



SIERRA LEONE CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR

SLCAA-AC-ANS036-Rev. 00

EFFECTIVE DATE: 31ST AUGUST 2021

Guidance on determining continued competency of Air Traffic Controllers

A handwritten signature in blue ink, appearing to read 'M. Ban', is positioned to the left of the official seal.



Director General

Sierra Leone Civil Aviation Authority

1. GENERAL

The Sierra Leone Civil Aviation Authority's Advisory Circulars contains information about standards, practices and procedures that the Authority has found to be an Acceptable Means of Compliance (AMC) with the associated Regulations.

An AMC is not intended to be the only means of compliance with a Regulation, and consideration will be given to other methods of compliance that may be presented to the Authority

Information considered directive in nature is described in this AC in terms such as "shall" and "must", indicating the actions are mandatory. Guidance information is described in terms such as "should" and "may" indicating the actions are desirable or permissive, but not mandatory

1.1 Purpose

This Advisory Circular (AC) provides guidance on the procedures to be developed by the ANSP for determining continued competency of Air Traffic Controllers on new equipment and procedures.

1.2 Applicability

This AC is applicable to Air Navigation Service Providers (ANSPs) providing Air Traffic Services in Sierra Leone.

1.3 Description of Changes

This AC is the first to be issued on this subject

1.4 References

- (a) SLCAR Part 1A
- (b) ICAO Doc 4444 PANS - ATM

1.5 Cancelled Documents

Not Applicable

1.6 Abbreviations

The following abbreviations used in this document:

- AC - Advisory Circular
- ANS - Air Navigation Service
- ANSP - Air Navigation Service Provider
- ATC – Air Traffic Control
- ATCO - Air Traffic Controller
- ATS – Air Traffic Service
- ICAO - International Civil Aviation Organization
- SLCAA – Sierra Leone Civil Aviation Authority

2. BACKGROUND

The need for the ANSP to have these procedures in place for ATC Staff is to ensure that service provision is appropriate and adequate for maintaining an acceptable level of safety.

3. GUIDANCE AND PROCEDURES

3.1 The ANSP shall develop procedures for determining the continued competency of Air Traffic Controllers (ATC) on new equipment and procedures.

In developing these procedures, the ANSP shall take into consideration the following provisions:

- (a) controller competency is maintained by adequate and appropriate refresher training, including the handling of aircraft emergencies and operations under conditions with failed and degraded facilities and systems;
- (b) controllers, where the ATC unit/control sector is staffed by teams, are provided with relevant and adequate training in order to ensure efficient teamwork;
- (c) the implementation of new or amended procedures, and new or updated communications, surveillance and other safety significant systems and equipment is preceded by appropriate training and instruction;
- (d) controller competency in the English language is satisfactory in relation to providing ATS to air traffic; and
- (e) standard phraseology is used

3.2 The developed procedures shall be applicable when one or more of the following circumstances prevail:-

- (a) changes in existing facilities and equipment at the operating positions;
- (b) new equipment that may necessitate complete renewal of operations and equipment rooms or even new ATS units or centres;
- (c) re-organization of the airspace;
- (d) introduction of new procedures or revision of existing procedures