

	<p style="text-align: center;">TANZANIA CIVIL AVIATION AUTHORITY AIR NAVIGATION SERVICES INSPECTORATE</p>	<p style="text-align: right;">Revision: 1</p>
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1.0. PURPOSE

- 1.1.** This Advisory Circular provides guidance for the certification of the following Air Navigation Services Providers (ANSPs):
- a. Air traffic Services
 - b. Aeronautical Information Services and MAP
 - c. Communication, Navigation and Surveillance
 - d. Construction of Visual and instrument Procedures
 - e. Search and Rescue Services
 - f. Meteorological services for air navigation

2.0. REFERENCE

- 2.1.** The Civil Aviation (Certification of ANSP's Providers) 2017 Regulations.

3.0. BACKGROUND

- 3.1.** Organizations currently providing ANS and/or those new applicants for ANSP certificate shall use this Advisory Circular for guidance in meeting the requirements for certification and understanding the obligations of an ANS provider.
- 3.2.** Service providers will be briefed in as much detail as necessary regarding the preparation of manuals and other required documents during meetings with the Authority personnel. However, it is the responsibility of the applicant to ensure he/she understands all the requirements and processes involved in the certification process. The information in this AC and the reading material referenced will assist the applicant in completing the process with minimal delays and complications.
- 3.3.** The certification process will be carried out in five phases as described below. Organizations currently providing ANS may be exempted from certain processes, particularly in the demonstration phase, if the Authority considers that such

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4.0. CERTIFICATION PHASES

4.1. Phase 1 – Pre-application

In this phase the applicant will formally express his intention to provide ANS by sending an application letter to the Authority. The applicant will be invited to meet with the Authority personnel to discuss basic information and general certification requirements. Following the discussion, the applicant will be provided with the application form.

4.2. Phase 2 - Formal Application

4.2.1. Formal application shall be made on a letter signed by the Chief Executive of the prospective ANSP or the designated representative accompanied by an application *Form TCAA/FRM/SR/ANS-02* and:

- a) a copy of the applicant's draft Manual of Air Navigation Service Operations (MANSOPS) developed in accordance with advisory circular TCAA/QSP/SR/AC/ANS-12
- b) a written statement setting out the services and physical locations at which they will be provided;
- c) fees as prescribed by the Authority; and
- d) where necessary attachments as listed in 4.2.3 below.

- e) Applicants, who have contracted the services of a consultant to handle their application, should provide the name of the consultant with powers of attorney to that effect. Furthermore, if an applicant wishes the Authority to deal directly with a nominated consultant, the letter should include the contact details of the consultant;

4.2.2. It is required that the formal application be submitted at least 90 days before the proposed date of commencement of operations. This period does not include any time spent waiting for the applicant or the applicants' consultant to provide document corrections necessary for the progression of the application.

4.2.3. Other documents that may be required for processing the application will include:

- a) Company General Manuals – Manuals, which may be issued in separate parts for specific users, contain information about the service provider's general policies, duties and responsibilities of personnel, operational control policy, and procedures;

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- b) Training manuals – Training manual for all technical staff, including the provisions for initial, OJT, refresher, recurrence, proficiency and examinations;
- c) Safety Management Systems – The SMS manual if provided as a separate document.;
- d) Quality Manual – The Quality Manual if provided as a separate document;
- e) Security Manual – The Security Manual if provided as a separate document;
- f) Initial Statement of Compliance – This attachment should be a complete listing of all Regulations applicable to the proposed operation. Pertinent regulation and subparts of the regulation should be identified and accompanied by a brief description, or preferably a specific reference to a manual or other document which describes method of compliance for the regulation or subpart of the regulation.
- g) Financial capability – This attachment should consist of written evidence that the applicant has financial capability to provide the ANS as detailed in the MANSOPS.

4.2.4. The Authority will review the application to determine that it contains the required information and attachments. If there are omissions or errors, the formal application and all attachments will be returned with a letter outlining the reasons for its return. If the applicant has a good understanding of the requirements, the formal application should be of sufficient quality to allow any omission, deficiency or open question to be resolved during the formal application meeting.

