

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS AIR NAVIGATION INSPECTORATE	Revision: 4 Advisory Circular
Document No.: TCAA/QSP/SR/AC/ANI-24	Title: OJT and Examination of Air Traffic Controllers for Issuance of Air Traffic Control Ratings	Page 1 of 3

1.0. PURPOSE

This advisory Circular is issued to provide guidance on methods used to conduct OJT in preparation for rating board examination for newly recruited controllers as well as those renewing or upgrading their licences. The ANSP shall develop and implement training programmes for all Air Traffic Controllers basing on the guidelines in advisory circular TCAA/QSP/SR/AC/ANI - 02.

2.0. REFERENCE

- 2.1. Civil Aviation (Personnel Licensing) Regulations; 2017
- 2.2. Civil Aviation (Certification of ANSP's) Regulations: 2017
- 2.3. ICAO Doc 9426 - ATS Planning Manual
- 2.4. TCAA/QSP/SR/AC/ANI - 02

3.0. GUIDANCE

3.1. REQUIREMENTS FOR OJT

After the Air Traffic Controller has successfully completed formal training a recognised institution, the ANSP shall arrange for the trainee to undergo OJT at a designated air traffic control position according to the category of rating sought.

3.2. OJT TRAINING FACILITIES

The ANSP shall ensure that the designated ATC unit is provided with necessary facilities to ensure an effective and uninterrupted OJT including up-to-date documents and operating equipment.

3.3. OJT INSTRUCTORS

The OJT shall be conducted by qualified OJT instructors. The ANSP shall ensure that, for each trainee, the OJT instructor is of equal or higher grade. The station training officer (ATC) shall be the overall in charge of air traffic control training activities and shall be responsible for compiling all training records and making necessary recommendations.

3.4. OJT PROGRESS REPORTS

Progress of individual trainees shall be monitored in a continuous basis and records kept up to date by the training officer (ATC). Both oral and written tests must be conducted at specified intervals and results used to determine the progress in the entire OJT process.

3.5. REQUIREMENT FOR MOCK BOARD.

A mock board shall be conducted by a panel of OJT instructors to determine the readiness of the trainee to perform solo at the relevant control position and hence recommend the trainee for Rating Board. The mock board shall include evaluation at the control desk with live traffic.

3.6. NOTIFICATION FOR RATING BOARD.

3.6.1. Upon satisfaction that the trainee can perform air traffic control duties in the designated ATC position, the training officer shall compile the OJT reports and submit a request for rating board through the Civil Aviation Manager and the Director ANS. The request shall include an application form filed by the applicant.

3.6.2. The Director ANS will forward the request for rating board to the Director Safety Regulation who will in turn instruct the Chief ANS Inspector to arrange for the rating board as requested.

3.6.3. The dates, time and venue of the rating board will be agreed between the Chief ANS Inspector and Chief Air Traffic management and communicated to the applicant as appropriate. The agreed date, time and venue may be changed giving a fourteen days prior notice.

3.7. CONDUCTING THE RATING BOARD

3.7.1. COMPOSITION OF THE BOARD

The Board shall be composed of ATC experts in the Safety Regulation Division and the head of the Personnel Licensing section. The Director General may co-opt additional examiners from the industry to assist if be required. The co-opted examiners will be issued with instruments of delegation in accordance with Tanzania Civil Aviation Act (CAP 80). In addition, the ANSP shall nominate a qualified controller of a higher grade to participate as an observer in the rating board. The Board shall be chaired by the Chief Aerodromes and ANS Inspector or in his absence, the senior most controller in the board.

3.7.2. METHODOLOGY

3.7.2.1. The rating board shall consist of both practical and theoretical evaluation of the applicant. This is necessary to ensure that a successful applicant have necessary skills, knowledge and attitudes to provide air traffic control under the rating sought without supervision.

3.7.2.2. The practical examination will be conducted at the position at which the OJT was conducted. Action will be taken to ensure the applicant is subjected to evaluation during ordinary peak hours of operation.

3.7.2.3. Upon successful completion of the practical evaluation, the oral examination will be scheduled. The oral examination will be job performance oriented, and emphasis will be on air traffic services

circumstances that may be encountered in normal operations (emergency and contingencies) but did not manifest during the practical evaluation.

3.7.2.4. The theoretical evaluation will be composed of the following subjects:

- i) Aerodrome Control Rating - ATC Procedures, Air Law, Meteorology.
- ii) Approach Control Rating - ATC Procedures, Air Law, Meteorology.
- iii) Approach Radar Rating - Radar Procedures, Radar Theory.
- iv) Area Airways Rating - ATC Procedures, Air Law.
- v) Area Radar Rating - Radar Procedures, Radar Theory

3.7.3. **PASS MARK**

The pass mark for practical evaluation is 70%. An applicant will qualify for the oral evaluation upon successful completion of the practical evaluation. The applicant will be required to score at least 70% in each subject to qualify for the issue of the rating sought. An applicant scoring below 70% in any of the subjects will be considered to have failed the Rating Board.

3.7.4. **NOTIFICATION OF RESULTS**

Applicants will be notified of the results during debriefing just after completion of the rating board. The board will also point out areas of deficiency during debriefing. Applicants who pass the board will be asked to forward their licenses to Personnel Licensing for endorsement. Applicants who fail the Board will be notified accordingly and referred to the DANS for further guidance.

A full report will be prepared by the Chief Air Navigation Inspector and forwarded to the Director Safety Regulation to approval and onwards transmission to the Director ANS for necessary action.

3.7.5. **REPEATING THE RATING BOARD**

Unsuccessful candidates will be given the opportunity to repeat the examination at an agreed time. The examinee is allowed to repeat the examination two times only. An applicant who fails in the third attempt will be disqualified and notified accordingly.

3.8. **ENDORSEMENT OF LICENSE**

Accordingly, the licenses will be endorsed after successful completion of the Board and as soon as the applicant submit the license to the Authority.



Tanzania Civil Aviation Authority