	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
Document Title: Procedure for Document Control and Distribution list		Issue No. 1	Page No Page 1 of 31

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
Document Title: Procedure for Document Control and Distribution list		Issue No. 1	Page No Page 2 of 31

Approval Page

This ANRD, Document Control and Distribution list 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, document distribution list improve the safety of Air Navigation Service in Ethiopia.

The Director General of the Ethiopian civil aviation authority has here by approved the ANRD Document Control and Distribution list on June 2016 to be used as guidance to Air Navigation Regulation Directorate

Approved by: _____

Foy **Wossenyesah Hunegnaw (Col.)**
Director General

Date: _____



	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No. Page 4 of 31

TABLE OF CONTENT


	<u>Page</u>
1. Procedure for document control and distribution.....	02
1.1 General procedure.....	02
1.2 Manual holders.....	03
1.3 Distribution lists.....	03
1.4 Withdrawal and backup process.....	03
2. Purpose.....	03
3. Scope.....	04
4. Procedure.....	04
5. ANRD Documents (Appendix-01A-E).....	05
Appendix-01/A.....	07
Appendix-01/B.....	11
Appendix-01/C.....	14
Appendix-01/D.....	16
Appendix-01/E.....	18
Appendix-01/F.....	20
Appendix-01/G.....	22

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No Page 5 of 31

1. PROCEDURE FOR DOCUMENT CONTROL AND DISTRIBUTION

1.1 GENERAL PROCEDURE

- 1.1.1. This document provides guidance on all documents that are published as Air Navigation Regulation Documents, which shall be drafted, reviewed, submitted, formatted, classified, approved and controlled in accordance with the rules set out in this document.
- 1.1.2. All documents and data are reviewed and approved by authorized personnel prior to use.
- 1.1.3. On the approval, the effective date of the document shall be included in the file name. The document shall be submitted to the air navigation regulation director. The director shall update the Master List refer (1.1.5)
- 1.1.3 Current revisions of appropriate documents are available at locations where they are used.
- 1.1.4 Obsolete documents are removed from the locations where they are used and separate from active documents.
- 1.1.5 Master List - The list that identifies the current revision status and distribution of air navigation regulation generated documents in the management system. For each document, the Master List shall include the title or name, Reference number, distributed office, issue date, amendment date and number and amended by. (see appendixes A-E)

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No Page 6 of 31

1.2 MANUAL HOLDERS

1.2.1 Manual holders shall be responsible for incorporating new or revised documents, and keeping their manuals updated and accessible.

1.2.2 Manual holders shall ensure that all obsolete and uncontrolled documents are removed from points of use.

1.3 DISTRIBUTION LISTS

1.3.1 Distribution list (Appendix – 01 A-E) for official controlled copies documents shall be determined by the director and the concerned inspectors.

1.3.2 The distribution lists shall be maintained using a document control system so all relevant workforces can be properly notified of new or revised documents

1.4 WITHDRAWAL AND BACKUP PROCESS


1.4.1 It is the responsibility of the air navigation regulation director to destroy obsolete documents found in their work areas

1.4.2 Documentation electronically shall be backed up using CD backup process

2. PURPOSE

2.1 This procedure provides requirements for the creation, revision, and control of quality documents used by air navigation regulation.

2.2 All types of documents are controlled by the document control procedure.

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No Page 7 of 31

3. SCOPE

3.1 This procedure applies to the revision, distribution and control of all air navigation regulation documents.

4. PROCEDURES

4.1 The official copy of air navigation regulation documents shall be the hard copy which that is published on air navigation regulation directorate. Archived copies of these documents shall be stored by the by soft copy on CD. When a form is revised, the use of the previous version of the form shall be discontinued.

4.2 Each document (except forms) shall have a unique title and each page of the body of the document shall have a header/footer that includes at list the following:

- ❖ Title
- ❖ Issuing authority
- ❖ Issued by
- ❖ Effective date.

4.3 Each air navigation regulation document (except forms) shall be written using the following: Microsoft Word. Times New Roman or bookman old style.

