



**GOVERNMENT OF INDIA  
OFFICE OF DIRECTOR GENERAL OF CIVIL AVIATION  
OPP. SAFDARJUNG AIRPORT, NEW DELHI-110003**

**DIRECTORATE OF AIRSPACE AND AIR NAVIGATION  
SERVICES STANDARDS  
(AS & ANSS)**

**ATM  
Inspector Handbook**

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## FOREWORD

This Handbook has been prepared pursuant to powers granted to Director General under SECTION 5A of the Aircraft Act 1934 in order to ensure safety of aircraft operations and for the use and guidance of AS & ANSS Inspectors in the performance of their duties.

The Inspectors handbook laid down the standards and procedure to be followed by the Inspectors and a standardized method of inspection and reporting should be ensured. Rule 156 of the Aircraft Rules, 1937 authorizes Inspector to enter at all reasonable time, any place to which access is necessary for the purpose of exercising his powers or carrying out his duties.

It is emphasized that all matters pertaining to an inspector's duties and responsibilities cannot be covered in this Handbook. Inspectors are expected to use good judgment in matters where specific guidance has not been given.

Comments and recommendations for revision/amendment action to this publication should be forwarded to the Director of Operations of Air Space & Air Navigation Services Standards Directorate (AS & ANSS) for the Director General of Civil Aviation, INDIA.



(J. S. Rawat)  
Joint Director General



## **GLOSSORY OF TERMS AND ABBREVIATIONS/ACRONYMS**

AIC	AERONAUTICAL INFORMATION CIRCULAR
AIP	AERONAUTICAL INFORMATION PUBLICATION
AIS	AERONAUTICAL INFORMATION SERVICE
ANS	AIR NAVIGATION SERVICES
ANSP	AIR NAVIGATION SERVICE PROVIDER
ATM	AIR TRAFFIC MANAGEMENT
ATMC	AIR TRAFFIC MANAGEMENT CIRCULAR
ATS	AIR TRAFFIC SERVICE
CNS	COMMUNICATIONS, NAVIGATION AND SURVEILLANCE
MET	METEOROLOGICAL
OJT	ON-THE-JOB TRAINING
PANS	PROCEDURES FOR AIR NAVIGATION SERVICE
SAR	SEARCH AND RESCUE
SMS	SAFETY MANAGEMENT SYSTEM

# 1 INTRODUCTION

- 1.1 The AS & ANSS Directorate has been formed within the ambit of Director General of Civil Aviation, New Delhi, India to perform the safety oversight function in the matter pertaining to ATM, PANS OPS, AIS, SAR, CNS, MET and ATCO licensing. Inspectors have been appointed within AS & ANSS Directorate who will carry out their duties and responsibilities as per the policies laid down in this manual.
- 1.2 ATM Inspectors shall carry out the safety oversight of all aspects of ATM concerning services, procedures, method and functions of Air Navigation Service Provider and their applicability in accordance with rules & regulation relevant CARs, Manual, and any other direction laid down in the documents.

# 2 STATUTORY AUTHORITY

- 2.1 Section 4 of The Aircraft Act 1934 empowers Central Government to make rules to implement the Convention of 1944.

“Quote “

**The Central Government may, by notification in the Official Gazette, make such rules as appear to it to be necessary for carrying out the Convention relating to International Civil Aviation signed at Chicago on the 7th day of December, 1944 (including any Annex thereto relating to international standards and recommended practices) as amended from time to time.**

“Unquote”

- 2.2 The Aircraft Rule 1937, Rule 29C stipulates the following regarding adoption of the convention & Annexes
  - (1) **The Director-General may lay down standards and procedures not inconsistent with the Aircraft Act, 1934 (22 of 1934) and the rules made thereunder to carry out the Convention and any Annex thereto.**
  - (2) **The Director-General shall formulate the State Safety Programme and oversee its implementation.**
- 2.3 The Aircraft Act 1934 mandates requirements for the licensing of persons engaged in air traffic control and certification, inspection and regulation of communications, navigation and surveillance (CNS) or air traffic management (ATM) facilities [Section 5 (2) (ga), (gb)].
- 2.4 Rule 156 of the Aircraft Rules, 1937 stipulates
  - (1) The Director-General, or any officer of the Directorate General of Civil Aviation authorised by him by general or special order in writing, may

inspect an aircraft or aviation facility for the purpose of granting an approval or a certificate under these rules, and subsequently to carry out surveillance including unannounced inspections to ensure continued compliance with these rules.

