

## Air Traffic Services Personnel Licences and Ratings—Flight Radiotelephone Operator Rating

### General

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

Consideration will be given to other methods of compliance that may be presented to the Director. When new standards, practices, or procedures are found to be acceptable they will be added to the appropriate AC.

### Purpose

This AC describes an acceptable means of compliance with the requirements for a Flight Radiotelephone Operator rating.

This material is intended for applicants for air traffic services (ATS) personnel licences and ratings, in particular flight radiotelephone operator ratings.

### Related Rules

This AC relates specifically to Civil Aviation Rule Part 65 *Air Traffic Services Personnel Licences and Ratings* Subpart C - *Air Traffic Controller Licence and Subpart D -Flight Service Trainee Licence*.

### Change Notice

Revision 3 adds a note on the online application process and provides a link to an abbreviations and acronyms section in AC65-1. It also makes stylistic and format changes in line with other ACs. We have also added a Version History.

**Version History**

## History Log

<b>Revision No.</b>	<b>Effective Date</b>	<b>Summary of Changes</b>
AC65-06, Rev 0	30 April 2001	Initial issue.
AC65-6, Rev 1	3 May 2007	Re-numbered from AC 65-06 to AC 65-6 as part of a project to standardise the numbering of all ACs.
AC65-6, Rev 2	18 Oct 2011	Made editorial changes to text, and includes a revised Appendix A 'Subject No 102 ATS Flight Radiotelephone Operator Rating' syllabus presented in the objective performance verb format.
AC65-6, Rev 3	29 Jan 2024	Adds a note on the online application process.  Provides a link to an abbreviations and acronyms section in AC65-1.  Makes stylistic and format changes in line with other ACs.  Adds a Version History.

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## Introduction

Part 65 *Air Traffic Services Personnel Licences and Ratings* was issued on 1 April 1997 and amended most recently on 24 September 2015, Amendment 5. Part 65 prescribes rules governing the issue of ATS licences and ratings, the conditions to issue those licences and ratings, and the privileges and limitations of those licences and ratings.

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

## Abbreviations and acronyms

For a list of abbreviations and acronyms used in these ACs, please refer to [AC65-1, Air Traffic Services Personnel Licences and Ratings – General](#).

While many abbreviations are from [Part 1 - Definitions and Abbreviations](#), they have been listed in AC65-1 for convenience.

## AC Intent and Process

This AC provides guidance on how to comply with Part 65, *Air Traffic Services Personnel Licences and Ratings*, Subpart C - *Air Traffic Controller Licence* and Subpart D – *Flight Service Trainee Licence*.

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

**Note:** From 29 January 2024 it will be possible to apply online for ATS licences and ratings through **MyAviation**, CAA's online portal for licensing requests, instead of filling in paper forms. Click the 'Online services' button on the CAA home page to get started.

## Subpart F – Flight Radiotelephone Operator Rating

### 65.251 Applicability

Subpart F prescribes rules governing the issue of flight radiotelephone operator ratings to ATS personnel and the privileges and limitations of those ratings.

### 65.253 Eligibility requirements

**Rule 65.253 (a)(1)** requires an applicant for a flight radiotelephone operator rating to have satisfactorily completed an acceptable training course in aeronautical radiotelephone practices and procedures including a written examination. Attainment of the written syllabus given in Appendix A of this AC would meet this requirement.

**Rule 65.253 (a)(2)(i)** requires an applicant for a flight radio telephone operator rating to have demonstrated to the holder of an ATS instructor rating, or flight instructor rating, correct manipulation and adjustment of the controls of aeronautical radiotelephone equipment. Successful passing of a practical test covering the syllabus in Appendix A of this AC would meet this requirement. It is acceptable that the practical test be conducted in a classroom environment.

**Rule 65.253 (a)(2)(ii)** requires an applicant for a flight radiotelephone operator rating to have demonstrated to the holder of an ATS instructor rating, or flight instructor rating, the ability to transmit and receive spoken messages competently and in accordance with current procedures. Successful passing of a practical test covering the syllabus in Appendix A of this AC would meet this requirement. It is acceptable that the practical test be conducted in a classroom environment.

## APPENDIX A

### Subject No 102 – ATS Flight Radiotelephone Operator Rating

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

**This syllabus is based upon Civil Aviation Rules and ICAO requirements.**

<b>Sub Topic</b>	<b>Syllabus Item</b>
<b>102.2</b>	<b>General</b>
102.2.2	Describe the frequency bands in use for air-ground communications in the New Zealand Flight Information Region (FIR) and Auckland Oceanic FIR.
102.2.4	Derive from operational publications, the required frequency for communication within particular airspace.
102.2.6	Demonstrate correct manipulation and adjustment of the Voice Communication System (VCS).
<b>102.4</b>	<b>Procedures and Phraseology</b>
102.4.2	State the language to be used in communications.
102.4.4	Demonstrate proficiency in delivery technique and microphone positioning.
102.4.6	Explain the requirements for the establishment of communications, communications watch, and transfer of communications.
102.4.8	State the phonetic alphabet to be used for transmitting letters.
102.4.10	Explain and demonstrate proficiency in the transmission of numbers and time.
102.4.12	Demonstrate proficiency in knowledge of aircraft callsigns and aeronautical station callsigns.
102.4.14	Identify and use correctly ICAO standard radiotelephony and phraseology procedures.
102.4.16	State the requirements for identifying operating position on internal telephone calls.
102.4.18	List the ATC clearances, information or instructions that require a full readback from an aircraft.
102.4.20	Explain the process for corrections and repetitions of communications.
102.4.22	Explain the readability scale and testing procedures.
102.4.24	Explain recommended procedures for dealing with aircraft on same frequency with similar callsigns.
<b>102.6</b>	<b>Failure of Aircraft Communications</b>
102.6.2	Describe the actions an IFR aircraft will take when experiencing loss of communications.

<b>Sub Topic</b>	<b>Syllabus Item</b>
102.6.4	Describe the actions a VFR aircraft will take when experiencing loss of communications.
102.6.6	State the actions taken by an ATS unit in response to an aircraft communications failure.
<b>102.8</b>	<b>Failure of ATS Communications</b>
102.8.2	Explain the checks to be followed when aware of a partial or complete failure of the ATS air–ground element of the VCS.
<b>102.10</b>	<b>Distress and Urgency Communications</b>
102.10.2	Define Distress and Urgency communications.
102.10.4	State the signal used for a Distress call.
102.10.6	State the signal used for an Urgency call.
102.10.8	State the message format for Distress and Urgency communications.
102.10.10	Describe the actions taken by ATS units during Distress situations.
102.10.12	Describe the actions taken by ATS units during Urgency situations.