CIVIL AVIATION DIRECTIVE – 1201

ATC LICENSING

CIVIL AVIATION AUTHORITY OF MALAYSIA

ISSUE 02
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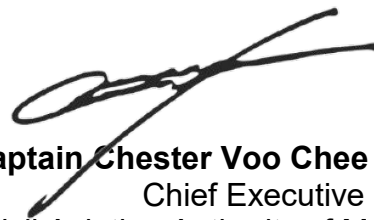INTENTIONALLY LEFT BLANK

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, 152, 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 15 November 2022.

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.

(Datuk 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 CAD 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 CAD, 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.

ISS/REV No.	Revision Date	Revision Details	Initials
ISS02/REV00	15th November 2022	New issue	CAAM

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Summary of Changes

ISS/REV No.	Item No.	Revision Details
ISS02/REV00	All	Change division name from ANSSD to ANSA
	Para 3.2.14.1, 3.5.3.4, 4.4.1, 4.5.3.1, 4.5.3.5	Incorporated CAC 02/2022
	Para 2.9.7	New requirements on monthly duty roster submission for surveillance purposes.
	Para 2.12.2 & 2.12.3	Additional requirements on Lost or Damaged Licence.
	Chapter 3	New policies for the establishment of Rating Training Organisation (RTO)
	Para 3.6.3 & Appendix 1	Additional requirement for the appointment of OJTI
	Para 3.7.3.4, 3.7.5 & 3.7.6	New requirements on training for Air Traffic Services that involve major airspace restructuring and total change of procedure
	Para 4.3	New requirements for the appointment of Authorised Examiner
	Para 4.2.1.3 & Appendix 2	Additional requirements for the appointment of ATCE
	Para 4.5.1.4 (a)	Revise provisions on Approach Control Procedural rating/validation examination for an ATSP radar environment Category I and II
	Para 4.5.2	Revision on topic Proficiency Examination
	Para 4.5.3	Revision on topic Competency Examination
	Para 4.6	Revision on topic Theory Examination
	Para 4.6.2 (b) & Appendix 4	New requirements for the e-Examination
	Para 4.7	Revision on topic Practical Examination
	Para 4.7.1	Revise requirement on number of Examiner (from 2 become 1)
	Para 4.9.1	New requirements on notification for the conduct of examination.
	Revoke	The requirement on supervisors on duty to maintain the currency of their rating
	Chapter 8	Renaming all the application forms in accordance with the DCPM format
	Chapter 8	List and locate the applicable forms the on CAAM website

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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 02/Revision 00, and comes into operation on 15th November 2022.

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)   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, CAD 1007 English Language Proficiency Testing and CAD 1102 Aerodrome Flight Information Service (AFIS).

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 Civil Aviation Directive 1201 – ATC Licensing (CAD 1201) Issue 01/Revision 00, dated 1st May 2021.

1.4 Definitions

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

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 and Aerodrome Division (ANSA) means Air Navigation Services and Aerodrome Division in the Civil Aviation Authority of Malaysia vested with the responsibility to regulate the air navigation services (ANS) provision and ATC Personnel Licensing (ATC PEL).

Note. — In the provisions of this Directives, the ANSA 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 an ATC licence or rating;*
   ii. *issue, renew and endorsement of ATC licences and ratings; and*
   iii. *designation and authorisation of approved persons.*

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

Air Traffic 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 ANSA 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 a designated ATCE who are authorised by the CAAM to conduct examination pertinent to ATC training courses and air traffic service unit operations.

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.

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.

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.

Medical Assessment means the evidence issued by CAAM that the licence holder meets specific requirements of medical fitness.

Medical Assessor (MA) means a physician, appointed by CAAM, qualified and experienced in the practised of aviation medicine and competent in evaluating and assessing medical conditions of flight safety significance.

Note 1. — Medical Assessors evaluate medical reports submitted to CAAM by Medical Examiners.

Note 2. — Medical Assessors are expected to maintain the currency of their professional knowledge.

Medical Certificate (CAAM/MED/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.

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

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.

Rating Training means theoretical and practical training designed to impart knowledge and practical skills related to a specific rating and, if applicable, to rating endorsement.

Rating Training Organisation (RTO) means the Air Traffic Service Unit providing training and examination for obtaining Air Traffic Controller ratings.

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

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

When the following abbreviations are used, they have the following meanings:

AFIS	=	Aerodrome Flight Information Service
AIC	=	Aeronautical Information Circular
AIP	=	Aeronautical Information Publication
ANS	=	Air Navigation Services
ANSA	=	Air Navigation Services and Aerodrome Division
ANSP	=	Air Navigation Service Provider
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
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
CAR	=	Civil Aviation Regulations
CEO	=	Chief Executive Officer
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
MA	=	Medical Assessor
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
RMAF	=	Royal Malaysian Air Force
RTO	=	Rating Training Organisation
SARPs	=	Standard and Recommended Practices
SMGCS	=	Surface Movement Guidance and Control System

2 Air Traffic Controller Licence

2.1 Student Air Traffic Controller

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

2.1.2 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/BPUA/LIC/01 – Application for Air Traffic Controller Licence;

   b)   three (3) copies of coloured photograph (I.C size);

   c)   forms CAAM/BPUA/EXM/01 and CAAM/BPUA/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;

   f)   current Class 3 Medical Certificate CAAM/MED/3; and

   g)   ELPT result CAAM/BPUA/ELP/04

2.6.2   Application for an air traffic controller licence shall be accompanied by prescribed 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 documents through the Unit/Division Head with an official covering letter and addressed to the Director of Air Navigation Services and Aerodrome 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 CAAM.

2.8   Validity of Air Traffic Controller Licence

2.8.1   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 followings:

   a)   valid Class 3 Medical Certificate; and

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

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

2.8.2.1 Class 3 Medical

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

2.8.2.2 English Language Proficiency

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

2.8.3 An air traffic controller shall be responsible to submit the items in paragraph 2.8.1 above for endorsement by the CAAM before the licence expires.

