



## NOTICE OF PROPOSED AMENDMENT - NPA 03-2020

Date of Issue: 22<sup>nd</sup> March 2020

### SUBJECT:

YCAR PART VIII - SUBPART 1 - CERTIFICATION OF AIR NAVIGATION SERVICE ORGANISATIONS:  
GENERAL REGULATIONS.

### REASON:

The Civil Aviation and Meteorology Authority (CAMA) has recently conducted a review of (YCAR PART VIII - SUBPART 1 - CERTIFICATION OF AIR NAVIGATION SERVICE ORGANISATIONS: GENERAL REGULATIONS) to be in line with latest Amendment to ICAO Annexes and international best practices.

### RECOMMENDATION:

This NPA is published to announce to the public amendment proposals to YCAR Part VIII – subpart 1 to entitle all concerned parties to:

- a) Review the attached proposed changes to regulation;
- b) Agree on the date of applicability to the proposed change set to 1<sup>st</sup> June 2020; and
- c) Send their comments on the changes and date of applicability to the below address by 22<sup>nd</sup> April 2020.

Civil Aviation and Meteorology Authority (CAMA)  
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## **YCAR PART VIII**

### **SUBPART 1**

## **CERTIFICATION OF AIR NAVIGATION SERVICE ORGANISATIONS:**

### **GENERAL**

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## TABLE OF CONTENTS

FOREWORD .....	4
RECORD OF ISSUES AND DATE OF APPLICABILITY .....	5
HIGHLIGHT OF CHANGES .....	5
SECTION A — GENERAL PROVISIONS .....	6
YCAR 1.1    APPLICABILITY .....	6
YCAR 1.2    DEFINITIONS AND ACRONYMS .....	7
YCAR 1.3    COMMON REFERENCE SYSTEMS .....	25
YCAR 1.4    UNITS OF MEASUREMENT .....	25
YCAR 1.5    REQUIREMENT FOR CERTIFICATION .....	26
YCAR 1.6    APPLICATION FOR CERTIFICATE .....	26
YCAR 1.7    ISSUE OF CERTIFICATE .....	26
YCAR 1.8    PRIVILEGES OF CERTIFICATE .....	26
YCAR 1.9    DURATION OF CERTIFICATE .....	26
YCAR 1.10   AUDITS AND RESOLUTION OF SAFETY ISSUES .....	27
YCAR 1.11   TRANSFER OR WITHDRAWAL OF CERTIFICATE .....	27
YCAR 1.12   CHANGES TO SERVICE CERTIFICATE HOLDER'S ORGANISATION .....	27
YCAR 1.13   OPERATIONAL APPROVAL .....	28
SECTION B — CERTIFICATION REQUIREMENTS .....	29
YCAR 1.14   PERSONNEL REQUIREMENTS .....	29
YCAR 1.15   FACILITY REQUIREMENTS .....	30
YCAR 1.16   DOCUMENTATION .....	30
YCAR 1.17   RECORDS .....	31
YCAR 1.18   QUALITY ASSURANCE .....	31
YCAR 1.19   SAFETY MANAGEMENT .....	32
YCAR 1.20   ORGANISATION EXPOSITION .....	32
SECTION C — OPERATING REQUIREMENTS .....	34
YCAR 1.21   SAFETY INSPECTIONS AND AUDITS .....	34
YCAR 1.22   ADDITIONAL REQUIREMENTS .....	34
NPA COMMENT-RESPONSE TOOL (CRT) .....	36

## FOREWORD

1. The Civil Aviation and Meteorology Authority (hereinafter “Authority”) has implemented YCAR Part VIII, Subpart 1 as general guidance for all subsequent ANS Subparts of YCAR Part VIII. This Subpart prevails in case of contradiction between this Subpart and the particular Subpart of PART VIII described in YCAR 1.1.
2. Definitions and abbreviations of terms used in Subpart 1 shall always be interpreted as per the applicable ICAO Standards and Practices.
3. The order of precedence of publications referred to in this document are as follows:
  - (a) Yemen Civil Aviation Law
  - (b) Yemen Civil Aviation Regulations
  - (c) Other regulatory material published by the Authority
  - (d) ICAO Annexes
  - (e) ICAO Documents.
4. ICAO Standards & Recommended Practices and Procedures for Air Navigation Services have the following regulatory status:
  - (f) Standards: Mandatory unless specifically modified in the applicable parts of Supplements to the Annexes or in the Civil Aviation Regulations.
  - (g) Recommended Practices: Mandatory unless the operator has obtained CAMA approval of an alternative provision, resulting in a level of safety equal to or greater than that achieved by application of the recommended practice.
  - (h) PANS: Procedures for Air Navigation Services (PANS) shall be applied, with similar Mandatory status as for the SARPs, except where specifically deleted or modified in the Civil Aviation Regulations.
  - (i) Definitions, tables, figures and appendices contained in ICAO Annexes are to be considered as Standards and therefore mandatory.
  - (j) Attachments to ICAO Annexes are supplementary to SARPs or included as general guidance material. Where specific or general applications are considered necessary for additional safety levels, these are included in the Civil Aviation Regulations and carry Mandatory status.

### RECORD OF ISSUES AND DATE OF APPLICABILITY

Issue. No	Date of issue	Date of Applicability
Issue: 01	January 2011	January 2011
Issue 02	June 2013	June 2013
Issue: 03	April 2020	June 2020 A Service Provider providing ANS at the date that this Rule Subpart comes into force, may continue to provide the same service for a period of two years, by which time a Certificate as required by this Subpart will be applicable on April 2022.

### HIGHLIGHT OF CHANGES

Amendment	Subject(s)	Issue Date
Issue: 01	New regulations	01 January 2011
Issue: 02	Additional definitions to cover the Airspace, procedure design and SAR subparts. Typos and errors corrected. Refinements to document to better align with Annex 11.	June 2013
Issue: 03	New amendment to be in line with the latest SARPS of ICAO	April 2020

## SECTION A — GENERAL PROVISIONS

### YCAR 1.1 APPLICABILITY

- (a) YCAR PART VIII, in the Subparts shown below, contains the Rules governing:
- (1) Subpart 1: The general requirements for;
    - i. certification,
    - ii. on-going surveillance,
    - iii. transfer or revocation and suspension of a certificate,
    - iv. quality assurance,
    - v. safety management systems,
    - vi. operational approvals.
  - (2) Subpart 2: The certification and operation of organisations providing;
    - i. an Aeronautical Information Service (AIS) for Yemen on behalf of the Authority, and
    - ii. The requirements for;
      - (A) Yemen Aeronautical Information Publication (AIP),
      - (B) the Aeronautical Information Circulars (AIC) and NOTAM.
  - (3) Subpart 3: The classification and designation of Navigable Airspace and Objects affecting Navigable Airspace.
  - (4) Subpart 4: The certification and operation of organizations providing Air Traffic Services.
  - (5) Subpart 5: The certification and operation of organizations providing Communication, Navigation and Surveillance Services – Aeronautical Information Resource Services.
  - (6) Subpart 6: The certification and operation of organizations providing Instrument Flight Procedure Design Services.
  - (7) Subpart 7: The certification and operation of organizations providing Aviation Meteorological Services.
  - (8) Subpart 8: The certification and operation of organizations providing Search and Rescue Services.
  - (9) Subpart 9: The certification and operation of organisations providing an Aerodrome Flight Information Service (AFIS).

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## YCAR 1.2 DEFINITIONS AND ACRONYMS

### (a) Definitions

The use of the word “shall”, in these Regulations, means the requirement is mandatory. The use of the word “should” does not mean that compliance is optional but rather that, where insurmountable difficulties exist, the Authority may accept an alternative means of compliance, provided that an acceptable safety assurance document from the ATS provider shows that the safety requirements will not be reduced below that intended by the requirement. The definitions contained in this subpart are in direct relation to YCAR Part VIII and may have alternate interpretations in other Parts of the YCAR.

**Accountable Manager.** The person within an organization who has:

- 1) Full control of the human resources required for the operations authorized to be conducted under the operations certificate;
- 2) Full control of the financial resources required for the operations authorized to be conducted under the operations certificate;
- 3) Final authority over operations authorized to be conducted under the operations certificate;
- 4) Direct responsibility for the conduct of the organization’s affairs; and
- 5) Final responsibility for all safety issues.

