



**Purple  
Book**

## IHB KPIs

**Information Handbook Key Performance Indicators and Metrics for the Federation**

Version 1.0 – March 2025

## MANUAL

IFATCA is the recognised international organisation representing air traffic controller associations. It is a non-political, not-for-profit, professional body that has been representing air traffic controllers for more than 50 years, and has more than 50,000 members in over 120 countries.

Printed and published by:

**International Federation of Air Traffic Controllers' Associations**

The IFATCA Office  
360 St. Jacques, Suite 2002  
Montreal (Quebec) H2Y 1P5  
Canada

Phone: +1 514 866 7040  
Fax: +1 514 866 7612  
E-mail: [office@ifatca.org](mailto:office@ifatca.org)

**DISCLAIMER:** The information contained in this document reflect the most up-to-date data available at time of the last amendment. Although every effort has been made to ensure accuracy, neither the International Federation of Air Traffic Controllers' Associations (IFATCA), nor their Members or Officers or representatives, shall be responsible for loss or damage caused by errors, omissions, misprints or misinterpretation of the contents hereof. Furthermore, IFATCA expressly disclaims all and any liability to any person whether a purchaser of this publication or not, in respect of anything done or omitted, by any such person in reliance on the contents of this publication.

**COPYRIGHT:** The materials herein are copyright IFATCA. No part of this document may be reproduced, recast, reformatted or transmitted in any form by any means, electronic or mechanical, including photocopying or any information storage and retrieval system, without the prior written permission from IFATCA.

### Document Control Details

<b>DOCUMENT OWNER</b>	Executive V-P Professional	<a href="mailto:evpp@ifatca.org">evpp@ifatca.org</a>
<b>MASTER COPY HOLDER</b>	Office Manager	<a href="mailto:office@ifatca.org">office@ifatca.org</a>

Updates and corrections for this manual should be provided to the document owner.

### Document Change Summary

Version	Date	Changes
1	1 <sup>st</sup> March 2025	Initial version.
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

# Table of Contents

Document Control Details .....	3
Document Change Summary .....	3
Table of Contents .....	4
<b>Introduction.....</b>	<b>5</b>
<b>1. General Information .....</b>	<b>6</b>
1.1 RESPONSE INFORMATION.....	6
1.2 MEMBERSHIP .....	6
1.3 OTHER ATCO ASSOCIATION(S) .....	8
1.4 ASSOCIATION / AFFILIATION TO TRADE UNION(S) .....	8
<b>2. Social and Labour Aspects .....</b>	<b>10</b>
2.1 WORKING HOURS.....	10
2.2 OVERTIME WORK.....	13
2.3 VACATION SCHEME.....	14
2.4 FINANCIAL ASPECTS .....	15
2.5 WORKING ENVIRONMENT .....	19
2.6 SOCIAL SECURITY.....	19
2.7 RETIREMENT.....	23
<b>3. Professional Aspects .....</b>	<b>26</b>
3.1 RECRUITMENT.....	26
3.2 INITIAL TRAINING .....	27
3.3 TRAINING AFTER VALIDATION .....	29
3.4 ON-THE-JOB TRAINING INSTRUCTORS (OJTis) SELECTION .....	30
3.5 ASSESSORS SELECTION.....	31
3.6 REFRESHER TRAINING .....	32
3.7 MANAGERIAL TRAINING .....	33
3.8 SAFETY SYSTEMS IMPLEMENTED BY THE ANSP .....	33
<b>4. Legal Aspects .....</b>	<b>35</b>
4.1 LEGAL LIABILITY PROTECTION.....	35
4.2 ASSOCIATION INVOLVEMENT IN SAFETY AND QUALITY ANALYSES .....	35
<b>5. Involvement in the Development of Procedures, Equipment and Safety Tools .....</b>	<b>36</b>

# Introduction

Article I, para 3, Objects of the IFATCA Constitution specifies under point j) that "the Federation shall collect and distribute information on professional problems and developments".

In 1973, after the Reykjavik Conference, the Belgian Guild compiled the "Information Handbook" (IHB), which was accepted by the 1974 Tel Aviv Conference.

In 1994, the IHB contains the information of 100 Member Associations (MAs).

In 2023, the IHB comprises the data from more than 130 MAs. A complete overhaul of the IHB questionnaire is carried, removing obsolete questions and adding Key Performance Indicators (KPIs), following a working paper presented at the 2023 Montego Bay Conference (WP 154). The questionnaire is made available online exclusively, and the processes to compile the data, produce the manual and analyse metrics is automated.

In 2025, enough data is received to be able to start deriving information from the KPIs mentioned in 1.4 above. At the Abu Dhabi Conference, the Directors approve the creation of the Purple Book, which aggregates and presents in a graphical form the information derived from the data contained in the IHB.

The IHB contains the most up-to-date information on all aspects relating to environmental and human factors in ATC in the States represented by the MAs of the Federation. It should enable its users to identify those MAs that may have useful information on specific professional matters, after which direct contacts with such MAs should be established to obtain the desired detail of information.

The Purple Book only presents information derived from the data contained in the IHB. Some of this data may be outdated, approximate or inaccurate. The reader should exercise caution in interpreting and using the information it contains. While the Purple Book proposes extremely valuable figures that enhance greatly the understanding of IFATCA's member association work conditions and human factors, it does not replace a thorough research process and cross-verification of the data. It is also important to note that national legislation and industrial evolution can differ tremendously from one member association to the other.

Questions or concerns related to the Purple Book can be directed to [office@ifatca.org](mailto:office@ifatca.org).

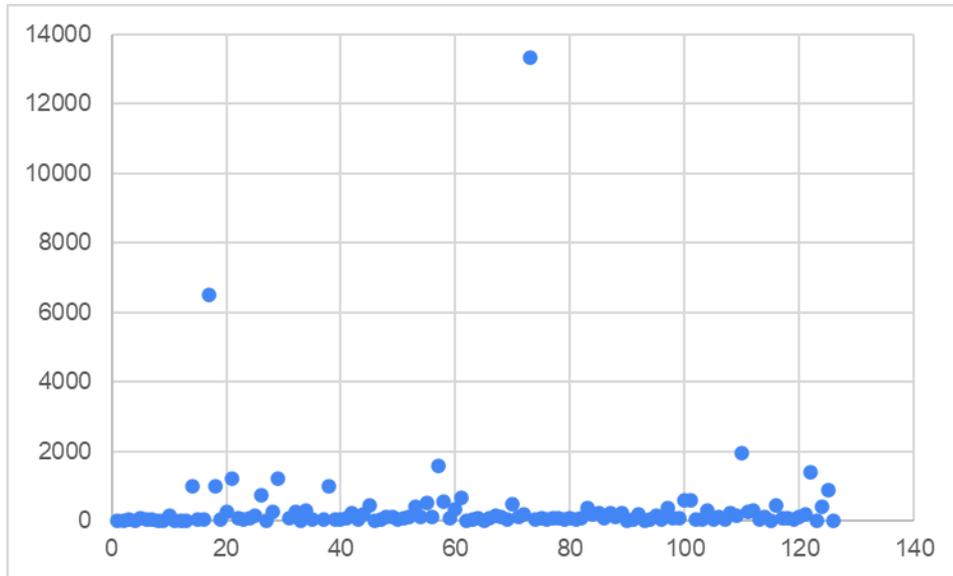
# 1. General Information

## 1.1 RESPONSE INFORMATION

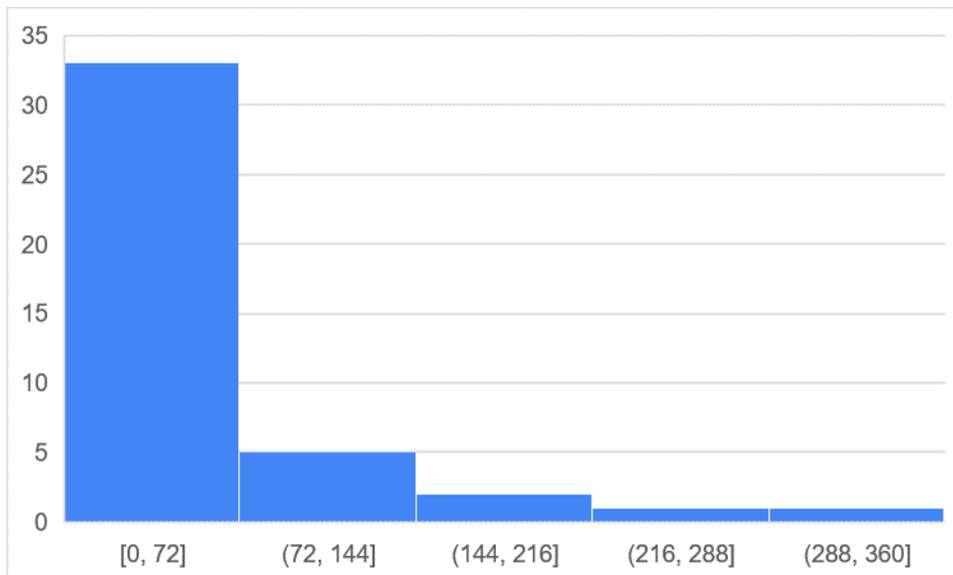
1.1.1 Number of responses included in this edition of the Purple Book: 46

## 1.2 MEMBERSHIP

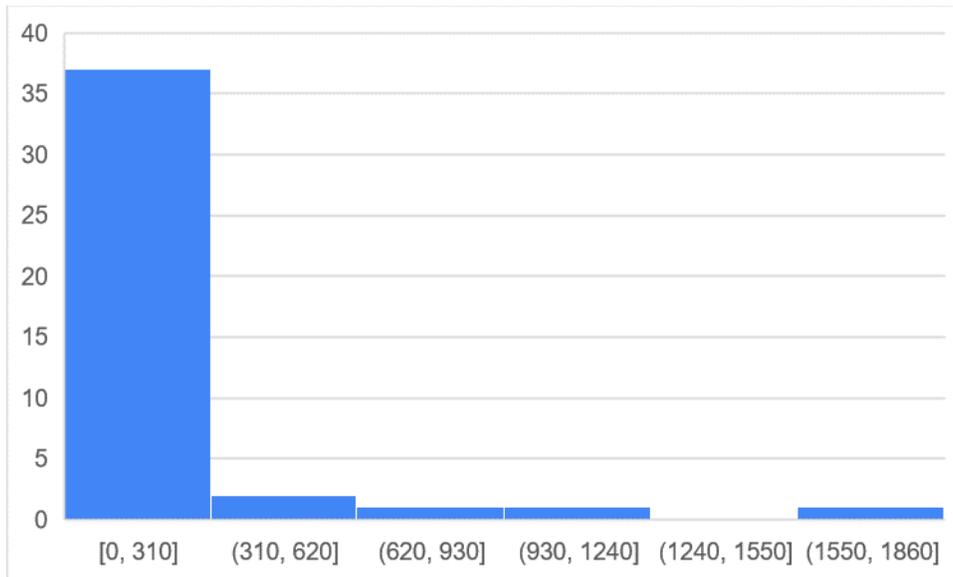
1.2.1 Total number of members in the association



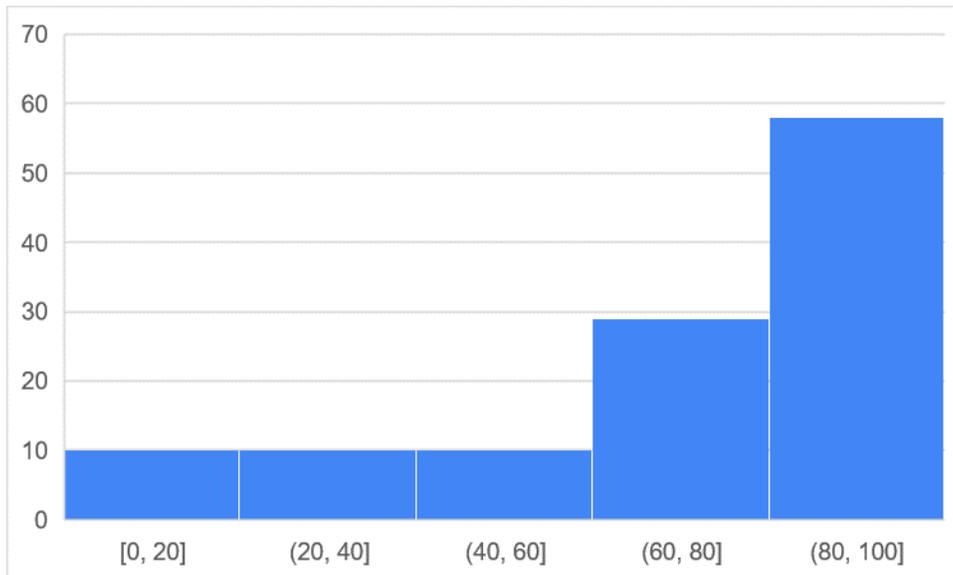
1.2.2 Total number of female members in the association



