

Revision 4

29 January 2024

Air Traffic Services Personnel Licences and Ratings—Air Traffic Controller Ratings—Approach Control Procedural 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 and the syllabus for training and assessment for applicants for an approach control procedural rating.

Related Rules

This AC relates specifically to Civil Aviation Rule Part 65, *Air Traffic Services Personnel Licences and Ratings*, Subpart G, *Air Traffic Controller Ratings*, specifically rule 65.301(1)(ii).

Change Notice

Revision 4 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.

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Version History

History Log

Revision No.	Effective Date	Summary of Changes
AC65-07.2, Rev 0	30 April 2001	Initial issue.
AC65-7.2, Rev 1	3 May 2007	Re-numbered from AC 65-07.2 to AC 65-7.2 as part of a project to standardise the numbering of all ACs.
AC65-7.2, Rev 2	7 February 2013	Editorial changes made to Appendix A which presented the reviewed "Subject No 104 - Approach Control Rating" syllabus in the objective performance verb format.
AC65-7.2, Rev 3	11 November 2015	Updated the rating terminology from approach control to approach control procedural in alignment with Amendment 5 to Part 65, and made minor editorial changes.
AC65-7.2, Rev 4	29 January 2024	<p>Adds a note on the online application process.</p> <p>Provides a link to an abbreviations and acronyms section in AC65-1.</p> <p>Makes stylistic and format changes in line with other ACs.</p> <p>Adds a Version History.</p> <p>Note: On 5 April 2025, the Note on page 5 relating to applying online was updated and an out-of-date sentence removed.</p>

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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 air traffic services (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 support 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 rule 65.301(1)(ii).

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.

Subpart G—Air Traffic Controller Ratings

Approach control procedural rating

Rule 65.301 Applicability

Subpart G prescribes rules governing the issue and validation of air traffic controller ratings, the privileges and limitations of those ratings, and where a person's air traffic controller rating refers.

Rules 65.301(1)(ii), 2 and (3)(i) are specific to **approach control procedural rating**.

Rule 65.303 Eligibility requirements

Rules 65.303(a)(2)(ii) and (4) require an applicant for an approach control procedural rating to have satisfactorily completed a training course and to have passed examinations relevant to:

- the rating and validation in airspace structure
- applicable rules, procedures and sources of information
- air navigation facilities
- air traffic control (ATC) equipment and its use
- terrain and prominent landmarks
- characteristics of air traffic and traffic flow
- weather phenomena, and
- emergency and search and rescue plans.

Successful assessment based on the syllabus content given in Appendix A of this AC would meet this requirement.

APPENDIX A—Subject No 104—Approach Control Procedural 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) and Airspace Management
104.2	General
104.2.2	Explain the objectives of ATS.
104.2.4	State the categories ATS are divided into.
104.4	Air traffic control (ATC) service
104.4.2	Define ATC service.
104.4.4	Explain the responsibility for the provision of an ATC service.
104.4.6	Define aerodrome control service.
104.4.8	Describe the responsibilities and directives of an approach controller.
104.4.10	Describe the divisions of responsibility between aerodrome and approach control.
104.6	Flight information service (FIS)
104.6.2	Define FIS.
104.6.4	Describe the scope of the FIS.
104.6.6	Explain the responsibility for the provision of the FIS.
104.6.8	Describe the information passed to a flight on first contact.
104.6.10	Define traffic information.
104.6.12	State when traffic information is passed.
104.6.14	Describe traffic avoidance advice, including relevant information to be passed.
104.6.16	State when traffic avoidance advice is passed.
104.6.18	Explain ATS responsibilities for IFR traffic information in Class G airspace.
104.6.20	Describe the requirements for exchange of movement data for non-controlled flights.
104.6.22	Explain the ATIS procedures.
104.6.24	Describe the controller's actions and requirements on receiving pilot reports on significant weather.

