



Number: ANS(AIS) SD 2019-01

Issue Date: 26th November 2019

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	
Aeronautical Information Services	<i>Applicable</i>
Meteorological Services for International Air Navigation	
Communication, Navigation, Surveillance Services	<i>Applicable</i>
PANS OPS Services	
Aeronautical Charts Service	
Aeronautical Search & Rescue Services	
Licensed/Unlicensed Personnel	<i>Applicable (AIS Officers)</i>
Aviation Safety Management	
Aerodrome Operator	<i>Applicable</i>

1. Introduction

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.

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 action 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 the following:

SR@scaa.sc

- 3.2 Under no circumstance shall the AIS Office issue a NOTAM or AIC in relation to a planned activity without the approval of the GMSSR or in his absence, the respective Heads of Inspectorate, as appropriate to the NOTAM or AIC. This shall not apply in the case of unforeseen equipment failure, unavailability of navigational aids, unavailability or reduction of facilities and services, including reduction in airport fire and rescue services cover.
- 3.3 The procedures to be followed for publication of a NOTAM and AIC in relation to a planned activity or scheduled maintenance is found 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 26th November 2019 and shall remain in force until otherwise amended or revoked by the Head Air Navigation Standards & Air Traffic Controller Licensing Inspectorate.

APPENDIX A**Procedures 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 activity or scheduled maintenance or unforeseen unserviceability of facilities and equipment rests with the ANSP or the aerodrome operator. The following procedures specifically apply to planned 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 using the established format and send those to the AIS Office by email at AIS@scaa.sc. The information shall include all safety risk assessment undertaken and results of such assessment in relation to its safety impact on aircraft operations.
- A.3 AIS Office shall acknowledge receipt and forward all information received from the ANSP or aerodrome operator to GMSSR and Heads of ANS and AGA Inspectorates, using the email address provided in 3.1 of this SD, for their internal consultation and review. The GMSSR will consult with other Heads of Inspectorates and staff, as appropriate, for additional inputs.
- A.4 Based on the outcome of the consultation and review, taking into consideration all aspects of the safety assessment and risk analysis carried out by the ANSP or aerodrome operator, the GMSSR in consultation the Head of ANS and/or AGA Inspectorate, as appropriate, shall decide whether there is any objection. The Head of ANS or AGA Inspectorate, as appropriate, shall then notify the AIS Office of the objection, if any, by email.
- A.5 Where there is no objection from the GMSSR, AIS Office shall prepare and issue the NOTAM or AIC, as appropriate, with the GMSSR and Heads ANS and AGA Inspectorates included as addressees using the email address provided in 3.1 of this SD, for information and record keeping purposes.
- A.6 The GMSSR shall inform the CEO if there will be significant impact on aircraft and airport operation for the duration of the NOTAM or AIC, including any information on mitigation measures in place.
- A.7 Where there is objection and more detailed information is required, the Head ANS or AGA Inspectorate, as appropriate, shall notify the AIS Office of the objection along with the detailed information by email. AIS Office shall acknowledge receipt by email and forward the objection with the detailed information to the ANSP or aerodrome operator for review and feedback.
- A.8 Once feedback with any additional information or clarification is received from the ANSP or aerodrome operator by email, the AIS Office shall acknowledge receipt by email and forward the information to the GMSSR and Head ANS and AGA Inspectorate using the email address provided in 3.1 of this SD, for further review. GMSSR shall then consult further with the respective Heads and if in agreement, inform the AIS Office by email, that there is no objection to the information received.
- A.9 AIS Office shall then prepare and issue the NOTAM or AIC, as appropriate, with the GMSSR and Heads ANS and AGA Inspectorates included as addressees using the email address provided in 3.1 of this SD, for information and record keeping purposes.
- A.10 All information regarding NOTAMs and AICs issued by the AIS Office shall be kept on record by the AIS Office and the SSRD. GMSSR shall coordinate with the Centrik Administrator to uploaded the records on Centrik.

Illustration of the procedures

