



RULE OF THE DEPARTMENT OF CIVIL AVIATION

ON THE CERTIFICATION OF ON-THE-JOB TRAINING INSTRUCTORS B.E. 2558

Whereas, Clause 3 (12) (d) and Clause 3 (13) (b) of the Regulation of the Civil Aviation Board No. 89 on the Qualifications of Personnel Licence Applicants, issued on February 28, 2013, prescribe that an applicant for Air Traffic Controller and Air Traffic Controller Rating shall perform duties under supervision of an appropriately rated Air Traffic Controller, and Clause 4 (3) of the Regulation of the Civil Aviation Board No. 90 on the Privileges of the Holders of Student Air Traffic Controller Licence prescribes that the on-the-job training of student air traffic controllers shall be under supervision of the holder of Air Traffic Controller Licence who has obtained an air traffic control rating that corresponds to the type of air traffic control service for which the holder of Student Air Traffic Controller Licence is undergoing training and has obtained an On-the-Job Training Instructor (OTJI) Certificate; be it, therefore, to ensure orderly and systematic certification of on-the-job training instructors, the Director General of the Department of Civil Aviation hereby issues this RULE as follows:

Clause 1. This Rule shall be known and cited as “Rule of the Department of Civil Aviation on the Certification of On-the-Job Training Instructors B.E. 2558”.

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Clause 2. This Rule shall come into force on the day following the date of its publication.

The Rule of the Department of Civil Aviation on the Certification of On-the-Job Training Instructors B.E. 2558, issued on June 19, 2015, shall be repealed.

All applications submitted prior to the effective date of this Rule shall be processed in accordance with the Rule that were in effect at the time of submission.

Clause 3. In this Rule:

“On-the-Job Training Instructor” means an instructor responsible for supervising the holders of Student Air Traffic Controller Licence and holders of Air Traffic Controller Licence who undergo training at an operational air traffic control unit in the aerodrome control tower or the approach control unit or area control office to apply for Air Traffic Controller Licence or addition of Air Traffic Controller Rating as the case may be.

“Air Traffic Control Training Organization” means an air traffic control training organization that has been certified by the Director General.

“Student Air Traffic Controller” means an individual who has completed an air traffic control training course approved by the Director General from an organization certified by the Director General and has not been granted an Air Traffic Controller Licence but has on-the-job training on air traffic control, under supervision of an appropriately rated Air Traffic

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Controller, at an operational air traffic control unit in the aerodrome control tower or the approach control unit or area control office.

“Competent Official” means the Director General or the person designated by the Director General, which hereby refers to the Director of Airport Standards Bureau, Department of Civil Aviation.

Clause 4. On-the-Job Training Instructor shall be categorized into 5 types, as follows:

(1) Aerodrome Control Instructor – an On-the-Job Training Instructor for a Student Air Traffic Controller who undergoes aerodrome control training or an applicant applying for the endorsement of Aerodrome Control Rating to the Air Traffic Controller Licence.

(2) Approach Control Procedural Instructor – an On-the-Job Training Instructor for a Student Air Traffic Controller who undergoes approach control procedural training or an applicant applying for the addition of Approach Control Procedural Rating to the Air Traffic Controller Licence.

(3) Approach Control Surveillance Instructor – an On-the-Job Training Instructor for a Student Air Traffic Controller who undergoes approach control surveillance training or an applicant applying for the addition of Approach Control Surveillance Rating to the Air Traffic Controller Licence.

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(4) Area Control Procedural Instructor – an On-the-Job Training Instructor for a Student Air Traffic Controller who undergoes area control procedural training or an applicant applying for the addition of Area Control Procedural Rating to the Air Traffic Controller Licence.

(5) Area Control Surveillance Instructor– an On-the-Job Training Instructor for a Student Air Traffic Controller who undergoes area control surveillance training or an applicant applying for the addition of Area Control Surveillance Rating to the Air Traffic Controller Licence.

Clause 5. The On-the-Job Training Instructor of any type specified under Clause 4 shall obtain an OJTI Certificate from the Department of Civil Aviation.

Clause 6. The qualifications and prohibited characteristics of an applicant applying for the OJTI Certificate are as follows:

(1) Qualifications

- (a) Must be at least 30 years of age until the date of submission;
- (b) Must have completed an air traffic control training course approved by the Director General;
- (c) Must hold an Air Traffic Controller Licence with the rating corresponding to the On-the-Job Training Instructor Rating specified in the application;
- (d) Must have completed an OJTI training course from a domestic or foreign training organization that the course approved by the International Civil Aviation Organization, or from an internationally accepted training organization;

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(e) Must currently perform and have performed air traffic control duties at an operational air traffic control unit for at least 5 years; and

(f) Must be a candidate who has been nominated by an air traffic service provider (ATSP) to apply for the OJT Certificate.

(2) Prohibited characteristics

The On-the-Job Training Instructor shall not have the following prohibited characteristics:

(a) Having been sentenced by a final judgment to imprisonment, except for an offence committed by negligence or a petty offence;

(b) Having been dismissed from civil service, government agency, or state enterprise on the grounds of misconduct;

(c) Being a person whose Air Traffic Controller Licence is being suspended;

(d) Being a person whose Air Traffic Controller Licence has been revoked;

(e) Being an incompetent or quasi-incompetent person, or a person with a physical or mental disability or a severe contagious disease; and

(f) Having committed corruption that leads to a corrosion of trust, or behaved in an inappropriate manner while performing duties as On-the-Job Training Instructor.

