

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን Ethiopian Civil Aviation Authority	Document No. ECAA-ANR-AC-039	
Document title Guidance on the establishment and implementation of a Quality Management System in the AIS		Issue No. 1	Page No. Page 1 of 4

The Air Navigation Regulation Directorate has issued this guidance material to be used by ANSP to prepare procedure manuals and other working documents for implementation of ICAO SARPS and National Regulations.

It is important to note that this guidance material improve the safety of air navigation services within Ethiopian air space .

The Director General of Ethiopian Civil Aviation Authority has here by approved this guidance material on September 18,2017 to be used as a guidance to air navigation services provider..

Approved by

Date September, 2017



Wossenyeleh Hunegnaw (Col.)
Director General



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1. Purpose

This Advisory Circular (AC) is to provide guidance on the establishment and implementation of a Quality Management System for the provision of aeronautical information services to Air Navigation. The quality system established shall comprise procedures, processes and resources necessary to provide for the quality management of the aeronautical information to be supplied to the users.

2. Background

The Ethiopian Civil Aviation, Part 13- Aeronautical Information Service specifies the requirements for the establishment of a properly organized quality system to ensure a continued high quality of data and products provided by the aeronautical Information services.

3. Applicability

This AC is applicable to Aeronautical Information Service Providers in Ethiopian

4. Reference

- ICAO Annex 15
- ICAO Doc 8126 (Aeronautical Information Service Manual)
- ICAO Doc 9839 – Manual on the Quality Management System for Aeronautical Information Service

5. Acronyms

AC - Advisory Circular

ANR- Air Navigation Regulation

ANS - Air Navigation Service

AIS – Aeronautical Information Services

ANSP - Air Navigation Service Provider

ECAA - Ethiopian Civil Aviation Authority

ECARAS - Ethiopian Civil Aviation Rules and Regulations

DG - Director General

ATM - Air Traffic Management

PANS - Procedure for Air Navigation Services

QMS - Quality Management System

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6. Guidance and Procedures

6.1. General

- The QMS established in accordance with this advisory circular should be in conformity with the International Organization for Standardization (ISO 9001 series) of quality assurance standards and shall be certified by an approved organization.
- The ISO 9001 series of quality assurance standards provide a basic framework for the development of a quality assurance program.

7. Development of the Quality System

7.1 In developing the Aeronautical Information Service quality management system, the AIS shall take into consideration the following:

- The quality system provides the users with assurance that the aeronautical information supplied complies with the stated requirements as per the Part 13
- The quality system includes verification and validation procedures to ensure that upon receipt of aeronautical data and aeronautical information, quality requirements are met.
- Demonstration of compliance of the quality system applied shall be by audit. If non-conformity of the system is identified, action should be initiated to determine and correct the cause. All audit observations shall be evidenced and properly documented.

8. Component of Quality System

8.1. The main components of a Quality System shall include:

- A Quality Policy;
- A Quality Manual that outlines the quality system;
- Procedures for all quality assurance activities within that system;
- Work instructions / operational procedures;
- Description of resources provided for the effective implementation of the quality system; and
- Forms and Records.

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8.2. The Quality Manual developed shall include the following typical elements:-

- **Title and scope**
- **Table of contents**
- **Review, approval and revision** – evidence of the review, approval and revision status and date of the quality manual should be clearly stated.
- **Organization, responsibility and authority** – a description of the structure of the organization is to be included. Organization charts, flow charts and job descriptions may be included or referenced in the manual.
- **References** – a list of documents referred
- **Quality management system description** – a description of the processes and their interactions, documented procedures or references to them are to be included; and
- **Appendices** – any supportive information such as flow charts of processes and organizational charts.