



Egyptian Air Navigation Circular

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PART I Preliminary Provisions

1. Citation

1.1. These circular is cited as the Civil Aviation (Air Navigation Services) circular, 2014

2. Interpretation.

2.1. In this circular unless the context otherwise requires:

DEFINITIONS	
Accident	<p>an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked;</p> <p>a) a person is fatally or seriously injured as a result of:</p> <ul style="list-style-type: none"> — being in the aircraft, or — direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or — direct exposure to jet blast, <p><i>except</i> when the injuries are from natural causes, self inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or</p> <p>b) the aircraft sustains damage or structural failure which:</p> <ul style="list-style-type: none"> — adversely affects the structural strength, performance or flight characteristics of the aircraft, and — would normally require major repair or replacement of the affected component, <p><i>except</i> for engine failure or damage, when the damage is limited to the engine, its cowlings or accessories; or for damage limited to propellers, wing tips, antennas, tires, brakes, fairings, small dents or puncture holes in the aircraft skin; or</p> <p>c) the aircraft is missing or is completely inaccessible;</p>
Accuracy	a degree of conformance between the estimated or measured value and the true value;
Act	means Civil Aviation Act, Cap;
Aeronautical data	a representation of aeronautical facts, concepts or instructions in a formalized manner suitable for communication, interpretation or processing;
Aeronautical Broadcasting service	A transmission of information relating to air navigation that is not addressed to a specific station or stations.
AFTN communication center	An AFTN station whose primary function is the relay or retransmission of AFTN traffic from (or to) a number of other AFTN stations connected to it.
Aeronautical fixed service (AFS)	A telecommunication service between specified fixed points provided primarily for the safety of air navigation and for the regular, efficient and economical operation of air services.
Aeronautical information	information resulting from the assembly, analysis and formatting of aeronautical data;
Aeronautical Information Circular (AIC)	a notice containing information that does not qualify for the origination of a NOTAM or for inclusion in the AIP, but which relates to flight safety, air navigation, technical, administrative or legislative matters;
Aeronautical Information Service (AIS)	An aeronautical mobile service reserved for communication s relating to safety and regularity of flight, primarily along national or international civil air routes.
Aeronautical Mobile Service	A telecommunication service provided for any aeronautical purpose.
Aeronautical telecommunication network (ATN)	An internetwork architecture that allows ground, air-ground and avionic data sub networks to interoperate by adopting common interface services and protocols based on the International Organization for Standardization (ISO) Open Systems Interconnection (OSI) reference model.
Aeronautical Station	A land station in the aeronautical mobile service. In certain instances, an aeronautical station may be located, for example, on board ship or on a platform at sea.
ATS communications (ATSC)	Communication related to air traffic services including air traffic control, aeronautical and meteorological information, position reporting and services related to safety and regularity of flight. This communication involves one or more air traffic service administrations. This term is used for purposes of address administration.
ATS message handling services (ATSMHS)	Procedures used to exchange ATS messages over the ATN such that the conveyance of an ATS message is in general not correlated with the conveyance of another ATS message by the service provider.
ATS unit (ATSU)	A generic term meaning variously, air traffic control unit, flight information centre or air traffic services reporting office.
AIP Amendment	permanent change to information contained in the AIP;

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AIP Supplement	temporary changes to the information contained in the AIP which are published by means of special pages;
AIRAC	an acronym means, aeronautical information regulation and control signifying a system aimed at advance notification based on common effective dates, of circumstances that necessitate significant changes in operating practices;
Assemble	a process of merging data from multiple sources into a database and establishing a baseline for subsequent processing;
Aerodrome	a defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft;
Aeronautical fixed service (AFS)	a telecommunication service between specified fixed points provided primarily for the safety of air navigation and for the regular, efficient and economical operation of air services;
Aeronautical Information Publication (AIP)	means a publication issued by or with the authority of a State and containing aeronautical information of a lasting character essential to air navigation;
Air Navigation services	includes air traffic management, communication, navigation and surveillance, meteorological services for air navigation, search and rescue and aeronautical information services;
Air Navigation services facility	any facility used, available for use, or designed for use in aid of navigation of aircraft, including airports, landing fields, any structures, mechanisms, lights, beacons, marks, communicating systems, or other instruments or devices used or useful as an aid to the safe taking off, navigation, and landing of aircraft and any combination of such facilities;
Air navigation services provider	an independent entity established for the purpose of operating and managing air navigation services and empowered to manage and use the revenues it generated to cover its costs;
Air traffic	all aircraft in flight or operating on the manoeuvring area of an aerodrome;
Air traffic service	a generic term meaning variously, flight information service, alerting service, air traffic control service (area control service, approach control service or aerodrome control service);
Air traffic control service	a service provided for the purpose of: a) preventing collisions: i) between aircraft, and ii) on the manoeuvring area between aircraft and obstructions; and b) expediting and maintaining an orderly flow of air traffic;
ATS message handling services (ATSMHS)	Procedures used to exchange ATS messages over the ATN such that the conveyance of an ATS message is in general not correlated with the conveyance of another ATS message by the service provider.
Authority	State Civil Aviation Authority
Authorized person	any person authorized by the Authority either generally or in relation to a particular case or class of cases and any reference to an authorized person includes reference to the holder for the time being of an office designated by the Authority;
Communication center	An aeronautical fixed station which relays or retransmits telecommunication traffic from (or to) a number of other aeronautical fixed stations directly connected to it.
Competency	A combination of skills, knowledge and attitudes required to perform a task to the prescribed standard.
Control area	a controlled airspace extending upwards from a specified limit above the earth
Controlled aerodrome	an aerodrome at which air traffic control service is provided to aerodrome traffic;
Controlled flight	any flight which is subject to an air traffic control clearance;
Control zone	a controlled airspace extending upwards from the surface of the earth to a specified upper limit;
Corrective action	an action to eliminate the cause of a detected non-conformity;
Cyclic redundancy checks (CRC)	a mathematical algorithm applied to the digital expression of data that provides a level of assurance against loss or alteration of data;
Data link communications	a form of communication intended for the exchange of messages via a data link;
CIDIN	The common ICAO data interchange network (CIDIN), which comprises application entities and communication services for round-ground message exchange, makes use of protocols based on the International Telegraph and Telephone Consultative Committee (CCITT) X.25 Recommendation to provide code and byte-independent communication facilities..
Data quality	a unit established to provide flight information service and alerting service;
Flight information centre	A four-letter code group formulated in accordance with rules prescribed by ICAO and assigned to the location of an aeronautical fixed station.
Flight information region	airspace of defined dimensions within which flight information service and alerting service are provided;
Flight information service	a service provided for the purpose of giving advice and information useful for the safe and efficient conduct of flights;
Forecast	a statement of expected meteorological conditions for a specified time or period, and for a specified

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	area or portion of airspace;
Rating Annex1	An authorization entered on or associated with a license and forming part thereof, stating special conditions, privileges or limitations pertaining to such license.
Incident	an occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation
Integrated Aeronautical Information Package	a package which consists of the following elements: — AIP, including amendment service; — Supplements to the AIP; — NOTAM and PIB; — AIC; and — Checklists and lists of valid NOTAM;
Integrity (aeronautical data)	a degree of assurance that an aeronautical data and its value has not been lost nor altered since the data origination or authorized amendment;
International NOTAM office	an office designated to provide meteorological service for international air navigation;
NOTAM	a notice distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations;
Operator	a person, organization or enterprise engaged in or offering to engage in an aircraft operation;
Printed communications	means communications which automatically provide a permanent printed record at each terminal of a circuit of all messages which pass over such circuit;
Radiotelephony Network	means A group of radiotelephony aeronautical stations which operate on and guard frequencies from the same family and which support each other in a defined manner to ensure maximum dependability of air-ground communications and dissemination of air-ground traffic.
Routing Directory	means A list in a communication centre indicating for each addressee the outgoing circuit to be used.
Runway	means a defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft;
Runway visual range (RVR).	The range over which the pilot of an aircraft on the center line of a runway can see the runway surface markings or the lights delineating the runway or identifying its center line
Rescue	means an operation to retrieve persons in distress, provide for their initial medical or other needs, and deliver them to a place of safety;
Search	means an operation normally co-coordinated by a rescue coordination centre or rescue sub-centre using available personnel and facilities to locate persons in distress;
Search and Rescue Service	means the performance of distress monitoring, communication, co-ordination and search and rescue functions, initial medical assistance or medical evacuation, through the use of public and private resources, including cooperating aircraft, vessels and other craft and installations;
Traceability	means the ability to trace the history, application or location of that which is under consideration;
Validation	means the confirmation, through the provision of objective evidence, that the requirements for a specific intended use or application have been fulfilled; and
Verification	means the confirmation, through the provision of objective evidence, that specified requirements have been fulfilled.
VOLMET-Broadcast	means Provision as appropriate, of current METAR,SPECI,TAF and SIGMET by means of continuous and repetitive voice broadcast.

3. Application

3.1 This circular shall apply to a person who wants to become, or is, an air navigation service provider.

3.2 This circular do not apply to:

- (a) A person who is providing an air navigation service in the course of his or her duties for the Military; or
- (b) Any air navigation service provided by the Military.

PART II

Certification of Air Navigation Service Provider

1. The provision of air navigation services

An ANSP shall not provide air navigation services in the designated airspace, aerodromes and portions of the airspace over the high seas that lie within the designated airspace unless, –

- (a) He holds a certificate issued under this circular; and
- (b) The services are provided in accordance with the requirements prescribed by the **Authority in his manuals**

2. Relation to other processes

Certification considered as part of the ANSP's initial oversight mechanism.

