

	TANZANIA CIVIL AVIATION AUTHORITY AIR NAVIGATION SERVICES INSPECTORATE	Revision: 2
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1.0 PURPOSE

This Advisory Circular (AC) provides guidelines on the standard procedures for determining the number of required personnel, competency experience and, facilities including equipment necessary for the provision of Aeronautical Information Services and Charts as required by the Authority.

2.0 REFERENCES

- 2.1. Civil Aviation (Aeronautical Charts) Regulations;
- 2.2. Civil Aviation (Aeronautical Information Services) Regulations

3.0 GUIDANCE AND PROCEDURES

3.1. General

- a) The objective of AIS is to ensure the flow of information necessary for the safety, regularity and efficiency of air navigation. Corrupt or erroneous aeronautical information/data can potentially affect the safety of air navigation. To satisfy the uniformity and consistency in the provision of aeronautical information that is required for the operational use, ANSPs must ensure high standards in recruitment and training of personnel.

- b) In order to satisfy these fundamental criteria, it is essential for the ANSP to determine the knowledge and skills requirements and develop a training program for Aeronautical Information Services and Charts technical officers engaged in the provision of aeronautical information services and aeronautical charts (cartographic services).The programme should include initial, OJT, recurrent and refresher training.

3.2. Training, Experience and Competency

When determining the scope and depth of skills required for technical officers, the ANSP shall analyse the duties and tasks required of them to ascertain the requisite training and experience for effective execution of duties. This information shall be provided by the ANSP in the Manual of ANS operations Part III. The ANSP shall also develop for the technical staff Job descriptions and a training programme while ensuring that all training records for AIS and cartographic personnel are maintained as provided for in 3.3 below.

3.2.1 Applicable Courses

The courses are given as a guideline towards the nature of training that need to be extended to technical officers so that they can be able to perform the tasks as

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assigned competently. The list course as indicated in Advisory Circular (AC) of Training Programme for AIS and Aeronautical Chart Staff is not exhaustive and thus the ANSP is encouraged to offer trainings to their staff as need arises and taking into consideration of current trends in the industry and new requirements that have been promulgated by the International Civil Aviation Organization.

3.2.2 Experience and Competency

The ANSP shall:-

- a) Only deploy officers who have undergone the requisite training/OJT programme and have been duly designated as competent in the respective disciplines that they shall be offering the services.
- b) Ensure that initial and periodic assessments are established that require personnel to demonstrate the required skills and competencies.

3.2.3 Personnel Adequacy

The personnel requirements for a particular AIS and Aeronautical Chart unit shall be determined in such a way that the numbers are sufficient and conducive to support all the services offered at the station. These may vary from airport to airport but shall generally depend on the following factors:-

- a) The volume of aircraft operations
- b) Extent to which civil aviation facilities are provided by the service provider
- c) Amount of information to be processed (scope)
- d) Hours of service/watch
- e) The level of automation of the AIS and Aeronautical Chart unit systems
- f) Level of operational procedures and requirements to be implemented.

3.3. Training records

3.3.1. The ANSP shall ensure that training records, including OJT are properly kept for inspection.

3.3.2. The training records shall include certificates, OJT tasks performed and any other documents related to training and approval of jobs performed.

3.4. Facilities and Equipment

The following minimum facilities and equipment in addition to the basic office furniture and stationary should be provided for each of the following offices:-

- a) *AIS International NOTAM Office (NOF), Automatic Message Switching Centre(AMSC) and AIM Aerodrome Units*
 - i). Adequate desktop Computers (PCs) for data processing

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- ii). Effective network (LAN) linked to the AFTN
- iii). Network Printers
- iv). Effective internet connection
- v). Aeronautical Data and Information Management Systems (NOTAM and Flight Plan systems)
- vi). Adequate table for plotting
- vii). Amble office accommodation and seats
- viii). Adequate filing cabinets
- ix). Photocopier
- x). Telephone(fixed lines and mobile phones)
- xi). Fax
- xii). Scanner
- xiii). Clock.
- xiv). Reference charts and documents to facilitate pre-flight briefing

b) AIP, Cartography Unit and PANS-OPS

- i). Adequate desktop Computers (PCs) for data processing
- ii). Effective network (LAN) linked to the AFTN
- iii). Network Printers
- iv). Effective internet connection
- v). Aeronautical Data and Information Management Systems (AIP, Charting Systems, Procedure design expert software)
- vi). CD duplicators/writers
- vii). Plotting table
- viii). Photocopy
- ix). Plotter
- x). Telephones
- xi). Fax
- xii). Scanner
- xiii). Clock
- xiv). Filing cabinets
- xv). Digitizing tables
- xvi). Amble office accommodation and seats



Tanzania Civil Aviation Authority

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