
GACAR PART 64 – CERTIFICATION: AIR TRAFFIC CONTROLLERS

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SUBPART A – GENERAL

§ 64.1 Applicability.

This part prescribes the requirements for issuing the following certificates and associated ratings and unit endorsements and the privileges and limitations for the holders of those certificates, ratings and unit endorsements:

- (a) Student air traffic controller (ATCO) certificate.
- (b) ATCO certificate.
- (c) Air traffic control (ATC) instructor (ATCI) certificate.

§ 64.2 Medical Certificates and Limitations.

(a) *Requirement.*

(1) Except as provided in paragraph (c) of this section, a person may only exercise their privileges as a student air traffic controller, air traffic controller or air traffic controller instructor if that person holds a valid Class 3 or higher medical certificate issued under GACAR Part 67.

(2) The medical certificate must be in that person's physical possession or readily available at their place of work.

(b) *Duration of a medical certificate.* The validity period for the required medical certificate is established as follows:

(1) Under age 40 on the date of most recent examination for medical certificate - validity period is 48 months from the date of examination shown on the medical certificate.

(2) Age 40 and above, but not yet age 50, on the date of most recent examination for medical certificate - validity period is 24 months from the date of examination shown on the medical certificate.

(2) Age 50 and over on the date of most recent examination for medical certificate - validity period is 12 months from the date of examination shown on the medical certificate.

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(c) *Exceptions to medical certificate requirements.* A person is not required to meet the requirements of paragraph (a) of this section if that person is exercising the privileges of an air traffic controller instructor certificate provided the person is not providing air traffic control services under GACAR Part 171.

(d) *Prohibition on operations during medical deficiency.* No person who holds a medical certificate issued under GACAR Part 67 may act as an air traffic controller while that person—

(1) Knows or has reason to know of any medical condition that would result in his being unable to meet the requirements for the medical certificate necessary for the air traffic control operation,

(2) Is taking medication or receiving other treatment for a medical condition that results in his being unable to meet the requirements for the medical certificate necessary for the air traffic control operation, or

(3) Knows of a physical deficiency or an increase in physical deficiency that results in his being unable to meet the requirements for the medical certificate necessary for the air traffic control operation.

§ 64.3 Requirements for Certificates, Ratings, and Endorsements.

(a) *Airman certificate.* No person may exercise the privileges of a certificate issued under this part unless that person has in his physical possession or readily accessible at his workstation—

(1) A current and valid airman certificate issued under this part endorsed with all ratings and unit endorsements necessary to the operation to be conducted; and

(2) For airmen assessed as Level 4 or Level 5 in English language proficiency, an English language proficiency certificate indicating the next retest date as established under Appendix A to GACAR Part 61.

(b) *Inspection of certificate.* Each person who holds an airman certificate, medical certificate, or English language proficiency certificate required by this part must present it for inspection upon a request from—

(1) The President,

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(2) An authorized representative of the Aviation Investigation Bureau (AIB), or

(3) Any law enforcement agency in the Kingdom of Saudi Arabia.

§ 64.5 Offenses Involving Psychoactive Substances.

(a) A conviction for the violation of any law relating to psychoactive substances is grounds for—

(1) Denial of an application for any certificate, rating, or unit endorsement issued under this part for a period of up to 1 year after the date of final conviction or

(2) Suspension or revocation of any certificate, rating or unit endorsement issued under this part.

(b) A refusal to submit to a test to indicate the presence of psychoactive substances in the body, when requested by an authorized Government representative is grounds for—

(1) Denial of an application for any certificate, rating, or unit endorsement issued under this part; or

(2) Suspension or revocation of any certificate, rating, or unit endorsement issued under this part.

(c) Any test information obtained by the President under paragraph (b) of this section may be evaluated in determining a person's qualifications for any airman certificate or possible violations, and may be used as evidence in any legal proceeding under the Civil Aviation Law.

§ 64.7 Certificate Testing: General Procedure.

Tests prescribed by or under this part as part of an individual's certification requirements are given at times and places, and by persons, designated by the President.

§ 64.9 Written Tests: Cheating or Other Unauthorized Conduct.

