


	<p>Company Name</p> <p>□□□□□□ □□□ □□□□□ □□□□□□</p> <p><b>ETHIOPIAN CIVIL AVIATION AUTHORITY</b></p>	<p>Document No.</p> <p><b>ECAA/ANR/OP/007</b></p>	
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PLEASE MAKE SURE THAT THIS IS THE CORRECT ISSUE BEFORE USE

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*Procedure for Air Navigation Services certification  
2013*

**Approval page**

*This Procedure for Air Navigation Services certification 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 this Procedure for Air Navigation Services certification improve the safety of Air Navigation Services in Ethiopia.*

*The Director General of Ethiopian Civil Aviation Authority has here by approved this Procedure for Air Navigation Services certification on 2013 to be used as guidance to ANS Directorates*

Approved by .....

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

2013



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**CIVIL AVIATION AUTHORITY  
(AIR NAVIGATION SERVICES) PROCEDURE**

**1. Objective of the procedure**

Use as a guidance for citification of air navigation service providers.

**2. Definition**

Definitions existing in ICAO PANS-ATM, chapter 1 shall form part of this Procedure.

**3. Application**

3.1 These procedures shall apply to air navigation service provider

**Requirements for the provision of air navigation services**

4. A person shall provide air navigation services

- (a) The person holds a certificate issued under these Procedures; and
- (b) The services are provided in accordance with the requirements prescribed by the Authority and procedures specified in the Manual of Air Navigation Service Operations (MANSOPs).

**Application for certificate**

5. A person applying for a certificate shall make the application in the form prescribed by the Authority and the form shall be accompanied by-

- (a) The manual of air navigation service operations (MANSOPs) of the applicant;
- (b) A written statement setting out the services and locations at which the services will be provided.

**Issuance of certificate**

6. (1) The Authority shall, before issuing a certificate, be satisfied that-

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- (a) The personnel of the applicant are adequate in number and have the necessary competency and experience to provide the service;
  - (b) The MANSOPs prepared and submitted with the application contains all the relevant information;
  - (c) The facilities, services and equipment are established in accordance with these Procedures;
  - (d) The operating procedures make satisfactory provision for the safety of aircraft;
  - (e) An approved safety management system is in place;
  - (f) The applicant has approved procedures to meet the requirements of the Civil Aviation Authority (Security) Procedures;
  - (g) The applicant has financial capability to provide the service; and
- (2) Subject to sub-procedure (1), the Authority may set any other conditions that may be considered necessary.
- (3) The issuance of a certificate shall be subject to compliance with these Procedures and any other condition that may be specified or notified by the Authority in accordance with a safety audit and inspection.
- (4) The Authority may refuse to grant a certificate to an applicant and where the Authority refuses, it shall notify the applicant, in writing, of the reasons for the refusal, not later than one month after making that decision.

**Contents of the certificate**

7. A certificate issued under these Procedures shall include among others, the following information-

- (a) The holder’s name and physical address of its principal place of business;

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- (b) A list of services covered by the holder’s certificate; and
- (c) For each air traffic service-
  - (i) The location from which the service will be provided; and
  - (ii) If the service is to be provided within a particular airspace or controlled aerodrome designated to the provider by the Authority.

**Validity of a certificate**

8. A certificate shall be valid for a period of **five** years from the date of issue, unless suspended, cancelled or revoked in accordance with these Procedures.

**Renewal of certificate**

- 9. (1) a person applying for the renewal of a certificate shall submit an application in a form and pay the fee prescribed by the Authority.
- (2) The application shall be submitted to the Authority not less than 60 days before the expiry of the certificate.
- (3) The renewal of a certificate shall be subject to compliance with these Procedures and any other conditions that may be specified or notified by the Authority.

**Surrender of certificate**

- 10. (1) Subject to sub-regulation (2) and any conditions prescribed by the Authority, a holder of a certificate may surrender the certificate to the Authority at any time or when requested to do so by the Authority.
- (2) A holder of a certificate who wishes to surrender the certificate shall give the Authority not less than 180 days notice in writing, before the date on which the certificate is to be surrendered.
- (3) Upon expiry of the period in sub-regulation (2), an air navigation service provider shall not provide services unless authorized to do so by the Authority.

**Amendment of certificate**

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11. (1) The Authority may amend a certificate upon-

- (a) Application made by a holder of a certificate in the prescribed form; or
  - (b) The Authority’s initiative, where the Authority considers it necessary.
- (2) A holder of a certificate applying to the Authority for amendment of a certificate under sub-regulation (1) shall be required to-
- (a) Attach to the application form two copies of proposed amendments in the MANSOPs;
  - (3) Where the Authority initiates amendments under sub-regulation (1) the holder of a certificate shall be required to make amendments in the MANSOPs accordingly.

**Display of certificate**

12. (1) the holder of a certificate shall display the certificate, or a copy of the certificate, in a conspicuous place, generally accessible to the public at the holder’s principal place of business.
- (2) Where a copy of the certificate is displayed under sub-regulation (1), the holder of the certificate shall produce the original certificate to the Authority for inspection if requested to do so.

**Transfer of certificate**

13. A certificate issued under these Procedures shall not be transferable.

**Suspension and revocation of certificates**

14. (1) The Authority may suspend provisionally, pending further investigation, any certificate issued under these Procedures, if it considers that-
- (a) A relevant provision of the Act or these Procedures, or a condition in the certificate, has not been, or is not being, complied with;
  - (b) False or materially incorrect information was given to the Authority in the application for the certificate; or
  - (c) It is in the public interest to do so.

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(2) The Authority may, upon the completion of an investigation which shows sufficient ground to the Authority's satisfaction, suspend, vary or revoke any certificate issued under these Procedures.

(3) A holder or any person having possession or custody of any certificate which is suspended, revoked or varied under these Procedures shall surrender the certificate to the Authority within 14 days from the date of suspension, revocation or variation.

### **Register of certificate holders**

15. (1) The Authority shall keep and maintain a register showing-

- (a) The name of the holder of the certificate;
- (b) Date of issue or renewal of the certificate;
- (c) Type of service offered by the holder of the certificate;
- (d) **Expiry date** of the certificate;
- (e) Date of revocation or suspension of the certificate, if any;
- (f) Physical and postal address of the holder of the certificate; and.
- (g) Any other particulars that may be prescribed by the Authority.

(2) Any changes in the particulars recorded under sub-regulation (1) shall be entered in the register by the Authority.

(3) The register shall be a public document and any person may obtain information contained in the register upon payment of the prescribed fee.