

**MANUAL OF STANDARDS-
LICENSING OF AIR TRAFFIC
CONTROL PERSONNEL**

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FOREWORD

The Communication Navigation Surveillance (CNS) and Aerodrome Services Regulation Division of the Civil Aviation Authority of Liberia is responsible for the safety regulation of air navigation and aerodromes services in Liberia, including licensing of air traffic controllers and approval of training organizations for air traffic controllers. The Communication Navigation Surveillance (CNS) and Aerodrome Services Regulation Division are also responsible for developing and promulgating appropriate, clear and concise aviation safety standards.

The Manual of Standards — Licensing of Air Traffic Control Personnel is published pursuant to subchapter 408 and 409 of the Liberia Civil Aviation Act. This Manual spells out the standards and requirements to be met for issuing air traffic control licenses and associated ratings and endorsements, and the requirements for approving training organizations for air traffic controllers.

The standards and requirements in this Manual are based mainly on standards and recommended practices stipulated in Annex 1 (entitled "Personnel Licensing") to the Chicago Convention on International Civil Aviation (as in force and amended from time to time by the Council of the International Civil Aviation Organization), and with such modifications as may be determined by the Air Navigation and Aerodrome Services Regulation Division to be applicable in Liberia.

From time to time, the Communication Navigation Surveillance (CNS) and Aerodrome Services Regulation Division may wish to supplement the standards and requirements in this Manual in the form of Safety Directives, Safety Publications or Information Circulars. Where appropriate, such directives or circulars will be incorporated into this Manual by amendment.

Amendments to this Manual of Standards – Aeronautical Information Services are the responsibility of the Air Traffic Management Department Head. Reader should forward advice of errors, inconsistencies or suggestions for improvement to this Manual to the addressed stipulated below.

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DEFINITIONS and ABBREVIATIONS

Definitions

Aerodrome Control Service Air traffic control service for aerodrome traffic.

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

Air Traffic Controller License An air traffic controller license granted or renewed under paragraph 62A (4) of the Air Navigation Order.

Air Traffic Control Service A service provided for the purpose of preventing collisions:

- a. Between aircraft, and
- b. on the manoeuvring area between aircraft and obstructions; and
- c. 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.

Approved Training Is training conducted under special curricula and supervision approved by a Contracting State that, in the case of flight crew members, is conducted within an approved training organization.

Approved Training Organization An organization approved by a Contracting State in accordance with the requirements of Annex 1, 1.2.8.2 and Appendix 2 to perform flight crew training and operating under the supervision of that State.

Area Control Service A unit established to provide air traffic control service to controlled flights in control areas under its jurisdiction.

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

Designated Medical Examiner A person who –

1. is qualified and licensed to practice medicine in Liberia or elsewhere;
2. has received training in the practice of aviation medicine and has demonstrated adequate competency in aviation medicine;

3. possesses the practical knowledge and experience of the aviation environment; and
4. is appointed by the Director-General of Civil Aviation (DG) to conduct a medical examination of and report on the fitness of an applicant for a license or rating for which medical requirements are prescribed in the Fourteenth Schedule of the Air Navigation Order.

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

Manoeuvring Area Part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, but does not include aprons.

Rated Air Traffic Controller An air traffic controller holding a license and valid rating appropriate to the privileges to be exercised.

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

Abbreviations

AAR Aerodrome and Air Navigation Services Regulation Division

ANO Air Navigation Order

ANSP Air Navigation Service Provider

ATC Air Traffic Control

ATCO Air Traffic Control Officer

ATS Air Traffic Services

CAMB Civil Aviation Medical Board

DME Designated Medical Examiner

ICAO International Civil Aviation Organization

OJTIs On-The-Job Training Instructors

Chapter 1 – INTRODUCTION

Section 1 – General provisions

- 1.1 This Manual of Standards – Licensing of Air Traffic Control Personnel (MOS-PEL) contains the standards, requirements and procedures pertaining to the licensing and rating requirements of air traffic control personnel and the approval of an ATC training organization. In this Manual, the term service provider refers to the air navigation service provider (ANSP) and/or the ATC training organization.
- 1.2 This Manual is based mainly on compliance with ICAO Annex 1 – Personnel Licensing.
- 1.3 The service provider shall ensure that the services they provide are in conformity with the provisions in this Manual.
- 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.
- 1.5 Differences, where they exist, between the standards in this Manual and those contained in the ICAO Annex 1 shall be published in section GEN 1.7 of the Liberia Aeronautical Information Publication and also notified to ICAO.
- 1.6 In this Manual, standards are preceded by the word “shall”, whereas recommended practices are preceded by the word “should”. The service provider shall comply with all standards at all times and should endeavor to comply with all recommended practices.
- 1.7 When the service provider is not able to comply with any standards specified or referenced in this Manual, the service provider shall apply to LCAA 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 or other studies undertaken and where appropriate, an indication of when compliance with the current standards can be expected.
- 1.8 When the service provider is not able to comply with any recommended practices specified or referenced in this Manual, the service provider shall notify the LCAA of the non-compliance or deviation with the supporting reason including any safety assessment or other studies undertaken, and where appropriate, an indication of when compliance with the current recommended practices can be expected.
- 1.9 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.