3. Roles

The roles of individuals or functions involved in the certification process are summarised in the following:

- 1. Application management (APM);
- 2. Certification team leader (CTL)
- 3. Certification team member (CTM)

4. Certification process steps

The procedure for the application and granting of certification is organized in phases and will take the following sequence:

- (a) Pre-application phase;
- (b) Formal application phase;
- (c) Document evaluation phase;
- (d) Demonstration and inspection phase; and
- (e) Certification phase.

4.1 Pre-Application Phase

4.1.1 The main inputs

The main inputs which start the whole process are:

- a. The initial application for an ANSP's certification;
- b. The application for the renewal of the ANSP's certification.

4.1.2 Formal Application Meeting

- a. A formal application meeting should be conducted between the CTL, the certification team and all the key management personnel of the applicant, with the objective of resolving any questions on the part of either the ECAA, or the applicant, to establish a common understanding on the future procedure for the application process.
- b. Subsequent to the formal application meeting and subject to successful acceptance of the application package, the CTL should provide the applicant with a letter acknowledging receipt and acceptance of the formal application.

the formal application meeting should confirm that the management background information satisfies regulatory requirements; it should address any errors or

- c. Omissions in the application package, resolve any scheduling date conflicts and agree on a process for revising event dates, reinforce the communication and working relationships between the ECAA certification team and applicant personnel and, finally, determine the acceptability of the formal application package.
- d. It should be understood that acceptance of the formal application package by the CTL **does not constitute acceptance or approval of any of the attachments which will be subjected to later in-depth review.**
- e. The identification of significant discrepancies during the in-depth review may require further meetings between appropriate members of the ECAA certification team and the applicant personnel.

4.2 Activities - the steps

4.2.1 Formal Application Phase

4.2.1.1 Applicants **shall** use the application form specifically defined in this document.

4.2.1.2 Procedures established for the certification of service provider include the scope of services for which the certificate is requested.

4.2.1.3 The application form shall be forwarded together with an organisation description demonstrating how the applicant intends to comply with the ECARs applicable to the services for which certification is asked for.

4.2.2 Formal Application **Package.**

4.2.2.1 The organisation description shall contain the following information; existing data may be used to the maximum extent possible:

- a) A statement signed by the Chief Executive Officer (or equivalent position) confirming that the organization description and any associated referenced documentation define the organization's compliance with the ECAA requirements and that they will be complied with at all times; and agreeing to supply any information needed for its evaluation,
- b) The title(s) and name(s) of the organization's senior managers,
- c) The duties and responsibilities of the senior managers as regards the implementation of the ECAA requirements,
- d) An organization chart showing the chain of responsibility in the areas covered by the ECARs,
- e) A general description of human resources,
- f) A general description of the organization's facilities and existing infrastructure referring to ECAA provision;
- g) A complete description of the means and arrangements established by the organization to meet the ECAA requirements, including detailed references to the main documents and manuals which document them and appropriate cross references to the ECAA requirements.

4.2.2.2 The organisation description shall be amended by the applicant as necessary in order that it remains an up-to-date description of the organisation. To that end the ECAA and the applicant should agree on an update procedure.

4.2.3 Attachments to the Formal Application

4.2.3.1 In addition to the organisation description, a complementary questionnaire needs to be forwarded by the applicant together with the application form and its description of the organisation. Therefore, depending on the service to be provided, the Service Provider **is recommended** to attach compliance checklists to the application for initial certification (see attached Annexes).

4.2.3.2 Compliance checklists **should** be filled in as specified in the pre-amble to the checklist. There shall be a statement of compliance and there shall be a reference to the applicable documentation where evidence of compliance can be found.

4.2.3.3 In addition, the service provider **shall** accompany the application for initial certification (or changes) with compliance checklists covering specific conditions for certification (to be developed by the applicant as applicable for the service to be certified).

4.2.3.4 For those special conditions, such as technical equipment to be used for the provision of services, the information included in the application will be used for the certificate. The ECAA **shall** verify the correctness of the information.

4.2.3.5 the organisation exposition and any complementary questionnaire **shall** not be considered as sole and exclusive proof of compliance with applicable regulatory requirements. Any statement made by an applicant in its description or the completed questionnaires will potentially be subject to further investigation by means of auditing in order to confirm the accuracy of the statement and its effective implementation.

4.2.3.6 The organisation exposition and any complementary questionnaire forwarded by the applicant are primarily intended to support the first assessment of the eligibility of the organisation according to the ECARs and the technical investigations for initial and ongoing oversight intended to verify compliance with applicable requirements, including any associated safety regulatory requirements.

4.2.4 Cursory Review of the Formal Application Package

The ECAA certification team will make a cursory review of the formal application package to check that the required attachments have been presented, that these attachments address the required information and that the documentation is of an appropriate quality.

4.2.4.1 Acceptability of the Formal Application

4.2.4.1.1 When eligibility has been assessed, the ECAA **shall** inform the applicant (copied to the appropriate ECAA departments and, where applicable/identified the certification team to be involved in the technical investigations), of the following:

- a) Whether the application is provisionally accepted or not, and if accepted:
- b) The details of the certification team leader who will perform the technical investigation for initial oversight to verify compliance with applicable requirements, including the relevant safety regulatory requirements. If no selection has been made yet, the APM notifies the applicant of the projected time frames for when such resources are expected to be available.

4.2.4.1.2 In case of the refusal of an application, the ECAA **shall** notify this decision in writing to the applicant together with the reasons.

4.2.4.2 Preparation for the assessment

4.2.4.2.1 The composition and size of the certification team, considerations are:

- a) The size of the applicant's organization;
- b) The number of sites covered by the certificate;
- c) The nature of the services to be provided by the organization and their direct impact upon aviation safety;
- d) The various criteria as regards the review of service provider's documentation and the implementation of initial oversight audit visits.

4.2.4.3. Assessment of compliance

4.2.4.3.1 Initial oversight investigations **shall** be conducted by the Certification Team to gain objective information to enable an ECAA decision on the recognition of the applicant organisation as capable of providing specific services.

4.2.4.3.2 For that purpose the certification team, under the co-ordination of the CTL, **shall** make direct arrangements with the applicant for the assessment of documentation, meetings and investigations at all the relevant location(s).

4.2.4.3.3 As a result of the initial oversight investigations, the ECAA **may** terminate the certification process if it appears that it cannot be completed due to the lack of resources within the applicant's structure or its lack of commitment to comply with the applicable requirements. Such a decision **shall** be notified to the applicant together with the reasons.

4.2.4.3.4 The certification team **shall** maintain records of all documents generated and received during the initial oversight investigations.

4.2.5 Document Evaluation Phase

4.2.5.1 The certification team **shall** undertake a review of the documentation that the service provider has put in place to describe, communicate and operate its arrangements for providing the services for which it has applied in accordance with the applicable requirements.

4.2.5.2 As regards the review of documentation:

4.2.5.2.1. The certification team **shall** look for evidence that the applicable common requirements have been understood and there are clear indications that processes have been developed to meet them.

4.2.5.2.2. The review **should** not necessarily be confined to the documents referenced by the applicant in its organisational exposition. It could also cover:

- a) Operational documentation (e.g. OPS, technical manuals, etc.);
- b) Letter of coordination between ANSP different sectors (CNS – ATS – AIS - ... etc) and letter of agreements between ANSP and external entities (MET – SAR – Military Authorities - etc) attached to the organization and operation manuals as indicated at part III , Item 9 to ensure that all the following information are forwarded promptly to appropriate air traffic service (ATS) units:-
 - (i) MET information.
 - (ii) Aerodrome conditions and the operational status of associated facilities.
 - (iii) Information on the operational status of visual and Non visual navigation aids.
- c) Technical systems documentation (e.g. arrangements related to the installation and maintenance of equipment, etc.);
- d) Various documentation in the areas of safety, quality, human resources, staffing plans, security and quality of services, etc. depending upon the case.

4.2.5.2.3. If the document review indicates possible areas of weakness or concern regarding the service provider's arrangements to meet common requirements, this is to be subjected to further investigation, such as an on-site audit.

4.2.5.3 For certain areas a review of the documentation **shall** be sufficient.

4.2.5.4 In the event that the documentation review reveals serious concerns about the applicant's level of understanding of the applicable CRs or the processes that may have been put in place to meet them, the CTL **shall** not proceed with the initial oversight audit visits. The matter is then referred to the ECAA's management for decision on further action to be taken.

4.2.6 Operational Demonstration and Inspection Phase

4.2.6.1 Once the documentation review has been performed, the certification team **shall** verify that the arrangements described in the documentation are indeed being used and are effectively implemented within the organisation.

4.2.6.2 This verification **should** involve a series of on-site audit visits to the relevant site(s) of the organisation. At least one on-site audit visit should be conducted. Depending upon the case, on-site audit visits may focus on a specific aspect or address various applicable requirements.

4.2.6.3 The team leader **should** identify human resources required for the initial auditing process (number of auditors, experts in particular disciplines) and, specifically, over how many days the audit is to be conducted.

4.2.6.4 The team leader **should** also develop an oversight visit schedule and determine where in the organisation the various requirements are to be verified, recognising that it is feasible to verify only a sample of the total requirements in each area of the organisation. But he/she should ensure that all requirements are ultimately verified somewhere within the organisation.

4.2.6.5 Based upon the information obtained at the documentation review, the CTL **should** identify areas of the service provider's organisation and specific processes to be audited in order to test the applicant's compliance with a selected set of common requirements. In addition the implementation of the applicant's arrangements in line with the identified intentions set out in the documentation reviewed should be audited.

