CIVIL AVIATION AUTHORITY OF FIJI
ISO 9001:2015 Certified

# Air Traffic Service Provider Compliance Statement

GS 217D

The standards reference in this compliance statement have been extracted from the CAAF SD-ATS as the minimum compliance requirements for an applicant for the issue or renewal of an Air Traffic Service Provider (ATSP) Certificate.

A completed compliance statement must be submitted by the applicant both for initial certification and for renewal. Additionally, the certificate holder should maintain an up-to-date compliance statement to assist with on-going compliance and to support certificate amendment requests.

The purpose of the compliance statement is to speed up the certification process, ensure every applicable SD requirement has been addressed in the exposition, and reduce the cost of certification by allowing the quick location of required policies or procedures in the applicant's exposition manual suite.

**All Civil Aviation requirements have to be complied with**, but not every requirement has to be addressed in the exposition. At least the following Standards must be included unless they are not applicable to the operation, in which case they should be annotated as such. The intention of this statement is to assist rather than instruct the applicant in an initial application or request for renewal. If, for your operation, compliance is required with a requirement not listed in the statement, please add it to the list and identify the exposition reference.

This statement must be completed by every applicant for an Air Traffic Service Provider Certificate and show the exposition pages and paragraph numbers that satisfy the rules in the Manual References / Applicant's Comments column. Where the applicant does not meet the requirement or deems it not applicable, an explanation should be given in this column. **Please note ticks (√) are not acceptable**.

The completed statement should accompany the exposition documents and preferably be included as a component of the exposition. The applicant may submit a completed statement in a different format as long as it includes all the standard references identified in that shown below; however, there may be additional processing time required by CAAF in cross-referencing requirements.

| Name of Applicant: | Title: | Signature: |
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| Date: | Telephone/Address: | Email: |

| **Manuals Submitted** | **Effective Date of the Submitted Manuals and applicants' comments.** | **CAA Comments (for CAA use only)** |
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| ATSP Exposition | | |
| Fiji Manual of Air Traffic Services | | |

| SD ATS Ref | DESCRIPTION | ATSP Manual Ref | CAAF Comments (for CAAF use only) |
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| **2.1** | **Personal Requirements** | | |
| (a) | Each applicant for the grant of an air traffic service certificate shall engage, employ, or contract—<br>1. A senior person identified as the Chief Executive or Accountable Manager who has the authority within the applicant's organisation to ensure that each air traffic service listed in its exposition— | | |
| | i. can be financed; | | |
| | ii. is provided in accordance with the requirements prescribed by this Standards Document; | | |
| | 2. A senior person or persons who are responsible for ensuring that the applicant's organisation complies with the requirements of this Standards Document. Such nominated person or persons shall be ultimately responsible to the Chief Executive/Accountable Manager; | | |
| | 3. Sufficient personnel to manage, support, and provide the air traffic services and any associated training or assessment listed in the applicant's exposition. | | |
| (b) | The applicant shall establish procedures to<br>1.ensure the competence of those personnel who are authorized by the applicant to provide the air traffic services, and training and assessment for those services, listed in the applicant's exposition; and | | |
| | 2. provide those authorised personnel with written evidence of the scope of their authorisation; | | |
| | 3. ensure that those authorised personnel hold appropriate current licences and ratings issued under Regulation 53; | | |
| | 4. ensure, where practicable, that authorised personnel only exercise the privileges of their rating or ratings if they are familiar with all relevant and current information; | | |
| | 5. facilitate, for rated air traffic service licence holders, compliance with the | | |

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| | recent experience requirements of SD-ATSPL; | | |
| | 6. Ensure, where practicable, that an air traffic controller shall not exercise the privileges of their rating or ratings— | | |
| | 7. unless they comply with any endorsements on their medical certificate; and | | |
| | 8. when any decrease in their medical fitness might render them unable to safely exercise these privileges; | | |
| | 9. Ensure that for the provision ATS services, all ATS personnel whilst on operational duties meet the requirements of Regulations No. 72 (3)-Use of intoxicating liquor, narcotics or drugs. | | |
| **2.2** | **ATS Training** | | |
| (a) | Each applicant for the grant of an air traffic service certificate shall establish procedures and programmes for the training and assessment of the following personnel:<br>1. air traffic controllers; | | |
| | 2. flight information service officers; | | |
| | 3. personnel directly involved in the provision of HF aeronautical telecommunication service; | | |
| | 4. personnel directly involved in activities supporting— | | |
| | i rated air traffic controllers; and | | |
| | ii Rated flight information service officers. | | |
| (b) | The applicant shall establish procedures to ensure that personnel giving instruction in an operational environment hold an appropriate current ATS instructor competency certificate issued under SD-ATSPL. | | |
| (c) | The applicant shall establish procedures to ensure that personnel carrying out assessment for the issue of licences, or the issue or validation of ratings, hold an appropriate current ATS instructor or examiner competency certificate issued under SD-ATSPL. | | |
| **2.3** | **Prevention Of Fatigue** | | |
| (a) | An applicant for the grant of an air traffic service certificate must establish a scheme, acceptable to the Authority, for the management of fatigue on those persons directly responsible for the provision of an air traffic service. | | |
| (b) | The scheme established under paragraph (a) must take account of:<br>1. the rest period available prior to commencing duty; | | |

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| | 2. typical traffic for the shifts to be worked; | | |
| | 3. the availability of rest, refreshment and meal breaks; | | |
| | 4. the availability of relief staff; | | |
| | 5. circadian rhythms; | | |
| | 6. short-term and accumulated sleep deficit; | | |
| | 7. the shift rotation system in use. | | |
| (c) | When considered appropriate by the Authority having regard to the ATS unit hours of service; the scheme established under paragraph (a) must include measures to avoid fatigue through:<br>1. monitoring of workload on ATS staff while on duty; | | |
| | 2. consideration of fatigue as a causative factor in incidents and accidents; | | |
| | 3. education of operational staff on the avoidance of fatigue; | | |
| | 4. Management responsibility for the proactive avoidance of fatigue. | | |
| | **5. specification of the following duty limitations;** | | |
| | i the maximum time or times for continuous operational duty; | | |
| | ii the minimum time or times for breaks from operational duty; | | |
| | iii the maximum time or times for a single period of duty; | | |
| | iv the minimum off-duty time or times between consecutive periods of duty; | | |
| | v the minimum off-duty time following a night shift; | | |
| | vi the maximum number of consecutive periods of duty; | | |
| | vii the maximum number of consecutive night shifts; | | |
| | viii the maximum number of consecutive night shifts; | | |

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| | ix where the shift cycle is based on the calendar week, the minimum number of actual days off duty in any period of four calendar weeks; | | |
| | x Where the shift cycle is not based on the calendar week, the minimum number of actual off duty days in the multiple of full shift cycles (expressed as days) nearest to 28 days. | | |
| (d) | The scheme established under paragraph (a) must detail the extent, if any, by which the standard provisions of the scheme may be varied for circumstances involving—<br>1. a national or local emergency; or | | |
| | 2. the safety of life and property; or | | |
| | 3. Unforeseen operational circumstances. | | |
| (e) | Each applicant for the grant of an air traffic service certificate must establish a procedure to ensure that no air traffic controller or flight information service officer is required or permitted to work periods of duty or shift cycles that do not conform to the scheme required by paragraph (a). | | |
| (f) | Each applicant for the grant of an air traffic service certificate must establish a procedure to ensure that no air traffic controller or flight information service officer provides an air traffic service if the ATS organisation knows or has reason to believe that the person is suffering from, or, having regard to the circumstances of the operational duty, is likely to suffer from, such fatigue as may endanger the safety of any aircraft. | | |
| **2.4** | **Facility Requirements** | | |
| (a) | Each applicant for the grant of an air traffic service certificate shall establish the following facilities that are appropriate to the air traffic services listed in the applicant's exposition: | | |
| | 1. aerodrome control towers; | | |
| | 2. approach control offices; | | |
| | 3. area control centres; | | |
| | 4. aerodrome flight information service offices; | | |
| | 5. flight information centres; | | |

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| | 6. Dedicated training and assessment facilities. | | |
| (b) | An applicant for an aerodrome control service, or an aerodrome flight information service, shall establish procedures to ensure that any aerodrome control tower or aerodrome flight information service office, including any mobile tower or office, listed in the applicant's exposition, is— | | |
| 1. | constructed and situated to provide— | | |
| | i the maximum practicable visibility of aerodrome traffic; | | |
| | ii protection from glare and reflection; | | |
| | iii Protection from noise. | | |
| 2. | safeguarded from any development that would affect the requirements of paragraph (b)(1); and | | |
| 3. | at solo watch locations, provided with—<br>i toilet facilities that ensure the minimum possible interruption to, or degradation of, air traffic services; and | | |
| | ii storage and preparation facilities for food and drink in the visual control room; and | | |
| 4. | provided with equipment for two-way voice communication with—<br>i aircraft, in or adjacent to airspace for which the applicant has responsibility; and | | |
| | ii aircraft, vehicles, and persons, on, or adjacent to, the manoeuvring area; and | | |
| 5. | provided with the following minimum equipment:<br>i a display system or systems designed to show the disposition of current and pending aerodrome traffic together with ancillary information for individual aircraft: | | |
| | ii a power supply: | | |
| | iii appropriate and current maps and charts | | |
| | iv binoculars: | | |
| | v clocks: | | |

