CERTIFICATION OF AIR NAVIGATION SERVICES PROVIDER (ANSP)

1.0 PURPOSE

1.1. This order provides direction and guidance to the Inspectors in the process of certification of ANSPs as required by the Civil Aviation (Air Navigation Services) Regulations.

1.2. Under no circumstances will an applicant be certified until the Civil Aviation Authority (CAA) is satisfied that the prospective certificate holder is capable of fulfilling the required responsibilities, and shall comply with the Regulations in an appropriate and continuous manner.

2.0 REFERENCES

2.1 The Civil Aviation Act;
2.2 Civil Aviation (Air Navigation Services) Regulations;
2.3 The ANS Certification Manual.

3.0 CERTIFICATION OF AIR NAVIGATION SERVICES PROVIDER

3.1 General: The certification process described herein and in the CAA Advisory Circular CAA-AC-ANS001, "Certification of ANSP" and the ANS Certification Manual is for an applicant seeking an ANSP certificate under the Civil Aviation (Air Navigation Services) Regulations, 2008. The CAA office should provide a copy of CAA-AC-ANS001 to applicants for ANSP Certificate.

3.2 Expression of interest

3.2.1 Initial Enquiries. Initial enquiries or expression of interest about certification or requests for application may come in various formats from individuals or organizations. These enquiries may be in writing or in the form of meetings with CAA personnel.

3.2.2 Applicant Orientation: Upon initial contact, ANS inspectorate personnel should provide the applicant with the Advisory Circular CAA-AC-ANS001, “Certification of Air Navigation Services Providers”, the ANS Certification Manual and information on how to acquire a set of the Civil Aviation Regulations (CARs). In addition, inspectors should when requested, answer general questions on the ANSP certification process.
3.2.3 Preliminary Discussion: After the applicant has reviewed the Advisory Circular CAA-AC-ANS001 and the ANS Certification Manual, the assigned CAA inspector should briefly explain the requirements the applicant must meet for certification. The applicant should also be advised to obtain or refer to the Manual of ANS Standards and the relevant Civil Aviation Regulations to ensure that standards and procedures are understood and can be met. The ANS Inspector will advise the applicant to lodge a formal application on the CAA ANSP Application Form accompanied by the required documentation.

3.3 Instructions to the applicant on the formal application

3.3.1 Requirements of Formal Application: It is essential during the pre-application meeting that the applicant has a clear understanding of the ANSP Application form, content, and documents required for the formal application. The applicant shall be informed of the CAA Office where the formal application must be submitted and, after initial review, notification of its acceptance or rejection will be provided by letter within 10 working days. The applicant should be encouraged to submit the formal application as far in advance as possible of the intended starting date.

Note: The inspector should inform the applicant that while CAA inspectors will furnish informal guidance and advice during the preparation of required documents and manuals, the production of acceptable documents and manuals is solely the responsibility of the applicant.

3.3.2 Formal Application

a) The formal application shall be on the ANSP Application Form provided by the CAA.

b) The Application Form shall be accompanied by two copies of the MANSOPS, a written statement setting out the services and locations at which they shall be provided; and a fee as may be prescribed in the AIP. The applicant must understand that the form and the attachments will be the minimum information acceptable for meeting the requirements of regulation 6 (1) of The Civil Aviation (ANS) Regulations, 2008

3.4 Assessment of the formal application

3.4.1 Upon receipt of the Application Form, the Manager responsible for ANS Standards will assign an inspector to review the form to ensure that there is sufficient information to further process the application. The inspector will ascertain that the proposed operation is consistent with the CARs under which the applicant will be required to operate.

3.4.2 The Assigned Inspector will also assess the documentation that is supplied by the applicant to ensure that they meet the requirements of the regulations. The initial assessment should be completed within 30 days of the receipt of the formal application.

3.4.3 During the assessment of the application, a Checklist shall be used. As the application is processed, activities successfully completed on the Certificate Issue Checklist will be ticked.

3.5 Assignment of the Certification Team

3.5.1 Selection of Team Members: When the Application is acceptable and a file is opened, the Director responsible for Safety shall select a team for the certification project. The team shall consist of at least one ATM, CNS, MET and AIS Inspector.
3.5.2 **Designation of Certification Team Leader (TL):** The Director responsible for safety will designate one member of the certification team to serve as the TL. The person designated as TL should have completed appropriate training and should have previous experience in the certification of ANSP. It is desirable that a person with extensive inspector experience be designated as the TL, although, depending on the situation, other inspectors may be acceptable.