Except as authorized by the President, no person may—

(a) Copy, or intentionally remove, a written test under this part;

(b) Give to another, or receive from another, any part or copy of that test;

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- (c) Give help on that test to, or receive help on that test from, any person during the period that test is being given;
- (d) Take any part of that test on behalf of another person;
- (e) Use any material or aid during the period that test is being given; or
- (f) Intentionally cause, assist, or participate in any act prohibited by this paragraph.

§ 64.11 Retesting After Failure.

(a) *Certificates and Ratings.* Unless authorized by the President, an applicant for a written, oral, or practical test for a certificate and rating, or for an additional rating under this part, may not apply for retesting until at least 30 days have expired. The applicant for retesting must present a signed statement from an ATCI holding the rating sought by the applicant, certifying that he has given the applicant additional instruction in each of the subjects failed and that he considers the applicant ready for retesting.

(b) *Unit endorsements.* Unless authorized by the President, an applicant failing a unit endorsement test will not be permitted to retake the test until at least 30 days have expired, or such shorter time period as may be agreed by the President or his authorized representative, subject to the applicant demonstrating that remedial training has been successfully undertaken. The applicant must present a signed statement from an ATCI holding the unit endorsement sought by the applicant, certifying that he has given the applicant additional instruction in each of the subjects failed and that he considers the applicant ready for retesting.

§ 64.13 Change of Name or Address.

(a) An application to change the name on a certificate issued under this part must be accompanied by—

- (1) The applicant's certificate; and
- (2) A legal document verifying the name change.

(b) The documents in paragraph (a) of this section will be returned to the applicant after inspection.

(c) The holder of a certificate issued under this part who has made a change in permanent mailing

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address may not, after 30 days from that date, exercise the privileges of the certificate unless he has notified the General Authority of Civil Aviation (GACA) in writing of his new permanent mailing address.

§ 64.15 Replacement of Lost or Destroyed Certificate.

(a) An application for a replacement of a lost or destroyed certificate is made in writing to the President. The application must—

(1) Contain the name in which the certificate was issued, the permanent mailing address, date and place of birth of the certificate holder, and any available information regarding the grade, number, and date of issue of the certificate, the ratings on it, and any authorizations attached to the certificate; and

(2) Be accompanied by evidence of payment of the applicable fee in accordance with the Implementation Regulation of the Civil Aviation Tariff Act.

(b) A person whose certificate issued under this part has been lost may obtain a letter from the President confirming that it was issued. The letter may be carried as a certificate for a period not to exceed 60 working days pending his receiving a duplicate certificate under paragraph (b) of this section, unless he has been notified that the certificate has been suspended or revoked. The request for such a letter may be made in writing, stating the date upon which a duplicate certificate was requested, or including the request for a duplicate and evidence of payment of the applicable fee in accordance with the Implementation Regulation of the Civil Aviation Tariff Act.

§ 64.17 Assessments for Previous Competence.

ATCO certificate/license holders from Contracting States to the Convention on International Civil Aviation who wish to seek certification under this part will be subject to an assessment of previous competence in the rating in which they wish to receive a certificate, rating(s) and unit endorsement(s) under this part.

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SUBPART B – ISSUANCE OF CERTIFICATES

§ 64.31 Application and Issue.

(a) Application for a certificate, rating, or unit endorsement under this part must be made on a form and in a manner prescribed by the President. Each person who applies for a certificate, rating, or unit endorsement issued under this part must show evidence that the fee prescribed in the Implementation Regulation of the Civil Aviation Tariff Act has been paid.

(b) An applicant who meets the requirements of this part may receive the appropriate certificate, rating, or unit endorsement.

(c) Unless approved by the President, a person whose ATCO certificate is suspended may not apply for any rating or unit endorsement to be added to that certificate during the period of suspension.

(d) Unless the order of revocation provides otherwise, a person whose ATCO certificate is revoked may not apply for the same kind of certificate for 1 year after the date of revocation.

§ 64.33 Temporary Certificate.

A certificate, rating, or unit endorsement effective for a period of not more than 120 days may be issued to a qualified applicant, pending review of his application and supplementary documents and the issue of the certificate, rating, or unit endorsement for which he applied.

