

Part 25

Aeronautical Telecommunications Services: Certification & Operations

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SUBPART A: GENERAL

25.001 PURPOSE & APPLICABILITY

- (a) This Part prescribes the requirements of Rwanda for—
 - (1) Operating and technical standards for aeronautical telecommunication services and facilities; and
 - (2) Governing the certification and operation of organisations providing aeronautical telecommunication services in support of Instrument Flight Rules (IFR) flight or an air traffic service.
- (b) This Part is applicable to—
 - (1) Persons seeking certification to provide aeronautical telecommunications services; and
 - (2) Organisations that provide the required aeronautical telecommunications services; and
 - (3) Persons that administer the required aeronautical telecommunications services on behalf of the organisations.
- (c) The Standards and Recommended Practises contained in ICAO Annex 10 shall be applicable to the provision of aeronautical telecommunications in Rwanda.
- (d) Implementing Standards published by the Authority to further clarify the applicable aeronautical telecommunications standards and practices of ICAO Annex 10 shall also be applicable to the provision of aeronautical telecommunications in Rwanda.

25.005 DEFINITIONS

- (a) For the purpose of this Part, the following definitions apply —

Note: Additional aviation-related terms are defined in Part 1 of these requirements.

ADS-C agreement. A reporting plan that establishes the conditions of ADS-C data reporting (i.e. data required by the air traffic services or control unit and frequency of ADS-C reports that have to be agreed to prior to the provision of the ADS-C services).

ADS contract. A means by which the terms of an ADS agreement will be exchanged between the ground system and the aircraft, specifying under what conditions ADS reports would be initiated, and what data would be contained in the reports.

Controller-pilot data link communications (CPDLC). A means of communication between controller and pilot, using data link for ATC communications.

Convention. The 1944 Chicago Convention on International Civil Aviation.

Data link communications. A form of communication intended for the exchange of messages via a data link.

Organisation and Procedures Manual. The manual required by Section 25.125.

25.010 ACRONYMS

- (a) The following acronyms and abbreviations are used in this Part—

Note: Additional aviation-related acronyms are listed in Part 1 of these requirements.

ADS – Automatic Dependent Surveillance – Broadcast or ADS-B

AFTN – Aeronautical Fixed Telecommunication Network

AIP – Aeronautical Information Publication

AIS – Aeronautical Information Service

ATIS – Automatic Terminal Information Service

CPDLC – Controller-Pilot Data Link Communications

DME – Distance Measuring Equipment

ENR – En Route

FDPS – Flight Data Processing System

GNSS – Global Navigation Satellite System
HF A-G – High Frequency - 3-30 Megahertz; 100-10m Air to Ground
ICAO – International Civil Aviation organisation
IFR – Instrument Flight Rules
ILS – Instrument Landing System
MLS – Microwave Landing System
NDB – Non-Directional Beacon
NOTAM – Notice to Airmen
PAR – Precision Approach Radar
PSR – Primary Surveillance Radar
RDPS – Radar Data Processing System
SMS – Safety Management System
SSR – Secondary Surveillance Radar
UHF A-G – Ultra High Frequency – 300-3000 Megahertz; 1m-10cm Air to Ground
VHF A-G – Very High Frequency -30-300 Megahertz;10-1m Air to Ground
VOLMET – Routine Broadcast Meteorological information for aircraft in-flight
VOR – VHF (Very High Frequency) Omni-Directional Radio Range

25.011 GENERAL REQUIREMENTS & PROHIBITIONS

- (a) A person who operates any equipment that is part of an aeronautical telecommunications system referred to in Annex 10 to the Convention shall ensure that—
- (1) the equipment is installed, maintained and operated in accordance with the standards specified in Annex 10 to the Convention; and
 - (2) documentation is maintained that shows how compliance with the standards referred to in paragraph (1) is being achieved.
- (b) No person shall perform a function related to the installation, maintenance or operation of any aeronautical telecommunications equipment unless the person has successfully completed training in the performance of that function and has been certified by the operator of the aeronautical telecommunications system as being competent to perform that function.
- (c) A person who operates any ground equipment in support of satellite navigation systems shall ensure that—
- (1) the equipment is installed, maintained and operated in accordance with the standards specified for GNSS IFR Operations; and
 - (2) documentation is maintained that shows how compliance with the standards referred to in paragraph (1) is being achieved.
- (d) A person who operates any equipment that is part of an aeronautical telecommunications system referred to in paragraph (a) or (c) shall, at the request of the Authority, provide a copy of the documentation referred to in paragraph (a)(2) or (c)(2).

