

# GOVERNMENT GAZETTE

## OF THE

# REPUBLIC OF NAMIBIA

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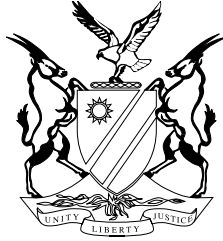
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#### MINISTRY OF WORKS, TRANSPORT AND COMMUNICATION

No. 160 2003

#### NAMIBIA CIVIL AVIATION TECHNICAL STANDARDS NAM-CATS-ATSPL "AIR TRAFFIC SERVICE PERSONNEL LICENSING"

The Director: Civil Aviation has under regulation 11.03.5 of the Namibian Civil Aviation Regulations, 2001 and in consultation with the Civil Aviation Regulations Committee issued the technical standards in the Schedule. These technical standards shall come into operation on 1 August 2003.



**REPUBLIC OF NAMIBIA**

**CIVIL AVIATION**

**DOCUMENT NAM-CATS-ATSPL  
(AIR TRAFFIC SERVICE PERSONNEL LICENSING)**

## **NAMIBIAN CIVIL AVIATION TECHNICAL STANDARDS RELATING TO AIR TRAFFIC SERVICE PERSONNEL LICENSING**

### **1. GENERAL**

Section 22A of the Aviation Act, 1962 (as amended by section 5 of the Aviation Amendment Act, 1998) empowers the Director: Civil Aviation to issue technical standards for civil aviation on the matters which are prescribed by regulation.

The Director: Civil Aviation has pursuant to the empowerment mentioned above, on 1 August 2003 issued technical standards relating to air traffic service personnel licensing to be known as Document NAM-CATS-ATSPL.

### **2. PURPOSE**

Document NAM-CATS-ATSPL contains the standards, rules, requirements, methods, specifications, characteristics and procedures which are applicable in respect of air traffic service personnel licensing.

Each reference to a technical standard in this document, is a reference to the corresponding regulation in the Namibian Civil Aviation Regulations, 2001, for example, technical standard 65.04.10 refers to regulation 10 of Subpart 8 of Part 65 of the Regulations.

The abbreviation "CAR" is used throughout this document when referring to any regulation.

The abbreviation "TS" refers to any technical standard.

### **3. SCHEDULES AND NOTES**

Guidelines and recommendations in support of any particular technical standard, are contained in schedules to, and/or notes inserted throughout the technical standards.

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- ANNEXURE B : CONVERSION OF FOREIGN AIR TRAFFIC SERVICE LICENCE
- ANNEXURE C : APPLICATION FOR THE ISSUING OF AN AIR TRAFFIC SERVICE LICENCE
- ANNEXURE D : CERTIFICATE OF COMPETENCY
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**65.01.3 CONVERSION OF LICENCE OR RATING ISSUED BY APPROPRIATE AUTHORITY OF A CONTRACTING STATE****1. Form of application**

The form referred to in CAR 65.01.3(1), in which application must be made for the conversion of a licence or rating issued by an appropriate authority, is contained in Annexure A.

**2. Requirements and conditions**

The requirements and conditions referred to in CAR 65.01.3(3), are the following:

(Reserved.)

**3. Form of conversion**

The form referred to in CAR 65.01.3(4), on which a licence or rating is converted, is contained in Annexure B.

**4. Requirements and conditions**

The requirements and conditions referred to in CAR 65.01.3(5), are the following:

(Reserved)

**65.01.5 MAXIMUM HOURS OF DUTY****1. Maximum hours of duty**

- (1) The maximum hours of duty of air traffic service personnel are as follows:
  - (a) Subject to (d), a shift may not exceed eight hours including meal intervals.
  - (b) The aggregate periods of operational duty may not exceed 180 hours in any shift cycle.
  - (c) The duty time referred to in subparagraph (1)(a) may be extended by a maximum of three hours to a maximum of 10 hours per week.
  - (d) A night shift with low operational activities may not exceed 12 hours including meal intervals.
- (2) Subject to subparagraph (6), the number of shifts to be worked by an air traffic controller or an air traffic service assistant in any shift cycle may not exceed 22 shifts.
- (3) An air traffic controller or an air traffic service assistant must have been free of any duty for at least 10 hours before the commencement of any period of operational duty.
- (4) Upon the conclusion of a period of night duty, an air traffic controller or an air traffic service assistant is entitled to an interval of at least 24 hours before the commencement of the next period of operational duty.
- (5) An air traffic controller or an air traffic service assistant may not be required to work more than seven successive shifts of operational duty without an interval of at least 24 hours before the commencement of the next period of operational duty.

- (6) The number of shifts in any shift cycle referred to in subparagraph (2), may be extended by two additional shifts to 24 shifts if unforeseen circumstances require such extension: Provided that -
- (a) the extension must be reported in writing to the Director by the air traffic controller or the air traffic service assistant concerned and his or her employer within 30 days from the date on which the extension occurred, stating the reason for such extension; and
- (b) the duration of such additional shifts may not be extended beyond eight hours per shift through overtime.
- (7) If the Director is of the opinion that the extension of the number of shifts referred to in subparagraph (6) may jeopardise aviation safety, the Director may take the appropriate steps which he or she deems necessary to prevent the recurrence of such extension.
- (8) The form in which the reporting referred to in subparagraph (6)(a) must be done, is contained in Schedule 1.

#### **65.01.9 DESIGNATION OF VALIDATION EXAMINERS AND RATING ASSESSMENT EXAMINER**

##### **1. Conditions, rules, requirements, procedures or standards for designation of validation examiner**

(Reserved.)

##### **2. Conditions, rules, requirements, procedures or standards for designation of rating assessment examiner**

(Reserved.)

#### **65.01.13 CREDIT FOR MILITARY SERVICE**

##### **1. Form of application**

The form referred to in CAR 65.01.13(2)(a), in which application must be made for the issuing of an air traffic service licence, is contained in Annexure C.

#### **65.01.15 CHANGE OF NAME OR ADDRESS**

##### **1. Form of application**

The form referred to in CAR 65.01.15(2)(a), in which application must be made for the issuing of a new air traffic service licence or rating, is contained in Annexure C.

#### **65.01.16 DUPLICATE AIR TRAFFIC SERVICE LICENCE**

##### **1. Form of application**

The form referred to in CAR 65.01.16(2)(a), in which application must be made for the issuing of a duplicate air traffic service licence or rating, is contained in Annexure C.

#### **65.02.2 TRAINING**

The following training standards apply to the issuing of -

- an air traffic service licence; and
- an air traffic service assistant rating.

**1. Entry level requirements**

- (1) Age : minimum 21 years on commencing training.
- (2) Educational qualifications:
  - (a) Matriculation / Senior Certificate with exemption or equivalent qualification.
  - (b) Mathematics.
  - (c) Science and Geography recommended.
- (3) Language

The candidate must have sufficient ability in reading, speaking and writing the English language.

**2. Course aim**

The aim of *ab initio* training for air traffic service personnel is to provide the candidate with the necessary knowledge, skills and attitudes to enable him/her to undertake AIS clerical duties in support of AIS officers and technical officers and/or to obtain an ATS licence with an air traffic service assistant rating.

**3. Course outcome**

On completion of the *ab initio* training for air traffic service personnel the candidate will have the necessary knowledge and skills to commence operational and clerical AIS duties in support of AIS officers and technical officers and/or validation training in an air traffic service assistant rating.

**4. Licensing**

On successful completion of all training pertaining to the rating, the Director will issue an ATS licence with that rating. Endorsement of the validation pertaining to the rating will only be done on successful completion of validation training.

**5. Theoretical training**

The *ab initio* training course for air traffic service personnel will consist of the following theoretical modules:

- (1) Aerodynamics

On completion of this module the candidate will have a basic knowledge of aerodynamics to enable him/her to understand the operations and performance of aircraft and those factors influencing such performance and operations.

- (2) Aircraft instruments, navigation and approach aids

On completion of this module the candidate will have the necessary knowledge of the principles that are applicable to the functioning of aircraft instruments, navigation and approach aids.

- (3) Air law

On completion of this module the candidate will have the necessary knowledge of national air law and its application relating to personnel licensing, aerodromes and aircraft operations.

(4) AIS general

On completion of this module the candidate will have the necessary knowledge of the specific documentation pertaining to AIS in order to effectively assist in the provision of AIS.

(5) AIS theory and procedures

On completion of this module the candidate will have an extensive knowledge of all the theoretical aspects and procedures pertaining to the provision of AIS in order to apply them in the execution of the operational and clerical duties of AIS.

(6) ATC theory and procedures

On completion of this module the candidate will be able to display the necessary knowledge on all aspects relating to the practices and procedures in the provision of air traffic services.

(7) International Civil Aviation Organisation (ICAO) procedures and documents

On completion of this module the candidate will have a basic knowledge of the ICAO and selected operating mechanisms.

(8) Meteorology

On completion of this module the candidate will have a sound knowledge of various aspects of meteorology affecting aircraft operations and will be able to observe weather, interpret, assess and relay information provided by meteorological offices or other authorised sources.

(9) Navigation and maps

On completion of this module the candidate will have the necessary knowledge in order to -

- (a) explain the use of maps and charts in the provision of flight navigation assistance; and
- (b) explain and apply variation of selected positions on an aeronautical chart.

(10) Radio technical

On completion of this module the candidate will have the necessary knowledge of the operation, limitations and uses of radio and other electronic aids in the provision of air traffic services.

(11) Search and rescue

On completion of this module the candidate will have an extensive knowledge of the search and rescue practices and procedures and alerting services in order to apply them efficiently while undertaking operational training; and when assisting in the provision of search and rescue and alerting services.

(12) Separation standards

On completion of this module the candidate will be able to understand the separation standards applied by ATC, to the extent of solving simple separation problems.

## 6. Practical simulator training

In order to develop the practical operational skills of the candidate to the required standard, he/she will be required to apply the following procedures and principles in a simulated operational environment:

- (1) Radiotelephony procedures
- (2) Flight information service procedures
- (3) Aerodrome flight information service procedures
- (4) Administrative procedures.

## 7. Examination and pass requirements

- (1) In order to pass the course the candidate must successfully undertake the following examinations to the prescribed standards:

EXAMINATION	REQUIRED PASS MARK
Aerodynamics	70%
Aircraft instruments, navigation and approach aids	70%
Air law	70%
AIS general	70%
AIS theory and procedures	70%
ATC theory and procedures	70%
ICAO procedures and documents	70%
Meteorology	70%
Navigation and maps	70%
Radio technical	70%
Search and rescue	70%
Separation standards	70%
Simulated operational assessments	70%

- (2) A one-off re-write in any two of the subjects may be permitted, provided that the candidate does not attain less than 20% below the required pass mark on the first attempt. A failure to achieve this will mean immediate failure of the course.
- (3) Re-writes must be undertaken within 14 days of the first failed attempt.

