



# Advisory Circular

**AC 65-1(0)**

**AUGUST 2005**

## **AIR TRAFFIC CONTROLLER LICENSING**

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### **1. REFERENCES**

- *Civil Aviation Safety Regulations 1998* (CASR) Part 65 – Air traffic services licensing
- CASA Manual of Standards Part 65
- ICAO Annex 1

### **2. PURPOSE**

2.1 This Advisory Circular (AC) has been developed to provide guidance to persons making an initial application for an Air Traffic Control (ATC) licence and for those existing holders of an ATC licence seeking to exchange their licence, make changes or apply for additional ratings.

### **3. STATUS OF THIS AC**

This is the first AC to be written for CASR Part 65.

*Advisory Circulars are intended to provide advice and guidance to illustrate a means but not necessarily the only means of complying with the Regulations, or to explain certain regulatory requirements by providing interpretative and explanatory material.*

*Where an AC is referred to in a 'Note' below the regulation, the AC remains as guidance material.*

*ACs should always be read in conjunction with the referenced regulations.*

#### **4. BASIS FOR THE LICENSING SYSTEM UNDER CASR PART 65**

**4.1** Prior to the effective date of CASR Part 65 (01 May 2003), Airservices Australia (AA) was responsible under delegation for all management and administrative aspects relating to Air Traffic Service (ATS) Personnel licensing. Under CASR Part 65 and as an undertaking in respect of an ICAO audit finding, CASA assumes responsibility for ICAO Annex 1 functions (ATS Licences and ATS Ratings) from 01 May 2003.

**4.2** CASR Part 65 is similar to the previously delegated licensing regulatory system in that an authorisation to provide ATS functions requires a valid and current Licence, Rating and Endorsement for the particular ATS function being provided. A system of ATS Qualifications is also provided. Responsibility for the management and administration will be divided between CASA and the ATS Provider, with CASA being responsible for initial Licence and Rating issue, and the ATS Provider being responsible for Rating renewal or revalidation, and for all Endorsement and ATS Qualification matters. Particular administrative requirements regarding the different responsibilities are described in other parts of this AC.

**4.3** CASR Part 65 provides transitional arrangements that allow a current Licence, Rating, Endorsement or qualification issued under the *Civil Aviation Regulations 1988* (CAR 1988) to remain in force after the introduction of the new regulation.

**4.4** Accordingly, CASA will not re-issue *en masse* existing ATC Licences. Instead, existing Licences, Ratings etc will remain in force for as long as practicable. As CASA gains experience with the new system, holders of existing Licences, not otherwise exchanged by the acquisition of new Ratings, may be given the opportunity to exchange any current Licences.

#### **5. HOW TO MAINTAIN AN EXISTING ATS LICENCE AND RATINGS**

**5.1** This section is relevant to persons who hold an ATS Licence issued by AA under CAR 1988, and whose circumstances do not require the issue of a replacement Licence under CASR Part 65.

##### **5.2 Existing Licences issued under CAR 1988**

**5.2.1** According to transitional arrangements, an ATS Licence issued under CAR 1988 remains valid unless formally suspended or cancelled. Therefore, a holder does not need to take any action to keep an existing Licence in force, apart from ensuring that the privileges of the Licence are not exercised unless the holder fulfils any condition specified on the Licence, including possessing a valid Class 3 medical certificate.

**5.2.2 Address changes.** However, if a person's mailing address changes, Airservices will not be able to re-issue Pages 1 and 4 of the AA licence as is normally the case. This is because AA will not hold the delegation necessary to sign Page 1 of the document. As a consequence, if a licence holder's mailing address changes, he or she will have to apply to exchange their existing licence with a CASA-issued licence. See Section 7 for the procedure for exchanging a licence.

### **5.3 Existing Ratings issued under CAR 1988**

**5.3.1** According to transitional arrangements under CAR 1998 Notes 4, an ATC Rating issued under CAR 1988 remains valid for the period the Rating would have remained in force had CASR Part 65 not come into effect. For example, a Rating issued under CAR 1988 on 01 April 2003 would have remained in force until 30 March 2004, despite the relevant regulation in CAR 1988 being replaced on 01 May 2003 by CASR Part 65.