SUBPART B: AERONAUTICAL TELECOMMUNICATIONS SERVICE CERTIFICATE

25.015 REQUIREMENT FOR CERTIFICATE

- (a) Except as provided in paragraphs (b) and (c), no person may provide an aeronautical telecommunication service or operate an aeronautical facility except under the authority of, and in accordance with the provisions of, an aeronautical telecommunication service certificate.
- (b) Paragraph (a) does not apply if a person operates an aeronautical facility on an aeronautical radio frequency and—

- (1) The aeronautical facility—
 - (i) Is a radio communication transmitter that does not support an air traffic service; or
 - (ii) Is a radio navigation aid that does not support Instrument Flight Rules (IFR) flight or an air traffic service; and
 - (2) The aeronautical facility is operated in accordance with—
 - (i) The applicable system characteristics prescribed in International Civil Aviation organisation (ICAO) Annex 10, Volume III, Part II, Chapter 2 or Annex 10, Volume I, Chapter 3; and
 - (ii) The applicable communication procedures prescribed in ICAO Annex 10, Volume II; and
 - (3) The aeronautical facility does not interfere with any other aeronautical telecommunication service or aeronautical facility; and
 - (4) A radio equipment licence has been granted by the proper Rwanda governmental agency for the aeronautical facility; and
 - (5) An identification code or a call sign has been allocated for the aeronautical facility under Section 25.045.
- (c) Paragraph (a) does not apply if a person operates a ground mobile radio on an aeronautical radio frequency and—
- (1) The radio is not used to support an air traffic service; and
 - (2) The radio is operated in accordance with the applicable communication procedures prescribed in ICAO Annex 10, Volume II; and
 - (3) The radio transmission does not interfere with any other aeronautical telecommunication service or aeronautical facility; and
 - (4) A radio equipment licence has been granted by the proper Rwanda governmental agency for the radio.

25.020 APPLICATION FOR CERTIFICATE

- (a) An applicant for the grant of an aeronautical telecommunication service certificate shall submit an application in the form and manner prescribed by the Authority, including—
- (1) The applicant's Organisation and Procedures Manual; and
 - (2) If applicable, the application for an identification code or a call sign required by Section 25.045.
 - (3) If applicable, a payment of the prescribed application fee.

25.025 ISSUE OF CERTIFICATE

- (a) The Authority will issue, in accordance with applicable civil aviation legislation, an aeronautical telecommunication service certificate to an applicant if the Authority is satisfied that—
- (1) The applicant meets the requirements of Subpart C; and
 - (2) The applicant and the senior person or senior persons required under Section 25.060(a)(1) are fit and proper persons; and
 - (3) The granting of the certificate is not contrary to the interests of aviation safety.

25.030 PRIVILEGES OF CERTIFICATE HOLDER

- (a) An aeronautical telecommunication service certificate specifies the aeronautical telecommunication services and aeronautical facility types that the certificate holder is authorised to operate in support of IFR flight or an air traffic service.
- (b) Subject to Section 25.150, the holder of an aeronautical telecommunication service certificate may operate any of the aeronautical facility types specified on the holder's certificate so long as—
- (1) Each aeronautical facility operated is listed in the certificate holder's Organisation and Procedures Manual; or

- (2) If the aeronautical facility is not listed in the Organisation and Procedures Manual, its operation is for site test purposes controlled by the procedures required under Section 25.065(b).

25.035 DURATION OF CERTIFICATE

- (a) An aeronautical telecommunication service certificate may be granted or renewed for a period to be determined by the Authority.
- (b) An aeronautical telecommunications service certificate remains in force until it expires or is suspended or revoked.
- (c) The holder of an aeronautical telecommunication service certificate that expires or is revoked shall surrender the certificate to the Authority immediately.
- (d) The holder of an aeronautical telecommunication service certificate that is suspended shall surrender the certificate to the Authority immediately.

25.040 RENEWAL OF CERTIFICATE

- (a) An application for the renewal of an aeronautical telecommunication service certificate shall be in the form and manner prescribed by the Authority.
- (b) The application for the renewal shall be made before the application renewal date specified on the certificate or, if no such date is specified, not less than 30 days after having been notified by the Authority.

25.045 IDENTIFICATION CODES & CALL SIGNS

- (a) No person may operate—
 - (1) A radio navigation aid, unless it has been allocated an identification code by the Authority under paragraph (c); or
 - (2) A radio communication transmitter on an aeronautical radio frequency other than one operated under Section 25.015(c), unless it has been allocated a call sign by the Authority under paragraph (c).
- (b) An applicant for the allocation of an identification code or a call sign under paragraph (a), shall submit that request in the form and manner prescribed by the Authority.
- (c) The Authority may allocate an identification code for a radio navigation aid or a call sign for a radio communication transmitting aeronautical facility if the Authority is satisfied that the allocation of a code or call sign is not contrary to the interests of aviation safety.