2.8.4 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 2.8.1 above has been endorsed by CAAM;

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.

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

2.9 Validity of ATC Ratings

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

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

2.9.3 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 2.9.2.

2.9.4 ATSP shall notify ANSA when an air traffic controller is unable to provide the services specified in that rating, for a period of more than ninety (90) days.

2.9.5 A lapse of ATC operational duty between ninety (90) to one hundred seventy-nine (179) days shall require the air traffic controller to undergo a familiarisation training and assessment to renew validity.

2.9.6 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 paragraph 3.5.3.3, followed by ATC examination in paragraph 4.4.2.

2.9.7 ATSP shall submit to ANSA the monthly duty roster and the amended previous month's duty roster by the 7th of the month, for surveillance purposes.

2.10 Renewal of Air Traffic Controller Licence

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

2.10.1.1 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.

2.10.1.2 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).

2.10.1.3 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; and

e) endorsement of ATC familiarisation assessment.

2.10.1.4 Amendment / replacement / others:

a) endorsement of ATCE;

b) endorsement of OJTI;

c) endorsement of ELP rater;

d) change of photo;

e) change of address;

f) replacement of air traffic controller licence; and

g) amendment of any relevant licence data.

2.11   Extension

2.11.1   The validity periods of the endorsement concerned will not be extended.

2.12   Lost or Damaged Licence

2.12.1   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, apply to the CEO for a replacement of the licence in accordance with regulation 189 of the Civil Aviation Regulation 2016.

2.12.2   Application for replacement of loss of licence/certificate(s), the person to whom it is issued shall submit CAAM/BPUA/LIC/02.

2.12.3   Application for replacement of damaged of licence/certificate(s), the person to whom it is issued shall submit CAAM/BPUA/LIC/02 together with the damaged licence/certificate(s).

2.13   Relieve from ATC Duties

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

2.13.2   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.

2.13.3   The matter shall immediately be reported to the ATSP Head / Regional Director / Director of Operations and ANSA, as specified in the Local Procedures.

2.13.4   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.

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

2.13.6   Re-instatement to operational duties shall only be approved by ANSA, after the matter has been satisfactorily investigated by ATSP and the controller is assured to be of no safety risk.

2.14   Suspension of Licence

2.14.1   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)   false information, false entry, and alteration of certificate / record / document is perceived during the licensing process;

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 *(refer to Note 1)*;

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

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

g)   deterioration in competence to perform operational duties *(refer to 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.

2.14.2   Suspension referred to in para 2.14.1(a) above shall be for a period determine by the CEO.

2.14.3   Medical evaluation after the pregnancy/illness/injury period can be conducted with the ME and the report submitted to ANSA using Form CAAM/BPUA/MED/02, to be reviewed by the MA, where applicable. The licence shall remain suspended until the MA announce the licence holder fit to resume duties after reviewing the medical evaluation report.

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3 Rating Training Requirements

3.1 General

3.1.1 All rating training at Rating Training Organisation (RTO) shall be conducted in accordance with this CAD.

3.1.2 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 RTO as stipulated in paragraph 3.2.12.

3.1.3 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).

3.2 Rating Training Organisation (RTO)

3.2.1 In accordance with Regulation 152 of the Civil Aviation Regulations 2016, RTO shall conduct any course of training or instruction and examination pertaining to the Licensing of Air Traffic Controller.

3.2.2 RTO shall ensure the functions for the purpose of rating training for the ATC licence endorsement are carried out in accordance with requirements established in this CAD and guidelines established in CAGM 1201 and CAGM 1202.

3.2.3 RTO shall ensure that the following are established and maintained to the requirement:

a) qualification of OJT Instructors, ATC Examiners and key personnel;

b) facilities including but not limited to classrooms and simulator where applicable;

c) training manual as outlined in paragraph 3.4; and

d) procedure, manuals and documentation.

Note. — The requirement listed above are detailed in the Establishment of RTO in CAGM 1201 – ATC Rating Training

3.2.4 RTO shall provide and maintain internal policy manual and guidance material for the use and guidance of personnel concerned, on policy of the unit as well as the procedures and process which are used to provide rating training and examination.

3.2.5 RTO 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.

3.2.6 Pursuant to the Civil Aviation Regulations 2016 Regulation 204, RTO shall be subjected to safety regulatory oversight conducted by the CAAM for the purpose of determining compliance with the regulations and established requirements in this directive.

3.2.7 ANSA shall be notified of the controller's training and examination for ATC's personnel licensing administration.

3.2.8 Any course of rating training and examination conducted for any type of rating at an RTO for licensing shall allow a demonstration of appropriate and satisfactory knowledge as in the training objectives available in CAGM 1201 – ATC Rating Training.

3.2.9 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.

3.2.10 Area Control Procedural

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

3.2.11 Aerodrome Control or Aerodrome & Approach Control Procedural

3.2.11.1 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 shall meet the training objectives available in CAGM 1201 – ATC Rating Training;

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.

3.2.12 Based on the criteria listed, the following ATSP are designated as RTO for the appropriate rating:

3.2.12.1 Area Control Procedural and Area Control Surveillance

a) Kuala Lumpur ACC

b) Kota Kinabalu ACC

c) Kuching ACC

3.2.12.2   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

3.2.12.3   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

3.2.13   Categorisation of Approach Control Surveillance ATSP

3.2.13.1   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.

