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## Amendments

## Corrigenda
FOREWORD

The Air Navigation Services Safety Standards Department (ANSSSD) of the Civil Aviation Authority of Nepal administers the licensing and rating of Air Traffic Controllers.

The Manual of Standards – Licensing/ Rating of Air Traffic Control Personnel is enacted by Civil Aviation Authority of Nepal pursuant to Rule – 82, schedule – 3 of Civil Aviation Regulation – 2058 (2002) and published by the ANSSSD. This Manual spells out the standards to be met for issuing Air Traffic Control Licenses and associated ratings endorsements for Air Traffic Controllers.

This is a controlled document and is subject to periodic review. Air navigation Services Safety standards Department will maintain this document as complete, accurate and up-dated as possible. Comments and recommendations for revision/amendment action to this publication should be forwarded to the Director of ANS Safety Standards Department.

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Tri Ratna Manandhar
Director General
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DEFINITIONS

**Accredited medical conclusion.** The conclusion reached by one or more medical experts acceptable to the Licensing Authority for the purposes of the case concerned, in consultation with flight operations or other experts as necessary.

**Aero Medical Assessor.** A physician qualified and experienced in the practice of aviation medicine who evaluates medical reports submitted to the Licensing Authority by designated medical examiners.

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

**AIP.** A publication issued by or with the authority of a state and containing aeronautical information of a lasting character essential to air navigation.

**Aerodrome Control Service.** Air Traffic Control Service for aerodrome traffic.

**Air Traffic.** All aircraft in flight or operating on the maneuvering area of an aerodrome.

**Air Traffic Control Service.** A service provided for the purpose of:

a) preventing collisions:
   i) between aircraft, and
   ii) on the maneuvering area between aircraft and obstructions; and

b) expediting and maintaining an orderly flow of air traffic.

**Air Traffic Service.** A generic term meaning variously flight information service, alerting service, air traffic advisory service, air traffic control service (area control service, approach control service or aerodrome control service).

**Approach Control Service.** Air Traffic Control Service for arriving or departing controlled flights.

**Civil Aviation Medical Board (CAMB).** It is a board comprising of designated AMEs and CAAN officials to recommend to Director General (DG) of CAAN as to the action to be taken in case of the flight crew and air traffic controller with suspicious or overt medical condition and in other medical related matters.

**Competency.** A combination of skills, knowledge and attitudes required to perform a task to the prescribed standard.

**Decrease in Medical Fitness.** It is a state or period when there is diminished medical fitness that may be attributable to illness, injuries, drugs or physical, Physiological or mental stresses or finding outside the prescribed normal ranges, which lasts usually for certain period of time and temporary nature.

**Flight Information Service.** A service provided for the purpose of giving advice and information useful for the safe and efficient conduct of flights.

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

**Rated Air Traffic Controller.** An Air Traffic Controller holding a licence and valid rating appropriate to the privileges to be exercised.

**Rating.** An authorization entered on or associated with a licence and forming part thereof, stating special conditions, privileges or limitations pertaining to such license.
Designated Check Air Traffic Controller (DCATCO). An ATCO duly designated by the licensing authority for the assessment of ATCOs for the purpose of issue, renewal and revalidation of ATC licence or rating.

**Medical Assessment.** It means the evidence issued by licencing authority that the holder meets specific requirements of medical fitness. It is issued following an evaluation by the licensing authority of the reports submitted by the authorized medical examiners who conducted the examination of the applicant for the licence.

**Medical Assessor.** A physician appointed by the licensing authority qualified and experienced in the practice of aviation medicine and competent in evaluating and assessing medical condition of flight.

*note 1. medical assessors evaluate medical reports submitted to the licensing authority by medical examiners.*

*note 2. medical assessors are expected to maintain the currency of their professional knowledge.*

**OJT.** A system of on the job training conducted by an approved person in an approved organization.

**OJTI.** An ATCO, with an OJTI endorsement on ATC license authorized to supervise and conduct on the job training of ATCOs.

**Psychoactive substances.** Alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psycho stimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded.
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<td>AME</td>
<td>Aero Medical Examiner</td>
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<td>ANSP</td>
<td>Air Navigation Service Provider</td>
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<td>ANSSSD</td>
<td>Air Navigation Services Safety Standards Department</td>
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<td>CAR</td>
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<td>DCATCO</td>
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<td>International Civil Aviation Organisation</td>
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CHAPTER - 1

1. INTRODUCTION

1.1. General Provisions

1.1.1. This Manual of Standards – Licensing/ Rating of Air Traffic Control Personnel contains the standards, requirements and procedures pertaining to the licensing and rating requirements of air traffic control personnel. In this Manual, the term service provider refers to the air navigation service provider (ANSP).

1.1.2. This Manual is mainly based on compliance with ICAO Annex 1 – and PELR.

1.1.3. The service provider shall adhere to the provisions of this Manual.

1.1.4. Where there is a difference between a standard in this Manual and that of ICAO Annex 1, the standard in this Manual shall prevail.

1.1.5. When the service provider is not able to comply with any standards specified or referenced in this Manual, the service provider shall apply to DGCA for exemption or deviation from the relevant standards. Applications shall be supported in writing with the reasons for such exemption or deviation including any safety assessment of other studies undertaken.

1.1.6. Any exemption or deviation granted to the service provider shall also be recorded in the appropriate service provider’s operations manual. These manuals shall also contain the details of the exemption or deviation, such as the reason that the exemption or deviation was requested and any resultant limitations or conditions imposed.

1.2. General rules concerning licenses

1.2.1. Air traffic controller license

1.2.1.1. An air traffic controller license shall be issued in accordance with the requirements of PELR and this Manual of Standards – Licensing of ATC Personnel.

1.2.1.2. All rated ATCOs shall be in possession of a valid air traffic controller license before they can provide any air traffic service. Unlicensed ATCOs shall work only under the supervision of OJTI/ rated ATCO.

1.2.1.3. ATC license shall not be issued unless the applicant fulfills the requirements mentioned in para 1.2.2, 1.2.8 and 2.1.1

1.2.2. Medical fitness

1.2.2.1. Unlicensed ATCOs shall not be permitted to receive instruction in an operational environment unless s/he holds a current Class 3 Medical Assessment.

1.2.2.2. The applicant for an air traffic controller license shall hold a Class 3 Medical Assessment issued in accordance with the provisions contained in Section 4.1 of this manual.

1.2.3. Privileges of the holder of a license

1.2.3.1. An air traffic control license authorizes the holder to exercise the privileges of any current air traffic controller ratings and validations held.