25.050 NOTIFICATION OF AERONAUTICAL FACILITY INFORMATION

- (a) A person operating an aeronautical facility shall, as soon as practicable—
 - (1) Forward to the provider of the Aeronautical Information Service (AIS) or the appropriate publishing authority—
 - (i) Information of the operational details of the aeronautical facility, for publication in the AIP; and
 - (ii) Information concerning any change in the operational status of the aeronautical facility, for the issue of a Notice to Airmen (NOTAM); and
 - (2) Check, if applicable, that the information forwarded under paragraph (1) has been accurately published; and
 - (3) Notify the Authority of a promulgated information incident.

25.055 INFORMATION PROVIDED BY AN AERONAUTICAL FACILITY

- (a) A person operating an aeronautical facility shall not permit the facility to continue in operational service if that person suspects or has any cause to suspect that the information being provided by that facility is erroneous.

SUBPART C: CERTIFICATION REQUIREMENTS**25.060 PERSONNEL REQUIREMENTS**

- (a) An applicant for an aeronautical telecommunication service certificate shall employ, contract, or otherwise engage—
- (1) A senior person identified as the Chief Executive (Accountable Manager) who—
 - (i) Has the authority within the applicant's organisation to ensure that all activities undertaken by the organisation can be financed and carried out to meet applicable operational requirements; and
 - (ii) Is responsible for ensuring that the organisation complies with the requirements of this Subpart; and
 - (2) A senior person or persons responsible to the Chief Executive for ensuring that the applicant's organisation complies with its Organisation and Procedures Manual; and
 - (3) Sufficient personnel to inspect, supervise, and maintain the facilities listed in the applicant's Organisation and Procedures Manual.
- (b) An applicant for an aeronautical telecommunication service certificate shall establish procedures for personnel, who are authorised by the holder of the aeronautical telecommunications service certificate to place into operational service any of the facilities listed in the Organisation and Procedures Manual, to—
- (1) Assess the competence of those authorised personnel; and
 - (2) Maintain the competence of those authorised personnel; and
 - (3) Establish a means to provide those personnel with written evidence of the scope of their authorisation.

25.065 AERONAUTICAL FACILITY REQUIREMENTS

- (a) An applicant for an aeronautical telecommunication service certificate shall establish a procedure to ensure that—
- (1) Each aeronautical facility listed in the applicant's Organisation and Procedures Manual—
 - (i) Is designed, installed, and commissioned to meet the applicable operational specification for that facility; and
 - (ii) Conforms with the applicable system characteristics and specification standards prescribed in ICAO Annex 10, Volumes I, III, and IV; and
 - (iii) Conforms with the applicable specifications and requirements of Subpart E; and
 - (iv) Has been allocated an identification code or call sign, if a code or call sign is required under Section 25.045; and
 - (2) Information on the operational status of each radio navigation aid listed in the applicant's Organisation and Procedures Manual, that is essential for the approach, landing, and takeoff at an aerodrome, is provided to meet the operational needs of—
 - (i) The air traffic control unit providing an aerodrome control service for that aerodrome while that service is being provided; and
 - (ii) The air traffic control unit providing an approach control service for that aerodrome while that service is being provided; and
 - (3) Each aeronautical facility listed in the applicant's Organisation and Procedures Manual is installed with suitable power supplies and means to ensure continuity of operation appropriate to the needs of the air traffic service or radio navigation service being supported; and
 - (4) Each aeronautical facility listed in the applicant's Organisation and Procedures Manual is installed in accordance with the security program required under Section 25.070 to minimize any risk of destruction, damage, or interference with the operation of the facility; and
 - (5) Any critical site area of any aeronautical facility listed in the applicant's Organisation and Procedures Manual is—

- (i) Clearly identified on the site drawings for the aeronautical facility; and
 - (ii) Physically protected by suitable signposts on the site; and
 - (iii) Protected by written agreements with the site owner, aerodrome operator, and air traffic control unit, as appropriate, to ensure that site restrictions are not infringed by buildings, fences, vehicles, machinery, or aircraft.
- (b) An applicant for an aeronautical telecommunication service certificate who intends to operate a temporary aeronautical facility to carry out site tests shall establish a procedure for conducting those tests.
- (c) The procedure required under paragraph (b) shall require that—
 - (1) The operation of the temporary facility does not cause any interference with any other operating aeronautical facility; and
 - (2) Appropriate information regarding the operation of the temporary facility is forwarded to the provider of the AIS for the issue of a NOTAM, and if appropriate to the publisher of the AIP for the publication of a Supplement as necessary; and
 - (3) An appropriate NOTAM has been published.

25.070 SECURITY PROGRAM

- (a) An applicant for an aeronautical telecommunication service certificate shall establish a security program for the facilities listed in the applicant's Organisation and Procedures Manual.
- (b) The security program required under paragraph (a) shall specify the physical security requirements, practices, and procedures to be followed for the purposes of minimizing the risk of destruction or, damage to, or interference with the operation of any aeronautical facility operated under the authority of the aeronautical telecommunication service certificate, if such destruction, damage, or interference could endanger the safety of aircraft.
- (c) The security program required under paragraph (a) shall include such physical security requirements, practices, and procedures as may be necessary—
 - (1) To ensure that each aeronautical facility is subject to positive access control at all times to prevent unauthorised entry; and
 - (2) For personnel to follow in the event of a bomb threat or other threat of damage to an aeronautical facility; and
 - (3) To monitor an unattended aeronautical facility building to ensure that any intrusion or interference is immediately detected.
- (d) The security program required under paragraph (a) shall include procedures to notify, investigate, and report security incidents to the Authority in accordance with Part 28 and ENR 1.14 as soon as practicable.

25.075 DOCUMENTATION

- (a) An applicant for an aeronautical telecommunication service certificate shall hold copies of relevant equipment manuals, technical standards, practices, instructions, and any other documentation that are necessary for the provision and operation of the facilities listed in the applicant's Organisation and Procedures Manual.
- (b) An applicant for an aeronautical telecommunication service certificate shall establish a procedure for the control of the documentation required under paragraph (a) and any other applicable Subpart.
- (c) The procedure required under paragraph (b) shall require that—
 - (1) All documentation is reviewed and authorised by an appropriate senior person referred to in Section 25.060 before issue; and
 - (2) Current issues of all relevant documentation are accessible to staff at all locations if required for the provision and operation of aeronautical facilities; and
 - (3) All obsolete documentation is promptly removed from all points of issue or use; and

- (4) Changes to documentation are reviewed and authorised by an appropriate senior person referred to in Section 25.060; and
- (5) The current version of each item of documentation can be identified.

25.080 PERIODIC INSPECTION & TESTING

- (a) An applicant for an aeronautical telecommunication service certificate shall establish a procedure for the periodic inspection and testing of the aeronautical facilities listed in the applicant's Organisation and Procedures Manual to verify that each aeronautical facility meets the applicable operational requirements and performance specifications for that facility.
- (b) The procedure required under paragraph (a) shall—
 - (1) Include ground inspections and tests, and if necessary, flight tests; and
 - (2) Include the criteria for establishing or changing the interval between the periodic tests for each aeronautical facility listed in the Organisation and Procedures Manual, having regard to—
 - (i) Any applicable information published by ICAO; and
 - (ii) Any applicable reliability data for the aeronautical facility; and
 - (iii) Information on the proven reliability performance of the aeronautical facility, and of other similar aeronautical facilities, and the stability of the aeronautical facility's operating environment; and
 - (3) Ensure that the grounds for establishing or changing the interval between the periodic tests for each aeronautical facility listed in the Organisation and Procedures Manual are documented.
- (c) An applicant for an aeronautical telecommunication service certificate shall establish—
 - (1) A program of periodic ground inspections for each aeronautical facility listed in the applicant's Organisation and Procedures Manual; and
 - (2) A program of periodic ground tests for each aeronautical facility listed in the applicant's Organisation and Procedures Manual; and
 - (3) A program of periodic flight tests for each radio navigation aid listed in the applicant's Organisation and Procedures Manual unless the applicant can establish from the criteria under paragraph (b)(2) that periodic ground tests can replace the periodic flight tests for the aeronautical facility without affecting the safety of air navigation.
- (d) The programs required by paragraphs (c)(2) and (c)(3) shall be based on the criteria required under paragraph (b)(2) and shall specify the maximum interval between the tests for each aeronautical facility.
- (e) An applicant for an aeronautical telecommunication service certificate shall notify the Authority of any radio navigation aid that is not subjected to periodic flight tests.

25.085 AERONAUTICAL FACILITY PERFORMANCE

- (a) An applicant for an aeronautical telecommunication service certificate shall establish a procedure to ensure that no aeronautical facility listed in the applicant's Organisation and Procedures Manual is placed into operational service unless—
 - (1) The person placing the aeronautical facility into operational service is assessed as competent and authorised according to the procedures required under Section 25.060(b); and
 - (2) The appropriate checks detailed in the operating and maintenance instructions required under Section 25.135 have been carried out to verify the performance of the aeronautical facility; and
 - (3) The aeronautical facility record has been completed according to the procedures required by Section 25.110.

25.090 INSPECTION, MEASURING & TEST EQUIPMENT

- (a) An applicant for an aeronautical telecommunication service certificate shall ensure that appropriate inspection, measuring, and test equipment is available for personnel to maintain the operation of each aeronautical facility listed in the applicant's Organisation and Procedures Manual.

- (b) An applicant for an aeronautical telecommunication service certificate shall establish a procedure to control, calibrate, and maintain all the inspection, measuring, and test equipment required under paragraph (a) to ensure that each item of equipment has the precision and accuracy that is necessary for the measurements and tests to be performed.
- (c) The procedure required under paragraph (b) shall require that each item of test equipment required for the measurement of critical performance parameters is—
 - (1) Calibrated before use or at prescribed intervals with the calibration traceable to an appropriate national standard; and
 - (2) Identified with a suitable indicator to show its calibration status; and
 - (3) Controlled to—
 - (i) Safeguard against adjustments that would invalidate the calibration setting; and
 - (ii) Ensure that the handling, preservation, and storage of the test equipment are such that its accuracy and fitness for use is maintained.
- (d) If hardware and software systems are used for the performance testing of any aeronautical facility, the procedures under paragraph (b) shall require the functions of those testing systems to be checked—
 - (1) Before being released for use; and
 - (2) At prescribed intervals, to establish that those testing systems are capable of verifying the true performance of the aeronautical facility.

25.095 NOTIFICATION OF AERONAUTICAL FACILITY INFORMATION

- (a) An applicant for an aeronautical telecommunication service certificate shall establish a procedure to ensure that the requirements of Section 25.050 are met for each applicable aeronautical facility listed in the applicant's Organisation and Procedures Manual.
- (b) The procedure required under paragraph (a) shall include a means to confirm that—
 - (1) The operational details of the aeronautical facility as notified to Aeronautical Information Service (AIS) have been accurately published in the AIP; and
 - (2) Any change to the operational status of the aeronautical facility has been published by NOTAM.

25.100 AERONAUTICAL FACILITY CHECK AFTER ACCIDENT OR INCIDENT

- (a) An applicant for an aeronautical telecommunication service certificate shall establish procedures to check and accurately record the operating condition of any aeronautical facility operated under the authority of the certificate that may have been used by an aircraft, or an air traffic service, that is involved in an accident or incident.
- (b) The procedure required under paragraph (a) shall require that—
 - (1) The check of the aeronautical facility's operating condition is carried out as soon as practicable after notification to the holder of the aeronautical telecommunication certificate of the accident or incident; and
 - (2) The record of that check, and the recorded history of the aeronautical facility, is kept in a secure place for possible use by any subsequent accident or incident investigation; and
 - (3) The records required to be secured under paragraph (b)(2) are retained for 3 years from the date of the last entry made on that record.

25.105 FACILITY MALFUNCTION INCIDENTS

- (a) An applicant for the grant of an aeronautical telecommunication service certificate shall establish procedures—
 - (1) To notify, investigate, and report facility malfunction as directed by the Authority; and

- (2) To implement corrective actions to eliminate the cause of a facility malfunction incident and prevent its recurrence.

25.110 MANAGEMENT OF RECORDS

- (a) An applicant for an aeronautical telecommunication service certificate shall establish procedures to identify, collect, index, store, maintain, and dispose of the records that are necessary to record—
 - (1) The safe provision of the aeronautical telecommunication services; and
 - (2) The safe operation of each aeronautical facility listed in the applicant's Organisation and Procedures Manual.
- (b) The procedures required under paragraph (a) shall require that accurate records of the following are maintained—
 - (1) For each aeronautical facility, a record—
 - (i) Documenting the operating performance of the aeronautical facility; and
 - (ii) Providing a history of the maintenance, and the periodic inspections and tests of the aeronautical facility, that are traceable to the person or persons responsible for each of the recorded activities; and
 - (2) For each aeronautical facility, a record of the establishment of, or a change in, the periodic tests required under Section 25.080(a); and
 - (3) For each item of test equipment required under Section 25.090(a) that is used for the measurement of an aeronautical facility's critical performance parameters, a record that includes a traceable history of the location, maintenance, and the calibration checks for the item of test equipment; and
 - (4) For each facility malfunction incident reported, a record that includes—
 - (i) Details of the nature of the malfunction; and
 - (ii) The findings of the investigation; and
 - (iii) The follow-up corrective actions; and
 - (iv) If applicable, a copy of the report submitted to the Authority; and
 - (5) A record of each internal audit required under Section 25.115(b)(5), and of each management review required under Section 25.115(b)(6); and
 - (6) For each person who is authorised in accordance with Section 25.060(b) to place aeronautical facilities into operational service, a record that includes details of the person's experience, qualifications, training, competence assessments, and current authorisations.
- (c) The procedures required under paragraph (a) shall require—
 - (1) All records to be legible and of a permanent nature; and
 - (2) All aeronautical facility records required under paragraph (b)(1) to be retained for a period of at least three years unless a longer period is required—
 - (i) By the Authority; or
 - (ii) To establish a performance history for the aeronautical facility.

25.115 QUALITY ASSURANCE & SAFETY MANAGEMENT SYSTEM

- (a) An applicant for an aeronautical telecommunication service certificate shall establish an internal quality assurance program and implement a Safety Management System (SMS) acceptable to the Authority which implements requirements and framework specified in Subpart I of Part 1 and ensures compliance with, and the adequacy of, the procedures required under this Part.
- (b) The quality assurance and safety management system shall include—
 - (1) A Safety Management System (SMS) safety policy and procedures, including the procedure required under Section 25.105 for investigating facility malfunction incidents; and

- (2) A procedure to ensure quality indicators, including equipment availabilities, malfunctions, faults, and personnel and customer feedback, are monitored to identify existing problems or potential causes of problems within the internal quality assurance system; and
 - (3) A procedure for corrective action to ensure existing problems that have been identified within the internal quality assurance system are corrected; and
 - (4) A procedure for preventive action to ensure that potential causes of problems that have been identified within the internal quality assurance system are remedied; and
 - (5) An internal audit program for the applicant's organisation to ensure conformity with the procedures in the applicant's Organisation and Procedures Manual and to achieve the goals set in the safety policy; and
 - (6) Management review procedures, that should include the use of statistical analysis if appropriate, to ensure the continuing suitability and effectiveness of the internal quality assurance system in satisfying the requirements of this Subpart.
- (c) The procedure required under paragraph (b)(3) for corrective action shall specify how—
- (1) To correct an existing quality problem; and
 - (2) To follow up a corrective action to ensure the action is effective; and
 - (3) To amend any procedure required under this Subpart as a result of a corrective action; and
 - (4) Management will measure the effectiveness of any corrective action taken.
- (d) The procedure required under paragraph (b)(4) for preventive action shall specify how—
- (1) To correct a potential problem; and
 - (2) To follow up a preventive action to ensure the action is effective; and
 - (3) To amend any procedure required under this Subpart as a result of a preventive action; and
 - (4) Management will measure the effectiveness of any preventive action taken.
- (e) The internal audit program required under paragraph (b)(5) shall—
- (1) Specify the frequency and location of the audits taking into account the nature of the activity to be audited; and
 - (2) Measure the effectiveness of any preventive or corrective action taken by the personnel responsible for the activity being audited since the last audit; and
 - (3) Require preventative or corrective action to be taken by the personnel responsible for the activity being audited if problems are found by the audit; and
- (f) The procedure for management review required under paragraph (b)(6) shall –
- (1) Specify the frequency of management reviews of the internal quality assurance system taking into account the need for the continuing effectiveness of the system; and
 - (2) Identify the senior person responsible for the management reviews referred to in paragraph (f)(1); and
- (g) The senior person responsible for the quality assurance and safety management system shall—
- (1) Ensure that the SMS safety policy and the safety procedures are understood, implemented, and maintained at all levels of the aeronautical telecommunication service certificate holder's organisation; and
 - (2) Ensure that the audits are performed by trained auditing personnel who are independent of those having direct responsibility for the activity being audited; and
 - (3) Ensure that the results of the audits are reported to the personnel responsible for the activity being audited; and
 - (4) Ensure that all corrective and preventative actions are followed up to review the effectiveness of those actions; and
 - (5) Ensure that the results of the management review are evaluated and recorded; and

- (6) Have direct access to the Chief Executive on matters affecting the integrity of the facilities operated under the authority of the aeronautical telecommunications service certificate.

25.120 COMMUNICATION PROCEDURES

- (a) An applicant for an aeronautical telecommunication service certificate shall ensure that the procedures for operating the facilities listed in the applicant's Organisation and Procedures Manual are in accordance with the applicable communication procedures prescribed in ICAO Annex 10, Volume II.

25.125 ORGANISATION & PROCEDURES MANUAL

- (a) An applicant for an aeronautical telecommunication service certificate shall provide the Authority with an Organisation and Procedures Manual containing—
 - (1) A statement signed by the Chief Executive, on behalf of the applicant's organisation, confirming that the Organisation and Procedures Manual, and all associated manuals, operating, and maintenance instructions—
 - (i) Defines the organisation and demonstrates its means and methods for ensuring ongoing compliance with this Subpart; and
 - (ii) shall be complied with by the organisation's personnel at all times; and
 - (2) The titles and names of the senior person or persons required under Section 25.060 (a)(1) and (2); and
 - (3) The duties and responsibilities of the senior person or persons in paragraph (a)(2), including matters for which they have responsibility to deal directly with the Authority on behalf of the organisation; and
 - (4) An organisation chart showing lines of responsibility of the senior persons in paragraph (a)(2) and covering each location listed under paragraph (a)(7); and
 - (5) A summary of the organisation's staffing structure at each location listed under paragraph (a)(7); and
 - (6) A list of each type of aeronautical facility to be operated under the authority of the aeronautical telecommunication service certificate; and
 - (7) A summary of the scope of activities at each location where the organisation's personnel are based for the purpose of providing or maintaining the types of facilities listed under paragraph (a)(6); and
 - (8) A summary of the operational details of each aeronautical facility associated with each location listed under paragraph (a)(7); and
 - (9) Details of the security program as required by Section 25.070; and
 - (10) Details of the applicant's procedures as required by Section 25.115 regarding internal quality assurance; and
 - (11) Details of the applicant's procedures, or an outline of the procedures including information that identifies the documentation that contains the detailed procedures, as required by—
 - (i) Section 25.060(b)(1) and (2) regarding the competence of personnel; and
 - (ii) Section 25.065(a) regarding the design, installation, and commissioning of facilities; and
 - (iii) Section 25.065(b) regarding the operation of temporary facilities for site tests; and
 - (iv) Section 25.075(b) regarding the control of documentation; and
 - (v) Section 25.080(a) regarding periodic inspections and testing of facilities; and
 - (vi) Section 25.085 regarding facility performance; and
 - (vii) Section 25.090 regarding the control, calibration, and maintenance of inspection, measuring, and test equipment; and
 - (viii) Section 25.095(a) regarding the notification of facility information; and
 - (ix) Section 25.100(a) regarding facility checks after notification of an accident or incident; and
 - (x) Section 25.105 regarding facility malfunction incidents; and
 - (xi) Section 25.110(a) regarding the identification, collection, indexing, storage, maintenance and disposal of records; and

- (xii) Section 25.120 regarding the communication procedures; and
 - (12) Detailed procedures to control, amend, and distribute the Organisation and Procedures Manual.
- (b) The Authority may not grant an aeronautical telecommunication service certificate unless the Authority is satisfied that the applicant's Organisation and Procedures Manual complies with this Subpart.

SUBPART D: OPERATING REQUIREMENTS

25.130 CONTINUED COMPLIANCE

- (a) The holder of an aeronautical telecommunication service certificate shall—
- (1) Hold at least one complete and current copy of its Organisation and Procedures Manual at each location specified in its manual where a senior person is based; and
 - (2) Comply with all procedures and standards detailed in its manual; and
 - (3) Make each applicable part of its manual available to personnel who require those parts to carry out their duties; and
 - (4) Continue to meet the standards and comply with the requirements of Subpart C prescribed for certification under this Part; and
 - (5) Notify the Authority of any change of the official address for service, telephone number, or facsimile number within 30 days of the change.

25.135 OPERATING & MAINTENANCE INSTRUCTIONS

- (a) The holder of an aeronautical telecommunication service certificate shall—
- (1) Have operating and maintenance instructions that set out the requirements for operating and maintaining each aeronautical facility listed in its Organisation and Procedures Manual; and
 - (2) Provide the operating and maintenance instructions required under paragraph (1) for the use and guidance of its personnel.
- (b) The operating and maintenance instructions required under paragraph (a)(1) shall include—
- (1) Details of the critical performance parameters for each aeronautical facility; and
 - (2) The associated minimum performance levels for those critical performance parameters referred to in paragraph (b)(1); and
 - (3) Details of the test equipment required for the measurement of those critical performance parameters referred to in paragraph (b)(1); and
 - (4) Details of the mandatory inspection and test procedures for the operational service; and
 - (5) Details of the mandatory inspection and test procedures for the operation and maintenance of each aeronautical facility.

25.140 DEVIATIONS

- (a) If an emergency necessitates immediate action for the protection of life or property, and the action involves an aircraft operation, the holder of an aeronautical telecommunication service certificate may, subject to Section 25.150(a), deviate from any requirement of this Subpart.
- (b) The holder of an aeronautical telecommunication service certificate who deviates from a requirement of this Subpart under paragraph (a) shall—
- (1) Provide a written report to the Authority as soon as practicable, but in any event not later than 14 days, after the emergency; and
 - (2) Include in the report required under paragraph (b)(1) the nature, extent, and duration of the deviation.

25.145 TEMPORARY AERONAUTICAL FACILITY

- (a) If a temporary aeronautical facility is operated for the purpose of a site test, the holder of an aeronautical telecommunication service certificate is not required to comply with any requirements of Subpart C, except for Section 25.065(b) and (c).

25.150 LIMITATIONS ON CERTIFICATE HOLDER

- (a) Except for the operation of a temporary aeronautical facility for site tests according to the procedures required under Section 25.065(b), the holder of an aeronautical telecommunication service certificate may not permit an aeronautical facility to continue in operational service under the authority of the certificate if the holder has any cause to suspect the integrity of the information being provided by the facility.
- (b) The holder of an aeronautical telecommunication service certificate may not operate a radio transmitting aeronautical facility on an aeronautical radio frequency except under a radio equipment licence granted by the Ministry responsible for telecommunications for the facility.
- (c) Except if a deviation is required under Section 25.140(a) or a site test is carried out according to the procedures required under Section 25.065(b), the holder of an aeronautical telecommunication service certificate may not operate an aeronautical facility under the authority of that certificate unless—
- (1) The aeronautical facility is listed in the certificate holder's application; and
 - (2) The performance of the aeronautical facility meets the applicable information published for that facility under Section 25.050; and
 - (3) The performance of the aeronautical facility meets the applicable requirements in Section 25.065(a); and
 - (4) Any integrity monitoring system for the aeronautical facility is fully functional; and
 - (5) All periodic tests for the aeronautical facility are completed according to the programs established under Section 25.080(c)(2) and (3); and
 - (6) The aeronautical facility is included in the certificate holder's security program required under Section 25.070(a) if the destruction, damage, or interference with the aeronautical facility is likely to endanger the safety of an aircraft in flight; and
 - (7) If paragraph (c)(6) applies, the requirements of the security program for the aeronautical facility are being complied with.

25.155 CHANGES TO CERTIFICATE HOLDER'S ORGANISATION

- (a) The holder of an aeronautical telecommunication service certificate shall—
- (1) Ensure that its Organisation and Procedures Manual is amended, as required, to remain a current description of the certificate holder's organisation, aeronautical telecommunication services, and facilities; and
 - (2) Ensure that any amendments made to its Organisation and Procedures Manual meet the applicable requirements of this Subpart; and
 - (3) Comply with the manual amendment procedure contained in its Organisation and Procedures Manual; and
 - (4) Provide the Authority with a copy of each amendment to its manual immediately after the amendment is incorporated into the manual; and
 - (5) Make sure such amendments to its Organisation and Procedures Manual as the Authority may consider necessary in the interests of aviation safety.
- (b) If the holder of an aeronautical telecommunication service certificate proposes to make any changes to any of the following, prior notification and acceptance by the Authority are required—
- (1) The Chief Executive;
 - (2) The listed senior persons;

- (3) The security program; and
 - (4) The types of aeronautical facility operated under the authority of the certificate.
- (c) An application to make any of the changes under paragraph (b) shall be made by the certificate holder in the form and manner prescribed by the Authority.
- (d) The Authority may impose any conditions that the Authority considers necessary in the interests of aviation safety, on the holder of an aeronautical telecommunications service certificate while any changes under paragraph (b) are occurring or as a consequence of those changes.
- (e) The holder of an aeronautical telecommunication service certificate shall comply with any conditions imposed by the Authority under paragraph (d).
- (f) If any of the changes under paragraph (b) requires an amendment to the aeronautical telecommunication service certificate, the certificate holder shall forward the certificate to the Authority as soon as practicable.

SUBPART E: FACILITY SPECIFICATIONS & REQUIREMENTS

25.160 SPECIFICATIONS & REQUIREMENTS

- (a) The following specifications and requirements are applicable to the aeronautical facilities referred to in Section 25.065(a)(1)—
- (1) Each non-directional beacon (NDB) listed in an aeronautical telecommunication service certificate holder's Organisation and Procedures Manual shall conform to the specification standards prescribed in ICAO Annex 10, Volume I, Section 3.4; and
 - (i) The monitoring functions recommended in paragraphs 3.4.8.2 and 3.4.8.4 of ICAO Annex 10, Volume I, are mandatory specification requirements for each NDB aeronautical facility; and
 - (ii) The monitoring system for each NDB aeronautical facility shall transmit a warning to a control point and switch off the NDB upon detection of any of the conditions detailed in paragraphs 3.4.8.1 and 3.4.8.2 of ICAO Annex 10, Volume I; and
 - (2) Each ultra high frequency (UHF) distance measuring equipment (DME) listed in an aeronautical telecommunication service certificate holder's Organisation and Procedures Manual shall conform with the specifications prescribed in Section 3.5 of ICAO Annex 10, Volume I.
 - (3) Each radio navigation aid listed in an aeronautical telecommunication service certificate holder's Organisation and Procedures Manual shall be provided with a monitoring system that will remove the aeronautical facility from operational service and transmit a warning to an appropriate control point upon detection of any of the following conditions—
 - (i) Navigation information outside the prescribed tolerance for the facility; and
 - (ii) Failure of the identification signal; and
 - (iii) Failure of the monitoring.

End of RCAR Part 25