§ 64.35 Duration of Certificate.

(a) A certificate, rating, or unit endorsement issued under this part is effective—

(1) Until validity as endorsed on the certificate, rating, or unit endorsement is expired.

(2) Until the certificate, rating, or unit endorsement is surrendered, suspended, or revoked.

(b) The holder of a certificate issued under this part that is suspended, revoked, or no longer effective must return it to the President.

§ 64.37 Renewal and Reinstatement of Certificate.

(a) The holder of a certificate issued under this part may apply for renewal of that certificate at any time within 3 months before the expiration date indicated on the certificate. To avoid suspension of

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privileges, an application for renewal must be submitted sufficiently in advance of expiration to permit processing of the application and issuance of the new certificate. The holder of a certificate applying for renewal may not exercise the privileges of that certificate after the expiration date until the new certificate is issued.

(b) An application for renewal must be accompanied by—

(1) Evidence that the appropriate fee has been paid in accordance with the Implementation Regulation of the Civil Aviation Tariff Act; and

(2) Evidence that the applicant is able to read, speak, write, and understand the English language equivalent to or greater than Operational Level (Level 4) of the Language Proficiency Rating Scale in Appendix A to General Authority of Civil Aviation Regulation (GACAR) Part 61;

(c) If the holder of a certificate issued under this part fails to renew that certificate before the expiration date indicated on the certificate, he may apply for reinstatement of the expired certificate at any point within 2 years of the expiration date. An application for reinstatement must be accompanied by—

(1) Evidence that the appropriate fee has been paid in accordance with the Implementation Regulation of the Civil Aviation Tariff Act; and

(2) Evidence that the applicant is able to read, speak, write, and understand the English language equivalent to or greater than Operational Level (Level 4) of the Language Proficiency Rating Scale in Appendix A to GACAR Part 61;

(d) The holder of an expired certificate applying for reinstatement may not exercise the privileges of that certificate until the reinstated certificate is issued.

(e) If the holder of an expired certificate fails to apply for reinstatement of that certificate within 2 years after the date of expiration, he may not apply for reinstatement of that certificate, and must satisfy the requirements of this part for original issuance of the certificate and any associated ratings.

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SUBPART C – STUDENT AIR TRAFFIC CONTROLLERS

§ 64.51 Applicability.

This subpart prescribes the requirements for the issuance of student ATCO certificates, the conditions under which those certificates are necessary, and the privileges and limitations for the holders of those certificates.

§ 64.53 Eligibility.

To be eligible for a student ATCO certificate a person must—

- (a) Be at least 18 years of age;
- (b) Be able to read, speak, write, and understand the English language equivalent to or greater than Operational Level (Level 4) of the Language Proficiency Rating Scale in Appendix A to GACAR Part 61;
- (c) Hold at least a Class 3 medical certificate issued under GACAR Part 67;
- (d) Have successfully completed high school; and
- (e) Have successfully completed an approved course of initial training under GACAR Part 144 or a training course approved by a Contracting State to the Convention on International Civil Aviation that is acceptable to the President.

§ 64.55 Privileges and Limitations.

(a) Subject to the conditions and limitations in paragraph (b) of this section the holder of a student ATCO certificate—

(1) May provide an ATC service under the supervision of an ATCI who holds a valid rating appropriate to the air traffic service being provided. The ATC service being provided under supervision must be in a rating discipline for which the student ATCO certificate holder has successfully completed an approved course of initial training.

(2) May undertake a familiarization course within an ATC unit under the supervision of an ATCI who holds a valid rating and endorsement appropriate to the air traffic service being provided.

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(b) Each holder of a student ATCO certificate undertaking on-the-job training must ensure that he—

- (1) Does not provide an ATC service in a rating discipline for which he has not successfully completed an approved course of initial training under GACAR Part 144;
- (2) Is familiar with all pertinent and current information;
- (3) Reserved;
- (4) Undergoes recurrent evaluation of his English language proficiency at intervals specified in Appendix A to GACAR Part 61; and
- (5) Complies with the provisions of Subpart F of GACAR Part 171 for the regulation of ATCO fatigue.