- 1.10 The service provider shall ensure that the units of measurement as specified in the Manual of Standards – Units of Measurement to be used in Air and Ground Operations are used for the provision of services.
- 1.11 In addition to the Manual of Standards, the following may also be issued as and when required to supplement the Manual of Standards:
- (a) Safety Directive – this is a mandatory requirement to be complied by the service provider. It is published for purposes of immediate promulgation of local standards and recommended practices in response to, but not limited to, amendments to ICAO Annexes. The Safety Directives will be incorporated into subsequent amendments of the Manual of Standards.
 - (b) Safety Publication – this is published for purposes of promulgating supplementary guidance materials to the standards and recommended practices in the Manual of Standards. The publications are intended to provide recommendations and guidance to illustrate a means, but not necessarily the only means, of complying with the Manual of Standards. Safety Publications may explain certain regulatory requirements by providing interpretive and explanatory materials.
 - (c) Information Circular – this is published for purposes of bringing to the attention of the service provider educational materials related to aviation safety. The publications could be initiated as a result of ICAO State letters which do not require immediate changes to local regulations, new safety initiatives or international best practices as identified by LCAA. The service provider is encouraged to review and adopt the material if practicable. Where appropriate, the material in the publications may be incorporated into subsequent amendments of the Manual of Standards.

Section 2 – General rules concerning licenses

2.1 Air traffic controller license

2.1.1 An air traffic controller license shall be issued in accordance with the requirements in the Liberia Air Navigation Order and this Manual of Standards – Licensing of ATC Personnel.

2.1.2 All qualified ATCOs shall be in possession of a valid air traffic controller license before they can provide any air traffic service. A person shall not provide an air traffic control service unless he holds an air traffic control license with a valid rating and a current medical certificate. This should come after the first section on Introduction.

2.2 Medical fitness

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

2.3 Privileges of the holder of a license

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.

2.3.2 No person shall:

- a) act as an air traffic controller;
- b) hold himself out, whether by use of radio call sign or otherwise, as an air traffic controller or
- c) supervise or train any person to act as an air traffic controller, unless he holds an air traffic controller license granted or renewed under this paragraph stipulating the appropriate rating.

2.3.3 Notwithstanding paragraph 2.3.2 above, a person who is undergoing on-the-job training to act as an air traffic controller shall be entitled to hold himself out, whether by use of radio call sign or otherwise, as an air traffic controller, if he is directly supervised by a person –

- a) who holds an air traffic controller license; and
- b) whose air traffic controller license stipulates the appropriate rating.

2.3.4 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.

2.4 Roles and responsibilities

2.4.1 An air traffic controller license holder who provides an air traffic control service shall be responsible for ensuring 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 that medical certificate;
- e) signs his license in ink with his/her normal signature.

2.5 Validity of license

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

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

2.5.3 An air traffic controller shall not be authorized to exercise the privileges of any rating unless he maintains competency and meets the requirements for recent experience.

2.6 Decrease in medical fitness

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.

2.7 Use of psychoactive substances

2.7.1 The holders of an air traffic controller license 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.

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

2.8 Approved training and approved training organization

2.8.1 Pursuant to paragraph 62A (3) of the Liberia Air Navigation Order, an organization providing training for air traffic controllers shall meet the requirements in Appendix 2 of this Manual and shall be approved by LCAA.

2.8.2 The ATC training courses, tests and examinations at an approved training organization which an applicant for an air traffic controller license must undergo shall be approved by LCAA. Air traffic controllers shall undergo on-the-job training as necessary in the appropriate ATC units.

2.8.3 The approved training organization shall ensure that the training courses provide air traffic controllers with the necessary skills and knowledge to a level of competence that will prepare them for on-the-job training at the ATC operational units.

2.8.4 The approved training organization shall set up and maintain a programmed to conduct the training, testing and examination required for the issuance of an ATC rating.

2.9 Language proficiency

2.9.1 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 3 of this Manual.

2.9.2 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 – AIR TRAFFIC CONTROLLER LICENCE

Section 1 – Requirements for the issue of the license

1.1 Requirements for the issue of the license

1.1.1 To be eligible for an air traffic controller license, a person shall:

- a) be at least 21 years of age;
- b) have completed an approved training course (see Appendix 4) and not less than three months' satisfactory service engaged in the actual control of air traffic under the supervision of an appropriately rated air traffic controller. The experience requirements specified for air traffic controller ratings in paragraph 2.2.2.1 (b) may be credited as part of the experience specified in this paragraph;
- c) have demonstrated a level of knowledge appropriate to the holder of an air traffic controller license, in at least the following subject areas:
 - 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 2.2.1; and
 - e) hold a current Class 3 Medical Assessment.
- 1.1.2 An application for the grant, renewal or replacement of the license shall be made to LCAA on the relevant forms shown in Appendices 5A, 5B and 5C respectively.

1.2 Signature required

- 1.2.1 An air traffic controller license shall be signed by the successful applicant upon the grant, renewal or replacement of the license in the presence of an authorized officer from the ANSP.

1.3 Grant, renewal and validity of an air traffic controller license

- 1.3.1 An air traffic controller license may be granted or renewed for a period of:
- a) 48 months from the date the license is granted or renewed, if the applicant is below 40 years of age on that date;
 - b) 24 months from the date the license 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 license is granted or renewed, if the applicant is 50 years of age or more on that date.
- 1.3.2 The validity of the air traffic controller license shall coincide with the validity of the medical certification, unless otherwise stated.
- 1.3.3 The maintenance of an air traffic controller license shall be the responsibility of the license holder. Each applicant shall meet the requirements set out, before a grant or renewal of the license is made.

