



Manual on the development, management and distribution of ANS documents

TP ANS 00

Issue 02
01st August 2019



DOCUMENT APPROVAL

This document, **Manual on the development, management and distribution of ANS documents**, reference **TP ANS 00**, Issue 02 of August 2019, is approved by the Head Air Navigation Standards and Air Traffic Controller Licensing Inspectorate of the Safety & Security Regulation Department.

Signature:



Date and official stamp: 01th August 2019



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RECORD OF AMENDMENTS

Amendment No.	Subject	Source	Section affected	Entered by (Date)	Effective Date
Initial issue					Sept 2018
01	Technical guidance, tools and the provision of safety critical information (CE-5)	ICAO Doc 9734, Part A, 3.6	All	Joseph Lajoie (July 2019)	01 Aug 2019



FOREWORD

1. This manual is issued under the authority of the Chief Executive Officer of the Seychelles Civil Aviation Authority.
2. The manual is directed at the Air Navigation Standards & Air Traffic Controller Licensing Inspectorate (ANS & ATCLI), Air Navigation Service Providers (ANSPs), and other relevant services providers and is intended to assist with the development, management and distribution of technical procedures, operational procedures, letters of agreement, the methods of communication by ANS & ATCLI and guidance material.
3. Application of standardized procedures and formats will ensure that such documents are complete, consistent, systematic and easy to use by ANS & ATCLI, ANSPs and other relevant service providers.
4. The latest version of this manual, in PDF format, is available on the SCAA website at http://www.scaa.sc/index.php?option=com_content&view=article&id=140:tp-ans&catid=48&Itemid=836
It is also available in the ANS & ATCLI Library or on request by email to ANSI@scaa.sc.
5. The content of this manual 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 manual 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 manual shall be incorporated therein 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 ANS & ATCLI is responsible for amendments to this manual. Readers should forward advice of errors, inconsistencies or suggestions for improvement to the Head ANS & ATCLI at the email in 4 above or the address below.

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Safety & Security Regulation Department
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ACRONYMS

ANS	Air Navigation Services or Air Navigation Standards, as applicable to the context it is used
ANS & ATCLI	Air Navigation Standards and Air Traffic Controller Licensing Inspectorate
ANSP	Air Navigation Service Provider
ATC	Air Traffic Control
SSRD	Safety & Security Regulation Department
STS	Seychelles Technical Standard



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Chapter 1

INTRODUCTION

1.1 Purpose and scope

- 1.1.1 ICAO Doc 9734, Part A requires member States to develop and publish their own technical guidance material to assist their technical experts in implementing national regulations, procedures and practices in the areas such as application for a licence, rating, certificate or approval, evaluate claims made on an application form and evaluate experience and competence. Such technical guidance should also include guidance on the implementation of applicable regulations, instructions, notices and directives.
- 1.1.2 This document provides procedures, which address the development, distribution and management of technical procedures (TP), operational procedures (OP) and guidance materials (GM) applicable to Air Navigation Standards & Air Traffic Controller Licensing Inspectorate (ANS & ATCLI) and air navigation services providers (ANSPs) associated with the implementation of ANS specific technical standards.
- 1.1.3 TP, OP and GM by the Authority are issued under the Authority of the Head ANS & ATCLI for the official purpose of publishing procedures and guidance to support ANSPs and other relevant service providers in the implementation of applicable Seychelles Technical Standards (STS). They also provide procedures and guidance to assist ANS Inspectors in their safety oversight responsibilities.
- 1.1.4 OP and GM by ANSPs are issued under the Authority of the General Manager ANS Department for air traffic services (ATS, aeronautical telecommunication services (CNS), aeronautical information services (AIS), aeronautical charts service (ACS), search & rescue services (SAR) and the Chief Executive Officer of the Seychelles Meteorological Authority for meteorological services for air navigation (MET).
- 1.1.5 ANSPs are strongly advised to follow the procedures of this document in the development, management and distribution of their OP and GM. By doing so, would harmonise their documents with those of the Authority and ICAO, which would facilitate any review, amendment, acceptance and/or approval by all parties (ANSP, Authority or ICAO USOAP) involved in those processes.

