EVALUATION AND APPROVAL OF THE MANUAL OF ANS OPERATIONS

1.0 Purpose

This Order contains guidance material to be used by ANS Inspectors in evaluating the Manual of ANS Operations (MANSOPS) for approval.

2.0 References

2.1 Civil Aviation (Air Navigation Services) Regulations
2.2 Manual of ANS Standards
2.3 ANS certification Manual

3.0 Guidance and Procedure

The ANSP will submit the MANSOPS for approval by the Authority during the certification process.

3.1 The Manual of ANS Operations

The MANSOPS is divided into three parts:

3.1.1 Part I – Air Traffic Management (ATM), consisting of operational requirements for Aerodrome Control Services, Approach Control Services, Area/Airways Control Services, Approach Radar control, Area Radar Control, Search and Rescue, Meteorological Services for Air Navigation and Construction of Visual and Instrument flight Procedures.

3.1.2 Part 2 – Communication, Navigation and Surveillance (CNS), consisting of operational requirements for installation, maintenance of CNS facilities, flight check for navigation aids and other auxiliary facilities including power supply, computers etc.

3.1.3 Part 3 – Aeronautical Information Services, consisting of operational requirements for the provision of AIS at the AIS Aerodrome Units, International NOTAM Office (NOF), AIS Headquarters Unit and production of Maps and Charts.

3.2 The basic structure must be common to all parts of the MANSOPS but at the same time it should allow for specific requirements of each part with respect to the nature of service provided.
3.3 The MANSOPS shall be published in loose-leaf form and each part shall include foreword, table of contents, list of effective dates and record of amendments.

3.4 The MANSOPS must provide comprehensive policies and guidance for its ANS personnel in the provision of safe and efficient services.

3.5 In addition, the MANSOPS must address the policies, systems, and procedures necessary to comply with the ANS Regulations and related requirements.

3.6 MANSOPS Evaluation

Regulation 17 of the Civil Aviation (Air Navigation Services) Regulations specifies the contents of the MANSOPS. When evaluating the MANSOPS, the ANS Inspector must ensure that the relevant elements listed below are included;

3.6.1 Introduction

This includes;

a) the purpose and scope of the manual, a statement that the manual complies with all applicable regulations and requirements and the terms and conditions of the applicable ANSP Certificate

b) a statement that the manual contains operational instructions to be complied with by the relevant personnel in the performance of their duties

c) responsibility for content of the manual, its amendment service, list of effective pages and the distribution list

3.6.2 Management organization

a) A description of the organisational structure including the general company organisation. The structure shall include an organizational chart with clearly defined lines of accountability and responsibility of personnel in respect to the provision of services. Organizational charts and diagrams are useful in showing the relationship between operational units within the company and shall include names of the individuals filling appropriate management positions

b) The relationship between the departments within the ANS. In particular, the subordination and reporting lines of all divisions, departments etc., which pertain to the provision of ANS.

c) Qualifications, duties and responsibilities of management personnel,

d) Description of the system for supervision clearly showing how the services are supervised and the qualifications of supervisors involved.

e) A description of any system for promulgating information which may be of an operational nature but is supplementary to that in the MANSOPS.
3.6.3 Services to be provided

a) Type of services provides including the detailed description of the scope, hours of operation, etc).

b) The Inspector shall ensure that the MANSOPS

i) Contain clear descriptions of the types and kinds of operations that the ANSP is authorized to perform; and

ii) Prohibit those operations which it could possibly provide but is not specifically approved by the Authority.

c) It is acceptable for ANSP's to outsource service such as procedure design, charting and publishing. Such services shall be included in MANSOPS.

3.6.4 Personnel requirement

Minimum number of personnel required for each functional area, duties and responsibilities of personnel, qualifications of personnel, working hours, shifts, fatigue management, recruitment procedures, training, performance assessment and tracking of information and leave requirements.

3.6.5 Facilities and equipment

Facilities and equipment provided requirements for installation and maintenance.

3.6.6 Procedures

a) A detailed description of all procedures, processes and requirements for compliance with the Regulations including contingency plans, fault and defect reporting, maintenance of documents and records, facility operations and maintenance plan and procedure.

b) Some procedures and guidelines may be published in documents other than the MANSOPS. Personnel are required to comply with all material regardless of whether they are published in the MANSOPS or otherwise.

c) Policy statements that do not provide clear directives or specific operational criteria such as, “use your discretion” should be carefully studied during the evaluation process.

3.6.7 Safety management system/Quality System

a) A description of the main aspects of the Safety Management Programme/Quality system adopted including a summary of safety factors considered before seeking certification.

b) The SMS/QS manuals may be provided as stand alone documents but they will form part of the MANSOPS.
3.7 MANSOPS approval

3.7.1 When satisfactory, the Director for Safety shall approve the MANSOPS and inform the ANSP by letter accompanied by the approved MANSOPS.

3.7.2 Where the MANSOPS does not meet the requirements, the Director for Safety shall advice the ANSP by letter specifying the areas which need to be addressed before approval is granted.

3.8 Amendments

3.8.1 Amendments to the MANSOPS shall be submitted by the applicant to the Authority for evaluation and approval. Before they are approved, it is important to establish that:

a) They comply with the regulatory requirements.

b) The applicant has the capacity to accommodate the amendments provisions (where applicable).

c) Other applicant’s manuals affected by the MANSOPS amendment have also been accordingly amended.

3.8.2 When satisfactory the Authority shall approve the amendments. One copy of the amendment shall be retained, and the other returned to the applicant.

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Civil Aviation Authority