1.4 Replacement of an air traffic controller license

- 1.4.1 Where an air traffic controller license has been lost or defaced before its expiry, the holder of the license may apply to LCAA for the issue of a replacement air traffic controller license.

1.5 Revocation and suspension of an air traffic controller license

- 1.5.1 An air traffic controller license may be provisionally suspended pending an investigation into the case.
- 1.5.2 On sufficient ground being shown after due inquiry, an air traffic controller license may be revoked or suspended. The holder of the air traffic controller license shall surrender it to LCAA within a reasonable time after being required to do so.

Section 2 – Requirements for Air Traffic Control Ratings

2.1 Categories of air traffic controller ratings

2.1.1 Air traffic controller ratings shall comprise the following categories:

- a) Aerodrome control rating;
- b) Approach control surveillance rating (combined radar and procedural);
- c) Area control procedural rating; and
- d) Area control surveillance rating.

2.2 Requirements for air traffic controller ratings

2.2.1 To be eligible for an air traffic controller rating and an initial validation of that rating a person shall:

- a) have satisfactorily completed a training course relevant to the rating and validation, in the following subject areas:
 - i) Aerodrome control rating: Aerodrome layout; physical characteristics and visual aids; airspace structure; applicable rules, procedures and source of information; air navigation facilities; air traffic control equipment and its use; terrain and prominent landmarks; characteristics of air traffic; weather phenomena; and emergency and search and rescue plans.
 - ii) Approach control surveillance rating: Airspace structure; applicable rules, procedures and source of information; air navigation facilities; air traffic control equipment and its use; terrain and prominent landmarks; characteristics of air traffic and traffic flow; weather phenomena; emergency and search and rescue plans; principles, use and limitations of radar, other surveillance systems and associated equipment; and procedures for the provision of approach radar control service including procedures to ensure appropriate terrain clearance.
 - iii) Area control procedural rating: Airspace structure; applicable rules, procedures and source of information; air navigation facilities; air traffic control equipment and its use; terrain and prominent landmarks; characteristics of air traffic and traffic flow; weather

- iv) Phenomena; and emergency and search and rescue plans.
 - v) Area control surveillance rating: Airspace structure; applicable rules, procedures and source of information; air navigation facilities; air traffic control equipment and its use; terrain and prominent landmarks; characteristics of air traffic and traffic flow; weather phenomena; emergency and search and rescue plans; principles, use and limitations of radar, other surveillance systems and associated equipment; and procedures for the provision of area radar control service including procedures to ensure appropriate terrain clearance.
- b) have provided, satisfactorily, under the supervision of an appropriately rated air traffic controller, the control service at the unit for which the rating is sought. The experience requirements shall be a period of not less than one month for an aerodrome control rating, and not less than three months for the approach control surveillance rating, area control procedural rating and area control surveillance rating.
- 2.2.2 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.

2.3 Concurrent issuance of two air traffic controller ratings

- 2.3.1 When two air traffic controller ratings are sought concurrently, the applicable requirements shall not be less than those of the more demanding rating.
- 2.3.2 The approach control surveillance rating shall be a concurrent issuance of the approach control procedural rating and the approach control surveillance rating.
- 2.3.3 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 6 months.

2.4 Grant of air traffic controller ratings

- 2.4.1 The ANSP shall establish and maintain a system to evaluate the operational competency of an air traffic controller to ensure that the grant of air traffic controller ratings are in accordance with the standards and requirements of this Manual.

2.4.2 The evaluation of the operational competency of an air traffic controller should include, but not limited to:

- a) Validation (Rating) Assessment;
- b) Re-validation Assessment; and
- c) Annual Proficiency Check

2.4.3 Following the evaluation, the ANSP shall notify LCAA of the results of the validation/re-validation assessment as soon as possible. The results and reports of the proficiency checks of air traffic controllers shall be submitted to LCAA regularly.

2.5 Privileges and limitations

2.5.1 Before exercising the privileges indicated, the license holder shall be familiar with all pertinent and current information.

2.5.2 The privileges of the holder of an air traffic controller license 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 license to provide or supervise the provision of aerodrome control service, or both;
- b) Approach control surveillance rating: It shall authorize the holder of the air traffic controller license to provide or supervise the provision of approach control surveillance service, or both;
- c) Area control procedural rating: It shall authorize the holder of the air traffic controller license to provide or supervise the provision of area control procedural service, or both;
- d) Area control surveillance rating: It shall authorize the holder of the air traffic controller license to provide or supervise the provision of area control surveillance service, or both.

2.6 Validity of ratings

2.6.1 A rating shall become invalid when an air traffic controller has ceased to exercise the privileges of the rating for a period exceeding six months. A rating shall remain invalid until the controller's ability to exercise the privileges of the rating has been re-established.

2.7 Regency requirements

2.7.1 An operational controller shall be deemed to have satisfied the requirements for recent experience in relation to an endorsement at a particular time if he has performed the function and duties required by the relevant rating at the aerodrome or in relation to the airspace to which the endorsement relates, for a minimum of 60 hours within the previous 90 days.