- (2) The Director-General may authorise any person, subject to such conditions as may be specified by the Director-General, for the purpose of examining, and testing any person or aircraft or inspecting any document or aviation facility for the purpose of grant of a licence or a certificate or an approval under these rules or the provisions of the Aircraft Act, 1934 (22 of 1934) and such authorisation shall specify the functions of the person so authorised to perform on behalf of the Director-General and the said authorisation shall be for a period as specified therein.
- (3) The persons so authorised under sub-rules (1) and (2) shall be issued credentials and shall perform the functions as assigned to them in the authorisation.
- (4) The Director-General or the person referred to in sub-rule (1) and sub-rule (2) –
  - (a) shall have unrestricted and unlimited access to aircraft and aviation facilities, as applicable, for the performance of their functions and duties under these rules;
  - (b) may enter, inspect and search any aircraft or any aviation facility, including air navigation services, and also interact with any personnel, and inspect documents and records for the purpose of securing compliance with these rules and the provisions of the Aircraft Act, 1934 (22 of 1934).
- (5) The owner or operator of aircraft, organisation or air navigation facility shall allow the Director-General, or the person referred to in sub-rules (1) and (2), access to any part of the aircraft, organisation or air navigation facility including equipment, records, documents and personnel, and shall co-operate in conducting the activities referred in sub-rules (1) and (2).

2.5 The activities of the AS & ANSS Officers/ Inspectors will be governed by the following:

- 2.5.1 Civil Aviation Requirements and powers delegated vide SO 727 for exercising the duties and functions;
- 2.5.2 AS & ANSS Training and Procedure Manual;
- 2.5.3 Advisory Circulars, applicable AICs;
- 2.5.4 Other relevant Directives and Instructions that may be issued from time to time by the Director General.

### **3 OBJECTIVES OF SAFETY OVERSIGHT INSPECTION**

The objectives of the safety oversight inspection are as follows:

- a. Ascertain compliance with the Civil Aviation Requirement (CARs), ICAO Standards and Recommended Practices and ANSP's SMS procedures,
- b. Ensure adherence with prescribed standards and procedures in the provision of air traffic services,
- c. Determine the effectiveness of safety planning in ATM operations, and, highlight significant findings (where appropriate),
- d. To identify areas for improvement in ANS system.

#### **4 SCOPE OF SAFETY OVERSIGHT INSPECTION**

The scope of the Safety Oversight Inspection will mainly cover the four broad components;

- a. Personnel, Licensing & Training
- b. Equipment / Materials / Environment
- c. Procedures
- d. Documentation

#### **5 STAFF REQUIREMENT**

AS & ANSS Directorate shall make available a sufficient number of suitable ATM Inspectors, with sound knowledge in related field, experienced, qualified and having the capabilities to accomplish the wide range of safety oversight activities, preparation of reports, follow up with the ANSP for the remedial action/ mitigation of the observations. Guidance for the assessment of required ATM Inspector has been included in the Methodology for the assessment of manpower.

#### **6 THE ROLE OF INSPECTOR(S)**

The tasks to be undertaken by each inspection team member will be assigned by the team leader. These tasks may include conducting interviews with staff of the unit,

section or division being inspected, reviewing documentation, observing operations, and writing material for the inspection report.

#### **7 AUDITING/INSPECTION PRINCIPLES:**

- 7.1 Four of the most important principles have been selected for safety oversight purposes.
- 7.2 Ethics is seen as the philosophical study of moral values and rules, together with the motivation based on the ideas of wrong and right. Ethics with respect to the conduct of safety oversight audits/inspections is manifested in four ways which are generally considered as the "Foundations of Professionalism". Those four most important principles selected for safety oversight purposes are:

7.2.1 Trust,



- 7.2.2 Integrity,
- 7.2.3 Confidentiality, and
- 7.2.4 Discretion
- 7.3 As Inspectors are always in the public eye, they are expected to exercise good judgment, ethics and professional behavior at all times while on duty.
- 7.4 The following internationally accepted auditing principles shall be followed:

- 7.4.1 **Transparency and disclosure:**

Inspections conducted under the auditing process shall be fully transparent and open for examination by the concerned. There shall be full disclosure of final inspection reports. The reports shall provide sufficient information for Service Provider to understand the non-conformance and/or the deficiencies.

- 7.4.2 **Timeliness:**

Results of the inspections will be produced and submitted on a timely basis, in accordance with a predetermined schedule for the preparation and submission of inspections report.

Service Providers shall submit their comments, action plan and all documentation required for the inspection process within the prescribed time.

- 7.4.3 **All-inclusiveness:**

The scope of the Safety Oversight Audit/Inspection Program includes the relevant Civil Aviation requirement, ICAO annexes, prescribed standards and procedures. Directives of the Director General in general and all the safety-related provisions in particular. This also includes the guidance material and related procedures and practices prescribed by ICAO in documents e.g. DOC 4444, DOC 9426 etc.

- 7.4.4 **In a systematic manner, with consistency and objectivity:**

Safety oversight audits/inspections should be conducted in a systematic, consistent and objective manner.

Standardization and uniformity in the scope, depth and quality of inspections should be assured through an initial and refresher training of all inspectors.

- 7.4.5 **Fairness:**

Inspections are to be conducted in a manner such that Service Providers are given every opportunity to monitor, comment on, and respond to the inspection process, and to do so within the established time frame.

7.4.6 **Quality:**

Safety oversight audits/inspections will be conducted by appropriately trained and qualified Inspectors and in accordance with widely recognized auditing/inspections principles and practices.

