The Official Gazette
(EXTRAORDINARY)
OF GUYANA

Published by the Authority of the Government

GEORGETOWN, THURSDAY 16TH MAY, 2024

TABLE OF CONTENTS **PAGE**

FIRST SUPPLEMENT

LEGAL SUPPLEMENT

A. ACTS — NIL

B. SUBSIDIARY LEGISLATION —
REGULATIONS No. 25 of 2024 – The Civil Aviation (Air Navigation Services) Regulations 2024 … … … … 1663

C. BILLS — NIL

GEORGETOWN, Demerara – Printed and Published every Saturday and on such Extraordinary Days as may be directed by the Government by Guyana National Printers Limited, 1 Public Road, La Penitence, Greater Georgetown.

THURSDAY 16TH MAY, 2024

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

GUYANA No. 25 of 2024

GUYANA CIVIL AVIATION AUTHORITY

REQUIREMENTS FOR AIR NAVIGATION SERVICE PROVIDER ADMINISTRATION 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 Air Navigation Service Provider Administration 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.

TABLE OF CONTENTS

DESCRIPTION	PAGE
TABLE OF CONTENTS	i
ABBREVIATIONS AND ACRONYMS	iii
DEFINITIONS	iv
CHAPTER 1 – ORGANIZATION	1-1
1.1 ORGANIZATIONAL STRUCTURE	1-1
1.2 HUMAN RESOURCES	1-1
1.3 HUMAN FACTORS PRINCIPLES	1-1
1.4 JOB DESCRIPTIONS/JOB SPECIFICATIONS (JDJS)	1-2
1.5 MANAGEMENT OF CHANGE	1-3
1.6 AUTHORIZATION	1-4
1.7 DOCUMENT REFERENCING	1-4
CHAPTER 2 – STAFFING	2-1
2.1 MINIMUM STAFF	2-1
2.2 RECRUITMENT	2-1
2.3 RETENTION	2-1
2.4 LEAVE REQUIREMENTS	2-1
2.5 WORKING HOURS	2-1
CHAPTER 3 – TRAINING	3-1
3.1 GENERAL	3-1
3.2 TRAINING PROGRAMME	3-1
3.3 PERIODIC TRAINING PLAN	3-2
3.4 TRAINING RECORDS	3-2
3.5 PARTICIPATION BY THE AUTHORITY	3-3
CHAPTER 4 – COMPETENCY ASSESSMENTS	4-1
4.1 GENERAL	4-1
CHAPTER 5 – NEW SERVICE OR VARIATIONS IN SERVICE	5-1
5.1 SERVICE VARIATIONS	5-1
5.2 NEW SERVICE	5-1

ABBREVIATIONS AND ACRONYMS

AIS	– aeronautical information services
ANS	– air navigation services
ANSP	– Air Navigation Service Provider
ATS	– air traffic services
CNS	– communication, navigation, surveillance systems
FPD	– flight procedure design
ICAO	– International Civil Aviation Organization
JDJS	– job description/job specifications
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

5.3 NEW OR ADDITIONAL FEATURES OR ASPECTS OF AN EXISTING SERVICE 5-2

CHAPTER 6 – OPERATIONAL DOCUMENTS 6-1

6.1 GENERAL MINIMUM DOCUMENTS 6-1

6.2 SERVICE-SPECIFIC MINIMUM DOCUMENTS 6-2

6.3 DOCUMENT CONTROL 6-6

CHAPTER 7 – ADMINISTRATIVE PROVISIONS RELATING TO THE INTERNATIONAL AERONAUTICAL TELECOMMUNICATION SERVICE 7-1

7.1 GENERAL 7-2

DEFINITIONS

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

Aeronautical broadcasting service. A broadcasting service intended for the transmission of information relating to air navigation.

Aeronautical fixed service. A telecommunication service between specified fixed points provided primarily for the safety of air navigation and for the regular, efficient and economical operation of air services.

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 radiobeacon stations may also participate in this service on designated distress and emergency frequencies.

Aeronautical radio navigation service. A radio navigation service intended for the benefit and for the safe operation of aircraft and includes:
Radio navigation: Radiodetermination used for the purpose of navigation, including obstruction warning.
Radiodetermination: The determination of the position, velocity and/or other characteristics of an object, or the obtaining of information relating to these parameters, by means of the propagation properties of radio waves.

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

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

Assessment. The determination by an instructor, assessor or evaluator as to whether a candidate meets a required competency standard under given conditions, by collecting evidence from observable behaviours. Assessment takes place during instruction and evaluation.

