

	<p style="text-align: center;">TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS AIR NAVIGATION SERVICES INSPECTORATE</p>	<p>Revision: 3 Advisory Circular</p>
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JOB DESCRIPTION FOR INSTRUMENT FLIGHT PROCEDURE DESIGNERS

1.0 PURPOSE

- 1.1 The purpose of this Advisory Circular is to provide guidance to Air Navigation Service Providers (ANSPs) in the development of job descriptions for personnel engaged in the construction of instrument and visual flight procedures.
- 1.2 It is essential that the job descriptions for technical personnel are aligned with the objectives, functions, and activities prescribed under the Civil Aviation (Construction of Visual and Instrument Flight Procedures) Regulations.

3.0 REFERENCES

- 2.1 Civil Aviation (Certification of Air Navigation Services Provider) Regulations; 2017
- 2.2 Civil Aviation (Construction of Visual and Instrument Flight Procedures) Regulations; 2017
- 2.3 ICAO Doc 8168 – OPS/611 Procedure for Air Navigation Service - Aircraft Operations;
- 2.4 ICAO Doc 9368 – AN/911 Instrument Flight Procedure Construction Manual;
- 2.5 ICAO Doc 9906 – AN/472 Quality Assurance Manual for Flight Procedure Design.

4.0 INTRODUCTION

- 4.1 The Instrument Flight Procedure (IFP) design organization shall establish and maintain an appropriate design office to ensure that IFP designers can carry out their work in compliance with the requirements of the Civil Aviation (Construction of Visual and Instrument Flight Procedures) Regulations.
- 4.2 In accordance with the Civil Aviation (Construction of Visual and Instrument Flight Procedures) Regulations, the Air Navigation Service Provider (ANSP) shall designate a Unit responsible for providing Instrument Flight Procedure Design Services for air navigation. The regulations prescribe the rules, requirements, procedures, and standards for such designation, and further require that the designated service provider delivers services in compliance with the conditions prescribed by the Authority.
- 4.3 To ensure the safety and quality of flight procedures, the design process shall be coordinated with all relevant stakeholders. Such coordination shall take into account factors including air traffic flows, separation requirements, and airspace user needs, from the initiation of the procedure design through to its publication, wherever practicable

5.0 FUNCTIONS AND ACTIVITIES

- 5.1 To meet the objectives of Instrument Flight Procedure Design (IFPD), the ANSP shall establish and implement an organized system comprising the necessary procedures, processes, and resources for

the timely provision of Instrument Flight Procedure Design services. For this purpose, the ANSP shall establish and maintain an office adequate to support the provision of IFPD services for air navigation.

- 5.2 The designated ANSP shall develop and maintain job descriptions for all technical staff engaged in the provision of Instrument Flight Procedure Design services, ensuring that their functions and activities are consistent with regulatory requirements.

6.0 JOB DESCRIPTIONS OF PANS- OPS STAFF

As a general guide, the duties and responsibilities of Instrument Flight Procedure Design staff should include the following;

- a) Design, revise and maintain all types of instrument and visual flight procedures when called upon for of all airports and ATS routes within Dar es salaam Flight Information Region, according to the Authority's specifications.
- b) Review, verify, and maintain flight procedures, ensuring compliance with established quality assurance requirements;
- c) Verification and authorization of aeronautical data from various sources before use and storage in data base.
- d) Develop and maintain a structured database for obstacle assessment;
Prepare and/or participate in Ground/Flight validation of new or amended procedures;
- e) Assess the impact of man-made obstacles and hazardous activities on instrument flight procedures;
- f) Conduct assessments of airspace requirements to support airspace optimization;
- g) Prepare and submit instrument flight procedure designs (IFPDs) for approval;
- h) Maintain close coordination and consultation with users of instrument flight procedures.
- i) prepare and implement training programmes for PANS-OPS personnel, including on-the-job training;
- j) Evaluate staff performance and identify training needs;
- k) Ensure continued improvement of all aspects of the quality management system



Tanzania Civil Aviation Authority