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| <p>Document Title:</p> <p><b>Procedure for Document Control and Distribution list</b></p> |  | <p>Issue No.</p> <p><b>1</b></p>                  | <p>Page No</p> <p><b>Page 1 of 31</b></p> |








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## 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 )

## 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.

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### 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.

## 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.

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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.

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)

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- 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)

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**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/Operato | met |
|----------|--|--------------------|----------------------|-----|-----|-----|-----|------|-----|--------------|-----|
|          |  |                    | Date of issued       |     |     |     |     |      |     |              |     |
|          |  |                    | Amendment day        |     |     |     |     |      |     |              |     |
| <b>1</b> | <i>Safety Management System for Air Traffic Services Provider</i>                      | ECAA/ANR/AC/001    | June 2016            | ✓   | ✓   | ✓   | ✓   | ✓    | ✓   |              |     |
| <b>2</b> | <i>Runway Safety Program and Runway Safety Teams</i>                                   | ECAA/ANR/AC/002    | June 2016            | ✓   |     |     |     | ✓    | ✓   | ✓            |     |
| <b>3</b> | <i>Human Factors Principles</i>  | ECAA/ANR/AC/003    | June 2016            | ✓   |     |     |     |      |     |              |     |
| <b>4</b> | Guidance on the Preparation of a Letter of Agreement between Air Traffic Service units | ECAA/ANR/AC/004    | June 2016            | ✓   |     |     |     |      | ✓   |              |     |
| <b>5</b> | Requirements to be Implemented by the Air Navigation Services (ATC, SAR, SMS, AIS...)  | ECAA/ANR/AC/005    | June 2016            | ✓   | ✓   | ✓   | ✓   | ✓    | ✓   |              |     |
| <b>6</b> | Guidance on Air navigation services Contingency plan                                   | ECAA/ANR/AC/006    | June 2016            | ✓   | ✓   | ✓   | ✓   | ✓    | ✓   |              |     |

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| No. | Name of document  | Document reference | Issuance & amendment | ATS | SAR | AIS | CNS | PANS | ANS | ACFT/Opera | met |
|-----|---|--------------------|----------------------|-----|-----|-----|-----|------|-----|------------|-----|
|     |   |                    | 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            | ✓   |     |     |     |      | ✓   |            |     |


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|-----------|--|-----------------|-----------|---|--|--|--|--|--|---|--|--|
| <b>14</b> | Advisory Circular for determining continued competency of Air Traffic Controllers on new equipment | ECAA/ANR/AC/014 | June 2016 | ✓ |  |  |  |  |  | ✓ |  |  |
|           |  |                 |           |   |  |  |  |  |  |   |  |  |


| No.       | Name of document   | Document reference | Issuance & amendment | ATS | SAR | AIS | CNS | PANS | ANS | ACFT/Onera met |
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|           |  |                    | Date of issued       |     |     |     |     |      |     |                |
|           |  |                    | Amendment day        |     |     |     |     |      |     |                |
| <b>15</b> | Advisory Circular for ATS and SAR voice /Surveillance data Recording/Retention   | ECAA/ANR/AC/015    | June 2016            | ✓   | ✓   |     |     |      | ✓   |                |
|           |  |                    |                      |     |     |     |     |      |     |                |
| <b>16</b> | Air Traffic Incidents Reporting and Investigation                                | ECAA/ANR/AC/016    | June 2016            | ✓   |     |     |     |      | ✓   |                |
|           |  |                    |                      |     |     |     |     |      |     |                |
| <b>17</b> | Advisory Circular on the Interception of Aircraft: Procedures, Phrases & Signals | ECAA/ANR/AC/017    | June 2016            | ✓   | ✓   |     |     |      | ✓   |                |
|           |  |                    |                      |     |     |     |     |      |     |                |
| <b>18</b> | Advisory Circular for Air Navigation Services Providers Certification            | ECAA/ANR/AC/018    | June 2016            | ✓   | ✓   | ✓   | ✓   | ✓    | ✓   |                |
|           |  |                    |                      |     |     |     |     |      |     |                |
| <b>19</b> | Guidance for the Development of Training Programme for ATS Technical Staff       | ECAA/ANR/AC/019    | Sept 2017            | ✓   |     |     |     |      | ✓   |                |
|           |  |                    |                      |     |     |     |     |      |     |                |
| <b>20</b> | Guidance For The Development Of  | ECAA/ANR/AC/0      | Sept 2017            | ✓   |     |     |     |      | ✓   |                |