**ADS-C agreement.** A reporting plan which establishes the conditions of ADS-C data reporting (i.e. data required by the ATS unit and frequency of reports which have to be agreed to prior to using ADS-C in the provision of ATS).

*Note: The terms of the agreement will be exchanged between the ground system and the aircraft by means of a contract, or a series of contracts.*

**Advanced Surface Movement Guidance and Control System.** A system providing routing, guidance and surveillance for the control of aircraft and vehicles in order to maintain the declared surface movement rate under all weather conditions within the aerodrome visibility operational level (AVOL) while maintaining the required level of safety.

**Aerodrome flight information service.** A flight information service provided to aerodrome traffic at an uncontrolled aerodrome provided with such a service.

**Aerodrome mapping data (AMD).** Data collected for the purpose of compiling aerodrome mapping information.

*Note: Aerodrome mapping data are collected for purposes that include the improvement of the user’s situational awareness, surface navigation operations, training, charting and planning.*

**Aerodrome mapping database(AMDB).** A collection of aerodrome mapping data organized and arranged as a structured data set.

*Note: Aerodrome mapping data are collected for purposes that include the improvement of the user’s situational awareness, surface navigation operations, training, charting and planning.*

**Aerodrome traffic zone.** An airspace of defined dimensions, extending upwards from the surface of the earth, established around an aerodrome for the protection of aerodrome traffic.

**Aeronautical information management (AIM).** The dynamic, integrated management of aeronautical information through the provision and exchange of quality-assured digital aeronautical data in collaboration with all parties.

**Aeronautical mobile service.** A mobile service between aeronautical stations and aircraft stations, or between aircraft stations, in which survival craft stations may participate; emergency position-indicating radio beacon stations may also participate in this service on designated distress and emergency frequencies.

**Aeronautical mobile-satellite service.** A mobile-satellite service in which mobile earth stations are located on board aircraft; survival craft stations and emergency position-indicating radio beacon stations may also participate in this service.

**Aeronautical radio navigation service.** A radio navigation service intended for the benefit and for the safe operation of aircraft.

**Aeronautical Rescue Coordination Centre.** A unit responsible for promoting efficient organization of aeronautical SAR services and for coordinating the conduct of aeronautical SAR operations within a SRR.

**Aircraft Coordinator.** A person or team who coordinates the involvement of multiple aircraft in SAR operations in support of the SAR mission coordinator and the on-scene coordinator.

**Air Navigation Services.** Services provided to air traffic during all phases of operations including air traffic service (ATS) communications, navigation and surveillance (CNS), meteorological services for air navigation (MET), search and rescue (SAR) and aeronautical information services (AIS).

**Air traffic.** All aircraft in flight or operating on the maneuvering area of an aerodrome.

**Air traffic control clearance.** Authorization for an aircraft to proceed under conditions specified by an air traffic control unit.

*Note 1: For convenience, the term “air traffic control clearance” is frequently abbreviated to “clearance” when used in appropriate contexts.*

*Note 2: The abbreviated term “clearance” may be prefixed by the words “taxi, take-off, departure, en- route, approach, or landing” to indicate the particular portion of flight to which the air traffic control clearance relates.*

**Air traffic control examiner.** A person, meeting the requirements of Subpart 4, authorized to conduct examinations for the issue and renewal of Certificates of Competency at operational positions or sectors where the holder is currently competent.

**Air traffic controller schedule.** A plan for allocating air traffic controller duty periods and non-duty periods over a period of time, otherwise referred to as a roster.

**Air Traffic Safety Electronic Personnel.** Any authorized personnel who is competent to operate, maintain, release from, and return into operations safety-related ATM/ANS systems shall be considered to be an ATSEP.

*Note: ATS airspaces are classified as Class A to G as described in 2.6. ANNEX11*



**Air traffic services reporting office.** A unit established for the purpose of receiving reports concerning air traffic services and flight plans submitted before departure.

*Note: An air traffic services reporting office may be established as a separate unit or combined with an existing unit, such as another air traffic services unit, or a unit of the aeronautical information service.*

**ALERFA.** The code word used to designate an alert phase.

**Altitude.** The vertical distance of a level, a point or an object considered as a point, measured from mean sea level (MSL).

**Approach control service.** An ATC service for arriving or departing controlled flights.

**Approved ATS training organization.** An organization approved by the Authority in accordance with the requirements of Annex 1 to perform ATS training and operating under the supervision of the Authority.

**Approved by the Authority.** Means documented by the Authority as suitable for the purpose intended.

**Apron.** A defined area, on a land aerodrome, intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fuelling, parking or Maintenance.

**Area navigation.** A method of navigation which permits aircraft operation on any desired flight path within the coverage of ground- or space-based navigation aids or within the limits of capability of self-contained aids, or a combination of these.

**ATS occurrence.** Any event, including an accident, unlawful interference, serious incident or incident, associated with the operation of an aircraft, which could be hazardous to the safety of aircraft operations, or which compromises the provision of an Air Traffic Service.

**ATS route.** A specified route designed for channeling the flow of traffic as necessary for the provision of air traffic services.

*Note 1: The term "ATS route" is used to mean variously, airway, advisory route, controlled or uncontrolled route, arrival or departure route, etc.*

*Note 2: An ATS route is defined by route specifications which include an ATS route designator, the track to or from significant points (waypoints), distance between significant points, reporting requirements and, as determined by the appropriate ATS authority, the lowest safe altitude.*

**Autonomous Operation.** An Unmanned Aerial Vehicle operation which is programmed to operate without direct commands from a remote pilot.

**Authority.** Means the Civil Aviation and Meteorology Authority of YEMEN, the competent body responsible for the safety regulation of Civil Aviation.

*Note: For the purpose of this Rule part, the Authority shall mean the Air Navigation and Aerodromes department of the Aviation Safety Affairs Sector.*

**Automatic Dependent Surveillance – Broadcast (ADS-B).** A means by which aircraft, vehicles and other objects can automatically transmit and/or receive data such as identification, position and additional data, as appropriate, in a broadcast mode via a data link.

**Automatic Dependent Surveillance – Contract (ADS-C).** A means by which the terms of an ADS-C agreement will be exchanged between the ground system and the aircraft, via a data link, specifying under what conditions ADS-C reports would be initiated, and what data would be contained in the reports.

*Note: The abbreviated term “ADS Contract” is commonly used to refer to ADS event contract, ADS demand contract, ADS periodic contract or an emergency mode.*

**Base turn.** A turn executed by the aircraft during the initial approach between the end of the outbound track and the beginning of the intermediate or final approach track. The tracks are not reciprocal.

*Note: Base turns may be designated as being made either in level flight or while descending, according to the circumstances of each individual procedure.*

**Beyond Line of Sight Operations.** The operation of an Unmanned Aerial System, during which, the system operator maintains electronic communications with the aircraft to manage its flight and meet separation and collision avoidance requirements. In this mode the operator is not required to maintain visual contact with the aircraft.

**Broadcast.** A transmission intended to be received by all stations.

**Canopy level.** The surface of the earth supplemented by the vegetation height.

**Certificated CNS Maintenance unit.** A unit whose operator has been granted a CNS Maintenance Certificate.

**Change-over point.** The point at which an aircraft navigating on an ATS route segment defined by reference to very high frequency omni-directional radio ranges is expected to transfer its primary navigational reference from the facility behind the aircraft to the next facility ahead of the aircraft.

*Note: Change-over points are established to provide the optimum balance in respect of signal strength and quality between facilities at all levels to be used and to ensure a common source of azimuth guidance for all aircraft operating along the same portion of a route segment.*

**CNS Maintenance Certificate.** A Certificate issued by the Authority under Civil Aviation Regulation VIII for the operation of a CNS Maintenance unit.

**CNS Maintenance Unit.** An organisation that provides Maintenance services to a CNS facilities supporting an ANS provider.

**CNS Manual.** The Manual that forms part of the application for an CNS Maintenance Certificate pursuant to these Regulations, including any amendments thereto accepted by the Authority.

