Advisory Circular

RECENCY PROGRAMME FOR AIR TRAFFIC CONTROLLERS

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.

APPLICABILITY
This AC is applicable to the Air Navigation Services Provider (ANSP) operating in accordance with the Manual of Standards (172 – Air Traffic Services) 2024 (MOS-172).

RELATED REGULATIONS
This AC relates specifically to paragraph 91 of the MOS-172.

CANCELLATION
This AC supersedes AC ATS-2 (Rev 0) dated 30 December 2019.

EFFECTIVE DATE
This AC is effective from 24 February 2025.

OTHER REFERENCES
Nil.

DEFINITION

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

"Hours of duty" refers to hours clocked during which an air traffic controller is actively providing air traffic control service. This does not include periods when the air traffic controller is under instruction or supervision.

1 INTRODUCTION

1.1 This AC provides guidance and information on the establishment of a recency programme that may be acceptable to the Air Navigation Services Regulator in accordance with paragraph 91 of the MOS-172, for air traffic controllers who are deployed to provide air traffic services. The ANSP is not limited from implementing additional measures, based on its assessment of risks relating to recency of its air traffic controllers, to ensure their proficiency.

2 REQUIREMENTS FOR RECENCY FOR EACH RATING

2.1 The minimum requirements an air traffic controller must fulfil to maintain recency are as follows:

(a) a minimum of **10 hours of duty per rating within the preceding 60 days**;

(b) a minimum of **5 hours of duty for each like-type group within the preceding 60 days,** where there are two like-type groups for a rating;

(c) for a dual-rated air traffic controller with aerodrome control (Changi) and aerodrome control (Seletar) ratings, **to work on-site at a position at both aerodromes at least once a month**; and

(d) a minimum of **60 hours of duty in every 6-month period**.

Note: When an air traffic controller (ATCO-A) provides instruction or supervision as an assessor, On-the-Job Training Instructor (OJTI), Authorised Check Controller (ACC) or Sector Supervisor over another air traffic controller (ATCO-B) at a particular position, ATCO-A may:

1. claim these hours for the purpose of fulfilling sub-paragraphs (a) and (b);

2. be considered to have worked on-site at that aerodrome where the position is located for purpose of fulfilling sub-paragraph (c); and

3. claim only 50% of these hours for the purpose of fulfilling sub-paragraph (d).

2.2 Control positions that utilise the same skill set are grouped into a "**like-type group**" as shown in Table 1. Hours of duty clocked by an air traffic controller in any position within each like-type group can count towards recency for multiple ratings that require that skill set. Table 1 provides the positions for each air traffic controller rating where an air traffic controller can log hours of duty to meet the minimum recency requirements for each like-type group.

Rating	Position(s) in a Like-Type Group	
	Like-Type Group #1	**Like-Type Group #2**
Aerodrome control rating (Changi) **Aerodrome control rating (Seletar)**	**Runway Control skill** Positions in Changi • 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 • Runway Controller • Ground Movement Controller • Coordinator	**Ground Movement Control skill** Positions in Changi • Ground Movement Controller 1 • Ground Movement Controller 2 • Ground Movement Controller 3 • Ground Movement Controller 4 • Ground Movement Planner • Tower Coordinator Positions in Seletar • Runway Controller • Ground Movement Controller • Coordinator
Approach control surveillance rating (Arrival) **Approach control surveillance rating (Terminal)**	**Surveillance Control skill** • Arrival Control • Monitoring Control • Approach Control North • Approach Control South • Departure Control • Inner Approach Control • SEL Approach	**Planning skill** • Approach Coordinator • Approach Coordinator Assistant • Arrival Manager • Approach Control North • Approach Control South • Departure Control • SEL Approach
Area control procedural rating	**Procedural Control skill** • 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** • Sector 1 • Sector 2 • Sector 3 • Sector 4 • Sector 6 • Sector 7 • Sector 8	

Table 1: Positions in each like-type group for each rating

2.3 For a dual-rated air traffic controller (i.e., an air traffic controller 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 requirement for each like-type group per rating (paragraph 2.1(b)). However, there should not be double counting of hours for the total number of hours of duty clocked, i.e., an air traffic controller holding both aerodrome control ratings must clock at least 20 hours of duty in total at any position in the Changi and Seletar Aerodromes within the preceding 60 days (paragraph 2.1(a)).

3 LAPSE OF RECENCY FOR A RATING

3.1 An air traffic controller's rating recency is considered to have lapsed if the air traffic controller is unable to accumulate the minimum hours of duty in accordance with paragraph 2.1. Dual-rated controllers may refer to the following paragraphs for examples of how the minimum requirements are implemented.

<u>Dual-rated aerodrome stream controller</u>

3.2 If an air traffic controller has clocked at least 10 but less than 20 hours of duty in total within the preceding 60 days, the recency will lapse for the rating with the lower number of hours. If an equal number of hours of duty are clocked at both aerodromes, the recency for the aerodrome control rating (Changi) will lapse.

3.3 If an air traffic controller has clocked less than 10 hours of duty in total within the preceding 60 days, the recency for both aerodrome control ratings is considered to have lapsed.

<u>Dual-rated approach stream controller</u>

3.4 If an air traffic controller has clocked at least 10 but less than 20 hours of duty in total within the preceding 60 days, the recency will lapse for the approach control surveillance rating (Terminal).

3.5 If the air traffic controller has clocked less than 10 hours of duty in total within the preceding 60 days, the recency for both approach control surveillance ratings is considered to have lapsed.

4 RE-FAMILIARISATION ASSESSMENT

4.1 The ANSP must not deploy an air traffic controller for air traffic control duties if the air traffic controller's recency for a rating has lapsed, unless the ANSP has assessed the air traffic controller to be competent to do so. For this purpose, the ANSP should develop a re-familiarisation assessment.

4.2 The scope of re-familiarisation assessments may vary based on the duration of recency lapses of different duration. The ANSP may differentiate between air traffic controllers who have clocked some hours but failed to meet the minimum requirement within the defined period, and air traffic controllers who have not clocked any hours at all.

4.3 The ANSP should ensure that appropriately qualified assessors conduct the re-familiarisation assessments.

4.4 The ANSP should appoint a sufficient pool of assessors to conduct the re-familiarisation assessments, and maintain a list of these assessors.

4.5 An air traffic controller appointed as an assessor to conduct the re-familiarisation assessment should meet the following minimum requirements:

(a) hold a valid air traffic control licence;

(b) have at least 5 years of operational experience in air traffic control and at least 2 years of experience as an OJTI;

(c) have achieved at least 4 consecutive satisfactory results for proficiency checks conducted by ACCs; and

(d) have completed a training programme conducted by the ANSP's Standards Section. The training programme should include the following:

    (i) assessment criteria for air traffic controllers with lapsed recency and the scope of the re-familiarisation assessments; and

    (ii) practical training on the conduct of the re-familiarisation assessments.

5   MONITORING MECHANISM

5.1   Paragraph 91(2)(d) of the MOS-172 requires the ANSP to establish a recency programme that specifies the mechanism to monitor an air traffic controller's suitability to be deployed.

5.2   The ANSP should review the recency status of all air traffic controllers when planning the monthly roster. Air traffic controllers whose recency may lapse in the following month should be rostered such that they would be able to accumulate the required hours of duty.