

Continuing Competence Assessment of ATS Personnel

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GENERAL

Overseas Territories Aviation Circulars are issued to provide advice, guidance and information on standards, practices and procedures necessary to support Overseas Territory Aviation Requirements. They are not in themselves law but may amplify a provision of the Air Navigation (Overseas Territories) Order or provide practical guidance on meeting a requirement contained in the Overseas Territories Aviation Requirements.

PURPOSE

An assessment of controller competence forms part of the Air Traffic Controller licence requirements for continuing competence certification. This OTAC describes the procedure for assessment of the knowledge, skill, judgement and performance of air traffic controllers as required by OTAR Part 65.103(a)(5).

RELATED REQUIREMENTS

This Circular relates to OTAR Parts 65 and 172.

CHANGE INFORMATION

Changes to reflect the publication of the ASSI Assessor Handbook

ENQUIRIES

Enquiries regarding the content of this Circular should be addressed to Air Safety Support International at the address on the ASSI website www.airsafety.aero or to the appropriate Overseas Territory Aviation Authority.

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1 The requirements

- (a) An Air Traffic Controller may not exercise the privileges of a rating unless he holds a current certificate of competence in that rating.
- (b) The certificate of competence remains current for twelve months.
- (c) The assessment of the controller's skill, judgement and performance may only be undertaken by the ATS Regulator or a local Assessor appointed by the Regulator. For readability, both these options will be referred to as the Assessor in the following text.
- (d) Subsequent assessments shall be undertaken at least every twelve months to ensure compliance with OTAR Part 172.113.
- (e) Additional advice and guidance is provided in the ASSI Assessor Handbook.

2 The procedure

- (a) The procedure comprises two separate assessments, one of practical skill (**the 'Practical'**) and one of relevant knowledge (**the 'Oral'**).
- (b) The practical assessment will be carried out at the operational position applicable to the relevant rating.
- (c) Before the practical assessment starts the Assessor will check the licence & medical to make sure all is in order. If either is not satisfactory the assessment will not be conducted.
- (d) The candidate will be briefed on: the aim of the assessment; the duration of the assessment; the aspects of the controlling which will be assessed, and; that notes will be taken during the assessment.
- (e) The Assessor will position themselves in order to observe the candidate's actions and hear the candidate's R/T and telephone exchanges. They will not obstruct the candidate's field of vision.
- (f) Traffic levels required for the assessment should be those which represent average traffic levels for the unit.
- (g) The Assessor will indicate to the candidate when the practical assessment has been completed.
- (h) The Assessor and candidate will agree a start time for the oral assessment which will be held in a quiet location, removed from the operational area.
- (i) The oral assessment will comprise a selection of questions based on the practical test observed, applicable ATC procedures and local emergency orders.
- (j) If both practical and oral assessments are satisfactory, the appropriate Certificate of Competence will be signed by the Assessor and handed to the controller for insertion into their licence.

- (k) If either assessment is unsatisfactory, the candidate will be informed that they have failed the assessment. A reassessment will be subject to a recommendation by unit management. The candidate may only continue to provide a service under the supervision of another suitably qualified air traffic controller and at the discretion of both unit management and the ATS Regulator.
- (l) The results of the assessment will be given to the candidate, unit management and will be passed to the Personnel Licensing Regulator to be recorded in the candidates licensing file.