
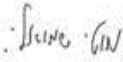


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CNS INSPECTORS HANDBOOK MANUAL

	Name	Designation	Signature	Date
Prepared By	Ron Hovav	CNS inspector		26.09.2015
Approved By	Moti Shmuely	Director of Aviation Infrastructure		10.10.2016

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1. Objective

- 1.1. The CNS branch has been setup under the Director of aviation infrastructure division within the CAAI to perform the safety oversight function in the field of Communication, Navigation & Surveillance (CNS).
- 1.2. This Manual i.e. CNS INSPECTOR HANDBOOK primarily deal with job description and responsibilities of CNS Inspector.
- 1.3. The CNS Inspector will carry out his duties as per the policies laid down in this manual.

2. General

- 2.1. Functions of CNS branch
 - 2.1.1. Issuing operation approval for facilities according to article 35 of the Air Navigation Law & Regulation 66(c) to the Air Navigation Regulations (operation of aircraft and rules of flight, 1981).
 - 2.1.2. Establishing and conducting the safety oversight audit and inspection program for CNS operators/service providers in order to verify compliance with ANL articles, Air Navigation Regulations and related Annexes and documents of ICAO. Such oversight is conducted through scheduled and non-scheduled audits and inspections of CNS facilities and equipment.
 - 2.1.3. Monitoring of the national CNS services safety oversight; risk management processes; and contributing to the development of national/international CNS regulations, standards, policies and practices.
 - 2.1.4. To provide assistance to the locations and respective branches regarding ICAO standards/ recommendations/ guidance material pertaining to CNS, Electrical and

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Mechanical facilities. This includes preparation of necessary ANRs, evaluation and approving (if required) of SOPs/ Manuals/TOs etc. developed by the service providers before implementation.

- 2.1.5. Monitoring the training and Experience of technical staff deployed by service providers to install, maintain and operate CNS Systems.
- 2.1.6. Providing operational guidance and interpretations regarding the implementation of Standards and Recommended Practices of ANL, ANR's, Annexes and documents of ICAO.
- 2.1.7. Studying aviation related occurrence data, analyzing trends, identifying risk indicators, assessing risk and recommending control measures for the provision of safe CNS systems.
- 2.1.8. Providing subject matter expertise to CAAI and Service providers, in addition to outside agencies, organizations in general;
- 2.1.9. Ensuring availability of protected aeronautical radio spectrum free from harmful interference for the safe operation of civil aviation.
- 2.1.10. Coordinating aeronautical frequency allocation through the ICAO software tools.
- 2.1.11. Representing the CAAI and the Ministry of Transportation in the National Frequency allocation Committee.
- 2.1.12. Representing the CAAI at the FMG & RAFT meeting held twice a year.
- 2.1.13. Analyze EMI report of transmitting ground equipment that may endanger flying aircraft.

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2.2. General Information

2.2.1. Workforce Requirement

The CNS branch shall make available a sufficient number of Inspectors and trade staff, as per work load requirement, enabling them to carry out oversight inspection of all installations of CNS Equipment & procedures, with qualification, experience & knowledge in related field as elaborated in Job Description.

2.2.2. Inspector Qualifications

Inspector minimum qualification requirements are detailed in CAAI procedure GEN 4.0.118.

2.2.3. Inspector Training

Inspector training program is detailed in CAAI procedure GEN 4.0.122.

2.2.4. Inspector Appointment

Inspector appointment procedure is detailed in CAAI procedure GEN 4.2.201.

2.2.5. Personal Ethics and Conduct

2.2.5.1 As Inspectors are always in the public eye, they are expected to exercise good judgment and professional behavior at all times while on or off duty.

2.2.5.2 All Inspectors must observe the following rules of conduct:

2.2.5.2.1. Report for work on time and in a condition that will permit performance of assigned duties

2.2.5.2.2. Maintain a professional appearance, as appropriate, during duty hours.

2.2.5.2.3. Respond promptly to directions and instructions received from the aviation infrastructure division director

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2.2.5.2.4. Exercise courtesy and tact in dealing with co-workers and with superiors.

2.2.6. Duties of CNS Inspector

- 2.2.6.1 CNS inspectors will update the Inspector handbook and other CAAI guidance material from time to time for compliance with ICAO Annexes & Documents (if required). The update process will be according to relevant CAAI procedure.
- 2.2.6.2 CNS inspectors will examine and analyze the operational manuals, SOPs, instructions, circulars and similar documents prepared or issued by the CNS service provider that affect the performance and maintenance of CNS facilities.
- 2.2.6.3 CNS inspectors will actively guide and assist the CNS providers in preparing and developing procedures and documents.
- 2.2.6.4 CNS Inspectors will follow-up the corrective actions of CNS providers to mitigate/eliminate the deficiencies.
- 2.2.6.5 CNS Inspectors will participate in CNS related seminars, workshops and symposiums.
- 2.2.6.6 CNS Inspectors, together with the CAAI Training department manager, will develop, implement and keep records of training programs for CNS inspectors.
- 2.2.6.7 CNS Inspectors will maintain separate files for each station regarding its inspection, observation / recommendations and follow ups.
- 2.2.6.8 CNS Inspectors will carry out any other duty as assigned by the Director of aviation infrastructure division.