- 2.7.2 If an operational controller has two ratings, he shall perform the function and duties required by the endorsements at the aerodrome or in relation to the airspace to which the endorsement relates, for a minimum of 60 hours within the previous 90 days for each rating to satisfy the regency requirement.
- 2.7.3 An operational controller who does not satisfy the regency requirement at a particular time in relation to an endorsement shall be taken to satisfy that requirement at a later time, after he has undergone any retraining required by the ANSP and has been assessed by the ANSP as competent in performing the function and duties required by the relevant rating(s), or he has performed the relevant function and duties at the aerodrome or in relation to the airspace to which the endorsement relates under supervision for a period of time deemed necessary and appropriate by the ANSP. Following a period of supervision, the controller shall be subject to an assessment of his competence before returning to operational duties.
- 2.7.4 The ANSP shall set up and maintain a system to ensure that the license holder satisfies the regency requirement in relation to air traffic controller ratings. The ANSP shall ensure that those who do not satisfy the regency requirement undergo appropriate retraining, supervision and assessment programmes.

2.8 Termination of service

- 2.8.1 The air traffic controller license shall automatically become invalid when the holder ceases to be employed by the ANSP. When the air traffic controller license is revoked by LCAA, the license shall be invalidated and returned to LCAA.

Chapter 3 – MINIMUM EXPERIENCE AND QUALIFICATION REQUIREMENTS FOR ON-THE-JOB TRAINING INSTRUCTORS AND CHECK CONTROLLERS

Section 1 – On-the-job training instructors and check controllers

1.1 Responsibility to ensure air traffic controllers continue to meet the licensing requirements

1.1.1 ICAO requires air traffic controllers carrying out instruction in an operational environment to be authorized by the State licensing authority. Such controllers shall meet the prescribed requirements by the licensing authority before they can be allowed to discharge their responsibilities. The objective is to ensure that trainee 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.

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 ANSP by LCAA. LCAA will have to be satisfied with the conduct of such proficiency checks and evaluations by the ANSP and ensure that these checks and evaluations are carried out by qualified air traffic controllers. Therefore, air traffic controllers involved in proficiency checks and evaluations shall meet prescribed requirements by LCAA and shall be specifically authorized by LCAA.

1.2 Minimum experience and qualification requirements for on-the-job training instructors and check controllers

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 check controllers. Such controllers shall meet the prescribed minimum experience and qualification requirements before they can be authorized to carry out their respective duties.

1.3 On-The-Job Training Instructor (OJTI)

1.3.1 ICAO Annex 1, Chapter 4, Paragraph 4.5.3.3 requires the licensing authority to authorize an air traffic controller before he can carry out instruction in an operational environment as an OJTI.

1.3.2 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.

1.3.3 An OJTI shall meet the following minimum requirements:

- a) holds a valid air traffic controller license;
- b) have successfully completed an OJTI training course (see Appendix 6 for recommended course contents); and
- c) have held a valid rating for a period of at least two years in the rating discipline in which he will instruct.

Note — The two-year period in sub-paragraph (c) above represents an absolute minimum experience level that may need to be significantly extended in certain more complex operational environments.

1.3.4 To meet the ICAO requirement, an air traffic controller shall be deemed to be authorized by LCAA to carry out instruction in an operational environment if he satisfies the above-mentioned requirements. It shall be the responsibility of the LCAA to ensure that these requirements are adhered to when assigning OJT duties to air traffic controllers.

1.4 Check Controller

1.4.1 The check controller shall be responsible to conduct a “check out” on the trainee air traffic controllers through a validation or re-validation assessment when the reports by the OJTIs indicate that they are ready. The check controller shall be responsible to monitor an air traffic controller’s performance and examine any area of his performance that should be improved through regular proficiency checks.

1.4.2 If an air traffic controller’s performance is found to be unsatisfactory, the check controller shall suspend his rating and ensure that he does not provide air traffic control service associated with that rating until the controller’s ability to exercise the privileges of the rating has been reestablished.

1.4.3 The check controller shall be authorized to endorse the issue of the second control rating on the air traffic controller license, after the latter has:

- a) successfully completed an approved course of ATC training in that rating;

- b) successfully completed OJT at the unit; and
- c) successfully completed validation (rating) check.
- d) 1.4.4 Check controllers shall meet the following minimum requirements:
- e) be current with valid rating(s);
- f) be a senior air traffic controller with at least 8 years working experience;
- g) be knowledgeable in air traffic control functions;
- h) be appropriately trained; and
- i) not be part of the operational air traffic control personnel to prevent conflict of interest.

1.4.5 As the responsibility to check that air traffic controllers meet the licensing requirements has been delegated to the LCAA, the LCAA shall establish and implement a system to maintain the defined standards for continuing assessment of controllers' competency. Such a system shall be subject to periodic audits and inspections by LCAA.

Chapter 4 – ATC Medical Assessment

Section 1 – Class 3 Medical Assessment

1.1 Assessment issue and renewal

- 1.1.1 An applicant for an air traffic controller license shall undergo an initial medical examination for the issue of a Class 3 Medical Assessment.
- 1.1.2 The applicant for a medical assessment shall provide the DME with a personally certified statement of the medical facts concerning personal, familial and hereditary history. Applicants for air traffic controller licenses or ratings 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 DME whether a medical assessment has previously been refused, revoked or suspended and, if so, the reason for such refusal, revocation or suspension.
- 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 a DME made by an applicant for a license or rating shall be reported to LCAA for such action as may be considered appropriate.
- 1.1.4 Holders of air traffic controller licenses 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 licenses.

