AMENDMENT OF THE CIVIL AVIATION REGULATIONS AND THE TECHNICAL GUIDANCE MATERIAL PERTAINING TO AIR NAVIGATION SERVICES

1.0 PURPOSE

This Order is issued to provide information and guidance to be adopted for the amendment of the Civil Aviation Regulations and the Technical Guidance Material. The amendments will be considered every six months or at any period as it necessitates.

2.0 GENERAL INFORMATION

2.1 The Authority will avail a consultation document to the Inspectors, Officers and Industry advising on any changes that may affect either the regulations or the guidance materials for comments.

2.2 When inspectors and officers identify areas of concern, including comments from the industry on the Regulations and/or the Technical Guidance Material that require amendments; they should use Form: O-GEN002 or any other means and forward them to the Authority in writing to facilitate necessary amendments.

3.0 REASONS FOR THE AMENDMENTS

3.1 The Regulations or Technical Guidance Materials will be amended or revised when need arises including the following –

3.1.1 An amendment to an ICAO Annex or document;

3.1.2 An amendment to National Regulations that affects Aviation Safety;

3.1.3 Whenever there is an operational or environmental demand;

3.1.4 Whenever there is a technological change; or

3.1.5 When it is no longer relevant, applicable or effective.
4.0 REGULATION DEVELOPMENT AND AMENDMENT PROCEDURE

4.1 In order to ensure that the harmonised Regulations remain harmonised in the Partner States their developments or amendments will be done under Civil Aviation Safety and Security Oversight Agency (CASSOA).

4.2 Proposals for development or amendments of civil aviation regulations (safety and security) should be forwarded to CASSOA.

4.3 The Working Groups will be responsible to originate the development or amendment of the Regulations.

4.4 The proposals from the Working Groups will be considered by the Technical Committee who will recommend to the Board for consideration.

4.5 If the Board accepts the developed or amendment to the regulations they will be submitted to Partner States for consultation with stakeholders.

4.6 CASSOA may schedule a regional consultation workshop only if necessary.

4.7 Comments from stakeholders will be forwarded to CASSOA to be considered by the Working Group and the Technical Committee and subsequently the Board.

4.8 The Board will recommend to the Council approval of the developed or amended Regulations.

4.9 The approved developed or amendments to the Regulations will be submitted to Partner States Civil Aviation Authorities who in turn will forward them to the Minister responsible for civil aviation for State process and promulgation.

5.0 GUIDANCE MATERIAL DEVELOPMENT AND AMENDMENT PROCEDURE

5.1 In order to ensure that the standardised technical guidance remains so their developments or amendments will be done under CASSOA.

5.2 Proposals for development or amendments of technical guidance materials (safety and security) should be forwarded to CASSOA.

5.3 The Working Group will be responsible to originate the development or amendment of the technical guidance materials.

5.4 The proposals from the Working Group will be considered by the Technical Committee who will recommend to the Board for consideration.

5.5 If the Board approves the developed or amended technical guidance material, it will be submitted to Partner States for adoption, customisation and release.
FORM: O-GEN002

September 2008

**INSPECTOR FEEDBACK FORM**

_Inspectors are requested to use this form to inform the Director responsible for safety/security oversight of any errors identified in the Guidance Materials. The Director shall bring to the attention of the Executive Director EAC-CASSOA. This form may also be used to suggest areas for review or areas that require additional guidance._

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<tr>
<th>To: Manager (Responsible for) Guidance Material and Compliance</th>
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<td>(Tick all applicable items. Attach a copy of the affected pages and suggested amendments continue overleaf if required)</td>
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**GUIDANCE MATERIAL ORDERS AND ADVISORY CIRCULARS**

1. An error (procedural or typographical) has been noted in Order/AC ________________
   Paragraph/Subparagraph ____________________, as indicated below/attached

2. An error (procedural or typographical) has been noted in Order/AC. ________________
   Paragraph/Subparagraph ____________________ as indicated below/attached

3. An error (procedural or typographical) has been noted in Order/AC ________________
   Paragraph/Subparagraph ____________________ as indicated below/attached

4. An error (procedural or typographical) has been noted in Order/AC ________________
   Paragraph/Subparagraph ____________________ as indicated below/attached

5. Recommend a change to Order/AC ________________
   Paragraph/Subparagraph ____________________ as follows:

6. In a future change to the Inspector Guidance Manual System, please cover the following subject *(briefly describe what you want added)*:
7. An error has been noted in (name of document) as indicated below/attached

8. I would like to discuss the above. (Tick as applicable). Please contact me.

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*Additional information - Number Each Item to Correspond with the Applicable Number Above*