

Spectrum Management

Radiocommunication Information Circular

Guide for Examiners Conducting Examinations for the Radiotelephone Operator's Restricted Certificate (Aeronautical)

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Comments and suggestions may be directed to the following address:

Industry Canada
Radio Regulatory Branch
300 Slater Street
Ottawa, Ontario
K1A 0C8

Attention: DOSP

General

This circular explains how to become an approved examiner and how to conduct Radiotelephone Operator's Restricted Certificate (Aeronautical) examinations on behalf of the Department.

Industry Canada requires that operators of radio stations on board aircraft, or land and mobile stations communicating with aircraft stations on aeronautical frequencies must, as a minimum, hold a valid Radiotelephone Operator's Restricted Certificate (Aeronautical). Such certificates are issued to those persons who pass an examination administered by an Industry Canada inspector or an approved examiner who has been given this authority by the Department.

No fees will be levied by approved examiners on behalf of the Department for giving the examination for a Radiotelephone Operator's Restricted Certificate (Aeronautical).

Approved Examiners

Persons who may qualify as an approved examiner must be holders of a Radiotelephone Operator's Restricted Certificate (Aeronautical) and work in the aeronautical industry in positions such as flying or ground school instructors, check-pilots, or be employed by an airline company or Transport Canada.

Prior to being accepted as an approved examiner, interested persons must attend a briefing session with a departmental radio inspector. This briefing consists of an interview to explain the examination content and format, and how to complete the necessary forms so that a certificate may be issued.

Approved examiners are issued a letter of authority that is valid for no more than two years, permitting them to give examinations, on behalf of the Department, for the Radiotelephone Operator's Restricted Certificate (Aeronautical).

In order that the Department may control the quality of the examinations, examiners may be asked to periodically give an examination in the presence of a departmental radio inspector.

Candidate Requirements

Approved examiners shall ensure that all candidates:

- are able to operate radiotelephone equipment;
- possess a general knowledge of radiotelephone operation and procedures, and international regulations applicable to radiotelephone communications between stations, in particular, the regulations relating to the safety of life;

- possess a general knowledge of the *Radio Act* and the Regulations made thereunder, as they apply to the aeronautical service.

Eligibility

There are no nationality or age restrictions as to who may take the examination for the Radiotelephone Operator's Restricted Certificate.

Language

If the examination is to be conducted in French, the examiner should draw the candidate's attention to the *Air Navigation Order, Series 1, No. 1*, respecting voice communications.

Physical Fitness

Candidates will, when completing Form 16-900, *Application for Radio Operators' Certificates* (see Appendix A), certify that they have no disabilities that could impair their ability to safely operate a radio station. If an examiner observes any condition that could adversely affect the candidate's ability to operate a station safely, especially hearing impairments, the candidate should be referred to the nearest departmental district office.

Proof of Identity

A candidate for the examination must provide suitable proof of identity. A driver's licence, birth certificate, baptismal certificate, citizenship certificate or a landed immigrant identification card will all be accepted as proof of identity of the candidate.

Examination Content

The examination for a Radiotelephone Operator's Restricted Certificate is based on RIC-21, *Study Guide for the Radiotelephone Operator's Restricted Certificate (Aeronautical)*.

Examination Format

The examination may be in the form of an interview, a written examination, or a combination of both. The examination is made up of two sections:

Practical Test

Simulated situation where the candidate acts as a radiotelephone operator of an aircraft or aeronautical land station and transmits a message of approximately fifteen words using correct calling and operating procedures. See Appendix B for an example.

Operating Procedures and Regulations

Test of the candidate's knowledge of the procedures and regulations as outlined in Appendix C.

Issue of Certificate to Successful Candidates

Application form 16-900 is a three-page form. The first page, when signed by an approved examiner, becomes a temporary certificate to be used until the official certificate is issued by the Department. Examiners must ensure that all of the information requested on the application form has been provided, including the name and class of the approved examiner as required in the section entitled FOR EXAMINER'S USE.