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|     | Procedures For Air Traffic Services Staff Training Records   | 20                 |                      |     |     |     |     |      |     |                |     |
| 21  | Guidance to Develop procedure for rescue coordination centre to employ sufficient workforce skilled in coordination and operational functions. | ECAA/ANR/AC/021    | Sept 2017            | ✓   | ✓   |     |     |      |     | ✓              |     |
|     |  |                    |                      |     |     |     |     |      |     |                |     |
|     |  |                    | 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  | Guidance for the development of procedures for aviation English language proficiency testing   | ECAA/ANR/AC/026    | Sept 2017            | ✓   | ✓   |     |     |      | ✓   |                |     |
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| 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 | ✓ |  |  |  |  | ✓ |  |  |
|    |   |                 |           |   |  |  |  |  |   |  |  |


| No. | Name of document  | Document reference | Issuance & amendment | ATS | SAR | AIS | CNS | PANS | ANR | ACFT/O<br>nerators | met |
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|     |   |                    | 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            | ✓   |     |     |     |      | ✓   |                    |     |
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| 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 | ✓ |            |            |            | ✓          | ✓           | ✓          |                       |
|    |  |                 |           |   |            |            |            |            |             |            |                       |
| 37 | advisory circular for SAR exercises  | ECAA/ANR/AC/037 | Sept 2017 | ✓ | ✓          |            |            |            |             |            |                       |
|    |  |                 |           |   | <b>ATS</b> | <b>SAR</b> | <b>AIS</b> | <b>CNS</b> | <b>PANS</b> | <b>ANR</b> | <b>ACFT/Operators</b> |
| 38 | Guidance to develop Job descriptions for AIS technical staff   | ECAA/ANR/AC/038 | Sept 2017 |   |            | ✓          |            |            | ✓           |            |                       |
| 39 | Guidance on the establishment and implementation of a Quality Management System in the AIS                               | ECAA/ANR/AC/039 | Sept 2017 |   |            | ✓          |            |            | ✓           |            |                       |
| 40 | Guidance for the Development and Review of Metrological Information  | ECAA/ANR/AC/040 | Sept 2017 | ✓ |            |            |            |            |             |            | ✓                     |
| 41 | Guidance for the Development and Review of SMS manual  | ECAA/ANR/AC/041 | Sept 2017 | ✓ |            |            |            |            |             |            |                       |
| 42 | Advisory circular for Aviation English Language proficiency testing for Air Traffic Services and Search Rescue staff     | ECAA/ANR/AC/041 | Sept 2017 |   | ✓          |            | ✓          |            |             |            |                       |



