



GOVERNMENT OF INDIA  
**OFFICE OF DIRECTOR GENERAL OF CIVIL AVIATION**  
TECHNICAL CENTRE, OPP-SAFDARJANG AIRPORT, NEW DELHI

**CIVIL AVIATION REQUIREMENTS**  
**SECTION 9 – AIR SPACE AND AIR**  
**NAVIGATION SERVICES STANDARDS**  
**SERIES L PART VI**  
**ISSUE I, DATED 13<sup>th</sup> DECEMBER 2018**

**EFFECTIVE: FORTHWITH**

F. No. DGCA-21048/9/2018-ANSS

Subject: **Log book – Personnel of Air Traffic Services.**

**1. Introduction**

Every license holder shall maintain a personal log book in accordance with rule 115 of the Aircraft Rules, 1937. This Civil Aviation Requirement (CAR) lays down requirements and procedure to log the actual watch period during which he has performed any duty for exercising the privileges of his licence or ratings, or for on-the-job training.

The CAR is issued under the provisions of Rule 133A and Rule 115 of the Aircraft Rules, 1937.

**2. Applicability**

This CAR is applicable to the holder of a licence, engaged in provision of Air Traffic Services and Air Navigation Service Provider.

**3. Format of log book and principle of making log entries**

3.1 Every Air Traffic Controller license holder shall maintain a personal log book in updated condition as specified in the Appendices I, II, III and IV of this CAR, clearly indicating the purpose of duty while providing Air Traffic Services in unit(s), including OJT.

3.2 Parts of log book

3.2.1 Instructions for maintenance of log book (Appendix-I) shall be first page of log book.

- 3.2.2 Personal details of air traffic controller (Appendix-II) shall be next to as mentioned in para 3.2.1.
  - 3.2.3 Training courses at approved training centre and details of rating and related examination etc. (Appendix-III) shall be next to as mentioned in para 3.2.2
  - 3.2.4 Record of experience and logging of on-watch period shall be in the format of Appendix-IV.
- 3.3 It shall be ensured by the license holder that entries in the log book are:
- 3.3.1 made in ink;
  - 3.3.2 made in chronological order;
  - 3.3.3 without erasure, defacement, or obliteration; and
  - 3.3.4 if required, entries be corrected by striking out the erroneous entries by drawing a single line and putting the initials at the end.
- 3.4 The assessment, proficiency checks of an ATCO shall also be recorded in the personal log book.
- 3.5 The license holder shall submit his current personal logbook(s) in support of any application for obtaining a license/renewal of license/endorsement of rating or authorization to the training in-charge of the ATS centre.
- 3.6 The Air Navigation Service Provider shall formulate a mechanism to check the correctness of entries in the log books. At the end of every quarter, the log books shall be certified for correctness of entries therein by the in-charge of the air traffic services unit or by the Watch Supervisory Officer (WSO).
- 3.7 When the existing log book has been filled completely, a new log book shall be opened immediately and summary of the previous log book shall be carried forward to new log book, and same should be informed to ATS-in-charge in writing.
- 3.8 Wherever the log books are maintained in an electronic format, measures shall be taken to ensure that all entries made in the log are traceable and protected. Unless authorised by the in-charge of the air traffic services unit or by the watch supervisory officer (WSO) for correction of inadvertent error in entries, the electronic format shall not permit entries to be subsequently altered or tampered with in any way.

#### **4. Preservation of logbooks**

The air traffic controller shall preserve the log books for not less than five years after the date of the last entry therein.



(B. S. Bhullar)  
Director General of Civil Aviation

**INSTRUCTIONS TO FILL UP AND MAINTAIN LOG BOOKS**

- (1) Every licence holder shall maintain a personal log book in the format specified in Appendix II, III, IV of the Civil Aviation Requirements Section 9 Series L Part VI and log the actual watch period during which he has performed any duty for exercising the privileges of his licence or ratings, or for on-the-job-training.
- (2) All entries in log books shall be made either in ink or logged electronically.
- (3) Log books shall be preserved for **not less than five years** after the date of the last entry therein.
- (4) (a) Every licence holder shall certify the accuracy of the entries in his log book with respect to the watch period at least at the end of each calendar month.  
(b) At the end of every quarter, the log books shall be certified for correctness of entries therein by the in-charge of the air traffic services unit or by the Watch Supervisory Officer (WSO).
- (5) The watch time during which a licence holder is under on-the-job training shall be entered in his log book as “on the job training” and the instructor shall also countersign the entries in the log book of the licence holder indicating the nature of the training given.
- (6) The instructor shall log as watch period in his log book the period during which he acts as an Instructor and the log entries shall indicate in the remarks column that the time was logged for instructional purpose.

<b>Abbreviations:</b>			
<b>ACC</b>	<b>Area Control Centre</b>	<b>OCC</b>	<b>Oceanic Control Centre</b>
<b>ACC(S)</b>	<b>Area Control Surveillance (RADAR)</b>	<b>ATS</b>	<b>Air Traffic Services Service</b>
<b>ADC</b>	<b>Aerodrome Control</b>	<b>OJT</b>	<b>On-the-Job Training</b>
<b>ADS-C</b>	<b>Automatic Dependence Surveillance - Contact</b>	<b>OJTI</b>	<b>On-the-Job Training Instructor</b>
<b>APP</b>	<b>Approach Control Unit</b>	<b>SMC</b>	<b>Surface Movement Control</b>
<b>APP(S)</b>	<b>Approach Control Surveillance (RADAR)</b>	<b>UTC</b>	<b>Universal Time Coordinated</b>
<b>ATC</b>	<b>Air Traffic Control</b>	<b>WSO</b>	<b>Watch Supervisor Officer</b>
<b>ATCO</b>	<b>Air Traffic Control Officer</b>		

**AIR TRAFFIC CONTROLLER'S LOGBOOK**

Affix passport  
size  
photo

Name.....

Date of birth.....Telephone/Mobile .....

Address.....

E-mail ID.....

Employee Organization .....

Employee No .....

License Details					
Type of license held	License number	Issuing authority	Date of issue	Date of expiry	Date of renewal
Student Air traffic Controller					
Air traffic Controller					

Endorsement of Rating on License			
Sl. No.	Name of Unit/Rating	Date of Endorsement	

**APPENDIX III**

<b>TRAINING COURSES AT APPROVED TRAINING CENTRE</b>						
<b>S. No.</b>	<b>Name of Training Centre</b>	<b>Name of the Course</b>	<b>Course Duration</b>		<b>Result</b>	<b>Signature of Training In-Charge</b>
			<b>From</b>	<b>To</b>		

<b>DETAILS OF RATING AND RELATED EXAMINATION etc.</b>					
<b>S. No.</b>	<b>Name of Rating</b>	<b>Station ( 4 Letter ICAO Indicator)</b>	<b>Date(s) of written Examination</b>	<b>Date of Assessment/Board</b>	<b>Date of first Independent Duty</b>