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| | vi logbook: | | |
| | vii outside temperature indicator: | | |
| | viii QNH display; | | |
| | ix signal lamp with green, red, and white functions; | | |
| | x telephone communications; | | |
| | xi status monitors for approach and landing aids and any road signalling equipment affecting the use of a runway; | | |
| | xii visibility and cloud height checkpoints; | | |
| | xiii voice and, where applicable, data recording equipment; | | |
| | xiv wind direction and speed display; | | |
| | xv an audible alerting alarm; | | |
| | xvi an AFTN terminal or, where provided for in an ATS letter of agreement, an alternative means of reception and transmission of information normally conveyed by AFTN; | | |
| | xvii if applicable, airfield lighting controls panel; | | |
| 6. | Provided with two independent sources of the current altimeter setting, at least one of which shall be an aneroid barometer or barometric altimeter situated in the visual control room. | | |
| (c) | The applicant shall establish procedures to ensure that area control centres, flight information centres, and approach control offices are— | | |
| 1. | provided with equipment enabling—<br>i to the fullest extent practical, two-way voice communication; and | | |
| | ii where applicable, data communication—<br>with aircraft in, or adjacent to, airspace for which the applicant has responsibility; and | | |
| 2. | provided with the following minimum equipment:<br>i a display system or systems designed to show the disposition of current and pending flights together with ancillary information for individual aircraft: | | |

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| | ii a power supply; | | |
| | iii appropriate and current maps and charts; | | |
| | iv clocks; | | |
| | v logbook; | | |
| | vi status monitors as appropriate for navigation, approach, and landing aids; | | |
| | vii telephone communications; | | |
| | viii voice recording equipment and, where applicable, data recording equipment; | | |
| | ix an AFTN terminal; | | |
| | x for approach control operating positions, an ILS/MLS status monitor at the approach control or approach control ADS operating position for the aerodrome concerned; | | |
| | xi For approach control operating positions responsible for aircraft on final approach, or aircraft landing or taking-off, a wind direction and speed display fed from the same source as the corresponding equipment in the aerodrome control tower. | | |
| (d) | The applicant shall establish procedures to ensure that the aeronautical telecommunications equipment required by paragraphs (b) and (c) are operated in accordance with the requirements of ICAO Annex 10 and Standards Document-Aeronautical Telecommunications. | | |
| (e) | The applicant shall establish procedures to ensure that visual display units used by air traffic services are positioned with due regard to the relative importance of the information displayed and ease of use by the staff concerned. | | |
| (f) | The equipment required by paragraphs (b)(4) and (5), and (c)(1) and | | |
| | 2. Shall have a level of reliability, availability, and redundancy that minimises the possibility of failure, non-availability, or significant degradation of performance. | | |

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| (g) | The applicant shall establish procedures to ensure that the status monitors required by paragraph (b)(5)(xi) and paragraphs (c)(2)(vi) and (x) are fitted with—<br>1. an aural signal to indicate a change of status; | | |
| | 2. a visual indication of the current status. | | |
| **2.5** | **Establishment And Transfer Of Service** | | |
| (a) | Each applicant for the grant of an air traffic service certificate shall include with its application—<br>1. for each aerodrome and airspace, a schedule of the proposed hours of service for the first 12 months of operation; | | |
| | 2. in respect of an aerodrome, or airspace, not currently provided with an air traffic service, a summary of safety factors considered before seeking certification. | | |
| (b) | Each applicant for the grant of an air traffic service certificate intending to assume responsibility for providing any air traffic service from an existing certificate holder, shall include with its application, full details of transitional arrangements endorsed by the chief executives/accountable managers of both organisations. | | |
| **2.6** | **Shift Administration** | | |
| (a) | Each applicant for the grant of an air traffic service certificate shall establish a procedure to ensure that—<br>1. adequate time is provided at the beginning and end of each shift, for the performance of those duties required— | | |
| | i before providing an air traffic service; | | |
| | ii after ceasing to provide an air traffic service; | | |
| | 2. a minimum of 5 minutes is provided for each transfer of watch at an ATS operational position. | | |
| **2.7** | **Documentation** | | |
| (a) | Each applicant for the grant of an air traffic service certificate shall hold copies of the relevant technical manuals, and all other documents, necessary for the provision and operation of the services listed in its exposition. | | |
| (b) | The applicant shall establish a procedure to control all the documentation required by paragraph (a) and those prescribed in Chapter 8. The procedure shall ensure that— | | |

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| | 1. all incoming documentation is reviewed, and actioned as required, by authorised personnel; | | |
| | 2. all documentation is reviewed and authorised before issue; | | |
| | 3. current issues of all relevant documentation are available to personnel at all locations where they need access to such documentation for the provision and operation of air traffic services; | | |
| | 4. all obsolete documentation is promptly removed from all points of issue or use; | | |
| | 5. any obsolete documents retained as archives are suitably identified as obsolete; | | |
| | 6. changes to documentation are reviewed and approved by authorised personnel who shall have access to pertinent background information upon which to base their review and approval; | | |
| | 7. the current version of each item of documentation can be identified to preclude the use of out-of-date editions. | | |
| **2.8** | **Contingency Plan** | | |
| (a) | Each applicant for the grant of an air traffic service certificate shall establish a contingency plan providing for the safe and orderly flow of traffic in the event of a disruption, interruption, or temporary withdrawal of an air traffic service or related supporting service. | | |
| (b) | In addition to the requirement in paragraph (a), each applicant for the grant of an air traffic service certificate to provide services in the Nadi Oceanic FIR shall detail in its plan provisions for the continuation of the safe and orderly flow of international traffic not landing in Fiji. | | |
| **2.9** | **Co-ordination Requirements** | | |
| (a) | Each applicant for the grant of an air traffic service certificate shall establish systems and procedures to ensure, where applicable, co-ordination between each ATS unit listed in the applicant's exposition and the following agencies—<br>1. aeronautical telecommunication service; and | | |
| | 2. air navigation services; and | | |
| | 3. Fiji aviation meteorological service organisation; and | | |

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| | 4. any holder of an aeronautical information service organisation certificate; and | | |
| | 5. aircraft operators; and | | |
| | 6. the Fiji Defence Force; and | | |
| | 7. search and rescue authorities; and | | |
| | 8. where the listed ATS unit is an aerodrome control or aerodrome flight information unit—<br>i the aerodrome operator; and | | |
| | ii the apron management service, if that service is not provided by the aerodrome control unit. | | |
| (b) | The applicant shall establish procedures to ensure an ATS letter of agreement is in place between each ATS unit listed in the applicant's exposition and—<br>1. each ATS unit responsible for adjoining airspace, and | | |
| | 2. any other ATS unit with which regular operational co-ordination is required. | | |
| (c) | The applicant shall establish procedures to ensure each ATS letter of agreement—<br>1. details such matters as are necessary for effective co-ordination between the units party to the agreement; and | | |
| | 2. is kept current; and | | |
| | 3. is signed by senior representatives of the participating units; and | | |
| | 4. is part of the applicant's operations manual. | | |
| (d) | The applicant shall provide systems and procedures to facilitate communications between those ATS units having an operational requirement to communicate with each other. | | |
| (e) | The applicant shall provide systems and procedures to ensure that ATS units, aircraft operators, and aviation meteorological service providers, where they require the information, are provided, through the exchange of ATS messages, with details of — | | |
| | 1. the intended movement of each aircraft for which a flight plan has been filed, and any amendments to that flight plan; and | | |
| | 2. Current information on the actual progress of the flight. | | |

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| (f) | The applicant shall establish procedures to ensure that ATS messages are prepared and transmitted in accordance with procedures detailed and cross-referenced in Document 4444 (Part XI – Air Traffic Services Messages), except that the term CAVOK shall not be used. | | |
| **2.10** | **Notification Of Facility Status** | | |
| (a) | Each applicant for the grant of an air traffic service certificate shall establish procedures to notify users of its air traffic services of relevant operational information and of any changes in the operational status of each facility or service listed in the applicant's exposition. | | |
| (b) | The procedures shall ensure that -<br>1. operational information for each of the applicant's air traffic services is forwarded to the aeronautical information service for the Fiji AIP service; and | | |
| | 2. the users of an air traffic service are notified without delay of any change in operational status of the facility or service that may affect the safety of air navigation, and, except where the change is temporary in nature, information concerning any change in operational status is forwarded to the holder of the aeronautical information service certificate for the NOTAM service. | | |
| **2.11** | **General Information Requirements** | | |
| (a) | Each applicant for the grant of an air traffic service certificate shall establish procedures for the receipt of information on the following activities when the activity could affect airspace used by flights within the applicant's area of responsibility— | | |
| | 1. pre-eruption volcanic activity; | | |
| | 2. volcanic eruptions; | | |
| | 3. volcanic ash-cloud; | | |
| | 4. release into the atmosphere of radioactive materials or toxic chemicals; | | |
| | 5. launching of unmanned free balloons carrying radiosonde or ozonesonde equipment. | | |
| (b) | The applicant shall establish systems and procedures to ensure that each ATS unit, as appropriate to the applicant's intended area of | | |

