

# FIJI AERONAUTICAL INFORMATION CIRCULAR



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## **AIR TRAFFIC SERVICE (ATS) PERSONNEL LICENSING**

### **1 General Information**

- 1.1 Annex 1 to the Convention on International Civil Aviation prescribes the standards and recommended practices (SARPS) for Personnel Licensing. Fiji complies with the ICAO requirements.
  - 1.1.1 Regulations 53, 54, 55 (2), 56, 57(1), 58, 60, 61(2), 64(2) [as amended by Civil Aviation Reform Act 1999] and the standards prescribed by the Authority in Minimum Requirements Documents 10 (MRD10) - ATS Personnel Licensing are applicable.
  - 1.1.2 MRD10 also prescribes certification of ATS Instructor and ATS Examiner.
- 1.2 The Civil Aviation Reform Act 1999 mandates personnel licences for -
  - a) Air Traffic Controllers (ATC)
  - b) Airport Flight Information Service Officers (AFISO)
  - c) Aeronautical Station Operators (ASO).
- 1.2.1 The following shall be applicable to the licences in para 1.2:
  - i) The applicant is at least 21 years old;
  - ii) The Authority is satisfied that the applicant is a fit and proper person to hold the licence and rating applied for;
  - iii) The applicant is qualified by reason of knowledge, experience, competence and skill to hold the licence or rating applied for; and
    - 1.2.2.1 For an ATC or an AFISO licence, the applicant has at least 10 hours experience on the flight deck of an aircraft, and has met the requirements for an ASO licence;
    - 1.2.2.2 For an ATC, AFISO or ASO licence, the applicant shall be physically and mentally fit to act in the capacity to which the licence and rating relates;
    - 1.2.2.3 For initial issue of an ATC or AFISO licence, the applicant shall meet the training, experience and assessment requirements for at least one rating relevant to the licence applied for; and

1.2.2.4 In determination of a “fit and proper person”, the Authority is concerned with attitude (character or behaviour), such as integrity, reliability and self-control. It becomes an issue where a holder of an ATC/AFISO/ASO licence knowingly puts an aircraft at risk by action or through inaction.

The “fit person” grounds include disregard of procedures, negligence, recklessness and substance abuse. A conviction for any offence relating to alcohol or drugs, including a refusal to submit to any lawful test for alcohol or drugs, will be relevant for determining whether a person is or remains fit and proper to hold a licence. Such conviction may result in a refusal to grant/renew a licence, or suspension or revocation of the licence.

1.3 In addition to the aerodrome, approach and area control ratings as specified in Annex 1 to the Convention on International Civil Aviation, the Fiji Air Navigation Regulations (as amended) has provision for the following Satellite Based System (SBS) Ratings: -

- a) Approach SBS Control Rating
- b) Area SBS Control Rating.

1.4 A proficiency assessment must be conducted at least once every 180 days on ATS licensed holders employed for the provision of air traffic services. It is the responsibility of the ATS provider organisation to have in place designated officer(s) approved by the Authority for this purpose. A holder of an ATS licence shall not exercise the privileges of the licence and rating(s) if he/she has not satisfactorily passed the proficiency assessment.

1.5 A trainee permit is required by a person undergoing on-the-job training for the issue of an: -

- a) Air traffic controller’s licence;
- b) Airport flight information service officer’s licence; and

1.6 To be eligible for a trainee permit, an applicant must: -

- a) Be at least 18 years of age;
- b) Be a fit and proper person;
- c) Meet medical requirements prescribed in paragraph 2;
- d) Have satisfactorily completed an approved training course relevant to the duties of the permit being applied for; and

1.6.1 In the case of an ATC trainee or AFIS trainee permit, an applicant has at least 5 hours experience on the flight deck of an aircraft.

1.7 ATS personnel licensing is a legal requirement. The onus is upon the individuals concerned to ensure compliance and licence validity. If in doubt, seek clarification from the Authority.

