Advisory Circular
AC65-8.3

Air Traffic Services Personnel Licences and Ratings - Flight Service Operator Ratings - Area Flight Information 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 for applicants for air traffic services (ATS) personnel licences and ratings, in particular flight service operator ratings.

Related Rules

This AC relates specifically to Part 65, *Air Traffic Services Personnel Licences and Ratings,* Subpart H, *Air Traffic Services Personnel Licences and Ratings – Flight Service Operator Ratings – Area Flight Information Ratings*.

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, *Air Traffic Service Personnel Licences and Ratings - General*. It also makes stylistic and format changes in line with other ACs. We have also added a Version History.

Version History

History Log

Revision No.	Effective Date	Summary of Changes
AC65.08-3, Rev 0	30 April 2001	Initial issue.
AC65.8-3, Rev 1	3 May 2007	Re-numbered from AC 65-08.3 to AC 65-8.3 as part of a project to standardise the numbering of all ACs.
AC65.8-3, Rev 2	8 December 2014	Made editorial changes to text and reviewed Appendix A which presents 'Subject 111 – Area Flight Information Rating' in the objective performance verb format.
AC65.8-3, Rev 3	29 January 2024	Adds a note on the online application process. Provides a link to an abbreviations and acronyms section in AC65-1. Standardises format and language to be consistent with current AC style. Adds a Version History. ***Note:*** *On 5 April 2025, the Note on page 5 relating to applying online was updated and an out-of-date sentence removed.*

Table of Contents

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, Subpart H, *Air Traffic Services Personnel Licences and Ratings – Flight Service Operator Ratings – Area Flight Information Ratings*.

*Note: Applicants can now 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.*

Part 65 Subpart H - Flight Service Operator Ratings - Area Flight Information Rating

Rule 65.353   Eligibility requirements

Rule 65.353 requires an applicant for an area flight information rating to have satisfactorily completed a training course and to have passed examinations relevant to the rating. Successful attainment of the written syllabus given in Appendix A of this AC would meet this requirement.

APPENDIX A - Subject No 111 – Area Flight Information Rating

Syllabus

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.

Sub Topic	Syllabus Item
	Air Traffic Services (ATS)
111.2	**General**
111.2.2	Explain the objectives of ATS.
111.2.4	State the categories ATS are divided into.
111.2.6	Describe the general parameters for coordination between ATS and aircraft operator representatives.
111.2.8	Define ATC service.
111.4	**Flight information service (FIS)**
111.4.2	Define FIS.
111.4.4	Describe the scope of the FIS.
111.4.6	Explain the responsibility for the provision of the FIS.
111.4.8	State the responsibility for the provision of an aerodrome FIS unit.
111.4.10	Describe the information passed to a flight on first contact.
111.4.12	Explain the purpose of traffic information.
111.4.14	Describe the requirements for exchange of movement data for non-controlled flights.
111.4.16	Describe the actions and requirements on receiving pilot reports on significant weather.
111.4.18	Describe the methods of dissemination of the FIS.
111.4.20	Describe procedures for dissemination of NOTAM information and SIGMET reports, including the compilation of such reports.
111.4.22	Describe the practices and services of the New Zealand Meteorological Service (MetService).
111.4.24	Describe the mandatory meteorological information passed to aircrew.
111.4.26	Describe the meteorological information passed to aircrew on request.
111.4.28	Describe the process to access ATIS information.

Sub Topic	Syllabus Item
111.6	**Alerting service**
111.6.2	Define the alerting service.
111.6.4	Describe the scope of the alerting service.
111.6.6	Explain the responsibility for the provision of the alerting service.
111.6.8	Explain the alerting service emergency phases.
111.6.10	Explain the initial checks carried out to confirm the operational status of an aircraft.
111.6.12	Define SARTIME.
111.6.14	Describe the process for RCCNZ/ New Zealand Police/CAA notification.
	Co-ordination and Clearance Delivery
111.8	**ATS movement and control messages**
111.8.2	Describe the different ATS movement and control messages.
111.8.4	Explain the process for transmission of ATS messages.
111.8.6	Describe the categories of ATS messages and their priorities.
111.8.8	Describe the addressing of ATS messages.
111.8.10	Describe the process for exchange of movement data in respect of non-controlled flights between ATS units and the following operating positions from:
	(a) area FIS sector to aerodrome FIS units
	(b) area FIS sector to area control service sector
	(c) sectors/units to National Briefing Office (NBO).
111.8.12	Explain the elements of flight and/or other information required to be exchanged between the following:
	(a) from area FIS, where applicable, to approach control service sector
	(b) from approach control or aerodrome FIS sectors to units responsible for the provision of FIS
	(c) between units responsible for the provision of FIS.
111.8.14	Describe the processes for handling emergency messages including acknowledgement.
111.8.16	Describe the different movement and control messages for IFR flight plans, including:
	(a) FPL messages
	(b) CPL messages