4.2.6.6 The sampling of requirements in each area of the organisation **should**:

- a) Depend upon the processes being verified and the level of confidence obtained by the certification team from the documentation review. It should not exclusively cover the areas highlighted by the documentation review.
- b) Take into account the results from audits, inspections or surveys conducted by the ECAA, identifying areas where sufficient level of confidence exists as regards management practices already implemented by the organization.

4.2.6.7 Wherever on-site audits combine safety regulatory auditing and activities to verify the compliance with non-safety related common requirements, the CTL **should** establish appropriate working arrangements to ensure that investigations in each area are only conducted by the CTMs with sufficient expertise and qualification needed to address that particular area. In these situations, a separate audit report **should** be produced in relation to the safety regulatory auditing activity.

4.2.7 Assessment reports

4.2.7.1 Depending on the area of the ECARs, its criticality in terms of safety, the type of evidence that the applicant can provide and the result of the review of the documentation, different ways to assess compliance can be considered:

4.2.7.2 Review of documentation: Minimum approach to address areas where reviews of the documentation provide sufficiently evidence of compliance with the common requirements.

4.2.7.3 Review of documentation & on- site audit: the recommended approach is to address areas where a review of documentation does not provide sufficient evidence of compliance with the common requirements or where the review of documentation indicates possible areas of weakness or concern regarding the service provider's arrangements to meet common requirements.

4.2.7.4 Compliance **shall** be assessed against the general requirements established with regard to the services for which the applicant requested certification.

4.2.7.5 For each set of requirements, a non-prescriptive approach of assessment of compliance **shall** be presented in a number of compliance checklists covering:

- a) Key elements of the ECARs driving its assessment;
- b) Evidence (description of which evidence is expected from the ANSP);
- c) A proposed method of evaluating the evidence.

4.2.7.6 These compliance checklists, are attached to these document,

2.7.7The ECAA **may** consider using the panels of experts referred to in order to seek advice on additional criteria to assess the compliance with common requirements.

4.2.7.9 ECAA **shall** finally develop appropriate assessment reports including attached the abovementioned compliance checklists.

4.2.8 Non-conformities resolution and follow-up

4.2.8.1 Non-conformities **can** only be raised in relation to the common requirements applicable to the services for which certification was requested. The related Common Requirement(s) **should** always be made explicit wherever non-conformity is determined.

4.2.8.2 Once the assessment is completed, the CTL **shall** forward a report to the applicant organisation within 15 working days, including, as a minimum, the following information:

- a) General information about the audit including date, auditor(s), observer/specialists accompanying the auditors, objectives and scope of the audit and audit schedule.
- b) Details of non-conformity identified, including its perceived significance.
- c) Response of the service provider to identified non-conformity during the audit.
- d) A request for the determination of corrective actions, and their subsequent implementation, including a timeframe identified on the basis of the significance and impact on safety of the audit findings.
- e) Considerations for further investigations wherever applicable (relating to general observations of the auditor(s)).

- f) Intended audit follow-up actions.
- g) Conclusions of the assessment as regards the overall certification process.
- 4.2.8.3 The applicant organisation **shall** be responsible for determining and initiating the actions needed to correct the non-conformity or to correct the cause(s) of non-conformity.
- 4.2.8.4 The certification team **shall** assess the proposed corrective actions and accept them if assessment demonstrates that they are sufficient to address the non-conformity identified by the audit.
- 4.2.8.5 Corrective actions and any subsequent follow-up audits **shall** be completed by the applicant organisation within a time period agreed by the CTL.
- 4.2.8.6 The CTL **shall** record details of all non-conformities, agreed corrective actions, the closure of non-conformities and recommendations.
- 4.2.8.7 The applicant organisation **should** modify the relevant documentation including the organisation exposition to incorporate the resolution of non-conformities found in the initial oversight investigations.
- 4.2.8.8 **Elimination of oversight shortcomings and deficiencies.**
- 4.2.8.8.1 Submission and acceptance of corrective action plans
1. After conducting ANSP certification process or oversight tasks on ANSP, Initial Audit Finding Report shall be approved and signed from ANSP management line at the site location upon completion of oversight tasks.
- Note: Corrective actions should be started upon receiving the initial Audit finding report.*
2. ANSP's corrective action plan must be submitted within two weeks after receiving final audit findings report from ECAA to address all shortcomings and deficiencies identified within certification process or ECAA oversight framework. The corrective actions shall be classified as indicated in the below table depending on the safety concern addressed.

<u>Seriousness of the finding</u>	<u>Classification of corrective Actions</u>	<u>Duration for closing Finding</u>	<u>ECAA Action.</u>
<u>Critical</u>	<u>Immediate</u>	<u>Immediate Action</u>	<u>Make sure of Compliance Immediately</u>
<u>Major</u>	<u>Short term</u>	<u>Up to 15 days</u>	<u>On site follow up</u>
	<u>Long Term</u>	<u>Up to 90 days</u>	
<u>Significant</u>	<u>Short term</u>	<u>Up to 40 days</u>	<u>On site follow up</u>
	<u>Long Term</u>	<u>Up to 90 days</u>	
<u>Minor</u>	<u>Short Term</u>	<u>Up to 60 days</u>	<u>Administrative Follow-UP</u>
	<u>Long Term</u>	<u>Up to 90 days</u>	

3. Since corrective action plan is submitted to ECAA for approval. Timelines for development and submission of the corrective action plans shall be approved by ECAA.
4. Short-term corrective actions are intended to correct the specific non-conformance specified in the inspection/audit finding and is preliminary to long-term action to prevent recurrence of the deficiencies. Short-term corrective actions will be completed by the date specified in the corrective action section of the finding form.
5. Long-term corrective action has two components. The first component will involve identifying the root cause of the problem and indicating the measures the ANSP will take to prevent recurrence. These measures may focus on a system change. The second component is a timetable for the implementation of the corrective action plan. Long-term corrective action will take place within 90 days and will include a proposed completion date. Some long-term corrective actions may require time frame in excess of 90 days (e.g. major equipment purchases). In this case, ECAA may be satisfied that the proposed corrective action is reasonable where the safety concern is clearly defined (Impact on safety level) and it is known how to handle those findings without affecting the acceptable level of safety (safety case scenario) and to ensure closure of findings within 12 months. Where applicable, the CAP will include milestones or progress review points at 90 day intervals leading up to the proposed completion date for each inspection/audit finding. Where the short-term corrective action taken meets the requirements for long-term corrective action, this shall be so stated in the long-term corrective action section on the corrective action form.

4.2.8.8.2 Corrective action follow-up

1. Where the inspection/audit findings are of a minor nature and no threat to aviation safety exists an "administrative follow-up" may be acceptable. All other findings require "On site follow up" ensuring that corrective actions are effective.
2. Long-term corrective actions that have been accepted will be followed up by ECAA until item is complete or finding closed. This follow up will be done through routine surveillance activities.

4.2.9 Certification Phase

4.2.9.1 For initial oversight investigations all non-conformities **should** be corrected prior to a certificate being issued.

4.2.9.2 When the full investigation for the initial oversight of the compliance of the applicant with the common requirements has been satisfactorily determined, the CTL **shall** produce a certification report and forwards it to the appropriate points of responsibility within the ECAA.

4.2.9.3 The certification report **shall** include, as a minimum, the following information:

- a. General information about the investigations for initial oversight conducted, including:
 - i The date(s) of the initial oversight audit(s)
 - ii The name(s) of the members of the audit team and the initial oversight audits in which they participated
 - iii The names and addresses of all sites audited
 - b. The assessed scope of certification, including reference to the applicable requirements considered;
 - c. Reference to the main service provider documents reviewed;
 - d. Details on identified non-conformity, corrective actions determined by the applicant organisation and accepted by the CTL as sufficient and their implementation and closure;
 - e. Conclusions and recommendations based on the findings of the initial oversight process, including, if applicable, proposals for any condition to be attached to the certificate, and the initial plan of audits for on-going compliance;
 - f. Copy of the applicant's updated organisation exposition following the initial oversight investigations.
- 4.2.9.4 The ECAA ensures that the final decisions on certification and the conditions attached to it **shall** be made by a person or persons different from those who formed the certification team.
- 4.2.9.5 The ECAA **may** use a panel of experts to obtain an opinion on the conclusions and recommendations of the final certification report.
- 4.2.9.6 Certificates **shall** be signed by the ECAA's most senior manager (e.g. Head of the ECAA). Negative decisions are also endorsed by the same authority.
- 4.2.9.7 The certificate **shall** be based on the application included in this document.
- 4.2.9.8 The certificate(s) **shall** be issued in both the State and the English Languages.

4.2.10 Period of Validity of the certificate

4.2.10.1 The Certificate **should** be valid for a limited period after its issue in association with the yearly ongoing compliance assessment.

4.2.10.2 In case of already established ANSPs, a 3 years' duration **could** be considered as reasonable in usual cases; this duration could be reduced in cases where there is, for objective reasons established by the oversight process, a lower confidence in the ability of the provider to ensure ongoing compliance.

4.2.10.3 ECAA shall undertake the necessary procedures for audits and inspections at least once every 12 months to approve ANS units individually, following to the certification granted to the organization providing air navigation services.

4.2.10.4 Upon request by the certificate holder six months in advance to the expiry of the validity of the certificate, the ECAA **should** issue a new certificate equivalent to the one held by the organisation if the on-going compliance assessment activity does not reveal an unsafe situation, a major lack of compliance or a lack of commitment to comply with the applicable common requirements.

4.2.10.5 As a general principle, the introduction of changes to the organisation **does not** modify the validity period whenever a certificate has been issued unless the change requires a full initial oversight investigation leading to the issue of a new certificate.