1.2.3.2. The air traffic controller license shall be retained by the person to whom it has been issued and be available for presentation on demand whenever the privileges of the license are being exercised.
1.2.4. Roles and responsibilities

1.2.4.1. An air traffic controller license holder who provides an air traffic control service shall be responsible for ensuring s/he;

   a. is competent to provide the air traffic control services for which he/she holds valid rating(s);
   b. complies with the requirements for maintaining currency;
   c. is not fatigued to an extent that may endanger the safety of aircraft to which he/she is providing an air traffic control service;
   d. complies with any conditions associated with the medical certificate;
   e. signs his/her license in ink with his/her normal signature.

1.2.5. Validity of license

1.2.5.1. The validity of the air traffic controller license shall coincide with the validity of the medical certification, unless otherwise stated.

1.2.5.2. An air traffic controller shall not be authorised to exercise the privileges of any rating if the period of validity of his license has expired.

1.2.5.3. An air traffic controller shall not be authorised to exercise the privileges of any rating unless he maintains competency and meets the requirements for recent experience as stated in paragraph 2.2.4.

1.2.6. Decrease in medical fitness

1.2.6.1. The holders of an air traffic controller license shall not exercise the privileges of their licenses and related ratings at any time when they are aware of any decrease in their medical fitness which might render them unable to safely and properly exercise these privileges.

1.2.7. Use of psychoactive substances

1.2.7.1. The holders of an air traffic controller licence shall not exercise the privileges of their licenses and related ratings while under the influence of any psychoactive substance which might render them unable to safely and properly exercise these privileges.

1.2.7.2. The holders of an air traffic controller license shall not at any time engage in a problematic use of substances.

1.2.8. Language proficiency

1.2.8.1. Air traffic controllers shall demonstrate the ability to speak and understand the language used for radiotelephony communications to the level specified in the language proficiency requirements in Appendix C of this Manual.

1.2.8.2. The Operational Level - Level 4 is the minimum required proficiency level for radiotelephony communication.

1.2.8.3. The language proficiency of air traffic controllers who demonstrate proficiency below the Expert Level (Level 6) shall be formally evaluated at intervals in accordance with an individual’s demonstrated proficiency level, as follows:

   a. Those demonstrating language proficiency at the Operational Level (Level 4) should be evaluated at least once every three years; and
   b. Those demonstrating language proficiency at the Extended Level (Level 5) should be evaluated at least once every six years.
CHAPTER – 2

2. AIR TRAFFIC CONTROLLER LICENCE/ RATINGS

2.1. Air Traffic Controller Licence

2.1.1. Requirements for the issue of the licence

2.1.1.1. To be eligible for an air traffic controller licence, a person shall:

a. Be at least 21 years of age,

b. Graduate in any discipline,

c. Have demonstrated a level of knowledge appropriate to the holder of an air traffic controller licence, in at least the following subjects,

i) Air law: Rules and regulations relevant to the air traffic controller

ii) Air traffic control equipment: Principles, use and limitations of equipment used in air traffic control

iii) General aircraft knowledge: Principles of flight; principles of operation and functioning of aircraft, power plants and systems; aircraft performances relevant to air traffic control operations

iv) Human performance and limitations: Human performance including principles of threat and error management

v) Language: The language nationally designated for use in air traffic control and ability to speak such language without accent or impediment which would adversely affect radio communication.

vi) Meteorology: Aeronautical meteorology; use and appreciation of meteorological documentation and information; origin and characteristics of weather phenomena affecting flight operations and safety; altimetry

vii) Navigation: Principles of air navigation; principle, limitation and accuracy of navigation systems and visual aids

viii) Operational procedures: Air traffic control, communication, radiotelephony and phraseology procedures (routine, non-routine and emergency); use of the relevant aeronautical documentation; safety practices associated with flight

d. Have met the training, experience, and assessment requirements for at least one air traffic controller rating issued under paragraph 2.2; and

e. Hold a current Class 3 Medical Assessment.

2.1.1.2. Unlicenced employee may operate as air traffic controller on condition that they meet the requirements of para 1.2.2, 2.1.1 of this manual and shall have completed an approved training course and not less than three months of satisfactory service engaged in the actual control of air traffic under the supervision of an appropriately rated air traffic controller.

2.1.2. Signature required

2.1.2.1. An air traffic controller licence shall be signed by the successful applicant upon the grant, or replacement of the licence in the presence of an authorized officer from the ANSSSD.

2.1.3. Grant, renewal and validity of an air traffic controller licence

2.1.3.1. An air traffic controller licence may be granted or renewed for a period of:

a. 48 months from the date the licence is granted or renewed, if the applicant is below 40 years of age on that date;

b. 24 months from the date the licence is granted or renewed, if the applicant is 40 years of age or more but less than 50 years of age on that date; or

c. 12 months from the date the licence is granted or renewed, if the applicant is 50 years of age or more on that date.

2.1.3.2. The maintenance of an air traffic controller licence shall be the responsibility of the licence holder.

2.1.4. Issue of duplicate air traffic controller licence
2.1.4.1. When an air traffic controller licence has been lost or defaced before its expiry, the holder of the licence may apply to Licencing & Rating Division for the issue of a replacement air traffic controller licence.

2.1.4.2. An annotation will be stamped on first page on the duplicate licence issued as under "DUPLICATE"

2.1.4.3. A person found guilty of having intentionally mutilating, altering or misplacing a licence is guilty of an offence under the civil aviation regulations, and is liable for a disciplinary action under the regulations.

2.1.5. **Revocation and suspension of an air traffic controller licence**

2.1.5.1. An Air traffic controller licence may be provisionally suspended pending an investigation into the case.

2.1.5.2. On sufficient ground being shown after due inquiry, an air traffic controller licence may be revoked or suspended. The holder of the air traffic controller licence shall surrender it to Air Navigation Services Safety Standards Department within a reasonable time after being required to do so.

2.1.6. **Licencing Examinations –**

2.1.6.1. A theory written test shall be conducted for the purpose of evaluating personnel qualification requirements for ATC Licence. Detail of the test and syllabus is on Appendix-A.

2.1.6.2. Failure to obtain at least 70% marks in the written exam shall necessitate supplementary written examination. The supplementary examination shall not be conducted within 30 days of the first examination.

2.1.6.3. If a person fails on supplementary written examination, the application shall be forwarded to flight operation director/ airport manager who shall be responsible for deciding if further training should be granted prior to conducting a further written examination.

2.1.6.4. The written examination shall be a closed book examination.

2.2. **Air Traffic Control Ratings**

2.2.1. **Categories of air traffic controller ratings**

2.2.1.1. Air traffic controller ratings shall comprise the following categories:

   a. Aerodrome control rating;
   b. Approach control procedural rating;
   c. Approach control surveillance rating; and
   d. Area control rating.

