INTERNATIONAL CIVIL AVIATION ORGANIZATION

AFI Air Navigation Deficiencies Database (AANDD)

Version 2.0

User manual for State users

Table of content

1. Introduction 3
2. Login 3
2.1. Signing up 3
2.1.1. Email address 4
2.1.2. Email verification code 4
2.1.3. User details form 5
2.2. Password forgotten 6
2.3. User authentication 8
2.4. Changing the display language 8
2.5. Changing user name 9
2.6. Changing password 9
2.7. Log out 9
3. Reporting Deficiencies 9
3.1. Minimum reporting areas 9
3.2. Reporting a deficiency 10
3.2.1. Options for reporting a deficiency 10
3.2.2. Attaching files to the deficiency 12
4. Monitoring Deficiencies 12
4.1. Dashboard 14
4.2. Active deficiencies 15
4.2.1. Details of the deficiency 15
4.2.2. Deficiency description 16
4.2.3. Deficiency supporting files 17
4.2.4. Deficiency corrective actions 18
4.2.5. Creating a corrective action 19
4.2.6. Updating a corrective action 20

4.2.7. Deleting a corrective action 20

4.2.8. Printable detailed report of deficiency 21

4.3. Resolving deficiencies 22

4.3.1. Submission of corrective action plan 22

4.3.2. Review of corrective action plan 23

4.3.3. Validation of corrective action plan 23

4.3.4. Implementation of corrective action plan 23

4.3.5. Closure of deficiency 24

4.4. Deficiencies reported to APIRG 24

4.4.1. Extracting reported and closed deficiencies 25

4.4.2. Unresolved deficiencies 26

4.4.3. APIRG review 26

1. Introduction

In order to support the implementation of the Uniform Methodology for the identification, assessment and reporting of deficiencies, it was established for the AFI Region, a web-based platform, the AFI Air Navigation Deficiencies Database (AANDD). The AANDD application provides an online tool for States and relevant stakeholders to manage air navigation deficiencies in the region. This user manual provides guide on how to use the application.

The link to the operational version of the application is https://aandd.icao.int. For training purpose, a non-operational version has been deployed through the link https://aandd-training.eddimas.com, and accessible from the ICAO WACAF and ESAF web pages, until the end of the training period.

2. Login

When the application is launched, the user is requested to login is with the following credentials, as shown on **Figure 1** below:

- Email: your **email address**
- Password: default password is **welcome**, it can be changed later when logged in.

Figure 1: Login page

2.1. Signing up

Only users officially nominated by States or Organizations can have account to access the system. User accounts are managed by the System administrator. Provided you have been nominated by your State or Organization and do not have yet an account, you can sign up and your account will be submitted to the System Administrator for validation. For that, click on link Sign up shown **on Figure 1**.

2.1.1. Email address

The user account is identified by the email address of the user. The first step of the registration consist in providing your email address as shown on **Figure 2**.

Figure 2: Email address for registration

2.1.2. Email verification code

Confirm your email address then click on the "**Next**" button. A verification code will be sent to the provided address. Check your email and provide the verification code as shown on **Figure 3**.

Figure 3: Email verification code

2.1.3. User details form

Once you provide the verification code, click on the "Next" button. You will be then prompted with the User details form to be filled as shown on **Figure 4**.

Note: In the drop down list of Administration/Organization, select the administration or organization that nominated you as its focal point, considering the following clarifications:

a) the "**State Name**" item refers to the Civil Aviation Authority (CAA) of the given State,
b) other organization or administration in the State is reflected by the **State Name** followed by the **name** or the **type** of the given organization/administration.

Figure 4: User details form

Complete the User details form and click on the "**Sign up**" button, your account will be created and a message will be prompted on the successful registration as shown on **figure 5**. At this stage, the newly created account needs to be validated by the System Administrator before it can be used to log in the system. Click on the "**Close**" button to leave the registration process. Once the Administrator validates the new account, an email will be sent to inform you.

Figure 5: Successful registration

2.2. Password forgotten

In the event of password forgotten, it can be reset. For that purpose, click on the "Forgot password" link of the login form. You will be requested the email address of the user account as shown on **Figure 6**.

Figure 6: Email address for password resetting

Provide and confirm your email address then click on the "**Next**" button. A verification code will be sent to the provided address. Check your email and provide the verification code as shown on **Figure 7**.