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| | responsibility, is kept informed of the operational status of— | | |
| | 1. non-visual navigation aids; | | |
| | 2. visual aids essential for take-off, departure, approach, and landing procedures; | | |
| | 3. Visual and non-visual aids essential for surface movement. | | |
| (c) | Each applicant for the grant of an air traffic service certificate for an— | | |
| | 1. aerodrome control unit; | | |
| | 2. approach control unit; | | |
| | 3. aerodrome flight information service unit—<br>Shall establish procedures to ensure the unit is kept informed of operationally significant conditions on the movement area. The information shall include the existence of temporary hazards and the operational status of any associated facilities at the aerodrome. | | |
| **2.12** | **Meteorological Information And Reporting** | | |
| (a) | Each applicant for the grant of an air traffic service certificate shall establish systems and procedures to ensure that all meteorological information provided as part of any flight information service is— | | |
| | 1. supplied by fiji aviation meterological services, | | |
| | 2. issued as a basic weather report in accordance with observation made by a trained person. | | |
| (b) | The applicant shall establish systems and procedures to ensure that ATS units are supplied with the meteorological information necessary for the performance of their respective functions, in a form that requires a minimum of interpretation by ATS personnel. | | |
| (c) | The applicant shall establish procedures to ensure that equipment used in the compilation of basic weather reports— | | |
| | 1. supplies data representative of the area for which the measurements are required; and | | |
| | 2. where that equipment consists of multiple wind direction and speed indicators, identifies the runway, or section of the runway, monitored by each instrument. | | |

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| (d) | The applicant shall establish a procedure to ensure that the information contained in a meteorological bulletin remains unchanged through onward transmission. | | |
| **2.13** | **Area And Approach Control Services** | | |
| (a) | Each applicant for the grant of an air traffic service certificate in respect of an area or approach control service shall establish systems and procedures to— | | |
| | 1. determine, from information received, the positions of known aircraft relative to each other; and | | |
| | 2. provide for the issue of ATC clearances, instructions, and information, according to the airspace classification and type of flight, for the purpose of preventing collisions between aircraft under the control of the unit, and expediting and maintaining a safe and efficient flow of traffic; and | | |
| | 3. Co-ordinate clearances, as necessary, with other ATC units; and (4) display, in a manner that permits ready analysis, information on aircraft movements, together with a record of clearances issued. | | |
| (b) | The procedures required by paragraph (a)(2) shall, except as provided in paragraph (d) and 2.21, ensure vertical or horizontal or composite separation is provided, in accordance with paragraph (c), between— | | |
| | 1. all flights in classes A and B airspace; | | |
| | 2. IFR flights in classes C, D, and E airspace; and | | |
| | 3. IFR flights and VFR flights in class C airspace; and | | |
| | 4. IFR flights and VFR flights, at night, in class D and E airspace; and | | |
| | 5. IFR flights and Special VFR flights; and | | |
| | 6. Special VFR flights when the flight visibility is reported to be less than 5 km. | | |
| (c) | The separation required by paragraph (b) shall be in accordance with criteria and minima prescribed by— | | |
| | 1. Annex 11; or | | |
| | 2. Document 4444; or | | |

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| | 3. Document 7030; or | | |
| | 4. Chapter 5 of Standard Document | | |
| (d) | In Class D or E airspace, the ATC separation required by paragraphs (b)(2) and (3) is not applicable to an IFR flight cleared to maintain its own separation from other controlled flights. Such a clearance shall not be issued unless— | | |
| | 1. the clearance is in response to a specific request from the aircraft; and | | |
| | 2. the flight is by day, and visual meteorological conditions exist; and | | |
| | 3. (Reserved); | | |
| | 4. the clearance is for a specific portion of the flight; | | |
| | 5. the pilots of all flights that will be essential traffic agree with the application of the procedure; | | |
| | 6. essential traffic information is passed to all affected flights; | | |
| | 7. the flights concerned are on the same ATC frequency. | | |
| **2.14** | **Aerodrome Control Service** | | |
| (a) | Each applicant for the grant of an air traffic service certificate in respect of an aerodrome control service shall establish systems and procedures to— | | |
| | 1. determine, from information received and visual observation, the relative positions of known aircraft to each other; and | | |
| | 2. provide for the issue of ATC clearances, instructions, and information, for the purpose of preventing collisions between— | | |
| | i aircraft flying in the vicinity of an aerodrome; | | |
| | ii aircraft landing and taking off; | | |
| | iii aircraft operating on the manoeuvring area; | | |
| | iv aircraft, vehicles, and persons, operating on the manoeuvring area; | | |

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| | v aircraft on the manoeuvring area and obstructions on that area; | | |
| | 3. provide for the issue of ATC clearances, instructions, and information, for the purpose of expediting and maintaining a safe and efficient flow of traffic; and | | |
| | 4. except as provided in 2.21 and 5.23, provide runway and wake turbulence separation in accordance with criteria and minima prescribed by— | | |
| | i Annex 11; | | |
| | ii Document 4444; | | |
| | iii Document 7030; | | |
| | iv Chapter 5; | | |
| | 5. ensure that emergency vehicles responding to an aircraft emergency are given priority over all other surface movement traffic; and | | |
| | 6. provide for the control of the movement of persons or vehicles, including towed aircraft, on the manoeuvring area, as necessary to avoid hazard to them or to aircraft landing, taxiing, or taking off; and | | |
| | 7. co-ordinate as necessary with other ATS units; and | | |
| | 8. Display, at operating positions, continuously updated information on aircraft movements. | | |
| (b) | The applicant shall establish a procedure to ensure that, when radio communication is not available, basic clearances, instructions, and information required by paragraph (a)(2) can be conveyed by the use of the light signals described in Regulations No. 100. | | |
| (c) | The applicant shall establish procedures to ensure that when required by either the weather, or category of approach, or both— | | |
| | 1. aircraft on an ILS approach are informed of ILS critical area incursions, or the imminent possibility of an incursion; or | | |
| | 2. The applicable ILS critical areas are protected from incursion when an aircraft is on an ILS approach, or has reached a point on the approach from | | |

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| | which protection from incursion is necessary. | | |
| (d) | The applicant shall establish a procedure to ensure that, except as provided in 2.21, and subject to authorisation by the applicable approach control unit, aerodrome control units provide separation between— | | |
| | 1. IFR flights and Special VFR flights; and | | |
| | 2. Special VFR flights when the flight visibility is reported to be less than 5 km. | | |
| (e) | The applicant shall establish a procedure to ensure that, when authority has been delegated by, and accepted from, the applicable area or approach control unit, aerodrome control units provide separation between controlled flights in accordance with the delegation. | | |
| (f) | The separation required by paragraphs (d) and (e) shall be obtained by the use of vertical or horizontal or composite separation, in accordance with criteria and minima prescribed by— | | |
| | 1. Annex 11; or | | |
| | 2. Document 4444; or | | |
| | 3. Document 7030; or | | |
| | 4. Chapter 5. | | |
| **2.15** | **Special Use Airspace** | | |
| | Each applicant for the grant of an air traffic service certificate in respect of an air traffic control service shall establish systems and procedures to ensure that separation in accordance with 5.22 is provided between controlled flights and active special use airspace, except when— | | |
| | 1. the pilot has approval from the controlling authority to operate in the airspace; or | | |
| | 2. in the case of a danger area or a volcanic hazard area, the pilot has notified an express intention to operate in the area; or | | |
| | 3. it is known, or reasonably believed, that the pilot of a VFR flight, or an IFR flight navigating by visual reference, is aware that the airspace is active; or | | |
| | 4. upon a request by the pilot, the flight is cleared to maintain its own separation from the airspace. | | |

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| **2.16** | **Responsibility For Control** | | |
| (a) | Each applicant for the grant of an air traffic service certificate in respect of an air traffic control service shall establish procedures to ensure that any controlled flight is under the control of only one ATC operating position at any given time. | | |
| (b) | The applicant shall establish procedures to ensure that responsibility for the control of all aircraft operating within a given block of airspace is vested in a single operating position. Control of an aircraft or groups of aircraft may be delegated to other operating positions provided that co-ordination between all affected operating positions is assured. | | |
| (c) | The applicant shall establish procedures for the transfer of responsibility for the control of an aircraft. | | |
| (d) | The procedures required by paragraph (c) shall ensure that— | | |
| | 1. transfer arrangements are— | | |
| | i agreed between ATC units responsible for adjacent airspaces and published in ATS letters of agreement; and | | |
| | ii in place for separate operating positions within an ATC unit and promulgated in the holder's operations manual; and | | |
| | 2. responsibility for control of an aircraft is not transferred from one ATC unit to another without— | | |
| | i communication of appropriate parts of the current flight plan; | | |
| | ii any relevant control information; | | |
| | iii The consent of the accepting unit. | | |
| **2.17** | **Priorities** | | |
| (a) | Each applicant for the grant of an air traffic service certificate in respect of an air traffic control service shall establish procedures to ensure that, providing safety is not jeopardised, ATC units apply the following priorities— | | |
| | 1. an aircraft known or believed to be in a state of emergency or impaired operation has priority over all other aircraft; | | |
| | 2. an aircraft landing, or in the final stages of an approach to land, has priority over a departing aircraft; | | |
| | 3. An aircraft landing or taking off has priority over taxiing aircraft. | | |