## 2 **Medical**

2.1 The medical requirements are as follows: -

a) Air Traffic Control Service Licence and Trainee Permit  
Meet Class 3 medical assessment.

b) Airport Flight Information Service Licence and Trainee Permit  
Meet Class 3 medical assessment on hearing and vision. No disabilities that will render the licence holder from safely and competently exercising the privileges of the licence or permit.

c) Aeronautical Station Operator's Licence  
Meet Class 3 medical assessment on hearing and vision. No disabilities that will render the licence holder from safely and competently exercising the privileges of the licence.

2.2 All medical assessments for above licences/permits must be conducted by designated medical examiners approved by the Authority.

2.3 Notwithstanding the medical requirements above, the holder of a licence shall not exercise the privileges of the licence and rating(s) during any period-

a) When the medical assessment certificate has expired or become invalid;

b) In which the medical fitness has from any cause decreased to an extent that would have prevented the holder from safely and competently exercising these privileges

c) When such holder is aware of any decrease in medical fitness, which may render him/her unable to meet the medical requirements for the issue or renewal of the licence or from safely and competently exercising these privileges.

Decrease of medical fitness includes the effect of diseases, injury, alcohol, psychoactive substances or drugs (including kava/yaqona) and will apply if they render the holder incapable of meeting the requirements for the issue or renewal of the licence or from safely and competently exercising the privileges.

2.4 Under Regulations 54 (8), a licence holder upon confirmation of pregnancy may not exercise the privileges of the licence until the pregnancy has ended and is pronounced medically fit to resume duties. The medical fitness certification must be obtained from a designated medical examiner approved by the Authority.

### **3. Revocation, Suspension and Variation of ATS Licences and Other Documents (See also para 1.2.3)**

- 3.1 The power to revoke, suspend and vary ATS licences and other documents is vested with the Authority under Regulation 151.
- 3.2 MRD10 also details provision for an ATS Provider to establish stand-down and re-instatement procedures applicable to its licensed ATS employees that may be implicated in the course of an air safety incident or accident. This is a precautionary measure required of an ATS safety and quality system.

### **4. Validity and Renewal of ATS Licence/Ratings**

- 4.1 The ATS personnel licences have a maximum period of validity of 12 months from the date of issue or renewal.
- 4.2 For the renewal of an air traffic controller's licence, the applicant will be required to successfully complete a written examination paper on air traffic service operational development and requirements approved by the Authority. In this regard, an ATS provider is obliged to provide ATS refresher training annually.
- 4.3 Where the privileges of an air traffic controller's licence have not been exercised within the immediately preceding 5 years, the licence holder will need to attend and pass a refresher course on the relevant subject areas and demonstrate the ability to perform competently the duties of an air traffic controller.
- 4.4 An ATC rating shall become invalid when the holder has ceased to exercise the privileges of the rating for a period of six months or more, until such time as he/she has again demonstrated ability in exercising the privileges of the rating, and satisfied an ATS Rating Board convened for the purpose.
  - 4.4.1 To maintain recency of an ATC rating, the holder must carry out a solo duty shift of at least 6 hours duration exercising the privileges of that rating within 28 days of his/her previous solo duty shift.
  - 4.4.2 Where the holder of an ATC rating fails to maintain recency for more than 28 days but not exceeding 6 months, he/she shall demonstrate the ability (knowledge and on-the-job) to the satisfaction of a certified ATS examiner during a shift of at least 6-hour duration and any other requirements by the Authority before exercising the privileges of that rating.

### **5. Application for Licence and Rating**

- 5.1 For the initial issue of a licence and rating, the applicant shall submit to the licensing office of the Authority the following: -
  - a) A completed application form;

- b) Payment of appropriate licensing fees to the Cashier Office;
  - c) A passport size photograph (self-certified at the back);
  - d) Current medical certificate as applicable; and
  - e) Supporting record and document.
- 5.2 For licence renewals and application for insertion of additional rating, the above paragraph 5.1 is applicable with the exception of a passport-sized photograph.
- 5.3 For the renewal of an ATC licence and rating(s), the applicant is to provide and certify the date of the last solo duty shift for the rating(s) applied for renewal.
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