2.2.2. **Requirements for air traffic controller ratings**

2.2.2.1. **Knowledge** - The applicant shall have demonstrated a level of knowledge appropriate to the privilege granted, in at least the following subjects, in so far as they affect the area of responsibility.

   a. **Aerodrome control rating**
      i. Aerodrome layout: physical characteristic and visual aids.
      ii. Airspace structure.
      iii. Applicable rules, procedures and source of information.
      iv. Air navigation facilities.
      v. Air traffic control equipment and its use
      vi. Terrain and prominent landmarks.
      vii. Characteristics of air traffic.
      viii. weather phenomena; and
      ix. Emergency and search and rescue plans.

   b. **Approach Control and Area Control Ratings**
      i. Airspace structure.
      ii. Applicable rules, procedures and source of information.
      iii. Air navigation facilities.
iv. Air traffic control equipment and its use.
v. Terrain and prominent landmarks.
vi. Characteristics of air traffic and traffic flow.
vii. Weather phenomena; and
viii. Emergency and search and rescue plans; and

c. **Approach Control Radar Ratings**

i. The area of responsibility, and shall have demonstrated a level of knowledge appropriate to the privileges granted, in at least the following additional subjects:

ii. Principles, use and limitations of radar, other surveillance systems and associated equipment; and

iii. Procedures for the provision of approach, precision approach or area radar control service, as appropriate, including procedures to ensure appropriate terrain clearance.

2.2.2.2. **Experience** –

2.2.2.2.1. The applicant shall have completed an approved training course; and satisfactory completion of on job training for the time period mentioned below against each rating under the supervision of an appropriately rated on job training instructor (OJTI).

a. **Aerodrome Control Rating** - For a period of not less than 90 hours or one month, whichever is greater, at the unit for which the rating is sought.

b. **Approach Control Procedural, Approach Radar, Area Control Rating** - For a period of not less than 180 hours or three months, whichever is greater, at the unit for which the ratings sought;

2.2.2.2.2. The on-the-job training of applicants for issue of license or rating shall commence with intimation to the licensing office.

2.2.2.2.3. The completion of the on job training of an applicant shall be certified by the OJT instructor on the prescribed OJT form and report shall be submitted to licensing unit.

2.2.2.2.4. The experience specified in 2.2.2.2.1 (a) and (b) shall have been completed within the 6 months period immediately preceding application.

2.2.2.2.5. When the applicant already holds the same rating for another unit (airport), the licensing authority may reduce the experience requirement of 2.2.2.2.1 (a) and (b), but not exceeding 50 percent of total.

2.2.2.2.6. The issuance of an approach control surveillance rating shall require the controller to be current in procedural operations. The controller shall maintain currency in approach control procedural operations in a simulated working environment, at least once every 12 months.

2.2.2.3. **Privileges and limitations**

2.2.2.3.1. Before exercising the privileges indicated in paragraph 2.2.3.2 below, the licence holder shall be familiar with all pertinent and current information.

2.2.2.3.2. The privileges of the holder of an air traffic controller licence endorsed with one or more of the under-mentioned ratings shall be:

a. Aerodrome control rating: It shall authorize the holder of the air traffic controller licence to provide or supervise the provision of aerodrome control service;

b. Approach control rating: It shall authorise the holder of the air traffic controller licence to provide or supervise the provision of approach control service;

c. Approach control procedural rating: It shall authorise the holder of the air traffic controller licence to provide or supervise the provision of area control procedural service
d. Area control rating: It shall authorise the holder of the air traffic controller licence to provide or supervise the provision of area control.

2.2.3. **Validity of ratings**

2.2.3.1. A rating shall become invalid when an ATC has ceased to exercise the privileges of the rating for a period of 90 days. A rating shall remain invalid until the revalidation of that rating through the skill assessment by DCATCO.

2.2.3.2. When a rating has not been renewed by the date of expiry, the validity of the license/rating shall stand expired. The holder of an expired license/rating shall meet the revalidation requirements as under;

a. Less than six months (when possessing valid license) - If all renewal requirements have been met prior to the date of expiry, there shall be skill assessment by DCATCO

b. Up to two years (when possessing valid license) -
   i. pass an oral test by DCATCO
   ii. OJT days 40 hours ADC, 60 hours ACC, 90 hours APP/RDR
   iii. Skill test by DCATCO

c. More than two years (when possessing valid license) -
   Same as in initial process

d. More than four years (license invalid) -
   The applicant shall meet all the requirements (except the basic ATC course) for initial issue of an ATC license.

2.2.4. **Currency of Rating** – The rating of a position is valid, if there is a,

2.2.4.1. skill check in last 12 months and,
2.2.4.2. minimum of three watches (last six months)

2.2.5. **Termination of Service**

2.2.5.1. When the air traffic controller licence is revoked by DGCA, the licence shall be invalidated and returned to ANSSD.

2.2.5.2. When an Air Traffic Controller employed by CAAN leaves the service due any reasons, the privileges of the licence will not be valid and the controller shall surrender the licence to the ANSSD.

2.2.6. **Rating – Examinations**

2.2.6.1. Rating examination is divided in three parts.

   a. Theoretical Written Examination -
   b. Skill Assessment
   c. Oral Examination

2.2.6.2. Theoretical Written Examination –
   a. A theory written test shall be conducted for the purpose of evaluating personnel qualification requirements for ATC rating for any particular area. Detail of the test and syllabus is on Appendix-A.
   b. Failure to obtain at least 70% marks in the written exam shall necessitate supplementary written examination. The supplementary examination shall not be conducted within 30 days of the first examination
   c. The written examination shall be a closed book examination.

2.2.6.3. **Skill Assessment**

   a. The applicant shall have demonstrated, at a level appropriate to the privileges being granted, the skill, judgment and performance required to provide a safe, orderly, and expeditious control service.
   b. Skill objectives are to be met by a assessment process in a real field environment. Individual achievements against these objectives must be determined by DCATCO.
   c. The skill assessment shall be conducted normally in morning and day shift. If traffic conditions demand DCATCO may conduct additional assessment on night shift as well. The length of assessment shall be
determined by DCATCO after an evaluation of traffic density, the performance of the individual and any other any other significant factors.

i. The skill assessment for Approach RADAR shall be carried out in accordance with skill assessment report form (Appendix-B) and minimum pass mark shall be 80% in each subject.

ii. The skill assessment for other positions (ADC, APP, and ACC) shall be carried out in accordance with skill assessment report form (Appendix-C) and required level of knowledge or performance level is 4 in each headings. Level of knowledge or performance denotes the following below:
   - Level 1 denotes "poor knowledge."
   - Level 2 denotes "knowledge lacks details."
   - Level 3 denotes " basic knowledge 
   - Level 4 denotes "a thorough knowledge of the subject and the accuracy to apply it with speed and accuracy."
   - Level 5 denotes "extensive knowledge of the subject and the ability to apply procedures derived from it with judgment in the light of circumstances."

failure to acquire required level of knowledge or performance level 4 during skill check shall necessitate supplementary skill check which shall be conducted at the discretion of DCATCO. During this period, the applicant for rating and licencing shall work under the supervision of OJTI.

c. The applicant of rating who failed on supplementary written examination or supplementary skill check shall be forwarded to flight operation director/ airport manager who shall be responsible for deciding if further training should be granted prior to conducting a further written examination or skill assessment.

f. Before conduct of skill assessment, DCATCO shall ensure that the candidate has:
   i. passed written examination.
   ii. a valid medical certificate.
   iii. a recommendation from OJT instructor.