**5.3.2** However, all Ratings issued under CAR 1988 will eventually expire, and any replacements will need to be issued under CASR Part 65. To facilitate the ongoing process of renewals, AA will be responsible under delegation for issuing Ratings under CASR Part 65 to replace Ratings issued under both CAR 1988 and CASR Part 65.

**5.3.3** See Section 9 for the procedure for renewing existing Ratings.

## **6. APPLYING FOR AN INITIAL ATC LICENCE**

**6.1** This section provides information for persons who have never held an ATC Licence.

### **6.2 Who can apply?**

**6.2.1** According to CASR 65.070, a person may apply for an Australian ATC Licence if, he or she:

- has turned 18;
- holds a Class 3 medical certificate;
- has successfully completed the training (including any examination or assessment for:
  - ◇ the Licence,
  - ◇ at least one Rating, and
  - ◇ at least one Endorsement appropriate to the Rating; and
- speaks English clearly and understands spoken English to a standard that allows clear, spoken, two-way communication in the course of performing an ATS function.

### **6.3 Class 3 Medical Certificates**

**6.3.1** Information on CASA requirements for Class 3 Medical Certificates may be found on the CASA Website at <http://www.casa.gov.au/avmed/index.htm>

### **6.4 Relevant Training**

**6.4.1** The training requirement in respect of ATC Licence and Rating award includes:

- Successful completion of an approved training course relevant to both the ATC Licence and Ratings.

*For example, an applicant for an Aerodrome Rating must have passed an Aerodrome Rating training course as well as a general ATC Licence course.*
- Completion of the relevant on-the-job training, including minimum time in training, required by MOS Part 65.

**6.4.2** The ATS Work Place Assessor assessing the application will need to sight evidence of successful completion of a training course relevant to the ATC Licence and each of the Ratings.

## **6.5 How to apply for an initial ATC Licence**

**6.5.1** The following steps should be taken to obtain an initial ATC Licence:

- Ensure that you meet all the CASR Part 65 requirements for the award of an ATC Licence, including qualifying for:
  - ◇ An ATC Rating; and
  - ◇ An Endorsement relevant to that Rating.
- Confirm that you have a CASA Aviation Reference Number (ARN) (see Section 14.1 of this AC)
- Complete a CASA Air Traffic Controller Licence and initial ATC Rating(s) Application (Form 906) [or equivalent], ensuring that:
  - ◇ All personal particulars are correct.
  - ◇ You check the box(es) relevant to the Rating(s) applied for.
  - ◇ You sign and date the application form in the relevant place.
  - ◇ The application form is signed by a qualified ATS Work Place assessor.
- Mail the completed Form to the address shown at Appendix 1 to this AC.

## **7. EXCHANGING AN EXISTING ATC LICENCE**

**7.1** This section provides information for persons who wish to exchange their existing CAR 1988 licence for one issued under CASR Part 65

### **7.2 Who needs to apply?**

**7.2.1** The holder of an existing licence does not necessarily need to exchange their licence. Transitional arrangements in CASRs allow existing licences to remain in force. However, a licence holder will need to apply to exchange or replace their existing licence if:

- he/she holds a licence issued under CAR 1988, and subsequently qualifies for an additional Rating;
- the licence holder's personal details change in a manner that would require Page 1 of an existing licence to be reissued (i.e., name, mailing address).

### **7.4 How to apply**

**7.4.1** The following steps should be taken to exchange their existing ATC Licence:

- If applicable, fulfil the requirements for applying for an additional Rating as detailed in Section 8.

- Complete a CASA Air Traffic Controller Licence Exchange Application (Form 907) [or equivalent], ensuring that:
  - ◇ Your personal particulars are correct.
  - ◇ You sign and date the application form in the relevant place.
- Ensure that you enclose a photocopy of the four pages of your ATC Licence issued by AA under CAR 1988.
- Mail the completed documents, together with application forms for the additional Ratings, to the address shown at Appendix 1.

**7.5** The details on an exchange Licence will match exactly the details on the superseded Licence.

## **8. APPLYING FOR AN ADDITIONAL ATC RATING**

**8.1** This section provides information for holders of an ATC Licence (either one issued under CAR 1988 or one issued under CASR Part 65), and who wish to add another Rating to that Licence.