3.2.13.2   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
a.	Radar and system redundancy	Yes (stand-alone redundancy)	No	No
b.	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)
c.	MRT feature	Yes (100% overlapping radar coverage)	Yes (Partial overlapping radar coverage)	Yes (Partial overlapping radar coverage)
d.	ATSP	1. Kuala Lumpur	1. Kota Kinabalu 2. Kuching 3. Miri 4. Labuan 5. Kuantan 6. Butterworth	1. Langkawi 2. Johor Bahru 3. Kota Bharu 4. Sibu 5. Tawau

3.2.13.3   Category I and II ATSP shall conduct Approach Control Procedural training in the simulation environment.

3.2.13.4   Category III ATSP shall conduct Approach Control Procedural training in a live traffic environment.

3.2.14   Training for Aerodrome Flight Information Service

3.2.14.1   Training requirements for Aerodrome Flight Information Service (AFIS) shall be referred to CAD 1102 AFIS.

3.2.14.2   The following ATSP shall provide training for AFIS:

a) Mulu Tower

b) Tioman Tower

3.3   RTO for Validation

3.3.1   ATSP as in paragraph 3.2.12 and other ATSP shall be considered as RTO for validation purposes.

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

3.4   Training Manual

3.4.1   All 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 the training objectives is available in CAGM 1201 – ATC Rating Training.

d)   qualification, requirement and responsibilities of OJT Instructors; and

e)   job descriptions of OJT Instructors.

3.4.2   The training manual shall be submitted to ANSA for verification and shall be published under the authority of the CEO.

3.5   Types of Training

3.5.1   Lead-in Training

3.5.1.1   Students air traffic controller who have passed an ATC course at the ATC-ATO shall undergo further practical training at designated RTO for the purpose of obtaining a rating.

3.5.1.2   Prior to OJT, a controller shall undergo a Lead-In Training at the designated RTO , for a minimum of three (3) working days depending on the size and complexity of the operations of the ATSP.

3.5.1.3   ATSP shall conduct Training Need Analysis in determining the number of days required for the lead-in training.

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

3.5.1.5   The syllabus to achieve the required training objectives is available in CAGM 1201 – ATC Rating Training.

3.5.2   On-The-Job Training (OJT)

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

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

3.5.3   OJT Period

3.5.3.1   The following OJT period shall be applicable at RTO where the rating is sought:

No	Type of Ratings	OJT Period (whichever is later)
a.	Aerodrome Control	90 hours or 1 month
b.	Approach Control Procedural	180 hours or 3 months
c.	Approach Control Surveillance	180 hours or 3 months
d.	Area Control Procedural	180 hours or 3 months
e.	Area Control Surveillance	180 hours or 3 months
f.	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 ANSA and not less than 50 at the unit or equipment for which the rating is sought.

3.5.3.2   The OJTI may submit a recommendation for early examination in paragraph 3.5.3.1, 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 to ANSA for approval.

3.5.3.3   The minimum training period to validate a rating of a similar ATC operational position at another designated RTO 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 ANSA approval, if the student is deemed ready to sit for examination.

3.5.3.4   The OJT period prior to Flight Information Service (FIS) competency examination shall be two (2) weeks.

3.5.3.5   The OJT period for AFIS shall refer to CAD 1102.

3.5.4   Familiarisation Training

3.5.4.1   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).

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

3.5.4.3   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) days.

3.5.4.4   The OJTI may submit a recommendation for early examination in paragraph 3.5.4.3, not earlier than two (2) weeks from the date of commencement of familiarisation training, if the candidate is deemed ready to sit for examination. The application shall be attached with a recommendation from the ATSP to ANSA for approval.

3.5.4.5   A practical assessment shall be conducted at the completion of the familiarisation training. A controller who fails the familiarisation assessment shall continue training and undergo a Proficiency Examination as outlined in paragraph 4.5.2.

3.5.4.6   A controller who fails both the familiarisation assessment and the Proficiency examination, shall refer to paragraph 4.5.1.7.

3.5.5   Refresher Training

3.5.5.1   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.

3.5.5.2   RTO 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.

3.5.5.3   Refresher training shall also be utilised to:

a)   provide opportunity for controllers to grasp important new concepts such as CNS, ATM, PBN, SMS 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 or RTO, whichever is more practical and cost-effective.

3.5.6   Refresher Training for Approach Control Procedural.

3.5.6.1   Suitably qualified controllers in Category I and II ATSP (refer to categories in paragraph 3.2.13.2) 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.

3.6 On-the-Job Training Instructor (OJTI)

3.6.1 CAD 1, Chapter 4, paragraph 4.5.3.3 requires CEO to authorise an air traffic controller before he can carry out instruction in an operational environment as an OJTI.

3.6.2 Qualification and Appointment of OJTI

3.6.2.1 RTO shall have qualified OJTI appointed by the CEO. The appointment is for a term of two (2) calendar years.

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 valid rating / validation for a period of at least six (6) 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 successfully completed the OJTI initial/recurrent training before performing such duties.

3.6.3 Further assessment of the nominated OJTI will be conducted by ANSA and subjected to criteria established in Appendix 1 of this Directives. The result of the assessment will be forwarded to the CEO for the appointment process.

3.6.4 RTO shall establish OJTI training and competency assessment programme to ensure that all OJTI receive initial/recurrent training in knowledge and skills appropriate to their assigned tasks and responsibilities.

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).

c)   competency assessment.

Note. — The training report shall be submitted together with OJTI nomination.

3.6.6   The responsibilities of OJTI:

Note 1. — OJT can be conducted under the supervision of rated air traffic controller who is not an OJTI. However, the assigned OJTI shall be responsible to ensure the training objectives are met.

Note 2. — OJT refers to both simulation and operation training.

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

b)   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;

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

d)   To train based on 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.

e)   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.

f)   for the safety of the air traffic control service that the trainee air traffic controller is providing under his supervision;

g)   to ensure that trainee air traffic controllers are competent in the use of new standards, procedures, techniques, facilities and equipment identified as essential to task performance;

h)   to determine and report on the training progress;

i)   to identify any deficiencies in knowledge or skill and recommending remedial training;

j)   to recommend trainee air traffic controllers as being at an appropriate level of competence where they should be successful at a rating or validation assessment;

k)   to supervise air traffic controllers who have had their rating(s) suspended; and

l)   to review, monitor and propose changes to the training.

