

Advisory Circular

LIKE-TYPE GROUP FOR AIR TRAFFIC CONTROLLER RATING

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- 1 **GENERAL.** Pursuant to Paragraph 88B of the Air Navigation Order, the Director-General of Civil Aviation (DGCA) may, from time to time, issue advisory circulars (ACs) on any aspect of safety in civil aviation. This AC contains information about standards, practices and procedures acceptable to CAAS. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.
- 2 **PURPOSE.** This AC provides details on the revised like-type group (i.e. a group comprising of one or more positions that require a similar set of skills) for each air traffic controller rating, and guidance for complying with the relevant recency requirements.
- 3 **APPLICABILITY.** This AC applies to all holders of a Singapore-issued Air Traffic Controller licence.
- 4 **CANCELLATION.** This AC supersedes AC ATCL-1(2) dated 15 August 2018.
- 5 **EFFECTIVE DATE.** This AC is effective from 24 December 2018.
- 6 **REFERENCES.** Manual of Standards – Licensing of Air Traffic Control Personnel (MOS-PEL).
- 7 **MAINTAINING RECENCY FOR AIR TRAFFIC CONTROLLER RATING.**
 - 7.1 Under paragraph 2.2.7.1 of the MOS-PEL, an air traffic controller is required to meet the recent experience in providing air traffic services by clocking at least 10 hours within the preceding 30 days for each rating granted under his air traffic controller licence, of which at least 5 hours must be clocked for each like-type group within that rating. Refer to section 9 of this AC for the like-type groups and the positions in each like-type group.

Dual-rated Air Traffic Controllers
 - 7.2 Where the positions in a like-type group overlap across two ratings (e.g. arrival control), the hours clocked under each like-type group count towards both ratings. However, the controller must still have clocked at least 20 hours within the preceding 30 days in order to maintain the recency for both ratings.
 - 7.3 For dual-rated Aerodrome stream controllers, in maintaining the recency for both ratings, a controller should also have exercised the privileges of both ratings within the preceding 30 days, i.e. to provide air traffic services at both Changi and Seletar aerodromes within the preceding 30 days.

8 LAPSE OF RECENCY FOR A RATING.

- 8.1 The recency to a rating is considered to have lapsed if a controller is unable to fulfil the requirement in paragraph 2.2.7.1 of the MOS-PEL.

Dual-Rated Aerodrome Stream Controller

- 8.2 To maintain the recency for both ratings, the controller must clock at least 20 hours within the preceding 30 days, of which at least 5 hours must be clocked for each like-type group.
- 8.3 Both ratings will lapse if the controller does not meet the like-type requirement, i.e. at least 5 hours for each like-type group within the preceding 30 days.
- 8.4 If the controller has clocked at least 10 but less than 20 hours in total, within the preceding 30 days, the recency will lapse in the rating in which less hours were clocked. If equal number of hours were clocked at both Aerodromes, the recency will lapse in the Aerodrome control rating (Changi).
- 8.5 If the controller has clocked less than 10 hours in total within the preceding 30 days, the recency will lapse in both Aerodrome control ratings.

Dual-Rated Approach Stream Controller

- 8.6 To maintain the recency for both ratings, the controller must clock at least 20 hours within the preceding 30 days, of which at least 5 hours shall be clocked for each like-type group.
- 8.7 Both ratings will lapse if the controller does not meet the like-type requirement, i.e. at least 5 hours for each like-type group within the preceding 30 days.
- 8.8 If the controller has clocked at least 10 but less than 20 hours in total, within the preceding 30 days, the recency will lapse in the Approach control surveillance rating (Terminal).
- 8.9 If the controller has clocked less than 10 hours in total within the preceding 30 days, the recency will lapse in both Approach control surveillance ratings.

9 POSITION(S) IN A LIKE-TYPE GROUP.

- 9.1 Table 1. classifies the position(s) considered as a like-type group for each air traffic controller rating. These positions refer to those documented in the Air Traffic Services Manual (ATSM) of the ANS provider valid as at the date of this AC.
- 9.2 The frequently asked questions on the hours to be clocked for the ratings, like-type groups and skills are provided in **Appendix 1**.