1.2 Summary of the development, management and distribution of TP, OP and GM

- 1.2.1 All TP, OP, LoA and GM by ANS & ATCLI shall be developed in accordance with the procedures set out in this manual by Head of ANS & ATCLI in collaboration with ANS Inspectors and by the person delegated for this task from the ANSPs and other relevant service providers.
- 1.2.2 The layout of TP, OP and GM shall be based on the format of this manual consisting of a cover page and the components detailed in 2.2 and 2.3 of Chapter 2.
- 1.2.4 Following the development, approval, review and any amendment, TP and GM by the Authority shall be 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 ANSP or other relevant service provider and also kept electronically in the ANS & ATCLI Library in the [SCAA-SRSERVER](#).
- 1.2.5 OP and GM developed, approved, reviewed and amended by an ANSP shall be published for access and usage by all affected parties, in the form established by the ANSP.



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Chapter 2

TP, OP AND GM DEVELOPMENT

2.1 Requirement for TP, OP and GM development

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

2.2 Responsibility for TP, OP and GM development

2.2.1 The Head of ANS & ATCLI shall be responsible for the development of a TP or GM for a particular area of activity of the Inspectorate and prepare the draft with ANS Inspectors and other SR Inspectorates as the circumstance of the required development demands. At service provision level, it shall be the responsibility of the Manager of Standards & Regulatory Affairs or equivalent with regards developing an OP or a GM.

2.3 Components of TP, OP and 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, TP ATCL XX, OP ANS XX or OP ATCL XX where XX is a double-digit number starting with 00 for the first TP, OP or GM publication reference;
 - (iii) a double-digit and sequenced issue number starting from 01;
 - (iv) an issue date in the format 'month year'; and
 - (v) the issuing Department or Division.
- (b) *Approval page* containing a statement of approval by the Head ANS & ATCLI or the GM ANSD or the Delegated Authority, 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, the Source of the amendment, the Section of the TP, OP or GM affected, the Name of the person who made the amendment, the Date the amendment was made 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 the legislative or regulatory provisions which governs the publication of the TP, OP or GM;
- (b) To whom the TP, OP or GM applies;
- (c) Why the TP, OP or GM was developed;
- (d) The available format of the TP, OP or GM, including how it is made available to all relevant service providers and other parties;
- (e) A description of the amendment process, including who is responsible for amendments with 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 *Acronyms pages.* This page shall contain all acronyms used in the TP, OP or GM, with details of their meanings.

2.3.4 *Chapter pages.* These pages shall contain the in details, the procedures and guidance material, which support the implementation of technical standards, safety oversight or training, as applicable to the TP, OP or GM, including diagrams and tables where required, as supplements to the text.

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, OP or GM.



2.4 Proof-reading

Following completion of the development and amended, TPs, OPs and GM shall be carefully reviewed by selected and competent entities such as the targeted users at consultation phases, subject matter experts other than the person responsible for the development and amendment or available inspectors from other inspectorates. The consultation process of TP ANS 02, Chapter 2, 2.5 STS Consultation shall be implemented for consultations.

2.5 Approval

Following the completion of 2.4 above, the Head ANS & ATCLI shall approve the final draft of a TP or GM originating from the Inspectorate and the CEO SMA or GM ANSD or their Delegated Authority shall approve the final draft of an OP or a GM originating from service provision, with signature, date and official stamp on the Approval page. The TP, OP or GM becomes effective on the date of signature.

2.6 Amendment

2.6.1 TP, OP and GM shall be subject to periodic review in matter of effectiveness and currency with applicable technical standards and Safety Regulation policies.

2.6.2 ANSPs and other relevant service providers shall submit advice of errors, inconsistencies or proposals for improvement to TP and GM promulgated by the Inspectorate to the Head ANS & ATCL Inspectorate. Users of ANSP OP and GM shall submit advice of errors, inconsistencies or proposals for improvement to the Manager Standard & Regulatory Affairs or equivalent.

2.6.3 Amendment of a TP, OP and GM shall be distributed as a complete amending document with deleted text indicated by a strikethrough and new text highlighted in grey, until a subsequent amended issue is published. Each page shall also indicate the amendment number and amendment date.