Sub Topic	Syllabus Item
104.8	Alerting service
104.8.2	Define alerting service.
104.8.4	Describe the scope of the alerting service.
104.8.6	Explain the responsibility for the provision of the alerting service.
104.8.8	Explain the actions taken in the provision of the alerting service.
104.8.10	Explain the alerting service emergency phases.
104.8.12	Derive from an in-flight emergency response checklist, the controller's actions in the event of an in-flight emergency.
104.8.14	Explain the initial checks carried out to confirm the operational status of an aircraft.
104.8.16	Define SARTIME.
104.8.18	Describe the process for RCCNZ/ NZ Police/CAA notification.
104.10	Airspace management
104.10.2	Describe the requirements for managing and prioritising workload in the provision of ATS.
104.10.4	Explain traffic priorities within controlled airspace.
104.10.6	Describe the procedures to follow when it becomes apparent air traffic demand will exceed the available capacity of the ATC system.
104.10.8	Define air traffic management (ATM).
104.10.10	Define air traffic flow management (ATFM).
104.10.12	Explain the tools used for implementing ATFM.
104.12	Performance based navigation
104.12.2	Describe the components of an area navigation system.
104.12.4	Define the following terms: <ul style="list-style-type: none">(a) performance based navigation (PBN), and(b) RNAV, and(c) RNP, and(d) RNP AR.
104.12.6	Explain the use and limitations of GNSS.
104.12.8	Explain values used in association with RNP (and RNAV).
104.12.10	Explain the following procedures:

Sub Topic	Syllabus Item
	<ul style="list-style-type: none">(a) RNAV SIDs,(b) RNAV STARs, and(c) fly by/fly over waypoints, and(d) speed/level requirements at waypoints, and(e) RNAV approaches, and(f) RNP AR approaches and departures, and(g) flight plan requirements for RNAV, and(h) vectoring considerations.
104.12.12	Describe the ATC contingency procedures in the event of GNSS coverage/signal issue, or aircraft equipment failure.
	Co-ordination, Clearances and Instructions
104.14	ATS movement and control messages
104.14.2	Describe ATS messages.
104.14.4	Describe the methods of message exchange for ATS messages.
104.14.6	Explain the movement and control messages for automatic distribution of flight plan data within the Flight Data Processing System (FDPS).
104.14.8	Explain the flight plan management process for filing and creation of flight plans.
104.14.10	Explain the requirements for the following elements of a flight plan: <ul style="list-style-type: none">(a) flight plan route field, and(b) mixed flight rules, and(c) use of full registration, and(d) aircraft types, and(e) flight plan other field.
104.14.12	Explain the flight plan process for short term flight plans, including occasions used.
104.14.14	Explain the use of information attached to a correlated label on the situation display (SN).
104.14.16	Explain flight plan management procedures for: <ul style="list-style-type: none">(a) flights cancelling IFR and proceeding VFR, and(b) flights cancelling VFR and proceeding IFR.

Sub Topic	Syllabus Item
104.16	Co-ordination tools
104.16.2	Explain the automatic distribution of flight plan data within the FDPS.
104.16.4	State the various methods of co-ordination.
104.16.6	Explain the limitations of automatic exchange of ATS data in co-ordination.
104.16.8	Describe action to be taken when FDPS cannot meet co-ordination time criteria.
104.16.10	Identify: <ul style="list-style-type: none">(a) when an approval request is required, and(b) the associated phraseologies.
104.18	Co-ordination procedures
104.18.2	Describe the general co-ordination criteria for the provision of ATS, including: <ul style="list-style-type: none">(a) information about which agreement must be reached, and(b) when co-ordination is required.
104.18.4	Explain the methods for confirmation of co-ordination.
104.18.6	State when a readback of co-ordination is mandatory.
104.18.8	State the time criteria prior to ETA at transfer of control point, within which co-ordination is required, for all flights between ATS sectors/units, including requirements to be met for a reduction in this time.
104.18.10	Describe the procedures relating to estimate messages, including: <ul style="list-style-type: none">(a) occasions when estimates shall be passed, and(b) explanation of an information estimate, and(c) requirements for the use of estimate messages, and(d) elements of an estimate message, including for a departing aircraft, and(e) responsibilities of a controller when accepting an estimate message, and(f) standard phraseologies used.
104.20	Revisions
104.20.2	Identify the requirements for revisions to estimates and current flight plan (CPL) messages in the following circumstances: <ul style="list-style-type: none">(a) changes of routing, including appropriate phraseology, and(b) revisions to ETA, and(c) revisions to level, and

