

AFI Plan Project

AIM Results-Based Implementation Support (RBIS) for the AFI Region

Documentation required for AIS Regulation and Oversight

CE	Required Documents
CE-1	Legislative provisions enabling the CAA to regulate and Oversee ANS activities including AIS, impose operating restrictions and/or sanctions as appropriate
CE-2	AIS regulations to enable the State to implement the provisions of Annexes 4, 15 and PANS-AIM
	AIS Regulations detailing the requirements for QMS Implementation
	Regulations provisions on the conduct of continuing oversight
	Procedures for the amendment of specific regulations
	Procedures for identifying and notifying differences, if any, to ICAO
	Procedures for publication of regulations and supplementary regulatory instruments (i.e. National Gazette, government printing office, internet, etc.)
CE-3	CAA Organizational structure for AIS surveillance activities
	Evidence of distinct separation between the regulatory and the service provision functions, if the CAA is involved in the provision of AIS
	Functions and responsibilities of the AIS regulatory authority
	Job descriptions for CAA AIS technical staff and key management personnel
	Methodology for determining staffing levels and recruitment process
	Process for the issuance of inspectors' credentials and example of credential issued
CE-4	Minimum qualification and experience requirements for AIS inspectors
	Recruitment files of the available personnel
	Formal training programme detailing the type of training to be provided to AIS regulatory and inspectorate staff
	Periodic training plans
	AIS inspectors' training records
	System for the maintenance of training records for the technical staff

CE	Required Documents
CE-5	Process for up-to- date publications, including guidance material and list of published documents
	Process for the management of ICAO documents and other technical publications
	Process for the management of the technical library: receipt, control, and distribution of necessary technical documentation
	Guidance, procedures, and checklists developed for AIS approvals and surveillance activities (Inspectors handbook)
	List of available inspectors' tools, communication means and office equipment (pictures and any other evidences)
	Evidence of available means of transportation (Decisions and pictures)
CE-6	Qualification requirements and process for assessment of staff performing all critical activities
	Procedures for accepting a non-compliance with the established requirements, including a risk assessment mechanism and notification
	Examples of AIS Operating manual
CE-7	Procedures for periodic reviews of AIS Operating manuals
	Procedures for the continuing surveillance of AIS
	Surveillance programme of AIS
CE-8	Procedures to deal with deficiencies found during AIS surveillance activities
	Process to take actions, including enforcement, if deficiencies found during surveillance activities are not rectified within a reasonable time by the AIS provider