### 1.2.3 Total number of male members in the association

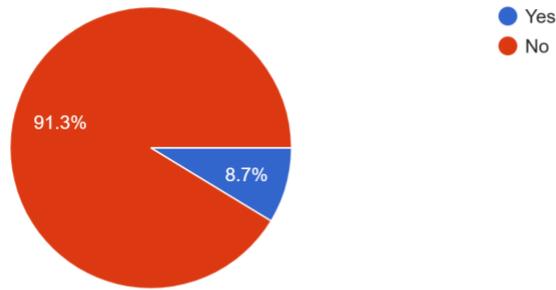


### 1.2.4 Percentage of ATCOs who are members of the association



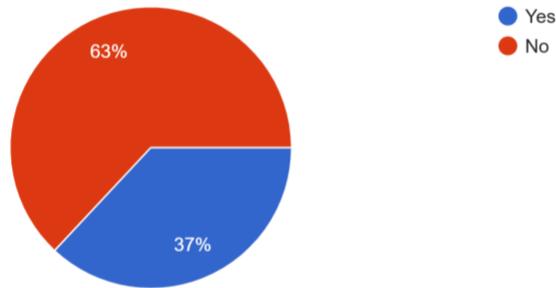
### 1.3 OTHER ATCO ASSOCIATION(S)

1.3.1 Are there any other ATCO association(s) in your State?



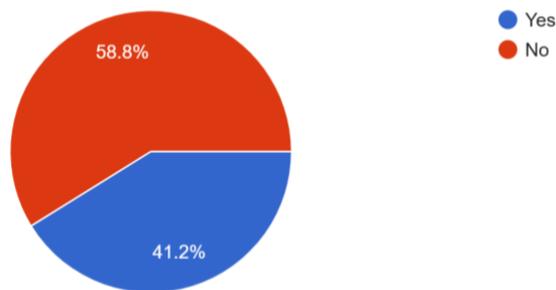
### 1.4 ASSOCIATION / AFFILIATION TO TRADE UNION(S)

1.4.1 Is your association also a trade union?

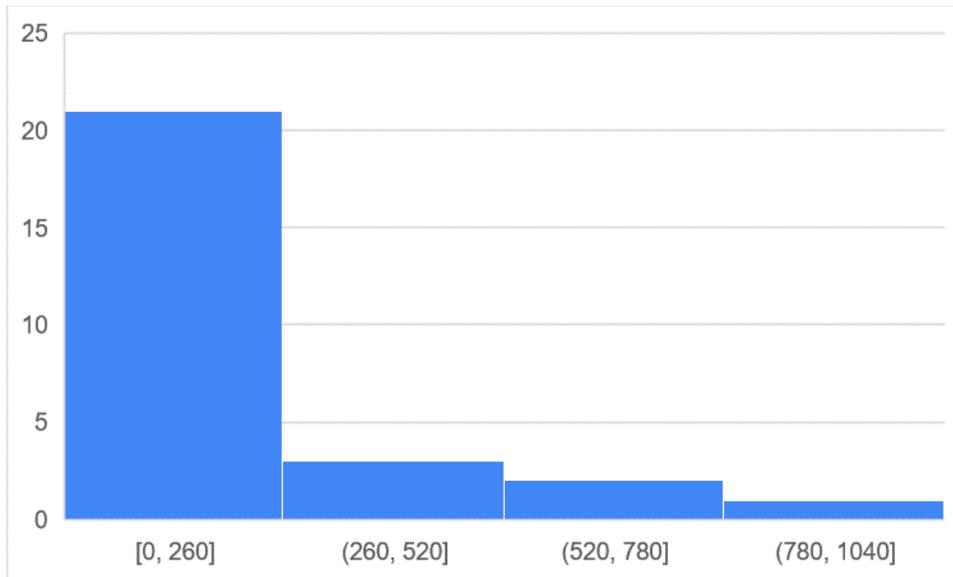


---

1.4.2 If not, is your association affiliated/associated to a trade union?



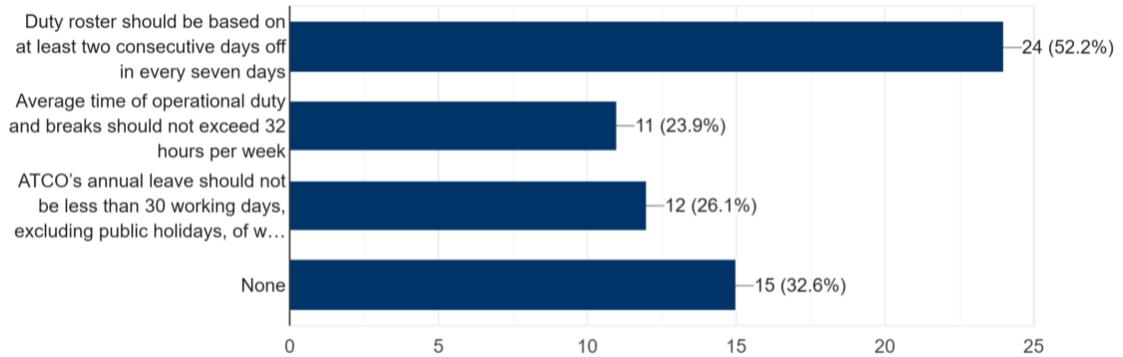
1.4.3 Number of ATCOs who are also members of the trade union (if applicable)



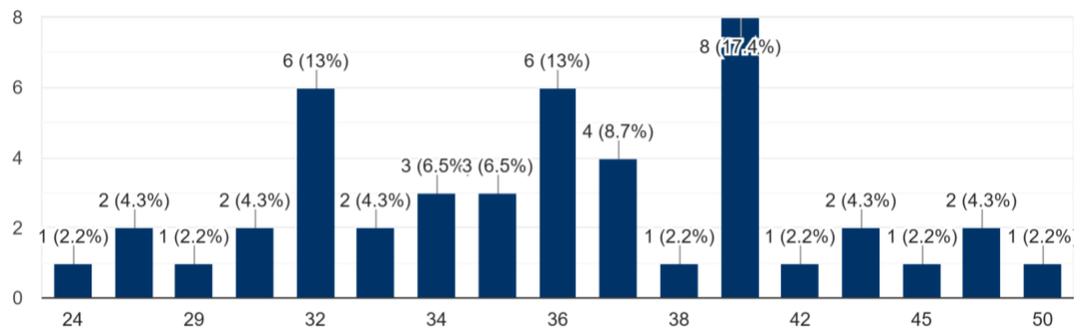
## 2. Social and Labour Aspects

### 2.1 WORKING HOURS

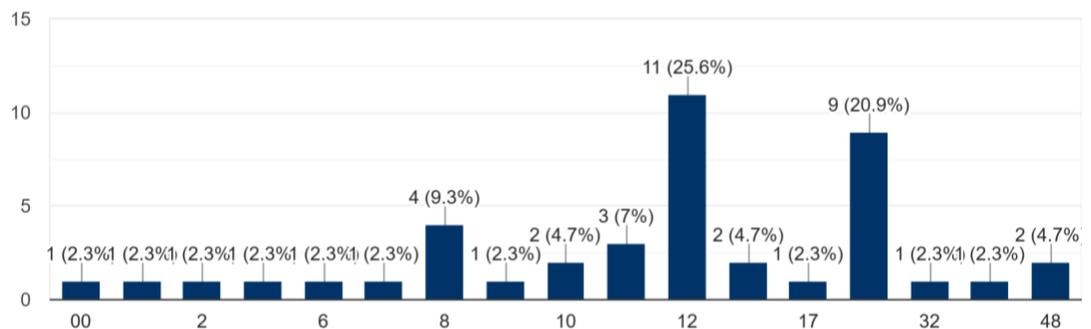
#### 2.1.1 Hours of work principles implemented (select all that apply):



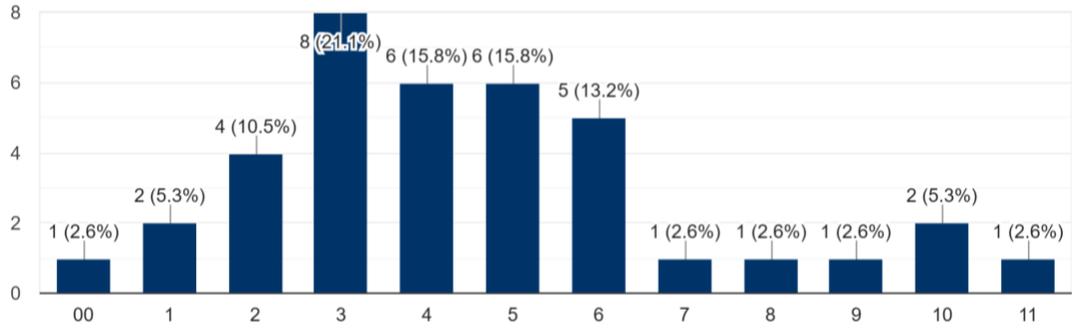
#### 2.1.2 Number of working hours per week:



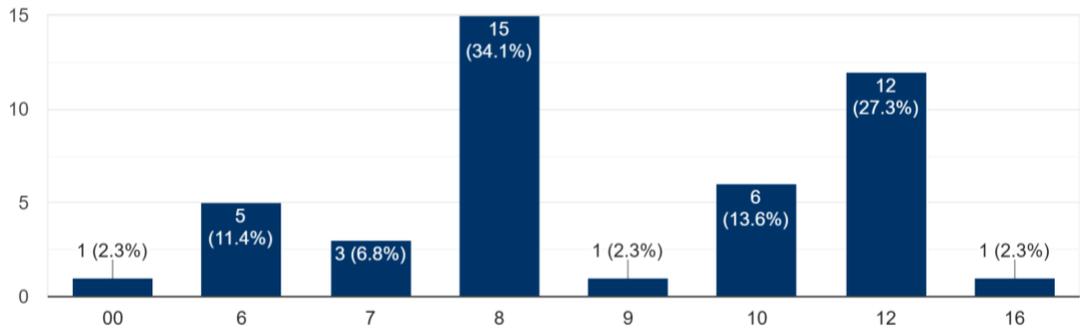
#### 2.1.3 Minimum time off (hours) between shifts (if any):



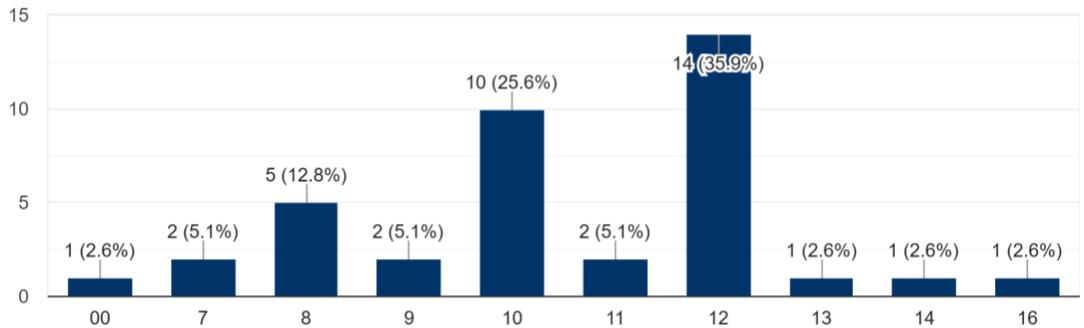
2.1.4 Maximum consecutive days of work (if any):



