Advisory Circular

AC65-8.3

**Air Traffic Service Personnel Licences
and Ratings - Flight Service Operator
Ratings - Area Flight Information Rating**   **24 December 2021**

General

Civil Aviation Authority (CAA) Advisory Circulars (ACs) contain information about standards, practices, and procedures that the Director has found to be an **acceptable means of compliance** (AMC) with the associated rule.

An AMC is not intended to be the only means of compliance with a rule, and consideration will be given to other methods of compliance that may be presented to the Director General. When new standards, practices, or procedures are found to be acceptable they will be added to the appropriate AC.

An AC may also include **guidance material** (GM) to facilitate compliance with the rule requirements. Guidance material must not be regarded as an AMC.

Purpose

This material is intended for applicants for air traffic service personnel licences and ratings, holders of air traffic service personnel licences and ratings, air traffic service instructors, air traffic service examiners, training organisations, and air traffic service organisations.

Related Rules

This AC relates specifically to Part 65 Subpart H *Air Traffic Service Personnel Licences and Ratings – Flight Service Operator Ratings – Area Flight Information Ratings*.

Change Notice

Subject to "Memorandum for Technical Cooperation" between the CAA of Mongolia and New Zealand on mutual cooperation in implementation of Assembly Resolution A29-3: Global Rule Harmonization, 29th ICAO Assembly, 1992, which urges States to promote global harmonization of national rules, dated 6th of May, 1999, Mongolian Civil Aviation Safety Regulation has been reconciled to the Civil Aviation Regulation of New Zealand.

Amendment 164 of Annex 1 to the Chicago Convention on International Civil Aviation urges flight crew members, ATC personnel and aircraft maintenance engineers to comply with the language proficiency requirements; and

Under Article 14 of the Civil Aviation Law of Mongolia 1999, "Use of foreign language in civil aviation" the AC has been released in English version only, in order to prevent any mistranslation and misuse of the aviation safety related documents.

Table of Contents

Introduction

Part 65 Air Traffic Service Personnel Licences and Ratings was issued on 12.Jun.2019. This part prescribes rules governing the issue of air traffic service licences and ratings, the conditions under which those licences and ratings are necessary, and the privileges and limitations of those licences and ratings. The part introduced changes which included the new area control automatic dependent surveillance rating, instructor ratings, examiner ratings, and flight service operator licences.

This AC forms part of a series of ACs that supports these rules - one for each required rating.

AC Intent and Process

This AC provides guidance on how to comply with Part 65 Subpart H *Air Traffic Service Personnel Licences and Ratings – Flight Service Operator Ratings – Area Flight Information Ratings*.

The CAA is actively managing the development of syllabuses into specific objective format. This format specifies exactly what has to be covered, and to what standard, so that no matter who studies, who instructs, and who assesses, all are working to exactly the same standards.

Part 65 Subpart H - Flight Service Operator Ratings Area Flight Information Rating

65.353 Eligibility requirements

Rule 65.353 requires an applicant for an area flight information rating to have satisfactorily completed a training course and to have passed examinations relevant to the rating. Successful attainment of the written syllabus given in Appendix A of this AC would meet this requirement.

APPENDIX A - Subject No 111 – Area Flight Information Rating

Syllabus

Each subject has been given a subject number and each topic within that subject a topic number. These reference numbers may be used on 'knowledge deficiency reports' and will provide valuable feedback to the examination candidate.

Sub Topic	Syllabus Item
	Air Traffic Services
111.2	**General**
111.2.2	Explain the objectives of air traffic services.
111.2.4	State the categories air traffic services are divided into.
111.2.6	Describe the general parameters for coordination between air traffic services and aircraft operator representatives.
111.2.8	Define air traffic control service.
111.4	**Flight information service**
111.4.2	Define flight information service (FIS).
111.4.4	Describe the scope of the flight information service.
111.4.6	Explain the responsibility for the provision of the flight information service.
111.4.8	State the responsibility for the provision of an aerodrome flight information service unit.
111.4.10	Describe the information passed to a flight on first contact.
111.4.12	Explain the purpose of traffic information.
111.4.14	Describe the requirements for exchange of movement data for non-controlled flights.
111.4.16	Describe the actions and requirements on receiving pilot reports on significant weather.
111.4.18	Describe the methods of dissemination of the flight information service.
111.4.20	Describe procedures for dissemination of NOTAM information and SIGMET reports, including the compilation of such reports.
111.4.22	Describe the practices and services of the Meteorological Service.
111.4.24	Describe the mandatory meteorological information passed to aircrew.
111.4.26	Describe the meteorological information passed to aircrew on request.
111.4.28	Describe the process to access ATIS information.
111.6	**Alerting service**
111.6.2	Define the alerting service.
111.6.4	Describe the scope of the alerting service.

