APPROVAL PAGE

This Check list for Air Traffic Services 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 Air Traffic Services 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 Air Traffic Services Inspector on June, 2016 to be used as guidance to Air Traffic Services Inspector.
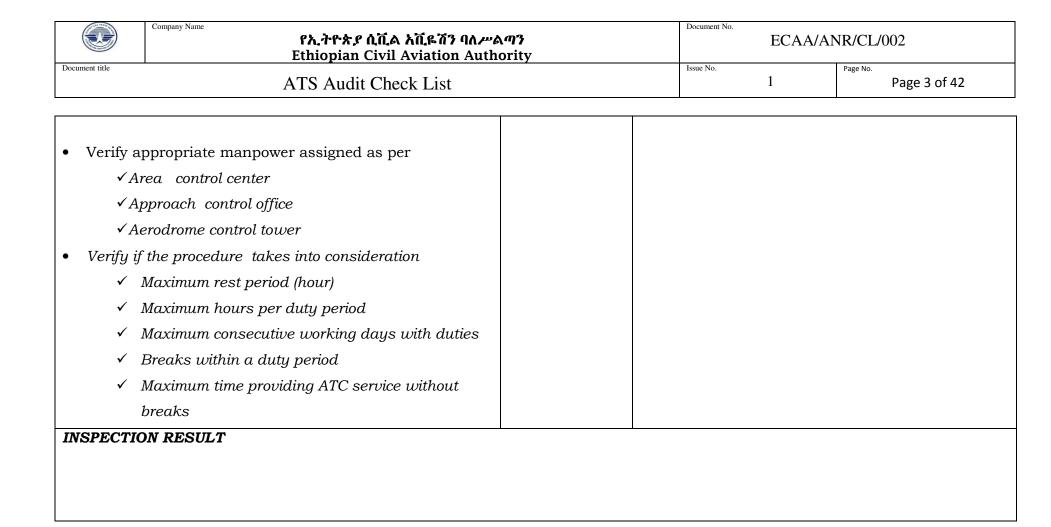
Approved by ....

Date June, 2016

Wosenyeleh Hunegnaw (CoL)
Director General

Requirement
ECAA/ANR/AC/005 – CHAPTER 1.1 A *The service provider responsible for the provision of Air Traffic Services shall develop Policy and procedure for determining the capability of the ATS system including the number of staff required to ensure the provision of an adequate system.*

Checklist Questions	*Compliance verified*	*Evidence and/or Observations*
Does the air traffic service provider responsible for the air traffic service (ATS) develop policies and procedures for determining the capacity of the ATS system, including number of staff required to guarantee the provision of an adequate ATS system? • *Verify if* ✓ *The ATSP developed policies and procedures for determining the capacity of the ATS system, including the number of staff required* ✓ *Availability of the procedure in the ACC and tower* • *Verify staff assignment taking into consideration* ✓ *Area of responsibility* ✓ *Traffic movement* ✓ *Air space structure* ✓ *Density of TFC and* ✓ *Type of TFC*	YES ☐ NO ☐	

- Verify appropriate manpower assigned as per
  - ✓ *Area   control center*
  - ✓ *Approach control office*
  - ✓ *Aerodrome control tower*
- *Verify if the procedure takes into consideration*
  - ✓ *Maximum rest period (hour)*
  - ✓ *Maximum hours per duty period*
  - ✓ *Maximum consecutive working days with duties*
  - ✓ *Breaks within a duty period*
  - ✓ *Maximum time providing ATC service without breaks*

INSPECTION RESULT

Requirement ECAA/ANR/AC/005 Chapter 1.1 H

The service provider responsible for the provision of Air Traffic services shall have developed policies and procedures to enable recruitment and retention of adequately qualified and experienced ATS staff.

Checklist Questions	*Compliance verified*	*Evidence and/or Observations*

❖ *Does the ATSP develop policies and procedures to enable recruitment and retention of appropriately qualified and experienced ATS staff?*
 	
• *Verify if the ATSP*
 	
  ○ *Developed procedure for recruitment and retention of ATS staff.*
  ○ *Implemented as per the minimum requirements*
     ✓ *Educational back ground*
     ✓ *Citizenship*
     ✓ *able to read write listen and speak English clearly*
     ✓ *age limit*
     ✓ *aptitude test*
     ✓ *medical and Psychological exams*
     ✓ *interview*
	YES ▢ *NO* ▢	

o *use of advertisement in massmedia* o *The ATSP implemented retention mechanism for qualified and experienced ATS staff*		

INSPECTION RESULT

Requirement   ECAA/ANR/AC/005 Chapter 1.1 H

The service provider responsible for the provision of Air Traffic Services shall develop a training programme, including refresher training for its technical staff.

Checklist Questions	Compliance verified	Evidence and/or Observations

Does the air traffic services provider responsible for the air traffic service (ATS) develop and implement a training programme for its ATS staff?
• Verify if
• The training program contains trainings for all ATS units / Controllers.
• The training plan includes trainings for all controllers and is conducted accordingly.
  ✓ Aerodrome air traffic Controllers
  ✓ Approach air traffic Controllers
  ✓ Area air traffic Controllers
  ✓ Senior air traffic Controllers
  ✓ Chief air traffic Controllers
	YES ☐ NO ☐	

• *Does the training program Include duration of training*
 	
 • *Verify if the training program and training plan Includes*
    ✓ *Re-fresher training*
    ✓ *Specialized training*		

INSPECTION RESULT

Requirement *ECAA/ANR/AC/005 chapter 1.1 D*

The service provider responsible for the provision of Air Traffic Services shall develop and implement procedure to maintain training records or files for its technical staff.

Checklist Questions	*Compliance verified*	*Evidence and/or Observations*
Does the air traffic services provider responsible for the air traffic service (ATS) maintain training records for its ATS staff? ❖ *Confirm* • *Training Sub-directorate verifies training record before the record is maintained.* • *Records are available both at the HRM and training sub directorate.* ❖ *Verify if the training records contain* ✓ *Refresher trainings* ✓ *Re-current trainings* • *Verify if training records are maintained for the*	*YES ▢ NO ▢*	

following controllers

- ✓ *Chief air traffic*
- ✓ *Senior air traffic*
- ✓ *Area air traffic*
- ✓ *Approach air traffic*
- ✓ *Aerodrome air traffic*
- ✓ *Assistance air traffic*

INSPECTION RESULT

Requirement

ECAA/ANR/AC/005 chapter 1.1 E

The service provider responsible for the provision of Air Traffic services shall develop and implement a procedure to ensure the continued competency of Air Traffic Controllers on new equipment, procedures and updated communications.

Checklist Questions	Compliance verified	Evidence and/or Observations
❖ *Does the air traffic service provider responsible for the air traffic service (ATS) develop and implement procedures for the continued competency of air traffic controllers on new equipment, procedures and updated communication systems?* ❖ *Verify if the* • *The ATSP developed procedure* • *Trainings are provided when* ✓ *New equipments are installed.* ✓ *New procedures are implemented.* ✓ *Updated communication systems are implemented.* ❖ *Verify if Area, Approach and Aerodrome controller's competency checked are checked on the following elements.* ✓ *Knowledge of separation standards and their application.*		

- ✓ *Recognition of aircraft capabilities, regarding differences in speed, climb, descent.*
- ✓ *Analysis of traffic situations.*
- ✓ *Planning, sequencing and expedition of traffic flow.*
- ✓ *Standard instrument departure and arrival procedure*
- ✓ *Condition with other sectors/units methods of transfers and updating of information.*
- ✓ *Utilization of radar, ADS-B*
- ✓ *English language Proficiency*

- ❖ *Verify if Aerodrome air traffic controllers have trains on;*
- ✓ *Local Aerodrome characteristics, lay out, visual aids, air port charts.*
- ✓ *Airspace structures.*
- ✓ *Knowledge of navigation facilities within the jurisdiction aerodrome control*
- ✓ *Aerodrome traffic rules and handling procedures.*
- ✓ *Aerodrome inspectors.*
- ✓ *Terrain and prominent landmarks.*
- ✓ *Weather conditions such wake turbulence effect.*
- ✓ *Aerodrome lighting system.*

✓ *Radio communication system and their applicability.* ✓ *Coordination with ATS units, operators, and airport authorities.* ✓ *Maneuvering and movement area of the aerodrome*		

INSPECTION RESULT

Requirement Annex -11 6.1.1.3

When direct pilot-controller two-way radiotelephony or data link communications are used for the provision of air traffic control service, recording facilities shall be provided on all such air-ground communication channels.

Checklist Questions	Compliance verified	Evidence and/or Observations

Does the air traffic services provider responsible for the air traffic services (ATS) establish and implement procedures for the recording and retention of the air traffic service (ATS) data?
 	
❖ *Verify if*
• *the ATSP established and implemented procedures for the recording and retention of the air traffic service (ATS) data*
• *The ATSP recorded and retained the data for a minimum of 30 days at ACC, APP and tower*
• *Daily traffic movements of aircraft using journals*
   ✓ *Departure , Arrival and Over flight*
• *progress strips*
   ✓ *Departure, Arrival and Over flight*		

- *Navigational aids such as*
  - ✓ *VOR/ DME*
  - ✓ *NDB*
  - ✓ *PAPI*
  - ✓ *LCL/ GP*

- *ATS messages records*
  - ✓ *Filed flight plans standard and*
  - ✓ *Filed flight plans repetitive*
  - ✓ *Meteorological and aeronautical information*
  - ✓ *Aeronautical information*

    - *Operation and Incident log books*
    - *Voice records (tape records) and Emergency log books*
    - *Permission log books and Violation records formats*
    - *Investigation records and occurrence investigations*
    - *Daily traffic movement records format*
    - *Search and rescue log books*

✓ *Surveillance data of Audio and Video* • *Duty roster for* ✓ *Chief , Senior, Area, Approach and Aerodrome Air Traffic Controllers*		

INSPECTION RESULT

Requirement   ECAA/ANR/AC/005 chapter 3.1 G

The service provider responsible for the provision of Air Traffic Services shall implement performance based navigation and the prescribed navigation specifications shall appropriate to the level of communications, navigation and air traffic services.

Checklist Questions	*Compliance verified*	*Evidence and/or Observations*
Has the ATSP implementation of performance based navigation (PBN), prescribed navigation specifications appropriate to the level of communications, navigation and air traffic services?		•
• *Verify if*		
o *The ATSP developed procedure for performance based navigation (PBN)*		
o *The procedure is available at the ACC/FIC and tower*		
o *The STARs, SID and SIAPs are developed based on navigational specification*		
✓ *RNAV 10 & 5 for enroute*		
✓ *RNAV 1 & RNP 1 as depicted in the procedure.*		
✓ *The prescribed navigation specifications appropriate to the level of communications, navigation and air traffic services.*		
• *Verify if*		

- *Safety assessments have been conducted.*

  - ✓ *before implementation and*
  - ✓ *after implementation*

- *Review documented evidences. If the safety of the system is assured:*
  - ✓ *Flight operations approvals*
  - ✓ *Procedure design capabilities*
  - ✓ *Flight plan adopted for PBN (letter "R" in item 10)*
  - ✓ *WGS-84 implementation.*

INSPECTION RESULT

REQUIREMENT ECARAS PART 14.15.3		
the separation minima shall be selected from those prescribed by the provisions of the PANS-ATM (Doc 4444) and the Regional Supplementary Procedures as applicable under the prevailing circumstances except that, where types of aids are used or circumstances prevail which are not covered by current ICAO provisions, other separation minima shall be established as necessary		
Checklist Questions	*Compliance verified*	*Evidence and/or Observations*

❖ *Does the air traffic services provider responsible for the air traffic service implement separation minima in accordance with Procedures for Air Navigation Services — Air Traffic Management (PANS/ATM) and Regional Supplementary Procedures (SUPPS)?*
❖ *Verify if*
❖ *The ATSP developed and implemented separation minima in accordance with PANS/ATM and SUPPS.*
❖ *Vertical separation minima*
❖ *horizontal separation minima*
   ✓ *lateral separation minima*
      o *By use of the same navigation aid or method.*
      o *By the use of area navigation (RNAV) equipment.*		

✓ *longitudinal separation*
 	
    ○ *Speed control, including the Mach number technique, distance-based and time-based*
 	
• *Surveillance separation minima with in Addis FIR*
  • *horizontal separation minima based on*
      ✓ *PSR , SSR & ADS-B*
      ✓ *PSR and SSP & PSR and ADS-B*
      ✓ *SSR and ADS-B*
  • *Wake turbulence Surveillance separation minima*
  • *Larger separation minima*
  • *Mixed environment*
  • *ATS Surveillance system failure*
  • *Surveillance emergency hazard and emergency procedure*
  • *Surveillance coordination*
❖ *The ATSP made available separation minima at ACC/FIC, APP and tower*		

INSPECTION RESULT

Requirement Annex 113.3.5.1

For all airspace where a reduced vertical separation minimum of 300 m (1 000 ft) is applied between FL 290 and FL 410 inclusive, a programme shall be instituted, on a regional basis, for monitoring the height-keeping performance of aircraft operating at these levels, in order to ensure that the continued application of this vertical separation minimum meets the safety objectives. The scope of regional monitoring programmes shall be adequate to conduct analyses of aircraft group performance and evaluate the stability of altimetry system error.

Checklist Questions	*Compliance verified*	*Evidence and/or Observations*

Does the ATS provider establish and implement a procedure to verify that aircraft are approved for operation in RVSM airspace, and that the information is forwarded to the Regional Monitoring Agency (RMA) on a regular basis?
 	
❖ *Verify if*
  • *The ATS provider established procedure for RVSM and made Available to ACC/FIC*
  • *The ATSP monitors and reports mechanism in any height deviation equal to or greater than 90 m (300 ft), for any reason to the ARMA*
  • *The ATSP establish mechanism (process) containing information on RVSM approved aircraft; up-**dated** information on RVSM approved aircraft and Verification mechanism for RVSM approved aircraft.*
	YES ▢ NO ▢	

• *The ATSP establish mechanism for data recording and forwarding to ARMA.*
 	
❖ *verify if the information for warded to ARMA include the following data*
 	
   ✓ *reporting unit;*
 	
   ✓ *location of deviation, either as latitude/longitude or a bearing and distance from a significant point;*
 	
   ✓ *date and time of large height deviation;*
 	
   ✓ *sub-portion of airspace, such as established route system, if applicable;*
 	
   ✓ *flight identification and aircraft type;*
 	
   ✓ *assigned flight level;*
 	
   ✓ *final reported flight level or altitude and basis for establishment (e.g. pilot report or Mode C);*
 	
   ✓ *duration at incorrect level or altitude;*
 	
   ✓ *possible cause of deviation;*
 	
   ✓ *any other traffic in potential conflict during deviation;*
 	
   ✓ *crew comments when notified of deviation; and*
 	
   ✓ *Remarks from ATC unit making report.*		

INSPECTION RESULT

Requirement ECARAS PART 14.21.2.9

The flight crew shall read back to the air traffic controller safety-related parts of ATC clearances and instructions which are transmitted by voice. The following items shall always be read back

Checklist Questions	Compliance verified	Evidence and/ or Observations

Does the ATSP as per Annex 11 requirements for read back of safety related parts and other relevant information of air traffic control (ATC) clearances and instructions are met?
 	
❖ *Verify if*
    • *The ATSP developed procedure as per Annex 11 requirements for read back of safety related parts*
    • *The procedure Available ACC/FIC and tower*
❖ *Verify if ATC complied read back properly*
• *For ATC route clearances;*
• *For clearances and instructions*
    o *to enter runway & taxiway*
    o *to land & take off*
    o *cross taxiway & taxi on any runway*
    o *backtrack on any runway & runway-in-use*
    o *altimeter settings & SSR codes*
    o *level instructions & speed instructions*
    o *heading instructions*
    o *Whether issued by the controller*		

- o *Whether issued by the controller contained in automatic terminal information service (ATIS) broadcasts,*
- o *Transition levels.*

❖ *Verify if read back properly made*

- • *conditional clearances,*
- • *aircraft operating within RVSM airspace*
  - o *level clearance*
  - o *cancellation of RVSM status*
  - o *entry into or exit from the RVSM airspace*
  - o *Application of contingency procedure transmitted by the controller shall be read-back by the flight crew to assure compliance with the clearance.*

❖ *Verify if read back properly made*

- • *coordination information regarding RVSM status of aircraft and*
- • *Suspension of RVSM operation due to weather deterioration and severe turbulence*

INSPECTION RESULT

Requirement ECARAS PART 14 14.25
ANSP shall establish systems and procedures to provide for the issuance of information and advice, including the designation of a preferred runway, for the purpose of the safe and efficient operation of – aircraft, vehicles and persons on the manoeuvring area.

Checklist Questions	Compliance verified	Evidence and/ or Observations

Does the ATSP establish and implement procedure to control the movement of persons and vehicles on the manoeuvring area of the aerodrome?
 	
• *Verify if*
o *The ATSP developed procedures to control the movement of persons and vehicles.*
o *The procedure is available in the control tower*
 	
• *Review documented evidence of the procedures used to control*
   o *The movement of persons on the manoeuvring area of the aerodrome.*
   o *The movement vehicles on the movement area of the aerodrome.*
	YES ▢ NO ▢
	YES ▢ NO ▢
		○

- *Verify if*
  - *The procedure (**ANATS**-03) clearly stats about communication, moving aircraft, control of the operation, maneuvering of aircraft on the apron, safety considerations, aircraft departure, push-back procedures, signs, markings and guidance and engine hazards*

- *Confirm effective implementation of the procedure*
- *Review evidence to confirm implementation of the procedure*

INSPECTION RESULT

Requirement

ECARAS PART 14. 2.17,18,21& 22

The ATSP shall establish appropriate written agreement between ATS unit aerodrome operator; military authorities, aeronautical information services and meteorological authority.

Checklist Questions	*Compliance verified*	*Evidence and/ or Observations*
• *Does the ATSP establish and implement policies and procedures for coordination between air traffic services (ATS) and entities*	*YES ▢ NO ▢* *YES ▢ NO ▢* *YES ▢ NO ▢*	
• *Verify if*		
• *there is written coordination agreement between air traffic service and National Meteorological Agency*	*YES ▢ NO ▢*	
○ *Availability of signed agreement*	*YES ▢ NO ▢*	
○ *Conduct activities as per signed agreement*	*YES ▢ NO ▢* *YES ▢ NO ▢*	
• *Verify if there is written coordination agreement between air traffic service and Aeronautical information services directorate*		
✓ *Availability of signed agreement*		
✓ *Conduct activities as per the signed agreement*	*YES ▢ NO ▢*	
	YES ▢ NO ▢	
○ *airport surface inspection*	*YES ▢ NO ▢*	
○ *apron management service*		
○ *general instructions to maintain readiness*	*YES ▢ NO ▢*	

o *airport fire service vehicles*	YES ☑ NO ☐
• *Verify if there is a written coordination agreement between air traffic services and Ethiopian Airport Enterprise*	YES ☑ NO ☐
	YES ☑ NO ☐
✓ *Availability of signed agreement*	
✓ *Conduct of activities as per the signed agreement*	
	YES ☑ NO ☐
• *Verify if there is written coordination agreement between air traffic service and Military authorities*	YES ☑ NO ☐
	YES ☑ NO ☐
✓ *Availability of signed agreement*	
✓ *Availability agreement at ACC/FIC and tower*	
✓ *Conduct activities as per signed agreement*	YES ☑ NO ☐
	YES ☐ NO ☐
	YES ☐ NO ☐

INSPECTION RESULT

Requirement

ECARAS PART 14. 2.17,18,21& 22

The service provider(s) responsible for the provision of Air Traffic services shall establish systems and procedures to ensure that the radiotelephony procedures and communication procedures are effectively applied.

Checklist Questions	*Compliance verified*	*Evidence and/ or Observations*
• *Does the ATSP comply with the communications requirements of Annex 11*	YES ☐ NO ☐	
• *Verify if the ATSP established* **main and stand-by** *air-ground VHF communications requirements for:*	YES ☐ NO ☐	
• *Area air traffic control center*		
• *VHF 125.1MHz ENTOTO*		
• *VHF 125.1MHz ARBAMINCH*		
• *VHF 125.1MHz GORE*		
• *VHF 125.2MHz DIREDAWA*	YES ☐ NO ☐	
• *VHF 125.2MHz GODE*	YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐	
• *Approach air traffic control office*	YES ☐ NO ☐	
• *VHF 119.7MHz*	YES ☐ NO ☐ YES ☐ NO ☐	
• *Aerodrome air traffic control office*	YES ☐ NO ☐	
• *VHF 118.1MHz*	YES ☐ NO ☐	
	YES ☐ NO ☐ YES ☐ NO ☐	

PLEASE MAKE SURE THAT THIS IS THE CORRECT ISSUE BEFORE USE

- *Verify if the ATSP established **main and stand-by** ground - ground VHF communications requirements for:*   YES ☐ NO ☐
      YES ☐ NO ☐

- *Aerodrome air traffic control office*   YES ☐ NO ☐
      YES ☐ NO ☐

- *VHF 121.9MHz*   YES ☐ NO ☐

- *Verify if the ATSP established main and stand-by ground - ground communications requirements for:*

- *Area air traffic control center*

with Approach ………Inter COM, Extension telephone and AMHS

- *With tower………………*
  - ✓ *Inter COM*   YES ☐ NO ☐
  - ✓ *Direct telephone*   YES ☐ NO ☐
  - ✓ *Extension telephone*   YES ☐ NO ☐
  - ✓ *AMHS*   YES ☐ NO ☐

o *Rescue coordination center*
  - ✓ *Inter COM*   YES ☐ NO ☐
  - ✓ *Direct telephone*   YES ☐ NO ☐
  - ✓ *Extension telephone*   YES ☐ NO ☐
  - ✓ *AMHS*   YES ☐ NO ☐

o *Communication navigation and surveillance*
  - ✓ *Inter COM*   YES ☐ NO ☐
  - ✓ *Direct telephone*   YES ☐ NO ☐
  - ✓ *Extension telephone*   YES ☐ NO ☐
  - ✓ *AMHS*   YES ☐ NO ☐

- *With MET ……………*
  - ✓ *Inter COM*
  - ✓ *Direct telephone*

- ✓ *Extension telephone*
- ✓ *AMHS*
- *With AIS……………Inter COM*
  - ✓ *Direct telephone*
  - ✓ *Extension telephone*
  - ✓ *AMHS*
    - o *Military authority…. Direct telephone*
    - o *Adjacent Area Control Center*
      - ✓ *ATS-DS*
      - ✓ *AMHS*
    - o *Domestic ATS unit*
      - ✓ *ATS-DS*
      - ✓ *AMHS*
    - o *Air craft operator*
      - ✓ *Direct telephone*

YES ☑ NO ☐
YES ☑ NO ☐
YES ☑ NO ☐
YES ☑ NO ☐

- *Verify if the ATSP established main and stand-by ground -ground communications requirements for:*

YES ☑ NO ☐

- *Approach control office*

YES ☑ NO ☐

- *With tower………………..*

YES ☑ NO ☐

  - ✓ *Inter COM*

YES ☑ NO ☐

  - ✓ *Direct telephone*

YES ☑ NO ☐

  - ✓ *Extension telephone*

YES ☑ NO ☐

  - ✓ *AMHS*

YES ☑ NO ☐

- o *Rescue coordination center*
  - ✓ *Inter COM*
  - ✓ *Direct telephone*
  - ✓ *Extension telephone*
  - ✓ *AMHS*

o *Communication navigation and surveillance*
- ✓ *Inter COM*
- ✓ *Direct telephone*
- ✓ *Extension telephone*
- ✓ *AMHS*

- *With MET ……………*
  - ✓ *Inter COM*
  - ✓ *Direct telephone*
  - ✓ *Extension telephone*
  - ✓ *AMHS*

- *With AIS……………Inter COM*   YES ☑ NO ☐
  - ✓ *Direct telephone*   YES ☑ NO ☐
  - ✓ *Extension telephone*   YES ☑ NO ☐
  - ✓ *AMHS*   YES ☑ NO ☐
  - o *Military authority*   YES ☑ NO ☐
    - ✓ *Direct telephone*   YES ☑ NO ☐

- *Verify if the ATSP established main and stand-by ground - ground communications requirements for:*
- *Aerodrome control tower*
- *With MET ……………*
  - ✓ *Inter COM*   YES ☑ NO ☐
  - ✓ *Direct telephone*
  - ✓ *Extension telephone*   YES ☑ NO ☐
  - ✓ *AMHS*   YES ☑ NO ☐

o *Rescue coordination center*   YES ☑ NO ☐
  - ✓ *Inter COM*   YES ☑ NO ☐
  - ✓ *Direct telephone*
  - ✓ *Extension telephone*   YES ☑ NO ☐
  - ✓ *AMHS*   YES ☑ NO ☐

o *Communication navigation and surveillance*   YES ☑ NO ☐

✓ *Inter COM*	YES ☑ NO ☐	
✓ *Direct telephone*	YES ☑ NO ☐	
✓ *Extension telephone*	YES ☑ NO ☐	
✓ *AMHS*	YES ☑ NO ☐	
	YES ☑ NO ☐	
• *With AIS……………Inter COM*		
✓ *Direct telephone*		
✓ *Extension telephone*	YES ☐ NO ☐	
✓ *AMHS*	YES ☐ NO ☐	
o *Military authority*	YES ☐ NO ☐	
✓ *Direct telephone*	YES ☐ NO ☐	
o *With aircraft operator*	YES ☐ NO ☐	
✓ *Direct telephone*		
	YES ☐ NO ☐	
	YES ☐ NO ☐	
	YES ☐ NO ☐	
	YES ☐ NO ☐	
	YES ☐ NO ☐	
	YES ☐ NO ☐	
	YES ☐ NO ☐	
	YES ☐ NO ☐	
	YES ☐ NO ☐	
	YES ☐ NO ☐	
	YES ☐ NO ☐	

INSPECTION RESULT

Requirement ECARAS PART 14. 14.1

The ATSP shall establish systems and procedures to ensure that all meteorological information provided as part of any flight information service is supplied by meteorological service organization

Checklist Questions	*Compliance verified*	*Evidence and/or Observations*
❖ *Has the ATSP established and implemented a procedure for the supply of MET information promptly to area control centers, approach control units, aerodrome control towers, and communication stations?*	YES ☐ NO ☐	
❖ *Verify if*		
• *The ATSP established and implemented signed agreement with the metrological agency.*	YES ☐ NO ☐	
• *Availability of the agreement in the ACC and tower*		
• *MET information is promptly supplied to*		
o *The area control center, approach control unit and aerodrome control tower.*		
✓ *Local routine reports (MET REPORT) supplied every 30mins*	YES ☐ NO ☐	
	YES ☐ NO ☐	
✓ *Aerodrome routine meteorological reports (METAR) hour*	YES ☐ NO ☐	
✓ *Local special reports supplied every hour*		
✓ *Aerodrome forecasts (TAF)*	YES ☐ NO ☐	

✓ *SPECI report is supplied promptly to ATS units*	YES ☐ NO ☐	
✓ *Landing forecast based on request*	YES ☐ NO ☐	
✓ *Take off forecast based on request*	YES ☐ NO ☐	

INSPECTION RESULT

Requirement   ECARAS PART 14. 12.1

The ANSP shall establish procedures to notify operational information and of any changes in the operational status of each facility

Checklist Questions	*Compliance verified*	*Evidence and/or Observations*
❖ *Has the ANSP established and implemented procedures to supply information on aerodrome conditions and the operational status of the associated facilities is provided to the aerodrome control tower and unit providing approach control services?* ❖ *Verify if* ❖ *The ATSP established and implemented a procedure to supply information on aerodrome conditions and the operational status of associated facilities* ❖ *the procedure available in the APP and tower* ❖ *Verify if* • *The ANSP supplies information on aerodrome conditions to aerodrome control tower and unit providing approach control services*	*YES* ▢ *NO* ▢ *YES* ▢ *NO* ▢ *YES* ▢ *NO* ▢	

✓ *Appropriate NOTAM , Information on unmanned free balloon, change on runway and taxiway condition, Information about radioactive chemical and toxic acid, Significant condition of taxi way, runway and apron and part of movement area and apron?*	*YES* ☐ *NO* ☐	
• *Verify if the ANSP supplies information on operational status of associated facilities to aerodrome control tower and unit providing approach control services* ✓ *PAPI, Taxiway light, Aerodrome light beacon and Runway light*	*YES* ☐ *NO* ☐	

INSPECTION RESULT

Requirement   ECAA-ANR-AC-005 1.5 D
Service provider responsible for the provision of Aeronautical CNS shall have a procedure to ensure Information on the operational status of navigation aids is promptly forwarded to appropriate air traffic service (ATS) units.

Checklist Questions	Compliance verified	Evidence and/ or Observations

❖ *Has the ANSP established and implemented procedures to supply information on the operational status of navigation aids which is promptly forwarded to the appropriate air traffic service (ATS) units?*
 	
 • *Verify if*
 	
 • *The ATSP developed a procedure to supply information on the operational status of navigation aids and made it available at APP & Tower.*
 	
 • *The ATSP supply information on the operational status of navigation aids which is promptly forwarded to the appropriate air traffic service (ATS) units*
 	
   • VHF Omni-directional radio range (VOR)
 	
   • *distance measuring equipment (DME)*
 	
   • *non-directional radio beacon (NDB)*
 	
   • *glide path(GP)*
	YES ☐ *NO* ☐
	
	 YES ☐ *NO* ☐
	
	 YES ☐ *NO* ☐	

- *localizers(LCL)*

YES ☐ NO ☐

YES ☐ NO ☐

YES ☐ NO ☐

YES ☐ NO ☐

INSPECTION RESULT

Requirement

ECAA-ANR-AC-005 Chapter 1.1 L

The service provider responsible for the provision of Air Traffic Services shall have a procedure regarding, unlawful Interference, Interception of Civil Aircraft and Air Ground Radio Communication Failure and on other emergency situations

Checklist Questions	*Compliance verified*	*Evidence and/ or Observations*
❖ *Does the ANSP establish and implement a procedure to provide service to aircraft in the event of emergency?*		
❖ *Verify if*		
• *The ATSP established a procedure*	YES ☐ NO ☐	
• *Provided awareness*	YES ☐ NO ☐	
• *The procedure available to ACC/ FIC and tower*	YES ☐ NO ☐	
• *Verify if*		
✓ *The ATSP develop emergency procedures to render assistant in case of emergency.*		
o *Unlawful Interference,*	YES ☐ NO ☐	
o *Interception of Civil Aircraft and*	YES ☐ NO ☐	

o *Air Ground Radio Communication Failure*	YES ☐ NO ☐	
o *strayed or unidentified*	YES ☐ NO ☐	
o *Aircraft bomb threat*	YES ☐ NO ☐	
o *Emergency descent*	YES ☐ NO ☐	
o *Interception of civil aircraft*	YES ☐ NO ☐	
o *Minimum Fuel*	YES ☐ NO ☐	
o *Failure of Radio Navigational Aids*	YES ☐ NO ☐	

INSPECTION RESULT

Requirement

ECAA-ANR-AC-005 Chapter 1.1 L

The service provider responsible for the provision of Air Traffic Services shall ensure that ATC contingency procedures are established for: Radio communication contingencies, Emergency separation, Short-term conflict alert (STCA) and Minimum safe altitude warning (MSAW)

Checklist Questions	*Compliance verified*	*Evidence and/or Observations*
❖ *Does the ATSP develop and implement contingency plans for aircraft in the event of disruption or potential disruption of air traffic service?*		
• *Verify if*		
✓ *The ATSP developed procedure to render assistant in the event of disruption or potential disruption*	YES ▢ NO ▢	
✓ *Provides appropriate training*	YES ▢ NO ▢	
✓ *the procedure availability to ACC, APP & tower*	YES ▢ NO ▢	
• *Verify if*		
✓ *The ATSP developed ATC contingency procedure to render assistant in case of emergency*	YES ▢ NO ▢	
o *Radio communication contingencies,*	YES ▢ NO ▢	
o *Short-term conflict alert (STCA)*	YES ▢ NO ▢	
o *Minimum safe altitude warning (MSAW)*		

o	*Concerning Interception of Civil Aircraft.*	*YES* ☐ *NO* ☐
o	*Ground radio failure,*	*YES* ☐ *NO* ☐
o	*Blocked frequency,*	*YES* ☐ *NO* ☐
o	*unauthorized use of ATC frequency,*	*YES* ☐ *NO* ☐
o	*Radar failure, Emergency separation,*	*YES* ☐ *NO* ☐
o	*Change of radiotelephony call sign for aircraft,*	*YES* ☐ *NO* ☐
o	*natural disasters and*	*YES* ☐ *NO* ☐
o	*public health*	

INSPECTION RESULT