2.2.6.4. An applicant is required to qualify papers ATC-L and at least one of ATC-1, ATC-2, ATC-3 or ATC-4 to qualify for a skill assessment.

2.2.6.5. Final oral test shall be confined to ATC-1, ATC-2, ATC-3 and ATC-4 subjects. Oral test for the practical aspects of ATC ratings shall be a part of the skill test.
CHAPTER - 3

3. EXPERIENCE AND QUALIFICATION OF ON-THE-JOB TRAINING INSTRUCTORS AND DESIGNATED CHECK ATCO

3.1. On-the-job training instructors and Designated check ATCO (OJTI and DCATCO)

3.1.1. Introduction -

3.1.1.1. Civil Aviation Regulation-2058 requires air traffic controllers carrying out instruction in an operational environment to be authorized by the DGCA. Such controllers shall meet the prescribed requirements issued by the DGCA before they can be allowed to discharge their responsibilities. The objective is to ensure that OJT air traffic controllers at the operational air traffic control units receive proper on-the-job-training under the supervision of suitably qualified air traffic controllers (OJTI).

3.1.1.2. In addition, air traffic controllers shall demonstrate continued competence in their duties to the desired standards as part of the licensing requirements in order to exercise the privileges of their ratings. This responsibility, to ensure air traffic controllers continue to meet the licensing requirements through evaluations and proficiency checks, has been delegated to the ANSSSD by the DGCA. The DGCA will have to be satisfied with the conduct of such proficiency checks and evaluations by the ANSSSD and ensure that these checks and evaluations are carried out by qualified air traffic controllers (DCATCO). Therefore, air traffic controllers involved in proficiency checks and evaluations shall meet prescribed requirements specifically authorized by DGCA.

3.1.2. Job description, minimum experience and qualification of OJTI & DCATCO

3.1.2.1. Air traffic controllers carrying out instruction in an operational environment are known as on-the-job training instructors (OJTIs), and air traffic controllers involved in the conduct of evaluations and proficiency checks are known as designated Check ATC Controllers (DCATCO). Such controllers shall meet the prescribed minimum experience and qualification requirements before they can be authorised to carry out their respective duties.

3.1.3. On-The-Job Training Instructor (OJTI)

3.1.3.1. Essentially, the OJTI is responsible:
   a. for the safety of the air traffic control service that the trainee air traffic controller is providing under his supervision;
   b. to ensure that trainee air traffic controllers are competent in the use of new standards, procedures, techniques, facilities and equipment identified as essential to task performance;
   c. to determine and report on the training progress;
   d. to identify any deficiencies in knowledge or skill and recommending remedial training;
   e. to recommend trainee air traffic controllers as being at an appropriate level of competence where they should be successful at a rating or validation assessment;
   f. to supervise air traffic controllers who have had their rating(s) suspended; and
   g. to review, monitor and propose changes to the training.

3.1.3.2. Minimum requirements for an OJTI: Air traffic controllers holding valid ATC license and deployed on operational assignments may be endorsed with an OJT instructor endorsement subject to meeting the following requirements:
   a. Has active ATC experience of 5 years and current ATC ratings in the relevant air traffic control units i.e. tower, area, approach and approach radar for the specific airport(s).
   b. Has no ATS violations/near miss reports attributable to him/her during the last 1 year.
   c. Has not failed in any assessment during the last 3 years.
   d. Suitable temperament and above board conduct.

3.1.3.3. ANSP shall ensure that the requirements of para 3.1.3 are adhered to when assigning OJT duties to air traffic controllers.
3.1.4. Designated Check ATCO (DCATCO)

3.1.4.1. The DGCA may appoint an air traffic controller within the ANSSSD as a DCATCO and will be valid for one year.

3.1.4.2. Designated Check ATCO shall meet the following minimum requirements:

   a. Hold a current licence with valid rating(s);
   b. Be an air traffic controller with at least 10 years working experience;

3.1.4.3. The Designated Check ATCO shall undergo recurrent training as required.

3.1.4.4. The DCATCO shall be responsible to,

   a. Exercise the privileges of an ATCO.
   b. Exercise the privileges of an OJT instructor.
   c. Conduct assessment checks for the initial issue, renewal or revalidation of the license or rating

3.1.4.5. Validity -

   The designated Check ATCO approval shall remain valid,

   a. Subject to a valid ATC license.
   b. Subject to a current appropriate rating of all position.
CHAPTER – 4

4. ATC MEDICAL ASSESSMENT

4.1. Class 3 Medical Assessment

4.1.1. Introduction

4.1.1.1. An applicant for an air traffic controller licence shall undergo an initial medical examination for the issue of a Class 3 Medical Assessment.

4.1.1.2. The applicant for a medical assessment shall provide the AME with a personally certified statement of the medical facts concerning personal, familial and hereditary history as mentioned in statement form (Appendix-D). Applicants for air traffic controller licences for which medical fitness is prescribed shall state whether they have previously undergone such an examination and, if so, the date, place and result of the last examination. They shall indicate to the AME whether a medical assessment has previously been refused, revoked or suspended and, if so, the reason for such refusal, revocation or suspension.

4.1.1.3. The applicant shall be made aware of the necessity for giving a statement that is as complete and accurate as the applicant’s knowledge permits. Any false declaration to an AME made by an applicant for a licence shall be reported to Air Navigation Services Safety Standards Department.

4.1.1.4. Holders of air traffic controller licences shall have their Class 3 Medical Assessment renewed at intervals not exceeding those specified in paragraph 2.1.3.1.

Note — In accordance with ICAO Annex 1 on “Personnel Licensing”, Class 3 Medical Assessment applies to applicants for, and holders of air traffic controller licences.