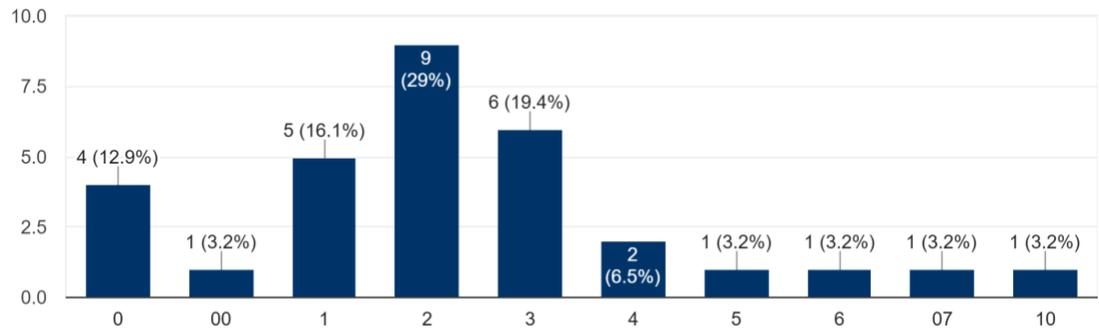
2.1.5 Maximum length (hours) of day shift (if any):



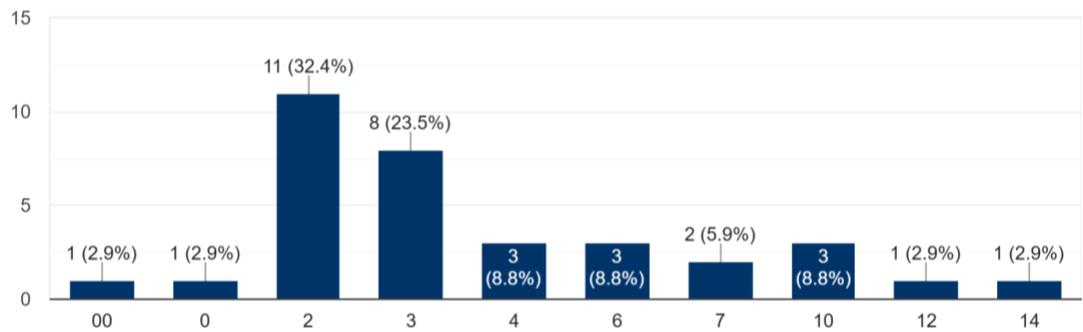
2.1.6 Maximum length (hours) of night shift (if any):



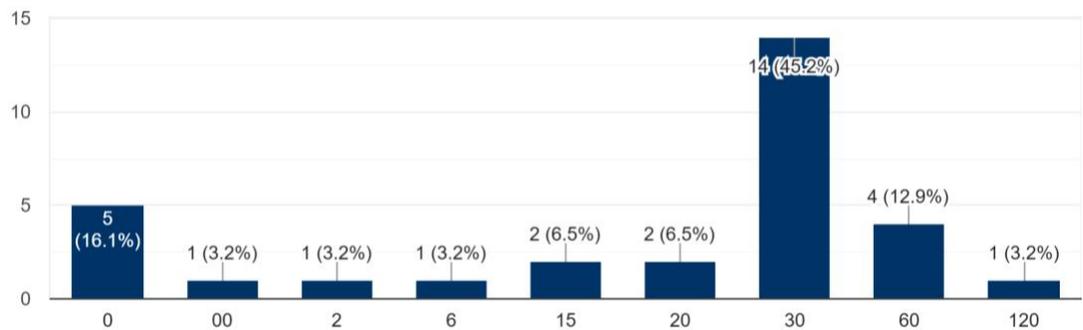
2.1.7 Breaking hours during one shift (if any):



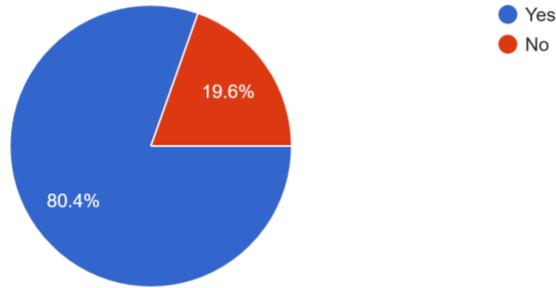
2.1.8 Maximum continuous working time (hours) (if any):



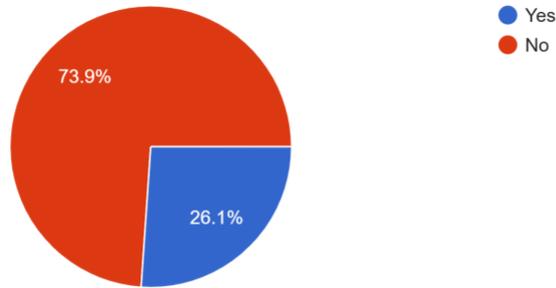
2.1.9 Minimum length of a break (minutes) (if any):



2.1.10 Are ATCOs allowed to sleep during breaks?

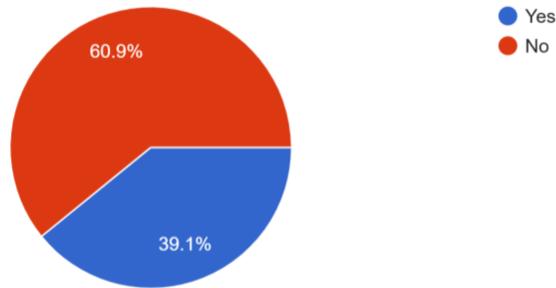


2.1.11 Can ATCOs have individual (custom) rosters?

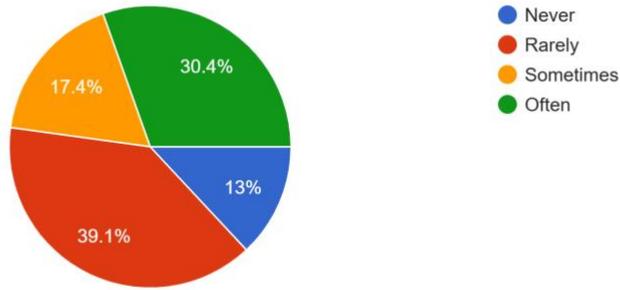


**2.2 OVERTIME WORK**

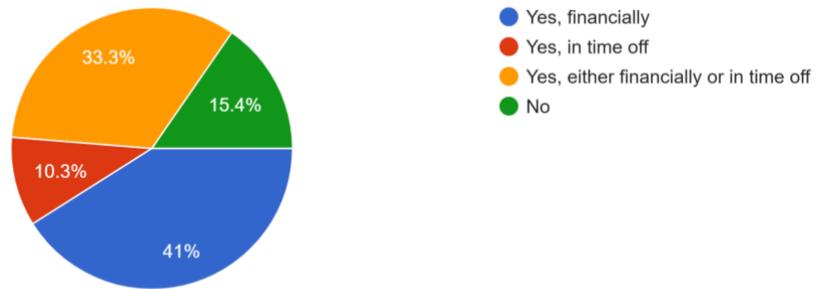
2.2.1 Is overtime work compulsory?



2.2.2 If Yes, how often?

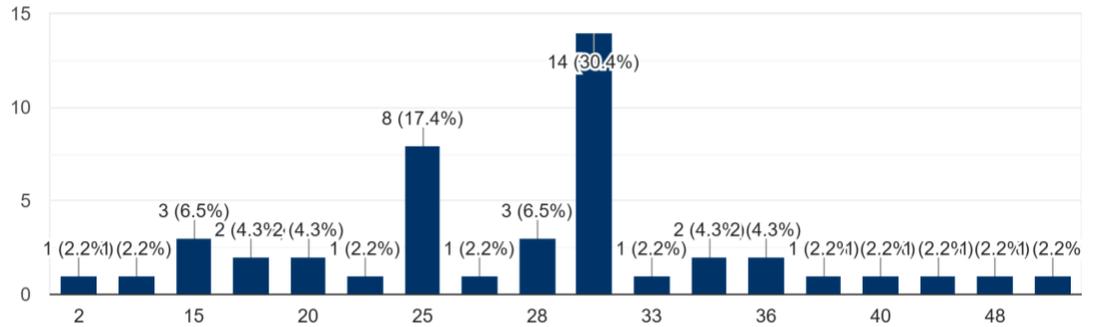


2.2.3 Is overtime compensated?

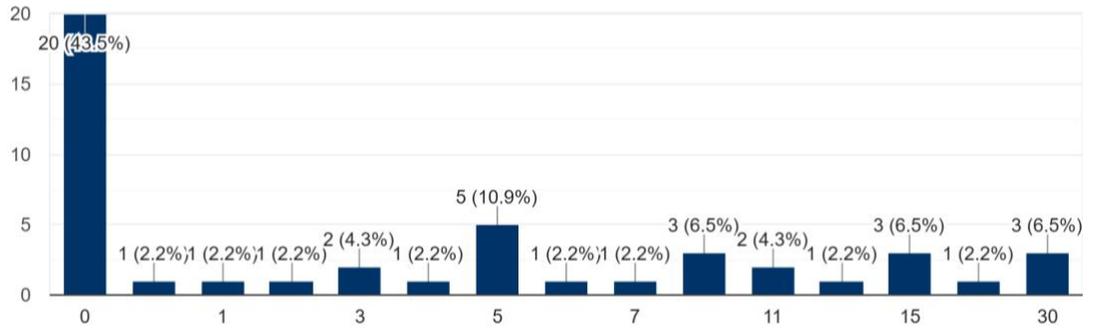


2.3 VACATION SCHEME

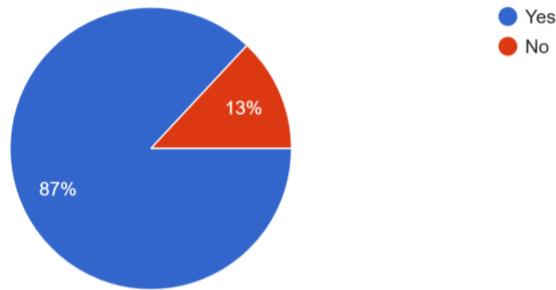
2.3.1 Number of days of paid leave per year:



2.3.2 Number of days of extra paid leave per year:

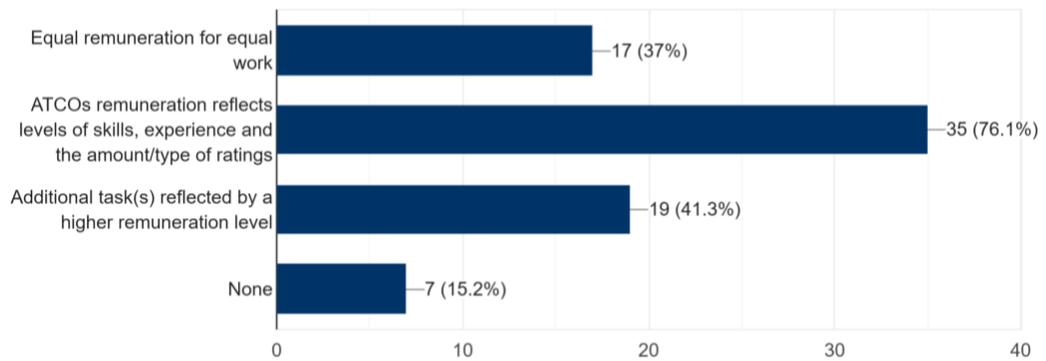


2.3.3 Is it possible to obtain unpaid leave?



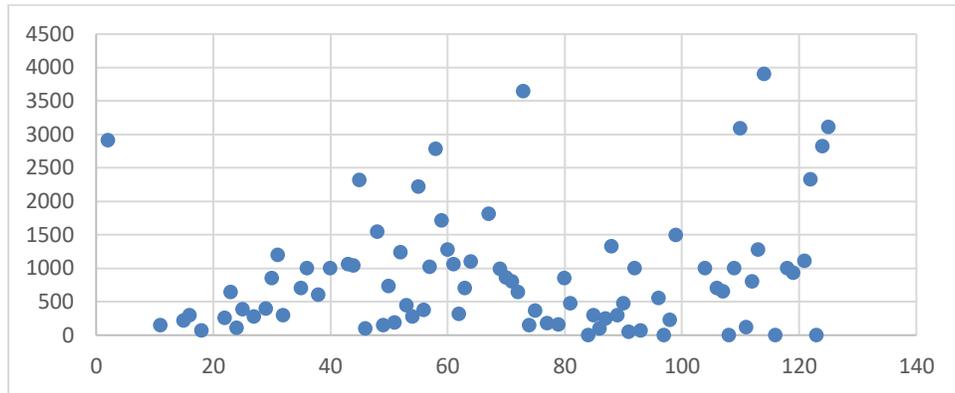
2.4 FINANCIAL ASPECTS

2.4.1 Remuneration principles implemented (select all that apply):

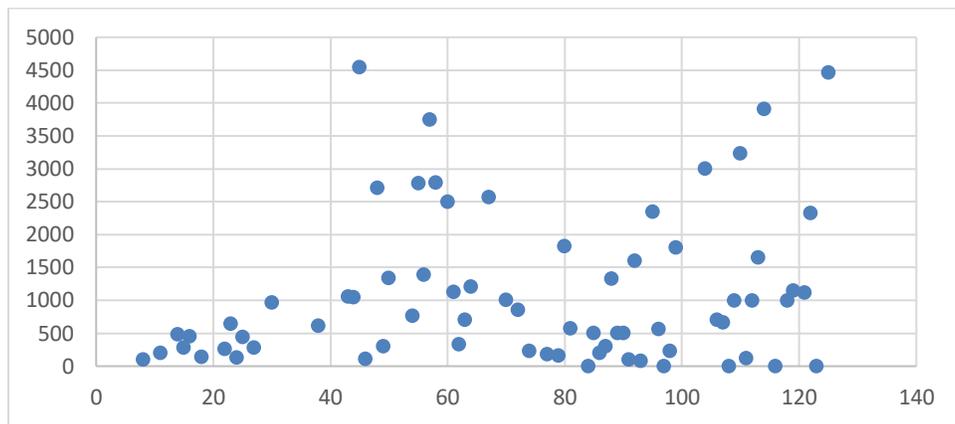


## 2.4.2 Salary

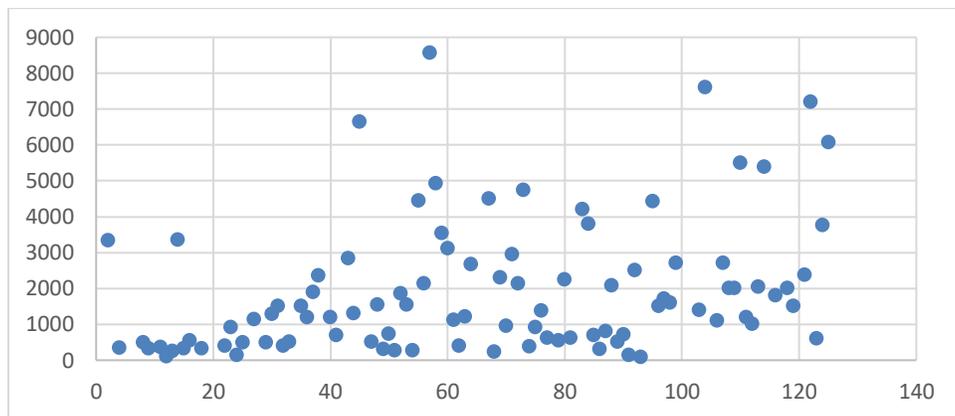
### 2.4.2.1 MINIMUM monthly gross salary (USD) - students:



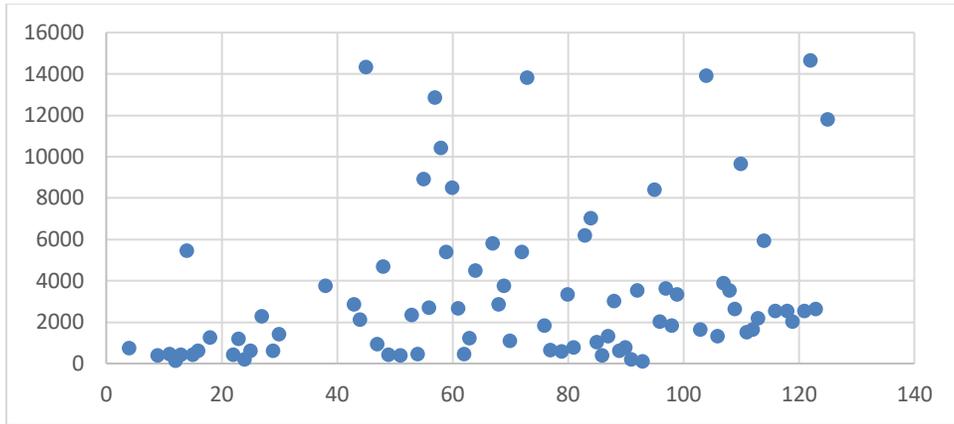
### 2.4.2.2 MAXIMUM monthly gross salary (USD) - students:



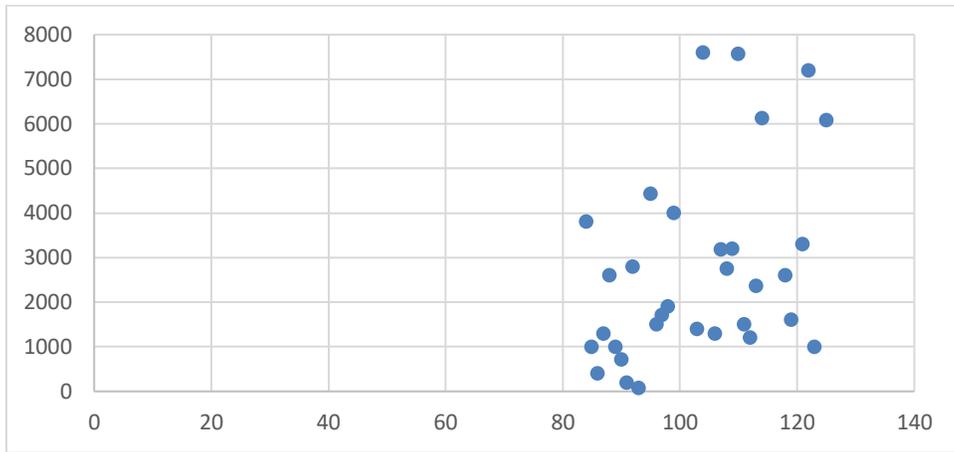
### 2.4.2.3 MINIMUM monthly gross salary (USD) - aerodrome (TWR) control:



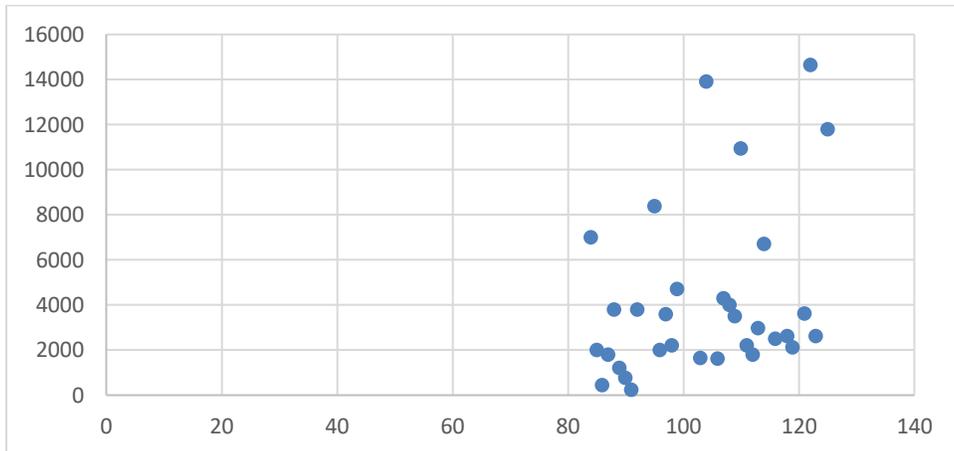
2.4.2.4 MAXIMUM monthly gross salary (USD) - aerodrome (TWR) control:



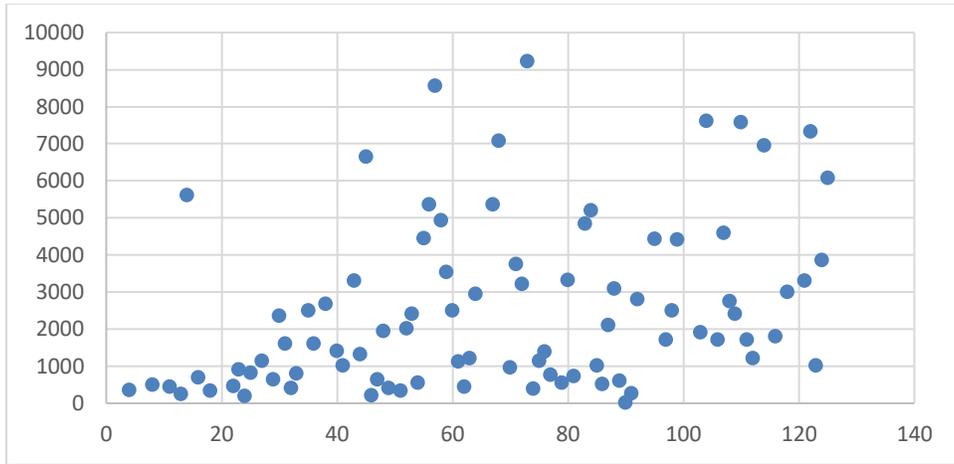
2.4.2.5 MINIMUM monthly gross salary (USD) - approach (APP) control:



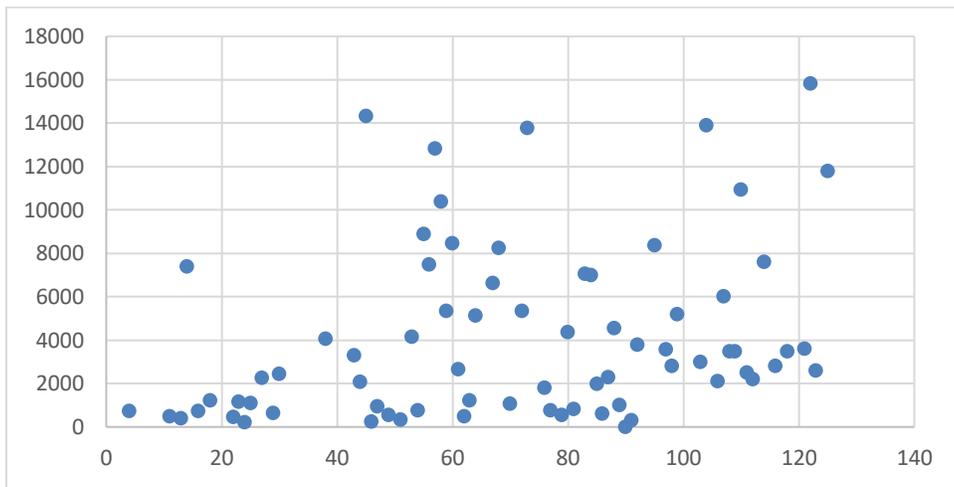
2.4.2.6 MAXIMUM monthly gross salary (USD) - approach (APP) control:



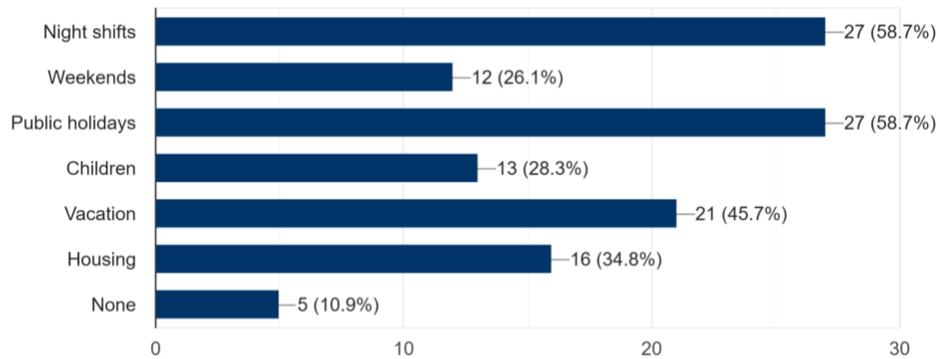
2.4.2.7 MINIMUM monthly gross salary (USD) - area (ACC) control:



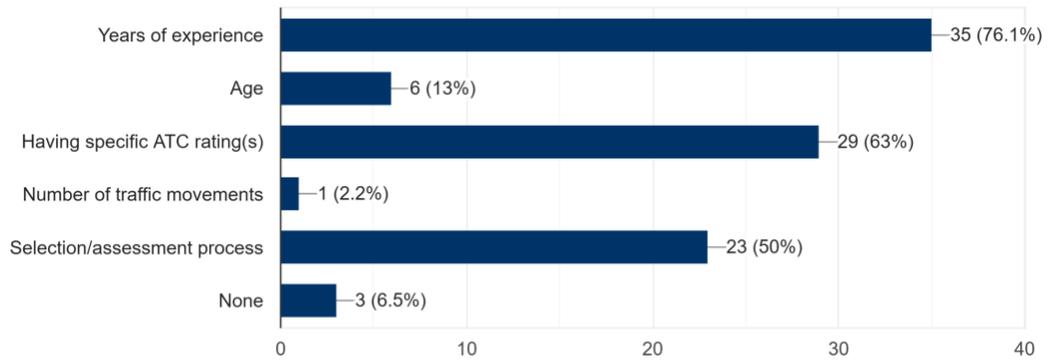
2.4.2.8 MAXIMUM monthly gross salary (USD) - area (ACC) control:



2.4.3 Allowances paid (select all that apply):

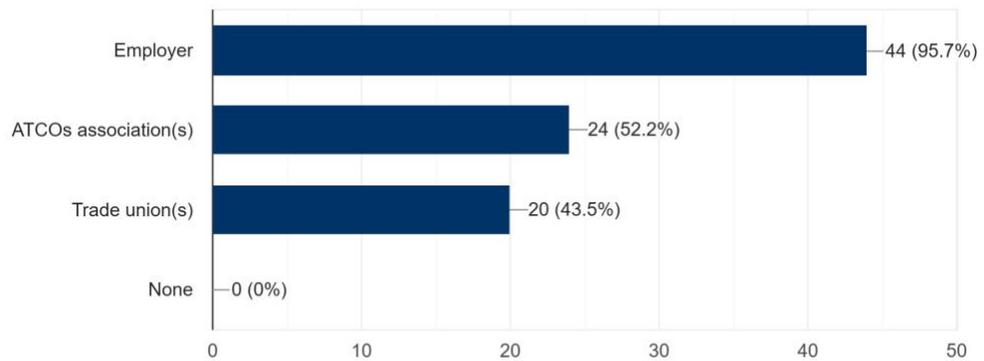


#### 2.4.4 Promotions are determined by (select all that apply):



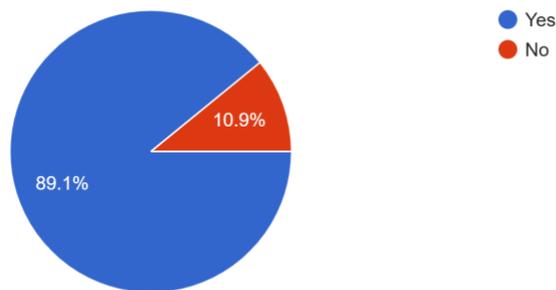
### 2.5 WORKING ENVIRONMENT

#### 2.5.1 Parties involved in assessing the working environment (select all that apply):

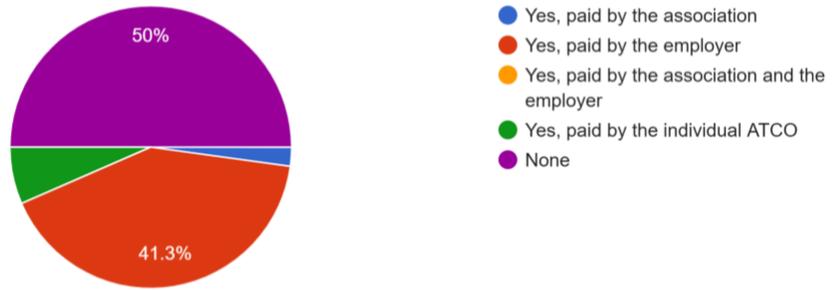


### 2.6 SOCIAL SECURITY

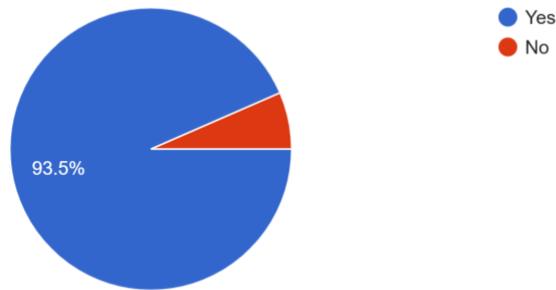
#### 2.6.1 Licences issued in accordance with ICAO:



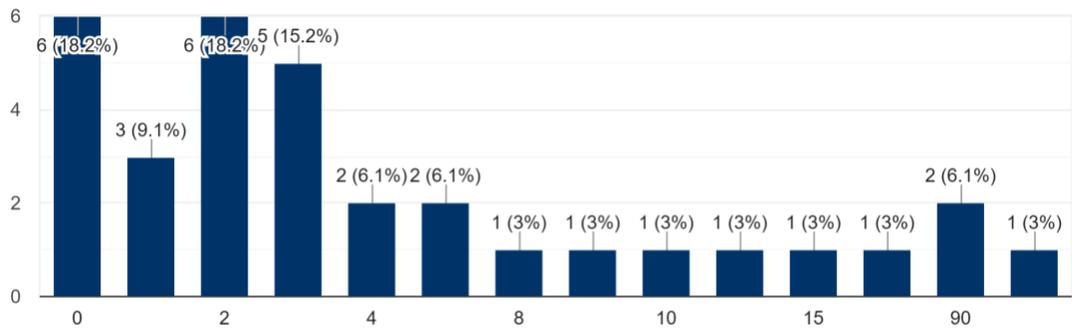
2.6.2 Loss of license insurance:



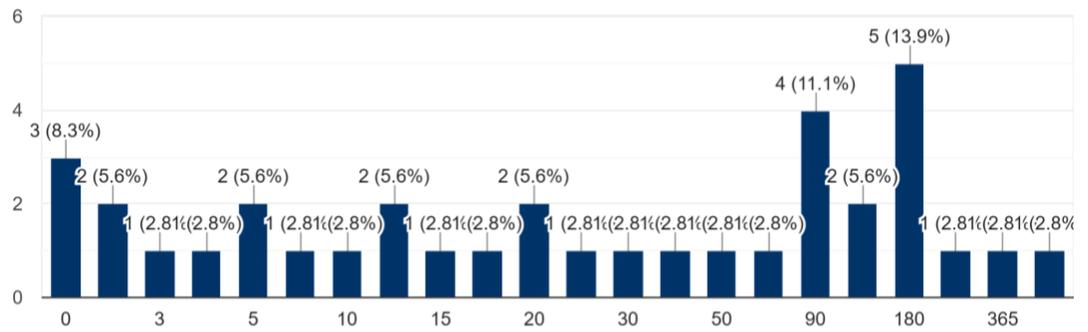
2.6.3 Sick leave:



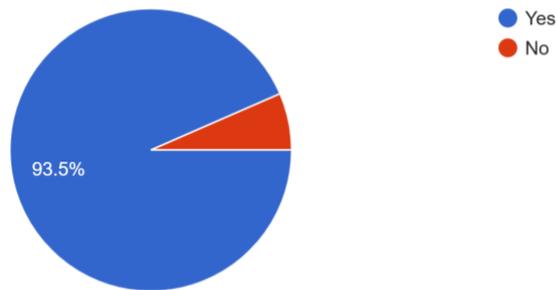
2.6.3.1 If Yes, maximum number of days without a certificate:



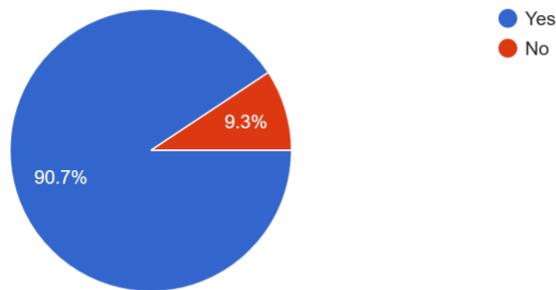
2.6.3.2 If Yes, maximum number of days fully paid:



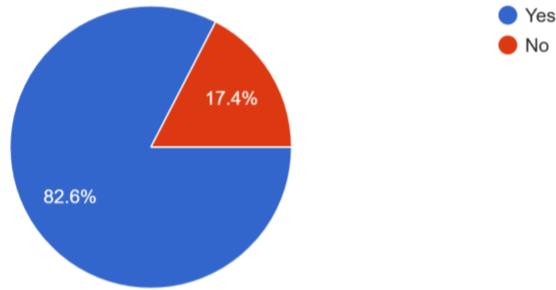
2.6.4 Pregnancy leave:



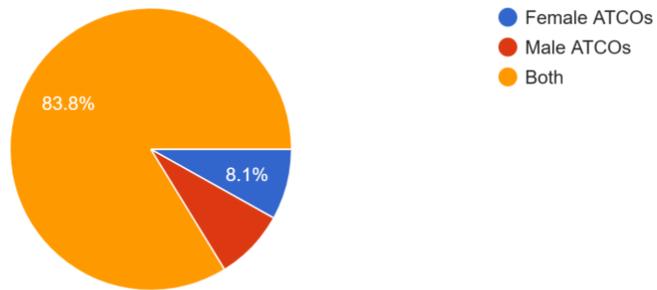
2.6.4.1 If Yes, is the leave paid?



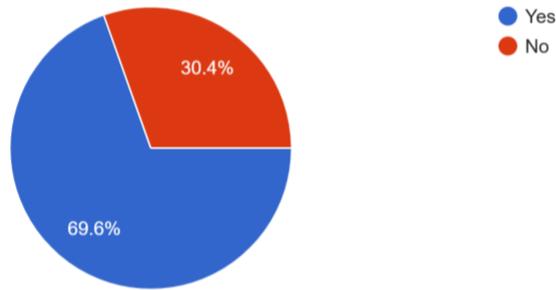
2.6.5 Parental leave:



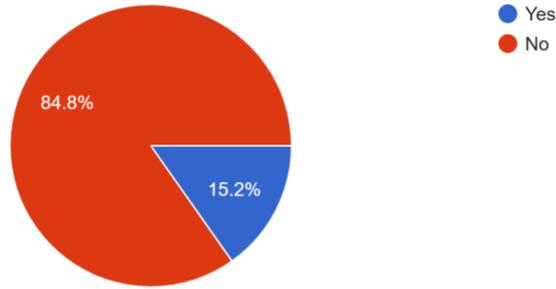
2.6.5.1 If Yes, is it available for:



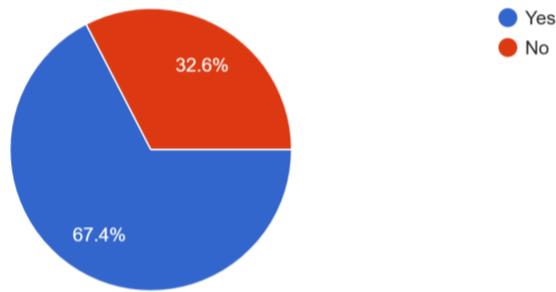
2.6.6 Medical/psychological assistance provided:



