



# **OVERSEAS TERRITORIES AVIATION REQUIREMENTS (OTARs)**

## **Part 65**

### **AIR TRAFFIC SERVICE PERSONNEL LICENCES, RATINGS AND TRAINING ORGANISATION APPROVAL**

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**UNCONTROLLED WHEN PRINTED****REVISIONS**

OTAR Issue	Subject
Issue 1	First issue published for information.
Issue 2	Second issue released for gazetting, with minor amendment to introductory text.
Issue 3	Addition of Subparts I and J. Subpart H is now applicable only to Aeronautical Radio Station Licences as a result of Subpart J. Minor amendments to Subparts A, B, C, D, E and F including change to terminology of approach control ratings in accordance with ICAO Annex changes; change from time-based requirements to objective-based training in accordance with training plans required by Part 172; other minor changes, renumbering of paragraphs and editorial changes.
Issue 4	Document title change. Subpart A, clarification of the rules affecting pregnancy. Definition of Psychoactive substances. Clarification of the ratings renewal period. Inclusion of aerodrome flight information service officer requirements, Subpart G, and associated amendments. Re-ordering of Subparts into a logical order. Other minor changes, update of references, consequent renumbering of paragraphs and editorial changes.
Issue 5	Deletion of Aeronautical Radio Station Operator (previously Subpart I in Issue 4). Subparts re-designated and cross references redefined. Removal of examination pass mark percentage.
Issue 6	This is a fundamental review and reorganisation of the OTAR intended to remove repetition and improve grouping, logic of the contents and standardise terminology. The age required for the issue of an ATC licence has been aligned with ICAO standards. The Aeronautical Radio Station Operator has been reintroduced to allow adoption of the service in the event of unavailability of regular ATC services. Training Organisation Approval has been subject to minor amendment as an interim solution prior to further work being undertaken. Additional advice on the work in this area will be available from ASSI. Incorporates ICAO Annex 1, edition 12, July 2018.
Draft version 6.4	Revisions to include expanded definitions, the addition of surveillance ratings, the conduct of ATS Assessments and the requirements for regulatory oversight of validation boards.

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## **Subpart A - General**

### **65.1 Purpose**

- (a) This Part details the requirements governing:
- (1) the issue of air traffic service personnel licences, ratings, endorsements and approvals; and
  - (2) the privileges of air traffic service personnel licences, ratings, endorsements, and approvals; and
  - (3) the limitations of air traffic service (ATS) personnel licences, ratings, endorsements, and approvals.
- (b) These Requirements are not in themselves Law. Failure to comply may not constitute an offence. However, the Requirements repeat or reproduce many of the provisions of the Air Navigation (Overseas Territories) Order (“the Order”). Therefore, failure to comply with these Requirements may:
- (1) constitute a breach of the Order; and
  - (2) result in proceedings for breaches of the Order; or
  - (3) result in the refusal of an application for renewal of a certificate or licence; or
  - (4) result in action to suspend or revoke a certificate or licence.
- (c) The Order specifies these obligations in rather general terms, therefore there is a provision in the Order which requires the Governor to publish Requirements to augment, amplify and detail more precisely the manner in which he will be satisfied as to the fitness and competence of the person to be issued with and to hold a licence and/or rating. The Requirements are the means by which applicants for and holders of an ATS licence will be able to satisfy the Governor as to their fulfilment of their obligations in their entitlement to hold a licence or rating.
- (d) The issue of a licence or rating indicates only that the person is considered competent to exercise the privileges of such a licence or rating. The possession of a licence does not relieve the holder from the responsibility for compliance with the Order and any other legislation in force.
- (e) Other OTAR Parts, in addition to that referred to in this Part, may impinge upon activities conducted under this Part. In particular, Part 1 contains definitions, which apply, unless otherwise stated, to all Parts. A full list of OTAR Parts, a description of the legislative structure and the place of OTARs and OTACs within it can be viewed on the ASSI website [www.airsafety.aero](http://www.airsafety.aero). OTACs relevant to this Part can be viewed at: <http://www.airsafety.aero/Requirements-and-Policy/OTACs.aspx>.
- (f) References to the Governor in this OTAR Part mean the regulator designated by the Governor of the Territory to exercise his functions under the Order.

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## 65.3 Definitions

In the context of this Part only the following shall mean:

**ATS Surveillance System** means variously Automatic Dependent Surveillance-Broadcast or Primary Surveillance Radar or Secondary Surveillance Radar or any comparable ground-based system that enables the identification of aircraft.

