that the license holder is competent to provide air traffic control services to aircraft using surveillance equipment.
- (ii) to qualify for an additional rating, the applicant must complete and submit **Form MZ 65-01** indicating that he/she has:
 - (aa) acquired the aeronautical knowledge, experience and training required for the rating sought;
 - (bb) **passed the knowledge test covering the subjects appropriate to the rating sought; and passed a practical test for the rating sought following the same process described under (b) and (c) above.**
 - (cc) to review the application for an additional rating the Personnel Licensing Officer shall use Checklist **Form MZ 65-21**.

(i) ATC Examiner License Endorsement

- (i) An ATC Licence holder may have an Examiner endorsement on his/her licence, if he/she:
 - (aa) holds an air traffic controller license and an instructor endorsement;
 - (bb) have successfully completed an ATC Examiner training course;
 - (cc) has held a valid Rating for a period of at least five years in the Rating discipline in which he/she will examine;
 - (dd) holds a valid Rating for a period of at least six months on the sectors or operational position on which he will examine;
 - (ee) has been proposed by a certified ATO or an approved Air Navigation Service provider;
 - (ff) has satisfactorily performed one ATC examination under the supervision of a certified examiner; and
- (ii) The applicant shall apply to the IACM through **FORM MZ 65-06** (Application for an Air Traffic Service Instructor Rating or Designated Examiner Certificate). The IACM will make the decision to grant or deny.

(j) Instructor Rating

- (i) An ATCL holder may apply for an Instructor rating if he/she meets the following criteria:
 - (aa) be not below 21 years of age;
 - (bb) hold a licence with at least one valid rating;
 - (cc) completed successfully prescribed approved instructor training; and

- (dd) passed skill/practical evaluation in the area requested for rating.
- (ii) The applicant of an ATCL Instructor rating shall submit the application on **FORM MZ 65-06** dully completed with the following attachment:
 - (aa) certification by the designated examiner that applicant meets the skill/practical requirements;
 - (bb) copy of licence and rating held;
 - (cc) proof of age; and
 - (dd) prescribed fee.
- (iii) the personnel licensing officer reviews the application using checklist **MZ 65-21** and if it is satisfactory the process for endorsement of the rating to the licence is undertaken.

3 Requirements for Renewal and the Renewal Process

- (a) The Air Traffic Controller licences issued in line with MOZCAR 65, have no expiry date; its validity is dependent on the following:
 - (i) Class 3 medical assessment of the holder remains valid;
 - (ii) The holder licence rating remains current;
 - (ii) The English proficiency assessment remains valid
- (b) **An air traffic controller rating becomes invalid** when the holder of the licence has ceased to exercise the privileges of the rating for a period of six months and shall remain invalid until the holder's ability to exercise the privileges of the rating has been re-established as specified in MOZCAR/CAT Part 65.

Note also that the air traffic controller needs to be current in the operational airport, position or sector or group of sectors he/she provides the service. It is the responsibility of the service provider and the controller him/herself to ensure the controllers used are current.

4 Renewal of a Lapsed Air Traffic Controller Licence

- (a) Where a licence has not been kept current as required in (3) above, the validity of the licence standards are lapsed.
- (b) To ensure the validity of the lapsed licence, the licence holder shall meet the requirements subject to the lapsed periods as follows:
 - (i) Not more than sixty (60) months the licence holder may maintain his/her licence currency as long as:
 - (aa) he/she applies to the Authority in a letter for re-issue and the Authority authorises re-issue upon meeting specified conditions; and

- (bb) meets the requirements of 4.6.6.3 above within that period and he/she undergoes a proficiency check under an designated examiner.
- (ii) More than sixty (60) months, the licence holder may maintain his/her rating currency as long as:
 - (aa) he/she applies to the Authority in a letter for re-issue and the Authority authorises re-issue upon meeting specified conditions; and
 - (bb) meets the requirements for initial issue.

5 Discrepancies and Ineligibility

- (a) If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.
- (b) If the applicant is not eligible for the licence and/or rating sought, inform the applicant of the reasons for ineligibility and explain how the applicant may obtain the licence and/or rating;

6 Issue, Renewal, Re-Issue of the Licence or Additional Rating.

When an applicant has satisfactorily met the requirements for the issue of the licence and/or rating and the prescribed Application Form has been completed and presented in the PEL Office, the applicant will be advised to pay the prescribed fees, after which the licence or rating is issued or renewed.

7 Responsibility

7.1 As per MOZCAR/CATS 65 the ATC License holder/applicant is the only responsible to follow and accomplish all the provisions, for issue, reissue, renew and use the privileges granted on his/her licensee according to all applicable provisions for the task to be executed;

7.2 Rests with the License holder or applicant the responsibility to apply for renewal, reissuance or issuance ATC license, including keeping the validity of the license; and its not authorized to any service provider permits an non licensed personnel to act as an ATC without a proper license and rating for the purpose;

7.3 Incur to a contravention, according to specific regulation, all personnel which will be acting as an ATC, without a valid ATC license, rating and or endorsement for the privilege to be used,), and the respective Air traffic service provider employing such Air traffic controller;

As established in MOZCAR 65.01.16, and MOZCATS 65.3.1:

“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, a current medical certificate of the appropriate category, and a valid English proficiency Rating”;

8 Effectivity

The Document takes effect from the date of its publication.

APPROVED

CHAIRMEN OF THE BOARD


Capt. João Martins de Abreu