### **8.2 Who can apply?**

**8.2.1** According to CASR Part 65, a person may apply for an additional ATC Rating if, he or she:

- is eligible to hold an ATC Licence; and
- has successfully completed the training (including any examination or assessment for:
  - ◇ the Rating, and
  - ◇ at least one Endorsement appropriate to the Rating.

### **8.3 How to apply – holders of a CAR 1988 Licence**

**8.3.1** The following steps should be taken to obtain an additional ATC Rating:

- Ensure that you meet all the CASR Part 65 requirements for the award of an ATC Rating, including qualifying for an Endorsement relevant to that Rating.
- Complete a CASA Additional ATC Rating(s) Application (Form 908) [or equivalent], ensuring that:
  - ◇ Your contact details are correct.
  - ◇ You check the box(es) relevant to the Rating(s) applied for.
  - ◇ You sign and date the application form in the relevant place.
  - ◇ The application form is signed by a qualified ATS Work Place Assessor.

- Complete a CASA Air Traffic Controller Licence Exchange Application (Form 907) [or equivalent], ensuring that:
  - ◇ Your personal particulars are correct.
  - ◇ You sign and date the application form in the relevant place.
  - ◇ you include with the application a photocopy of the four pages of your ATC Licence issued by AA under CAR 1988.
- Mail the completed documents to the address shown at Appendix 1.

#### **8.4 How to apply – holders of a CASR Part 65 Licence**

**8.4.1** The following steps should be taken to obtain an additional ATC Rating:

- Ensure that you meet all the CASR Part 65 requirements for the award of an ATC Rating, including qualifying for an Endorsement relevant to that Rating.
- Complete a CASA Additional ATC Rating(s) Application (Form 908) [or equivalent], ensuring that:
  - ◇ Your personal particulars are correct.
  - ◇ You check the box(es) relevant to the Rating(s) applied for.
  - ◇ You sign and date the application form in the relevant place.
  - ◇ The application form is signed by a qualified ATS Work Place Assessor.
- Mail the completed documents to the address shown at the Appendix 1.

### **9. RENEWING AN EXISTING ATC RATING**

**9.1** ATC Ratings, issued both under CAR 1988 and CASR Part 65, are valid for a maximum of 12 months. Therefore, this section applies to holders of all ATC Ratings.

#### **9.2 Who can apply?**

**9.2.1** The holder of a Rating on an ATC Licence may renew that Rating if they have passed the appropriate examination in the subjects relevant to the particular Rating. At this time, such examinations are only administered by the ATS Provider.

**9.2.2** According to MOS Part 65, this examination must be undertaken within 12 months of the previous Rating examination, to ensure continuity of the privileges under the Rating.

#### **9.3 How to apply**

**9.3.1** The following steps should be taken to obtain a renew an existing ATC Rating:

- Ensure that you successfully passed the examination in accordance with the CASR Part 65.
- Complete an application for ATC rating(s) renewal (currently Airservices Australia Form 0008, or equivalent).
- **Do not send the application to CASA.**
- Submit the application to an ATS Licensing Delegate for authorisation.

- Ensure that you obtain a relevant Rating renewal page from the ATS Provider, in accordance with the Provider's licensing administration procedures.

## **10. ENDORSEMENTS AND QUALIFICATIONS**

**10.1.1** This section applies to holders of and applicants for ATC Endorsements and Qualifications.

### **10.2 Who can apply - Endorsements?**

**10.2.1** According to CASR Part 65, a person may apply for an ATC Endorsement if, he or she:

- eligible to hold an ATC Licence;
- eligible to hold the associated Rating; and
- has successfully completed the training (including any examination or assessment) for the Endorsement.

### **10.3 How to apply – Endorsements**

**10.3.1** ATC Endorsements are managed entirely by the ATS Provider, and all enquiries should be directed to the relevant ATS Provider.

### **10.4 Qualifications**

**10.4.1** ATC Qualifications Endorsements are managed entirely by the ATS Provider, and all enquiries should be directed to the relevant ATS Provider.