**ATS Surveillance Service** means a service provided directly by means of an ATS surveillance system.

**Psychoactive substances** are defined as alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded

**Renewal** The administrative act taken after a rating, endorsement or certificate has expired that renew the privileges or limitations of the rating, endorsement or certificate for a further specified period subject to the fulfilment of specified requirements.

**Revalidation** The administrative act taken within the period of validity of a rating, endorsement or certificate that allows the holder to continue to exercise the privileges of a rating, endorsement or certificate for a further specified period subject to the fulfilment of specified requirements.

**Validation** means for this Part only, authorisation to provide a particular air traffic control service at an aerodrome.

## 65.5 Licences, ratings, endorsements and approvals

- (a) The following air traffic service personnel licences, ratings, endorsements and approvals are issued under this Part:
- (1) air traffic controller licence;
  - (2) air traffic controller ratings:
    - (i) aerodrome control rating;
    - (ii) approach control procedural rating;
    - (iii) approach control surveillance rating.
  - (3) Air traffic control assessor endorsement;
  - (4) Air traffic control on the job training instructor endorsement (OJTI);
  - (5) Student air traffic controller licence;
  - (6) Aerodrome Flight Information Service Officer licence;
  - (7) Aerodrome Flight Information Service Officer assessor approval;
- (b) All ratings, endorsements and validations under this Part shall be shown on the holder's licence.

## **65.7 Application for the issue of licences, ratings, endorsements and approvals**

- (a) The applicant for any of the following, shall apply to the Governor in the manner prescribed:
- (1) an air traffic service personnel licence; or
  - (2) an air traffic control assessor endorsement; or
  - (3) an air traffic control on the job training instructor endorsement; or
  - (4) the endorsement of any other rating on that licence; or
  - (5) an aerodrome flight information service officer assessor approval.
- (b) An applicant for the issue of a licence or rating on the basis that they are the holder of a current licence or certificate issued by or under the requirements of a Contracting State to the ICAO Convention shall, in addition to the requirements of paragraph 65.7(a) produce that licence or certificate to the Governor.

## **65.9 Issue of licences, ratings, endorsements and approvals**

The Governor will issue a licence, rating, endorsement or approval under this Part if satisfied that:

- (a) the applicant is a fit and proper person; and
- (b) the applicant complies with all of the eligibility requirements specified in this Part for that licence, rating, endorsement or approval; and
- (c) the granting of the licence, rating, endorsement or approval is not contrary to the interests of aviation safety.

## **65.11 Production of licences or ratings**

- (a) The holder of a licence or rating shall on request by an authorised person produce the licence or rating for inspection as soon as reasonable.
- (b) The licence holder's signature shall be entered on the licence or rating in blue or black ink.

## **65.13 Language proficiency**

The holder of any licence issued under this Part required to use the radiotelephone shall not exercise the privileges of the licence, ratings and endorsements unless the licence includes an English Language Proficiency endorsement in accordance with Subpart J of this OTAR Part. The endorsement shall indicate the language, the proficiency level and, where applicable, the validity date.



**UNCONTROLLED WHEN PRINTED****65.15 Medical requirements**

- (a) Student air traffic control licence or an air traffic controller licence:
- (1) The holder of a student air traffic control licence or an air traffic controller licence issued under this Part shall not exercise the privileges of that licence unless that person:
    - (i) holds a current Class 3 medical assessment issued under OTAR Part 67; and
    - (ii) complies with all medical endorsements on that medical assessment.
  - (2) The holder of a student air traffic control licence or an air traffic controller licence issued under this Part shall not exercise the privileges of that licence until assessed as fit again by an approved aeromedical examiner:
    - (i) while they have a known medical deficiency that would make them unable to meet the medical standards for their medical assessment; or
    - (ii) in the case of a female air traffic controller licence holder, as soon as possible when she has reason to believe that she is pregnant, or
    - (iii) after:
      - (a) any medical procedure which involves the holder being subjected to general anaesthesia; or
      - (b) other major surgery; or
      - (c) in the case of pregnancy, notwithstanding the requirement in paragraph 65.17, the end of the 34<sup>th</sup> week of gestation or after delivery or termination.
  - (3) A person who exercises the privileges of an air traffic controller licence issued under this Part shall, on demand by the Governor:
    - (i) produce, within 7 days, a current Class 3 medical assessment issued under OTAR Part 67; and
    - (ii) surrender the Class 3 medical assessment to that person.
- (b) Aerodrome Flight Information Service Officer (AFISO):
- (1) In order to exercise the privileges of the licence, the holder of an AFISO licence shall hold a current medical declaration issued by a qualified general medical practitioner, e.g. a family GP.
  - (2) The holder of an AFISO licence shall comply with all medical endorsements on that medical declaration.
  - (3) The period of validity of a medical declaration associated with AFISO licences is set out in Table 1 below:

**UNCONTROLLED WHEN PRINTED****Table 1 – AFISO Licence medical declaration validity periods**

Licence Holder's Age	Period of validity of the medical declaration
18 or over but under 50	60 months from the last day of the month in which the medical examination takes place. However, in the case of a medical examination conducted after the licence holder's 47th birthday, the medical declaration will expire on his/her 52nd birthday.
50 or over but under 65	24 months from the last day of the month in which the medical examination takes place. However, in the case of a medical examination conducted after the licence holder's 64th birthday, the medical declaration will expire on his/her 66th birthday.
65 or over but under 70	12 months from the last day of the month in which the medical examination takes place. However, in the case of a medical examination conducted within 6 months of the licence holder's 70th birthday, the medical declaration will expire 6 months after his/her 70th birthday.
70 or over	6 months from the last day of the month in which the medical examination takes place.

- (4) The medical declaration shall be kept with the AFISO licence.
- (5) The holder of an AFISO licence issued under this Part shall not exercise the privileges of that licence until assessed as fit again by a qualified medical practitioner:
- (i) while they have a known medical deficiency that would make them unable to meet the medical standards for their medical assessment; or
  - (ii) after:
    - (a) any medical procedure which involves the holder being subjected to general anaesthesia; or
    - (b) other major surgery; or
    - (c) if licence holder has reason to believe that she is pregnant shall seek the advice of a qualified medical practitioner as to her fitness for the issue or maintenance of a medical declaration and to exercise the privileges of her licence during and immediately following her pregnancy, or
    - (d) if, at any time during her pregnancy, a licence holder is advised by a qualified medical practitioner that she does not (or will not) meet the criteria for the issue of a medical declaration, the licence holder shall not exercise the

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privileges of her licence until such time as the qualified medical practitioner assesses her and finds that she meets the criteria for the issue of a medical declaration.

**65.17 Examination for continued fitness or proficiency**

- (a) The holder of a licence, rating or endorsement issued under this Part shall, within such period as the Governor determines, undergo such medical or other examination or test as the Governor considers necessary to demonstrate their continued fitness or proficiency in the capacity for which the licence rating or endorsement is held.
- (b) A person who undergoes a medical or other examination or test under paragraph 65.17(a) and who fails to comply with the requirements prescribed for the grant of the licence or rating held shall not exercise the privileges of that licence, rating or endorsement.

**65.19 Use of psychoactive substances**

The holder of a licence, rating, endorsement or approval issued under this Part shall not exercise the privileges of that licence, rating, endorsement or approval while under the influence of any psychoactive substance, including prescribed or proprietary medication, which might render that person unable to safely and properly to exercise those privileges or create a risk of harm to that person or to any other person.

**65.21 Offences involving alcohol or drugs**

- (a) A conviction for any offence relating to alcohol or drugs, including a refusal to submit to any lawful test for alcohol or drugs, may be relevant in determining whether a person is or remains fit and proper to hold a licence. Such conviction may result in a refusal to grant a licence, or suspension or revocation of the licence or validation.
- (b) The holder of a licence issued or validated under this Part or an applicant for a licence or validation under this Part shall notify the Governor forthwith of being convicted of an offence of the type described in paragraph 65.21(a).

**65.23 Suspension**

The Governor may provisionally suspend any licence, rating, endorsement or approval pending inquiry or consideration of the case and may, upon sufficient ground being shown, revoke, suspend or vary the licence, rating, endorsement or approval.

## **Subpart B - Student Air Traffic Controller Licences**

### **65.51 Purpose**

This Subpart details requirements governing:

- (a) the issue of student air traffic controller licences; and
- (b) the privileges and limitations of those licences.

