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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 - 36</p> | <p>Title: Job Description for PANS-OPS Staff</p> | <p style="text-align: right;">Page 1 of 2</p> |

1.0 Purpose


- 1.1.1. The purpose of this Advisory Circular is to guide Air Navigation Service Providers in developing job descriptions for personnel involved in construction of instrument and visual flight procedures.
- 1.1.2. It is important to ensure that job descriptions for the technical staff are aligned to the overall objectives, functions and activities of construction of instrument and visual flight procedures described in the Civil Aviation (Construction of Visual and Instrument Flight Procedures) Regulations.

2.0 References

- 2.1 Civil Aviation (Certification of Air Navigation Services Provider) Regulations;
- 2.2 Civil Aviation (Construction of Visual and Instrument Flight Procedures) Regulations;
- 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.

3.0 Introduction

- 3.1 The IFP design organization shall maintain an appropriate instrument design office to enable the IFP designer to carry on design work in instrument flight procedures in accordance with the requirements of the Civil Aviation (Construction of Visual and Instrument Flight Procedures) Regulations;
- 3.2 Under Civil Aviation (Construction of Visual and Instrument Flight Procedures) Regulations;, the ANSP shall designate a Unit to provide Instrument Flight Procedure Design Service for air navigation and prescribes rules, requirements, procedures or standards of designation of such service provider. The regulations further require that the services provided by the designated service provider be in accordance with conditions prescribed by the Authority.
- 3.3 For safety and quality flight procedures, designing should be coordinated with all relevant stakeholders taking into account air traffic flows, separation issues, airspace user requirements, etc. from the procedure design initiation to publication whenever possible

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4.0 Functions and Activities

- 4.1. In order to meet the objectives of Instrument Flight Procedure Design, the ANSP shall establish and implement a properly organized system comprising procedures, processes and resources necessary for the timely provision of Instrument Flight Procedure Design Services. The ANSP shall in this regard establish an office which shall be adequate for the provision of Instrument Flight Procedure Design services for air navigation.
- 4.2. The designated ANSP shall develop job descriptions for technical staff providing Instrument Flight Procedure Design services in order to ensure that their functions and activities are aligned to the requirements of the regulations.

5.0 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, maintain and guarantee a quality assurance in the flight procedure design;
- c) Verification and authorization of aeronautical data from various sources before use and storage in data base.
- d) Maintain a well-structured database for obstacles assessment;
- e) Prepare and/or participate in Ground/Flight validation of new or amended procedures;
- f) Assess the impact of man-made obstacle and hazardous activities on instrument flight procedures;
- g) Assess airspace requirements for airspace optimization;
- h) Prepare and submit IFPD for approval
- i) To maintain close coordination with the users of Instrument Flight Procedure;
- j) Preparation and implementation of training programmes for PANS-OPS personnel including on-job-training;
- k) Evaluate staff performance and identify training needs;
- l) To ensure continued improvement of all aspects of quality management system;



Tanzania Civil Aviation Authority