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OPERATION OF AIRCRAFT

GENERAL

RADIOTELEPHONY PROCEDURES AND COMPETENCY FOR AVIATION BASE OPERATIONS PERSONNEL

- ☛ Indicates changes.
- ☛ This AIC replaces AIC 20-13 dated 12 January 2012.
- 1. INTRODUCTION**
 - 1.1 The use of Radiotelephony (R/T) provides the means by which aviation operational personnel communicate with each other, with the operator's fleet of aircraft as well as to a limited extent, with Air Traffic Control. The proper use of R/T and knowledge of information and instructions transmitted are essential to the safe operation of these aircraft.
- 2. GENERAL**
 - 2.1 In terms of section 30 of the Telecommunications Act, 1996 (Act 103 of 1996) as amended, no person shall operate radio transmitting apparatus within South Africa or on board any vessel or aircraft registered in South Africa unless he/she has been authorised to do so. This authority was hitherto issued by the Independent Communications Authority of South Africa (ICASA) but by mutual agreement is controlled by the SACAA.
- 3. TECHNICAL REQUIREMENTS**
 - ☛ 3.1 To satisfy the above requirement as well as the requirements of South African Technical Standard 121.04.2 Item 2.4 (1), Technical Standard 127.04.2 Item 2.4 (1) and Technical Standard 135.04.2 Item 2.4 (1); all operational personnel responsible for radio communications must demonstrate their knowledge of the ITU's (International Telecommunications Union), ICASA's (Independent Communications Authority of South Africa) and SACAA's requirements in both written and oral tests.
 - 3.2 Briefly summarised, these requirements are as follows:
 - (a) ITU: Knowledge of radiotelephony operation and procedures, ability to transmit and receive messages by radio and a knowledge of the radio communication regulations (e.g. use of different appropriate frequencies, interference, etc. and especially those relating to the safety of human life).
 - (b) ICASA: Proficiency in operating a radio installation including changing frequency, transmitting and receiving messages using the prescribed procedures, maintenance of batteries and clearing minor external faults, etc.
 - ☛ (c) SACAA: requirements are based on documents issued by the International Civil Aviation Organisation (ICAO) dealing with procedures and abbreviations, the various aeronautical information circulars (AIC) in force and also any relevant regulations or rules in force.
 - 3.3 Candidates/trainers are advised to pay special attention to the following:-
 - 3.3.1 Transmitting Technique and Phraseology:
 - (a) AIC 41-3
 - (b) ICAO Annex 10, Volume 2, Chapter 5

3.3.2 The prescribed syllabus, containing the minimum knowledge requirements for base operations personnel is as follows:

- (a) VHF/HF Technical
- (b) Transmission of letters
- (c) Transmission of numbers
- (d) Transmission of Time
- (e) Airspace/Airfield general procedures
- (f) Transmitting techniques
- (g) Radio unserviceabilities
- (h) Radio strength table
- (i) Radio phraseologies
- (j) Radio communications procedures
- (k) Emergency procedures

3.3.3 The following personnel are required to complete this training in order to receive the relevant base operator certification:

- (i) All airside personnel which include, but are not limited to, base operators, departure control, ramp, operations, baggage, check in, security, firemen and apron office.
- (ii) All Search and Rescue personnel who are required to maintain VHF radio communications with the Air Rescue Coordination Centre and air traffic during relevant operations.
- (iii) All Firewatch personnel who are required to maintain VHF radio communications with air traffic during relevant operations.
- (iv) All game rangers who are required to act in the capacity of a Base Operator and maintain VHF radio communications with air traffic during relevant operations.
- (v) All South African Model Aircraft Association (SAMAA) registered model flying fields/clubs situated within 5 NM of the CTR or under the TMA of an operational full size Aerodrome or Airfield, whether these airfields fall under the control of the ATNS, Defence Force or are privately or municipality owned, where model flying takes place. (If required by the relevant authorities.)

In addition to the above all personnel who intend complying with procedures as per AIC 41.2 Practical and Radio Telephony Airside Competency (PARTAC) shall be required to successfully complete and be in possession of a current Base Operator competency certificate prior to commencing with the PARTAC training.

3.4 As far as the practical skills test (oral exam) is concerned, candidates will have to prove their competency in:-

- (a) the correct method of establishing radio contact;
- (b) the correct method of testing radio equipment;
- (c) changing frequency;
- (d) tracing and clearing minor external faults; and
- (e) radiotelephony terms.

F0009/19 NOTAMN

Q) FAXX/QOAXX/IV/BO/E/000/999/5152S01651E999
A) FAJO FAJA FACA **B)** 1905180555 **C)** PERM
E) HAND AMEND AIC 20-13 DATED 28 JUN 2012 AS
FLW: PAGE 2 PARAGRAPH 3.3.3
(I) AND 3.3.3 (V) SECOND PARAGRAPH ONLY
WITHDRAWN.

3.5 This certificate is valid for a period of twenty four months following the successful completion of this course after which the applicant will be required to complete a refresher course.

4. TRAINING AND EXAMINATION REQUIREMENTS

4.1 Training courses and examinations can be presented by a Part 141 approved Aviation Training Organisations (ATO). Training requirements and procedures for R/T base proficiency must be incorporated into the ATO's Training Procedures Manual and Approval Certificates.

4.2 After approval of the course and examination material by the SACAA, the ATOs may commence training. The approval will include the right to issue certificates of proficiency in R/T to aviation radio base operators. The official R/T base operator **certificate proforma** is available from the SACAA.

- 4.3 ATOs must retain records of unsuccessful and successful candidates. The Radiotelephony Base Operator Course will be overseen by SACAA during the normal course of ATO oversight in terms of Part 141.
- 4.4 A minimum pass mark of 75% is required for R/T examinations.
- 4.5 The examination and issuing of the certificate may only be conducted by SACAA approved Radiotelephony Examiners (RTEs) as per AIC 30-9.
5. This certificate is for the basic operation of Radio Tranceivers on the aviation bands (VHF & HF) only. It entitles the holder to speak from the ground on a designated operational frequency to an aircraft on the ground or in flight as well as from operator to operator on the ground. It does not authorise the holder to use this certification as a substitute for the requirements and application of a Restricted RTC or to speak to ATC on any designated frequency from the ground or from an aircraft.

A handwritten signature in black ink, appearing to be 'D. J. ...', with a long horizontal stroke extending to the right. Below the signature, the word 'DIRECTOR' is written in a small, handwritten font.

DIRECTOR OF CIVIL AVIATION