**CNS System.** Any safety related ATM/ATS electronic system used for operational purposes.

**Cloud of operational significance.** A cloud with the height of cloud base below 1 500 m (5 000 ft) or below the highest minimum sector altitude, whichever is greater, or a cumulonimbus cloud or a towering cumulus cloud at any height.

**Command and control link.** The data link between the remotely-piloted aircraft and the remote pilot station for the purposes of managing the flight.

**Commercial operation.** An aircraft operation conducted for business purposes (mapping, security surveillance, wildlife survey, aerial application, etc.) other than commercial air transport, for remuneration or hire.

**Confidence level.** The probability that the true value of a parameter is within a certain interval around the estimate of its value.

*Note: The interval is usually referred to as the accuracy of the estimate.*

**Consecutive duties.** When the duration of a non-duty period between the conclusion of one duty period and the commencement of the next duty period is less than 40 hours.

**Controlled aerodrome.** An aerodrome at which an ATC service is provided to aerodrome traffic.

*Note: The term "controlled aerodrome" indicates that an air traffic control service is provided to aerodrome traffic but does not necessarily imply that a control zone exists.*

**CPDLC message.** Information exchanged between an airborne system and its ground counterpart. A CPDLC message consists of a single message element or a combination of message elements conveyed in a single transmission by the initiator.

**CPDLC message set.** A list of standard message elements and free text message elements.

**Data Accuracy.** A degree of conformance between the estimated or measured value and the true value.

**Data Integrity (assurance level).** A degree of assurance that an aeronautical data and its value has not been lost or altered since the origination or authorized amendment.

**Data quality.** A degree or level of confidence that the data provided meet the requirements of the data user in terms of accuracy, resolution and integrity (or equivalent assurance level), traceability, timeliness, completeness and format.

**DETRESFA.** The code word used to designate a distress phase.

**Drone.** An unmanned aerial vehicle which can navigate autonomously, without human control or beyond line of sight. Also falls under the definition of UAV.

**Duty period.** A period which starts when an air traffic controller is required by an air traffic services provider to report for or to commence a duty and ends when that person is free from all duties.

**Early Start.** An early start is a duty period that commences between 0530 and 0659 hours.

**Extra Duty Period.** An unscheduled duty period without prior arrangement in which an air traffic controller is requested by the air traffic services provider to perform a duty.

**Fatigue risk management system (FRMS).** A data-driven means of continuously monitoring and managing fatigue-related safety risks, based upon scientific principles and knowledge as well as operational experience that aims to ensure relevant personnel are performing at adequate levels of alertness.

**Final approach point or fix:** That fix or point of an instrument approach procedure where the final approach segment commences.

**Flexible use of airspace.** An airspace management concept based on the principle that airspace should not be designated purely as civil or military, but rather as a continuum in which all user requirements are accommodated to the greatest possible extent.

**Flight documentation.** Written or printed documents, including charts or forms, containing meteorological information for a flight.

**Flight level.** A surface of constant atmospheric pressure which is related to a specific pressure datum, ctopascals (hPa), and is separated from other such surfaces by specific pressure intervals.

*Note: A pressure type altimeter calibrated in accordance with the Standard Atmosphere:*

- a) when set to a QNH altimeter setting, will indicate altitude;*
- b) when set to a QFE altimeter setting, will indicate height above the QFE reference datum;*
- c) when set to a pressure of 1 013.2 hPa, may be used to indicate flight levels.*

*Note: The terms "height" and "altitude", used in Note 1 above, indicate altimetric rather than geometric heights and altitudes.*

**Flight procedure designer.** A person responsible for flight procedure design who meets the competency requirements as laid down by the State.

**Foreign Object Debris.** Any substance, debris or article alien to a vehicle or system which would potentially cause damage to an aircraft which is categorized by the location at which it is found.

**Free text message element.** Part of a message that does not conform to any standard message element in the PANSATM (Doc 4444).

**Geoid.** The equipotential surface in the gravity field of the earth which coincides with the undisturbed mean sea level (MSL) extended continuously through the continents.

*Note: The geoid is irregular in shape because of local gravitational disturbances (wind, tides salinity, current etc.) and the direction of gravity is perpendicular to the geoid at every point.*

**Geoid undulation.** The distance of the geoid above (positive) or below (negative) the mathematical reference ellipsoid.

*Note: In respect to the WGS-84 defined ellipsoid, the difference between the WGS-84 ellipsoidal height and orthometric height represents WGS-84 geoid undulation.*

**Gregorian calendar.** Calendar in general use; first introduced in 1582 to define a year that more closely approximates the tropical year than the Julian calendar.

*Note: In the Gregorian calendar, common years have 365 days and leap years 366 days divided into twelve sequential months.*

**Ground level at its site.** Means the highest ground within a 600m radius of the site.

**Handover.** Transfer of an operational ATS control position responsibility from one person to another utilizing a position relief checklist.

**Heliport reference point (HRP).** The designated location of a heliport or a landing location.

**High Performance Capability.** Horizontal speed capability of greater than 80 kph (20 metres per second).

**IFR.** The symbol used to designate the instrument flight rules.

**IMC.** The symbol used to designate instrument meteorological conditions.

**INCERFA.** The code word used to designate an uncertainty phase.

**Instrument Flight Procedure Design (IFPD) Service.** A service established for the design, documentation, validation, maintenance and periodic review of instrument flight procedures necessary for the safety, regularity and efficiency of air navigation.

**Instrument runway.** One of the following types of runways intended for the operation of aircraft using instrument approach procedures:

1. Non-precision approach runway. An instrument runway served by visual aids and a non-visual aid providing at least directional guidance adequate for a straight-in approach.
2. Precision approach runway, category I. An instrument runway served by ILS and/or MLS and visual aids intended for operations with a decision height not lower than 60 m (200 ft.) and either a visibility not less than 800 m or a runway visual range not less than 550 m.
3. Precision approach runway, category II. An instrument runway served by ILS and/or MLS and visual aids intended for operations with a decision height lower than 60 m (200 ft.) but not lower than 30 m (100 ft.) and a runway visual range not less than 300 m.
4. Precision approach runway, category III. An instrument runway served by ILS and/or MLS to and along the surface of the runway and:
  - a. intended for operations with a decision height lower than 30 m (100 ft.), or no decision height and a runway visual range not less than 175 m.
  - b. intended for operations with a decision height lower than 15 m (50 ft.), or no decision height and a runway visual range less than 175 m but not less than 50 m.
  - c. intended for operations with no decision height and no runway visual range limitations.

Note - Where decision height (DH) and runway visual range (RVR) fall into different categories of operation, the instrument approach and landing operation would be conducted in accordance with the requirements of the most demanding category (e.g. an operation with a DH in the range of CAT IIIA but with an RVR in the range of CAT IIIB would be considered a CAT IIIB operation or an operation with a DH in the range of CAT II but with an RVR in the range of CAT I would be considered a CAT II operation).

**Integrated Airspace.** Airspace in which UAV and manned aircraft operate with no segregation, with the same minimum separation standards applied and level of safety as provided between manned aircraft.

**Integrity.** A measure of the trust that can be placed in the correctness of the information supplied by the total system. Integrity includes the ability of a system to provide timely and valid warnings to the user (alerts).

**Integrity (aeronautical data).** See *Data Integrity (assurance level)***Integrity classification (aeronautical data).** Classification based upon the potential risk resulting from the use of corrupted data. Aeronautical data is classified as:

a) routine data: there is a very low probability when using corrupted routine data that the continued safe flight and landing of an aircraft would be severely at risk with the potential for catastrophe;

b) essential data: there is a low probability when using corrupted essential data that the continued safe flight and landing of an aircraft would be severely at risk with the potential for catastrophe; and

c) critical data: there is a high probability when using corrupted critical data that the continued safe flight and landing of an aircraft would be severely at risk with the potential for catastrophe.

**International Aeronautical and Maritime Search and Rescue Manual.** The IAMSAR manual, a joint publication by the International Civil Aviation Organization and the International Maritime Organization that provides guidelines for a common aviation and maritime approach to organizing and providing SAR services.

**Key Performance Indicator (KPI).** A set of quantifiable measures that an organization uses to gauge or compare performance in terms of meeting their strategic and operational goals.

