

Civil Aviation Authority of Mongolia



ATS
Logbook
(CAA 6501)

SECTION 1 - INFORMATION

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Section 1.2 - Personal Information

Surname:		Given name:		Initial name:			
Family name:		D.O.B (dd/mmm/yyyy)		ATS Licence No.		-	
Address:							
City:						Country:	
Email:		Phone:		Mobile:			
Change of Details							
Address:							
City:						Country:	
Email:		Phone:		Mobile:			
Address:							
City:						Country:	
Email:		Phone:		Mobile:			

Anyone who finds this ATS logbook should return it to the person named above or to the CAA of Mongolia.

Section 1.3 – ATS Logbook Filling Instructions

Please download the PDF file of this ATS logbook to your computer with Adobe Reader to enable user-friendly format which provides simplified smart filling features.

This logbook will not be distributed in printed version. Please print necessary pages on one side of the landscape A5 paper and collect them in your personal binder.

Air traffic service logbook, recognised by the civil aviation authority of Mongolia as an acceptable record of ATS experience (as prescribed in civil aviation rules Part 65).

1. This ATS Logbook is required to be kept by operational controllers and flight service specialists under Civil Aviation Rules Part 65, Air Traffic Service Personnel Licences and Ratings.
2. Although this logbook is provided by the Air Traffic Service Organisation of Mongolia, it is the property of the individual whose name is entered above. That individual is responsible for ensuring all data and information entered is accurate and current.
3. All inserted pages must be numbered per section and no pages shall be removed.
4. All entries shall be made in ink. No erasures are permitted; all corrections shall be made by ruling a line through the incorrect information.
5. Records of any ATS licences and ratings issued may only be made by an appropriately qualified person as prescribed by Part 65.
6. Records of any Certificates of Competency issued may only be made by an appropriately qualified person as prescribed in the manual of ATS.
7. Proficiency assessment information, including that for instructor and examiner assessments, shall be entered on successful completion of routine/annual assessments.
8. The Work Record shall be completed whenever a person completes working at a position/unit prior to moving to a newly appointed position. Work at pageants, camps, etc, should be included. Certification shall be by the unit / sector / team manager.

9. The Work Record Operating Position and Rating(s) columns shall be a true reflection of annual operational work performed, including that as instructor or examiner. Individual periods of work shall be identified between significant absences from operational work, ie. between significant periods of annual leave, long service leave, maternity leave, seconded project / instructional duties, etc.
10. Where entries are required, only the broad operating position and rating name need be recorded (see Appendix 2 and 3).
11. ATS Training times shall be recorded weekly or at the end of a shift cycle whenever training is undertaken for the issue of a rating/certificate of competency. Simulator time may be credited to required training times at the rates specified in the training procedure. Training time totals shall be maintained for each rating being obtained and not cumulatively. Prior to performing an assessment for the issue of a rating, the logbook shall be signed to certify the correctness of the entries.
12. Aircraft flight deck experience entries shall be completed as necessary to satisfy the requirements of an ATS licence, and certified as being correct prior to the initial rating assessment.
13. For this logbook please enter all dates in dd/mmm/yyyy format, for example: 11/Jul/2021

SECTION 2 - AIR TRAFFIC SERVICE LICENCES AND RATING STATUS

Section 2.1 - Licences

This is to record that as qualified and been issued with Licence number for an:

Air Traffic Trainee Licence

.....

Date: (dd/mmm/yyyy)

		-					
--	--	---	--	--	--	--	--

Licence number

Air Traffic Controller Licence

.....

Date: (dd/mmm/yyyy)

		-					
--	--	---	--	--	--	--	--

Licence number

Flight Service Trainee Licence

.....

Date: (dd/mmm/yyyy)

		-					
--	--	---	--	--	--	--	--

Licence number

Flight Service Operator Licence

.....

Date: (dd/mmm/yyyy)

		-					
--	--	---	--	--	--	--	--

Licence number

by the Civil Aviation Authority of Mongolia as prescribed in Civil Aviation Rules Part 65, Air Traffic Service Personnel Licences and Ratings.

Note: *This is only a record that a licence has been issued. The actual licence is issued as a separate CAA document.*

Section 2.2 - Ratings

Flight Radiotelephone Operator Rating

This is to certify that has satisfied the requirements of CAR Part 65 for the issue of the flight radiotelephone operator rating.

Issued by

Name

.....

Signature

		-				
--	--	---	--	--	--	--

Licence number

.....

Date: (dd/mmm/yyyy)

Instructor Ratings

This is to certify that has satisfied the requirements of CAR Part 65 for the issue of the Instructor rating.

Issued by

Name

.....

Signature

		-				
--	--	---	--	--	--	--

Licence number

.....

Date: (dd/mmm/yyyy)

Examiner Rating

This is to certify that has satisfied the requirements of CAR Part 65 for the issue of the Examiner rating.

Issued by

Name

.....

Signature

		-				
--	--	---	--	--	--	--

Licence number

.....

Date: (dd/mmm/yyyy)

by the CAA of Mongolia as prescribed in CAR Part 65, Air Traffic Service Personnel Licences and Ratings.

Note: *This is only a record that a rating has been issued. The actual rating is issued as a separate CAA document.*

2.2.1. Air Traffic Controller Rating

a. Aerodrome Control Rating

This is to certify that has satisfied the requirements of CAR Part 65 for the issue of an Aerodrome Control Rating.