Sub Topic	Syllabus Item
	(d) revisions to SSR code.
104.20.4	State the standard phraseologies for revisions.
104.22	Transfer of control and radio guard
104.22.2	Describe the procedures associated with transfer of control, including: <ul style="list-style-type: none">(a) elements of a verbal transfer of control message and response, and(b) accepting controller's responsibility, and(c) separation responsibility - 'your separation', and(d) early release requirements, and(e) phraseologies.
104.22.4	State when transfer of control shall be affected between approach and aerodrome control for departing and arriving aircraft.
104.22.6	Describe the procedures and actions required by accepting and transferring controller for transfers of surveillance control from surveillance sector to non-surveillance sector, including appropriate phraseologies.
104.22.8	Describe the following procedures associated with transfer of radio guard: <ul style="list-style-type: none">(a) standard RTF contact points, and(b) accepting controller responsibility.
104.24	Air traffic control (ATC) clearances
104.24.2	Describe the general principles of an ATC clearance, including: <ul style="list-style-type: none">(a) validity, and(b) who requires a clearance, and(c) when it can be denied or withheld, and(d) clearance issue, including relay through another agency.
104.24.4	Describe the elements of an ATC clearance.
104.24.6	List the elements of an ATC clearance that must be read back in full by a pilot.
104.24.8	Describe the requirements for issuing clearances to IFR flights to enter or leave controlled airspace.
104.24.10	List the objectives for instructions contained in an ATC clearance for an IFR flight.
104.24.12	Describe the ATS services a clearance to a VFR flight will provide.
104.24.14	List the phrases to be used to authorise an aircraft to operate in controlled airspace.

Sub Topic	Syllabus Item
104.24.16	Explain the term clearance limit.
104.24.18	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.
104.24.20	Describe the procedures associated with route instructions.
104.24.22	Describe the requirements for issuing direct routing to IFR flights within controlled airspace.
104.24.24	Describe the procedures associated with level instructions and identify appropriate phraseologies.
104.24.26	State the procedures for updating the current flight plan (CPL) level on the flight plan for an aircraft: <ul style="list-style-type: none">(a) prior to departure, and(b) in the climb, and(c) in the cruise, and(d) in the descent, and(e) operating under VFR.
104.24.28	Describe the procedures for the assignment of cruising levels to IFR flights, including RVSM requirements.
104.24.30	Explain IFR altimeter setting requirements, including pilot requirements for altimeter setting through the transition layer.
104.24.32	Define MFA, MSA, MRA and MEA, MDA and DA.
104.24.34	State the references that may be used when issuing a descent level to an arriving aircraft.
104.24.36	Explain requirements for issuing an IFR aircraft a cruising level or intermediate level in respect of terrain clearance for the following: <ul style="list-style-type: none">(a) evaluated routes, and(b) unevaluated routes, and(c) direct routing, and(d) ATC advice of obstacle clearance.
104.24.38	Describe procedures available to enable flights to operate at safe levels.
104.24.40	Explain approved area MSA including any restrictions that may apply.
104.24.42	Describe procedures associated with departure and diversionary climb instructions and identify relevant phraseologies.

Sub Topic	Syllabus Item
104.24.44	Explain oceanic transitions.
104.24.46	State the separation instructions issued when applying time separation.
104.24.48	Describe the separation and reporting instructions.
104.24.50	State the phraseologies for frequency change instructions.
104.24.52	State the different internal ATC release instructions issued to departing aircraft, including delivery instructions.
104.24.54	Demonstrate examples for the following: <ul style="list-style-type: none">(a) basic clearance formats, and(b) entering controlled airspace, and(c) leaving controlled airspace.
104.26	Holding instructions
104.26.2	Describe the reasons for issuing holding instructions, including where an aircraft may be instructed to hold.
104.26.4	State the elements of a clearance to hold for the following situations: <ul style="list-style-type: none">(a) published holding pattern, and(b) two navigation aids same name, and(c) when holding at a DME distance on a VOR radial, and(d) where the significant point is an instrument approach segment identifier, and(e) published significant point on an ATS route or arrival procedure, and(f) other than in an established and published holding pattern, and(g) pilot unfamiliar with pattern.
104.26.6	Explain the terms: <ul style="list-style-type: none">(a) onwards clearance time, and(b) expected approach time.
	Procedures and Control of Flights
104.28	IFR procedures
104.28.2	Define the following terms: <ul style="list-style-type: none">(a) IFR flight, and(b) IMC, and