**Leisure.** The act of relaxation and/or amusing oneself by engaging in a sport or pastime.

**Logon address.** A specified code used for data link logon to an ATS unit.

**Lost link.** The loss of command and control link contact with the remotely-piloted aircraft such that the remote pilot can no longer manage the aircraft's flight.

**Low Performance Capability.** Horizontal speed capability of a maximum of 80 kph (20 Metres per second).

**Magnetic variation:** The angular difference between True North and Magnetic North.

*Note: The value given indicates whether the angular difference is East or West of True North.*

**Manoeuvring area excursion.** An excursion from the aerodrome manoeuvring area which is categorized according to the location and whether or not damage occurred.

**MAYDAY MAYDAY MAYDAY FUEL:** This terminology was chosen as the clearest and most urgent possible expression of an emergency situation brought about by insufficient fuel remaining to meet the planned final reserve fuel upon landing at the **nearest aerodrome** where a safe landing can be made.

**Metadata.** Data about data.

*Note: A structured description of the content, quality, conditions or other characteristics of data.*

**Meteorological Authority.** The authority providing or arranging for the provision of meteorological service for international air navigation on behalf of a Contracting State.

**Meteorological bulletin.** A text comprising meteorological information preceded by an appropriate heading.

**Meteorological information.** Meteorological report, analysis, forecast, and any other statement relating to existing or expected meteorological conditions.

**Meteorological satellite.** An artificial Earth satellite making meteorological observations and transmitting these observations to Earth.

**Meteorological watch office (MWO).** An office designated to provide information concerning the occurrence or expected occurrence of specified enroute weather and other phenomena in the atmosphere that may affect the safety of aircraft operations within its specified area of responsibility.

**Minimum en-route altitude.** The altitude for an en-route segment that provides adequate reception of relevant navigation facilities and ATS communications, complies with the airspace structure and provides the required obstacle clearance.

**Morning Duty.** A morning duty is a duty period that commences between 0700 and 0759 hours.

**Multilateration.** A ground-based independent cooperative ATM system, using transponder signals received by a number of ground based receivers and processed to calculate the position of origin of the signal.

**Night Duty.** A night duty is a duty period wholly or partly within the period of 0200 and 0529 hours.

**Non-duty period.** A continuous and defined period of time, subsequent to and/or prior to duty periods, during which the air traffic controller is free of all duties.

**Observation (meteorological)** The evaluation of one or more meteorological elements.

**On-scene coordinator.** A person designated to coordinate SAR operations within a specified area.

**On the Job Training Instructor.** A person, authorized to conduct on the job training in simulators and operational control positions.

**Operator.** A person, organization or enterprise engaged in or offering to engage in an aircraft operation.

**Pilot-in-command.** The pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight.

**Precision.** The smallest difference that can be reliably distinguished by a measurement process.

*Note: In reference to geoid surveys, precision is a degree of refinement in performance of an operation or a degree of perfection in the instruments and methods used when taking measurements.*

**Prevailing visibility.** The greatest visibility value, observed in accordance with the definition of "visibility", which is reached within at least half the horizon circle or within at least half of the surface of the aerodrome. These areas could comprise contiguous or non-contiguous sectors.

*Note: This value may be assessed by human observation and/or instrumented systems. When instruments are installed, they are used to obtain the best estimate of the prevailing visibility.*

**Private operation.** An aircraft operation which is performed for Sport or Leisure purposes not as a commercial venture.

**Quality.** Degree to which a set of inherent characteristics fulfils requirements.

*Note 1: The term “quality” can be used with adjectives such as poor, good or excellent.*

*Note 2: “Inherent”, as opposed to “assigned”, means existing in something, especially as a permanent characteristic.*

**Quality assurance.** Part of quality management focused on providing confidence that quality requirements will be fulfilled.

**Quality control.** Part of quality management focused on fulfilling quality requirements.

**Quality management.** Coordinated activities to direct and control an organization with regard to quality.

**Quality system.** Documented organizational procedures and policies; internal audit of those procedures and policies; management review and recommendation for quality improvement.

**Radio Controlled Aircraft.** Unmanned Aerial Vehicle, controlled remotely by a remote pilot using radio control device.

**Radio Navigation Aids.** ILS, MLS, GNSS, VOR, DME, and VHF marker beacons.

**Radio Navigation Service.** A service providing guidance information or position data for the efficient and safe operation of aircraft supported by one or more radio navigation aids.

**Regional air navigation agreement.** Agreement approved by the Council of ICAO normally on the advice of a regional air navigation meeting.

**Remotely piloted Aerial System.** An Unmanned Aerial Vehicle and its associated elements which are operated with no pilot on board. The term does not include unmanned balloons. Same meaning as Unmanned Aerial System.

**Required Communication Performance (RCP).** A statement of the performance requirements for operational communication in support of specific ATM functions.

**Required Communication Performance type.** A label (e.g. RCP 240) that represents the values assigned to RCP parameters for communication transaction time, continuity, availability and integrity.

**Required Navigation Performance (RNP).** A statement of the navigation performance necessary for operation within a defined airspace.

**Rescue Coordination Centre.** A unit responsible for promoting efficient organisation of SAR services and for coordinating the conduct of SAR operations within a search and rescue region (SRR).



**Rescue sub-centre.** A unit subordinate to a rescue coordination centre, established to complement the latter according to particular provisions of the responsible authorities.

**Runway-holding position.** A designated position intended to protect a runway, an obstacle limitation surface, or an ILS/MLS critical/sensitive area at which taxiing aircraft and vehicles shall stop and hold, unless otherwise authorized by the aerodrome control tower.

*Note: In radiotelephony phraseologies, the expression “holding point” is used to designate the runway- holding position.*

**Runway Incursion.** Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and takeoff of aircraft.

*Note: For the purposes of this definition, the protected area is defined as “the area on the runway side of the appropriate runway holding position” and incorrect presence is “entering the protected area regardless of the safety effect on other aircraft or vehicle operations and irrespective of whether the protected surface (runway) is closed or not, as a consequence of a failure of a pilot, driver or person to comply with a valid ATC clearance, or their compliance with an inappropriate ATC clearance.*

**Segregated airspace.** Airspace of specified dimensions allocated for exclusive use to a specific user(s).

**Sense and avoid.** The capability to see, sense or detect conflicting traffic or other hazards and take the appropriate action to comply with the applicable rules of flight.

**Serious Incident.** An incident involving circumstances indicating that there was a high probability of an accident or where there is reasonable certainty that an aircraft and its occupants are threatened by grave and imminent danger, or apprehension exists as to the safety of the aircraft and its occupants, associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down.

**Search and Rescue Service Provider.** Any organization that is providing search and rescue services and that is functionally separated from its regulator.

**Significant point.** A specified geographical location used in defining an ATS route or the flight path of an aircraft and for other navigation and ATS purposes.

*Note: There are three categories of significant points: ground-based navigation aid, intersection and waypoint. In the context of this definition, intersection is a significant point expressed as radials, bearings and/or distances from ground based navigation aids.*

**Surface Movement Guidance and Control System.** A system of visual and non-visual aids, facilities, procedures and regulations designed to meet the particular requirements for guidance to, and control of, surface traffic consistent with the operational needs at a particular aerodrome.

**Standard message element.** Part of a message defined in the PANS-ATM (Doc 4444) in terms of display format, intended use and attributes.

**Standby Duty.** A period of time during which, by prior arrangement, an air traffic controller is required by the air traffic service provider to be available to report at his place of work to perform a duty.

**State volcano observatory.** A volcano observatory, designated by regional air navigation agreement, to monitor active or potentially active volcanoes within a State and to provide information on volcanic activity to its associated area control centre/flight information centre, meteorological watch office and volcanic ash advisory centre.

**Takeover.** Accepting of an operational ATS control position responsibility from one person to another utilizing a position relief checklist.

**Terrain.** The surface of the Earth containing naturally occurring features such as mountains, hills, ridges, valleys, bodies of water, permanent ice and snow and excluding obstacles.

*Note: In practical terms, depending on the method of data collection used, terrain represents the continuous surface that exists at the bare Earth, the top of the canopy or something in-between, also known as “first reflective surface”.*

**Time-in-position.** The period of time when an air traffic controller is exercising the privileges of the air traffic controller’s licence at an operational position.