3.6.7   Nomination guidelines for OJTI is available in CAGM 1201 – ATC Rating Training.

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 based on this assessment and submit to the CEO for approval.

Note. — Refer to CAGM 1102 for the guidance of obtaining 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.

3.7.3.4 Any Air Traffic Services that involve major airspace restructuring and total change of procedures:

a) possess current rating for the ATSP prior to commencement of training for validation;

b) pass a written theory examination on current rating which affected by airspace restructuring;

c) train for not less than fifteen (15) simulator exercises 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.

3.7.5 With reference to the para 3.7.3.4, ATSP shall conduct Safety Risk Assessment in determining types of training required with regards to the changes, based on size and complexity of the operation.

3.7.6 The ATSP shall submit the SRA in para 3.7.5 to ANSA and decision will be made on type of assessment required based on the SRA.

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 3.4.

3.9   Training Record

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

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

a)   personal particulars of the trainee;

b)   a copy of the licence if applicable;

c)   detailed records of rating training given to individual trainee, including but not limited to:

1)   for each simulator training session: the date; the exercises carried out; the instructor's name and written comments by the instructor on the trainee's performance;

2)   record of malfunction of equipment or abnormal situation if applicable; the results of assessment/examination.

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

3.9.3.1   Completeness.

3.9.3.1.1   The records 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 General

4.1.1 In accordance with Regulation 152 of the Civil Aviation Regulations 2016, RTO shall conduct examination pertaining to the Licensing of Air Traffic Controller.

4.1.2 The conduct of ATC examination is delegated to RTO.

4.2 ATC Examiner (ATCE)

4.2.1 Qualification and Appointment of ATCEs

4.2.1.1 RTO shall have qualified ATCE appointed by the CEO. The appointment is for a term of two (2) calendar years.

4.2.1.2 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 valid 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 successfully completed the ATCE initial/recurrent training before performing such duties.

4.2.1.3 Further assessment of the nominated ATCE will be conducted by ANSA and subjected to criteria established in Appendix 2 of this Directives. The result of the assessment will be forwarded to the CEO for the appointment process.

4.2.1.4 The RTO shall establish ATCE training and competency assessment programme to ensure that all ATCE receive initial/recurrent training in knowledge and skills appropriate to their assigned tasks and responsibilities.

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

a) regulatory requirements including new regulations;

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

c) competency assessment.

Note. — The training evidence shall be submitted together with ATC Examiner nomination.

4.2.2   Responsibilities of ATC Examiner (ATCE):

a)   ATCE shall participate in the conduct of rating / validation / proficiency / competency examinations.

b)   the ATCE shall not be involved in relieving any other operational position during the conduct of a practical examination.

c)   the ATCE shall be responsible for the release of the examination results.

d)   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.

e)   ATCE shall assess the examinee's ability and knowledge to carry out ATC duties according to the standards required to achieve the training objectives available in CAGM 1201 – ATC Rating Training.

f)   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.

g)   ATCE 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.

h)   records of an assessment of performance shall be completed in the relevant forms (CAAM/BPUA/EXM/01 and CAAM/BPUA/EXM/02).

4.2.3   The new nominated ATCE shall undergo OJT for at least one (1) proficiency examination session and shall be assess by existing ATCE. The ATCE OJT form template is available in Attachment A.

4.2.4   The nomination process of ATCE is available in CAGM 1202 – ATC Rating Examination.

4.3   Authorised Examiner

4.3.1   The Authorised Examiner is to be considered as temporary examiner which shall only be appointed in exceptional circumstances.

4.3.2   The exceptional situations for which it may be considered not to be possible to comply with valid endorsement, therefore a temporary examiner authorisation may be granted, are not limited to the following:

a)   establishment of a new ATC unit or new sector for the air navigation service provider;

b) upgrading or new ATCS;

c) new rating or rating endorsement put into operation at an ATC unit;

d) reopening of a temporary ATC unit;

e) ATSP's provisional inability in a variety of circumstances.

4.3.3   To determine the needs of the appointment Authorised Examiner, the following aspects are to be considered:

a) Size and complexity of the station;

b) The type rating of the air traffic service provided; and

c) The duration to be issued for the authorisation on the exceptional circumstances.

4.3.4   The ATSP shall provide a safety risk analysis on how the equivalent level of safety will be ensured if an Authorised Examiner is issued.

4.3.5   The Authorised Examiner shall be a current ATCE and shall possess the intended type of rating for the examination.

4.3.6   The application process of Authorised Examiner is available in CAGM 1202 – ATC Rating Examination.

4.4   Examination Procedures

4.4.1   Examination are conducted on completion of training at RTO 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; and

f) Flight Information Service.

4.4.2   ATC Examination shall consist of the following components:

a) theory

b) practical

c) oral

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

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

a)   theory

b)   practical

c)   oral

4.4.5   ATC familiarisation assessment shall contain the following parts:

a)   practical

b)   oral

4.4.6   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.

4.5   Types of Examination

4.5.1   Rating / Validation Examination

4.5.1.1   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.

4.5.1.2   A rating examination which is a prerequisite for ATC licence application shall be conducted at RTO as listed in Chapter 3 paragraph 3.2.12.

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

4.5.1.4   An Approach Control Procedural rating/validation examination for an ATSP classified as radar environment Category I and II ATSP (refer Chapter 3 paragraph 3.2.13.2) shall be conducted in the simulator with the following provisions:

a)   a number of training exercises per controller shall meet the training objectives available in CAGM 1201 – ATC Rating Training;

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.

Note. — 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.

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

4.5.1.6   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.

4.5.1.7   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 ANSA for CEO approval.