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| <b>3</b> | New Inspectors on Job Training Procedure               | ECAA/ANR/OP/00<br>3 | JUNE 2016 |   |   |  |  |  |  |  | ✓ |   |  |
|          |  |                     |           |   |   |  |  |  |  |  |   |   |  |
| <b>4</b> | Air Navigation Regulation Inspectors' Hand Book        | ECAA/ANR/OP/00<br>4 | JUNE 2016 |   |   |  |  |  |  |  | ✓ |   |  |
|          |  |                     |           |   |   |  |  |  |  |  |   |   |  |
| <b>5</b> | Manual of Air Traffic Services                         | ECAA/ANR/OP/00<br>5 | JUNE 2016 | ✓ |   |  |  |  |  |  | ✓ |   |  |
|          |  |                     |           |   |   |  |  |  |  |  |   |   |  |
| <b>6</b> | Manual of Search and Rescue Service                    | ECAA/ANR/OP/00<br>6 | JUNE 2016 |   | ✓ |  |  |  |  |  | ✓ |   |  |
|          |  |                     |           |   |   |  |  |  |  |  |   |   |  |
| <b>7</b> | Procedure for Air Navigation Services Certification    | ECAA/ANR/OP/00<br>7 | JUNE 2016 |   |   |  |  |  |  |  | ✓ | ✓ |  |
|          |  |                     |           |   |   |  |  |  |  |  |   |   |  |
| <b>8</b> | Air Navigation Regulation Directorate Training program | ECAA/ANR/OP/00<br>8 | JUNE 2016 |   |   |  |  |  |  |  | ✓ |   |  |
|          |  |                     |           |   |   |  |  |  |  |  |   |   |  |

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|           |  |                     | Amendment day        |     |     |     |     |      |     |     |                 |
| <b>9</b>  | ANRD Procedure for Elimination of Deficiency         | ECAA/ANR/OP/00<br>9 | June 2016            |     |     |     |     |      | ✓   |     |                 |
|           |  |                     |                      |     |     |     |     |      |     |     |                 |
| <b>10</b> | Procedure for Document Control and Distribution list | ECAA/ANR/OP/01<br>0 | June 2016            |     |     |     |     |      | ✓   |     |                 |
|           |  |                     |                      |     |     |     |     |      |     |     |                 |
| <b>11</b> | Audit / Inspection Annual Plan                       | ECAA/ANR/OP/01      | Feb. 2014            |     |     |     |     |      | ✓   |     |                 |

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**ETHIOPIAN CIVIL AVIATION AUTHORITY**

Document No.

**ECAA/ANR/OP/010**

Document Title:

**Procedure for Document Control and Distribution list**

Issue No.


**1**

Page No

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**APPENDIX-01/B**

**AIR TRAFFIC SERVICES & SEARCH AND RESCUE INSPECTOR DOCUMENTS**

| No. | Name of document                           | Document reference | Issuance & amendment | ATS | SAR | AIS | CNS | PANS | ANR | ANR | ACFT/Operat<br>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            | ✓   | ✓   |     |     |      |     | ✓   |                    |
|     |  |                    |                      |     |     |     |     |      |     |     |                    |


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|---|--|-----------------|-----------|---|---|--|--|--|--|---|--|
| 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 | ✓ |   |  |  |  |  | ✓ |  |
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**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        |     |     |     |     |      |     |     |                |
| <b>01</b> | AIS Inspector Job Description        | ECAA/ANR/WI/005    | June 2016            |     |     | ✓   |     |      | ✓   |     |                |
|           |                                      |                    |                      |     |     |     |     |      |     |     |                |
| <b>02</b> | Terms of Reference for AIS Inspector | ECAA/ANR/WI/006    | June 2016            |     |     | ✓   |     |      | ✓   |     |                |
|           |                                      |                    |                      |     |     |     |     |      |     |     |                |
| <b>03</b> | Minimum Qualification and            | ECAA/ANR/WI/007    | June 2016            |     |     | ✓   |     |      | ✓   |     |                |


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|           | Requirement for AIS Inspector              |                 |           |  |  |   |  |  |   |  |  |  |
| <b>04</b> | Training Record and Plan for AIS Inspector | ECAA/ANR/WI/008 | June 2016 |  |  | ✓ |  |  | ✓ |  |  |  |
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**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/Operat<br>ors |
|----------|---|--------------------|----------------------|-----|-----|-----|-----|------|-----|-----|--------------------|
|          |   |                    | Date of issued       |     |     |     |     |      |     |     |                    |
|          |   |                    | Amendment day        |     |     |     |     |      |     |     |                    |
| <b>1</b> | Job Description for CNS Inspector             | ECAA/ANR/WI/009    | June 2016            |     |     |     | ✓   |      | ✓   |     |                    |
| <b>2</b> | Terms Of Reference for CNS                    | ECAA/ANR/WI/010    | June 2016            |     |     |     | ✓   |      | ✓   |     |                    |
| <b>3</b> | Minimum Qualification and Requirement for CNS | ECAA/ANR/WI/011    | June 2016            |     |     |     | ✓   |      | ✓   |     |                    |
| <b>4</b> | Training plan and record for                  | ECAA/ANR/WI/012    | June 2016            |     |     |     | ✓   |      | ✓   |     |                    |