- (4) An average of 70% or more must be attained during the simulated practical assessments. A one-off re-evaluation in any two practical assessments may be allowed and must be undertaken within 14 days of the first failed attempt.

## 65.02.2 TRAINING

### 8. Validation training

- (1) In order to validate the ATSA rating the candidate must successfully undertake the following evaluations:
  - (a) Progressive practical standards evaluations
  - (b) Final practical standards evaluation
  - (c) Written examinations on all aspects as specified in Station Standing Instructions
  - (d) Satisfy the Director as to his/her competency in the specific rating to be validated.
- (2) In order to pass the validation training the candidate has to be successful in all evaluations.
- (3) In order to successfully validate the ATSA rating, the candidate has to comply with the following:
  - (a) Provide the assistant service, under supervision of an air traffic service instructor (operational), at an ATSU for at least 50 hours, but not more than 100 hours.
  - (b) Obtain and maintain a sound knowledge of local practices and procedures as specified in Station Standing Instructions.
  - (c) Obtain and maintain a sound knowledge of the function and operation of local instruments and technical aids.

### 9. Syllabus

The *ab initio* ATC training course consists of the following modules:

- (1) Aerodynamics
  - (a) Principles of flight
  - (b) Newton's law of motion
  - (c) Lift, drag, weight, thrust (forces)
  - (d) Factors affecting lift
  - (e) Wing shapes
  - (f) Causes of drag
  - (g) Angle of attack, chordline, rel airflow
  - (h) Stalling
  - (i) Aileron, elevator, rudder
  - (j) Stability, dihedral, sweepback
  - (k) Flap systems, trim, airbrake
  - (l) Aircraft types and identification
  - (m) Aircraft performances
- (2) Aircraft instruments, navigation and approach aids
  - (a) The atmosphere
  - (b) Pressure instruments

- (c) Gyro/mechanical instruments
  - (d) Non-directional beacons
  - (e) VHF Omni-directional radio range
  - (f) Distance measuring equipment
  - (g) Instrument landing system
  - (h) Decca navigation system
  - (i) Doppler
  - (j) Direction finding
  - (k) Global positioning system
- (3) Air law
- (a) Explanation of legal documents
  - (b) Non-application of CARs
  - (c) Duties, powers and functions of Director
  - (d) Designation of authorised officers, inspectors and authorised persons
  - (e) Authority of authorised officers, inspectors and authorised persons
  - (f) Issue of licences, certificates and ratings
  - (g) Flights by night
  - (h) Meteorological reports
  - (i) Public transport category - rules
  - (j) Flying balloons
  - (k) Offences
  - (l) Categories of employment of aircraft
  - (m) Compliance with rules of the air
  - (n) Flight rules
  - (o) Authority of pilot-in-command
  - (p) Pre-flight action
  - (q) Airspace restrictions
  - (r) Negligent or reckless flying
  - (s) Problematic use of psychoactive substances
  - (t) Operation on and in the vicinity of aerodrome
  - (u) Helicopter operations
  - (v) Proximity and formation flying
  - (w) Right-of-way rules
  - (x) Minimum safe heights
  - (y) Flight over assemblies of persons
  - (z) Semi-circular rule
  - (aa) Aircraft speeds
  - (bb) Towing, dropping, spraying, etc.
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  - (f) Fronts
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- (i) Meteorological instruments
  - (j) The atmosphere
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- (9) Navigation and maps
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  - (c) General
  - (d) Computer
- (10) Radio technical
- (a) Characteristics
  - (b) Frequencies
  - (c) Antennae and microphones
- (11) Search and rescue
- Practices and procedures
- (12) Separation standards
- (a) Provision of standard separation
  - (b) Longitudinal separation
  - (c) Holding aircraft vertical crossing
- (13) Simulated operational assessments
- Practical application of knowledge and skills.

### **65.02.3 THEORETICAL KNOWLEDGE EXAMINATION**

#### **1. Written examination**

The written examination referred to in CAR 65.02.3, is the written examination contained in paragraph 7 of TS 65.02.2.

### **65.02.4 APPLICATION FOR AIR TRAFFIC SERVICE LICENCE**

#### **1. Form of application**

The form referred to in CAR 65.02.4(a), in which application must be made for the issuing of an air traffic service licence, is contained in Annexure C.

#### **2. Certificate of competency**

The certificate of competency referred to in CAR 65.02.4(b)(iii), is contained in Annexure D.

**65.02.5 ISSUING OF AIR TRAFFIC SERVICE LICENCE****1. Form of licence**

The form referred to in CAR 65.02.5(2), on which an air traffic service licence is issued, is contained in Annexure E.

**65.02.7 PRIVILEGES****1. Requirements and standards**

The requirements and standards referred to in CAR 65.02.7(a), are as follows:

(Reserved.)

**65.03. TRAINING****1. Training standards**

The training standards for the issuing of an air traffic service assistant rating referred to in CAR 65.03.2, are the training standards contained in TS 65.02.2.

**65.03.3 APPLICATION FOR ISSUING OF AIR TRAFFIC SERVICE ASSISTANT RATING****1. Form of application**

The form referred to in CAR 65.03.3(a), in which application must be made for the issuing of an air traffic service assistant rating, is contained in Annexure F.

**2. Certificate of competency**

The certificate of competency referred to in CAR 65.03.3(b)(i), is contained in Annexure G.

**65.03.4 ISSUING OF AIR TRAFFIC SERVICE ASSISTANT RATING****1. Form of rating**

The form referred to in CAR 65.03.4(2), on which an air traffic service assistant rating is issued, is contained in Annexure H.

**65.03.6 APPLICATION FOR VALIDATION OF AIR TRAFFIC SERVICE ASSISTANT RATING****1. Form of application**

The form referred to in CAR 65.03.6(a), in which application must be made for the validation of an air traffic service assistant rating, is contained in Annexure F.

**2. Certificate of competency**

The certificate of competency referred to in CAR 65.03.6(b)(i), is contained in Annexure G.

**65.03.7 VALIDATION OF AIR TRAFFIC SERVICE ASSISTANT RATING****1. Form of validation**

The form referred to in CAR 65.03.7(2), on which an air traffic service assistant rating is validated, is contained in Annexure H.

**65.03.8 PRIVILEGES OF AIR TRAFFIC SERVICE ASSISTANT RATING****1. Requirements and standards**

The requirements and standards referred to in CAR 65.03.8(a), are as follows:  
(Reserved.)

**65.03.10 REVALIDATION OF AIR TRAFFIC SERVICE ASSISTANT RATING****1. Proficiency check**

The proficiency check referred to in CAR 65.03.10(1), is contained in Annexure I.

**2. Certificate of competency**

The certificate of competency referred to in CAR 65.03.10(2)(a), is contained in Annexure G.

**65.04.2 TRAINING**

The following training standards apply to an aerodrome control rating:

**1. Entry level requirements**

- (1) Age : minimum 21 years
- (2) The candidate must hold a valid air traffic service licence.

**2. Course aim**

The aim of the Aerodrome Control Course is to provide the candidate with the necessary knowledge, skills and attitudes to enable him/her to obtain an aerodrome control rating.

**3. Course outcome**

On completion of the Aerodrome Control Course the candidate will have the necessary knowledge and skills to commence validation training for aerodrome control.

**4. Licensing**

On completion of the Aerodrome Control Course, the Director will issue an aerodrome control rating. Endorsement of the aerodrome control validation will only be done on successful completion of aerodrome control validation training.

**5. Theoretical training**

The Aerodrome Control Course consists of the following theoretical modules:

- (1) Aerodrome control procedures

On completion of this module the candidate will have the necessary knowledge with respect to aerodrome control practices and procedures, in order to apply them efficiently during the practical simulator training.

- (2) Air law

On completion of this module the candidate will be able to display the necessary knowledge of national air law relating to personnel licensing, aerodromes and aircraft operations in order to provide an aerodrome control service to the required standard.

(3) Theory and procedures

On completion of this module the candidate will be able to display the necessary knowledge on all aspects relating to the practices and procedures in the provision of air traffic services.

(4) Navigation

On completion of this module the candidate will have the necessary knowledge in order to -

- (a) effectively utilise maps and charts to provide flight navigation assistance; and
- (b) use advanced plotting methods to plot aircraft positions; and
- (c) interpret flight plans.

(5) Meteorology

On completion of this module the candidate will have a sound knowledge of various aspects of meteorology affecting aircraft operations in the vicinity of an aerodrome and will be able to observe weather, interpret, assess and relay information provided by meteorological offices or other authorised sources.

(6) Technical and navigation aids

On completion of this module the candidate will have the necessary knowledge of the principles that are applicable to the operation and functioning of technical instruments, radio's and electronic navigation aids used in the provision of an aerodrome control service.

(7) Search and rescue

On completion of this module the candidate will have the necessary knowledge of the search and rescue practices and procedures and alerting services in order to apply them efficiently in the provision of an aerodrome control service and when assisting as a search mission coordinator.

## **6. Practical simulator training**

In order to develop the practical controlling skills of the candidate to the required standard, he/she will be required to apply the following procedures and principles in a simulated operational environment:

- (1) Radiotelephony procedures
- (2) Aerodrome control procedures
- (3) Separation standards
- (4) Emergency procedures
- (5) Flight progress strip marking.

## **7. Examination and pass requirements**

- (1) In order to pass the course the candidate must successfully undertake the following examinations to the prescribed standards:

EXAMINATION	REQUIRED PASS MARK
Aerodrome control	70%
Air law	70%
ATC theory and procedures	70%
Navigation	70%
Meteorology	70%
Technical and navigation aids	70%
Search and rescue	70%
Simulated aerodrome control assessments	70%

- (2) A one-off re-write in any two of the subjects may be permitted, provided that the candidate does not attain less than 20% below the required pass mark on the first attempt.
- (3) Re-writes must be undertaken within 14 days of the first failed attempt.
- (4) An average of 70% or more must be attained during the simulated practical assessments. A one-off re-evaluation in any two practical assessments may be allowed and must be undertaken within 14 days of the first failed attempt.

## 8. Validation training

- (1) In order to validate the aerodrome control rating the candidate must successfully undertake the following evaluations:
  - (a) Progressive practical standards evaluations
  - (b) Final practical standards evaluation
  - (c) Written examinations on all aspects as specified in Station Standing Instructions
  - (d) Satisfy the Director as to his/her competency in the specific rating to be validated.
- (2) In order to pass the validation training the candidate has to be successful in all evaluations.
- (3) In order to successfully validate the aerodrome control rating, the candidate has to comply with the following:
  - (a) Provide an aerodrome control service, under supervision of an air traffic service instructor (operational), at an ATSU for at least a 100 hours but not more than 200 hours, 50 per cent of which may be done on a simulator.

- (b) Obtain and maintain a sound knowledge of local practices and procedures as specified in Station Standing Instructions.
- (c) Obtain and maintain a sound knowledge of the function and operation of local instruments and technical aids.