**Track.** The projection on the earth’s surface of the path of an aircraft, the direction of which path at any point is usually expressed in degrees from North (true, magnetic or grid).

**Uncontrolled Airspace.** Class G airspace in which aircraft are not subject to an Air Traffic Control service.

**Unmanned aircraft.** An aircraft which is intended to operate with no pilot on board.

**Unmanned Aerial System.** An aircraft and its associated elements which are operated with no pilot on board. The term does not include unmanned balloons.

**Unmanned Aerial Vehicle.** An aircraft which is intended to operate with no pilot on board.

**Verification.** Confirmation, through the provision of objective evidence, that specified requirements have been fulfilled.

*Note1: The term “verified” is used to designate the corresponding status. Note2: Confirmation can comprise activities such as:*

1. Performing alternative calculations;
2. Comparing a new design specification with a similar proven design specification;
3. Undertaking tests and demonstrations; and
4. Reviewing documents prior to issue.

**Vertical path angle.** Angle of the published final approach descent in Baro-VNAV procedures.

**Visibility.** Visibility for aeronautical purposes is the greater of:

- a) the greatest distance at which a black object of suitable dimensions, situated near the ground, can be seen and recognized when observed against a bright background; or
- b) the greatest distance at which lights in the vicinity of 1 000 candelas can be seen and identified against an unlit background.

*Note: The two distances have different values in air of a given extinction coefficient, and the latter b) varies with the background illumination. The former a) is represented by the meteorological optical range (MOR).*

**Visual line-of-sight operation.** An UAV operation in which the remote crew maintains direct visual contact with the aircraft to manage its flight and meet separation and collision avoidance responsibilities.

**Visual meteorological conditions (VMC).** Meteorological conditions expressed in terms of visibility, distance from cloud and ceiling, equal to or better than specified minima.

*Note: The specified minima are contained in Annex 2.*

**World Meteorological Organization.** The agency of the United Nations relating to climate, meteorology, hydrology and related geophysical sciences.

(b) Acronyms

The Acronyms/Abbreviations used in YCAR Part VIII have the following meanings:

ABAS	Aircraft-based augmentation system
AC	Advisory Circular
ACAS	Airborne collision avoidance system
ACC	Area control centre
ACO	Aircraft Coordinator
ADS	Automatic dependent surveillance
ADS-B	Automatic dependent surveillance — broadcast
ADS-C	Automated dependent surveillance — contract
AFIS	Aerodrome flight information service
AFS	Aeronautical fixed service
AFTN	Aeronautical fixed telecommunication network
AIC	Aeronautical Information Circular
AIM	Aeronautical information management
AIP	Aeronautical information publication
AIRAC	Aeronautical information regulation and control
AIRPROX	Aircraft proximity
AIS	Aeronautical Information Service
ALERFA	Alert phase
AMD	Aerodrome mapping data
AMDB	Aerodrome mapping database
AMSL	Above mean sea level
ANSP	Air navigation service provider
APC	Assessment of Previous Competence
APCH	Approach
APV	Approach procedures with vertical guidance
ARCC	Aeronautical Rescue Coordination Centre
ARP	Aerodrome reference point
ATC	Air traffic control

ATCA	Air Traffic Control Assistant
ATCO	Air Traffic Control Officer
ATCU	Air Traffic Control Unit
ATFM	Air traffic flow management
ATM	Air Traffic Management
AMSL	Above mean sea level
ATFM	Air traffic flow management
ATIS	Automatic terminal information service
ATM	Air traffic management
ATN	Aeronautical telecommunication network
ATS	Air traffic service
ATSEP	Air traffic safety electronics personnel
ATSU	Air traffic services unit
ATZ	Aerodrome traffic zone
AWY	Airway
A/SMGCS	Advanced Surface Movement Guidance and Control System
CAMA	Civil Aviation and Meteorology Authority
YCAR	Yemen Civil Aviation Regulations
CAT	Category
CCO	Continuous climb operations
CDFA	Constant descent final approach
CDI	Course deviation indicator
CDO	Continuous descent operations
CISM	Critical Incident Stress Management
CNS	Communications, navigation and surveillance
CoC	Certificate of Competence
CPDLC	Controller-pilot data link communications
CRC	Cyclic redundancy check
CRM	Collision risk model
CSS	Call Sign Similarity
CTA	Control area
CTR	Control zone
C/L	Centre line
DA/H	Decision altitude/height
D-ATIS	Data link-automatic terminal information service
DCL	Departure Clearance
DETRESFA	Distress phase
DTED	Digital terrain elevation data
DME	Distance measurement equipment
DP	Decision point
DR	Dead reckoning
EASA	European Aviation Safety Agency
ECAC	European Civil Aviation Conference
ECT	Emergency Continuation Training
ELP	English Language Proficiency
EUROCAE	European Organisation for Civil Aviation
EUROCONTROL	European Organisation for the Safety of Air

EXM	ATC Examiner
FA	Course from a fix to an altitude
FAA	Federal Aviation Administration
FAF	Final approach fix
FAP	Final approach point
FATO	Final Approach and Take-Off area
FRMS	Fatigue risk management system
FIR	Flight information region
FIS	Flight information service
FISA	Automated flight information service
FL	Flight level
FMC	Flight management computer
FMS	Flight management system
FRT	Fixed radius turn
FTS	Fast-time simulation
FUA	Flexible use of airspace
GA	General aviation
GBAS	Ground-based augmentation system
GLS	GBAS landing system
GNSS	Global navigation satellite system
GP	Glide path
GPA	Glide path angle
GPS	Global positioning system
GPWS	Ground Proximity Warning System
GUND	Geoid undulation
HCH	Heliport crossing height
HL	Height loss
HRP	Heliport reference point
IAC	Instrument Approach Chart
IAF	Initial approach fix
IAIP	Integrated Aeronautical Information Package
IAMSAR	International Aeronautical and Maritime Search and Rescue
IAP	Instrument approach procedure
IAS	Indicated airspeed
ICAO	International Civil Aviation Organisation
IF	Intermediate approach fix
IFER	In Flight Emergency Response
IFP	Instrument flight procedure
IFR	Instrument flight rules
ILS	Instrument landing system
IMC	Instrument meteorological conditions
INCERFA	Uncertainty phase
INS	Inertial navigation system
IRS	Inertial reference system
IRU	Inertial reference unit
ISA	International standard atmosphere
JAA	Joint Aviation Authorities

JRCC	Joint Rescue Coordination Centre
KIAS	Knots indicated airspeed
KPI	Key performance indicator
LCE	Local Competency Examiner
LDAH	Landing distance available - helicopters
LOA	Letter of authorization/acceptance/agreement
LOC	Localizer
LP	Localiser performance
LPV	Localiser performance with vertical guidance
LVC	Low visibility conditions
LVO	Low visibility operation/s
LVP	Low visibility procedure/s
MA/H	Minimum altitude/height
MAHF	Missed approach holding fix
MAPt	Missed approach point
MATF	Missed approach turning fix
MCTOW	Maximum Certificated Take-Off Weight
MDA/H	Minimum descent altitude/height
MEA	Minimum en-route altitude
MER	Minimum Experience Requirement
MET	Meteorology
METAR	Aerodrome routine meteorological report
MLS	Microwave landing system
MM	Middle marker
MNPS	Minimum navigation performance specification
MOC	Minimum obstacle clearance
MOCA	Minimum obstacle clearance altitude
MRCC	Maritime Rescue Coordination Centre
MSA	Minimum sector altitude
MSAW	Minimum safe altitude warning
MSD	Minimum stabilization distance
MSL	Mean sea level
NAVAID	Navigation aid
NDB	Non-directional beacon
NM	Nautical mile
NOC	No objection Certificate
NOF	International NOTAM office
NOTAM	Notice to airmen
NPA	Non-precision approach
NSE	Navigational system error
NTZ	No transgression zone
OCA/H	Obstacle clearance altitude/height
OFZ	Obstacle free zone
OJT	On-the-job training
OJTI	On the Job Training Instructor
OLS	Obstacle limitation surface
OM	Outer marker