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| (b) | The applicant shall establish procedures to ensure that, where practical, following a request from the pilot, an aircraft involved in, or positioning for, the following activities is granted priority—<br>1. ambulance or mercy missions; | | |
| | 2. search and rescue; | | |
| | 3. civil defence or police emergencies; | | |
| | 4. Carriage of heads-of-state, heads-of-government, or equivalent dignitaries. | | |
| (c) | The applicant shall establish procedures to ensure that an aircraft at a cruising level shall normally have priority over other aircraft requesting that level, except that, within the Nadi Oceanic FIR— | | |
| | 1. an aircraft may be given priority for a cruising level in accordance with procedures published in Document 7030, or an ATS letter of agreement; and | | |
| | 2. An aircraft occupying a cruising level may be reassigned another level to maintain separation. | | |
| (d) | An applicant for an air traffic service certificate in respect of an area control service may establish procedures regarding priorities to be applied in airspace designated as RNP airspace. | | |
| (e) | Subject to the requirements of paragraphs (a) and (b), an applicant may put in place schemes for the determination of priorities for arriving and departing flights, provided that consultation with interested parties is undertaken prior to implementing the scheme. | | |
| (f) | The applicant shall establish procedures to ensure that, where priorities are established under paragraphs (d) or (e), relevant information, including details regarding the handling of complaints, is published in the Fiji AIP. | | |
| (g) | The applicant shall establish procedures to ensure that, providing safety is not jeopardised, due regard is given to those priorities determined in conjunction with the aerodrome operator for—<br>1. aircraft arriving and departing that aerodrome; and | | |
| | 2. Other operations in any control zone associated with that aerodrome. | | |
| (h) | The applicant shall establish procedures to ensure that, except when applying priority in accordance with other provisions of this rule, | | |

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| | priority for arriving and departing flights is allocated on a first-come first-served basis. | | |
| (i) | The applicant shall establish procedures to ensure that the provision of an ATC service takes precedence—<br>1. over the provision of a flight information service whenever the situation so requires; and | | |
| | 2. over the performance of any other non-ATS tasks | | |
| **2.18** | **Flow Control** | | |
| (a) | Each applicant for the grant of an air traffic service certificate in respect of an air traffic control service shall establish flow control procedures where, due to limitations in ATS system capacity or aerodrome capacity, the applicant considers the procedures necessary. | | |
| (b) | The procedures shall take account of—<br>1. the requirements of affected aerodrome operators including their traffic handling priorities; and | | |
| | 2. the needs of aircraft operators, and other ATS providers, who will be affected by the procedures; and | | |
| | 3. The requirements of the aeronautical information service, including advance notice, and information on the method of activation and de-activation. | | |
| **2.19** | **ATC Clearances** | | |
| (a) | Each applicant for the grant of an air traffic service certificate in respect of an air traffic control service shall establish procedures for the provision of ATC clearances. | | |
| (b) | The procedures shall ensure that—<br>1. no person knowingly issues an ATC clearance or instruction that requires or invites a pilot to violate the provisions of any other regulation; and | | |
| | 2. clearances and instructions contain positive and concise data and are, where practicable, phrased in a standard manner; and | | |
| | 3. if a pilot advises that a clearance or instruction is unsuitable, an amended clearance or instruction is, if practicable, issued; and | | |
| | 4. an ATC clearance for an en-route flight consists of— | | |
| | i the aircraft identification as shown in the flight plan or, where similarity with another flight might cause confusion, an alternative identification provided by ATC; | | |

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| | ii the clearance limit; | | |
| | iii the route of flight; | | |
| | iv the level(s) of flight for the entire route, or part thereof, and changes of level if required; | | |
| | v any necessary instructions or information on other matters, such as approach or departure manoeuvres, communications, and the time of validity or expiry of the clearance; | | |
| | 5. an ATC clearance for a local flight, a flight operating in defined areas, or a flight operating in a random manner, includes those elements detailed in paragraph (4) that are appropriate; | | |
| | 6. an ATC clearance for a transonic flight— | | |
| | i extends at least to the end of the transonic acceleration phase; and | | |
| | ii Provides for uninterrupted descent during deceleration from supersonic cruise to subsonic flight. | | |
| **2.20** | **Cruising Levels** | | |
| (a) | Each applicant for the grant of an air traffic service certificate in respect of an air traffic control service shall establish procedures to ensure that cruising levels allocated within the Fiji FIR are selected in accordance with paragraph (c) below for IFR and VFR flights, except that, within controlled airspace— | | |
| | 1. for both IFR and VFR flights, correlation of cruising level with track need not apply; and | | |
| | 2. VFR flights may be allocated IFR levels. | | |
| (b) | Each applicant for an air traffic service certificate for the provision of an area control service in the Nadi Oceanic FIR shall establish procedures to ensure that cruising levels are allocated in accordance with paragraph (c) below, except that correlation of cruising level with track need not apply. | | |
| (c) | The cruising levels to be observed by aircraft operating in the Fiji and Nadi FIR and the RVSM airspace shall be as per documented in the SD ATS CHAP 2.20 | | |
| | 3. For the purpose of the Table of Cruising Levels, Vertical Separation Minimum (VSM) of | | |

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| | i 1000 ft. shall be applied below FL290; | | |
| | ii 1000 ft. shall be applied between FL 290 and FL 410 inclusive only to approved RVSM aircraft; non-RVSM aircraft may be permitted to operate between FL290 and FL410 subject to Air Traffic Control approval and a VSM of 2000 ft; | | |
| | iii 2000 ft. shall be applied above FL410. | | |
| | 4. Air Navigation Regulations No. 106 (3) states that no VFR flight to be conducted above FL200 unless approved by the Authority and subject to such other conditions it may prescribe. | | |
| **2.21** | **Deviation From An ATC Clearance** | | |
| (a) | Subject to paragraph (b), each applicant for the grant of an air traffic service certificate in respect of an air traffic control service shall establish procedures to ensure that instructions issued to restore any loss of separation do not hinder the responses of a pilot to— | | |
| | 1. TCAS or GPWS alerts; | | |
| | 2. Weather, or other emergency situations, necessitating a deviation from an ATC clearance. | | |
| (b) | The procedures required by paragraph (a) shall ensure that, once the emergency situation has been resolved, if any separation has been lost it is restored. | | |
| **2.22** | **Flight Information Service** | | |
| | General | | |
| (a) | Each applicant for the grant of an air traffic service certificate shall establish procedures to ensure that a flight information service is provided to any aircraft that is likely to be affected by the information, if— | | |
| | 1. the aircraft is being provided with an ATC service; | | |
| | 2. the aircraft is being provided with an aerodrome flight information service; | | |
| | 3. the aircraft is operating IFR; | | |
| | 4. the aircraft is operating VFR. | | |

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| (b) | The applicant shall establish procedures to ensure that the flight information service includes the provision of available and relevant—<br>1. SIGMET information; | | |
| | 2. information on weather conditions reported or forecast, at departure, destination, and alternate aerodromes; | | |
| | 3. information concerning pre-eruption volcanic activity, volcanic eruptions, and volcanic ash clouds; | | |
| | 4. information concerning the release into the atmosphere of radioactive materials or toxic chemicals; | | |
| | 5. information on changes in the serviceability of navigation aids; | | |
| | 6. information on changes in the condition of aerodromes and associated facilities, including information on the state of the aerodrome movement areas when they are affected by snow, ice, or water; | | |
| | 7. information on unmanned free balloons; | | |
| | 8. Other information likely to affect safety. | | |
| (c) | The applicant shall establish procedures to ensure that flight information provided to aircraft operating on a VFR flight plan, and aircraft specifically requesting the information, includes available details concerning weather conditions along the route of flight that are likely to make operation under VFR impracticable. | | |
| (d) | The applicant shall establish procedures to ensure that, when requested by a pilot, flight information for a long-distance flight over water includes any available information on surface vessels in the area. | | |
| (e) | The applicant shall establish procedures to ensure that, whenever water is present on a runway, a description of the runway surface conditions on the centre half of the width of the runway is made available using one of the following terms— | | |
| | 1. DAMP – the surface shows a change of colour due to moisture; | | |
| | 2. WET – the surface is soaked but there is no standing water; | | |
| | 3. WATER PATCHES – significant patches of standing water are visible; | | |

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| | 4. FLOODED – extensive standing water is visible. | | |
| (f) | The applicant shall establish procedures to ensure that, where practical, local aircraft operators likely to be affected by the information are advised of short-notice changes to published hours of service where they are unlikely to have the information from any other source. | | |
| | **Traffic Information** | | |
| (g) | Each applicant for the grant of an air traffic service certificate for an air traffic control service shall establish procedures to ensure that essential traffic information is passed to all affected traffic. | | |
| (h) | Each applicant for the grant of an air traffic service certificate shall establish procedures to ensure that traffic information is provided to flights likely to be affected by the information as follows: | | |
| | 1. in class C airspace, between VFR flights, together with traffic avoidance advice on request; | | |
| | 2. in class D airspace, between IFR and VFR flights by day, and between VFR flights, together with traffic avoidance advice on request; | | |
| | 3. in class E airspace, between IFR and VFR flights by day, and where practical between VFR flights on request; | | |
| | 4. in class G airspace, between IFR flights, and where practical between other flights on request. | | |
| **2.23** | **Aerodrome Flight Information Service** | | |
| (a) | Each applicant for the grant of an air traffic service certificate in respect of an aerodrome flight information service shall establish systems and procedures to— | | |
| | 1. determine, from information received and visual observation, the relative positions of known aircraft to each other; | | |
| | 2. provide for the issue of advice and information, including the designation of a preferred runway, for the purpose of the safe and efficient operation of— | | |
| | i aircraft flying in the vicinity of an aerodrome; | | |
| | ii aircraft operating on the manoeuvring area; | | |
| | iii aircraft landing and taking off; | | |

