



RWANDA

CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR  
RCAA-AC-GEN- ATS 001

## GUIDANCE ON CERTIFICATION OF AIR TRAFFIC SERVICES PROVIDERS

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### 1.0. Purpose

1.1 Article 27 of law No 20/2018 of 29/04/2018 establishing civil aviation requires Certification of air Navigation Services. Regulation 22.080 (C) provides a provision that if the provision of the AIS, CNS, Aeronautical Meteorological services and/ or Cartography services, when under the authority of the applicant for the grant of an air traffic service certificate, are included in the scope of the ATS provider's certificate.

This Advisory Circular provides guidance for the certification of the following Air Navigation Services:

- a. Air traffic Services
- b. Aeronautical Information Services / Cartography services
- c. Communication, Navigation and Surveillance
- d. Meteorological services for air navigation

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## **2.0. Reference**

- 2.1. Part 21- Aeronautical Telecommunication
- 2.2. Part 22- Air Traffic Services
- 2.3. Part 24- Aeronautical Meteorological
- 2.4. Part 25- Aeronautical Information Service
- 2.5. Part 30- Safety Management
- 2.6. Part 31- Aeronautical Charts
- 2.7. Part 38- Units of Measurements
- 2.8. Part 40- Rules of Air
- 2.9. Related Rwanda Civil Aviation Technical Standards

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### **3.0 Background**

3.1. The provision of all air navigation services within Rwanda is subject to certification by the Authority. The Service Provider shall provide all the relevant evidence to demonstrate compliance with the applicable requirements at the request of the Authority

3.2. The Authority shall issue the certificate necessary to provide air navigation services, if applicant complies with common requirements set out in RCARs, as well as the specific requirements set out in Rwanda Civil Aviation Technical standards (RCATS) for the provision of air navigation services according to the type of service to be provided.

3.3. If the entity providing ATS is the same entity providing supporting services (CNS, MET and AIS/CART), the certificate shall be one for the services to be provided as ANS.

3.4. Organisations currently providing ATS and/or those new applicants for ANSP certificate shall use this Advisory Circular (AC) for guidance in meeting the requirements for certification and understanding the obligations of an ATS provider.

3.5. The certification process will be carried out in five phases as described below. Organisations currently providing ATS may be exempted from certain processes, particularly in the demonstration phase, if the Authority considers that such requirement has already been complied with.

### **4.0. Certification Phases**

#### **4.1. Phase 1 – Pre-application**

Since this certification process is considered to be the ATS Provider's initial oversight mechanism, Flight Safety Services (FSS) will trigger the process by inviting the service provider for a kick off meeting

In this phase the Service providers will be invited to meet with the Authority personnel to discuss the basic information and general certification requirements and will be briefed in as much detail as necessary regarding the preparation of manuals and other required

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documents. However, it is the responsibility of the service provider to ensure he understands all the requirements and processes involved in the certification process. The information in this advisory circular and the reading material referenced will assist the service provider in completing the process with minimal delays and complications. Following the discussion, the applicant will be provided with the application form.

## 4.2. Phase 2 - Formal Application

4.2.1 Formal application shall be made on a letter signed by the Chief Executive or the designated representative accompanied by an application *Form RCAA/ATS/002*

- (a) – **Annex I** which shall include the following information—
  - (i) applicant's name and address in Rwanda; and
  - (ii) the specific air traffic service or services to be provided; and
  - (iii) the aerodrome location or airspace designation at, or within which, the service will be provided; and
  - (iv) Such other information relating to the applicant and the intended service as may be required by the Authority as indicated on the form and submit it to the Authority with— and:
- (b) a copy of the applicant's draft **Manual of Operations** developed in accordance with the guidelines developed by the Authority;
- (c) fees as prescribed by the Authority where necessary; and attachments as listed below;

- **Quality Management System Manuals**

Air Traffic service provider shall have in place a quality management system which covers all air navigation services that they provide especially in MET & AIS services

- **Security Manual**

Air Traffic service provider shall establish a security management system to ensure:

- (i) The security of their facilities and personnel so as to prevent unlawful interference with the provision of air Navigation services;
- (ii) The security of operational data they receive or produce or otherwise employ, so that access to it is restricted only to those authorized

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- **Training Manual**

Air Traffic service provider shall employ appropriately skilled personnel to ensure the provision of air navigation services in a safe, efficient, continuous and sustainable manner, including the provisions for initial, OJT, refresher, recurrence, proficiency and examinations. In this context also, they shall establish Policies for the recruitment and training of personnel.