Sub Topic	Syllabus Item
111.6.6	Explain the responsibility for the provision of the alerting service.
111.6.8	Explain the alerting service emergency phases.
111.6.10	Explain the initial checks carried out to confirm the operational status of an aircraft.
111.6.12	Define SARTIME.

Co-ordination and Clearance Delivery

111.8   ATS movement and control messages

111.8.2	Describe the different ATS movement and control messages.
111.8.4	Explain the process for transmission of ATS messages.
111.8.6	Describe the categories of ATS messages and their priorities.
111.8.8	Describe the addressing of ATS messages.
111.8.10	Describe the process for exchange of movement data in respect of non-controlled flights between ATS units and the following operating positions from:

(a) area flight information service sector to aerodrome flight information service units

(b) area flight information service sector to area control service sector

(c) sectors/units to Aeronautical Briefing Office.

111.8.12	Explain the elements of flight and/or other information required to be exchanged between the following:

(a) from area flight information service unit, where applicable to approach control service sector

(b) from approach control or aerodrome flight information service sectors to units responsible for the provision of flight information service

(c) between units responsible for the provision of flight information service.

111.8.14	Describe the processes for handling emergency messages including acknowledgement.
111.8.16	Describe the different movement and control messages for IFR flight plans, including:

(a) FPL messages

(b) CPL messages

(c) international departures that return or abort take-off.

111.8.18	Describe the requirements for flight plan distribution for IFR flight plans.
111.8.20	Describe the different movement and control messages for VFR flight plans, including:

(a) domestic flights

(b) international flights.

Sub Topic	Syllabus Item

111.8.22   Describe the requirements and meaning of the following flight plan and associated update messages:

(a) delay

(b) modification

(c) flight plan cancellation

(d) departure – IFR

(e) departure – VFR domestic, VFR international

(f) arrival.

111.8.24   Describe the meaning and requirements of coordination messages for:

(a) current flight plan

(b) estimate

(c) coordination

(d) acceptance

(e) logical acknowledgement

(f) logical rejection

(g) FDPS coordination

(h) flight plan messages and associated update.

111.8.26   Describe the requirements for the following supplementary messages:

(a) request flight plan

(b) request supplementary flight plan

(c) supplementary flight plan.

111.8.28   Describe the following control messages:

(a) clearance

(b) transfer of control

(c) position report and air report.

111.8.30   Explain the function of the ATS Inter-Facility Data Communication (AIDC).

111.8.32   Describe the meaning and requirements of the following AIDC/OLDI messages:

(a) notification

(b) coordination

(c) transfer of control

(d) application management.

111.10   **Flight planning**

111.10.2   Describe the procedures for the submission of a flight plan.

111.10.4   Describe the procedures prior to departure.

111.10.6   Describe the delay procedures for a flight plan.

Sub Topic	Syllabus Item
111.10.8	Describe the procedures for accepting a flight plan.
111.10.10	Describe the procedures for the completion of the flight plan form.
111.10.12	Describe the process for acceptance and actioning of VFR flight plans both domestic and international.
111.10.14	Describe the procedure for cancellation and changes to VFR flight plans.
111.10.16	Describe the procedures for acceptance of IFR flight plans including dissemination and updating of electronic plans.
111.10.18	Describe the procedures for the following:
	(a) flight data error handling
	(b) corrected ATS messages.
111.10.20	Describe the procedures for the extraction of relevant data for pre-flight information.
111.12	**Coordination and ATC clearances**
111.12.2	Describe the sector coordination requirements with adjacent approach sectors.
111.12.4	Describe the sector coordination requirements with adjacent area sectors.
111.12.6	Describe the sector coordination requirements with adjacent FIS areas.
111.12.8	Define ATC clearance.
111.12.10	Describe the following conditions regarding an ATC clearance:
	(a) validity
	(b) elements and what they are required to achieve
	(c) who requires a clearance
	(d) when it can be denied or withheld
	(e) methods for issuing, including relay through another agency.
111.12.12	List the elements of an ATC clearance that must be read back in full by a pilot.
111.12.14	List the objectives for instructions contained in an ATC clearance for an IFR flight.
111.12.16	Define the term 'clearance limit' for an IFR flight.
111.12.18	Describe procedures to follow in the event of unavailability of route and/or cruise level elements of an ATC clearance, including the phraseologies to be used.
111.12.20	Describe the procedures associated with route instructions, including:
	(a) standard route clearances
	(b) route description, use of flight planned route
	(c) actions to be taken in the event of hazardous weather conditions
	(d) revised route instructions
	(e) direct routing and unevaluated routes.
111.12.22	State the area flight information unit responsibilities for the relay of clearances including appropriate phraseologies.