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| | iv aircraft, vehicles, and persons, on the manoeuvring area; | | |
| | v aircraft on the manoeuvring area and obstructions on that area. | | |
| (b) | The applicant shall establish procedures to ensure that the designated preferred runway is that most suitable for the particular operation. | | |
| **2.24** | **Alerting Service** | | |
| (a) | In this Rule— | | |
| | ALERFA means the code used to define an alert phase. | | |
| | Alert phase means a situation wherein apprehension exists as to the safety of an aircraft and its occupants | | |
| | DETRESFA means the code word used to designate a distress phase. | | |
| | Distress phase means a situation wherein there is reasonable certainty that an aircraft and its occupants are threatened by grave and imminent danger or require immediate assistance | | |
| | INCERFA means the code word used to designate an uncertainty phase. | | |
| | Uncertainty phase means a situation wherein uncertainty exists as to the safety of an aircraft and its occupants | | |
| | RCC means the code word used to designate a rescue co-ordination center. | | |
| | Rescue Co-ordination Centre means a unit responsible for promoting efficient organization of search and rescue services and for coordinating the conduct of search and rescue operations within a search and rescue region | | |
| (b) | Each applicant for the grant of an air traffic service certificate shall establish systems and procedures to ensure the provision of an alerting service within its areas of responsibility—<br>1. when aerodrome control or aerodrome flight information service is in attendance, for all aerodrome traffic; | | |
| | 2. for all aircraft— | | |
| | i having filed a flight plan; | | |

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| | ii having notified a SARTIME; | | |
| | iii otherwise known by any air traffic service to be in need of assistance; | | |
| | 3. for any aircraft known or believed to be the subject of unlawful interference. | | |
| (c) | Each applicant for the grant of an air traffic service certificate shall establish procedures to ensure that, in the event of a state of emergency described in paragraph (f)— | | |
| | 1. immediate declaration of an INCERFA, ALERFA, or DETRESFA is made, in accordance with paragraph (f); | | |
| | 2. the declaration is notified to the ACC or FIC responsible, except where the emergency can be dealt with by local emergency organisations. | | |
| (d) | Each applicant for the grant of an air traffic services certificate in respect of an area control service or flight information service shall establish procedures to ensure that, in the event of a state of emergency, an ACC or FIC— | | |
| | 1. serves as the central point within the FIR concerned for collecting all information relevant to the state of emergency; | | |
| | 2. except as prescribed in paragraph (l)(1), forwards such information without delay to the RCC. | | |
| (e) | Notwithstanding paragraph (c), each applicant for an air traffic service certificate for an aerodrome control, approach control, or aerodrome flight information service, shall establish procedures to ensure that whenever the urgency of the situation so requires, those services shall first alert appropriate local emergency organisations. | | |
| | The declaration required by paragraph (c) shall be made in the following circumstances, and in any other circumstances that warrant such a declaration— | | |
| | 1. INCERFA when— | | |
| | i no communication has been received from an IFR or controlled VFR aircraft within a period of 15 minutes after the time a communication should have been received, or from the time an unsuccessful attempt to establish communication with the aircraft was first made, whichever is the earlier; | | |

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| | ii a VFR aircraft on a flight plan fails to arrive at an aerodrome where an ATS unit is on watch within 30 minutes of the estimated time of arrival last notified to, or estimated by, ATS, whichever is the later; | | |
| | iii a VFR aircraft on a flight plan fails to arrive at a destination within a control zone, within 30 minutes of the estimated time of arrival last notified to, or estimated by, ATS, whichever is the later; or | | |
| | iv a VFR aircraft on a flight plan fails to arrive at its final destination within 30 minutes of the estimated time of arrival last notified to ATS, or estimated by ATS, whichever is the later; | | |
| | v a pilot fails to report at the nominated SARTIME and immediate checks have failed to locate the aircraft—<br>except when no doubt exists as to the safety of the aircraft and its occupants; | | |
| | 2. ALERFA when— | | |
| | i an aircraft is known or believed to be subject to unlawful interference; | | |
| | ii following the uncertainty phase, subsequent attempts to establish communication with the aircraft or inquiries to other relevant sources have failed to reveal any news of the aircraft; | | |
| | iii an aircraft has been cleared to land, and fails to land within five minutes of the estimated time of landing, and communication has not been re-established with the aircraft; | | |
| | iv information has been received that indicates that the operating efficiency of the aircraft has been impaired, but not to the extent that a forced landing is likely—<br>except, in the case of subparagraphs (ii), (iii), and (iv), when evidence exists that would allay apprehension as to the safety of the aircraft and its occupants; | | |
| (3) | DETRESFA when—<br>i following the alert phase further unsuccessful attempts to establish communication with the aircraft and more widespread unsuccessful inquiries point to the probability that the aircraft is in distress; | | |
| | ii the fuel on board is considered to be exhausted, or to be insufficient to enable the aircraft to reach safety; | | |

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| | iii information is received that indicates that the operating efficiency of the aircraft has been impaired to the extent that a forced landing is likely; | | |
| | iv information has been received that, or it is reasonably certain that, the aircraft is about to make or has made a forced landing—<br>except when there is reasonable certainty that the aircraft and its occupants are not threatened by grave and imminent danger and do not require immediate assistance. | | SSSSSSSSSSSSSSSSSSS |
| (g) | Each applicant for the grant of an air traffic service certificate shall establish procedures to ensure the notification of an emergency situation required by paragraph (c)(2) includes such of the following information as is available, in the order listed: | | |
| | 1. INCERFA, ALERFA, or DETRESFA as appropriate to the phase of the emergency; | | |
| | 2. agency and person calling; | | |
| | 3. nature of the emergency; | | |
| | 4. significant information from the flight plan; | | |
| | 5. unit that made last contact, time, and frequency used; | | |
| | 6. last position report and how determined; | | |
| | 7. colour and distinctive marks of aircraft; | | |
| | 8. any action taken by the reporting office. | | |
| (h) | Each applicant for the grant of an air traffic service certificate shall establish procedures to ensure that, following the notification of an emergency situation, the RCC is provided, without delay, with— | | |
| | 1. any useful additional information; | | |
| | 2. notification when the emergency situation no longer exists. | | |
| (i) | Each applicant for the grant of an air traffic service certificate shall establish procedures to ensure, as necessary, the use of all available means to establish and maintain communication with, and surveillance of, an aircraft in a state of emergency. | | |

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| (j) | Each applicant for the grant of an air traffic service certificate shall establish procedures to ensure that, when a state of emergency is considered to exist, the last known position of any aircraft involved is established and recorded. | | |
| (k) | Each applicant for the grant of an air traffic service certificate for the provision of an area control service or flight information service within the Nadi Oceanic FIR shall establish procedures to ensure that, when a state of emergency is considered to exist, the position and track of other aircraft known to be operating in the vicinity are established to determine those most suitable to provide assistance. | | |
| (l) | Each applicant for the grant of an air traffic service certificate in respect of an area control service or flight information service shall establish procedures to ensure that — | | |
| | 1. when an ACC or FIC declares an INCERFA or ALERFA it shall, where practical, advise the aircraft operator prior to notifying the RCC; and | | |
| | 2. all information notified to the RCC by an ACC or FIC shall, where practical, also be communicated without delay to the aircraft operator. | | |
| **2.25** | **Flight Plans** | | |
| (a) | Each applicant for the grant of an air traffic service certificate shall establish procedures for the acceptance and actioning of flight plans. | | |
| (b) | Each applicant shall ensure that the acceptance procedures required by paragraph (a) include, for the first ATS unit receiving a filed flight plan— | | |
| | 1. a check for compliance with any prescribed flight plan format and data conventions; and | | |
| | 2. a check for completeness, and to the extent practical, for accuracy; and | | |
| | 3. provision for any action necessary to make the plan acceptable to ATS. | | |
| (c) | Any applicant intending to provide air traffic services from more than one location may nominate a single ATS unit within the applicant's organisation to accept filed flight plans on behalf of any or every unit. | | |
| (d) | Each applicant for the grant of an air traffic service certificate intending to operate a centralised flight planning office shall ensure the office is equipped with— | | |
| | 1. AFTN, facsimile, and computer data-link connection facilities, for the acceptance of flight plans from aircraft operators and any other ATS unit; and | | |

