



Flight Safety Notification

General

Flight Safety Notifications (FSNs) are not mandatory in nature, but provide means such as guidance, methods, procedures and practices acceptable to the Authority for complying with regulations and other requirements in a systematic manner. These are not necessarily the only means of compliance. FSNs may also contain explanations of regulations, other guidance material, best practices or information useful to the aviation community. Unless incorporated into a regulation by reference, FSNs are not regulatory and do not create or change a regulatory requirement. A change of a regulatory requirement may come in the form of a Directive. A Flight Safety Notification is not a Directive.

Trainee Air Traffic Controller Licence

Reason for Revision: N/A

Introduction

This policy prescribes the requirements for the issuance of licences to trainee air traffic controllers, the conditions under which the licences are issued and the general operating rules and limitations for the holder of these licences.

References

ICAO Annex 1 - Chapter 4 Section 4.3

Jamaica Civil Aviation Regulations 2012 Regulation 45, Eighth Schedule Section 8.017, Section 8.040, Section 8.716 & Twenty Second Schedule Table 4

Applicability

This notification applies to all persons seeking to provide air traffic control duties under the supervision of a licensed air traffic controller.

Effectivity

This FSN is effective immediately and shall remain in force until incorporated in the Jamaica Civil Aviation Regulations.

Definitions

Trainee Air Traffic Controller: A person who has graduated from a certified air traffic training organization and completed studies in at least one of the following: Aerodrome Control, Approach Control or Area Control Procedures.

On-the-Job Instructor: A licensed air traffic controller who has been authorized to conduct on-the-job instruction.

Background

Previously, trainee air traffic controllers were not required to have a licence to operate as they were operating under the supervision of licensed air traffic controllers; the responsibility to operate safely and orderly resided solely with the air traffic controller acting as an on-the-job instructor. Arising out of numerous discussions with the Air Navigation Services Division, it was agreed that granting licences to trainee air traffic controllers would legitimize their positions and create a more responsible trainee who will also share in the responsibility of providing a safe, orderly and expeditious air traffic service. Failure to act responsibly will have consequences for both the trainee and the on-the-job instructor, according to the provisions of their licences.

Action

General Provisions of the Trainee Air Traffic Controller Licence

1. A trainee air traffic controller's licence would only be issued after initial basic training but before commencement of on-the-job training.
2. The licence will be subject to suspension and/or revocation.
3. Where there are medical limitations, these will be placed on the licence and the trainee is expected to comply.
4. Where a licence has been issued, the trainee is expected to have it on his/her person at all times while undergoing training.
5. The provision of a trainee air traffic controller licence does not absolve the on-the-job instructor from his/her responsibilities.

Requirements for the Issuance of a Trainee Air Traffic Controller Licence

Applicants for the issuance of a trainee air traffic controller licence shall:

1. Be at least 18 years old;
2. Have demonstrated an ability to read, write, understand and speak the English Language without impediment by meeting the level 6 proficiency requirements of Appendix 1 to ICAO Annex 1;
3. Have successfully completed initial training at a certified air traffic training organization, in at least one of the following:
 - a) Aerodrome Control
 - b) Approach Control (Procedural)
 - c) Approach Control Surveillance
 - d) Area Control (Procedural)
 - e) Area Control Surveillance
4. Hold a valid Class 3 medical certificate
5. Provide proof of citizenship
6. Provide proof of Identity
7. Provide proof of age

Note: Items 5, 6 and 7 may be the same document.

Privileges of the Licence Holder

The holder of a trainee air traffic controller licence shall be authorised to provide air traffic control services in accordance with the rating(s) contained in his/her licence under the supervision of an on-the-job training instructor and to undertake training for rating endorsements.

Validity of Licence

The trainee air traffic controller licence shall remain valid for a maximum period of 12 months unless:

1. An air traffic controller licence has been issued, in which case the trainee air traffic controller licence shall be returned to the issuing authority.
2. The licence has been suspended or revoked by the issuing authority, where it deems that the licence holder constitutes a hazard to air navigation.

At the expiration of the 12-month period the trainee air traffic controller needs to reapply for a reissue of the licence.

Roles and Responsibilities of the Licence Holder

The holder of a trainee air traffic controller licence shall ensure that he/she:

1. Complies with the lawful request of his/her on-the-job instructor.
2. Complies with any conditions associated with his/her medical certificate.
3. Prepares him/herself for work such that he/she is not fatigued to an extent that would endanger the safety of aircraft under his/her control.
4. Is not under the influence of any psychotropic substances such as: stimulants, depressants, hallucinogens or prescriptive medicine which may impair his/her ability to exercise the privileges of the licence safely.
5. Complies with the restriction(s) of his/her licence.

Temporary Arrangement

Pending the necessary internal infrastructural upgrades, the attached sample Permit will be provided to trainee air traffic controllers.

Fees

Table 4 Item 11A of Schedule 22 of the Jamaica Civil Aviation Regulations, as amended, indicates the fees for issuance of a 'provisional' Air Traffic Controller Licence of \$50.00 US. This fee will be applied for issuance of a trainee air traffic controller licence.

Approved by: 



Date: (07/Sep/2018)

Noel Ellis
Director, Flight Safety
for Director-General of Civil Aviation
Jamaica Civil Aviation Authority

JD-001

September 7, 2018

TRAINEE AIR TRAFFIC CONTROLLER PERMIT

This is to confirm that **John Doe** is authorized in accordance with **FSN-GN-2018-04**, to undergo training as a **Trainee Air Traffic Controller** at the **Sangster Aerodrome Control Tower**, under the supervision of a licensed air traffic controller.

The permit is valid for the period, **September 1, 2018 – August 31, 2019**, and should be carried on your person when carrying out duties as a Trainee Air Traffic Controller.

Sincerely,
Jamaica Civil Aviation Authority

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Mr. Noel Ellis
Director, Flight Safety
for Director General, Jamaica Civil Aviation Authority