4.2.11 Changes within the ANSP

4.2.11.1 The ECAA and the applicant **shall** agree on a procedure to notify the ECAA:

- a. Of planned changes to its provision of services, which may affect its compliance with the applicable common requirements or with the conditions attached to the certificate .
- b. Of planned safety related changes to ANSP functional .

4.2.11.2 “Application for change” of the application form conforming to attached form **should** be used by the applicant.

4.2.11.3 If the certificate has been issued, the provisions of the sections above **should** apply and the first assessment referred to should conclude upon the acceptance of the proposed change(s) without further verification or upon additional investigation by a certification team.

4.2.11.4 If the change is proposed before the certificate is issued, the APM **should** refer to the application and any associated documentation to the CTL for appropriate action.

4.2.11.5 In any case the CTL **shall** determine the extent of any subsequent review including, if required, a full investigation for initial oversight, according to the impact of the proposed changes to the organisation and/or its exposition.

4.2.11.6 When the investigation for the initial oversight of the change has been satisfactorily completed, the ECAA **shall** carry out a review of any applicable documents pertaining to the change, including the certificate itself.

4.2.11.6 When a change to the certificate is required, the provisions laid down above **shall** apply.

4.2.12 Document confidentiality

All documents and information received by the ECAA relating to the certification process **shall** be subject to protection from disclosure.

5. Safety regulation of engineering and technical personnel

5.1 With regard to the provision of air traffic, communication, navigation or surveillance services, the ECAA shall:

- (a) Issue appropriate safety rules for engineering and technical personnel who undertake operational safety-related tasks;
- (b) Ensure adequate and appropriate safety oversight of the engineering and technical personnel assigned by the certificate holder to undertake operational safety-related tasks;
- (c) On reasonable grounds and after due enquiry, take appropriate action in respect of the operating organization and/or its technical and engineering personnel who do not comply with the ECAA requirements
- (d) Verify that appropriate methods are in place to ensure that third parties assigned to operational safety-related tasks comply with the ECAA requirements.

6. Ongoing compliance

- a. The ECAA shall, on the basis of the evidence at its disposal, monitor annually the ongoing compliance of the organizations which it has certified.
- b. To that end, the ECAA shall establish and update annually an indicative inspection program which covers all the providers it has certified and which is based on an assessment of the risks associated with the different operations constituting the air navigation services provided. It shall consult the organization concerned as well as any other competent authority concerned, if appropriate, before establishing such a program.

7. Renewal of certificate

- (1) An applicant for the renewal of a certificate shall submit an application in a form and the fee as prescribed by the Authority.
- (2) The application shall be submitted to the Authority not less than 60 days before the expiry of the certificate.
- (3) The renewal of a certificate shall be subject to compliance with this circular and any other conditions as may be specified or notified by the Authority.

8. Surrender of certificate

- (1) Subject to sub-regulation (2) and any conditions prescribed by the Authority, a holder of a certificate may surrender the certificate to the Authority at any time.
- (2) A holder of a certificate who wishes to surrender the certificate shall give the Authority not less than one hundred eighty days notice in writing, before the date on which the certificate is to be surrendered.
- (3) Upon expiry of the period in sub-regulation (2), air navigation service provider shall not provide the services unless authorised to do so by the Authority.

9. Amendment of certificate

- (1) The Authority may amend a certificate upon-
 - (a) application made by a holder of a certificate in a form prescribed by the Authority; or

(b) the Authority's initiative, where the Authority deems necessary.

A holder of a certificate applying to the Authority for amendment of a certificate under sub-regulation

- (1) (a) shall be required to-
- (2) Attach to the application form two copies of proposed amendments in the MANSOPs; and pay such a fee as may be prescribed by the Authority.
- (3) Where the Authority initiates amendments under sub regulation (1) (b) the holder of a certificate shall be required to make amendments in the MANSOPs accordingly.

10. Display of certificate

- (1) The holder of a certificate shall display the certificate, or a copy of it, in a conspicuous place, generally accessible to the public at the holder's principal place of business.
- (2) Where a copy of the certificate is displayed under sub regulation (1), the holder of the certificate shall produce the original certificate to the Authority for inspection if requested to do so.

11. Transfer of certificate

A certificate issued under this circular shall not be transferable.

12. Interim ANSP certificate:

- (a) The ECAA may issue an interim ANSP certificate to the ANSP certificate applicant, authorizing the applicant to operate if the ECAA is satisfied that:
 - (1) An ANSP certificate will be issued to the applicant as soon as the application procedure for the grant ANSP certificate has been completed; and
 - (2) The grant of the interim certificate is in the public interest and is not detrimental to aviation safety.
- (b) An interim ANSP certificate issued pursuant to sub item 12(a) shall expire on:
 - (1) The date on which the ANSP certificate is issued; or
 - (2) The expiry date specified in the interim ANSP certificate. Whichever is earlier.
- (c) This EAC applies to an interim ANSP certificate in the same manner as it applies to an ANSP certificate.

13. Suspension and revocations of certificates.

- (1) The Authority may, suspend provisionally, pending further investigation, any certificate issued under this circular, if it considers that-
 - (a) A relevant provision of the Act or this circular, or a condition in the certificate, has not been, or is not being, complied with;
 - (b) False or materially incorrect information was given to the Authority in the application for the certificate; or
 - (c) It is in the public interest to do so.
- (2) The Authority may, upon the completion of an investigation which has shown sufficient ground to the Authority's satisfaction suspend, vary or revoke any certificate issued under this circular.
- (3) A holder or any person having the possession or custody of any certificate which has been suspended, revoked or varied under this circular shall surrender the certificate to the Authority within 14 days from the date of suspension, revocation or variation.

14. Register of certificate holders

- (1) The Authority shall keep and maintain a register showing -
 - (a) Name of the holder of the certificate;
 - (b) Date of issue or renewal of the certificate;
 - (c) Type of service offered by the holder of the certificate;
 - (d) Expiry date of the certificate;
 - (e) Date of revocation or suspension of the certificate, if any;
 - (f) Physical and postal address of the holder of the certificate; and
 - (g) Any other particulars as may be prescribed by the Authority.
- (2) Any changes in the particulars recorded under sub-regulation
- (3) Shall be entered in the register by the Authority.
- (4) The register shall be a public document and any particular entered may be obtained upon payment of such a fee as may be prescribed by the Authority

PART III

General Requirements for the Provision of Air Navigation Services

1. Technical and Operational Competence and Capability

Air navigation service provider shall be able to provide its services in a safe, efficient, continuous and sustainable manner consistent with any reasonable level of overall demand for a given airspace. To this end, it shall maintain adequate technical and operational capacity and expertise.

2. Organizational Structure and Management

2.1. Organizational structure

Air navigation service provider shall set up and manage its organization according to a structure that supports the safe, efficient and continuous provision of air navigation services. The organizational structure shall define:

- (a) The authority, duties and responsibilities of the nominated post holders, in particular of the management personnel in charge of safety, quality, security, finance and human resources related functions;
- (b) The relationship and reporting lines between different parts and processes of the organization.

2.2. Organizational management

2.2.1. Business plan

Air navigation service providers shall produce a business plan covering a minimum period of five years. The business plan shall:

- (a) Set out the overall aims and goals of the air navigation service provider and its strategy towards achieving them in consistency with any overall longer term plan of the air navigation service provider and with relevant Union requirements for the development of infrastructure or other technology;
- (b) Contain appropriate performance targets in terms of safety, capacity, environment and cost-efficiency, as may be applicable.
- (c) Air navigation service providers shall produce safety and business justifications for major investment projects including, where relevant, the estimated impact on the appropriate performance targets referred to in point (b).

2.2.2. Annual plan

Air navigation service providers shall produce an annual plan covering the forthcoming year which shall specify further the features of the business plan and describe any changes to it.

The annual plan shall cover the following provisions on the level and quality of service, such as the expected level of capacity, safety, environment and cost-efficiency, as may be applicable:

- (a) Information on the implementation of new infrastructure or other developments and a statement how they will contribute to improving the performance of the air navigation service provider, including level and quality of services;
- (b) Performance indicators consistent with the national or functional airspace performance plan against which the performance level and quality of service may be reasonably assessed;
- (c) Information on the measures foreseen to mitigate the safety risks identified in the safety plan of the air navigation service provider, including safety indicators to monitor safety risk and, where appropriate, the estimated cost of mitigation measures;
- (d) The air navigation service provider's expected short-term financial position as well as any changes to or impacts on the business plan.

2.2.3. Performance part of the plans

The air navigation service provider shall make the content of the performance part of the business plan and of the annual plan available to the ECAA on request under the conditions in accordance with national law.

3. Safety and Quality Management

3.1. Safety management

3.1. ANSP shall, as an integral part of the management of its services, have in place a safety management system (SMS) which:

- (a) Ensures a formalized, explicit and proactive approach to systematic safety management in meeting its safety responsibilities within the provision of its services; operates in respect of all their services and the supporting arrangements under its managerial control; and includes, as its foundation, a statement of safety policy defining the organization's fundamental approach to managing safety (safety management);
- (b) Ensures that everyone involved in the safety aspects of the provision of air traffic services has an individual safety responsibility for their own actions; that managers are responsible for the safety performance of their respective departments or divisions and that the top management of the provider carries an overall safety responsibility (safety responsibility);
- (c) Ensures that the achievement of satisfactory safety in air traffic services shall be afforded the highest priority (safety priority);
- (d) Ensures that while providing air traffic services, the principal safety objective is to minimise its contribution to the risk of an aircraft accident as far as reasonably practicable (safety objective).