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No Page 8 of 31

4.4 The cover page of all Air Navigation Regulation documents contains the following format

- 4.4.1 The logo of Ethiopian Civil Aviation Authority
- 4.4.2 Title - font size of not less than 14 in bold.
- 4.4.3 It also following format e.g. ECAA-AC-ANR-001

- ❖ **ECAA** stands for Ethiopian Civil Aviation Authority
- ❖ (-).....separator
- ❖ **AC**.....stands for Advisory Circular
- ❖ **OP**..... stands for operational Procedure
- ❖ **WI** stands for Working Instruction
- ❖ **EN** stands for Ensuring Mechanism
- ❖ **ANR**..... stands for Air Navigation Regulation
- ❖ **001**.....chronological number in acceding order

4.1.4 Year of publication in Gregorian colander (if practicable month)

5 ANRD DOCUMENTS (APPENDIX-01A-G)

- 5.1.4 Air Navigation Regulation Directorate Document (Appendix-01/A)
- 5.1.5 Air Traffic Services & Search and Rescue Inspector Document (Appendix-01/B)
- 5.1.6 Aeronautical Information Services (Appendix-01/C)
- 5.1.7 Communication, Navigation and Surveillance Engineering Operations Inspector Document (Appendix-01/D)
- 5.1.8 Aeronautical metrological Inspector Documents (Appendix-01/E)
- 5.1.9 communication operation Inspector Document(Appendix-01/F)
- 5.1.9 PANS OPS inspector documents (Appendix-01/G)

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No Page 9 of 31

Intentionally Left Blank

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No Page 10 of 31

Advisory Circular

APPENDIX-01/A

AIR NAVIGATION REGULATION DIRECTORATE INSPECTOR DOCUMENT

No.	Name of document	Document reference	Issuance & amendment	ATS	SAR	AIS	CNS	PANS	ANS	ACFT/O perators
			Date of issued							
			Amendment day							
1	<i>Safety Management System for Air Traffic Services Provider</i>	ECAA/ANR/AC/001	June 2016	✓	✓	✓	✓	✓	✓	
2	<i>Runway Safety Program and Runway Safety Teams</i>	ECAA/ANR/AC/002	June 2016	✓				✓	✓	✓
3	<i>Human Factors Principles</i>	ECAA/ANR/AC/003	June 2016	✓						
4	Guidance on the Preparation of a Letter of Agreement between Air Traffic Service units	ECAA/ANR/AC/004	June 2016	✓					✓	
5	Requirements to be Implemented by the Air Navigation Services (ATC, SAR, SMS, AIS...)	ECAA/ANR/AC/005	June 2016	✓	✓	✓	✓	✓	✓	
6	Guidance on Air navigation services Contingency plan	ECAA/ANR/AC/006	June 2016	✓	✓	✓	✓	✓	✓	✓

PLEASE MAKE SURE THAT THIS IS THE CORRECT ISSUE BEFORE USE

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No Page 11 of 31

No.	Name of document	Document reference	Issuance & amendment	ATS	SAR	AIS	CNS	PANS	ANS	ACF T/Operato rs
			Date of issued							
			Amendment day							
7	Flight plan Management, Pre-flight and Post flight Advisory Circular	ECAA/ANR/AC/007	June 2016			✓			✓	
8	AIS Quality Management System Advisory Circular	ECAA/ANR/AC/008	June 2016			✓			✓	
9	Aeronautical Information Service Contingency Plans Advisory Circular	ECAA/ANR/AC/009	June 2016			✓			✓	
10	Guidance on Elimination of Deficiencies In The Provision of ANS	ECAA/ANR/AC/010	June 2016						✓	
11	Advisory Circular for the Development of Job Description for ATS Staff	ECAA/ANR/AC/011	June 2016	✓					✓	
12	Guidance on safety risk assessment and mitigation	ECAA/ANR/AC/012	June 2016	✓	✓	✓	✓	✓	✓	✓
13	Guidance for The Development of Procedures for Determining the Capacity of the ATS System, Including the Number of Staff required	ECAA/ANR/AC/013	June 2016	✓					✓	
14	Determining continued competency of Air Traffic Controllers on new equipment	ECAA/ANR/AC/014	June 2016	✓					✓	

