![CAAM logo - Civil Aviation Authority of Malaysia]

**CIVIL AVIATION DIRECTIVE – 1201**

# ATC LICENSING

## CIVIL AVIATION AUTHORITY OF MALAYSIA

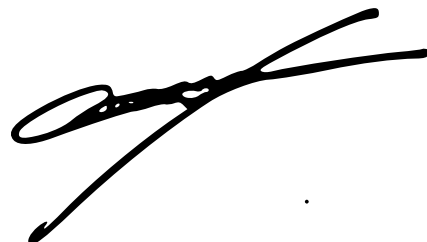INTENTIONALLY LEFT BLANK

# Introduction

In exercise of the powers conferred by Section 24O of the Civil Aviation Act 1969 [Act 3], the Chief Executive Officer makes these Civil Aviation Directives 1201 – ATC Licensing (CAD 1201 – ATC Licensing), pursuant to Regulation (s) 149, 150, 151, 155, 156, 157, 189, 191, 192 and 193 of the Malaysian Civil Aviation Regulations (MCAR) 2016.

This CAD contains the standards, requirements and procedures pertaining to the provision of ATC Licensing. The standards and requirements in this Directive are based mainly on standards and recommended practices (SARPs) stipulated in International Civil Aviation Organization (ICAO) Annex 1 to the Chicago Convention – Personnel Licensing, including related guidelines stipulated in ICAO Doc 9379 - Manual of Procedures for Establishment and Management of a State's Personnel Licensing.

This Civil Aviation Directives 1201 – ATC Licensing (CAD 1201 – ATC Licensing) is published by the Chief Executive Officer under Section 24O of the Civil Aviation Act 1969 [Act 3] and come into operation on 1 May 2021.

## Non-compliance with this CAD

Any person who contravenes any provision in this CAD commits an offence and shall on conviction be liable to the punishments under Section 24O (2) of the Civil Aviation Act 1969 [*Act 3*] and/or under Malaysia Civil Aviation Regulation 2016.

**(Captain Chester Voo Chee Soon)**
Chief Executive Officer
Civil Aviation Authority of Malaysia

## Civil Aviation Directive components and Editorial practices

This Civil Aviation Directive is made up of the following components and are defined as follows:

**Standards**: Usually preceded by words such as "shall" or "must", are any specification for physical characteristics, configuration, performance, personnel or procedure, where uniform application is necessary for the safety or regularity of air navigation and to which Operators must conform. In the event of impossibility of compliance, notification to the CAAM is compulsory.

**Recommended Practices**: Usually preceded by the words such as "should" or "may", are any specification for physical characteristics, configuration, performance, personnel or procedure, where the uniform application is desirable in the interest of safety, regularity or efficiency of air navigation, and to which Operators will endeavour to conform.

**Appendices**: Material grouped separately for convenience but forms part of the Standards and Recommended Practices stipulated by the CAAM.

**Definitions**: Terms used in the Standards and Recommended Practices which are not self-explanatory in that they do not have accepted dictionary meanings. A definition does not have an independent status but is an essential part of each Standard and Recommended Practice in which the term is used, since a change in the meaning of the term would affect the specification.

**Tables and Figures**: These add to or illustrate a Standard or Recommended Practice and which are referred to therein, form part of the associated Standard or Recommended Practice and have the same status.

**Notes**: Included in the text, where appropriate, Notes give factual information or references bearing on the Standards or Recommended Practices in question but not constituting part of the Standards or Recommended Practices;

**Attachments**: Material supplementary to the Standards and Recommended Practices or included as a guide to their application.

It is to be noted that some Standards in this Civil Aviation Directive incorporates, by reference, other specifications having the status of Recommended Practices. In such cases, the text of the Recommended Practice becomes part of the Standard.

The units of measurement used in this document are in accordance with the International System of Units (SI) as specified in CAD 5. Where CAD 5 permits the use of non-SI alternative units, these are shown in parentheses following the basic units. Where two sets of units are quoted it must not be assumed that the pairs of values are equal and interchangeable. It may, however, be inferred that an equivalent level of safety is achieved when either set of units is used exclusively.

Any reference to a portion of this document, which is identified by a number and/or title, includes all subdivisions of that portion.

Throughout this Civil Aviation Directive, the use of the male gender should be understood to include male and female persons.

## Record of Revisions

Revisions to this CAD shall be made by authorised personnel only. After inserting the revision, enter the required data in the revision sheet below. The 'Initials' has to be signed off by the personnel responsible for the change.

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## Table of Contents

# 1    General

## 1.1    Citation

1.1.1    These Directives are the Civil Aviation Directive 1201 – ATC Licensing (CAD 1201 – ATC Licensing), Issue 01/Revision 00, and comes into operation on 1st May 2021.

1.1.2    This CAD contains the standards, requirements and procedures pertaining to the provision of ATC Licensing. The standards and requirements in this CAD are based mainly on standards and recommended practices (SARPs) stipulated in International Civil Aviation Organization (ICAO) Annex 1 to the Chicago Convention Personnel Licensing (PEL), including related guidelines stipulated in the following document:

a)    ICAO Doc 9379 - Manual of Procedures for Establishment and Management of a State's Personnel Licensing

b)    ICAO Doc 9835 AN/453 - Manual on the Implementation of ICAO Language Proficiency Requirements

c)    ICAO Doc 10056 – Manual of Air Traffic Controller Competency-Based Training and Assessment

1.1.3    This CAD shall be read together with CAD 1 Personnel Licensing, CAD 1004 Medical Requirements and CAD 1211 Air Traffic Control – Approved Training Organisation.

## 1.2    Applicability

1.2.1    The standards specified in this CAD applies to all Air Traffic Service providers, applicants and holder of an air traffic controller licence.

## 1.3    Revocation

1.3.1    This CAD revokes the standards, requirements and procedures related to Air Traffic Control Licensing contained in the Air Navigation Services Regulatory Manual Second Edition, published on 15 April 2016.

## 1.4 Definitions

When the following terms are used in this CAD, they have the following meanings:

***Accountable Executive*** means the individual who has corporate authority for ensuring that all training commitments can be financed and carried out to the standard required by the Authority, and any additional requirements defined by the approved training organisation.

***Aerodrome*** means a defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

***Aerodrome Control Service*** means air traffic control service for aerodrome traffic.

***Aeronautical Information Publication*** means a publication issued by or with the authority of a State and containing aeronautical information of a lasting character essential to air navigation.

***Air Navigation Services Standards Division (ANSSD)*** means air Navigation Services Standards Division in the Civil Aviation Authority of Malaysia vested with the responsibility to regulate the air navigation services (ANS) provision.

***Air Traffic*** means all aircraft in flight or operating on the manoeuvring area of an aerodrome.

***Air Traffic Controller or Controller*** means this term is variously used to mean all Air Traffic Control Officers (ATCOs), Assistant Air Traffic Control Officers and Trainee Air Traffic Controllers.

***Air Traffic Controller Licence*** means an Air Traffic Controller Licence granted or renewed under regulations 149 and 189 of the Civil Aviation Regulations 2016.

***Air Traffic Control Instructions*** means directions given by an air traffic controller or an ATS unit for an aircraft to conduct its flight in the manner specified in the directions.

***Air Traffic Control Service (ATCS)*** means a service provided for the purpose of:

      i.     preventing collisions:

      ii.    between aircraft; and

     iii.    between aircraft and obstructions on the manoeuvring area; and

     iv.    expediting and maintaining an orderly flow of air traffic.

***Air Traffic Service (ATS)*** means a generic term meaning variously flight information service, alerting service, air traffic advisory service, aeronautical information service and air traffic control service.

***Air Traffic Service Provider (ATSP)*** means a person or unit approved under regulation 154 of Civil Aviation Regulations 2016 to provide air traffic services.

***Approach Control Service*** means air traffic control service for arriving or departing controlled flights.

*Approach Control Unit* means a unit established to provide air traffic control service to controlled flights arriving at, or departing from, one or more aerodromes.

*Approved Training Organisation* means an organisation approved by and operating under the supervision of Air Navigation Services Standards Division of the Civil Aviation Authority of Malaysia in accordance with the requirements of Annex 1 to the Chicago Convention to perform approved training.

*ATC Examiner (ATCE)* means an Air Traffic Controller with specific qualifications and valid Ratings, appointed by the CEO to conduct Examinations pertinent to ATC training courses and air traffic service unit operations.

*Authority* means the Civil Aviation Authority of Malaysia established under the Civil Aviation Authority of Malaysia Act 2017 [Act 788].

*Authorised Examiner* means an examiner who are appointed by the Authority to conduct examination pertinent to ATC training courses and air traffic service unit operations.

*Authorised Officer* means a person employed by the Authority to carry out its regulatory function.

*Area Control Centre* means a unit established to provide air traffic control service to controlled flights in control areas under its jurisdiction.

*Area Control Service* means Air Traffic control service for controlled flights in control areas.

*Chief Executive Officer (CEO)* means the Chief Executive Officer of Civil Aviation Authority of Malaysia.

*Chief Medical Assessor (CMA)* means a physician qualified and experienced in the practised of aviation medicine who evaluates medical reports submitted to the licensing authority by medical examiners.

*Competency* means a dimension of human performance that is used to reliably predict successful performance on the job. A competency is manifested and observed through behaviours that mobilise the relevant knowledge, skills and attitudes to carry out activities or tasks under specified conditions.

*Competency-Based Training and Assessment* means training and assessment that are characterised by a performance orientation, emphasis on standards of performance and their measurement, and the development of training to the specified performance standards.

*Competency Standard* means a level of performance that is defined as acceptable when assessing whether or not competency has been achieved.

*Conditions* means anything that may qualify a specific environment in which performance will be demonstrated.

*Human Performance* means human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.

***Licensing Authority*** means the ATC Licensing Unit, Air Navigation Services Standards Division of the Civil Aviation Authority of Malaysia as responsible for the licensing of ATC personnel.

*Note: In the provisions of this Manual, the Licensing Authority is deemed to have been given the following responsibilities by the Civil Aviation Authority of Malaysia:*

> *i.    assessment of an applicant's qualifications to hold a licence or rating;*
>
> *ii.   issue, renew and endorsement of licences and ratings; and*
>
> *iii.  designation and authorisation of approved persons.*

***Medical Assessment*** means the evidence issued by a Contracting State that the licence holder meets specific requirements of medical fitness.

***Medical Certificate (DCA/PBT/4)*** means the evidence issued, following an assessment by a Medical Examiner (ME) of CAAM that the ATC Licence holder / applicant meets specific requirements of medical fitness as prescribed in ICAO Annex 1 – Personnel Licensing and Doc 8984 - Manual of Civil Aviation Medicine.

*Note: The Medical Report - DCA/PBT/1M shall be submitted by the ME to Air Navigation Services Division for CMA evaluation and safekeeping.*

***Medical Examiner (ME)*** means a physician with training in aviation medicine and practical knowledge and experience of the aviation environment, who is designated by the Licensing Authority to conduct medical examinations of fitness of applicants for licences or ratings for which medical requirements are prescribed.

***Inspector*** means an Air Navigation Services Standards Officer appointed by the CEO to perform surveillance and inspection on ATC Personnel Licensing.

***On-The-Job Training Instructor (OJTI)*** means the person who provides hands-on method of teaching the skills, knowledge and competency for ATC trainees to perform specific job at ATC work station.

***Psychoactive Substances*** means alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded.

***Quality System*** means documented organisational procedures and policies; internal audit of those policies and procedures; management review and recommendation for quality improvement.

***Rated Air Traffic Controller*** means an Air Traffic Controller holding a licence and valid ratings appropriate to the privileges to be exercised.

***Rating*** means an authorisation entered on or associated with a licence and forming part thereof, stating special conditions, privileges or limitations pertaining to such licence.

***State Safety Programme (SSP)*** means an integrated set of regulations and activities aimed at improving safety.

*Test-Taker* means the person who is taking the test.

*Threat Management* means the process of detecting threats and responding them with countermeasures that reduce or eliminate the consequences of threats and mitigate the probability of errors or undesired states.

*Training Officer* means the person whose job is to teach ATC trainees the skill needed for a particular rating.

*Validation* means an authorisation entered on or associated with a rating and forming part thereof, stating special conditions, privileges or limitations pertaining to such rating.

## 1.5    Abbreviations and Acronyms

| | | |
|---|---|---|
| AFIS | = | Aerodrome Flight Information Service |
| AIC | = | Aeronautical Information Circular |
| AIP | = | Aeronautical Information Publication |
| ANS | = | Air Navigation Services |
| ANSP | = | Air Navigation Service Provider |
| ANSRM | = | Air Navigation Services Regulatory Manual |
| ANSSD | = | Air Navigation Services Standards Division |
| ATC | = | Air Traffic Control |
| ATCC | = | Air Traffic Control Centre |
| ATCE | = | Air Traffic Control Examiner |
| ATCO | = | Air Traffic Control Officer |
| ATC-ATO | = | Air Traffic Control – Approved Training Organisation |
| ATM | = | Air Traffic Management |
| ATMD | = | Air Traffic Management Division |
| ATO | = | Approved Training Organisation |
| ATS | = | Air Traffic Service |
| ATSM | = | Aerodrome Traffic Surveillance Monitor |
| ATSP | = | Air Traffic Service Provider |
| BOI | = | Board of Inquiry |
| CAA | = | Civil Aviation Act |
| CAAM | = | Civil Aviation Authority of Malaysia |
| CAP | = | Corrective Actions Plan |
| CAR | = | Civil Aviation Regulations |
| CEO | = | Chief Executive Officer |
| CMA | = | Chief Medical Assessor |
| ECG | = | Electrocardiography |
| ELP | = | English Language Proficiency |
| ELPT | = | English Language Proficiency Test |
| FIS | = | Flight Information Service |
| HOU | = | Head of Unit |

| ICAO | = | International Civil Aviation Organisation |
| KL ATCC | = | Kuala Lumpur Air Traffic Control Centre |
| KLIA | = | Kuala Lumpur International Airport |
| MATS | = | Manual of Air Traffic Services |
| MCAR | = | Malaysian Civil Aviation Regulation |
| ME | = | Medical Examiner |
| OJT | = | On-the-Job Training |
| OJTI | = | On-the-Job Training Instructor |
| PQ | = | Protocol questions |
| RMAF | = | Royal Malaysian Air Force |
| SARPs | = | Standard and Recommended Practices |
| SMGCS | = | Surface Movement Guidance and Control System |
| SMS | = | Safety Management System |
| SOP | = | Standard Operating Procedure |
| SSP | = | State Safety Programme |

# 2 Air Traffic Controller Licence

## 2.1 Student Air Traffic Controller

2.1.1 All the heads of ATSP shall take appropriate measures to ensure that student air traffic controllers do not constitute a hazard to air navigation.

2.1.2 Heads of ATSP shall not permit a student air traffic controller to receive instruction in an operational environment unless that trainee air traffic controller holds a current Class 3 medical assessment.

2.1.3 Notwithstanding paragraph 2.1.2 above, a person who is undergoing on-the-job training as an air traffic controller shall be entitled to hold himself out; whether by use of radio call sign or otherwise, as an air traffic controller if he is closely and continuously supervised by an on-the-job training instructor (OJTI):

   a) who holds a valid air traffic controller licence; and

   b) whose air traffic controller licence stipulates the appropriate rating.

2.1.4 The OJTI shall be capable of taking over control at any time when situation warrants. The OJTI is required to undertake performance assessment and debriefing of the trainee after completion of a training exercise or duty cycle and to record the observation in the training log.

## 2.2 Requirements for The Issuance of Air Traffic Controller Licence

2.2.1 An air traffic controller licence shall be issued in accordance with the requirements as stipulated in regulation 189 of the Civil Aviation Regulations 2016 and CAD 1 Chapter 4 paragraph 4.4.

2.2.2 Before issuing an air traffic controller licence, the applicant shall meet the requirements for age, knowledge, experience and medical fitness established in CAD 1 Chapter 4 paragraph 4.4.1 and language proficiency requirements in CAD 1 paragraph 1.2.9.

## 2.3 Categories of Air Traffic Controller Ratings

2.3.1 Air traffic controller ratings shall comprise the following categories:

   a) Aerodrome Control Rating;

   b) Approach Control Procedural Rating;

   c) Approach Control Surveillance Rating;

   d) Area Control Procedural Rating; and

   e) Area Control Surveillance Rating.

**2.4      Requirements for Air Traffic Controller Ratings**

2.4.1      The knowledge, experience and skill requirements for air traffic controller ratings are established in CAD 1 Chapter 4 paragraph 4.5.2.

**2.5      Privileges and The Conditions of the Air Traffic Controller Rating(s)**

2.5.1      The requirements to exercise the privileges of the holder of the air traffic controller rating(s) are established in CAD 1 Chapter 4 paragraph 4.5.3.

**2.6      Application for an Air Traffic Controller Licence**

2.6.1      An application for the grant of an air traffic controller licence shall be made with the following documents:

    a)    form CAAM/ANS/LIC 01 – Application for Air Traffic Controller Licence;

    b)    three (3) copies of coloured photograph (i.c. size);

    c)    forms CAAM/ANS/EXM 01 and CAAM/ANS/EXM 02;

    d)    certified true copy of identity card;

    e)    certified true copies of basic induction / primary air traffic control course and relevant ATC examination certificates; and

    f)    current Class 3 Medical Certificate DCA/PBT/4.

    *Note: ELP certificate will be issued by the Authority together with the issuance of licence.*

2.6.2      Application for an air traffic controller licence shall be accompanied by described fee as published in the Civil Aviation (Fees and Charges) Regulations 2016.

2.6.3      The completed form shall be submitted together with all the above necessary documents through the Unit/Division Head with an official covering letter and addressed to the Director of Air Navigation Services Standards Division.

**2.7      Signature Required**

2.7.1      Pursuant to regulation 150 of the Civil Aviation Regulations 2016, part VII of an air traffic controller licence shall be signed by the successful applicant upon the grant or renewal of the licence in the presence of a person authorised by the Authority.

## 2.8 Renewal of Air Traffic Controller Licence

2.8.1 An application for renewal of air traffic controller licence or licence data update & endorsement shall be made by using form CAAM/ANS/LIC 02, including:

2.8.1.1 Re-establish / reinstate the privileges of expired licence:

    a) re-establish or reinstate expired Class 3 Medical Assessment, when the validity has lapsed or became invalid.

    b) re-establish or reinstate expired English Language Proficiency (ELP), when the validity has lapsed or became invalid.

    c) re-establish or reinstate expired rating, when the validity has lapsed or became invalid.

2.8.1.2 Renewal of air traffic controller licence:

    a) renewal of Class 3 medical - The medical examination shall take place not more than 45 days before it expires.

    b) renewal of English Language Proficiency (ELP).

2.8.1.3 Endorsement of ATC Examination record:

    a) endorsement of ATC rating examination.

    b) endorsement of ATC validation examination.

    c) endorsement of ATC proficiency examination.

    d) endorsement of ATC competency examination.

    e) endorsement of ATC familiarisation assessment.

2.8.1.4 Amendment / replacement / others:

    a) endorsement of ATC examiner.

    b) endorsement of ELP rater.

    c) change of photo.

    d) change of address.

    e) replacement of air traffic controller licence.

    f) replacement of licence book cover – with valid reasons.

    g) replacement of licence slip – with valid reasons.

    h) upgrading to new format of air traffic controller licence.

    i) amendment of any relevant licence data.

**2.9      Validity of Air Traffic Controller Licence**

2.9.1      An air traffic controller shall not be authorised to exercise the privileges of any rating if the period of validity of his licence has expired. An air traffic controller licence is considered valid with the following criteria:

    a)   current Class 3 Medical Assessment; and

    b)   current English Language Proficiency of at least Level 4 - Operational.

2.9.2      An air traffic controller licence granted or renewed shall be valid for a period as determined below:

2.9.2.1      Class 3 Medical

2.9.2.1.1      The medical requirements for air traffic controller are established in CAD 1 Personnel Licensing (PEL) and CAD 1004 Medical (MED).