The expiry date of the temporary certificate is thirty days from the date of examination. In certain situations where there is a legitimate requirement for a period in excess of thirty days, the examiner may extend the validity of the temporary certificate beyond the normal thirty-day period.

The second page of the form must be forwarded to the designated district office of the Department within seven days of the examination. The third copy may be kept by the examiner for his records. The Department does not keep records concerning candidates who are unsuccessful in the examination, therefore, their applications should not be forwarded.

Appendix A
(Form 16-900)



APPLICATION FOR RADIO OPERATORS' CERTIFICATES (EXCLUDING RADIO AMATEURS' CERTIFICATES) **DEMANDE CONCERNANT LES CERTIFICATS D'OPÉRATEUR RADIO (SAUF LES CERTIFICATS DE RADIOAMATEUR)**

SURNAME/NOM	GIVEN NAME/PRENOM	CLASS/CATEGORIE	Check appropriate box(es) - (*Photo required) Cochez la (les) case(s) appropriée(s) - (*Photographie requise)
ADDRESS (STREET, P.O. BOX, ETC.)/ADRESSE (RUE, C.P., ETC.) CITY AND PROVINCE/VILLE ET PROVINCE		Maritime Voluntary / Maritime facultative: <input type="checkbox"/> V Maritime Compulsory / Maritime obligatoire: <input type="checkbox"/> R Aeronautical / Aéronautique: <input type="checkbox"/> 7 Land / Terrestre: <input type="checkbox"/> 9 Coast Guard / Garde côtière: <input type="checkbox"/> W	ROG: <input type="checkbox"/> 5 RGMC / CGRM: <input type="checkbox"/> 40 Second Class / Deuxième classe: <input type="checkbox"/> 2 First Class / Première classe: <input type="checkbox"/> 1
POSTAL CODE POSTAL: _____ TELEPHONE NO./N° DE TELEPHONE: _____ DATE OF BIRTH DATE DE NAISSANCE: Year _____, Month _____, Day _____ Year _____, Annee _____, Mois _____, Jour _____	First Examination / Premier examen: <input type="checkbox"/> Re-examination / Reprise d'examen: <input type="checkbox"/>	REVALIDATION ONLY/NOUVELLE VALIDATION SEULEMENT: <input type="checkbox"/> 1 (First Class / Première classe) <input type="checkbox"/> 2 (Second Class / Deuxième classe)	
Language / Langue: <input type="checkbox"/> English / Anglais <input type="checkbox"/> French / Français			
The above information is true to the best of my knowledge and I certify that I have no physical disabilities that would impair my ability to safely operate a radio station.			
Applicant's Signature/Signature du requérant: _____			
DATE Year _____, Month _____, Day _____ Annee _____, Mois _____, Jour _____			

FOR EXAMINER'S USE/A L'USAGE DE L'EXAMINATEUR

Name of Examiner (Please print)/Nom de l'examinateur (Ecrire en lettres moulées): _____

Class / Catégorie: _____

Description of Applicant (DOC-16-37) / Signalement du candidat (MDC 16-37)
 Declaration of Nationality Status (DOC-16-33) / Déclaration de nationalité (MDC 16-33)

Yes / Oui No / Non

FOR THE USE OF THE DEPARTMENT OF COMMUNICATIONS/A L'USAGE DU MINISTRE DES COMMUNICATIONS

New / Nouveau Replacement / Remplacement Amendment / Modification Detention / Annulation Incomplete / Inachevé

REPORTING UNIT / TRANSACTION DE RESPONSABILITE: \$ _____
 TRANSACTION: GL _____ CAT _____ CER _____
 CERTIFICATE NUMBER / ENDORS. ANNOT.: Y/A _____ M _____ D _____ J _____
 VALIDATION DATE / DATE DE VALIDATION: Year _____, Month _____, Day _____
 Year _____, Annee _____, Mois _____

Appendix B

Practical Test

Note: The following exchange of messages should be spoken clearly and concisely using standard phraseology whenever practical.