OSC	On-scene coordinator
PA	Precision approach
PANS	Procedures for air navigation services
PAPI	Precision approach path indicator
PBN	Performance-based navigation
PDG	Procedure design gradient
PIB	Pre-flight information bulletin
PinS	Point in space
QAS	Quality Assurance Systems
QFE	Atmospheric pressure at aerodrome (or runway threshold) elevation
QMS	Quality Management Systems
QNH	Altimeter subscale setting to obtain elevation when on
RAIM	Receiver autonomous integrity monitoring
RASS	Remote altitude setting source
RCC	Rescue coordination centre
RCP	Required Communication Performance
RDH	Reference datum height
RF	Constant radius arc to a fix
RFFS	Rescue and Fire Fighting Services
RNAV	Area navigation
RNP	Required navigation performance
ROSI	Reporting of Safety Incidents
RPAS	Remotely piloted Aerial System
RPL	Repetitive flight plan
RSC	Rescue sub-centre
RSR	En-route surveillance radar
RTF	Radiotelephone
RTS	Real-time simulation
RVR	Runway visual range
RVSM	Reduced vertical separation minimum
RWY	Runway
SA	Safety area
SC	SAR Coordinator
SAR	Search and rescue
SARPs	Standards and Recommended Practices (ICAO)
SBAS	Satellite-based augmentation system
SD	Standard deviation
SDF	Stepdown fix
SID	Standard instrument departure
SIGMET	Information concerning en-route weather phenomena which may affect the safety of aircraft operations
SIS	Signal in space
SMGCS	Surface movement guidance and control system
SMR	Surface movement radar
SMS	Safety Management System
SOC	Start of climb
SPECI	Aerodrome special meteorological report
SPI	Safety performance indicator
SPT	Safety performance target

SRR	Search and Rescue Region
SRU	Search and Rescue Unit
SSR	Secondary surveillance radar
STAR	Standard instrument arrival
SUA	Special Use Airspace
SUP	AIP Supplement
TAA	Terminal arrival altitude
TACAN	UHF tactical air navigation aid
TAR	Terminal area surveillance radar
TAS	True airspeed
TA/H	Turn at an altitude/height
TCAS	Traffic Alert and Collision Avoidance System
TCM	Training and Competency Manual
THR	Threshold
TIBA	Traffic information broadcast by aircraft
TLS	Target level of safety
TMA	Terminal control area
TNA/H	Turn altitude/height
TP	Turning point
TRA	Telecommunications Regulatory Authority
TSE	Total system error
TWR	Aerodrome control tower or aerodrome control
UAS	Unmanned Aerial System
UAV	Unmanned Aerial Vehicle
UHF	Ultra high frequency
UIR	Upper flight information region
UTC	Coordinated Universal Time
VAL	Vertical alarm limit
VASIS	Visual approach slope indicator system
VFR	Visual flight rules
VHF	Very high frequency
VMC	Visual meteorological conditions
VNAV	Vertical navigation
Voice-ATIS	Voice-automatic terminal information service
VPA	Vertical path angle
VOR	Very high frequency omni-directional radio
VS	Visual segment
VSS	Visual segment surface
WGS- 84	World Geodetic System - 1984
WMO	World Meteorological Organisation
5LNC	Five-letter name code

*Note: Throughout the text of this document the term “service” is used as an abstract noun to designate functions, or service rendered; the term “unit” is used to designate a collective body performing a service.*



### YCAR 1.3 COMMON REFERENCE SYSTEMS

- (a) Horizontal reference system: World Geodetic System - 1984 (WGS-84) shall be used as the horizontal (geodetic) reference system. Reported aeronautical geographical coordinates (indicating latitude and longitude) shall be expressed in terms of the WGS-84 geodetic reference datum.

*Note: Comprehensive guidance material concerning WGS-84 is contained in the World Geodetic System — 1984 (WGS-84) Manual (Doc 9674).*

- (b) Vertical reference system: Mean sea level (MSL) datum, which gives the relationship of gravity-related height (elevation) to a surface known as the geoid, shall be used as the vertical reference system.

*Note: The geoid globally most closely approximates MSL. It is defined as the equipotential surface in the gravity field of the Earth which coincides with the undisturbed MSL extended continuously through the continents.*

- (c) Temporal reference system: The Gregorian calendar and Coordinated Universal Time (UTC) shall be used as the temporal reference system.

### YCAR 1.4 UNITS OF MEASUREMENT

- (a) ICAO Annex 5 contains specifications for the use of a standardized system of units of measurement in international civil aviation air and ground operations. This standardized system of units of measurement is based on the International System of Units (SI) and certain non-SI units considered necessary to meet the specialized requirements of international civil aviation.

- (b) Subject to YCAR 1.4.c, the units of measure used for aeronautical purposes in the United Arab Emirates are those specified in the International System of Units as adopted in ICAO Annex 5.

- (c) Non International System Units adopted by ICAO Annex 5 are used in accordance with the following table within Yemen:

Quantity	Non SI symbol.
Altitude	Feet (ft).
Distance	Nautical Miles (NM).
Elevations	Feet (ft).
Heights	Feet (ft).
Speed, including wind speed	Knots (kt).
Vertical speed	Feet per minute (ft/min).

#### **YCAR 1.5 REQUIREMENT FOR CERTIFICATION**

No person shall provide a service to civil aviation, as listed in YCARs 1.1.a.2 to 1.1.a.9 inclusive of this Subpart, within Sana'a FIR except under the authority of, and in accordance with the provisions of, a service certificate issued under this Part.

Note: Because of the general nature of this Subpart, the use of the term "service certificate" refers to a certificate issued under any Subpart of PART VIII as applicable.

#### **YCAR 1.6 APPLICATION FOR CERTIFICATE**

- (a) Application for the grant of a service certificate shall be made in a form and manner established by the Authority.
- (b) Application should be completed and submitted, including the exposition manual required by the relevant Subpart and payment of the appropriate application fee as specified by the Authority.

#### **YCAR 1.7 ISSUE OF CERTIFICATE**

- (a) Applicant shall be granted with a service certificate if:
  - (1) The applicant meets the requirements of Section B of this Rule and applicable PART VIII Subpart;
  - (2) The organization's exposition as required by YCAR 1.20 and by the applicable Subpart of PART VIII is acceptable to the Authority; and
  - (3) The Authority is satisfied that the granting of the certificate is not contrary to the interests of aviation safety.
- (b) Unless otherwise authorized by the applicable Subpart, only one certificate shall be issued for the same service at the same location.

#### **YCAR 1.8 PRIVILEGES OF CERTIFICATE**

The scope of the privileges, and any condition thereof, shall be specified in the service certificate.

#### **YCAR 1.9 DURATION OF CERTIFICATE**

- (a) The service certificate shall remain valid for a period of one year subject to:
  - (1) the organization remaining in compliance with the Law and applicable relevant regulatory requirements, taking into account the provisions related to the handling of findings as specified during the activities conducted by the Authority under YCAR 1.10;
  - (2) the Authority being granted unrestricted access, for inspectorate staff and their electronic equipment, to the organisation's facilities, documents and records, to determine continued compliance with Law and applicable regulatory requirements; and
  - (3) the service certificate not being surrendered or revoked.

- (b) Upon revocation, suspension, or surrender, the service certificate shall be returned to the Authority without delay.

*Note: Electronic equipment referred to in YCAR 1.9 (a) (2), includes, computers, cameras and audio recording devices, provided by the Authority to support regulatory oversight activities.*

#### **YCAR 1.10 AUDITS AND RESOLUTION OF SAFETY ISSUES**

- (a) A service certificate Holder shall be subject to planned or unplanned surveillance audits conducted at the discretion of the Authority.
- (b) After receipt of notification of findings during the activities conducted in YCAR 1.10.a, the organization shall:
  - (1) identify the root cause of the non-compliance;
  - (2) define a corrective action plan; and
  - (3) demonstrate corrective action implementation to the satisfaction of the Authority within a period agreed with the Authority.

#### **YCAR 1.11 TRANSFER OR WITHDRAWAL OF CERTIFICATE**

- (a) Transfer of a service certificate may only be made to an organisation that:
  - (1) is able to undertake the obligations of the privileges of the service certificate; and
  - (2) has demonstrated its ability to qualify under this Subpart and the applicable Subpart of PART VIII.