2.9.2.2      English Language Proficiency

2.9.2.2.1      An air traffic controller licence holder shall sit for English Language Proficiency Test before expiry of his ELP validity date and must achieved at least Operational Level (Level 4).

2.9.3      An air traffic controller shall be responsible to submit the items in paragraph 2.9.2 above for endorsement by the Authority before the licence expires.

2.9.4      An air traffic controller who provides an air traffic control service shall be responsible to ensure the followings before exercising the privileges of the licence:

    a)   the renewal of items in paragraph 2.9.2 above has been endorsed by the Authority;

    b)   he/she is proficient to provide air traffic control services for which he holds valid rating(s);

    c)   is not fatigued to an extent that may endanger the safety of aircraft to which he is providing an air traffic control service; and

    d)   complies with any conditions associated with that medical certificate.

2.9.5      An air traffic controller licence holder shall be the responsible to ensure the safekeeping of the licence.

2.9.6      Validity of ATC Ratings

2.9.6.1      An air traffic controller shall not be authorised to exercise the privileges of any rating unless the air traffic controller has passed a proficiency examination annually. The proficiency examination shall take place not more than 45 days before it expires.

2.9.6.2    Head of ATSP shall ensure that only licensed air traffic controllers with valid rating are allowed to perform duties as an air traffic controller.

2.9.6.3    Head of ATSP shall notify the Authority by writing to the Director of ANSSD when an air traffic controller is unable to provide the services specified in that rating, for a period of more than ninety (90) days.

2.9.6.4    A rating shall become invalid when an air traffic controller has not exercise the privileges of the rating for a period of more than three months (90 consecutive days). A rating shall remain invalid until the controller's ability to exercise the privileges of the rating has been re-established.

2.9.6.5    In order to maintain validity of an ATC rating, an air traffic controller shall work at least one shift (either afternoon, morning or night shift) at that operational position within the period not exceeding ninety (90) consecutive days. During this shift, the air traffic controller shall perform solo duties and be responsible for that operational position.

2.9.6.6    Supervisors on duty are deemed to have maintained currency of their rating or validation in the respective ATC operational positions in which they have supervised, as per the period specified in paragraph 2.9.6.5.

2.9.6.7    A controller who has performed Surveillance Control duties is deemed to have maintained the associated Procedural Control validity as per the period stipulated in paragraph 2.9.6.5.

2.9.6.8    A lapse of ATC operational duty between 90 to 179 days shall require the controller to undergo a familiarisation training and assessment to renew validity.

*2.9.6.9*    An Air Traffic Controller who has not performed ATC functions for one hundred and eighty (180) consecutive days or more, shall re-establish the ability to provide the service of a specified rating by undergoing an OJT for a period as stipulated in Chapter 4 – ATC Examination, followed by a practical and oral examination conducted by a Panel of Examiners.

## 2.10    Extension

2.10.1    For the purpose of reducing unnecessary administration burden, the validity periods of the endorsement concerned will not be extended.

## 2.11    Lost or Damaged Licence

2.11.1    If an air traffic controller licence is lost or damaged, the person to whom it is issued shall:

a)    Immediately notify the CEO in writing of such loss or damage; and

b)    As soon as practicable, submit an application to the CEO for a replacement of the licence in accordance with regulation 189 of the Civil Aviation Regulation 2016.

2.11.2    The copy of item in paragraph 2.10.1 above shall be made available to the Director of ANSSD in accordance with paragraph 2.6 and 2.8.

## 2.12    Relieve from ATC Duties

2.12.1    This action is an integral part of overall safety and should not be construed as having any punitive connotation.

2.12.2    When the Officer-In-Charge of a shift / unit becomes aware of any circumstances that warrant the relieve from ATC duties, and it is considered essential in the interest of safety that the controller concerned shall be relieved immediately from the ATC duties, the Officer-In-Charge shall act first to rectify the situation.

2.12.3    The matter shall be immediately reported to the ATSU Head / ATCC Director / Regional Director and the Director of ANS Standards Division, as specified in Local Procedures.

2.12.4    When a relief from ATC duties is initiated after the preliminary investigation of an ATC incident, the controller concerned shall be notified as soon as practicable.

2.12.5    A controller who is relieved from ATC duties or fails the annual proficiency examination shall not be allowed to exercise the privileges associated with his/her Licence at any operational control position.

2.12.6    Re-instatement to operational duties shall only be approved by Director of ANS Standards Division, after the matter has been satisfactorily investigated by ANS Standards Division and the controller assured to be of no safety risk.

## 2.13    Suspension of Licence

2.13.1    An Air Traffic Controller Licence shall be suspended under the following circumstances: -

a)    determine by the CEO, following a serious ATC Incident in which investigation has been conducted;

b)    recommended by the CAAM Medical Board;

c) giving false information, false entry, and alteration of certificate, record or document;

d) when the Air Traffic Controller suffers any personal injury or illness involving incapacity to undertake the functions to which his license relates throughout a period of not exceeding 90 consecutive days (Note 1);

e) in the case of a woman, has reason to believe that she is pregnant and shall inform the CEO via Director of ANS Standards Division using Form CAAM/ANS/MED 01, as soon as possible (Note 2);

f) when an Air Traffic Controller fails to submit an application for the renewal of the ATC Licence; and

g) deterioration in competence to perform operational duties (Note 3).

*Note 1. - Regulation 155(1)(a) CAR 2016: The licence shall be deemed to be suspended upon the elapse of the period of injury or illness and the suspension of the licence shall cease:*

a) *upon the holder being medically examined under the arrangements made by the CEO and pronounced fit to resume his functions under the licence; or*

b) *upon the CEO exempting the holder from the requirement of a medical examination subject to the conditions as the CEO may think fit.*

*Note 2. - Regulation 155(1)(b) CAR 2016: Upon the pregnancy of the holder of an air traffic controller licence's being confirmed, the license shall be deemed to be suspended and the suspension may be lifted by the CEO subject to such conditions as he thinks fit, and shall cease upon the holder being medically examined under the arrangements made by the CEO after the pregnancy has ended and pronounced fit to resume her functions under the licence*

*Note 3. - Regulation 157 CAR 2016: A person shall not, when exercising the privileges of the licence, be under the influence of drink or drug to such an extent as to impair his capacity to exercise such privileges.*

2.13.2 Suspension referred to in para 4.10.1(a) above shall be for a period determine by the CEO.

2.13.3 Medical evaluation after the pregnancy/illness/injury period can be conducted with any gynaecologist/medical practitioner and the report submitted to ANS Standards Division using Form CAAM/ANS/MED 02, to be reviewed by the CMA, where applicable. The Licence shall remain suspended until the CMA pronounced the licence holder fit to resume duties after reviewing the medical evaluation report

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# 3 Training Requirements

## 3.1 General

3.1.1 All training at ATSP shall be conducted in accordance with this CAD.

3.1.2 ATSP shall develop and implement training programme which include:

a) initial training including lead-in training;

b) on-the-job training (OJT);

c) recurrent training; and

d) specialised training.

3.1.3 Air traffic controller's training for the purpose of acquiring a rating as prerequisite for the application of an Air Traffic Controller Licence shall be conducted at a designated OJT centre as stipulated in paragraph 3.4.5.

3.1.4 An air traffic controller shall possess the appropriate procedural control rating as a prerequisite for surveillance control training, as per CAD 1, paragraph 4.5.2.1 c).

3.1.5 ATSP shall notify the Director of ANSSD on controllers training for the purpose of achieving rating or validation including estimate date for examination.

3.1.6 A trainee shall be closely and continuously supervised by the OJTI. The OJTI in an operational environment shall be capable of taking over control at any time when situation warrants.

## 3.2 ATSP Training Manual

3.2.1 The ATSP shall develop training manual which include the detail descriptions of ATSP's training policies, processes and procedures as follows:

a) training policy;

b) training programme;

c) training syllabus to achieve Training Objectives in Appendix 1.

d) Qualification, requirements and responsibilities; and

e) job descriptions of OJTI.

3.2.2 The ATSP training manual shall be submitted to ANS Standards Division for verification and shall be published under the authority of the CEO.

## 3.3 Types of Training

3.3.1 Lead-in Training

3.3.1.1 Students air traffic controller who have passed an ATC course at the ATC-ATO shall undergo further practical training at approved on-the-job training (OJT) centres for the purpose of obtaining a rating.

3.3.1.2 Prior to OJT, a controller shall undergo a Lead-In Training at the ATS unit, for a period between three (3) to fourteen (14) working days depending on the size and complexity of the operations of the ATSP.

3.3.1.3 The objective of this training is to familiarise the controller with equipment, local procedures and traffic pattern.

3.3.1.4 Syllabus to achieve training objectives in Appendix 1.

3.3.2 On-The-Job Training (OJT)

3.3.2.1 After a lead-in training, a student air traffic controller shall undergo further practical training at approved OJT centres, for the purpose of obtaining a rating or validation.

3.3.2.2 OJT for the validation of any rating previously acquired at any designated OJT centres for an ATC licence application may be carried out at any ATSP providing the services relevant to the rating to be validated.

3.3.3 OJT Period

3.3.3.1 The following OJT period is applicable at the ATSP where the rating or validation is sought:

| No | Type of Ratings | OJT Period (whichever is later) |
|----|-----------------|---------------------------------|
| 1 | Aerodrome Control | 90 hours or 1 month |
| 2 | Approach Control Procedural | 180 hours or 3 months |
| 3 | Approach Control Surveillance | 180 hours or 3 months |
| 4 | Area Control Procedural | 180 hours or 3 months |
| 5 | Area Control Surveillance | 180 hours or 3 months |
| 6 | Aerodrome Control & Approach Control Procedural (Combined) | 180 hours or 3 months |

*Note 1: The periods stipulated above is subject to the condition – "whichever is achieved later".*

*Note 2: Not less than 200 precision approaches, of which not more than 100 on radar simulator approved by ANSSD and not less than 50 at the unit or equipment for which the rating is sought.*

3.3.3.2    The OJTI may submit a recommendation for early examination in paragraph 3.3.3.1, not earlier than one (1) month from the date of commencement of OJT, if the student is deemed ready to sit for examination. The application shall be attached with a recommendation from the ATSP Unit Head to the Director of ANSSD for approval.

3.3.3.3    The minimum training period to validate a rating of a similar ATC operational position at another ATSP shall be:

a)    ninety (90) hours or one (1) month, whichever is achieved later; or

b)    The OJTI may submit a recommendation for early examination, not earlier than two (2) weeks from the date of commencement of OJT for Director of ANSSD approval, if the student is deemed ready to sit for examination.

3.3.3.4    The OJT period prior to a competency examination shall be as follows:

| No | Type of Competency | OJT Period (whichever is later) |
|---|---|---|
| 1 | Flight Information Service (FIS) | 2 weeks |
| 2 | Aerodrome Flight Information Service (AFIS) | 24 hours or 1 week |

3.3.4    Familiarisation Training

3.3.4.1    A familiarisation training shall be conducted in the following circumstances:

a)    an air traffic controller who ceases to exercise the privileges of the rating (by not working at least one shift) for a period greater than ninety (90) consecutive days but less than one hundred and eighty (180) consecutive days shall be required to undergo a familiarisation training; or

b)    as recommended by Board of Inquiry (BOI).

3.3.4.2    The familiarisation training duration shall be not less than seven (7) working days.

3.3.4.3    If there is more than one sector for the operational position, the period of familiarisation training for all sectors in combination shall be not less than twenty-one (21) working days.

3.3.4.4    A practical assessment shall be conducted at the completion of the familiarisation training. A controller who fails the familiarisation assessment shall be required to undergo an OJT as outlined in paragraph 3.3.3 above.

3.3.4.5    A controller who fails both the familiarisation assessment and the examination after the following OJT period, shall be required to attend a Refresher Course / Annex Training.

3.3.5 Refresher Training - General

3.3.5.1 Refresher training shall be conducted to ensure knowledge and skill acquired during initial training are maintained. Additional training on specialised topics, changes or improvement in air traffic management within the assigned area of responsibility shall also be conducted.

3.3.5.2 ATSP shall conduct periodic refresher training for all controllers, on an annual basis, to familiarise with changes to procedures and practices which may have taken place in the preceding period.

3.3.5.3 Refresher training shall also be utilised to:

a) provide opportunity for controllers to grasp important new concepts such as CNS, ATM, PBN, etc.;

b) handle abnormal/ unusual/ emergency situations training; and provide a forum for controllers to discuss operational issues.

*Note 1: Refresher training can be of short duration, objective focussed and task specific, encompassing both theoretical knowledge and practical skills.*

*Note 2: Refresher training may be carried out at either at ATC-ATO, a local training unit or an ATSP, whichever is more practical and cost-effective.*

3.3.6 Refresher Training - Approach Control Procedural

3.3.6.1 Suitably qualified controllers in Category I and II ATSP (refer to categories in paragraph 3.4.6.2) shall undergo an annual Approach Control Procedural refresher training session in a simulator with these provisions:

a) the airspace structure and ATC procedures shall replicate as practicable as possible, the live environment including the characteristic of air traffic and traffic flow;

b) each refresher training session shall consist of a minimum of three (3) [ 2(training) + 1(assessment)] exercises per controller; traffic scenario shall consist of at least eight (8) aircraft per exercise;

c) the assessment shall be conducted by the ATSP's designated ATC Examiners; and

d) in the event that a controller is assessed to be weak, then additional training exercises shall be recommended, followed by another assessment.

**3.4      Designated OJT Centres**

3.4.1      An examination conducted for any type of rating at an OJT centre for licensing shall allow a demonstration of appropriate and satisfactory knowledge as in the training objectives in Appendix 1.

3.4.2      The opportunities to demonstrate such skills and knowledge as mentioned in above paragraph could only be presented with sufficient traffic volume, mixture, types and patterns.

3.4.3      Area Control Procedural

3.4.3.1      The Area Control Centres (ACC) in Kuala Lumpur, Kuching and Kota Kinabalu are automatically designated as OJT Centres for granting Area Control Procedural Rating as the traffic volume, mixture and pattern are suitable for the purpose.

3.4.4      Aerodrome Control or Aerodrome & Approach Control Procedural

3.4.4.1      The ATSP considered for these ratings shall meet at least two of the following:

   a)   a significant traffic volume to optimise the benefits of ATC training, as determined appropriate by the ANSSD;

   b)   a traffic mixture consisting of at least two aircraft types / categories; or

   c)   the overall pattern of traffic movements shall include circuit training, scheduled operations, non-scheduled general aviation, IFR and VFR flights.

3.4.5      Based on the criteria listed, the following ATSP are designated as OJT centres for the appropriate rating:

3.4.5.1      Area Control Procedural and Area Control Surveillance

   a)   Kuala Lumpur ACC

   b)   Kota Kinabalu ACC

   c)   Kuching ACC

3.4.5.2      Aerodrome Control

   a)   Lumpur Tower

   b)   Kota Kinabalu Tower

   c)   Kuching Tower

   d)   Subang Tower

   e)   Penang Tower

    f)    Miri Tower

    g)    Kuantan Tower

    h)    Labuan Tower

**3.4.5.3**      Aerodrome & Approach Control Procedural (combined)

    a)    Langkawi Tower

    b)    Alor Setar Tower

    c)    Ipoh Tower

    d)    Melaka Tower

    e)    Johor Bahru Tower

    f)    Kota Bharu Tower

    g)    Kuala Terengganu Tower

    h)    Kerteh Tower

    i)    Tawau Tower

    j)    Sandakan Tower

    k)    Sibu Tower

    l)    Bintulu Tower

**3.4.6**      Categorisation of Approach Control Surveillance ATSP

**3.4.6.1**      This categorisation will be the basis for determining the suitability and practicability of allowing an Approach Control Procedural rating/validation/proficiency examination to be conducted in a simulator.

**3.4.6.2**      ATSP providing Approach Control Surveillance services are categorised based on the availability of redundant stand-alone systems, availability of overlapping radar coverage by multi radar tracking (MRT) and radar service hours, as follows:

| No | Description | Category I | Category II | Category III |
|----|-------------|------------|-------------|--------------|
| 1 | Radar and system redundancy | Yes (stand-alone redundancy) | No | No |
| 2 | Availability of Approach Surveillance Services | Equivalent to the station's operating hours | Equivalent to the station's operating hours | Limited (Approach Control Procedural service provided outside radar service hours) |

| 3 | MRT feature | Yes (100% overlapping radar coverage) | Yes (Partial overlapping radar coverage) | Yes (Partial overlapping radar coverage) |
|---|---|---|---|---|
| 4 | ATSP | 1. Kuala Lumpur | 1. Kota Kinabalu<br>2. Kuching<br>3. Miri<br>4. Labuan<br>5. Kuantan<br>6. Butterworth | 1. Langkawi<br>2. Johor Bahru<br>3. Kota Bharu<br>4. Sibu<br>5. Tawau |

3.4.6.3    Category I and II ATSP shall conduct Approach Control Procedural training and rating / validation / proficiency examination on the simulator. The licensing endorsement will be denoted with the letter (S) [Approach Procedural (S)]. This qualifies the licence holder to provide Approach Control Procedural service at the ATSP whenever radar services are interrupted.

3.4.6.4    Category III ATSP shall only conduct Approach Control Procedural training and rating / validation / proficiency examination in a live traffic environment.

## 3.5    OJT Centres for Validation

3.5.1    ATSP as in paragraph 3.4.5 and other ATSP.

3.5.2    OJT for the validation of any rating previously acquired at any designated OJT centres for an ATC licence application shall be carried out at any ATSP providing the services relevant to the rating to be validated.

## 3.6    On-the-Job Training Instructor (OJTI)

3.6.1    The CEO may approve any person to provide any course of training or instructions for the purpose of training an ATCO at relevant ATSP – MCAR 2016 sub-regulation 153 (1).

3.6.2    Qualification and Appointment of OJTI

3.6.2.1    All ATSP shall have qualified OJTI appointed by the CEO.

3.6.2.2    The minimum required qualification for appointment as OJTI shall be as follows:

a)    holds a valid Air Traffic Controller Licence;

b)    be adequately knowledgeable in ATC functions;

c)    has worked as a qualified controller with at least two (2) years working experience;

d)    has held a current rating / validation for a period of at least two (2) months in the rating discipline in which he will provide any course of training or instructions for the purpose of training an air traffic controller; and

e) has attended appropriate training before being appointed to perform such duties.

3.6.2.3 ATSP may apply to the CEO for a waiver if conditions in paragraph 3.6.2.2 (c) cannot be met.

3.6.3 The Training Objectives are provided in Appendix 1.

3.6.4 Prior to appointment, OJTI shall undergo initial/recurrent training.

3.6.5 The content of the initial/recurrent training shall include the following but not limited to:

a) regulatory requirements including new regulations; and

b) training processes and procedures (including OJT forms).

*Note. – all the training under para 3.6.5 to be conducted internally, and the training report shall be submitted together with OJTI nomination.*

3.6.6 Nomination process and responsibilities of OJTI are provided in Appendix 2.

## 3.7 Training Requirements for Upgrading or New ATCS

3.7.1 The provision of ATCS at any ATSP may need to be upgraded due to various reasons but not limited to such as traffic/work load, airspace re-configuration and additional runway or runway extension. As such, the requirements for ATC personnel providing the service(s) would vary in accordance with the status of the ATSP.

3.7.2 The ATS provider shall conduct training need assessment for any upgrading or new ATCS. A training programme shall be developed base on this assessment and submit to the CEO for approval.

3.7.3 To address the issue of OJT period during the transition process, the following shall be observed:

3.7.3.1 AFIS to Aerodrome Control

a) pass a written theory examination on Aerodrome Control;

b) train for not less than fifteen (15) simulator exercises in Aerodrome Control within a period of not less than 5 days; and

c) pass the simulated practical examination prior to being allowed to proceed for 'LIVE' traffic.

*Note. – The validation examination shall be conducted not earlier than two (2) weeks after the commencement of OJT.*

3.7.3.2 Aerodrome Control Service to Approach Control Procedural

a)   possess the Aerodrome Control validation prior to commencement of training for Approach Control Procedural validation;

b)   pass a written theory examination on Approach Control Procedural;

c)   train for not less than fifteen (15) simulator exercises in Approach Control Procedural within a period of not less than 5 days; and

d)   pass the simulated practical examination prior to being allowed to proceed for 'LIVE' traffic.