### **10.5 Renewals**

**10.5.1** Renewals of ATC Endorsements and Qualifications are managed entirely by the Endorsements are managed entirely by the ATS Provider, and all enquiries should be directed to the relevant ATS Provider.

## **11. COMPONENTS OF AN ATC LICENCE**

**11.1** All ATS personnel Licences conform to the ICAO Annex 1 specifications.

**11.2** Under CASRs, two variations of an ATC Licence, as detailed below, are acceptable as evidence that a person is appropriate authorised to provide an air traffic control service.

### **11.3 Licences issued under CAR 1988**

**11.3.1** AA was the delegated authority for issuing ATC licences under CASR 1988. Accordingly, a licence issued by AA using AA's licensing system is acceptable to CASA, provided it is complete and appropriately authorised. An AA licence consists of four printed pages.

### **11.4 Licences issued under CASR Part 65**

**11.4.1** A valid ATC Licence issued under CASR Part 65 requires components supplied by both CASA and the ATS Provider, according to the different licensing responsibilities required under CASR Part 65.

**11.4.2** The CASA component of a CASR Part 65 licence consists of the following pages:

- Page One: the holder's personal details, the licence type, and signature and stamp of authority,
  - ◊ Note: The licence provides for a photograph of the licence holder, however this component is optional pending CASA establishing a system for providing and verifying photographic images; and
- Page Two: Rating type(s), issue date, Licence conditions etc.

**11.4.3** The ATS Provider's component of a CASR Part 65 must show:

- the dates of renewal of holder's Ratings held; and
- details of the holder's ATC Endorsements and, if applicable ATS Qualifications.

**11.4.4** Pages 2 and 3 of a licence printed under AA's licensing system provides information to the standard required in the above paragraph.

**11.4.5** An example of a typical CASR Part 65 licence may be found at Appendix 2.

## **11.5 Medical Certificate**

**11.5.1** While not a direct component of an ATC Licence, CASR Part 65 requires an ATC licence holder to possess a valid Class 3 medical certificate if they exercise the privileges of the licence.

## **12. ATS WORK PLACE ASSESSORS**

**12.1** ATS Work Place Assessors are essential to the licensing process because decisions to issue Licences and Ratings are dependent on their certification and assessment.

**12.2** All ATS Work Place Assessors are appointed by the ATS Provider in accordance with approved ATS Provider training criteria.

**12.3** Only Qualified ATS Work Place Assessors are authorised to sign an application for an ATC Licence or Ratings. 'Qualified' means the ATS Work Place Assessor's ATSWPA Qualification is current in accordance with the relevant Airservices' criteria, and:

- **For applications for an initial licence or an initial Rating:** in possession of a valid and current Rating and Endorsement for the Rating and control position under assessment, or
- **For other applications (renewals etc):** in possession of the same Rating and a similar Endorsement for the Rating and control position under assessment.

## **13. DELEGATES**

**13.1** As mentioned earlier, CASR Part 65 was developed on the basis of division of responsibility for various licence functions between CASA and the ATS Provider. However, the current wording of CASR Part 65 does not provide the necessary authority for ATS Providers to undertake the functions originally anticipated. As a result, it may be necessary to delegate some of CASA's powers to the ATS Provider to achieve the desired outcome.

**13.2** If required, delegations will be granted to certain office bearers within Airservices Australia to authorise:

- the issue, renewal, suspension and cancellation of ATC Endorsements and Qualifications, and
- the annual renewal of existing ATC Ratings.

**13.3** CASR Particular responsibilities for CASA ATS delegates may be included with the relevant Delegation instrument.

**13.4** Once the necessary amendments to CASR Part 65 have been approved, the role of Delegates will be assumed by designated ATS Provider authorities.

## **14. OTHER ADMINISTRATIVE MATTERS**

### **14.1 Aviation Reference Number**

**14.1.1** Applicants for a variety of CASA services or authorisations, including any CASA licence or medical certificate will require an Aviation Reference Number (ARN). The ARN is a means of identifying a person within the CASA system.

**14.1.2** It is expected that an applicant for an ATC Licence would have already obtained an ARN as a part of the process for obtaining the required Class 3 medical certificate.