3.2 Within the operation of the SMS, a provider of air traffic services shall mitigation are systematically conducted for any changes to those parts of the ATM functional system and supporting arrangements within his managerial control, in a manner which addresses:

- (a) The complete life-cycle of the constituent part of the ATM functional system under consideration, from initial planning and definition to post-implementation operations, maintenance including transition into service , planned degraded modes and decommissioning;
- (b) The airborne, ground and, if appropriate, spatial components of the ATM functional system, through co-operation with responsible parties; and
- (c) The equipment, procedures and human resources of the ATM functional system, the interactions between these elements and the interactions between the constituent part under consideration and the remainder of the ATM functional System.
- (d) The specification of the monitoring requirements necessary to demonstrate that the service delivered by the changed functional system will continue to behave only as specified in the specified context.
- (e) The ATS provider shall determine the safety acceptability of a change to a functional system using specific and verifiable safety criteria, where each criterion is expressed in terms of safety risk or other measures that relate to safety.
- (f) The ATS provider shall specify the safety criteria with reference to one or more of the following:
 - (1) Explicit quantitative acceptable levels of safety risk or other measures related to safety risk;
 - (2) Recognised standards and/or codes of practice; and
 - (3) The safety performance of the existing system or a similar system elsewhere.
- (g) The ATS provider shall ensure that the safety criteria:
 - (1) Are justified for the specific change, taking into account the type of change;
 - (2) Support the improvement of safety whenever reasonably practicable.

3.2. Quality management system

ANSP shall have in place a quality management system which covers all air navigation services that they provide, according to the following principles.

The quality management system shall:

- (a) Define the quality policy in such a way as to meet the needs of different users as closely as possible;
- (b) Set up a quality assurance program that contains procedures designed to verify that all operations are being conducted in accordance with applicable requirements, standards and procedures;
- (c) Provide evidence of the functioning of the quality management system by means of manuals and monitoring documents;
- (d) Appoint management representatives to monitor compliance with, and adequacy of, procedures to ensure safe and efficient operational practices;

- (e) Perform reviews of the quality management system in place and take remedial actions, as appropriate.

An EN ISO 9001 certificate, issued by an appropriately accredited organization, covering the air navigation services of the provider shall be considered as a sufficient means of compliance. The air navigation service provider shall accept the disclosure of the documentation related to the certification to the competent authority upon the latter's request. ANSP may integrate safety, security and quality management systems into their management system.

3.3. Operations manuals

Air navigation service providers shall provide and keep up-to-date operations manuals relating to the provision of their services for the use and guidance of operations personnel. They shall ensure that:

- (a) Operations manuals contain the instructions and information required by the operations personnel to perform their duties;
- (b) Relevant parts of the operations manuals are accessible to the personnel concerned;
- (c) The operations personnel are expeditiously informed of amendments to the operations manual applying to their duties as well as of their entry into force.

4. Security

ANSP shall establish a security management system to ensure:

- (a) The security of their facilities and personnel so as to prevent unlawful interference with the provision of air navigation services;
- (b) The security of operational data they receive or produce or otherwise employ, so that access to it is restricted only to those authorized.

The security management system shall define:

- (a) The procedures relating to security risk assessment and mitigation, security monitoring and improvement, security reviews and lesson dissemination;
- (b) The means designed to detect security breaches and to alert personnel with appropriate security warnings;
- (c) The means of containing the effects of security breaches and to identify recovery action and mitigation procedures to prevent reoccurrence.

Air navigation service providers shall ensure the security clearance of their personnel, if appropriate, and coordinate with the relevant civil and military authorities to ensure the security of their facilities, personnel and data.

The safety, quality and security management systems may be designed and operated as an integrated management system.

5. Human Resources

Air navigation service providers shall employ appropriately skilled personnel to ensure the provision of air navigation services in a safe, efficient, continuous and sustainable manner. In this context, they shall establish policies for the recruitment and training of personnel.

6. Financial Strength

6.1. Economic and financial capacity

Air navigation service provider shall be able to meet their financial obligations, such as fixed and variable costs of operation or capital investment costs. ANSP shall use an appropriate cost accounting system. They shall demonstrate their abilities through the annual plan as referred to in point 2.2.2 as well as through balance sheets and accounts as practicable under its legal statute.

6.2. Financial audit

Air navigation service provider shall demonstrate that it is undergoing an independent audit on a regular basis.

7. Liability and Insurance Cover

Air navigation service provider shall have in place arrangements to cover its liabilities arising from applicable law.

The method employed to provide the cover shall be appropriate to the potential loss and damage in question, taking into account the legal status of the organisation and the level of commercial insurance cover available.

An air navigation service provider which avails itself of the services of another air navigation service provider shall ensure that the agreements cover the allocation of liability between them.

8. Quality of Services

8.1. Open and transparent provision of air navigation services

Air navigation service provider shall provide air navigation services in an open and transparent manner. ANP shall publish the conditions of access to their services and establish a formal consultation process with the users of air navigation services on a regular basis, either individually or collectively, and at least once a year.

Air navigation service providers shall not discriminate on the grounds of the nationality or identity of the user or the class of users in accordance with applicable law.

8.2. Contingency plans

Air navigation service provider shall have in place contingency plans for all the air navigation services they provide in the case of events which result in significant degradation or interruption of their operations.

9. Coordination

Air navigation service providers shall establish procedure acceptable to ECAA to ensure coordination between ANSP and the following entities:-

- (a) Air operators;
- (b) Military authorities;
- (c) Aerodromes Operators;
- (d) Meteorological authorities;
- (e) Search and rescue authority;
- (f) AIS; and
- (g) Communication, Navigation and Surveillance service providers.

As the procedures required should be in the form of letter of agreement signed by both ANSP certificate holder and the concerned entity.

10. Reporting Requirements

Air navigation service provider shall be able to provide an annual report of their activities to the relevant competent authority.

That annual report shall cover their financial results, as well as its operational performance and any other significant activities and developments in particular in the area of safety. The annual report shall include as a minimum:

- (a) An assessment of the level of performance of air navigation services generated;
- (b) The performance of the air navigation service provider compared to the performance targets established in the business plan referred to in point 2.2.1, reconciling actual performance against the annual plan by using the indicators of performance established in the annual plan;
- (c) Provide an explanation for differences with the targets, and identify measures for closing any gaps;
- (d) Developments in operations and infrastructure;
- (e) The financial results, as long as they are not published separately;
- (f) Information about the formal consultation process with the users of its services;
- (g) Information about the human resources policy.

Air navigation service providers shall make the content of the annual report available to the ECAA on request .

PART IV

1. Specific Requirements for the Provision of Air Traffic Services

1.1 OWNERSHIP

Providers of air traffic services shall notify to the competent authorities referred to Regulation 172

- (a) Their legal status, their ownership structure and any arrangements having a significant impact on control over their assets;
- (b) Any links with organisations not involved in the provision of air navigation services, including commercial activities in which they are engaged either directly or through related undertakings, which account for more than 1 % of their expected revenue; furthermore, they shall notify any change of any single shareholding which represents 10 % or more of their total shareholding.

1.2 OPEN AND TRANSPARENT PROVISION OF SERVICES

The State decides to organize the provision of specific air traffic services in a competitive environment, the State may take all appropriate measures to ensure that the providers of these specific air traffic services shall neither engage in conduct that would have as its object or effect the prevention, restriction or distortion of competition, nor shall they engage in conduct that amounts to an abuse of a dominant position in accordance with applicable Civil Aviation Law No.28 and its amendment Law No.136 of 2010.

1.3 Specific requirements for ATS Coordination in air traffic services

An air traffic service provider shall in carrying out its objectives, establish procedures for the coordination with air operators, aerodrome operators ,military authorities, search and rescue authority, meteorological service providers , aeronautical information service, and Communication, Navigation and Surveillance service providers by:

- (a) Making available to the air operators information to enable them meet their obligations;
- (b) Establishing coordination with the military authorities responsible for activities that may affect civil flights;
- (c) Providing the most up to date meteorological information for aircraft operations;
- (d) Providing timely and up to date information to meet the need for in-flight information.
- (e) Exchanging and coordinating aeronautical information relating to the safety of air navigation between adjacent air traffic service units.

1.4 SAFETY OF SERVICES

1.4.1 Safety management system (SMS)

1.4.2 General safety requirements

Providers of air traffic services shall, as an integral part of the management of their services, have in place a safety management system (SMS) which:

- (a) Ensures a formalised, explicit and proactive approach to systematic safety management in meeting their safety responsibilities within the provision of their services; operates in respect of all their services and the supporting arrangements under its managerial control; and includes, as its foundation, a statement of safety policy defining the organisation's fundamental approach to managing safety (safety management);
- (b) Ensures that everyone involved in the safety aspects of the provision of air traffic services has an individual safety responsibility for their own actions; that managers are responsible for the safety performance of their respective departments or divisions and that the top management of the provider carries an overall safety responsibility (safety responsibility);
- (c) Ensures that the achievement of satisfactory safety in air traffic services shall be afforded the highest priority (safety priority);
- (d) Ensures that while providing air traffic services, the principal safety objective is to minimise its contribution to the risk of an aircraft accident as far as reasonably practicable (safety objective).