7.5 The Inspectors are required to conduct safety oversight audits/inspections on the basis of the foundations of professionalism listed above.

7.6 Inspectors are required to reflect the values represented by these elements, in their dealings with Service Providers and in performing their safety oversight audit-related duties and responsibilities.

7.7 The following four additional auditing/inspections principles shall be adopted and implemented as guiding principles in addition to the principles prescribed above:

7.7.1 **Fair presentation** – the obligation to report truthfully and accurately:

Inspection findings, conclusions and reports will be reflected truthfully and accurately. Significant obstacles encountered during the audit and unresolved diverging opinion between the inspection team and the auditee (Service Provider) will be made transparent by providing access to the full report including comments of the Service Provider.

7.7.2 **Due professional care - the** application of diligence and judgment in auditing:

Inspectors shall exercise care in accordance with the importance of the task they perform and the confidence placed on them by the Authority. Having the necessary competence is an important factor in fulfilling this principle.

7.7.3 **Independence** – the basis for the impartiality of the audit and objectivity:

Inspectors shall be independent of the activity being audited/ inspected and are free from bias and conflict of interest.

Inspectors are required to maintain an objective state of mind throughout the inspection process to ensure that the inspection findings and conclusions will be based only on the evidence.

7.7.4 **Evidence-based approach** – the rational method for reaching reliable and reproducible inspection conclusions in a systematic process:

Inspectors shall ensure that all evidence is verifiable. It shall be based on samples of the information available, since an inspection is conducted during a finite period of time and with finite resources. The appropriate use of sampling will be closely related to the confidence that can be placed in the inspection conclusions.

7.8 To ensure that the above ethical conduct and principles are fully respected and practiced by Inspectors, the Authority will ensure that safety oversight inspectors are:

- 7.8.1 of an enthusiastic, constructive, objective, inquisitive and analytical state of mind;
- 7.8.2 patient and good listeners who can communicate at all levels without arguing;
- 7.8.3 of strong but diplomatic personality, able to make unpopular decisions and yet maintain respect based on sound judgments;
- 7.8.4 versatile and flexible persons, unbiased, not easily influenced but respected by all; and
- 7.8.5 of pleasant and friendly character and who are able to quickly establish a good rapport with concerned people at all levels.

## **8 TRAINING**

Training of the ATM Inspector shall be carried out in accordance with the training programme of the AS & ANSS Directorate as mentioned in the Training and Procedure Manual.

## **9 INSPECTION TECHNIQUES**

- 9.1 The techniques for gathering the information on which the inspection team's assessment will be made include:
  - a. Review of documentation;
  - b. Interviews with staff; and
  - c. Observations by the inspector
  - d. The inspection team should work systematically through the items on the relevant checklists
  - e. Observation should be noted on standard observation sheets.
- 9.2 The following guidelines may be followed by Inspectors:
  - 9.2.1 The principal way in which inspectors obtain information about the functioning of the systems is by asking questions.
  - 9.2.2 The persons to be interviewed should be drawn from a range of management, supervisory operational positions.
  - 9.2.3 The purpose of inspection interviews is to elicit information, not to enter into discussions.
  - 9.2.4 All Inspectors should observe the following guidelines relating to the conduct of inspection interviews:
    - a. Listen attentively and let the speaker know you are listening.
    - b. Remain neutral. Do not disagree, criticize or interrupt.

- c. Ask 'W' questions – what, why, where, when, who, and how these are the key words that will bring forward facts and information.

## 10 JOB DESCRIPTION & QUALIFICATION

- 10.1 Name of the Office:- DGCA, Opposite Safdarjung Airport, New Delhi.
- 10.2 Title of Position:- ATM Inspector.
- 10.3 Service:- Technical
- 10.4 Directorate :- Airspace & Air Navigation Services Standards (AS& ANSS)
- 10.5 Reporting Officer:- Director of Operation (AS & ANSS)
- 10.6 **Brief Description of the Position and its Purpose:** - The holder of this position shall be responsible for performing Safety Oversight function of ATM service providers in India. The purpose of this position is to ensure the compliance of relevant CARs, manuals, documents, DGCA rules/ regulations, directives and upgrade the safety level of ATM service provider.
- 10.7 **Duties and Responsibilities:-**
  - 10.7.1. Develop and amend Inspector Handbook/Checklist necessary for inspection.
  - 10.7.2. Formulate and implement ATM Safety Audit Surveillance Program.
  - 10.7.3. Prepare safety oversight inspection schedule to inspect ATM service provider.
  - 10.7.4. As per the approved program of the directorate, carry out safety oversight inspection and surveillance of ATM service provider to ensure the proper implementation of relevant ICAO Annexes, CARs, related documents, manuals and directives issued by DGCA.
  - 10.7.5. Prepare inspection report and highlight the deficiencies, if any.
  - 10.7.6. To ensure flight safety, issue immediate directives to the service provider if there are any issues that need immediate attention.
  - 10.7.7. Amend ATM related documents to incorporate changes in ICAO SARPs.
  - 10.7.8. Prepare documents, manuals related to ATM.
  - 10.7.9. Participate in any in-house and abroad workshops and seminars related to ATM matters.
  - 10.7.10. Develop training program for ATM inspectors.
  - 10.7.11. Ensure service provider has developed training program including refresher training for ATS staff.

