

	<b>TANZANIA CIVIL AVIATION AUTHORITY AIR NAVIGATION SERVICES INSPECTORATE</b>	<b>Revision: 0</b>
<b>Document No: TCAA/QSP/SR/AC/ANS - 34</b>	<b>Title: Development of Aerodrome Flight Information Service(AFIS) Quality Management System(QMS) Manual</b>	<b>Page 1 of 4</b>

## 1.0 PURPOSE

- 1.1. Under the Civil Aviation (Certification of Air Navigation Services Provider) Regulations, each Air Navigation Services Provider (ANSP) is required to establish, implement and maintain quality management system during provision of Aerodrome Flight Information Service(AFIS) at each function stage.
- 1.2. This Advisory Circular(AC) provides guidance on the establishment and implementation including development of an AFIS quality management system(QMS) manual

## 2.0 REFERENCES

- 2.1. The Civil Aviation (Certification of Air Navigation Services Provider) Regulations;
- 2.2. ICAO circular no 211-AN/128 Aerodrome flight information service(AFIS)

## 3.0 BACKGROUND

- 3.1. One of the core functions of Aerodrome flight information service (AFIS) is to provide adequate information useful for the safe and efficient conduct of aerodrome traffic. The appropriate authority will determine where AFIS should be provided at a given aerodromes, to give due consideration to the type(s) of air traffic involved, the density of air traffic, the topographical and meteorological conditions, and such other factors as may be pertinent to safety and efficiency, including the language(s) to be used in air-ground communications. This calls for the establishment of a quality management system (QMS) within the organizational structure of the ANSP

AFIS should be provided by a unit located at the aerodrome and identified as an "AFIS unit" which will provide flight information service and alerting service to aerodrome traffic.

## 4.0 GUIDANCE AND PROCEDURES

The quality system adopted shall include at least the organization's quality policy, a description of the organisation of the quality system, and allocation of duties and responsibilities.

The ANSP will develop and submit the QMS Manual for approval by the Authority during the certification process.

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## 5.0 QMS Manual Evaluation

The Civil Aviation (Certification of Air Navigation Services Provider) Regulations specifies application of the certificate shall be accompanied by quality management system Manual. The ANS Inspector When evaluating the Manual, must ensure that the relevant elements and the contents of the Manual listed below are included

### 5.1 Preliminary Pages

- i) Foreword including the signature page
- ii) Preface
- iii) Purpose
- iv) Normative references
- v) Distribution
- vi) Record of Amendments
- vii) Checklist of pages
- viii) Table of contents
- ix) Definitions
- x) Abbreviations

### 5.2 CHAPTER 1. CONTEXT OF AFIS

- 1.1 Understanding AFIS and its context
- 1.2 Understanding the needs and expectations of interested parties
- 1.3 The scope of the quality management system in AFIS
- 1.4 Quality management system and its processes for each AFIS functional area

### 5.3 CHAPTER 2. LEADERSHIP

- 1.1 Leadership and commitment
- 1.2 Policy
- 1.3 AFIS Quality management roles, responsibilities and authorities

### 5.4 CHAPTER 3: PLANNING

- 3.1. Managing risks and opportunities
- 3.2. Quality objectives and planning to achieve them

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### 3.3. Management of Change

## 5.5 CHAPTER 4: SUPPORT

- 4.1. Resources
- 4.2. Competence
- 4.3. Awareness
- 4.4. Communication
- 4.5. Documented information

## 5.6 CHAPTER 5: OPERATION

- 5.1. Operational planning and control
- 5.2. Requirements for products and services
- 5.3. Design and development of products and services
- 5.4. Control of externally provided processes, products and services
- 5.5. Production and service provision
- 5.6. Release of products and services
- 5.7. Control of nonconforming outputs

## 5.7 CHAPTER 6 : PERFORMANCE EVALUATION

- 6.1. Monitoring, measurement, analysis and evaluation
- 6.2. Internal and External audit
- 6.3. Management review

## 5.8 CHAPTER 7: IMPROVEMENT

- 7.1. General
- 7.2. Nonconformity and corrective action
- 7.3. Continual improvement

## 5.9 CHAPTER 8: SAFETY MANAGEMENT SYSTEM (SMS) AND QMS

- 8.1. Introduction to SMS

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- 8.2. Relationship between SMS and QMS
- 8.3. Integration Principle and Method of QMS and SMS

### 5.10 Appendices and Attachments

supplementary material if any should be attached as Appendices and/or Attachments at the end of a QMS Manual for reference and/or explanation.

When satisfactory the Authority shall approve the amendments. One copy of the amendment shall be retained, and the other returned to the applicant.




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**Civil Aviation Authority**