



Procedures for the development and management of ANS & ATCL Inspectorate Technical procedures and Guidance Material

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**ANS & ATCL INSPECTORATE
SAFETY REGULATION DIVISION**



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Guidance Material

DOCUMENT APPROVAL

This document, **Procedures for the development and management of ANS & ATCL Inspectorate Technical procedures and Guidance Material**, reference **TP ANS 00**, Issue 01 of September 2018, is approved by the Head Air Navigation Standards and Air Traffic Controller Licensing Inspectorate of the Safety Regulation Division.

Signature: _____

Date and official stamp:

01th September 2018





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RECORD OF AMENDMENTS

Amendment No.	Subject	Source	Section affected	Entered by (Date)	Effective Date
-	Initial issue				Sept 2018



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FOREWORD

1. The document is issued under the authority of the Chief Executive Officer of the Seychelles Civil Aviation Authority.
2. The document is directed at the Air Navigation Standards & Air Traffic Controller Licensing Inspectorate and is designed to assist inspectorate staff with the development and management of technical procedures and guidance material.
3. Application of standardized procedures will ensure that technical procedures and guidance material are complete, consistent, systematic and easy to use by ANSPs, ATC training organisations, other relevant service providers and ANS Inspectorate staff.
4. The latest version of this document, in PDF format, is available on the ANS & ATCLI Library or on request by email to ANSI@scaa.sc.
5. The content of this document is controlled by an approved amendment system and is not to be removed and used in any other format where it may be outside the control of the amendment system. The document will only be distributed electronically by the Head ANS & ATCLI as a complete document and as such a list of effective pages is not considered necessary.
6. Amendments of this document shall be incorporated into the manual on receipt and the manual distributed as a complete revised document with amendment status indicated in the Record of Amendments page. All changes to the text from the previous version shall be identified by the use of strikethrough of the previous text and grey highlight of the new text until a subsequent amended document is issued. Each page will also indicate the amendment date and issue number. For clarity and simplification, all pages of the respective section will have the same amendment status upon amendment of one or more pages
7. The Head Air Navigation Standards & Air Traffic Controller Licensing Inspectorate is responsible for amendments to this document. Readers should forward advice of errors, inconsistencies or suggestions for improvement to the Head Air Navigation Standards & Air Traffic Controller Licensing Inspectorate at the email in 4 above or the address below.

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ACRONYMS

ANS	Air Navigation Services or Air Navigation Standards, as applicable
ANS & ATCLI	Air Navigation Standards and Air Traffic Controller Licensing Inspectorate
ANSP	Air Navigation Service Provider
ATC	Air Traffic Control
HANS & ATCLI	Head Air Navigation Standards and Air Traffic Controller Licensing Inspectorate
SRD	Safety Regulation Division
STS	Seychelles Technical Standard



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Chapter 1

INTRODUCTION

1.1 Purpose and scope

- 1.1.1 This document details the procedures for the development and the management of Air Navigation Standards & Air Traffic Controller Licensing Inspectorate (ANS & ATCLI) technical procedures (TPs) and guidance material (GM).
- 1.1.2 TPs/GM are issued under the Authority of the Head ANS & ATCLI for the official purpose of publishing procedures and guidance to support ANSPs, ATCO training organisations and other relevant service providers in the implementation technical standards. They also provide procedures and guidance to assist ANS Inspectors in their safety oversight responsibilities.

1.2 Summary of the development and management procedures

- 1.2.1 All ANS&ATCLI TPs/GM shall be developed in accordance with the procedures set out in this document by Head of ANS & ATCLI in collaboration with ANS Inspectors.
- 1.2.2 The layout of TPs/GM are based on the template of this document consisting of a cover page and the components detailed in 2.2 and 2.3 of Chapter 2 to this document.
- 1.2.3 TPs/GMs are subject to periodic review in matter of effectiveness and currency with applicable technical standards and Safety Regulation policies.
- 1.2.4 After development, approval and any amendment, the TP/GM is published on the SCAA website at the following links:

http://www.scaa.sc/index.php?option=com_content&view=article&id=140:scap-ans&catid=48&Itemid=836

http://www.scaa.sc/index.php?option=com_content&view=article&id=157:scap-pel&catid=51&Itemid=839

as applicable to ANSPs, ATCL Training Organisation and other relevant service providers and kept electronically in the ANS & ATCLI library.