PLEASE MAKE SURE THAT THIS IS THE CORRECT ISSUE BEFORE USE

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No Page 12 of 31

No.	Name of document	Document reference	Issuance & amendment	ATS	SAR	AIS	CNS	PANS	ANS	ACFT/Operat ors
			Date of issued							
			Amendment day							
15	Advisory Circular for ATS and SAR voice /Surveillance data Recording/Retention	ECAA/ANR/AC/015	June 2016	✓	✓				✓	
16	Air Traffic Incidents Reporting and Investigation	ECAA/ANR/AC/016	June 2016	✓					✓	✓
17	Advisory Circular on the Interception of Aircraft: Procedures, Phrases & Signals	ECAA/ANR/AC/017	June 2016	✓	✓				✓	✓
18	Advisory Circular for Air Navigation Services Providers Certification	ECAA/ANR/AC/018	June 2016	✓	✓	✓	✓	✓	✓	
19	Guidance for the Development of <i>Training Programme for ATS Technical Staff</i>	ECAA/ANR/AC/019	Sept 2017	✓					✓	
20	Guidance For The Development Of Procedures For Air Traffic Services Staff Training Records	ECAA/ANR/AC/020	Sept 2017	✓					✓	
21	Guidance for the Development of Continued Competency of Air Traffic Controllers On New Equipments and Procedures	ECAA/ANR/AC/021	Sept 2017	✓	✓				✓	

PLEASE MAKE SURE THAT THIS IS THE CORRECT ISSUE BEFORE USE

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No. Page 13 of 31

No.	Name of document	Document reference	Issuance & amendment	ATS	SAR	AIS	CNS	PANS	ANS	ACF T/Operators
			Date of issued							
			Amendment day							
22	Guidance for the Development of Air Traffic Services Surveillance, Voice And other Data Recording	ECAA/ANR/AC/022	Sept 2017	✓			✓	✓	✓	
23	Guidance for the Development of Evaluation Procedure for Application of Separation Minima in PANS/ATM & Regional Supplementary Procedures	ECAA/ANR/AC/023	Sept 2017	✓				✓	✓	✓
24	Guidance for the Development of to Ensure Information & Application Reduced Vertical Separation Minima (RVSM)	ECAA/ANR/AC/024	Sept 2017	✓						✓
25	Guidance for the Development of Air Traffic controller read Back Procedure	ECAA/ANR/AC/025	Sept 2017	✓					✓	
26	<i>Guidance for the development of procedures for aviation English language proficiency testing</i>	ECAA/ANR/AC/026	Sept 2017	✓	✓				✓	
27	Guidance for the Development of Procedures for Determining the Capacity of the ATS System, Including the Number of Staff Required	ECAA/ANR/AC/027	Sept 2017	✓					✓	
28	<i>Guidance for the development of procedures for recruitment and retention of qualified and experienced ATS staff.</i>	ECAA/ANR/AC/028	Sept 2017	✓					✓	

PLEASE MAKE SURE THAT THIS IS THE CORRECT ISSUE BEFORE USE

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No Page 14 of 31

No.	Name of document	Document reference	Issuance & amendment	ATS	SAR	AIS	CNS	PANS	ANR	ACFT/Operators
			Date of issued							
			Amendment day							
29	Guidance on information regarding aerodrome conditions and the operational status of associated facilities	ECAA/ANR/AC/029	Sept 2017	✓						✓
30	Guidance to check the effective implementation of SAR Personnel regular training and appropriate SAR exercise	ECAA/ANR/AC/030	Sept 2017		✓				✓	
31	Guidance on flight inspection of radio Navigational aids	ECAA/ANR/AC/031	Sept 2017	✓						
32	Guidance for the development and review of the information on air traffic services requirements for communications.	ECAA/ANR/AC/032	Sept 2017	✓					✓	✓
33	Guidance for the Coordination between military authorities and air traffic services	ECAA/ANR/AC/033	Sept 2017	✓					✓	✓
34	Guidance for the development of aircraft in flight emergency	ECAA/ANR/AC/034	Sept 2017	✓					✓	✓
35	Guidance for the development of Control of the Movement of Persons and Vehicles On the Manoeuvring Area of the Aerodrome	ECAA/ANR/AC/035	Sept 2017	✓					✓	
36	Guidance for the development of PBN	ECAA/ANR/AC/036	Sept 2017	✓				✓	✓	✓

PLEASE MAKE SURE THAT THIS IS THE CORRECT ISSUE BEFORE USE

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No. Page 15 of 31

Procedures

No.	Name of document	Document reference	Issuance & amendment	ATS	SAR	AIS	CNS	PANS	ANR	ANS	ACFT/Operat ors
			Date of issued								
			Amendment day								
1	Manual of Aeronautical Information Services	ECAA/ANR/OP/001	JUNE 2016			✓			✓		
2	Manpower Requirements for Air Navigation Regulation Directorate	ECAA/ANR/OP/002	JUNE 2016						✓		
3	New Inspectors on Job Training Procedure	ECAA/ANR/OP/003	JUNE 2016						✓		
4	Air Navigation Regulation Inspectors' Hand Book	ECAA/ANR/OP/004	JUNE 2016						✓		
5	Manual of Air Traffic Services	ECAA/ANR/OP/005	JUNE 2016	✓					✓		
6	Manual of Search and Rescue Service	ECAA/ANR/OP/006	JUNE 2016		✓				✓		
7	Procedure for Air Navigation Services Certification	ECAA/ANR/OP/007	JUNE 2016						✓	✓	
8	Air Navigation Regulation Directorate Training program	ECAA/ANR/OP/008	JUNE 2016						✓		