## 9. Syllabus

The aerodrome control course consists of the following modules:

- (1) ATC theory and procedures
  - (a) Communications
  - (b) Responsibilities in respect of military aircraft
  - (c) Approach control
  - (d) Approach control procedures
  - (e) Separation standards used by approach
  - (f) Delaying actions
  - (g) Emergencies
  - (h) Liaison
  - (i) Instrument and approach procedures
- (2) Aerodrome control
  - (a) General
  - (b) Extent of responsibility
  - (c) Loss of communication
  - (d) Runways and circuits
  - (e) Control of aerodrome traffic, vehicles and persons
  - (f) Aerodrome traffic separation
  - (g) Rules applicable to pilots
  - (h) Aerodrome and lighting service abilities
  - (i) Aerodrome physical
  - (j) Runway markings
  - (k) Taxiway markings
  - (l) Lighting aids
  - (m) Runway lighting
  - (n) Obstruction restriction, removal and marking
- (3) Air law
  - (a) Rules of the air
  - (b) Authority of pilot-in-command of an aircraft
  - (c) Pre-flight action
  - (d) Airspace restrictions
  - (e) Prohibited areas
  - (f) Restricted areas
  - (g) Negligent and reckless flying
  - (h) Problematic use of psychoactive substances
  - (i) Operation on and in the vicinity of an aerodrome
  - (j) Helicopter operations
  - (k) Proximity
  - (l) Right-of-way
  - (m) Minimum safe heights
  - (n) Flights over open-air assemblies of persons
  - (o) Aircraft speed
  - (p) Towing objects
  - (q) Dropping objects, spraying or dusting
  - (r) Picking up objects
  - (s) Parachute descents
  - (t) Simulated instrument flights
  - (u) Flight instruction

- (v) Acrobatic flight (including spinning)
  - (w) Lights to be displayed by aircraft
  - (x) Visual distress and urgency signals
  - (y) Ground and light signals for control of aerodrome traffic
  - (z) Taxi rules
  - (aa) Lights which endanger the safety of aircraft
- (4) Navigation
- (a) Direction
  - (b) Variation and deviation
  - (c) Units of measurement
  - (d) Latitude and longitude
  - (e) Georef system
  - (f) Time
  - (g) Speed and velocity
  - (h) Triangle and velocity
  - (i) Air pilot
  - (j) One-in-sixty rule
  - (k) Scale
  - (l) Map construction
  - (m) Plotting charts
  - (n) Special purpose maps and charts
  - (o) Relief
  - (p) Computer
  - (q) Elementary plotting
  - (r) Vector triangles
  - (s) Advanced plotting (practical)
  - (t) GNSS
- (5) Meteorology
- (a) Introduction
  - (b) Wind
  - (c) Clouds
  - (d) Thunderstorms
  - (e) Visibility
  - (f) Ocean currents
  - (g) Climate of Namibia
- (6) Search and rescue (SAR)
- (a) The search and rescue organisation
  - (b) Types of SAR and flights to which they pertain
  - (c) Declaration of phases when emergency is known
  - (d) General Administration
- (7) Technical and navigation aids
- (a) Workings, advantages and disadvantages of VOR, ILS, NDB, DME, VDF, TACAN, VORTAC, GPS
  - (b) VDF procedure
- (8) Aerodrome control practical simulator training
- Practical application of knowledge and skills.



**65.04.3 APPLICATION FOR ISSUING AERODROME CONTROL RATING****1. Form of application**

The form referred to in CAR 65.04.3(a), in which application must be made for the issuing of an aerodrome control rating, is contained in Annexure J.

**2. Certificate of competency**

The certificate of competency referred to in CAR 65.04.3(b)(i), is contained in Annexure K.

**65.04.4 ISSUING OF AERODROME CONTROL RATING****1. Form of rating**

The form referred to in CAR 65.04.4(2), on which an aerodrome control rating is issued, is contained in Annexure L.

**65.04.6 APPLICATION FOR VALIDATION OF AERODROME CONTROL RATING****1. Form of application**

The form referred to in CAR 65.04.6(a), in which application must be made for the validation of an aerodrome control rating, is contained in Annexure J.

**2. Certificate of competency**

The certificate of competency referred to in CAR 65.04.6(b)(i), is contained in Annexure K.

**65.04.7 VALIDATION OF AERODROME CONTROL RATING****1. Form of validation**

The form referred to in CAR 65.04.7(2), on which an aerodrome control rating is validated, is contained in Annexure L.

**65.04.8 PRIVILEGES OF AERODROME CONTROL RATING****1. Requirements and standards**

The requirements and standards referred to in CAR 65.04.8(a), are as follows:

(Reserved.)

**65.04.10 REVALIDATION OF AERODROME CONTROL RATING****1. Proficiency check**

The proficiency check referred to in CAR 65.04.10(1), is contained in Annexure M.

**2. Certificate of competency**

The certificate of competency referred to in CAR 65.04.10(2)(a), is contained in Annexure K.

## **65.05.2 TRAINING**

The following training standards apply to an approach control rating:

### **1. Entry level requirements**

- (1) Age : minimum 21 years
- (2) The candidate must hold a valid air traffic service licence.

### **2. Course aim**

The aim of the Approach Control Course is to provide the candidate with the necessary knowledge, skills and attitudes to enable him/her to obtain an approach control rating.

### **3. Course outcome**

On completion of the Approach Control Course the candidate will have the necessary knowledge and skills to commence validation training for approach control.

### **4. Licensing**

On completion of the Approach Control Course, the Director will issue an approach control rating. Endorsement of the Approach Control validation will only be done on successful completion of approach control validation training.

### **5. Theoretical training**

The approach control course consists of the following theoretical modules:

- (1) General ATC procedures

On completion of this module the candidate will be able to display the necessary knowledge of ATS relevant to approach control to enable him/her to efficiently provide the ATS required of an approach controller.

- (2) Approach control

On completion of this module the candidate will have the necessary knowledge with respect to approach control practices and procedures, in order to apply them efficiently during the practical simulator training.

- (3) Separation standards

On completion of this module the candidate will have an extensive knowledge of separation standards as applied in the provision of an approach control service, enabling him/her to provide an approach control service applying the correct separation standards.

- (4) Meteorology

On completion of this module the candidate will have a sound knowledge of various aspects of meteorology pertinent to approach control and affecting aircraft operations under the jurisdiction of approach control.

### **6. Practical simulator training**

In order to develop the practical controlling skills of the candidate to the required standard, he/she will be required to apply the following procedures and principles in a simulated operational environment:

- (1) Radio telephony procedures
- (2) Approach control procedures
- (3) Separation standards
- (4) Emergency procedures
- (5) Emergency progress strip marking.

## 7. Examination and pass requirements

- (1) In order to pass the course the candidate must successfully undertake the following examinations to the prescribed standards:

EXAMINATION	REQUIRED PASS MARK
General ATC procedures	70%
Approach control	70%
Separation standards	70%
Meteorology	70%
Simulated procedural approach assessments	70%

- (2) A one-off re-write in any two of the subjects may be permitted, provided that the candidate does not attain less than 20% below the required pass mark on the first attempt.
- (3) Re-writes must be undertaken within 14 days of the first failed attempt.
- (4) An average of 70% or more must be attained during the simulated practical assessments. A one-off re-evaluation in any two practical assessments may be allowed and must be undertaken within 14 days of the first failed attempt.

## 8. Validation training

- (1) In order to validate the approach control rating the candidate must successfully undertake the following evaluations:
  - (a) Progressive practical standards evaluations
  - (b) Final practical standards evaluation
  - (c) Written examinations on all aspects as specified in Station Standing Instructions
- (2) In order to pass the validation training the candidate has to be successful in all evaluations.
- (3) In order to successfully validate any of the approach control rating, the candidate has to comply with the following:

- (a) Provide an approach control service, under supervision of an air traffic service instructor (operational), at an ATSU for at least a 200 hours but not more than 400 hours, 50 per cent of which may be done on a simulator.
- (b) Obtain and maintain a sound knowledge of local practices and procedures as specified in Station Standing Instructions.
- (c) Obtain and maintain a sound knowledge of the function and operation of local instruments and technical aids.

## 9. Syllabus

The approach control course consists of the following modules:

- (1) General ATC procedures
  - (a) Standard R/T procedures and inter unit phraseologies
  - (b) Communication failure procedures
  - (c) Radio failure in respect of VFR flights
  - (d) Interception of civilian aircraft
  - (e) Descents by supersonic aircraft due to solar cosmic radiation
  - (f) Division and classification of airspace
  - (g) ATC clearances
  - (h) Emergencies
  - (i) Diversion procedures
  - (j) Flight progress strips
  - (k) SAR procedures associated with approach and aerodrome control.
- (2) Approach control
  - (a) Provision of approach control services
  - (b) Responsibilities of approach control
  - (c) Coordination with other units
  - (d) Expected approach time
  - (e) Onward clearance time
  - (f) Control and communications
  - (g) Procedures for arriving aircraft
  - (h) Types of approach
  - (i) Suspension and resumption of VFR operations.
- (3) Separation standards
  - (a) Introduction and application
  - (b) Vertical separation
  - (c) Horizontal separation
  - (d) Lateral separation
  - (e) Longitudinal separation based on time
  - (f) Arrival/departure separation
  - (g) Sector separation.
- (4) Meteorology
  - (a) General circulation
  - (b) Winds
  - (c) Synoptic meteorology
  - (d) Cloud and weather
  - (e) Meteorological flying hazards
  - (f) Observations and conclusions
  - (g) Meteorological codes.

- (5) Approach control practical simulator training

Practical application of knowledge and skills.

### **65.05.3 APPLICATION FOR ISSUING OF APPROACH CONTROL RATING**

#### **1. Form of application**

The form referred to in CAR 65.05.3(a), in which application must be made for the issuing of an approach control rating, is contained in Annexure J.

#### **2. Certificate of competency**

The certificate of competency referred to in CAR 65.05.3(b)(i), is contained in Annexure K.

### **65.05.4 ISSUING OF APPROACH CONTROL RATING**

#### **1. Form of rating**

The form referred to in CAR 65.05.4(2), on which an approach control rating is issued, is contained in Annexure L.

### **65.05.6 APPLICATION FOR VALIDATION OF APPROACH CONTROL RATING**

#### **1. Form of application**

The form referred to in CAR 65.05.6(a), on which application must be made for the validation of an approach control rating, is contained in Annexure J.

#### **2. Certificate of competency**

The certificate of competency referred to in CAR 65.05.6(b)(i), is contained in Annexure K.

### **65.05.7 VALIDATION OF APPROACH CONTROL RATING**

#### **1. Form of validation**

The form referred to in CAR 65.05.7(2), on which an approach control rating is validated, is contained in Annexure L.

### **65.05.8 PRIVILEGES OF APPROACH CONTROL RATING**

#### **1. Requirements and standards**

The requirements and standards referred to in CAR 65.05.8(a), are as follows:

(Reserved.)