4.1.2. Medical requirements

4.1.2.1. The holder of an air traffic controller licence shall not exercise the privileges of that licence unless that person:
   a. holds a current Class 3 Medical Assessment
   b. Complies with all medical endorsements on that medical assessment.

4.1.3. Decrease In Medical Fitness and Reporting Fitness

4.1.3.1. The holder of an air traffic controller licence granted on the basis of medical fitness shall not be entitled to perform any of the functions to which his licence relates if he knows or has reason to believe that his/her physical condition renders him/her temporarily or permanently unfit to perform such functions. S/he shall inform the ANSSSD and the AME/ CAMB in writing in the attached form (Appendix-E), as soon as possible, if S/he: knows or has reason to believe that s/he is unfit or is suffering from any personal injury which affects his/her capacity to provide any air traffic service specified in any rating in his/her licence;
   a. suffers from any illness which affects his/her capacity to provide any air traffic service specified in any rating in his/her licence throughout a period of more than 21 days;
   b. knows or has reason to believe that she is pregnant;
   c. requires continued treatment with prescribed medication; or
   d. has received medical treatment requiring hospitalisation,

4.1.3.2. A holder of an air traffic controller licence shall not provide any air traffic service on receipt of information of the circumstances set out in paragraph 4.1.3.1 (a) to (d). If under any doubt, the licence holder shall consult the AME on whether he/she is fit to provide the air traffic service as specified in his/her licence.

4.1.3.3. To enable the AME to make the assessment on the medical fitness, the licence holder shall submit the medical report from his/her doctor to the AME as soon as possible. The report shall include the type of medication prescribed if the treatment is continuous or prolonged.

4.1.3.4. A holder of an air traffic controller licence shall not provide any air traffic service if he knows or has reason to believe that he/she is suffering from or is likely to suffer from fatigue which may render
him/her unable to provide the air traffic service in a safe and proper manner.

4.1.3.5. A holder of an air traffic controller licence shall not provide any air traffic service if he/she is under the influence of any psychoactive substance which may render him unable to provide the air traffic service in a safe and proper manner.

4.1.3.6. A holder of an air traffic controller licence shall be required to undergo medical examination and assessment and be certified medically fit before s/he exercises the privileges of his/her licence.

4.1.4. Suspension of licence on medical reason

4.1.4.1. In case of licence holder on receiving notice in writing or through reliable source that he does not meet the medical requirement or is found to have any condition due to illness, injury or operation or sequel there from or influence of psycho-active substances or problematic use of substances or drugs, which causes or may cause incapacitation interfering with the safe performance of duties, his licence may be suspended, until full medical examination and assessment is done later at pre-specified time or after he fully recovers. At that time he must submit complete medical report with diagnosis, treatment and progress from the treating doctor. If it is going to take long time, they must submit the medical report periodically, usually not later than six months, so as to maintain their record and continuity. This period of observation is usually two years at the maximum, after which the will be treated as for initial issue of licence.

4.1.5. Provision of appeal

4.1.5.1. If the licence is denied or suspended or deferred on medical ground and the applicant for or holder of license is not satisfied, he has the right of appeal to Director General, CAAN within the period of 45 days. The DG in turn may get second opinion.

4.1.6. Expired Licence due to Medical Reason

4.1.6.1. The air traffic controller whose licence has expired due to medical reason will have to undergo medical examination and assessment and be assessed medically fit for the reissue of the licence. During the medical examination he should submit full medical report of the treating physician with all the investigations and treatment and report that he has fully recovered from the medical condition. If he has missed two consecutive medical examinations from the validity period of license, his medical examination will be as in the initial issue of licence and other tests may be required.

4.1.7. Medically unfit or deferred medical assessment

4.1.7.1. If the applicant for the licence, whether it be initial or renewal, does not clearly meet the medical requirements or is found to have any condition due to illness, injury or operation or sequel there from or influence of psycho-active substances or problematic use of substances or drugs, which causes or may cause incapacitation interfering with the performance of duties safely, he will not pass the medical assessment. He will be certified medically unfit. However, in case of doubt, medical assessment is deferred until further evaluation is done and then after only final certification is made whether medically fit or unfit.
The detail of theory examinations of air traffic controller license & ratings, except where the examinations are conducted by institutes of other contracting states recognized by CAAN, is given below:

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subject</th>
<th>Questions</th>
<th>Time</th>
<th>Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATC-L</td>
<td>annex 1,2,3,5,6,10,11,14,15 and ICAO doc. 4444 &amp; civil aviation requirements</td>
<td>100</td>
<td>3 hours</td>
<td>70%</td>
</tr>
<tr>
<td>ATC-1</td>
<td>ATC-L and practical aspects of aerodrome control and relate subjects from AIP Nepal and ATCM and local instructions</td>
<td>50</td>
<td>2 hours</td>
<td>70%</td>
</tr>
<tr>
<td>ATC-2</td>
<td>ATC-L and practical aspects of approach control rating and relative subjects from AIP Nepal and ATCM and local instructions</td>
<td>50</td>
<td>2 hours</td>
<td>70%</td>
</tr>
<tr>
<td>ATC-3</td>
<td>ATC-L and practical aspects of approach radar control rating and relative subjects from AIP Nepal and ATCM and local instructions</td>
<td>50</td>
<td>2 hours</td>
<td>70%</td>
</tr>
<tr>
<td>ATC-4</td>
<td>ATC-L and practical aspects of area control rating and relative subjects from AIP Nepal and ATCM and local instructions</td>
<td>50</td>
<td>2 hours</td>
<td>70%</td>
</tr>
</tbody>
</table>

Note: For domestic controlled airports, ATC-1 and ATC-2 papers shall be combined with 50 questions.
<table>
<thead>
<tr>
<th>Skill</th>
<th>Score</th>
<th>Skill</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflict Recognition</td>
<td>12345</td>
<td>Traffic Planning</td>
<td>12345</td>
</tr>
<tr>
<td>Confluence Resolution</td>
<td></td>
<td>Phraseology/Communication</td>
<td></td>
</tr>
<tr>
<td>Traffic Handling</td>
<td>12345</td>
<td>Stripwork</td>
<td>12345</td>
</tr>
<tr>
<td>Coordination</td>
<td>12345</td>
<td>Procedure Knowledge</td>
<td>12345</td>
</tr>
<tr>
<td>Airspace Knowledge</td>
<td>12345</td>
<td>Facility Knowledge</td>
<td>12345</td>
</tr>
<tr>
<td>SAR &amp; Emergency</td>
<td>12345</td>
<td>Training Ability</td>
<td>12345</td>
</tr>
</tbody>
</table>

Mr./Mrs. ________________________________ is recommended/not recommended for initial/renewal/revalidation of aerodrome/approach/area control rating.