PLEASE MAKE SURE THAT THIS IS THE CORRECT ISSUE BEFORE USE

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No Page 16 of 31

No.	Name of document	Document reference	Issuance & amendment	ATS	SAR	AIS	CNS	PANS	ANR	ANS	ACFT/Operators
			Date of issued								
			Amendment day								
9	ANRD Procedure for Elimination of Deficiency	ECAA/ANR/OP/009	June 2016						✓		
10	Procedure for Document Control and Distribution list	ECAA/ANR/OP/010	June 2016						✓		
11	Audit / Inspection Annual Plan	ECAA/ANR/OP/011	Feb. 2014						✓		

PLEASE MAKE SURE THAT THIS IS THE CORRECT ISSUE BEFORE USE

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No Page 17 of 31

Intentionally Left Blank

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No Page 18 of 31

APPENDIX-01/B

AIR TRAFFIC SERVICES & SEARCH AND RESCUE DOCUMENTS

No.	Name of document	Document reference	Issuance & amendment	ATS	SAR	AIS	CNS	PANS	ANR	ANR	ACFT/Operat ors
			Date of issue								
			Date of amendment								
1	Job Discretion for ATS and SAR Inspector	ECAA/ANR/WI/001	June 2016	✓	✓					✓	
2	Terms of Reference for ATS & SAR Inspector	ECAA/ANR/WI/002	June 2016	✓	✓					✓	
3	Minimum qualification and experience requirement for ATS and SAR inspector	ECAA/ANR/WI/003	June 2016	✓	✓					✓	
4	ATS & SAR TRAINING PLAN	ECAA/ANR/WI/004	June 2016	✓						✓	

PLEASE MAKE SURE THAT THIS IS THE CORRECT ISSUE BEFORE USE

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No Page 19 of 31

Intentionally Left Blank

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No. Page 20 of 31

APPENDIX-01/C

AERONAUTICAL INFORMATION SERVICES INSPECTOR DOCUMENTS

No.	Name of document	Document reference	Issuance & amendment	ATS	SAR	AIS	CNS	PANS	ANR	ANS	ACFT /Operators
			Date of issued								
			Amendment day								
01	A IS Inspector Job Description	ECAA/ANR/WI/005	June 2016			✓			✓		
02	Terms of Reference for AIS Inspector	ECAA/ANR/WI/006	June 2016			✓			✓		
03	Minimum Qualification and Requirement for AIS Inspector	ECAA/ANR/WI/007	June 2016			✓			✓		
04	Training Record and Plan for AIS Inspector	ECAA/ANR/WI/008	June 2016			✓			✓		

PLEASE MAKE SURE THAT THIS IS THE CORRECT ISSUE BEFORE USE

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No Page 21 of 31

Intentionally Left Blank

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No Page 22 of 31

APPENDIX-01/D

Communication, Navigation and Surveillance Engineering Operations Inspector Documents

No.	Name of document	Document reference	Issuance & amendment	ATS	SAR	AIS	CNS	PANS	ANR	ANS	ACFT/Operators
			Date of issued								
			Amendment day								
1	Job Description for CNS Inspector	ECAA/ANR/WI/009	June 2016				✓		✓		
2	Terms Of Reference for CNS	ECAA/ANR/WI/010	June 2016				✓		✓		
3	Minimum Qualification and Requirement for CNS	ECAA/ANR/WI/011	June 2016				✓		✓		
4	Training plan and record for CNS Inspector	ECAA/ANR/WI/012	June 2016				✓		✓		