The existing service certificate holder shall not hinder the preparation and execution of the transitional arrangements required by YCAR 1.11.a.

- (b) The holder of an existing service certificate intending to permanently withdraw or significantly reduce the hours of operation of the service shall notify the Authority at least 90 days in advance. The notification should include the new proposal and include a summary of the factors considered in arriving at the decision to withdraw or significantly reduce the hours of operation of the service.
- (b) The applicant intending to assume responsibility for providing a service from an existing certificate holder should include with its application a full detail of transitional arrangements endorsed by the Accountable Manager of both organisations. The application should be submitted to CAMA at least 90 days prior to the cessation of service by the existing service certificate holder.

#### **YCAR 1.12 CHANGES TO SERVICE CERTIFICATE HOLDER'S ORGANISATION**

- (a) The service certificate holder shall ensure that its exposition is reviewed and amended accordingly so as to maintain continued compliance with the applicable regulation and remain a current description of the holder's organisation and services. The Authority may as well request the service certificate holder to amend its exposition, when the change is deemed in the interests of aviation safety.
- (b) The service certificate holder shall ensure that any amendments made to the holder's exposition meet the applicable requirements of the Subpart and comply with the amendment procedures contained in the holder's exposition.

- (c) The service certificate holder shall provide the Authority with a copy of each amendment to the holder's exposition as soon as practicable after its incorporation into the exposition.
- (d) When the service certificate holder proposes to make a change to any of the following elements (as applicable), prior notification to, acceptance by and the obtaining of a No Objection Letter from the Authority shall be required before implementation:
  - (1) The persons listed in YCAR 1.14.a;
  - (2) The service(s) provided by the service certificate holder;
  - (3) The airspace in which a service is being supplied;
  - (4) The format and standards for the aeronautical information published under the authority of their certificate; or
  - (5) any change of address for service, telephone number or facsimile number.
- (e) The Authority may prescribe conditions under which a service certificate holder must comply with prior to and following acceptance of any change specified in YCAR 1.12.d.
- (f) Changes made to the persons and services listed in (d) (1) and (d) (2) above should be made via the E- Services online application along with the required supporting documentation.

**YCAR 1.13 OPERATIONAL APPROVAL**

- (a) Service certificate holders shall obtain an Approval from the Authority prior to undertaking the following amendments affecting operations:
  - (1) Installation of new equipment;
  - (2) Introduction of new procedures;
  - (3) Changes to airspace;
  - (4) Changes to the hours of operation of the service provided; and
  - (5) Changes to any aspect of the service provided which may impact on safety.

*Note: Details on how to apply and what information to provide is contained in CAAP 25.*

## SECTION B — CERTIFICATION REQUIREMENTS

### YCAR 1.14 PERSONNEL REQUIREMENTS

- (a) The applicant for a service certificate shall ensure the following Post Holder roles are continually occupied by appropriately qualified and experienced persons:
- (1) An Accountable Manager who shall:
    - i. have the authority for ensuring that each service listed in their exposition can be financed and provided in accordance with the applicable operational requirements; and is carried out in accordance with the applicable requirements; and
    - ii. be responsible for establishing and maintaining an effective management system prescribed by YCAR 1.20.
  - (2) A Head of Service who shall:
    - i. have appropriate knowledge and experience relevant to the service certificate and associated privileges sought;
    - ii. be responsible for the service implementation, maintenance, documentation, performance, effectiveness and oversight of the organization;
    - iii. be a principle communicator with the Authority in relation to audits and service provision issues relating to the service operational system; and
    - iv. be ultimately responsible to the accountable manager.
  - (3) A Head of Training who shall:
    - i. have appropriate knowledge and experience relevant to the service certificate and associated privileges sought;
    - ii. be responsible for the training system implementation, maintenance, documentation, performance, effectiveness and oversight of the organization;
    - iii. be a principle communicator with the Authority in relation to audits and service provision issues related to the training system; and
    - iv. be ultimately responsible to the accountable manager.
  - (4) A Head of Safety who shall:
    - i. have appropriate Safety Management System knowledge and experience;
    - ii. be responsible for the Safety Management System implementation, maintenance, documentation, performance, effectiveness and oversight of the organization;
    - iii. be a principle communicator with the Authority in relation to audits and Safety Management System issues; and
    - iv. be ultimately responsible to the accountable manager.
  - (5) A Head of Quality who shall:
    - i. have appropriate Quality Management System knowledge and experience;
    - ii. be responsible for the Compliance Monitoring and Quality Assurance System implementation, maintenance, documentation, performance, effectiveness and oversight of the organization;

- iii. be a principle communicator with the Authority in relation to audits and Quality Management System and compliance issues; and
  - iv. be ultimately responsible to the accountable manager.
- (b) No person shall be permitted to occupy one of the above mentioned positions without the acceptance of the Authority. The roles, responsibilities and accountabilities of the person or group of persons occupying the above mentioned positions shall be reflected in their respective job description.
- (c) Additionally, an applicant shall:
- (1) employ sufficient personnel to operate maintain and support the service(s) listed in its exposition;
  - (2) establish a procedure to initially assess the competence of those personnel authorized by the applicant to operate, maintain and support service(s) listed in their exposition;
  - (3) establish procedures to maintain the competence of those authorized personnel;
  - (4) provide those authorized personnel with written evidence of the scope of their authorization; and
  - (5) establish procedures to make clear who deputizes for any particular person in the case of lengthy absence of the said person.
- (d) Prior to the nominee taking the responsibility as the post holder, the organization should submit, the person's credentials to the Authority through the ANSP Certification E-service, to attain the required acceptance by the Authority including C.V., job description and proof of relevant training. The organisation should allow minimum 20 working days for the Authority to review the application. Accepted Post Holders will be recorded in Part III of the applicable service certificate.

*Note 1: These Post Holder positions form an essential component of the organizations safety, quality and operational effectiveness and sustainability. The term "continuously occupied" means that the service certificate holder is no longer in compliance with the applicable requirement when one of these positions becomes vacant (e.g. resignation). In such cases, a permanent or interim replacement person will be immediately appointed by the service certificate holder for acceptance by the Authority.*

*Note 2: The Authority will review the nominee's knowledge and experience, and conduct an interview with the nominee to deem if the nominee is appropriate to hold the post of Head of Service. The acceptance process is designed to ensure that the applicant is qualified with knowledge of the applicable regulations, an understanding of the role sought and the standards required by the Authority.*

#### **YCAR 1.15 FACILITY REQUIREMENTS**

The applicant for a service certificate shall have suitable facilities allowing for the performance and management of all planned tasks and activities in accordance with the applicable requirements and appropriate to the service(s) listed in its exposition.

#### **YCAR 1.16 DOCUMENTATION**

- (a) The applicant for a service certificate shall:

- (1) document the standards to meet for the privileges provided under the authority of its certificate;
  - (2) ensure that the format and standards take into account the circumstances under which the information will be used;
  - (3) hold copies of relevant reference materials, standards, practices and procedures, and any other documentation that is necessary for the service/s listed in their exposition. These documents shall include, but not be limited to, those specifically listed in the documentation section of the applicable Subpart.
- (b) An applicant shall establish and implement a procedure to control all the documentation required by YCAR 1.16.a.3, to ensure that:
- (1) The documentation is continuously reviewed and authorized by appropriate personnel before issue;
  - (2) Current issues of relevant documentation are available to staff at all locations where they need access to such documentation for the service(s) listed in their exposition;
  - (3) All obsolete documentation is promptly removed from all points of issue or use;
  - (4) Changes to documentation are reviewed and approved by appropriate personnel; and
  - (5) The current version of each item of documentation can be identified to preclude the use of out of date versions.

**YCAR 1.17 RECORDS**

- (a) The applicant for a service certificate shall establish procedures to identify, collect, control, store, maintain and dispose of the records that are necessary for the service(s) listed in its exposition.
- (b) Records shall be retained for at least for the periods as required by the applicable Subpart.