Sub Topic	Syllabus Item
	(c) instrument runway, and
	(d) exact and non-exact reporting points and waypoints, and
	(e) instrument approach procedure, and
	(f) visual reference, and
	(g) visual departure, and
	(h) visual approach, and
	(i) visual arrival procedure, and
	(j) holding patterns, including entry, and
	(k) missed approach procedure.
104.28.4	Describe the position reporting requirements under IFR in the NZ FIR.
104.30	Arrival procedures
104.30.2	Describe standard instrument arrival procedures (STAR), including exceptions and appropriate phraseologies.
104.30.4	Describe the procedures for lateral diversions on a STAR, including appropriate phraseologies.
104.30.6	With regard to approach commencement: <ul style="list-style-type: none">(a) list the format for the approach procedure when the pilot is unfamiliar, and(b) describe when an instrument approach can be issued including provisos, and(c) explain the minimum initial approach altitude.
104.30.8	State the elements of an approach clearance.
104.30.10	State the requirements for identifying the nominated instrument approach, including appropriate clearance phraseology.
104.30.12	State the level restrictions when clearing an aircraft for descent prior to carrying out an instrument approach.
104.30.14	Explain circuit integration requirements.
104.30.16	Explain requirements for circling approaches.
104.30.18	State the requirements for an arriving aircraft to join a DME arc from the inside.
104.30.20	State the requirements for an aircraft when tracking via initial approach to intermediate approach hold, including appropriate phraseologies.
104.30.22	Explain the procedures for the protection of ILS critical areas, including operations in the case of inadvertent inclusions and agreement on protection of critical areas.

Sub Topic	Syllabus Item
104.30.24	Describe the following procedures relating to a visual approach: <ul style="list-style-type: none">(a) pilot responsibilities, and(b) imposing a level restriction on a visual approach.
104.30.26	Describe the requirements that must be met before: <ul style="list-style-type: none">(a) ATC can nominate a visual approach as the preferred IFR approach, and(b) ATC can issue a visual approach clearance to an arriving IFR flight.
104.30.28	Describe the requirements for missed approaches in the following cases: <ul style="list-style-type: none">(a) protection of the missed approach, and(b) termination of the missed approach, and(c) issuing instruction to amend the missed approach, and(d) timing of the published missed approach procedure.
104.30.30	Describe the procedure for an aircraft leaving controlled airspace on an instrument approach, including the appropriate phraseology.
104.32.	Oceanic flights
104.32.2	Describe the co-ordination procedures for flights departing from the NZ FIR, planned to operate in the Auckland Oceanic FIR.
104.34	Military operations
104.34. 2	Describe the co-ordination and flight planning procedures to be followed for military operations.
104.34.4	Describe the procedures for military aircraft with respect to level allocation.
104.34.6	Describe the procedures to be used by RNZAF P-8 Poseidon aircraft on surveillance patrols.
104.36	Glider operations
104.36.2	State the airspace where glider operations require a clearance to enter controlled airspace.
104.36.4	State the requirements for glider flights in IMC.
104.38	Parachute operations and entry of balloons, rockets etc. into controlled airspace¹
104.38.2	State the airspace or area within which parachute descents may be conducted.

¹ Note that this heading is not a comprehensive list: could also cover gyrogliders, parasails, and other aircraft that fall outside the definition of airplane or helicopter.

Sub Topic	Syllabus Item
104.38.4	State the requirements for parachute descents within controlled airspace.
104.38.6	Explain the procedures required for entry of balloons, rockets etc. into controlled airspace.
	Equipment
104.40	ATS equipment
104.40.2	Explain in general terms the automated Flight Data Processing System (FDPS).
104.40.4	Explain in general terms the function of each piece of equipment, including information displayed, available on the controller work position (CWP).
104.42.	ATS collision protection systems
104.42.2	Describe the controller's responsibilities in the event of a Short Term Conflict Alert (STCA).
104.42.4	Describe procedures for alert suppression of STCA.
104.42.6	Describe the actions and responsibilities of the controller in a Minimum Safe Altitude Warning (MSAW) event.
104.42.8	Describe procedures for the alert suppression of MSAW.
104.44	Airborne collision avoidance system (ACAS)
104.44.2	Describe how ACAS equipment operates.
104.44.4	State the actions taken by pilots and controllers in the event of a Traffic Advisory (TA) ACAS incident.
104.44.6	State the actions taken by pilots and controllers in the event of a Resolution Advisory (RA) ACAS incident.
104.44.8	State the procedures for the reporting of an ACAS event.
104.46	SSR procedures
104.46.2	Explain SSR code management.
104.46.4	Describe the procedures for handling non-transponder equipped aircraft in transponder mandatory controlled airspace.
104.48	Use of surveillance systems in towers
104.48.2	State the policy for the use of surveillance systems in aerodrome control towers.
104.50	ATS equipment failure
104.50.2	Explain how to recognise system degradation or complete failure of ATS equipment, including but not limited to: (a) FDPS, and