§ 64.57 Air Traffic Service Logbooks.

(a) Each holder of a student ATCO certificate must—

- (1) Maintain a record in ink of his air traffic service training and experience in a logbook acceptable to the President; and
- (2) Before submitting his record in support of any application for a certificate or rating, sign below the last entry to certify correctness of the entries.

(b) A student ATCO certificate holder exercising the privileges of his certificate while not complying with any applicable requirement of this part must not credit that time for any purpose.

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SUBPART D – AIR TRAFFIC CONTROLLERS

§ 64.61 Applicability.

This subpart prescribes the requirements for the issuance of ATCO certificates and associated ratings and unit endorsements, the conditions under which those certificates, ratings and endorsements are necessary, and the privileges and limitations for the holders of those certificates, ratings and unit endorsements.

§ 64.63 Required Certificates, Rating, and Endorsement.

(a) No person may act as an ATCO in connection with civil aircraft unless he—

(1) Holds an ATCO certificate and appropriate rating issued to him under this subpart; and

(2) Holds a unit endorsement for that ATC unit or has qualified for the operating position at which he acts and is under the supervision of the holder of an endorsement for that unit.

§ 64.65 Eligibility Requirements: General.

To be eligible for an ATCO certificate a person must—

(a) Be at least 21 years of age;

(b) Be able to read, speak, write, and understand the English language equivalent to or greater than Operational Level (Level 4) of the Language Proficiency Rating Scale in Appendix A to GACAR Part 61;

(c) Hold at least a Class 3 medical certificate issued under GACAR Part 67;

(d) Hold a graduation certificate from a GACAR Part 144 training school;

(e) Have successfully completed high school; and

(f) Have successfully met the practical experience and training requirements prescribed in GACAR § 64.69.

§ 64.69 Practical Experience and Training Requirements: General.

An applicant for an ATCO certificate must have completed not less than 3 months of satisfactory

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service engaged in the actual control of air traffic under the supervision of an appropriately certificated ATCI. The experience requirements specified for ATCO certificate ratings may be credited as part of the experience specified in this paragraph.

§ 64.71 ATCO Certificate Ratings.

ATCO certificate ratings consist of the following types:

- (a) Aerodrome control,
- (b) Approach control procedural,
- (c) Approach control surveillance,
- (d) Area control procedural, and
- (e) Area control surveillance.

§ 64.73 Knowledge Requirements for ATCO Certificate Ratings.

An applicant for a certificate rating must demonstrate a level of knowledge appropriate to the certificate rating as identified below:

- (a) *Aerodrome control*—
 - (1) Aerodrome layout, physical characteristics, and visual aids;
 - (2) Airspace structure;
 - (3) Applicable rules, procedures, and source of information;
 - (4) Relevant air navigation facilities;
 - (5) ATC equipment and its use;
 - (6) Terrain and prominent landmarks;
 - (7) Characteristics of air traffic;
 - (8) Relevant weather phenomena; and

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(9) Emergency, and search and rescue plans.

(b) *Approach control procedural and area control procedural—*

- (1) Airspace structure;
- (2) Applicable rules, procedures, and source of information;
- (3) Relevant air navigation facilities;
- (4) ATC equipment and its use;
- (5) Characteristics of air traffic and traffic flow;
- (6) Relevant weather phenomena; and
- (7) Emergency, and search and rescue plans.

(c) *Approach control surveillance and area control surveillance—*

- (1) All the knowledge areas contained in paragraph (b) of this section that are relevant to the certificate rating;
- (2) Principles, use, and limitations of applicable air traffic surveillance systems and associated equipment; and
- (3) Procedures for the provision of air traffic surveillance service, as appropriate, including procedures to ensure appropriate terrain clearance.

§ 64.75 Practical Experience Requirements: Aerodrome Control Rating.

(a) Each applicant for an aerodrome control rating must—

- (1) Satisfactorily complete an approved training course;
- (2) Have satisfactorily served at an aerodrome control tower for a period of not less than 90 hours or 1 month, whichever is greater, under the supervision of an appropriately rated ATCI; and

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(3) Have satisfactorily completed all elements of the unit training plan.

