



CIVIL AVIATION PUBLICATION

ANS 01

ATC LICENSING

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ATC LICENSING

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CHAPTER 1

INTRODUCTION

1.1 Applicability

The Bahamas, as a member of the International Civil Aviation Organisation (ICAO) and signatory to the Chicago Convention complies, as far as is practicable, with the standards published in the Annexes to the Convention on International Civil Aviation. Annex 1 (Licensing of Personnel) Standards are included in CAR LIC.

This CAP is to be used as guidance material of those parts of CAR LIC, which relate to the licensing of air traffic controllers.

However, the use of the word “shall” denotes that it is a requirement.

1.2 Differences

- (a) There is no precision approach rating (PAR) in the Bahamas.
- (b) Bahamas approach and approach radar ratings relate to the provision of an air traffic control service to aircraft operating within forty (40) nautical miles from the aerodrome traffic zone(s) of the aerodrome(s) served by the applicable unit.
- (c) There is currently no Area Control Rating applicable to a Bahamas ATCO as this is provided by an adjacent State’s ANSP.

1.3 Definitions

This publication is to be read in conjunction with CAR DEF (Definitions), CAR LIC (Licensing) and CAR ATS (Air Traffic Services).

Where this CAP refers to the Authority, it means the Civil Aviation Authority Bahamas’s Licensing and Aeromedical Department, unless stated otherwise.

Where this document refers to the Air Traffic Service (ATS) Provider (ATSP), it means the ATS Provider or appointed representative(s).

All ANSPs who provide ATS, training organisations and air traffic controllers are required to comply with this Publication.

A person who wishes to act as a civilian air traffic controller in the Bahamas shall be required to hold a valid Air Traffic Control Licence issued by the Civil Aviation Authority Bahamas.

1.4 Abbreviations

- ADI - Aerodrome Control Instrument (rating)
- AIR - Air Control (rating)

ANS	-	Air Navigation Service
ANSP	-	Air Navigation Service Provider
ATCO	-	Air Traffic Control Officer
ATS	-	Air Traffic Service
ATSP	-	Air Traffic Service Provider
CAA-B	-	Civil Aviation Authority Bahamas
GMC	-	Ground Movement Control (rating)
OJT	-	On-the-job
OJTI	-	On-the-job Training Instructor
TWR	-	Tower Control (rating)
ULE	-	Unit Licence Endorsement
UTPs	-	Unit Training Plans (UTPs)

1.5 Subject matter and applicability

1.5.1 Scope

This CAP lays down the requirements for:

- the conditions for issuing, suspending and revoking air traffic controllers' and student air traffic controllers' licences, associated ratings and endorsements, and the privileges and responsibilities of those holding them;
- the conditions for, limiting, suspending and revoking air traffic controllers' and student air traffic controllers' medical certificates, and the privileges and responsibilities of those holding them;
- the certification of aero-medical examiners and aero-medical centres for air traffic controllers and student air traffic controllers;
- the certification of air traffic controller training organisations; and
- the conditions for validating, revalidating, renewing and using such licences, ratings, endorsements and certificates.

1.5.2 Applicability

This CAP applies to:

- student air traffic controllers and air traffic controllers exercising their functions on an operational position; and
- persons and organisations involved in the licensing, training, testing, checking and assessment of applicants in accordance with CAR LIC Chapter 18.

1.6 Structure

The structure of this publication is divided into the following:

- General Requirements;
- Licences, Ratings & Endorsements;
- Requirements for Instructors and Assessors; and
- ATC training,

1.7 Authority

The ANS Section of The CAA-B is responsible for the approval and oversight of ATC training organisations including the approval of training courses, Unit Training Plans (UTPs) and any associated unit competency schemes. The ANS Section of the CAA-B is also responsible for the issue, limiting, suspension and cancellation of Bahamas issued ATC licences.

1.8 Licence Responsibility

1.8.1 Holders

Individuals and not unit management nor the CAA-B are responsible for ensuring that personal licences held by them are:

- valid;
- contain the correct details including licence holder's name and applicable ratings; and
- a current Class 3 medical is held.

1.8.2 ATCO

Prior to exercising the privileges of a licence, ATCOs shall ensure that:

- a current language endorsement of at least English Language Level 4 is held;
- a current Class 3 medical is held;
- the correct and current ratings are held for the ATS being provided; and
- a current Unit Licence Endorsement is in place.



ATCOs shall also ensure that licences are available at all times when providing an ATC service.

CHAPTER 2

GENERAL REQUIREMENTS

2.1 LICENCE OWNERSHIP

ATC licences remain the property of the CAA-B and shall be returned to the CAA-B on demand.

2.2 CONVERSION OF FOREIGN ATC LICENCE

The Bahamas CAA-B may recognise an ATCO licence issued by another State provided that State's ATC training and licensing meets the satisfaction of the CAA-B. The CAA-B may require holders of non-Bahamas issued ATC licences to be assessed for prior competence before being permitted to beginning OJTI at an ATC unit within the Bahamas.