- **Contingency plans**

Air Traffic service provider shall have in place contingency plans for all the air navigation services they provide in the case of events which result in significant degradation or interruption of their operations

4.2.2 It is required that the formal application be submitted at least 90 days before the proposed date of commencement of operations. This period does not include any time spent waiting for the applicant or the applicants' consultant to provide document corrections necessary for the progression of the application. In this circumstance, written evidence that the applicant has financial capability to provide the ATS as detailed in the manual of operations must be attached for a new applicant.

4.2.3 The Authority will review the application to determine that it contains the required information and attachments. If there are omissions or errors, the formal application and all attachments will be returned with a letter outlining the reasons for its return. If the applicant has a good understanding of the requirements, the formal application should be of sufficient quality to allow any omission, deficiency or open question to be resolved during the formal application meeting.

4.2.4 The service provider's key management personnel should attend the formal application meeting. The purpose of the meeting is to discuss the formal application and resolve omissions, deficiencies or answer questions from either party.

4.2.5 Following the application meeting the ATS Provider will be provided with a letter acknowledging receipt and acceptance of the package. The Authority's acceptance of a formal application does not constitute approval or acceptance of individual attachments. These documents will be evaluated thoroughly during subsequent phases of the

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certification process. If the formal application is not accepted, it will be returned with a written explanation of the reasons for its return.

4.2.6 A non-refundable prescribed application fee shall accompany the application form.

### **4.3 Phase 3 – Document Evaluation**

4.3.1 After the application has been accepted, inspectors will begin a thorough evaluation of all the manuals and documents. The Authority will endeavour to complete these evaluations in accordance with the accepted operator's schedule of events. If a manual or document is incomplete or deficient, or if non-compliance with the regulations or safe operating practices is detected, the manual or document will be returned for corrective action. If the manuals and documents are satisfactory, they will be approved, as required by the Regulations. Approvals may be indicated by letter as appropriate, or by approval of manuals of operations. Acceptance of information that does not require formal approval will be indicated by letter.

4.3.2 The time involved in the processing of information which must be addressed in the applicant's manuals and other documents depends on the complexity of the planned operation.

4.3.3 Upon completion of the evaluation phase, a date for the on-site-inspection will be arranged with the applicant.

### **4.4 Phase 4 – Physical audit/Inspection**

4.4.1 It is necessary for the ATS Provider to demonstrate the ability to comply with regulations and safe operating practices as provided in the Regulations and Civil Aviation Technical standards for air navigation services. Demonstrations of ability include actual performance of activities and/or operations while being observed by the ANS inspectors. During this phase, the Authority will evaluate the effectiveness of the policies, methods, procedures and instructions as described in the manuals of operations and associated documents. Emphasis is placed on the applicant's safety and management effectiveness. Deficiencies will be brought to the attention of the ATS provider for corrective action.

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4.4.2 Although the document evaluation and the demonstration and inspection phases have been discussed separately in this advisory circular (AC), these phases overlap, or are accomplished simultaneously in actual practice.

4.4.3 The Demonstration and Inspection Phase outlined above is only applicable to the initial certification of an ATS provider.

4.4.4 An ATS Provider who is already providing services during the initial certification or recertification, need not do the demonstrations a second time unless the Authority deems it necessary for safety reasons.

#### **4.5 Phase 5 – Issue of Certificate**

4.5.1 After the demonstration and inspection phases have been completed satisfactorily, the Authority will prepare and provide an ATS Provider Certificate, sample indicated at **Annex II**. Below is the figure showing the phases of certification process.

4.5.2 The certificate holder is responsible for continued compliance with the Regulations and the authorisations, limitations and provisions of its certificate. Changes in the manuals will involve a process similar to the certification though it may be a less complex. The Authority is responsible for conducting periodic inspections of the certificate holder's operations in order to ensure continued compliance with the regulations and safe operating practices.