(b) If the applicant already holds an ATCO rating in another category, the GACA may determine the requirement in paragraph (a)(2) of this section can be reduced.

§ 64.77 Practical Experience Requirements: Approach Control Procedural, Approach Control Surveillance, Area Control Procedural, or Area Control Surveillance Rating.

(a) Each applicant for an approach control procedural, approach control surveillance, area control procedural, or area control surveillance certificate rating must—

(1) Satisfactorily complete an approved training course;

(2) Have satisfactorily served for a period of not less than 180 hours or 3 months, whichever is greater, at the unit for which the certificate rating is sought; and

(3) Have satisfactorily completed all elements of the unit training plan.

(b) If the privileges of the approach control surveillance rating include surveillance radar approach duties, the experience must include not less than 25 plan position indicator approaches, competently completed, on surveillance equipment under the supervision of an appropriately rated ATCI.

(c) If the applicant already holds an ATCO rating in another category, the GACA may determine the requirement in paragraph (a)(2) of this section can be reduced.

§ 64.79 Recency of Experience.

(a) The experience specified in GACAR §§ 64.75 and 64.77 must have been completed within the 6 month period immediately preceding application.

(b) A rating will become invalid when a certificate holder has ceased to exercise the privileges of the rating for a period of 6 months. The rating will remain invalid until the certificate holder's ability to exercise the privileges of the rating has been reestablished.

§ 64.81 Concurrent Issuance of ATCO Ratings.

If an applicant seeks two ATCO ratings concurrently, the GACA will determine the applicable skills requirements on the basis of the requirements for each rating. The requirements for attaining the ratings must not be less than the requirements of the more demanding rating.

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§ 64.83 Unit Endorsements.

(a) Each applicant for a unit endorsement at an air traffic unit must—

- (1) Have successfully completed the unit training plan developed for the air traffic service unit under GACAR Part 171; and
- (2) Have successfully completed, no more than 6 months prior to the commencement of the unit training plan, an approved course of initial training under GACAR Part 144 in the rating discipline which relates to the ATC service being provided; or
- (3) Hold, or have held within the previous 5 years, the rating which relates to the ATC service being provided.
- (4) Pass a practical test specific to that air traffic unit on each item listed in GACAR § 64.73 that is applicable to the certificate rating for which the unit endorsement is sought.

(b) *Temporary unit endorsement.* The President may issue a temporary unit endorsement may be granted to an ATCO in order that he can provide an ATC service at an event that requires such a service for a short time. ATCOs who wish to apply for a temporary unit endorsement must hold a current unit endorsement at a permanent unit in the same rating as that for which the temporary unit endorsement is required.

(c) *Move to a new unit.* When an ATCO certificate holder moves to a new unit, his previously held valid ratings are not valid at the new unit. Provided the controller already holds the ratings needed in respect of the ATC services at his new unit and has exercised their privileges within the previous 5 years, to make his ratings valid for the new unit he will be required to—

- (1) Successfully complete the unit training plan; and
- (2) Pass a practical test specific to that air traffic unit on each item listed in GACAR § 64.73 that is applicable to the certificate rating for which the unit endorsement is sought.

§ 64.85 Privileges and Limitations.

(a) Subject to the conditions and limitations in paragraph (c) of this section, the holder of an ATCO certificate may control traffic at any operating position for which he holds a rating at the unit at which he holds a unit endorsement.

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- (b) An operator who does not hold a unit endorsement for a particular unit may act at each operating position for which he holds a certificate rating provided he is under the supervision of an appropriately rated ATCI holding a unit endorsement for that unit.
- (c) Each holder of an ATCO certificate must ensure that he—
- (1) Performs his duties in accordance with the limitations on his certificate and the procedures and practices prescribed in the applicable air traffic services procedures manuals approved by the President under GACAR Part 171 in order to provide for the safe, orderly, and expeditious flow of air traffic;
 - (2) Is familiar with all pertinent and current information;
 - (3) Complies with the requirements GACAR § 64.87 for maintaining currency and proficiency;
 - (4) Undergoes recurrent evaluation of his English language proficiency at intervals specified in Appendix A to GACAR Part 61; and
 - (5) Complies with the provisions of Subpart F GACAR Part 171 for the regulation of ATCO fatigue.

