

Advisory Circular

REGENCY PROGRAMME FOR AIR TRAFFIC CONTROLLERS

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GENERAL

Advisory Circulars (ACs) are issued by the Director-General of Civil Aviation (DGCA) from time to time to provide practical guidance or certainty in respect of the statutory requirements for aviation safety. ACs contain information about standards, practices and procedures acceptable to CAAS. An AC may be used to demonstrate compliance with a statutory requirement. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.

PURPOSE

This AC provides guidance to demonstrate compliance with, and information related to, requirements on the establishment of a recency programme for air traffic controllers (ATCO).

APPLICABILITY

This AC is applicable to the Air Navigation Services Provider (ANSP) operating in accordance with the Manual of Standards – Air Traffic Services (MOS-ATS).

RELATED REGULATIONS

This AC relates specifically to Paragraph 2.9.4 of the MOS-ATS.

CANCELLATION

Not applicable.

EFFECTIVE DATE

This AC is effective from 1 January 2020.

OTHER REFERENCES

Nil.

DEFINITIONS

For the purpose of this AC, the following definition apply:

- **“Hours of duty”** refers to hours clocked during which the ATCO is actively providing air traffic control, and not under instruction or supervision.

1 INTRODUCTION

1.1 This AC advises the ANSP on the development of a recency programme in accordance with paragraph 2.9.4 of the MOS-ATS, which is reproduced as follows:

2.9.4.1 The ANSP must ensure each air traffic controller whom it deploys to provide air traffic services fulfils the recency requirements for the skill sets required for their air traffic controller ratings.

2.9.4.2 For the purpose of paragraph 2.9.4.1, the ANSP must establish a recency programme which shall specify:

- (a) the ATC skill sets required for each rating;*
- (b) a minimum of 10 hours of duty to be accumulated for each rating in a preceding 60-day period by an air traffic controller;*
- (c) the mechanism, which may include re-training, supervision and assessment, for ensuring that an air traffic controller fulfils the requirements referred to in subparagraph (b); and*
- (d) the mechanism to monitor an air traffic controller's suitability to be deployed.*

1.2 Besides developing the required programme to ensure recency of the ATCO who may be deployed, the ANSP should also incorporate appropriate safeguards that may better assure the proficiency of the ATCO.

2 REGENCY HOURS FOR EACH RATING

2.1 The ANSP has to identify specific skill sets relevant for each rating in which an ATCO may exercise in order to accumulate the minimum hours of duty (referred herein as "recency hours") to meet the requirement of paragraph 2.9.4.2(b) of the MOS-ATS. The table below shows the acceptable skills for the respective ratings.

Rating	Skill #1	Skill #2
Aerodrome control rating (Changi/Seletar)	Runway control skill	Ground movement control skill
Approach control surveillance rating (Arrival/Terminal)	Surveillance control skill	Planning skill
Area control procedural rating	Procedural control skill	
Area control surveillance rating	Surveillance control skill	

2.2 As there may be control positions that utilise the same skill, the ANSP may group these control positions into a "like-type group". Refer to Table 1 of this AC for an acceptable set of like-type groups and the positions in each like-type group for each ATCO rating.

2.3 Where there are two like-type groups for a rating, an ATCO should clock at least 5 recency hours for each like-type group.

2.4 For dual-rated ATCOs (i.e. an ATCO with two ratings), where the positions in a like-type group overlap across two ratings (e.g. Ground Movement Controller for the Aerodrome control stream), the hours clocked under each like-type group count towards both ratings for fulfilment of the recency hours for each like-type group per

rating. However, there should not be double counting of hours for the total number of recency hours clocked, i.e. an ATCO holding both Aerodrome control ratings has to clock at least 20 recency hours in total at any position in the Changi and Seletar Aerodromes within the preceding 60 days.

- 2.5 Additionally, an ATCO with Aerodrome Control (Changi) and Aerodrome Control (Seletar) ratings (i.e. dual-rated Aerodrome stream ATCO) should work on-site at a position at the Changi Aerodrome and the Seletar Aerodrome at least once a month.

3 LAPSE OF RECENCY FOR A RATING

- 3.1 The recency to a rating is considered to have lapsed if an ATCO is unable to accumulate the recency hours in accordance with paragraph 2.
- 3.2 To maintain recency for a dual-rated ATCO, the ATCO must clock at least 20 recency hours (i.e. 10 hours per rating) within the preceding 60 days, of which at least 5 hours must be clocked for each like-type group.
- 3.3 Both ratings will lapse if the ATCO does not meet the like-type requirement, i.e. at least 5 recency hours for each like-type group within the preceding 60 days.

Dual-rated Aerodrome Stream Controller

- 3.4 If the ATCO has clocked at least 10 but less than 20 recency hours in total within the preceding 60 days, the recency will lapse in the rating in which fewer hours were clocked. If equal number of recency hours were clocked at both aerodromes, the recency will lapse in the Aerodrome control rating (Changi).
- 3.5 If the ATCO has clocked less than 10 recency hours in total within the preceding 60 days, the recency is considered to have lapsed in both Aerodrome control ratings.