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 Positions in Seletar <ul style="list-style-type: none"> • Runway Controller • Ground Movement Controller • 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 Positions in Seletar <ul style="list-style-type: none"> • Runway Controller • Ground Movement Controller • Coordinator
Aerodrome control rating (Seletar)		
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 Assistant¹ • 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 	

¹ The hours clocked at the “Approach Secondary Airfield Coordinator” position prior to 15 December 2018 are deemed as equivalent to being clocked at this position.

***The hours that an Authorised Check Controller / Unit Check Controller / On-the-Job-Training Instructor / Sector Supervisor spends in conducting evaluation and proficiency check / instructing / supervising at a particular position can be considered as the hours clocked in providing air traffic services at that position.**

APPENDIX 1 FREQUENTLY-ASKED QUESTIONS

Aerodrome Control Ratings

- 1 **I am a single-rated controller, holding an Aerodrome control rating (Changi). What do I need to do to satisfy the requirements for recent experience?**

Within the preceding 30 days, you must have exercised your rating privileges (i.e. to provide air traffic services in Changi Aerodrome) for at least 10 hours, of which at least 5 hours must be clocked for each like-type group.

For hours clocked at a position that is listed in both like-type groups (e.g. Changi Ground Movement Controller 1 position), these hours can be counted towards satisfying the like-type requirement (i.e. at least 5 hours for each like-type group within the preceding 30 days) of BOTH like-type groups simultaneously.

However, double counting of hours is NOT permitted for the total number of recency hours required, i.e. any single-rated controller shall clock at least 10 hours in total in order to meet the recency requirement.

E.g. Single-rated Aerodrome stream controller with Changi rating			
Hours clocked	Like-Type Group Requirement		Overall Hours Requirement
	Like-Type Group #1	Like-Type Group #2	
5 hours clocked at Changi Ground Movement Controller 1 position	Requirement met	Requirement met	To meet this requirement, controller would need to have clocked 5 more hours at any position in Changi Aerodrome

- 2 **I hold both the Aerodrome control rating (Changi) and the Aerodrome control rating (Seletar). What do I need to do to satisfy the requirement for recent experience in both ratings?**

Within the preceding 30 days, you must have exercised your rating privileges (i.e. to provide air traffic services in both Changi and Seletar Aerodromes) for at least 20 hours in total, of which at least 5 hours each must be clocked for like-type group #1 and for like-type group #2.

For hours clocked at a position that is listed in both like-type groups (for example Seletar Runway Controller position), these hours can be counted towards satisfying the like-type requirement (i.e. at least 5 hours for each like-type group within the preceding 30 days) of BOTH like-type groups simultaneously.

However, double counting of hours is NOT permitted for the total number of recency hours required, i.e. any controller holding both Aerodrome control ratings shall clock at least 20 hours in total at ANY position in Changi Aerodrome and Seletar Aerodrome in order to meet the recency requirement for both ratings.

- 3 **I clocked 4 hours at the Changi Ground Movement Controller 1 position and 2 hours at the Seletar Coordinator position within the preceding 30-day period. Have I met the like-type group requirement (i.e. at least 5 hours for each like-type group within the preceding 30 days)?**

Yes. As both the Changi Ground Movement Controller 1 position and the Seletar Coordinator position are listed in both like-type group #1 and like-type group #2 of the Aerodrome control ratings, you have clocked at least 5 hours within the preceding 30 days for each like-type group. Therefore, you have met the like-type group requirement for both like-type groups.

However, to satisfy the recency requirement in both ratings, you will need to ensure that at least 14 more hours have been clocked at any position in Changi and Seletar Aerodromes within the preceding 30 days.

- 4 **I hold both the Aerodrome control rating (Changi) and the Aerodrome control rating (Seletar). I met the like-type group requirement for both like-type groups; however, I only clocked 8 hours in Changi Aerodrome and 2 hours in Seletar Aerodrome within the preceding 30 days. Which rating(s) would I lapse in?**

You will lapse in the Aerodrome control rating (Seletar), because you clocked less hours in Seletar Aerodrome. The rationale is that you would have less practice in and would be less familiar in the standards and procedures for the rating that you clocked less hours in, hence your Aerodrome control rating (Seletar) will lapse first.