4.5.2   Proficiency Examination

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

a)   at least once a year; 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.

4.5.2.2   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.

4.5.2.3   A controller who fails a proficiency examination shall be required to undergo a training not less than five (5) days before resitting the examination.

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

4.5.2.5   ATSP shall conduct proficiency examination in live traffic environment except for Category I and II ATSP whereby the Approach Control Procedural proficiency examination shall be conducted in simulation environment.

4.5.3   Competency Examination

4.5.3.1   A controller shall pass a competency examination before performing FIS function.

4.5.3.2   A competency examination shall be conducted in the following circumstances:

a) at least once a year; 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).

4.5.3.3 A controller shall satisfy the ATCE 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.

4.5.3.4 If a controller fails the theory examination, he is considered not to have met the examination requirements.

4.5.3.5 A controller who fails his first Flight Information Service (FIS) competency examination shall be required to undergo a second OJT for a period of two (2) weeks before being allowed to re-sit.

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

4.5.4 Familiarisation Assessment

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

4.5.4.2 A controller who fails a familiarisation assessment shall continue training and undergo a Proficiency Examination as outlined in paragraph 4.5.2.

4.6 Theory Examination

4.6.1 The theory examination shall be administered by the ATCE from a set of approved questions.

4.6.2   There are two (2) types of theory examination that shall be available to measure knowledge and competency:

a)   paper examination; or

b)   electronic examination (e-Examination).

Note 1. — Detailed on subjective theory examination requirements are found in the Appendix 3 – ATC Theory Examination.

Note 2. — Detailed on objective theory examination requirements are found in the Appendix 4 – ATC Theory e-Examination.

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

4.6.4   The guidelines for the conduct of theory examination and guidelines for preparing the theory examination question are available in CAGM 1202 – ATC Rating Examination.

4.7   Practical Examination

4.7.1   The practical examination for a rating, validation, proficiency and competency shall be conducted by an ATCE.

4.7.2   The ATCE shall be maintained throughout the duration of a practical examination. The ATSP shall notify the ANSA if there is any change in the ATCE during the practical examination.

4.7.3   The ATCE shall not be involved in relieving any operational positions including the checked position during the conduct of a practical examination.

4.7.4   In the event of a repeat examination, ATSP shall propose a different ATCE.

4.7.5   Practical examination to qualify for operational duties at an ATSP shall be conducted live, except for circumstances explained in paragraph 4.5.2.5.

4.7.6   The practical examination shall be conducted to assess the capability of the student air traffic controller for solo duties to achieve the training objectives available in CAGM 1201 – ATC Rating Training.

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

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

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

4.7.9   The duration for conducting practical and oral examinations for rating/validation are detailed in the table below:

Work Position	Duration
Area Control Procedural	Not less than 2 days (morning and night shift for KLATCC)
Area Control Surveillance	2 days
Approach Control Procedural	2 days
Approach Control Procedural (radar environment)	Simulator (1 day)
Approach Control Surveillance	2 days
Aerodrome & Approach Control Procedural (combine)	2 days
Aerodrome Control	2 days
Flight Information Service	2 days
Flow Control	2 days

4.7.10   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 are available in CAGM 1202 – ATC Rating Examination.

4.8   Oral Examination

4.8.1   The oral examination for a rating, validation, proficiency and competency shall be conducted by the same ATCE who conduct the practical examination.

4.8.2   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.

4.8.3   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.

4.8.4   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 are available in CAGM 1202 – ATC Rating Examination.

4.9 Notification for the Conduct of Examination

4.9.1 ATSP shall notify the ATC Examination to ANSA at least 14 days before the proposed date of Theory Examination via email. The application shall be sent to ANSA.

4.9.2 The ATC Examination details 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) duration of training/OJT (if applicable)

g) supporting letter from Training Officer (if applicable)

Note. — The format to be used in submitting the above information is provided in ATC Examination Administration, CAGM 1202 – ATC Rating Examination.

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 in the simulation environment.

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 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 seventy percent (70%).

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

4.11.3 The ATCE shall be responsible for the release of the examination results.

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

4.12   ATC Examination Report and Licence Endorsement

4.12.1   ATC Examination reports shall be forwarded to CAAM 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/BPUA/LIC/01(for rating only);

c)   form CAAM/BPUA/LIC/02;

d)   form CAAM/BPUA/EXM/01;

e)   form CAAM/BPUA/EXM/02;

f)   relevant ATC licence certificate;

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

h)   certified true copy of fee payment receipt.

4.12.3   The ATSP shall forward the completed report to CAAM 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/BPUA/LIC/14 to CAAM within ten (10) working days after receiving the exam result.

4.13.2   CAAM 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 based on the highest amount.

4.14.3   All fees due shall be payable before the commencement of an examination.

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 5.6.3.

5.1.7 Details of the administration, requirements and conduct of ELPT are available in Appendix 5.

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/BPUA/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/BPUA/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/BPUA/LIC/02 – Renewal of Air Traffic Controller Licence shall be submitted to CAAM 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 CAAM using the following forms:

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

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

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7 Appendices

7.1 Appendix 1 – OJTI Nomination Screening

1. The Guidelines for OJTI Nomination Screening

1.1. 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. Knowledge is an outcome of the learning process, whether learning occurs in formal or informal settings. There are different types of knowledge: declarative (e.g. facts and raw data), procedural (e.g. categorized/contextualized and application of conditional if-then rules), strategic (e.g. synthesis, inference to guide resource allocation for decision making, problem-solving and behavioural action), adaptive (e.g. generalization, innovation and invention).