1.4.3 Requirements for safety achievement

Within the operation of the SMS, providers of air traffic services shall:

- (a) Ensure that personnel are adequately trained and competent for the job they are required to do, in addition to being properly licensed if so required and satisfying applicable medical fitness requirements (competency);
- (b) Ensure that a safety management function is identified with organisational responsibility for development and maintenance of the SMS; ensure that this point of responsibility is independent of line management, and accountable directly to the highest organisational level. However, in the case of small organisations where a combination of responsibilities may prevent sufficient independence in this regard, the arrangements for safety assurance shall be supplemented by additional independent means; and ensure that the top management of the service provider organisation is actively involved in ensuring safety management (safety management responsibility);
- (c) Ensure that, wherever practicable, quantitative safety levels are derived and are maintained for all functional systems (quantitative safety levels);
- (d) Ensure that the SMS is systematically documented in a manner which provides a clear linkage to the organisation's safety policy (SMS documentation);
- (e) Ensure adequate justification of the safety of the externally provided services and supplies, having regard to their safety significance within the provision of its services (external services and supplies);
- (f) Ensure that risk assessment and mitigation is conducted to an appropriate level to ensure that due consideration is given to all aspects of the provision of ATM (risk assessment and mitigation). As far as changes to the ATM functional system are concerned, Safety requirements for risk assessment and mitigation with regard to changes shall apply;
- (g) Ensure that ATM operational or technical occurrences which are considered to have significant safety implications are investigated immediately, and any necessary corrective action is taken (safety occurrences). They shall also demonstrate that they have implemented the requirements on the reporting and assessment of safety occurrences in accordance with applicable Civil Aviation Law No.28 and its amendment Law No.136 of 2010.

1.4.4 Requirements for safety assurance

Within the operation of the SMS, providers of air traffic services shall ensure that:

- (a) Safety surveys are carried out as a matter of routine, to recommend improvements where needed, to provide assurance to managers of the safety of activities within their areas and to confirm compliance with the relevant parts of the SMS (safety surveys);
- (b) Methods are in place to detect changes in functional systems or operations which may suggest any element is approaching a point at which acceptable standards of safety can no longer be met, and that corrective action is taken (safety monitoring);
- (c) Safety records are maintained throughout the SMS operation as a basis for providing safety assurance to all associated with, responsible for or dependent upon the services provided, and to the competent authority (safety records).

1.4.5 Requirements for safety promotion

Within the operation of the SMS, providers of air traffic services shall ensure that:

- (a) All personnel are aware of the potential safety hazards connected with their duties (safety awareness);
- (b) The lessons arising from safety occurrence investigations and other safety activities are disseminated within the organisation at management and operational levels (lesson dissemination);
- (c) All personnel are actively encouraged to propose solutions to identified hazards, and changes are made to improve safety where they appear needed (safety improvement).

1.5 Safety requirements for risk assessment and mitigation with regard to changes

1.5.1 Section 1

Within the operation of the SMS, providers of air traffic services shall ensure that hazard identification as well as risk assessment and mitigation are systematically conducted for any changes to those parts of the ATM functional system and supporting arrangements within their managerial control, in a manner which addresses:

- (a) The complete life cycle of the constituent part of the ATM functional system under consideration, from initial planning and definition to post-implementation operations, maintenance and decommissioning;
- (b) The airborne, ground and, if appropriate, spatial components of the ATM functional system, through cooperation with responsible parties; the equipment, procedures and human resources of the ATM functional system, the interactions between these elements and the interactions between the constituent part under consideration and the remainder of the ATM functional system.

1.5.2 Section 2

The hazard identification, risk assessment and mitigation processes shall include:

- (a) A determination of the scope, boundaries and interfaces of the constituent part being considered, as well as the identification of the functions that the constituent part is to perform and the environment of operations in which it is intended to operate;
- (b) A determination of the safety objectives to be placed on the constituent part, incorporating:
 - i) An identification of ATM-related credible hazards and failure conditions, together with their combined effects;
 - ii) An assessment of the effects they may have on the safety of aircraft, as well as an assessment of the severity of those effects, using the severity classification scheme set out in Section 4;
 - iii) A determination of their tolerability, in terms of the hazard's maximum probability of occurrence, derived from the severity and the maximum probability of the hazard's effects, in a manner consistent with Section 4;
- (c) The derivation, as appropriate, of a risk mitigation strategy which:
 - i) Specifies the defences to be implemented to protect against the risk-bearing hazards;
 - ii) Includes, as necessary, the development of safety requirements potentially bearing on the constituent part under consideration, or other parts of the ATM functional system, or environment of operations;
 - iii) Presents an assurance of its feasibility and effectiveness;
- (d) Verification that all identified safety objectives and safety requirements have been met:
 - i) Prior to its implementation of the change;
 - ii) During any transition phase into operational service;
 - iii) During its operational life;
 - iv) During any transition phase until decommissioning.

1.5.3 Section 3

The results, associated rationales and evidence of the risk assessment and mitigation processes, including hazard identification, shall be collated and documented in a manner which ensures that:

- (a) Complete arguments are established to demonstrate that the constituent part under consideration, as well as the overall ATM functional system are, and will remain tolerably safe by meeting allocated safety objectives and requirements. This shall include, as appropriate, specifications of any predictive, monitoring or survey techniques being used;
- (b) All safety requirements related to the implementation of a change are traceable to the intended operations/ functions.

1.5.4 Section 4

Hazard identification and severity assessment

A systematic identification of the hazards shall be conducted. The severity of the effects of hazards in a given environment of operations shall be determined using the classification scheme set out in the following table, (ICAO Doc 9859 while the severity classification shall rely on a specific argument demonstrating the most probable effect of hazards, under the worst-case scenario

In order to deduce the effect of a hazard on operations and to determine its severity, the systematic approach/ process shall include the effects of hazards on the various elements of the ATM functional system, such as the air crew, the air traffic controllers, the aircraft functional capabilities, the functional capabilities of the ground part of the ATM functional system, and the ability to provide safe air traffic services.

Risk classification scheme

Safety objectives based on risk shall be established in terms of the hazard's maximum probability of occurrence, derived both from the severity of its effect, and from the maximum probability of the hazard's effect.

As a necessary complement to the demonstration that established quantitative objectives are met, additional safety management considerations shall be applied so that more safety is added to the ATM system, whenever reasonable.

1.5.5 Section 5

Software safety assurance system

Within the operation of the SMS, a provider of air traffic services shall implement a software safety assurance system in accordance with Doc 9906 Volume 3 for Flight Procedure Design Software Validation establishing a software safety assurance system to be implemented by air navigation service providers.

1.6 Safety requirements for engineering and technical personnel undertaking operational safety related tasks

Providers of air traffic services shall ensure that technical and engineering personnel including personnel of subcontracted operating organizations who operate and maintain ATM equipment approved for their operational use have and maintain sufficient knowledge and understanding of the services they are supporting, of the actual and potential effects of their work on the safety of those services, and of the appropriate working limits to be applied.

With regard to the personnel involved in safety-related tasks including personnel of subcontracted operating organizations, providers of air traffic services shall document the adequacy of the competence of the personnel; the rostering arrangements in place to ensure sufficient capacity and continuity of service; the personnel qualification schemes and policy, the personnel training policy, training plans and records as well as arrangements for the supervision of non-qualified personnel. They shall have procedures in place for cases where the physical or mental condition of the personnel is in doubt.

Providers of air traffic services shall maintain a register of information on the numbers, status and deployment of the personnel involved in safety related tasks.

That register shall:

- a) Identify the accountable managers for safety-related functions;
- b) Record the relevant qualifications of technical and operational personnel, against required skills and competence requirements;
- c) Specify the locations and duties to which technical and operational personnel are assigned, including any rostering methodology.

1.7 WORKING METHODS AND OPERATING PROCEDURES

Providers of air traffic services shall be able to demonstrate that their working methods and operating procedures are compliant with the standards in the following annexes to the Convention on International Civil Aviation as far as they are relevant for the provision of air traffic services in the airspace concerned:

- a) Annex 2 on rules of the air, as amendment
- b) Annex 10 on aeronautical telecommunications, Volume II on communication procedures including those with PANS Status, as amendment;
- c) Annex 11 on air traffic services, as amendment.

2. Specific requirements for the provision of meteorological services

2.1 TECHNICAL AND OPERATIONAL COMPETENCE AND CAPABILITY

Providers of meteorological services shall ensure that the meteorological information, necessary for the performance of their respective functions and in a form suitable for users, is made available to:

- a) Operators and flight crew members for pre-flight and in-flight planning applicable
- b) Providers of air traffic services and flight information services; applicable
- c) Search and rescue services units; applicable
- d) Aerodromes.

Providers of meteorological services shall confirm the level of attainable accuracy of the information distributed for operations, including the source of such information, whilst also ensuring that such information is distributed in a sufficiently timely manner, and updated as required.

2.2 WORKING METHODS AND OPERATING PROCEDURES

Providers of meteorological services shall be able to demonstrate that their working methods and operating procedures are compliant with the standards in the following annexes to the Convention on International Civil Aviation as far as they are relevant for the provision of meteorological services in the airspace concerned:

- a) Annex 3 on meteorological service for international air navigation, as mentioned;
- b) Annex 11 on air traffic services, as amendment;
- c) Annex 14 on aerodromes in the following versions:
 - i. Volume I on aerodrome design, as amendment; and
 - ii. Volume II on heliports, as amendment.

3. Specific requirements for the provision of Aeronautical Information Service

3.1 TECHNICAL AND OPERATIONAL COMPETENCE AND CAPABILITY

Providers of aeronautical information services shall ensure that information and data is available for operations in a form suitable for:

- a) Flight operating personnel, including flight crew, as well as flight planning, flight management systems and flight simulators;
- b) Providers of air traffic services, which are responsible for flight information services, aerodrome flight information services and the provision of pre-flight information.

Providers of aeronautical information services shall ensure the integrity of data and confirm the level of accuracy of the information distributed for operations, including the source of such information, before such information is distributed.

3.2 SAFETY OF SERVICES

Providers of Aeronautical Information Services shall comply with the requirements mentioned in specific requirements for the provision of air traffic services on the safety of services.

