ADVISORY CIRCULAR

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EFFECTIVE DATE: 31st AUGUST 2021

SIERRA LEONE CIVIL AVIATION AUTHORITY

AIS Quality Management System

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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 Advisory Circular (AC) provides guidance on the establishment and implementation of an AIS quality management system. The quality system adopted shall include at least the organization's quality policy, a description of the organization of the quality system, and allocation of duties and responsibilities.

1.2 **Applicability**

    This AC is applicable to Air Navigation Service Providers (ANSPs) Providing Aeronautical Information Services in Sierra Leone.

1.3 **Description of Changes**

    This AC is the first to be issued on this subject

1.4 **References**

    (a) SLCAR Part 15- Aeronautical Information Services
    (b) ICAO Doc 8126 Aeronautical Information Services Manual
    (c) ICAO Doc 10006 PANS AIM
    (d) ICAO Doc 8126 AIS Manual
    (e) ICAO Doc 9839 QMS Manual for AIS

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
    AIS - Aeronautical Information Services
    DG - Director General

ISO - International Organization for Standardization
SLCAA - Sierra Leone Civil Aviation Authority
SLCARs - Sierra Leone Civil Aviation Regulation
QMS - Quality Management System

2. BACKGROUND

One of the core functions of AIS is the provision of adequate, quality and timely aeronautical information and aeronautical data necessary for the safety, regularity and efficiency of air navigation. To achieve this, the aeronautical information service provider shall receive and/or originate, collate or assemble, edit, format, publish/store and distribute aeronautical information and aeronautical data concerning the Area of Jurisdiction. This calls for the establishment of a quality management system (QMS) within the organizational structure of the ANSP.

3. GUIDANCE AND PROCEDURES

3.1 General

The QMS established shall be properly organized containing procedures, processes and resources necessary to implement quality management at each function stage as outlined in 2 above. The execution of such quality management shall be made demonstrable for each function stage, when required. As far as is practicable, the system should conform to the International Organization for Standardization (ISO) 9001 series of quality assurance standards.

3.2. Development of the Quality System

(a) The AIS Provider shall maintain a quality management system containing procedures, processes at each function stage.
(b) Within the context of a quality system, the skills and the knowledge required for each function shall be identified and the entity's personnel assigned to perform those functions shall be appropriately trained.
(c) The AIS personnel shall possess the skills and competencies to perform specific assigned functions and their appropriate records shall be maintained so that qualifications of personnel can be confirmed.
(d) A system of initial and periodic assessments shall be established that requires personnel to demonstrate the required skills and competencies. Periodic assessments of personnel shall be used as a means to detect and correct shortcomings.
(e) The purpose of the quality system shall be to ensure and build-up user-confidence that distributed aeronautical information and aeronautical data meets the requirements for accuracy, resolution and integrity of data.
(f) The integrity of aeronautical data shall be maintained throughout the data process from survey/origin to distribution to the next intended user. Aeronautical data integrity requirements shall be based upon the potential risk resulting from the corruption of data and upon the use to which the data item is put.
(g) Consequently the classifications and data integrity levels specified in ICAO Doc 10066 (PANS AIM) shall apply.

(h) Aeronautical data quality requirements related to classification and data integrity shall be as specified in SLCAR Part 15- Aeronautical Information Services

(i) Validation and verification procedures shall be established which ensure that quality requirements (accuracy, resolution, and integrity) and traceability of aeronautical data are met.

(j) Compliance with the quality system shall be demonstrated by an audit. If any non-conformity is identified, action shall be initiated to determine its cause and corrective action taken. All such non-conformities observed during audit and the remedial actions taken shall be documented.

(k) the main components of a Quality System will include;

    (i)   A Quality Policy; and

    (ii)   A Quality Manual that outlines the quality system

3.3 Quality Policy

The quality policy must show the distinctive characteristic of the ANSP in pursuing its objectives. The main aspects of the policy should include;

(a) A commitment to quality;

(b) Commitment to meet customers' expectations;

(c) A statements of responsibility and authority; and

(d) A commitment for continual improvement.

3.4 Quality Manual

A Quality Manual is a controlled document that forms the basis of the Quality System. The manual includes the details of:

(a) The scope of the quality management system;

(b) The documented procedures and references for all quality assurance activities within that system;

(c) A description of the sequence and interaction of the processes included in the Quality Management System;

(d) Description of resources provided for the effective implementation of the quality system