1.2 Medical requirements

- 1.2.1 The holder of an air traffic controller license shall not exercise the privileges of that license unless that person:
- a) holds a current Class 3 Medical Assessment in accordance with the requirements for medical fitness found in Liberia Air Safety Publication (SASP) Part 9; and
 - b) complies with all medical endorsements on that medical assessment.

1.3 Decrease in medical fitness and reporting procedures

- 1.3.1 The holder of an air traffic control license granted in part on the basis of medical fitness shall not be entitled to perform any of the functions to which his license relates if he knows or has reason to believe that his physical condition renders him temporarily or permanently unfit to perform such functions. He shall inform LCAA and the DME / CAMB in writing, as soon as practicable, if he:

- a) knows or has reason to believe that he is unfit or is suffering from any personal injury which affects his capacity to provide any air traffic service specified in any rating in his license;
- b) suffers from any illness which affects his capacity to provide any air traffic service specified in any rating in his license throughout a period of more than 20 days;
- c) knows or has reason to believe that she is pregnant;
- d) requires continued treatment with prescribed medication; or
- e) has received medical treatment requiring hospitalization,

- 1.3.2 A holder of an air traffic controller license shall not provide any air traffic service on receipt of information of the circumstances set out in paragraph 4.1.3.1 (a) to (e). If under any doubt, the license holder shall consult the DME on whether he is fit to provide the air traffic service as specified in his license.
- 1.3.3 To enable the DME to make the assessment on the medical fitness, the license holder shall submit the medical report from his doctor to the DME as soon as possible. The report shall include the type of medication prescribed if the treatment is continuous or prolonged.
- 1.3.4 A holder of an air traffic controller license shall not provide any air traffic service if he knows or has reason to believe that he is suffering from or is likely to suffer from fatigue which may render him unable to provide the air traffic service in a safe and proper manner.
- 1.3.5 A holder of an air traffic controller license shall not provide any air traffic service if he 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.

Chapter 5 – SPECIFICATIONS FOR ATC LICENCE

Section 1 – Specifications

1.1 Introduction

1.1.1 ATC license shall conform to the specifications stipulated in this Manual of Standards – Licensing of ATC Personnel.

1.2 Details

1.2.1 The following details shall appear on the license:

- a) I Name of State (in bold type)
- b) II Title of license (in bold type)
- c) III Serial number of the license, in Arabic numerals, given by the authority issuing the license
- d) IV Name of holder in full (in roman alphabet also if script of national language is other than roman)
- e) IV a Date of birth
- f) V Address of holder
- g) VI Nationality of holder
- h) VII Signature of holder
- i) VIII Authority and, where necessary, conditions under which the license is issued
- j) IX Certification concerning validity and authorization for holder to exercise privileges appropriate to license
- k) X Signature of officer issuing the license and the date of such issue
- l) XI Seal or stamp of authority issuing the license
- m) XII Ratings
- n) XIII Remarks, i.e. special endorsements relating to limitations and endorsements for privileges.
- o) XIV Any other details desired by LCAA issuing the license.

1.2.2 Item headings on the license shall be uniformly numbered in roman numerals as indicated in paragraph 4.1 .2.1, so that on any license the number will, under any arrangement, refer to the same item heading. Item headings may be arranged in such order as may best suit the convenience of LCAA issuing the license.

1.3 Material

1.3.1 First quality paper or other suitable material, including plastic cards, shall be used and the items mentioned in paragraph 4.1.2 shown clearly thereon.

APPENDIX 1

This section is reserved

AAPPROVED TRAINING ORGANISATION

1. Issue of approval

- 1.1 The issuance of an approval for a training organization and the continued validity of the approval shall depend upon the training organization being in compliance with the requirements of this Appendix.
- 1.2 The approval document shall contain at least the following:
 - a) organization's name and location;
 - b) date of issue and period of validity (where appropriate);
 - c) terms of approval.

2. Training and procedures manual

- 2.1 The training organization shall provide training and procedures manual for the use and guidance of personnel concerned. This manual may be issued in separate parts and shall contain at least the following information:
 - a) a general description of the scope of training authorized under the organization's terms of approval;
 - b) the content of the training programmes offered including the courseware and equipment to be used;
 - c) a description of the organization's quality assurance system in accordance with paragraph 3;
 - d) a description of the organization's facilities;
 - e) the name, duties and qualification of the person designated as responsible for compliance with the requirements of the approval in paragraph 5.1;
 - f) a description of the duties and qualification of the personnel designated as responsible for planning, performing and supervising the training in paragraph 5.2;
 - g) a description of the procedures used to establish and maintain the competence of instructional personnel as required by paragraph 5.3;

- h) a description of the method used for the completion and retention of the training records required by paragraph 6;
- i) a description, when applicable, of additional training needed to comply with an operator's procedures and requirements; and
- j) j) a description of the selection, role and duties of the authorized personnel to conduct the testing required for the issuance of a license or rating, as well as the applicable requirements established by LCAA.

2.2 The training organization shall ensure that the training and procedures manual is amended as necessary to keep the information contained therein up to date.

2.3 Copies of all amendments to the training and procedures manual shall be furnished promptly to all organizations or persons to whom the manual has been issued.

3. Quality assurance system

3.1 The training organization shall establish a quality assurance system, acceptable to LCAA granting the approval, which ensures that training and instructional practices comply with all relevant requirements.

4. Facilities

4.1 The facilities and working environment shall be appropriate for the task to be performed and be acceptable to LCAA.

4.2 The training organization shall have, or have access to, the necessary information, equipment, training devices and material to conduct the courses for which it is approved.

