



ICAO

International Civil Aviation Organization

Twentieth Meeting of the ICAO Aeronautical Information Services – Aeronautical Information Management Implementation Task Force (AAITF/20)

Chitose, Japan, 9 – 13 June 2025

Agenda Item 4: AIS-AIM Updates

AIS PERSONNEL COMPETENCY ASSESSMENT AND CERTIFICATION

(Presented by Indonesia)

SUMMARY

This paper presents information on competency assessment and recognition framework for Aeronautical Information Services (AIS) personnel in Indonesia, aligned with the International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs) and associated guidance materials.

1. INTRODUCTION

1.1 The International Civil Aviation Organization (ICAO) has established comprehensive requirements and guidance for AIS personnel through various key documents such as:

- Annex 15, para 3.6.4

“Processes shall be in place to ensure that personnel possess the competencies required to perform specific assigned functions”

“Initial and periodic assessments shall be established that require personnel to demonstrate the required competencies. Periodic assessments of personnel shall be used as a means to detect and correct shortfalls in knowledge, skills and abilities”

- ICAO Document 8126, para 2.7.1

“States must establish within their regulatory framework the requirements for the competency level of technical personnel in charge of various functions associated with the provision of AIS. It is recommended to apply the guidance that is provided in Chapter 3, section 3.4 and Appendix A of this part, describing an ICAO competency framework for AIS”

- ICAO Document 8126, para 3.4.1

“In line with the State’s requirements, an AIS provider must ensure that job descriptions, training programs, training plans and training records are developed, maintained and continuously improved based on the ICAO competency framework”

- ICAO Document 9839, para 6.2.1

“Competent AIS technical personnel are a crucial part of the QMS and one of the most effective ways to ensure that quality and safety standards are maintained in daily operations. Training and competency of personnel need to serve the objectives of the QMS”

- ICAO Document 9991 para 2.2

“The development of an adapted competency model and associated training and assessment must consider the regulatory, operational, technical and organizational environment, including safety context and performance components, applicable to the specific domain”

1.2 In response to these International Standards and Recommended Practices (SARPs) and associated guidance materials, Indonesia has developed a national regulatory framework to govern the personnel certification, training, and competency assessment of AIS personnel.

2. DISCUSSION

Indonesia regulatory framework

2.1 Indonesia’s commitment to aligning its AIS personnel competency requirements with ICAO standards is embodied in the following national regulation:

- a) Minister of Transportation Decree number PM 87 year 2018 (Civil Aviation Safety Regulation/CASR Part 69) titled Licensing, Rating, Training, and Competency of Air Navigation Personnel;
- b) Director General of Civil Aviation Decree number PR 18 year 2023 (Manual of Standard/MOS Part 69-02) titled Licensing, Rating, Training, and Competency of Aeronautical Communication Personnel, ATS Engineering Personnel, AIS Personnel and Flight Procedure Design Personnel.

Personnel certification, training, and competency assessment of AIS personnel

2.2 Indonesia CASR Part 69 establishes the legal basis for AIS personnel certification by defining the scope, authority, eligibility criteria, application and authorization procedures for obtaining license and ratings, type of ratings, and their respective responsibility.

- a) Indonesia Directorate General of Civil Aviation (DGCA) has authorization to issue the AIS license and initial rating. Then DGCA appoints qualified AIS personnel from ANSP as AIS Checkers who are responsible for conducting periodical assessments to maintain ratings.
- b) To obtain AIS license, applicants must meet the following eligibility criteria:
 - i) Administration document (application form, residential identity and etc.);
 - ii) Medical fitness certificate;
 - iii) English proficiency certificate;
 - iv) Technical competency certificate from approved training organization.

