



**भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA**

**DIRECTORATE OF CERTIFICATION OF ATS PERSONNEL RAJIV
GANDHI BHAWAN, NEW DELHI-110003**

[File No. AAI/CAP/2-002/2023]

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CAPC

CERTIFICATION OF ATS PERSONNEL CIRCULAR NO. 03 of 2023

**Introduction of Certification of ATS Personnel Circular
[CAPC-Amendment]**

1. Introduction:

- 1.1 Directorate of Certification of ATS Personnel (DoCAP) was established on 5th May 2017 to put in place a harmonized mechanism for certification of ATS personnel of AAI. DoCAP is headed by ED (CAP), who is reporting to Member (ANS).
- 1.2 Subsequently, vide AAI letter no. A.22012/01/2017-EA/167 dated 9th Nov 2018, the Directorate of Certification of ATS Personnel (DoCAP) was designated as the Nodal office of AAI and entrusted with the responsibility of liaisioning with DGCA in respect of matters pertaining to Licensing of ATCOs. The other functions of DoCAP include establishment of in-house procedures for complying with the provisions of the Aircraft Rules 1937 and relevant Civil Aviation Requirements/Circulars issued by DGCA from time to time in respect of matters pertaining to Licensing of ATCOs and other allied activities as may be necessary to discharge its functions efficiently.
- 1.3 It is envisaged that there is a need for issue of circulars for revision/effective implementation of applicable Rules, DGCA CARs/Circulars and other regulatory provisions in matters related to ATCOs Licensing.

2. Purpose:

- 2.1 Purpose of this circular is to issue amendment to Introduction of Certification of ATS Personnel Circulars (CAPC) and provide information on document control mechanism of



CAPC; and also to provide guidance & issue instructions which are essential for implementation of regulatory provisions in respect of matters pertaining to ATCOs Licensing.

3. Scope:

- 3.1 The scope of this CAPC is to ensure compliance with provisions laid down for implementation of regulatory provisions in matters pertaining to ATCOs Licensing and is applicable to ATCOs of AAI, ATS Training Organizations(ATSTOs), Aviation English Language Training organizations and Testing Service Providers (AELTO/TSPs).

4. Procedures:

- 4.1 The format of CAPC will be as illustrated by this document and will contain processes, procedures, instructions, training requirements or any other subject essential in respect of matters pertaining to ATCOs Licensing, ATS Training Organizations (ATSTOs), Aviation English Language Training organizations and Testing Service Providers (AELTO/TSPs).
- 4.2 Each CAPC will be identified by a discrete number followed by the year of issue.
- 4.3 All the current CAPCs are available on AIM India website <https://aim-india.aai.aero/>
- 4.4 A CAPC shall be cancelled by the DoCAP when either content of CAPC has been superseded by another CAPC or is no longer valid.
- 4.5 Effective date of the CAPC shall be indicated at the foot of the page. Information about the period of validity of the CAPC shall be included in the circular.
- 4.6 A check list of current CAPCs shall be published by the 15th January of every calendar year.

5. *Through this CAPC, Manual of ATS Personnel Ratings and Certification (MARC) from Part 1 to Part 7 stands withdrawn.*

6. Queries:

- 6.1 Any queries or further guidance required on the contents of this CAPC should be addressed to:



Executive Director [CAP]
Airports Authority of India
Rajiv Gandhi Bhawan
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New Delhi- 110003
E-mail: edcap@aai.aero

7. Validity

This CAPC supersedes CAPC 01 of 2017 and will remain in force until further notice.

(ORIT STEPHAN EKKA)
EXECUTIVE DIRECTOR [CAP]
AIRPORTS AUTHORITY OF INDIA
Dated: 25-05-2023