5. Personnel

5.1 The training organization shall nominate a person responsible for ensuring that it is in compliance with the requirements for an approved organization.

5.2 The organization shall employ the necessary personnel to plan, perform and supervise the training to be conducted.

5.3 ATS instructors shall be air traffic controllers holding valid ATC licenses. They shall be either air traffic control managers or senior air traffic controllers with at least 7 years operational experience performing ATC duties relevant to their course of instruction. They shall also be qualified on-the-job training instructors with at least 5 years experience in conducting OJT.

5.4 The training organization shall ensure that all instructional personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities. The training programmed established by the training organization shall include training in knowledge and skills related to human performance.

Note — Guidance material to design training programmers to develop knowledge and skills

in human performance can be found in the Human Factors Training Manual (ICAO Doc 9683).

6. Records

- 6.1 The training organization shall retain detailed student records to show that all requirements of the training course have been met as agreed by LCAA.
- 6.2 The training organization shall maintain a system for recording the qualifications and training of instructional and examining staff, where appropriate.
- 6.3 The records required by paragraph 6.1 shall be kept for a minimum period of two years after completion of the training. The records required by paragraph 6.2 shall be retained for a minimum period of two years after the instructor or examiner ceases to perform a function for the training organization.

7. Oversight

- 7.1 LCAA shall maintain an effective oversight programmed of the approved training organization to ensure continuing compliance with the approval requirements.

8. Evaluation and checking

- 8.1 When an approved training organization conducts the testing required for the issuance of a license or rating, the testing shall be conducted by personnel designated by the training organization in accordance with criteria approved by LCAA.

9. Application for the approval of ATC training organization

- 9.1 An application for the grant of an approved ATC training organization shall include:
 - a) an application form (Attachment A) duly completed and signed by the person responsible for the organization or a nominated accountable manager; a copy of the training and procedures manual;
 - b) a copy of relevant standard operating procedures in support of the training and procedures manual, if applicable.

R**REQUIREMENTS FOR PROFICIENCY IN
LANGUAGES USED FOR RADIOTELEPHONY COMMUNICATIONS****1. General**

To meet the language proficiency requirements contained in Chapter 1, paragraph 1 .1 .9.2, an applicant for a license or a license holder shall demonstrate, in a manner acceptable to the licensing authority, compliance with the holistic descriptors and with the ICAO Operational Level (Level 4) of the ICAO Language Proficiency Rating Scale.

2. Holistic descriptors

Proficient speakers shall:

- a) communicate effectively in voice-only (telephone/radiotelephone) and in face-to-face situations;
- b) communicate on common, concrete and work-related topics with accuracy and clarity;
- c) use appropriate communicative strategies to exchange messages and to recognize and resolve misunderstandings (e.g. to check, confirm, or clarify information) in a general or work-related context;
- d) handle successfully and with relative ease the linguistic challenges presented by a complication or unexpected turn of events that occurs within the context of a routine work situation or communicative task with which they are otherwise familiar; and
- e) use a dialect or accent which is intelligible to the aeronautical community.

ICAO LANGUAGE PROFICIENCY RATING SCALE

1.1. Expert, extended and operational levels

LEVEL	Grammatical accuracy	Vocabulary	Fluency	Comprehension	Interactions
Expert 6	<p>Produces accurate, fluent, and varied oral and written communication. Errors are infrequent and do not impede understanding. Can handle complex and abstract communication with ease.</p>	<p>Vocabulary range and accuracy are sufficient to communicate effectively on a wide range of familiar and unfamiliar topics. Vocabulary is idiomatic, accurate, and sensitive to register.</p>	<p>Able to speak at length with a natural, effective flow. Varies speech flow for stylistic effect, e.g. to emphasize a point. Uses appropriate discourse markers and connectors spontaneously.</p>	<p>Comprehension is consistently accurate in nearly all contexts and includes comprehension of language and cultural subtleties.</p>	<p>Initiates, develops in many situations. Is sensitive to needs and responds to them appropriately.</p>
Extended 5	<p>Produces accurate, fluent, and varied oral and written communication. Errors are infrequent and do not impede understanding. Can handle complex and abstract communication with ease.</p>	<p>Vocabulary range and accuracy are sufficient to communicate effectively on common, general, and well-defined topics. Register is sensitive to context and accuracy.</p>	<p>Able to speak at length with relative ease on familiar topics but may not vary speech flow as a stylistic device. Can handle use of appropriate discourse markers or connectors.</p>	<p>Comprehension is accurate in most contexts and includes some comprehension of language and cultural subtleties.</p>	<p>Initiates, develops, and maintains appropriate, sensitive, and interactive relationships. Shows leadership ability.</p>
Operational 4	<p>Produces accurate, fluent, and varied oral and written communication. Errors are infrequent and do not impede understanding. Can handle complex and abstract communication with ease.</p>	<p>Vocabulary range and accuracy are sufficient to communicate effectively on common, general, and well-defined topics. Register is sensitive to context and accuracy.</p>	<p>Produces stretches of language of an appropriate length, but 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. Fluency is not outstanding.</p>	<p>Comprehension is mostly accurate in most contexts, but may be occasional loss of fluency on transition from rehearsed or formulaic speech to spontaneous interaction. When the speaker is comfortable with a complex or abstract topic, comprehension is accurate.</p>	<p>Initiates on usually formulaic, appropriate, and interactive. Initiates and maintains exchanges with some fluency with an awareness of an awareness of own needs and those of others. Shows adequate sensitivity to needs and responds to them appropriately.</p>