2.3 AIS ratings and respective responsibilities which will be assigned to AIS license holders consist of:

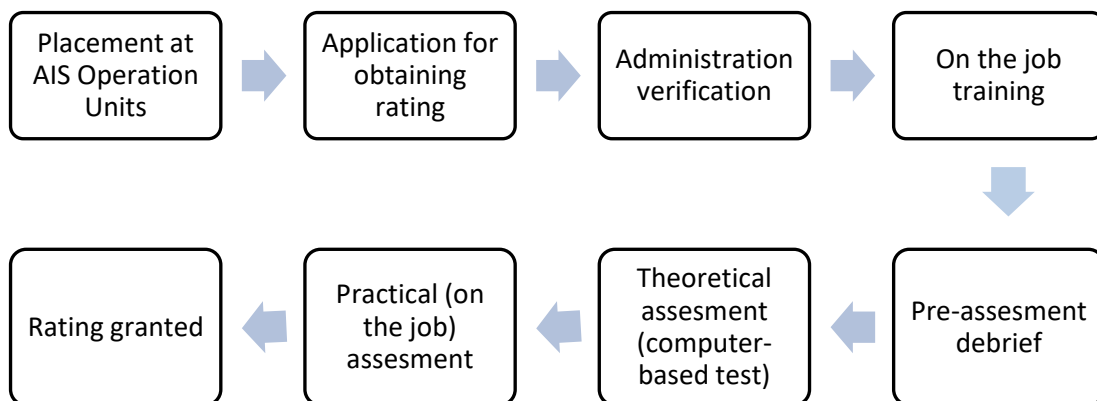
- a) Aeronautical Information Publication rating: to provide or to supervise the provision of aeronautical information service for the database management and AIP production unit of AIS Headquarter or Notam Office or Aerodrome AIS Unit which the holders rated;
- b) Aeronautical Cartography rating: to provide or to supervise the production of an aeronautical chart for the Cartography unit of AIS Headquarter or Aerodrome AIS Unit which the holders rated.

2.4 Technical training provided by approved training organizations are categorized:

- a) Basic training, which is training aimed at providing basic knowledge and skills in accordance with the discipline to be achieved in the field of air navigation services i.e. Basic AIS (Aeronautical Information Publication, Aeronautical Cartography);
- b) Advanced training, which is training designed to prepare personnel to provide air navigation services using more advanced procedures or equipment i.e. SWIM for Air Navigation Personnel;
- c) Continuation training, which is training aimed at providing refreshment of basic knowledge and skills in accordance with the disciplines to be achieved in the field of air navigation services i.e. Aeronautical Cartography Refresher; and
- d) Developmental training, which is training designed to prepare personnel to occupy certain positions in an operation unit i.e. AIS Checker, AIS Supervisor.

2.5 Indonesia MOS Part 69-02 provides further details on the provisions outlined in CASR 69, particularly those related to AIS personnel. This regulation states that the rating as a formal recognition of AIS personnel's qualifications and proficiency in specific functional tasks. AIS license holders are eligible to work as an AIS officer after being assigned to one of the AIS operation units, then they will be rated accordingly.

- a) Stages that must be passed to become an authorized AIS officer are depicted in the figure below:



- b) To maintain their rating validity, holders must be re-assessed at least once a year by an appointed AIS Checker and also take part in continuation training (refresher course) at least once every three years at an approved training organization.
- c) In addition, MOS part 69-02 also contains a provision that requires ANSP to determine the maximum number of hours in any duty period, the maximum number of consecutive work days, and the maximum number of hours worked in a defined period also the minimum duration of non-duty period and the minimum number of non-duty days required in a defined period.

2.6 Competent AIS personnel are contributing significantly to operational safety and service quality. Robust regulatory frameworks are needed to ensure AIS personnel are equipped with the necessary skills and knowledge to perform their duties effectively.

2.7 Finally, these frameworks not only strengthen Indonesia's AIS personnel capabilities but are also expected to serve as a reference for other states aiming to develop or enhance their own AIS personnel competency regulations and practices.

3. ACTION BY THE MEETING

- 3.1 The meeting is invited to:
- a) note the information contained in this paper; and
 - b) discuss any relevant matters as appropriate.

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