



# TTCAA Advisory Circular

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**Subject: AVIATION LANGUAGE PROFICIENCY**  
**TTCAA Advisory Circular TAC-PEL001B**  
**Date: 07/11/28**

## PURPOSE

1. (1) The purpose of this TTCAA Advisory Circular (TAC) is to-
  - (a) Provide guidance to operators, air navigation service (ANS) providers, flight crew, air traffic controllers and training establishments on acceptable means to ensure compliance with the language proficiency requirement of the Trinidad and Tobago Civil Aviation Regulations (TTCARs);
  - (b) Obtain a status report by the 31<sup>st</sup> July 2007 from TTCAA operators and air navigation services (ANS) providers on their training and testing plan to ensure that flight crew and air traffic controllers meet the aviation language proficiency requirements of the Trinidad and Tobago Civil Aviation Regulations before 5<sup>th</sup> March 2008; and
  - (c) Provide procedures for the implementation of language proficiency assessment in Trinidad and Tobago
- (2) TAC-PEL001B replaces and supercedes TAC-PEL001A which is now cancelled and should be destroyed.

## APPLICABILITY

2. The ICAO Language Proficiency requirements apply to flight crew, air traffic controllers and aeronautical station operators. This TAC is also applicable to operators, ANS providers and training establishments.

## BACKGROUND

3. (1) In three accidents (one collision on the ground, one accident involving fuel exhaustion and one controlled flight into terrain), over 800 people lost their lives. What these seemingly different types of accidents had in common was that, in each one, accident investigators found that insufficient English language proficiency on the part of the flight crew or a controller had played a contributing role in the chain of events leading to the accident. In addition to these high-profile accidents, multiple incidents and near misses as a result of language problems are reported annually, instigating a review of communication procedures and standards worldwide.

(2) Concern over the role of language in these and other aviation accidents and incidents has been expressed from several quarters. Data obtained from the ICAO Accident/Incident Data Reporting System (ADREP) database, the United States' National Transportation and Safety Board reports, and the United Kingdom's Mandatory Occurrence Reporting Systems corroborate that the role of language in accidents and incidents is significant. A number of other fatal and non-fatal accidents appear in the ICAO ADREP which cite "language barrier" as a factor. Additionally, the United Kingdom's Mandatory Occurrence Reporting Systems cite 134 language-related problems in fewer than six years.

(3) Such concern heightened after a 1996 mid-air collision in which 312 passengers and crew members were killed in yet another accident in which insufficient English language proficiency played a role.

(4) In an attempt to reduce accidents, and the number of resulting fatalities and injuries caused by miscommunication, compliance with the ICAO standards would ensure that, at the international level, pilots and controllers (and others involved in facilitating air traffic) should be able to communicate with each other as clearly as possible.

#### **TRINIDAD AND TOBAGO CIVIL AVIATION AUTHORITY COMPLIANCE WITH ICAO STANDARDS RELATING TO LANGUAGE USE**

4. (1) The required ICAO standards relating to language use for aeronautical radiotelephony communications have been adopted in the Trinidad and Tobago Civil Aviation Regulations under TTCARs No. 1, No. 2 and No. 15. A summary compliance checklist showing the TTCARs compliance with the applicable ICAO Standards is at Appendix A.

#### **COMPLIANCE WITH TTCARS**

5. (1) Under the present TTCARs which have been in existence since 2004, all applicants for flight crew, air traffic controller, and aeronautical station operator licences must demonstrate the ability to speak and understand the language used for radiotelephony communications.

(2) Effective from March 5, 2008, all flight crew, air traffic controller, and aeronautical station operator licence holders, shall demonstrate the ability to speak and understand the language used for radiotelephony communications to at least the operational level (level 4) specified in TTCAR No.1:Schedule 14, IS 189A.

(3) This means that from March 5, 2008, to be licenced, pilots and controllers must show a minimum (English) language proficiency of ICAO Level 4 (Operational). Those reaching Levels 4 and 5 will be able to operate but in the case of Level 4 will have to retake a language test every three years, and in the case of Level 5 every six years to ensure that their language level does not fall below the minimum required. The highest level on the ICAO scale is ICAO Level 6 (Expert), Those who attain this level will be deemed fully competent and will not need to be tested again.