1.2. A skill is an ability to perform an activity or action. It is often divided into three types: motor, cognitive and metacognitive skills. 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. A cognitive skill is any mental skill used in the process of acquiring knowledge, such as reasoning, perception and intuition. A metacognitive skill relates to the ability of learners to monitor and direct their own learning processes ("thinking about thinking"); for example, planning how to approach a given learning task, monitoring comprehension and evaluating progress toward the completion of a task. Skills are developed over time and with practice. Often complex tasks that are new to the ATCOs are initially seen as cognitively demanding; however, as they become more practiced, some of these cognitive processes become automatized 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 and in a quicker manner.

1.3. Experience is an important foundation in performing a job or activity more effectively and productively. Experienced training officers have knowledge and understanding of learning and development methodologies, training cycles and types of learning they can use when developing training materials. Training officers can also usually adapt to the learning environment, type of training, attitude/reaction of trainees and how to deliver learning more effectively. Training officers not only transfer new knowledge and skills to trainees, but training officers should increase morale, increase productivity, help the workforce adapt to change more quickly and more efficiently and ensure trainees meet training objectives.

2. Nomination Screening Method

2.1. The following criteria are considered for the OJTI nomination screening process:

a) Have experience as an ATC for at least five (5) years;

b) Hold a rating / validation license for the latest station for at least one (1) year in the field proposed to be appointed as an OJTI;

c) Pass every exam that has been conducted for the past five (5) years;

d) Have a theoretical exam score of over 85 percent for the past three (3) years;

e) Human resource management

Human resource management is the strategic and coherent approach to the effective and efficient management of staffing to gain a competitive advantage. It is designed to maximize employee performance in service with strategic objectives.

f) Positive attitude with strategic and critical thinking.

A good instructor will be able to think critically about the trainee or a person they work within and develop a clear understanding of its strengths, weaknesses and opportunities. They'll be able to overcome the challenge when necessary and be able to assess the work they do to determine how it fits into the overall goals.

2.2. To determine the amount of OJTI required for each station, the following aspects are to be considered:

a) Size and complexity of the station;

b) The type rating for the air traffic service provided;

c) The number of shifts in the station; and

d) The number of Controller Work Position (CWP) in the station.

3. The Result of Calculated OJTI

3.1 The calculation is based on the size and complexity of the station, the type rating of air traffic service provided, the number of shifts in the station and the number of active CWPs.

3.2 The amount of OJTI required for each station are detailed in the table below:

Station	OJTI
KLIA	5 Shifts x 3 (each rating)
KL ATCC	5 Shifts x 2 (each rating) + 5 FIS + 3 Approach Control Procedural
KK ACC	5 Shifts x 1 (each rating) + 5 FIS + 3 Approach Control Procedural
Kuching ACC	5 Shifts x 1 (each rating) + 5 FIS + 3 Approach Control Procedural
Other station	3 (each rating)

7.2 Appendix 2 – ATCE Nomination Screening

1. The Guidelines for ATCE Nomination Screening

1.1. 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. Knowledge is an outcome of the learning process, whether learning occurs in formal or informal settings. There are different types of knowledge: declarative (e.g. facts and raw data), procedural (e.g. categorized/contextualized and application of conditional if-then rules), strategic (e.g. synthesis, inference to guide resource allocation for decision making, problem-solving and behavioural action), adaptive (e.g. generalization, innovation and invention).

1.2. A skill is an ability to perform an activity or action. It is often divided into three types: motor, cognitive and metacognitive skills. 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. A cognitive skill is any mental skill used in the process of acquiring knowledge, such as reasoning, perception and intuition. A metacognitive skill relates to the ability of learners to monitor and direct their own learning processes ("thinking about thinking"); for example, planning how to approach a given learning task, monitoring comprehension and evaluating progress toward the completion of a task. Skills are developed over time and with practice. Often complex tasks that are new to the ATCOs are initially seen as cognitively demanding; however, as they become more practiced, some of these cognitive processes become automatized 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 and in a quicker manner.

1.3. Experience is an important foundation in performing a job or activity more effectively and productively. Experienced training officers have knowledge and understanding of learning and development methodologies, training cycles and types of learning they can use when developing training materials. Training officers can also usually adapt to the learning environment, type of training, attitude/reaction of trainees and how to deliver learning more effectively. Training officers not only transfer new knowledge and skills to trainees, but training officers should increase morale, increase productivity, help the workforce adapt to change more quickly and more efficiently and ensure trainees meet training objectives.

2. Nomination Screening Method

2.1 The following criteria are considered for the ATCE nomination screening process:

a) Hold a rating / validation license for the latest station for at least one (3) year in the field proposed to be appointed as an ATCE;

b) Pass every exam that has been conducted for the past five (5) years;

c) Have a theoretical exam score of over 85 percent for the past three (3) years;

d) Human resource management

Human resource management is the strategic and coherent approach to the effective and efficient management of staffing to gain a competitive advantage. It is designed to maximize employee performance in service with strategic objectives.

e) Positive attitude with strategic and critical thinking.

A good instructor will be able to think critically about the trainee or a person they work within and develop a clear understanding of its strengths, weaknesses and opportunities. They'll be able to overcome the challenge when necessary and be able to assess the work they do to determine how it fits into the overall goals.

2.2   To determine the amount of ATCE required for each station, the following aspects are to be considered:

a) Size and complexity of the station;

b) The type rating of the air traffic service provided;

c) The number of shifts in the station; and

d) The number of active Controller Work Position (CWP) in the station.

3.   The Result of Calculated ATCE

3.1   The calculation is based on the size and complexity of the station, the type rating of air traffic service provided, number of shifts in the station and the number of active CWP.

3.2   The amount of ATCE required for each station are detailed in the table below:

Station	ATCE
KLIA	6 (each rating)
KL ATCC	6 (each rating) + 3 FIS
KK ACC	6 (each rating) + 3 FIS
Kuching ACC	6 (each rating) + 3 FIS
Other station	3 (each rating)

7.3   Appendix 3 – ATC Theory Examination

1.   Invigilation Arrangements

1.1.   The established invigilation arrangements are available in CAGM 1202 – ATC Rating Examination (Conduct of Theory Examination paragraph 1.1 - 1.6).

