



RWANDA

CIVIL AVIATION AUTHORITY

**ADVISORY CIRCULAR
RCAA-AC-GEN- ATS 003**

ELIMINATION OF DEFICIENCIES IN THE PROVISION OF AIR NAVIGATION SERVICES

1.0 Purpose

1.1. ICAO recommends a regional approach in the identification, assessing, tracking and reporting of deficiencies of air navigation systems within its operating regions.

1.2. In the AFI region, a common methodology for identification, assessing, tracking and reporting of deficiencies based on the provisions of the ICAO Council has been established and is administered by the AFI Planning and Implementation Regional Group (APIRG).

1.3. Appendix 1 to 30.090 of civil aviation regulation requires the service provider to develop and maintain the means to verify the safety performance of the organization and to validate the effectiveness of safety risk controls

1.4. This Advisory Circular provides guidance on developing a process for reviewing and elimination of deficiencies identified within the framework of the APIRG.

1.5. Additional guidance for addressing deficiencies identified by inspectors/safety manager during routine and ad hoc inspections and audits is also included in this circular.

1.6. It is the responsibility of the ATS provider to develop and implement an action plan for eliminating identified deficiencies.

2.0 References

- 2.1 ICAO Doc 9734
- 2.2 Part 22 of Civil Aviation regulations
- 2.3 Part 23- Instrument Flight procedures
- 2.4 Part 30 of Civil Aviation regulations
- 2.5 Part 21 of Civil Aviation regulations
- 2.6 Part 24 of Civil Aviation regulations
- 2.7 Part 25 of Civil Aviation regulations
- 2.8 Rwanda Civil Aviation Technical Standards

3.0 Guidance Information

3.1 Scope

This circular covers procedure for the review and elimination of deficiencies identified within the framework both APIRG and in the provision of air navigation services.

3.2 Procedures for elimination of shortcomings and deficiencies

3.2.1 Regulation 22.395 requires ATS provider to initiate Corrective Action Plan to correct non-conformities identified within the framework of APIRG and in the provision of Air Navigation services and the time frame for their implementation.

The corrective actions shall be classified as short term or long term depending on the safety concern addressed and availability of resources.

3.2.2 Short-term corrective actions are intended to correct shortcomings and deficiencies of significant safety concern while planning for long-term action to prevent reoccurrence. Short-term corrective actions will be completed by the date and time specified by the Authority.

3.2.3 Long-term corrective action has two components. The first component will involve identifying the root cause of the problem and indicating the measures the ATS Provider will take to prevent recurrence. These measures may focus on a system

change. The second component is a timetable for the implementation of the corrective action plan. Each corrective action plan will include milestones or progress review points leading up to the proposed completion date for each inspection/audit finding.

3.3 Submission and acceptance of corrective action plans

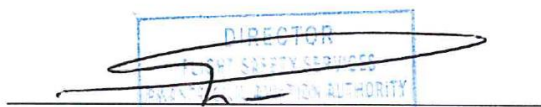
3.3.3 Regulation 22.395 (c) requires the Authority to assess the corrective actions as well as their implementation as determined by service providers and accept them if the assessment concludes that they are sufficient to address the non-conformities. So the ATS Provider is required to submit corrective action plans to the Authority for acceptance. Timelines for development and submission of the corrective action plans shall be specified by the Authority

3.3.4 Where the corrective action plan is acceptable, the ATS Provider shall be so advised in writing. It is important that the ATS Provider ensure the corrective action plan is submitted within the timeframe specified by the Authority.

3.4 Corrective action follow-up

3.4.3 Where the inspection/audit findings are of a minor nature and no threat to aviation safety exists an “administrative follow-up” may be acceptable. All other findings require “on-site follow-up” to ensure that non-conformances have been rectified and that corrective actions are effective.

3.4.4 Long-term corrective actions that have been accepted will be followed-up by the Authority until item is complete or finding closed. This follow-up will be done through routine surveillance activities.



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