To regain your recency, you will have to undergo retraining and an assessment as prescribed by the ANSP in accordance with paragraph 2.2.7.3 of the MOS-PEL.

- 5 **I hold both the Aerodrome control rating (Changi) and the Aerodrome control rating (Seletar). I met the like-type group requirement for both like-type groups; however, I only clocked 6 hours in Changi Aerodrome and 6 hours in Seletar Aerodrome within the preceding 30 days. Which rating(s) would I lapse in?**

As you have clocked equal number of hours in both aerodromes, you will lapse in the Aerodrome control rating (Changi). The rationale is that Changi Aerodrome generally has higher traffic volume and intensity as compared to Seletar Aerodrome. Thus in the event of equal number of hours clocked at both aerodromes, your Aerodrome control rating (Changi) will lapse first.

To regain your recency, you will have to undergo retraining and an assessment as prescribed by the ANSP in accordance with paragraph 2.2.7.3 of the MOS-PEL.

Approach Control Ratings

- 6 **I am a single-rated controller, holding the Approach control surveillance rating (Arrival). What do I need to do to satisfy the requirements for recent experience?**

Within the preceding 30 days, you must have exercised your rating privileges for at least 10 hours, of which at least 5 hours must be clocked for each like-type group.

- 7 **I hold both the Approach control surveillance rating (Arrival) and the Approach control surveillance rating (Terminal). What do I need to do to satisfy the requirement for recent experience in both ratings?**

Within the preceding 30 days, you must have exercised your rating privileges for at least 20 hours, of which at least 5 hours must be clocked for each like-type group.

For hours clocked at a position that is listed in both like-type groups (e.g. Approach Control North position), these hours can be counted towards satisfying the like-type group requirement (i.e. at least 5 hours for each like-type group within the preceding 30 days) of BOTH like-type groups simultaneously.

However, double counting of hours is NOT permitted for the total number of recency hours required, i.e. any controller holding both Approach control surveillance ratings shall clock at least 20 hours in total at ANY Approach control position in order to meet the recency requirement for both ratings.

- 8 **I clocked 7 hours at the Departure Control position within the preceding 30 days. Have I met the like-type requirement (i.e. at least 5 hours for each like-type group within the preceding 30 days)?**

Yes. As the Departure Control position is listed in both like-type group #1 and like-type group #2 of the Approach control surveillance ratings, you have clocked at least 5 hours within the preceding 30 days for each like-type group. Therefore, you have met the like-type requirement for both like-type groups.

However, to satisfy the recency requirement in both ratings, you will need to ensure that at least 13 more hours have been clocked at any Approach control positions within the preceding 30 days.

- 9 **I hold both the Approach control surveillance ratings. I met the like-type group requirement for both like-type groups; however, I only clocked 12 hours in total within the preceding 30 days. Which rating(s) would I lapse in?**

As you clocked less than 20 hours in total but 10 or more hours within the preceding 30 days, you will lapse in your second rating, which is the Approach control surveillance rating (Terminal).

To regain your recency, you will have to undergo retraining and an assessment as prescribed by the ANSP in accordance with paragraph 2.2.7.3 of the MOS-PEL.

Area Control Ratings

- 10 **I am an Area stream controller. What do I need to do to satisfy the requirements for recent experience?**

Within the preceding 30 days, you must have exercised your rating privileges for at least 10 hours for each rating.

- 11 **I hold both the Area control procedural rating and the Area control surveillance rating. When will I not satisfy the recency requirement for my ratings?**

If you clocked less than 10 hours at Area control procedural positions, your recency will lapse in the Area control procedural rating.

If you clocked less than 10 hours at Area control surveillance positions, your recency will lapse in the Area control surveillance rating.

To regain your recency, you will have to undergo retraining and an assessment as prescribed by the ANSP in accordance with paragraph 2.2.7.3 of the MOS-PEL.