1.2.   Invigilator's Task:

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

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

c)   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.

d)   Prior to commencement of the exam, the Invigilator shall brief the examinee(s) on the Exam Information & Instructions available in CAGM 1202 – ATC Rating Examination.

e)   Invigilators shall not:

1)   carry out any other task

2)   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.

f)   On completion of the examination, the Invigilator shall:

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

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

2.   Administering Theory Examination

2.1   The ATSP shall prepare draft ATC theory questions for submission to ANSA for approval, once every two (2) years.

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

2.3   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.

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

a) the question-only sets will be distributed to ATSP to be used in 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.

2.5 Question & Answer sets shall be vetted and approved by ANSA.

3. Format of The Theory Paper

3.1 The specifications of ATC Examination paper are as follows:

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

b) To be named as Set A, Set B & Set C.

c) Font & Size: Arial Font 12.

d) The theory paper shall comprise of three sections:

1) section A: General (30%); addressing required basic knowledge of the associated Rating;

2) section B: Local Procedures (40%); focussing on the unit's special procedures;

3) section C: Abnormal Situations (30%); focussing on the unit's special procedures.

e) Questions may be in the form of:

1) multiple Choice Questions;

2) true/false statements;

3) matching Pairs;

4) completion - "fill in the blank" nature;

5) short answer essay;

6) extended-response essay;

7) problem Solving;

8) case Study or Scenario based question; or

9) a combination of the above.

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

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

4   Setting Up an ATC Theory Examination Questions Database

4.1   An ATSP 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.

4.2   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.

4.3   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.

5   Security of Question Bank (QB) and Answer Script

5.1   Physical QB sets should be kept in locked cabinet or a safe. Only dedicated ATCE has access to the cabinet/safe. QB sets in softcopy form shall be kept in a password protected files.

5.2   Designated ATCE/Invigilator shall get the question set(s) ten (10) minutes before the examination starts.

5.3   The invigilator shall be reminded that examination papers shall not be left lying around unattended, at any time.

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

5.5   Original marked answer scripts shall be submitted to ANSA by ATSP for filing.

5.6   The ATSUs shall keep a copy of the marked answer scripts for record keeping and future reference.

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7.4   Appendix 4 – ATC Theory e-Examination

1.   Invigilation Arrangements

1.1.   The established invigilation arrangements are available in CAGM 1202 – ATC Rating Examination (Conduct of Theory Examination paragraph 1.1 - 1.6).

1.2.   Invigilator's Task:

a)   The invigilator is to be briefed on his/her roles and responsibilities, especially in the event the assigned invigilator is not an ATCE.

b)   The invigilator's obligation is to carry out a briefing session for the examinee(s) about the e-examination process.

c)   The invigilator must be familiar with the invigilation procedures. In accordance with those procedures, an invigilator should be present at the start. Additionally, e-examinations require the following special invigilation procedures.

d)   The invigilator should be provided with guidance for invigilating e-exams in advance of the examination.

e)   The invigilator must be familiar with the online testing software and know what the examinee(s) are expected to do during the examination, so they can spot any attempts to cheat.

f)   Active invigilation is required to prevent examinee(s) from accessing anything other than the examination. Invigilator should make unannounced movements throughout the computer workroom to check screens and general examinee(s) behaviour, being aware of possible paper material, mobile phones, etc., (as is the case in any exam).

g)   The invigilator must ensure that the examinee(s) have submitted their answers before they leave the room, log out from the system or close their browser window.

h)   The invigilator shall ensure the attendance of the examinee(s) must be in accordance with the list that has been approved by the ANSA. The invigilator shall not allow any examinee(s) that is not on the list to sit for the examination.

i)   In the event of any absentees, the invigilator shall inform the respective Examination Unit.

j)   Invigilators shall not:

1)   carry out any other task

2)   provide help to examinees who ask questions during the exam. The invigilator may provide information relating to the exam's administration, not the content of the test items.

2. Administering Theory e-Examination

2.1. ATSP shall establish procedures for e-Examination consisting of:

a) Planning

b) Implementation

c) Administration

2.2. Guidelines for the computer workroom environment

2.3. PCs, chairs and the general assessment environment must conform to standard safe environmental guidelines (clear screen, adjustable screen, adjustable chair, good lighting, heating/air conditioning and ventilation).

2.4. The PCs used for the examination should be separated appropriately so that the examinee's work cannot be seen by another examinee.

2.5. The ATSP shall conduct an e-Examination that has been approved by the CAAM.

2.6. The ATSP shall ensure the security of the e-Examination.

2.7. Back-up PCs shall be made available in the event of unserviceability of any PCs used.

2.8. The network/server system in use has to be load tested at a level equal to or greater than those expected during the exam.

2.9. In the event of system or power supply failure of less than thirty (30) minutes, the examination shall be resumed immediately after the system or power supply is back to normal operation. If more than thirty (30) minutes, the examination shall discontinue and re-schedule the examination. Official notification of the event shall be made to the ANSA.

2.10. As with any examination, the examinee(s) in an e-Examination should receive clear guidance as to when they are required to submit their final answer.

2.11. No discussion is allowed and shall comply with a closed book examination session.

2.12. The examinee(s) shall require the invigilator's consent to leave the room.

2.13. In the event of a technical issue arises, the invigilator should be notified immediately and action should be taken. Once the issue is resolved, the examinee(s) should then receive additional time to complete the exam. The examinee is not permitted to troubleshoot themselves.

2.14. Once the e-Examination is submitted, the system will display the result immediately. However, the administration of official results shall be in accordance with CAGM 1202 – ATC Rating Examination (ATC Examination Administration paragraph 4.1)

2.15.   The examinee is obligated to finish the exam within the specified time and will be scored even if he/she did not manage to answer all the exam questions on time. Unanswered questions will be scored as 'zero' per each question.