2.2.7. Documentation

All the inspector activities will be documented in the Sharedocs system.

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2.2.8. Facilities

The following list classifies the kinds of facilities under the responsibility of the CNS inspector.

- 2.2.8.1 VHF air/ground voice communication facilities;
- 2.2.8.2 HF air/ground voice communication facilities;
- 2.2.8.3 UHF air/ground voice communication facilities;
- 2.2.8.4 Precision approach radio navigation aids:
 - 2.2.8.4.1. Instrument Landing System facilities;
 - 2.2.8.4.2. Distance Measuring Equipment;
 - 2.2.8.4.3. VHF Omni-range (VOR) facilities;
 - 2.2.8.4.4. Non-directional beacons (NDB);
- 2.2.8.5 Flight data processing facilities;
- 2.2.8.6 Flight information facilities;
- 2.2.8.7 Radar data processing facilities;
- 2.2.8.8 Primary surveillance radar facilities;
- 2.2.8.9 Secondary surveillance radar facilities;
- 2.2.8.10 Surface movement radar facilities;
- 2.2.8.11 Automatic dependent surveillance system facilities;
- 2.2.8.12 Voice switching and control facilities;
- 2.2.8.13 ATS point to point communication facilities;
- 2.2.8.14 Air/ground data links;
- 2.2.8.15 Ground to ground data interchange networks;
- 2.2.8.16 Human Machine Interface systems, including Tower Consoles, ATS Work Stations, and Display facilities;
- 2.2.8.17 Uninterruptable and emergency power supplies;

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2.2.8.18 Essential services in buildings and in equipment shelters housing facilities (electrical power supplies, air-conditioning, and security facilities);

2.2.8.19 Global Navigation Satellite System ground based augmentation stations or facilities;

2.2.8.20 Electronic Aeronautical databases used in or by a facility;

2.2.8.21 Voice and Data Recording facilities;

2.3. Glossary of Terms and Abbreviations/Acronyms

AFTN	-	Aeronautical Fix Telecommunication Network
AMHS	-	ATS Message Handling System
ANL	-	Air Navigation Law
ANP	-	Air Navigation Plan
ANR	-	Air Navigation Regulation
ANR.OPS	-	Air Navigation Regulations (operations of aircraft and rules of Flight, 1981)
AP		Advisory Pamphlet
ASM	-	Aerodrome Standards Manual
ATN	-	Aeronautical Telecommunication Network
ATS	-	Air Traffic Service
CAAI	-	Israel Civil Aviation Authority
CNS	-	Communication, Navigation & Surveillance
DME	-	Distance Measuring Equipment
DVOR	-	Doppler Very High Frequency Omni Range
FMG	-	Frequency Management Group
G.M	-	General Manager
ICAO	-	International Civil Aviation Organization
ILS	-	Instrument Landing System
ISO	-	International Organization For Standardization
NDB	-	Non Directional Beacon
NOTAM	-	Notice To Airmen
OEM	-	Original Equipment Manufacturer
OJT	-	On Job Training

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- RAFT - Network Manager Radio Frequency Function Group
- SARPS - Standards and Recommended Practices
- SOP - Standard Operating Procedure
- SSR - Secondary Surveillance Radar
- TO - Technical Order
- UHF - Ultra High Frequency
- VHF - Very High Frequency
- VOR - Very High Frequency Omni Range

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2.5. Definitions

The following terms when used in this Hand book have the meanings assigned to them respectively.

Air Navigation Services	- Services provided to air traffic during all phases of operations including Air Traffic Management (ATM), Communications, Navigation and Surveillance (CNS), Meteorological services for air navigation (MET), Search and Rescue (SAR) and Aeronautical Information Services (AIS)
ATM Service	- A service for the purpose of Air Traffic Management.
Authority	- Israel Civil Aviation Authority
Conformance	- Israel requirements to meet the standard
Corrective action	- Action to eliminate the cause of a detected non-conformity or noncompliance or other undesirable situation. <u>Note</u> : - Corrective action does not mean the action taken to restore a non-conforming situation to a conforming situation. This is known as remedial action. If the root cause of non-conformity is not addressed then it is very likely that similar non-conformities will recur).
Corrective Action Plan	- An action plan submitted to CAA by an audited/inspected Service Provider, detailing the proposed action the service provider to resolve identified deficiencies (safety concerns), on the basis of recommendations made by an audit/inspection team. Implementation of the corrective action plan should bring the service provider into full compliance with the provisions of the National Rules/Regulations, conformance with or adherence to prescribed Standards and Recommended Practices (SARPs), procedures and good aviation safety practices.
Deficiency	- Lacking of something essential, imperfect, defective and if such hazards allowed to exist within a system, result in a system deficiency.
Hazard	- Conditions, object or activity with the potential of causing injuries to personnel, damage to equipment or structures, loss of material, or reduction of ability to perform a prescribed function.
Hazard Identification	- The process of determining what can happen, why and how.