Level 1, 2 and 3 are on subsequent pages

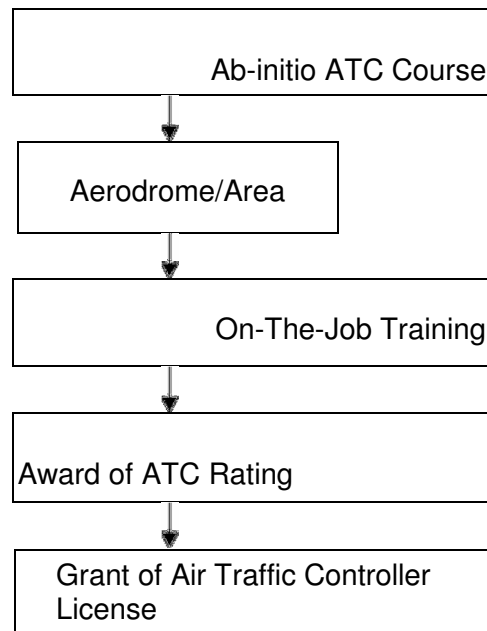
1.2 Pre-operational, elementary and pre-elementary levels

LEVEL	PROFICIENCY	VOCABULARY	FLUENCY	COMPREHENSION	INTERACTIONS
<i>Levels 4, 5 and 6 are on preceding page.</i>					
Pre-operational 3	<p>STRUCTURE Achieves grammatical structures and sentence patterns as described by language functions appropriate to the level.</p> <p>Forms grammatical structures and sentence patterns associated with predictable situations and contexts, but not always with frequency and consistency.</p> <p>Formulas, stems, suffixes, and inflections are influenced by the first language or regional variation and frequently interact with one of the languages.</p>	<p>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. In other contexts to paraphrase successfully when lacking vocabulary.</p>	<p>Produces stretches of language, but focusing and pausing are often inappropriate. Breakdowns or omissions in language processing may prevent effective communication. Errors are noticeable and distracting.</p>	<p>Comprehension is often limited to isolated words or phrases. May fail to understand & interpret important components of an unexpected task or event.</p>	<p>Responds in sometimes incoherent, appropriate, and interactive. Can initiate and maintain exchanges with recognizable ease on familiar topics and in predictable situations. Generally inappropriate when dealing with an unexpected task or event.</p>
Elementary 2	<p>Shows only limited control of a few simple grammatical structures and sentence patterns.</p>	<p>Limited vocabulary range consisting only of isolated words and memorized phrases.</p>	<p>Can produce very short, isolated, memorized sentences with frequent pausing and a distracting use of fillers to search for expressions not to articulate less familiar words.</p>	<p>Comprehension is limited to isolated words and phrases which carry an overall, and slowly articulated, meaning.</p>	<p>Responds in slow and often inappropriate. Interaction is limited to simple routine exchanges.</p>
Pre-elementary 1	<p>Performs at a level below the Elementary level.</p>	<p>Performs at a level below the Elementary level.</p>	<p>Performs at a level below the Elementary level.</p>	<p>Performs at a level below the Elementary level.</p>	<p>Performs at a level below the Elementary level.</p>

Note—The Operational Level (Level 4) is the minimum required proficiency level for radiotelephony communication. Levels 5 through 7 describe Pre-elementary, Elementary, and Pre-operational levels of language proficiency, respectively, all of which describe a level of proficiency below the ICAO language proficiency requirements. Levels 5 and 6 describe Standard 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 certifying candidates to attain the ICAO Operational Level (Level 4).

APPROVED TRAINING PROGRAMME FOR AIR TRAFFIC CONTROLLER LICENCE

The grant of an air traffic controller license shall be based on successful completion of the approved courses for the respective rating as shown in the chart.



Note: Grant of an air traffic controller license is subject to a valid medical certification.



APPENDIX 5A

APPLICATION FOR AN AIR TRAFFIC CONTROLLER LICENCE

APPLICATION FORM

To: Director General
Liberia Civil Aviation Authority

Please paste recent photo

Through: Manager Air Traffic Services

PERSONAL PARTICULARS OF APPLICANTS
Date: Title:
Family Name: Given Name: Sex:
Postal Address: Contact No.:
ID/Passport No.: Date of Birth:
Date of last Medical Examination: Date of Expiry of Medical Examination:

RATING APPLIED FOR (Mark appropriate box/boxes)
AERODROME CONTROL APPROACH CONTROL AREA CONTROL

DECLARATION
I hereby apply for an air traffic controller license and certify that all particular given on this form are correct to the best of my belief and knowledge; and since the date on which I was medically examined, I have not suffered from any defect, disability or disease.
Signature of Applicant: Date:

FOR OFFICIAL USE ONLY
Validity of Medical Certification From: To: License No.
Air Traffic Control Rating(S) Awarded Date Awarded
a) b)
Air Traffic Control Rating(S) Invalidated
Air Traffic Controller License Name and Signature of Licensing Officer
Date Issue Date of Expiry



APPENDIX 5B

APPLICATION FOR THE RENEWAL OF AN AIR TRAFFIC CONTROLLER LICENCE

APPLICATION FORM

**To: Director General
Liberia Civil Aviation Authority**

Through: Manager Air Traffic Services

Instruction:

- i) Please verify personal particulars printed below.
- ii) All changes (if any) should be made in the relevant section(s) of the form.
- iii) The update form should be submitted to the Air Traffic Service Department not later than 2 weeks prior to the expiry of the current license.