2.16.   The Examination unit shall be notified if the e-Examination session has to be abandoned for any reason (e.g. fire or other emergencies).

3.   ATC Theory e-Examination Question Bank

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

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

3.3.   Use simple, precise and clear wording.

3.4.   Exclude unnecessary or irrelevant information.

3.5.   Refrain from providing avoidable clues to the correct answer.

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

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

3.8.   For the theory e-Examination system, the following requirements shall be implemented:

   a)   System usability is evaluated based on whether it is easy to use fulfils the user's demand and requirement, and the user's readiness.

   b)   System ability is evaluated based on its capability and effectiveness in performing all processes and modules in the system based on the models and approaches used.

   c)   System user interface evaluation is carried out based on the functionalities and supports provided by the system. Also, the aspects of user-friendliness and understanding are also evaluated.

4.   The Format of e-Examination Question

4.1.   Each set of questions which shall be divided into three (3) 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 Situations (30%): focussing on unusual circumstances and emergency procedures.

4.2. The e-Examination session shall be conducted for one (1) hour thirty (30) minutes with a total number of hundred (100) questions.

4.3. Questions formats may consist in the form of:

    a) Multiple choices;

    b) True and False;

    c) Match the Following;

    d) Match Matrix; or

    e) A combination of the above.

4.4. Each question will be obtained randomly from an approved question database by the system.

4.5. The ATSP is encouraged to formulate questions that require application of knowledge rather than pure memorisation of information.

5. Setting Up an ATC e-Examination Questions Database

5.1. The ATSP 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 ATSP.

5.2. 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.

5.3. 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.

5.4. The ATSP shall review and vetting the sets once every two (2) years or whenever significant changes to current procedures are implemented.

5.5. Question & Answer sets shall be vetted and approved by ANSA.

6. The Security of ATC e-Examination System

6.1. The objective of the security features of the ATC E-Examination are to:

    a) Protect encrypted data from disclosure.

    b) Minimise exposure to attacks.

    c) Provide sufficiently high reliability and availability.

6.2. For system security of ATC e-Examination, the following requirements shall be implemented:

a) The ATC e-examination shall only use a platform recognised by ANSA.

b) Authentication – Ensuring that only authorised individuals get access to the system and data.

c) Access Control - Control to system privileges and data. This access control builds on authentication to ensure that individuals only get appropriate access.

d) Online proctoring exam will use the e-Examination platform.

e) User ID and password can only be used once after the examination has been submitted.

f) Only the result of the first exam attempt will be accepted. Every twice to enter and end the exam will be visible in the system with the beginning and ending time. As such, the examinee has only one- first try to take the exam, the others will be annulated regardless of the result.

g) The time period for the e-Examination session shall be set to maintain integrity in the examination.

h) Disable any functions which may lead examinee(s) to malpractice the questions and answers.

i) Ensure that the system is only allowed to be accessed within time and date according to the approval of examination by ANSA.

j) The user ID and password shall be provided to the examinee and the examination can only be accessed by the examinee himself.

7. The Security of ATC e-Database Question and Answer

7.1. The ATSP shall retain the integrity of the questions and answers database.

7.2. During the e-Examination, the question will be obtained randomly from an approved question database.

7.3. Only the authorised individuals get access to the questions and answers database for preparing the system administration of e-Examination.

7.4. Original marked answer scripts shall be submitted to ANSA by the ATSP for filing.

7.5. The marked answer scripts for each candidate shall be available and ready to access by authorised individuals only for management record keeping and future reference.

7.6. The answer schemes database is strictly for marking purposes and shall not be distributed to the candidates.

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7.5 Appendix 5 – 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 CAAM are allowed to gain access.

1.5. Reports of the ELPT results shall be submitted by the Panel to ANSA using the Form CAAM/BPUA/ELP/02 - ELPT Panel Report and Form CAAM/BPUA/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 Administrator 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 CAAM for their expiry date.

6.   Announcement of ELPT Result

6.1.   The ELPT result report form (CAAM/BPUA/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 CAAM. 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 ANSA 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/BPUA/ELP/05.

c) Any form of photocopying, photographing or recording of the ELPT Kit by any individual is NOT allowed.

8 Attachments

8.1 Attachment A – ATC Examination Forms and Report

1. The list of forms below is available for download from the CAAM website https://www.caam.gov.my/e-services-forms/air-navigation-services-aerodrome/ Applicants are reminded to always refer to the website for the latest version of each form.

No	Form Name	Form No.
1.	ATC OJT / Practical Examination Report	CAAM/BPUA/EXM/01
2.	Air Traffic Control Examination Report	CAAM/BPUA/EXM/02
3.	Application for Air Traffic Controller Licence	CAAM/BPUA/LIC/01
4.	Renewal of Air Traffic Controller Licence	CAAM/BPUA/LIC/02
5.	Appeal Application	CAAM/BPUA/LIC/14
6.	English Language Proficiency Test (ELPT) Application	CAAM/BPUA/ELP/01
7.	English Language Proficiency Test (ELPT) Panel Report	CAAM/BPUA/ELP/02
8.	English Language Proficiency Test (ELPT) Final Score Rating	CAAM/BPUA/ELP/03
9.	English Language Proficiency Test (ELPT) Result	CAAM/BPUA/ELP/04
10.	Declaration for The Acceptance of The English Language Proficiency Test (ELPT) Kit	CAAM/BPUA/ELP/05
11.	Notification of Injury / Illness / Pregnancy / Treatment	CAAM/BPUA/MED/01
12.	Post Injury / Illness / Pregnancy / Treatment Medical Examination Report	CAAM/BPUA/MED/02
13.	ATCE OJT Form Template	CAAM/BPUA/ATCE/01

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