The flow chart for certification process of ANSP

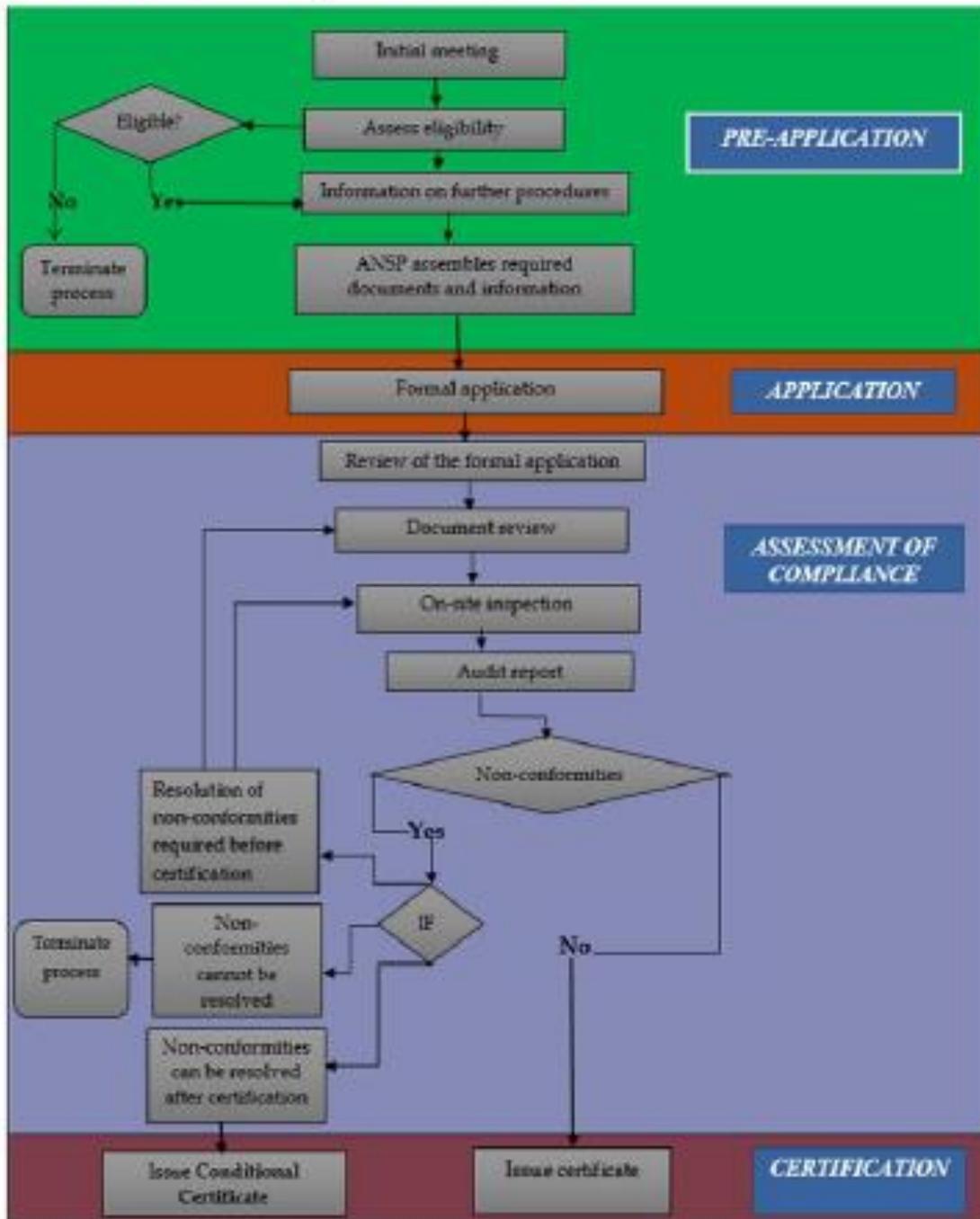


Figure 4.1: Certification Process

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## 5 Renewal, Amendment, Suspension and Revocation of Certificates

### 5.1 Renewal of certificate

5.1.1 An applicant for the renewal of a certificate shall submit an application to the Authority not less than 90 days before the expiry of the certificate using *Form RCAA/FRM/ATS002*.

5.1.2 The renewal of a certificate shall be subject to compliance with the Civil Aviation Regulations and any other conditions as may be specified or notified by the Authority and fee as prescribed by the Authority.

### 5.2 Amendment of certificate

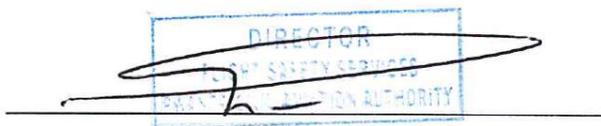
5.2.1 An application for amendment of a certificate shall be submitted to the Authority using *Form RCAA/FRM/ATS002*. The Authority shall require that the application be accompanied by two copies of manuals of operations where necessary and fee as prescribed by the Authority.

5.2.2 The Authority may, where necessary, amend the certificate if –

- (a) there is change in the use or operation,
- (b) the holder of the certificate requests an amendment, or
- (c) the Authority deems it necessary.

### 5.3 Suspension and revocations of certificates

The Authority may modify, suspend or revoke a Certificate in accordance with the article 32 of the law of No20/2018 of 29/04/2018 establishing regulations governing civil aviation.



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