*Note: The validation examination shall be conducted not earlier than two (2) weeks after the commencement of OJT.*

3.7.3.3   Approach/Area Control Procedural to Approach/Area Control Surveillance

a)   possess the Approach/Area Control Procedural validation prior to commencement of training for Approach/Area Control Surveillance validation;

b)   pass a written theory examination on Approach/Area Control Surveillance;

c)   train for not less than fifteen (15) simulator exercises in Approach/Area Control Surveillance within a period of not less than 5 days; and

d)   pass the simulated practical examination prior to being allowed to proceed for 'LIVE' traffic.

*Note: The validation examination shall be conducted not earlier than two (2) weeks after the commencement of OJT.*

3.7.4   The OJTI shall continue to monitor the trainee for a period of not less than three (3) days after acquiring the validation before the controller is allowed to carry out solo duties at the newly established operational position.

## 3.8   Aeronautical Station Operator

3.8.1   The training requirements for aeronautical station operator are established in CAD 1 paragraph 4.7.

3.8.2   ATSP shall include the details for aeronautical station operator training manual as per Paragraph 3.2.

## 3.9   Training Record

3.9.1   All trainings and assessments shall be recorded in the record-keeping system to ensure all requirements of the training have been met.

3.9.2   The ATSP shall maintain documents and records of training for trainees. These documents shall include, but not limited to:

a) trainee's assessment report to include documentary evidence of daily training which can allow the reconstruction of the training history of each trainee; and

b) record of malfunction of equipment or abnormal situation if applicable.

3.9.3 The record-keeping system of an ATSP shall have the following characteristics:

3.9.3.1 Completeness.

3.9.3.1.1 The records kept by the ATSP shall be sufficient to provide documentary evidence of each training action and allow the reconstruction of the training history of each trainee; and

3.9.3.2 Integrity.

3.9.3.2.1 It is important to maintain the integrity of records, ensuring that they are not removed or altered. A backup of the records is also necessary to ensure continuity in case of a major disaster.

3.9.4 Records shall be kept in the manner that ensures preservation and traceability throughout the services of the licence holders.

# 4    ATC Examination

## 4.1    Qualification and Appointment of ATCEs

4.1.1    The conduct of ATC examination is delegated to ATSP.

4.1.2    All ATSP shall have qualified ATCE appointed by the CEO.

4.1.3    The minimum required qualification for appointment as ATCE shall be as follows:

a)    holds a valid Air Traffic Controller Licence;

b)    be adequately knowledgeable in ATC functions;

c)    has worked as a qualified controller with at least five (5) years working experience;

d)    has held a current rating / validation for a period of at least six (6) months in the rating discipline in which he will carry out the examination;

e)    have achieved an English Language Proficiency (ELP) of at least Level 5; and

f)    has attended appropriate training before being appointed to perform such duties.

4.1.4    ATSP may apply to the CEO for a waiver if conditions in paragraph 4.1.3 (c), (d) and (e) cannot be met.

4.1.5    All ATCE shall undergo at least one (1) ATC exam in the current or recent year (within last 12 months) before being nominated as ATCE for that particular rating.

4.1.6    ATCE appointment is for a term of two (2) calendar years.

4.1.7    Prior to appointment, ATC Examiner shall undergo initial/recurrent training and on-the job training session.

4.1.8    The content of the initial/recurrent training shall include the following but not limited to:

a)    regulatory requirements including new regulations; and

b)    examination processes and procedures (including examination forms).

4.1.9    The new nominated ATCE shall undergo OJT for at least two (2) proficiency examination sessions (consist of theory, practical and oral), and shall be assess by existing ATCE. The ATCE OJT form template is available in Attachment 4.

*Note. – All the training under para 4.1.8 to be conducted internally, and the training report and OJT form (for new ATCE) shall be submitted together with ATC Examiner nomination.*

4.1.10     For new or upgraded ATCS, current ATCEs shall undergo simulator training as in Chapter 3 paragraph 3.7 and pass the examination before being appointed as ATCEs.

4.1.11     Nomination process and guidelines of ATC Examiner are provided in Appendix 5.

**4.2     Responsibilities of ATC Examiner (ATCE)**

4.2.1     ATCE shall participate in the conduct of rating / validation / proficiency / competency examinations when designated as a member of the Examiners Panel by the Authority.

4.2.2     The ATCE shall review the daily training performance reports of the examinee and ensure that the examinee has received the required stipulated training hours/period and achieved an acceptable level of competency, before conducting any ATC examination.

4.2.3     ATCE shall assess examinee's ability and knowledge to carry out ATC duties to the required standards in the Training Objectives (Appendix 1).

4.2.4     ATCE shall be professional in the conduct of an examination and not pass any opinionated remarks that may jeopardise safety or affect an examinee's performance.

4.2.5     ATC Examiners shall closely monitor traffic situation throughout the duration of a practical examination in the event there is a need to assume control of 'live' traffic from an examinee, if the situation warrants.

4.2.6     Records of an assessment of performance shall be completed in the relevant forms (CAAM/ANS/EXM 01 and CAAM/ANS/EXM 02).

**4.3     Examination Procedures**

4.3.1     Examination are conducted on completion of training at OJT centres to assess trainee achievement for the following:

   a)   Aerodrome Control;

   b)   Approach Control Procedural;

   c)   Approach Control Surveillance;

   d)   Area Control Procedural;

   e)   Area Control Surveillance;

   f)   Flight Information Service; and

   g)   Aerodrome Flight Information Service.

4.3.2    ATC Examination shall consist of the following components:

   a)   theory

   b)   practical

   c)   oral

4.3.3    A trainee shall pass a theory examination as a prerequisite for associated practical examination.

4.3.4    ATC rating, validation, proficiency and competency examination shall contain the following parts:

   a)   theory

   b)   practical

   c)   oral

4.3.5    ATC familiarisation assessment shall contain the following parts:

   a)   practical

   b)   oral

4.3.6    Upon completion for the upgrading and new ATCS, controllers shall:

   a)   pass a written theory examination on relevant rating;

   b)   undergo training in a simulator for a period determined by relevant ATSP; and

   c)   pass the simulated practical examination prior to being allowed to proceed for 'LIVE' traffic. For this purpose, panel of Examiners shall be approved by the Director of ANSSD.

## 4.4    Types of Examination

4.4.1    Rating / Validation Examination

4.4.1.1    An appropriate Rating as listed in the Second Schedule of CAR 2016 and an associated validation is required in order to perform ATC functions in Aerodrome Control, Approach Control Procedural, Approach Control Surveillance, Area Control Procedural or Area Control Surveillance.

4.4.1.2    A rating examination which is a prerequisite for ATC licence application shall be conducted at designated ATSP as listed in Chapter 3 paragraph 3.4.5.

4.4.1.3    To exercise the privileges of a rating, controller relocated to a new ATSP shall be revalidated of any relevant rating previously acquired.

4.4.1.4    An Approach Control Procedural rating/validation examination for an ATSP classified as radar environment Category I and II (refer Chapter 3 paragraph 3.4.6.2) shall be conducted in the simulator with the following provisions:

a)    a minimum number of ten (10) training exercises per controller shall be completed before examination;

b)    the assessment traffic shall consist of a total of thirteen (13) aircraft within one hour, which includes arriving, departing, crossing, joining and over-flying aircraft; and

c)    the assessment shall also include the introduction of one or more abnormal situation.

4.4.1.5    A controller who fails the first attempt of rating/validation examination shall undergo further OJT.

4.4.1.6    A re-sit shall be allowed within a reasonable time after sufficient training to overcome deficiencies has been completed and prior assessment has been conducted to gauge the readiness of the controller.

4.4.1.7    An air traffic controller who fails an ATC examination twice, the application for another attempt shall be submitted with a recommendation from the ATSP Unit Head to the Director of ANSSD for CEO approval.

4.4.2    Proficiency Examination

4.4.2.1    A proficiency examination shall be conducted in the following circumstances:

a)    Annually (the proficiency examination shall take place not more than 45 days before it expires); or

b)    a controller who is relieved from operational duties due to an involvement in an ATS incident / accident following a familiarisation training (as recommended by BOI); or

c)    as and when deemed necessary.

4.4.2.2    If a controller fails the theory examination, he is considered not to have met the examination requirements under which an air traffic controller licence is previously issued. Hence, the controller shall be immediately relieved from ATC operational duties until he fulfils the examination requirement for holding a valid licence.

4.4.2.3    A controller who fails the theory proficiency examination shall not be authorised to exercise the privileges of any rating until he passes the proficiency examination.

4.4.2.4 A controller who fails a proficiency examination shall be required to undergo a validation training of not more than ninety (90) hours or not more than one (1) month, whichever is less.

4.4.2.5 A controller who fails the validation examination as in paragraph 4.3.1 above, shall attend a Refresher Training.

4.4.2.6 The ATCE shall be responsible for conducting the annual proficiency examination for all controllers at their respective unit. The proficiency examination shall be conducted for each type of current rating.

4.4.2.7 The practical and oral examinations shall be completed within one (1) day.

4.4.3 Competency Examination

4.4.3.1 A controller shall pass a competency examination before performing FIS / AFIS function.

4.4.3.2 A controller shall satisfy the Panel of Examiners as to his knowledge, experience and skill in the following subjects in respect of the operational position for which the competency is sought:

a) aerodrome layout, physical characteristic, visual aid (as appropriate);

b) airspace structure;

c) applicable rules, procedures and source of information;

d) weather phenomena;

e) characteristic of air traffic and traffic flow;

f) terrain and prominent landmarks;

g) air navigation facilities;

h) ATC equipment and its use; and

i) emergency and search and rescue plan.

4.4.3.3 If a controller fails the theory examination, he is considered not to have met the examination requirements. Re-sit is allowed after two (2) days.

4.4.3.4 A controller who fails his first competency examination shall be required to undergo a second OJT period as stated below before being allowed to re-sit:

a) Flight Information Service (FIS) two (2) weeks.

b) Aerodrome Flight Information Service (AFIS) 24 hours or one (1) week.

4.4.3.5 A controller who fails his annual competency examination shall be required to undergo familiarisation training for five (5) days.

4.4.4        Familiarisation Assessment

4.4.4.1        A one (1) day assessment by two ATCEs shall be conducted after a familiarisation training to ensure that the controller is capable of performing the functions of the rating.

4.4.4.2        A controller who fails a familiarisation assessment shall continue training and undergo a Proficiency Examination as outlined in paragraph 4.3.2.

**4.5        Panel of Examiners**

4.5.1        The practical and oral examination for a rating, validation, proficiency and competency shall be conducted by an Examiners Panel consisting of:

a)    an Authorised Examiner (the Chairman) and an ATC Examiner; or

b)    two ATC Examiners.

*Note. – One of the panel members shall be the Chairman of the Examiners Panel.*

4.5.2        The members of the Examiners Panel shall be maintained throughout the duration of a practical examination. The Chairman of the examination panel shall notify the ANSSD if there are any changes of the panel members during the practical examination. Result of the examination shall be based on the observation by all panel members.

4.5.3        Members of the Examiners Panel shall not be involved in relieving any other operational position during the conduct of a practical examination.

4.5.4        In the event of a repeat examination, ATSP shall propose a different panel of ATCE or a panel with at least one different member.

4.5.5        The Examiners Panel shall discuss the performance of the examinee to achieve a consensus on the results, after the examination has been completed.

4.5.6        The Chairman of the Examiners Panel shall be responsible for the release of the examination results.

4.5.7        The ATCE panel for new ATCS shall be approved by the Director of ANSSD.

**4.6        Theory Examination**

4.6.1        The theory examination shall be administered by the ATSP's ATC Examiners from a set of approved questions.

4.6.2        Theory examination shall be conducted within 60 days prior to practical examination.

4.6.3    All marked theory examination papers shall be submitted to the Authority for review. The ATSP shall keep a copy for future reference.

4.6.4    A practical examination shall not be conducted for an examinee who fails the theory examination.

4.6.5    An examinee who fails the written theory examination may be allowed a re-sit on a date deemed suitable after the examination.

4.6.6    For the purpose of updating question bank, ATSP shall submit any new, amendment or changes of operational procedures to the Authority.

*Note. – Refer to Appendix 9 for information on ATC Examination theory question bank.*

## 4.7    Practical Examination

4.7.1    A controller shall pass the theory examination as a prerequisite before being allowed to undergo the associated practical examination.

4.7.2    Practical examination to qualify for operational duties at an ATSP shall be conducted live, except for circumstances explained in paragraph 4.3.1.4.

4.7.3    The practical examination shall be conducted to assess the capability of the student air traffic controller for solo duties to achieve the training objectives as specified in Training Syllabus (Appendix 1).

*Note. –  Criteria as listed in CAAM/ANS/EXM 01 form could be referred to for relevant areas of assessment.*

4.7.4    A rating which is associated with three (3) or less sector (for Area Control Procedural and Surveillance) shall only be awarded and endorsed when a student passes all the relevant sectors of the rating.

4.7.5    A rating which is associated with 4 or more sectors (for Area Control Procedural and Surveillance) shall only be awarded and endorsed when a student passes at least three (3) sectors.

4.7.6    A controller who fails an examination in simulated or live traffic environment shall undergo further training.

4.7.7    A re-sit shall be allowed within a period deemed reasonable and suitable after sufficient training to overcome deficiencies has been completed.

4.7.8    The duration for conducting practical and oral examinations are detailed in the table below:

|  | **Work Position** | **Duration** |
|---|---|---|
| a. | Area Control Procedural | 3 sector or less: afternoon & morning or night shift (2 days)<br>4 sector or more: afternoon, morning and night shift (3 days) |
| b. | Area Control Surveillance | afternoon & morning shift (2 days) |
| c. | Approach Control Procedural | afternoon & morning shift (2 days) |
| d. | Approach Control Procedural (radar environment) | Simulator (1 day) |
| e. | Approach Control Surveillance | afternoon & morning shift (2 days) |
| f. | Aerodrome & Approach Control Procedural (combine) | afternoon & morning shift (2 days) |
| g. | Aerodrome Control | afternoon & morning shift (2 days) |
| h. | Aerodrome Flight Information Service | afternoon & morning shift (2 days) |
| i. | Flight Information Service | afternoon & morning shift (2 days) |
| j. | Flow Control | afternoon & morning shift (2 days) |

*Note: The ATSU may conduct the examination with a minimum of 3 sectors for the purpose of acquiring a Rating / Validation, taking into account these factors:*

i.   *Traffic pattern and airspace structure;*
ii.  *Overall workload;*
iii. *Operational advantage for the ATSU's human resource management; and*
iv.  *Career advancement for surveillance training.*

4.7.9    Annual Proficiency / Competency and Familiarisation Examinations: The oral and practical examinations may be completed within one (1) day.

*Note. –   For conduct of practical examination and methods of competence assessment, refer to Appendix 7.*

**4.8    Oral Examination**

4.8.1    Oral examination shall be conducted to assess the extent of the candidate's knowledge on matters pertaining to all aspects of ATC e.g. ability to apply knowledge to practical work, suitability in terms of attitude, approach and appreciation towards the ATC task to be performed.

4.8.2    If a controller fails the practical examination, no oral examination shall be conducted. A debrief session on the practical examination shall be carried out to highlight the elements for improvements.

4.8.3      Oral questions may be posed to the candidate based on the following:

     a)    clarification of incorrect/incomplete answers in the theory examination paper;

     b)    incorrect application of standard procedures, separation standards, phraseology in the practical examination; and

     c)    theoretical knowledge on relevant matters.

*Note: For conduct of oral examination and methods of competence assessment, refer to Appendix 8.*

## 4.9      Approval for the Conduct of Examination

4.9.1      ATSUs shall submit the ATC Examination application to ANSSD at least 14 days before the proposed date of Theory Examination via email and followed by an official letter. The application shall be sent to the Director of ANSSD.

4.9.2      The ATC Examination proposal shall include the following items:

     a)    Name of candidate(s)

     b)    ATC Licence Number

     c)    Type of Examination

     d)    Date of Theory Examination

     e)    Date of Practical & Oral Examination

     f)    Panel of Examiner

     g)    Duration of training/OJT (if applicable)

     h)    Date of Pre-examination assessment, comments and recommendation (if applicable)

     i)    Supporting letter from Examinee/Training Officer/HOU (exemption request from CAD 1 requirements)

*Note. – The format to be used in submitting the above information is provided in Appendix 4.*

## 4.10      Examination of Approach Surveillance Services

4.10.1      Category I and II ATSP shall conduct approach control procedural rating, validation and proficiency examination on the simulator.

*Note. – The licensing endorsement will be denoted with the letter S [Approach Procedural (S)].*

4.10.2      Category III ATSP shall conduct approach control procedural rating, validation and proficiency examination in a live environment.

*Note. – This qualifies the licence holder to provide approach procedural control service at the ATSP whenever radar services are interrupted.*

**4.11     Examination Result**

4.11.1     The passing mark for a written theory examination shall be 70% (seventy percent).

4.11.2     Practical examination shall be graded as a Pass or Fail.

4.11.3     In the event of any failures, a detailed report on the deficiencies shall be recorded in forms CAAM/ANS/EXM 01 and CAAM/ANS/EXM 02.

4.11.4     Oral examination shall be graded as a Pass or Fail.

**4.12     ATC Examination Report and Licence Endorsement**

4.12.1     ATC Examination reports shall be forwarded to the Authority within fourteen (14) working days after completion of the examination.

4.12.2     ATC Examination report shall include the following:

a)   marked theory examination paper;

b)   form CAAM/ANS/LIC 02;

c)   form CAAM/ANS/EXM 01;

d)   form CAAM/ANS/EXM 02;

e)   relevant ATC licence certificate;

f)   certified true copy of ATC-ATO course completion certificate (for rating only);

g)   certified true copy of fee payment receipt.

4.12.3     The ATSP shall forward the completed report to the Authority for endorsement and record.

**4.13     Appeal Process**

4.13.1     Candidate who fails either theory, practical or oral examination may appeal against the result by submitting form CAAM/ANS/LIC 14 to the Authority within ten (10) working days after receiving the exam result.

4.13.2     The Authority shall review and provide feedback on the appeal within seven (7) working days upon receiving the application.

## 4.14    Examination Fees

4.14.1    The fees as stipulated in the Civil Aviation (Fees and Charges) Regulations 2016, items 98 (b) – 98 (e) are applicable for ATC Examinations.

4.14.2    For Aerodrome & Approach Control Procedural (combine) examination, the fee will be charged on the highest amount.

4.14.3    All fees due shall be payable three (3) working days before the commencement of an examination.

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# 5    Language Proficiency Requirement

## 5.1    General

5.1.1    Air traffic controllers and aeronautical station operators shall demonstrate the ability to speak and understand the language used for radiotelephony communications to the level specified in the language proficiency requirements established in CAD 1 paragraph 1.2.9.

5.1.2    As a prerequisite for Air Traffic Controller Licence application, the applicant shall demonstrate the ability to speak and understand the language used for radiotelephony communications and attain an ELP Level 4 or higher.

5.1.3    Air traffic controllers demonstrating language proficiency below Operational Level (Level 4) shall not be allowed to provide any type of air traffic services.

5.1.4    Aeronautical station operators demonstrating language proficiency below Operational Level (Level 4) shall not be allowed to provide services for international operations.

5.1.5    Recurrent periodic assessment shall be conducted as per CAD 1 para 1.2.9.4.

5.1.6    The ELPT administrator shall establish a schedule for all test and the test-takers are required to apply for the test as stated in paragraph 5.4.3.

5.1.7    Details of the administration, requirements and conduct of ELPT are available in Appendix 10.

## 5.2    ELPT Rater Qualification

5.2.1    Rater should demonstrate language proficiency of at least ICAO Extended Level 5 in the language to be tested.

5.2.2    Prior to appointment, ELP Rater, except linguist shall undergo recurrent rater training annually per year.

5.2.3    The content of the recurrent rater training shall include the following but not limited to:

   a)  Revisit the holistic descriptors;

   b)  Revisit the rating scale; and

   c)  Raters calibration activities.