2.6.4 For clarity and simplification, all pages of the each chapter shall have the same amendment status upon amendment of one or more procedure or guidance material.

2.6.5 The details of each amendment shall be recorded on the Amendment Records.



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Chapter 3

LETTERS OF AGREEMENT

3.1 Format

- 3.1.1 The format and content of a Letter of Agreement (LoA) between services provision, between services provision and air operators and between service provision and the military authority, such as those covering coordination agreements with the ATS provider, the AIS provider and the MET service provider, shall be in accordance with *ICAO Doc 9377 - Manual on Coordination between Air Traffic Services, Aeronautical Information Services and Aeronautical Meteorological Services*.
- 3.1.2 The provisions of SERA.7005 of STS-RoA, and those of ATS.2070, ATS.2085 and ATS.2090 of STS-ATS shall apply when developing LoA.



Chapter 4

ANS & ATCLI COMMUNICATION LEVELS

4.1 Communication to ANSPs

4.1.1 The ANS & ATCLI has a three-tiered approach for different levels of communications as follows:

4.1.1.1 Information Notice



**Information
Notice**

An Information Notice (IN) is issued for information that conveys no specific safety issues and requires no action other than to note and disseminate the content for informative purposes. The IN is identified as shown on the left, located at the top left hand corner of the IN.

4.1.1.2 Safety Notice



**Safety
Notice**

A Safety Notice (SN) is issued in circumstances where the information conveyed is highlighting safety concerns, which are already addressed by established regulation and technical standard. The SN is identified as shown on the left, located at the top left hand corner of the SN.

4.1.1.3 Safety Directive



**Safety
Directive**

A Safety Directive (SD) is issued in circumstances where mandatory action is required by means of a Directive, which is legally enforceable. The SD shall specify which regulation or technical standard makes it legally enforceable, the action required and by whom, and the time limit for compliance. The SD is identified as shown on the left, located at the top left hand corner of the SD.

4.2 Reference numbers

ANS & ATCLI shall use a sequential numbering system for all communications. The following serves as example:

An IN applicable to air traffic services shall be pre-fixed with '**ATS IN**', followed by the year in complete and a two-digit number, hence the complete reference number shall be, **ATS IN-2019/01**, in bold style. Similarly, for AIS, MET, CNS, PANS OPS, ACS and SAR services, their IN, SN or SD shall be prefixed by their acronyms.

4.3 Format of IN, SN and SD

The format of IN, SN and SD shall be in accordance with the samples provided in Appendix 1 of this document.

4.4 Publication of IN, SN and SD

Notification of publication of IN, SN and SD shall be through email to the respective ANS for Manager Standards & Regulatory Affairs or equivalent following the publication, in PDF format, on the SCAA website at the following link:

http://www.scaa.sc/index.php?option=com_content&view=article&id=142:ans-notice-directives&catid=48&Itemid=836



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Appendix 1

ANS & ATCLI COMMUNICATION FORMATS

A1-1 Information Notice

**Information
Notice**

AIR NAVIGATION SERVICES



Number:

Issue Date:

Subject:

This Information Notice contains information that conveys no specific safety issues and requires no action other than to note and disseminate the content for informative purposes.

Recipients are asked to ensure that this Information Notice is disseminated to all applicable members of staff. The IN also applies to any 'in-house' or contracted maintenance organisations and relevant outside contractors.

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

- 1. Introduction**
- 2. Purpose**
- 3. Scope**
- 4. (Title of main text)**
- 5. Queries**
- 6. Cancellation**



A1-2 Safety Notice



AIR NAVIGATION SERVICES



Number:

Issue Date:

Subject:

This Safety Notice (SN) contains information that highlights safety concerns already addressed by established regulation and/or technical standard.

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

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

- 1. Introduction**
- 2. Purpose**
- 3. Scope**
- 4. (Title of main text)**
- 5. Queries**
- 6. Cancellation**



A1-3 Safety Directive



**AIR NAVIGATION
SERVICES**



Number:

Issue Date:

Subject:

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 and relevant outside contractors.

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

- 1. Introduction**
- 2. Purpose**
- 3. Compliance action required**
- 4. (Title of main text)**
- 5. Queries**
- 6. Cancellation**



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