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Clause 7. The ATSP that wishes to nominate a candidate for application of OTJI Certificate shall submit a nomination letter to the Airport Standards Bureau, Department of Civil Aviation, along with the following documentary evidence:

- (1) Application form of each nominated applicant according to the form attached hereto;
- (2) Copy of Citizen Identification Card or Government Employee Identification Card;
- (3) Copy of Personnel Licence and rating;
- (4) Documentary evidence demonstrating the qualifications of each nominated applicant as per Clause 6 (1);
- (5) Certificate of appointment/designation of On-the-Job Training Instructor, issued by the respective ATSP;
- (6) 2 color photos with 1 inch in size, taken in full-face view directly facing the camera with no head covering or tinted glasses and taken within 6 months; and
- (7) Other documentary evidence as required by the Competent Official.

Clause 8. The Competent Official shall issue an OTJI Certificate and notify the nominating ATSP if it appears that the nominated applicant satisfies the qualification requirements and does not have the prohibited characteristics specified in Clause 6, and has submitted the documentary evidence in an accurate and complete manner. Prior to the

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issuance of OTJI Certificate, the Competent Official may conduct a performance test and/or an interview.

Clause 9. The OTJI Certificate shall be in accordance with the form attached hereto and shall be valid for a maximum of 3 years from the date of issuance.

Clause 10. The Airport Standards Bureau shall prepare a list of certified On-the-Job Training Instructors in the order of ordinal numbers by specifying the respective organization and the issue date and expiration date of OTJI Certificate, and submit it to relevant parties at least once a year.

Clause 11. Upon expiration of OTJI Certificate, if the ATSP wishes to nominate a candidate for renewal of the Certificate, the ATSP shall submit a renewal application within 30 days prior to the expiration date of OTJI Certificate, along with documentary evidence confirming that the nominated candidate is performing duties as On-the-Job Training Instructor within the past 60 days from the submission date of the renewal application.

In considering the renewal of an OTJI Certificate, the Competent Official may examine or test the performance of the nominated On-the-Job Training Instructor as deemed appropriate. In case of failure in the performance examination or test, such On-the-Job Training Instructor shall be suspended from duties as On-the-Job Training Instructor, which shall be effective immediately upon notice of the examination or test results; whereafter the Competent

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Official shall notify the concerned ATSP of such results, as well as recommendations on future performance examination or test.

In the case of an expired OTJI Certificate that requires to be re-issued, the application process shall be the same as the application for the initial OTJI Certificate.

Clause 12. The holder of OTJI Certificate is authorized to perform duties specified hereinbelow according to the rating granted under this RULE.

(1) Provide practical aerodrome control training to Student Air Traffic Controllers and Air Traffic Controllers at the operational air traffic control units for which the holder is rated.

(2) Provide practical approach control procedural and approach control surveillance training to Student Air Traffic Controllers and Air Traffic Controllers at the operational air traffic control units for which the holder is rated.

(3) Provide practical area control procedural and area control surveillance training to Student Air Traffic Controllers and Air Traffic Controllers at the operational air traffic control units for which the holder is rated.

Clause 13. The holder of OTJI Certificate shall comply with the laws, Rule, Rule, orders, and any other provisions prescribed by the Competent Official, as well as keeping up to date with any and all information pertaining to the air traffic control service for which the holder is rated.

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Clause 14. The respective ATSP shall facilitate the Competent Official to observe and examine the performance of an On-the-Job Training Instructor at the operational air traffic control unit where the duties are performed.

Clause 15. The holder of OTJI Certificate shall comply with the following code of conduct:

- (1) Must not perform duties during the period of which the Personnel Licence and/or the OTJI Certificate is expired or invalid;
- (2) Must not be under the influence of alcohol, drugs, or any other stimulant or sedative substances while performing duties; and
- (3) Must not record training progress or fill in the content, or add to, takes from or otherwise alters the training transcript of a Student Air Traffic Controller and Air Traffic Controller in such a way that falsifies the transcript.

Clause 16. The OTJI Certificate shall become invalid under the following circumstances:

- (1) The Personnel Licence and/or the OTJI Certificate is expired or void, or the holder of OTJI Certificate does not meet the qualification requirements specified in Clause 6.
- (2) The holder of OTJI Certificate resigns or is terminated from his/her position at the nominating ATSP, or the ATSP proposes for revocation of the OTJI Certificate of the holder.

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(3) The holder of OTJI Certificate does not perform duties as On-the-Job Training Instructor consecutively for more than 1 year.

(4) The OTJI Certificate has been suspended by the Competent Official as per Clause 17.

Clause 17. The Competent Official shall have the authority to suspend, revoke, or deny the renewal of an OTJI Certificate under the following circumstances:

(1) Violation of or non-compliance with the code of conduct under Clause 15.

(2) Violation of or non-compliance with the provisions in Clause 16.

(3) Violation of or non-compliance with the guidelines and procedures or any other manuals relating to on-the-job air traffic control training prescribed by the Department of Civil Aviation.

(4) Violation of or non-compliance with the Air Navigation Act and any other Regulation, Rule, orders, or provisions prescribed by the Department of Civil Aviation.

(5) The holder of OTJI Certificate lacks knowledge, competence, or proficiency in performing duties.

Clause 18. In the event that the OTJI Certificate is lost or damaged, the holder of the Certificate shall submit to the Competent Official the application for a substitute certificate, along with the police report, if applicable. The Competent Official shall thereafter

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issue the substitute certificate to the holder, whereby the expiration date and particulars thereof shall be in accordance with the original Certificate in all material respects.

Given on 24 August B.E.2558 (2015).

-Signature-

(Mrs. Parichat Kacharat)

Director General

The Department of Civil Aviation

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