5.2.4    ELPT Rater for each test shall include the following individuals:

   a)  Test Administrator (ATC operational expert) – Experience in ATC operations and working knowledge of current practices.

b) Linguist - Working knowledge of the principles of language learning, principles of theoretical and applied linguistics.

c) Interlocutor - Experience in ATC operations and working knowledge of current practices. A person with whom a test-taker interacts during a test in order to complete a speaking task.

## 5.3    Test criteria

5.3.1    Test criteria adopted by Malaysia for air traffic controllers ELP has been drawn from principles of best practices documented in the following:

a) CAD 1 paragraph 1.2.9 Language Proficiency;

b) The Proficiency Requirements in Common English Study Group (PRICESG) endorsed by ICAO;

c) ICAO Doc 9835 AN/453 Manual on the Implementation of ICAO Language Proficiency Requirements Chapter 6 - Language Testing Criteria for Global Harmonization; and

d) Aeronautical Information Circular (AIC) 21/2005 – English Language Proficiency.

5.3.2    In compliance with CAD 1, the criteria encompass speaking and listening proficiency as well as establishing the ability of controllers to efficiently use appropriate language in any operational conditions.

## 5.4    Holistic Descriptors

5.4.1    Five holistic descriptors provide characteristics of proficient speakers and establish context for communications as explained in CAD 1 PEL.

## 5.5    ICAO Language Proficiency Rating Scale

5.5.1    The descriptors in the rating scale are designed as a frame of reference for trainers and assessors (ELPT Rater) to be able to make consistent judgements about air traffic controller language proficiency.

5.5.2    Each descriptor is explained in CAD 1 PEL.

## 5.6    Test-Taker Responsibilities

5.6.1    Ab-initio air traffic controller shall successfully complete at least one (1) ATC course to be eligible to sit for an ELPT i.e. either Aerodrome Control or Area Control Procedural course.

5.6.2    All air traffic controller licence holders are required to revalidate their current demonstrated proficiency level (Level 5 and below) as indicated in their licences in accordance with CAD 1 paragraph 1.2.9.6.

5.6.3    The application form CAAM/ANS/ELP 01 shall be submitted to the test administrator through respective unit heads at least sixty (60) days before the expiry of the current ELP level.

5.6.4    A test-taker who is medically unfit on the day of the test or due to any other extenuating circumstances shall immediately inform the test administrator.

5.6.5    An appeal for a deferred ELPT date shall be submitted together with documents to support the appeal ten (10) days from the scheduled ELPT date to the test administrator.

## 5.7    Conduct of Appeal Cases

5.7.1    A test taker may submit an appeal to review the ELPT result if the test-taker is of the opinion that he should be accorded a higher level of proficiency.

5.7.2    The appeal shall be submitted using form CAAM/ANS/LIC 14 to the test administrator within ten (10) working days after the ELPT result is received.

5.7.3    It is the prerogative of the test administrator to either reject or approve the appeal.

5.7.4    A different ELPT panel assigned by the test administrator shall review the test-takers ELPT audio recording and re-assess the performance.

5.7.5    The reviewed ELPT result will be notified to the test-taker within seven (7) working days.

## 5.8    ELPT Charges

5.8.1    The fees pertaining to ELPT are as published in Civil Aviation (Fees and Charges) Regulation 2016 item 98 (b).

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# 6    Class 3 Medical

## 6.1    Class 3 Medical Assessment

6.1.1    A Class 3 Medical Certificate is required for the application and renewal of Air Traffic Controller Licence.

6.1.2    The Class 3 Medical Assessment shall be conducted by an approved Medical Examiner (ME) as published in the Aeronautical Information Circular (AIC) 01/2020 dated 16 January 2020 that is available in CAAM web.

6.1.3    An applicant for initial, renewal and reporting on incapacity of air traffic controller licence shall be made in accordance with the CAD 1004 – Medical Requirements:

   a)   The licence holder shall ensure that the validity expiry date is correct upon receiving the Medical Certificate (DCA/PBT/4) from the ME; and

   b)   The Class 3 Medical Certificate (DCA/PBT/4) together with a completed form CAAM/ANS/LIC 02 – Renewal of Air Traffic Controller Licence shall be submitted to the authority for licence renewal not later than 14 working days from the date of medical assessment.

## 6.2    Incapacity of Air Traffic Controller

6.2.1    With reference to the Civil Aviation Regulation 2016, Regulation 155, the licence holder shall as soon as possible inform the Authority using the following forms:

   a)   CAAM/ANS/MED 01 - Notification of Injury / Illness / Pregnancy / Treatment.

   b)   CAAM/ANS/MED 02 - Post Injury / Illness / Pregnancy / Treatment Medical Examination Report.

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# 7 Surveillance and Inspection

## 7.1 Safety Oversight

7.1.1 Pursuant to the Civil Aviation Regulations 2016 Regulation 204, an ATSP shall be subjected to safety regulatory oversight conducted by the Authority for the purpose of determining compliance with this CAD and relevant regulations of the Civil Aviation Regulations 2016.

## 7.2 Elements of Surveillance and Inspection

7.2.1 The main elements of surveillance and inspection on ATC Personnel Licensing shall include the following:

a) Training manual and training log, including initial OJT and recurrent.

b) ATC Examinations including rating, validation, proficiency and competency.

c) Training, examination and assessment records.

d) Licence validity.

## 7.3 Types of Surveillance and Inspection

7.3.1 Surveillance and inspection on ATC Personnel Licensing may consist of:

a) Checking the ATC Personnel Licensing database;

b) Monitoring and investigating the licence holders' relevant documents;

c) Scheduled Inspection; and

d) Random or Non-scheduled Inspection:

7.3.2 Analysis of the surveillance data to evaluate and determine areas of concern such as non-compliance with regulations, unsafe practices, isolated deficiencies or incidents, causes of the non-compliance, or identified systemic deficiencies.

7.3.3 Consideration of the information received from external sources, which includes reports from air traffic services or the general public, which all can provide additional useful data.

## 7.4 Corrective Actions

7.4.1 ATSP shall respond through Corrective Action Plan on any non-compliance within a specific period as determined by Inspector in the Inspection Report.

7.4.2 Corrective actions shall be implemented within specified period as determined in the Inspection Report.

## 7.5 Enforcement Actions

*Note: Refer to CAAM Enforcement Policy and Procedure.*

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# 8 Appendices

## 8.1 Appendix 1: Training Objectives

### 1. Aerodrome Control Training

1.1 The general objective for Aerodrome Control is that controllers shall apply operational procedures to ensure a safe, orderly and expeditious service to aircraft flying in the vicinity of the aerodrome and on the manoeuvring area. Such procedures shall be as specified in MATS and local procedures.

1.2 In an aerodrome control environment, controllers shall:

a) demonstrate the ability to manage the workload in the tower control position within the specified aerodrome control area of responsibility;

b) apply operational control and planning techniques and procedures to ensure a safe, orderly and expeditious service to aerodrome traffic; and

c) in aerodrome equipped with ATSM and SMGCS, trainees shall also understand the principles, use and limitations of equipment used in surveillance control.

1.3 The general responsibilities of an aerodrome controller are:

a) check and operate communications equipment;

b) communicate from an aerodrome control unit;

c) correlate flight data into appropriate flight progress strips for display;

d) maintain a representative flight data display for aerodrome control;

e) obtain, interpret and disseminate meteorological information;

f) obtain, interpret and disseminate aeronautical information;

g) select the runway-in-use and appropriate visual aids;

h) manage flights operating in the vicinity of the aerodrome;

i) use aerodrome traffic monitor (where applicable);

j) manage aerodrome surface movements;

k) coordinate with other ATC operational positions;

l) effect liaison with other agencies;

m) manage diversions;

n) work as a team member on the aerodrome control operational position; and

o) manage developed emergencies from the aerodrome control unit.

1.4 Specific responsibilities of the aerodrome controller are:

a)   manage inbound aircraft, providing an appropriate service, from the point at which they are transferred by approach control until touchdown. Utilise arrival routes, as appropriate, and apply appropriate spacing;

b)   manage the aerodrome traffic circuit, integrating traffic in the circuit with arriving VFR flights and arriving IFR flights flying a visual approach. When necessary, provide flights with appropriate traffic information;

c)   manage departing IFR flights to the point where aircraft they are transferred to approach control or area control;

d)   manage departing VFR flights to the point where they are clear of the aerodrome control area of responsibility or until they are transferred to approach control;

e)   ensure departing flights comply with departure restrictions;

f)   manage aircraft transiting through the aerodrome traffic circuit, coordinating with approach control, as appropriate;

g)   provide advice and instructions to assist in preventing collisions between aircraft moving on the apron and the manoeuvring area and between aircraft and obstructions on the manoeuvring area; and

h)   coordinate with adjacent units as required.

1.5   Surveillance Degradation/Failure Phase (in aerodrome equipped with ATSM and SMGCS):

a)   In addition to the objectives in 1.3, the trainees shall able to contain and manage a safe ATC environment during the degradation of surveillance system;

b)   In addition to the general responsibilities in 1.4, trainees shall provide an air traffic control service during a surveillance system failure until the situation has been managed and contained (i.e. the traffic situation will allow the release of departures); and

c)   In addition to the specific responsibilities in 1.5, trainees shall be able to:

1)   recognise that the surveillance system is degrading or that a failure has taken place;

2)   establish separation and, when practicable, issue essential traffic information; and

3)   terminate surveillance services and coordinate with other ATSPs.

**2.** **Approach Control Procedural Training**

2.1    The general objective for Approach Control Procedural is that controllers shall apply operational procedures to ensure a safe, orderly and expeditious service. Such procedures shall be as specified in MATS Vol.1 and local procedures.

2.2    In an approach control procedural environment, controllers shall:

a)    demonstrate the ability to manage the workload within the specified approach control procedural area of responsibility; and

b)    apply operational control and planning techniques and procedures to ensure a safe, orderly and expeditious service to arriving, holding, departing and transiting aircraft.

2.3    The general responsibilities of the approach procedural controller are:

a)    check and operate communications equipment;

b)    communicate from an approach control procedural unit;

c)    correlate flight data into appropriate flight progress strips for display, according to requirements specified in MATS and local procedures;

d)    maintain an appropriate approach control procedural flight data display, according to requirements specified in MATS and local procedures;

e)    obtain, interpret and disseminate meteorological information;

f)    obtain, interpret and disseminate aeronautical information;

g)    provide approach control procedural service;

h)    coordinate with other agencies, according to requirements specified in MATS and local procedures;

i)    manage diversions and holding situations;

j)    work as a team member on the approach control procedural operational position, according to requirements specified in MATS and local procedures; and

k)    manage developed emergencies from the approach control unit.

2.4    The specific responsibilities for the approach procedural controller are:

a)    manage inbound aircraft approaching from outside controlled airspace, providing an appropriate service;

b)    manage inbound aircraft from the release point with the area control unit to touchdown. Utilise arrival routes, STARs and approach procedures, as appropriate, and apply appropriate separation; expect aircraft transferred to be in accordance with area control unit to approach control unit agreements;

c) manage inbound aircraft established in the appropriate holding area at the initial approach fix. Anticipate the need to hold, use holding levels effectively, establish and co-ordinate the landing interval, calculate and issue EATs when required;

d) manage outbound aircraft from aerodrome control to the point where aircraft are transferred to the area control unit. Utilise published departure routes and/or SIDs to expedite departing aircraft, apply appropriate separation prior to transferring aircraft to the area control unit;

e) manage aircraft leaving controlled airspace, providing an appropriate service;

f) approve the departure sequence;

g) manage overflying aircraft and provide an appropriate service;

h) apply tactical flow management to arriving/departing aircraft when necessary; and

i) coordinate with adjacent units, as required.


**3.      Approach Control Surveillance Training**

3.1     The general objective for Approach Control Surveillance is that controllers shall apply operational procedures to ensure a safe, orderly and expeditious service. Such procedures shall be as specified in MATS and local procedures.

3.2     As a prerequisite, trainees for Approach Control Surveillance shall possess Approach Control Procedural rating.

3.3     Trainees shall also understand the principles, use and limitations of equipment used in surveillance control.

3.4     In an approach control surveillance training, controllers shall:

a) demonstrate the ability to manage the workload within the specified approach control surveillance area of responsibility; and

b) apply operational control and planning techniques and procedures to ensure a safe, orderly and expeditious service to arriving, holding, departing and transiting aircraft.

3.5     The general responsibilities of the approach surveillance controller are:

a) check and operate communications equipment;

b) communicate from an approach control surveillance unit;

c) correlate flight data into appropriate flight progress strips and primary and/or secondary radar data for display, according to requirements specified in MATS and local procedures;

d) obtain, interpret and disseminate meteorological information;

e)   obtain, interpret and disseminate aeronautical information;

f)   select and set up surveillance equipment;

g)   use primary radar;

h)   use secondary radar;

i)   provide approach control service with the use of surveillance equipment;

j)   coordinate with other agencies, according to requirements specified in MATS and local procedures;

k)   with the aid of surveillance, manage diversions and holding situations;

l)   work as a team member on the approach control surveillance operational position, according to requirements specified in MATS and local procedures; and

m)  manage developed emergencies from the surveillance-equipped approach control unit.

3.6   The specific responsibilities for the approach surveillance controller are:

a)   manage inbound aircraft approaching from outside controlled airspace, providing an appropriate service;

b)   manage inbound aircraft from the release point with the area control unit to touchdown. Utilise arrival routes, STARs and approach control surveillance procedures, as appropriate. Apply appropriate separation. Aircraft transferred will be in accordance with area control and approach control unit agreements;

c)   manage inbound aircraft established in the appropriate holding area at the initial approach fix. Anticipate the need to hold, use holding levels effectively, establish and co-ordinate the landing interval, calculate and issue EATs when required;

d)   manage outbound aircraft from aerodrome control to the point where aircraft are transferred to the area control unit. Utilise published departure routes, SIDs and/or surveillance techniques to expedite departing aircraft, apply appropriate separation prior to transferring aircraft to the area control unit;

e)   manage aircraft leaving controlled airspace, providing an appropriate service;

f)   approve the departure sequence;

g)   manage overflying aircraft and provide an appropriate service;

h)   provide appropriate services to aircraft operating outside controlled airspace; and

i)   coordinate with adjacent units, as required.

3.7　　Surveillance Degradation/Failure Phase

　　a)　In addition to the objectives in 3.3, the trainees shall able to contain and manage a safe ATC environment during the degradation of surveillance system;

　　b)　In addition to the general responsibilities in 3.4, trainees shall provide an air traffic control service during a surveillance system failure until the situation has been managed and contained (i.e the traffic situation will allow the release of departures);

　　c)　In addition to the specific responsibilities in 3.5, trainees shall be able to:

　　　　4)　recognise that the surveillance system is degrading or that a failure has taken place;

　　　　5)　establish separation and, when practicable, issue essential traffic information;

　　　　6)　restrict departures and issues EATs to arriving aircraft; and

　　　　7)　terminate surveillance services and coordinate with other ATSPs.

## 4.　　Area Control Procedural Training

4.1　　The general objective for Area Control Procedural is that controllers shall apply operational procedures to ensure a safe, orderly and expeditious service. Such procedures shall be as specified in MATS and local procedures.

4.2　　In an area control procedural environment, controllers shall:

　　a)　demonstrate the ability to manage the workload within the specified approach control procedural area of responsibility; and

　　b)　apply operational control and planning techniques and procedures to ensure a safe, orderly and expeditious service to arriving, holding, departing and transiting aircraft.

4.3　　The general responsibilities of the area procedural controller are:

　　a)　check and operate communications equipment;

　　b)　communicate from an area control procedural unit;

　　c)　correlate flight data into appropriate flight progress strips for display, according to requirements specified in MATS and local procedures;

　　d)　maintain an appropriate area control procedural flight data display, according to requirements specified in MATS and local procedures;

　　e)　obtain, interpret and disseminate meteorological information including the relay of significant weather phenomena or SIGMET to aircraft in flight:

f)   relay of special air reports to meteorological watch office;

g)   obtain, interpret and disseminate aeronautical information;

h)   provide area control procedural service;

i)   coordinate with other agencies, according to requirements specified in MATS and local procedures;

j)   manage diversions and holding situations;

k)   work as a team member on the area control procedural operational position, according to requirements specified in MATS and local procedures; and

l)   manage developed emergencies from the area control unit.

4.4   The specific responsibilities for the area procedural controller are:

a)   manage enroute aircraft and provide an appropriate service;

b)   manage aircraft joining, leaving or crossing controlled airspace and provide an appropriate service;

c)   manage inbound aircraft approaching from outside controlled airspace, providing an appropriate service;

d)   manage arriving aircraft, providing an appropriate service, until the release point with the appropriate approach control unit. Utilise arrival routes, STARs, as appropriate, and apply appropriate separation; expect aircraft transferred to be in accordance with area control unit to approach control unit agreements;

e)   manage outbound aircraft from aerodrome control or approach control to the point where aircraft are transferred to another control unit. Utilise published departure routes and/or SIDs to expedite departing aircraft, apply appropriate separation prior to transferring aircraft to the adjacent sector in accordance with sector agreements unit;

f)   apply tactical flow management to arriving/departing aircraft when necessary; and

g)   co-ordinate with adjacent units, as required.


**5.   Area Control Surveillance Training**

5.1   The general objective for Area Control Surveillance is that controllers shall apply operational procedures to ensure a safe, orderly and expeditious service. Such procedures shall be as specified in MATS and local procedures.

5.2   As a prerequisite, trainees for Area Control Surveillance training shall possess Area Control Procedural rating.

5.3   Controllers shall also understand the principles, use and limitations of equipment used in surveillance control.

5.4    In an area control surveillance environment, controllers shall:

a)    demonstrate the ability to manage the workload within the specified area control surveillance area of responsibility; and

b)    apply operational control and planning techniques and procedures to ensure a safe, orderly and expeditious service to arriving, holding, departing and transiting aircraft.

5.5    The general responsibilities of the area surveillance controller are:

a)    check and operate communications equipment;

b)    communicate from an area control surveillance unit;

c)    correlate flight data into appropriate flight progress strips and primary and/or secondary radar data for display, according to requirements specified in MATS and local procedures;

d)    obtain, interpret and disseminate meteorological information including the relay of significant weather phenomena or SIGMET to aircraft in flight;

e)    relay of special air reports to meteorological watch office;

f)    obtain, interpret and disseminate aeronautical information;

g)    select and set up surveillance equipment;

h)    use primary radar;

i)    use secondary radar;

j)    provide area control service with the use of surveillance equipment;

k)    coordinate with other agencies, according to requirements specified in MATS and local procedures;

l)    with the aid of surveillance equipment, manage diversions and holding situations;

m)    work as a team member on the area control surveillance operational position, according to requirements specified in MATS and local procedures; and

n)    manage developed emergencies from the surveillance-equipped area control unit.

5.6    The specific responsibilities for the area surveillance controller are:

a)    manage enroute aircraft and provide an appropriate service;

b)    manage aircraft joining, leaving or crossing controlled airspace and provide an appropriate service;

c)    manage inbound aircraft approaching from outside controlled airspace, providing an appropriate service;

d) manage arriving aircraft, providing an appropriate service, until the release point with the appropriate approach control unit. Utilise arrival routes, STARs, as appropriate, and apply appropriate separation; expect aircraft transferred to be in accordance with area control unit to approach control unit agreements;

e) manage outbound aircraft from aerodrome control or approach control to the point where aircraft are transferred to another control unit. Utilise published departure routes and/or SIDs to expedite departing aircraft, apply appropriate separation prior to transferring aircraft to the adjacent sector in accordance with sector agreements unit;

f) apply tactical flow management to arriving/departing aircraft when necessary; and

g) coordinate with adjacent units, as required.

