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THE OFFICIAL GAZETTE 16TH MAY, 2024
LEGAL SUPPLEMENT — B

GUYANA No. 28 of 2024

GUYANA CIVIL AVIATION AUTHORITY

REQUIREMENTS FOR MANUALS OF AIR NAVIGATION SERVICES OPERATIONS 2024

Made under

THE CIVIL AVIATION ACT 2018

(Act No. 21 of 2018)

In exercise of the powers conferred upon the Guyana Civil Aviation Authority by section 142 of the Civil Aviation Act 2018, the Guyana Civil Aviation Authority prescribes the following Requirements which may be cited as the Civil Aviation Requirements for Manuals of Air Navigation Services Operations 2024.

These Requirements are prescribed in respect of the Civil Aviation (Air Navigation Services) Regulations 2024 and contain:

(a) applicable standards;

(b) rules and recommended practices of international aviation organisations; and

(c) other requirements of the Authority.

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ABBREVIATIONS AND ACRONYMS

AIS	– aeronautical information services
ANS	– air navigation services
ANSP	– Air Navigation Services Provider
ATS	– air traffic services
CNS	– communication, navigation, surveillance systems
FPD	– flight procedure design
ICAO	– International Civil Aviation Organization
MANSOPs	– Manual of Air Navigation Services Operations
MAP	– aeronautical charts
MET	– meteorological service for air navigation
OJT	– on-the-job training
SAR	– search and rescue
SARPs	– Standards and Recommended Practices

DEFINITIONS

When the following terms are used in these Requirements, they have the following meanings:

Air navigation service. An air navigation service as specified in Regulation 3 of the Civil Aviation (Air Navigation Services) Regulations 2024.

Air Navigation Service Provider. An air navigation service provider designated or approved under Regulation 5 of the Civil Aviation (Air Navigation Services) Regulations 2024.

Authority. Refers to the Guyana Civil Aviation Authority as established under the Civil Aviation Act.

MANSOPs. A Manual of Air Navigation Services Operations, detailing the procedures, processes and practices to be followed by the personnel of an Air Navigation Services Provider (ANSP) in the provision of the ANS being provided, and prepared in accordance with the Requirements of the Authority.

CHAPTER 1 – GENERAL PROVISIONS

1.1 The MANSOPs shall be the principal reference material that details the procedures, processes and practices to be followed by the personnel of the ANSP.

1.2 (1) The MANSOPs, provided by the ANSP for compliance by its personnel, may be:

(a) a single manual; or

(b) a system of manuals, in which case there shall be a principal MANSOPs supplemented by individual subordinate manuals.

Note 1.– The following scenarios are examples of situations in which option (a) or (b) may be desired:

i. Where an ANSP provides one air navigation service, they may wish to use a single MANSOPs that satisfies the applicable Regulations and Requirements.

ii. Where an ANSP provides multiple air navigation services, they may wish to use a principal MANSOPs supplemented by various subordinate manuals, but all documents must satisfy the applicable Regulations and Requirements.

Note 2.– Examples of subordinate manuals that would, nonetheless, be required depending on the service being provided include a Training Programme Manual, Quality Management System Manual, Safety Management System Manual, etc.

Note 3.– For the remainder of this document, the term "MANSOPs" is used generally to apply to all manuals, i.e., principal manual and subordinate manuals.

(2) For maximum clarity, homogeneity and efficiency, there shall be consistency in terminology throughout the MANSOPs.

1.3 The Authority shall issue an approval prior to the ANSP's employment of any part of the MANSOPs, provided that the Authority is satisfied that the MANSOPs meets the applicable requirements.

1.4 The ANSP shall submit any proposed changes to the MANSOPs to the Authority for approval, before the MANSOPs is amended.

1.5 With respect to 1.3 and 1.4 above, the Authority may request the MANSOPs or proposed changes, as the case may be, in hard copy, electronic PDF or both.

1.6 The ANSP shall comply with the requirements of Appendix 1 regarding changes to the MANSOPs.

1.7 The Authority may direct the ANSP to make any changes to the MANSOPs if such are required based on reviews, observations, or safety oversight activities conducted by the Authority.

1.8 The ANSP shall ensure that the MANSOPs, its distribution and maintenance are controlled, and adequate mechanisms shall be implemented to support this requirement.

Note.– A common industry practice in this regard involves placing a watermark or other annotation to inform the reader that the document is uncontrolled when photocopied, downloaded or otherwise shared via unofficial channels.

1.9 The ANSP shall, when submitting a new or revised edition of the MANSOPs, submit the Checklist contained in Appendix 2, along with the MANSOPs.

1.10 The MANSOPs shall be:

(a) type written;

(b) signed by the service provider;

(c) in a format that is easy to revise and includes a list of effective pages; and

(d) organised in a manner that facilitates evaluation and approval processes.

1.11 The accountable manager of the ANSP shall keep at least one approved copy of the MANSOPs at the principal place of business.

1.12 Where an ANSP provides ATS, at least one approved copy of the MANSOPs shall be kept in each air traffic control facility, flight information centre and air traffic services reporting office.

1.13 Where an ANSP provides AIS, at least one approved copy of the MANSOPs shall be kept in the principal technical facility.

1.14 Where an ANSP provides CNS, at least one approved copy of the MANSOPs shall be kept in each principal technical facility, if such facilities are not collocated.

1.15 Where an ANSP provides SAR, at least one approved copy of the MANSOPs shall be kept in the rescue coordination centre and, where established, rescue sub-centre.

1.16 Where an ANSP provides MAP, at least one approved copy of the MANSOPs shall be kept in the principal technical facility.

1.17 Where an ANSP provides FPD service, at least one approved copy of the MANSOPs shall be kept in the principal technical facility.

1.18 Where an ANSP provides MET, at least one approved copy of the MANSOPs shall be kept:

(a) in each aerodrome meteorological office, where such office serves an aerodrome used for international civil aviation; and

(b) in each meteorological watch office.

CHAPTER 2 – CONSTRUCTION

2.1 GENERAL

2.1.1 (1) The MANSOPs shall capture all procedures, processes and practices that are applicable to the personnel of the ANSP at the time of writing.

(2) The ANSP shall submit proposals to amend the MANSOPs when changes or developments to the air navigations services system are anticipated.

2.1.2 For the purpose of safety and uniformity with national Regulations, Requirements and applicable ICAO SARPs, the ANSP shall, as far as practicable, retain the writing style used by ICAO for technical details.

2.1.3 The MANSOPs shall be published in loose-leaf format.

2.2 STYLE OF WRITING

2.2.1 The ANSP shall ensure the style of writing is appropriate for the intended user and purpose.

2.2.2 The ANSP shall adhere to the following as it relates to certain terms used in the MANSOPs:

(a) "shall" – used to indicate mandatory requirements;
(b) "should" – used to indicate an advisory or a desirable procedure;
(c) "may" – used to permit a choice or to indicate guidance.

2.2.3 Personal pronouns (e.g., I, you, he, she, we, etc.) shall not be used. Neutral language shall be used when either male or female is intended.

2.2.4 All technical details shall be kept as clear, concise and unambiguous as possible.

Note.– Ambiguous or unclear writing presents significant implications for safety and efficiency.

2.3 PREPARATION AND FORMATTING

2.3.1 The ANSP shall ensure consistent organization of the MANSOPs, as far as practicable, based on the nature of the technical contents.

2.3.2 (1) Punctuation shall be used in a manner that aids in comprehension and prevents misinterpretations.

(2) Where extensive punctuation is necessary for clarity, the paragraph or sentence, as applicable, shall be:

(a) rewritten; or

(b) broken into smaller sentences.

2.3.3 Known or commonly used technical publication-style shall be used a general guide for capitalization, punctuation, compounding of words, numerals in text, and spelling of non-technical words.

2.3.4 Professional font styles shall be used, e.g., Times New Roman, Cambria or Calibri.

2.3.5 Formatting shall be professional to engage the reader and shall not be unpleasant or negatively affecting reading and understanding by the reader.

2.3.6 To limit the wasting of space, the ANSP may use borders that maximize the use of the page, provided this does not result in deletion or misalignment of content.

2.3.7 Each chapter, part or section shall be boldly titled.

2.4 ABBREVIATIONS AND ACRONYMS

2.4.1 Abbreviations and acronyms shall be permitted for terms that appear frequently, provided that these have been identified in an appropriate part of the initial stages of the document.

2.4.2 Abbreviations and acronyms shall be those as published in the *ICAO Doc 8400 – PANS – ICAO Abbreviations and Codes*, as far as practicable.

2.5 REFERENCES

2.5.1 Non-technical references to other documents shall be kept to a minimum.

2.5.2 All references shall direct the reader to the latest edition of the document being referenced, including amendments.

2.5.3 References shall be used in the following circumstances:

(a) where ICAO documents are used as the source material, but the level of technical detail precludes copying or retyping due to extensive numbers, symbols, formulae, diagrams, tables or special formatting; and

(b) where the source material is authorized by the Authority.

2.5.4 Caution shall be exercised to ensure that, when used, references direct the reader to parts of ICAO documents that are appropriate in terms of jurisdiction, applicability and subject under consideration.

2.6 ORGANIZATION

2.6.1 The MANSOPs shall be given an appropriate name or title which shall be boldly stated on the front cover.

2.6.2 Pages shall be numbered in a manner to depict the appropriate chapter and page within that chapter, e.g.,

2.6.3 Pages numbers shall be Arabic numbers placed in a footer, right-aligned and numbered as follows:

-the first number shall state the chapter number, followed by a dash (–)

-the last number shall state the page sequence number, which shall be reset to 0 for each new chapter.

2.6.4 The effective date and current revision number of each page shall be placed in a footer, left-aligned on each page.

2.6.5 Where content must be divided to improve readability and organization, the provisions contained in Appendix 3 shall apply.

2.7 LIST OF EFFECTIVE PAGES

2.7.1 Only one List of Effective Pages shall be contained in an appropriate part of the initial stages of the document.

2.8 TABLE OF CONTENTS

2.8.1 One Table of Contents shall be created for each Volume, Part or Section, as applicable.

2.8.2 The Table of Contents shall list the Level 2 items (*see Appendix 3*) in order and the corresponding number of the first page.

2.9 TABLES AND FIGURES

2.9.1 Each table containing technical content shall have a reference number using Arabic numbers, as follows:

-the word "Table";

-the first number shall state the chapter number, followed by a dash (–); and

-the last number shall state the table sequence number.

2.9.2 Each figure containing/illustrating technical content shall have a reference number using Arabic numbers, as follows:

-the word "Figure";

-the first number shall state the chapter number, followed by a dash (–); and

-the last number shall state the figure sequence number.

2.10 FORMS

2.10.1 (1) Forms developed by the ANSP shall be allocated a form number.

(2) The form number shall include the effective date of the current version of the form.

2.11 WATERMARKS

2.11.1 (1) Where a document or proposed amendments is in a draft or otherwise preparatory stage, including circumstances where the ANSP is awaiting approval from the Authority, it shall contain a watermark that states the word "DRAFT".

(2) Such watermarks shall not affect readability.

2.11.2 Where the Authority has approved the MANSOPs or proposed amendment, the watermark shall be removed before promulgating the final product.

2.12 APPENDICES

2.12.1 Where content in an Appendix must be divided to improve readability and organization, the following provisions shall apply:

1. Each paragraph shall be numbered as follows: [Appendix number].[Paragraph number, increasing by one for each new paragraph]

2.12.2 Pages numbers of Appendices shall be Arabic numbers placed in a footer, right-aligned and numbered as follows:

1. the abbreviation "APP";

2. the first number shall state the Appendix number, followed by a dash (–); and

3. the last number shall state the page sequence number, which shall be reset to 0 for each new Appendix.

2.12.3 The effective date and current revision number of each page shall be placed in a footer, left-aligned on each page.

2.12.4 The use of extensive text in an Appendix shall be kept to a minimum.

CHAPTER 3 – CONTENTS

The ANSP shall ensure the MANSOPs includes, at a minimum, the sections that are contained in this Chapter. The ANSP may vary the titles of the sections, provided that the intention of the sections as listed here are captured. The numbering of the sections in this Chapter is provided for referencing within the confines of this document and does not imply that these numbers as listed here should be used.

3.1 FOREWORD

3.1.1 This is a preamble often written by the accountable executive. It provides background information of the material contained in the MANSOPs and a statement of commitment to compliance with the Civil Aviation (Air Navigation Services) Regulations 2024.

3.2 INTRODUCTION

3.2.1 A statement of the purpose and scope of the MANSOPs.

3.2.2 A statement that the MANSOPs complies with all applicable Regulations and Requirements and with terms and conditions of the applicable ANSP approval or designation, as the case may be.

3.2.3 A statement that the MANSOPs contains standard operating procedures and instructions to be complied with by the relevant personnel in the performance of their duties.

3.2.4 A list and brief description of the various parts of the MANSOPs, their contents, applicability and use.

3.2.5 A statement indicating the organizational position, i.e. not the name of a person, that is responsible for the contents of and amendments to the MANSOPs.

3.3 LIST OF AMENDMENTS AND CORRIGENDA

3.3.1 A tabulation of all amendments and corrigenda as approved by the Authority.

3.4 LIST OF EFFECTIVE PAGES

3.4.1 A tabulation of all effective pages within the MANSOPs, their page numbers and effective date of each page.

3.5 DISTRIBUTION LIST

3.5.1 A list of all authorized document holders who have received the MANSOPs and subsequent amendments.

3.6 MANAGEMENT ORGANIZATION

3.6.1 The organizational structure of the ANSP.

3.6.2 Duties and responsibilities of management personnel.

3.6.3 A description of the system for supervision, including procedures relating to the manner in which the services are supervised.

3.7 RECORD-KEEPING

3.7.1 Procedures regarding the control, analysis, updating and storage of records, documents, safety-related data and information, as the case may be.

3.8 SUPPLEMENTARY MATERIAL

3.8.1 Procedures regarding the distribution of information which may be of an operational nature but is supplementary to that which is in the MANSOPs. The applicability of this information and the responsibilities for its promulgation shall be included.

3.9 GENERAL PROVISIONS REGARDING THE SERVICES TO BE PROVIDED

3.9.1 A description of the air navigation service and related functions that the provider will perform.

3.9.2 A description of the functions, responsibilities and hours of operation of each operating position.

3.9.3 (1) As applicable, the airspace within and/or aerodrome for which the air navigation service will be provided.

(2) Where the air navigation service to be provided is ATS at a controlled aerodrome:

a. An aerodrome chart;

b. Extracts from the Airport Emergency Plan relevant to the ATS functions;

c. A copy of the procedures as set out in the Aerodrome Manual for preventing unauthorized entry of persons or things onto the movement area of the aerodrome;

d. A copy of procedures set out in the Aerodrome Manual for the control of surface vehicles operating on or in the vicinity of the maneuvering area.

3.9.4 (1) A description of the arrangements made by the ANSP to ensure that it has, and will continue to receive, the information necessary for providing each service. This includes information that is both internally and externally sourced.

(2) The description shall indicate the information requirement, its use in service provision, its source, and the means of its transfer, receipt and display.

3.9.5 A description of the arrangements made by the ANSP to ensure that it can, and will continue to be able to, provide the information in relation to its service to other organizations whose functions reasonably require that information.

3.9.6 (1) A description of the record-keeping system and associated procedures that covers identification, collection, storage, security, maintenance, access and disposal of records regarding the provision of the air navigation service. Such record-keeping system shall enable an accurate reconstruction of events in the event of an air traffic incident or accident and investigation thereof, or for system safety analysis within the context of SMS, as applicable.

(2) A list of the personnel authorized to access records.

3.9.7 The procedures to be followed to ensure all operational staff are familiar with any changes that have been issued since they last performed operational duties.

3.9.8 The mechanisms established by the ANSP to ensure that personnel performing any function in ANS is competent to perform that function.

Note.– Examples of such mechanisms include periodic assessments, proficiency checks, etc.

3.9.9 Procedures regarding the proposal of amendments to the MANSOPs to the Authority for approval.

3.10 LOCATION

3.10.1 A description of the location or locations from which the services shall be provided.

3.11 PERSONNEL REQUIREMENTS

3.11.1 A description and declaration of the minimum number of personnel required for each functional area.

3.11.2 A compilation of signed and approved job descriptions/job specifications that details the duties and responsibilities of personnel, as developed by the management of the ANSP.

3.12 WORKING HOURS

3.12.1 A clear and detailed description of the working hours of personnel which is compatible with 3.11.1 above.

3.13 RECRUITMENT POLICY

3.13.1 A statement of the ANSP's recruitment policy and applicable procedures.

3.14 TRAINING

3.14.1 A statement of the ANSP's training policy and applicable procedures.

3.14.2 The ANSP's training programme.

Note.– Based on the size of the material governing training programme, this may be better suited for placement in a subordinate manual under the MANSOPs. Nonetheless, the MANSOPs shall contain a reference to such subordinate manual.

3.14.3 Procedures applicable to training records.

3.15 COMPETENCY ASSESSMENT

3.15.1 A statement of the ANSP's policy and applicable procedures regarding competency assessments or examinations.

3.16 LEAVE REQUIREMENTS

3.16.1 A statement of the ANSP's policy and applicable procedures regarding leave.

3.17 RETENTION

3.17.1 A statement of the ANSP's policy and applicable procedures regarding retention of staff.

3.18 FACILITIES AND EQUIPMENT

3.18.1 A list of the facilities used for the provision of air navigation services.

3.18.2 Requirements for installation, maintenance and calibration.

3.19 PROCEDURES AND PROCESSES

3.19.1 Detailed procedures and processes employed in the provision of ATS, AIS, CNS, SAR, MET, MAP, and FPD, as the case may be.

3.20 CONTINGENCY PLANS

3.20.1 (1) Contingency plans for:

(a) partial or total system failure; and

(b) disruption or potential disruption of service.

(2) A list of units, agencies, entities, etc. with whom these contingency plans have been coordinated.

3.21 MAINTENANCE PLANS AND SECURITY

3.21.1 (1) Procedures applicable to facility maintenance.

(2) A description of the maintenance plan for each facility.

3.22 SECURITY

3.22.1 Security measures as required in the *Civil Aviation (Security) Regulations.*

3.23 FAULT AND DEFECT REPORTING

3.23.1 Procedures regarding the reporting of faults and defects that are affecting or can potential affect the safe provision of the service.

3.24 APPENDIX/APPENDICES

3.24.1 Any agreements, memoranda of understanding, letters of agreement, etc., between the ANSP and other entities that have been established as an integral part of the service to be provided.

Note.– Examples of such agreements and other similar documents include:

1. Where ATS is provided, any agreements between adjacent ATS units, AIS Providers, etc.

2. Where AIS is provided, any agreements between the ANSP and originators of aeronautical data or information.

3. Where MET is provided, any agreement between the ANSP and the ATS Provider.

APPENDIX 1 – CHANGES OR PROPOSED AMENDMENTS TO MANSOPS

STEP 1 a. ANSP receives request to amend MANSOPs from personnel;

OR

b. ANSP, based on safety risk assessments, safety reviews, post-incident investigation or SMS-related process, initiates an amendment;

OR

c. ANSP receives directive from Authority to amend MANSOPs

↓

STEP 2 ANSP develops amended content in compliance with applicable Regulations and Requirements.

↓

STEP 3 ANSP conducts formal consultations with staff regarding the proposed amendment. Participation or attendance of staff shall be recorded.

↓

STEP 4 ANSP formally submits proposed amendment to the Authority for approval

↓

STEP 5 a. Authority reviews proposed amendment based on submission at Step 4.

↓

STEP 6 a. Authority returns proposed amendment to the ANSP.
b. The ANSP shall not make any other insertions or deletions to the material submitted other than corrections to the content under review.

↓ ↓

STEP 7 a. If proposed amendment is acceptable, the Authority shall return the submission to the ANSP, indicating that it has been approved.

b. If proposed amendment is not acceptable, the Authority shall return the submission to the ANSP and the ANSP shall restart from Step 2 to make the necessary corrections.

↓

STEP 8 a. ANSP incorporates approved amendment to MANSOPs;
b. ANSP informs staff regarding amendment;
c. ANSP ensure amended pages contain the new effective date in the footer;
d. ANSP updates of List of Amendments and Corrigenda and List of Effective Pages, as necessary.
e. ANSP informs all approved document holders of amendment.

APPENDIX 2 – COMPLIANCE CHECKLIST

1. This Appendix contains the model Compliance Checklist form to be used in respect of the MANSOPs.

GUYANA CIVIL AVIATION AUTHORITY
AVIATION SAFETY REGULATION DIRECTORATE
COMPLIANCE CHECKLIST FOR MANSOPS

FORM #: GCAA/ANSI/2801
ORIGIN: ANS INSPECTORATE

Note: *This form shall be completed by the Air Navigation Services Provider when submitting a new version of, or amendment to, the MANSOPs as described in 1.2 of the GCAA Requirements for MANSOPs. The GCAA reserves the right to request additional information that may not form part of this Checklist, e.g. references to internal procedures to demonstrate compliance with a GCAA Requirement.*

ANS SERVICE/FACILITY AFFECTED				DATE
#	REGULATORY REQUIREMENT	YES	NO	REMARKS
1.	Is the Manual type-written?			
2.	Is the Manual signed by the Service Provider?			
3.	Is the Manual in a format that is easy to revise and includes a list of effective pages?			
4.	Is the Manual organized in a manner that facilitates evaluation and approval processes?			
5.	Does the Manual contain a Foreword, Table of Contents, List of Effective Pages and Record of Amendments/Corrigenda?			
6.	Does the Manual contain all information and instructions necessary to enable the personnel of the ANSP to perform their duties?			
7.	State in the Remarks column where the following can be ***found in this Manual***, as applicable: a. Introduction b. Management organization c. Services to be provided d. Personnel requirements and their responsibilities e. Training and performance assessment of staff and how such information is tracked f. Where required, Safety Management System and Quality Management System g. Contingency plans developed for part or total system failure h. Compliance with the Civil Aviation (Security) Regulations as required i. Facilities and equipment and how they are installed and maintained j. Fault and defect reporting k. Maintenance of documents and records l. Facility operations and maintenance plan and procedures m. Search and rescue responsibilities and coordination, operations, plan and procedures n. Proposed hours of service o. Systems and procedures in the provision of air navigation services p. Other information requested by the Authority			a. b. c. d. e. f. g. h. i. j. k. l. m. n. o. p.
8.	Does the Manual follow a common basic structure that permits the reader to easily navigate through the document?			
9.	Is the Manual published in loose-leaf form?			
10.	Does the Manual provide comprehensive policies and guidance for its ANS personnel in the provision of safe and efficient service?			
11.	Does the Manual address policies, systems, and procedures necessary to comply with the ANS regulations and related requirements?			

APPENDIX 3 – DIVISION OF CONTENT

1. Content may be categorized for the purpose of division into the following levels, from largest to smallest based on quantity of content:

(i) *Level 1* – Volume or Part or Section
(ii) *Level 2* – Chapter
(iii) *Level 3* – Paragraph
(iv) *Level 4* – Sub-paragraph

2. All content shall be numbered using Arabic numbers for the purpose of referencing as follows:

(i) Volume or Part of Section

[*Level 1* number, increasing by one for each new Volume, Part, Section,]

e.g., "1. Air traffic services"

(ii) Chapter

[*Level 1* number].[*Level 2* number, increasing by one for each new Chapter]

e.g., "1.1 Air traffic control service"

(iii) Paragraph

[*Level 1* number].[*Level 2* number].[*Level 3* number, increasing by one for each new Paragraph]

e.g., "1.1.1 Air traffic control clearances"

(iv) Sub-paragraph

[*Level 1* number].[*Level 2* number].[*Level 3* number].[*Level 4*, increasing by one for each new Sub-paragraph]

e.g., "1.1.1.1 Clearance shall contain positive and concise data…"

3. Levels 2, 3 and 4 numbering shall be reset to 0 for each new Level 1 content.

Made this 16th day of May 2024.

.....

Director-General

For the Guyana Civil Aviation Authority