#### **DEMONSTRATION OF COMPLIANCE WITH LANGUAGE PROFICIENCY REQUIREMENTS**

6. (1) Under TTCAR No.1:189A (3), (4) TTCAR No. 1: Schedule 14, IS 189A, an applicant for a licence or the holder of a licence must demonstrate the characteristic of a proficient speaker in a manner acceptable to the Authority by complying with the following parameters (ICAO holistic indicators):

- (a) Communicate effectively in voice only in telephone or radiotelephone and in face-to-face situations;
- (b) Communicate on common, concrete and work-related topics with accuracy and clarity;
- (c) Use appropriate communication strategies to exchange messages and to recognize and resolve misunderstandings in a general or work-related context such as to check, confirm or clarify information;
- (d) Handle successfully and with relative ease the linguistic challenges presented by a complication or unexpected turn of events that occur within the context of a routine work situation or communicative task with which he is otherwise familiar; and
- (e) Use a dialect or accent which is intelligible to the aeronautical community.
- (f) Comply with the International Civil Aviation Organization (ICAO) Language Proficiency Rating Scale Levels 4, 5 and 6 set out in the applicable Table under TTCAR No. 1:Schedule 14, IS 189A.

### **OPERATOR'S RESPONSIBILITY**

7. (1) TTCAR No.2:35(1A) defines the operator's responsibility to ensure that flight crew demonstrate the ability to speak and understand the language used for radio telephony communication as specified in the Civil Aviation [(No. 1) General Application and Personnel Licensing] Regulations, 2004;

(2) Operators must therefore –

- (a) Ensure that all persons employed in positions that require them to use the aeronautical radio are fully trained and proficient in English to the level required by the Civil Aviation Regulations.
- (b) Monitor the communications between its flight dispatch office and its aircraft, as well as those between the aircraft and air traffic control, to ensure that language proficiency, proper aeronautical phraseology and strict radio discipline are being displayed.
- (c) Ensure that where a person, employed as a pilot, has a proficiency level below ICAO Proficiency Level 6, that person must undergo the necessary remedial training in accordance with TTCA No. 1:189A. On completion, he must be re-checked to confirm that his language proficiency has reached Level 6.

### **AIR TRAFFIC SERVICES RESPONSIBILITY**

8. (1) Where instances of apparent lack of English language proficiency occur during operations, the air traffic controller must file a report, providing all the necessary details, and this report must be passed on to the Safety and Regulation Division of the TTCAA for appropriate follow-up action.

(2) Where a person employed as an air traffic controller has a proficiency level below ICAO Level 6, that person must undergo the necessary remedial training in accordance with TTCAR No. 1:189A. On completion, he must be re-checked to confirm that his language proficiency has reached Level 6.

## TRAINING ORGANIZATIONS

### *Curriculum*

9. (1) All flight crew training organizations, including those operators or persons who conduct in-house training of air traffic controllers, and ground school training for pilots doing type rating additions, must ensure that the following courses are included in their curricula:

- (a) Radio-telephony procedures and phraseology;
- (b) Verbal communication skills; and if necessary;
- (c) English language comprehension and elocution.

(2) The amended curricula must be reviewed and approved by the Authority before any further training is carried out.

### *Evaluation*

10. (1) All institutions training persons as candidates to obtain licences or ratings should evaluate the language proficiency of those persons, with special reference to verbal communications skills and if necessary English language comprehension and elocution against the contents of Paragraph 6, to ensure that the candidates meet the requirements, even if their native language is English.

(2) Where an evaluation, referred to in subparagraph 10 (1), indicates that a candidate:

- (a) Is proficient in the language as required by paragraph 6 and no remedial work is required, the candidate need not sit an examination. Instead, written notification to that effect should be given to the TTCAA confirming that the candidate has successfully completed his training programme; or,
- (b) Is **not** proficient, the institution should either provide formal remedial instruction, or recommend that the candidate obtain such remedial instruction prior to applying to the TTCAA for a licence.

(3) Where the candidate is required to obtain remedial instruction relating to his language proficiency, on completion of this instruction, the institution should examine the candidate, using the guidelines provided in TTCAR Schedule 14, IS 189A, Table A and B to confirm that the candidate meets the requirements. The results of this examination must then be submitted to the TTCAA.

(4) The examination referred to in sub-paragraph (3) should be an oral examination, as it must test the candidate's elocution and comprehension skills.

(5) For purposes of objectivity and transparency, the preferred composition of an oral examination panel should be a minimum of two persons, both experienced in aeronautical communications and knowledgeable in the terminology used.