Sub Topic	Syllabus Item
	(b) Surveillance Data Processing System (SDPS), and
	(c) navigation aids (NAVAID), and
	(d) voice communication system, and
	(e) main and standby power supply, and
	(f) equipment on CWP.
104.50.4	Describe the procedures to be followed in the event of failure or partial failure of ATS equipment including the location of supporting documentation to the Operations Manual.
	Procedural Separation
104.52	General
104.52.2	Describe the requirements for the provision of separation and methods applied.
104.52.4	Explain the scope for the provision of separation.
104.52.6	Describe the provision of separation to military aircraft.
104.52.8	Define same track, reciprocal tracks, and crossing tracks.
104.52.10	State when separation can be reduced or increased.
104.52.12	Describe the actions to be taken in the event of a loss of separation.
104.52.14	State the elements of essential traffic information.
104.54	Visual separation
104.54.2	Explain visual separation.
104.54.4	Define the terms used in the provision of visual separation.
104.54.6	Explain the requirements for the application of visual separation beyond the vicinity of aerodromes, including pilot responsibilities and appropriate phraseologies.
104.54.8	List the requirements before clearing an IFR flight to maintain own separation in VMC, including pilot responsibilities.
104.54.10	Explain the requirements for the application of visual separation within the vicinity of an aerodrome.
104.54.12	Explain the requirements for the application of composite visual separation.
104.54.14	Describe pilot responsibilities when ATC is applying visual separation.
104.54.16	Describe the information given when requiring a pilot to sight another aircraft for the application of visual separation.

Sub Topic	Syllabus Item
104.56	Vertical separation
104.56.2	State the vertical separation minima.
104.56.4	State the vertical separation minima as it applies to the transition layer.
104.56.6	Describe the requirements to be met prior to clearing an aircraft to a level when the aircraft occupying that level reports vacating.
104.56.8	State the vertical separation standards and procedures for reduced vertical separation minima (RVSM).
104.56.10	Describe the requirements for non-RVSM operations.
104.56.12	Describe the ATS monitoring requirements for altitude deviations in RVSM airspace.
104.58	Lateral separation
104.58.2	Describe the types of lateral separations.
104.58.4	Describe the procedures and application of lateral separations, including: <ul style="list-style-type: none">(a) provisos for their use, and(b) definitions of lateral separation terms, and(c) how lateral separation points are depicted, and(d) use of GNSS.
104.58.6	Explain the use of the lateral separation table.
104.58.8	Describe geographical separation, including: <ul style="list-style-type: none">(a) methods of application, and(b) restrictions on use.
104.58.10	Explain track separation.
104.608	Longitudinal separation
104.60.2	State the longitudinal separation standards and procedures based on time.
104.60.4	Describe the methods of establishing longitudinal separation based on time.
104.60.6	State the longitudinal separation standards and procedures based on distance.
104.60.8	Describe the methods of establishing longitudinal separation based on distance.
104.62	Arrival and departure separations
104.62.2	State the departure separations available for successive IFR departures where tracks diverge by 30 degrees or more.

Sub Topic	Syllabus Item
104.62.4	State the different separations available for separating departing aircraft from arriving aircraft.
104.62.6	State the rules and procedures for separating successive IFR arrivals.
104.62.8	Explain the requirements that must be met before a second aircraft can be cleared for an instrument approach.
104.62.10	State the requirements for lateral separation from a DME or VORTAC arc.
104.62.12	Describe the protection of the missed approach procedure including criteria and restrictions.
104.64	Separation from aircraft in holding patterns
104.64.2	State the requirements for applying lateral separation from a holding pattern, including exceptions.
104.64.4	State the separation and requirements for aircraft leaving navigation aid against aircraft holding over the navigation aid.
104.64.6	State the separation and requirements for aircraft approaching navigation aid against aircraft holding over the navigation aid.
104.66	Wake turbulence separation
104.66.2	State the time-based wake turbulence separations.
104.66.4	State the vertical wake turbulence separations requirements.
104.68	Separation from special use airspace (SUA), general aviation areas (GAA), parachute operations, fuel dumping and aerobatics.
104.68.2	State the vertical and horizontal separations from SUA and GAA, including exceptions.
104.68.4	State the separation levels above SUA/GAA/aerobatics for aircraft above 13,000ft when the zone area QNH is: <ul style="list-style-type: none">(a) above 1013 hPa, and(b) 1013 and below but above 980 hPa, and(c) 980 hPa or below.
104.68.6	State the separation requirements from parachute operations.
104.68.8	State the separation requirements from aircraft fuel dumping.
104.68.10	State the separation requirements from aerobatics in controlled airspace.