3.3 WORKING METHODS AND OPERATING PROCEDURES

Providers of aeronautical information services shall be able to demonstrate that their working methods and operating procedures are compliant with the standards in the following Annexes to the Convention on International Civil Aviation as far as they are relevant for the provision of aeronautical information services in the airspace concerned:

- i) Annex 3 on meteorological service for international air navigation, , as amendment;
- ii) Annex 4 on aeronautical charts, as amendment, and
- iii) Annex 15 on aeronautical information services, as amendment.

4. Specific requirements for the provision of Aeronautical Telecommunications Services

4.1 TECHNICAL AND OPERATIONAL COMPETENCE AND CAPABILITY

The provider of international aeronautical telecommunication service is to ensure the telecommunications to air navigation necessary for the safety, regularity and efficiency of international air navigation Division of service

- i) Aeronautical fixed service;
- ii) Aeronautical mobile service;
- iii) Aeronautical broadcasting service.

4.2 SAFETY OF SERVICES

Providers of Aeronautical Telecommunications Services shall comply with the requirements mentioned in specific requirements for the provision of air traffic services on the safety of services.

4.3 WORKING METHODS AND OPERATING PROCEDURES

Providers of International Aeronautical Telecommunication Service shall be able to demonstrate that their working methods and operating procedures are compliant with the standards in the following Annexes to the Convention on International Civil Aviation as far as they are relevant for the provision of aeronautical information services in the airspace concerned:

- i) Annex 10 vol II, as amendment;
- ii) Annex 3 on meteorological service for international air navigation, as amendment.
- iii) Manual Of Aeronautical Meteorological Practice (Doc 8896) , as amendment.

5. Specific requirements for the provision of Communication, Navigation and Surveillance services

5.1 TECHNICAL AND OPERATIONAL COMPETENCE AND CAPABILITY

Providers of communication, navigation or surveillance services shall ensure the availability, continuity, accuracy and integrity of their services.

Providers of communication, navigation or surveillance services shall confirm the quality level of the services they are providing and shall demonstrate that their equipment is regularly maintained and where required calibrated.

5.2 SAFETY OF SERVICES

Providers of communication, navigation or surveillance services shall comply with the requirements mentioned in specific requirements for the provision of air traffic services on the safety of services.

5.3 WORKING METHODS AND OPERATING PROCEDURES

Providers of communication, navigation or surveillance services shall be able to demonstrate that their working methods and operating procedures are compliant with the standards of Annex 10 on aeronautical telecommunications to the Convention on International Civil Aviation in the following versions as far as they are relevant for the provision of communication, navigation or surveillance services in the airspace concerned:

- a) Volume I on radio navigation aids, as amendment;
- b) Volume II on communication, as amendment;
- c) Volume III on communications systems, as amendment;
- d) Volume IV on surveillance radar and collision avoidance systems, as amendment;
- e) Volume V on aeronautical radio frequency spectrum utilization, as amendment.

PART V

Exemptions

1. Requirements for application

1.1 ANSP may apply to the Authority for an exemption from any application of this circular.

1.2 Unless in case of emergency, a person requiring exemptions from any of this circular shall make an application to the Authority at least sixty days from the proposed effective date, giving information as to -

- (a) Name and contact address including electronic mail and fax if any
- (b) Telephone number;
- (c) A citation of the specific requirement from which the applicant seeks exemption;
- (d) A description of the type of operations to be conducted under the proposed exemption;
- (e) The proposed duration of the exemption;
- (f) An explanation of how the exemption would be in the public interest, that is, benefit the public as a whole;
- (g) A detailed description of the alternative means by which the applicant will ensure a level of safety equivalent to that established by the regulation in question;
- (h) A review and discussion of any known safety concerns with the requirement, including information about any relevant accidents or incidents of which the applicant is aware; and
- (i) If the applicant handles international operations and seeks to operate under the proposed exemption, an indication whether the exemption would contravene any provision of the Standards and Recommended Practices of the International Civil Aviation Organization (ICAO).

1.3 Where the applicant seeks emergency processing, the application shall contain supporting facts on the nature of the emergency.

1.4 The Authority may deny, in writing, an application if it finds that the applicant has not justified the failure to apply for an exemption in time.

1.5 The application for exemption shall be accompanied by fee specified by the Authority.

2. Review and publication

2.1 The Authority shall review the application for accuracy and compliance with the requirements of Regulations 45 and if it appears satisfactory, it shall publish a detailed summary of the application for comments, within a prescribed time, in either.

- a) Aeronautical information circular; or
- b) A daily newspaper with wide circulation.

2.2 Where application requirements have not been fully complied with, the Authority shall request the applicant in writing, to comply prior to publication or making a decision under sub regulation (3).

2.3 If the request is for emergency relief, the Authority shall publish the decision as soon as possible after processing the application.

3. Evaluation of the request

3.1 Where the application requirements have been satisfied, the Authority shall conduct an evaluation of the request to include-

- (a) Determination of whether an exemption would be in the public interest;
- (b) A determination, after a technical evaluation of whether the applicant's proposal would provide a level of safety equivalent to that established by the regulation, although where the Authority decides that a technical evaluation of the request would impose a significant burden on the Authority's technical resources, the Authority may deny the exemption on that basis;
- (c) A determination of whether a grant of the exemption would contravene this circular; and
- (d) A recommendation based on the preceding elements, of whether the request should be granted or denied, and of any conditions or limitations that should be part of the exemption.

3.2 The Authority shall notify the applicant by letter and publish a detailed summary of its evaluation and decision to grant or deny the request.

3.3 The summary referred to in sub-regulation (2) shall specify the duration of the exemption and any conditions or limitations of the exemption.

3.4 If the exemption affects a significant population of the aviation community of the *State* the Authority shall publish the summary in aeronautical information circular.

PART VI

General Provisions

1. Change of Name.

1.1 A holder of a certificate issued under this circular may apply to change the name on a certificate.

1.2 The holder shall include with any such request:-

- (a) the current certificate; and
- (b) a court order, or other legal document verifying the name change.

1.3 The Authority may change the license, certificate or authorisation and issue a replacement thereof;

1.4 The Authority shall return to the holder with the appropriate endorsement, the original documents specified in sub-regulation 2(b) and retain copies thereof.

2. Change of address.

2.1 A holder of a certificate issued under this circular shall notify the Authority of the change in the physical and mailing address within fourteen days.

2.2 A person who does not notify the Authority of the change in the physical address within the time frame specified in sub-regulation (1) shall not exercise the privileges of the certificate.

3. Replacement of documents.

A person may apply to the Authority in the prescribed form for replacement of documents issued under this circular if such documents are lost or destroyed.

4. Use and retention of documents and records.

4.1 A person shall not-

- (a) Use any certificate or exemption issued or required by or under this circular which has been forged, altered, revoked, or suspended, or to which he is not entitled;
- (b) Forge or alter any certificate or exemption issued or required by or under this circular; or
- (c) Lend any certificate or exemption issued or required by or under this circular to any other person; or
- (d) Make any false representation for the purpose of procuring for himself or any other person the grant issue renewal or variation of any such certificate or exemption.
- (e) Mutilate, alter, render illegible or destroy any records, or any entry made therein, required by or under this circular to be maintained, or knowingly make, or procure or assist in the making of, any false entry in any such record, or willfully omit to make a material entry in such record.

4.2 All records required to be maintained by or under this circular shall be recorded in a permanent and indelible material.

4.3 A person shall not issue any certificate or exemption under this circular unless he is authorised to do so by the Authority.

4.4 A person shall not issue any certificate of the kind referred to in sub-regulation (4) unless he has satisfied himself that all statements in the certificate are correct, and that the applicant is qualified to hold that certificate.

5. Reports of violation.

5.1 Any person who knows of a violation of the Civil Aviation Act, any amendment thereto, or any Regulations, rules, or orders issued thereunder, shall report it to the Authority.

5.2 The Authority may determine the nature and type of any additional investigation or enforcement action that need to be taken.

6 Enforcement of directions

Any person who fails to comply with any direction given to him by the Authority or by any authorised person under any provision of this circular shall be deemed for the purposes of this circular to have contravened that provision.

PART VII

Designation

Where a Certificated Air Traffic Service Provider intends to provide services at a new location, usually an aerodrome, the ANSP must be in possession of a 'Letter of Designation' before such services can be supplied.

Where the ANSP intends to provide an Air Traffic Control (ATC) service at the new location it must also obtain certification as a Training Organisation at that location, as indicated above.

Procedural guidance for steps

1. Designation team establishment and application

1.1 The designation team **shall** determine the requirements for the designation, including any additional local needs not covered by certification to the common requirements.

1.2 ATS and MET providers **shall** apply for designation. Applicants **shall** use the application form. All required documents such as certification, company registration and other supporting material) **shall** accompany the application dossier. The application **shall** include the scope for which the designation is requested and the characteristics of the environment of operation in which the designation is requested.

The description of the specific airspace **shall** be included according to ICAO terminology and, if necessary, charts. A contact point/person **shall** be named.

The application form should be forwarded together with the supporting documentation to the designation team. It is recommended that the applicant includes a compliance matrix to demonstrate how the ANSP will meet the Member State requirements for the designation.

1.3 The designation team **shall** acknowledge receipt of the application either directly or indirectly within two weeks of its receipt.

2. Assessment on compliance for designation

2.1 The designation team initially examines whether the ANSP's application is eligible for the designation. This is partly checking for any technical errors in the application but also ensuring that the applicant possesses a valid certificate issued by a national supervisory authority of the EC. For any technical issues raised by the application, appropriate NSA experts or experts working for the NSA **shall** be consulted.