2.6.7 Ageing ATCOs policy(ies) implemented:

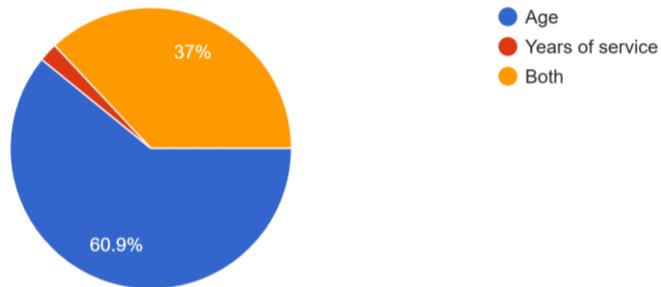


2.6.8 Employment security:

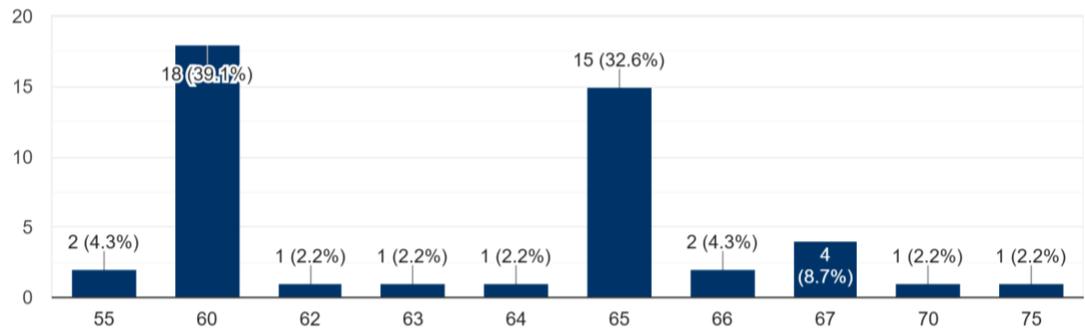


**2.7 RETIREMENT**

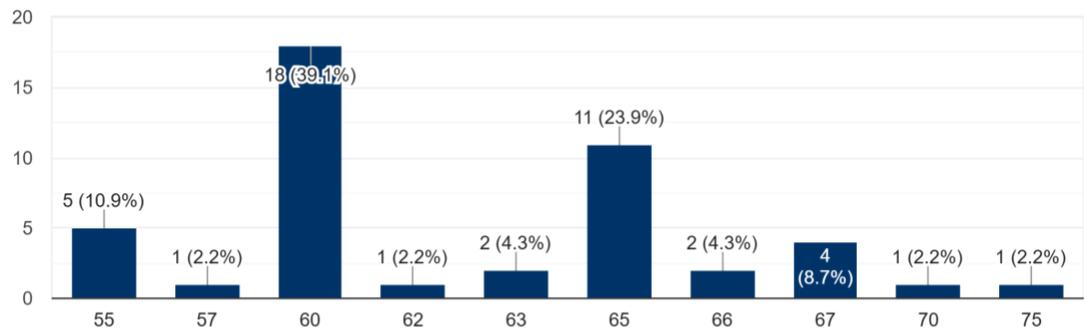
2.7.1 Conditions of retirement:



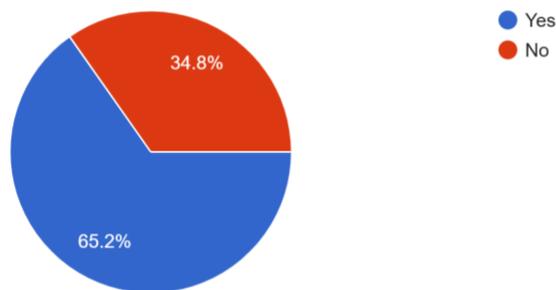
### 2.7.2 Retirement age for men:



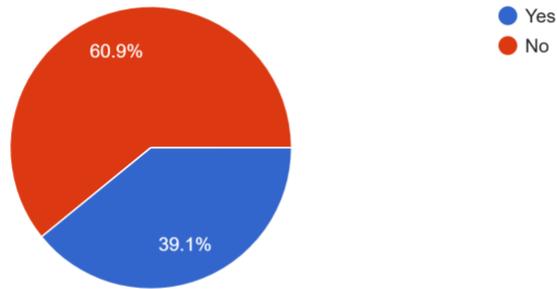
### 2.7.3 Retirement age for women:



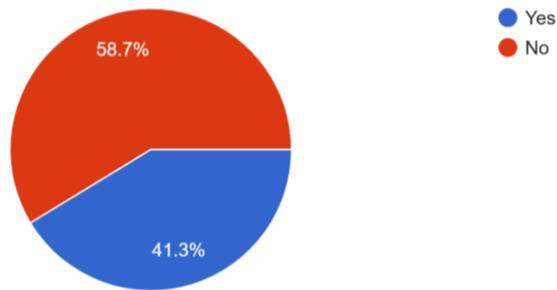
### 2.7.4 Is a lump sum paid?



2.7.5 Are allowances included?



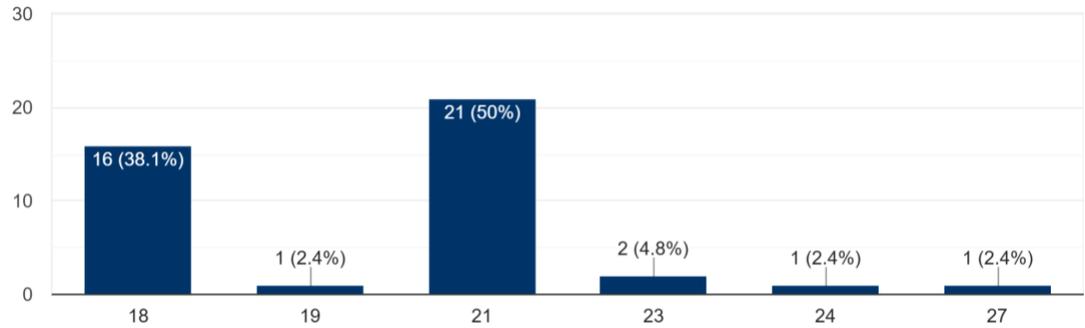
2.7.6 Is there an early retirement programme?



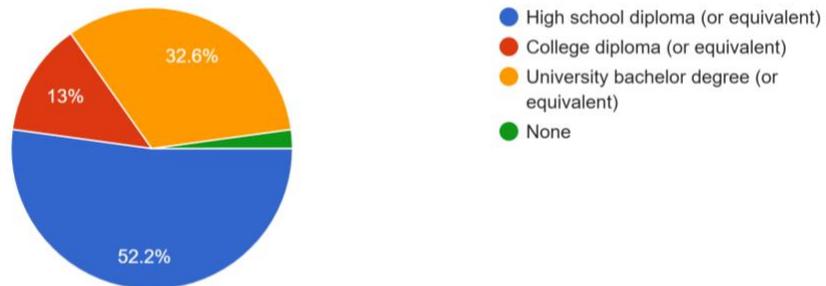
### 3. Professional Aspects

#### 3.1 RECRUITMENT

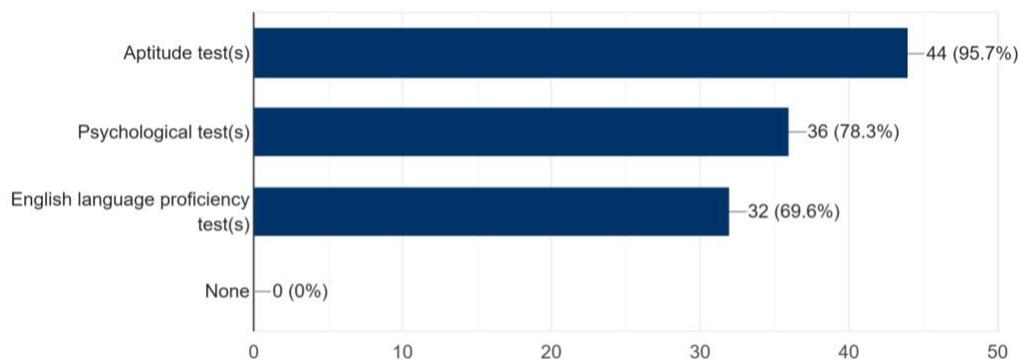
3.1.1 What is the minimum age to be recruited as ATCO (if applicable)?



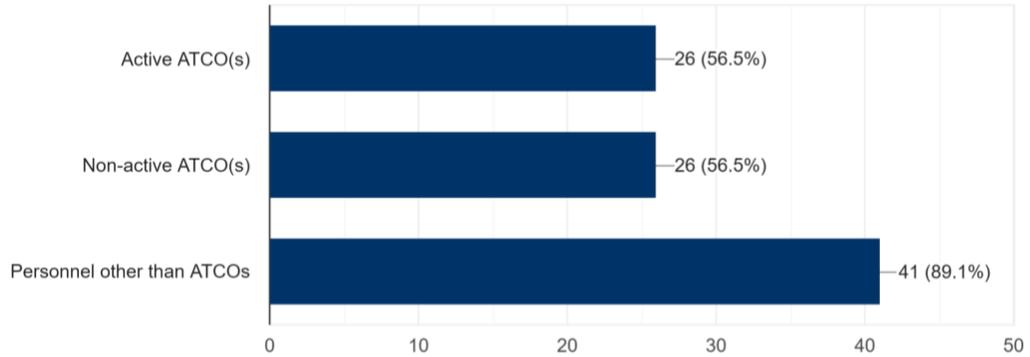
3.1.2 What is the entry standard required to be an ATCO?



3.1.3 The selection process comprises (select all that apply):

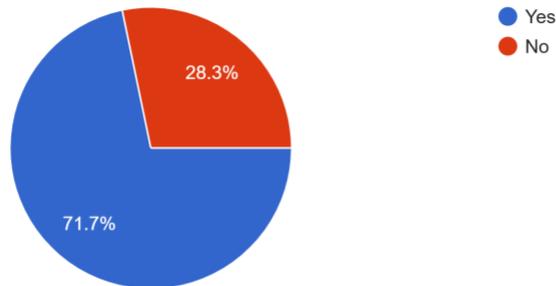


3.1.4 The selection committee is composed of (select all that apply):

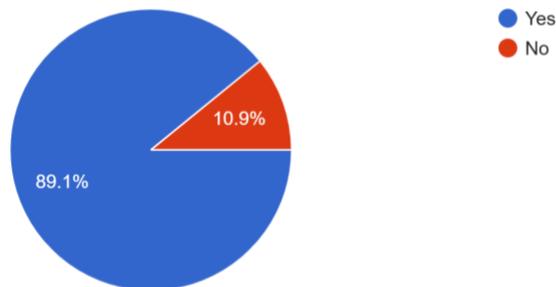


### 3.2 INITIAL TRAINING

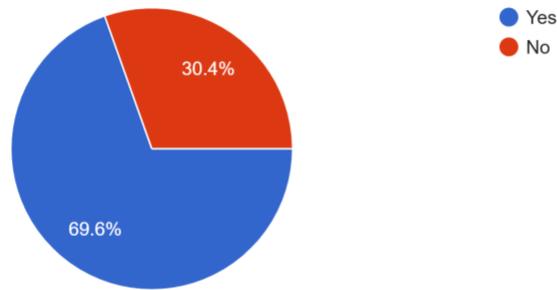
3.2.1 Is there an approved training organization (ATO) in your State?



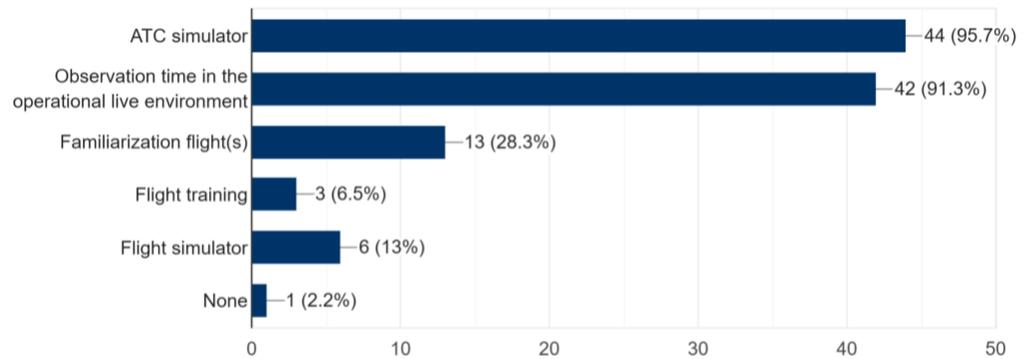
3.2.2 Are the training and assessment plans compliant with ICAO (Annex 1, PANS-TRG Doc 9868)?