Figure 7: Email verification code for password resetting

Enter the verification code and click on the “Next” button. You will be prompted with the form allowing you to define your new password as shown on **Figure 8**.

Figure 8: New password form

Provide and confirm your new password then click on the “**Save**” button. Your new password will be set and a message will be prompted on the successful change of password as shown on **figure 9**. Click on the “**Close**” button to get back the login form.

Figure 9: Successful change of password

2.3. User authentication

Once the account was activated by the system administrator, the user can access the application by providing is credentials in the login form. Upon successful authentication, the application page will display as described on the **Figure 10** below.

Figure 10: Application page

2.4. Changing the display language

The application can display both in **English** and in **French**, with English as the default language. To change the display language, click either on the ***Top avatar*** or on the ***Left avatar*** to expand the menu therein; then click on the desired language as shown below on **Figure 11**:

Figure 11: Avatar menus

2.5. Changing user name

The user name is displayed in front of the ***Left avatar***. To change it, expand one of the avatar menus and click on the item ***Profile***. This will open the ***Profile name updating form***. Fill the form and save with the button [**Save**], or Cancel the modifications by clicking on the button [**Cancel**].

2.6. Changing password

It is possible to change your password. For that, expand one of the avatar menus and click on the item ***Password***. This will open the ***Password changing form***. Fill in the form and save with the button [**Save**], or reset the form by clicking on the button [**Cancel**].

2.7. Log out

To log out, expand one of the avatar menus and click on the item ***Logout***.

3. Reporting Deficiencies

The *Reporting Deficiencies* menu is accessible to users who are assigned with the appropriate roles. From this menu, the user can *show* **Minimum reporting areas** and report **Deficiencies**. The **Figure 12** below shows the Menu items for that purpose.

Figure 12: Reporting deficiencies menu items

3.1. Minimum reporting areas

In each technical area, some sub-areas have been identified to which deficiencies may be related. These are referred to as ***Minimum reporting areas***. A minimum reporting area is defined by the following attributes:

- Reference: [relevant SARPs, PIRG conclusions …],
- Description: [description of the minimum reporting area],
- Remarks: [remarks on potential deficiencies and their impact on air navigation system].

When you click on the menu item ***Min reporting areas***, the list of Minimum reporting areas will display as shown on **Figure 13**.

Figure 13: List of minimum reporting areas view

3.2. Reporting a deficiency

All users with any roles can report a deficiency related to a Minimum reporting area and concerning any State.

3.2.1. Options for reporting a deficiency

A deficiency can be reported through three (3) options as follows:

a) Click on the menu item *Report Deficiency*

b) Right click on a selected Minimum reporting area from the ***List of minimum reporting areas view***, then click on the context menu item *Report deficiency*, or select the Minimum reporting area and click on the button [**Report**].

c) Click on the button [New] from the ***List of deficiencies view***.

All these options will open the same form for adding a new deficiency.

Option b) has the advantage of preselecting the concerned ***Technical area*** as well as the ***Minimum reporting area*** as shown on **figure 14**.

Figure 14: Deficiency creating form

3.2.2. Attaching files to the deficiency

When reporting a deficiency, some files may be attached thereto as evidences. Proceed as follows:

1) Fill the deficiency creating form and click on the Save button. If the deficiency is successfully saved, an additional box is displayed for the attachments.
2) Attach the supporting files by clicking on the Plus Button: +

The **figure 15** below illustrates this process.

Figure 15: Attaching files to a new deficiency

4. Monitoring Deficiencies

The monitoring of a Deficiency is made through the following main step as described on **figure 16**:

- Analysis by the Subject Matter Expert,
- Review by the Committee,
- Review by APIRG where applicable,
- Development of Corrective Action Plan by the State,
- Validation of the CAP by the Committee
- Implementation of CAP by the State,
- Closure and filing of the Deficiency.

Figure 16: Deficiency monitoring flowchart

The *Monitoring Deficiencies* menu is accessible to all users with the content specific to the assigned roles. All users can *show* the **Dashboard**, and the **Active Deficiencies**. However, the data displayed depends on the user roles as follows:

- The ICAO Regional Office users will see the deficiencies confirmed by the Committee and those confirmed by APIRG, concerning all States,
- The State Focal point will see the deficiencies concerning his State, that was confirmed by the Committee, and all deficiencies confirmed by APIRG concerning all States,
- Other users will see only the deficiencies that was confirmed by APIRG concerning all States.