5.7     Surveillance Degradation/Failure Phase

a) In addition to the objectives in 5.3, the trainees shall able to contain and manage a safe ATC environment during the degradation of surveillance system;

b) In addition to the general responsibilities in 5.4, trainees shall provide an air traffic control service during a surveillance system failure until the situation has been managed and contained (i.e the traffic situation will allow the release of departures);

c) In addition to the specific responsibilities in 5e., trainees shall be able to:

8) recognise that the surveillance system is degrading or that a failure has taken place;

9) establish separation and, when practicable, issue essential traffic information;

10) restrict departures and issues EATs to arriving aircraft; and

11) terminate surveillance services and coordinate with other ATSPs.

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**8.2     Appendix 2: On-The-Job Training Instructor (OJTI)**

**1.     Nomination for On-The-Job Training Instructor (OJTI)**

1.1     Nomination for new or replacement of OJTI shall be submitted to the ANSSD as soon as possible. Re-nomination for OJTI shall be submitted to the ANSSD at least two (2) months before expiry date of appointment.

1.2     ATSP shall submit the nomination using the format as per Attachment A to the Director of ANSSD with a recommendation from the ATSP head office.

**2.     Nomination Format**

2.1     Format for On-The-Job Training Instructor (OJTI) nomination are as follows:

| N o | Name | ATC Licence No | Number of Years As ATCO | ELP | Current Ratings | Current Ratings Duration | Last ATC Exam on Current Rating | ATC Examiner Nominated For |
|---|---|---|---|---|---|---|---|---|
| 1 | | L 001 | 39 years | Level 6 | 1. Aerodrome 2. Area Procedural | 10 years 5 years | xx.xx.2019 xx.xx.2019 | 1. Aerodrome 2. Area Procedural |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |

**3.     Responsibilities of On-The-Job Training Instructor (OJTI)**

*Note 1. – The generic term "OJTI" shall refer to any qualified controller providing training to a trainee controller but may not meet the provisions as a training officer (and/or not appointed as one).*

*Note 2. –In this Appendix, OJTI for lead-in training and OJT refers to both simulation and operation training.*

3.1     An OJTI is responsible to ensure that trainee controllers at their respective ATSP received appropriately programmed and comprehensive training under supervision of suitably qualified controllers.

3.2     An OJTI shall provide formative assessments that are mainly teaching and feedback sessions and are aimed at helping the trainee to determine how they are progressing and where there may be performance deficiencies;

3.3      An OJTI shall undertake performance assessment and debriefing of the trainee after completion of a training exercise or duty cycle. Summative performance assessments shall be recorded in the training log book.

3.4      To train on the basis of the training plan and associated training materials. The training plan details the structure and order of the training, which is directly linked to the requirements of the assessment plan.

*3.5*      To understand the merits of and provide timely and continuous feedback on trainee performance.

> *Note 1. – Feedback is an important component of learning that helps the trainees to progress towards the interim and final competency standards. Feedback should be supportive and timely and the trainee should finish each session with a clear understanding of what they need to do to progress.*

> *Note 2. – The guidance for training and assessment by the OJTI is available in ICAO DOC10056 Chapter 3.*

**8.3     Appendix 3: Competence Assessment of ATC Examination**

**1.     Introduction**

1.1     The competence or skill assessment of an ATC Examination system plays an important role in emphasising a safety culture in the ATS operational environment. It will boost standardisation in the application of Air Traffic Control (ATC) procedures throughout the ATS Unit and ensure collective approaches to solving operational problems through the establishment of "best practice" controlling techniques.

1.2     It is important that an ATC Examination procedure is viewed as a reliable process which makes a positive contribution to safety. Competence assessment of controllers must be a genuine test of a controller's operational skill and knowledge. Although failure during an ATC Examination for a practising air traffic controller (ATCO) is expected to be a rare occurrence, the actual assessment must be seen by ATCOs as one in which they will not automatically be assessed as competent in respect of their performance.

**2.     What Is Competency?**

2.1     Competency is a consistent dimension of human performance that is used to reliably predict successful performance on the job. Competency is manifested and observed through behaviours that mobilise the relevant knowledge, skills and attitudes (SKAs) to carry out activities or tasks under specified conditions. A person successfully achieves a competency if its associated standard is met.

2.2     Competencies allow people to formulate solutions for complex and/or difficult situations, including situations that are being experienced for the first time. Air traffic controllers need to be able to deal with these situations effectively and at the same time ensure that they are done in a safe and secure manner.

2.3     Knowledge

2.3.1     Knowledge is specific information required to enable a learner to develop and apply the skills and attitudes to recall facts, identify concepts, apply rules or principles, solve problems, and think creatively in the context of work.

2.3.2     Knowledge is an outcome of the learning process. There are different types of knowledge:

   a)   declarative (facts, raw data);

   b)   procedural (categorised/contextualised, application of conditional if-then rules);

   c)   strategic (synthesis, inference to guide resource allocation for decision-making, problem-solving, behavioural action); and

   d)   adaptive (generalisation, innovation, invention).

2.4    Skills

2.4.1    Skill is an ability to perform an activity or action. It is often divided into three types:

a)    motor skill

b)    cognitive skill

c)    metacognitive skill

2.4.2    A motor skill is an intentional movement involving a motor or muscular component that must be learned and voluntarily produced to proficiently perform a goal-oriented task.

2.4.3    A cognitive skill is any mental skill that is used in the process of acquiring knowledge. These skills include reasoning, perception and intuition.

2.4.4    A metacognitive skill relates to the ability of learners to monitor and direct their own learning processes (sometimes described as "thinking about thinking"). For example, planning how to approach a given learning task, monitoring comprehension, and evaluating progress toward the completion of a task are metacognitive.

2.4.5    Skills are developed over time and with practice. Often complex tasks that are new to the ATCO are initially seen as cognitively demanding, however, as they become more practiced, some of these cognitive processes become automatised and so the skill requires less effort to perform. In terms of ATC, this automation gives the controller the capability and the capacity to find solutions to more difficult situations.

2.5    Attitude

2.5.1    Attitude is a persisting internal mental state or disposition that can be learned and that influences an individual's choice of personal action toward an object, person or event. Attitudes have affective components, cognitive aspects and behavioural consequences. To demonstrate the "right" attitude, a learner needs to know how to "be" in a given context.

2.5.2    For ATCOs, their attitudes towards issues such as safety, adherence to regulations, working with others and responsibility are significant factors in the achievement of competence and the safety of air traffic. Competence can only be observed through performance. However, it is not possible to directly observe all the different skills which contribute to competence, especially the cognitive skills; instead they are inferred from observations of the ATCO performing the tasks. For example, while observing the performance of a trainee who is establishing an arrival sequence, it is not possible for the trainer to directly observe whether the trainee has achieved an effective sequence through adequate planning and appropriate situation awareness or whether the sequence has been achieved by the trainee reacting to events and chance circumstances. However, after repeatedly observing the trainee consistently achieving an effective sequence, it

is reasonable for the trainer to assume that this is not being accomplished through chance and that the appropriate competencies have been acquired.

## 3.     Methods of Competence Assessment

3.1     Written Examination (Theory)

3.1.1     A method of     testing an examinee's and ATCO's knowledge and understanding, which comprises of three parts:

   a)   General Section - addressing required basic knowledge of the associated Rating;

   b)   Local Procedures Section - focus on the unit's special procedures; and

   c)   Abnormal Situation Section - focus on unusual circumstances and emergency procedures.

3.1.2     The questions may be in the form of multiple choices, subjective, fill-in-the- blanks, matching statements, true/false statements or a combination of the above, with a total number of questions suitable to be answered in 1 hour 30 minutes.

3.2     Practical Examination

3.2.1     To conduct a practical examination, the ATCEs assigned (Examination Panel) sit with the examinee or ATCO with the sole purpose of assessing the quality and standard of work being carried out. The examinee concerned shall be briefed on the conduct of the examination.

3.2.2     If an examinee or ATCO's performance is assessed only in some working situations, in particular under low traffic volume, the assessment shall be supplemented by questioning the examinee or ATCO on other situations, e.g. low visibility operations, military activity, etc.

3.2.3     Following a practical assessment i.e. before Oral Examination, the Examination Panel shall de-brief the examinee or ATCO and give feedback regarding the quality of working practices observed.

3.3     Oral Examination

3.3.1     The oral examination is usually carried out after the practical assessment. All key performance objectives must be tested to confirm understanding. Scenario-type questioning allows the Examination Panel to gather additional evidence of how an examinee or ATCO would have reacted in circumstances that were not observable but are nevertheless considered important to the overall operation at that Unit.

3.3.2     The oral process requires considerable skill of ATCEs in forwarding questions to the examinee/ATCO. The questions ask should be clear to the examinee/ATCO to enable them to answer. It is a challenging situation to ensure consistency as each ATCE has their own style/way in conducting the Oral Examination. Hence, it

is important to have a structured training process for ATCEs in conducting the Oral Examination.

## 4.    Consistency of ATCO's Competence Assessment

4.1    The competence assessment procedure shall contain procedures to ensure consistency. ATSU's ATCEs should all assess to the same standard. It is recommended that the ATSUs should designate one ATCE to be the Lead Examiner. The Lead Examiner shall be responsible for ensuring consistency of assessment amongst the ATCEs at his unit/station and shall meet with them at regular intervals to ensure consistency throughout the ATSU.

*Note. – ATCE's duties may also include taking part in simulations and checking out controller's following the introduction of new operational procedures. They will inevitably have a role to play in unit investigations following incidents/accidents in determining whether or not a controller's competence is in doubt.*

4.2    For Proficiency Examinations, ATCEs require a reasonable period of time to monitor and report on the examinee or ATCO whose competence they are required to assess. When deciding on the number of examinee or ATCO to be assessed in a shift, the following shall be taken into account.

a)    ATSU's operational complexity;

b)    volume of traffic movement; and

c)    the way they allocate controllers for operational duty.

**8.4** **Appendix 4: ATC Examination Administration**

**1.** **ATC Examination Documentation**

1.1 ATC Examination documentation should clearly explain:

a) the process by which the assessment/examination will be conducted;

b) how competence is to be assessed together with the objectives against which the assessment will be made;

*Note. – The objectives referred to above may be the performance objectives from the relevant parts of the rating requirements and/or Unit specific objectives or broader objectives to be tested.*

 i. *how the records are to be kept by ATCEs, and/or the ATSUs;*
 ii. *how ANSSD is to be advised of the examinations results; and*
 iii. *the appeal process.*

**2.** **Submission of Examination Plan**

2.1 ATSUs shall submit the ATC Examination application to the Director of ANSSD using the examination request format as follows:

| No. | Name | ATCL No. | OJT/ Familiarisation Period | | Total Hours | Exam Type | Theory Exam Date | Practical and Oral Exam Date | Examiners | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |

2.2 A controller shall pass the theory examination as a prerequisite before being allowed to undergo the associated practical examination.

2.3 The Practical Examination shall be conducted not less than 7 days after the Theory Examination except for KLIA and ACCs where the Practical Examination may be conducted within 3 days as the marking of answer scripts are carried out by local ATCEs.

2.4 An air traffic controller who fails an ATC examination twice, the application for another attempt shall be submitted with a recommendation from the ATSP Unit Head to the Director of ANSSD for CEO approval.

**3. Marking of Answer Scripts**

3.1 On completion of the examination, marking of answer scripts shall be carried out by the unit's designated ATCEs in accordance to the approved answer schemes. The Invigilator shall hand over the answer script(s) to the dedicated ATCE for marking and safe keeping. The marked answer scripts shall be submitted to the ANSSD together with the examination result for record and filing. ATSUs shall keep a copy of the answer script(s) for future reference.

**4. Announcement of Theory Examination Result**

4.1 Result of the theory examination shall be announced by the ATSUs HOU/Lead ATCE or dedicated ATCE.

4.2 A practical examination shall be conducted for an ATCO who passes the Theory Examination.

4.3 In the event of an ATCO fails the Theory Examination, that ATCO is considered not to have met the examination and licensing requirements. Hence, the ATCO (who is an active controller) shall be immediately be relieved from ATC operational duties until he/she passes the repeat Theory Examination.

4.4 An ATCO who fails the Theory Examination shall be allowed a re-sit after one week.

4.5 If that ATCO fails the Theory Examinations twice consecutively, the case shall be forwarded to the CEO for further action.

**5. Announcement of Examination Result**

5.1 The examination result shall be announced to the examinee, as soon as possible, once the practical examination or practical & oral examination completed.

5.2 An examinee who fails an operational examination in live traffic environment is deemed unqualified for solo duties and shall undergo further training.

5.3 A re-sit shall be allowed within a reasonable time after sufficient training to overcome deficiencies has been completed.

**6.     Submission of Examination Report**

6.1     The ATSUs shall submit a complete examination report within 14 days after the Practical and Oral Examinations are carried out.

6.2     The examination report shall include:

   a)   Form CAAM/ANS/EXM 01

   b)   Form CAAM/ANS/EXM 02

   c)   Marked theory exam paper, and

   d)   Other related forms or documents for licensing purposes:

      12)  Form CAAM/ANS/LIC 01: application for ATC licence; or

      13)  Form CAAM/ANS/LIC 02: renewal of ATC licence

6.3     The Examiner Panel/HOU shall ensure that form CAAM/ANS/EXM 01 and form CAAM/ANS/EXM 02 is filled correctly with the following details before submitting to the ANSSD for endorsement and record.

   a)   Name of the Examinee (with correct spelling)

   b)   ATC Licence Number & Identification Number

   c)   OJT Period (if applicable)

   d)   Position being assessed & Station

   e)   Type of examination & date

   f)   Result for theory, practical & oral examinations

   g)   Comment and recommendation

   h)   Examiner Panel signature

   i)   Examinee acknowledgement signature

6.4     The ATC Examination report of an examinee who has failed on the first attempt shall be kept by the HOU until the second examination has been conducted. Both results shall then be submitted together to ANSSD for record.

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## 8.5 Appendix 5: ATC Examiner (ATCE)

## 1. Nomination for ATC Examiner (ATCE)

1.1 Nomination for ATCE shall be submitted to the ANSSD at least two (2) months before expiry date of appointment. In other cases, nomination for additional or replacement of ATCE shall be submitted to the ANSSD as soon as possible.

1.2 ATSP shall submit the nomination using the format as per item 2 below to the Director of ANSSD with a recommendation from the ATSP head office.

## 2. Nomination Format

2.1 Format for ATC Examiner (ATCE) nomination are as follows:

| No | Name | ATC Licence No | Number of Years As ATCO | ELP | Current Ratings | Current Ratings Duration | Last ATC Exam on Current Rating | ATC Examiner Nominated For |
|----|------|---------------|------------------------|-----|----------------|-------------------------|--------------------------------|---------------------------|
| 1 |  | L 001 | 39 years | Level 6 | 1. Aerodrome 2. Area Procedural | 10 years 5 years | xx.xx.2019 xx.xx.2019 | 1. Aerodrome 2. Area Procedural |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |

## 3. Developing Performance Objectives for ATCEs

3.1 It is considered appropriate that the competence of those responsible for confirming both the first competence (Rating) and the ongoing competence (Validation/Proficiency/Competency) of air traffic controllers at an operational unit should also be subject to a quality check or assessment conducted by ANSSD Inspector.

3.2 In order to assess the ATCE, performance objectives must be developed. These will be used to define the required training of ATCE and thereafter to confirm their ongoing competence.

3.3 The following table could, therefore, be used during the formal assessment of the ATCE. This table is merely an example of how a checklist is constructed using the performance objectives as "Prime tasks" and "Sub tasks". The table includes a "Remarks" column for each sub-task and a "Conclusion" box where the overall outcome of the assessment may be recorded.

| Prime Task | Sub Task | Remark |
|---|---|---|
| Briefing | • The controller is fully briefed before the assessment.<br>• The controller is aware of the implications of the assessment. | |
| Collect and assess performance evidence by observation | • Real-time notes are taken.<br>• Notes accurately represent occurrences during the assessment.<br>• Reconstruction of events from notes is possible.<br>• The assessor remains as discreet as possible.<br>• The assessment is properly carried out.<br>• Performance is accurately assessed against the requirements for air traffic controllers. | |
| Ensure observations by appropriate questions | • Questions asked are valid and unambiguous.<br>• The assessor adopts a positive, non-aggressive attitude. | |
| Collect, assess and record supporting evidence | • Evidence can be reliably attributed to a particular controller.<br>• Evidence is sought from the unit competence records.<br>• Where additional evidence is gathered it is correctly recorded.<br>• Where the controller makes claims directly relating to performance under review, these statements are correctly recorded.<br>• All relevant evidence is considered | |
| Prepare Reports | • Evidence and assessment decisions are recorded.<br>• Reports are made in accordance with unit procedures.<br>• Recommendations for remedial training, where required, are realistic in both time and content.<br>• Confidentiality is maintained. | |
| Discuss the outcome with the controller | • A comprehensive debrief is carried out.<br>• Confidentiality is maintained. | |
| Conclusion | | |

**4.      Good Traits of ATCEs**

4.1      **Be able to assess an integrated performance and, at the same time, evaluate the performance of separate competencies** – Since one of the competency requirements is that the examinee demonstrates an integrated performance of the competencies, the examiner is required to evaluate if this integration has been achieved. In addition, when the performance is not at the competency standard that is being assessed, the examiner should be capable of identifying if any of the individual competencies may be inadequate and provide clear evidence for the resulting conclusions.

4.2      **Conduct assessment(s) by gathering evidence of competent performance** – Examiners obtain and assess evidence to determine if an examinee is competent. To do this effectively the examiner should be capable of sound judgement, possess analytical skills and be able to distinguish crucial or essential issues from less important ones. A significant part of gathering evidence is done through observation of performance; however, it may be necessary to ask examinees to explain some of their thinking so as to evaluate their cognitive skills. The examiner should be able to manage this interaction with the examinees tactfully and recognise when it is most appropriate to make these enquiries. To this end, the examiner should be constantly aware of the effects of assessment observations and personal interactions during the assessments. It may be necessary, or possibly even planned, that these questions take place during a dedicated interview or as part of a debriefing after the practical session. The examiner should use the evidence obtained to reach a substantiated final conclusion about the practical performance of the examinee.

4.3      **Use the tools provided in the assessment plan** – The assessment plan provides not only the details of when and what will be assessed, but also includes the tools to be used to assess competence. These include the evidence guide, the competency checklist and the competency assessment forms. Examiners should be sufficiently familiar with the evidence guide and competency checklist to ensure that during summative assessments their attention is focused mainly on observing the performance of the examinee and not on finding information in the tools or working out how to use the tools.

4.4      **Debrief the examinees in a manner that will aid their progress** – Being assessed, particularly in the case of summative assessments, can be a stressful experience for examinees. Nonetheless, the examiner should be able to debrief the examinee in a manner that encourages a positive mind-set and a willingness to continue to learn and make progress. In some instances, particularly where the examinee's performance has been considerably below the standard, the examiner should take into account the human aspects of delivering difficult messages and take care that the feedback is objective, can be substantiated and that the examinee understands what needs to be changed to improve performance.

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**8.6      Appendix 6: Conduct of Theory Examination**

**1.      Invigilation Arrangements**

1.1      The Invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the examinee(s). Invigilators have a key role in upholding the integrity of the examination process.

1.2      The Invigilator may or may not be an ATCE, however, the use of ATCE as the Invigilator is encouraged.

1.3      The role of the Invigilator is to ensure that the examination is conducted accordingly in order to:

   a)    ensure examinee(s) have an equal opportunity to demonstrate their abilities;

   b)    ensure the security of the examination before, during and after the examination, such as lifting all electronic gadget or reading materials away;

   c)    prevent possible examinee malpractice; and

   d)    prevent possible administrative failures.

1.4      If more than one Invigilator are assigned, at least one invigilator must be present in the examination room at all times.

1.5      In the event an Invigilator is changed, one invigilator must be present in the examination room at all times.

1.6      Make sure that all invigilators are briefed of their roles by the HOU or dedicated ATCE, especially if the invigilators are not ATCEs.

1.7      Invigilator's Task

1.7.1      The Invigilator shall collect the theory exam paper set(s) from the HOU/dedicated ATCE ten (10) minutes before commencement of the examination.