- 10.7.12. Ensure that training records or files for its ATS staff are maintained.
- 10.7.13. Ensure procedure developed by ATS service provider for continued competency of ATC in new equipment, procedures and updated communication.
- 10.7.14. Perform any other duty assigned by the Director to enhance performance of the directorate.

**10.8 Qualification - An ATM Inspector should have the following qualifications:**

- 10.8.1 Having a minimum of 5 years ATC experience in Aerodrome Control/Approach control/ Area control.
- 10.8.2 The inspector should have successfully completed an audit/ ATM inspection course.
- 10.8.3 The Inspector should be conversant with the Indian regulations/ requirements and ICAO SARPS and related guidance material.
- 10.8.4 Possess adequate knowledge and experience in ATS procedures/practices, personnel licensing/ training, procedure designing.
- 10.8.5 Possess training in SMS in ATM, USOAP, and CNS/ATM system.
- 10.8.6 Possess good analytical ability; good inter personnel skills, flexibility of approach and some auditing experience.

## **11 INSPECTION PROCEDURE**

The Surveillance activity of ATM facilities begins with the preparation of the yearly schedule for the inspection and consists of the following sub activities.

### **11.1. Planning**

- 11.1.1. The schedule provides the information regarding the list / names of the airports/aeronautical stations for which inspection/safety oversight is to be carried out.
- 11.1.2. While selecting a station to be inspected in a particular month the season prevailing in the region during that period is given consideration.
- 11.1.3. The schedule for next year is communicated to the Surveillance Division of DGCA in the month of November of the previous year.

### **11.2. Preparation & Execution/conduct of the safety oversight/inspection**

- 11.2.1. ATM Inspector shall familiarize himself/herself with the ATM facilities available at the station to be inspected.

- 11.2.2. ATM inspector shall go through all the information available regarding the station through AIP, relevant AIP Supplement and ATMC etc.
- 11.2.3. On the basis of the information available, areas that need to be given more emphasis during physical inspection are identified, noted and a questionnaire is prepared to be used during inspection.
- 11.2.4. The duration of the tour is normally of 2 to 3 days (including journey period) and is decided depending upon the number of ATS unit & the ATM facilities available at the airport.
- 11.2.5. Approval for tour of the nominated ATM inspector is obtained, one week prior to the proposed date of tour, from the concerned Joint Director General.
- 11.2.6. On the basis of the approval AIC is applied for the Air tickets and tour order is signed by the Director (AS & ANSS).
- 11.2.7. The tour order is forwarded to Executive Director (ATM) in AAI HQ, Executive Director of Region concerned and the Airport Director of the concerned airport for information and necessary arrangements.
- 11.2.8. On arrival at the airport inspector conducts an entry meeting with the Airport Director along with all the In-charges of CNS, ATM, Fire Services and C&E Engineering to get an over view of the station and facility.
- 11.2.9. Physical inspection of the ATM facilities is conducted & inspection is carried out as per aforementioned procedures.
- 11.2.10. The observations made by the inspector during the inspection of the ATM facilities & procedures are recorded by him/her in checklist. A copy of the checklist is placed at Appendix 'A'. Checklist will be in accordance with the ATS units to be inspected at that particular station.
- 11.2.11. On the last day of the inspection the inspector lists his/her observations and discusses it with the unit In-charges.
- 11.2.12. An exit meeting is conducted on the last leg of the inspection wherein Airport Director along with all the Unit In-charges participates. Here the final observations are conveyed to all concerned.
- 11.2.13. The Inspector brings this list on return along with him/her for preparation of the report.

## **12 REPORT WRITING**

- 12.1 The information collected during inspection and the final list of findings is prepared and submitted to Director (AS & ANSS) for discussion and vetting

within 30 days after the completion of inspection. The findings are classified in two levels:

- **Level 1 (L1)** - any significant non-compliance with the applicable requirement which lowers the safety standard and hazards seriously the flight safety.
- **Level 2 (L2)** - any non-compliance with the applicable requirement which could lower the safety standard and possibly hazard the flight safety.

*Note- Level 1 finding observed by the inspector during the inspection will be informed to the service provider after discussing with Director (AS & ANSS) to act upon it immediately.*

12.2 In the next 2 to 3 days the above list of findings will be forwarded to the service provider.

### 13 FOLLOW UP ACTION

13.1 **For Level 1 finding:** Level 1 finding has to be resolved **immediately (within 7 days)** by the service provider and the same should be informed to the DGCA through suitable means.

**For Level 2 finding:** The service provider shall establish and submit a corrective action plan (CAP)/ ATR for level 2 findings within a period of 45 days.