### **65.05.10 REVALIDATION OF APPROACH CONTROL RATING**

#### **1. Proficiency check**

The proficiency check referred to in CAR 65.05.10(1), is contained in Annexure M.

#### **2. Certificate of competency**

The certificate of competency referred to in CAR 65.05.10(2)(a), is contained in Annexure K.

## **65.06.2 TRAINING**

The following training standards apply to an area control rating:

### **1. Entry level requirements**

- (1) Age : minimum 21 years
- (2) The candidate must hold a valid air traffic service licence.

### **2. Course aim**

The aim of the Area Control Course is to provide the candidate with the necessary knowledge, skills and attitudes to enable him/her to obtain an area control rating.

### **3. Course outcome**

On completion of the Area Control Course the candidate will have the necessary knowledge and skills to commence validation training for area control.

### **4. Licensing**

On completion of the Area Control Course, the Director will issue an area control rating. Endorsement of the area control validation will only be done on successful completion of area control validation training.

### **5. Theoretical training**

The area control course consists of the following theoretical modules:

- (1) General ATC procedures

On completion of this module the candidate will be able to display the necessary knowledge of ATS relevant to area control to enable him/her to efficiently provide the ATS required of an area controller.

- (2) Area control

On completion of this module the candidate will have the necessary knowledge with respect to area control practices and procedures, in order to apply them efficiently during the practical simulator training.

- (3) Separation standards

On completion of this module the candidate will have an extensive knowledge of separation standards as applied in the provision of an area control service, enabling him/her to provide an area control service applying the correct separation standards.

- (4) Meteorology

On completion of this module the candidate will have a sound knowledge of various aspects of meteorology pertinent to area control and affecting aircraft operations under the jurisdiction of area control.

### **6. Practical simulator training**

In order to develop the practical controlling skills of the candidate to the required standard, he/she will be required to apply the following procedures and principles in a simulated operational environment:

- (1) Radio telephony procedures
- (2) Area control procedures
- (3) Separation standards
- (4) Emergency procedures
- (5) Flight progress strip marking.

## 7. Examination and pass requirements

- (1) In order to pass the course the candidate must successfully undertake the following examinations to the prescribed standards:

EXAMINATION	REQUIRED PASS MARK
General ATC procedures	70%
Area control	70%
Separation standards	70%
Meteorology	70%
Simulated operational assessments	70%

- (2) A one-off re-write in any two of the subjects may be permitted, provided that the candidate does not attain less than 20% below the required pass mark on the first attempt.
- (3) Re-writes must be undertaken within 14 days of the first failed attempt.
- (4) An average of 70% or more must be attained during the simulated practical assessments. A one-off re-evaluation in any two practical assessments may be allowed and must be undertaken within 14 days of the first failed attempt.

## 8. Validation training

- (1) In order to validate the area control rating the candidate must successfully undertake the following evaluations:
  - (a) Progressive practical standards evaluations
  - (b) Final practical standards evaluation
  - (c) Written examinations on all aspects as specified in Station Standing Instructions
- (2) In order to pass the validation training the candidate has to be successful in all evaluations.
- (3) In order to successfully validate the area control rating, the candidate has to comply with the following:

- (a) Provide an area control service, under supervision of an air traffic service instructor (operational), at an ATSU for at least a 200 hours but not more than 300 hours, 50 per cent of which may be done on a simulator.
- (b) Obtain and maintain a sound knowledge of local practices and procedures as specified in Station Standing Instructions.
- (c) Obtain and maintain a sound knowledge of the function and operation of local instruments and technical aids.

## 9. Syllabus

The area control course consists of the following modules:

- (1) General ATC procedures
  - (a) Standard R/T procedures and inter unit phraseologies
  - (b) Communication failure procedures
  - (c) Radio failure in respect of VFR flights
  - (d) Interception of civilian aircraft
  - (e) Descents by supersonic aircraft due to solar cosmic radiation
  - (f) Division and classification of airspace
  - (g) ATC clearances
  - (h) Emergencies
  - (i) Diversion procedures
  - (j) Flight progress strips
  - (k) SAR procedures associated with approach and aerodrome control.
- (2) Area control
  - (a) Introduction
  - (b) Coordination
  - (c) Coordination between area control and approach
  - (d) Release and transfer of control and communication
  - (e) Procedures for overflying flights, flying through remote TMAs and CTRs (IFR and VFR)
  - (f) Information to be given to aircraft on first contact
  - (g) Air traffic advisory service
- (3) Separation standards
  - (a) Introduction and application
  - (b) Vertical separation
  - (c) Horizontal separation
  - (d) Lateral separation
  - (e) Longitudinal separation based on time
- (4) Meteorology
  - (a) General circulation
  - (b) Winds
  - (c) Synoptic meteorology
  - (d) Cloud and weather
  - (e) Meteorological flying hazards
  - (f) Observations and conclusions
  - (g) Meteorological codes.



- (5) Area control practical simulator training

Practical application of knowledge and skills.

### **65.06.3 APPLICATION FOR ISSUING OF AREA CONTROL RATING**

#### **1. Form of application**

The form referred to in CAR 65.06.3(a), in which application must be made for the issuing of an area control rating, is contained in Annexure J.

#### **2. Certificate of competency**

The certificate of competency referred to in CAR 65.06.3(b)(i), is contained in Annexure K.

### **65.06.4 ISSUING OF AREA CONTROL RATING**

#### **1. Form of rating**

The form referred to in CAR 65.06.4(2), on which an area control rating is issued, is contained in Annexure L.

### **65.06.6 APPLICATION FOR VALIDATION OF AREA CONTROL RATING**

#### **1. Form of application**

The form referred to in CAR 65.06.6(a), in which application must be made for the validation of an area control rating, is contained in Annexure J.

#### **2. Certificate of competency**

The certificate of competency referred to in CAR 65.06.6(b)(i), is contained in Annexure K.

### **65.06.7 VALIDATION OF AREA CONTROL RATING**

#### **1. Form of validation**

The form referred to in CAR 65.06.7(2), on which an area control rating is validated, is contained in Annexure L.

### **65.06.8 PRIVILEGES OF AREA CONTROL RATING**

#### **1. Requirements and standards**

The requirements and standards referred to in CAR 65.06.8(a), are as follows:

(Reserved.)

### **65.06.10 REVALIDATION OF AREA CONTROL RATING**

#### **1. Proficiency check**

The proficiency check referred to in CAR 65.06.10(1), is contained in Annexure M.

#### **2. Certificate of competency**

The certificate of competency referred to in CAR 65.06.10(2)(a), is contained in Annexure K.

## 65.07.2 TRAINING

The following training standards apply to an approach control (radar) rating:

### 1. Entry level requirements

- (1) Age : minimum 21 years
- (2) The candidate must hold a valid air traffic service licence.

### 2. Course aim

The aim of the Approach Control (Radar) Course is to provide the candidate with the necessary knowledge, skills and attitudes to enable him/her to obtain an approach control (radar) rating.

### 3. Course outcome

On completion of the Approach Control (Radar) Course the candidate will have the necessary knowledge and skills to commence validation training for approach control (radar).

### 4. Licensing

On completion of the Approach Control (Radar) Course, the Director will issue an Approach Control (Radar) Rating. Endorsement of the Approach Control (Radar) validation will only be done on successful completion of approach control (radar) validation training.

### 5. Theoretical training

The approach control (radar) course consists of the following theoretical modules:

- (1) General ATC procedures

On completion of this module the candidate will be able to display the necessary knowledge of ATS relevant to approach control to enable him/her to efficiently provide the ATS required of an approach controller.

- (2) Approach control

On completion of this module the candidate will have the necessary knowledge with respect to approach control practices and procedures, in order to apply them efficiently during the practical simulator training.

- (3) Radar theory and procedures

On completion of this module the candidate will have an extensive knowledge of procedures and practices applied in the provision of an approach control (radar) service, enabling him/her to provide an approach control (radar) service applying the correct procedures and practices.

- (4) Radar technical

On completion of this module the candidate will have a sound knowledge of the operations and limitations of radar equipment and its application to air traffic control, including SSR.

## (5) Meteorology

On completion of this module the candidate will have a sound knowledge of various aspects of meteorology pertinent to approach control and affecting aircraft operations under the jurisdiction of approach control.

**6. Practical simulator training**

In order to develop the practical controlling skills of the candidate to the required standard, he/she will be required to apply the following procedures and principles in a simulated operational environment:

- (1) Radio telephony procedures
- (2) Approach control (radar) procedures
- (3) Separation standards
- (4) Emergency procedures
- (5) Flight progress strip marking.

**7. Examination and pass requirements**

- (1) In order to pass the course the candidate must successfully undertake the following examinations to the prescribed standards:

EXAMINATION	REQUIRED PASS MARK
General ATC procedures	70%
Approach control	70%
Radar theory and procedures	70%
Radar technical	70%
Meteorology	70%
Simulated radar approach assessments	70%

- (2) A one-off re-write in any two of the subjects may be permitted, provided that the candidate does not attain less than 20% below the required pass mark on the first attempt.
- (3) Re-writes must be undertaken within 14 days of the first failed attempt.
- (4) An average of 70% or more must be attained during the simulated practical assessments. A one-off re-evaluation in any two practical assessments may be allowed and must be undertaken within 14 days of the first failed attempt.

**8. Validation training**

- (1) In order to validate the approach control (radar) rating the candidate must successfully undertake the following evaluations:
  - (a) Progressive practical standards evaluations

- (b) Final practical standards evaluation
  - (c) Written examinations on all aspects as specified in Station Standing Instructions
- (2) In order to pass the validation training the candidate has to be successful in all evaluations.
- (3) In order to successfully validate the approach control (radar) rating, the candidate has to comply with the following:
- (a) Provide an approach control (radar) service, under supervision of an air traffic service instructor (operational), at an ATSU for at least 50 hours but not more than 150 hours, 50 per cent of which may be done on an accredited simulator.
  - (b) Obtain and maintain a sound knowledge of local practices and procedures as specified in Station Standing Instructions.
  - (c) Obtain and maintain a sound knowledge of the function and operation of local instruments and technical aids.