**YCAR 1.18 QUALITY ASSURANCE**

- (a) An applicant for a service certificate shall establish a quality assurance system to ensure compliance with, and the adequacy of, the means established to maintain compliance with the applicable requirements.
- (b) The quality assurance system required shall be similar to ISO 9000 standards and shall be certified accordingly to that particular standard.
- (c) The Head of Quality who is responsibility for the quality assurance system shall have direct access to the Accountable Manager on matters affecting the adequacy, accuracy, timeliness format and dissemination of the published aeronautical information.
- (d) Procedures shall be established and implemented to specify:
  - (1) The level and frequency of internal audits;
  - (2) The person or persons responsible for carrying out the internal audits and their qualification and as well their training;
  - (3) How the independency of the audits is ensured and how findings of the internal audits are to be recorded and reported to the Accountable Manager;
  - (4) How quality indicators such as error reports, incidents and complaints are incorporated into the quality assurance procedures;
  - (5) The means of rectifying any deficiencies found during an internal audit; and
  - (6) The documentation requirements for all aspects of the audit.

- (e) Where required by a particular Subpart, the quality assurance system shall also establish and continuously monitor the effective implementation of the following procedures:
  - (1) validation and verification procedures to ensure that quality requirements and traceability of aeronautical data are met;
  - (2) data integrity procedures to ensure that the integrity of aeronautical data is maintained throughout the complete data process from originator to the end user.
- (f) Each applicant for the grant of a service certificate shall establish procedures to record, investigate, correct, and report any errors that are detected in the service provided under the authority of their certificate.
  - (g) Internal audit procedures should ensure that:
    - (2) Identified errors are corrected by the most appropriate means relative to the operational significance of the error;
    - (3) Any correction is clearly identified in the republished information;
    - (4) Error sources are clearly identified and, where possible, eliminated; and
    - (5) Where the error is a reportable error as required in the particular Subpart, the Authority should be notified of the error and the correction process followed.

**YCAR 1.19 SAFETY MANAGEMENT**

- (a) The applicant for service certificate shall establish, maintain and implement a safety management system in accordance with YCAR Part X.
- (b) The applicant shall ensure that any change to the service, how the activities are performed or facilities used in providing the service, shall be subject to a safety assessment conducted prior to implementation and acceptable to the Authority. User consultation shall form part of the safety assessment.

**YCAR 1.20 ORGANISATION EXPOSITION**

- (a) The applicant for a service certificate shall establish, implement and maintain with an exposition acceptable to the Authority containing:
  1. A compliance statement signed by the Accountable Manager on behalf of the applicant's organization confirming that:
    - i. the exposition and any included or referred documents define and establish the organization and its means and methods for ensuring continued compliance with the applicable requirements;
    - ii. the exposition and any included or referred documents will be complied with at all times;
    - iii. the organization has sufficient financial strength and liability protection to provide the service(s) listed in the exposition and to cover any claims that may be made relating to the services provided;
  2. The duties and responsibilities of the Post Holders specified in YCAR 1.14 including matters for which they have responsibility to deal directly with the Authority on behalf of the organization;
  3. An organizational chart showing lines of responsibility of the Post Holders specified in YCAR 1.14;
  4. A list of the service/s to be covered by the certificate and the locations at which the service/s will be provided;
  5. A summary of the organization's staffing structure indicating the minimum staffing levels required for each service listed in their exposition; and



6. Details of the organization's procedures required by the applicable requirements within each Subpart regarding:
  - i. the competence of personnel;
  - ii. the control of documentation;
  - iii. the collection of information;
  - iv. the publication of aeronautical information;
  - v. the identification, collection, indexing, storage, maintenance, and disposal of records;
  - vi. quality assurance;
  - vii. safety management; and
  - viii. control, amendment and distribution of the exposition.

*Note: "Minimum staffing levels" means the minimum number of staff required for the safe provision of the service.*

## SECTION C — OPERATING REQUIREMENTS

### YCAR 1.21 SAFETY INSPECTIONS AND AUDITS

- (a) A service certificate holder shall accommodate scheduled and random inspections and audits of service facilities, documents and records when required by the Authority.
- (b) A service certificate holder shall provide such information as the Authority considers relevant to the inspection or audit.

### YCAR 1.22 ADDITIONAL REQUIREMENTS

- (a) A service certificate holder shall ensure compliance with YCAR PART III Chapter 9, in particular in respect of:
  - (1) Being subject to operational restrictions, suspension, or revocation in case of non-resolution of non-compliance;
  - (2) Occurrence reporting system requirement;
  - (3) Access to E-publication.
- (b) A service certificate holder shall establish a system to educate their personnel of how to report an actual or potential safety deficiency through the Authority's voluntary reporting system- "Voluntary Reporting System", as amended.

*Note: Prior to adopting firm enforcement standards, the Authority may use the following tools, prior to suspend or revoke a service certificate:*

- (1) Special Attention
  - i. There may be occasions where the service certificate Holder require a higher degree of regulatory safety oversight by the Authority, for instance where large or complex organizational developments are being undertaken, where significant operational changes are taking place or in order to achieve a satisfactory standard of regulatory compliance.
  - ii. In addition, concerns may have been identified about the safety of operations by service providers, the maintenance of its facilities, equipment or the service certificate holder's organizational structure in meeting the Authority certification requirements.
  - iii. In these circumstances, the service certificate Holder may be enrolled by the Authority through a "Special Attention" process, which means that closer regulatory oversight will be applied.
  - iv. In such cases the Authority may provide additional resource, which could involve additional visits by Inspectors, with the aim of supporting the service certificate holder so as to achieve the required safety standards. The Authority will write to the service certificate holder to explain the reasons for Special Attention being necessary and will request a meeting to discuss and agree the steps needed to return the operation to normal oversight.
- (2) On-Notice
  - i. There may be occasions when this additional oversight fails to produce the improvements or change necessary to maintain safety standards. Additionally, occasions may arise when the Authority detect unchecked trends in some operations that indicate safety standards are deteriorating and if left unchecked this could lead to a situation whereby the service

certificate holder might be unable to ensure that the service provided meets the applicable requirements.

- ii. In such circumstances, the Authority will notify the service certificate holder of what must be undertaken to recover the situation and of the consequences if the agreed recovery plan is not met. In the event that the Authority has observed an adverse trend, which, if unresolved, would lead the Authority to contact the service certificate holder and arrange a meeting to set out the Authority's concerns. This action may result in the service certificate holder being placed "On-Notice".
- iii. It is important to recognize that every case is different and consequently will be judged on the individual circumstances.
- iv. The Authority will set out its concerns and request a recovery plan from the service certificate holder to address the causes of the adverse trend. The recovery plan should provide deliverables that can be measured, including specific timescales. The recovery plan should set out clearly the "who, what, where and how". The need for, and adherence to, agreed timescales is particularly important.
- v. The service certificate holder will be informed that a failure to deliver, either in terms of quality and/or time, will result in firm regulatory action. This action may include the restrictions to operations or suspension of the Certificate or Operating Approval.
- vi. Where the service certificate holder completes the agreed actions in the recovery plan to the satisfaction of the Authority, the service certificate holder will be informed in writing that they are no longer "On-Notice". In most cases the service certificate holder will revert to "Special Attention" for a period to ensure that the improvements or changes are maintained and then return to normal levels of oversight.

**NPA COMMENT-RESPONSE TOOL  
(CRT)**

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**NPA 03-2020 RESPONSE SHEET**

Please return this response sheet by E-mail: [legislation.dir@cama.gov.ye](mailto:legislation.dir@cama.gov.ye) and cc: [civilaviation@y.net.ye](mailto:civilaviation@y.net.ye) Please indicate your acceptance or otherwise of the proposal by ticking [✓] the appropriate box below. Any additional constructive comments, suggested amendments or alternative action will be welcome and may be provided on this response sheet or by separate correspondence.

- The proposals are **acceptable without change**.
- The proposals are **acceptable but would be improved if the following changes were made:** (Please provide explanatory comment).

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- The proposals are **not acceptable but would be acceptable if the following changes were made:** (Please provide explanatory comment).

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- The proposals are **not acceptable under any circumstances.** (Please provide explanatory comment).

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Name.....Orngnaisation:.....

Address/Contact No:.....

Signed: ..... Date: .....