Service provider's CAP for level 2 findings should be as follows:

<b>DETERMINED ACTION LEVEL</b>	<b>TIME FRAME FOR ELIMINATION OF DEFICIENCIES IDENTIFIED BY INSPECTORS</b>
Short-term	60 days from the date of receipt of the inspection report.
Medium-term	90 days from the date of receipt of the inspection report.
Long-term	180 days from the date of receipt of the inspection report.

*Note: A single ATR may contain details of action taken i.r.o. L1 and L2 findings).*

13.2 The ATR is examined and the issues that are mitigated are removed from the list of pending issues.

13.3 After submitting initial ATR and CAP, updated status on pending findings is required to be submitted till compliance is achieved against all the findings of

the inspection

- 13.4 Where the service provider could not implemented the CAP within the said period, it may be granted a further period of 15 days by the Director (AS & ANSS). The past performance of the organization will be considered while granting the additional time period.
- 13.5 Where the organization fails to implement the corrective action within the time frame agreed with DGCA and no reasonable and justified reasons are assigned, necessary enforcement action will be initiated against the organization or the person responsible as per the guidelines mentioned in enforcement policy of DGCA from time to time.



<b>DIRECTORATE OF AIR SPACE AND AIR NAVIGATION SERVICES STANDARDS (AS &amp; ANSS)</b>				
<b>ATM SURVEILLANCE INSPECTION CHECKLIST</b>				
Checklist broadly covers all the units of Air Space & Air Traffic Management, procedures & facilities.  Efforts should be made to cover areas depending on the time allocated for the inspection and deficiencies to be reflected quoting the legislative reference of CAR/guidance material.				
<b>NAME OF AERODROME :</b>				
<b>DATE OF INSPECTION :</b>				
<b>NAME OF INSPECTORS</b>				
<b>A. NAME OF UNIT – AERODROME CONTROL TOWER:</b>				
<b>S.NO.</b>	<b>ATM FACILITIES / SERVICES</b>	<b>REFERENCE</b>	<b>FINDING</b>	<b>LEVEL</b>
1.	AREA OF JURISDICTION			
2.	TYPES OF SERVICES	CAR Section 9, Series "E" Part-I, Para 2.3		
3.	<b>NUMBER OF WORKING POSITIONS:</b>			
	i) TWR SUPERVISOR			
	ii) TWR			
	iii) SMC			
	iv) CLD			
v) ALPHA POSITION				
4.	AIRSPACE CLASSIFICATION			
5.	TRANSITION ALTITUDE			
	TRANSITION LEVEL			
6.	<b>ATCO'S STRENGTH AND DEPLOYMENT:</b>			
	i) SANCTIONED STRENGTH			
	ii) ACTUAL STRENGTH			
7.	TIME SYSTEM	CAR Section		

		9, Series "E" Part-I, Para 2.25		
	<b>i) TIME CHECK</b>			
	<b>ii) CLOCK POSITION FROM EACH OPERATING POSITION</b>			
<b>8.</b>	<b>ALARM SYSTEM:</b>			
	<b>i) CRASH SIREN</b>			
	<b>ii) FIRE BELL</b>			
<b>9.</b>	<b>AVAILABILITY &amp; PERFORMANCE OF:</b>	CAR Section 9, Series "C" Part-I, Appendix 1		
	<b>i) ALDIS LAMP</b>			
	<b>ii) BINOCULARS</b>			
<b>10.</b>	<b>PERFORMANCE OF ATIS/DATIS:</b>	CAR Section 9, Series "E" Part-I, Para 4.3.4		
<b>11.</b>	<b>MAINTENANCE OF LOG BOOKS:</b>  <b>TOW – HOW PROCEDURES</b>	DARA (ATMC) Circular 2/1997 DARA (ATMC) Circular 4/2003		
<b>12.</b>	<b>RECORDS OF RWY INSPECTION:</b>	DARA (ATMC) Circular 1/1991		
<b>13.</b>	<b>AVAILABILITY OF CO-ORDINATION PROCEDURES IN DOCUMENTED FORM:</b>  <b>Whether ATS operations manual, unit instructions and ATC coordination procedures are complete, concise and up-to-date?</b>	DOC 4444 Chapter 10 DOC 4444 Clause 2.5.2		
<b>14.</b>	<b>AVAILABILITY &amp; PERFORMANCE OF MET EQUIPMENTS:</b>	Doc 9426		
	<b>i) METAR</b>			
	<b>ii) RVR PANEL</b>			
	<b>iii) WIND PANEL</b>			