Signature ATC  Signature DCATCO  Date
COORDINATION
1. Frequent errors made, late or missed coordination.
2. Able to cope with only routine and standard coordination.
3. Coordinated normal traffic with no or few errors.
4. All coordination completed correctly but not always in most efficient manner.
5. All coordination correct and in expeditious manner.

AIRSPACE KNOWLEDGE
1. Poor knowledge.
2. Knowledge lacks detail.
3. Basic knowledge but has to refer to chart for detail.
4. Above average knowledge of airspace.
5. Very good knowledge of airspace.

TRAFFIC HANDLING
1. Slow to handle traffic on time.
2. Kept up with routine traffic but unable to copy with moderate traffic causing delays.
3. Able to cope with moderate traffic without delay.
4. Coped with workload capably, adopted good techniques to handle busy traffic.
5. Able to handle busy traffic by prioritising traffic and adopting defensive techniques.

FACILITY KNOWLEDGE.
1. Poor understanding of facility location, function and control.
2. Has basic knowledge of facilities but lacks detail.
3. Has understanding of most significant facilities in routine use.
4. Has an above average and detailed knowledge of all operational facilities.

TRAINING ABILITY
1. Knowledge, enthusiasm and personality unsuited for training role.
2. Experience too limited for training role.
3. Suitable for training role with further instruction and operational exposure.
4. Suitable for training role with only minor reservations.
5. A person well suited to the training role in all respects.

PHRASEOLOGY & COMMUNICATIONS
1. Bad phraseologies and indistinct and hesitant delivery.
2. Used a mixture of standard and nonstandard phrases. Sometimes difficult pilots to understand.
3. Some minor errors and communication difficulties.
4. Standard phrases used at all times.
5. All communication standard, unambiguous and clear.

SAR & EMERGENCY
1. Failed to respond to abnormal situations.
2. Aware of abnormal situations but unable to make correct response.
3. Identified correct response, but slow to implement.
4. Analyzed the situation well and responded correctly.
6. Reacted quickly and correctly.

STRIPWORK
1. Unable to maintain a functional display.
2. Display included incorrect Information.
3. Display accurate and up to date with minor errors.
4. Display accurate and up to date but with no errors but not totally clear.
5. Display accurate, clear and up to date.

CONFLICT RECOGNITION
1. Failed to recognize conflicts leading to breakdown of separation.
2. Recognised basic and regular conflicts but not unusual or more complex conflicts.
3. Recognised most conflicts. Any missed were due to high work load.
4. Recognised all conflicts but was sometimes rushed.
5. Recognised all conflicts with time to effect resolution.

CONFLICT RESOLUTION
1. Rarely produced safe resolutions leading to separation breakdown.
2. Resolution was limited to familiar and regular conflicts.
3. Produced safe resolutions to all recognised conflicts but did not always use most effective method and was late to apply resolution technique.
4. Produced safe resolution to all for conflicts in adequate time but did not always use best methods.
5. Produced safe and efficient resolution to all conflicts in adequate time.

COMMENT BY DCATCO/ AIR TRAFFIC CONTROLLER
DCATCO

A.T.C.
AIR TRAFFIC CONTROL PROFICIENCY ASSESSMENT FORM
(APPROACH RADAR)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Marks Allotted</th>
<th>Marks Obtained</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radar Identification Method</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintaining Identity</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radar Service Termination</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radar Separation</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Validation of Mode C Readout</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Departure</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrival</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strip Marking</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phraseology</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thoroughness</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grasping Operational Status of Equipment</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEDS Alignment</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEDS Keyboard Operation</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication Technique</td>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** 100

Mr./Mrs. ____________________________________________ is recommended/ not recommended for initial/renewal/revalidation of approach radar rating.

SIGNATURE ATC  SIGNATURE DCATCO  DATE
## APPENDIX - C
### ICAO LANGUAGE PROFICIENCY RATING SCALE

#### 1.1 Expert, extended and operational levels

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>PRONUNCIATION</th>
<th>STRUCTURE</th>
<th>VOCABULARY</th>
<th>FLUENCY</th>
<th>COMPREHENSION</th>
<th>INTERACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expert</strong></td>
<td>Pronunciation, stress, rhythm, and intonation, though possibly influenced by the first language or regional variation, almost never interfere with ease of understanding.</td>
<td>Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task.</td>
<td>Both basic and complex grammatical structures and sentence patterns are consistently well controlled.</td>
<td>Vocabulary range and accuracy are sufficient to communicate effectively on a wide variety of familiar and unfamiliar topics. Vocabulary is idiomatic, nuanced, and sensitive to register.</td>
<td>Able to speak at length with a natural, effortless flow. Varies speech flow for stylistic effect, e.g. to emphasize a point. Uses appropriate discourse markers and connectors spontaneously.</td>
<td>Comprehension is consistently accurate in nearly all contexts and includes comprehension of linguistic and cultural subtleties.</td>
</tr>
<tr>
<td><strong>Extended</strong></td>
<td>Pronunciation, stress, rhythm, and intonation, though influenced by the first language or regional variation, rarely interfere with ease of understanding.</td>
<td>Basic grammatical structures and sentence patterns are consistently well controlled. Complex structures are attempted but with errors which sometimes interfere with meaning.</td>
<td>Vocabulary range and accuracy are sufficient to communicate effectively on common, concrete, and work-related topics. Paraphrases consistently and successfully. Vocabulary is sometimes idiomatic.</td>
<td>Able to speak at length with relative ease on familiar topics but may not vary speech flow as a stylistic device. Can make use of appropriate discourse markers or connectors.</td>
<td>Comprehension is accurate on common, concrete, and work-related topics and mostly accurate when the speaker is confronted with a linguistic or situational complication or an unexpected turn of events. Is able to comprehend a range of speech varieties (dialect and/or accent) or registers.</td>
<td>Responses are immediate, appropriate, and informative. Manages the speaker/listener relationship effectively.</td>
</tr>
<tr>
<td><strong>Operational</strong></td>
<td>Pronunciation, stress, rhythm, and intonation are influenced by the first language or regional variation but only sometimes interfere with ease of understanding. Basic grammatical structures and sentence patterns are used creatively and are usually well controlled. Errors may occur, particularly in unusual or unexpected circumstances, but rarely interfere with meaning.</td>
<td>Vocabulary range and accuracy are usually sufficient to communicate effectively on common, concrete, and work-related topics. Can often paraphrase successfully when lacking vocabulary in unusual or unexpected circumstances.</td>
<td>Produces stretches of language at an appropriate tempo. There may be occasional loss of fluency on transition from rehearsed or formulaic speech to spontaneous interaction, but this does not prevent effective communication. Can make limited use of discourse markers or connectors. Fillers are not distracting.</td>
<td>Comprehension is mostly accurate on common, concrete, and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. When the speaker is confronted with a linguistic or situational complication or an unexpected turn of events, comprehension may be slower or require clarification strategies.</td>
<td>Responses are usually immediate, appropriate, and informative. Initiates and maintains exchanges even when dealing with an unexpected turn of events. Deals adequately with apparent misunderstandings by checking, confirming, or clarifying.</td>
<td></td>
</tr>
</tbody>
</table>