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| | 2. Facilities for the advance filing, retention, and activation of standard or repetitive elements of flight plan information. | | |
| **2.26** | **Time** | | |
| (a) | Each applicant for the grant of an air traffic service certificate shall establish a procedure to ensure that ATS unit clocks and other time recording devices— | | |
| | 1. use Coordinated Universal Time and express that time in hours, minute and second of the 24-hour day beginning at 0000 UTC; and | | |
| | 2. Are correct to within 5 seconds of UTC as determined by reference to a standard time station or GPS time standard. | | |
| (b) | The applicant shall establish a procedure to ensure that the correct time, to the nearest half-minute, is provided— | | |
| | 1. in respect of any aerodrome control service or aerodrome flight information service, to IFR aircraft prior to taxiing for take-off unless arrangements have been made for the pilot to obtain it from other sources; and | | |
| | 2. to any aircraft on request. | | |
| **2.27** | **Altimeter Setting Procedures** | | |
| | Each applicant for the grant of an air traffic service certificate shall establish a procedure to ensure that— | | |
| | 1. QNH altimeter settings are in hectopascal rounded down to the nearest whole hectopascal; and | | |
| | 2. the appropriate aerodrome or area QNH setting is provided to all aircraft on initial radio contact, including aircraft that advise having received the current applicable ATIS broadcast; and | | |
| | 3. ATS units provide to an aircraft, on request, the current applicable aerodrome or area QNH altimeter setting; and | | |
| | 4. aircraft required to maintain vertical position by reference to a QNH setting use the appropriate area QNH for flight at or below the transition altitude except that the appropriate aerodrome QNH is used- | | |
| | i for take-off, landing and flight within an aerodrome circuit; and | | |
| | ii intermediate and final approach of an instrument approach procedure; and | | |

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| | iii flight in a control zone; and | | |
| | 5. not with standing paragraph (4) above, where vertical separation is being applied by ATC, a common QNH shall be applied to aircraft concerned. | | |
| **2.28** | **Radio And Telephone Procedures** | | |
| (a) | Each applicant for the grant of an air traffic service certificate shall establish systems and procedures to ensure that— | | |
| | 1. the standard telephony and radiotelephony phraseology prescribed in paragraph (b) is used; and | | |
| | 2. in all radiotelephony communications discipline is observed, by transmitting only those messages that are necessary for the provision of an air traffic service, or that otherwise contribute to safety; and | | |
| | 3. communications procedures are in accordance with the applicable communication procedures prescribed in Annex 10 Volume II, except that— | | |
| | i procedures relating to call signs for domestic use by Fiji registered aircraft may be abbreviated to the last 3 letters of the aircraft registration; and | | |
| | ii An aerodrome flight information service shall use the radiotelephony call sign suffix flight service. | | |
| (b) | The applicant shall establish procedures to ensure that, for the purposes of paragraph (a), the standard phraseology, and the circumstances in which it is used, is that published in— | | |
| | 1. Annex 10 (Volume II); or | | |
| | 2. Document 4444; or | | |
| | 3. Document 9432; or | | |
| | 4. Chapter 6. | | |
| (c) | For the purposes of paragraph (b), where differences occur between the stated documents, the particular phraseology shall be selected according to the order of precedence of the documents as listed. | | |

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| **2.29** | **Automatic Dependent Surveillance (Ads) Services** | | |
| (a) | Each applicant for the grant of an air traffic service certificate in respect of an ADS service shall ensure ADS equipment and facility meet the requirements prescribed in ICAO Doc 9705. | | |
| (b) | Each applicant for the grant of an air traffic service certificate in respect of an ADS service shall establish procedures to—<br>1. support the provision of ATS prescribed by—<br>i Document 4444; or | | |
| | ii Document 7030; or | | |
| | iii FOM (FANS- 1 Operations Manual) | | |
| | 2. ensure full information is made available to pilots and aircraft operators on— | | |
| | i the nature and extent of the ADS services provided; and | | |
| | ii any significant limitations regarding such ADS services; and | | |
| | 3. ensure the information displayed at individual ADS operating positions is that required for the air traffic services to be provided; and | | |
| | 4. where applicable, ensure CPDLC and ATS inter-facility data communication (AIDC) protocols are established through mutual agreements between the ATS units; and | | |
| | 5. Ensure the contingency plan provides for non-availability of the ADS system. | | |
| | 6. Within oceanic area control airspace of the Nadi FIR, ensure that the required horizontal separation has been established by procedural means prior to the use of ADS for continual monitoring of the horizontal separation between aircraft. | | |
| **2.30** | **Aircraft Emergencies And Irregular Operation** | | |
| (a) | Each applicant for the grant of an air traffic service certificate shall establish procedures to ensure maximum assistance and priority is given to an aircraft known, or believed to be, in a state of emergency. | | |
| (b) | Each applicant shall, where appropriate, establish procedures to assist strayed aircraft, unidentified aircraft, and aircraft subject to military interception. | | |

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| **2.31** | **Action After Serious Incident Or Accident** | | |
| | Each applicant for the grant of an air traffic service certificate shall establish procedures regarding a serious incident or accident to— | | |
| | 1. determine if any air navigation facilities have contributed to the event; and | | |
| | 2. ensure immediate action is taken to— | | |
| | i warn other aircraft that may be using or intending to use the facilities; and | | |
| | ii advise the operator of the facility of the occurrence, and that the facility may be implicated; and | | |
| | 3. assist the operator of the facility with the prompt promulgation of any decision to withdraw the equipment from service; and | | |
| | 4. ensure that any facility identified in paragraph (1) is not used in the provision of separation to IFR aircraft until cleared for use by the relevant holder of an aeronautical facility technician's licence issued under the Air Navigation Regulations No. 53; and | | |
| | 5. Activate a "stand-down" of ATS personnel as prescribed by SD-ATSPL, where applicable. | | |
| **2.32** | **Incidents** | | |
| | Each applicant for the grant of an air traffic service certificate shall establish procedures for—<br>1. the notification, investigation, and reporting of incidents in accordance with Air Navigation Regulations No. 71; and | | |
| | 2. The forwarding of facility malfunction reports to the applicable aeronautical telecommunication service certificate holder. | | |
| **2.33** | **Records** | | |
| (a) | Each applicant for the grant of an air traffic service certificate shall establish systems and procedures to identify, collect, index, file, store, secure, maintain, access, and dispose of, records necessary for—<br>1. the operational provision of air traffic services; and | | |
| | 2. The purpose of assisting with any accident or incident investigation. | | |
| (b) | The records shall include—<br>1. telephone communications; | | |

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| | 2. radio broadcasts and communications; | | |
| | 3. air-ground digital data exchanges; | | |
| | 4. ADS information; | | |
| | 5. filed flight plans including standard and repetitive plans; and | | |
| | 6. flight progress strips; | | |
| | 7. staff duty rosters; | | |
| | 8. appropriate meteorological and aeronautical information, except where the information is retained for an equivalent period by a meteorological or AIS organisation; | | |
| | 9. a record of each internal quality assurance review carried out under the procedures required by 2.37; the record shall detail the activities reviewed and any necessary follow-up corrective and preventive actions; and | | |
| | 10. A record of each safety management assessments carried out under the safety management programmes required by 2.38; the record shall detail the activities reviewed and any necessary follow-up corrective and preventive actions. | | |
| (c) | The applicant shall establish systems and procedures to ensure the electronic recording of—<br>1. all ATS radio and telephone communications; | | |
| | 2. all high-frequency air-ground communications; | | |
| | 3. all relevant data obtained through automatic dependent surveillance (ADS), used in providing or supporting an ATC service; and | | |
| | 4. for any equipment coming into service after the date this Standards Document comes into force, any transfer and acceptance of control process not conducted by telephone. | | |

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| (d) | The applicant shall establish systems and procedures to ensure that electronic records required by paragraph (c)—<br>1. include time recording, correct to within 5 seconds of UTC, as determined by reference to a standard time station or GPS time standard; and | | |
| | 2. either—<br>i. replicate the voice communications, and, if applicable, the ADS picture, applying at the particular operating position; or | | |
| | ii. Are accompanied by a statement fully describing the differences between the recording supplied and a recording in accordance with subparagraph (i). | | |
| (e) | For the purposes of paragraph (d)(2) the term ADS picture includes any visual presentation of aircraft position, however derived. | | |
| (f) | The option provided by paragraph (d)(2)(ii) shall apply only to equipment in service on the date this Standards Document comes into force. | | |
| (g) | The applicant shall establish systems and procedures to ensure that all records, except where replication is required by paragraph (d)(2)(i), are of sufficient clarity to convey the required information. | | |
| (h) | The applicant shall establish procedures to ensure that the records referred to in paragraph (b) are retained for 31 days from the date of entry, except for—<br>1. staff duty rosters; and | | |
| | 2. written records associated with the requirements of 2.36 (a)(2) and (3)—<br>Which shall be retained for 2 years. | | |
| **2.34** | **Logbooks And Position Logs** | | |
| (a) | Each applicant for the grant of an air traffic service certificate shall establish procedures to ensure that a logbook, with sequentially numbered pages, is kept at each ATS unit, and, where a unit has physically separate operations areas, at each such location within the unit. | | |
| (b) | The procedure shall ensure that—<br>1. the logbook is maintained by the senior person on duty, or the person on watch at a nominated operating position; and | | |
| | 2. the logbook is maintained throughout the hours of watch of the unit or operations room; | | |
| | 3. all entries include the time of entry; | | |
| | 4. the person responsible for maintaining a logbook signs On | | |