Sub Topic	Syllabus Item

(c) international departures that return or abort take-off.

111.8.18   Describe the requirements for flight plan distribution for IFR flight plans.

111.8.20   Describe the different movement and control messages for VFR flight plans, including:

      (a) domestic flights

      (b) international flights.

111.8.22   Describe the requirements and meaning of the following flight plan and associated update messages:

      (a) delay

      (b) modification

      (c) flight plan cancellation

      (d) departure – IFR

      (e) departure – VFR domestic, VFR international

      (f) arrival.

111.8.24   Describe the meaning and requirements of coordination messages for:

      (a) current flight plan

      (b) estimate

      (c) coordination

      (d) acceptance

      (e) logical acknowledgement

      (f) logical rejection

      (g) FDPS coordination

      (h) flight plan messages and associated update.

111.8.26   Describe the requirements for the following supplementary messages:

      (a) request flight plan

      (b) request supplementary flight plan

      (c) supplementary flight plan.

111.8.28   Describe the following control messages:

      (a) clearance

      (b) transfer of control

Sub Topic	Syllabus Item

        (c) position report and air report.

111.8.30	Explain the function of the ATS Inter-Facility Data Communication (AIDC).
111.8.32	Describe the meaning and requirements of the following AIDC messages:

        (a) notification

        (b) coordination

        (c) transfer of control

        (d) application management.

111.10   **Flight planning**

111.10.2	Describe the procedures for the submission of a flight plan.
111.10.4	Describe the procedures prior to departure.
111.10.6	Describe the delay procedures for a flight plan.
111.10.8	Describe the procedures for accepting a flight plan.
111.10.10	Describe the procedures for the completion of the flight plan form.
111.10.12	Describe the process for acceptance and actioning of VFR flight plans both domestic and international.
111.10.14	Describe the procedure for cancellation and changes to VFR flight plans.
111.10.16	Describe the procedures for acceptance of IFR flight plans including dissemination and updating of electronic plans.
111.10.18	Describe the procedures for the following:

        (a) flight data error handling

        (b) corrected ATS messages.

111.10.20	Describe the procedures for the extraction of relevant data for pre-flight information.

111.12   **Coordination and ATC clearances**

111.12.2	Describe the sector coordination requirements with adjacent approach sectors.
111.12.4	Describe the sector coordination requirements with adjacent area sectors.
111.12.6	Describe the sector coordination requirements with adjacent FIS areas.
111.12.8	Define ATC clearance.
111.12.10	Describe the following conditions regarding an ATC clearance:

        (a) validity

Sub Topic	Syllabus Item

(b) elements and what they are required to achieve

(c) who requires a clearance

(d) when it can be denied or withheld

(e) methods for issuing, including relay through another agency.

111.12.12   List the elements of an ATC clearance that must be read back in full by a pilot.

111.12.14   List the objectives for instructions contained in an ATC clearance for an IFR flight.

111.12.16   Define the term 'clearance limit' for an IFR flight.

111.12.18   Describe procedures to follow in the event of unavailability of route and/or cruise level elements of an ATC clearance, including the phraseologies to be used.

111.12.20   Describe the procedures associated with route instructions, including:

(a) standard route clearances

(b) route description, use of flight planned route

(c) actions to be taken in the event of hazardous weather conditions

(d) revised route instructions

(e) direct routing and unevaluated routes.

111.12.22   State the area flight information unit responsibilities for the relay of clearances including appropriate phraseologies.