## 9. Syllabus

The approach control (radar) course consists of the following modules:

- (1) General ATC procedures
- (a) Standard R/T procedures and inter unit phraseologies
  - (b) Communication failure procedures
  - (c) Radio failure in respect of VFR flights
  - (d) Interception of civilian aircraft
  - (e) Descents by supersonic aircraft due to solar cosmic radiation
  - (f) Division and classification of airspace
  - (g) ATC clearances
  - (h) Emergencies
  - (i) Diversion procedures
  - (j) Flight progress strips
  - (k) SAR procedures associated with approach and aerodrome control.
- (2) Approach control
- (a) Provision of approach control services
  - (b) Responsibilities of approach control
  - (c) Coordination with other units
  - (d) Expected approach time
  - (e) Onward clearance time
  - (f) Control and communications
  - (g) Procedures for arriving aircraft
  - (h) Types of approach
  - (i) Suspension and resumption of VFR operations.
- (3) Radar theory and procedures
- (a) Use of radar in the air traffic control service
  - (b) Radar separation minima
  - (c) SSR operations
  - (d) Identification, vectoring and transfer of aircraft
  - (e) Terrain clearance and emergencies
  - (f) Failure of airborne equipment

- (g) Combined radar-procedural
  - (h) Use of radar in the approach control service
  - (i) General radar approach procedures
  - (j) Final approach procedures
  - (k) Radar phraseologies
- (4) Meteorology
- (a) General circulation
  - (b) Winds
  - (c) Synoptic meteorology
  - (d) Cloud and weather
  - (e) Meteorological flying hazards
  - (f) Observations and conclusions
  - (g) Meteorological codes.
- (5) Radar technical
- (a) Radar - How does it work?
  - (b) Prefix summary
  - (c) Frequency bands
  - (d) Radiated power in free space
  - (e) Primary radar system
  - (f) SSR development
  - (g) Circular polarisation
  - (h) MTI-Radar
  - (i) Doppler effect
  - (j) Tangential fade.
- (6) Approach control (radar) practical simulator training
- Practical application of knowledge and skills.

### **65.07.3 APPLICATION FOR ISSUING OF APPROACH CONTROL (RADAR) RATING**

#### **1. Form of application**

The form referred to in CAR 65.07.3(a), in which application must be made for the issuing of an approach control (radar) rating, is contained in Annexure J.

#### **2. Certificate of competency**

The certificate of competency referred to in CAR 65.07.3(b)(i), is contained in Annexure K.

### **65.07.4 ISSUING OF APPROACH CONTROL (RADAR) RATING**

#### **1. Form of rating**

The form referred to in CAR 65.07.4(2), on which an approach control (radar) rating is issued, is contained in Annexure L.

### **65.07.6 APPLICATION FOR VALIDATION OF APPROACH CONTROL (RADAR) RATING**

#### **1. Form of application**

The form referred to in CAR 65.07.6(a), in which application must be made for the validation of an approach control (radar) rating, is contained in Annexure J.

## **2. Certificate of competency**

The certificate of competency referred to in CAR 65.07.6(b)(i), is contained in Annexure K.

### **65.07.7 VALIDATION OF APPROACH CONTROL (RADAR) RATING**

#### **1. Form of validation**

The form referred to in CAR 65.07.7(2), on which an approach control (radar) rating is validated, is contained in Annexure L.

### **65.07.8 PRIVILEGES OF APPROACH CONTROL (RADAR) RATING**

#### **1. Requirements and standards**

The requirements and standards referred to in CAR 65.07.8(a), are as follows:

(Reserved.)

### **65.07.10 REVALIDATION OF APPROACH CONTROL (RADAR) RATING**

#### **1. Proficiency check**

The proficiency check referred to in CAR 65.07.10(1), is contained in Annexure M.

#### **2. Certificate of competency**

The certificate of competency referred to in CAR 65.07.10(2)(a), is contained in Annexure K.

### **65.08.2 TRAINING**

The following training standards apply to an area control (radar) rating:

#### **1. Entry level requirements**

- (1) Age : minimum 21 years
- (2) The candidate must hold a valid air traffic service licence.

#### **2. Course aim**

The aim of the Area Control (radar) Course is to provide the candidate with the necessary knowledge, skills and attitudes to enable him/her to obtain an Area control (radar) Rating.

#### **3. Course outcome**

On completion of the Area control (radar) Course the candidate will have the necessary knowledge and skills to commence validation training for Area control (radar).

#### **4. Licensing**

On completion of the Area control (radar) Course, the Director will issue an Area control (radar) Rating. Endorsement of the Area control (radar) validation will only be done on successful completion of area control (radar) validation training

#### **5. Theoretical training**

The area control (radar) course consists of the following theoretical modules:

## (1) General ATC procedures

On completion of this module the candidate will be able to display the necessary knowledge of ATS relevant to area control to enable him/her to efficiently provide the ATS required of an area controller.

## (2) Area control

On completion of this module the candidate will have the necessary knowledge with respect to approach control practices and procedures, in order to apply them efficiently during the practical simulator training.

## (3) Radar theory and procedures

On completion of this module the candidate will have an extensive knowledge of procedures and practices applied in the provision of an area control (radar) service, enabling him/her to provide an area control (radar) service applying the correct procedures and practices.

## (4) Radar technical

On completion of this module the candidate will have a sound knowledge of the operations and limitations of radar equipment and its application to air traffic control, including SSR.

## (5) Meteorology

On completion of this module the candidate will have a sound knowledge of various aspects of meteorology pertinent to area control and affecting aircraft operations under the jurisdiction of area control.

## 6. Practical simulator training

In order to develop the practical controlling skills of the candidate to the required standard, he/she will be required to apply the following procedures and principles in a simulated operational environment:

- (1) Radio telephony procedures
- (2) Area control (radar) procedures
- (3) Separation standards
- (4) Emergency procedures
- (5) Flight progress strip marking.

## 7. Examination and pass requirements

- (1) In order to pass the course the candidate must successfully undertake the following examinations to the prescribed standards:

EXAMINATION	REQUIRED PASS MARK
General ATC procedures	70%
Area control	70%
Radar theory and procedures	70%

Radar technical	70%
Meteorology	70%
Simulated radar approach assessments	70%

- (2) A one-off re-write in any two of the subjects may be permitted, provided that the candidate does not attain less than 20% below the required pass mark on the first attempt.
- (3) Re-writes must be undertaken within 14 days of the first failed attempt.
- (4) An average of 70% or more must be attained during the simulated practical assessments. A one-off re-evaluation in any two practical assessments may be allowed and must be undertaken within 14 days of the first failed attempt.

## 8. Validation training

- (1) In order to validate the area control (radar) rating the candidate must successfully undertake the following evaluations:
  - (a) Progressive practical standards evaluations
  - (b) Final practical standards evaluation
  - (c) Written examinations on all aspects as specified in Station Standing Instructions.
- (2) In order to pass the validation training the candidate has to be successful in all evaluations.
- (3) In order to successfully validate the area control (radar) rating, the candidate has to comply with the following:
  - (a) Provide an area control (radar) service, under supervision of an air traffic service instructor (operational), at an ATSU for at least 50 hours but not more than 150 hours, 50 per cent of which may be done on an accredited simulator.
  - (b) Obtain and maintain a sound knowledge of local practices and procedures as specified in Station Standing Instructions.
  - (c) Obtain and maintain a sound knowledge of the function and operation of local instruments and technical aids.

## 9. Syllabus

The area control (radar) course consists of the following modules:

- (1) General ATC procedures
  - (a) Standard R/T procedures and inter unit phraseologies
  - (b) Communication failure procedures
  - (c) Radio failure in respect of VFR flights
  - (d) Interception of civilian aircraft
  - (e) Descents by supersonic aircraft due to solar cosmic radiation
  - (f) Division and classification of airspace
  - (g) ATC clearances



- (h) Emergencies
  - (i) Diversion procedures
  - (j) Flight progress strips
  - (k) SAR procedures associated with approach and aerodrome control.
- (2) Area control
- (a) Introduction
  - (b) Coordination
  - (c) Coordination between area control and approach
  - (d) Release and transfer of control and communication
  - (e) Procedures for overflying flights, flying through remote TMAs and CTRs (IFR and VFR)
  - (f) Information to be given to aircraft on first contact
  - (g) Air traffic advisory service
- (3) Radar theory and procedures
- (a) Use of radar in the air traffic control service
  - (b) Radar separation minima
  - (c) SSR operations
  - (d) Identification, vectoring and transfer of aircraft
  - (e) Terrain clearance and emergencies
  - (f) Failure of airborne equipment
  - (g) Combined radar-procedural
  - (h) Use of radar in the approach control service
  - (i) General radar approach procedures
  - (j) Final approach procedures
  - (k) Radar phraseologies
- (4) Meteorology
- (a) General circulation
  - (b) Winds
  - (c) Synoptic meteorology
  - (d) Cloud and weather
  - (e) Meteorological flying hazards
  - (f) Observations and conclusions
  - (g) Meteorological codes.
- (5) Radar technical
- (a) Radar - How does it work?
  - (b) Prefix summary
  - (c) Frequency bands
  - (d) Radiated power in free space
  - (e) Primary radar system
  - (f) SSR development
  - (g) Circular polarisation
  - (h) MTI-Radar
  - (i) Doppler effect
  - (j) Tangential fade.
- (6) Area control (radar) practical simulator training
- Practical application of knowledge and skills.

**65.08.3 APPLICATION FOR ISSUING OF AREA CONTROL (RADAR) RATING****1. Form of application**

The form referred to in CAR 65.08.3(a), in which application must be made for the issuing of an area control (radar) rating, is contained in Annexure J.

**2. Certificate of competency**

The certificate of competency referred to in CAR 65.08.3(b)(i), is contained in Annexure K.

**65.08.4 ISSUING OF AREA CONTROL (RADAR) RATING****1. Form of rating**

The form referred to in CAR 65.08.4(2), on which an area control (radar) rating is issued, is contained in Annexure L.

**65.08.6 APPLICATION FOR VALIDATION OF AREA CONTROL (RADAR) RATING****1. Form of application**

The form referred to in CAR 65.08.6(a), in which application must be made for the validation of an area control (radar) rating, is contained in Annexure J.

**2. Certificate of competency**

The certificate of competency referred to in CAR 65.08.6(b)(i), is contained in Annexure K.

**65.08.7 VALIDATION OF AREA CONTROL (RADAR) RATING****1. Form of validation**

The form referred to in CAR 65.08.7(2), on which an area control (radar) rating is validated, is contained in Annexure L.

**65.08.8 PRIVILEGES OF AREA CONTROL (RADAR) RATING****1. Requirements and standards**

The requirements and standards referred to in CAR 65.08.8(a), are as follows:

(Reserved.)

**65.08.10 REVALIDATION OF AREA CONTROL (RADAR) RATING****1. Proficiency check**

The proficiency check referred to in CAR 65.08.10(1), is contained in Annexure M.

**2. Certificate of competency**

The certificate of competency referred to in CAR 65.08.10(2)(a), is contained in Annexure K.

**65.09.2 TRAINING****1. Training standards**

(Reserved.)

**65.09.3 APPLICATION FOR ISSUING OF AIR TRAFFIC SERVICE INSTRUCTOR (OPERATIONAL) RATING****1. Form of application**

The form referred to in CAR 65.09.3(a), in which application must be made for the issuing of an air traffic service instructor (operational) rating, is contained in Annexure N.

**2. Certificate of competency**

The certificate of competency referred to in CAR 65.09.3(b)(i), is contained in Annexure O.

**65.09.4 ISSUING OF AIR TRAFFIC SERVICE INSTRUCTOR (OPERATIONAL) RATING****1. Form of rating**

The form referred to in CAR 65.09.4(2), on which an air traffic service instructor (operational) rating is issued, is contained in Annexure P.