4.1. Dashboard

The dashboard gives an overview of the deficiencies in the system. When you login, the dashboard is displayed by default. It is also accessible by a click on the menu item ***Dashboard***, as shown on **Figure 17**.

Figure 17: Dashboard

4.2. Active deficiencies

When a deficiency is confirmed by the ICAO Regional Office Committee or by APIRG, it is considered as an "Active deficiency" until it has been resolved and closed. When you click on the menu item ***Active deficiencies***, the list of deficiencies will display as shown on **Figure 18**, with to the following conditions:

- Deficiencies confirmed by the ICAO Regional Office Committee are available only to ICAO Regional Offices users and to the concerned States users,
- Deficiencies confirmed by APIRG are available to all users.

Figure 18: List of active deficiencies

Notes:

- Active deficiencies can be filtered with any of the Parameters ***State***, ***Technical area***, ***Rational, Status*** or a combination of these parameters. Select the parameters and click on [**Search**].
- Each deficiency is **numbered** and the ***Reference*** of the concerned minimum reporting area is displayed.

From the Active deficiencies view, the following tasks can be performed depending on the privileges of the user:

- Create a new deficiency,
- Display the details of the selected deficiency,
- Export the list to Excel file.

4.2.1. Details of the deficiency

All the information related to a deficiency is available under the *Details of the deficiency*, including the following:

- Status timeline,
- Deficiency description,
- Expert Analysis,
- Committee Review,
- APIRG Review
- Supporting files,
- Corrective actions.

Each section can be expanded or collapsed by clicking on (+) or (-) sign.

Figure 19: Deficiency details view

4.2.2. Deficiency description

The ***Deficiency description*** section shows the attributes of the deficiency as well as the State, the Technical area and the Minimum reporting area as below on **Figure 20**.

Figure 20: Deficiency description

4.2.3. Deficiency supporting files

It is possible to add some files either to justify the relevance of the deficiency or to serve as proof of the undertaken actions. The ***Supporting files*** section displays these files as shown on **Figure 21**.

Each file can be downloaded by clicking on the button . It can also be deleted through the button .

Figure 21: Deficiency supporting files

To add a supporting file, click on the button , this will open the file-loading dialog as on **Figure 22**.

Note: Click on [**File**] to select the desired file, fill ***Description*** filed then click on [**Upload**] to send the file.

Figure 22: File-loading dialog

4.2.4. Deficiency corrective actions

The State focal point can provide corrective actions to the deficiency. On the List of deficiencies view, when a deficiency is selected, its corrective actions are displayed below the list of deficiencies as shown on **Figure 23**. On the ***Corrective actions*** section of the deficiency details, actions are displayed with more details as on **Figure 24**.

0002-DF-AGA	Burkina Faso	AOP - Aerodrome Master Plan	Annex 14 - Vol 1, Chapter 1 PANS-Aerodromes, Part 1, 2	Test report deficiency 2	This is a test report deficiency 2	A	Approved	18-05-2021
0001-DF-AGA	Burkina Faso	AOP - Aerodrome Master Plan	Annex 14 - Vol 1, Chapter 1 PANS-Aerodromes, Part 1, 2	Test report deficiency	This is a test report deficiency	A	Approved	20-05-2021

Corrective actions

Action description	Responsible body	Priority	Date completion
Correct deficiency	ANSP	U	30-06-2021
Correct deficiency	Aerodrome operator	U	30-06-2021

Figure 23: Corrective actions of selected deficiency

Supporting files

Corrective actions

Number	Action description	Responsible body	Priority	Date completion	Status	Remarks
0001-DF-AGA-A01	Correct deficiency	ANSP	U	30-06-2021	Planned	Correct deficiency
0001-DF-AGA-A02	Correct deficiency	Aerodrome operator	U	30-06-2021	Planned	Take urgent measures to correct deficiency

Go gack

Figure 24: Section of corrective actions

4.2.5. Creating a corrective action

To create a corrective action, click on the button + from the ***Corrective actions*** section of the deficiency details. This will open the C***orrective action creating form*** as below on **Figure 25**.