1.7.2      Question Paper shall be distributed to examinee(s) five (5) minutes before the examination starts.

1.7.3      The HOU shall ensure that the examinee(s) not be given the same question paper set as the previous year or the previous sitting for repeat exam.

1.7.4      Prior to commencement of the exam, the Invigilator shall brief the examinee(s) on the Exam Information & Instructions. (see Appendix 7)

1.7.5      Invigilators shall not:

   a)    carry out any other task

   b)    provide help to examinee who ask questions during the exam. Invigilator may provide information relating to the administration of the exam, not to the content of the test items.

1.7.6      On completion of the examination, the Invigilator shall:

a) ensure that details on the front page of the answer scripts are complete;

b) pass the answer script(s) to HOU/Lead ATCE/dedicated ATCE for marking, record, report and safe-keeping.


**2.  Administering The Theory Examination**

2.1  Wherever possible, all examinees shall be seated facing in the same direction.

2.2  Each examinee should have a separate desk or table big enough to hold question papers and charts (as appropriate). Examinees who are not working at individual desks must be far enough apart so that their work cannot be seen by, and contact cannot be made with other examinees.

2.3  Each examinee shall be given a different set of Question Paper if more than one examinee sitting for the theory examination at the same time in the same room.

2.4  Examinee(s) sitting for repeat theory examination, shall answer a different set of Question Paper from the previous sitting.

2.5  Examinee(s) shall not be given same set of QB in two (2) consecutive years.

2.6  Examination Information & Instructions shall be made known to examinee(s) by the Invigilator. (see Appendix 7)

**8.7     Appendix 7: Practical Examination**

**1.       Preparation Prior to Conduct of Practical Examination**

1.1      In the case of theory and practical examination are conducted on a same day, the Chairman of the Examiner Panel shall collect the marked theory examination paper/theory examination result from the HOU/Lead ATCE or dedicated ATCE thirty (30) minutes before commencement of the practical examination.

1.2      The Examiner Panel shall go through the answer script/theory result to ensure that the examinee has passed the theory examination in order to be eligible to proceed with the practical examination.

**2.       The ATC Examiners' Panel**

2.1      The members of the Examiners Panel shall be maintained throughout the duration of a practical examination. The Chairman of the examination panel shall notify the ANSSD if there are any changes of the panel members during the practical examination. Result of the examination shall be based on the observation by all panel members.

2.2      Members of the Examiners Panel shall not be involved in relieving any other operational position during the conduct of a practical examination.

2.3      In the event of a repeat examination, ATSP shall propose a different panel of ATCE or a panel with at least one different member.

2.4      The Examiners Panel shall discuss the performance of the examinee to achieve a consensus on the results, after the examination has been completed.

2.5      The Chairman of the Examiners Panel shall be responsible for the release of the examination results.

2.6      The ATCE panel for new ATCS shall be approved by the Director of ANSSD.

**3.       Panel of Examiners' Task During Practical Examination**

3.1      Pre-exam Briefing

3.1.1    The Chairman of the Examiner Panel shall brief the examinee/ATCO on how the examination is to be assessed, including the objectives of the assessment. The examinee/ATCO shall be made aware of the implications of the assessment.

3.2      Collect and assess performance evidence by observation

   a)   Real-time notes are taken.

   b)   Notes accurately represent occurrences during the assessment.

   c)   Reconstruction of events from notes is possible.

   d)   The Panel remains as discreet as possible.

e)  The assessment is conducted in a professional manner.

3.3  Ensure observations by appropriate questions

a)  Questions asked are valid and unambiguous.

b)  The Examiner Panel shall adopt a neutral but positive, non-aggressive attitude.

c)  The Examiner Panel shall ensure that questions asked during practical examination are appropriate and would not cause distortion to examinee's focus.

3.4  Collect, assess and record supporting evidence

a)  Evidence can be reliably attributed to a particular ATCO.

b)  Evidence is sought from the unit competence records (e.g. Training Log Book).

c)  Where additional evidence is gathered, it is correctly recorded.

d)  Where the ATCO makes claims directly relating to performance under review, these statements are correctly recorded.

e)  All relevant evidence is considered

3.5  Prepare reports

a)  Evidence and assessment decisions are recorded.

b)  Reports are made in accordance with unit procedures.

c)  Recommendations for remedial training, where required, are realistic in both time and content.

d)  Confidentiality is maintained.

3.6  Discuss the outcome with the examinee

a)  A comprehensive debrief is carried out.

b)  Confidentiality is maintained.


**4.      Conduct of Practical Examination**

4.1  To conduct a practical examination, the Examiner Panel shall sit with the examinee/ATCO with the sole purpose of observing and assessing the quality and standard of work being carried out.

4.2  The following table could be used during the assessment of the examinee/ATCO. This table is merely an example of how a checklist is constructed using the performance objectives as "Prime tasks" and "Sub tasks". The table includes a "Remarks" column for each sub-task and a "Conclusion" box where the overall outcome of the assessment may be recorded.

| Prime Task | Sub Task | Remark |
|---|---|---|
| Aerodrome Control/ Approach Control Procedural/ Approach Control Surveillance/ Area Control Procedural/ Area Control Surveillance/ | Apply specialised knowledge in: <br>• Aerodrome layout, physical characteristics & visual aids (if applicable) <br>• Airspace structure <br>• Applicable rules, procedures and source of information <br>• Air navigation facilities <br>• Air traffic control equipment and its use <br>• Terrain and prominent landmarks <br>• Characteristics of air traffic and traffic flow (if applicable) <br>• Weather phenomena <br>• Emergency and Search & Rescue plans <br>• Principles, use and limitation of applicable ATS surveillance systems and associated equipment (if applicable) <br>• Procedures for the provision of ATS surveillance service, as appropriate, including procedures to ensure appropriate terrain clearance (if applicable) <br>• Identification, mode A/C & label management (if applicable) <br>• Separation (if applicable) <br>• Radar Vectoring (if applicable) <br>• Sequencing and speed control (if applicable) | Questions may be forwarded during the assessment <br>*(Item A/B/C of Form CAAM/ANS/EXM 01)* |
| Equipment | • Uses equipment capabilities fully <br>• Recognises equipment malfunction | *(Item D of Form CAAM/ANS/EXM 01)* |
| Management of Flight Strips / EFS | • Posting, review and arrangement of strips <br>• Updating of information and strip marking <br>• EFS appreciation and operation | *(Item E of Form CAAM/ANS/EXM 01)* |
| Coordination, Microphone and Intercom Technique | • Effectively communicates within same unit <br>• Effectively communicates with other unit <br>• Phraseology <br>• Speech rate & voice intelligibility | *(Item F of Form CAAM/ANS/EXM 01)* |
| Separation Standards, Local Procedures and Traffic Planning | • Selection and application of type of separation <br>• Knowledge and application of local procedures | *(Item G of Form CAAM/ANS/EXM 01)* |

| Prime Task | Sub Task | Remark |
|---|---|---|
|  | • Appraisal and anticipation of traffic<br>• Ability to adjust to traffic changes<br>• Knowledge of aircraft performance |  |
| Abnormal Situation | • Handling of emergency<br>• Radio failure actions | *(Item H of Form CAAM/ANS/EXM 01)* |
| Training Appraisal | • Accomplishes training<br>• Trainee's altitude<br>• Willingness to cooperate with others<br>• Decisiveness<br>• Provide complete and accurate relief briefings | *(Item I of Form CAAM/ANS/EXM 01)* |
| Weather | • Good<br>• Marginal<br>• Bad | *(Item K of Form CAAM/ANS/EXM 01)* |
| Workload | • Light<br>• Moderate<br>• Heavy | *(Item L of Form CAAM/ANS/EXM 01)* |
| Traffic Complexity | • Routine, Not difficult<br>• Occasionally Difficult<br>• Mostly Difficult<br>• Very Difficult | *(Item M of Form CAAM/ANS/EXM 01)* |
| Comments and Recommendations | • Comments and Recommendations by OJT Coach / Training Officer / ATC Examiner(s) | *(Item N of Form CAAM/ANS/EXM 01)* |
| Customer Requirements | • Respond to customer needs with business like explanations and effective use of RTF. | |
| Teamwork | • Appreciate that every team member can make a contribution in the promotion of good teamwork.<br>• Provide/obtain support.<br>• Respond to proposals from team members.<br>• Notify mistakes.<br>• Ensure safety and efficiency by good team performance. | |

**5.** **Traffic Debrief**

5.1 Following a practical examination, the Examiner Panel shall de-brief the examinee/ATCO and give feedback regarding the quality of working practices observed.

5.2 If the Examiner Panel concludes that the examinee's/ATCO's performance is satisfactory, the assessment shall continue with the Oral Examination.

5.3 In the event of the examinee's/ATCO's performance is unsatisfactory, the Examiner Panel shall terminate the examination, without continuing with the Oral Examination. Hence, the Oral Examination is considered not conducted but a Debrief is being given to the examinee.

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**8.8    Appendix 8: Oral Examination**

**1.    Oral Examination**

1.1    The purpose of an oral examination is to assess the extent of the candidate's knowledge on matters pertaining to all aspects of ATC e.g. ability to apply knowledge to practical work, suitability in terms of attitude, approach and appreciation towards the ATC task to be performed.

1.2    Oral examination shall be carried out after the practical examination.

1.3    An examinee/ATCO who demonstrates practically that he/she can do the job (seen by direct observation) and can explain the reasons for acting in a particular way (verified through the oral element) has demonstrated understanding and has fulfilled the requirements to be considered competent.

1.4    The oral examination mainly establishes how the examinee/ATCO would work under circumstances the Examiner Panel was unable to witness. Additionally, the Examiner Panel shall be able to focus on certain specific observations to provide clarification. The oral shall, therefore, give a clear indication that the examinee/ATCO knows, not only what he/she should be doing, but the reason why he/she was doing it.

1.5    Oral questions may be posed to the candidate based on the following:

a)    Theory Examination Paper (where applicable) - clarification of incorrect/incomplete answers;

b)    Practical Examination - incorrect application of standard procedures, separation, phraseology, etc.; and

c)    theoretical knowledge on relevant matters.

1.6    If an examinee fails the practical examination, no oral examination shall be conducted. Instead, a debrief session on the practical examination shall be carried out in order to highlight to the examinee the areas for improvements.


**2.    Panel of Examiners' Task During Oral Examination**

2.1    Forward questions to examinee/ATCO based on:

a)    performance objectives to confirm understanding of elements in para 7.3.2;

b)    scenario-type question to allow the examiner to gather additional evidence of how an examinee/ATCO would have reacted in circumstances that were not observable but are nevertheless considered important to the overall operation at that Unit;

c)    questions from the written theory examination where the examinee/ATCO either had correctly/incorrectly answered the theory question.

2.2    Record the oral questions and the examinee answers (satisfactory/unsatisfactory) in Form CAAM/AND/EXM 01.

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**8.9     Appendix 9: ATC Theory Examination Question Bank**

**1.      General Guidelines**

1.1     The ATSP shall prepare draft ATC theory questions for submission to the Director of ANSSD for approval, once every two (2) years.

1.2     All ATSPs shall ensure that the following documents at the respective units are up to- date for drafting of ATC Theory Question Bank:

   a)   AIP Malaysia;

   b)   MATS Vol.1;

   c)   MATS Vol. 2 / UOI / SOI / ROI; and

   d)   Latest AIP Supplement.

1.3     The specifications of ATC Examination paper are as follows:

1.3.1     Minimum three (3) sets for each type of ATC rating/validation/proficiency/ competency.

1.3.2     To be named as Set A, Set B & Set C.

1.3.3     Font & Size: Arial Font 12.

1.3.4     Each set of the Question Paper shall be divided into three (3) sections:

   a)   Section A: General (30%);

   b)   Section B: Local Procedures (40%); and

   c)   Section C: Abnormal Situations (30%).

1.3.5     Questions may be in the form of:

   a)   Multiple choices;

   b)   True/false statements;

   c)   Subjective;

   d)   Filling in blanks; or

   e)   A combination of the above.

   *Note. – With a total number of questions suitable to be answered in about 1 hour 30 minutes.*

1.4     The questions will be reviewed at any time within the approved period if there are significant changes in the current operational procedures.

1.5     For theory examinations, the following arrangements shall be implemented:

   a)   The question-only sets will be distributed to all ATSPs' head of unit to be used in all ATC examinations.

b)   The controller to be assessed shall receive one (1) randomly selected question set five (5) minutes before commencement of the theory examination.

c)   Marking of theory paper are delegated to designated ATC examiner.


**2.       Setting Up an ATC Examination Questions Database**

2.1     An ATSU shall set up an ATC examination questions database which covers all relevant and updated areas of required knowledge, including charts, for each specific Rating practised at the ATSUs.

2.2     The questions shall cover all essential areas of operations, including relevant ICAO documentation, MATS Vol.1 and Vol.2, Aeronautical Information Publication (AIP Malaysia) and unit-specific manuals/ procedures.

2.3     Answer schemes shall also be prepared to ensure fairness and objectivity in the markings of the questions, and shall not be made available to candidates.

2.4     Controllers should at all times have access to the database (or written list) – on a read-only basis – together with all necessary references.

2.5     ATSUs shall review the sets once every two (2) years or whenever significant changes to current procedures are implemented.

2.6     Question & Answer sets shall be vetted and approved by the ANSSD. The approved question sets without answers (watermarked) shall be made available to all ATCOs at the ATSU in order to encourage reading and peer- discussion while searching for the correct answers.


**3.       Format of The Theory Paper**

3.1     The theory paper shall comprise of three sections:

a)   Section A (General - 30%): addressing required basic knowledge of the associated Rating;

b)   Section B (Local Procedures - 40%): focussing on the unit's special procedures;

c)   Section C (Abnormal Situation - 30%): focussing on unusual circumstances and emergency procedures.

3.2     There are a number of ways in which questions can be written and structured that in turn require very different responses from the examinees.

3.3     Examination papers may consist of a variety of question formats such as:

   a)   Objectives Items

       1)   True or False

       2)   Matching Pairs

       3)   Multiple Choice Questions

       4)   Completion - "fill in the blank" nature

   b)   Subjective Items

       1)   Short answer essay

       2)   Extended-response essay

       3)   Problem Solving

       4)   Case Study or Scenario based question

3.4     Total number of questions shall be suitable to be answered in 1 hour 30 minutes.

3.5     The ATSUs are encouraged to formulate questions that require application of knowledge rather than pure memorisation of information.


**4.      Security of Question Bank (QB) and Answer Script**

4.1     Physical QB sets should be kept in locked cabinet or a safe. Only Head of ATS Unit (HOU)/Lead ATCE/dedicated ATCE has access to the cabinet/safe. QB sets in softcopy form shall be kept in a password protected files.

4.2     Designated ATCE/Invigilator shall get the question set(s) from HOU/Lead ATCE ten (10) minutes before the examination starts.

4.3     HOU/ATCEs shall be reminded that examination papers shall not be left lying around unattended, at any time.

4.4     Make sure the examinees have no hardcopy of the examination paper before it is administered.

4.5     To avoid the loss of QB sets, HOU/Lead ATCE shall save a copy in a CD as a master copy and secure the CD in a locked cabinet/safe.

4.6     Original marked answer scripts shall be submitted to ANSSD by ATSU HOU for filing.

4.7     The ATSUs shall keep a copy of the marked answer scripts for future reference.

**5. General Guidelines for Preparing the Theory Examination Paper**

5.1     Prepare and compile the latest version of the documents required.

5.2     To be familiar with the assessment criteria.

5.3     Present a single clearly-defined problem that is based on a significant concept rather than on irrelevant or ambiguous ideas.

5.4     Use simple, precise and clear wording.

5.5     Exclude unnecessary or irrelevant information.

5.6     Refrain from providing avoidable clues to the correct answer.

5.7     Eliminate any systematic pattern for answers that would allow examinees to guess answers correctly.

5.8     Use answers from open-ended questions given in previous examinations to provide realistic distracters.


**6. Preparing A Theory Examination Paper**

6.1     Provide general directions for the examination. Include the amount of time allowed for the examination, how the items shall be scored, and how to record answers. Set off the directions by appropriate spacing or different type style.

6.2     Arrange items systematically. If the test paper contains several types of items, group similar items (such as all multiple choice items) together. Provide a clear set of directions for each new group of items.

6.3     Place the most difficult questions near the end of the examination paper so that examinees have time to answer more questions.

6.4     Provide ample spacing. Cramming too many questions into a page will only result in inefficiency during the administration and scoring of the examination paper.

6.5     Number the questions consecutively.

6.6     Do not split the question onto two pages. Keep introductory materials and the space for answering on the same page.

6.7     Place the alternatives to multiple-choice questions in a vertical column beneath the stem of the question, rather than across the page.

6.8     Number each page consecutively and indicate the total number of pages in the question paper. This prevents problems later when pages may become separated. Include a header.

6.9     Make sure all copies of the examination paper are legible and free of typographical or grammatical errors.

6.10    Work on a Specification Grid. Before and after setting the paper, check that all the questions are based on the respective syllabus.

6.11    Develop a Marking Scheme alongside the Specification Grid.


**7.    Assembling A Theory Examination Paper**

7.1    Space examination questions so that they can be read, answered, and scored with the least amount of difficulty. Double-space between items.

7.2    Place answer spaces for objective questions in vertical columns for easy scoring with each answer space clearly associated with the corresponding item.

7.3    Provide adequate space for the examinees to answer short-answer questions. Provide a full page for answering lengthy essay questions.

7.4    Long complex questions are best split up by the use of subsidiary numbering systems.

7.5    Structured questions should follow a graded and logical sequence.

7.6    The information contained on a page should be well structured through the appropriate use of headings and sub-headings. This would help the examinees organise text in advance of reading.

7.7    Check that the diagrams, pictures or photographs used are necessary, helpful and of high quality.

7.8    Ensure that marks assigned for each question / exercise / section are clearly indicated on the paper.


**8.    How to Construct Good Theory Examination Questions**

8.1    Guidelines for True or False Questions

a)    Test significant content and avoid unimportant statements.

b)    Write items that can be classified clearly as either true or false.

| | |
|---|---|
| Visual Departure procedure shall be applied during the VMC. | Undesirable |
| Visual Departure procedure shall be applied during the daytime. | Desirable |

c)    Include only a single major point in each item.

d)    Try to avoid using words like "always," "all", or "never" which tend to make the statement false; words like "usually," "often," "many" usually make the statement true.

e)    Avoid using negatively worded statements.

f)    Try to avoid long drawn-out statements or complex sentences with many qualifiers.

| | |
|---|---|
| If an ELT signal, which cannot be associated with a known test, is heard controllers shall forward all information to the ATSC and RCC as it is received. | Undesirable |
| When an ELT signal which cannot be associated with a known | Desirable |

| test is heard, controllers shall forward all information to the ATSC and RCC as it is received. | |
|---|---|

g) Avoid tricky questions.

| Controllers should take into account the turbulence associated with helicopter rotor wash and its effect on other aircraft, personal and vehicles operating within the affected area when issuing taxi clearance to a helicopter. | Undesirable |
|---|---|
| Controllers should take into account the turbulence associated with helicopter rotor wash and its effect on other aircraft, personnel and vehicles operating within the affected area when issuing taxi clearance to a helicopter. | Desirable |

h) Put the items in a random order so as to avoid response patterns that could serve as clues (such as T, T, F, T, T, F).

i) Avoid making items that are true consistently longer than those that are false.

j) Use slightly more false items than true items. False items tend to discriminate more highly among candidates than do true items. Research shows that when candidates guess they are more inclined to respond with a true than with a false. We can compensate for this "agreeable response set" by having a few more false statements than true.

8.2 Guidelines for Constructing Matching Questions

a) Use only items that share the same foundation of information.

b) Include directions that clearly state the basis for matching the stimuli with the responses.

c) Put the problems or the stems (typically longer than the responses) in a numbered column at the left, and the response choices in a lettered column at the right. Because the candidate must scan the list of responses for each problem, one should keep the responses brief. This saves reading time for the examinee.

d) Always include more responses than questions. If the lists are the same length, the last choice may be determined by elimination rather than knowledge.

e) Arrange the list of responses in alphabetical or numerical order if possible in order to save reading time.

f) Avoid grammatical or other clues to the correct response.

g) All the response choices must be plausible, but make sure that there is only one correct choice for each stem or numbered question.