Issued by
 Name Signature Licence number Date: (dd/mmm/yyyy)

		-					
--	--	---	--	--	--	--	--

Aerodrome Control Rating validations issued

Position Validated	Issuing Authority			Date (dd/mmm/yyyy)
	Signature	Designation	Licence number	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	

2.2.1. Air Traffic Controller Rating

c. Approach Control Surveillance Rating

This is to certify that has satisfied the requirements of CAR Part 65 for the issue of an Approach Control Surveillance Rating.

Issued by
 Name Signature Licence number Date: (dd/mmm/yyyy)

		-				
--	--	---	--	--	--	--

Approach Control Surveillance Rating validations issued

Position Validated	Issuing Authority			Date (dd/mmm/yyyy)
	Signature	Designation	Licence number	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	

2.2.1. Air Traffic Controller Rating

e. Area Control Surveillance Rating

This is to certify that has satisfied the requirements of CAR Part 65 for the issue of an Area Control Surveillance Rating.

Issued by
 Name Signature Licence number Date: (dd/mmm/yyyy)

		-				
--	--	---	--	--	--	--

Area Control Surveillance Rating validations issued

Position Validated	Issuing Authority			Date (dd/mmm/yyyy)
	Signature	Designation	Licence number	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	

2.2.2. Flight Service Operator Rating

a. Aerodrome Flight Information Rating

This is to certify that has satisfied the requirements of CAR Part 65 for the issue of an Aerodrome Flight Information Rating.

Issued by
 Name Signature

		-				
--	--	---	--	--	--	--

Licence number

Date: (dd/mmm/yyyy)

Aerodrome Flight Information Rating validations issued

Position Validated	Issuing Authority			Date (dd/mmm/yyyy)
	Signature	Designation	Licence number	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	

2.2.2. Flight Service Operator Rating

b. Area Flight Information Rating

This is to certify that has satisfied the requirements of CAR Part 65 for the issue of an Area Flight Information Rating.

Issued by

Name

.....

Signature

		-				
--	--	---	--	--	--	--

Licence number

.....

Date: (dd/mmm/yyyy)

Area Flight Information Rating validations issued

Position Validated	Issuing Authority			Date (dd/mmm/yyyy)
	Signature	Designation	Licence number	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	

Section 3.2 - ATS Training Time

From	To	Operating Position	Detail	Training Time (HH:MM)	Simulator Time Credit (HH:MM)
				:	:
				:	:
				:	:
				:	:
				:	:
				:	:
				:	:
				:	:
				:	:
				:	:
				:	:
				:	:
				:	:
				:	:
				:	:
				:	:
				:	:
				:	:
				:	:
				:	:
				:	:
				:	:
Total Times				:	:

APPENDIX

Appendix 1 – Licence and Ratings

Licences:	Ratings:
	Flight radiotelephone operator rating
Air traffic trainee licence Air traffic controller licence	Air traffic controller ratings - aerodrome control rating - approach control procedural rating - approach control surveillance rating - area control procedural rating - area control surveillance rating - area control automatic dependent rating
Flight service trainee licence Flight service operator licence	Flight service operator ratings - aerodrome flight information rating - area flight information rating
	Air traffic service instructor rating Air traffic service examiner rating

Note: Common ratings apply to all air traffic service personnel certificate holder.

Appendix 2 – Ratings abbreviation

Abbreviation	Ratings:	Different name
FRTO	Flight radiotelephone operator rating	
IR	Air traffic service instructor rating	
ER	Air traffic service examiner rating	
Air traffic controller ratings		
AEROD	- aerodrome control rating	
APP	- approach control rating	- approach control procedural rating
APP (R)	- approach control radar rating	- approach control surveillance rating
AREA	- area control rating	- area control procedural rating
AREA (R)	- area control radar rating	- area control surveillance rating
FD	- area control automatic dependent rating	
Flight service operator ratings		
ADFI	- aerodrome flight information rating	
ARFI	- area flight information rating	

Appendix 3 – Aerodrome code, Call-sign and Operating position

Code (ZM..)	Location	Call-sign
BH	Bayankhongor	Bayankhonwor
UL	Bayan-Ulgii	Ulgii
BN	Bulgan	Bulgan
CD	Dornod	Choibalsan
MG	Dundgobi	Mandalgobi
AT	Gobi-Altai	Altai
UH	Khentii	Undurkhaan
DA	Khentii	Deluun boldog
BS	Khovd	Bulgan sum
KD	Khovd	Khovd
HG	Khuvsgul	Khatgal
MN	Khuvsgul	Muren
SF	Nalaikh	Sky friends
BU	Sukhbaatar	Baruun-Urt
UB	Ulaanbaatar	Chinggis Khaan
DZ	Umnugobi	Gurvansaikhan
GT	Umnugobi	Ovoot
TT	Umnugobi	Tavantolgoi
KB	Umnugobi	Khanbumbat
UG	Uvs	Deglii tsagaan
AH	Uvurkhangai	Arvaikheer
HH	Uvurkhangai	Kharkhorin
DN	Zavkhan	Donoi
TL	Zavkhan	Tosontsengel

Operating position	
Abbr.	Position
TMA	Terminal control
TWR	Tower control
AREA	Area control
AEROD FI	Aerodrome flight information
AREA FI	Area Flight information
...	
...	