



RWANDA

CIVIL AVIATION AUTHORITY

**ADVISORY CIRCULAR
RCAA-AC- ATS 004**

PROCEDURES FOR DETERMINING AND MAINTAINING CONTINUED COMPETENCY OF AIR TRAFFIC CONTROLLERS

1.0 PURPOSE

Under regulation 22.100 (c) of the Civil Aviation, the applicant is required to ensure the continued competence of those personnel who are authorized by the applicant to provide the air traffic services, and training and assessment for those services, listed in the applicant's manual of operations.

This Advisory Circular (AC) provides guidance on procedures to be developed by the ATS Provider for determining and maintaining continued competency of Air Traffic Controllers on new equipment and procedures.

2.0 REFERENCES

- 2.1. Part 7 of Civil Aviation Regulations
- 2.2. Part 22 of Civil Aviation regulations
- 2.3. Rwanda Civil Aviation Technical Standards- Air Traffic Services
- 2.4. ICAO Doc 4444 – (Air Traffic Management)

3.0 BACKGROUND

3.1. The need for the ATS provider to have procedures in place for determining and maintaining the competency of ATC Staff is to ensure that service provision is appropriate and adequate for maintaining an acceptable level of safety.

4.0 GUIDANCE AND PROCEDURES

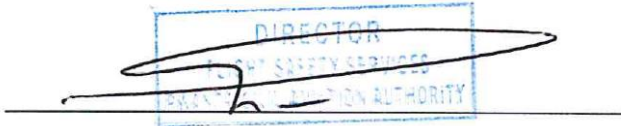
4.1 The procedures developed by the ATS provider shall ensure that:

- a) controllers are adequately trained and properly licensed with valid ratings
- b) controller competency is maintained by adequate and appropriate refresher training, including the handling of aircraft emergencies and operations under conditions with failed and degraded facilities and systems;
- c) controllers, where the ATC unit/control sector is staffed by teams, are provided with relevant and adequate training in order to ensure efficient teamwork;
- d) the implementation of new or amended procedures, and new or updated communications, surveillance and other safety significant systems and equipment is preceded by appropriate training and instruction;
- e) controller competency in the English language is satisfactory in relation to providing ATS to air traffic; and
- f) standard phraseology is used.

4.2 The developed procedures shall be applicable when one or more of the following circumstances prevail: -

- a) equipment changes are made at the operating positions;
- b) new equipment is established that may necessitate complete renewal of operations and equipment rooms or even new ATS units or centres;
- c) there is re-organization of the airspace that may involve changes in assigned air-ground communication frequencies, number of operating positions and procedures;
- d) introduction of new procedures or revision of existing ones.

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- 5.0 The ATS provider shall develop a program for regular determination of the level of competency of individual air traffic controllers and action to be taken to restore one's competency when it is considered to have been lost or reduced.

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Director Flight Safety Services
Rwanda Civil Aviation Authority