Examples:
**Undesirable**
Directions: Match the following.

| Column I | Column II |
|---|---|
| Permission to cross landing area or to move on to taxiway | Steady Green |
| Give way to other aircraft and continue circling | Red Flashes |
| Taxi clear of the landing area in use | Green Flashes |
| Cleared to land | Steady Red |
|  | White Flashes |

**Desirable**
Directions: On the line to the left of each meaning of Light Signals for aircraft in flight in Column I, write the letter of the Light Signal colour presented in Column II. Use each colour of light signal only once.

| Column I | Column II |
|---|---|
| 1. Aerodrome unsafe. Do not land. | A. Steady Green |
| 2. Give way to other aircraft and continue circling | B. Red Flashes |
| 3. Land at this aerodrome. Proceed to apron. | C. Green Flashes |
| 4. Cleared to land | D. Steady Red |
|  | E. White Flashes |

**Desirable**
Directions: Match the meaning of Light Signals for aircraft in flight in Column I with Light Signal colour presented in Column II using a straight line. Use each colour of light signal only once.

| Column I | Column II |
|---|---|
| Aerodrome unsafe. Do not land. | Steady Green |
| Give way to other aircraft and continue circling | Red Flashes |
| Land at this aerodrome. Proceed to apron. | Green Flashes |
| Cleared to land | Steady Red |
|  | White Flashes |

8.3     Guidelines for Completion Type Questions

a)     Do not omit so many words from the statement that the intended meaning is lost.
Examples:
**Undesirable**
When issuing taxi clearance to a helicopter, controllers should take into account

……………… the associated with helicopter ………………. and its effect on other

………………., ………………. and ………………. operating within the affected area.

 **Desirable**
When issuing taxi clearance to a helicopter, controllers should take into account the

turbulence associated with helicopter rotor wash and its effect on other aircraft,

………………….. and ………………….. operating within the affected area.

b)     Omit only significant words from the statement.
Examples:
**Undesirable**
As the minimum holding level at VIH and some inner hold within Ipoh Control Zone is

_____ ft, Sector 1 shall only descend flight arriving into Ipoh to _____ ft on

_____ North, _____ North and _____.

**Desirable**
As the minimum holding level at VIH and some inner hold within Ipoh Control Zone is 6500ft,

Sector 1 shall only descend flight arriving into Ipoh to 8000ft on _____ North,

_____ North and _____.


c)     Avoid obvious clues to the correct response.
Examples:
**Undesirable**
Other known traffic should be separated from the aircraft dumping fuel by at least

_____ horizontally, but not behind the aircraft dumping fuel.

**Desirable**
What is the applicable horizontal separation between other known traffic and the aircraft
dumping fuel?

d)     Be sure there is only one correct response.
Examples:
**Undesirable**
The approach and runway lightings shall be displayed until _____ after any
ATD.
**Desirable**
The approach and runway lightings shall be displayed until _____ minutes after

any ATD.


e)     Avoid grammatical clues to the correct response.
Examples:
**Undesirable**
An aircraft which has been observed or reported to be operating in a given area   but whose

identity has not been established is called an ..................................

**Desirable**
An aircraft which has been observed or reported to be operating in a given area but whose

identity has not been established is called a(n) ...............................

f)      If possible, put the blank at the end of a statement rather than at the beginning.
Examples:
**Undesirable**

……………………………is that part of an aerodrome to be used for the take-off, landing

and taxiing of aircraft, excluding aprons.

**Desirable**

That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft,

excluding aprons is called …………………………………..


8.4      Guidelines for Multiple Choice Questions


a)      When possible, state the stem as a direct question rather than as an incomplete
        statement.
Examples:
**Undesirable**
Advisory Route is a route …………………………
**Desirable**
What does Advisory Route mean?


b)      Present a definite, explicit and singular question or problem in the stem. Examples:
**Undesirable**
Strayed aircraft is ...
**Desirable**
Strayed aircraft is the term to describe an aircraft…


c)      Eliminate excessive verbosity or irrelevant information from the stem. Examples:
**Undesirable**
The following statements regarding start-up and taxiing procedures to be adopted by SMC
as a measure to prevent fuel consumption penalty incurred by jet and turbo-prop aircraft
when operating on ground are true EXCEPT:
**Desirable**
To prevent fuel consumption penalty incurred by jet and turbo-prop aircraft when operating
on ground, SMC controllers shall adopt the following procedures EXCEPT:


d)      Include in the stem any word(s) that might otherwise be repeated in each options.
Examples:
**Undesirable**
Unidentified aircraft is the term to describe...

A.      An aircraft that has deviated significantly from its intended track and whose identity
        has not been established.

B.      An aircraft that has deviated significantly from its intended track or which reports that it
        is lost.

C.      An aircraft that has been observed or reported to be operating in a given area but
        whose identity has not been established.

D.      An aircraft that has no radio contact but whose identity has been established.

**Desirable**

Unidentified aircraft is the term to describe an aircraft that has …

A.    deviated significantly from its intended track and whose identity has not been established.

B.    deviated significantly from its intended track or which reports that it is lost.

C.    been observed or reported to be operating in a given area but whose identity has not been established.

D.    no radio contact but whose identity has been established.


e)    Use negatively stated stems sparingly. When used, <u>underline</u> and/or CAPITALISE the negative word.

Examples:

**Undesirable**

To prevent fuel consumption penalty incurred by jet and turbo-prop aircraft when operating on ground, SMC controllers shall adopt the following procedures except:

**Desirable**

To prevent fuel consumption penalty incurred by jet and turbo-prop aircraft when operating on ground, SMC controllers shall adopt the following procedures <u>EXCEPT</u>:


f)    Make options mutually exclusive. Examples:

**Undesirable**

Definition of Night is the time between <u>…………</u> minutes after sunset and <u>…………..</u> minutes before sunrise determined at surface level.

A.    15 - 20.

B.    20 - 25.

C.    10 - 15.

D.    25 - 30.

**Desirable**

Definition of Night is the time between minutes after sunset and minutes before sunrise determined at surface level.

A.    10.

B.    15.

C.    20.

D.    25.


g)    Make options approximately equal in length to reduce the chance that a candidate will try to guess the correct answer based on the length of the statement.

8.5      Guidelines for Short-answer Questions

a)      Word the questions to provide precise guidance about how the examinee should respond.

Examples:

**<u>Undesirable</u>**

State types of flight that require a pilot to file a flight plan.

**<u>Desirable</u>**

State **all 5** types of flight that require a pilot to file a flight plan.

b)      Indicate to the examinee whether you expect him/her to use a particular method to arrive at the answer.

Examples:

**<u>Undesirable</u>**

Lateral separation between aircraft using the same navigational aid is deemed to exist when certain condition is met.

Explain briefly the condition for the following scenario:

a.      when both aircraft are tracking outbound from the aid.

b.      when both aircraft are tracking to the aid.

**<u>Desirable</u>**

Lateral separation between aircraft using the same navigational aid is deemed to exist when certain condition is met.

With the aid of a diagram, explain briefly the condition for the following scenario:

a.      when both aircraft are tracking outbound from the aid.

b.      when both aircraft are tracking to the aid.

c)      Indicate to the examinee what degree of precision you expect (for example, number of decimal places), and whether you expect units to be included in the response.

Examples:

**<u>Undesirable</u>**

AXM1234 type of aircraft A320 from WMKK to WMKA descending to FL200 with speed 360kts. At 70DME VAS, the pilot reported the aircraft is experiencing loss of power to the extent that the aircraft unable to maintain level flight and descending at the rate of 1600 feet per minute.

Calculate:

i.      the flight time remaining; and

ii.      maximum distance the flight to reach an aerodrome.

**<u>Desirable</u>**

AXM1234 type of aircraft A320 from WMKK to WMKA descending to FL200 with speed 360kts. At 70DME VAS, the pilot reported the aircraft is experiencing loss of power to the extent that the aircraft unable to maintain level flight and descending at the rate of 1600 feet per minute.

Calculate:

i.      the flight time remaining; and

ii.      maximum distance (to the nearest NM) the flight to reach an aerodrome.

d)     Establish guidelines for what answers will receive full or partial marks. Where appropriate, indicate the weight for each part of the question within the question itself.

Examples:

**Undesirable**

a.     Define Visual Approach.

b.     An IFR flight may be cleared to execute a visual approach provided that the pilot can maintain visual reference to the terrain and any one of 2 conditions is met.
List **all 2** conditions.

(6 marks)

**Desirable**

a.     Define Visual Approach.                                                  (2 marks)

b.     An IFR flight may be cleared to execute a visual approach provided that the pilot can maintain visual reference to the terrain and any one of 2 conditions is met.

List **all 2** conditions.

(4 marks)

[Total marks = 6]

**8.10    Appendix 10: Administration, Requirements and Conduct of ELPT**

1.    Administration and Requirements

1.1    All members of the ELPT Rater Panel shall be familiar with the following ICAO publications:

a)    The relevant SARPs contained in CAD 1 PEL.

b)    Holistic Descriptors and the ICAO Rating Scale as stipulated in CAD 1 PEL.

c)    ICAO Doc 9835 AN/453.

1.2    The ELPT Administrator is the person who supervises and manages the overall administration of ELPT.

1.3    The ELPT Administrator shall ensure that the test location offers moderate comfort, privacy and a quiet environment.

1.4    All test materials shall be kept in a safe place and handled in such a way that only the Test Administrator and any personnel authorised by the Authority are allowed to gain access.

1.5    Reports of the ELPT results shall be submitted by the Panel to the Director of ANSSD using the Form CAAM/ANS/ELP 02 - ELPT Panel Report and Form CAAM/ANS/ELP 03 - Final Score Rating within three (3) working days after the test.

1.6    Reports of the ELPT results shall be presented in such a way that they can be easily understood by test-takers and their employers.


**2.    Conduct of ELPT**

2.1    The ELPT shall present opportunities for test-takers to use plain language in work related contexts to demonstrate their ability with respect to each descriptor in the rating scale and the holistic descriptors as stipulated in ICAO CAD 1 PEL.

2.2    The goal of the ELPT is to assess the appropriateness and effectiveness of communication rather than grammatical accuracy.

2.3    The ELPT Authority shall develop a forty (40) minutes or less direct communicative proficiency assessment of speaking and listening abilities based on ICAO proficiency rating scale and holistic descriptors.

2.4    A test-taker shall receive a brief oral or written explanation prior to the ELPT about the purpose and format of the test.

2.5    Recognising that radiotelephony communication is conveyed through words alone, the Test Administrator shall endeavour to incorporate a direct method which involves a voice-only interaction between the Interlocutor and test-taker while positioned in such a way that they cannot see each other.

2.6    The test shall comprise of:

a) **Introduction by the test-taker**: This is a warm-up session and there will be no evaluation. Test-takers will be engaged in a conversation to help them relax and feel more at ease.

b) **Listening and Comprehension**: This session is for Initial and Pre-operational (Level 3) test-takers only. Test-takers are required to listen to a number of pre-recorded conversations between ATC and pilot to demonstrate the ability to comprehend and identify relevant pieces of information. They will be required to answer questions related to the audio samples being played. Under normal circumstances each audio sample will be played only once.

c) **Role play**: In this session, a test-taker will be engaged in ATC-Pilot R/T conversation within an artificial situation based on the scenario created by the Interlocutor. Test-taker will assume the role of Duty Controller and responds as appropriate to pilot's (Interlocutor) transmission, including an abnormal situation such as an emergency call or other unexpected turn of events.

d) **Picture description**: Test-takers will choose one (1) out of two (2) pictures given to them by the panel. The two (2) pictures comprise of two (2) different categories i.e. Aviation –non accident and Aviation-accident.  In this session test-taker is required to speak about the picture for about 5 minutes and may also share any experience relevant to the picture.

e) **Discussion on aviation technical or general topics**: Test-takers will be engaged in a discussion and given a chance to speak or present their opinion on any aviation technical or general topics posed by Test Administrator.


**3.      Assessment of language proficiency at Expert Level 6**

3.1     The Level 6 descriptors in the ICAO Rating Scale refer to features of language use that go beyond the work-related context indicated in descriptors at lower levels.

3.2     The assessment at Level 6 should be carried out by a trained and qualified rater, but not necessarily by a language testing specialist, or require the use of a fully developed specialised language test.

3.3     A test-taker who is tentatively considered to be a Level 6 speaker of the language can be evaluated through ELPT session.

**4.**     **Final Rating Score**

4.1     Each of the six (6) language proficiency skills as in the ICAO Language Proficiency Rating Scales will be assessed separately and denote a Rating.

4.2     The Final Rating Score for each test-taker shall not be the average or aggregate of the ratings in each of the six ICAO language proficiency skills but the lowest of the six ratings.

4.3     For example, in a case where a test-taker has achieved different ratings for different skill areas: 3 for Pronunciation, 4 for Vocabulary and Structure, 5 for Fluency, 6 for Comprehension and Interactions, then the final score for that test-taker is the lowest of these scores i.e. 3 (Level 3) in this example.

**5.**     **ELPT Rating Validity**

5.1     Air traffic controllers who demonstrate proficiency below the Expert Level (Level 6) shall be formally evaluated at intervals in accordance with an individual's demonstrated proficiency level, as follows:

a)     those demonstrating language proficiency at the Operational Level (Level 4) shall be evaluated at least once every three years; and

b)     those demonstrating language proficiency at the Extended Level (Level 5) shall be evaluated at least once every six years.

5.2     Air traffic controllers shall refer to Certificate of ELPT issued by the authority for their expiry date.

**6.**     **Announcement of ELPT Result**

6.1     The ELPT result report form (CAAM/ANS/ELP 04) shall be formalised and disseminated to test-takers through respective heads of unit within fourteen (14) working days from the date the test is conducted.

6.2     The effective date of recurrent ELP shall be from the expiry date as indicated in the current ELP certificate/slip issued by the Authority. However, shall a test-taker achieve a proficiency level below their current ELP the effective date shall be the test date.

6.3     The Test Administrator shall inform the Director of ANSSD of any degradation of practising licence holder's ELP result to Pre-operational - Level 3 within the same day of the test.

6.4     Any Test-takers who achieved Pre-operational – Level 3 is only allowed to sit for another test at least 30 days after the last test.

**7.     ELP Test Security**

7.1     In order to ensure the integrity of the testing process, the following procedures shall be adapted:

a)   The Test Administrator shall assign a designated officer responsible for the safekeeping of the test materials including the ELPT kit.

b)   The test materials issuance and return from the Test Administrator for usage by ELPT Panel shall be recorded in the Declaration of Acceptance Form CAAM/ANS/ELP 05.

c)   As far as practicable, any ELPT Panel shall include at least one ANSSD officer who shall be responsible for the ELPT Kit used by the Panel members.

d)   Any form of photocopying, photographing or recording of the ELPT Kit by any individual is NOT allowed.

# 9    Attachments

## 9.1    Attachment A: ATC Examination Forms and Report

The relevant ATC examination forms/report are as follows:

    a)  ATC OJT / Practical Examination Report - CAAM/ANS/EXM 01

    b)  Air Traffic Control Examination Report - CAAM/ANS/EXM 02

**CIVIL AVIATION AUTHORITY OF MALAYSIA**
*(PIHAK BERKUASA PENERBANGAN AWAM MALAYSIA)*
**AIR NAVIGATION SERVICES STANDARDS DIVISION**

**ATC OJT / PRACTICAL EXAMINATION REPORT**

Name: _____     Grade/Rank: _____

Station: _____     ATC License No.: **CAAM/ATC/L** _____

Position _____     Date: _____

OJT period From: _____     To: _____

Training / Examination: _____

| Performance: | 1 = Satisfactory. | 2 = Needs Improvement. | 3 = Unsatisfactory. |
|---|---|---|---|

| | EVALUATION CATEGORIES | KNOWLEDGE ON THE FOLLOWING SUBJECTS | PERFORMANCE | | | REMARKS |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | |
| A | Aerodrome Control/ AFIS | 1. Aerodrome layout, physical characteristics & visual aids | | | | |
| | | 2. Airspace structure | | | | |
| | | 3. Applicable rules, procedures and source of information | | | | |
| | | 4. Air navigation facilities | | | | |
| | | 5. Air traffic control equipment and its use | | | | |
| | | 6. Terrain and prominent landmarks | | | | |
| | | 7. Characteristics of air traffic | | | | |
| | | 8. Weather phenomena | | | | |
| | | 9. Emergency and Search and Rescue plans | | | | |
| B | Approach Control Procedure/ Area Control Procedure/ FIS | 10. Airspace structure | | | | |
| | | 11. Applicable rules, procedures and source of information | | | | |
| | | 12. Air navigation facilities | | | | |
| | | 13. Air traffic control equipment and its use | | | | |
| | | 14. Terrain and prominent landmarks | | | | |
| | | 15. Characteristics of air traffic and traffic flow | | | | |
| | | 16. Weather phenomena | | | | |
| | | 17. Emergency and Search and Rescue plans | | | | |
| C | Approach Control Surveillance/ Area Control Surveillance | 18. Airspace structure | | | | |
| | | 19. Applicable rules, procedures and source of information | | | | |
| | | 20. Air navigation facilities | | | | |
| | | 21. Air traffic control equipment and its use | | | | |
| | | 22. Terrain and prominent landmarks | | | | |
| | | 23. Characteristics of air traffic and traffic flow | | | | |
| | | 24. Weather phenomena | | | | |
| | | 25. Emergency and Search and Rescue plans | | | | |
| | | 26. Principles, use and limitations of applicable ATS surveillance systems and associated equipment | | | | |
| | | 27. Procedures for the provision of ATS surveillance service, as appropriate, including procedures to ensure appropriate terrain clearance | | | | |

| | EVALUATION CATEGORIES | KNOWLEDGE ON THE FOLLOWING SUBJECTS | PERFORMANCE | | | REMARKS |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | |
| | | 28. Identification, mode A/C & label management | | | | |
| | | 29. Separation | | | | |
| | | 30. Radar Vectoring | | | | |
| | | 31. Sequencing and speed control | | | | |
| D | Equipment | 32. Uses equipment capabilities fully | | | | |
| | | 33. Recognises equipment malfunction | | | | |
| E | Management of Flight Strip / EFS | 34. Posting, review & arrangement of strips | | | | |
| | | 35. Updating of information & strip marking | | | | |
| | | 36. EFS appreciation & operation | | | | |
| F | Coordination, Microphone and Intercom Technique | 37. Effectively communicates within same unit | | | | |
| | | 38. Effectively communicates with other units | | | | |
| | | 39. Phraseology | | | | |
| | | 40. Speech rate & voice intelligibility | | | | |
| G | Separation Standards, Local procedure and TFC Planning | 41. Selection & application of type of separation | | | | |
| | | 42. Knowledge & application of local procedures | | | | |
| | | 43. Appraisal & anticipation of traffic | | | | |
| | | 44. Ability to adjust to traffic changes | | | | |
| | | 45. Knowledge of aircraft performance | | | | |
| H | Abnormal situation | 46. Handling of emergency | | | | |
| | | 47. Radio failure actions | | | | |
| I | Training appraisal | 48. Accomplishes training | | | | |
| | | 49. Trainee's attitude | | | | |
| | | 50. Willingness to cooperate with others | | | | |
| | | 51. Decisiveness | | | | |
| | | 52. Provide complete & accurate relief briefings | | | | |
| J | Others | 53. | | | | |
| | | 54. | | | | |
| | | 55. | | | | |
| | | 56. | | | | |
| | | 57. | | | | |

| K | Weather | | GOOD | | L | Workload | | LIGHT |
|---|---|---|---|---|---|---|---|---|
| | | | MARGINAL | | | | | MODERATE |
| | | | BAD | | | | | HEAVY |
| | | | | | | | | |

| M | Traffic Complexity | ROUTINE, NOT THAT DIFFICULT | | OCCASIONALLY DIFFICULT |
|---|---|---|---|---|
| | | MOSTLY DIFFICULT | | VERY DIFFICULT |
| | | | | |

| N | COMMENTS AND RECOMMENDATIONS BY OJT COACH / TRAINING OFFICER / ATC EXAMINER(s) | |
|---|---|---|
| | **Comments:** | |
| | | |

Recommendation (Please tick)

Read up more on procedures ☐

Continue OJT ☐

Ready for Check ☐

Suspension of OJT (Comments) ☐

Others (_____) ☐

**Trainee comments:** De-brief has been given to me

.