*Levels 1, 2 and 3 are on subsequent page*
1.2 Pre-operational, elementary and pre-elementary levels

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>PRONUNCIATION</th>
<th>STRUCTURE</th>
<th>VOCABULARY</th>
<th>FLUENCY</th>
<th>COMPREHENSION</th>
<th>INTERACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-operational 3</td>
<td>Pronunciation, stress, rhythm, and intonation are influenced by the first language or regional variation and frequently interfere with ease of understanding.</td>
<td>Basic grammatical structures and sentence patterns associated with predictable situations are not always well controlled. Errors frequently interfere with meaning.</td>
<td>Vocabulary range and accuracy are often sufficient to communicate on common, concrete, or work-related topics, but range is limited and the word choice often inappropriate. Is often unable to paraphrase successfully when lacking vocabulary.</td>
<td>Produces stretches of language, but phrasing and pausing are often inappropriate. Hesitations or slowness in language processing may prevent effective communication. Fillers are sometimes distracting.</td>
<td>Comprehension is often accurate on common, concrete, and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. May fail to understand a linguistic or situational complication or an unexpected turn of events.</td>
<td>Responses are sometimes immediate, appropriate, and informative. Can initiate and maintain exchanges with reasonable ease on familiar topics and in predictable situations. Generally inadequate when dealing with an unexpected turn of events.</td>
</tr>
<tr>
<td>Elementary 2</td>
<td>Pronunciation, stress, rhythm, and intonation are heavily influenced by the first language or regional variation and usually interfere with ease of understanding.</td>
<td>Shows only limited control of a few simple memorized grammatical structures and sentence patterns.</td>
<td>Limited vocabulary range consisting only of isolated words and memorized phrases.</td>
<td>Can produce very short, isolated, memorized utterances with frequent pausing and a distracting use of fillers to search for expressions and to articulate less familiar words.</td>
<td>Comprehension is limited to isolated, memorized phrases when they are carefully and slowly articulated.</td>
<td>Response time is slow and often inappropriate. Interaction is limited to simple routine exchanges.</td>
</tr>
<tr>
<td>Pre-elementary 1</td>
<td>Performs at a level below the Elementary level.</td>
<td>Performs at a level below the Elementary level.</td>
<td>Performs at a level below the Elementary level.</td>
<td>Performs at a level below the Elementary level.</td>
<td>Performs at a level below the Elementary level.</td>
<td>Performs at a level below the Elementary level.</td>
</tr>
</tbody>
</table>

Note.— The Operational Level (Level 4) is the minimum required proficiency level for radiotelephony communication. Levels 1 through 3 describe Pre-elementary, Elementary, and Preoperational levels of language proficiency, respectively, all of which describe a level of proficiency below the ICAO language proficiency requirement. Levels 5 and 6 describe Extended and Expert levels, at levels of proficiency more advanced than the minimum required Standard. As a whole, the scale will serve as benchmarks for training and testing, and in assisting candidates to attain the ICAO Operational Level (Level 4).
CIVIL AVIATION AUTHORITY OF NEPAL

LICENSE AND RATING DIVISION

STATEMENT FORM

<table>
<thead>
<tr>
<th>Full Name :</th>
<th>Nationality :</th>
<th>Sex :</th>
<th>Occupation :</th>
<th>Date of Birth :</th>
<th>Marital Status :</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Male</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Female</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Type of Licence applied for: Initial [ ] Renewal [ ]

ATPL [ ] CPL [ ] PPL [ ] F/E [ ] ATC [ ] OTHER [ ]

Have you previously been examined for aviation duties? Yes [ ] No [ ]

If Yes, where and when were you declared Fit [ ] Unfit [ ]

Has a "Medical Waiver" ever been issued to you? Yes [ ] No [ ]

MEDICAL HISTORY

Have you ever had or have you now any of the following: (elaborate yes answers under remarks)

<table>
<thead>
<tr>
<th>Condition</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequent and severe headaches</td>
<td>Nervous trouble of any kind</td>
<td>Yes</td>
</tr>
<tr>
<td>Dizziness or fainting spells</td>
<td>Any drug or narcotic habit</td>
<td>Yes</td>
</tr>
<tr>
<td>Unconsciousness for any reason</td>
<td>Excessive drinking habit</td>
<td>Yes</td>
</tr>
<tr>
<td>Eye trouble except glasses</td>
<td>Attempted suicide</td>
<td>Yes</td>
</tr>
<tr>
<td>Hay fever</td>
<td>Motion sickness requiring drugs</td>
<td>Yes</td>
</tr>
<tr>
<td>Asthma</td>
<td>Rejection for life insurance</td>
<td>Yes</td>
</tr>
<tr>
<td>Heart trouble</td>
<td>Admission to hospital in the last two years</td>
<td>Yes</td>
</tr>
<tr>
<td>High or low blood pressure</td>
<td>Aviation accidents</td>
<td>Yes</td>
</tr>
<tr>
<td>Stomach trouble</td>
<td>Other accidents</td>
<td>Yes</td>
</tr>
<tr>
<td>Kidney stone or blood in urine</td>
<td>Gynaecological/Obstetrical conditions</td>
<td>Yes</td>
</tr>
<tr>
<td>Sugar or albumen in urine</td>
<td>Operation</td>
<td>Yes</td>
</tr>
<tr>
<td>Epilepsy or fits</td>
<td>Other illnesses</td>
<td>Yes</td>
</tr>
<tr>
<td>Hearing problem</td>
<td>Any illness since last medical</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Is there any family history of Diabetes: Yes/No Cardiovascular disease: Yes/No Tuberculosis: Yes/No

Are you in good physical and mental health as far as you know and believe? Yes/No

REMARKS

I hereby certify that all statements and answers provided by me in this examination form are complete and true to the best of my knowledge

Date:... Signature
Full Name: ...