Notes:

- Provide the responsible body name, in free text.
- The **Details** section of the form presents the attributes ***Description*** and ***Remarks*** of the corrective action. These two attributes should be provided in **English** and **French** as far as possible, to allow the user to display the corrective actions in the language of their choice. Click on each language to enter its fields.

Figure 25: Corrective action creating form

4.2.6. Updating a corrective action

To update a corrective action, select it from the ***Corrective actions*** section of the deficiency details, and then click on the button . This will open the ***Corrective action updating form*** as below on **Figure 26**, with the details. Update the form and save with the button [**Save**], or Cancel the updating and return to the ***Deficiency details view*** by clicking on the button [**Cancel**].

Figure 26: Corrective action updating form

4.2.7. Deleting a corrective action

To delete a corrective action, select it from the ***Corrective actions*** section of the deficiency details then click on the button . This will open the ***Confirm dialog*** as below on **Figure 27**, confirm by clicking on [**Yes**] or reject with [**No**].

Figure 27: Deleting a corrective action

4.2.8. Printable detailed report of deficiency

A printable detailed report of a given deficiency can be generated as shown on ***Figure 29***.

To generate the detailed report, proceed as follows:

a) Displays the list of Active deficiencies as bellow
b) Select the deficiency
c) Right click to display the context menu or click on the button [**Actions**] to display its menu
d) Click on the menu item "***Generate detailed report***"

Figure 28: Generating detailed report of deficiency

AFI Air navigation deficiencies datababse 19/11/2021

Report of deficiency

NAME OF THE CONCERNED

Deficiency identification and description	
Deficiency Number	**0002-DF-AIM**
State concerned	NAME OF THE CONCERNED
Technical area	Aeronautical Information Management
Minimum reporting area	NOTAM service
Requirement references	Annex 15: chapter 6 PANS-AIM: chapter 6, appendices 3,4,5,7
Deficiency description	NOTAM not available
Remarks on the deficiency	NOTAM not available
Rational for non elimination	Other causes
Priority assessed	**U**
Date first reported	**18/11/2021**

Figure 29: Detailed report of deficiency

4.3. Resolving deficiencies

When a deficiency is confirmed by the ICAO Regional Office Committee or by APIRG, some corrective actions shall be implemented by the State to solve the case. The steps below should be followed:

a) The State to submit the corrective action plan,
b) The Regional Office Committee to validate the corrective action plan, if acceptable,
c) The State to implement the corrective action plan and submit evidences,
d) The Regional Office Committee to review the completion of implementation and close the deficiency if evidences are deemed satisfactory.

4.3.1. Submission of corrective action plan

Once notified with the confirmation of the deficiency by the ICAO Regional Office Committee or by APIRG, the State should submit the corrective action plan through the AANDD platform. This submission is done by the State Focal point as below.

4.3.1.1. Creation or update of the corrective actions

Refer to ***section 4.2*** for details on how to create or update corrective actions in the system.

4.3.1.2. Attachment of files

Upload relevant files as attachments to the deficiency, as detailed through ***section 4.2***.

4.3.1.3. Submission of the action plan

Once all corrective actions are created in the system, as well as supporting files attached, the action plan should be submitted through the **context menu** of the table of ***Active deficiencies***, depending on the type of confirmation. *An automatic email will be sent to the members of the Regional Office Committee to notify the submission of the corrective action plan*.

Proceed as follows:

e) Displays the list of Active deficiencies as bellow
f) Select the deficiency
g) Right click to display the context menu or click on the button [**Actions**] to display its menu
h) Click on the menu item "***Submit the RO CAP***" or "***Submit the APIRG CAP***", respectively for deficiency confirmed by the Regional Office Committee or by APIRG.

Figure 30: Submitting a corrective action plan

4.3.2. Review of corrective action plan

The ICAO Regional Office Committee will review the action plan submitted by the State and ensure that it is acceptable to resolve the deficiency. In the event that the action plan requires some improvements, it will be sent back to the State with the relevant remarks.

An automatic email will be sent to the Sate Focal point, with copy to the DGCA and the members of the Regional Office Committee, notifying the review of the corrective action plan.

4.3.3. Validation of corrective action plan

If the corrective action plan is deemed acceptable to resolve the deficiency, the ICAO Regional Office Committee validates it.