An Application Form for an ARN may be found at:

<http://www.casa.gov.au/manuals/regulate/fcl/form1162.pdf>

### **14.2 Changes of personal details**

**14.2.1** Holders of ATC Licences issued under CASR Part 65 must notify CASA by signed letter of any changes to their personal details, including name, home address and contact address. Email notifications are not acceptable. The signed correspondence may be either posted or faxed to CASA.

**14.2.2** Holders of ATC Licences issued under CAR 1988 whose personal details vary so as to necessitate a change to the information shown on their existing licence must apply for a licence exchange as described in this AC.

**14.2.3** ATS Licensing Section is the central CASA point of contact for all personal detail change matters. It is not necessary to further notify personal detail changes to CASA Aviation Medical.

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Bill McIntyre  
Executive Manager  
Aviation Safety Standards

**Appendix 1****CONTACT DETAILS FOR CASA ATS LICENSING****Address:**

CASA ATS Licensing  
4<sup>TH</sup> floor, CASA Building  
GPO Box 2005  
CANBERRA ACT 2601

**Fax Number:**

(02) 6217 1700

**Telephone Number:**

131 757 or (02) 6217 1146

**Email enquiries:**

[ats.licensing@casa.gov.au](mailto:ats.licensing@casa.gov.au)

**Appendix 2**

**SAMPLE ATC LICENCE ISSUED UNDER CASR PART 65**

Provision for photograph

CASA ARN 111111 CITIZEN J. 11 Feb 2003 Page: 1

**I COMMONWEALTH OF AUSTRALIA**  
CIVIL AVIATION SAFETY AUTHORITY

**II AIR TRAFFIC CONTROLLER LICENCE**

**III** Licence No: 111111

**IV** Name: JOHN  
CITIZEN

**IVa** Date of Birth: 20 Dec 1952

**V** Address: 1 BROWN ROAD  
SMITHVILLE  
NSW 1234

**VI** Nationality: AUSTRALIAN

**VII** Signature of holder: .....

**VIII** Granted in accordance with the Civil Aviation Safety Regulations.

**XIV** Licence first issued: 31 Dec 1991

**X** .....

ATS Licensing Delegate 11 Feb 2003

**XI** Stamp:

Issued without erasure or correction. Any removal of printed background may indicate alterations

CASA ARN 111111 CITIZEN J. 11 Feb 2003 Page: 2

**XII Ratings:**

Approach Radar Control Rating	<u>Issue Date</u> 19 Jul 1996
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**XIII Special Conditions:**

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**IX Validity:**

Subject to Civil Aviation Safety Regulations and any special conditions at Item XIII, the holder is entitled to exercise privileges appropriate to the Ratings, Endorsements and Qualifications shown on this licence.

**XIV List of Abbreviations:**

AEROD	Aerodrome Control Rating
APP	Approach Control Rating
APP (R)	Approach Radar Control Rating
AREA	Area Control Rating
AREA (R)	Area Radar Control Rating

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No further entries on this page

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IX.

<b>Medical Validity</b>	<b>Examination</b>	<b>Expires</b>
Class 3	01 Jan 2003	31 Dec 2005

**Restrictions**

2 Vision Correction required

**ARN Nbr:** 111111

XII.

<b>Ratings</b>	<b>1st Issued</b>	<b>Exam</b>	<b>Expires</b>	<b>Assessment</b>
APP (R)	19Jul1996	24Jan2004		Not yet Req'd

*Service Provider component*

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**Air Traffic Controller Licence**

**JOHN CITIZEN (1234)**

XIII.

<b>Endorsements</b>	<b>1st Issued</b>	<b>Exam</b>	<b>Expires</b>	<b>Assessment</b>
BN APP(R) APP	07Apr 1998	24Jan2004		22Jun2003
BN APP(R) FLOW	07Apr 1998	24Jan2004		22Jun2003
BN APP(R) RAS	07Apr 1998	24Jan2004		22Jun2003

**Qualifications**

	<b>1st Issued</b>	<b>Exam</b>	<b>Expires</b>	<b>Assessment</b>
OJTI	10May2000		Not yet Req'd	Not yet Req'd
ATSWPA	10Jun2001	10Jun2004		10Jun2004

*Service Provider component*