



## **ORDER**

### **ECAA-O-GEN001**

#### ***ETHIOPIAN CIVIL AVIATION AUTHORITY***

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### **GUIDANCE ON THE DEVELOPMENT OF CIVIL AVIATION FLIGHT SAFETY TECHNICAL GUIDANCE MATERIAL**

#### **1.0 PURPOSE**

This Order is issued to provide information on the development of the required technical guidance material for the implementation of the Ethiopia Civil Aviation Rules and Standards, 2013 as related to the licensing, certification, approval, surveillance and audit obligations of the Ethiopia Civil Aviation Authority.

#### **2.0 GUIDANCE MATERIAL**

- 2.1 The material developed includes Advisory Circulars, Advisory Pamphlets and Orders for civil aviation Operations, Security and Facilitation, Aerodrome, Air navigation, Airworthiness and personnel licensing specialties.
- 2.2 Advisory Circulars (ACs) and APs contain information and guidance material to guide the operators in the implementation and continued compliance with the Rules and Standards.
- 2.3 Orders (O) provide mandatory directions, information and procedures to the CAA's inspectors and officers in the certification, surveillance, audit and regulation enforcement duties.
- 2.4 For ease of use, the Orders, APs and ACs are grouped in four areas i.e. general and those relating to each specialty including Security and facilitation, Personnel Licensing, Operations, Aerodrome, and Airworthiness. The general circulars or orders are those cutting across specialties and provide information of a general nature relating to all.

#### **3.0 FORMATTING OF THE TECHNICAL GUIDANCE MATERIAL**

- 3.1 In as far as possible an Advisory Circular or Pamphlet or Order will be developed in a common standard format that reflects the following 8 parts:
  - 3.1.1 The Logo which will reflect the department placed on the left hand side of the front page.
  - 3.1.2 The reference number of CAA Advisory Circular, AP or Order will be in the following format – Prefixed by **ECAA-** 'AC' or 'O' or "AP" as applicable and followed by three digits to identify the particular AC or AP or Order:

- a) - **GEN000 for General topics (all disciplines)**
- b) - **PEL000 for Personnel Licensing.**
- c) - **OPS000 for Operations**
- d) - **AWS000 for Airworthiness.**
- e) - **SF000 for Security and Facilitation**
- f) - **AGA000 for Aerodrome for Air Navigation**

3.1.3 Date signifies the date of issue.

3.1.4 Purpose covers the intent and the objectives of the Advisory Circular, AP or Order.

3.1.5 Reference is given to the relevant Rules and Standards and requirements and applicable forms to be used.

3.1.6 Guidance and procedures provide the necessary requirements and information to help the operator comply effectively with the Rules and Standards.

3.1.7 Signature signifies the approval of the issuing Authority.

3.1.8 Each technical guidance material page will have a footer indicating the date on the left and page number on the right hand side.

3.1.9 Appendices could be any other information considered necessary to assist completing the task satisfactorily.

#### **4.0 FORMS AND CHECKLISTS**

4.1 The Forms and the Checklists (CL) developed shall be identified by the number relating to the Order , AP or Advisory Circular to which it relates to, form 1 (one) in ascending order in the following format:

**4.1.1 ECAA Form: AWS 1 for Airworthiness;**

**4.1.2 ECAA Form: OPS 1 for Operations;**

**4.1.3 ECAA Form: PEL 1 for Personnel Licensing;**

**4.1.4 ECAA Form: GEN 1 for General Information.**

**4.1.5 ECAA Form: SF 1 for Security and Facilitation**

**4.1.6 ECAA Form: AGA 1 for Aerodrome; and**

**4.1.7 ECAA Form:**

4.2 Except for the title the guidance materials uses **times new roman** font type size 11. The **title** i.e. Advisory Circular and Advisory Pamphlet or Order uses bolded **aerial black** font type and size 16 and 18, respectively.

4.3 Each Advisory Circular , Advisory Pamphlet or Order is a standalone document that has been harmonized with ECAA Rules and Standards and ICAO Rules and Standards in order

to meet and or exceed the Standards and Recommended Practices of applicable Annex to the Chicago convention.

## **5.0 IDENTIFICATION OF AMENDMENTS AND REVISIONS TO THE CIRCULARS AND ORDERS**

- 5.1 Each Advisory Circular, Advisory Pamphlet or Order will be amended or revised when a need arises. The procedures for the development and amendment are indicated in Order Number ECAA-O-GEN002.
- 5.2 When an amendment to the guidance material or need for it has been evaluated or identified as the case may be, a new document will be issued and will supersede the previous AC, AP or Order. Such amended or revised document will be denoted as follows, i.e. GEN001 will become **GEN001A**, where 'A' reflects revision 1 and 'B' will reflect a second revision etc.

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**Deputy Director General**  
**Ethiopian Civil Aviation Authority**