Sub Topic	Syllabus Item
	Local Knowledge
104.70	Geography and airspace
104.70.2	Describe the geography and general weather of the approach control sector environment, including: <ul style="list-style-type: none">(a) topography and local weather patterns, and(b) locations of airfields and directions of runways, and(c) rivers, towns and prominent features.
104.70.4	Define the area of responsibility for the approach control sector.
104.70.6	For the approach control sector and adjacent area and aerodrome control sectors derive, from appropriate maps and charts, the following: <ul style="list-style-type: none">(a) controlled airspace and airspace classification, and(b) general aviation areas and special use airspace, and(c) holding patterns, reporting points and navigation aids, and(d) surveillance sites and performance, and(e) frequencies, including aerial locations.
104.70.8	Derive, from appropriate maps and charts, information on the following: <ul style="list-style-type: none">(a) instrument approaches, and(b) instrument departures, and(c) VFR arrival procedures, and(d) VFR departure procedures.
104.72	Sector procedures
104.72.2	Explain the sector's traffic management procedures for IFR aircraft, including: <ul style="list-style-type: none">(a) route structure, including SIDs, STARs, and SRCs, and(b) inbound/outbound traffic flow, and(c) holding requirements, and(d) descents, including minimum descents and terrain clearance, and(e) runway change procedures.
104.72.4	Describe VFR procedures including control zone sector and relevant geographic separations.

Sub Topic	Syllabus Item
104.72.6	Describe the sector and position specific responsibilities including the operation of positions within the sector.
104.72.8	Describe the requirements for an adequate pre-duty briefing.
104.72.10	Describe the procedures for opening or taking over a watch.
104.72.12	Describe the procedures for closing or handing over watch, including any sector specific handover techniques.
104.72.14	Describe the sector's equipment check requirements and use of ATS position log strip.
104.72.16	Describe the adjacent sectors and towers off watch procedures.
104.72.18	Explain the sector's use of flight progress strips/systems including strip marking and electronic flight strips.
104.72.20	Describe the flight progress board display of meteorological and NOTAM information on position.
104.72.22	Describe the recommended techniques used for scanning the controller work position.
104.74	Aircraft performance
104.74.2	Describe the performance characteristics of common aircraft operating within the approach sector, including: <ul style="list-style-type: none">(a) rates of climb/descent and maximum/minimum speeds, and(b) deterioration/variation of weather effecting aircraft operations and separations, and(c) IFR training.
104.76	Co-ordination
104.76.2	Describe the sector co-ordination requirements with adjacent: <ul style="list-style-type: none">(a) approach sectors, and(b) area sectors, and(c) FIS areas, and(d) aerodrome control.
104.78	Administration
104.78.2	Explain the procedures for: <ul style="list-style-type: none">(a) determining hours of service, and(b) promulgating hours of service, and

Sub Topic	Syllabus Item
	(c) extension to hours of service.
104.78.4	Describe the overall requirements for staffing at ATS operating positions.
104.78.6	Describe the personnel licensing requirements for the approach control procedural rating including the training plan objectives.
104.78.8	Explain the feedback/ assessment mechanisms available for a trainee within the training plan for the approach control procedural rating.
104.78.10	Describe the medical fitness requirements for exercising an approach control procedural rating.
104.78.12	Describe the recent experience requirements for exercising an approach control procedural rating.
104.78.14	Describe the ATS personal log bookkeeping requirements.
104.80	Emergencies
104.80.2	Explain actions taken by controllers in the event evacuation from workplace is required, including traffic recovery.
104.80.4	State where you would locate documentation for handling unusual/emergency situations, such as bomb threat and evacuation.
104.80.6	State where you would locate information on procedures and initial actions for handling aviation accidents and incidents.