**65.09.6 APPLICATION FOR VALIDATION OF AIR TRAFFIC SERVICE INSTRUCTOR (OPERATIONAL) RATING****1. Form of application**

The form referred to in CAR 65.09.6(a), in which application must be made for the validation of an air traffic service instructor (operational) rating, is contained in Annexure N.

**65.09.7 VALIDATION OF AIR TRAFFIC SERVICE INSTRUCTOR (OPERATIONAL) RATING****1. Form of validation**

The form referred to in CAR 65.09.7(2), on which an air traffic service instructor (operational) rating is validated, is contained in Annexure P.

**65.09.8 PRIVILEGES OF AIR TRAFFIC SERVICE INSTRUCTOR (OPERATIONAL) RATING****1. Form of temporary validation certificate**

The form referred to in CAR 65.09.8(2)(a), on which a temporary validation certificate is issued, is contained in Annexure Q.

**65.09.10 RENEWAL OF AIR TRAFFIC SERVICE INSTRUCTOR (OPERATIONAL) RATING****1. Form of application**

The form referred to in CAR 65.09.10(2)(a), in which application must be made for the renewal of an air traffic service instructor (operational) rating, is contained in Annexure N.

**2. Form of renewal**

The form referred to in CAR 65.09.10(4), on which an air traffic service instructor (operational) rating is renewed, is contained in Annexure P.

**65.10.2 TRAINING****1. Training standards**

(Reserved.)

**65.10.3 APPLICATION FOR ISSUING OF AIR TRAFFIC SERVICE INSTRUCTOR (ACADEMIC) CERTIFICATE****1. Form of application**

The form referred to in CAR 65.10.3(a), in which application must be made for the issuing of an air traffic service instructor (academic) certificate, is contained in Annexure S.

**65.10.4 ISSUING OF AIR TRAFFIC SERVICE INSTRUCTOR (ACADEMIC) CERTIFICATE****1. Form of certificate**

The form referred to in CAR 65.10.4(2), on which an air traffic service instructor (academic) certificate is issued, is contained in Annexure T.

**65.10.5 PRIVILEGES OF AIR TRAFFIC SERVICE INSTRUCTOR (ACADEMIC) CERTIFICATE****1. Form of temporary rating certificate**

The form referred to in CAR 65.10.5(2)(a), on which a temporary rating certificate is issued, is contained in Annexure U.

**65.10.7 RENEWAL OF AIR TRAFFIC SERVICE INSTRUCTOR (ACADEMIC) CERTIFICATE****1. Form of application**

The form referred to in CAR 65.10.7(2)(a), in which application must be made for the renewal of an air traffic service instructor (academic) certificate, is contained in Annexure S.

**2. Form of renewal**

The form referred to in CAR 65.10.7(4), on which an air traffic service instructor (academic) certificate is renewed, is contained in Annexure T.

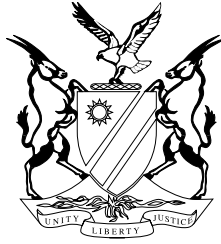
**SCHEDULE 1: REPORT ON EXTENSION OF SHIFTS**

**A. REPORT BY AIR TRAFFIC SERVICE PERSONNEL MEMBER**

1.	Full name of air traffic service personnel member : .....
2.	Licence number : .....
3.	Unit at which privileges are exercised : .....
4.	Date on which extension occurred : .....
5.	Reasons for extension : .....
Signature : .....	
Date : .....	

**B. REPORT BY EMPLOYER (AIR TRAFFIC SERVICE UNIT)**

1.	Name of employer : .....
2.	Approval number : .....
3.	Date on which extension occurred : .....
4.	Reasons for extension : .....
Signature : .....	
Date : .....	

*Annexure A***REPUBLIC OF NAMIBIA****CIVIL AVIATION****APPLICATION FOR THE CONVERSION OF A FOREIGN AIR TRAFFIC SERVICE LICENCE****Notes:**

- (i) *An application for the conversion of a foreign air traffic service licence must comply with the provisions of CAR 65.01.3.*
- (ii) *The original application must be submitted to the Director: Civil Aviation.*
- (iii) *Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.*

**1. PARTICULARS REGARDING THE APPLICANT**

1.1 Surname : .....
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1.2 Forenames : .....
-----------------------

1.3 Residential address : ..... ..... ..... .....	1.4 Postal address : ..... ..... ..... ..... Postal code .....
---	---

1.5 Telephone number : .....	1.6 Telefax number : .....
------------------------------	----------------------------

1.7 Cell phone number : .....	1.8 E-mail address: .....
-------------------------------	---------------------------

1.9 Identity number : .....	1.10 Passport number : .....
-----------------------------	------------------------------

1.11 Date of birth : .....	1.12 Nationality : .....
1.13 Name of present employer: ..... ..... .....	1.14 Address of present employer: ..... ..... ..... ..... Postal code .....
1.15 Telephone number of present employer: .....	1.16 Telefax number of present employer: .....
1.17 Capacity in which employed: .....	1.18 Country of permanent residence: .....
1.19 The applicant declares hereby that the particulars provided in this application are true in every respect.	
..... Signature	..... Date

**2. APPLICATION FOR THE CONVERSION OF A FOREIGN AIR TRAFFIC SERVICE LICENCE**

2.1 Licence number : .....	2.2 Date issued : .....
2.3 Medical certificate Class : .....  Valid until : .....  Issuing authority (country) : .....	
2.4 Valid rating(s) held: .....	
2.5 Full reasons for requiring conversion: ..... ..... .....	

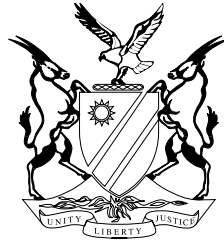
2.6 Supporting documents :

Mark the appropriate block

- Air traffic service licence and rating(s)
- Valid medical certificate
- Employment permit
- Letter of appointment



*Annexure B*



**REPUBLIC OF NAMIBIA**

**CIVIL AVIATION**

**CONVERSION OF FOREIGN AIR TRAFFIC SERVICE LICENCE**

1. Conversion number : .....

2. Converted for the period from : ..... to .....

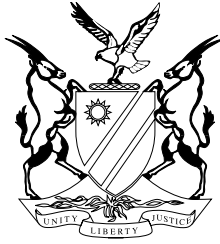
3. Rating(s) recognised:  
.....  
.....  
.....

4. Unit at which privileges may be exercised: .....

5. Privileges and restrictions :  
.....  
.....  
.....

.....  
Date of issue

.....  
Director: Civil Aviation

*Annexure C***REPUBLIC OF NAMIBIA****CIVIL AVIATION****APPLICATION FOR THE ISSUING OF AN AIR TRAFFIC SERVICE LICENCE****Notes:**

- (i) *An application for the issuing of an air traffic service licence must comply with the provisions of CAR 65.02.4.*
- (ii) *An application for the issuing of an air traffic service licence by virtue of theoretical knowledge and experience gained in military service, must comply with the provisions of CAR 65.01.13.*
- (iii) *An application for the issuing of a new air traffic service licence or rating, must comply with the provisions of CAR 65.01.15.*
- (iv) *An application for the issuing of a duplicate air traffic service licence or rating, must comply with the provisions of CAR 65.01.16.*
- (v) *The original application must be submitted to the Director: Civil Aviation.*
- (vi) *Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.*

Mark the appropriate block

- Application for the issuing of an air traffic service licence
- Application for the issuing of an air traffic service licence (military service)
- Application for the issuing of a new air traffic service licence or rating
- Application for the issuing of a duplicate air traffic service licence or rating

**1. PARTICULARS REGARDING THE APPLICANT**

1.1	Surname : .....
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1.2	Forenames : .....
-----	-------------------

1.3 Residential address :  ..... ..... ..... .....	1.4 Postal address :  ..... ..... ..... ..... Postal code .....
---	---

1.5 Telephone number : .....	1.6 Telefax number : .....
1.7 Cell phone number : .....	1.8 E-mail address: .....
1.9 Identity number : .....	1.10 Passport number : .....
1.11 Date of birth : .....	1.12 Nationality : .....
1.13 Name of present employer: ..... ..... .....	1.14 Address of present employer: ..... ..... ..... Postal code .....
1.15 Telephone number of present employer: .....	1.16 Telefax number of present employer: .....
1.17 Capacity in which employed: .....	1.18 Country of permanent residence: .....
1.19 The applicant declares hereby that the particulars provided in this application are true in every respect.	
..... Signature	..... Date

**2. APPLICATION FOR THE ISSUING OF AN AIR TRAFFIC SERVICE LICENCE (INCLUDING MILITARY SERVICE)**

Attached documents:

<p>Mark the appropriate block</p> <p><input type="checkbox"/> Proof of identity</p> <p><input type="checkbox"/> Proof of age</p> <p><input type="checkbox"/> Class 3 medical certificate</p> <p><input type="checkbox"/> Proof of employment in Namibian Defence Force</p> <p><input type="checkbox"/> Certificate of competenc</p> <p><input type="checkbox"/> Proof of passing theoretical knowledge examination</p> <p><input type="checkbox"/> Photographs of applicant.</p>
--

**3. APPLICATION FOR THE ISSUING OF A NEW AIR TRAFFIC SERVICE LICENCE OR RATING**

Attached documents:

Mark the appropriate block

- Original licence or rating
- Verification of change of name
- Photographs of applicant.

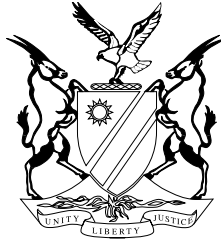
**4. APPLICATION FOR THE ISSUING OF A DUPLICATE AIR TRAFFIC SERVICE LICENCE OR RATING**

Attached documents:

Mark the appropriate block

- Class 3 medical certificate
- Statement of reason for application
- Photographs of applicant.

*Annexure D*



**REPUBLIC OF NAMIBIA**

**CIVIL AVIATION**

**CERTIFICATE OF COMPETENCY**

1. Surname of applicant: .....

2. Forenames of applicant: .....

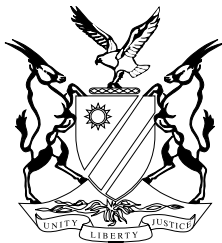
3. Identity number of applicant: .....

4. I, the undersigned, certify that the applicant has on ..... (date) satisfied me that he/she meets the theoretical knowledge and training requirements prescribed in Part 65 of the Namibian Civil Aviation Regulations, 2001, for the issuing of an air traffic service licence.

Name of rating assessment examiner:

.....