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| | Watch, and effects transfer of responsibility by successive On Watch entries; and | | |
| | 5. logbook entries are— | | |
| | i. in chronological sequence and in ink; | | |
| | ii. without erasure, defacement, or obliteration; | | |
| | iii. corrected by drawing a single line through the erroneous information and initialing the correction; | | |
| | 6. actual times of opening and closing watch are recorded in the logbook, together with the reason for every variation from published hours of service; and | | |
| | 7. Logbooks are retained for a period of 7 years from the date of final entry. | | |
| (c) | Each applicant shall establish a procedure to ensure the keeping of an operating position log, when such information is not available in the logbook required by paragraph (a). The procedure shall ensure that the operating position log—<br>1. contains sufficient information to identify— | | |
| | i. when that position was in operation; | | |
| | ii. the services being provided from that position; | | |
| | iii. the identity of the individual providing the service; | | |
| | 2. is retained for a period of 31 days from the date of filing. | | |
| (d) | Each applicant shall establish a procedure certifying the correctness of information recorded in the personal log books required by Regulations No. 124 (2). | | |
| **2.35** | **Security** | | |
| (a) | Each applicant for the grant of an air traffic service certificate shall prepare an ATS security programme. | | |
| (b) | Each ATS security programme shall specify the physical security requirements, practices, and procedures to be followed for the purposes of minimising the risk of destruction of, damage to, or interference with the operation of, any ATS unit operated by the applicant where such destruction, damage, or | | |

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| | interference is likely to endanger the safety of aircraft. | | |
| (c) | Without limiting the generality of paragraph (b), the security programme shall specify such physical security requirements, practices, and procedures as may be necessary—<br>1. to ensure that entrances to permanent ATS facilities operated by the applicant are subject to positive access control at all times, so as to prevent unauthorised entry; | | |
| | 2. to protect personnel on duty; | | |
| | 3. to be followed in the event of a bomb threat or other threat of violence against an ATS unit; | | |
| | 4. to monitor unattended ATS unit buildings to ensure that any intrusion or interference is detected; | | |
| | 5. to ensure that reportable security occurrences and incidents required by the security legislation are notified to the Authority. | | |
| **2.36** | **Service Disruptions** | | |
| (a) | Each applicant for the grant of an air traffic service certificate shall establish procedures to—<br>1. advise the Authority of any planned disruption to the provision of air traffic services that could have an impact on safety; | | |
| | 2. investigate any unplanned disruption to the provision air traffic services; | | |
| | 3. Report to the Authority, within 48 hours of the occurrence, the circumstances surrounding any unplanned disruption to air traffic services when the disruption affected, or could have affected, the safety of air traffic. | | |
| (b) | Disruptions reportable under paragraph (a) shall include, but are not limited to, any—<br>1. failure to open watch within 15 minutes of the promulgated opening time; and | | |
| | 2. any interruption, of greater than 10 minutes, to the normal provision of an air traffic service; and | | |
| | 3. Curtailment of watch, by greater than 30 minutes, from the promulgated off watch time. | | |

| 2.37 | **Internal Quality Assurance** | | |
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| (a) | Each applicant for the grant of an air traffic service certificate shall establish an internal quality assurance system to ensure compliance with, and the adequacy of, the procedures required by this Standards Document. | | |
| (b) | The internal quality assurance system shall include—<br>1. a safety policy and safety policy procedures; and | | |
| | 2. a procedure to ensure quality indicators, including samples of radio and telephone records, defect and incident reports, and personnel and customer feedback, are monitored to identify existing problems or potential causes of problems within the system; and | | |
| | 3. a procedure for corrective action to ensure existing problems that have been identified within the system are corrected; and | | |
| | 4. a procedure for preventive action to ensure that potential causes of problems that have been identified within the system are remedied; and | | |
| | 5. an internal audit programme to audit the applicant's organisation for conformity with its safety policy; and | | |
| | 6. Management review procedures to ensure the continuing suitability and effectiveness of the internal quality assurance system in satisfying the requirements of this Standards Document. | | |
| (c) | The safety policy procedures shall ensure that the safety policy is understood, implemented, and maintained at all levels of the organisation. | | |
| (d) | The procedure for corrective action shall specify how—<br>1. to correct an existing problem; and | | |
| | 2. to follow up a corrective action to ensure the action is effective; and | | |
| | 3. to amend any procedure required by this Standards Document as a result of a corrective action; and | | |
| | 4. Management will measure the effectiveness of any corrective action taken. | | |
| (e) | The procedure for preventive action shall specify how— | | |
| | 1. to correct a potential problem; and | | |

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| | 2. to follow-up a preventive action to ensure the action is effective; and | | |
| | 3. to amend any procedure required by this Standards Document as a result of a preventive action; and | | |
| | 4. Management will measure the effectiveness of any preventive action taken. | | |
| (f) | The internal quality audit programme shall—<br>1. specify the frequency and location of the audits taking into account the nature of the activity to be audited; and | | |
| | 2. ensure audits are performed by trained auditing personnel who are independent of those having direct responsibility for the activity being audited; and | | |
| | 3. ensure the results of audits are reported to the personnel responsible for the activity being audited and the manager responsible for internal audits; and | | |
| | 4. require preventive or corrective action to be taken by the personnel responsible for the activity being audited if problems are found by the audit; and | | |
| | 5. Ensure follow up audits to review the effectiveness of any preventive or corrective action taken. | | |
| (g) | The procedure for management review shall—<br>1. specify the frequency of management reviews of the quality assurance system taking into account the need for the continuing effectiveness of the system; and | | |
| | 2. identify the responsible manager who shall review the quality assurance system; and | | |
| | 3. Ensure the results of the review are evaluated and recorded. | | |
| (h) | The senior person who has the responsibility for internal quality assurance shall have direct access to the Chief Executive on matters affecting the safe provision of any air traffic service listed in the exposition. | | |
| **2.38** | **Safety Management** | | |
| (a) | Each applicant for the grant of an air traffic service certificate shall establish ATS safety management programmes prescribed in paragraph (b) below to ensure that safety is maintained in the provision of ATS within airspaces and at aerodromes. | | |

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| (b) | The ATS safety management programmes shall-:<br>1. provides for an internal system of oversight to ensure the safe provision of air navigation services and the manager of the program shall- | | |
| | i have direct access to the Chief Executive on operational system safety matters; | | |
| | ii conduct risk assessments of current and proposed operational policies, plans and procedures; and | | |
| | iii coordinate the collection and analysis of operational risk-related data; and | | |
| | 2. comprise of safety policies, principles and requirements prescribed in Chapter 7; and | | |
| | 3. provide for an acceptable level of safety and safety objectives prescribed in paragraph (c) below applicable to the provision pf air traffic services (ATS) within airspaces and at aerodromes; and | | |
| | 4. ensure any significant safety-related change or safety-related enhancements to the ATC system, including the implementation of reduced separation minimum or a new procedure, shall only be effected after a safety assessment has demonstrated that an acceptable level of safety will be met and users have been consulted, and adequate provision is made for post-implementation monitoring to verify the defined level of safety continues to be met; and | | |
| | 5. ensure that remedial action necessary to maintain an acceptable level of safety is implemented; and | | |
| | 6. Provide for continuous monitoring and regular assessment of the safety level achieved. | | |
| (c) | An acceptable level of safety and safety objectives applicable to the provision of ATS within airspaces and at aerodromes shall be established on the basis of regional air navigation agreements where applicable. The following measures have been determined as the acceptable level of safety where none being established through regional air navigation agreements.<br>1. Maximum aircraft accident attributable to ATS = 1x10-6 (1 per 1million movements) | | |
| | 2. Maximum air traffic service incidents for each classification - | | |

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| | 3. Classification A1 = 1x10-5 | | |
| | 4. Classification A2 = 3x10-5 | | |
| | 5. ClassiffficationA3 = 5x10-5 | | |
| | 6. Maximum valid short-term conflict alerts* (STCA) = 1x10-5 (1 per 100000 movements). | | |
| | [*This refers to actual alerts independently generated by the ATS | | |
| (d) | Each applicant for the grant of an air traffic service certificate shall-<br>1. establish and maintain a database of statistical information prescribed in the above paragraph (c); and | | |
| | 2. submit to the Authority a half-year and an annual summary of the ATS safety management statistical information prescribed by paragraph (c) above no later than 15 days following the end of the periods respectively. | | |
| **2.39** | **Controller Pilot Data Link Communication (CPDLC)** | | |
| (a) | Each applicant for the grant of an air traffic service certificate shall ensure CPDLC equipment and facility meet the requirements prescribed in ICAO Doc 9705. | | |
| (b) | Each applicant for the grant of an air traffic service certificate in respect of a CPDLC service shall establish procedures to—<br>1. support the provision of ATS prescribed by— | | |
| | i. Document 4444; | | |
| | ii. Document 7030; | | |
| | iii. South Pacific Operations Manual (SPOM); | | |
| | 2. ensures full information is made available to pilots and aircraft operators on— | | |
| | i. the nature and extent of the CPDLC services provided; | | |
| | ii. any significant limitations regarding such CPDLC services; | | |
| | 3. ensure the information displayed at individual CPDLC operating positions is that required for the air traffic services to be provided; | | |