<b>15.</b>	<b>DISPLAY OF MAPS &amp; CHARTS / ESSENTIAL INFORMATIONS:</b>	Doc 9426		
	<b>i) AERODROME LAYOUT</b>			
	<b>ii) GRIP MAP</b>			
	<b>iii) AERODROME DATA</b>			
	<b>iv) OBSTRUCTION CHARTS</b>			
	<b>v) APRON LAYOUT</b>			
	<b>vi) IAL PROCEDURES CHARTS</b>			
	<b>vii) EMERGENCY ACTIONS</b>			
	<b>viii) CRASH ACTION BOARD</b>			
	<b>ix) ANY OTHER INFORMATION</b>			
<b>16.</b>	<b>COMMUNICATION FACILITIES:</b>	Doc 9137 CAR Section 9, Series "E" Part-I, Para 6.2		
	<b>i) VHF (PERFORMANCE &amp; RANGE)</b>			
	<b>ii) TELEPHONE / FAX</b>			
	<b>iii) DSC / HOT LINES</b>			
	<b>iv) WALKIES -TALKIE SETS</b>			
	<b>v) INTERNET</b>			
<b>17.</b>	<b>AVAILABILITY OF RELEVANT DOCUMENTS:</b>	ATMC 3/2010		
	<b>i) AIP &amp; AIP SUPPLEMENTS</b>			
	<b>ii) MATS PART I &amp; 2</b>			

	<b>iii) ICAO ANNEXES (ANNEX 2, ANNEX 11, ANNEX 14)</b>			
	<b>iv) ICAO DOCS (DOC 4444)</b>			
	<b>v) RELEVANT AICS</b>			
	<b>vi) AERODROME MANUAL ALONG WITH STANDARD OPERATING PROCEDURES (SOPS)</b>			
	<b>vii) AIS MANUAL</b>			
	<b>viii) DOCUMENT MANAGEMENT MANUAL</b>			
	<b>ix) STATION SAFETY MANAGEMENT MANUAL</b>			
	<b>x) STATION LEVEL SOP FOR HANDLING OF VVIP FLIGHTS</b>			
	<b>xi) STATION STANDING INSTRUCTIONS / CIRCULARS</b>			
	<b>xii) COORDINATION PROCEDURE / LETTER OF AGREEMENT</b>			
	<b>xiii) SET OF NOTAMS</b>			
	<b>xiv) ATMC (DARA CIRCULARS)</b>			
	<b>xv) DGCA – CARS</b>			
	<b>xvi) UPDATED STATUS ON DGCA INSPECTION REPORT</b>			
	<b>xvii) ANY OTHER RELEVANT DOCUMENTS</b>			
<b>18.</b>	<b>AVAILABILITY OF UPDATED CONTINGENCY PLANS REGARDING:</b>	Doc 9426		
	<b>i) AIRPORT EMERGENCY PLAN (AEP)</b>			

	<b>ii) BOMB THREAT</b>			
	<b>iii) SEARCH &amp; RESCUE</b>			
	<b>iv) UNLAWFUL INTERFERENCE</b>			
	<b>v) HANDLING OF DANGEROUS GOODS</b>			
	<b>vi) DISABLED ACFT REMOVAL PLAN</b>			
	<b>vii) RCF PROCEDURE</b>			
	<b>viii) ANY OTHER PLAN</b>			
<b>19.</b>	<b>AVAILABILITY AND MONITORING OF EMERGENCY FREQUENCY / SEARCH &amp; RESCUE FREQUENCY</b>	CAR Section 9, Series "D" Part-VI, Para 4.1.3, 4.1.4		
<b>20.</b>	<b>(A) PROCEDURE FOR LOW VISIBILISTY OPERATIONS: (SOP)</b>	DOC 4444 Clause 2.5.2		
	<b>(B) AVAILABILITY OF STATUS INDICATORS OF NAV AIDS &amp; LANDING AIDS:</b>			
	<b>i) VOR / NDB</b>			
	<b>ii) ILS-GLIDE PATH</b>			
	<b>iii) LLZ</b>			
	<b>iv) MARKERS</b>			
	<b>v) ANY OTHER</b>			
<b>21.</b>	<b>WORK ENVIORNMENT OF CONTROLLERS:</b>	DOC 9426		
	<b>i) VIEW OF OPERATIONAL AREA</b>			
	<b>ii) VIEW OF VICINITY</b>			
	<b>iii) LIST OF SURVEILLANCE EQUIPMENTS</b>			
	<b>iv) AMBIENT LIGHTING</b>			
	<b>v) AMBIENT TEMPRATURE</b>			
	<b>vi) NOISE LEVEL</b>			

	<b>vii) EXTERIOR GLARE</b>			
	<b>viii) ADEQUATE REST FACILITIES</b>			
	<b>ix) REMARKS</b>			
<b>22.</b>	<b>DISPLAY OF THE LIST OF MEDICAL PRACTITIONERS, WHO SHOULD BE AVAILABLE IN CASE OF AN EMERGENCY, ALONG WITH THEIR ADDRESSES &amp; TELEPHONE NUMBERS IN THE CONTROL TOWER</b>	Doc 9426		
<b>23.</b>	<b>AVAILABILITY OF AGL CONTROL PANEL IN TWR:</b>	Doc 9426		
	<b>i) SERVICEABILITY / RELIABILITY (MAIN/STAND BY)</b>			
	<b>ii) STATUS INDICATORS</b>			
	<b>iii) ANY OTHER OBSERVATION</b>			
<b>B. NAME OF UNIT – APPROACH CONTROL OFFICE / TAR :</b>				
<b>S.NO.</b>	<b>ATM FACILITIES / SERVICES</b>	<b>REFERENCE</b>	<b>OBSERVATIONS</b>	<b>LEVEL</b>
<b>24.</b>	<b>AREA OF JURISDICTION</b>			
<b>25.</b>	<b>TYPE OF SERVICES</b>			
<b>26.</b>	<b>WORK STATION:</b>	Doc 9426		
	<b>i) NUMBER OF WORKING PSN</b>			
	<b>ii) APPROACH (APP DEPARTURE, APP ARRIVAL, FINAL APPROACH, SRA, ETC.)</b>			
	<b>iii) ALPHA POSITIONS</b>			
	<b>iv) ANY OTHER POSITION</b>			
<b>27.</b>	<b>TIME SYSTEM:</b>	CAR Section 9, Series "E" Part-I, Para 2.25		
	<b>i) TIME CHECK</b>			
	<b>ii) CLOCK POSITION FROM EACH OPERATING POSITION</b>			

