



## **YCAR PART VIII**

### **SUBPART 5**

### **YCAR-CNS**

## **CERTIFICATION OF COMMUNICATION, NAVIGATION AND SURVEILLANCE MAINTENANCE ORGANISATIONS**

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## **FOREWORD**

1. The Civil Aviation and Meteorology Authority (hereinafter “Authority”).
2. Definitions and abbreviations of terms used in this Subpart 5 (YCAR-CNS) shall be interpreted as per applicable international standards where not contained in YCAR Part VIII, Subpart 1.
3. This is issue 03 of this regulation and is published based on NPA 02-2018
4. TRANSITION: A CNS Service Provider providing a CNS service at the date that this Rule Subpart comes into force, may continue to provide the same service for a period of three years, by which time a Certificate as required by this Subpart will be required.

## RECORD OF ISSUES AND DATE OF APPLICABILITY

Issue No.	Date of issue and date of Applicability
Issue 01 Rev. 00	01 January 2011
Issue 02	September 2012
Issue 03	October 2018

## HIGHLIGHT OF CHANGES

Amendment	Change(s)	Date of issue
Issue 01 Rev. 00	New regulations	January 2011
Issue 02	-Reissue.	September 2012
Issue 03	Reformatted to incorporate following changes: <ul style="list-style-type: none"> <li>- Incorporate application process</li> <li>Incorporate additional Post holder requirements,</li> <li>- Incorporate asset management system requirements</li> <li>- Incorporate new SMS requirements</li> <li>- Amend Identification Code and call-sign requirements</li> <li>- Amendment to Protection of Electronic Aeronautical Data requirements</li> </ul>	October 2018

Correction of typos/omissions

New issue to add ATESP roles, responsibilities, qualification and certification:

- YCAR 5.2 changed to include definition of for ATSEP training requirement (items a) to e) added).
  - YCAR 5.4 b)4) and b)5) added
  - YCAR 5.7 a)1) changed to include reference to YCAR PART III Chapter 9
  - YCAR 5.10 a) changed to ensure that the certificate is valid based on compliance with CAMA Audit Standards.
  - YCAR 5.11 b)1) changed to clearly refer to YCAR 5.14
  - YCAR 5.11 c) changed to clearly refer to YCAR 5.11 b)
  - YCAR 5.11 g) changed to apply the requirement to any manual of the organisation
  - YCAR 5.12 d) changed to replace Head of CNS by Accountable Manager – this is across the whole Subpart
  - YCAR 5.14 b) acceptance of person in 5.14 a) must be provided using CAMA
  - YCAR 5.14 d)2) changed to include ATSEP requirements
  - YCAR 5.14 e) added to include ATSEP requirements
  - YCAR 5.17 p) changed to refer to ICAO Doc
  - YCAR 5.17 q) changed to ensure reports as sent to the Authority
  - YCAR 5.17 t) changed to ensure reports are submitted on ROSI and in particular GNSS
- Interferences
- YCAR 5.18 QAS changed by QMS
  - YCAR 5.20 l) refer to ICAO Doc 10057
  - YCAR 5.20 m) changed to removed “principles of threat and error management”
  - YCAR 5.21 title changed with reference to YCAR X
  - YCAR 5.26 b) added
  - YCAR 5.27 a) changed to refer to all technical manuals not limited to CNS Maintenance Service Manual
  - YCAR 5.30 a)1)&2) Head of CNS Maintenance replace by Accountable Manager
  - YCAR 5.30 a)6) added
  - YCAR 5.31 title changed to replace CNS Maintenance Procedure by CNS Assessment Management System and accordingly in the text
  - YCAR 5.33 and 5.34 added

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## SECTION A – GENERAL PROVISIONS

### YCAR 5.1 Applicability

- a) Civil Aviation Regulations Part VIII is issued by the Civil Aviation and Meteorology Authority in pursuit of its obligations to ensure enforcement of accepted international regulations and standards at ANSP units in operation within the Republic of Yemen and to follow up their execution in coordination with the local aerodrome certificate holder / operator (as applicable).
- b) YCAR Part VIII, subpart 5 has been framed in such a way that the specifications for CNS technology can be adopted for use by CNS Maintenance Service Providers. The specifications contained herein are considered to be minimum acceptable standards.
- c) This Subpart details:
  1. Operating and technical standards for CNS services and facilities; and;
  2. Rules governing the certification and operation of organisations providing CNS services in support of civil IFR flight or an air traffic service.
- d) Civil Aviation Regulation VIII Subpart 5 applies to the Maintenance arrangements of ANS Service Providers. These Regulations govern the certification and operation of organisations providing a Maintenance service to ANS providers and aerodromes serving civil IFR flights, relating to any or all of the following safety related equipment:
  1. Communication Facilities:
    - i. HF Air/Ground voice communication facilities;
    - ii. VHF Air/Ground voice communication facilities;
    - iii. Voice switching and control facilities;
    - iv. ATS point to point communication facilities;
    - v. Voice and Data Recording facilities; and;
    - vi. Controller Pilot Data Link Communication (CPDLC);
  2. Flight Information Facilities:
    - i. Electronic briefing and flight plan lodgment service for the use of pilots; and;
    - ii. Aeronautical databases used in or by a facility.
  3. Aeronautical Fixed Telecommunication Network (AFTN/CIDIN) – ATSMHS.
  4. Dedicated Satellite Communication Network (DSCN).
  5. Navigation Facilities:
    - i. Instrument Landing System (ILS);
    - ii. Distance Measuring Equipment (DME);
    - iii. VHF Omni-range (VOR\DVOR);
    - iv. Ground Based Augmentation System (GBAS)
    - v. VHF Markers; and;
    - vi. GNSS related facilities.
  6. Surveillance Facilities:
    - i. Primary surveillance radar (PSR);
    - ii. Secondary surveillance radar (SSR) including Mode S;
    - iii. Airport Surface Detection Equipment (ASDE);

- iv. Surface Movement Radar (SMR)
  - v. Advance Surface Movement Guidance and Control System (A-SMGCS);
  - vi. Automatic dependent surveillance (ADS); and;
  - vii. Multi-lateration systems.
7. Human Machine Interface Systems, including Tower Consoles, ATS:
  8. Other CNS Facilities: ATC Automation System consisting of;
    - i. Flight Data Processing System;
    - ii. Radar Data Processing System; and;
    - iii. Repetitive Flight Plan (RPL) System.
  9. Airport Terminal Information Service (ATIS):
  10. Master/Slave Clock System;
  11. Uninterruptible and emergency power supplies;
  12. Meteorological Display Systems used for ATS;
  13. Airport Weather Observation System (AWOS); and;
  14. Meteorological sensor systems.
- e) These Regulations represent the minimum requirements to achieve an acceptable level of safety.

## **YCAR 5.2 Definitions and Acronyms**

- a) 'Air traffic safety electronics personnel (ATSEP)' is the recognised terminology for personnel proven to be competent in the installation, operation and/or maintenance of a CNS/ATM system. The principal duties of the ATSEP are:
1. Performing preventive maintenance on CNS/ATM system/ equipment which include:
    - i. calibrating, flight and ground, radio navigation aids,
    - ii. certification of CNS/ATM system/equipment,
    - iii. modification of operational CNS/ATM equipment;
  2. Performing corrective maintenance on CNS/ATM system/equipment;
  3. Performing installation of CNS/ATM system/equipment; and;
  4. Operational monitoring and control of CNS/ATM system/equipment.
- b) Trainee Air traffic safety electronics personnel (ATSEP) is a person performing, under the direct supervision of the holder of a current ATSEP Certificate Holder with an Instructor endorsement, the duties of an ATSEP for the purpose of obtaining practical experience in ATSEP duties and developing sufficient knowledge and skills to attain a level of readiness for a competency assessment to:
1. qualify for the issue of an ATSEP certificate, or validation; or,
  2. regain currency of an ATSEP certificate, or validation.
- c) Basic training: Fundamental knowledge and skills appropriate to the discipline to be pursued in the CNS/ATM environment.
- d) Qualification training: Job-category-related knowledge and skills appropriate to the discipline to be pursued in the CNS/ATM environment. Various applications have been identified that apply to the five corresponding discipline qualifications of communication, navigation, surveillance, data processing and power supply.



- e) System and equipment rating training: System and equipment knowledge and skills leading to recognised competency. It also includes on-the-job training (OJT), which is the practical integration of previously acquired knowledge and skills, under the supervision of a qualified on-the-job-training instructor (OJTI), in an operational environment.
- f) Other definitions and acronyms are contained in Subpart 1 to YCAR Part VIII.

### **YCAR 5.3 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.
- 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.
- c) Temporal reference system: The Gregorian calendar and Coordinated Universal Time (UTC) shall be used as the temporal reference system.

### **YCAR 5.4 Standards and Recommended Practices**

- a) The CNS Maintenance unit shall comply with the standards and practices contained in the applicable Civil Aviation Regulations, Civil Aviation Advisory Publications, and Information Bulletins published by the Authority. The CNS Maintenance unit shall also comply with any conditions that may be endorsed in the CNS Maintenance Services Certificate.
- b) The specifications contained herein are based upon the Standards and Recommended Practices of Annex 10 Volumes 1 – 5, to the Convention on International Civil Aviation insofar as they have been adopted by the Republic of Yemen.

Guidance material applicable to these Regulations is contained in the following documents:

1. Manual on Testing Radio Navigation Aids (Doc 8071);
    - i. Volume I – Testing of Ground-Based Radio Navigation Systems;
    - ii. Volume II – Testing of Satellite-Based Radio Navigation Systems; and;
    - iii. Volume III – Testing of Surveillance Radar Systems;
  2. Manual of Surface Movement Guidance and Control Systems (SMGCS) (Doc 9476); and;
  3. Advanced Surface Movement Guidance and Control Systems (A-SMGCS) Manual (Doc 9830)
  4. ICAO Doc 10057 ATSEP Competency-based training and assessment; and;
  5. ICAO Doc 9868 PANS-TRG, Part IV, Chapters 1 & 3.
- c) The methodologies and specifications contained in the above Manuals shall be considered to represent an acceptable form of compliance unless otherwise indicated by the Authority.

## **SECTION B - CERTIFICATION PROCESS REQUIREMENTS**

### **YCAR 5.5 Requirements to hold a CNS Maintenance Certificate**

No person or organisation shall provide a CNS Maintenance service used for supporting an ANSP unit providing air navigation services or operate an aeronautical facility supporting IFR flights except under the authority of, and in accordance with the provisions of, a CNS Maintenance Certificate issued under this Subpart.

### **YCAR 5.6 Applications for a Certificate**

- a) The applicant for a CNS certificate shall be submitted an application for a CNS Maintenance Service Certificate to be downloaded from Legislation Section on the CAMA website. All elements of the application shall be completed.
- b) In the interests of aviation safety, no more than one certificate relating to the provision of a CNS Maintenance service shall be current at any time for the same equipment at the same location.
- c) The submission shall include the exposition and manual required by this Subpart, and payment of the appropriate application fee specified by the CAMA fees bylaw.

### **YCAR 5.7 Grant of a CNS Maintenance Certificate**

- a) Each applicant is entitled to a CNS Maintenance Service Certificate if:
  1. The applicant meets the requirements of Subpart B of this Subpart and YCAR PART III Chapter 9;
  2. The applicant and persons holding positions required by this Subpart inclusive are acceptable to the Authority;
  3. The organisation's exposition is acceptable to the Authority;
  4. The organisation's CNS Maintenance Procedures manual as required is acceptable to the Authority; and;
  5. The Authority is satisfied that the granting of the certificate is not contrary to the interests of aviation safety.
- b) Before granting a CNS Maintenance Certificate, the Authority must be satisfied that:
  1. The unit facilities, services and equipment are in accordance with these Regulations and other relevant ICAO standards and recommended practices;
  2. The CNS Exposition prepared for the applicant's unit and submitted with the application along with any applicable fee contains all the relevant information;
  3. The unit's operating procedures make satisfactory provision for the safety of aircraft; and;
  4. The applicant will be able to competently operate and maintain the unit properly.
- c) The Authority may refuse to grant a CNS Maintenance Certificate to an applicant.

### **YCAR 5.8 Privileges of Certificate**

- a) A CNS Maintenance Certificate shall specify the aeronautical facilities that the certificate holder is authorised to provide in support of IFR flight or an ANSP unit.

- b) The holder of a CNS Maintenance Certificate may operate any of the aeronautical facility types specified on the holder's certificate provided;
  - 1. Each aeronautical facility operated is listed in the certificate holder's exposition; or
  - 2. If the aeronautical facility is not listed in the exposition, its operation is for site test purposes controlled by the procedures required under this Subpart; and
- c) Where necessary for the safety of aircraft operations, the holder of a CNS Maintenance Certificate establishes and appropriately promulgates any limitations on the use of the system or services maintained by the holder's organisation.

#### **YCAR 5.9 Duration of a CNS Maintenance Certificate**

- a) A CNS Maintenance Certificate remains in force until it expires, or is suspended or revoked.
- b) The holder of a CNS Maintenance Certificate that expires or is revoked shall surrender the certificate to the Authority immediately.
- c) The holder of a CNS Maintenance Certificate that is suspended shall produce the certificate to the Authority for appropriate endorsement immediately.
- d) The validity of the Certificate is based upon the continued operation in accordance with Civil Aviation Regulations, Civil Aviation Advisory Publications, and Information Bulletins as published by the Authority.

#### **YCAR 5.10 Validity of Certificate**

- a) The CNS Maintenance Certificate shall remain valid subject to adherence to the CAMA requirements, periodic surveillance audits conducted at the discretion of the Authority confirming ongoing compliance with the Civil Aviation Regulations, and compliance with Authority Audit Standard, as published by the Authority, which includes handling of findings.
- b) The Authority shall undertake a complete CNS Maintenance Certification inspection at least once in every three-year period following the issue of a CNS Maintenance Certificate.

#### **YCAR 5.11 Changes to a CNS Maintenance Certificate Holder's Organisation**

- a) Each holder of a CNS Maintenance certificate shall:
  - 1. Ensure that their exposition is amended so as to remain a current description of the holder's organisation, services and operational capabilities;
  - 2. Ensure that any amendments made to the holder's exposition meet the applicable requirements of this Subpart;
  - 3. Comply with the amendment procedures contained in the holder's exposition; and
  - 4. Provide the Authority with a copy of each amendment to its exposition, prior to its incorporation into the exposition; and
  - 5. Make such amendments to its exposition as the Authority may consider necessary in the interests of aviation safety.

- b) Where the certificate holder proposes to make a change to any of the following, prior notification to and acceptance by the Authority is required:
  - 1. The persons filling the positions required by YCAR 5.14;
  - 2. The CNS maintenance service provided by the certificate holder;
  - 3. The organisation's security programme; or;
  - 4. Operational service level.
- c) An application to make any of the changes under YCAR 5.11.b can be downloaded from Legislation Section on the CAMA website.
- d) The Authority may prescribe conditions under which a certificate holder may operate during or following any of the changes specified.
- e) A certificate holder shall comply with all the requirements prescribed in this Subpart.
- f) Where any of the changes referred to in this Subpart requires an amendment to the certificate, the certificate holder shall forward the certificate to the Authority as soon as practicable.
- g) The certificate holder shall make such amendments to any of its Manual as the Authority may consider necessary in the interests of aviation safety.

#### **YCAR 5.12 Withdrawal or Transfer of Service**

- a) A CNS Maintenance Certificate holder shall give the Authority not less than 90 days written notice of the date on which the Certificate is to be surrendered, and include in that notice a summary of factors considered in arriving at the decision to withdraw the service in order that suitable promulgation action can be taken. The Authority will cancel the Certificate on the date specified in the notice.
- b) The Authority may approve, and issue an instrument of transfer of a CNS Maintenance Certificate to a transferee where:
  - 1. The current holder of the CNS Maintenance Certificate notifies the Authority in writing at least 3 months before ceasing to operate the unit, that the current holder will cease to operate the unit as of the date specified in the notice;
  - 2. The current holder of the CNS Maintenance Certificate notifies the Authority in writing, the name of the transferee; and
  - 3. The transferee application can be downloaded from Legislation Section on the CAMA website, at least 90 days before the current holder of the CNS Maintenance Certificate ceases to operate the unit, for the issuance of a CNS Maintenance Certificate.
- c) The holder of a CNS Maintenance Service Certificate who is the outgoing provider of a CNS service shall not hinder the preparation and execution of the transitional arrangements required by this Subpart.
- d) The applicant for a CNS Maintenance Service Certificate intending to assume responsibility for providing any CNS maintenance service from an existing certificate holder, shall include with its application, full details of transitional arrangements endorsed by the Accountable Manager of both organisations.

#### **YCAR 5.13 Reserved**

## SECTION C – CNS MAINTENANCE UNIT REQUIREMENTS

### YCAR 5.14 Personnel Requirements

- a) The applicant for a CNS Maintenance Service Certificate shall engage, employ or contract:
1. An Accountable Manager who has the authority within the applicant's organisation to ensure that each CNS Maintenance service listed in its exposition can be financed and is provided in accordance with the requirements of this Subpart;
  2. A Head of CNS Maintenance who is responsible for ensuring that the organisation complies with the requirements of this Subpart;
  3. A Head of Training responsible for ensuring that the organisation complies with the training requirements of this Subpart;
  4. A Quality System Manager responsible for ensuring that the organisation complies with the Quality requirements of this Subpart;
  5. A Safety Management post holder responsible for the provision of a safety management system according to the requirements of YCAR Part X; and
  6. Sufficient personnel to manage, supervise, provide and support the CNS Maintenance service and any associated training or assessment listed in the applicant's exposition, plus meet the requirements of YCAR Part X to develop and maintain an effective SMS.
- b) Qualifications and experience details for the persons nominated by the applicant for the positions listed in this Subpart inclusive shall be forwarded to the Authority for acceptance prior to the person being named in that position by the applicant.
- c) The persons listed in this Subpart above shall ultimately be responsible to the Accountable Manager.
- d) An applicant for a CNS Maintenance Service Certificate shall establish procedures to:
1. Ensure the competence of those personnel who:
    - i. Provide the CNS Maintenance services listed in the applicant's exposition; and
    - ii. Supervise personnel providing CNS Maintenance services listed in the exposition; and
    - iii. Provide training and assessment for those staff providing the CNS Maintenance services listed in the exposition; and
  2. Provide personnel listed with written evidence of the scope of their authorisation before they can exercise their duties, in particular ATSEP and Trainee ATSEP shall be issued with an ATSEP Certificate or Trainee ATSEP Certificate signed by the Head of CNS Maintenance. ATSEP Certificate or Trainee ATSEP Certificate shall remain valid provided the holder:
    - i. continues to be employed as an operational ATSEP or Trainee ATSEP by the same CNS unit; and;
    - ii. do not exercise the privileges of his/her Certificate under any conditions or limitations affecting his/her performance, and;
  3. Ensure that no person whose function is critical to the safety of aviation (safety sensitive personnel) shall undertake that function while under the influence of any psychoactive substance, by reason of which human performance is impaired and that they shall not engage in any problematic use of substances.

- e) A CNS Maintenance Certificate Holder shall establish, implement and maintain a system for initial and continuation training of personnel authorised to perform ATSEP duties including refresher, equipment/systems upgrades and modifications, and/or emergency training with initial and ongoing competence assessment based on ICAO Doc. 9868 and ICAO Doc. 10057. The established system shall ensure that:
1. no ATSEP Certificate is issued to a person found qualified and competent to perform ATSEP duties unless:
    - i. the person is 20 years-old or more;
    - ii. the person has demonstrated appropriate knowledge, experience, competence, and skills gained through a structured learning initial training programme appropriate to the duties to be performed and its operational environment including:
      - A. a Basic training;
      - B. a Qualification training; and
      - C. a System and Equipment Rating training and assessment;
    - iii. the person has been evaluated with a standard of English allowing good comprehension, writing, understanding and communicating (speaking); and;
    - iv. the ATSEP Certificate contains the following information:
      - A. Name;
      - B. Age;
      - C. Evidence of English Language proficiency;
      - D. Details of ATSEP Basic training;
      - E. Details of ATSEP Qualification training;
      - F. Details of System And Equipment Rating training;
      - G. Certificate issue date;
      - H. Certificate validity; and
      - I. Head of CNS Maintenance Signature
  2. Instances of failure or degradation of ATSEP competence or non-compliance with ATSEP training programme are addressed before the person exercises his/her duties or invalidate the ATSEP Certificate;
  3. personnel who have not been assessed as competent are supervised;
  4. assessors are suitably qualified and experienced and has the appropriate level of knowledge of CNS/ATM systems;
  5. a copy of all ATSEP Certificates and Trainee ATSEP Certificates issued are kept for a period equal to operational employment of the Certificate holder plus 5 years; and
  6. a monitoring of the renewal and currency requirements for each issued Certificate is performed.

#### **YCAR 5.15 Security Programme Requirements**

- a) An applicant for a CNS Maintenance Service Certificate shall establish a security programme for the facilities listed in the applicant's exposition.
- b) The security programme required in this Subpart shall specify the physical security requirements, practices and procedures to be followed to:
  1. Minimise the risk of destruction of, damage to, or interference with the operation of any aeronautical facility operated under the authority of the CNS Maintenance Service Certificate; and
  2. Protect personnel on duty.
- c) Where relevant, signs warning of hazardous radiation shall be erected at appropriate locations.
- d) The security programme required under this Subpart shall include such physical security

requirements, practices and procedures as may be considered necessary by the applicant and the Authority.

**YCAR 5.16 Provisions of Appropriate Infrastructure, Facilities and Services**

- a) The CNS Maintenance unit shall ensure that the systems, equipment, installations and services required for the ANS service provider or aerodrome operator are commensurate with the level of service and appropriate to meet agreed target levels of safety as determined in the safety management system:
- b) The requirements shall comply with the minimum specifications outlined in YCAR Part 8 Subpart 5 and or ICAO Annex 10 as applicable.
- c) An applicant for a CNS Maintenance Service Certificate shall establish a procedure to ensure that no aeronautical facility listed in the applicant's exposition is placed into operational service unless:
  - 1. The person placing the aeronautical facility into operational service is assessed as competent and authorised according to the procedures required under this Subpart;
  - 2. The CNS Maintenance unit shall establish procedures to ensure that:
    - i. Each aeronautical facility listed in the applicant's exposition –
    - ii. Is designed, installed and commissioned to meet the applicable operational specification for that facility;
    - iii. Conforms with the applicable system characteristics and specification standards prescribed in ICAO Annex 10, Volumes I, III and IV;
    - iv. Conforms with the applicable specifications and requirements of this Subpart; and
    - v. Has been allocated an identification code or callsign, if a code or callsign is required by this Subpart.
  - 3. Information on the operational status of each radio navigation aid listed in the applicant's exposition, that is essential for the take-off, approach and landing at an aerodrome, is provided to meet the operational requirements of –
    - i. The ATC unit providing an aerodrome control service for that aerodrome while that service is being provided;
    - ii. The ATC unit providing an approach control service for that aerodrome while that service is being provided; and
    - iii. The aerodrome operator where no ATC unit is involved or the ATC unit is no longer on duty.
  - 4. Each aeronautical facility listed in the applicant's exposition is installed with suitable power supplies and means to ensure continuity of operation appropriate to the needs of the ATC unit or radio navigation service being supported;
  - 5. Each aeronautical facility listed in the applicant's exposition is installed in accordance with the security programme required under this Subpart to minimise any risk of destruction, damage or interference with the operation of the facility;
  - 6. When necessary to ensure the integrity of the signal in space of all radio navigation aids, protected by written agreements with the site owner, aerodrome operator and ATC unit, as appropriate, to ensure that site restrictions are not infringed by buildings, fences, vehicles, machinery or aircraft; and;
  - 7. Any critical site area of any aeronautical facility listed in the applicant's exposition is:
    - i. Clearly identified on the site drawings for the aeronautical facility; and;
    - ii. Physically protected by suitable signposts on the site;
- d) An applicant for a CNS Maintenance Service Certificate who intends to operate a temporary aeronautical facility to carry out on site tests shall establish a procedure for carrying out these

tests.

1. The operation of the temporary facility does not cause any interference with any other operating aeronautical facility;
2. Appropriate information regarding the operation of the temporary facility is forwarded to the provider of the AIS for the issue of a NOTAM, and if appropriate, the publication of a Supplement to the AIP; and
3. An appropriate NOTAM has been issued.

#### **YCAR 5.17 Asset Management System (AMS) Requirements**

- a) The Organisation shall establish, document, implement, maintain and continually improve an asset management system. The organisation's senior management shall authorise an overall asset management policy.
- b) The organisation shall establish, document, implement and maintain a long term asset management strategy which shall be authorised by senior management. The organisation shall establish and maintain asset management objectives.
- c) The organisation shall establish, document and maintain an asset management plan to achieve the asset management strategy and deliver the asset management objectives across the following life cycle activities:
  1. creation, acquisition or enhancement of assets;
  2. utilisation of assets;
  3. maintenance of assets; and;
  4. Decommissioning and/or disposal of assets.
- d) The asset management plan shall be optimised and the actions prioritised. Multiple plans (for example, covering a portfolio of asset systems or assets) shall be jointly optimised and prioritised, taking into account overall value, resource requirements, interdependencies, risks and performance impact.
- e) The asset management plan shall be communicated to all relevant stakeholders to the level of detail appropriate to their participation or business interests in the delivery of the plan.
- f) The asset management plan shall include actions to improve the asset management system.
- g) The asset management plan shall be reviewed periodically by the organisation to ensure that they remain effective and consistent with asset management strategy and objectives.
- h) The organisation shall establish, implement, and maintain plans and/or procedures for identifying and responding to incidents and emergency situations, and maintain the continuity of critical asset management activities.
- i) The organisation shall periodically review, test and where deemed necessary, revise its plans and/or procedures for incident and emergency preparedness and response and continuity of important asset management activities.
- j) Senior management shall provide evidence of its commitment to the development and implementation of the asset management system and the continuous improvement of its



effectiveness by, where an organisation chooses to outsource any aspect of asset management that affects conformity with these requirements, the organisation shall ensure control over such aspects. The organisation shall determine and document how these parts will be controlled and integrated into the organisation's asset management system.

- k) The organisation shall ensure the pertinent asset management information is effectively communicated to and from employees and other stakeholders, including contracted service providers.
- l) The organisation shall establish, implement and maintain up-to-date documentation to ensure that its asset management system can be adequately understood, communicated and operated. The organisation shall identify the asset management information it requires to meet the requirements of this specification considering all phases of the asset life cycle. The information shall be of the quality appropriate to the asset management decisions and the activities it supports.
- m) The organisation shall design, implement, and maintain systems for managing asset management information. Employees and other stakeholder's shall have access to the information relevant to their asset management activities or responsibilities. Where separate asset management information systems exist, the organisation shall ensure that the information provided by these is consistent.
- n) The organisation shall establish, implement and maintain procedures for controlling all information required by these specifications.
- o) The organisation shall establish, implement and maintain documented processes and/or procedures for the ongoing identification and assessment of asset –related and asset management-related risks, and the identification and implementation of the necessary control measures through the life cycle of the assets. The organisation shall keep the results of identification of risks, risk assessments and determined controls up-to-date, and document these where not doing so could affect the delivery of the asset management objectives and the asset management strategy.
- p) The organisation shall ensure that tools, facilities and equipment are maintained and, where appropriate calibrated in accordance with ICAO Doc. 8071 series. The organisation shall establish processes and/or procedures to control these maintenance and calibration activities, where such tools, facilities and equipment are essential for:
  - 1. the implementation of its asset management plans;
  - 2. achieving the required functions and performance and/or condition; and;
  - 3. the monitoring and measurement of performance and/or condition.
- q) The organisation shall submit calibration reports of systems to the Authority.
- r) The organisation shall establish, implement and maintain processes and/or procedures to monitor and measure the performance of the asset management system and the performance and/or condition of the asset and/or asset systems.

- s) The organisation shall establish, implement and maintain processes and/or procedures for the handling and investigation of failures, incidents and nonconformities associated with assets, asset systems and the asset management system.
- t) The organisation shall establish procedures for the reporting of malfunctions that may impact operational safety, including interference of the GNSS signal. These malfunctions shall be reported to CAMA.
- u) The organisation shall ensure audits of the asset management system are conducted.
- v) The organisation shall establish, implement and maintain processes and/or procedures for instigating:
  1. corrective actions for eliminating the causes of observed poor performance and nonconformities identified from investigations, evaluations of compliance and audits to avoid their recurrence; and;
  2. preventive actions for eliminating the potential causes of nonconformities or poor performance.
- w) The organisation shall keep records of the corrective and preventive actions taken and communicate these to relevant stakeholders.
- x) The organisation shall establish, implement and maintain processes and/or procedures for identifying opportunities and assessing, prioritising and implementing actions to achieve continual improvement in:
  1. the optimal combination of costs, asset related risks and the performance and condition of assets and asset systems across the whole life cycle; and;
  2. the performance of the asset management system.
- y) The organisation shall actively seek and acquire knowledge about new asset management related technologies and practices, including tools and techniques, and these shall be evaluated the potential benefit to the organisation.
- z) Senior management shall review at intervals that it determines appropriate the organisation's asset management system to ensure its continuing suitability, adequacy and effectiveness. Reviews shall include assessing the need for changes to the asset management system policy, asset management system strategy and asset management system objectives.
- aa) Records of management reviews shall be retained and information relevant to specific employees, contracted service providers or other stakeholders made available for communication purposes.

#### **YCAR 5.18 Quality Management System (QMS) Requirements**

- a) The applicant for a CNS Maintenance Service Certificate shall establish an internal quality management system (QMS) to ensure compliance with, and the adequacy of, the procedures required by this Subpart. The QMS shall, include:
  1. A quality management policy and procedures relevant to the applicant's organisational goals and the expectations and needs of its customers;
  2. Procedures to ensure that data at any moment is traceable to its origin so as to allow any

data anomalies or errors, detected during maintenance phases or in operational use, to be corrected;

3. Procedures to ensure quality indicators, including equipment availabilities, malfunctions, faults, and personnel and customer feedback, are monitored to identify existing problems or potential causes of problems within the system;
4. A procedure for corrective action to ensure existing problems that have been identified within the system are corrected;
5. A procedure for preventive action to ensure that potential causes of problems that have been identified within the system are remedied;
6. An internal quality audit programme to audit the applicant's organisation for conformity with its quality management system;
7. An external quality programme including letters of agreement with users of systems maintained by the CNS maintenance organisation, suppliers and adjacent CNS units and a supplier audit programme; and
8. Management review procedures that may, where appropriate, include the use of statistical analysis, to ensure the continuing suitability and effectiveness of the internal quality management system in satisfying the requirements of this Subpart.

b) The internal quality audit programme shall:

1. Specify the frequency and location of the audits taking into account the nature of the activity to be audited;
2. Ensure audits are carried out by trained auditing personnel who are independent of those having direct responsibility for the activity being audited;
3. Ensure the results of audits are reported to the personnel responsible for the activity being audited and the manager responsible for internal audits;
4. Require preventive or corrective action to be taken by the personnel responsible for the activity being audited if problems are found by the audit;
5. Ensure follow up audits to review the effectiveness of any preventive or corrective action taken; and
6. Ensure all audit findings and observations shall be evidenced and properly recorded.

#### **YCAR 5.19 Safety Management System (SMS) Requirements**

a) An applicant for a CNS Maintenance Service Certificate shall establish a safety management system that complies with YCAR Part X. A safety management system shall clearly define lines of safety accountability throughout the CNS Maintenance service organisation, including a direct responsibility for safety on the part of senior management.

*Note: For compliance requirements refer to YCAR Part X, Safety Management Systems (SMS) Regulations.*

b) A CNS Maintenance service provider shall ensure that any significant change to the aeronautical facility system shall be subject to a safety assessment, indicating that an acceptable level of safety shall be met, and prior to implementation.

User consultation shall form part of the safety assessment.

The safety assessment shall be presented to, and accepted by, the Authority prior to implementation of the change.

c) A CNS Maintenance service provider shall, as part of their SMS, establish target levels of safety and alert levels/key performance indicators for at least the following safety areas:

1. Aeronautical facility reliability,
  2. Mean Time Between Outages (MTBO),
  3. Others (to be determined).
- d) The CNS Maintenance service provider shall forward the defined target levels of safety and alert levels for the above safety areas, to the Authority, for acceptance.

CNS Maintenance service providers shall conduct an analysis of Achieved Levels of Safety at the end of each calendar year. The analysis shall include a reassessment of current defined Target Levels of Safety and any required amendments required to maintain or improve safety levels. The annual Achieved Safety Assessment analysis report, together with an action plan if required, shall be forwarded to the Authority before the 31 January of the following year.

The safety policy procedures shall ensure that the safety policy is understood, implemented and maintained at all levels of the organisation.

The procedure for corrective action shall specify how:

1. To correct an existing problem;
  2. To follow up a corrective action to ensure the action is effective; and;
  3. Management will measure the effectiveness of any corrective action taken.
- e) The procedure for preventive action shall specify how:
1. To correct a potential problem;
  2. To follow up a preventive action to ensure the action is effective;
  3. To amend any procedure required by this Regulation as a result of a preventive action; and;
  4. Management will measure the effectiveness of any preventive action taken.

#### **YCAR 5.20 CNS Training and Competency Management System (TCSM) Requirements**

- a) An applicant for a CNS Maintenance Certificate shall establish procedures and programs for the training and competency assessment of those Air Traffic Safety Electronics Personnel (ATSEP) who provide the CNS Maintenance services.
- b) The Organisation shall establish, document, implement, maintain and continually improve a Training and Competency management system (TCSM).
- c) The organisation's senior management shall authorise an overall Training and Competency management policy.
- d) The organisation shall establish, document, implement and maintain a long term Training and Competency management strategy which shall be authorised by senior management.
- e) The organisation shall establish and maintain Training and Competency management objectives.
- f) The organisation shall establish, document and maintain Training and Competency management plan(s) to achieve the Training and Competency management strategy and deliver the Training and Competency management objectives across the following staff life

cycle activities:

1. Induction;
2. On the Job;
3. Off the Job;
4. Recurrent;
5. Remedial;
6. Safety; and;
7. Development.

- g) The Training and Competency management plans shall include actions to improve the Training and Competency management system.
- h) The Training and Competency management plans shall be reviewed periodically by the organisation to ensure that they remain effective and consistent with Training and Competency management strategy and objectives.
- i) The organisation shall establish, implement and maintain processes and/or procedures for identifying opportunities and assessing, prioritising and implementing actions to achieve continual improvement in:
1. the optimal combination of costs, Training and Competency related risks and the performance of staff; and;
  2. the performance of the Training and Competency management system.
- j) The organisation shall actively seek and acquire knowledge about new Training and Competency management related technologies and practices, including tools and techniques, and these shall be evaluated the potential benefit to the organisation.
- k) Senior management shall review at intervals that it determines appropriate the organisation's Training and Competency management system to ensure its continuing suitability, adequacy and effectiveness. Reviews shall include assessing the need for changes to the Training and Competency management system policy, Training and Competency management system strategy and Training and Competency management system objectives.
- l) Records of management reviews shall be retained and information relevant to specific employees, contracted service providers or other stakeholders made available for communication purposes.

*Note: Guidelines are provided by ICAO 10057 Air Traffic Safety Electronics Personnel Competency Based Training.*

- m) Human performance programs CNS maintenance shall be implemented and maintained.

*Note: Guidance material to design training programmes on human performance can be found in the Human Factors Training Manual (Doc 9683).*

### **YCAR 5.21 Management of Change and Technical Acceptances**

An applicant for a CNS Maintenance Service Certificate shall establish a procedure to ensure that, in addition to the requirements of this Subpart with respect to the SMS, technical acceptance for changes to equipment and systems is received from the Authority prior to introduction into service,

according to the CAAP 25.

*Note: For further information and guidance see YCAR Part X.*

### **YCAR 5.22 Identification Codes and Callsigns**

- a) An applicant for a CNS Maintenance Service Certificate shall establish procedures to ensure that no person associated with facilities maintained by the applicant's organisation shall operate:
  - 1. A CNS system unless it has been allocated the appropriate identification code by the Authority under this Subpart; or
  - 2. A ground based CNS system using an aeronautical frequency unless it has been allocated and authorised by the Telecommunication Regulation Authority (TRA) of Yemen.
- b) A NOC shall be obtained from the Authority, through the CNS E services portal prior to applying to the TRA.
- c) The Authority may allocate an identification code for a radio navigation aid or a callsign for a radio communication transmitting aeronautical facility if the Authority is satisfied that the allocation of a code or callsign is not contrary to the interests of aviation safety.
- d) The Authority may allocate codes required by operational systems, such as 24 bit aircraft addresses for ground uses, SAC/SIC etc. Such codes shall be applied for through the CNS E services portal.
- e) Codes and Callsigns in place at the date this Subpart becomes effective, shall remain effective.

### **YCAR 5.23 Notification of Aeronautical Facility Information**

- a) A person operating an aeronautical facility must establish procedures to ensure that:
  - 1. Information concerning any change in the operational status of the aeronautical facility and information on the operational details of the aeronautical facility, is forwarded to the operator of the aeronautical facility; and;
  - 2. The Authority is notified if incorrect information has been published.
- b) An applicant for a CNS Maintenance Service Certificate shall establish a procedure to ensure that the requirements of this Subpart are met for each applicable aeronautical facility listed in the applicant's exposition.
- c) Validation and verification procedures required in this Subpart shall include a means to confirm that:
  - 1. Information to be issued as part of the integrated AIP shall be thoroughly checked and coordinated with the appropriate services before it is submitted to the AIS, in order to ensure that all necessary information has been included and that it is correct prior to distribution; and;
  - 2. Any change of a temporary nature to the operational status of the aeronautical facility has been promulgated by NOTAM.
- d) Information provided by the CNS Maintenance organisation shall meet the requirements of Yemen AIP Sections: GEN 2.5, ENR 4.1, AD 2.18, 2.19, as detailed in Appendix I to ICAO Annex 15.

### **YCAR 5.24 Notifying and Reporting Information to Air Traffic Services**

- a) A CNS Maintenance unit shall establish procedures to report significant information relating to the operational status of any facility or service that may affect the safety of air navigation to the relevant Air Traffic Service Unit.
- b) Information requiring immediate notification to the Air Traffic Service unit includes:
  - 1. Failure or irregular operation of part or all of the CNS systems; and
  - 2. Failure of the normal or secondary power supply.

### **YCAR 5.25 Aeronautical Facility Check after Accident or Incident**

- a) An applicant for a CNS Maintenance Service Certificate must establish a procedure to check and accurately record the operating condition of any aeronautical facility operated under the authority of the certificate that may have been used by an aircraft, or an air traffic service, that is involved in an accident or incident.
- b) The procedure required by this Subpart shall require that:
  - 1. The check of the aeronautical facility's operating condition is carried out as soon as practicable after notification to the holder of the CNS Maintenance Service Certificate of the accident or incident; and
  - 2. The record of that check, and the recorded history of the aeronautical facility is kept secure for possible use by any subsequent accident or incident investigation; and
- c) The records required to be secured in this Subpart are retained for a period of 3 years from the date of the last entry made on that record.
- d) The facility shall be inspected and re-approved by the Authority prior to entry into service.

### **YCAR 5.26 Protection of Electronic Aeronautical Data**

- a) Integrity classification of aeronautical data shall be according to the classification in YCAR Part VIII, Subpart 1.2 (definitions)
- b) Electronic aeronautical data systems shall have adequate cyber security arrangements in place to prevent possible threats to the integrity, accuracy of the data.

### **YCAR 5.27 Documentation**

- a) The applicant for a CNS Maintenance Service certificate shall hold copies of the relevant technical manuals and all other documents necessary for the provision and operation of the services listed in its exposition.
- b) The applicant shall establish a procedure to control all the documentation required by this Subpart, and any other applicable rule. The procedure shall ensure that:
  - 1. Appropriate arrangements are in place to ensure receipt of amendments to documents held by the unit;
  - 2. All incoming documentation is reviewed and actioned as required by authorised personnel;
  - 3. All documentation is reviewed and authorised before issue;
  - 4. Current issues of all relevant documentation are available to personnel at all locations where they need access to such documentation for the provision and operation of CNS Maintenance services;

5. All obsolete documentation is promptly removed from all points of issue or use;
6. Any obsolete documents retained as archives are suitably identified as obsolete;
7. The current version of each item of documentation can be identified to preclude the use of out of date documents; and
8. A regular document audit is made of the amendment status of controlled documents held on the unit.

#### **YCAR 5.28 Records**

- a) An applicant for a CNS Maintenance Service Certificate shall establish procedures to identify, collect, index, store, maintain and dispose of the records that are necessary to record the:
  1. safe provision of the CNS Maintenance Services; and
  2. safe operation of each aeronautical facility listed in the applicant's exposition.
  
- b) The procedures required in this Subpart shall require that accurate records of the following are maintained:
  1. For each aeronautical facility, a record:
    - i. Documenting the operating performance of the aeronautical facility; and
    - ii. Providing a history of the maintenance and the periodic inspections and tests of the aeronautical facility that are traceable to the person or persons responsible for each of the recorded activities;
  2. Of the establishment of, or change in, the periodic tests required in this Subpart;
  3. For each item of test equipment required in this Subpart that is used for the measurement of an aeronautical facility's critical performance parameters, a record that includes a traceable history of the location, maintenance and the calibration checks for the item of test equipment; and
  4. For each aeronautical facility and item of test equipment, a record of the build and configuration state, updated whenever changes or modifications are made. All modifications shall be accurately documented and cross referenced to modification strikes or numbers on the equipment; and
  5. For each facility malfunction incident a record that includes:
    - i. Details of the nature of the malfunction;
    - ii. The findings of the investigation;
    - iii. The corrective actions taken; and
    - iv. A record of each internal audit required in this Subpart and of each management review required in this Subpart; and
  6. For each person who is authorised in accordance this Subpart to place aeronautical facility into operational service, a record that includes details of the person's experience, qualifications, training, competency assessments and current authorisations.
  
- c) The procedures required under this Subpart shall require:
  1. All written records to be legible and of a permanent nature; and
  2. All aeronautical facility records required under this Subpart to be retained for a period of at least 3 years unless a longer period is required:
    - i. By the Authority; or
    - ii. To establish a performance history for the aeronautical facility.
  
- d) A CNS Maintenance unit shall provide statistical information to the Authority to ensure monitoring of SMS performance over time.

#### **YCAR 5.29 Safety Inspections and Audits**

- a) The Authority may, in writing, require the holder of CNS Maintenance Service Certificate to



undergo or carry out such inspections and audits of the holder's maintenance offices, facilities, documents and records as the Authority consider necessary in the interests of civil aviation safety and security in accordance with civil aviation law articles 35 and 166.

- b) The Authority may require from the holder of a CNS Maintenance Service Certificate such information as the Authority considers relevant to the inspection or audit.
- c) A CNS Maintenance unit shall arrange for the issue of permanent security passes to personnel authorised by the Authority to enable access to any part of the unit, tenant company premises, equipment, records, documents and operator's personnel.
- d) Personnel authorised by the Authority may:
  - 1. Inspect and carry out tests on the facilities, services and equipment;
  - 2. Inspect CNS Maintenance unit's documents and records and verify the CNS Maintenance unit's safety management system before the CNS Maintenance Service Certificate is granted or renewed, and at any other time, for the purpose of ensuring safety at the unit; and
  - 3. Take photographs of the unit facilities and equipment, for certification, audit and approval purposes.

## SECTION D – MANUALS

### YCAR 5.30 CNS Exposition Requirements

- a) The applicant for a CNS Maintenance Service Certificate shall provide the Authority with an exposition containing:
1. A statement signed by the Accountable Manager on behalf of the applicant's organisation confirming that the exposition and any included manuals:
    - i. Define the organisation and demonstrate its means and methods for ensuring ongoing compliance with this and any other applicable rule; and;
    - ii. Are required to be complied with by its personnel at all times;
  2. A statement signed by the Accountable Manager on behalf of the applicant's organization confirming that:
    - i. The organisation has sufficient financial strength to provide the services contained within the organisation's exposition; and;
    - ii. The organisation has sufficient liability and insurance cover to meet any claims that could be made relating to the services contained within the organisation's exposition;
  3. The titles of the person or persons required by this Subpart;
  4. The duties and responsibilities of the person or persons specified in this Subpart including matters for which they have responsibility to deal directly with the Authority on behalf of the organisation;
  5. An organisation chart showing lines of responsibility of the persons specified in in this Subpart and extending to each location listed in this Subpart;
  6. Changes made to the persons/services listed in (3) and (4) above shall be applied to CAMA.
  7. In the case of an organisation providing CNS Maintenance services from more than one CNS Maintenance unit, a table listing:
    - i. Locations of CNS Maintenance units;
    - ii. The services provided at each location; and;
    - iii. Details of the applicant's staffing structure for each CNS Maintenance unit;
  8. A synopsis and a document matrix detailing how and where the requirements of this Subpart are contained within the organisation's operational manuals;
  9. A complete list of systems approved by the Authority in use;
  10. Procedures to control amend and distribute the exposition; and;
  11. Be organised in a manner that will facilitate the preparation, review and acceptance process.
- b) The applicant's exposition must be provided to and be acceptable to the Authority.

### YCAR 5.31 CNS Asset Management System Manual Requirements

- a) The CNS Asset Management System Manual is a fundamental requirement of the certification process. It shall contain all the pertinent information concerning the procedures.
- b) The information presented in the CNS Asset Management System Manual shall demonstrate that the CNS Maintenance unit complies with the certification standards and practices and that there are no apparent shortcomings that would adversely affect safety.
- c) The CNS Asset Management System Manual shall:
1. Be either an electronic version or printed and signed by the accountable manager responsible for the CNS Maintenance unit;
  2. Be in a format that is easy to revise;
  3. Have a system for recording the currency of pages and amendments, thereto, and should include a page for logging revisions; and

4. Be organised in a manner that will facilitate the preparation, review and acceptance process.
- d) The Manual shall contain the all documented procedures required by section B of this Subpart.

#### **YCAR 5.32 CNS Training and Competency Manual Requirements**

- a) The CNS Training and Competency Manual is a fundamental requirement of the certification process. It shall contain all the pertinent information concerning the CNS Maintenance Training and Competency System.
- b) The CNS Training and Competency Manual shall:
1. Be either an electronic version or printed and signed by the accountable manager responsible for the CNS Maintenance unit;
  2. Be in a format that is easy to revise;
  3. Have a system for recording the currency of pages and amendments, thereto, and should include a page for logging revisions; and;
  4. Be organised in a manner that will facilitate the preparation, review and acceptance process.
- c) The manual must be provided to and be acceptable to the Authority.

#### **YCAR 5.33 CNS Quality Management System Manual Requirements**

- a) The CNS Quality Management System Manual shall:
1. Be either an electronic version or printed and signed by the accountable manager responsible for the CNS Maintenance unit;
  2. Be in a format that is easy to revise;
  3. Have a system for recording the currency of pages and amendments, thereto, and should include a page for logging revisions; and;
  4. Be organised in a manner that will facilitate the preparation, review and acceptance process.
- b) The manual must be provided to and be acceptable to the Authority.

#### **YCAR 5.34 CNS Safety Management System Manual Requirements**

- a) The CNS Safety Management System Manual shall:
1. Be either an electronic version or printed and signed by the accountable manager responsible for the CNS Maintenance unit;
  2. Be in a format that is easy to revise;
  3. Have a system for recording the currency of pages and amendments, thereto, and should include a page for logging revisions; and;
  4. Be organised in a manner that will facilitate the preparation, review and acceptance process.
- b) The manual must be provided to and be acceptable to the Authority.