



RWANDA

CIVIL AVIATION AUTHORITY

**ADVISORY CIRCULAR
RCAA-AC- AIS 005**

AIS/MAP PERSONNEL ADEQUACY, COMPETENCY, EXPERIENCE AND FACILITY REQUIREMENTS

1.0 PURPOSE

This Advisory Circular (AC) provides guidelines on the standard procedures for determining the number of required personnel, competency experience and, facilities including equipment necessary for the provision of Aeronautical Information Services and Aeronautical Charts.

2.0 REFERENCES

- a. Part 25 of Rwanda Civil Aviation Regulations (Aeronautical Information Services);
- b. Part 31 of Rwanda Civil Aviation Regulations (Aeronautical Charts);
- c. Rwanda Civil Aviation Technical Standards for Aeronautical Information Services;
- d. Rwanda Civil Aviation Technical Standards for Aeronautical Charts;
- e. ICAO Doc 7192 - Training Manual;
- f. ICAO Doc 10066 - PANS-AIM;
- g. ICAO Doc 8126 - Aeronautical Information Services Manual;
- h. ICAO Doc 9868 - ICAO Training Manual;
- i. ICAO Doc 9683 - Human Factors Training Manual;
- j. ICAO Doc 9995 - Manual on Evidence Based Training

3.0 GUIDANCE AND PROCEDURES

3.1 General

3.1.1 The objective of AIS is to ensure the flow of information necessary for the safety, regularity and efficiency of air navigation. Corrupt or erroneous aeronautical information/data can potentially affect the safety of air navigation. To satisfy the uniformity and consistency in the provision of aeronautical information that is required for the operational use, AISPs must ensure high standards in recruitment and training of personnel.

3.1.2 In order to satisfy these fundamental criteria, it is essential for the AISP to determine the knowledge and skills requirements and develop a training program for AIS/MAP technical officers engaged in the provision of aeronautical information services and aeronautical charts (cartographic services). The programme should include initial, OJT, recurrent and refresher training.

3.2 Experience and Competency

When determining the scope and depth of skills required of AIS and Cartography personnel, the AISP shall analyse the duties and tasks required of them to ascertain the requisite training and experience for effective execution of duties. This information provided by the AIS provider shall be documented in the AIS Manual of operations. The AISP shall also develop for the technical staff Job

descriptions and a training programme while ensuring that all training records for AIS and cartographic personnel are maintained as provided for in 3.3 below.

The AISP shall: -

- a. Only deploy officers who have undergone the requisite training/OJT programme and have been duly designated as competent in the respective disciplines that they shall be offering the services.
- b. Ensure that initial and periodic assessments are established that require personnel to demonstrate the required skills and competencies.

3.3 Personnel Adequacy

The AIS and Cartography personnel requirements for a particular unit shall be determined in such a way that the numbers are sufficient and conducive to support all the services offered at the station. These may vary from airport to airport but shall generally depend on the following factors: -

- a. The volume of aircraft operations;
- b. Extent to which civil aviation facilities are provided by the service provider;
- c. Amount of information to be processed (scope);
- d. Hours of service/watch;
- e. The level of automation of the AIS and Cartography systems;
- f. Level of operational procedures and requirements to be implemented.

3.4 Facilities and Equipment

3.4.1 The following minimum facilities and equipment in addition to the basic office furniture and stationery should be provided for each of the following offices: -

a. AIS International NOTAM Office (NOF) and Aerodrome Units


- i. Adequate desktop Computers (PCs) for data processing;
- ii. Effective network (LAN) linked to the AFTN;
- iii. Network Printers;
- iv. Effective internet connection;
- v. Aeronautical Data and Information Management Systems (NOTAM and Flight Plan systems);
- vi. Adequate table for plotting;

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- vii. Amble office accommodation and seats
 - viii. Adequate filing cabinets;
 - ix. Photocopier
 - x. Telephone (fixed lines and mobile phones);
 - xi. Fax;
 - xii. Scanner;
 - xiii. Clock;
 - xiv. Reference charts and documents to facilitate pre-flight briefing.

b. AIP, Cartography Unit and flight procedure design unit as applicable

- i. Adequate desktop Computers (PCs) for data processing;
- ii. Effective network (LAN) linked to the AFTN;
- iii. Network Printers;
- iv. Effective internet connection;
- v. Aeronautical Data and Information Management Systems (AIP, Charting Systems, Procedure design expert software);
- vi. CD duplicators/writers;
- vii. Plotting table;
- viii. Photocopy;
- ix. Plotter;
- x. Telephones;
- xi. Fax;
- xii. Scanner;
- xiii. Clock;
- xiv. Filing cabinets;
- xv. Digitizing tables;
- xvi. Amble office accommodation and seats.

3.4.2 The AISP should endeavour to avail working tools that will facilitate effective and efficient delivery of services.

A handwritten signature in blue ink is written over a rectangular official stamp. The stamp contains the text "DIRECTOR", "FLIGHT SAFETY SERVICES", and "RWANDA CIVIL AVIATION AUTHORITY".

Director Flight Safety Services
Rwanda Civil Aviation Authority