Sub Topic	Syllabus Item

Equipment

111.14 **ATS equipment**

111.14.2 Describe in general terms the responsibilities and requirements of the aeronautical telecommunications system.

111.14.4 Describe the operation of the AFTN.

111.14.6 Explain how to recognise system degradation or complete failure of ATS equipment, including but not limited to:

(a) flight data processor (FDP)/radar data processor (RDP) systems

(b) navigational aids, including monitoring facilities

(c) voice communication system

(d) main and standby power supply

(e) equipment on controller work position (CWP)

(f) met display unit

(g) QNH pressure sources

(h) aeronautical ground lights

(i) VDF – including accuracy check and operating procedure.

111.16 **ATS equipment failure**

111.16.2 Describe the notification process in the event of equipment failure.

111.16.4 Describe the procedures to be followed in the event of a partial or total ground-ground voice communication system (VCS) equipment failure.

111.16.6 Describe the effects on operation of a power failure, including reference to UPS/generator back up.

111.16.8 Describe in general terms the effect on operations of the total failure of the AFTN.

Local Knowledge

111.18 **Geography and airspace**

111.18.2 Describe the general weather of the flight information area environment.

111.18.4 Define the area of responsibility for the provision of the area flight information service.

111.18.6 Derive from appropriate maps and charts relevant information:

(a) locations of aerodromes and directions of runways

(b) rivers, towns and prominent features

(c) controlled airspace and airspace classification

(d) general aviation areas and special use airspace

(e) reporting points and navigation aids

(f) frequencies, including aerial sites

(g) boundaries of UB FIR

(h) QNH zones.

Sub Topic	Syllabus Item
111.20	**Area flight information service procedures**
111.20.2	State the situation data display CWP saved settings for all the area flight information positions.
111.20.4	Explain the sector air traffic management operating procedures for IFR aircraft, including: (a) route structure, including SIDs, STARs. (b) inbound/outbound traffic flow (c) holding requirements (d) descents, including minimum descents and terrain clearance (e) runway changes procedures.
111.20.6	Describe the sector and position specific responsibilities including the operation of positions within the sector.
111.20.8	Explain the sectors use of flight progress strips/systems including strip marking.
111.20.10	State the requirement for adherence to air traffic flow management procedures.
111.20.12	Describe the equipment and flight planning requirement for adherence to air traffic flow management procedures.
111.20.14	Describe the flight progress board, display of meteorological and NOTAM information on position.
111.20.16	Describe the use of ATS surveillance systems by flight service operators.
111.22	**Administration**
111.22.2	Describe the requirements for an adequate pre duty briefing.
111.22.4	Describe the procedures for closing or taking over a watch.
111.22.6.	Describe the procedures for closing or handing over watch, including a list of items to be included in the handover.
111.22.8	Describe the adjacent sectors and towers off watch procedures.
111.22.10	Explain the procedures for determining hours of service including how they are promulgated and extension to hours of service.
111.22.12	Describe the overall requirements for staffing at ATS operating positions.
111.22.14	Describe the requirements for keeping an air traffic services log.
111.22.16	State where you would locate information relating to the acquisition, retention, dissemination, relinquishment and release of records by ATS units.
111.22.18	Describe the personnel licensing requirements for the area flight information rating including the training plan objectives.
111.22.20	Explain the feedback/ assessment mechanisms available for a trainee within the training plan for this rating.

Sub Topic	**Syllabus Item**
111.22.22	Describe the recent experience requirements for exercising an area flight information rating.
111.22.24	Describe the requirements for ATS personal log books.
111.24	**Emergencies**
111.24.2	Describe the requirements for confirmation of emergency, acknowledging emergency and executive control responsibility.
111.24.4	Describe the requirements for suspension of communications watch by an aircraft station or aeronautical station.
111.24.6	Explain actions taken in the event evacuation from work place is required, including traffic recovery.
111.24.8	State where you would locate documentation for handling unusual/emergency situations, such as bomb threat and evacuation.
111.24.10	State where you would locate information on procedures and initial actions for handling aviation accidents and incidents.

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