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|  | <p style="text-align: center;">TANZANIA CIVIL AVIATION AUTHORITY AIR NAVIGATION SERVICES INSPECTORATE</p> | <p style="text-align: right;">Revision: 1</p> |
| <p>Document No: TCAA/QSP/SR/AC/ANS - 12</p> | <p>Title: Development of Manual of ANS Operations (MANSOPS)</p> | <p style="text-align: right;">Page 1 of 6</p> |

1.0 PURPOSE

- 1.1** This Advisory Circular (AC) provides guidance for the development of the Manual of Air Navigation Services Operations (MANSOPS).
- 1.2** Applicants for the certificate will be briefed by the Authority in as much detail as necessary regarding the preparation of the MANSOPS and other documents. The MANSOPS is the principal document supporting the application for an ANSP certificate
- 1.3** The MANSOPS is based on the requirements outlined in the Manual of ANS Standards and associated ICAO documents.

2.0 REFERENCES

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

3.0 CONTENTS OF THE MANSOPS (FORMAT)

3.1. Foreword

This is an introductory note often written by the accountable executive. The foreword provides background information of the material contained in the manual and a statement of commitment to compliance.

3.2. Introduction

- 3.2.1. Purpose and scope of the manual,
- 3.2.2. A statement that the manual complies with all applicable regulations and requirements and with the terms and conditions of the applicable ANSP Certificate,
- 3.2.3. A statement that the manual contains operational instructions to be complied with by the relevant personnel in the performance of their duties,
- 3.2.4. List of manuals comprising the MANSOPS
- 3.2.5. A list and brief description of the various parts of the MANSOPS and their contents, applicability and use,

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3.2.6. Responsibility for the content of the manual,

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- 3.2.7. Responsibility for amendment of the manual,
- 3.2.8. List of effective pages,
- 3.2.9. Distribution of manuals and amendments.

3.3. Management organization

- 3.3.1. A description of the organizational structure of the company, relationship between departments within the ANS and in particular, the subordination and reporting lines of all divisions, departments etc., which pertain to the provision of ANS, shall be shown,
- 3.3.2. Duties and responsibilities of management personnel,
- 3.3.3. Qualifications of management personnel,
- 3.3.4. Description of the system for supervision. This description shall show how the services are supervised and the qualifications of supervisors involved. In particular, the procedures related to the following items shall be described,
 - a) Control, analysis and storage of records, documents, additional information, and safety related data,
 - b) A description of any system for promulgating information which may be of an operational nature but is supplementary to that in the MANSOPS. The applicability of this information and the responsibilities for its promulgation shall be included.

3.4. Services to be provided

- 3.4.1. Type of services provided (e.g. Air Traffic Services),
- 3.4.2. Description of the services provided (Scope, hours of operation, etc),
- 3.4.3. Location from which the services shall be provided

3.5. Personnel requirement

- 3.5.1. Minimum number of personnel required for each functional area,
- 3.5.2. Duties and responsibilities of personnel,
- 3.5.3. Qualifications of personnel,
- 3.5.4. Working hours,
 - a) Shift,
 - b) Fatigue management,
- 3.5.5. Recruitment procedures,

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- 3.5.6. Training, performance assessment and tracking of information,
- 3.5.7. Leave requirements

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3.6. Facilities and equipment


- 3.6.1. Facilities provided,
- 3.6.2. Requirements for installation, maintenance and calibration.

3.7. Procedures and processes

- 3.7.1. ATM procedures 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.
- 3.7.2. CNS procedures for installation, maintenance and flight check for navigation aids and other auxiliary facilities including power supply, computers
- 3.7.3. AIS procedures for provision of AIS at AIS Aerodrome Units, International NOTAM Office (NOF), AIS Headquarters Unit and production of Maps and Charts.
- 3.7.4. Systems and procedures to ensure separation between controlled flights and active special use airspace,
- 3.7.5. Contingency plans for part or total system failure,
- 3.7.6. Compliance with the civil aviation (security) regulations as required,
- 3.7.7. Fault and defect reporting,
- 3.7.8. Maintenance of documents and records,
- 3.7.9. Facility operations and maintenance plan and procedure

3.8. Safety management system/Quality System

- 3.8.1. A description of the main aspects of the Safety Management Programme/quality system adopted including a summary of safety factors considered before seeking certification.
- 3.8.2. The SMS and QS manuals may be provided as stand alone documents but they will form part of the MANSOPS.



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