2.2 When eligibility has been assessed, the designation team **shall** inform the applicant and other relevant parties, the next steps are:

- a. To assess whether the application meets the key requirements of the designation.
- b. To determine whether the application is accepted to proceed to detailed discussions. If not, a refusal letter **shall** be issued via the Member State competent authority, giving the applicant a means of appeal. Reasons for refusal may be included in the letter.
- c. To notify the applicant, via the Member State competent authority, of the intention to enter into detailed discussions to conclude the designation, including a projected timeframe.

2.3 Any documentation provided with the application **shall** not be considered as sole and exclusive proof of eligibility for award. Any claim made by the applicant in its exposition or the documents provided will potentially be subject to further investigation by means of verification in order to confirm the accuracy of the claim and its effective implementation.

3. Discussions on requirements

3.1 The designation team **shall** undertake a detailed review of the documentation provided by the ANSP in order to assess that the ANSP meets the requirements of the designation. For any technical issues raised by the application, appropriate experts working for the NSA **shall** be consulted.

Aspects to consider include the following:

1. Any rights, obligations and conditions proposed by the applicant which may provide benefits to the operation of ANS in the Member State and/or European ANS in general.
2. The impact of functional airspace blocks.
3. Whether the applicant has been already designated in other volumes of airspace and how this may affect its ability to conduct safe ANS provision in the applied

volumes, should be scrutinised by officially assigned experts. This could include assessment of required resources, both financial and human.

3.2 Based on the results of the documentation review, the designation team **shall** organise a meeting with the applicant to clarify any issues raised, typically within 4 weeks of notifying acceptance of the application. It is recommended that an agenda is issued detailing the main points of concern, at least one week before the meeting.

They **shall** also be responsible for ensuring the minutes of the meeting are recorded.

Based on the results of the clarification meeting, the designation team **shall** decide about the further handling of the application within 2 weeks after the clarification meeting. If any actions are identified as being necessary for finalising the designation process, these actions **shall** include a due date and a responsible person.

3.3 The requirements for designation **shall** be framed as rights, obligations and/or conditions (ROCs) of the designation. If there remain areas of risk or concern regarding the applicant's arrangements to meet these rights, obligations and/or conditions then further meetings may be required. The aim is to conclude a final set of rights, obligations and/or conditions which have to be adopted and accepted by the applicant or the application will be refused.

3.4 In the event that the results of the process so far are not satisfactory for the Member State, the process returns to the previous step of re-arranging and re-defining rights, obligations and conditions. If, for any reason, it is ultimately decided to refuse the application, a refusal letter **shall** be issued via the Member State competent authority, giving the applicant a means of appeal. Reasons for refusal **should** be included in the letter.

4 Designation issue

4.1 Upon eventual acceptance of the final rights, obligations and conditions, a letter of designation **shall** be drafted by the designation team for issue by the ECAA.

4.3 The ECAA monitoring of the ongoing compliance of the ANSP with the agreed rights, obligations and conditions of the designation. The conditions of designation are in particular monitored i.e. the ongoing validity of the certificate.

SCHEDULES

__Made under Regulation

Regulation	Title
ECAR Part1	General Definitions
ECAR Part67	Medical standards and certification
ECAR Part19	Establishment of Safety Management System
EAC00-24	Aviation Enforcement
EAC00-14	Normal Operation Safety Survey
EAC00_17	An Integrated Risk Management Framework
EAC00_18	Threat and Error Management
EAC00_19	Runway Safety Framework
EAC00_21	Language Proficiency
EAC00_23	Laser Emission
EAC00_139-30	ASMGCS
ECAR Part143	ANSP Training Organizations Certification
ECAR65-SuupartG	Air Traffic Control Licensing
ECAR65-SuupartI	Aeronautical station operator license
ECAR Part829	Search and Rescue
ECAR Part13	Investigation and Enforcement Procedures
ECAR Part19	Safety Management System
ECAR Part171	Certification of AT/RN Equipment and Their Maintenance Facilities
ECAR Part172	The Certification and Operation of Organizations Providing ATS in the Egyptian FIR
ECAR Part173	Certification and operation of organizations providing AIS in Egypt
ECAR Part174	Certification and operation of Egyptian organizations Providing aeronautical telecommunication services
ECAR Part311	Aeronautical Charts
ECAR Part303	Aviation Meteorological Service Organizations Certifications
EAC303-1	Meteorological Observations at Aerodromes

EU 1035/2011 COMMISSION IMPLEMENTING REGULATION (EU) No 1035/2011 of 17 October 2011 laying down common requirements for the provision of air navigation services and amending Regulations (EC) No 482/2008 and (EU) No 691/2010

Form 1



Application for the certification of an air navigation service provider organization

Application for initial certification ☐

Application for change ☐

1) Registered name of applicant

2) Trading name (if different)

3) Address

4) Contact details

Name

Tel

Fax

Email

5) Scope of services for which certification is required in accordance with the provision of ECARs 171,172,173,174, 303, 65 and 142/19

ATS ☐ CNS ☐ AIS ☐ COM ☐ MET ☐

For a detailed description please refer to page 3 of this application form

6) Name of the chief executive officer

7) Signature of the chief executive officer

8) Place and date

Place

Date



Application for the certification of an air navigation service provider organization

9) Organization exposition (tick as appropriate)

☐

Application for initial certification

Three copies of the organization exposition are forwarded together with this application form

☐

Application for change

Three copies of the pages modified in the previous organization exposition are forwarded together with this application form.

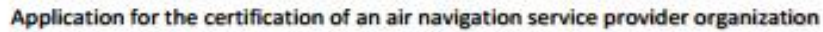
10) Questionnaires (tick if appropriate)

☐

Questionnaires defined in ECAA certification procedure are forwarded together with application form

☐

(Only applicable wherever required by ECAA in the case of initial certification)



- Use as many attached pages as necessary to complete the table
- Use the types of services, their parts and sub-parts as they appear in the table provided by the CAA to describe the scope of services for which certification can be requested/granted.
- Complete only the boxes relevant to the application.
- The 'conditions proposed by the applicant' should include all those conditions and limitations identified by the organization in relation to the services for which certification is requested. The conditions proposed should be clearly formulated and fall under the categories of possible conditions to be attached to certificates
- Where necessary, the conditions can be described by means of references to documents attached to this application form or other relevant documentation

[illegible]

Form 2

**Certificate for the provision of ANS
EGYPTIAN CIVIL AVIATION AUTHORITY**

CERTIFICATE

Reference: [number of the certificate assigned by the CAA]

Pursuant to Egyptian law no. 28 and its amendment no. 136 for the time being
in force and subject to the conditions specified in this certificate, the [Name of
Civil Aviation Authority] hereby certificate:

[Applicant organization name and address]

As an air navigation service provider organization compliant with the common
requirements applicable to the services listed in the attached schedule and,
therefore, capable of providing them.

General conditions

- 1) This certificate requires compliance with the procedures and other arrangements specified in the organization exposition.
- 2) This certificate is valid whilst the organization remains compliant with the applicable common requirement, and the specific conditions identified for the services included in the certificate schedule.
- 3) Subject to continuous compliance with the foregoing conditions, this may be verified by the CAA at any time, this certificate shall remain valid for a two-year period and renewed if requested by organization six months before the end of that period.

Place and date of issue

Signed: _____

[Signature of the director general, executive director or equivalent position]

Form 3

Arab Republic of Egypt Ministry of Civil Aviation Egyptian Civil Aviation Authority		جمهورية مصر العربية وزارة الطيران المدني سلطة الطيران المدني المصري
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CERTIFICATE SCHEDULE

Organization Name :

Reference :

service	types of services to be provided	part of the service to be provided	sub-part of the service to be provided	conditions identified
ATS				
CNS				
AIS				
COM				
MET				

Date of issue :

Signed :

Form 4



Application for the designation of an air navigation service provider

Application for initial designation ☐

Change to designation ☐

Registered name of applicant

Registration number

Trading name (if different)

Registered address

Contact details

Name

Tel

Email

Fax

Scope of services for which designation is requested

ATS ☐ CNS ☐ AIS ☐ COM ☐ MET ☐

Summary description

Authorized representative

Position of representative

Signature

Place and date

Form 5**[E C A A]****LETTER OF DESIGNATION**

Reference: [only reference the delegation act in the case of ECAA]

Pursuant to Egyptian law no. 28 and its amendment no. 136 and
subject to the conditions specified in this letter of designation, the

[Name of Civil Aviation Authority] hereby designates:

[Service Provider Organization Name]

To provide [air navigation services/air traffic services/met services] in [airspace block XYZ]

- 4) In accordance with the rights, obligations and conditions described in the annex attached to this letter.
- 5) That [service provider organization name] continues to hold a valid certificate to operate its service.
- 6) Subject to continuous compliance with the aforementioned, this designation shall remain valid for a period of [X] years.

Place and date of issue

Signed: _____

Position of authorized signatory: _____

- 7) Enter the validity period as appropriate. The period shall be determined on a case-by-case basis by the ECAA

Business Plan (To Cover a Minimum Period of Five Years)

Issue 6, Rev. 0

Performance objectives (in items of quality and level of service, safety and cost effectiveness)

Quality and level of service:

Safety :

Coast effectiveness:

Signed:

--

Position in company :

--

Date:

--

ANNUAL PLAN

NAME AND ADDRESS OF COMPANY:

The annual plan should specify further the features of the business plan and describe any changes to it. The annual plan shall cover the following provisions on the level and quality of service such as the expected level of capacity, safety and delays to flights incurred as well as on financial arrangements:

pleas supply information on the implementation of new infrastructure or other developments and a statement on how they will contribute to improving the level and quality of services:

please advise on indicators of performance against which the level and quality of service may be reasonably assessed:

Please detail your expected short-term financial position as well as any changes to or impacts on the business plan

Signed:

Position in company :

Date: