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Approval Page

This ANRD, Procedure for Elimination of Deficiency has been developed by Air Navigation Regulation Directorate to assist the effort of the Ethiopian Civil Aviation Authority to maintain the provision of effective Air Navigation Service with in Ethiopia Air Space.

It is important to note that this document, Procedure for Elimination of Deficiency improve the safety of Air Navigation Service in Ethiopia.

The Director General of the Ethiopian civil aviation authority has here by approved the ANRD Procedure for Elimination of Deficiency on June 2016 to be used as guidance to Air Navigation Regulation Directorate

Approved by: _____

For **Wosenyesh Hunegnaw (Col.)**
Director General

Date: _____






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1. PURPOSE

This Procedure provides Air Navigation Regulation Directorate with guidance for the development of corrective action plans to be implemented in order to address findings generated by ICAO and APIRGs to accomplish resolution of safety concerns.

2. INTRODUCTION

Safety audit is an in-depth review of the activities of an organization that is carried out to verify conformance to regulatory requirements. A non-conformance to a specified regulatory requirement or company approved procedure identified during an audit is referred to as a finding and is documented for action. The severity of audit findings may range from minor to significant. Following each audit the inspectors will make comprehensive report outlining the audit process and provide a summary of the audit findings.

This Procedure for elimination of deficiencies for the Air Navigation Regulation Directorate contain procedure how to examine and eliminate deficiencies identified by ICAO in the area / fields of ATS, SAR, AIS, CNS, ASM, MET and COM ops.. This procedure manual also includes standards how the Air Navigation Regulation Directorate resolves deficiencies and submit corrective action plan to ICAO and PIRGs.

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3 SCOPES

This Procedure covers the review and elimination of deficiencies identified within the framework of ATS, SAR, AIS, CNS, ASM, MET and COM ops.

4. OBJECTIVE


4.1 The objective of this procedure is:-

- a) To set time frame for elimination of deficiencies that are forwarded by ICAO and PIRGs.
- b) For the compliance of ICAO protocol questions, requirements and standards within the Ethiopian Civil Aviation Authority.
- c) To resolve the findings those are forwarded by ICAO and PIRGs.
- d) All corrective measures or actions proposed should contain realistic estimated implementation date. They may be broken down into short and long-term actions

5. GENERAL PROCEDURES FOR ELIMINATION OF DEFICIENCIES

5.1 As an initial step the Accountable manager shall define the finding by collecting and evaluating relevant information to determine the facts and causal factors (including root causes) that lead to non compliance. The unit responsible for the function or activity where non compliance was identified should have a clear understanding and description of the finding supported by the facts and causal factors in order to develop the most appropriate and timely corrective actions to resolve the finding and prevent recurrence.

5.2 The second step in the process is to identify the action that must be taken in order to clear the finding. Corrective actions must be understandable and constructed in the style of performance objectives. A

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performance objective typically consists of an action verb (a word describing an action) and a direct object (the person, facility or procedure affected by the action expressed by the verb). The measure for performance will be the prescribed regulatory requirement. In addition time frame for accomplishment of the set objective. It is necessary to ensure that the performance is measurable in the safety oversight context.

5.3 The Air Navigation Regulation Directorate shall develop corrective action plans to address all deficiencies identified by ICAO. The corrective actions shall be classified as short term or long term depending on the safety concern addressed.

6. CORRECTIVE ACTIONS.


6.1 Short-term corrective action

6.1.1 Short-term corrective actions are intended to correct deficiencies of significant safety concern to prevent recurrence. Short-term corrective actions will be completed as specified in the action plan.

6.2. LONG-TERM CORRECTIVE ACTION

Long-term corrective action has two components:-

6.2.1 The first component will involve identifying the root cause of the problem and indicating the measures the Air Navigation Regulation will take to prevent recurrence. These measures may focus on a system change.

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6.2.2 The second component is a timetable for the implementation of the corrective action plan. Each corrective action plan will include milestones or progress review points leading up to the proposed completion date for each inspection/audit finding.

7. Submission and acceptance of corrective action plans

7.1 The Air Navigation Regulation Directorate will submit corrective action plans to ICAO. Timelines for development and submission of the corrective action plans.

7.2 Where findings require further action Air Navigation Regulation Directorate implement the proposed short and long term corrective action plans.

8. CORRECTIVE ACTION PLAN FOLLOW-UP

8.1 If the inspection/audit findings are of a minor nature and no threat to aviation safety exists an “administrative follow-up” may be acceptable. All other findings require “on-site follow-up” to ensure that non-conformances have been rectified and that corrective actions are effective.

8.2 Progress will be monitored as Air Navigation Regulation Inspector’s complete inspection/audit finding corrective actions.

8.3 Long-term corrective actions that have been accepted will be followed-up by the responsible Inspector.