

	<p>Company Name</p> <p><b>የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን</b>  <b>ETHIOPIAN CIVIL AVIATION AUTHORITY</b></p>	<p>Document No.</p> <p><b>ECAA/ANR/AC/008</b></p>	
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**APPROVAL PAGE**

This AIS Quality Management System Advisory Circular 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 AIS Quality Management System Advisory Circular improves the safety of Air Navigation Services in Ethiopia.

The Director General of Ethiopian Civil Aviation Authority has here by approved the AIS Quality Management System Advisory Circular on June, 2016 to be used as guidance to AIS Directorate.

Approved by .....

Date June, 2016 **Wosenyetch Hunegnaw (Col)**  
**Director General**





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## **AIS Quality Management System Advisory Circular**

### **1.0 PURPOSE**

This Advisory Circular (AC) provides guidance on the establishment and implementation of an AIS quality management system. The quality system adopted shall include at least the organization's quality policy, a description of the organization of the quality system, and allocation of duties and responsibilities.

### **2.0 REFERENCE**

- 2.1. Annex 15;
- 2.2. ICAO Doc 9873 QMS Manual;
- 2.3. Standards of AIS manual

### **3.0 BACKGROUND**

- 3.1 One of the core functions of AIS is the provision of adequate, quality and timely aeronautical information and aeronautical data necessary for the safety, regularity and efficiency of air navigation. To achieve this, the aeronautical information service provider shall receive and/or originate, collate or assemble, edit, format, publish/store and distribute aeronautical information and aeronautical data concerning the Area of jurisdiction. This calls for the establishment of a quality management system (QMS) within the organizational structure of the ANSP.

### **4.0 GUIDANCE AND PROCEDURES**

#### **4.1 General**

The QMS established shall be properly organized containing procedures, processes and resources necessary to implement quality management at each function stage as outlined

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in 3.1 above. The execution of such quality management shall be made demonstrable for each function stage, when required.

**4.2** As far as is practicable, the system should conform to the International Organization for Standardization (ISO) 9001 series of quality assurance standards.

### **4.3 Development of the Quality System**

4.3.1 The AIS Provider shall maintain a quality management system containing procedures, processes at each function stage.

4.3.2 Within the context of a quality system, the skills and the knowledge required for each function shall be identified and the entity's personnel assigned to perform those functions shall be appropriately trained.

4.3.3 The AIS personnel shall possess the skills and competencies to perform specific assigned functions and their appropriate records shall be maintained so that qualifications of personnel can be confirmed.

4.3.4 A system of initial and periodic assessments shall be established that requires personnel to demonstrate the required skills and competencies. Periodic assessments of personnel shall be used as a means to detect and correct shortcomings.

4.3.5 The purpose of the quality system shall be to ensure and build-up user-confidence that distributed aeronautical information and aeronautical data meets the requirements for accuracy, resolution and integrity of data.

4.3.6 The integrity of aeronautical data shall be maintained throughout the data process from survey/origin to distribution to the next intended user. Aeronautical data integrity requirements shall be based upon the potential risk resulting from the corruption of data and upon the use to which the data item is put.

4.3.7 Consequently the classifications and data integrity levels specified in the manual of AIS standards shall apply.

4.3.8 Aeronautical data quality requirements related to classification and data integrity shall be as specified in appendix 1 Annex 15 (AIS).

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4.3.9 Validation and verification procedures shall be established which ensure that quality requirements (accuracy, resolution, and integrity) and traceability of aeronautical data are met.

4.3.10 Compliance with the quality system shall be demonstrated by an audit. If any nonconformity is identified, action shall be initiated to determine its cause and corrective action taken. All such non-conformities observed during audit and the remedial actions taken shall be documented.

4.3.11 the main components of a Quality System will include;

- a) A Quality Policy; and
- b) A Quality Manual that outlines the quality system.

## 4.4 Quality Policy

The quality policy must show the distinctive characteristic of the ANSP in pursuing its objectives. The main aspects of the policy should include;

- a) A commitment to quality;
- b) Commitment to meet customers' expectations;
- c) A statements of responsibility and authority; and
- d) A commitment for continual improvement.

## 4.5 Quality Manual

A Quality Manual is a controlled document that forms the basis of the Quality System.

The manual includes the details of:

- a) The scope of the quality management system;
- b) The documented procedures and references for all quality assurance activities within that system;
- c) A description of the sequence and interaction of the processes included in the Quality Management System;
- d) Description of resources provided for the effective implementation of the quality system