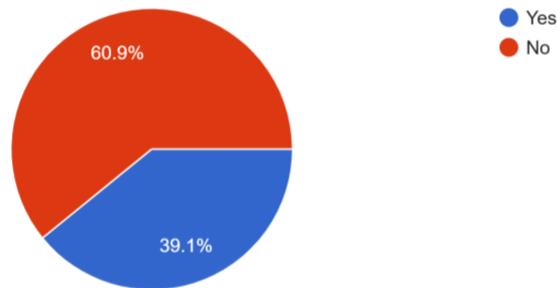
3.2.2.1 Has the competency-based training and assessment methodology (ICAO Doc 10056) been implemented?



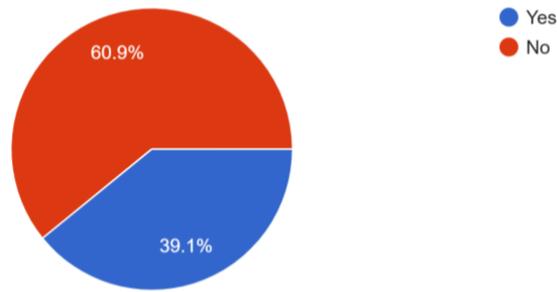
3.2.3 The training curriculum includes (select all that apply):



3.2.4 Is training in your State available for foreign students?

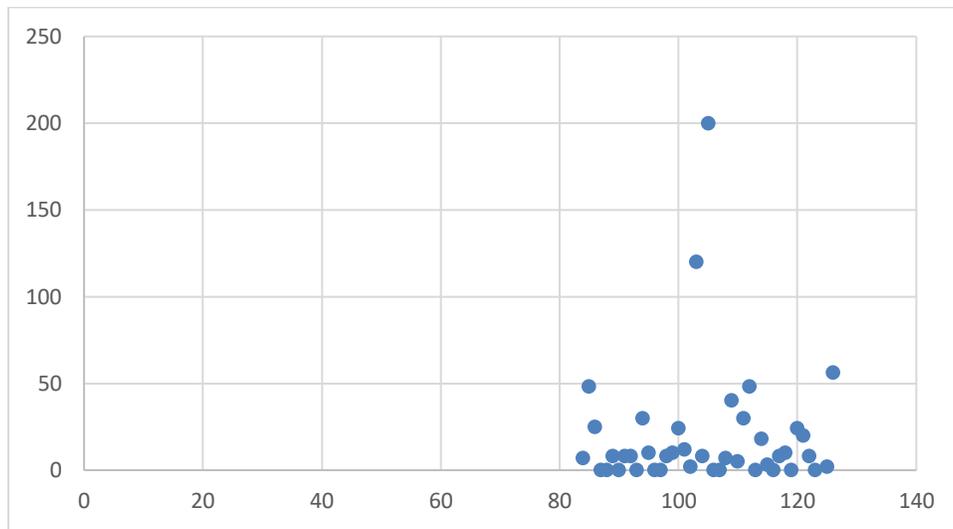


### 3.2.5 Are scholarships offered/available?

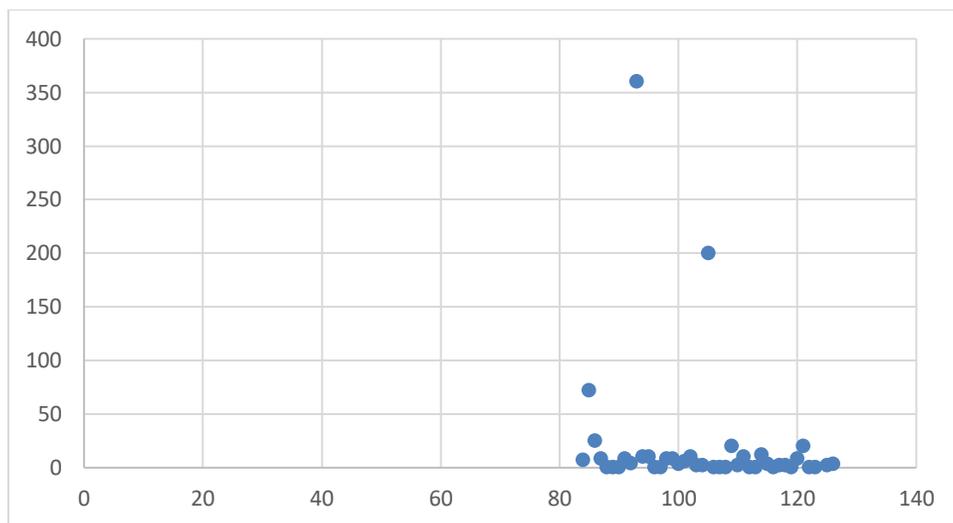


## 3.3 TRAINING AFTER VALIDATION

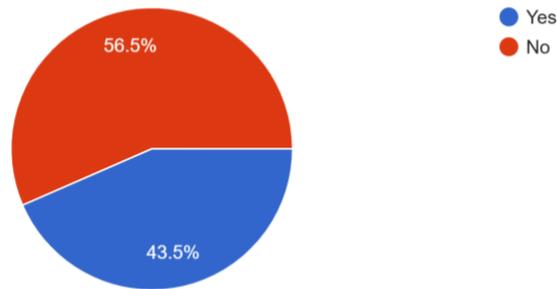
### 3.3.1 Number of hours of theoretical refresher per ATCO per year:



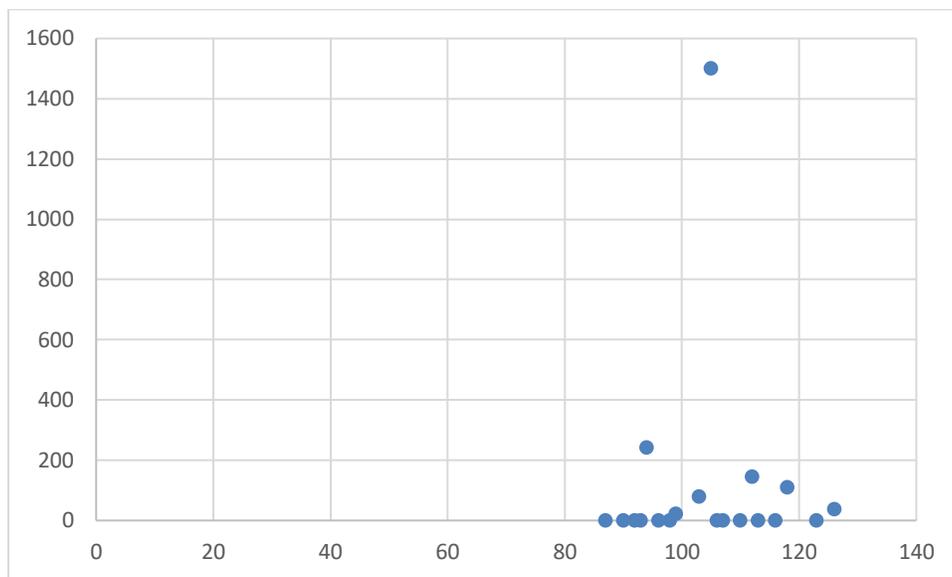
### 3.3.2 Number of hours of practical exercises (simulator) per ATCO per year:



### 3.3.3 Is there a programme in place to achieve and maintain English language proficiency?

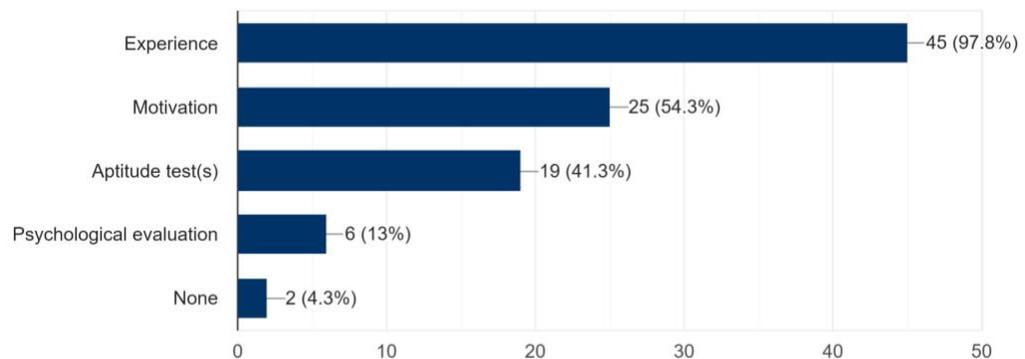


#### 3.3.3.1 Number of hours of English language training per ATCO per year (if applicable):

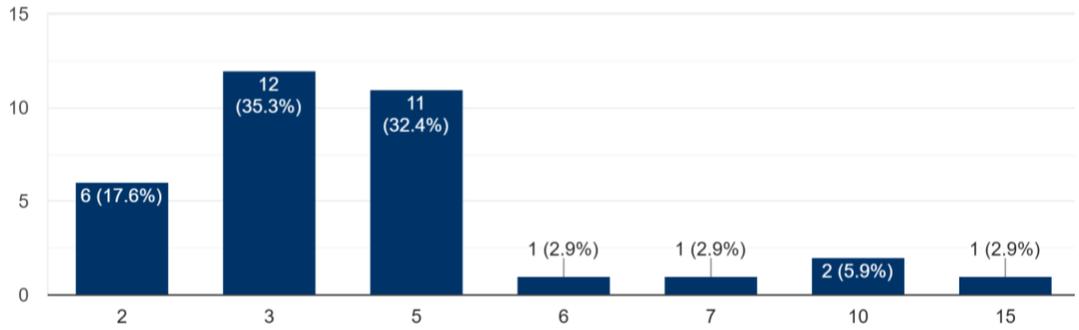


### 3.4 ON-THE-JOB TRAINING INSTRUCTORS (OJTIs) SELECTION

#### 3.4.1 Which of the following criteria are used for OJTIs selection (select all that apply)?

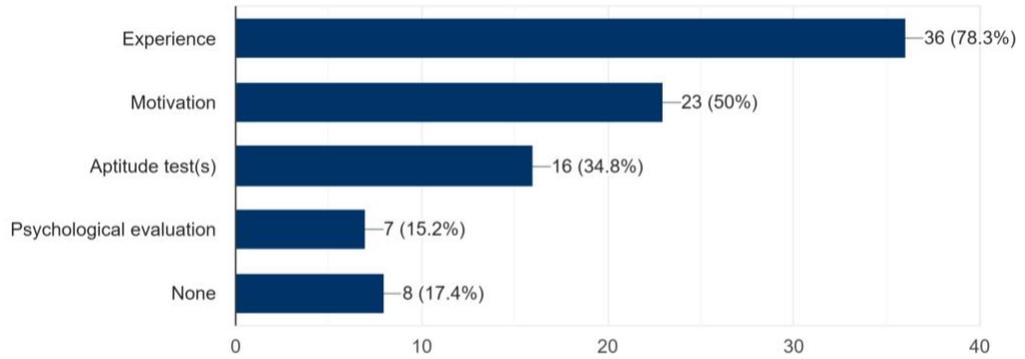


3.4.1.1 If experienced is considered in the selection process, what is the minimum, in years (if applicable)?

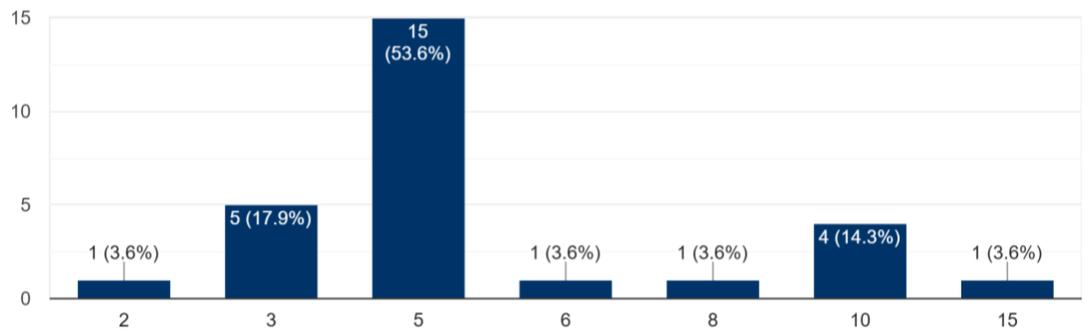


### 3.5 ASSESSORS SELECTION

3.5.1 Which of the following criteria are used for assessors selection (select all that apply)?

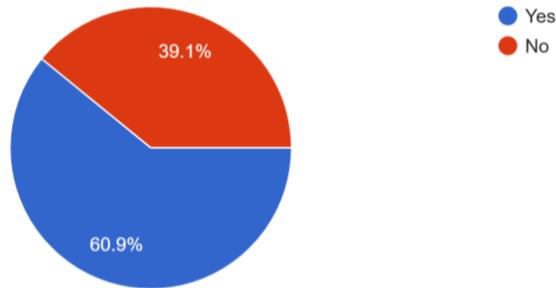


3.5.1.1 If experienced is considered in the selection process, what is the minimum, in years (if applicable)?

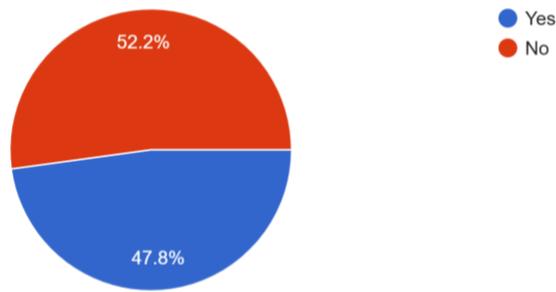


### 3.6 REFRESHER TRAINING

3.6.1 Refresher courses for ATCOs are provided at regular intervals:

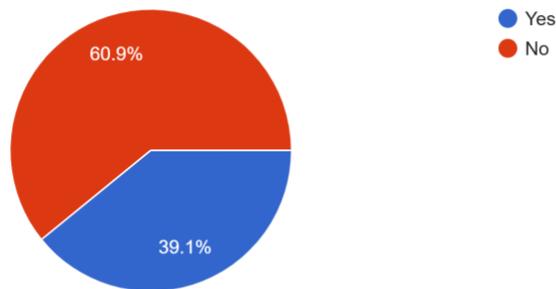


3.6.2 Refresher courses for OJTIs are provided at regular intervals:



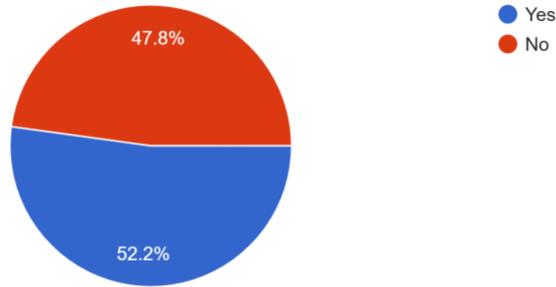
---

3.6.3 Refresher courses for assessors are provided at regular intervals:

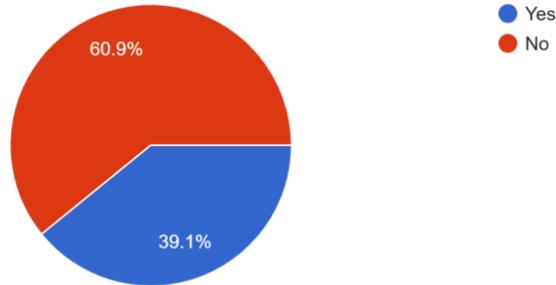


### 3.7 MANAGERIAL TRAINING

3.7.1 Supervisor courses are available:

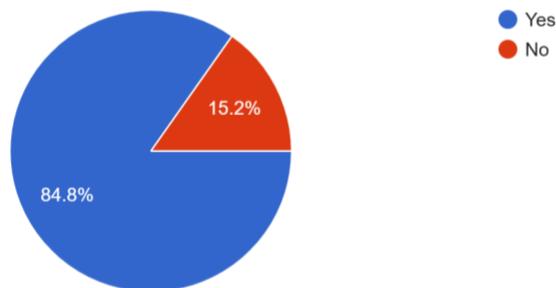


3.7.2 Management courses are available:

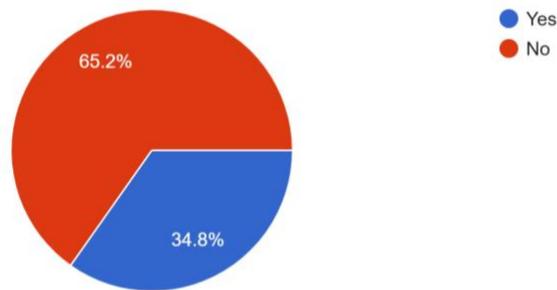


### 3.8 SAFETY SYSTEMS IMPLEMENTED BY THE ANSP

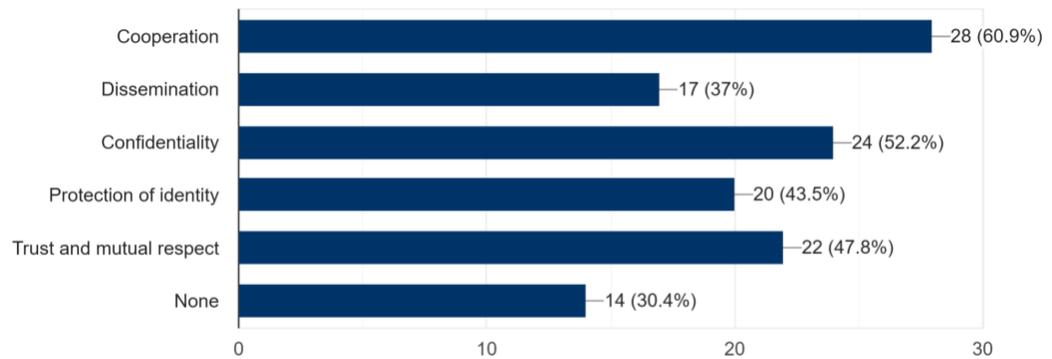
3.8.1 A Safety Management System (SMS) has been implemented by the ANSP:



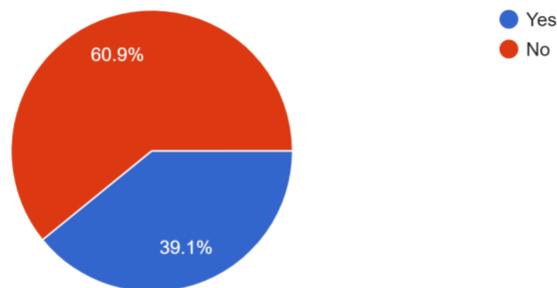
3.8.2 A Critical Incident Stress Management (CISM) programme has been implemented by the ANSP:



3.8.3 The following Just Culture (JC) principles have been implemented by the ANSP (select all that apply):



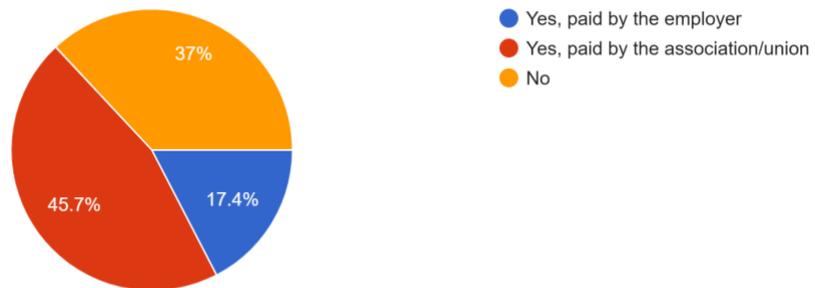
3.8.4 Fatigue Policy: countermeasures to sleepiness and fatigue have been implemented by the ANSP:



## 4. Legal Aspects

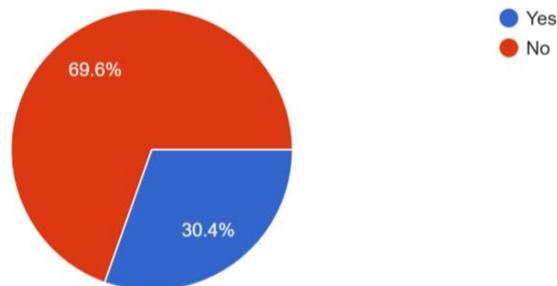
### 4.1 LEGAL LIABILITY PROTECTION

4.1.1 Is legal defence provided?



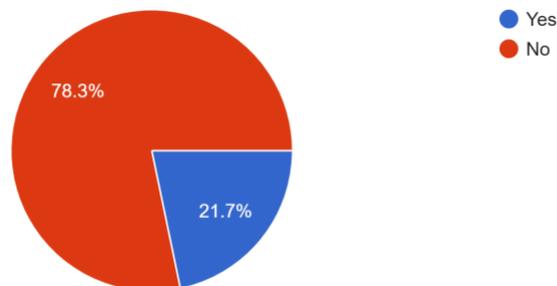
### 4.2 ASSOCIATION INVOLVEMENT IN SAFETY AND QUALITY ANALYSES

4.2.1 Is the association involved in safety investigations?



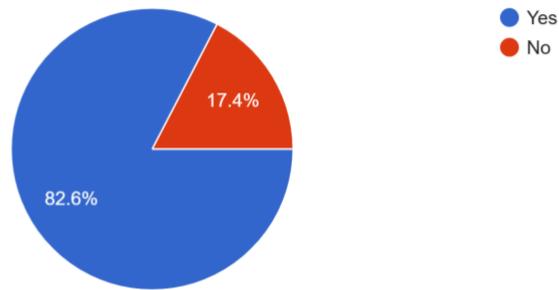
---

4.2.2 Is the association involved in quality evaluations of services provided?

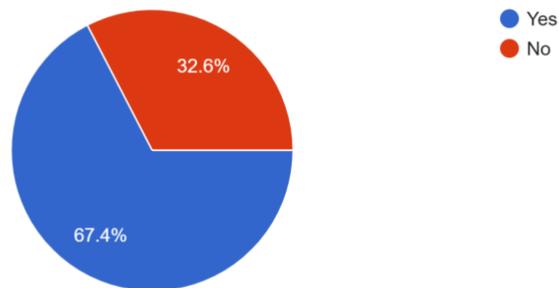


## 5. Involvement in the Development of Procedures, Equipment and Safety Tools

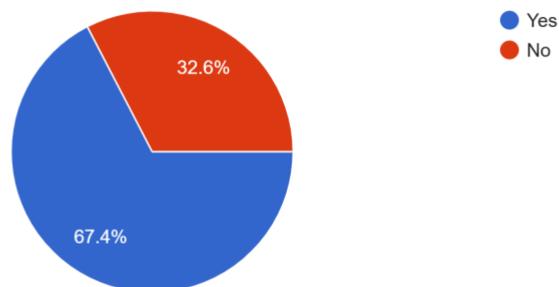
5.1 Are ATCOs involved in developing or amending procedures?



5.2 Are ATCOs involved in developing or amending equipment and/or ATC systems?



5.3 Are ATCOs involved in developing or amending safety tools?



Produced by  
**International Federation of Air Traffic Controllers' Associations**

The IFATCA Office  
360 St. Jacques, Suite 2002  
Montreal (Quebec) H2Y 1P5, Canada

Phone: +1 514 866 7040  
Fax: +1 514 866 7612  
E-mail: [office@ifatca.org](mailto:office@ifatca.org)



### Disclaimer

The rules, recommendations and information contained in this document reflect what IFATCA established at time of the last amendment. Although every effort has been made to ensure accuracy, neither the International Federation of Air Traffic Controllers' Associations (IFATCA), nor their Members or Officers or representatives, shall be responsible for loss or damage caused by errors, omissions, misprints or misinterpretation of the contents hereof. Furthermore, IFATCA expressly disclaims all and any liability to any person whether a purchaser of this publication or not, in respect of anything done or omitted, by any such person in reliance on the contents of this publication.

### Copyright

This document is protected by copyright laws and contains material proprietary to IFATCA. It may only be reproduced, republished, distributed or transmitted in its entirety and without modification, unless express permission is obtained from the IFATCA Executive Board. Under no circumstances may this document, or any part of it, be sold or in any way commercially exploited.