4.2.5. The service provider’s key management personnel should attend the formal application meeting. The purpose of the meeting is to discuss the formal application and resolve omissions, deficiencies or answer questions from either party.

4.2.6. Following the application meeting the ANSP will be provided with a letter acknowledging receipt and acceptance of the package. The Authority’s acceptance of a formal application does not constitute approval or acceptance of individual attachments. These documents will be evaluated thoroughly during subsequent phases of the certification process. If the formal application is not accepted, it will be returned with a written explanation of the reasons for its

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4.2.7. A non-refundable application fee as prescribed by the Authority shall accompany the application form.

4.3. Phase 3 – Document Evaluation

4.3.1. After the application has been accepted, inspectors will begin a thorough evaluation of all the manuals and documents. The Authority will endeavour to complete these evaluations in accordance with the accepted operator's schedule of events. If a manual or document is incomplete or deficient, or if non-compliance with the regulations or safe operating practices is detected, the manual or document will be returned for corrective action. If the manuals and documents are satisfactory, they will be approved, as required by the Regulations. Approvals may be indicated by letter as appropriate, or by approval of MANSOPS. Acceptance of information that does not require formal approval will be indicated by letter.

4.3.2. The time involved in the processing of information which must be addressed in the applicant's manuals and other documents depends on the complexity of the planned operation.

4.3.3. Upon completion of the evaluation phase, a date for the on-site-inspection will be arranged with the applicant.

4.4. Phase 4 - Demonstration and Inspection

4.4.1. It is necessary for the ANSP to demonstrate the ability to comply with regulations and safe operating practices as provided in the Regulations. Demonstrations of ability include actual performance of activities and/or operations while being observed by the ANS inspectors. During this phase, the Authority will evaluate the effectiveness of the policies, methods, procedures and instructions as described in the MANSOPS and associated documents. Emphasis is placed on the applicant's safety and management effectiveness. Deficiencies will be brought to the attention of the ANSP for corrective action.

4.4.2. Although the document evaluation and the demonstration and inspection phases have been discussed separately in this AC, these phases overlap, or are accomplished simultaneously in actual practice.

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4.4.3. The Demonstration and Inspection Phase outlined above is only applicable to the initial certification of an ANS provider.

4.4.4. An ANSP who is already providing services during the initial certification or recertification, need not do the demonstrations unless the Authority deems it necessary for safety reasons.

4.5. Phase 5 – Issue of Certificate

4.5.1. After the demonstration and inspection phases have been completed satisfactorily, the Authority will approve the MANSOPS and prepare an ANSP Certificate (*Form TCAA/FRM/SR/ANS-12*). The approved MANSOPS and the ANSP Certificate will be delivered to the ANSP who will, upon receipt, acknowledge to the Authority in writing.

4.5.2. The certificate holder is responsible for continued compliance with the Regulations and the authorizations, limitations and provisions of its certificate. Changes in the MANSOPS will involve a process similar to the certification though it may be less complex. The Authority is responsible for conducting periodic inspections of the certificate holder's operations in order to ensure continued compliance with the Regulations and safe operating practices.

5.0. RENEWAL, AMENDMENT, SUSPENSION AND REVOCATION OF CERTIFICATES

5.1. Renewal of certificate

5.1.1. An applicant for the renewal of a certificate shall submit an application to the Authority not less than 60 days before the expiry of the certificate using *Form TCAA/FRM/SR/ANS-02*

5.1.2. The renewal of a certificate shall be subject to compliance with the Civil Aviation Regulation and any other conditions as may be specified or notified by the Authority.

5.2. Amendment of certificate

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5.2.1. An application for amendment of a certificate shall be submitted to the Authority using *Form TCAA/FRM/SR/ANS-02*. The application shall be accompanied by two copies of MANSOPS and fee as prescribed by the Authority.

5.2.2. The Authority may, where necessary, amend the certificate if;

- a) there is change in the use or operation,
- b) the holder of the certificate requests an amendment, or
- c) the Authority deems it necessary

5.3. Suspension and revocations of certificates

The Authority may suspend or revoke a Certificate in accordance with the provisions of Regulation 34 of The Civil Aviation (Certification of ANSP's) 2017 Regulations.



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