Signature Date

*Annexure E***REPUBLIC OF NAMIBIA****CIVIL AVIATION****AIR TRAFFIC SERVICE LICENCE**

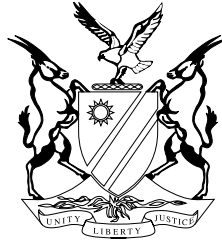
1. Licence number : .....	
2. Surname of holder : .....	
3. Forenames of holder : .....	
4. Nationality of holder: .....	
5. Physical address of holder : ..... ..... .....	6. Postal address of holder : ..... ..... ..... Postal code .....
7. Signature of holder: .....	
8. Conditions of licence: .....	
9. Rating(s) held: .....	
10. Rating(s) validated: .....	
11. I hereby certify that the holder of this licence has been duly licensed in accordance with Part 65 of the Namibian Civil Aviation Regulations, 2001.	

.....

Date of issue

.....

Director: Civil Aviation

**Annexure F****REPUBLIC OF NAMIBIA****CIVIL AVIATION**

**APPLICATION FOR THE ISSUING OF AN AIR TRAFFIC SERVICE  
ASSISTANT RATING  
APPLICATION FOR THE VALIDATION OF AN AIR TRAFFIC SERVICE  
ASSISTANT RATING  
APPLICATION FOR THE RENEWAL OF AN AIR TRAFFIC SERVICE  
ASSISTANT RATING**

**Notes:**

- (i) *An application for the issuing of an air traffic service assistant rating, must comply with the provisions of CAR 65.03.3.*
- (ii) *An application for the validation of an air traffic service assistant rating, must comply with the provisions of CAR 65.03.6.*
- (iii) *An application for the renewal of an air traffic service assistant rating, must comply with the provisions of CAR 65.03.11.*
- (iv) *Section 1 must be completed in all cases.*
- (v) *All other sections must be completed if applicable to the specific application.*
- (vi) *The original application must be submitted to the Director: Civil Aviation.*
- (vii) *Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.*
- (viii) *Please delete if not applicable.*

Mark the appropriate block

- Application for the issuing of an air traffic service assistant rating
- Application for the validation of an air traffic service assistant rating
- Application for the renewal of an air traffic service assistant rating

**1. PARTICULARS REGARDING THE APPLICANT**

1.1 Surname : .....

1.2 Forenames : .....

1.3 Residential address : ..... ..... .....	1.4 Postal address : ..... ..... ..... Postal code .....
--	--

1.5 Telephone number : .....	1.6 Telefax number : .....
------------------------------	----------------------------

1.7 Cell phone number : .....	1.8 E-mail address: .....
-------------------------------	---------------------------

1.9 Identity number : .....	1.10 Passport number : .....
-----------------------------	------------------------------

1.11 Date of birth : .....	1.12 Nationality : .....
----------------------------	--------------------------

1.13 Name of present employer: ..... ..... .....	1.14 Address of present employer: ..... ..... ..... Postal code .....
---	---

1.15 Telephone number of present employer: .....	1.16 Telefax number of present employer: .....
--	--

1.17 Capacity in which employed: .....	1.18 Country of permanent residence: .....
--	--

1.19 The applicant declares hereby that the particulars provided in this application are true in every respect.	
..... Signature	..... Date



**2. APPLICATION FOR THE ISSUING OF AN AIR TRAFFIC SERVICE ASSISTANT RATING**

Attached documents:

Mark the appropriate block

- Copy of licence
- Certificate of competency
- Proof of age

**3. APPLICATION FOR THE VALIDATION OF AN AIR TRAFFIC SERVICE ASSISTANT RATING**

Attached documents:

Mark the appropriate block

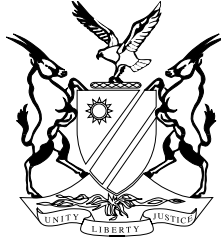
- Copy of licence
- Certificate of competency

**4. APPLICATION FOR THE RENEWAL OF AN AIR TRAFFIC SERVICE ASSISTANT RATING**

Attached documents:

Mark the appropriate block

- Copy of licence
- Certificate of competency (by rating assessment examiner)
- Certificate of competency (by validation examiner)
- Proof of age

*Annexure G***REPUBLIC OF NAMIBIA****CIVIL AVIATION****CERTIFICATE OF COMPETENCY**

1. Surname of applicant: .....

2. Forenames of applicant: .....

3. Identity number of applicant: .....

4. I, the undersigned, certify that the applicant has on ..... (date) satisfied me that \*he/she meets the \*theoretical/practical training requirements prescribed in Part 65 of the Namibian Civil Aviation Regulations, 2001, for the \*issuing/validation of an air traffic service licence.

\*Number of hours practical training: .....

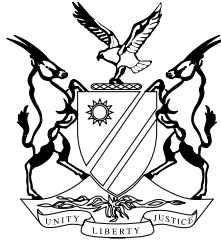
Name of \*rating assessment/validation examiner: .....

\*Please delete if not applicable

.....  
Signature

.....  
Date

*Annexure H*



**REPUBLIC OF NAMIBIA**

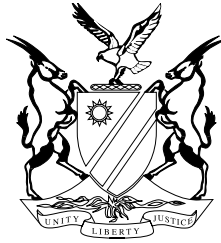
**CIVIL AVIATION**

**AIR TRAFFIC SERVICE ASSISTANT RATING**

1. Type of rating : .....	
2. Surname of holder : .....	
3. Forenames of holder : .....	
4. Physical address of holder : ..... ..... .....	5. Postal address of holder : ..... ..... ..... Postal code .....
6. Date issued : .....	7. Expiry date : .....
8. Date validated : .....	9. Expiry date : .....
10. Date renewed : .....	11. Expiry date : .....
12. Unit at which privileges may be exercised : .....	
13. Privileges/conditions : .....	

.....  
Date of issue

.....  
Director: Civil Aviation

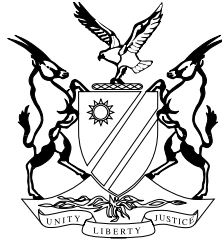
*Annexure I*

**REPUBLIC OF NAMIBIA**

**CIVIL AVIATION**

**PROFICIENCY CHECK**

(Reserved.)

*Annexure J***REPUBLIC OF NAMIBIA****CIVIL AVIATION**

**APPLICATION FOR THE ISSUING OF AN AIR TRAFFIC  
CONTROLLER RATING  
APPLICATION FOR THE VALIDATION OF AN AIR  
TRAFFIC CONTROLLER RATING  
APPLICATION FOR THE RENEWAL OF AN AIR TRAFFIC  
CONTROLLER RATING**

**Notes:**

- (i) *An application for the issuing of an air traffic controller rating, must comply with the provisions of CAR 65.04.3, 65.05.3, 65.06.3, 65.07.3 or 65.08.3, as the case may be.*
- (ii) *An application for the validation of an air traffic controller rating, must comply with the provisions of CAR 65.04.6, 65.05.6, 65.06.6, 65.07.6 or 65.08.6, as the case may be.*
- (iii) *An application for the renewal of an air traffic controller rating, must comply with the provisions of CAR 65.04.9, 65.05.9, 65.06.9, 65.07.9 or 65.08.9, as the case may be.*
- (iv) *Section 1 must be completed in all cases.*
- (v) *All other sections must be completed if applicable to the specific application.*
- (vi) *The original application must be submitted to the Director: Civil Aviation.*
- (vii) *Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.*
- (viii) *Please delete if not applicable.*

Mark the appropriate block

- Application for the issuing of an air traffic controller rating
- Application for the validation of an air traffic controller rating
- Application for the renewal of an air traffic controller rating

**1. PARTICULARS REGARDING THE APPLICANT**

1.1 Surname : .....

1.2 Forenames : .....

1.3 Residential address : ..... ..... .....	1.4 Postal address : ..... ..... ..... Postal code .....
--	--

1.5 Telephone number : .....	1.6 Telefax number : .....
------------------------------	----------------------------

1.7 Cell phone number : .....	1.8 E-mail address: .....
-------------------------------	---------------------------

1.9 Identity number : .....	1.10 Passport number : .....
-----------------------------	------------------------------

1.11 Date of birth : .....	1.12 Nationality : .....
----------------------------	--------------------------

1.13 Name of present employer: ..... ..... .....	1.14 Address of present employer: ..... ..... ..... Postal code .....
---	---

1.15 Telephone number of present employer: .....	1.16 Telefax number of present employer: .....
--	--

1.17 Capacity in which employed: .....	1.18 Country of permanent residence: .....
--	--

1.19 The applicant declares hereby that the particulars provided in this application are true in every respect.	
..... Signature	..... Date

**2. APPLICATION FOR THE ISSUING OF AN AIR TRAFFIC CONTROLLER RATING**

2.1 Application for the issuing of:

Mark the appropriate block

- Aerodrome control rating
- Approach control rating
- Area control rating
- Approach control (radar) rating
- Area control (radar) rating

2.2 Attached documents:

Mark the appropriate block

- Copy of licence
- Certificate of competency
- Proof of age

**3. APPLICATION FOR THE VALIDATION OF AN AIR TRAFFIC CONTROLLER RATING**

3.1 Application for the validation of:

Mark the appropriate block

- Aerodrome control rating
- Approach control rating
- Area control rating
- Approach control (radar) rating
- Area control (radar) rating

3.2 Attached documents:

Mark the appropriate block

- Copy of licence
- Certificate of competency

**4. APPLICATION FOR THE RENEWAL OF AN AIR TRAFFIC CONTROLLER RATING**

4.1 Application for the renewal of:

Mark the appropriate block

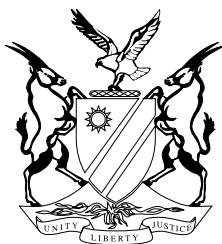
- Aerodrome control rating
- Approach control rating
- Area control rating
- Approach control (radar) rating
- Area control (radar) rating

4.2 Attached documents:

Mark the appropriate block

- Copy of licence
- Certificate of competency (by rating assessment examiner)
- Certificate of competency (by validation examiner)
- Proof of age

*Annexure K*



**REPUBLIC OF NAMIBIA**

**CIVIL AVIATION**

**CERTIFICATE OF COMPETENCY**

1. Surname of applicant : .....

2. Forenames of applicant : .....

3. Identity number of applicant : .....

4. I, the undersigned, certify that the applicant has on ..... (date) satisfied me that \*he/she meets the \*theoretical/practical training requirements prescribed in Part 65 of the Namibian Civil Aviation Regulations, 2001, for the \*issuing/validation of the following rating:

Mark the appropriate block

- Aerodrome control rating
- Approach control rating
- Area control rating
- Approach control (radar) rating
- Area control (radar) rating

\* Number of hours practical training : .....

\* Number of hours on simulator : .....

Name of \*rating assessment/validation examiner : .....

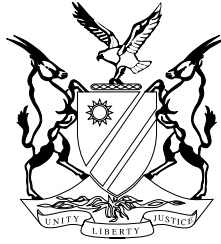
\* Please delete if not applicable

.....  
Signature

.....  
Date



*Annexure L*



**REPUBLIC OF NAMIBIA**

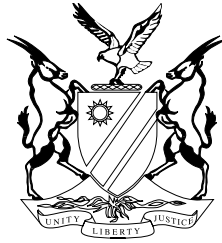
**CIVIL AVIATION**

**AIR TRAFFIC CONTROLLER RATING**

1. Type of rating : .....	
2. Surname of holder : .....	
3. Forenames of holder : .....	
4. Physical address of holder : ..... ..... .....	5. Postal address of holder : ..... ..... ..... ..... Postal code .....
6. Date issued : .....	7. Expiry date : .....
8. Date validated : .....	9. Expiry date : .....
10. Date renewed : .....	11. Expiry date : .....
12. Unit at which privileges may be exercised : .....	
13. Privileges/conditions : .....	

.....  
Date of issue

.....  
Director: Civil Aviation

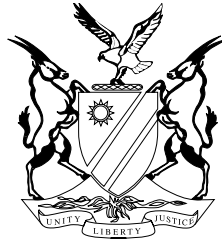
*Annexure M*

**REPUBLIC OF NAMIBIA**

**CIVIL AVIATION**

**PROFICIENCY CHECK**

(Reserved.)

*Annexure N***REPUBLIC OF NAMIBIA****CIVIL AVIATION**

**APPLICATION FOR THE ISSUING OF AN AIR TRAFFIC SERVICE  
INSTRUCTOR (OPERATIONAL) RATING  
APPLICATION FOR THE VALIDATION OF AN AIR TRAFFIC SERVICE  
INSTRUCTOR (OPERATIONAL) RATING  
APPLICATION FOR THE RENEWAL OF AN AIR TRAFFIC SERVICE  
INSTRUCTOR (OPERATIONAL) RATING**

**Notes:**

- (i) *An application for the issuing of an air traffic service instructor (operational) rating, must comply with the provisions of CAR 65.09.3.*
- (ii) *An application for the validation of an air traffic service instructor (operational) rating, must comply with the provisions of CAR 65.09.6.*
- (iii) *An application for the renewal of an air traffic service instructor (operational) rating, must comply with the provisions of CAR 65.09.10.*
- (iv) *Section 1 must be completed in all cases.*
- (v) *All other sections must be completed if applicable to the specific application.*
- (vi) *The original application must be submitted to the Director: Civil Aviation.*
- (vii) *Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.*
- (viii) *Please delete if not applicable.*

Mark the appropriate block

- Application for the issuing of an air traffic service instructor (operational) rating
- Application for the validation of an air traffic service instructor (operational) rating
- Application for the renewal of an air traffic service instructor (operational) rating

**1. PARTICULARS REGARDING THE APPLICANT**

1.1 Surname : .....

1.2 Forenames : .....

1.3 Residential address : ..... ..... .....	1.4 Postal address : ..... ..... ..... Postal code .....
--	--

1.5 Telephone number : .....	1.6 Telefax number : .....
------------------------------	----------------------------

1.7 Cell phone number : .....	1.8 E-mail address: .....
-------------------------------	---------------------------

1.9 Identity number : .....	1.10 Passport number : .....
-----------------------------	------------------------------

1.11 Date of birth : .....	1.12 Nationality : .....
----------------------------	--------------------------

1.13 Name of present employer: ..... ..... .....	1.14 Address of present employer: ..... ..... ..... Postal code .....
---	---

1.15 Telephone number of present employer: .....	1.16 Telefax number of present employer: .....
--	--

1.17 Capacity in which employed: .....	1.18 Country of permanent residence: .....
--	--

1.19 The applicant declares hereby that the particulars provided in this application are true in every respect.	
..... Signature	..... Date

**2. APPLICATION FOR THE ISSUING OF AN AIR TRAFFIC SERVICE INSTRUCTOR (OPERATIONAL) RATING**

Attached documents:

Mark the appropriate block

- Copy of licence and rating
- Certificate of competency
- Proof of age

**3. APPLICATION FOR THE VALIDATION OF AN AIR TRAFFIC SERVICE INSTRUCTOR (OPERATIONAL) RATING**

Attached documents:

Mark the appropriate block

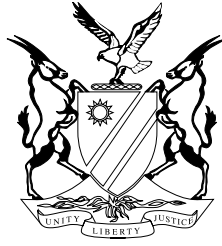
- Copy of licence and rating
- Proof of competency

**4. APPLICATION FOR THE RENEWAL OF AN AIR TRAFFIC SERVICE INSTRUCTOR (OPERATIONAL) RATING**

Attached documents:

Mark the appropriate block

- Copy of licence and rating
- Proof of competency

*Annexure O***REPUBLIC OF NAMIBIA****CIVIL AVIATION****CERTIFICATE OF COMPETENCY**

1. Surname of applicant : .....

2. Forenames of applicant : .....

3. Identity number of applicant : .....

4. I, the undersigned, certify that the applicant has on ..... (date) satisfied me that \*he/she meets the \*theoretical/practical training requirements prescribed in Part 65 of the Namibian Civil Aviation Regulations, 2001, for the \*issuing/validation of the following rating:

Number of hours practical training:

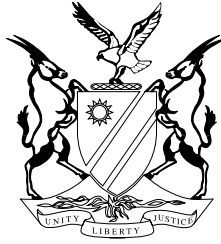
Name of \*rating assessment/validation examiner:

\*Please delete if nit applicable.

.....  
Date of issue

.....  
Director: Civil Aviation

*Annexure P*



**REPUBLIC OF NAMIBIA**

**CIVIL AVIATION**

**AIR TRAFFIC SERVICE INSTRUCTOR (OPERATIONAL) RATING**

1. Surname of holder : .....
------------------------------

2. Forenames of holder : .....
--------------------------------

3. Physical address of holder : ..... ..... .....	4. Postal address of holder : ..... ..... ..... Postal code .....
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5. Date issued : .....	6. Expiry date : .....
------------------------	------------------------

7. Date validated : .....	8. Expiry date : .....
---------------------------	------------------------

9. Date renewed (Grade One) : .....	10. Expiry date : .....
-------------------------------------	-------------------------

11. Privileges/conditions : .....
-----------------------------------

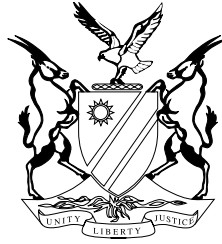
.....  
Date of issue

.....  
Director: Civil Aviation





*Annexure R*



**REPUBLIC OF NAMIBIA**

**CIVIL AVIATION**

**PROFICIENCY CHECK**

(Reserved.)

*Annexure S***REPUBLIC OF NAMIBIA****CIVIL AVIATION****APPLICATION FOR THE ISSUING OF AN AIR TRAFFIC SERVICE  
INSTRUCTOR (ACADEMIC) CERTIFICATE****APPLICATION FOR THE RENEWAL OF AN AIR TRAFFIC SERVICE  
INSTRUCTOR (ACADEMIC) CERTIFICATE****Notes:**

- (i) *An application for the issuing of an air traffic service instructor (academic) certificate, must comply with the provisions of CAR 65.10.3.*
- (ii) *An application for the renewal of an air traffic service instructor (academic) certificate, must comply with the provisions of CAR 65.10.7.*
- (iii) *Section 1 must be completed in all cases.*
- (iv) *All other sections must be completed if applicable to the specific application.*
- (v) *The original application must be submitted to the Director: Civil Aviation.*
- (vi) *Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.*
- (vii) *Please delete if not applicable.*

Mark the appropriate block

- Application for the issuing of an air traffic service instructor (academic) certificate
- Application for the renewal of an air traffic service instructor (academic) certificate

**1. PARTICULARS REGARDING THE APPLICANT**

1.1 Surname : .....

1.2 Forenames : .....

1.3 Residential address :  
.....  
.....  
.....

1.4 Postal address :  
.....  
.....  
.....

Postal code .....

1.5 Telephone number : .....	1.6 Telefax number : .....
1.7 Cell phone number : .....	1.8 E-mail address: .....
1.9 Identity number : .....	1.10 Passport number : .....
1.11 Date of birth : .....	1.12 Nationality : .....
1.13 Name of present employer: ..... ..... .....	1.14 Address of present employer: ..... ..... ..... Postal code .....
1.15 Telephone number of present employer: .....	1.16 Telefax number of present employer: .....
1.17 Capacity in which employed: .....	1.18 Country of permanent residence: .....
1.19 The applicant declares hereby that the particulars provided in this application are true in every respect.	
..... Signature	..... Date

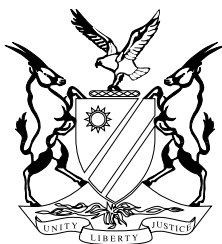
**2. APPLICATION FOR THE ISSUING OF AN AIR TRAFFIC SERVICE INSTRUCTOR (ACADEMIC) CERTIFICATE**

Attached documents:
Mark the appropriate block
<input type="checkbox"/> Copy of licence and rating
<input type="checkbox"/> Proof of age
<input type="checkbox"/> Proof of competency

**3. APPLICATION FOR THE RENEWAL OF AN AIR TRAFFIC SERVICE INSTRUCTOR (ACADEMIC) CERTIFICATE**

Attached documents:
Mark the appropriate block
<input type="checkbox"/> Copy of licence and rating
<input type="checkbox"/> Proof of competency

*Annexure T*



**REPUBLIC OF NAMIBIA**

**CIVIL AVIATION**

**AIR TRAFFIC SERVICE INSTRUCTOR (ACADEMIC) CERTIFICATE**

1. Surname of holder : .....
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2. Forenames of holder : .....
--------------------------------

3. Physical address of holder : ..... ..... .....	4. Postal address of holder : ..... ..... ..... Postal code .....
--	---

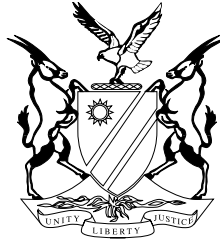
5. Date issued : .....	6. Expiry date : .....
------------------------	------------------------

7. Date renewed (Grade One) : .....	8. Expiry date : .....
-------------------------------------	------------------------

9. Privileges/conditions : .....
----------------------------------

.....  
Date of issue

.....  
Director: Civil Aviation

*Annexure U***REPUBLIC OF NAMIBIA****CIVIL AVIATION****TEMPORARY RATING CERTIFICATE**

1. Surname of applicant : .....

2. Forenames of applicant : .....

3. Identity number of applicant : .....

4. Licence number : .....

5. Rating held : .....

6. I, the undersigned, certify that the applicant has on ..... (date) satisfied me that \*he/she meets the “practical training requirements prescribed in Part 65 of the Namibian Civil Aviation Regulations, 2001, for the rating specified in this certificate.

7. This certificate is valid for a period of 60 days from its date of issue and expires on: .....  
.....

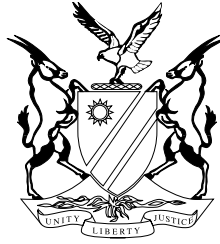
Name of traffic service instructor (operational): .....

.....  
Signature

.....  
Date



*Annexure W*



**REPUBLIC OF NAMIBIA**

**CIVIL AVIATION**

**PROFICIENCY CHECK**

(Reserved).

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