



Flight Safety Notification

Air Navigation Services

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Trainee Air Traffic Controller Permit

Introduction

This Flight Safety Notification (FSN) prescribes the requirements for the issuance of permits to trainee air traffic controllers, the general provisions under which the permits are issued and the privileges and responsibilities of the holder of these permits.

This FSN replaces FSN-GN-2018-04. The previous FSN was not explicit in outlining that the trainee air traffic controller permit will only be issued to a trainee who is not in possession of a valid air traffic controller licence. The air traffic controller licence includes the privilege to obtain training for additional ratings; therefore, it is not necessary for the holder of a valid air traffic controller licence to obtain a trainee air traffic controller permit. This FSN is intended to make it clear that the licence will be issued to trainees who are not in possession of a valid air traffic controller licence.

Additionally, the previous FSN referred to a trainee air traffic controller licence; however, the credential issued was a trainee air traffic controller permit. This FSN seeks to align the document issued with the document referenced, hence the name change from a trainee air traffic controller licence to a trainee air traffic controller permit.

References

1. ICAO Annex 1: Chapter 4 Section 4.3
2. Jamaica Civil Aviation Regulations, 2012, as amended:
 - a. Regulation 45,
 - b. Eighth Schedule
 - i. Section 8.017,
 - ii. Section 8.040,
 - iii. Section 8.716
 - c. Twenty Second Schedule, Table 4

Applicability

This notification applies to trainee air traffic controllers seeking to provide air traffic control duties under the supervision of an authorized and appropriately licenced air traffic controller. Air traffic controllers with valid air traffic controller licences are not required to obtain a trainee air traffic controller permit in order to undergo training for additional ratings.

Effectivity

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

FSN-GN-2018-04 is hereby cancelled.

Definitions

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

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

Rating: An authorization entered on or associated with a licence and forming part thereof, stating special conditions, privileges or limitations pertaining to such licence.

Background

The International Civil Aviation Organization (ICAO) requires Contracting States to take appropriate measures to ensure that student air traffic controllers do not constitute a hazard to air navigation. Jamaica, being a Contracting State has determined that the provision of a trainee air traffic controller permit with the general provisions, requirements and privileges as contained within this FSN is an appropriate measure that ensures that the trainee air traffic controller acts responsibly while undergoing on-the-job training. Previously, it was felt that the responsibility to operate safely and orderly during training resided solely with the air traffic control on-the-job instructor. However, this permit signifies that the trainee air traffic controller, having completed an approved air traffic control training course has met the knowledge and language proficiency requirements and is medically fit to act safely and responsibly within an air traffic control unit.

Failure to act responsibly may have consequences for both the trainee and the on-the-job instructor, according to the provisions of their credentials.

Action

On the effective date of this Flight Safety Notification, trainees undergoing rating validation training are expected to be in possession of a trainee air traffic controller permit or a valid air traffic controller licence.

General Provisions of the Trainee Air Traffic Controller Permit

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

Requirements for the Issuance of a Trainee Air Traffic Controller Permit

Applicants for the issuance of a trainee air traffic controller permit 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 an approved 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 Permit Holder

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

Note: An air traffic controller licence includes the privileges of a trainee air traffic controller permit.

Validity of Permit

The trainee air traffic controller permit 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 permit shall be returned to the issuing authority.
2. The permit has been suspended or revoked by the issuing authority, where it deems that the permit 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 permit, as required.

Responsibilities of the Permit Holder


The holder of a trainee air traffic controller permit 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 himself/herself for work such that he/she is not fatigued to the 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 permit safely.
5. Complies with the restriction(s) of his/her Permit.

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 the issuance of a trainee air traffic controller permit.

Approved by: _____



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