Equipment

111.14   ATS equipment

111.14.2   Describe in general terms the responsibilities and requirements of the aeronautical telecommunications system.

111.14.4   Describe the operation of the AFTN.

111.14.6   Explain how to recognise system degradation or complete failure of ATS equipment, including but not limited to:

(a) flight data processor systems (FDPS)/surveillance data processor systems (SDPS)

(b) navigational aids, including monitoring facilities

(c) voice communication system

(d) main and standby power supply

(e) equipment on controller work position (CWP)

(f) met display unit

Sub Topic **Syllabus Item**

    (g) QNH pressure sources

    (h) aeronautical ground lights

    (i) VDF – including accuracy check and operating procedure.

111.16 **ATS equipment failure**

111.16.2   Describe the notification process in the event of equipment failure.

111.16.4   Describe the procedures to be followed in the event of a partial or total ground-ground voice communication system (VCS) equipment failure.

111.16.6   Describe the effects on operation of a power failure, including reference to UPS/generator back up.

111.16.8   Describe in general terms the effect on operations of the total failure of the AFTN.

Local Knowledge

111.18 **Geography and airspace**

111.18.2   Describe the general weather of the flight information area environment.

111.18.4   Define the area of responsibility for the provision of the area FIS.

111.18.6   Derive from appropriate maps and charts relevant information:

    (a) locations of aerodromes and directions of runways

    (b) rivers, towns and prominent features

    (c) controlled airspace and airspace classification

    (d) general aviation areas and special use airspace

    (e) reporting points and navigation aids

    (f) frequencies, including aerial sites

    (g) boundaries of NZ FIR

    (h) QNH zones.

111.18.8   State the class G airspace areas within which traffic information is passed to IFR by the Christchurch flight information centre.

111.20 **Area FIS procedures**

111.20.2   State the situation display CWP saved settings for all the area flight information positions.

111.20.4   Explain the sector air traffic management operating procedures for IFR aircraft, including:

    (a) route structure, including SIDs, STARs, and SRCs

Sub Topic	Syllabus Item

(b) inbound/outbound traffic flow

(c) holding requirements

(d) descents, including minimum descents and terrain clearance

(e) runway changes procedures.

111.20.6	Describe the sector and position specific responsibilities including the operation of positions within the sector.
111.20.8	Explain the sector's use of flight progress strips/systems including strip marking and electronic flight strips.
111.20.10	State the requirement for adherence to air traffic flow management (ATFM) procedures.
111.20.12	Describe the equipment and flight planning requirement for adherence to ATFM procedures.
111.20.14	Describe the flight progress board display of meteorological and NOTAM information on position.
111.20.16	Describe the use of ATS surveillance systems by flight service operators.
111.22	**Administration**
111.22.2	Describe the requirements for an adequate pre-duty briefing.
111.22.4	Describe the procedures for closing or taking over a watch.
111.22.6.	Describe the procedures for closing or handing over watch, including a list of items to be included in the handover.
111.22.8	Describe the adjacent sectors and towers off watch procedures.
111.22.10	Explain the procedures for determining hours of service including how they are promulgated and extension to hours of service.
111.22.12	Describe the overall requirements for staffing at ATS operating positions.
111.22.14	Describe the requirements for keeping an ATS log.
111.22.16	State where you would locate information relating to the acquisition, retention, dissemination, relinquishment and release of records by ATS units.
111.22.18	Describe the personnel licensing requirements for the area flight information rating including the training plan objectives.
111.22.20	Explain the feedback/ assessment mechanisms available for a trainee within the training plan for this rating.
111.22.22	Describe the recent experience requirements for exercising an area flight information rating.

Sub Topic	Syllabus Item
111.22.24	Describe the requirements for ATS personal logbooks.

111.24 **Emergencies**

111.24.2	Describe the requirements for confirmation of emergency, acknowledging emergency and executive control responsibility.
111.24.4	Describe the requirements for suspension of communications watch by an aircraft station or aeronautical station.
111.24.6	Explain actions taken in the event evacuation from workplace is required, including traffic recovery.
111.24.8	State where you would locate documentation for handling unusual/emergency situations, such as bomb threat and evacuation.
111.24.10	State where you would locate information on procedures and initial actions for handling aviation accidents and incidents.