### **65.53 Eligibility requirements**

- (a) To be eligible for a student air traffic controller licence a person shall:
  - (1) have completed an approved training course or hold a current air traffic controller licence issued by a Contracting State; and
  - (2) be at least 20 years of age; and
  - (3) have passed examinations relevant to the duties of an air traffic controller, in the following subject areas:
    - (i) Air law: legislation, rules of the air, regulations and requirements; and
    - (ii) Air traffic control equipment: principles, use, and limitations of equipment used in air traffic control; and
    - (iii) General aircraft knowledge: principles of flight; principles of operation and functioning of aircraft, powerplants and systems; aircraft performances; and
    - (iv) Human factors: human performance and limitations with emphasis on cognitive maps, the role of imagery in their work, fatigue, workload stressors in ATC operations, equipment and workspace design, and key issues in human communication; and
    - (v) Meteorology: aeronautical meteorology; use and appreciation of meteorological documentation and information; origin and characteristics of weather phenomena affecting flight operations and safety; altimetry; and
    - (vi) Navigation: principles of air navigation; principle, limitation and accuracy of navigation systems and visual aids; and
    - (vii) Operational procedures: Air traffic control, separation standards and operating procedures, communication, radiotelephony and phraseology procedures (routine, non-routine and emergency); use of the relevant aeronautical documentation; safety practices associated with flight; and
  - (4) have met the applicable requirements of Subpart A of this OTAR Part.
- (b) The training course required by paragraph 65.53(a)(1) and the examinations required to be passed by paragraph 65.53(a)(3) shall be conducted by a training organisation approved by the Governor under Subpart K of this OTAR Part.

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## **65.55 Privileges**

A student air traffic controller licence authorises the holder to act as an air traffic controller under the supervision of the holder of an air traffic control OJT endorsement issued under Subpart F of this OTAR Part for the appropriate service being provided.

## **65.57 Duration of a student air traffic controller licence**

A student air traffic controller licence shall be valid for twelve months.

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## **Subpart C - Air Traffic Controller Licences**

### **65.75 Purpose**

This Subpart details requirements governing:

- (a) the issue of air traffic controller licences; and
- (b) the privileges and limitations of those licences.

### **65.77 Eligibility Requirements**

- (a) To be eligible for an air traffic controller licence a person shall:
  - (1) hold a student air traffic controller licence; and
  - (2) be at least 21 years of age; and
  - (3) have completed the Unit Training Plan and been assessed as competent by the holder of an appropriate air traffic control assessor endorsement; and
  - (4) have met the applicable requirements of Subpart A of this OTAR Part.

### **65.79 Recent experience requirements**

- (a) Except as provided in paragraph 65.79(b), a licence issued under this Part shall be valid for the lifetime of the holder unless it is varied, suspended or revoked.
- (b) Where the privileges of an air traffic controller licence issued under this Part have not been exercised within the immediately preceding 5 years, the licence holder shall meet the following requirements before the privileges of that licence may be exercised again:
  - (1) have met the training, experience, and assessment requirements for at least one air traffic controller rating issued under Part 65 Subpart D; and
  - (2) have demonstrated to the holder of an appropriate air traffic control assessor endorsement the ability to perform competently the duties of an air traffic controller, and
  - (3) have met the applicable requirements of Subpart A of this OTAR Part, and
  - (4) have passed examinations meeting paragraph 65.53.

### **65.81 Privileges**

An air traffic controller licence authorises the holder to exercise the privileges of any current air traffic controller ratings, endorsements and validations held.

## **Subpart D - Air Traffic Controller Ratings**

### **65.101 Purpose**

This Subpart details requirements governing:

- (a) the issue and validation of the following air traffic controller ratings:
  - (1) aerodrome control rating;
  - (2) approach control procedural rating;
  - (3) approach control surveillance rating.
- (b) the privileges and limitations of those ratings.

### **65.103 Eligibility requirements**

- (a) To be eligible for an air traffic controller rating and an initial validation of that rating a person shall:
  - (1) hold a student air traffic controller licence or an air traffic controller licence; and
  - (2) have satisfactorily completed a training course from a training organisation approved under Subpart K, in the following subject areas:
    - (i) For an Aerodrome control rating: aerodrome layout; physical characteristics and visual aids, airspace structure; applicable rules, procedures and source of information; air navigation facilities; air traffic control equipment and use; terrain and prominent landmarks; characteristics of air traffic; weather phenomena; emergency and search and rescue plans;
    - (ii) For an Approach control procedural rating: airspace structure; applicable rules, procedures and source of information; air navigation facilities; air traffic control equipment and its use; terrain and prominent landmarks; characteristics of air traffic and traffic flow; weather phenomena; emergency and search and rescue plans;
    - (iii) For an Approach control surveillance rating: as for paragraph 65.103(a)(ii) in so far as they affect the area of responsibility, plus — principles, uses and limitations of applicable ATS surveillance systems and associated equipment; procedures for the provision of ATS surveillance services, as appropriate, including procedures to ensure appropriate terrain clearance.
- (3) have completed the following applicable experience under the direct supervision of an appropriately rated holder of an air traffic control OJT endorsement where appropriate:

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- (i) Aerodrome control rating: an aerodrome control service in accordance with the training programme required under OTAR Part 172, at the aerodrome for which the rating is sought; or
  - (ii) Approach control procedural or approach control surveillance ratings: the control service for which the rating is sought, in accordance with the training programme required under OTAR Part 172, providing the service at the unit for which the rating is sought.
- (4) have passed examinations relevant to the privileges of the rating, in the subject areas specified in paragraph 65.103(a)(2), conducted by an organisation approved under Subpart K of this OTAR Part.
  - (5) have demonstrated to the holder of an appropriate air traffic control assessor endorsement, the skills, judgement, and performance required to provide a safe, orderly, and expeditious control service, at the unit for which the rating is sought.
- (b) To be eligible for validation of an existing air traffic controller rating for an additional location or service a person shall:
    - (1) have completed the training required by paragraph 65.103(a)(2) for the additional location or service; and
    - (2) have complied with the requirement of paragraph 65.103(a)(5) for the additional location or service.

**65.105 Issue**

- (a) The examinations and practical assessments for the initial issue of an Air Traffic Controller Licence and any unit endorsements associated with that licence, shall be conducted by an Air Traffic Services (ATS) Inspector from the appropriate regulatory authority. At the discretion of the Governor, subsequent examinations and assessments may be conducted by the holder of an appropriate air traffic control assessor endorsement.
- (b) When the holder of an appropriate air traffic control assessor endorsement is satisfied that the requirements of paragraph 65.103(a) for an air traffic controller rating have been met, they shall issue the rating by entering in the air traffic controller's licence the rating; any conditions on the use of the rating; the name of the location for which it has been validated; the name and signature of the assessor ; and date of issue of the air traffic control rating.
- (c) When the holder of an appropriate air traffic control assessor endorsement is satisfied that the requirements of paragraph 65.103(b) for the additional validation of an air traffic controller rating have been met, they shall validate the rating by entering in the air traffic controller's licence the name of the location for which the rating has been validated; the name and signature of the assessor; and date of issue of the additional validation.



**UNCONTROLLED WHEN PRINTED****65.107 Privileges and limitations**

- (a) Subject to paragraph 65.107(b), the following air traffic controller ratings authorise the holder to exercise the corresponding privileges:
- (1) Aerodrome control rating: to provide aerodrome control service at the aerodrome or aerodromes for which the rating is validated;
  - (2) Approach control procedural rating: to provide approach control procedural service for the aerodrome or aerodromes for which the rating is validated;
  - (3) Approach control surveillance rating: to provide approach control service with the use of radar, or other surveillance systems, for the aerodrome or aerodromes for which the rating is validated.
- (b) Before exercising the privileges of a rating, the holder shall be familiar with all current information relevant to that location and service.
- (c) Within the 30 days prior to the expiry of the certificate of competence, the holder of an air traffic controller rating shall have demonstrated to the holder of an air traffic control assessor endorsement for the service in question issued under Subpart E of this OTAR Part the ability to exercise those privileges by passing a competency assessment based on the exercise of those privileges of the rating. Validity of the new certificate of competence rating will start from the date of expiry of the current certificate of competence.

**65.109 Recent experience requirements**

Where the privileges of an air traffic controller rating or validation issued under this Part have not been exercised within the immediately preceding 90 days, the holder shall meet the requirements of paragraph 65.103(a)(5) before the privileges of that rating or validation may be exercised again.

## **Subpart E - Air Traffic Controller Assessor Endorsement**

### **65.125 Purpose**

This Subpart details the requirements governing:

- (a) the issue of an air traffic controller assessor endorsement; and
- (b) the privileges and limitations of that endorsement.

### **65.127 Eligibility requirements**

- (a) To be eligible for an air traffic controller assessor endorsement a person shall:
  - (1) hold an air traffic controller licence, including the rating for which the assessor endorsement is sought; and
  - (2) have at least 24 months experience exercising the privileges of an air traffic controller licence at the unit; and
  - (3) have satisfactorily completed a training course in the theory and practice of assessment conducted by an Organisation approved by the Governor; and
  - (4) have demonstrated to the satisfaction of the Governor the ability to exercise the privileges of the endorsement under the supervision of the holder of an air traffic controller assessor endorsement.

### **65.129 Privileges and limitations**

- (a) Subject to paragraph 65.129(b)(3), the holder of an air traffic controller assessor endorsement is authorised to examine towards the issue of one or more of the following, relevant to the assessor endorsement and job role held:
  - (1) Unit Competence Assessor;
  - (2) Air traffic control competence assessments;
  - (3) Air traffic control ratings;
  - (4) Air traffic control validations;
- (b) Provided that the air traffic controller under examination has previously held the relevant rating with an associated validation and has been approved by the Governor to fulfil this role; and
- (c) At least once every 36 months, the holder of an air traffic controller assessor endorsement shall have demonstrated to the Governor the ability to exercise those privileges.

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- (d) Unit Competence Chairperson
  - (1) Should it be necessary to convene periodic or extraordinary Unit Assessment or Competence Boards, a Unit Competence Assessor may act as the chairperson of that Board.

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## **Subpart F - Air Traffic Control On The Job Training Instructor Rating**

### **65.151 Purpose**

This Subpart details requirements governing:

- (a) the issue of an air traffic control on-the-job training instructor (OJTI) endorsement and
- (b) privileges and limitations of that endorsement.

### **65.153 Eligibility requirements**

To be eligible for an air traffic control OJTI endorsement a person shall:

- (a) hold an air traffic controller licence, including the rating and validation for which the instructor endorsement is sought; and
- (b) have at least 12 months experience exercising the privileges of an air traffic controller licence; and
- (c) have satisfactorily completed a training course in the theory and practice of instruction conducted by an Organisation approved by the Governor; and
- (d) have demonstrated to the satisfaction of the Governor the ability to exercise the privileges of the endorsement under the supervision of a holder of a current OJTI endorsement.

### **65.155 Privileges and limitations**

- (a) To exercise the privileges of an air traffic control OJTI endorsement, the person shall hold a current air traffic controller licence with a current rating and validation for the relevant service.
- (b) The holder of an air traffic control OJTI endorsement is authorised to:
  - (1) instruct air traffic service personnel; and
  - (2) directly supervise air traffic service personnel under training or regaining currency, who are performing air traffic service duties under Subpart D.

## **Subpart G- Flight Information Service Officer (FISO)** **Licencing**

### **65.175 Purpose**

This Subpart details requirements governing:

- (a) the issue of an Aerodrome Flight Information Service Officer's licence; and
- (b) the privileges and limitations of that licence.

### **65.177 Eligibility requirements**

In order to be granted an Aerodrome Flight Information Service Officer's licence the applicant shall provide evidence that he:

- (a) is 18 years or more of age; and
- (b) has passed the written examinations in:
  - (1) Navigation and Meteorology, and
  - (2) Law and Procedures conducted in accordance with Subpart I; and
- (c) has passed a practical examination in the use of phraseology relevant to the duties of an AFISO; and
- (d) complies with Subpart J.

### **65.179 AFISO licence validation**

- (a) To obtain an AFISO validation the licence holder must:
  - (1) either:
    - (i) have completed a minimum of 40 hours of service provision under the supervision of the holder of an AFISO validation at the appropriate aerodrome, or
    - (ii) where training is conducted in accordance with an AFISO training plan approved by the Governor, provide evidence that all objectives of the plan have been achieved; and
  - (2) have demonstrated to an AFISO assessor, the skill, judgement, and performance required to provide a safe and effective aerodrome flight information service.
- (b) A maximum of four hours training per day can be counted towards the minimum training requirement, unless agreed otherwise by the Governor and identified in an AFISO training plan.

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- (c) An AFISO licence validation will be issued for a maximum of 24 months.
- (d) To ensure continuity of the validation, within the 30 days prior to the expiry of the validation, the holder of an AFISO licence shall demonstrate to a qualified AFISO assessor the ability to exercise the privileges of the licence. The new validation period will start from the date of expiry of the previous validation period.

**65.181 Privileges and limitations**

- (a) Subject to paragraph 65.183, an AFISO licence authorises the holder to provide an aerodrome flight information service at the aerodrome or aerodromes for which a validation is held. Specifically:
  - (1) A FISO is permitted to pass instructions to vehicles and personnel operating on the manoeuvring area, as well as:
    - (i) departing aircraft about to move or moving on the apron and manoeuvring area up to and including the holding point of the runway to be used for departure;
    - (ii) arriving aircraft moving on the manoeuvring area and apron, following the completion of the landing roll;
    - (iii) all other taxiing aircraft intending to move or moving on the apron and manoeuvring area, including the crossing of runways;
    - (iv) to helicopters engaged in air taxiing for departure, up to and including the holding point of the runway to be used for departure or up to and including such other location on the aerodrome from which the helicopter will depart; and
    - (v) to helicopters engaging in air taxiing on completion of landing or that have reached the hover prior to air taxiing.
  - (2) Elsewhere on the ground and at all times in the air, information shall be passed, including:
    - (i) informing aircraft and any other adjacent ATS unit of essential aerodrome information and other relevant information (e.g. meteorological information); and
    - (ii) provision of an alerting service; and
    - (iii) initiating overdue action.
  - (b) Before exercising the privileges of a licence, the holder shall be familiar with all current information relevant to that location and service.

**65.183 Recent experience requirements**

- (a) An AFISO's licence remains in force for the lifetime of the holder, unless a shorter period is specified in the licence, subject to the following conditions:
  - (1) the licence has not been suspended or revoked; and
  - (2) the licence holder holds a valid medical declaration; and

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- (3) the licence is signed in blue or black ink by the holder; and
  - (4) the licence holder has been assessed as competent by an approved AFISO assessor within the preceding 24 months.
- (b) Where the privileges of an AFISO validation issued under this Part have not been exercised within the immediately preceding 90 days, the licence holder shall meet the requirements of paragraph 65.179 before the privileges of that validation may be exercised again.
- (c) The holder of an AFISO licence shall inform the Governor when a current validity has lapsed under paragraph 65.183(b).

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## **Subpart H - Aerodrome Flight Information Service Officer (AFISO) Assessor Approval**

### **65.201 Purpose**

This Subpart details requirements governing:

- (a) the issue of AFISO assessor approval; and
- (b) privileges and limitations of that approval.

### **65.203 Eligibility requirements**

To be eligible for an AFISO assessor approval a person shall:

- (a) hold an AFISO licence; and
- (b) have at least 24 months experience exercising the privileges of an AFISO licence; and
- (c) have demonstrated to the satisfaction of the Governor the ability to exercise the privileges of the assessor approval under the supervision of a holder of AFISO assessor approval.

### **65.205 Privileges and limitations**

- (a) Subject to paragraph 65.181(b), the holder of an AFISO assessor approval is authorised to examine towards the issue of one or more of the following:
  - (1) initial AFISO validations;
  - (2) renewal of AFISO validations.
- (b) Within the preceding 24 months, the holder of an AFISO assessor approval shall have demonstrated to the Governor the ability to exercise those privileges.



## **Subpart I - Aerodrome Flight Information Service Officer Examinations**

### **65.225 Purpose**

This Subpart details the requirements concerning examinations for an AFISO licence.

### **65.227 Examinations**

An applicant for the grant of a licence under this Subpart shall, within the time limitation specified, pass the examinations specified for the issue of that licence or rating.

### **65.229 Arrangements and validity**

- (a) A candidate for a written examination under this Part shall produce photographic proof of identity.
- (b) A pass in a written subject is valid for 24 months.

### **65.231 Cheating or other unauthorised conduct**

- (a) During any examination under this Part, a person shall not, unless authorised by the conducting officer:
  - (1) copy from another person; or
  - (2) use any unauthorised equipment; or
  - (3) refer to any source of information; or
  - (4) communicate in any way with anyone other than the conducting officer; or
  - (5) take an examination on behalf of anyone else; or
  - (6) remove material from the examination; or
  - (7) record by any means any examination or any part of an examination.
- (b) A person who takes a written examination shall not divulge the contents of the examination to another person unless authorised to do so by the person conducting the examination.
- (c) A person who fails to adhere to the requirements of paragraphs 65.231(a) or 65.231(b) may be subject to any or all of the following as the Governor may determine:

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- (1) failure in that subject;
- (2) disqualification of all or any subjects already passed;
- (3) debarment for up to 12 months from sitting further examinations under this or any other Part of the Overseas Territories Aviation Requirements;
- (4) suspension, variation or revocation of any licence, certificate or rating issued to that person under this or any other Part of the Overseas Territories Aviation Requirements.

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## **Subpart J - Language Proficiency**

### **65.250 Applicability**

This Subpart sets out the requirements for language proficiency for holders of licences issued under this OTAR Part.

### **65.251 Language requirements**

- (a) The applicant for a language proficiency endorsement shall demonstrate at least an ICAO Level 4 of language proficiency in the use of both phraseologies and plain language.
- (b) To comply with paragraph 65.251(a), the applicant shall demonstrate to the satisfaction of the Governor the ability to:
  - (1) communicate effectively in voice-only and in face-to-face situations; and
  - (2) communicate on common and work-related topics with accuracy and clarity; and
  - (3) use appropriate communicative strategies to exchange messages and to recognise and resolve misunderstandings in a general or work-related context; and
  - (4) handle successfully the linguistic challenges presented by a complication or unexpected turn of events which occurs within the context of a routine work situation or communicative task with which they are otherwise familiar; and
  - (5) use a dialect or accent which is intelligible to the aeronautical community.

### **65.253 Recent experience requirements**

- (a) Except for licence holders who have demonstrated language proficiency at ICAO level 6 the language proficiency endorsement shall be re-evaluated every:
  - (1) 4 years, if the level demonstrated is ICAO level 4; or
  - (2) 6 years, if the level demonstrated is ICAO level 5.

## **Subpart K - Training Organisation Approval**

### **65.275 Application for approval**

An applicant for the grant of a training organisation approval shall apply to the Governor in the manner required supplying the relevant evidence from paragraphs 65.281 to 65.283.

### **65.277 Issue of approval**

An applicant may be granted a training organisation approval if the Governor is satisfied that:

- (a) the applicant meets the requirements of this Subpart; and
- (b) the applicant, and the applicant's senior person or persons are fit and proper persons; and
- (c) the granting of the approval is not contrary to the interests of aviation safety.

### **65.279 Privileges of approval**

- (a) A training organisation approval may include such conditions as the Governor may consider appropriate.
- (b) The holder of an approval issued under this Subpart shall provide the air traffic service rating courses in accordance with the provisions of this Part and with any conditions attached to the approval.

### **65.281 Duration of approval**

- (a) A training organisation approval remains in force until it is suspended, varied or revoked.
- (b) The holder of an air traffic service training organisation approval that is suspended or revoked shall forthwith surrender the approval certificate to the Governor.
- (c) The approval holder shall make any payment required by the appropriate requirements in respect of continued validity or variation of the approval.

### **65.283 Quality management system**

An applicant for the grant of a training organisation approval shall establish a quality management system appropriate to the size and complexity of the operation.

## **Subpart L - Approval of Simulators**

### **65.301 Requirement for approval**

- (a) Where a simulator is used for any type of air traffic controller training towards the issue of a licence, rating, validation or endorsement it shall be approved by the Governor.
- (b) The approval shall specify what type and category of training the simulator can be used for.<sup>1</sup>

1. Guidance on the use of Synthetic Training Devices for Air Traffic Controllers is contained in OTAC 172-12.

### **65.303 Application for approval**

An applicant for the grant of an air traffic control simulator approval shall apply to the Governor in the manner required supplying:

- (a) the amount of training that will be conducted on a simulator;
- (b) how the simulator and the associated exercises will provide adequate support for the specified training.

### **65.305 Issue of approval**

- (a) An applicant may be granted an air traffic control simulator approval if the Governor is satisfied that:
  - (1) the granting of the approval is not contrary to the interests of aviation safety; and
  - (2) the ATC simulator has been inspected, to the satisfaction of the Governor prior to issue of an approval.
- (b) The Unit Training Plan (UTP) or Approved Training Organisation (ATO) Exposition, as appropriate, shall describe:
  - (1) the amount of training that will be conducted on a simulator;
  - (2) how the simulator and the associated exercises will provide adequate support for the specified training.

### **65.307 Duration of approval**

An ATC simulator approval remains in force until it is suspended, varied or revoked, or for the period specified by the Governor and will be subject to such conditions as the Governor thinks fit.

## **Subpart M - Aeronautical Station Operator Licences**

### **65.325 Purpose**

This Subpart details requirements governing:

- (a) the issue of aeronautical station operator licences; and
- (b) the privileges and limitations of those licences.

### **65.327 Eligibility requirements**

- (a) To be eligible for an aeronautical station operator licence a person shall:
  - (1) be at least 18 years of age; and
  - (2) have passed written examinations appropriate to the holder of an aeronautical station operator, in at least the following subjects:
    - a) *General knowledge* – air traffic services provided within the Territory;
    - b) *Operational procedures* – radiotelephony procedures; phraseology; telecommunication network;
    - c) *Rules and regulations* – rules and regulations applicable to the aeronautical station operator; and
    - d) *Telecommunication equipment* – principles, use and limitations of telecommunication equipment in an aeronautical station, and
  - (3) have demonstrated to the Governor the ability to efficiently and accurately transmit and receive radiotelephony messages.
- (b) The holder of a current OTs Air Traffic Controller licence is deemed to have passed the examinations required by paragraph 65.327(a)(2).

### **65.329 Privileges**

An aeronautical station operator licence authorises the holder to act as an operator at an aeronautical radio station.

### **65.331 Recent experience requirements**

- (a) An aeronautical station operator licence remains in force for the lifetime of the holder, unless a shorter period is specified in the licence, provided that the licence has not been suspended or revoked.

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- (b) Where the privileges of an aeronautical station operator licence issued under this Subpart have not been exercised within the immediately preceding 3 years, the licence holder shall meet the requirements of 65.327(a)(3) before the privileges of that licence may be exercised again.

**END**

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