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| | 4. where applicable, ensure CPDLC and ATS inter-facility data communication (AIDC) protocols are established through mutual agreements between the ATS units; | | |
| | 5. ensure the contingency plan provides for non-availability of the CPDLC system | | |
| **3.9** | **Performance-Based Navigation (PBN) Operations** | | |
| 3.9.1 | Does the applicant for the grant of an air traffic service certificate shall ensure PBN operations meet the requirements prescribed by the authority. | | |
| 3.9.2 | Does Performance-based navigation operations is implemented as appropriate by the air traffic service provider | | |
| 3.9.3 | Is the prescribed navigation specification shall be appropriate to the level of communications, navigation and air traffic services provided in the airspace concerned | | |
| **3.10** | **Performance-Based Communication (PBC) Operations** | | |
| 3.10.1 | **Does the** applicant for the grant of an air traffic service certificate shall ensure that application of PBC, RCP specifications meet the requirements prescribed by the authority. | | |
| 3.10.2 | Does the prescribed RCP specification is appropriate to the air traffic services provided. | | |
| **3.11** | **Performance-Based Surveillance (PBS) Operations** | | |
| 3.11.1 | **Does the** applicant for the grant of an air traffic service certificate shall ensure that application of PBS, RSP specifications meet the requirements prescribed by the authority.<br><br>(When applicable, the RCP specification(s) shall be prescribed on the basis of regional air navigation agreements | | |
| 3.11.2 | Does the prescribed RCP specification is appropriate to the air traffic services provided. | | |
| 3.11.3 | Where an RSP specification has been prescribed by the Authority for performance-based surveillance, ATS units shall be provided with equipment capable of performance consistent with the prescribed RSP specification(s). | | |
| AIC 14/18 | Does the prescribed RCP/RSP specification is appropriate to the air traffic services provided. (meet the requirements prescribed by the authority)<br>(1) ATC separation criteria and procedures relevant to RCP/RSP criteria; | | |
| | 2) Normal ATC response to data link communication messages; | | |
| | 3) Message elements in the message set used in each environment; | | |

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| | 4) Required Communication Performance (RCP)/Required Surveillance Performance (RSP) specifications and their performance requirements; | | |
| | 5) Implementation of reduced separation with associated data communication system requirements to comply with RCP 240 and RSP 180 or other possible performance requirements associated with their routes; | | |
| | 6) Data link communications system theory (relevant to operational use); | | |
| | 7) Operations involving data link communication services | | |
| | 8) Nominal and unacceptable performance; | | |
| | 9) Normal and non-normal use; | | |
| | 10) Data link communication events and reporting; | | |
| | 11) Contingency procedures to transition to a different separation standard when data link communication services fail. | | |
| | **Does the** applicant for the grant of an air traffic service certificate shall ensure that FLIGHT PLAN application of PBS, RSP specifications meet the requirements prescribed by the authority. | | |
| | **Does the** applicant for the grant of an air traffic service certificate shall ensure that post implementation monitoring is conducted as per prescribed by the authority? | | |
| 8 | **DOCUMENTS CONTROL** | | |
| 8.1 | **Documents**<br>Apart from ATS management having available the relevant legislation and documents, an ATS Provider shall ensure ATS personnel have easy access to those documents needed for operational applications and references. | | |
| 8.2 | **Document Control**<br>The ATS Provider shall have in place a documentation control system that will ensure the documents as listed in 8.3 below are timely amended and that there are procedures to ensure that operational personnel will be notified and that they have read/understood the amendments. | | |

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| 8.3 | **List of Publications and Documents**<br>The minimum scale of fully amended publications and documents to be held at each ATS unit and available for ATS personnel to consult is defined in chap 8.3 of the SD ATS under list of publication. | | |
| 8.4 | **Operations Manual of Air Traffic Management (OPS-MATM)**<br>(a) The Operations MATS is an ATS Provider's document detailing the applicable separations, procedures, instructions and information essential for the provision of air traffic services. The MATS shows how, when and where an ATS Provider provides, or proposes to provide air traffic services. | | |
| | (b) The ATS Provider shall ensure that any air traffic service it provides is in accordance with the standards in | | |
| | (1) Relevant Annexes to the International Convention on Civil Aviation;<br>(2) ICAO DOC 4444 — Rules of the Air and Air Traffic Services, | | |
| | (3) ICAO DOC 7030 Regional Supplementary Procedures; | | |
| | (4) International Aeronautical and Maritime Search and Rescue Manual (IAMSAR); and SDATS. | | |
| | (c) It is impracticable for the OPS-MATM to cater for all combinations of air traffic situations and that the use of any procedural standards is subject to the evaluation as to whether the required separation will be achieved in the circumstances at that time | | |
| | (d) The production and maintenance of the MATS is the responsibility of the ATS Provider. Amendments to the OPS-MATM shall be provided to the Authority preferably 14 days prior to the effective date. | | |
| | (e) The contents of the OPS-MATM should including the following:<br>(1) Table of contents based on items in the manual, indicating the page number on which each item begins; | | |
| | (2) Description of the applicant's organisation structure and a statement setting out the functions that the applicant performs, or proposes to perform under the Civil Aviation Reform ACT 1999; | | |

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| | (3) Description of the chain of command established, or proposed to be established, by the applicant and a statement of the duties and responsibilities of any supervisory positions within the organisational structure; | | |
| | (4) A list of the air traffic services that the applicant provides, or proposes to provide;<br>(5)A statement, for each air traffic service, showing the hours of operation of the service; | | |
| | (6) A statement, for each air traffic service, that identifies the particular airspace within which the service is provided, or proposed to be provided; | | |
| | (7) A statement, for each air traffic service, that identifies the location from where the service is provided; | | |
| | (8) If the applicant provides, or proposes to provide, an air traffic service for controlled airspace:<br>(i) A description of the manoeuvring area of the aerodrome; | | |
| | (ii) Parts of the airport emergency plan that are relevant to the provision of the service; | | |
| | (iii) Procedures for preventing the unauthorised entry of persons, vehicles and things onto the movement area of the aerodrome; | | |
| | (iv) Procedures for the control of surface vehicles operating on or in the vicinity of the manoeuvring area; | | |
| | (v) ATC procedures and separation standards for the airspace; and | | |
| | (9) A statement of the responsibilities, functions and hours of operation for each operating position; | | |
| | (10) A description of the arrangements made or proposed to be made by the applicant to ensure that it has, and will continue to receive, on a daily basis, the information necessary for providing the service; | | |
| | (11) A description of the arrangements made or proposed to be made by the applicant to ensure that it has, and will continue to provide, information in connection with its air traffic services (including SAR alerting) to another person | | |

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| | whose functions reasonably require that information;<br>(12) A description of the applicant's record keeping system; | | |
| | (13) Any agreement entered into by the applicant in relation to the provision of any of the air traffic services; | | |
| | (14) Document on the applicant's Safety Management System and Quality Assurance System; | | |
| | (15) The ATS Provider's Contingency Plan for the provision of air traffic services; | | |
| | (16) The applicant's security program; | | |
| | (17) Procedures to be followed for revising the operations manual and other relevant aeronautical documents; | | |
| | (18) Procedures to be followed to ensure that all operational staff are familiar with any operational changes that have been issued since the last performed operational duties; | | |
| | (19) Description of the applicant's training and checking program; and | | |
| | (20) Description of the procedures to be used in commissioning new facilities and equipment. | | |
| | **(g)** The OPS-MATM and the supplementary instructions will be subject to updating resulting from, procedural changes or associated technological advances to the ATS systems. The ATS provider has the responsibility for having in place a document control system to ensure the documents are timely amended and read by staff | | |
| | (h) Format of the OPS-MATM | | |
| | (1) The printed copy of the OPS-MATM should be - | | |
| | (i) A4 size white paper: minimum font size 11-point; or | | |
| | (ii) B5 size white papers, minimum font size 10 point; and | | |

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| | (iii)Easy to read font (e.g. Arial, Times Roman). | | |
| | (2) Reproduction of the OPS-MATM via photocopying process, the font size specified in paragraph A-3.1 should be retained. | | |
| | (3) The OP-MATS should comprise of the following-<br><br>**<u>PART 1</u>**<br><br>RAC 1 Definitions and Data<br>RAC 2 Air Traffic Services, Organization and Safety Management<br>RAC 3 Coordination and Control of Flights<br>RAC 4 Aerodrome Control<br>RAC 5 Separations<br>RAC 6 Flight Information Service<br>RAC 7 Emergency Procedures<br>RAC 8 Air Traffic Service Messages and Flight Plan Handling<br>RAC 9 Flight Progress Strip System<br>RAC 10 Global Positioning System<br>RAC11Controller Pilot Data Link Communication<br>RAC 12 Automated Dependent Surveillance | | |
| | **<u>PART 2</u>**<br><br>COM Communications<br>AIS Aeronautical Information Services<br>MET Meteorology<br>Personnel Licensing<br>Administration<br>Equipment<br>General | | |
| | (4) The Local Unit Orders should be prepared in the same general format as the OPS-MATM with applicable subject matter arranged in sections as follows: | | |
| | Emergency<br>Rules of the Air and Air Traffic Services<br>Communications<br>Aeronautical Information Services<br>Meteorology<br>Personnel Licensing<br>Administration<br>Equipment<br>General | | |
| | (5) The Temporary ATS Instructions should be consecutively numbered commencing from the first day of each calendar year (e.g. No. 001/00). | | |

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| Date Exposition Received: | |
| Assessment Conducted by ANSI: | |
| Signature /Date: | |
| Acceptable /Rejected: | |
| Service Provider notified: | |