



**CIVIL AVIATION AUTHORITY OF SRI LANKA**  
**AVIATION SAFETY NOTICE**

ASN No 108	Ref No: ATS/2010/18	File Ref: AS/24/12
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- Recipients : 1. Airport & Aviation Services (SL) Ltd
- 01.Subject : **Requirements to be Satisfied by the Service Provider Responsible for the Provision Air Navigation Services and Organizations responsible to establish RCC/RSCs in Sri Lanka.**
- 02.Nature : Compulsory
- 03.Issue no : 02
- 04.Status : Replacement to ASN 108 issued on 20 May 2009 and Replacement to ASN 126 issued on 15 Sep 2010
05. Effective date : With immediate effect
06. Validity : Until Further Notice
- 07.Contact person : For more details / clarifications about this ASN please contact Deputy Director (Aerodrome & Navigation Services) Civil Aviation Authority, No.64, Galle Road, Colombo 03, Sri Lanka. Telephone: +94 11 2436324. E-mail:ddans@caa.lk
- 08.Availability : Copy of this document is available on web site- **www.caa.lk** and the technical library of Civil Aviation Authority. Copies can be collected at reproduction cost from the library.
- 09.Applicability : 1. Air Navigation Services Providers  
2. Organizations responsible to establish RCC/RSCs in Sri Lanka
- 10.Comments : Comments (if any) on the contents of this Aviation Safety Notice (ASN) may be forwarded to the contact person. However the Aviation Safety Notice will come into effect on the date shown therein notwithstanding any objection or comment made by any person or party unless and until an amendment to the Aviation Safety Notice is issued afresh by the Director General of Civil Aviation.
- 11.Notice : This ASN contains Requirements to be Satisfied by the Service Provider/Providers Responsible for the Provision of Air Navigation Services and Organizations responsible to establish RCC/RSCs in Sri Lanka.

12. History of Revision : Nil
13. Related ASNs : ASN086, ASN090, ASN091, ASN092, ASN100, ASN 106, ASN107, ASN113, ASN 114, ASN 115, ASN 116,ASN 117,ASN 118,and ASN 124
- 14.Action Required : Air Navigation Services Providers and Organizations responsible to establish RCC/RSCs in Sri Lanka are required to strictly adhere to the requirements specified in the attachment to this ASN.
- 15.Check list : List of current ASN nos are as follows

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ASN037	01	13.10.2003	nil
ASN038	02	30.06.2010	Replaced ASN no 038 issue no 01
ASN039	04	19.08.2008	Replaced ASN no 039 issue no 03
ASN040	01	07.06.2004	nil
ASN041	01	16.06.2004	nil
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ASN052	01	20.09.2004	nil
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ASN054	04	15.12.2009	Replaced ASN no 054 issue no 03
ASN055	04	17.07.2009	Replaced ASN no 055 issue no 03
ASN056	02	20.07.2009	Replaced ASN no 056 issue no 01
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ASN082	01	23.11.2005	nil
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ASN086	03	12.07.2010	Replaced ASN no 086 issue No. 02
ASN089	01	10.05.2006	nil
ASN090	03	28.05.2010	Replaced ASN no 090 issue No. 02
ASN091	04	18.11.2010	Replaced ASN no 091 issue No. 03
ASN092	01	09.11.2007	nil
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ASN101	01	28.01.2008	nil
ASN102	01	04.03.2008	nil
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ASN109	01	07.09.2009	nil
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ASN111	02	15.10.2010	Replaced ASN no 111 issue No. 01
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ASN119	01	22.06.2010	nil
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## **Civil Aviation Authority of Sri Lanka**

Requirements to be satisfied by  
the Service Providers for the  
Provision of Air Navigation  
Services in Sri Lanka



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## Definitions and Abbreviations

When the following terms/abbreviations are used in this document, they have the following meanings. The meanings of the terms/abbreviations given here are limited to this document only.

### Definitions

**Aerodrome control service** – Air traffic control service for aerodrome traffic.

**Aeronautical information service (AIS)** – A service established within the defined area of coverage responsible for the provision of aeronautical information/data necessary for the safety, regularity and efficiency of air navigation.

**Aeronautical information** – Information resulting from the assembly, analysis and formatting of aeronautical data.

**Aeronautical telecommunication service** – A telecommunication service provided for any aeronautical purpose.

**Air Navigation Services** – Services provided under following services;

- 1) Air Traffic services
- 2) Aeronautical Communication Services
- 3) Aeronautical Information Service

**Air traffic advisory service** – A service provided within advisory airspace to ensure separation, in so far as practical, between aircraft which are operating on IFR flight plans.

**Air traffic control service** – A service provided for the purpose of:


- a) preventing collisions:
  - 1) between aircraft, and
  - 2) on the manoeuvring area between aircraft and obstructions; and
- b) expediting and maintaining an orderly flow of air traffic.

**Air traffic service** – A generic term meaning variously, flight information service, alerting service, air traffic advisory service, air traffic control service (area control service, approach control service or aerodrome control service).

**Alerting service** – A service provided to notify appropriate organizations regarding aircraft in need of search and rescue aid, and assist such organizations as required.

**Approach control service** – Air traffic control service for arriving or departing controlled flights.

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**Area control service** - Air traffic control service for controlled flights in control areas.

**Radio navigation service** – means an aeronautical radio navigation service within the meaning given in Volume II of Annex 10 to the Chicago Convention.

**Flight information service** – A service provided for the purpose of giving advice and information useful for the safe and efficient conduct of flights.

**Manoeuvring area** – That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.

### **ABBREVIATIONS**

AASL – Airport & Aviation services (SL) Ltd.

AIS – Aeronautical Information Service

ANS – Air Navigation services

ATS – Air Traffic Services

CAA – Civil Aviation Authority

CNS – Communication, Navigation and Surveillance

DGCA – Director General of Civil Aviation


PANS-ATM – Procedure for Air Navigation Services – Air Traffic Management

PANS-OPS – Procedure for Air Navigation Services – Aircraft Operation

RCC - Rescue Co-ordination Centre

RSC - Rescue Sub Centre




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## 1 Chapter 1 - General Requirements

### 1.1 Air Traffic Services

- 1) The service provider responsible for the provision of Air Traffic Services shall have developed Policy and procedure for determining the capability of the ATS system including the number of staff required to ensure the provision of an adequate system.
- 2) The service provider/providers responsible for the provision of Air Traffic Services shall have written terms of reference/job descriptions for their technical staff in;
  - a) Air Traffic services
  - b) PANS-OPS (Construction of visual and instrument flight procedures) Service
- 3) The service provider/providers responsible for the provision of Air Traffic Services shall have a procedure to develop a training programme, including refresher training where necessary for its technical staff in;
  - a) Air Traffic services
  - b) PANS-OPS (Construction of visual and instrument flight procedures) Service
- 4) The service provider/providers responsible for the provision of Air Traffic Services shall have a procedure to maintain training records or files for its technical staff in;
  - a) Air Traffic services
  - b) PANS-OPS (Construction of visual and instrument flight procedures) Service
- 5) The service provider/providers responsible for the provision of Air Traffic services shall have a procedure to ensure the continued competency of Air Traffic Controllers on new equipment, procedures and updated communications.
- 6) The service provider/providers responsible for the provision of Air Traffic services shall have developed policies and procedures to enable recruitment and retention of adequately qualified and experience ATS staff.
- 7) The service provider responsible for the provision of Air Traffic Services shall adopt policies and procedures on human factors principles with regard to Human Centred Automation, Situational Awareness and Managing errors, etc as per the guidelines provided on human factors principles in Doc 9758
- 8) The service provider responsible for the provision of Air Traffic Services shall establish and implement monitoring mechanisms for RVSM.

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9) The service provider responsible for the provision of Air Traffic Services shall establish and implement a process to verify that aircraft is approved for operation in RVSM airspace if RVSM is implemented in the airspace.

10) The service provider responsible for the provision of Air Traffic Services shall ensure that ATC contingency procedures are established for:

1. Radio communication contingencies
2. Emergency separation
3. Short-term conflict alert (STCA)
4. Minimum safe altitude warning (MSAW)

## **1.2 Aeronautical Telecommunication Service/Aeronautical Aids for CNS**

1) The service provider/providers responsible for the provision of Aeronautical telecommunication Service/ Aeronautical Aids for CNS shall have written terms of reference/job descriptions for their technical staff.

2) The service provider/providers responsible for the provision of Aeronautical telecommunication Service/ Aeronautical Aids for CNS shall have a procedure to develop a training programme, including refresher training where necessary for its technical staff.


4) The service provider/providers responsible for the provision of Aeronautical telecommunication Service/ Aeronautical Aids for CNS shall have a procedure to maintain training records or files for its technical staff.

## **1.3 Aeronautical Information Service**

1) The service provider/providers responsible for the provision of Aeronautical Information Service including Cartography Service shall have written terms of reference/job descriptions for their technical staff.

2) The service provider/providers responsible for the provision of Aeronautical Information Service including Cartography Service shall have a procedure to develop a training programme, including refresher training where necessary for its technical staff.

3) The service provider/providers responsible for the provision of Aeronautical Information Service including Cartography Service shall have a procedure to maintain training records or files for its technical staff.

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## **2 Chapter 2 - Documentation Requirements**

### **2.1 Air Traffic Services**


- 1) The service provider/providers responsible for the provision of Air Traffic Services shall hold copies of the relevant technical manuals, and all other documents, necessary for the provision of the services in each operational centres.
- 2) The service provider/providers responsible for the provision of Air Traffic Services shall have operational and administrative manuals for compliance by its personnel
- 3) The service provider/providers shall establish a procedure to control/update all above documents acceptable to the DGCA
- 4) The service provider/providers responsible for the provision of Air Traffic services shall establish procedures to ensure that a logbook is kept and maintained at each ATS unit.

### **2.2 Aeronautical telecommunication Service/ Aeronautical Aids for CNS**

- 1) The service provider/providers responsible for the provision of Aeronautical telecommunication Service/ Aeronautical Aids for CNS shall hold copies of the relevant technical manuals, and all other documents, necessary for the provision of the services.
- 2) The service providers shall establish a procedure to control/update all above documents acceptable to the DGCA

### **2.3 Aeronautical Information Service**

- 1) The service provider/providers responsible for the provision of Aeronautical Information Service including cartography service shall hold copies of the relevant technical manuals, and all other documents, necessary for the provision of the services.
- 2) The service provider/providers responsible for the provision of Aeronautical Information Service shall have operational/administrative manual(s) for compliance by its personnel.
- 3) The service providers shall establish a procedures to control/update all above documents acceptable to the DGCA.

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### 3 Chapter 3 - OPERATIONAL REQUIREMENTS

#### 3.1 Air Traffic Services

1) The service provider/providers responsible for the provision of Air Traffic services shall establish systems and procedures to provide those services in accordance with the requirements specified by the DGCA and procedures published in ICAO PANS-ATM (Doc.4444).

#### 2) Radar Services

The service provider/providers responsible for the provision of Air Traffic services shall establish procedures to ensure that, where radar is used to support the provision of an Air Traffic Services, all radar services are provided in accordance with procedures published in ICAO PANS-ATM (Doc.4444) and procedures issued by Director General of Civil Aviation time to time.

#### 3) Radio and Telephony Procedures

The service provider/providers responsible for the provision of Air Traffic services shall establish systems and procedures to ensure that the standard radio telephony procedures and Communication procedures used are in accordance with the requirements specified in ICAO Annex 10 to the convention on International Civil Aviation and.

#### 4) Flight plans

The service provider/providers responsible for the provision of Air Traffic services shall establish procedures for the acceptance and actioning of flight plans in accordance with the requirements specified in the ICAO PANS-ATM (Doc.4444) and any other requirements issued by Director General of Civil Aviation time to time.

#### 5) Separation Criteria and Minima

The service provider/providers responsible for the provision of Air Traffic services shall establish procedures to ensure that separation between aircraft shall be applied in accordance with ICAO PANS-ATM (Doc.4444) and Regional Supplementary Procedures.

#### 6) Standard Phraseology

Standard Phraseology used in the provision of Air Traffic Services shall be in accordance with the requirements given in ICAO PANS-ATM (Doc.4444) and ICAO Document 9432.

#### 7) Meteorological Services

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The service provider/providers responsible for the provision of Air Traffic services shall establish systems and procedures to ensure that all meteorological information is obtained in accordance with the requirements specified by the Director General of Civil Aviation, when providing as part of any flight information service.