PERSONAL PARTICULARS OF APPLICANTS			
Date:		Title:	
Family Name:		Given Name:	Sex:
Postal Address:		Contact No.:	
ID/Passport No.:		Date of Birth:	
Date of last Medical Examination: / /		Date of Expiry of Medical Examination: / /	

RATING APPLIED FOR (Mark appropriate box/boxes)		
<input type="checkbox"/>	AERODROME CONTROL	<input type="checkbox"/>
<input type="checkbox"/>	APPROACH CONTROL	<input type="checkbox"/>
<input type="checkbox"/>	AREA CONTROL	

DECLARATION
I hereby apply for renewal of an air traffic controller license and certify that all particular given on this form are correct to the best of my belief and knowledge.
Signature of Applicant: _____ Date: _____

FOR OFFICIAL USE ONLY	
Validity of Medical Certification	From: _____ To: _____ License No. _____
Air Traffic Control Rating(S) Awarded	Date Awarded
a) _____	_____
b) _____	_____
Air Traffic Control Rating(S) Invalidated	
Air Traffic Controller License	Name and Signature of Licensing Officer
Date Issue	Date of Expiry



APPENDIX 5C

APPLICATION FOR THE REPLACEMENT OF AN AIR TRAFFIC CONTROLLER LICENCE

APPLICATION FORM

**To: Director General
Liberia Civil Aviation Authority**

Through: Manager Air Traffic Services

- The application for the replacement of an air traffic controller license which has been lost shall include a police report notifying the lost.
- The application for the replacement of an air traffic controller license which has been defaced shall include the defaced license.

PERSONAL PARTICULARS OF APPLICANTS			
Date:		Title:	
Family Name:		Given Name:	Sex:
Postal Address:		Contact No.:	
ID/Passport No.:		Date of Birth:	
Date of last Medical Examination:	/ /	Date of Expiry of Medical Examination:	/ /

DECLARATION (Please tick in the appropriate box)
<input type="checkbox"/> I hereby apply for a replacement air traffic controller license. I hereby declare that I have lost my original and that the particulars given in this form are true. Attached is a police report of the lost. I will surrender the original if it is subsequently found.
<input type="checkbox"/> I hereby apply for a replacement air traffic controller license as the original has been defaced and I declare that the particulars given in this form are true. I hereby surrender the defaced license.
Signature of Applicant: _____ Date: _____

FOR OFFICIAL USE ONLY			
Validity of Medical Certification	From:	To:	License No.
Air Traffic Control Rating(S) Awarded		Date Awarded	
a)	_____	_____	_____
b)	_____	_____	_____
Air Traffic Control Rating(S) Invalidated			
Air Traffic Controller License		Name and Signature of Licensing Officer	
Date Issue	Date of Expiry		

RECOMMENDED SYLLABUS FOR ON-THE-JOB TRAINING INSTRUCTOR COURSE

For the OJTI course to be adequate, it should include the following broad areas:

1. TRAINING ORGANISATION

- (a) Content and Training Objectives for ATCOs and Unit Training
- (b) Unit Training Plan
- (c) Unit Training Structure
- (d) Regulation

2. HUMAN FACTORS

- (a) Teaching and learning
- (b) Teams and Interactions within Teams
- (c) Communication
- (d) On-the-Job-Training Instructor (OJTI) - Professional and Personal Profile
- (e) Stress

3. TRAINING TECHNIQUES

- (a) Briefing
- (b) Demonstration
- (c) Talk Through
- (d) Monitoring
- (e) Debriefing

4. ASSESSMENT METHODS AND REPORT WRITING

- (a) Assessment
- (b) Report Writing

APPLICATION FOR APPROVAL OF AN ATC TRAINING ORGANISATION

ATTACHMENT A

APPLICATION FORM

(Please tick as appropriate)	<input type="checkbox"/> Initial Issue	<input type="checkbox"/> Renewal						
BASIC PARTICULARS								
Full Name of Organization:								
Full name of Accountable Manager:								
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 2px;">Email</td> <td style="width: 80%;"></td> </tr> <tr> <td style="padding: 2px;">Tel.</td> <td></td> </tr> <tr> <td style="padding: 2px;">Fax.</td> <td></td> </tr> </table>	Email		Tel.		Fax.	
Email								
Tel.								
Fax.								
Particulars of training course leading to an ATC License (if insufficient space, please attach a separate list):								
SUBMISSION INSTRUCTIONS								
This form is to be completed and submitted with the Training and Procedures Manual as required by the Manual of Standard – Air Traffic Control Personnel Licensing. The completed form and manual should be forwarded to: <p style="text-align: center; margin: 0;"> Director General Liberia Civil Aviation Authority P.O.Box 68 Harbel, Margibi County </p>								
DECLARATION								
I declare that all the above particulars and all documents submitted in support of this support of this application are true in every respect.								
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-top: 1px solid black; text-align: center; padding-top: 10px;">Name & Designation of Applicant</td> <td style="width: 50%; border-top: 1px solid black; text-align: center; padding-top: 10px;">Signature & Date</td> </tr> </table>			Name & Designation of Applicant	Signature & Date				
Name & Designation of Applicant	Signature & Date							