## CIVIL AVIATION AUTHORITY

### *Licence Candidate Evaluation*

11. (1) The TTCAA will carry out its own evaluation of every candidate applying for a pilot or ATC licence by assessing the ability of the candidate to communicate, using the aviation radio frequencies and aeronautical terminology.

(2) Where the candidate submits a document certifying him as proficient by a training institution or an operator, the evaluation referred to in subparagraph (1) will be done informally, in discussion format, during an interview between the candidate and an Inspector.

(3) Where the documents submitted do not confirm the candidate's English language proficiency, or where the candidate holds a foreign Licence, the candidate must successfully undergo a formal oral exam, conducted by a panel of two inspectors/examiners from among: PEL licensing inspectors, CATC instructor, flight operations inspectors and ANS inspectors.

### ***Testing Format***

12. (1) The testing procedures for language proficiency must reflect a requirement for proficiency in the voice-only and face-to-face situations, not proficiency in reading or writing, hence the examination format for candidates must be oral.

(2) The tests must allow the examiner, using the parameters (holistic descriptors) identified in Paragraph 6 of this TAC, to assess the candidate's ability to communicate effectively using the English language.

(3) The parameters, detailed in items 6. (1) (a), (b), and (e) may be assessed by asking the candidate to describe an object, a scene, or a situation, with which he is familiar, or with which he should be familiar. Normally three or four tasks would be set in this area in order to ensure that the examiners are able to listen to a wide range of words, phrases and sentences, in order to better assess the candidate's proficiency and his ability to use aeronautical terms. Parameters 6 (1) (d), requires the candidate to handle linguistic challenges presented by a complication, or an unexpected turn of events. For this assessment, the candidate will be given a specific scenario and requested to simulate the communication with air traffic control that he would make in such a scenario. In this situation, one examiner would respond where necessary by simulating the anticipated response of the controller.

### ***Licence Content & Format***

13. (1) Each pilot, air traffic controller will carry a statement on the front of his licence confirming that the licence includes the "Restricted Radio Telephony Operator's Licence"

### ***Surveillance***

14. (1) The TTCAA will conduct routine surveillance of both national and foreign aircraft. Inspectors will converse with crews, where possible to monitor the level of proficiency being displayed.

(2) Communication between aircraft and ATC will also be sampled regularly.

## **IMPLEMENTATION PLAN**

### ***Record of Planned Training***

15. (1) All operators and air navigation service providers involved in the training of persons employed in positions that require them to use the aeronautical radio are required to complete the attached form TF-061 showing the planned training and testing to ensure that all candidates will have attained the required aviation language proficiency level before 5<sup>th</sup> March 2008.

- (2) The completed form must be submitted to the TTCAA by 31<sup>st</sup> July 2007.

#### **ADDITIONAL GUIDANCE REFERENCE**

16. ICAO Document 9835 – “Manual on the Implementation of ICAO Language Proficiency Requirements” - is available at the TTCAA.

#### **PROCEDURES FOR IMPLEMENTATION**

17. The procedures for the implementation of language proficiency assessment of pilots and air traffic controllers in Trinidad and Tobago are set out in Appendix C.

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Ramesh Lutchmedial  
Director General of Civil Aviation

## APPENDIX A

### SUMMARY COMPLIANCE CHECKLIST

ICAO Standard	TTCAR	Summary
ICAO Annex 1, 1.2.9.1, 1.2.9.2,	TTCAR No.1:189A (1), (2)	Establishes current minimum skill level requirements for language proficiency for flight crews and air traffic controllers;
ICAO Annex 1, 1.2.9.4, 1.2.9.6	TTCAR No.1:189A (3), (4)	Establishes minimum skill level requirements for language proficiency effective March 5, 2008.
ICAO Annex 1, Attachment 1	(b) TTCAR No.1:Schedule 14, Implementing Standard, Tables A and B	Introduces the ICAO language proficiency rating scale applicable to both native and non-native speakers;
ICAO Annex 6, Part 1, 3.1.6	(c) TTCAR No.2: 35 (1A)	Defines the operator's responsibility to ensure that flight crew demonstrate the ability to speak and understand the language used for radio telephony communication.
ICAO Annex 10 Volume II 5.2.1.6.2.1.1 5.2.1.2.1 and 5.2.1.2.2 , 5.2.1.5.2 – 5.2.1.5.5	(d) TTCAR No.15:Part 5	ICAO Annex 10 has been incorporated by reference as the Standards for Aeronautical Telecommunications and standardize on the use of ICAO phraseologies and together with ICAO Annex 1 clarify the requirement for the use of both plain language and phraseologies
ICAO Annex 11, 2.27.1, 2.27.2	(e) TTCAR No.15: Part II:Schedule 1:Part A:23	Defines the Authority's responsibility to ensure that air traffic controllers speak and understand the language used for radiotelephony communications.