Date of Birth: -

Type of Licence: Initial / Renewal

( PHYSICAL & MENTAL EXAMINATION )

<table>
<thead>
<tr>
<th>Height</th>
<th>Weight</th>
<th>BMI</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Indenting body marks, scars, tatoos etc.</th>
<th>Normal</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Head, face, neck and scalp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lungs and chest (including breasts)</td>
</tr>
<tr>
<td>Heart (thrust size, rhythm, sounds)</td>
</tr>
<tr>
<td>Vascular system</td>
</tr>
<tr>
<td>Abdomen and viscera (including hernia)</td>
</tr>
<tr>
<td>Anus and rectum (hemorrhoids, fistula, prostate)</td>
</tr>
<tr>
<td>Endocrine system</td>
</tr>
<tr>
<td>Genito - urinary system</td>
</tr>
<tr>
<td>Upper &amp; lower extremities (strength, range of motion, spine, other musculoskeletal)</td>
</tr>
<tr>
<td>Skin and lymphatics</td>
</tr>
<tr>
<td>Neurologic (tendon reflexes, equilibrium, sense, coordination)</td>
</tr>
<tr>
<td>Psychiatric (specify any personality deviation)</td>
</tr>
</tbody>
</table>

Blood pressure: Seated: ... Recumbent: ...

Pulse: Seated: ...

( LABORATORY EXAMINATIONS )

<table>
<thead>
<tr>
<th>Urinalysis</th>
<th>Sugar</th>
<th>Albumen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blood analysis</td>
<td>Hb</td>
<td>Sedimentation rate</td>
</tr>
<tr>
<td>ECG</td>
<td>Normal</td>
<td>Abnormal</td>
</tr>
<tr>
<td>Chest X-ray</td>
<td>Normal</td>
<td>Abnormal</td>
</tr>
</tbody>
</table>

Remarks if any:

Applicant is/is not medically fit for ... licence

Place of examination: .................................................. Date: ..................................... Aero-Medical Examiner's Signature
MEDICAL EXAMINATION FORM FOR ATC

Full Name:-.. Date of Birth: -

Type of Licence: Initial / Renewal

(EAR, NOSE & THROAT EXAMINATION & HEARING)

<table>
<thead>
<tr>
<th>Normal</th>
<th>Describe abnormality in detail, use additional sheet if necessary &amp; attach to this form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Nose
Sinuses
Mouth and Throat
Ears, general (int. & ext. canals)

Drums

<table>
<thead>
<tr>
<th>Hearing</th>
<th>Whispered Voice</th>
<th>Conversational Voice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right ear m ft 2m 6ft</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Left ear m ft 2m 6ft</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Audiometry 500 1000 2000 3000

<table>
<thead>
<tr>
<th>Right ear dB loss</th>
<th>[ ] [ ] [ ] [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Left ear dB loss</td>
<td>[ ] [ ] [ ] [ ]</td>
</tr>
</tbody>
</table>

Remarks, if any:

Applicant is/is not medically fit for ...................... licence
Place of examination ................................................ Date..................................... Aero-Medical Examiner's Signature

(EYE EXAMINATION, VISION & COLOR PERCEPTION)

<table>
<thead>
<tr>
<th>Normal</th>
<th>Describe abnormality in detail, use additional sheet if necessary &amp; attach to this form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Eyes, general, visual fields
Ophthalmoscopic
Pupils (equality and reaction)
Ocular motility (associated parallel movement, nystagmus)

<table>
<thead>
<tr>
<th>Distant vision</th>
<th>Uncorrected</th>
<th>Corrected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right eye</td>
<td>6/</td>
<td>6/</td>
</tr>
<tr>
<td>Left eye</td>
<td>6/</td>
<td>6/</td>
</tr>
<tr>
<td>Both eye</td>
<td>6/</td>
<td>6/</td>
</tr>
</tbody>
</table>

Near vision:
30 - 50 cm. (12-20 in.): N-chart value: 5

Intermediate vision:
100 cm. (40 in.) N-chart value:

Color Vision: Normal ( ) Abnormal ( )

Prescription for correcting lenses (when required):

Remarks if any:

Applicant is/is not medically fit for ...................... licence
Place of examination ................................................ Date..................................... Aero-Medical Examiner's Signature
MEDICAL ASSESSMENT FORM FOR ATC

FULL NAME: ...

LICENCE NO.: 

EXPIRY DATE: ...

<table>
<thead>
<tr>
<th>EXAMINER'S NAME</th>
<th>PHYSICAL &amp; MENTAL HEALTH</th>
<th>ENT &amp; HEARING</th>
<th>EYE, VISION &amp; COLOUR PERCEPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE OF MEDICAL EXAMINATION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RESULT FIT / UNFIT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>APPLICANTS SIGNATURE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXAMINER'S SIGNATURE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MEDICAL ASSESSMENT CLASS I / II / III - PASSED / FAILED

REMARKS:

DATE: AVIATION MEDICAL CONSULTANT
CIVIL AVIATION AUTHORITY OF NEPAL

MEDICAL CERTIFICATE

Name & Address

<table>
<thead>
<tr>
<th>Date Of Birth</th>
<th>Height</th>
<th>Weight</th>
<th>Hair</th>
<th>Eyes</th>
<th>Sex</th>
<th>Blood Group</th>
</tr>
</thead>
</table>

This certifies that the holder has met the medical standards prescribed in Medical Requirements, CAAN.

For CLASS ___________________________ Medical Certificate.

Date of examination | Valid until

Signature of Aero Medical Assessor | Stamp

Signature of holder

Note: Please bring this Certificate on next Medical.
NOTIFICATION OF PREGNANCY / ILLNESS / INJURY

Pertaining to PELR 2010, an ATC Licence holder who suffers a personal illness/injury that involves incapacity to undertake air traffic control duties, or in the case of a woman, believed to be pregnant, is required to inform the Licencing division immediately. The illness/injury is generally associated with any condition “which require continued treatment with prescribed medication or which has required hospital treatment”.

<table>
<thead>
<tr>
<th>Name of Licence Holder</th>
<th>ATC Licence No.</th>
<th>Validity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Station

Date of illness / injury

Illness / Injury Type (Please tick as relevant)

<table>
<thead>
<tr>
<th>Pregnancy *</th>
<th>Gastro-intestinal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heart abnormality</td>
<td>Eye surgery</td>
</tr>
<tr>
<td>Kidney problem</td>
<td>Broken bones</td>
</tr>
<tr>
<td>Neural disorder</td>
<td>Others (Please specify)</td>
</tr>
<tr>
<td>Head injury</td>
<td></td>
</tr>
</tbody>
</table>

2. * Declaration of fitness: (pregnant ATC Licence holder)
   After medical assessment, I hereby confirm that the above-named is fit to continue with ATC duties up to week …………. gestation period with / without limitations.

   Limitations:

3. [Other than pregnancy] Comments on illness / injury:

   Signature: -
   Medical Examiner: -
   (Official Stamp)

   Date: -