

	<p style="text-align: center;"><b>TANZANIA CIVIL AVIATION AUTHORITY AIR NAVIGATION SERVICES INSPECTORATE</b></p>	<p style="text-align: right;"><b>Revision: 1</b></p>
<p><b>Document No: TCAA/QSP/SR/AC/ANS - 12</b></p>	<p><b>Title: Development of Manual of ANS Operations (MANSOPS)</b></p>	<p style="text-align: right;"><b>Page 1 of 4</b></p>

## 0.1 PURPOSE

- 0.1.1 This Advisory Circular (AC) provides guidance for the development of the Manual of Air Navigation Services Operations (MANSOPS).
- 0.1.2 Applicants for the certificate will be briefed by the Authority in as much detail as necessary regarding the preparation of the MANSOPS and other documents. The MANSOPS is the principal document that support the application for an ANSP certificate
- 0.1.3 The MANSOPS is based on the requirements outlined in the Civil Aviation (Certification of ANSP) Regulations 2017 and associated ICAO documents.

## 0.2 REFERENCES

- 0.2.1 The Civil Aviation (Certification of ANSP) Regulations 2017

## 0.3 CONTENTS OF THE MANSOPS (FORMAT)

### PART I

- i. Foreword
- ii. Preface
- iii. Distribution
- iv. Record of Amendments
- v. List of reference documents
- vi. Table of content
- vii. Definitions
- viii. Abbreviations

### 1.0 CHAPTER 1. SERVICES TO BE PROVIDED

Classification of services to be provided

### 2.0 CHAPTER 2. PERSONNEL REQUIREMENTS AND RESPONSIBILITIES

- 2.1 Organizational Structure
- 2.2 Job descriptions

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- 2.3 Qualifications
- 2.4 Experiences
- 2.5 Licensing requirements
- 2.6 Recruitment procedures

### **3.0 CHAPTER 3. TRAINING AND PERFORMANCE ASSESSMENT**

- 3.1 Training requirements
- 3.2 Training program
- 3.3 Training plan
- 3.4 On –the –job Training
- 3.5 Licence ratings
- 3.6 Currency and re-currency training
- 3.7 Performance assessments
- 3.8 Competency checks
- 3.9 Proficiency checks
- 3.10 Training records and management

### **4.0 CHAPTER 4. SAFETY MANAGEMENT SYSTEM AND QUALITY MANAGEMENT SYSTEMS**

- 4.1 Safety Management System
- 4.2 Safety Policy and Objectives
- 4.3 Safety Risk Management
- 4.4 Safety Assurance
- 4.5 Safety Promotion
- 4.6 Quality Management System Quality policy  
*(Refer to Part (---) - SMS of the MANSOPS)*

### **5.0 CHAPTER 5. CONTINGENCY PLANS**

- 5.1 Equipment Failure Contingencies
- 5.2 Contingency Plan
- 5.3 Notification of suspected communicable diseases, or other public health risk, on board an aircraft
- 5.4 Action by NOTAM

### **5.5 EMERGENCY PROCEDURES**

- 1) Aircraft emergencies

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- 2) Controllers Responsibility
- 3) Recognizing An Emergency Situation

## 5.6 DISTRESS AND URGENCY

- 1) INDICATION OF VISUAL SIGNAL FROM AIRCRAFT
- 2) INDICATIONS ON RADAR

## 6.0 CHAPTER 6. COMPLIANCE WITH THE CIVIL AVIATION (SECURITY) REGULATIONS.20..

- 6.1 Measures in the Event of Threat to Security
- 6.2 Entry to operational rooms
- 6.3 Personnel security
- 6.4 Sterile Control Rooms
- 6.5 Security manual

## 7.0 CHAPTER 7 FACILITIES AND EQUIPMENT; INSTALLATION AND MAINTENANCE

*Compliance with Tanzania Civil Aviation regulations*

## 8.0 CHAPTER 8: FAULT AND DEFECTS REPORTING

- 8.1 Serviceability of CNS equipments
- 8.2 Routine Maintenance of Radio and Radar aids
- 8.3 Testing of Radio and Radar aids

## 9.0 CHAPTER 9: MAINTENANCE OF DOCUMENTS AND RECORDS

- 9.1 Maintenance documents control procedures
- 9.2 Recording keeping system

## 10.0 CHAPTER 10: SEARCH AND RESCUE RESPONSIBILITIES AND COORDINATION, OPERATIONS, PLAN AND PROCEDURES

- 10.1 Organization
- 10.2 Cooperation
- 10.3 Preparatory measures
- 10.4 Operating procedures

## 11.0 CHAPTER 11. SCHEDULED HOURS OF SERVICE

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- 11.1 Hours of operation
- 11.2 Opening of Watch
- 11.3 Handover / Take over
- 11.4 Closing of Watch

**12.0 CHAPTER 12. SYSTEMS AND PROCEDURES FOR PROVISION OF AIR NAVIGATION SERVICES**

- 12.1 Maintenance requirements
- 12.2 ATM procedures for aerodrome control services, approach control and area control services
- 12.3 CNS procedures for installation, maintenance and flight check of navigation equipments
- 12.4 AIS procedures for provision of AIS at aerodrome

**13.0 CHAPTER 13. ANY OTHER INFORMATION AS MAY BE REQUIRED BY THE AUTHORITY**



**Tanzania Civil Aviation Authority**