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APPROVAL PAGE

This Check list for AIS Inspector has been prepared by Air Navigation Regulation Directorate to assist the effort of the Ethiopian Civil Aviation Authority to maintain the provision of effective Air Navigation Services with in Ethiopia airspace.

It is important to note that the Check list for AIS Inspector improves the safety of Air Navigation Services in Ethiopia.

The Director General of Ethiopian Civil Aviation Authority has here by approved the Check list for AIS Inspector on June, 2016 to be used as guidance to Aeronautical Information Services Inspector.

Approved by

Wosenyetch Hunegnaw (Col.)
Director General
 Date June, 2016



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Requirement:-The AIS provider designates the office to which all elements of the Integrated Aeronautical Information Package originated by other States shall be addressed.

Reference :- AIP Ethiopia ,GEN 3.1-1 ,3.2-1

No	Checklist Questions	Compliance verified	Evidence and/or Observations
1	<p>Has the AIS provider established an AIS Office or entity?</p> <ul style="list-style-type: none"> Review approved organizational chart Review evidence for the established service 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

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Requirement:- Quality management systems shall be implemented and maintained encompassing all functions of an AIS, as outlined in 2.2.			
Reference :- Manual of AIS (ECAA/ANR/OP/001, 2.2.1)			
No	Checklist Questions	Compliance verified	Evidence and/or Observations
2	<p>Does the AIS provider establish a properly organized quality management system in the AIS?</p> <ul style="list-style-type: none"> • Review documented evidence (the necessary policies, processes and procedures) • Check if trained personnel are assigned appropriately 	Yes <input type="checkbox"/> No <input type="checkbox"/>	
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Requirement:-Aeronautical information shall be provided in the form of aeronautical information products and associated services.

Reference:- Manual of AIS (ECAA/ANR/OP/001, 2.1.2.1)

No	Checklist Questions	Compliance verified	Evidence and/or Observations
3	<p>Does AIS provider issue aeronautical information products to other AIS unit(s), when requested?</p> <ul style="list-style-type: none"> • Review sample copy of the Aeronautical Information products • Verify the procedure for providing copy of the elements 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

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Requirement: -In order to protect the investment in the products of a State’s AIS as well as to ensure better control of their use, States may wish to apply copyright to those products in accordance with their national laws.

Reference:- ECARAS Part 13, 2.4

No	Checklist Questions	Compliance verified	Evidence and/or Observations
4	Has the AIS provider promulgated regulations to ensure that information that has been granted copyright protection originating from another State and provided to a third party is appropriately annotated and the third party is made aware that the product is copyright protected? • Check regulation	Yes <input type="checkbox"/> No <input type="checkbox"/>	

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Requirement:- The AIS provider shall develop an overall training policy and programme and detailed job descriptions for its staff.

Reference:- Manual of AIS (ECAA/ ANR/OP/001, Chapter 4 ,4.1.1)

No	Checklist Questions	Compliance verified	Evidence and/or Observations
5	<p>Does the AIS provider develop job descriptions for its AIS technical staff?</p> <ul style="list-style-type: none"> • Review job descriptions • Review terms of reference for AIS technical staff 	<p>yes <input type="checkbox"/> No <input type="checkbox"/></p>	
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<p>Requirement:- The AIS provider shall develop an overall training policy and programme and detailed job descriptions for its staff.</p>			
<p>Reference:- Manual of AIS (ECAA/ ANR/OP/001, Chapter 4 ,4.1.1)</p>			
No	Checklist Questions	Compliance verified	Evidence and/or Observations
6	<p>Does the AIS service provider develop a training programme for AIS technical staff?</p> <ul style="list-style-type: none"> • Review developed training program (initial, recurrent or specialized) • Check its approval by the regulatory 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
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<p>Requirement: -The Aeronautical Information Services provider shall maintain individual training records and plan for each technical staff</p>			
<p>Reference:- Manual of AIS (ECAA/ANR/OP/001 , Chapter 4 ,4.1.3 & Inspectors’ Handbook,9.4)</p>			
No	Checklist Questions	Compliance verified	Evidence and/or Observations
7	<p>Does the AIS service provider maintain training records for AIS technical staff?</p> <ul style="list-style-type: none"> • Verify the training record and plan • Verify if it is appropriately implemented. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
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<p>Requirement: The AIS provider shall publish an Aeronautical Information Publication (AIP) containing current information, data and aeronautical charts relating to the airspace in which Ethiopia has responsibility for air traffic services</p> <p>Reference:- ECARS part 13 section 4 and Manual of AIS (ECAA/ ANR/OP/001, Chapter 5 ,5.1.1)</p>			
No	Checklist Questions	Compliance verified	Evidence and/or Observations
8	<p>Does the AIS provider publish its AIP in three parts, in accordance with Chapter 4 and Appendix 1 of Annex 15?</p> <ul style="list-style-type: none"> • Verify the contents of the AIP • Review the process before publication 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>DESCRIPTION/COMMENTS</p>			

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Requirement: The AIS provider shall publish under the AIRAC system, i.e. basing establishment, withdrawal or significant changes upon a series of common effective dates and planned significant changes of circumstances.