§ 64.87 Currency and Proficiency Requirements.

- (a) The holder of an ATCO certificate may not perform any duties under that certificate unless—
- (1) He has served for at least 3 of the preceding 6 months as an ATCO at the unit to which his unit rating applies, or at the operating positions for which he has qualified; and
 - (2) He has passed within the past 12 months a unit endorsement test administered under this part or a proficiency check administered under GACAR Part 171 in order to show that he continues to meet the requirements for his certificate and unit rating at the unit concerned, or for operating at positions for which he has previously qualified.
- (b) An ATCO who fails a proficiency check, or fails to renew his unit endorsement, must not provide the ATC service(s) associated with the unit endorsement(s) until he has undergone a unit endorsement test in order to regain the unit endorsement(s).

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SUBPART E – AIR TRAFFIC CONTROL INSTRUCTORS

§ 64.101 Applicability.

This subpart prescribes the requirements for the issuance of an ATCI authorization, the conditions under which the certificate is necessary, and the privileges and limitations for the holders of the certificate.

§ 64.103 General.

An ATCI authorization may be used in association with any of the certificate holder's valid ratings.

§ 64.105 Eligibility.

To be eligible for an ATCI authorization a person must—

- (a) Hold a valid ATCO certificate.
- (b) Have successfully completed an approved ATCI training course under GACAR Part 144 or an ATCI training course approved by a Contracting State to the Convention on International Civil Aviation that is acceptable to the President;
- (c) Have held a valid rating in the discipline in which he will instruct for a period of at least 3 years; and
- (d) Hold, and have held for a period of at least 2 years, a unit endorsement on the sectors or operational position on which he will instruct.

§ 64.107 Privileges and Limitations.

The holder of an ATCI authorization may—

- (a) Subject to paragraph (c) of this section, supervise student and trainee ATCOs while they provide an ATC service for which they do not hold a valid certificate, rating or unit endorsement.
- (b) An ATCI who is supervising a student or trainee ATCO; or controller whose ATC rating, rating endorsement or unit endorsement has been provisionally suspended or suspended must remain responsible for the safety of the service being provided.

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(c) An ATCI may only supervise student or trainee ATCOs while they are providing an ATC service for which he holds a valid rating.

(d) Each ATCI is responsible for—

(1) The safety of the ATC service that the student or trainee ATCO is providing under his supervision;

(2) Ensuring that the student or trainee ATCO—

(i) Holds an ATCO certificate which includes the rating(s) and unit endorsement(s) appropriate to the ATC service being provided under supervision and has exercised his privileges within the preceding 6 months; or

(ii) Has successfully completed an approved course of initial training, in the rating and unit endorsement (if any) appropriate to the ATC service being provided under supervision;

(iii) Holds at least a valid Class 3 medical certificate issued under GACAR Part 67; and

(iv) Undergoes recurrent evaluation of his English language proficiency at intervals specified in Appendix A to GACAR Part 61. Any airman who is not evaluated within the periods prescribed by this paragraph, or who is evaluated at a language proficiency below the Operational Level (Level 4) of the Language Proficiency Rating Scale, may not exercise the privileges of any certificate, rating, or authorization issued under this subpart until the airman again demonstrates an ability equivalent to or greater than Operational Level (Level 4).

(3) Determining and reporting on the training progress;

(4) Identifying any deficiencies in knowledge or skill and recommending remedial training;

(5) Recommending a student or trainee ATCO as being at an appropriate level of competence where he should be successful at a rating or unit endorsement examination;

(6) Supervising controllers who have had their rating(s) and/or unit endorsement(s) suspended;

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(7) Unit endorsement, reviewing and monitoring the unit training plan and proposing changes to the training as required;

(8) Ensuring the student or trainee ATCO is not under the influence of psychoactive substances or medication to an extent that may endanger the safety of aircraft to which he is providing an ATC service.

(e) Where the air traffic services provider has procedures to satisfy the requirements in paragraph (d)(2) of this section the ATCI will not be required to check the student's or trainee's certificate, training record or medical status.