28.	<b>AVAILABILITY &amp; PERFORMANCE OF MET EQUIPMENTS:</b>	CAR Section 9, Series "E" Part-I, Para 7.1		
	1) METAR			
	2) RVR PANEL			
	3) WIND PANEL			
29.	<b>MAINTENANCE OF LOG BOOKS:</b>  <b>TOW – HOW PROCEDURES</b>	DARA (ATMC) Circular 2/1997 DARA (ATMC) Circular 4/2003		
30.	<b>COMMUNICATION FACILITIES:</b>	Doc 9137 CAR Section 9, Series "E" Part-I, Para 6.2		
	i) VHF (PERFORMANCE & RANGE)			
	ii) TELEPHONE / FAX			
	iii) DSC / HOTLINES			
	iv) WALKIES-TALKIE SETS			
	v) MOBILE/SATELLITE PHONES			
	vi) INTERNET			
31.	<b>PROCEDURE FOR LOW VISIBILITY OPERATIONS: (SOP)</b>	DOC 4444 Para 2.5.2		
32.	<b>AVAILABILITY OF STATUS INDICATORS OF NAV AIDS &amp; LANDING AIDS:</b>	DOC 9426		
	i) VOR			
	ii) ILS-GLIDE PATH			
	iii) LLZ			
	iv) DME			
33.	<b>AVAILABILITY OF RELEVANT DOCUMENTS:</b>	ATMC 3/2010		

	i) AIP & AIP SUPPLEMENTS			
	ii) MATS PART 1 & 2			
	iii) ICAO ANNEXES (ANNEX 2, ANNEX11, ANNEX14)			
	iv) ICAO DOCS (DOC 4444)			
	v) RELEVANT AICS			
	vi) AERODROME MANUAL ALONG WITH STANDARD OPERATING PROCEDURES (SOPS)			
	vii) AIS MANUAL			
	viii) DOCUMENT MANAGEMENT MANUAL			
	ix) STATION SAFETY MANAGEMENT MANUAL			
	x) STATION LEVEL SOP FOR HANDLING OF VVIP FLIGHTS			
	xi) STATION STANDING INSTRUCTIONS/CIRCULARS			
	xii) COORDINATION PROCEDURE / LETTER OF AGREEMENT			
	xiii) ATS CIRCULARS			
	xiv) SET OF NOTAMS			
	xv) ATMC (DARA CIRCULARS)			
	xvi) DGCA – CARS			
34.	<b>DISPLAY OF MAPS &amp; CHARTS / ESSENTIAL INFORMATIONS:</b>	DOC 9426		
	i) TMA			
	ii) ESSENTIAL MAPS ON SDD			
	iii) IAL PROCEDURES CHARTS			
	iv) SIDS & STARS			
	v) AERODROME DATA			
	vi) OBSTRUCTION CHARTS			



	<b>vii) VISIBILITY MINIMA (NORMAL / RESTRICTED)</b>			
	<b>viii) ANY OTHER</b>			
<b>35.</b>	<b>SURVEILLANCE EQUIPMENTS:</b>	Annex 10 Vol.4, Doc 4444		
	<b>i) TYPE OF RADARS</b>			
	<b>ii) NUMBER OF SCOPES</b>			
	<b>iii) STANDBY SCOPES</b>			
	<b>iv) RADAR PERFORMANCE</b>			
	<b>v) RANGE</b>			
<b>36.</b>	<b>AVAILABILITY OF CO-ORDINATION PROCEDURES IN DOCUMENTED FORM:  WHETHER ATS OPERATIONS MANUAL, UNIT INSTRUCTIONS AND ATC COORDINATION PROCEDURES ARE COMPLETE, CONCISE AND UP-TO-DATE</b>	DOC 4444 Chapter 10 DOC 4444 Clause 2.5.2		
<b>C. NAME OF UNIT – AREA CONTROL CENTRE / (RSR)</b>				
<b>S.NO.</b>	<b>ATM FACILITIES / SERVICES</b>	<b>REFERENCE</b>	<b>OBSERVATIONS</b>	
<b>37.</b>	<b>AREA OF JURISDICTION</b>			
<b>38.</b>	<b>TYPE OF SERVICES</b>			
<b>39.</b>	<b>WORK STATION:</b>	Doc 9426		
	<b>i) NUMBER OF SECTORS</b>			
	<b>ii) NUMBER OF WORKING POSITIONS</b>			
	<b>iii) SECTOR CONTROLLER</b>			
	<b>a) RADAR CONTROLLER</b>			
	<b>b) PLANNING CONTROL</b>			
	<b>c) ALPHA</b>			
	<b>iv) ANY OTHER</b>			
<b>40.</b>	<b>TIME SYSTEM:</b>	CAR Section 9, Series "E" Part-I, Para 2.25		
	<b>i) TIME CHECK</b>			
	<b>i) CLOCK POSITION FROM EACH</b>			