An automatic email will be sent to the Sate Focal point, with copy to the DGCA and the members of the Regional Office Committee, to notify the validation of the corrective action plan.

4.3.4. Implementation of corrective action plan

After the corrective action plan has been validated by the ICAO Regional Office Committee, the State should implement it and submit the relevant evidences through the AANDD. This submission is done by the State Focal point as follows.

4.3.4.1. Updating the implementation of each corrective action

Refer to ***section 4.2*** for details on how to update corrective actions in the system. Edit each corrective action and update its Status of implementation as well as the effective Date of completion as shown on **Figure 31**. Note that "*Date Completion*" is deactivated until the "*Status*" is set to "**Action completed**".

Figure 31: Updating the implementation of a corrective action

4.3.4.2. Attachment of evidences

Upload the evidences as attachments to the deficiency, as detailed through ***section 4.2***.

4.3.4.3. Notify the completion of the action plan implementation

Once the implementation status and dates of all corrective actions were updated in the system, as well as evidences uploaded, the completion of the action plan implementation should be notified through the **context menu** of the table of ***Active deficiencies***, depending on the type of confirmation.

An automatic email will be sent to the members of the ICAO Regional Office Committee to notify the completion of the corrective action plan implementation.

To notify the completion of the action plan implementation, proceed as follows:

a) Displays the list of Active deficiencies as bellow
b) Select the deficiency
c) Right click to display the context menu or click on the button [**Actions**] to display its menu
d) Click on the menu item "***Notify RO CAP implementation***" or "***Notify APIRG CAP implementation***", respectively for deficiency confirmed by the Regional Office Committee or by APIRG.

Figure 32: Notifying the implementation of a corrective action plan

4.3.5. Closure of deficiency

After notification of the completion of corrective action plan implementation by the State, the ICAO Regional Office Committee will review the evidences. If they are deemed satisfactory, the deficiency will be closed in the system.

An automatic email will be sent to the Sate Focal point, with copy to the DGCA and the members of the ICAO Regional Office Committee, notifying the closure of the deficiency.

4.4. Deficiencies reported to APIRG

If corrective actions are taken in time to resolve a deficiency, the case is closed and captured in the AANDD and the information shall be provided to the APIRG meeting. Otherwise, the case is submitted to the APIRG Meeting for consideration and endorsement using the List of reported Deficiencies extracted from the AANDD system. The APIRG' endorsed deficiencies are reflected in the AANDD and the State is requested to submit an action plan within a given timeframe.

For reporting to APIRG meeting, two summary reports can be generated form the AANDD:

- The list of reported deficiencies
- The list of closed deficiencies

The State Focal point can use this functionality to generate the reports related to their State. Only the concerned State's deficiencies will be displayed therein.

4.4.1. Extracting reported and closed deficiencies

The ***List of reported deficiencies*** will contain the new deficiencies confirmed by the ICAO Regional Office Committee and that were marked as unresolved, in addition to the deficiencies confirmed by APIRG and not yet closed.

The ***List of closed deficiencies*** will contain the closed deficiencies of the State that were not filed yet by the ICAO Regional Office Committee.

To generate the *List of reported deficiencies*, click on the menu Item ***Generate report*** as shown on **Figure 33**. To switch to the *List of closed deficiencies* or back to the *List of reported deficiencies*, click on the right side blue button to display its menu as follows:

Figure 33: List of reported deficiencies

Figure 34: List of closed deficiencies

4.4.2. Unresolved deficiencies

When a deficiency confirmed by the ICAO Regional Office Committee was not resolved on time, it will be reported to APIRG for review. In this regard, the status of the deficiency is marked as unresolved.

An automatic email will be sent to the Sate Focal point, with copy to the DGCA and the members of the Regional Office Committee, notifying that the deficiency is still unresolved and should be discussed at the APIRG meeting.

4.4.3. APIRG review

The new unresolved deficiencies will be reviewed and discussed by the APIRG meeting. The outcome of the meeting on each concerned deficiency is reflected in the AANDD by the ICAO Regional Office Committee.

An automatic email will be sent to the Sate Focal point, with copy to the DGCA and the members of the Regional Office Committee, notifying whether the deficiency was endorsed or not by APIRG, with mention to the conclusion accordingly.