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**APPENDIX B**

**STATUS REPORT**  
**AVIATION LANGUAGE PROFICIENCY TRAINING AND TESTING PLAN**  
*To be completed by all TTCAA operators and ANS Provider and submitted to the TTCAA by 31 July 2007*

<b>To:</b>	<b>Executive Manager, Safety Regulations</b>
<b>From:</b>	
<b>Date:</b>	

**Section 1 – To be completed by Operator or Air Navigation Services Provider**

1. The following is a listing of the planned dates for completion of aviation language proficiency training and testing in which  **Flightcrew**/  **Air Traffic Controllers**, shall demonstrate the ability to speak and understand the language used for radiotelephony communications to at least the operational level (level 4) specified in TTCAR No.1:Schedule 14, IS 189A.

2. The listing below shows the number of persons planned to complete training and testing in the months shown to ensure that all persons employed in positions that require them to use the aeronautical radio from 5<sup>th</sup> March 2008, are fully trained and proficient in English to the level required by the Trinidad and Tobago Civil Aviation Regulations.

Course No	2007						2008		Total
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	
1									
2									
3									
4									
<b>Total Trained and Tested</b>									

**Section 2 – To be completed by the TTCAA Licensing Section**

The following is a listing of actual numbers of  **Flightcrew** / **Air Traffic Controllers** that have applied for aviation proficiency evaluation, have been successfully evaluated and their licences amended as applicable.

*Note: A listing of actual names and licence numbers of persons who have applied and been evaluated may be obtained from the TTCAA in the first week of each of the months following course completion.*

Course No	2007						2008		Total
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	
1									
2									
3									
4									
<b>Total Number Of Amended Licences</b>									

<b>Name of Licensing Inspector</b>	<b>Signature</b>	<b>Date</b>
TF-061		

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## APPENDIX C

### **PROCEDURES FOR THE IMPLEMENTATION OF LANGUAGE PROFICIENCY ASSESSMENT OF PILOTS AND ATC CONTROLLERS IN TRINIDAD AND TOBAGO.**

#### **1. INTRODUCTION.**

- (1) The TTCAA has in its employ suitably qualified persons who functions as –
  - (a) Examiners to conduct language proficiency assessments of pilots and ATC controllers;
  - (b) Instructors to train –
    - (i) Check Airmen in the process of assessing the language proficiency of pilots; and
    - (ii) Air Traffic Examiners in the process of assessing the language proficiency of ATC controllers.
  
- (2) An Examiner is responsible to assess the language proficiency of –
  - (a) an applicant for initial issue of a pilot licence;
  - (b) a participant of a basic ATC controller course; and
  - (c) a pilot who is not employed by an operator.
  
- (3) An Instructor is responsible to conduct training of –
  - (a) Air Traffic Examiners to conduct language proficiency assessments of ATC controllers; and
  - (b) Check Airmen of operators to conduct language proficiency assessments of pilots of the operators.
  
- (4) A Check Airman is responsible to conduct language proficiency assessments of pilots of the operator in which he is employed, and submit the results of such assessments to the Authority.
  
- (5) The Air Traffic Examiner is responsible to conduct language proficiency assessment of ATC Controllers of the Air Navigation Services provider in which he is employed, and submit the results of such assessment to the Authority.
  
- (6) The training specified in this section shall be conducted by at least one Instructor.
  
- (7) The assessment specified in this section shall be conducted by at least one Examiner.

## 2. LANGUAGE PROFICIENCY ASSESSMENT FOR INITIAL ISSUE OF A PILOT LICENCE

(1) The Manager, CATC is responsible to ensure that the oral practical communication examination of a person for the initial issue of a pilot licence includes the assessment of language proficiency.

(2) The language proficiency assessment of the applicant for the initial issue of a pilot licence will be conducted by the Examiner during the oral practical communication examination.

(3) At the conclusion of the examinations for the initial issue of a pilot licence, the Examiner is responsible to complete Form TF-CATC-100, specifying on that form, the assessed level of the language proficiency of the applicant.