#### 8) Safety Management System

- i. The service provider/providers responsible for the provision of Air Traffic services shall establish procedures to ensure that a Safety Management System (SMS) is established in accordance with the requirements specified in the ASN 92 and the other requirements issued by the Director General of Civil Aviation time to time.
- ii. The service provider/providers responsible for the provision of Air Traffic Services shall establish safety performance indicators and safety performance targets acceptable to DGCA in respect of hazards identified in the system for the purpose of monitoring and improving safety performance in the ATS System.
- iii. The service provider/providers responsible for the provision of Air Traffic Services shall establish a method for post-implementation monitoring to verify that the defined level of safety continues to be met.
- iv. The service provider/providers responsible for the provision of Air Traffic Services shall ensure that the appointed Safety Manager who is responsible for the implementation and maintenance of SMS is adequately qualified to fulfill his responsibilities and adequate qualified personnel are available at the level of the service provider to conduct safety reviews?
- v. The service provider/providers responsible for the provision of Air Traffic Services shall establish and implement a runway safety programme.
- vi. The service provider/providers responsible for the provision of Air Traffic Services shall establish and implement a system for reporting ATC incidents.


#### 9) Action after serious incident or accident

The service provider/providers responsible for the provision of Air Traffic services shall establish procedures to follow after a serious incident or accident acceptable to the Director General of Civil Aviation.

#### 10) PANS-OPS Procedure Design

- i. The service provider responsible for the provision of Air Traffic Services shall be responsible for the development of PANS-OPS Visual and Instrumental Flight Procedures in accordance with the guidance provided in ICAO PANS-OPS

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Aircraft Operations, (Construction of Visual and Instrumental Flight Procedures Manual) Doc 8168.

- ii. The service provider responsible for the provision of Air Traffic Services shall ensure that flight inspections of instrument flight procedures, including obstacle checks, are carried out.
- iii. The service provider responsible for the provision of Air Traffic Services shall publish obstacle clearance altitude/height (OCA/H)?
- iv. The service provider responsible for the provision of Air Traffic Services shall establish and publish operating minima (e.g. visibility, MDA, DH, DA, MDA/H, DA/H) for instrument approaches at aerodromes?
- v. The service provider responsible for the provision of Air Traffic Services shall retain all procedure design documentation so as to allow any data anomalies or errors found during the production, maintenance or operational use of the procedure to be corrected.
- vi. The Service provider shall use the criteria specified in ICAO Doc 8168, Vol. ii as the basis for PANS-OPS procedure design.
- vii. The minimum qualifications of procedures specialists who are responsible for the design of flight procedures shall be as follows;
  - a. Successful completion of Pans-ops basic and advanced courses
  - b. Considerable period of on the job training under a qualified Pans-ops procedure designer.


### **3.2 Aeronautical Telecommunication Service/Aeronautical Aids for CNS**

- 1) The service provider/providers responsible for the provision of Aeronautical telecommunication Service/ Aeronautical Aids for CNS shall establish systems and procedures to ensure that the provision of Aeronautical Telecommunication Service is in accordance with the requirements specified in the ICAO Annex 10 to the convention on International Civil aviation.
- 2) Service provider/providers responsible for the provision of Aeronautical telecommunication Service/ Aeronautical Aids for CNS shall ensure that requirements for flight inspection are established and periodical flight inspections are provided for radio navigation aids?

### **3.3 Aeronautical Information Service**

- 1) The service provider responsible for the provision of Aeronautical Information Service shall establish systems and procedures to ensure that the provision of Aeronautical Information Service is in accordance with the requirements specified by the DGCA.

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## 4 Chapter 4 - Requirements for RCCs

### Requirements to be satisfied by the entity responsible for the establishment of RCCs

- 1) The entity responsible for the establishment of RCCs shall make arrangements to staff each RCC and, as appropriate, RSCs 24 hours a day by trained and qualified personnel proficient in the use of the language used for radiotelephony communications.
- 2) The entity responsible for the establishment of RCCs shall make arrangements to employ sufficient workforce skilled in coordination and operational functions at the each RCC and RSC as appropriate
- 3) The entity responsible for the establishment of RCCs shall ensure that each RCC and, if appropriate, RSC develop written job descriptions for each of their technical staff.
- 4) The entity responsible for the establishment of RCCs shall ensure that each RCC and, if appropriate, RSC establish a training programme for their staff.
- 5) The entity responsible for the establishment of RCCs shall ensure that each RCC and, if appropriate, RSC maintain training records for their technical staff.
- 6) The entity responsible for the establishment of RCCs shall ensure that each RCC personnel involved in the conduct of radiotelephony communications are proficient in the use of the English language.
- 7) The entity responsible for the establishment of RCCs shall ensure that SAR personnel are regularly trained and that appropriate SAR exercises are arranged.