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**APPENDIX-01/E**  
**AERONAUTICAL METROLOGICAL INSPECTOR DOCUMENTS**


| No.      | Name of document   | Document reference  | Issuance & amendment | ATS | SAR | AIS | CNS | PANS | MET | ANR | ANS | ACFT/O perators |
|----------|--|---------------------|----------------------|-----|-----|-----|-----|------|-----|-----|-----|-----------------|
|          |  |                     | Date of issued       |     |     |     |     |      |     |     |     |                 |
|          |  |                     | Amendment day        |     |     |     |     |      |     |     |     |                 |
| <b>1</b> | Job Description for Aeronautical Meteorology Services            | ECAA/ANR/WI/0<br>13 | June 2016            |     |     |     |     |      | ✓   | ✓   |     |                 |
|          |  |                     |                      |     |     |     |     |      |     |     |     |                 |
| <b>2</b> | Minimum qualification for Aeronautical Meteorology Services      | ECAA/ANR/WI/0<br>14 | June 2016            |     |     |     |     |      | ✓   | ✓   |     |                 |
|          |  |                     |                      |     |     |     |     |      |     |     |     |                 |
| <b>3</b> | Term Reference for Aeronautical Meteorology Services             | ECAA/ANR/WI/0<br>15 | June 2016            |     |     |     |     |      | ✓   | ✓   |     |                 |
|          |  |                     |                      |     |     |     |     |      |     |     |     |                 |
| <b>4</b> | Training Records and Plan for Aeronautical Meteorology Inspector | ECAA/ANR/WI/0<br>16 | June 2016            |     |     |     |     |      | ✓   | ✓   |     |                 |
|          |  |                     |                      |     |     |     |     |      |     |     |     |                 |

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**APPENDIX-01/F**  
**COMMUNICATION OPERATION INSPECTOR DOCUMENT**

| No. | Name of document  | Document reference | Issuance & amendment | ATS | SAR | AIS | CNS | PANS | ANR | ANS | ACFT/Operato<br>rs |
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|     |   |                    | 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            |     |     | ✓   |     |      | ✓   |     |                    |

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**APPENDIX-01/G**

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**PANS OPS INSPECTOR DOCUMENTS**

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

**INSPECTORS CHECKLIST**


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|           |  |                    | Amendment day        |     |     |     |     |      |     |                    |
| <b>01</b> | AIS Inspection Checklist                                     | ECAA/ANR/CL/001    | June 2016            |     |     | ✓   |     |      | ✓   |                    |
| <b>02</b> | Check list for Air Traffic Services Inspector                | ECAA/ANR/CL/002    | June 2016            | ✓   |     |     |     |      | ✓   |                    |
| <b>03</b> | Check list for Search and Rescue service inspector           | ECAA/ANR/CL/003    | June 2016            |     | ✓   |     |     |      | ✓   |                    |
| <b>04</b> | Check list for SMS inspector                                 | ECAA/ANR/CL/004    | June 2016            | ✓   |     |     |     |      | ✓   |                    |
| <b>05</b> | Checklist for Aeronautical Communication Operation Inspector | ECAA/ANR/CL/005    | June 2016            |     |     | ✓   |     |      | ✓   |                    |
| <b>06</b> | Checklist for MET  | ECAA/ANR/CL/006    | June 2016            |     |     |     |     |      | ✓   |                    |


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