	<b>OPERATING POSITION</b>			
41.	<b>AVAILABILITY &amp; PERFORMANCE OF MET EQUIPMENTS:</b>	CAR Section 9, Series "E" Part-I, Para 7.1		
	i) <b>METAR</b>			
	ii) <b>RVR</b>			
42.	<b>MAINTENANCE OF LOG BOOKS: TOW – HOW PROCEDURES</b>	DARA (ATMC) Circular 2/1997  DARA (ATMC) Circular 4/2003		
43.	<b>AVAILABILITY OF RELEVANT DOCUMENTS:  (AIP, ATS MANUAL, SOP, RELEVANT ICAO ANNEXES, ICAO DOCS, ATS CIRCULARS, AVIATION SAFETY CIRCULARS, AIP SUPPLEMENT, AICS, NOTAMS, ATMICS, DGCA-CARS ETC.)</b>	ATMC 3/2010		
44.	<b>SURVEILLANCE EQUIPMENTS:</b>	Annex 10 Vol.4 Doc 4444		
	i) <b>TYPE OF RADARS</b>			
	ii) <b>RANGE</b>			
	iii) <b>RADAR PERFORMANCE</b>			
	iv) <b>ADS / CPDLC PERFORMANCE</b>			
45.	<b>AVAILABILITY OF CO-ORDINATION PROCEDURES IN DOCUMENTED FORM:  WHETHER ATS OPERATIONS MANUAL, UNIT INSTRUCTIONS AND ATC COORDINATION PROCEDURES ARE COMPLETE, CONCISE UPDATED</b>	DOC 4444 Chapter 10  DOC 4444 Clause 2.5.2		
46.	<b>COMMUNICATION FACILITIES:</b>	DOC 9137, CAR Section 9, Series "E" Part-I, Para 6.2		
	i) <b>VHF (RANGE &amp; PERFORMANCE)</b>			
	ii) <b>TELEPHONE / FAX</b>			
	iii) <b>DSC / HOT LINES</b>			
	iv) <b>MOBILE / SATELLITE PHONES</b>			
	v) <b>INTERNET</b>			

47.	<b>AVAILABILITY OF SEARCH &amp; RESCUE ROOM AND THE FACILITIES</b>	CAR Section 9, Series "S" Part-I		
48.	<b>AVAILABILITY OF AERODROME COMMITTEE CONTROL ROOM AND FACILITIES</b>			
49.	<b>PROCEDURES TO BE APPLIED IN THE EVENT OF FAILURE OR DEGRADATIONS OF ATS SYSTEM</b>	DOC 4444 clause 2.5.2		
50.	<b>PROCEDURES FOR REPORTING INCIDENTS AND OTHER SAFETY RELATED OCCURENCES</b>	DOC 4444 clause 2.5.2		
51.	<b>AVAILABILITY OF SAFETY MANAGEMENT MANUAL:</b>	CAR Section 9 Part "E" Para 1.4, 1.5		
	a) <b>WHETHER SAFETY POLICY/SAFETY PERFORMANCE INDICATORS AND TARGETS HAVE BEEN ESTABLISHED.</b>			
	b) <b>SAFETY ACCOUNTABILITY AND RESPONSIBILITY OF KEY PERSONNEL (APD, ATM IN-CHARGE)</b>			
	c) <b>WHETHER CHANGE MANAGEMENT PROCESS IS BEING FOLLOWED. SHOW EVIDENCE SAFETY DATA COLLECTION</b>			
	<b>DESIGNATED SAFETY OFFICER</b>			
52.	<b>TRAINING CELL</b>	DOC 9426		
	i) <b>TRAINING DOCUMENTS</b>			
	ii) <b>SIMULATOR TRAINING RECORD</b>			
	iii) <b>TRAINING &amp; RATING RECORD OF INDIVIDUAL ATCO</b>			
	iv) <b>PERFORMANCE &amp; PROFICIENCY CHECK OF ATCOS</b>			

	v) <b>REFRESHER / SENSITIZATION COURSE FOR ATCOS</b>			
	vi) <b>ANY OTHER OBSERVATION</b>			
<b>53.</b>	<b>AVAILABILITY OF COMMUNICATION FACILITIES IN ATS REPORTING OFFICE</b>			
<b>54.</b>	<b>ANY OTHER OBSERVATION</b>			