(4) The Manager, CATC is responsible to forward the completed Form TF-CATC-100 to the Manager, Personnel Licensing.

(5) A Personnel Licensing Inspector is responsible to issue an appropriate pilot licence where the results recorded on Form TF-CATC-100 indicate that the applicant –  
(a) passed all examinations required for that pilot licence; and  
(b) is assessed at a language proficiency level of 4, 5 or 6.

(6) The Personnel Licensing Inspector is responsible to make an entry in the pilot licence specifying his language proficiency level and the applicable assessment expiry date where the assessed level is 4 or 5.

(7) The assessment specified of this section shall be conducted by at least one Examiner.

*Note:*

*Operational Level 4 is valid for three years, after which the applicant must be re-assessed.*

*Extended Level 5 is valid for six years, after which the applicant must be re-assessed.*

*Expert Level 6 requires no re-assessment.*

**3. LANGUAGE PROFICIENCY ASSESSMENT FOR PARTICIPANTS IN AN INITIAL ATC CONTROLLER COURSE CONDUCTED BY CATC**

(1) The Manager, CATC is responsible to ensure that the oral practical communication examination for the initial ATC Controller Course includes the assessment of language proficiency.

(2) The language proficiency assessment of a participant in an ATC Controller course conducted by CATC shall be done by the Examiner during the oral practical communication examination.

(3) At the conclusion of the ATC Controller course, where CATC issues a certificate to the participant, the assessed language proficiency level of the participant shall be stated on that certificate.

(4) The assessment specified in this section shall be conducted by at least one Examiner.

*Note:*

*Operational Level 4 is valid for three years, after which the applicant must be re-assessed.*

*Extended Level 5 is valid for six years, after which the applicant must be re-assessed.*

*Expert Level 6 requires no re-assessment.*

#### **4. LANGUAGE PROFICIENCY ASSESSMENT FOR PILOTS NOT EMPLOYED BY AN OPERATOR**

(1) The Manager, CATC is responsible to ensure that an Examiner conducts language proficiency assessment of a current holder of a pilot licence who is not employed by an operator.

(2) A pilot who is not employed by an operator, whose language proficiency has not been assessed, shall apply to the Authority on Form TF-PEL-200 for assessment of his language proficiency.

(3) The Manager, Personnel Licensing is responsible to request the Manager, CATC to conduct the language proficiency assessment of the pilot in paragraph (2).

(4) At the conclusion of the language proficiency assessment, the Examiner is responsible to complete the language proficiency assessment Form TF-CATC-101 specifying the assessed language proficiency level of the pilot.

(5) The Manager, CATC is responsible to forward the completed Form TF-CATC-101 to the Manager, Personnel Licensing.

(6) Where the pilot has been assessed at a language proficiency level of 4, 5 or 6, the Personnel Licensing Inspector is responsible to make an entry in the pilot licence specifying the language proficiency level of the applicant and where applicable, the assessment expiry date.

(7) The Manager, Personnel Licensing is responsible to suspend a pilot licence where the level of language proficiency of such pilot was assessed at the level of 1, 2 or 3 and shall notify the pilot accordingly.

(8) A pilot whose licence has been suspended under paragraph (7) shall surrender his pilot licence to the Authority within two (2) days of such notification.

(9) The Manager, Personnel Licensing shall not re-issue a pilot licence suspended under paragraph (7), unless –

- (a) the pilot re-applies to the Authority for the language proficiency assessment; and
- (b) the pilot's language proficiency level has been re-assessed by CATC to be at level 4, 5 or 6.

(10) The assessment specified this section shall be conducted by at least one Examiner.

*Note:*

*Operational Level 4 is valid for three years, after which the applicant must be re-assessed.*

*Extended Level 5 is valid for six years, after which the applicant must be re-assessed.*

*Expert Level 6 requires no re-assessment.*

**5. LANGUAGE PROFICIENCY ASSESSMENT FOR PILOTS  
EMPLOYED BY OPERATORS**

(1) The Manager, CATC is responsible to ensure that training is developed for Check Airmen to conduct language proficiency assessment of pilots.

(2) An operator is responsible to submit a completed application Form TF-PEL-201 to the Authority for his Check Airmen to be trained in assessing the language proficiency of pilots in his employ.

(3) The Manager, Personnel Licensing is responsible to request the Manager, CATC to assess the language proficiency, and train the Check Airmen to conduct language proficiency assessment of pilots.

(4) Upon completion of the training referred to in paragraph (3), the Instructor is responsible to complete Form TF-CATC-102 specifying those Check Airmen who successfully completed the training and are considered competent to conduct language proficiency assessment of pilots.

(5) The Manager, CATC is responsible to forward a completed Form TF-CATC-102 to the Manager, Personnel Licensing.

(6) The Manager, Personnel Licensing is responsible to recommend the Director General designate a Check Airman to conduct language proficiency assessment of pilots for an operator where a recommendation on Form TF-CATC-102 states that a Check Airman has satisfactorily completed the training referred to in paragraph (3) and is competent to conduct language proficiency assessments of pilots.

(7) An operator shall ensure that the pilots in his employ are assessed for language proficiency no later than 5<sup>th</sup> March 2008. From 5<sup>th</sup> March 2008 those pilots who have not been assessed for language proficiency and pilots who have been assessed at language proficiency levels of 1, 2 or 3 shall not exercise the privileges of their pilot licence until they have been assessed at language proficiency levels 4, 5 or 6.

(8) An operator shall ensure that a Check Airman forward to the Manager, Personnel Licensing a completed language proficiency assessment Form TF-PEL-202 for each pilot assessed for language proficiency.

(9) The Personnel Licensing Inspector is responsible to make an entry in a pilot licence specifying the language proficiency level of the pilot and where the language proficiency level of the pilot has been assessed at level 4 or 5, the assessment expiry date.

(10) The Personnel Licensing Inspector shall suspend a pilot licence where the level of language proficiency of such pilot was assessed by a Check Airman to be at the level of 1, 2 or 3 and shall notify the pilot accordingly.

(11) A pilot whose licence has been suspended under paragraph (10) shall surrender his pilot licence to the Authority within two (2) days of such notification.

(12) A Personnel Licensing Inspector shall not re-issue a pilot licence suspended under paragraph (10), unless his language proficiency level has been re-assessed by a Check Airman to be at level 4, 5 or 6.

(13) Where a pilot licence is re-issued after satisfactory re-assessment of language proficiency, the Personnel Licensing Inspector shall make an entry in a pilot licence specifying the level of language proficiency and where the language proficiency level of the pilot has been assessed at level 4 or 5, the assessment expiry date.

(14) The assessment and training of Check Airmen specified in this section shall be conducted by at least one Examiner.

(15) The assessment of pilots of an operator shall be conducted by at least one Check Airman.

*Note:*

*Operational Level 4 is valid for three years, after which the applicant must be re-assessed.*

*Extended Level 5 is valid for six years, after which the applicant must be re-assessed.*

*Expert Level 6 requires no re-assessment.*



## **6. LANGUAGE PROFICIENCY ASSESSMENT OF ATC CONTROLLERS EMPLOYED BY AN AIR NAVIGATION SERVICES PROVIDER**

(1) The Manager, CATC is responsible to ensure that training is developed for Air Traffic Examiners to conduct language proficiency assessment of ATC controllers.

(2) An Air Navigation Services provider shall submit a completed application Form TF-PEL-201 to the Authority for his Air Traffic Examiners to be trained to conduct in the language proficiency assessments of ATC controllers in his employ.

(3) The Manager, Personnel Licensing is responsible to request for the Manager, CATC to assess the language proficiency, and train Air Traffic Examiners to conduct language proficiency assessments of ATC controllers.

(4) Upon completion of the training referred to in paragraph (3), the Instructor is responsible to complete Form TF-CATC-103 specifying those Air Traffic Examiners who successfully completed the training and is considered competent to conduct language proficiency assessment of ATC controllers.

(5) The Manager, CATC is responsible to forward a completed Form TF-CATC-102 to the Manager, Personnel Licensing.

(6) The Manager, Personnel Licensing is responsible to recommend the Director General designate an Air Traffic Examiner to conduct language proficiency assessment of ATC controllers where a recommendation on Form TF-CATC-102 states that an Air Traffic Examiner has satisfactorily completed the training referred to in paragraph (3) and is competent to conduct language proficiency assessments of ATC controllers.

(7) An Air Navigation Services provider shall ensure that the ATC Controllers in his employ are assessed for language proficiency. From 5<sup>th</sup> March 2008 those ATC Controllers who have not been assessed for language proficiency and ATC Controllers who have been assessed at language proficiency levels of 1, 2 or 3 shall not exercise the privileges of their licence until they have been assessed at language proficiency levels 4, 5 or 6.

(8) An Air Navigation Services provider shall ensure an Air Traffic Examiner submits to the Manager, Personnel Licensing a completed language proficiency assessment Form TF-PEL-202 for each ATC controller assessed for language proficiency.

(9) The Personnel Licensing Inspector is responsible to make an entry in an ATC controller licence specifying the assessed language proficiency level and where the Air Traffic Examiner assesses the language proficiency level of the ATC controller to be at level 4 or 5, the assessment expiry date.

(10) The Manager, Personnel Licensing shall suspend an ATC controller licence where the language proficiency level of that ATC controller was assessed by an Air Traffic Examiner to be at the level of 1, 2 or 3 and shall notify the ATC controller accordingly.

(11) An ATC controller whose licence has been suspended under paragraph (10) shall surrender his ATC controller licence to the Authority within two (2) days of such notification.

(12) The Manager, Personnel Licensing shall not re-issue an ATC controller licence suspended under paragraph (10), unless his language proficiency level has been re-assessed by an Air Traffic Examiner to be at level 4, 5 or 6.

(13) Where an ATC Controller licence is re-issued after satisfactory re-assessment of an ATC Controller language proficiency, the Personnel Licensing Inspector is responsible to make an entry in that ATC Controller licence specifying the language proficiency level and where the Air Traffic Examiner assesses the language proficiency level of the pilot to be at level 4 or 5, the assessment expiry date.

(14) The assessment and training of Air Traffic Examiners specified in this section shall be conducted by at least one Examiner.

(15) The assessment of ATC Controllers of an ANS provider shall be conducted by at least one Air Traffic Examiner.

*Note:*

*Operational Level 4 is valid for three years, after which the applicant must be re-assessed.*

*Extended Level 5 is valid for six years, after which the applicant must be re-assessed.*

*Expert Level 6 requires no re-assessment.*



**CIVIL AVIATION TRAINING CENTRE**  
**EXAMINATION RESULT OF AN APPLICANT FOR INITIAL ISSUE OF A PILOT LICENCE**

**To:** The Manager, Personnel Licensing      **Reference No.:** \_\_\_\_\_      **Date:** \_\_\_\_\_  
**From:** Manager, CATC      **Subject:** Results of Pilot Licence Examination

**Name of Applicant:** \_\_\_\_\_      **Date of Examination:** \_\_\_\_\_

AIR LAW	MET	NAV	HF	TOF	COMS Theory	COMS Practical	FINAL RESULT	REPEAT SUBJECT	RESIT BY DATE

**LANGUAGE PROFICIENCY ASSESSMENT RESULT:**

Be advised that Mr. / Ms. \_\_\_\_\_, an applicant for a pilot licence was assessed by Examiners Mr./ Ms. \_\_\_\_\_ and Mr./ Ms. \_\_\_\_\_ and found to be at language proficiency level \_\_\_\_\_.

*Note: Operational Level 4 expires after three years. The applicant must be re-assessed at level 4, 5 or 6 as a condition to maintain his licence valid.  
Extended Level 5 expires after six years. The applicant must be re-assessed at level 4, 5 or 6 as a condition to maintain his licence valid.  
Expert Level 6 does not expire and requires no re-assessment.*

**Signature Of Examiner No. 1:** \_\_\_\_\_      **Signature Of Examiner No. 2:** \_\_\_\_\_

I hereby certify that I have checked and verified the result contained herein to be correct.

**Name, Manager - CATC:** \_\_\_\_\_      **Signature:** \_\_\_\_\_      **Date:** \_\_\_\_\_

**Legend:**  
AIR LAW – Aviation Law; MET – Meteorology; NAV – Navigation; HF – Human Factors; COMS –Telecommunications & TOF –Theory of Flight.

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**CIVIL AVIATION TRAINING CENTRE**

**LANGUAGE PROFICIENCY ASSESSMENT RESULT OF A HOLDER OF A PILOT LICENCE**

**Reference No.:** \_\_\_\_\_

**To:** Manager, Personnel Licensing, Safety Regulations

**From:** Manager, CATC

**Subject:** Results of Language Proficiency Assessment of Pilot

Be advised that Mr. / Ms. \_\_\_\_\_, holder of a Trinidad and Tobago pilot licence # \_\_\_\_\_ was assessed by  
Examiners Mr./ Ms. \_\_\_\_\_ and Mr./ Ms. \_\_\_\_\_ on the  
\_\_\_\_\_ day of the month of \_\_\_\_\_ in the year \_\_\_\_\_ and assessed at language proficiency level \_\_\_\_\_.