Dual-rated Approach Stream Controller

- 3.6 If the ATCO has clocked at least 10 but less than 20 recency hours in total within the preceding 60 days, the recency will lapse in the Approach control surveillance rating (Terminal).
- 3.7 If the ATCO has clocked less than 10 recency hours in total within the preceding 60 days, the recency is considered to have lapsed in both Approach control surveillance ratings.

4 MINIMUM WORKING HOURS

- 4.1 To better assure the continued proficiency of ATCOs being deployed, the ANSP should require every ATCO to clock a minimum working hours of at least 60 hours in every 6-month period, and conduct a re-familiarisation assessment for an ATCO who did not accumulate sufficient hours as an additional safeguard.
- 4.2 When an ATCO provides instruction or supervision either as an assessor, an On-the-Job-Training Instructor (OJTI), an Authorised Check Controller (ACC) or Sector Supervisor over another ATCO at a particular position, only 50% of these hours clocked count towards minimum working hours (i.e. 60 hours in every 6-month period as described in paragraph 4.1) of the instructing or supervising ATCO.

5 RECOVERY MEASURES

- 5.1 The ANSP must not deploy an ATCO whose recency for a rating has lapsed, or one who did not satisfy the minimum working hours described in paragraph 4, for air traffic control duties unless the ANSP has assessed him to be competent to do so. The ANSP should develop a re-familiarisation assessment for this purpose.
- 5.2 The scopes of re-familiarisation assessments to be administered may vary as appropriate for recency lapses of different duration, for example between 61 days to 90 days, and 91 days to 180 days. The ANSP may differentiate between ATCOs who have clocked some hours but did not manage to accumulate sufficient hours within the defined period, and those who did not clock any hours at all.

Re-familiarisation assessment

- 5.3 The ANSP should ensure that the re-familiarisation assessment is conducted by appropriately selected and qualified assessors.
- 5.4 The ANSP should appoint a sufficient pool of assessors to conduct the re-familiarisation assessment, and maintain a list of these assessors.
- 5.5 An ATCO who may be appointed as an assessor to conduct the re-familiarisation assessment should minimally:
- (a) hold a valid ATC licence;
 - (b) have at least 5 years or more of operational experience in ATC and at least 2 years of experience as an OJTI;
 - (c) have achieved at least 4 consecutive 'B' grades or higher in the proficiency checks conducted by Authorised Check Controllers; and
 - (d) have completed a separate training programme conducted by the ANSP's Standards section. The training programme must include the following:
 - (i) scope of assessment on an ATCO whose recency has lapsed; and
 - (ii) practical training on the conduct of the assessment.

6 TRACKING MECHANISM

- 6.1 The ANSP should develop a robust and reliable tracking mechanism to monitor an ATCO's suitability to be deployed for operations, in relation to the recency status and proficiency. The tracking system should provide for the monitoring of an ATCO's hours for the purpose of the recency programme.
- 6.2 The ANSP should also review the recency status of all ATCOs when planning the monthly roster. ATCOs whose recency may lapse in the following month should be rostered such that they would be able to accumulate the required recency hours.

TABLE 1. POSITIONS IN EACH LIKE-TYPE GROUP FOR EACH RATING

Rating	Position(s) in a Like-Type Group*	
	Like-Type Group #1	Like-Type Group #2
Aerodrome control rating (Changi)	Runway Control skill Positions in Changi <ul style="list-style-type: none"> • Runway Controller 1 • Runway Controller 2 • Ground Movement Controller 1 • Ground Movement Controller 2 • Ground Movement Controller 3 • Ground Movement Controller 4 • Tower Coordinator 	Ground Movement Control skill Positions in Changi <ul style="list-style-type: none"> • Ground Movement Controller 1 • Ground Movement Controller 2 • Ground Movement Controller 3 • Ground Movement Controller 4 • Ground Movement Planner • Tower Coordinator
Aerodrome control rating (Seletar)	Positions in Seletar <ul style="list-style-type: none"> • Runway Controller • Ground Movement Controller • Coordinator 	Positions in Seletar <ul style="list-style-type: none"> • Runway Controller • Ground Movement Controller • Coordinator
Approach control surveillance rating (Arrival)	Surveillance Control skill <ul style="list-style-type: none"> • Arrival Control • Monitoring Control • Approach Control North • Approach Control South • Departure Control • Inner Approach Control • SEL Approach 	Planning skill <ul style="list-style-type: none"> • Approach Coordinator • Approach Coordinator Assistant • Arrival Manager • Approach Control North • Approach Control South • Departure Control • SEL Approach
Approach control surveillance rating (Terminal)		
Area control procedural rating	Procedural Control skill <ul style="list-style-type: none"> • Sector 1 Planner • Sector 2 Planner • Sector 3 Planner • Sector 4 Planner • Sector 5 Planner • Sector 5 • Sector 6 Planner • Sector 7 Planner • Sector 8 Planner 	
Area control surveillance rating	Surveillance Control skill <ul style="list-style-type: none"> • Sector 1 • Sector 2 • Sector 3 • Sector 4 • Sector 6 • Sector 7 • Sector 8 	

* The hours that an assessor / ACC / OJTI / Sector Supervisor spends in conducting evaluation and proficiency check / assessment / instructing / supervising at a particular position can be considered as recency hours clocked in providing air traffic services at that position. Only 50% of these hours count towards the minimum working hours.