



SIERRA LEONE CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR

SLCAA-AC-ANS007-Rev. 00

EFFECTIVE DATE: 31ST AUGUST 2021

Communication Navigation Services Personnel Adequacy

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Director General

Sierra Leone Civil Aviation Authority

1. GENERAL

The Sierra Leone Civil Aviation Authority's Advisory Circulars contains information about standards, practices and procedures that the Authority has found to be an Acceptable Means of Compliance (AMC) with the associated Regulations.

An AMC is not intended to be the only means of compliance with a Regulation, and consideration will be given to other methods of compliance that may be presented to the Authority

Information considered directive in nature is described in this AC in terms such as "shall" and "must", indicating the actions are mandatory. Guidance information is described in terms such as "should" and "may" indicating the actions are desirable or permissive, but not mandatory

1.1 Purpose

This AC is issued to provide information about the requirements determining standard procedures for CNS personnel adequacy.

1.2 Applicability

This AC is applicable to Air navigation Service providers providing CNS facilities in Sierra Leone.

1.3 Description of Changes

This AC is the first to be issued on this subject

1.4 References

- (a) SLCARs Part 10 (A, B, C, D & E)
- (b) ICAO Annex 10

1.5 Cancelled Documents

Not Applicable

1.6 Abbreviations

The following abbreviations used in this document:

- AC - Advisory Circular
- ANS - Air Navigation Service
- ANSP - Air Navigation Service Provider
- ATM – Air Traffic Management
- CNS – Communication Navigation and Surveillance
- ICAO - International Civil Aviation Organization
- OJT - On -The-Job Training

2. STANDARD PROCEDURES

2.1 Personnel requirements

An applicant for the provision of CNS must provide the following in Operations Manual (MANSOPS):

- (a) Current unit organisational chart and written delegated responsibilities and Position descriptions
- (b) Staffing-levels for operational positions
- (c) Designated instructors for OJT and ratings and proficiency assessment officers
- (d) Staffing numbers and qualifications at unit level.

2.1.1 The ANSP shall provide an analysis/methodology of the personnel required to perform the Communication, Navigation and Surveillance services for each facility taking into account the duties and workload required.

2.1.2 The ANSP shall have a policy to ensure that, qualified, competent and trained personnel are available to enable it provide the services in accordance with the standards set up in the regulations.

2.1.3 No CNS facility provider shall permit a person to perform a function related to the installation, maintenance or operation of any CNS equipment unless that person:

- (a) has successfully completed training that has been accepted by the Authority and;
- (b) has been accepted by the CNS provider as being competent to perform that function.

2.1.4 The CNS provider shall maintain, for each person who performs a function related to the installation, maintenance or operation of any CNS equipment, a training record showing the place where and the date on which the person successfully completed the training.

2.1.5 The CNS provider shall ensure that its personnel are of sufficient numbers and experience and have been given appropriate authority to be able to discharge their allocated responsibilities.

2.1.6 The CNS provider shall arrange the work flow schedule of CNS officers to provide duty rest periods. A copy of the CNS providers fatigue management procedure is to be included in the Manual of Operations.