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**БҮЙРЫҚ**

**№ 365**

Қазақстан Республикасы  
Нұр-Сұлтан қаласы

**ORDER**

**№ 365**

Nur-Sultan city  
Republic of Kazakhstan

**ПРИКАЗ**

**29.06.2021г.**

город Нур-Султан  
Республика Казахстан

**On approval of the Manual for Examiners entitled to determine the level of competency of air traffic service specialists.**

In order to ensure the updating of the Manual for Examiners entitled to determine the level of competency of air traffic service specialists and in accordance with the letter of Civil Aviation Committee of the Ministry of Industry and Infrastructure Development of the Republic of Kazakhstan dated June 25 2021, № 28-28/1416, based on subparagraph 4) of paragraph 81 of the Regulation of "Aviation Administration of Kazakhstan" JSC, guided by subparagraph 31) of paragraph 2 of Article 16-9 of the Law "On Use of Air Space of the Republic of Kazakhstan and Aviation Activity " I ORDER:

1. To approve the Manual for Examiners entitled to determine the level of competency of air traffic service specialists.
2. Director of the Department of issuing certificates to air staff U. Seitkazinova to take measures arising from this order.
3. First Deputy Director General L. Orlady shall oversee controlling the execution of this Order.
4. This Order shall become effective on the date of its signing.

**General Director**

**P. Griffiths**

APPROVED  
Director General  
JSC Aviation Administration of Kazakhstan

\_\_\_\_\_  
P. Griffiths

"365 " 29 June 2021 г.

**REPUBLIC OF KAZAKHSTAN  
JSC «AVIATION ADMINISTRATION OF KAZAKHSTAN»**

Manual for Examiners entitled to determine the level of competency  
of air traffic service specialists.

## Лист согласования

Должность	Дата	Подпись	Расшифровка подписи
Первый заместитель Генерального директора	29.06.2021		Л. Орлэди
Заместитель Генерального директора по правовому обеспечению	29.06.2021	Согласовано по e-mail	К. Кульджанов
Старший менеджер Департамента по правовому обеспечению	29.06.2021		М. Джумадлаев
И.о. директора Департамента выдачи свидетельств авиационного персонала	29.06.2021		А. Круглов
Старший авиационный инспектор по ОВД Департамента выдачи свидетельств авиационного персонала	29.06.2021		А. Кесикбаев

## Registration form for amendments and additions

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## 1. General points

1. These guidelines for the examiners who have the right to determine the level of qualification of air traffic service professionals (hereinafter - Guidelines) are developed in accordance with the Law of the Republic of Kazakhstan from July 15, 2010 "On the use of airspace of the Republic of Kazakhstan and aviation activity", the qualification requirements for individuals entitled to determine the level of aviation personnel, approved by the Minister of Transport and Communications of the Republic of Kazakhstan, order No. 763 of 28 September 2013 (hereinafter referred to as Order No. 763), the Qualification Requirements for a Person to Obtain an Aviation Personnel Certificate, approved by Order No. 362 of the Minister of Transport and Communications of the Republic of Kazakhstan of 13 June 2011 (hereinafter referred to as Order No. 362), the Rules of Issuing and Renewing Aviation Personnel Certificates, approved by Order No. 750 of the Minister of Transport and Communications of the Republic of Kazakhstan of 26 September 2013, Model Professional Training Programmes for Aviation Personnel Participating in Flight Safety, approved by Order No. 764 of the Minister of Transport and Communications of the Republic of Kazakhstan dated September 28, 2013 (hereinafter - Order No. 764), Rules for Defining the Qualifications of Aviation Personnel, approved by Order No. 517 of the Acting Minister of Investment and Development of the Republic of Kazakhstan dated July 31, 2017 (hereinafter - Order No. 517), the requirements of the standards and recommended practices of the International Civil Aviation Organization (hereinafter referred to as ICAO) and regulates the procedure for determining the qualification level of air traffic control (hereinafter referred to as ATC) specialists.

### 2. Terms and definitions used in this Manual:

- 1) Aviation personnel means natural persons having special and (or) professional training, engaged in the performance and support of aircraft operations, air transportation and aviation work, aircraft maintenance, air traffic organization and maintenance and air traffic control;
- 2) Aviation Training Centre - a legal entity engaged in training, retraining and maintaining the professional level of aviation personnel
- 3) Human Capabilities - abilities and limits of a person affecting the safety and efficiency of aviation activities
- 4) Instructor - a person who directly trains and tests the skills of aviation personnel in accordance with his/her qualifications;
- 5) Assessment instructions (use of objective data) - instructions containing detailed information (e.g. acceptable limits) in the form of objective data that the examiner uses to determine whether a candidate meets the qualification standard;
- 6) Candidate - a professional applying for an assessment;
- 7) Qualification - a combination of skills, knowledge and attitudes required to perform a task at a prescribed level;