Reference:- **Manual of AIS (ECAA/ ANR/OP/001,C8)**

No	Checklist Questions	Compliance verified	Evidence and/or Observations
9	<p>Does the AIS provider use the Aeronautical Information Regulation and Control (AIRAC) system to notify the establishment, withdrawal and premeditated significant changes of circumstances listed in accordance with Chapter 6 and Appendix 4 Part 2 of Annex 15?</p> <ul style="list-style-type: none"> • Verify the AIRAC cycle date • Review sample published AIRAC AIP supplement or amendment 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

DESCRIPTION/COMMENTS

- information under the AIRAC system distributed at least 28 days in advance of the effective date

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Requirement: The AIS provider shall establish a mechanism for aeronautical data quality requirements related to publication resolution and data integrity is in accordance with the provisions of Annex15.


Reference:- Manual of AIS (ECAA/ ANR/OP/001,2.2.6)

No	Checklist Questions	Compliance verified	Evidence and/or Observations
10	<p>Has the AIS provider established a procedure for aeronautical data quality requirements related to publication resolution and data integrity are in accordance with the provisions of Annex 15, Appendix 7, Tables A7-1 to A7-5?</p> <ul style="list-style-type: none"> • Verify the procedure. • Check compliance with Annex 15. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	

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Requirement: The following minimum facilities and equipment, in addition to basic office furniture and stationary, should be provided for AIS headquarters and each NOF and aerodrome/heliport AIS unit.


Reference:-requirements to be implemented by ANS (ECAA/ANR/AC/005 ,3.2 H)

No	Checklist Questions	Compliance verified	Evidence and/or Observations
11	Is the AIS office/unit equipped with minimum facilities and equipment? <ul style="list-style-type: none"> • Check the office has adequate table/counter space for processing information • Verify that the office has PC/computer • Verify that the office has Telephone • Verify that the office has photocopier • Verify that the office has fax 	Yes <input type="checkbox"/> No <input type="checkbox"/>	

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Requirement: The AIS provider shall promptly originate and issue a NOTAM whenever the information to be distributed is of a temporary nature and of short duration or when operationally significant.

Reference:- Manual of AIS (ECAA/ANR/OP/001,C6)

No	Checklist Questions	Compliance verified	Evidence and/or Observations
12	Does The AIS provider promptly originate and issue a NOTAM? <ul style="list-style-type: none"> • Verify the NOTAM format • Verify that the NOTAM deal with only one subject and one condition of the subject. • Verify the NOTAM transmitted as a single telecommunication. message 	Yes <input type="checkbox"/> No <input type="checkbox"/>	

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Requirement: : The following formats should be available at international airport

Reference:- Requirements to be implemented by ANS (ECAA/ANR/AC/005,3.2 I)

No	Checklist Questions	Compliance verified	Evidence and/or Observations
13	Does the NOTAM office have the following formats? <ul style="list-style-type: none"> • aircraft accident report • bird strike report • Air traffic Incident report • Faulty radio comm..., Visual and Non visual Navigation AID report • wall display chart 	Yes <input type="checkbox"/> No <input type="checkbox"/>	
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Requirement : The AIS provider shall receive, collate or assemble ,edit ,format , publish/store and distribute that aeronautical data and aeronautical information concerning the airspace in which Ethiopia is responsibility for the provision of air traffic services.

Reference:- Manual of AIS (ECAA/ANR/OP/001,2.1.2)

No	Checklist Questions	Compliance verified	Evidence and/or Observations
14	<p>Does the aeronautical information services receive, collate or assemble, edit, format, publish/store and provided an Integrated Aeronautical Information Package consisting of:-?</p> <ul style="list-style-type: none"> • AIP ,including amendment service • Supplements to the AIP • NOTAM • AIC • Checklist and list of valid NOTAM 	Yes <input type="checkbox"/> No <input type="checkbox"/>	

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