1. Aircraft C-FABC establishes communications with Schefferville Radio and requests clearance to land.

Candidate: Schefferville Radio
This is
Piper Foxtrot Alpha Bravo Charlie
Over

Examiner: Piper Foxtrot Alpha Bravo Charlie
This is
Schefferville Radio
Go ahead
Over

Candidate: Schefferville Radio
This is
Piper Foxtrot Alpha Bravo Charlie
Four miles at one thousand
Landing Schefferville
Over

Examiner: Piper Foxtrot Alpha Bravo Charlie
This is
Schefferville Radio
Roger
Wind - one six zero at one five
Altimeter - two niner niner seven
Over

Candidate: Schefferville Radio
This is
Piper Foxtrot Alpha Bravo Charlie
Roger

2. Air-ground station, call sign VYB23, is called by aircraft C-GRFV requesting latest weather.

Examiner: VYB23 North Bay
This is
Golf Romeo Foxtrot Victor
Over

Candidate: Golf Romeo Foxtrot Victor
This is
VYB23 North Bay
Go ahead

Examiner: VYB23 North Bay
This is
Golf Romeo Foxtrot Victor
Do you have the latest weather for North Bay

Candidate: Golf Romeo Foxtrot Victor
This is
VYB23 North Bay
North Bay
Ceiling 2000 overcast
Visibility 10 miles
Very light snow
Temperature -21
Dew point -23
Wind 240 degrees magnetic at 16
Altimeter 2999
Clouds
Stratocumulus 10 tenths
Over

Examiner: VYB23 North Bay
This is
Golf Romeo Foxtrot Victor
Roger

Appendix C

Operating Procedures and Regulations

Note: You may use the following sample questions when giving this part of the examination. Multiple choice examinations are available on loan from district offices.

Sample Oral Procedure Questions

1. What precautions must an operator take before calling or making a transmission?
2. Give an example of a call from an aircraft station to a control tower.
3. Give an example of how you would reply to a call from a control tower.
4.
 - a) How is a radio station identified?
 - b) When an operator is uncertain of the identification or call sign of the calling station, what is the procedure to be taken?
5.
 - a) What precautions are to be taken before making test signals?
 - b) How long may test signals continue?
6. Give an example of how you would request a signal check from a control tower.
7. Give an example of a reply to a request for a signal check from a control tower.
8. What do the following expressions mean?
OUT; ROGER; SAY AGAIN; WORDS TWICE; CORRECTION; OVER.
9. Using the phonetic alphabet spell (select a word). When should this alphabet be used?
10.
 - a) How is a message acknowledged?
 - b) What is the procedure used to obtain repeat of a message?
 - c) What is the correct procedure for making corrections to a message?

Sample Radio Regulations Questions

1.
 - a) What does the spoken word "MAYDAY" indicate?
 - b) Give an example of a distress call.
2.
 - a) What information should be given in a distress message?
 - b) Give an example of a distress message.

3. a) On what frequency would you transmit a distress call?
b) If you did not receive an answer to a distress message sent on a distress frequency, can another frequency be used?
4. Assuming that your station was no longer in distress, how would you notify or advise other stations that the distress situation has ended?
5. a) What action would you take if you heard a distress call?
b) Give an example of an acknowledgement of a distress message.
c) What precautions would you take to prevent interference to distress traffic?
d) What station is the controlling station during a distress incident?
6. a) What is the spoken word for the urgency signal?
b) What does the urgency signal indicate?
c) What priority has the urgency signal over other communications?
7. a) What procedure would you follow if you heard the urgency signal?
b) How long would you continue to listen after hearing the urgency signal?
c) Give an example of an urgency message addressed to:
 1. a specific station
 2. all stations
8. What kind of language is not permitted in the exchange of radiocommunications?
9. What authorization is required to establish a radio station?