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

Competency. A dimension of human performance that is used to reliably predict successful performance on the job. A competency is manifested and observed through behaviours that mobilize the relevant knowledge, skills and attitudes to carry out activities or tasks under specified conditions.

Human Factors principles. Principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance.

Safety oversight. A function performed by the Authority to ensure that individuals and organizations performing an aviation activity comply with safety-related national laws.

CHAPTER 1 – ORGANIZATION

1.1 ORGANIZATIONAL STRUCTURE

1.1.1 The ANSP shall establish an organizational structure which clearly indicates:

a) the various positions established by the ANSP;

b) the relationship between departments; and

c) the subordination and reporting lines of all departments.

1.1.2 The ANSP shall, as applicable, establish an additional diagram which indicates the relationship with any external or separate agency, unit or organization that is necessary for the provision of the air navigation service.

Note. – Examples of relationships where this structure would be needed include:

1. *An ANSP providing AIS and an airport authority;*
2. *An ANSP providing MET and the ATS Provider.*

1.2 HUMAN RESOURCES

1.2.1 The ANSP shall systematically address human resources management in the following key aspects:

a) management responsibilities and accountabilities;

b) staff deployment;

c) operational watch rostering; and

d) operational support arrangements.

1.3 HUMAN FACTORS PRINCIPLES

1.3.1 Where an ANSP provides ATS or CNS, the ANSP shall ensure that Human Factors principles are taken into account in all aspects of service provision.

Note. 1 – Guidance material on Human Factors principles can be found in the Human Factors Training Manual (Doc. 9683) *and various ICAO Human Factors Circulars/Digests, e.g., the* ICAO Circular 240-AN/144 of 1993.

1.3.2 Where the ANSP provides an air navigation service other than ATS or CNS, the ANSP shall ensure that Human Factors principles are taken into account in all aspects of service provision, as far as practicable.

1.4 JOB DESCRIPTIONS/JOB SPECIFICATIONS (JDJS)

1.4.1 The ANSP shall develop JDJSs for each position identified in 1.1.1 (a), which contain:

a) job purpose;
b) a list of duties and responsibilities;
c) appropriate minimum qualifications;
d) experience requirements; and
e) outcome to be achieved.

1.4.2 The ANSP shall ensure that JDJSs are issued to personnel.

1.4.3 Where an ANSP provides multiple air navigation services and personnel perform cross-service roles, the JDJS for such personnel shall indicate the duties and responsibilities to be performed for each service.

Note.– Personnel that provide ATS who may be required to function in the rescue coordination centre in the event of a search and rescue operation would be an example of the cross-service situation.

1.5 MANAGEMENT OF CHANGE

In addition to compliance with Regulation 15 of the Civil Aviation (Air Navigation Services) Regulations 2024, the ANSP shall comply with the following as it relates to any change to, or testing of, any safety-related aspect of an air navigation service system:

1.5.1 Prior to implementation

1.5.1.1 The ANSP shall conduct briefings with all staff who are likely to be affected by such change or testing.

Note. – Such briefings may take the form of workshops, seminars, or other similar activity.

1.5.2 During implementation

1.5.2.1 The ANSP shall ensure that adequate staff are available:

a) to facilitate a smooth transition from a pre- to post-change/testing status quo; and

b) to provide assistance in the event of an emergency or contingency situation arising.

1.5.3 Post-implementation

1.5.3.1 The ANSP shall conduct monitoring activities to ensure that the change or test has been executed as intended.

1.5.4 Staff participation

1.5.4.1 The ANSP shall ensure operational staff provide input, suggestions and feedback at any point during the situations captured in 1.5.1, 1.5.2 and 1.5.3 above.

1.5.4.2 The ANSP shall ensure that the participation of staff at any point during the situations captured in 1.5.1, 1.5.2 and 1.5.3 above are recorded.

1.6 AUTHORIZATION

1.6.1 In addition to compliance with Regulation 15 of the Civil Aviation (Air Navigation Services) Regulations 2024, the ANSP shall ensure that documentation, manuals, procedures, etc., as approved by the Authority, are signed by the accountable manager of the ANSP.

1.7 DOCUMENT REFERENCING

1.7.1 The ANSP shall ensure that all references to local or ICAO documents are understood to refer to the latest edition of the local or ICAO document, including amendments.

1.7.2 The ANSP shall ensure that references to local or ICAO documents made in any correspondences originating from the ANSP are as specific as practicable for maximum clarity.

CHAPTER 2 – STAFFING

2.1 MINIMUM STAFF

2.1.1 The ANSP shall determine, declare and document the minimum number of personnel required for the provision of safe, regular and efficient air navigation services, including the metric or mechanism used to determine the required number.

2.2 RECRUITMENT

2.2.1 The ANSP shall develop and implement policies and procedures to enable recruitment of appropriately qualified and experienced staff, so that the minimum number of required staff is maintained or improved.

2.3 RETENTION

2.3.1 The ANSP shall develop and implement policies and procedures to enable retention of appropriately qualified and experienced staff, so that the number of staff does not fall below the minimum required number.

2.3.2 The ANSP shall establish mechanisms and incentives that promote the welfare of staff.

2.4 LEAVE REQUIREMENTS

2.4.1 The ANSP shall develop and implement policies and procedures regarding leave.

2.5 WORKING HOURS

2.5.1 The ANSP shall establish and document the working hours of personnel. Consideration shall be given to emergency and/or contingency situations.

CHAPTER 3 – TRAINING

3.1 GENERAL

3.1.1 The ANSP shall establish and document policies and procedures regarding training, to ensure its personnel possess the knowledge, skills, attitudes, and competencies required for the safe and efficient provision of service.

3.1.2 The ANSP shall ensure that its technical personnel are adequately qualified, trained and competent prior to executing any safety-related functions.

3.2 TRAINING PROGRAMME

3.2.1 The ANSP shall develop a training programme that:

i. details training courses required for different levels of staff to ensure safe and successful performance of their duties;

ii. includes provisions for:

a) initial training;

b) OJT;

c) specialized training;

d) recurrent training; and

iii. details the competencies and performance criteria required of its personnel.

3.2.2 The ANSP shall ensure that training is conducted by institutions and/or persons who are qualified and competent to provide training.

3.2.3 The ANSP shall:

i. specify a suitable period or time frame for the conduct of on-the-job training; and

ii. ensure that its staff undergo such suitable period or time frame of on-the-job training.

3.2.4 The ANSP shall conduct recurrent training for its staff at least once per year.

3.2.5 The ANSP shall conduct an annual review of the training programme with the objective of:

i. mitigating the recurrence of incidents or safety concerns, as applicable;

ii. identifying gaps in competency;

ii. changes in training requirements; and

iii. prioritizing the type of training required.

3.2.6 Where the ANSP provides ATS, the ANSP shall ensure that recurrent training for air traffic controllers and other ATS staff includes handling of aircraft emergencies and operations under conditions with failed and degraded facilities and systems.

3.3 PERIODIC TRAINING PLAN

3.3.1 The ANSP shall, based on the training programme captured in 3.2, develop a periodic training plan which indicates, at a minimum:

a) time frame for the plan;

b) those types of training which must be prioritized based on the needs of the ANSP; and

c) time frames for each type of training listed.

3.4 TRAINING RECORDS

3.4.1 The ANSP shall develop and maintain training records for staff which detail the courses completed.

3.4.2 The ANSP shall develop procedures for the maintenance, updating, storage, handling and perusal of such training records.

3.4.3 The ANSP shall ensure that, when deemed necessary during incident/accident investigations or for the Authority's safety oversight activities, such training records are readily accessible.

3.5 PARTICIPATION BY THE AUTHORITY

3.5.1 The ANSP shall ensure the Authority is advised of any upcoming training courses, workshops, seminars, or other activities at least 14 days prior to commencement.

3.5.2 Where the Authority deems it necessary for its Inspectors to participate in or observe the training course, workshop, seminar or other activity, the ANSP shall make arrangements to accommodate such participation or observation.

CHAPTER 4 – COMPETENCY ASSESSMENTS

4.1 GENERAL

4.1.1 The ANSP shall develop and implement a programme for competency assessments that require personnel to demonstrate the required competencies. This shall include:

(i) initial assessments for new recruits; and

(ii) periodic assessments for current staff.

4.1.2 The ANSP shall ensure that such assessments are conducted by persons who hold an accreditation, authorization or rating issued by the Authority to conduct such assessments.

4.1.3 As it relates to 4.1.1 (ii), the ANSP shall specify the frequency of competency assessments.

4.1.4 Records of competency assessments shall be maintained by the ANSP synonymous with the requirements contained in 3.4.

CHAPTER 5 – NEW SERVICE OR VARIATIONS IN SERVICE

5.1 SERVICE VARIATIONS

5.1.1 Where an ANSP provides ATS, they shall comply with the applicable provisions contained in the Civil Aviation Requirements for ATS 2024.

5.1.2 Where an ANSP provides an air navigation service other than ATS, they shall develop contingency plans to be implemented in the event of variation, including disruption, of the service.

5.1.3 The contingency plan captured in 5.1.2 shall be developed with the assistance of the Authority and ICAO, as necessary.

5.1.4 The contingency plan captured in 5.1.2 shall be coordinated with:

a) other ANSPs, when applicable; and

b) airspace users.

5.2 NEW SERVICE

5.2.1 Where an ANSP intends to provide an additional air navigation service, they shall comply with the applicable Civil Aviation Requirements for the intended service.

5.2.2 (1) Where an ANSP intends to provide a new type of service, they shall formally notify the Authority of such intention.

Note. – A new type of service within this context refers to the provision of a service that was not previously captured in the ANSP's designation or approval, e.g., an ATS Provider designated or approved to provide procedural approach control service who now wishes to provide surveillance approach control service.

(2) The Authority shall issue an approval for the provision of the new type of service once it is satisfied that the ANSP has complied with the Civil Aviation (ANS) Regulations 2024 and applicable Civil Aviation Requirements as it relates to the following:

a) personnel and/or institutions who will provide training for the new type of service are competent and qualified to do so;
b) staff who will provide the new type of service have been adequately trained;
c) staff who will provide the new type of service have been assessed and deemed competent;
d) where an ANSP provides or intends to provide ATS, safety risk assessments have been conducted;
e) adequate arrangements in terms of facilities and equipment have been made;
f) new procedures have been developed and harmonized as necessary with existing procedures;
g) arrangements have been made to ensure compliance with 1.5;
h) adequate contingency arrangements are in place in the event of unsafe progression of the new type of service;
i) intended users of the service have been adequately briefed; and
j) any other condition deemed necessary by the Authority.

5.2.3 Regarding 5.2.2 (2) b), the ANSP shall arrange for Inspectors of the Authority to participate in any training activities, workshops, seminars, etc. related to the new service.

5.3 NEW OR ADDITIONAL FEATURES OR ASPECTS OF AN EXISTING SERVICE

5.3.1 Where an ANSP intends to provide a new or additional feature or aspect of an existing air navigation service, they shall comply with the applicable Civil Aviation Requirements for the intended feature or aspect.

5.3.2 (1) Where an ANSP intends to provide a new or additional feature or aspect of an existing air navigation service, they shall formally notify the Authority of such intention.

Note. – A new or additional feature or aspect within this context refers to such features or aspects that have not been previously captured in the ANSP's designation or approval, e.g., an ATS Provider designated or approved to provide voice-automatic terminal information service who now wishes to provide data link-automatic terminal information service.

(2) The Authority shall issue an approval for the provision of the new or additional feature or aspect of an existing air navigation service once it is satisfied that the ANSP has complied with the Civil Aviation (ANS) Regulations 2024 and applicable Civil Aviation Requirements as it relates to the following:

a) personnel and/or institutions who will provide training for the new type of service are competent and qualified to do so;
b) staff who will provide the new type of service have been adequately trained;
c) staff who will provide the new type of service have been assessed and deemed competent;
d) where an ANSP provides ATS, safety risk assessments have been conducted;
e) adequate arrangements in terms of facilities and equipment have been made;
f) new procedures have been developed and harmonized as necessary with existing procedures;
g) arrangements have been made to ensure compliance with 1.5;
h) adequate contingency arrangements are in place in the event of unsafe progression of the new type of service;
i) intended users of the service have been adequately briefed; and
j) any other condition deemed necessary by the Authority.

5.3.3 Regarding 5.3.2 (2) b), the ANSP shall arrange for Inspectors of the Authority to participate in any training activities, workshops, seminars, etc. related to the new or additional feature or aspect.

CHAPTER 6 – OPERATIONAL DOCUMENTS

The following are the standards governing operational documents required to be kept, in their most current and approved form, by ANSPs:

6.1 GENERAL MINIMUM DOCUMENTS

6.1.1 The documents listed in this section shall be maintained in a readily accessible form by all ANSPs for the benefit of their personnel, irrespective of the type of service being provided:

1. the Civil Aviation Act 2018;
2. the Civil Aviation (General) Regulations 2024;
3. the Civil Aviation (Air Navigation Services) Regulations 2024;
4. these Requirements;
5. Civil Aviation Requirements for MANSOPs 2024;
6. all Advisory Circulars, Directives, and other documentation issued by the Authority in respect of the provision of an air navigation service;
7. all publications issued by the AIS Provider;
8. the applicable Manual of Air Navigation Service Operations as approved by the Authority;
9. all documents which have been duly approved by the Authority that an ANSP is required to maintain;
10. all additional material including but not limited to, local unit instructions, Operations Letters, Memoranda, etc.; and
11. ICAO Annex 5: Units of Measurement to be Used in Air and Ground Operations.

6.2 SERVICE-SPECIFIC MINIMUM DOCUMENTS

6.2.1 The documents listed in these sections shall be maintained in a readily accessible form by an ANSP for the benefit of their personnel, as appropriate to the type(s) of service being provided.

6.2.2 An ATS Provider shall ensure that its personnel have ready access to the following:

1. Civil Aviation Requirements for Air Traffic Services 2024
2. Civil Aviation (Rules of the Air) Regulations 2024
3. ICAO Annex 2 - Rules of the Air
4. ICAO Annex 10, Volume 2 - Communication Procedures including those with PANS status
5. ICAO Annex 11 - Air Traffic Services
6. ICAO Annex 19 - Safety Management
7. ICAO Doc 4444 PANS - Air Traffic Management
8. ICAO Doc 9426 - Air Traffic Services Planning Manual
9. ICAO Doc 9432 - Manual of Radiotelephony
10. ICAO Doc 9683 - Human Factors Training Manual
11. ICAO Doc 9859 - Safety Management Manual
12. ICAO Circular 241 - AN/145 - Human Factors in Air Traffic Control
13. all documents which have been duly approved by the Authority that an ATS Provider is required to maintain;
14. all additional material including but not limited to, local unit instructions, Operations Letters, Memoranda, etc.

6.2.3 A CNS Provider shall ensure that its personnel have ready access to the following:

1. Civil Aviation Requirements for Communication, Navigation, Surveillance 2024
2. ICAO Annex 10: Aeronautical Telecommunications

3. ICAO Doc 8071 - Manual on Testing of Radio Navigation Aids
4. ICAO Doc 9718 - Handbook on Radio Frequency Spectrum Requirements for Civil Aviation
5. ICAO Doc 9776 - Manual on VHF Digital Link (VDL) Mode 2
6. ICAO Doc 9816 - Manual on VHF Digital Link (VDL) Mode 4
7. ICAO Doc 9871 - Technical Provisions for Mode S Services and Extended Squitter
8. ICAO Doc 9896 - Manual on the Aeronautical Telecommunication Network (ATN) using Internet Protocol Suite (IPS) Standards and Protocol
9. ICAO Doc 9924 - Aeronautical Surveillance Manual
10. ICAO Doc 10057 - Manual on Air Traffic Safety Electronics Personnel (ATSEP) Competency-based Training and Assessment
11. all manufacturer-issued documentation in respect of equipment maintained by the CNS service provider
12. all documents which have been duly approved by the Authority that a CNS Provider is required to maintain;
13. all additional material including but not limited to, local unit instructions, Operations Letters, Memoranda, etc.

6.2.4 A MET Provider shall ensure that its personnel have ready access to the following:

1. Civil Aviation Requirements for Meteorological Service for Air Navigation 2024
2. ICAO Annex 3 - Meteorological Service for International Air Navigation
3. ICAO Doc 8896 - Manual of Aeronautical Meteorological Practice
4. all documents which have been duly approved by the Authority that a MET Provider is required to maintain;
5. all additional material including but not limited to, local unit instructions, Operations Letters, Memoranda, etc.

6.2.5 A SAR Provider shall ensure that its personnel have ready access to the following:

1. Civil Aviation Requirements for Search and Rescue 2024

2. ICAO Annex 12 - Search and Rescue
3. ICAO Doc 9731 - International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual
4. all documents which have been duly approved by the Authority that a SAR Provider is required to maintain;
5. all additional material including but not limited to, local unit instructions, Operations Letters, Memoranda, etc.

6.2.6 An AIS Provider shall ensure that its personnel have ready access to the following:

1. Civil Aviation Requirements for Aeronautical Information Services 2024
2. ICAO Annex 15 - Aeronautical Information Services
3. ICAO Doc 7383 - Aeronautical Information Services Provided By States
4. ICAO Doc 7910 - Location Indicators
5. ICAO Doc 8126 - Aeronautical Information Services Manual
6. ICAO Doc 8400 PANS - ICAO Abbreviations and Codes
7. ICAO Doc 8585 - Designators for Aircraft Operating Agencies, Aeronautical Authorities and Services
8. ICAO Doc 8643 - Aircraft Type Designators
9. ICAO Doc 9839 - Manual on the QMS for AIS
10. ICAO Doc 10066 PANS - Aeronautical Information Management
11. all documents which have been duly approved by the Authority that an AIS Provider is required to maintain;
12. all additional material including but not limited to, local unit instructions, Operations Letters, Memoranda, etc.

6.2.7 An MAP Provider shall ensure that its personnel have ready access to the following:

1. Civil Aviation Requirements for Aeronautical Charts 2024
2. ICAO Annex 4: Aeronautical Charts
3. ICAO Doc 8697 - Aeronautical Chart Manual
4. all documents which have been duly approved by the Authority that a MAP Provider is required to maintain;

5. all additional material including but not limited to, local unit instructions, Operations Letters, Memoranda, etc.

6.2.8 A FPD Provider shall ensure that its personnel have ready access to the following:

1. Civil Aviation Requirements for Visual and Instrument Flight Procedure Design 2024
2. ICAO Doc 8168 PANS - Aircraft Operations
3. ICAO Doc 8697 - Aeronautical Chart Manual
4. ICAO Doc 9905 - Required Navigation Performance Authorization Required (RNP AR Procedure Design Manual)
5. ICAO Doc 9365 - Manual of All-Weather Operations
6. ICAO Doc 9368 - Instrument Flight Procedures Construction Manual
7. ICAO Doc 9613 - Performance-based Navigation (PBN) Manual
8. ICAO Doc 9881 - Guidelines for Electronic Terrain, Obstacle and Aerodrome Mapping Information
9. ICAO Doc 9906 - Quality Assurance Manual for Flight Procedure Design
10. ICAO Doc. 10066 - Aeronautical Information Management
11. all documents which have been duly approved by the Authority that an FPD Provider is required to maintain;
12. all additional material including but not limited to, local unit instructions, Operations Letters, Memoranda, etc.

6.2.9 Notwithstanding items 6.1.1 and 6.2.2 through 6.2.8 above, the Authority may prescribe any other documentation to be maintained by an ANSP if, following an inspection, audit or other safety concern, the Authority deems it fit for such additional document to be maintained.

6.2.10 An ANSP shall maintain any additional document, other than those listed in items 6.1.1 and 6.1.3 through 6.1.9 above, if such document is required for the purpose of ensuring aviation safety. This does not justify the maintenance of obsolete and/or

unapproved documents containing such information the use of which may result in a hazard to aviation safety.

6.3 DOCUMENT CONTROL

6.3.1 The ANSP shall establish procedures governing the control, analysis, updating and storage of records, documents, safety-related data and information.

CHAPTER 7 – ADMINISTRATIVE PROVISIONS RELATING TO THE INTERNATIONAL AERONAUTICAL TELECOMMUNICATION SERVICE

7.1 GENERAL

7.1.1 The provisions of this Chapter shall be applied in respect of the international aeronautical telecommunication service which is divided into 4 parts:

i. aeronautical fixed service, which is comprised of the following systems and applications that are used for ground-to-ground (i.e. point-to-point and/or point-to-multipoint) communications in the international aeronautical telecommunication service:

a) ATS direct speech circuits and networks;

b) meteorological operational circuits, networks and broadcast systems;

c) the aeronautical fixed telecommunication network (AFTN);

d) the common ICAO data interchange network (CIDIN);

e) the air traffic services (ATS) message handling services; and

f) the inter-centre communications (ICC);

ii. aeronautical mobile service;

iii. aeronautical radio navigation service; and

iv. aeronautical broadcasting service.

7.1.2 Where an ANSP is required by:

a. these Requirements;

b. any other Civil Aviation Requirements promulgated by the Authority in respect of an air navigation service;

c. the Civil Aviation (ANS) Regulations 2024;

d. the Civil Aviation Act 2018; or

e. the ANSP's operational documents, including operational plans

to participate in any of the services listed in 7.1.1, the ANSP shall establish processes, procedures and systems to ensure that such participation is in accordance with the provisions of this Chapter and the ICAO Annex 10, Volume 2.

Made this 16th day of May 2024.

.....

Director-General

For the Guyana Civil Aviation Authority