PLEASE MAKE SURE THAT THIS IS THE CORRECT ISSUE BEFORE USE

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No. Page 23 of 31

Intentionally Left Blank

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No Page 24 of 31

APPENDIX-01/E
AERONAUTICAL METROLOGICAL INSPECTOR DOCUMENTS

No.	Name of document	Document reference	Issuance & amendment	ATS	SAR	AIS	CNS	PANS	MET	ANR	ANS	ACFT/Operat ors
			Date of issued									
			Amendment day									
1	Job Description for Aeronautical Meteorology Services	ECAA/ANR/WI/013	June 2016						✓	✓		
2	Minimum qualification for Aeronautical Meteorology Services	ECAA/ANR/WI/014	June 2016						✓	✓		
3	Term Reference for Aeronautical Meteorology Services	ECAA/ANR/WI/015	June 2016						✓	✓		
4	Training Records and Plan for Aeronautical Meteorology Inspector	ECAA/ANR/WI/016	June 2016						✓	✓		

PLEASE MAKE SURE THAT THIS IS THE CORRECT ISSUE BEFORE USE

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No Page 25 of 31

Intentionally Left Blank

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No. Page 26 of 31

APPENDIX-01/F
COMMUNICATION OPERATION INSPECTOR DOCUMENT

No.	Name of document	Document reference	Issuance & amendment	ATS	SAR	AIS	CNS	PANS	ANR	ANS	ACFT/ Operat ors
			Date of issued								
			Amendment day								
1	Job Description for Com Ops Inspector	ECAA/ANR/WI/017	June 2016			✓			✓		
2	TOR for Com Ops Inspector	ECAA/ANR/WI/018	June 2016			✓			✓		
3	Minimum Qualification and Requirement for Com Ops Inspector	ECAA/ANR/WI/019	June 2016			✓			✓		
4	Training Plan and Record For COM OPS Inspector	ECAA/ANR/WI/020	June 2016			✓			✓		

PLEASE MAKE SURE THAT THIS IS THE CORRECT ISSUE BEFORE USE

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No. Page 27 of 31

Intentionally Left Blank

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No Page 28 of 31

APPENDIX-01/G
PANS OPS INSPECTOR DOCUMENTS

No.	Name of document	Document reference	Issuance & amendment	ATS	SAR	AIS	CNS	PANS	ANR	ANS	ACFT / Operators
			Date of issued								
			Amendment day								
01	Job Description for Pans/Ops and Cartography Inspector	ECAA/ANR/WI/021	June 2016					✓	✓		
02	Terms of Reference for Pans/Ops & Cartography Inspectors	ECAA/ANR/WI/022	June 2016					✓	✓		
03	Minimum Qualification and Requirement For Procedure Design and Cartography Inspector	ECAA/ANR/WI/023	June 2016					✓	✓		
04	Training records and plan for PANS/OPS and Cartography Inspector	ECAA/ANR/WI/024	June 2016					✓	✓		

PLEASE MAKE SURE THAT THIS IS THE CORRECT ISSUE BEFORE USE

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No Page 29 of 31

INSPECTORS CHECKLIST

No.	Name of document	Document reference	Issuance & amendment	ATS	SAR	AIS	CNS	PANS	ANR	ACFT /Operators
			Date of issued							
			Amendment day							
01	AIS Inspection Checklist	ECAA/ANR/CL/001	June 2016			✓			✓	
02	Check list for Air Traffic Services Inspector	ECAA/ANR/CL/002	June 2016	✓					✓	
03	Check list for Search and Rescue service inspector	ECAA/ANR/CL/003	June 2016		✓				✓	
04	Check list for SMS inspector	ECAA/ANR/CL/004	June 2016	✓					✓	
05	Checklist for Aeronautical Communication Operation Inspector	ECAA/ANR/CL/005	June 2016			✓			✓	
06	Checklist for MET	ECAA/ANR/CL/006	June 2016						✓	

PLEASE MAKE SURE THAT THIS IS THE CORRECT ISSUE BEFORE USE

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No. Page 30 of 31

No.	Name of document	Document reference	Issuance & amendment	ATS	SAR	AIS	CNS	PANS	ANS	ACFT /Operators
			Date of issued							
			Amendment day							
07	Checklist for PANS/OPS Inspector	ECAA/ANR/CL/007	June 2016					✓	✓	
08	Checklist for Aeronautical Cartography Inspector	ECAA/ANR/CL/008	June 2016					✓	✓	
09	CNS Inspection Checklist	ECAA/ANR/CL/009	June 2016				✓		✓	

PLEASE MAKE SURE THAT THIS IS THE CORRECT ISSUE BEFORE USE

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/OP/010	
	Document Title: Procedure for Document Control and Distribution list	Issue No. 1	Page No Page 31 of 31

Intentionally Left Blank