



RWANDA

CIVIL AVIATION AUTHORITY

**ADVISORY CIRCULAR
RCAA-AC- ATS 001C**

TRAINING PROGRAMM FOR ATS STAFF

1.0 PURPOSE

1.1 Under regulation 22.105 of the Civil Aviation, each applicant for the grant of an air traffic service certificate shall establish procedures and programmes for the training and assessment of the air traffic controllers and personnel directly involved in activities supporting rated air traffic controllers.

1.2. This Advisory Circular (AC) is issued to provide general information and guidance on training of personnel engaged in the provision of Air Traffic Services and provides guidance on the procedures to be developed by the ATS for continued competency of Air Traffic Controllers on new equipment and procedures so as to ensure that service provision is appropriate and adequate for maintaining an acceptable level of safety.

2.0 REFERENCES.

- 2.1 Part 7 of Civil Aviation regulations
- 2.2 Part 22 of Civil Aviation regulations
- 2.2 ICAO Doc 9426 – ATS Planning Manual
- 2.3 ICAO Doc 4444- Air Traffic Management.

3.0. GUIDANCE AND PROCEDURES ON ATS TRAINING

3.1 General

This advisory circular gives information and guidance on training of personnel involved in the provision of air traffic services. Formal training of ATS personnel is usually carried out in an aviation training school centres approved by the authority.

3.1.1 Standardization of procedures and methods regarding the recruitment, training, performance and, where required, licensing of air traffic services (ATS) personnel is essential in a service which has international obligations and uses procedures involving more than one unit. The degree of standardization achieved is directly related to the proficiency with which individuals perform their duties.

3.2 Structure of the ATS Training

3.2.1 The ATS training programme should be structured in such a way that it includes the following:

- a) basic training;
- b) advanced training;
- c) refresher training;
- d) Specialized training ((radar, computer, management).

3.2.2 The ATS Provider in developing and implementing the ATS training programme should structure it as reflected in 3.2.1 above and may include the following: -

- a) Induction Training
- b) Basic Controller Training
- c) Aerodrome Control Training;
- d) Approach Non-Radar Training
- e) Approach Radar Control Training
- f) Area Non-Radar Training
- g) Area Radar Control Training
- h) Computer Training
- i) Human Factors Principles
- j) Safety Management Systems Training
- k) RVSM, ADS-B and PBN Concepts
- l) Management Trainings and/or specialized training

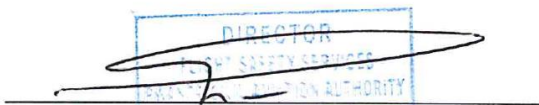
3.3 Training records

3.3.1 The ATS provider shall ensure that training records, including OJT are properly kept for inspection.

3.3.2 The training records shall include certificates, OJT tasks performed and any other documents related to training and approval of jobs performed.

3.4 Requirement for approved curriculum

3.4.1 The ATS shall develop training curricula for all types of training as required by this circular. The curricula shall be approved by the Authority



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