### 3.6 Document Evaluation

**Assessment of the Applicant’s Manual of Operations (MANSOPS)**

A Checklist will be used to determine whether the applicant’s Manual of Operations (MANSOPS) complies with the requirements of the regulations and standards and the procedures underlined in the MANSOPS are sufficient and effectively implemented. Evaluation of the MANSOPS will determine whether the applicant satisfactorily provides the services and maintain the ANS facilities in accordance with the regulations and standards. If the MANSOPS complies with the requirements of the Regulation, record of compliance will be entered on the Certificate Issue Checklist.

### 3.7 Inspection

**Assessment of the ANSP Facilities and Services**

As part of the assessment of the application, inspection of the applicant’s facilities and services will be conducted to ensure that they comply with the mandatory standards. The Assigned ANS Inspector may request assistance from various needed specialists, to assess particular ANS facilities and services. The facilities must comply with the published standards contained in the Manual of ANS Standards. The ANS Inspector will require relevant checklists (available in the ANS Inspectors’ Handbook) for inspection of the facilities and services. If pre-printed check lists are not available, specific check lists should be prepared relevant to the facilities to be assessed. At the end of the inspection, the Inspector will complete the relevant parts of the Certificate Issue Checklist to record activity satisfactory completion.

### 3.8 Certification

**3.8.1 Issue of the Certificate Number:** The newly licensed ANSP will be allocated the next available number on the ANSP Certificate Register. The administrative action to issue the certificate should be completed within 30 days of approving an application.

**3.8.2 Notification:** The notification of the decision to grant or refuse to issue a certificate must be sent to the applicant within 14 days of a decision being made. The applicant must be advised of the result of the assessment of the application for an ANSP certificate. The advice may comprise:

a) Notification that the certificate application is successful;
b) Advice that additional steps need to be taken by the applicant prior to further assessment of the application. This advice is a variation of the notification that an application has been unsuccessful. The certificate may be granted if subsequent assessment shows that the applicant has corrected all deficiencies;
c) Notification that the application has been unsuccessful.

**2.8.3 Responsibility of Inspector**

The Assigned Inspector shall:
a) Advise the Director responsible for safety of the outcome of the assessment.
b) Collate all associated paperwork on the ANS File on the completion of all previous steps.
c) Review the quote and, if necessary, arrange for payment of outstanding costs.
d) Notify the applicant of the outcome of the assessment. The advice may be that;

(i) The applicant needs to take steps to rectify specified deficiencies prior to approval
(ii) The application for a certificate is approved
(iii) The application is rejected.

e) If the applicant needs to rectify specific deficiencies before the application can be considered further;

(i) Advise the applicant of the steps he or she needs to take; for example, amend the MANSOPS or make changes to facilities in order to comply with standards
(ii) Attach the revised estimate for any additional costs for the processing of the application for the ANS certificate.
(iii) Send the letter and, if relevant, the estimate for previously unforeseen costs to the applicant.
(iv) After payment of the additional costs, reassess the deficiencies.

f) If the application is approved:

(i) Ensure all costs are paid before taking any further action.
(ii) Prepare the Certificate for approval by the Director responsible for Safety and dispatch the certificate with a covering letter and the operator’s copy of the Manual of ANS Standards.

2.8.4 Refusal to Issue an ANSP Certificate

a) The decision to reject an application may be reviewed. Unsuccessful applicants must be advised in writing of the reasons for rejection to grant the certificate. All notifications advising rejection to issue an ANSP certificate should be reviewed by Legal Officer for the Authority before being sent to the applicant.

b) The notification of rejection to grant a certificate must be sent to the applicant within 14 days of making the decision. Applicants who must take steps to correct any deficiencies before an ANSP certificate can be issued to them are responsible for advising the Authority when the work has been completed.

Civil Aviation Authority
The Inspector(s) must complete this checklist to ensure that each step of the application process is completed prior to issuing a Certificate to an Air Navigation Service Provider.

Tick each box to indicate the satisfactory completion of the task. Also note the date of completion of each task against the box.

Sign and date this form and file it on the appropriate file when the process is completed.

### File No. | Date of Completion | Compliance with Manual of ANS Standards
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1 | Acknowledgement of applicant’s application | 1
2 | Pre-application meeting | 2
3 | Manual of Operations provided by the applicant | 3
4 | Application checked for completeness | 4
5 | Assessment of the MANSOPS against CA (ANS)R and Manual of Standards | 5
6 | Assessment of the applicants facilities to determine ability to provide the service | 6
7 | Certification granted/declined | 7
8 | Applicant advised of outcome | 8
9 | Certificate issued | 9
10 | Manual of Operations endorsed and returned | 10
11 | AIS notified for NOTAM action | 11
12 | New provider entered in the AIP | 12

Name of Inspector: ___________________ Signature: ___________________ Date: ___________________