- 8) Qualification mark - a notation made in or related to a certificate and which forms part of it, in which special conditions, rights or limitations related to the certificate are indicated;
- 9) Proficiency check - a demonstration of the skills required for the renewal or extension of the qualification mark, including an oral examination (if provided);
- 10) Threat control - the process of detecting and responding to threats with countermeasures that reduce or eliminate the consequences of threats and reduce the likelihood of errors or undesirable conditions;
- 11) Error control - the process of detecting and responding to errors with countermeasures that reduce or eliminate the consequences of errors and reduce the likelihood of errors or undesirable conditions;
- 12) Prolongation - an administrative act carried out after the permit or authorisation expires, which prolongs the rights granted by the permit or authorisation for a further period of time, in case the explicitly defined requirements are met;
- 13) Special marking - an additional notation made on the certificate indicating special conditions, rights or restrictions, including the marking of the language skills and other information related to the certificate;
- 14) Specialist - a natural person who has professional and/or specialist training in the field of civil aviation;
- 15) Authorized body in the sphere of civil aviation (hereinafter referred to as "the authorized body") - is the central executive body responsible for management in the sphere of airspace of the Republic of Kazakhstan and activities of civil and experimental aviation
- 16) Authorized organization in the sphere of civil aviation (hereinafter referred to as "the authorized organization") - a joint stock company with one hundred percent state participation in the authorized capital, carrying out activities aimed at ensuring the sustainable development of the civil aviation industry of the Republic of Kazakhstan, flight safety and aviation security
- 17) ATC examiner - an individual with appropriate qualifications authorized and appointed by an authorized organization to assess theoretical knowledge and/or practical skills of ATC specialists for the purpose of issuing, extending validity of certificates, qualification, special marks and admission to independent activities;
- 18) senior ATC examiner - a natural person with appropriate qualifications, authorised and appointed by the authorized organization to assess the theoretical knowledge and/or practical skills of ATC specialists in order to issue, extend the validity of certificates, qualification, special marks and admission to independent activity, supervising the examining activities in the organization where he/she works;
- 19) Distractors are incorrect but plausible answers in test items with a choice of one or more correct answers. Distractors are usually used in aptitude tests, knowledge tests and vocational skills tests.

3. The procedure for assessing the competence of ATC specialists shall be carried out by an ATC examiner appointed by the authorised organisation, with the aim of:

- 1) to obtain an ATC dispatcher certificate;
- 2) prolongation of validity of the ATC Dispatcher Certificate;
- 3) assignment (inclusion into the ATC's certificate) of a qualification mark (Aerodrome control rating, Approach control procedural rating, Approach control surveillance rating, Area control procedural rating, Area control surveillance rating);
- 4) assigning (adding to the ATC controller's certificate) a special mark (examiner, instructor);
- 5) prolongation of the validity period of the qualification mark;
- 6) prolongation of the validity period of the special mark
- 7) obtaining a permit to work independently at the air traffic control unit (sector).

4. The procedure for appointment of ATC examiners is defined in Chapter 3 of Order No. 517.

## **2. Requirements for the ATC examiner**

5. A candidate for the qualification of an ATC examiner who assesses the competence of persons to be issued an aviation personnel certificate shall be subject to the qualification requirements common to the specialisation as well as the qualification requirements pursuant to Order No. 362.

6. A candidate for an ATC examiner qualification shall have:

- 1) a valid ATC dispatcher certificate;
- 2) a valid special mark of a dispatcher-instructor;
- 3) uninterrupted work experience as a dispatcher-instructor in the period prior to obtaining the ATC examiner qualification of at least three years;
- 4) qualification marks equivalent to the qualification marks of the personnel for whom the examiner is authorised to assess professional knowledge, skills and abilities;
- 5) appropriate professional training as an ATC examiner.

7. The following requirements shall be imposed on candidates for the extension of the ATC examiner:

- 1) carrying out at least two examinations per year during the period of his/her duties;
- 2) carrying out one inspection under the supervision of another IAB examiner, during the period of appointment;
- 3) having valid qualification and special marks in the ATC dispatcher's certificate;
- 4) availability of documents confirming the completion of the professional development courses under a special programme for the examiners.

8. The ATC examiner shall perform assessment procedures only with regard to those qualification and special marks, of which he/she is the holder.

9. Professional training of ATC examiners shall be implemented in the form of retraining of ATC dispatchers who do not have this qualification and maintaining the professional level of ATC examiners appointed by the authorized organization.

10. Retraining is implemented for persons having at least 3 years of uninterrupted work experience as an ATC examiner at the moment of training or

persons previously retrained, but not appointed by an authorized organization and not acting as an ATC examiner within 5 years from the date of graduation.

11. an ATC examiner must know

1) provisions of legal acts of the Republic of Kazakhstan in the field of civil aviation, relevant to the scope of work of an ATC examiner;

2) Provisions of ICAO standards and recommended practices, instructional material related to the sphere of ICAO examiner activity;

3) human capabilities and limitations, including factors of threats and errors in ATC;

4) principles of establishing a working relationship with the person to whom the knowledge, skills and abilities are tested;

5) principles and methods of assessment, assigning adequate assessment and establishing the appropriateness of knowledge, skills and competences of the candidates, including making an informed assessment decision, providing the evaluated individual with constructive information on the results of the assessment.

12. the assessor should be able to and have the practical skills to

1) keep documentation, including ensuring the validity and reliability of collected data, recording documents, organising measures for the protection of personal data of the assessed individual with regard to the conducted examinations and results;

2) conducting briefing, checking the level of knowledge, skills and abilities of the examinee;

3) organization and preparation for the qualification exam

4) interviewing and evaluating the examinee, documenting the examination procedures.

### **3. Organizational aspects of ATC examiner's activity**

The ATC examiner shall carry out his/her activity in accordance with the approved plan of conducting qualification examinations (hereinafter referred to as the Plan), which shall be developed taking into account the semi-annual shift schedules of the ATC service.

14. The Plan shall be drawn up by the Chief Examiner of the ATC and approved by the Head of the ATC Service on a quarterly basis, in order to comply with the rules of work order of examiners and examinees. The plan may be amended in case of circumstances of unpredictable nature (temporary disability, extension of internship, etc.).

15. The plan must, as a minimum, contain the following information:

- Name of examiner and examinee;
- date and time of the examination;
- the type of examination (theoretical training or practical skills);
- the duration of the planned examinations.

16. A form of moral and material incentives shall be the remuneration of ATC examiners, established by the organization where they work, in accordance with the labor legislation of the Republic of Kazakhstan.

17. Accounting for the working time of ATC examiners when conducting qualification examinations shall be kept by the head of the ATC service.

18. The head of the ATC service shall be responsible for the examination activity in relation to the examination activity:

- arranging the working hours determined for the performance of the examiner's functions and excluding his activities at the same time as the performance of the functions prescribed by the ATC dispatcher's certificate;
- recording the working time of ATC examiners when administering qualification examinations;
- maintaining the professional level of ATC examiners in due time;
- storage of materials related to the conduct of qualification examinations;
- control over observation by ATC examiners of the work regulations in accordance with the current labor legislation of the Republic of Kazakhstan.

19. ATC examiner shall be responsible for admittance to independent professional activity of ATC specialist, whom he/she certified.

20. A senior ATC examiner in carrying out his/her activity shall be responsible for:

- planning the conduct of qualification examinations by ATC examiners;
- control over the relevance of the test questions;
- organizing and administering the qualification examination;
- determining the readiness of the examinee before the qualifying examination by checking the documents confirming the completion of all stages of preparation
- ensuring objectivity in the assessment of the examinee;
- keeping the test papers safe and secure;
- maintaining proper documentation;
- keeping materials related to the conduct of qualification examinations;
- observance of the rules of work order, safety rules and fire safety.

21. The ATC examiner in carrying out his/her activities shall be responsible for:

- organizing and conducting the qualification examination;
- determining the preparedness of the examinee before the qualification examination by checking the documents proving the completion of all stages of the training;
- ensuring objectivity in the assessment of the examinee;
- safeguarding and securing the test papers;
- keeping of the established documentation;
- keeping materials related to the conduct of qualification examinations;
- adherence to the rules of work order, safety and fire safety regulations.

22. Professional training of ATC examiners shall be implemented in the form of retraining of ATC specialists having at least 3 (three) years' authorization to instruct, but not having qualification of an examiner, and maintaining professional level of current ATC examiners.

23. A person who previously completed professional training of ATC examiners, but did not carry out activities as an ATC examiner or was not appointed by an authorized organization as an ATC examiner within 5 (five) years from the date of graduation shall be retrained.

24. Retraining of ATC specialists shall be conducted at aviation training centers (hereinafter referred to as ATC) under programmes agreed with the authorized organization or in foreign ATCs recognized by the authorized organization.

25. Upon completion of retraining at the ATC, the ATC specialist shall undergo an internship of not less than eight (8) hours under the supervision of an acting ATC examiner.

26. Internship of a candidate for ATC examiner shall be conducted on the basis of the order of the head of a structural subdivision of an enterprise and shall be implemented by means of simulating a real situation and include

- procedure for conducting the briefing;
- examination of the level of knowledge, skills and abilities of an examinee;
- Demonstration of the procedures for evaluating the examinees;
- organization, preparation and administering of qualification examinations;
- documentation.

27. The professional level of ATC examiners shall be maintained in ATC or in civil aviation organizations under programmes agreed with the authorized organization at least once every three years.

#### **4. Policy on participation of ATC examiners to carry out qualification examination activities in other civil aviation organizations or ATCs**

28. When an ATC examiner is engaged by an authorized organization to conduct a qualifying examination in an external enterprise, the examiner shall retain his/her employment relationship with the civil aviation organization where he/she works for the period of engagement. When conducting a qualifying examination requiring the examiner to travel to another branch, documents shall be executed in accordance with the current labor legislation of the Republic of Kazakhstan.

29. Accounting for working time, guarantees in the field of labor remuneration, travel expenses shall be regulated by the labor legislation of the Republic of Kazakhstan and other normative legal acts of the Republic of Kazakhstan, establishing special norms of duration of working hours and time off, considering the specifics of activity.

5. Characteristics of premises, equipment, technical, software tools used for theoretical training inspection

30. The exam shall be held in a separate room with phones off.

31. The testing room shall be equipped with:

- appropriate furniture;
- a safe for securing the data on digital and paper media;
- a computer (all-in-one PC), isolated from local or global network access, password-protected, free of third-party data and programs not related to the testing
- a device with audio-video recording function to capture the testing process, covering both the examiner and the examinee in the frame during the filming;
- Other equipment as required.

32. The software for conducting automated computer-based testing shall be selected by the IAB examiner independently and, as a minimum, must meet the following requirements:

- closed access to the question bank;
- possibility of displaying the result on the screen;
- possibility of saving the test result;
- the possibility of displaying the duration and remaining time of the test.

## **6. Procedure for conducting qualification examinations**

33. The qualification level of ATC specialists shall be determined by means of a qualification examination, which includes 1:

- 1) verification of theoretical training (no more than 2 (two) hours);
- 2) verification of practical skills (2 hours).

A prerequisite for the qualification examination shall be that the candidate has fully completed all previous procedures stipulated by Order No. 362 (professional training, internship, simulator training).

34. A candidate planning to take a qualification examination shall submit an application, agreed with the Head of ATC Service, copies of special and professional training documents, copy of identity document to an authorized organization or an appointed ATC examiner in the form according to Appendix 1 to the present Guidelines. 35. The candidate is allowed to be tested by presenting a registration card in the form according to Appendix 2 to these Guidelines, which he receives upon review of the documents and the original identity document (for identification).

36. Verification of theoretical training of candidates for the ATC Dispatcher Certificate shall be conducted by an authorized organization or, in agreement with the authorized organization, by an appointed ATC examiner in an automated manner on computers.

37. Verification of theoretical training of ATC specialists for the purpose of extending the validity of the ATC dispatcher certificate, assigning and extending the validity of qualification and special marks, as well as obtaining the next admission to work independently at the ATC dispatcher (sector) is conducted by an ATC examiner appointed by the authorized organization in an automated way on a computer or using paper media.

38. The threshold level for successful passing the theoretical knowledge test is not less than 75%.

39. Based on the results of passing the theoretical knowledge test in an automated way on a computer, one of the following conclusions shall be made:

- 1) the test was passed;
- 2) the test was not passed.

40. The list of subjects (modules) for checking theoretical training is formed on the basis of the purpose of the qualification examination, in accordance with Appendix 3 to this Guide.

41. Before commencing the theoretical training test, the examiner shall

- check the readiness of the workplace and the necessary technical means;
- check the availability of the necessary test tasks, checklists;
- make the examinee aware of the safety instructions for users working in a test room equipped with personal computers;
- turn on the audio-video recording device;
- give instructions describing the procedure of the theoretical training test.

42. The instruction shall be substantive and include at least the following information:

- warning the examinee that audio-visual recording is taking place;
- the number and name of the subjects (modules) for which the examination will be conducted;
- the number of test questions in the assignment;
- the time allocated for the test;
- the lower threshold for passing the test;
- how to retake the test if you fail the test;
- the procedure for appeal in case of disagreement with the test result;
- the procedure for checking the theoretical knowledge.

43. During the briefing the examiner shall answer the questions of the candidates regarding the test procedure and urge them to work calmly and attentively. The briefing ends if there are no unclear questions on the theoretical knowledge evaluation. The briefing time is not included in the test time.

44. During the theoretical knowledge assessment in group testing the examinees are not allowed to talk to each other, exchange materials, use information on paper, electronic and other media, leave the room, use receiving and transmitting electronic devices (mobile phones and other electronic equipment, to be turned off for the duration of the test).

45. The IAB examiner shall be calm, attentive, friendly and short-spoken. The examiner is not allowed to answer questions concerning the correctness of the answer choice in the test task.

46. When the time set for the paper-based test expires, the examiner shall immediately collect the test materials and control sheets for checking and grading.

When using an automated testing system (computer program), the test is automatically completed after the set time has elapsed. Counting of correct test answers is carried out automatically, by means of the testing computer programme.

No additional time is given for completing the task.

47. Upon completion of the paper-based theoretical training test, the examiner shall check the availability of all task sheets and checklists. If part of the task or control sheets are missing, the ATC examiner will invalidate the work.

48. The ATC examiner shall have the right to stop the testing process and annul the work of the examinee in case the examinee violates the requirements of Clause 44 of these Guidelines.

In this case, the ATC examiner within one working day shall draw up an act of violation in the form according to Appendix 4 to this Manual, familiarize the examinee with it and send the act to the authorized organization.

Candidates, in respect of whom an act of violation has been drawn up, shall be retested not earlier than twelve months from the date of violation.

49. The results of theoretical training test indicating the overall result, information on the marks obtained, conclusions on gaps in knowledge based on incorrect answers to questions shall be provided to candidates within two working days from the end of the test.

50. In case of successful passing the theoretical training test, a candidate shall be admitted to the practical skills test.

51. In case of impossibility to continue testing due to force majeure (natural disasters, acts of war, etc.), as well as due to technical failures, testing shall be suspended.

In this case, a report on the suspension of the testing procedure shall be drawn up in accordance with Appendix 5 to these Guidelines, and the testing shall be postponed to another time.

52. The practical skills of the candidate shall be tested at the workplace where he/she plans to work.

53. The practical skills test of an ATC specialist for the purpose of obtaining, extending the qualification mark shall be conducted under realistic conditions and shall include air traffic service. In case of low air traffic intensity (less than 20% of the point capacity), the practical skills shall be tested in a dispatcher's simulator.

54. Screening of candidates for admission to independent operation at a control center to be established at the aerodrome to be opened or at a new control centre (sector) of an existing ATC center shall be performed by an ATC examiner with the same qualification mark under the control of an instructor.

55. Candidate's practical skills shall be tested in accordance with the set technological operations for each qualification in the form according to Appendix 3 to these Guidelines.

56. Based on the results of the practical skills check, one of the following conclusions shall be made when verifying the candidate's compliance with each of the verifiable criteria:

- 1) complies;
- 2) does not comply.

57. Upon successful completion of the qualification examination, the ATC examiner shall issue a decision "attested" and in case of unsuccessful completion, a decision "not attested" in accordance with the form set out in Appendix 3 to these Guidelines.

58. Verification of theoretical training and practical skills of candidates aimed at obtaining, extending validity of the ATC Dispatcher's certificate can be combined with a similar verification aimed at awarding or extending validity of a single qualification mark and does not require separate qualification assessment procedures.

59. Candidates who obtain theoretical knowledge test results below the thresholds specified in Paragraph 38 of this Manual shall be allowed to retest not earlier than ten working days from the date of the test.

60. In case of a negative result of the practical skills test, a candidate shall be allowed to retake the test after additional training determined by the Head of the ATC Service. The ATC examiner shall notify the Head of the ATC Service of the decision not to certify a candidate with indication of the reason in the protocol of qualification examination.

61. Candidates who fail the theoretical or practical skills examination in three attempts shall be trained in an aviation training center.

## **7. Form of reporting and procedure for keeping records, storing and preserving documentation related to the qualification examination**

62. The conduct of a qualification examination is documented by the examiner and entered in the Qualification Examination Log. The following data shall be recorded in the register:

- name and position of the candidate;
- date of birth;;
- the purpose of the qualifying examination;
- the type of examination (theoretical training, practical skills);
- date, starting time of the test, duration of the test;
- the workplace where the practical skills test was conducted;
- name of the examiner;
- the examiner's decision for each examination and the record number.

63. The results of the theoretical and practical skills test shall be indicated in the protocol of the qualification examination in the form according to Annex 3 to these Guidelines. The protocol of the qualification examination shall be issued to the examinee within 2 working days from the end of the examination.

64. All paper materials and computer records related to qualification examinations (applications, protocols (copies of the protocol), test results) shall be

kept in a safe installed in the office of the Head of ATC Service or ATC Examiner for at least 2 (two) years from the date of the qualification examination.

65. Audio and video recordings related to the qualification examination shall be stored on the ATC examiner's computer in a password-protected vault for at least 7 (seven) working days from the date of the qualification examination.

66. All computer records relating to qualifying examinations shall be stored in a password-protected vault.

67. The qualification examination log shall be kept in the office of the ATC examiners or the Head of ATC Service.

## **8. Procedure for filing and consideration of appeals**

68. A candidate who disagrees with the result of the qualification examination shall, within three working days from the date of receipt of the assessment results, submit an appeal of the assessment results to the authorized organization, with justification for the appeal in the form according to Appendix 6 to these Guidelines.

69. In order to carry out the appeal review measures, the authorized organization, if necessary, shall request the examination material (test questions with answers; video and audio recordings of the qualification exam) from the examiner.

70. The appeal shall be considered at the meeting of the qualification commission of the authorized organization within twenty-two working days from the date of registration of the application with the authorized organization.

71. Extract of the protocol decision of the qualification commission shall be issued to the applicant on the next working day after its consideration.

## **9. Rules of drafting test assignments and measures taken for their protection**

72. The development of test assignments and their annual updating shall be carried out by the ATC examiner, in coordination with the authorized organization.

73. The tests differ depending on the qualification for which the candidate is applying.

74. The test assignments must meet the following requirements:

1) Reliability:

- the number of test items must be sufficient to exclude their repetition in the test;
- unintelligibility and ambiguity of the questions is not allowed;
- selection of distractors to eliminate the random guessing of correct answers.

2) Validity (conformity to a rule or truth):

- when drafting test items, content validity, i.e. the content of the items must strictly comply with the requirements of civil aviation legislation, and functional validity,

i.e. the items must be drafted in scientific language which must exactly match the content description language in the subject (module) must be taken into account.

3) Generally understandable and unambiguous:

- The description of the test task should be simple and straightforward.

4) Simplicity:

- Test items should not contain a layering of several items.

75. ATC examiners administering tests shall ensure proper storage of test items to exclude unauthorized persons from accessing them.

76. Distribution and familiarization of candidates with test assignments is prohibited.

77. If test assignments are found in any public sources of information, on any media with candidates or third parties, they shall be deemed invalid, removed from further testing process, and an official investigation shall be carried out in respect of their publication.

## **10. Prevention of conflicts of interest**

78. An examiner may not assess the qualifications of a candidate in respect of whom he/she has acted as an instructor during the traineeship in the period preceding the examination for the award of a qualification, special mark or admission to self-employment.

79. It shall be prohibited to interfere with the actions of the ATC examiner during the qualification examination and require him to change the decision made with regard to the candidate being assessed.

80. In case a candidate fails to demonstrate the required level of qualification, the examination shall be conducted by the same examiner.

A senior ATC examiner may be substituted by a senior ATC examiner in agreement with the Head of the Service of Internal Affairs.

81. The examiner shall not have a personal or professional conflict of interest in connection with the performance of the examination function.

## **11. Supervision and examination of ATC examiners**

82. Supervision and supervision of ATC examiners shall be carried out by an authorized organization through scheduled and unscheduled inspections.

83. Each examiner shall be subject to inspection at least once every three years for compliance with Orders Nos. 362, 517, 763, 764 and these Guidelines.

84. The examination of ATC examiners shall be carried out in accordance with the checklist drawn up by an official of the authorized organization, in accordance with Appendix No. 7 to this Manual.

85. Based on the results of examination of ATC examiners, an act of examination shall be drawn up with a completed examination sheet attached.

Appendix 1  
To the Manual for Examiners entitled  
to determine the level of  
competency of air traffic service specialists.

Form

**APPLICATION  
for the qualification examination**

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(name of enterprise, branch, service/department)

---

(applicant's full name)

Date of birth \_\_\_\_\_ Position \_\_\_\_\_

Exam  
purpose \_\_\_\_\_  
(rating type, admission)

Workplace \_\_\_\_\_  
—  
(workplace, control room, sector)

Theoretical training \_\_\_\_\_  
(planned date of examination) (full name and signature of examiner)

Practical skills \_\_\_\_\_  
(planned test date) (full name and signature of examiner)

Applicant \_\_\_\_\_  
(signature) \_\_\_\_\_ (full name) \_\_\_\_\_ (Date)

Head of ATC service \_\_\_\_\_  
(signature) \_\_\_\_\_ (full name) \_\_\_\_\_ (Date)

Appendix 2  
To the Manual for Examiners entitled  
to determine the level of  
competency of air traffic service specialists.

**Test registration card**

Candidate's full name

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Candidate's IIN

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Passing the test: date \_\_\_\_\_ time \_\_\_\_\_

Appendix 3  
To the Manual for Examiners entitled  
to determine the level of  
competency of air traffic service specialists.

ATC qualification form  
**QUALIFICATION EXAMINATION PROTOCOL № \_\_\_\_\_**  
**from the date «\_\_\_\_» \_\_\_\_\_**

\_\_\_\_\_  
(name of enterprise, branch, service/department)

\_\_\_\_\_  
(applicant's full name)

Date of birth \_\_\_\_\_ Position \_\_\_\_\_

Exam purpose \_\_\_\_\_  
(type of qualification mark, admission)

Workplace \_\_\_\_\_  
(workplace, control room, sector)

**Part 1. Theoretical training**

Subject/Module	Type of audit	Result	Conclusion of the examiner
Fundamentals of air traffic legislation of the Republic of Kazakhstan, air navigation services			
Air traffic services			
Work technology, radio communication phraseology rules			
Meteorological support of flights			
Basics of aerodynamics, aircraft performance			
Flight navigational support			
Radio technical support of flights			

Examiner's decision \_\_\_\_\_  
(decision made)

Examiner: \_\_\_\_\_  
(position, signature, full name)  
« \_\_\_\_ » \_\_\_\_\_  
(Date)

Applicant: \_\_\_\_\_  
(signature) \_\_\_\_\_ (full name) \_\_\_\_\_ (Date)

**QUALIFICATION EXAMINATION PROTOCOL № \_\_\_\_\_**  
**from the date «\_\_» \_\_\_\_\_**

\_\_\_\_\_  
 (name of enterprise, branch, service/department)

\_\_\_\_\_  
 (applicant's full name)

Date of birth \_\_\_\_\_ Position \_\_\_\_\_

Exam purpose \_\_\_\_\_  
 (type of qualification mark, admission)

Workplace \_\_\_\_\_  
 (workplace, control room, sector)

**Part 2. Practical skills**

<b>Qualification: ATC Dispatcher</b>		
<b>Technological operations</b>	<b>Notes</b>	<b>Conclusion of the examiner</b>
Taking over and handing over duty		
Compliance with established ATC rules (flight planning)		
Compliance with the governing documents requirements		
Compliance with work technology and radio traffic		
Use of radio equipment and aviation telecommunication		
Interaction with allied services		
Record management of required documents		

Examiner's decision \_\_\_\_\_  
 (decision made)

Examiner: \_\_\_\_\_  
 (position, signature, full name)  
 «\_\_» \_\_\_\_\_ (Date)

Applicant: \_\_\_\_\_  
 (signature) \_\_\_\_\_ (full name) \_\_\_\_\_ (Date)

ATC OJTI qualification form

**QUALIFICATION EXAMINATION PROTOCOL № \_\_\_\_\_**  
**from the date «\_\_\_\_» \_\_\_\_\_**

\_\_\_\_\_  
 (name of enterprise, branch, service/department)

\_\_\_\_\_  
 (applicant's full name)

Date of birth \_\_\_\_\_ Position \_\_\_\_\_

Exam purpose \_\_\_\_\_  
 (type of qualification mark, admission)

Workplace \_\_\_\_\_  
 (workplace, control room, sector)

**Part 1. Theoretical training**

Subject/Module	Type of audit	Result	Conclusion of the examiner
Fundamentals of air traffic legislation of the Republic of Kazakhstan, air navigation services			
Model training programmes for aviation personnel involved in flight safety			
Person's qualification requirements to obtain an aviation personnel certificate			
Aviation personnel certificates issuance and renewal rules			

Examiner's decision \_\_\_\_\_  
 (decision made)

Examiner: \_\_\_\_\_  
 (position, signature, full name)  
 « \_\_\_\_ » \_\_\_\_\_ (Date)

Applicant: \_\_\_\_\_  
 (signature) \_\_\_\_\_ (full name) \_\_\_\_\_ (Date)

**QUALIFICATION EXAMINATION PROTOCOL № \_\_\_\_\_**  
**from the date «\_\_» \_\_\_\_\_**

\_\_\_\_\_  
 (name of enterprise, branch, service/department)

\_\_\_\_\_  
 (applicant's full name)

Date of birth \_\_\_\_\_ Position \_\_\_\_\_

Exam purpose \_\_\_\_\_  
 (type of qualification mark, admission)

Workplace \_\_\_\_\_  
 (workplace, control room, sector)

**Part 2. Practical skills**

<b>Qualification: ATC Dispatcher-Instructor</b>		
<b>Technological operations</b>	<b>Notes</b>	<b>Conclusion of the examiner</b>
Organisation, planning and execution of trainee's pre-training		
Determining the trainee's readiness for practical training		
Organisation, planning and execution of practical training at the control room and simulator training		
Record management of required documents		

Examiner's decision \_\_\_\_\_  
 (decision made)

Examiner: \_\_\_\_\_  
 (position, signature, full name)  
 «\_\_» \_\_\_\_\_ (Date)

Applicant: \_\_\_\_\_  
 (signature) \_\_\_\_\_ (full name) \_\_\_\_\_ (Date)

ATC Examiner Qualification Form

**QUALIFICATION EXAMINATION PROTOCOL № \_\_\_\_\_**  
**from the date « \_\_\_\_ » \_\_\_\_\_**

\_\_\_\_\_  
 (name of enterprise, branch, service/department)

\_\_\_\_\_  
 (applicant's full name)

Date of birth \_\_\_\_\_ Position \_\_\_\_\_

Exam purpose \_\_\_\_\_  
 (type of qualification mark, admission)

Workplace \_\_\_\_\_  
 (workplace, control room, sector)

**Part 1. Theoretical training**

Subject/Module	Type of audit	Result	Conclusion of the examiner
Fundamentals of air traffic legislation of the Republic of Kazakhstan, air navigation services			
Qualification requirements for individuals, entitled to determine the level of qualification of aviation personnel			
Rules for determining the qualifications of aviation personnel			
Person's qualification requirements to obtain an aviation personnel certificate			
Model training programmes for aviation personnel involved in flight safety			
Aviation personnel certificates issuance and renewal rules			

Examiner's decision \_\_\_\_\_  
 (decision made)

Examiner: \_\_\_\_\_  
 (position, signature, full name)  
 « \_\_\_\_ » \_\_\_\_\_ (Date)

Applicant: \_\_\_\_\_  
 (signature) \_\_\_\_\_ (full name) \_\_\_\_\_ (Date)

**QUALIFICATION EXAMINATION PROTOCOL №**

**from the date «\_\_»**

\_\_\_\_\_  
(name of enterprise, branch, service/department)

\_\_\_\_\_  
(applicant's full name)

Date of birth \_\_\_\_\_ Position \_\_\_\_\_

Exam purpose \_\_\_\_\_  
(type of qualification mark, admission)

Workplace \_\_\_\_\_  
(workplace, control room, sector)

**Part 2. Practical skills**

<b>Qualification: ATC Examiner</b>		
<b>Technological operations</b>	<b>Notes</b>	<b>Conclusion of the examiner</b>
Briefing (Instruction)		
Demonstration of exam preparation and organisation		
Compliance with the requirements of the guiding documents		
Interview and assessment of the examinee		

Examiner's decision \_\_\_\_\_  
(decision made)

Examiner: \_\_\_\_\_  
(position, signature, full name)  
«\_\_» \_\_\_\_\_ (Date)

Applicant: \_\_\_\_\_  
(signature) \_\_\_\_\_ (full name) \_\_\_\_\_ (Date)

Appendix 4  
To the Manual for Examiners entitled  
to determine the level of  
competency of air traffic service specialists.

**Act of violation  
of the Regulations for the determination of qualification level  
of aviation personnel**

«\_\_\_\_» \_\_\_\_\_ 202 \_\_\_\_\_ hrs. \_\_\_\_\_ min.

Examiner: \_\_\_\_\_  
(full name.)

Has established the fact of violation made by the candidate  
\_\_\_\_\_ IIN \_\_\_\_\_  
full name

The requirements of p.14 of the Rules for determination of qualification level of aviation personnel.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(brief description of the violation)

Examiner's signature: \_\_\_\_\_

I have read the report: \_\_\_\_\_  
full name of the violator

Appendix 5  
To the Manual for Examiners entitled  
to determine the level of  
competency of air traffic service specialists.

Form

**Act of suspension of testing procedure**

On \_\_\_\_\_ « \_\_\_\_ » 202\_\_\_\_ at \_\_\_\_ hrs. \_\_\_\_ min. the testing procedure was suspended due to:  
(date and time)

- communication failure
- computer failure
- electrical network failure
- other reasons

Further information about the reasons for the test suspension:

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Testing is suspended for the following candidates:

1. \_\_\_\_\_ IIN \_\_\_\_\_  
(full name)

Examiner(s) \_\_\_\_\_ full name \_\_\_\_\_ signature \_\_\_\_\_ Date \_\_\_\_\_

Appendix 6  
To the Manual for Examiners entitled  
to determine the level of  
competency of air traffic service specialists.

Form

Qualification Commission  
“Aviation Administration of Kazakhstan” JSC  
from \_\_\_\_\_  
(position, full name)  
\_\_\_\_\_

**Appeal application**

I do not agree with the results of assessment (testing/practical skills) (underline the appropriate)  
for the following reason  
\_\_\_\_\_

In this connection I ask you to consider my statement at the qualification committee meeting and  
decide on this matter.

Date

Candidate's signature

Appendix 7  
To the Manual for Examiners entitled  
to determine the level of  
competency of air traffic service specialists.

**ATC Examiners' performance assessment**

**CHECKLIST**

Full name and position of inspected  
examiner \_\_\_\_\_  
Workplace \_\_\_\_\_

Time and date of inspection \_\_\_\_\_

No	Name	Rating of compliance e (+/-)	Number of non-compliance item
<b>Qualification compliance</b>			
1.	Compliance with the Qualification requirements for individuals entitled to determine the level of competency of aviation personnel, approved by Order No. 763 of the Minister of Transport and Communications of the Republic of Kazakhstan dated September 28, 2013, in part:		
	1) having a valid rating of a dispatcher-instructor, having a valid certificate of aviation personnel (ATC dispatcher);		
	2) having rating equivalent to the rating of the personnel for whom they are authorized to assess professional knowledge, skills and abilities;		
	3) having appropriate professional training as an examiner and instructor-dispatcher.		
<b>Documentation record maintaining</b>			
2.	Maintaining a qualification examinations' conduct logbook		
3.	Recording of the qualification examinations' conduct protocols		
4.	Keeping the documentation related to the qualification examination safe		
<b>Qualification exam procedures</b>			
5.	Execution of theoretical training checking procedures		
6.	Execution of practical skills checking procedures		