



Number: ANS(AIS) SD 2020-01

Issue Date: 25th March 2020

Subject: Dissemination of safety critical information

This Safety Directive (SD) contains directive that is legally enforceable and requires mandatory action to ensure compliance with regulations and/or technical standards.

Recipients are asked to ensure that this SD is copied to all applicable members of staff. The SD also applies to any 'in-house' or contracted maintenance organisations, aerodrome operator and relevant outside contractors.

Interested Parties	Applicability: <i>(Indicate below with 'Applicable' or 'Not Applicable' as appropriate)</i>
Air Traffic Management	<i>Applicable</i>
Air Traffic Services	<i>Applicable</i>
Aeronautical Information Services	<i>Applicable</i>
Meteorological Services for International Air Navigation	<i>Not Applicable</i>
Communication, Navigation, Surveillance Services	<i>Applicable</i>
PANS OPS Services	<i>Not Applicable</i>
Aeronautical Charts Service	<i>Not Applicable</i>
Aeronautical Search & Rescue Services	<i>Not Applicable</i>
Licensed/Unlicensed Personnel	<i>Applicable (AIS Officers)</i>
Aviation Safety Management	<i>Applicable through ATS, CNS or Aerodrome Operator for HIRM under SCAA ISMS</i>
Aerodrome Operator	<i>Applicable</i>

1. Introduction

- 1.1 ICAO Doc 9734, Safety Oversight Manual, Part A, Chapter 3 Critical Element - 5, 3.6.5 requires the supply and speedy dissemination of safety-critical information, such as NOTAM, AICs, Directives, aeronautical charts and other aviation-related publications amongst the responsibilities and functions of the AIS provider, as set forth in AIS.2001 (d) of STS-AIS/ACS. This is essential to foster safety in the aviation operational environment, which is monitored as part of a State safety oversight system. In addition, amendments and updates to aeronautical charts and other aviation-related publications must not be discarded in respect of their roles in ensuring a safe operating environment, also monitored as part of a State safety oversight system.
- 1.2 This SD supersedes and repeals ANS (AIS) SD-2019-01 subsequent to amendments to paragraphs 3.1 and 3.2, the flow chart of Appendix A and the compliance dates.

2. Purpose

This SD is published to support the Safety and Security Regulation Department (SSRD) in accomplishing its specific functions of monitoring, capturing and collecting evidence, and analyzing such evidence for completeness, as part of its safety oversight system, in order to ensure a safe operating environment resulting from the effective implementation of national technical standards.

3. Compliance actions required

- 3.1 By issue of this SD, Air Navigation Standards & Air Traffic Controller Licensing Inspectorate of the Seychelles Civil Aviation Authority, in exercising its powers under Part II of the Civil Aviation Act 2005 and Part 19 of the Civil Aviation (Safety) Regulations, 2017, requires the AIS Office to include the SSRD in its list of addressees when disseminating safety-critical information such as NOTAMs, AICs, Directives, aeronautical charts and other aviation-related publications, in order for SSRD to accomplish its specific functions indicated in 2 above.

The email address to be used by the AIS Office shall be SR@scaa.sc.

- 3.2 Under no circumstance shall the AIS Office issue a NOTAM or AIC in relation to planned activities scheduled maintenance or closure of aerodromes without the regulatory acceptance of the change by the respective Heads of Inspectorate under the change management procedures set forth in the established SCAA ISMS in collaboration with the GMSSR, as appropriate to the NOTAM or AIC. Only following the acceptance shall such a NOTAM or AIC be published. This shall not apply in the case of unforeseen equipment failure, unserviceability of navigational aids, unavailability or reduction of facilities and services, including aerodrome emergency works to repair the manoeuvring areas or to remove obstacle and reduction in airport fire and rescue services cover.
- 3.3 To avoid any delay in carrying out planned activities or scheduled maintenance, a NOTAM request and hazard identification and risk mitigation conducted in relation to the safety impact on aircraft operations shall be submitted in sufficient time to the respective Heads of Inspectorate.
- 3.4 The procedures to be followed prior to publication of a NOTAM and AIC in relation to a planned activities or scheduled maintenance is presented in Appendix A to this SD.

4. Queries

Any query or request for guidance to this SD must be addressed to the Head Air Navigation Standards & Air Traffic Controller Licensing Inspectorate.

5. Effective date

This SD becomes effective on 25th March 2020 and shall remain in force until otherwise notified by the Head Air Navigation Standards & Air Traffic Controller Licensing Inspectorate.

APPENDIX A**Procedure for the issue of NOTAMs and AICs**

(See flowchart on next page)

- A.1 The responsibility of identifying the need to issue safety critical information via a NOTAM or AIC, due to planned activities or scheduled maintenance or unforeseen unserviceability of facilities and equipment rests with the ANSP and the aerodrome operator. The following procedures specifically apply to planned activity or scheduled maintenance requiring the issue of a NOTAM or AIC by the AIS Office.
- A.2 The ANSP or Aerodrome Operator shall compile the information for the NOTAM or AIC request relating to the planned activities or scheduled maintenance using the format established by the AIS Office together with the accompanying hazard identification and risk mitigation (HIRM) conducted in relation to the safety impact on aircraft operations. These shall be submitted to the Head ANS & ATCL Inspectorate by email at ANSI@scaa.sc or Head Aerodrome Safety & Standards Inspectorate at seyaga@scaa.sc, as appropriate, with the AIS Office and the GMSSR in cc at ais@scaa.sc and dalabrosse@scaa.sc respectively.
- A.3 The appropriate Head of Inspectorate above shall acknowledge receipt of the NOTAM or AIC request and the HIRM by email and initiate the HIRM regulatory acceptance process with their respective Inspectors. Should there be the need for additional information or clarification from the ANSP or Aerodrome Operator, this shall be requested by the appropriate Head of Inspectorate, again by email.
- A.4 Based on the outcome of the regulatory acceptance process, the appropriate Head of Inspectorate shall decide whether or not to accept the HIRM.
- A.5 Where the HIRM is not accepted, the ANSP or Aerodrome Operator, as appropriate, shall be notified by the appropriate Head of Inspectorate by email, with the GMSSR in cc. The notification shall include detailed comments which lead to the nonacceptance, and recommendations which could assist with the eventual acceptance of the HIRM. The ANSP or Aerodrome Operator, as appropriate, shall acknowledge receipt of the notification by email and conduct further, the HIRM using the recommendations as guidance and submit back to the appropriate Head of Inspectorate
- A.6 Where the HIRM is accepted, the appropriate Head of Inspectorate shall notify the ANSP or Aerodrome Operator of the acceptance by email and immediately after, notify the AIS Office to prepare and distribute the NOTAM or AIC, with the GMSSR in cc. The email notification to the ANSP or Aerodrome Operator shall be followed with an Acceptance letter. The appropriate Head of Inspectorate shall keep all records of the implemented procedure on the Safety & Security Regulation Centrik system, including email notifications, to meet the purposes detailed in 2 of this SD.
- A.7 AIS Office shall then prepare and distribute the NOTAM or AIC, as appropriate, with the SSRD informed in for the accordance with paragraph 3.1 for the purpose of 2 of this SD.
- A.8 Where there will be significant impact on aircraft and airport operations, as indicted by the Accepted HIRM, for the duration of the NOTAM or AIC, the GMSSR shall inform the SCAA CEO of the impact, inclusive of mitigation measures to be put in place.

Illustration of the procedure