_____  _____
Signature                              Date

Signature: _____        Signature: _____

Name: _____             Name: _____

Date: _____             Date: _____

[Training Officer I / ATCE I]              [Training Officer II / ATCE II]

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**AIR NAVIGATION SERVICES STANDARDS DIVISION:**

Signature: _____

Name: _____

Date: _____

**CIVIL AVIATION AUTHORITY OF MALAYSIA**
*(PIHAK BERKUASA PENERBANGAN AWAM MALAYSIA)*
**AIR NAVIGATION SERVICES STANDARDS DIVISION**

**AIR TRAFFIC CONTROL EXAMINATION REPORT**

Examinee's Name: _____

Grade: _____    ATC Licence No.:    **CAAM/ATC/L** _____

IC No. *(MyKad / MyTentera)*: _____

Training Date: _____    To: _____

Position: _____    Station: _____

Examination: _____    Date: _____

---

| | |
|---|---|
| **Results:  THEORY:** (Set:  ):    %  **PRACTICAL**:    PASS / FAIL   **ORAL:**   PASS / FAIL | |

Comments:

Recommendations:

( _____ )          ( _____ )
            ATC Examiner I                                     ATC Examiner II

| FOR AIR NAVIGATION SERVICES STANDARDS DIVISION | | | |
|---|---|---|---|
| **1. ATC Examinations Unit** | | **2. Director of ANS's Approval** | |
| Examination Results | PASS / FAIL * | Director of ANS's Comment | APPROVE / REJECT * |
| Signature & Stamp | | Signature & Stamp | |
| Date | | Date | |

**INTENTIONALLY LEFT BLANK**

**9.2** **Attachment B: ATC Personnel Licensing Forms/Report**

The relevant ATC personnel licensing forms/report are as follows:

    a)  Application for Air Traffic Controller Licence - CAAM/ANS/LIC 01

    b)  Renewal of Air Traffic Controller Licence - CAAM/ANS/LIC 02

    c)  Appeal Application - CAAM/ANS/LIC 14

**CIVIL AVIATION AUTHORITY OF MALAYSIA**
*(PIHAK BERKUASA PENERBANGAN AWAM MALAYSIA)*

**APPLICATION FOR AIR TRAFFIC CONTROLLER LICENCE**
*Permohonan Lesen Pengawal Trafik Udara*

### 1. PERSONAL PARTICULARS OF APPLICANT *(Maklumat Diri Pemohon):*

| | | |
|---|---|---|
| Name *(Nama)* | *(as per MyKad / MyTentera)* | *Photo (Gambar)* <br><br> *To submit one (1) copy of latest colour photo (I/C size) with office attire.* |
| I/C No. *(No. K/P)* | *(MyKad / MyTentera)* | |
| Age *(Umur)* | | *(Do not paste it onto this form)* |
| Date of Birth *(Tarikh Lahir)* | | |
| Place of Birth *(Tempat Lahir)* | | |
| Permanent Address *(Alamat Tetap)* | | |
| Office Address *(Alamat Pejabat)* | | |
| E-mail *(E-mel)* | | Mobile No. *(Telefon Bimbit)* | |

*(Please ensure that a Certified True Copy of IC (MyKad / MyTentera) is attached)*

### 2. MEDICAL ASSESSMENT INFORMATION (Maklumat Pemeriksaan Perubatan):

| | |
|---|---|
| Date of Assessment *(Tarikh Pemeriksaan)* | |
| Name of Medical Examiner *(Nama M.E.)* | |
| Sickness (if any) *(Penyakit: jika ada)* | |

*(Original copy or a Certified True Copy of Class 3 Medical Certificate is attached)*

### 3. APPOINTMENT / DESIGNATION *(Lantikan / Perjawatan):*

| | |
|---|---|
| Date of First Appointment into The Service *(Tarikh Lantikan Pertama Dalam Perkhidmatan)* | |
| Present Grade / Position *(Gred / Pangkat Sekarang)* | |
| Date of Appointment / Promotion to Present Post *(Tarikh Lantikan / Kenaikan Pangkat Sekarang)* | |
| Confirmation Date of Present Post *(Tarikh Disahkan Dalam Jawatan Sekarang)* | |

**4. AIR TRAFFIC CONTROL (ATC) COURSES ORGANISED BY APPROVED TRAINING ORGANISATION (ATO)**
*(Kursus Kawalan Trafik Udara Yang Diluluskan):*

| COURSE<br>*(Kursus)* | DATE / DURATION<br>*(Tarikh / Tempoh)* | NAME OF ATO<br>*(Nama ATO)* | TRAINING VENUE<br>*(Tempat Latihan)* |
|---|---|---|---|
| Primary ATC | | | |
| Aerodrome Control | | | |
| Approach Control Procedural | | | |
| Area Control rocedural | | | |
| Area Control Surveillance | | | |
| Approach Control Surveillance | | | |

*(Please ensure that Certified True Copy of the above course's certificate(s) is attached)*

**5. RATING QUALIFIED *(Kelayakan Rating):***

| RATING<br>*(Rating)* | DATE / DURATION OF TRAINING<br>*(Tarikh / Tempoh Latihan)* | OJT CENTRE<br>*(Pusat Latihan)* | ATC EXAMINERS<br>*(Pegawai Pemeriksa ATC)* |
|---|---|---|---|
| Aerodrome Control | | | |
| Approach Control Procedural | | | |
| Area Control Procedural | | | |
| Area Control Surveillance | | | |
| Approach Control Surveillance | | | |

*(Please ensure that Forms CAAM/ANS/EXM 01 and CAAM/ANS/EXM 02 are attached)*

**6. DECLARATION *(Perakuan):***

I hereby certify that all particulars given on this form are correct. I have also checked that all the required documents are attached. I shall notify AND if I do not receive return of my submitted document after 14 working days of submission.


Date:                                                  Signature of Applicant:

**7. CONFIRMATION BY THE HEAD OF UNIT / DIVISION / SERVICE**
   *(Pengesahan Ketua Unit / Bahagian / Perkhidmatan):*

I **support / do not support** this application.

Comments (If any): _____

Date:                          Signature:

                               Name:

                               Position:

**8. FOR ENTRY BY AIR NAVIGATION SERVICES STANDARDS DIVISION ONLY**
   *(Untuk Kegunaan Bahagian Piawaian Perkhidmatan Pemaliman Udara Sahaja):*
**8.1.  Verification of Information and Documents**

a)  ☐  Application is certified complete and proper.

    ☐  Application incomplete
       (Specify):

b)  **ICAO Language Proficiency Requirements (LPR) Achievement:**

| Date of ICAO LPRT | ICAO LPR Level | ICAO LPR Valid Until |
|---|---|---|
|  |  |  |

c)  **Class 3 Medical Assessment:**

| Date of Class 3 Medical Assessment | Date of Expiry |
|---|---|
|  |  |

d)  **ATC Licence No.:**     **CAAM/ATC/L**

| Date of ICAO LPRT | ICAO LPR Level | ICAO LPR Valid Until |
|---|---|---|
|  |  |  |

e)  **Certification by ATC Personnel Licensing Officer:**
    Name:
    Position:

| **8.2.  Air Traffic Controller Licence** | **8.3.  Database Update:** |
|---|---|
| Application meets / does not meet requisite criteria for the issuance of an Air Traffic Controller Licence.<br><br>Remarks *(if any):* _____ | Database has been updated on: |
| Date:         Signature:<br><br>               Name: | Signature:<br><br>Name: |

**CIVIL AVIATION AUTHORITY OF MALAYSIA**
*(PIHAK BERKUASA PENERBANGAN AWAM MALAYSIA)*

**RENEWAL OF AIR TRAFFIC CONTROLLER LICENCE**

APPLICATION:

☐ Re-establish / Reinstate the Privileges of Expired ATC Licence.

☐ Renewal of ATC Licence: Class 3 Medical / ICAO LPR (ELP).

☐ Endorsement of ATC Exam Record: Rating/Validation/Proficiency/Competency.

☐ Amendment / Replacement / Others.

---

**1. PERSONAL PARTICULARS OF APPLICANT**

| Name: | | Station | |
|---|---|---|---|
| IC No.: | | Tel. No. | |
| Permanent Address | | | |

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**2. ATC LICENCE AND MEDICAL ASSESSMENT INFORMATION**

| License No. | **CAAM/ATC/L** | Grade | | Issuance Date | | Expiry date | |
|---|---|---|---|---|---|---|---|
| Medical Assessment Date | | | M.E. | | | | |
| | ECG | | Audiogram | | Chest X-Ray | | Blood Test |

---

**3. ENDORSEMENT OF ATC EXAMINATION RECORD**

| Rating | Date of Examination | | | Station |
|---|---|---|---|---|
| | **Rating** | **Validation** | **Proficiency** | |
| Aerodrome Control | | | | |
| Approach Control Procedural | | | | |
| Approach Control Surveillance | | | | |
| Area Control Procedural | | | | |
| Area Control Surveillance | | | | |
| FIS / AFIS - Competency | | | | |

---

**4. AMENDMENT / REPLACEMENT**

☐ PHOTO (Kindly attach a copy of IC size colour photo with office attire)

☐ PERMANENT ADDRESS ------------------------------------------------------------------------------------------------

☐ OTHERS (please state)
------------------------------------------------------------------------------------------------

I hereby certify that all particulars are correct. I have also checked that all the required documents are attached.
I shall notify AND if I do not receive return of my submitted document after 14 working days of submission.

Date:                Signature of Applicant:

*(Note: Fill up or ✓ on the relevant column).*

| FOR AIR NAVIGATION SERVICES STANDARDS DIVISION | | | |
|---|---|---|---|
| Payment | | Director of ANS's Approval | |
| Receipt No. | | | |
| Validity Period | | Date | |
| Signature | | Signature of Database | |
| Date | | Entry Officer & Date | |

**CIVIL AVIATION AUTHORITY OF MALAYSIA**
*(PIHAK BERKUASA PENERBANGAN AWAM MALAYSIA)*

**ENGLISH LANGUAGE PROFICIENCY TEST (ELPT) APPLICATION**

✔*Please tick as appropriate*

| CAAM | |
|---|---|
| TUDM | |
| PUTD | |
| First ELPT | |
| Renewal | |
| Level 6 Application | |

## 1. TEST-TAKER INFORMATION

| | |
|---|---|
| Name : | ID/IC No.: |
| Office Address : | |
| Air Traffic Controller Licence No.: | eMail : |
| Date of Expiry : | Mobile No.: |
| ATS Provider : | Grade (CAAM) : |
| Current ATC Rating : | Rank (RMAF/PUTD) : |
| Current ELP Rating Scale : Date of Expiry : | Age :      Years      Months |

## 2. DECLARATION BY TEST-TAKER

I declare that all the above information given is complete and correct.

Signature: _____     Date: _____

## 3. DECLARATION BY HEAD OF UNIT

I support / do not support the application

Signature:                                   Official Stamp:

Name:

Designation:                                 Date:

## 4. OFFICIAL USE BY AIR NAVIGATION SERVICES STANDARDS DIVISION

Date Received:                     Signature:

Test Date:                          Name:

Test Location:                      Designation:

                                    Date:

**CIVIL AVIATION AUTHORITY OF MALAYSIA**
*(PIHAK BERKUASA PENERBANGAN AWAM MALAYSIA)*

**APPEAL APPLICATION**

**TYPES OF APPLICATION**:

| | |
|---|---|
| ☐ | Appeal on Class 3 Medical Assessment Results – ME's Assessment. |
| ☐ | Appeal on Air Traffic Controller Licence Denial – Medical Case. |
| ☐ | Appeal on ICAO Language Proficiency Requirements (LPR) Results. |
| ☐ | Appeal on ATC Examination Results. |

Note: This Appeal Application shall be submitted not later than 10 working days after receiving the results.

## 1. PERSONAL PARTICULARS OF APPLICANT

| Name | *(As per MyKad / MyTentera)* | ATC Licence No. | CAAM/ATC/L |
|---|---|---|---|
| IC No. | *(MyKad / MyTentera)* | Station | |
| Permanent Address | | Tel. No. | |

## 2. TYPE OF APPEAL (As appropriate, with support documents)

**2.1** ☐ **Appeal on Class 3 Medical Assessment Results – ME's Assessment**

| Assessment Date | M.E. | Justifications of Appeal |
|---|---|---|
| | | |

**2.** ☐ **Appeal on Air Traffic Controller Licence Denial – Medical Case**

| Application Date | Justifications of Appeal |
|---|---|
| | |

**2.3** ☐ **Appeal on ICAO Language Proficiency Requirements Test (LPRT) Results**

| Assessment Date | LPRT Venue | Justifications of Appeal |
|---|---|---|
| | | |

**2.4** ☐ **Appeal on ATC Examination Results**

| Examination Date | Station | Types of ATC Exam | Justifications of Appeal |
|---|---|---|---|
| | | | |

**Date:**                                **Signature of Applicant:**

| FOR AIR NAVIGATION SERVICES STANDARDS DIVISION |
|---|

## 3.  RESULTS OF REVIEW (As appropriate)

### 3.1  [ ]  Appeal on Class 3 Medical Assessment Results – ME's Assessment

| Review Panel | Decision of Appeal Panel, after a review of all evidences |
|---|---|
|  | [ ] No change to the earlier results.<br><br>[ ] Change, as follows: |

### 3.2  Appeal on Air Traffic Controller Licence Denial – Medical Case

| Review Panel | Decision of Appeal Panel, after a review of all evidences |
|---|---|
|  | [ ] No change to the earlier results.<br><br>[ ] Change, as follows: |

### 3.3  Appeal on ICAO Language Proficiency Requirements Test (LPRT) Results

| Review Panel | Decision of Appeal Panel, after a review of all evidences |
|---|---|
|  | [ ] No change to the earlier results.<br><br>[ ] Change, as follows:<br><br>New ICAO LPRT Level:<br><br>Next Evaluation: |

### 3.4  Appeal on ATC Examination Results

| Review Panel | Decision of Appeal Panel, after a review of all evidences |
|---|---|
|  | [ ] No change to the earlier results.<br><br>[ ] Change, as follows: |

## 4.  SIGNATURES OF REVIEW PANEL

Signature:

Name & Stamp:

Date:

| FOR AIR NAVIGATION SERVICES STANDARDS DIVISION | |
|---|---|
| Date of Application Received |  |
| Date of Review Results Notify to Applicant |  |
| Signature & Date of Database Entry |  |

**9.3      Attachment C: Medical Forms/Report**

The relevant medical forms/report are as follows:

  a)  Notification of Injury / Illness / Pregnancy / Treatment - CAAM/ANS/MED 01

  b)  Post Injury / Illness / Pregnancy / Treatment Medical Examination Report - CAAM/ANS/MED 02

**CIVIL AVIATION AUTHORITY OF MALAYSIA**
*(PIHAK BERKUASA PENERBANGAN AWAM MALAYSIA)*

**NOTIFICATION OF INJURY / ILLNESS / PREGNANCY / TREATMENT**

1.  Pertaining to regulation 155 (1), Civil Aviation Regulations 2016, a person who holds an Air Traffic Controller Licence issued under regulation 149 who suffers any injury / illness / pregnancy / requires treatment involving incapacity to undertake the function to which the licence relates, is required to inform the Authority as soon as possible.

| Name of Licence Holder | | | | |
|---|---|---|---|---|
| IC No. | | | | |
| ATC Licence Number | | | Validity | |
| Station | | | | |
| Date of illness / injury | | | | |
| Illness / Injury Type | *(Please tick as relevant)* | | | |
| | Pregnancy * | | Gastro-intestinal | |
| | Heart abnormality | | Eye surgery | |
| | Kidney problem | | Broken bones | |
| | Neural disorder | | Others *(Please specify)* | |
| | Head injury | | | |

2.  * Declaration of fitness: (pregnant ATC Licence holder)

Weeks pregnancy: _____     Due Date: _____

After medical assessment, I hereby confirm that the above-named is fit to continue with ATC duties up to week _____ gestation period with / without limitations.

Limitation:
_____
_____

3.  [Other than pregnancy] Comments on illness / injury:
_____
_____

Signature:

Medical Examiner:                                    Date:
*(Official Stamp)*

**CIVIL AVIATION AUTHORITY OF MALAYSIA**
*(PIHAK BERKUASA PENERBANGAN AWAM MALAYSIA)*

**POST INJURY / ILLNESS / PREGNANCY / TREATMENT MEDICAL
EXAMINATION REPORT**

1. Pertaining to regulation 155 (2), Civil Aviation Regulations 2016, a person who holds an Air Traffic Controller Licence who suffers any injury / illness / pregnancy / requires treatment involving incapacity to undertake the function to which the licence relates, until the licence holder being medically examined under arrangement made by the Authority and pronounced fit to resume his functions under the licence.

| Name of Licence Holder | | | |
|---|---|---|---|
| IC No. | | | |
| ATC Licence Number | | Validity | |
| Station | | | |
| Illness / Injury Type | *(Please tick as relevant)* | | |
| | Head injury | | Gastro-intestinal |
| | Heart abnormality | | Eye surgery |
| | Kidney problem | | Broken bones |
| | Neural disorder | | Others *(Please specify)* |
| | End of pregnancy Date of delivery: ……………….... | | |

2. After a thorough medical examination, the above-named Air Traffic Controller Licence holder is certified    fit / unfit * to resume air traffic control duties.
   * *(Cross out as relevant)*

3. Limitations (if any):

_____

_____

_____

Signature:


Medical Examiner:

(Official Stamp)


Date:

**INTENTIONALLY LEFT BLANK**

**9.4     Attachment D: ATCE OJT Form Template**

| ATC Examiner OJT Form | | | |
|---|---|---|---|
| **Items** | **Evaluation** | | **Comments** |
| | **S** | **N** | |
| **1.   Theory Examination** (a pass is required for the exam candidate to proceed with practical exam) | | | |
| 1.1 Reviewing proposed question/answer sets | | | |
| 1.2 Reviewing marked question papers | | | |
| 1.3 Review of exam candidate's training records | | | |
| **2.   Practical Examination** (The trainee shall demonstrate the ability to observe and note the exam candidate's) | | | |
| 2.1 Application of standard separation | | | |
| 2.2 Non-standard phraseology | | | |
| 2.3 Overall planning of traffic handling | | | |
| 2.4 Coordination | | | |
| 2.5 Strip markings and arrangements | | | |
| **3.   Oral Examination and Debriefing** | | | |
| 3.1 Appropriate choice of questions | | | |
| 3.2 Easily understood sentence structure and style | | | |
| 3.3 Clarity of explanations on deficiencies/errors | | | |
| | | | |
| **4.   General Attributes** | | | |
| 4.1 Focussed in the conduct of examination | | | |
| 4.2 Professional and ethical | | | |
| 4.3 Consistent in assessment of exam candidates | | | |
| 4.4 Produce comprehensive examination report | | | |
| **5.   Recommendations by Trainer** | | | |
| **Comments** (tick relevant box) | **Specify / Explain** | | |
| Capable of conducting ATC Exams efficiently, ready for solo assignment | | | |
| Need additional training  in specific areas before solo assignment | | | |
| Need more training, not ready for solo assignment | | | |
| Not suitable for this job function | | | |
| | | | |
| **Officer on OJT** **Date:** | *(Remarks and signature)* | | |
| **OJT Officer** **Date:** | *(Official stamp and signature)* | | |
| **Director / Head of Unit** **Date:** | *(Official stamp and signature)* | | |