*Note: Operational Level 4 expires after three years. The applicant must be re-assessed at level 4, 5 or 6 as a condition to maintain his licence valid.  
Extended Level 5 expires after six years. The applicant must be re-assessed at level 4, 5 or 6 as a condition to maintain his licence valid.  
Expert Level 6 does not expire and requires no re-assessment.*

**Signature Of Examiner No. 1:** \_\_\_\_\_ **Signature Of Examiner No. 2:** \_\_\_\_\_

I hereby certify that I have checked and verified the result contained herein to be correct.

**Name, Manager - CATC:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**RESULTS OF TRAINING OF CHECK AIRMEN AND AIR TRAFFIC EXAMINERS  
TO CONDUCT LANGUAGE PROFICIENCY ASSESSMENTS**

**Reference No.:** \_\_\_\_\_

**To:** Manager, Personnel Licensing, Safety Regulations

**From:** Manager, CATC

**Subject:** Results of Language Proficiency Assessment Training of –  
(a) Check Airmen. or (delete as required)  
(b) Air traffic Examiners.

Be advised that the following participants in the Language Proficiency Assessment Training conducted at CATC on the \_\_\_\_\_ day of the month of \_\_\_\_\_ in the year of \_\_\_\_\_ are considered competent to conduct language proficiency assessment of pilots for operator - \_\_\_\_\_, or ATC controllers of ANS provider - \_\_\_\_\_.

Surname	First Name

**Name of Instructor No. 1:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Name of Instructor No. 2:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I hereby certify that I have checked and verified the results contained herein to be correct.

**Name of Manager, CATC:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**APPLICATION FOR TRAINING OF CHECK AIRMEN AND AIR TRAFFIC EXAMINERS  
TO CONDUCT LANGUAGE PROFICIENCY ASSESSMENTS**

**To:** Manager, Personnel Licensing.

**Date:** \_\_\_\_\_

**Subject:** Application for training of Check Airmen or Air Traffic Examiner to conduct language proficiency assessments.

(Operator /ANS Provider) \_\_\_\_\_ hereby apply for the following Check Airmen / Air Traffic Examiner in my employ to be trained to conduct language proficiency assessments of pilots / ATC controllers in my employ to satisfy the requirements of regulation 189A of the Civil Aviation [(No. 1) General Application and Personnel Licensing] Regulations, 2004:

**Particulars of Check Airmen.**

Surname	First Name	Nationality	Native Language	Licence Number	Date of Issue

Contact Information: (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_  
(e-mail) \_\_\_\_\_

*DECLARATION – I hereby certify that the particulars given on this application form is true to the best of my knowledge and belief.*

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_  
*(for) Operator/ ANS Provider*

**FOR OFFICIAL USE ONLY**

Fees Paid:	Date:	Receipt No.:	File No.:
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**CIVIL AVIATION TRAINING CENTRE**

**RESULTS OF LANGUAGE PROFICIENCY ASSESSMENT OF PILOTS AND AIR TRAFFIC CONTROLLERS CONDUCTED BY OPERATORS AND ANS PROVIDERS**

**Reference No.:** \_\_\_\_\_  
**To:** Manager, Personnel Licensing, Safety Regulations  
**From:** \_\_\_\_\_  
**Operator / ANS Provider:** \_\_\_\_\_  
**Subject:** Results of Language Proficiency Assessment of pilots or ATC controllers

Be advised that Mr. / Ms. \_\_\_\_\_, holder of Trinidad and Tobago pilot / ATC controller licence # \_\_\_\_\_ was assessed by Mr./ Ms. \_\_\_\_\_ and Mr./ Ms. \_\_\_\_\_ on the \_\_\_\_\_ day of the month of \_\_\_\_\_ in the year \_\_\_\_\_ and assessed at language proficiency level \_\_\_\_\_.

***TO BE COMPLETED BY AIR OPERATOR***

Check Airman No. 1, Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check Airman No. 2, Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby certify that I have checked and verified the result contained herein to be correct.

Director Operations, Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***TO BE COMPLETED BY ANS PROVIDER***

Check Airman No. 1, Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check Airman No. 2, Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby certify that I have checked and verified the result contained herein to be correct.

Manager ANS , Name: _____	Signature: _____	Date: _____
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