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Chapter 2

TPS/GM DEVELOPMENT

2.1 Requirement for TPs/GM development

The requirement for and the content of a TP/GM to support new or proposed amendment to ANS or ATCL technical standards effectively evolves during the development phase of the technical standard project.

2.2 Responsibility for TPs/GM development

The Head of ANS & ATCLI makes a decision to develop a TP/GM for a particular area of activity of the ANS & ATCLI and prepares the draft with ANS Inspectors and other SR Inspectorates as the circumstance of the required development demands.

2.3 Components of TPs/GM

2.3.1 *Document control pages.* These shall consist of the following:

- (a) *Cover page* containing:
 - (i) the title;
 - (ii) a unique publication reference, TP ANS XX or TP ATCL XX, where XX is a double-digit number starting with 00 for the first TP/GM publication reference;
 - (iii) a double-digit and sequence issue number starting from 01;
 - (iv) an issue date in the format 'month year'; and
 - (v) ANS & ATCLI of Safety Regulation Division as the issuing inspectorate.
- (b) *Approval page* containing a statement of approval by the Head ANS & ATCLI, signature of the same, the date of approval and official stamp;
- (c) *Record of amendments page* containing a table with Amendment Number, Subject of the amendment, Source of the amendment, Section of the TP/GM affected, Name of the person who entered the amendment, the date amendment is entered and the Effective Date of the amendment;

2.3.2 *Foreword page.* This page shall contain information and guidance as follows:

- (a) Background information as to what legislative or regulatory provisions which governs the publication of such TP/GM;
- (b) Who the TP/GM applies to;
- (c) Why the TP/GM was developed;
- (d) The available format of the TP/GM, including how it is made available to all relevant service providers; table of contents and acronyms pages.
- (e) A description of the amendment process of the support document, including who is responsible for amendments and the contact details.

2.3.3 *Table of contents page.* This page shall contain an overall list of contents covering chapters in numeric, by their main headings and sub-headings of the chapter sections, and appendices.

2.3.4 *Chapters pages.* These pages shall contain the procedures and guidance material which supports the implementation of technical standards or the ANS & ATCL and training safety oversight, as applicable to the support document, including diagrams and tables where required, to further support the text of the procedures or guidance material.

2.3.5 *Appendices.* These pages shall contain samples of all relevant SR forms, schedules, safety oversight checklists and other necessary documents, as applicable to the purpose of the TP/GM.

2.4 Proof-reading TPs/GM

2.4.1 TPs/GM shall be carefully reviewed by the Head ANS & ATC Licensing Inspectorate and subject-matter ANS Inspector following completion of the development and amended as appropriate.

2.4.2 The Head ANS & ATCLI shall also consult with ANSPs, other relevant service providers and ATC



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training organisations, where deemed necessary, for their comments on TPs/GM, as they are applicable in their service and training provision. This process shall follow the consultation process of TP ANS 02, Chapter 2, 2.5 STS Consultation.

2.5 Approval of TPs/GM

2.5.1 Following the completion of 2.4 above, the Head ANS & ATCLI shall approve the final draft of the TP/GM with signature, date and official stamp below the statement on the Approval page. The TP/GM becomes effective on the date of signature.

2.6 Amendment of TPs/GM

2.6.1 TPs/GM shall be subject to periodic annual review and amendment as required.

2.6.2 ANSPs, other relevant service providers and ATC training organisations shall forward advice of errors, inconsistencies or proposals for improvement to the Head ANS & ATCLI is responsible for amendments to the TPs/GM.

2.6.3 Amendments to the original issue shall be incorporated into the TP/GM on receipt and the TP/GM shall be distributed as a complete amended document with amendment status indicated in the Record of Amendments page.

2.6.4 All changes to the text from the previous version shall be identified by the use of strikethrough of the previous text and grey highlight of the new text, until a subsequent amended document is issued. Each page will also indicate the amendment date and issue number. For clarity and simplification, all pages of the respective section will have the same amendment status upon amendment of one or more pages.



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Appendices

'Reserved'