The foreign licence must be issued by a Contracting State to the Convention on International Civil Aviation, in accordance with ICAO Annex 1, and must be valid at the time of application.

Note: The CAA may not recognise, or recognise with added requirements, any foreign licence which doesn't meet the requirements of ICAO Annex 1 or CAR LIC, as applicable.

Only one such foreign licence is used as a basis for recognition.

Once the CAA-B is satisfied as to the competence of a foreign licence holder, notwithstanding the requirements to hold a valid medical, the CAA-B may then issue a Bahamas Student ATC license in order to enable the commencement of OJTI at a unit within the Bahamas

Where the individual has not held a ULE in the ATC rating discipline in which they wish to undertake training within the previous 4 years, they shall be required to undertake an Assessment for Previous Competence prior to the commencement of any unit training; this should be carried out in the state where the licence was issued. To commence unit training in The Bahamas, individuals must be in possession of a licence issued by the CAA-B, as detailed above

2.3 CANCELLATION AND SUSPENSION OF LICENCES, RATINGS AND ENDORSEMENTS

2.3.1 Provisional Suspension

Provisional suspension is a temporary measure which prohibits the licence holder from providing an ATC service for a period of time, pending inquiry further investigation into the reason for the suspension. The CAA-B may provisionally suspend an air traffic controller's licence for; inter alia, any of the following reasons:

- competence to provide an air traffic service is in doubt, and/or
- fitness to hold an air traffic controller licence is considered by the CAA-B to be in doubt.

An air traffic controller whose licence is provisionally suspended shall not provide any air traffic service.

A provisionally suspended licence may not be used in any way to provide an ATC service including as an air traffic controller under training.

An air traffic controller shall not exercise the privileges of a provisionally suspended rating, and any ULE(s) associated with that rating, except under the supervision of an OJTI who holds a valid rating appropriate to the air traffic service being provided. An air traffic controller may continue to exercise the privileges of ratings which are not subject to provisional suspension.

The CAA-B may provisionally suspend an ATCO's rating endorsement(s) and/or a ULE associated with a rating of an air traffic controller whose competence to provide an air traffic service associated with the rating endorsement(s) is in doubt.

An air traffic controller shall not exercise the privileges of a provisionally suspended rating and/or associated ULE except under the supervision of an OJTI who holds a valid rating appropriate to the air traffic service being provided.

An air traffic controller may continue to exercise the privileges a rating and/or an associated ULE(s) which are not subject to provisional suspension.

The CAA-B will normally set conditions for the removal of the provisional suspension of rating(s), rating endorsement(s) and ULE(s). These conditions will normally be a period of unit training followed by an assessment of the air traffic controller's competence. Provided the controller is assessed as competent the provisional suspension will be removed.

There shall be no appeal against a provisional suspension.

Provisional suspensions shall not be used as a long-term measure. The failure of a licence holder to satisfy the conditions for the removal of a provisional suspension within a reasonable period of time will result in the CAA-B reviewing the circumstances of the provisional suspension. Under these circumstances the CAA-B may propose to fully suspend a licence, rating or endorsement as appropriate

2.3.2 Suspension

Suspension is the act of placing an air traffic controller licence, or its associated rating(s), rating endorsement(s) or ULE(s), in abeyance. Normally, conditions would be set whereby the controller may seek withdrawal of the full suspension of a licence, rating(s) and/or endorsement(s).

The CAA-B will issue a ULE a proposal to suspend the rating(s), rating endorsement(s) or ULE(s) of a controller:

- who is unable or unwilling to meet the conditions for the removal of a provisional suspension; or
- where a more extensive investigation of an incident or accident indicates that the controller actions were a contributory factor.

During the period of the proposal to suspend, a provisional suspension will remain in force and controllers must continue to comply with the requirements associated with the provisional suspension.

A proposal to suspend, including the conditions for the removal of the suspension, is subject to appeal. An air traffic controller who satisfies the conditions for the removal of a suspension will have the suspension removed.

The CAA-B will suspend an ATC licence, or its associated rating(s), rating endorsement(s) or ULE(s) of an air traffic controller who does not appeal, or who is unsuccessful at an appeal.

Conditions for the removal of a suspension may involve, inter alia, one or more of the following an APC;

- successful completion of any training and further assessments identified as a result of the APC; or
- successful completion of unit training and for the award of a ULE in the rating that was suspended.

An air traffic controller whose rating(s), rating endorsement(s) or ULE(s) have been suspended must not provide the air traffic service associated with those rating(s), rating endorsement(s) or ULE(s) except to comply with the conditions for the removal of the suspension and under the supervision of an OJTI who holds a valid rating appropriate to the air traffic service being provided.

2.3.3 Cancellation of an ATC Licence, Rating and/or ULE

Cancellation is the act of withdrawing an air traffic controller licence or its associated rating(s), rating or ULE(s).

The CAA-B may cancel an ATCO's licence/rating and/or ULE whenever it considers that air traffic controller is not a fit person to hold a licence/rating and/or a ULE. In such a case these may have already been provisionally suspended or will be provisionally suspended at the same time as the proposal to cancel is notified.

The CAA-B may propose to cancel the air traffic controller licence or associated rating(s), or ULE(s) of a controller who is unable to demonstrate their competence to provide the air traffic control services associated with their licence, rating(s), or ULE(s).

The decision to cancel an air traffic controller licence, or associated rating(s), rating endorsement(s) or ULE(s) is subject to appeal in accordance with the provisions in the Civil Aviation Act. If the appeal is successful, the decision to cancel will be withdrawn.

The CAA-B will cancel a licence, associated rating(s), and/or ULE(s) of an air traffic controller who does not appeal or is unsuccessful at an appeal.



2.4 LICENCES, RATINGS AND ENDORSEMENTS

2.4.1 Student ATCOs

Holders of a student air traffic controller licence shall be authorised to provide air traffic control services in accordance with the rating(s) and rating endorsement(s) contained in their licence under the supervision of an on- the-job training instructor and to undertake training for rating endorsement(s).

Applicants for the issue of a student air traffic controller licence shall;

- be at least 18 years old;
- have successfully completed initial training at a training organisation relevant to the rating,
- hold a valid Class 3 medical certificate; and
- have demonstrated an adequate level of language proficiency

The student air traffic controller licence shall contain the language endorsement(s) and at least one rating.

The holder of a student air traffic controller licence who has not started exercising the privileges of that licence within one year from the date of its issue or has interrupted exercising those privileges for a period of more than one year may only start or continue unit training in that rating after successful completion of an assessment of previous competence, and, if required, after satisfying any training requirements resulting from an APC.

Student ATCOs under operational training shall ensure that they are:

- Not suffering from any degree of fatigue that may endanger the safety of an aircraft under their control;
- Must comply with any fatigue management policy in place at the unit, and
- Ensure that they are not under the influence of any psychoactive substance or suffering from any illness or injury that may affect the safety of an aircraft under their control.

2.4.2 ATCO Licences

Holders of an air traffic controller licence shall be authorised to provide air traffic control services in accordance with the ratings and endorsements of their licence, and to exercise the privileges of any unit licence endorsements.

The privileges of an air traffic controller licence may include the privileges of a student air traffic controller licence. Applicants for the first issue of an air traffic controller licence shall;

- hold a student air traffic controller licence;

- be at least 21 years old
- have completed a unit licence endorsement course and successfully passed any appropriate examinations and assessments;
- Hold a valid Class 3 medical certificate; and
- have demonstrated an adequate level of language proficiency

The air traffic controller licence shall be validated by the inclusion of one or more ratings and the relevant unit licence endorsement and language proficiency endorsements for which the training was successful.

The holder of an air traffic controller licence who has not started to exercise the privileges of any rating within one year from the date of its issue may only start unit training in that rating after successful completion of an APC.

2.5 ATC RATINGS

2.5.1 General

Licences issued by the CAA-B shall contain one or more of the following ratings in order to indicate the type of service which the licence holder is authorised to provide:

- (a) Aerodrome Control Visual (ADV), indicating that the licence holder is competent to provide an air traffic control service to aerodrome traffic at an aerodrome that has no published instrument approach or departure procedures;
- (b) Aerodrome Control Instrument (ADI), indicating that the licence holder is competent to provide an air traffic control service to aerodrome traffic at an aerodrome that has published instrument approach or departure procedures and shall be accompanied by at least one of the rating endorsements described in paragraph 2.5.2;
- (c) Approach Control Procedural (APP), indicating that the licence holder is competent to provide an air traffic control service to arriving, departing or transiting aircraft without the use of surveillance equipment; or
- (d) Approach Control Surveillance (APS), indicating that the licence holder is competent to provide an air traffic control service to arriving, departing or transiting aircraft with the use of surveillance equipment.

The holder of a rating who has interrupted exercising the privileges associated with that rating for a period of four or more consecutive years may only start unit training in that rating after the successful completion of an APC.

Note: Area Control Ratings and Precision Approach Radar Ratings are not applicable to Bahamas licenced ATCOs.

2.5.2 Rating endorsements

- (a) Aerodrome Control Instrument (ADI);
- (b) Air Control (AIR) endorsement, indicating that the licence holder is competent to provide air control to traffic flying in the vicinity of an aerodrome and on the runway;
- (c) Ground Movement Control (GMC) endorsement, indicating that the licence holder is competent to provide ground movement control;
- (d) Tower Control (TWR) endorsement, indicating that the licence holder is competent to provide aerodrome control service. The TWR endorsement includes the privileges of the AIR and GMC endorsements;
- (e) Ground Movement Surveillance (GMS) endorsement, granted in addition to the Ground Movement Control endorsement or Tower Control endorsement, indicating that the licence holder is competent to provide ground movement control with the help of aerodrome surface movement guidance systems;
- (f) Aerodrome Radar Control (RAD) endorsement, granted in addition to the Air Control endorsement or Tower Control endorsement, indicating that the licence holder is competent to provide aerodrome control with the help of surveillance radar equipment;
- (g) Approach Control Surveillance (APS);
- (h) Surveillance Radar Approach (SRA) endorsement, indicating that the licence holder is competent to provide ground-controlled non-precision approaches with the use of surveillance equipment to aircraft on the final approach to the runway;
- (i) Terminal Control (TCL) endorsement, indicating that the licence holder is competent to provide air traffic control services with the use of any surveillance equipment to aircraft operating in a specified terminal area and/or adjacent sector.

2.5.3 Unit licence endorsements

The unit licence endorsement shall authorise the licence holder to provide air traffic control services for a specific sector, group of sectors and/or working positions under the responsibility of an air traffic services unit.

Applicants for a unit licence endorsement shall have successfully completed a unit licence endorsement course.

For air traffic controllers providing air traffic control services to aircraft carrying out flight tests, the CAA-B may set additional ATCO requirements specific to the service required by the test aircraft.

Unit licence endorsements shall be valid for a period not exceeding 12 months from the date of the issue of the ULE.

The validity period of unit licence endorsements for initial issue and renewal shall start not later than 30 days from the date on which the assessment has been successfully completed.

Unit licence endorsements shall be revalidated if:

- the applicant has been exercising the privileges of the licence for a minimum number of hours as defined by the unit and agreed with the CAA-B;
- the applicant has undertaken refresher training within the validity period of the unit licence endorsement; and
- the applicant's competence has been assessed not earlier than three months prior to the expiry date of the unit licence endorsement.

Regardless of whether an ATCO has held a previous full licence or not, a CAA-B Inspector shall attend all assessments and examinations for the award of an initial Bahamas ULE.

2.5.4 Unit competence scheme

Unit competence schemes shall be established by the air navigation service provider and approved by the CAA-B. It shall include at least the following elements:

- the validity of the unit licence endorsement;
- the maximum continuous period when the privileges of a unit licence endorsement are not exercised during its validity. This period shall not exceed 90 calendar days;
- the minimum number of hours for exercising the privileges of the unit licence endorsement within a defined period of time, which shall not exceed 12. For on-the-job training instructors exercising the privileges of an OJTI endorsement the time spent instructing shall be counted for the maximum of 50% of the hours required for revalidation of the unit licence endorsement;
- procedures for the cases where the licence holder does not meet the requirements set out above processes for assessing competence, including assessment of any refresher training subjects;
- processes for the examination of theoretical knowledge and understanding necessary to exercise privileges of the ratings and endorsements;
- processes to identify the topics and subtopics, objectives and training methods for continuation training;
- the minimum duration and frequency of the refresher training;
- processes for the examination of theoretical knowledge and/or the assessment of practical skills acquired during conversion training, including pass marks for examinations;

- processes in case of failure of an examination or assessment, including the appeal processes;
- training personnel qualifications, roles and responsibilities;
- procedure to ensure that practical instructors have practised instructional techniques in the procedures in which it is intended to provide instruction;
- procedures for the declaration and the management of cases of provisional inability to exercise the privileges of a licence, as well as for informing the CAA-B;
- identification of records to be kept specific to continuation training and assessments; and
- process and reasons for reviewing and amending the unit competence scheme and its submission to the CAA-B. The review of the unit competence scheme shall take place at least once every three years.

ANSPs shall keep records of the hours, during which each licence holder exercises the privileges of a unit licence endorsement working in sectors, group of sectors and/or working positions in the ATC unit and shall provide that data to the competent authorities and to the licence holder upon request.

ANSPs shall ensure that guaranteed fair treatment of licence holders is afforded where the validity of an endorsement cannot be extended.

2.6 LANGUAGE PROFICIENCY ENDORSEMENT

2.6.1 General

Air traffic controllers and student air traffic controllers shall not exercise the privileges of their licences unless they have a valid language proficiency endorsement in English.

The language proficiency level shall be determined in accordance with the rating scale set out in CAR LIC.060.

The applicant for any language proficiency endorsement shall demonstrate at least an operational level (level four) of language proficiency.

Language proficiency shall be demonstrated by a certificate attesting the result of the assessment.

2.6.2 Validity of language proficiency endorsement

The validity of the language proficiency endorsement, depending on the level determined in CAR LIC.060, shall be;

- for operational level (level four), three years from the date of assessment;
- for extended level (level five), six years from the date of assessment; or



- expert level (level six); nine years from the date of assessment.



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CHAPTER 3

REQUIREMENTS FOR INSTRUCTORS AND ASSESSORS

3.1 THEORETICAL INSTRUCTORS

Theoretical training shall only be carried out by appropriately qualified instructors. A theoretical instructor is appropriately qualified if the individual;

- holds an air traffic controller licence and/or holds a professional qualification appropriate to the subject being taught and/or has demonstrated adequate knowledge and experience to the training organisation; and
- has demonstrated instructional skills to the training organisation.

3.2 PRACTICAL INSTRUCTORS

A person shall only carry out practical training when the individual holds an air traffic controller licence with an on-the-job training instructor (OJTI) endorsement or a synthetic training device instructor (STDI) endorsement.

3.3 ON-THE-JOB TRAINING INSTRUCTOR (OJTI)

3.3.1 Privileges

Holders of an OJTI endorsement are authorised to provide practical training and supervision on operational working positions for which a valid unit licence endorsement is held and on synthetic training devices in the ratings held.

Holders of an OJTI endorsement shall only exercise the privileges of the endorsement if they have:

- exercised for at least two years the privilege of the rating they will instruct in;
- exercised for an immediately preceding period of at least six months the privilege of the valid unit licence endorsement, in which instruction will be given; and
- practised instructional skills in those procedures in which it is intended to provide instruction.

When requested by the ANSP/Training Organisation, the two-year minimum experience period may be reduced to not less than 12 months with the approval of the CAA-B. This should only be done in exceptional circumstances and shall be accompanied by a suitable safety argument from the ANSP/Training organisation.

3.3.2 Application Requirements

Applicants for the issue of an OJTI endorsement shall:

- hold an air traffic controller licence with a valid unit licence endorsement;
- have exercised the privileges of an air traffic controller licence for a period of at least two years immediately preceding the application. This period can be shortened to not less than one year by the CAA-B when requested by the training organisation; and
- within the year preceding the application, have successfully completed a practical instructional techniques course during which the required skills are taught and have been appropriately assessed.

3.3.3 Validity

The OJTI endorsement shall be valid for a period of three years. The OJTI endorsement may be revalidated by successfully completing refresher training on practical instructional skills during its validity period.

If the OJTI endorsement has expired, it may be renewed by:

- receiving refresher training on practical instructional skills;
- successfully passing a practical instructor competence assessment; and
- within the year preceding the application for renewal, provided that the requirements in 3 above are met.

In the case of first issue and renewal the period of validity of the OJTI endorsement shall start not later than 30 days from the date on which the assessment has been successfully completed.

3.3.4 Temporary OJTI authorisation

In the case where it is not possible to fulfil the requirement to have exercised, for an immediately preceding period of at least six months the privilege of the valid unit licence endorsement, in which instruction will be given, a temporary OJTI authorisation may be issued only subject to approval by the CAA-B.

A temporary OJTI authorisation shall be limited to the instruction necessary to cover exceptional situations and its validity shall not exceed 12 months.

3.4 SYNTHETIC TRAINING DEVICE INSTRUCTOR (STDI)

3.4.1 Privileges

Holders of an STDI endorsement are authorised to provide practical training on synthetic training devices:

- for subjects of practical nature during initial training;
- for unit training other than OJT; and

- continuation training.

Where the STDI is providing pre-OJT, applicants shall hold or have held the relevant unit licence endorsement. Holders of an STDI endorsement shall only exercise the privileges of the endorsement if they have:

- at least two years' experience in the rating they will instruct in;
- demonstrated knowledge of current operational practices; and
- practised instructional techniques in those procedures in which it is intended to provide instruction.

3.4.2 Application Requirements

Applicants for the issue of an STDI endorsement shall:

- have exercised the privileges of an air traffic controller licence in any rating for at least two years; and
- within the year preceding the application have successfully completed a practical instructional techniques course during which the required knowledge and pedagogical skills are taught using theoretical and practical methods and have been appropriately assessed.

3.4.3 Validity

The STDI endorsement shall be valid for a period of three years. The STDI endorsement may be revalidated by successfully completing refresher training on practical instructional skills and on current operational practices during its validity period.

If the STDI endorsement has expired, it may be renewed by:

- receiving refresher training on practical instructional skills and on current operational practices; and
- successfully passing a practical instructor competence assessment; within the year preceding the application for renewal.

In the case of first issue and renewal the period of validity of the STDI endorsement shall start not later than 30 days from the date on which the assessment has been successfully completed.

3.5 ASSESSORS

3.5.1 Privileges

A person shall only carry out assessments when the individual holds an assessor endorsement. Holders of an assessor endorsement are authorised to carry out assessments;

- during initial training for the issue of a student air traffic controller licence or for the issue of a new rating and/or rating endorsement, if applicable;
- of previous competence;
- of student air traffic controllers for the issue of a unit licence endorsement and rating endorsements, if applicable; and
- of air traffic controllers for the issue of a unit licence endorsement and rating endorsements, if applicable, as well as for revalidation and renewal of a unit licence endorsement.

Holders of an assessor endorsement shall only exercise the privileges of the endorsement if they have:

- at least two years' experience in the rating and rating endorsement(s) they will assess in;
- demonstrated knowledge of current operational practices.

Holders of an assessor endorsement shall only exercise the privileges of the endorsement:

- for assessments leading to the issue, revalidation and renewal of a unit licence endorsement, if they also hold the unit licence endorsement associated with the assessment for an immediately preceding period of at least one year;
- for assessing the competence of an applicant for the issue or renewal of an STDI endorsement, if they hold an STDI or OJTI endorsement and have exercised the privileges of that endorsement for at least three years;
- for assessing the competence of an applicant for the issue or renewal of an OJTI endorsement, if they hold an OJTI endorsement and have exercised the privileges of that endorsement for at least three years; or
- for assessing the competence of an applicant for the issue or renewal of an assessor endorsement, if they have exercised the privileges of the assessor endorsement for at least three years.

When assessing for the purpose of issue and renewal of a unit licence endorsement, and for ensuring supervision on the operational working position, the assessor shall also hold an OJTI endorsement, or an OJTI holding the valid unit licence endorsement associated with the assessment shall be present.

Assessors shall not conduct assessments whenever their objectivity may be affected.

3.5.2 Application Requirements

Applicants for the issue of an assessor endorsement shall:



- have exercised the privileges of an air traffic controller licence for at least two years; and
- within the year preceding the application have successfully completed an assessor course during which the required knowledge and skills are taught using theoretical and practical methods, and have been appropriately assessed.

3.5.3 Validity

The assessor endorsement shall be valid for a period of three years. The assessor endorsement may be revalidated by successfully completing refresher training on assessment skills and on current operational practices during its validity period.

If the assessor endorsement has expired, it may be renewed by:

- receiving refresher training on assessment skills and on current operational practices; and
- successfully passing an assessor competence assessment; within the year preceding the application for renewal.

In the case of first issue and renewal the period of validity of the assessor endorsement shall start not later than 30 days from the date on which the assessment has been successfully completed.



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CHAPTER 4

AIR TRAFFIC CONTROLLER TRAINING

4.1 OBJECTIVES OF AIR TRAFFIC CONTROLLER TRAINING

4.1.1 General

Air traffic controller training shall cover the entirety of theoretical courses, practical exercises, including simulation, and on-the-job training required in order to acquire and maintain the skills to deliver safe, orderly and expeditious air traffic control services.

4.1.2 Types of Air Traffic Controller Training

Air traffic controller training shall consist of the following types:

- initial training, leading to the issue of a student air traffic controller licence or to the issue of an additional rating and, if applicable, rating endorsement, providing:
 - ▷ 'basic training': theoretical and practical training designed to impart fundamental knowledge and practical skills related to basic operational procedures;
 - ▷ 'rating training': theoretical and practical training designed to impart knowledge and practical skills related to a specific rating and, if applicable, to rating endorsement;
 - ▷ unit training, leading to the issue of an air traffic controller licence, the issue of a rating endorsement, the validation of rating(s) or rating endorsement(s) and/or the issue or renewal of a unit licence endorsement. It comprises the following phases:
 - ▷ transitional training phase, designed primarily to impart knowledge and understanding of site-specific operational procedures and task-specific aspects; and
 - ▷ on-the-job training phase, which is the final phase of unit training during which previously acquired job-related routines and skills are integrated in practice under the supervision of a qualified on-the-job training instructor in a live traffic situation.
- Note: For unit licence endorsement(s) that require the handling of complex and dense traffic situations, a pre-on-the-job training phase is required to enhance the previously acquired rating routines and skills and to prepare for live traffic situations which may be encountered in that unit;*
- continuation training, designed to maintain the validity of the endorsements of the licence, consisting of refresher training and conversion training, when relevant.

In addition to the types of training referred to in point (a), air traffic controllers may undertake the following types:

- practical instructors' training, leading to the issue, revalidation or renewal of an OJT or STDI endorsement;
- assessor training, leading to the issue, revalidation or renewal of an assessor endorsement;
- Initial training requirements.

4.1.3 Composition of initial training

Initial training, intended for an applicant for a student air traffic controller licence or for the issue of an additional rating and/or, if applicable, rating endorsement, shall consist of:

- basic training;
- rating training, comprising the subjects, topics and subtopics of at least one of the following:
 - ▷ Aerodrome Control Visual Rating — ADV,
 - ▷ Aerodrome Control Instrument Rating for Tower — ADI (TWR),
 - ▷ Approach Control Procedural Rating — APP
 - ▷ Approach Control Surveillance Rating — APS,

Training intended for an additional rating shall consist of the subjects, topics and subtopics applicable to at least one of the ratings appropriate to The Bahamas.

Training intended for the reactivation of a rating following an unsuccessful assessment of previous competence shall be tailored according to the result of that assessment.

Training intended for a rating endorsement shall consist of subjects, topics and subtopics developed by the training organisation and approved as part of the training course.

4.2 INITIAL TRAINING PLAN

4.2.1 General

An initial training plan shall be established by the training organisation and approved by the CAA-B. It shall contain at least:

- the composition of the initial training course provided;
- the structure of the initial training provided;

- the process for the conduct of the initial training course(s);
- the training methods;
- minimum and maximum duration of the initial training course(s);
- the process for adapting the initial training course(s) to take due account of a successfully completed basic training course;
- processes for examinations and assessments as well as performance objectives according to;
 - ▷ training personnel qualifications, roles and responsibilities;
 - ▷ process for early termination of training;
 - ▷ the appeal process;
- identification of records to be kept specific to initial training;
- process and reasons for reviewing and amending the initial training plan and its submission to the CAA-B. The review of the initial training plan shall take place at least once every three years.

4.2.2 Basic and Rating Training Courses

Basic and rating training shall be provided as separate or integrated courses. Basic and rating training courses or an integrated initial training course shall be developed and provided by training organisations and approved by the CAA-B.

When initial training is provided as an integrated course, a clear distinction shall be made between the examinations and assessments for;

- basic training; and
- each rating training.

The successful completion of initial training, or of rating training for the issue of an additional rating, shall be demonstrated by a certificate issued by the training organisation. The successful completion of basic training shall be demonstrated by a certificate issued by the training organisation.

4.2.3 Basic training examinations and assessment

Basic training courses shall include theoretical examination(s) and assessment(s). A pass in theoretical examination(s) shall be awarded to an applicant achieving a minimum of 75 % of the marks allocated to that examination.

Assessment(s) of performance objectives shall be conducted on a part-task trainer or a simulator.

A pass in assessment(s) shall be awarded to an applicant who consistently demonstrates the required performance and shows the behaviour required for safe operations within the air traffic control service.

4.2.4 Basic training performance objectives

Assessment(s) shall include evaluation of the following performance objectives:

- checking and using the working position equipment;
- developing and maintaining situational awareness by monitoring traffic and identifying aircraft when applicable;
- monitoring and updating flight data display(s);
- maintaining a continuous listening watch on the appropriate frequency;
- issuing appropriate clearances, instructions and information to traffic;
- using approved phraseology;
- communicating effectively;
- applying separation;
- applying coordination as necessary;
- applying the prescribed procedures for the simulated airspace;
- detecting potential conflicts between aircraft;
- appreciating priority of actions;
- choosing appropriate separation methods.

4.3 RATING TRAINING EXAMINATIONS AND ASSESSMENT

4.3.1 General

Rating training courses shall include theoretical examination(s) and assessment(s). A pass in theoretical examination(s) shall be awarded to an applicant achieving a minimum of 75 % of the marks allocated to that examination.

Assessment(s) shall be based on the rating training performance objectives. Assessment(s) shall be conducted on a simulator.

A pass in assessment(s) shall be awarded to an applicant who consistently demonstrates the required performance and shows the behaviour required for safe operations within the air traffic control service.

4.3.2 Rating training performance objectives

Rating training performance objectives and performance objective tasks shall be defined for each rating training course. Rating training performance objectives shall require an applicant to:

- demonstrate the ability to manage air traffic in a manner that ensures safe, orderly and expeditious services; and
- handle complex and dense traffic situations.

Rating training performance objectives for the Aerodrome Control Visual (ADV) and Aerodrome Control Instrument (ADI) rating shall ensure that applicants:

- manage the workload and provide air traffic services within a defined aerodrome area of responsibility; and
- apply aerodrome control techniques and operational procedures to aerodrome traffic.

Rating training performance objectives for the Approach Control Procedural rating shall ensure that applicants:

- manage the workload and provide air traffic services within a defined approach control area of responsibility; and
- apply procedural approach control, planning techniques and operational procedures to arriving, holding, departing and transiting traffic.

Rating training performance objectives for the Approach Control Surveillance rating shall ensure that applicants:

- manage the workload and provide air traffic services within a defined approach control area of responsibility; and
- apply approach surveillance control, planning techniques and operational procedures to arriving, holding, departing and transiting traffic.

4.4 UNIT TRAINING REQUIREMENTS

4.4.1 Composition of Unit Training

Unit training shall consist of training course(s) for each unit licence endorsement established at the ATC unit as defined in the unit training plan. Unit licence endorsement course(s) shall be developed and provided by training organisations and approved by the CAA-B.

Unit training shall include training in:

- operational procedures;
- task-specific aspects;
- abnormal and emergency situations; and
- human factors.

4.4.2 Prerequisites of Unit Training

Unit training may only be started by persons who are holders of:

- a student air traffic controller licence with the appropriate rating and, if applicable, rating endorsement; or
- an air traffic controller licence with the appropriate rating and, if applicable, rating endorsement.

4.4.3 Unit Training Plan

A unit training plan shall be established by the training organisation for each ATC unit and shall be approved by the CAA-B. The unit training plan shall contain at least:

- ratings and endorsements for which the training is conducted;
- the structure of the unit training;
- the list of unit licence endorsement course(s);
- the process for the conduct of a unit licence endorsement course;
- the training methods;
- the minimum duration of the unit licence endorsement course(s);
- process for adapting the unit licence endorsement course(s) to take due account of the acquired ratings and/or rating endorsements and experience of applicants, when relevant;
- processes for demonstrating theoretical knowledge and understanding, including the number, frequency and type of, as well as pass marks for examinations, which shall be a minimum of 75 % of the marks allocated to these examinations;
- processes for the assessment according to, including the number and frequency of assessments;
- training personnel qualifications, roles and responsibilities;

- process for early termination of training;
- the appeal process;
- identification of records to be kept specific to the unit training;
- a list of identified abnormal and emergency situations specific for each unit licence endorsement;
- process and reasons for reviewing and amending the unit training plan and its submission to the CAA-B. The review of the unit training plan shall take place at least once every three years.

4.4.4 Unit Licence Endorsement Course

A unit licence endorsement course shall be the combination of the relevant unit training phases for the issue or renewal of a unit licence endorsement in the licence. Each course shall contain:

- a transitional training phase;
- an on-the-job training phase.

A pre-on-the-job training phase shall be included.

Unit training phases shall be provided separately or in an integrated manner.

Unit licence endorsement courses shall define the syllabus and the performance objectives in and shall be conducted in accordance with the unit training plan.

Unit licence endorsement courses that include training for a rating endorsement(s) shall be supplemented with additional training that allows for the acquisition of the concerned rating endorsement skills.

Training intended for a rating endorsement other than shall consist of subjects, subject objectives, topics and subtopics developed by the training organisation and approved as part of the training course.

4.4.5 Demonstration of Theoretical Knowledge and Understanding

Theoretical knowledge and understanding shall be demonstrated by examinations.

4.4.6 Assessments during Unit Licence Endorsement Courses

The applicant's assessment shall be conducted in the operational environment under normal operational conditions at least once at the end of the on-the-job training.

When the unit licence endorsement course contains a pre-on-the-job training phase, the applicant's skills shall be assessed on a synthetic training device at least at the end of this phase.

A synthetic training device may be used during a unit licence endorsement assessment to demonstrate the application of trained procedures not encountered in the operational environment during the assessment.

4.5 CONTINUATION TRAINING REQUIREMENTS

4.5.1 Continuation Training

Continuation training shall consist of refresher and conversion training courses and shall be provided according to the requirements contained in the unit competence scheme.

4.5.2 Refresher Training

Refresher training course(s) shall be developed and provided by training organisations and approved by the CAA-B. Refresher training shall be designed to review, reinforce or enhance the existing knowledge and skills of air traffic controllers to provide a safe, orderly and expeditious flow of air traffic and shall contain at least:

- standard practices and procedures training, using approved phraseology and effective communication;
- abnormal and emergency situations training, using approved phraseology and effective communication; and
- human factors training.

A syllabus for the refresher training course shall be defined, and where a subject refreshes skills of air traffic controllers, performance objectives shall also be developed.

4.5.3 Conversion Training

Conversion training course(s) shall be developed and provided by training organisations and approved by the CAA-B.

Conversion training shall be designed to provide knowledge and skills appropriate to a change in the operational environment and shall be provided by training organisations when the safety assessment of the change concludes the need for such training. Conversion training courses shall include the determination of:

- the appropriate training method for and duration of the course, taking into account the nature and extent of the change; and
- the examination and/or assessment methods for the conversion training.

Conversion training shall be provided before air traffic controllers exercise the privileges of their licence in the changed operational environment.

4.6 TRAINING OF INSTRUCTORS AND ASSESSORS

4.6.1 Training of practical instructors

Training of practical instructors shall be developed and provided by training organisations and shall consist of:

- a practical instructional techniques course for OJTI and/or STDI, including an assessment;
- a refresher training course on practical instructional skills; and
- a method(s) for assessing the competence of practical instructors.

The training courses and assessment methods shall be approved by the CAA-B.

4.6.2 Training of Assessors

Training of assessors shall be developed and provided by training organisations and shall consist of:

- an assessor training course, including an assessment;
- a refresher training course on assessment skills; and
- a method(s) for assessing the competence of assessors.

The training courses and the assessment method shall be approved by the CAA-B.



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