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Human Factor	- The factor pertaining to human's capabilities, limitations, and behaviors and its integration into the design of a system to enhance the safety performance.
Human Performance	- Human capabilities and performance limitations which have an impact on the safety and efficiency of aeronautical operations.
Inspection	The basic activity of an audit, which involves examination of the specific characteristics of the safety oversight program/function.
Inspection Activities	- Those activities and procedures by which information is obtained in order to verify that the inspected location/airport is in conformance with, or adherence to, applicable Standards and Recommended Practices (SARPs), procedures described in CAAI directives, Operation and Maintenance Manual
Inspection Report	- A standardized means of reporting the inspection findings to the designated authorities.
Inspector	- A person trained and authorized to undertake oversight inspections/audits.
Monitoring	- The processes to check, supervise, observe critically, or record the progress of an activity/function or system on a regular basis in order to identify change.
Non-conformance	- A deficiency in characteristic, documentation or procedure with respect to an ICAO Standard.
Operations Manual	- A manual containing procedures, instructions and guidance, for use by the operational personnel in the execution of their duties.
Recommendation	- Those controls that have the potential to mitigate a hazard or risk but have not yet been validated as a part of the system or its requirements
Regulation	- The giving of authoritative direction to bring about and maintain a desired degree of order.
Safety	- Safety is the state in which the risk of harm to persons or of property damage is reduced to, and maintained at or below, an acceptable level through a continuing process of hazard identification and risk management. Safety may

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also be defined: as a

condition in which the risk of harm or damage is limited to an acceptable level

Safety Directive (SD)

- A mandate from the CAAI to Service Provider(s)/Operator(s) to take immediate corrective action to address a noncompliance/non-conformance issue that creates a significant unsafe condition.

Safety Circular (SC)

- A guidance and/or information from the CAAI for Service Provider(s) and Operator(s), necessary to take appropriate measures regarding safety-related issue(s).

Safety Oversight

- A function by means of which the CAAI ensures effective implementation of the National Aviation Legislation, Rules, safety-related Standards and Recommended Practices (SARPs) and associated procedures prescribed in the Orders/Manuals/Directives including amendments thereto; to meet the obligations as contained in the Annexes to the Convention on international Civil Aviation and related ICAO documents. Safety oversight also ensures that the national aviation industry provides a safety level equal to, or better than, that defined by the SARPs.

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3. Reference Material & Forms

- 3.1. ANL,2011 articles 35, 27, 29 & Regulation 66(c) to the ANR.OPS.
- 3.2. ICAO Annexes
 - 3.2.1. ICAO Annex 2 – Rules of the Air.
 - 3.2.2. ICAO Annex 3 - Meteorological Service for International Air Navigation.
 - 3.2.3. ICAO Annex 6 – Operation of aircraft,
 - 3.2.3.1 Parts I (chapter 7)
 - 3.2.3.2 Part II (chapter 7)
 - 3.2.3.3 Part III (chapter 5).
 - 3.2.4. ICAO annex 10 – Aeronautical Telecommunications
 - 3.2.4.1 Volume I - Radio Navigation Aids
 - 3.2.4.2 Volume III – Part I - Digital Data Communication System
 - 3.2.4.3 Volume IV - Surveillance and Collision Systems
 - 3.2.4.4 Volume V -Aeronautical Radio Frequency Spectrum Utilization
 - 3.2.5. ICAO Annex 11 – Air traffic Services.
 - 3.2.6. ICAO Annex 12 – Search and Rescue.
 - 3.2.7. ICAO Annex 15 – Aeronautical Information Services.
- 3.3. ICAO Documents
 - 3.3.1. ICAO Doc 4444 - Procedures for Air Navigation Services – Air Traffic Management (PANS-ATM).
 - 3.3.2. ICAO Doc 7030 - Regional Supplementary Procedures
 - 3.3.3. ICAO Doc. 7488 - Manual of the ICAO Standard Atmosphere.
 - 3.3.4. EUR ANP Doc. 7754
 - 3.3.4.1 Vol I, Basic ANP, Part VI – MET.

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- 3.3.4.2 Vol II, Facilities and Services Implementation Document (FASID), Part VI – MET.
- 3.3.5. ICAO Doc 8400 - ICAO Abbreviations and Codes.
- 3.3.6. ICAO Doc 8071.
 - 3.3.6.1 Volume I – Testing of Ground-Based Radio Navigation System.
 - 3.3.6.2 Volume II - Testing of Satellite-based Radio Navigation Systems.
 - 3.3.6.3 Volume III - Testing of Surveillance Radar Systems.
- 3.3.7. ICAO Doc 8259 - Manual on the Planning and Engineering of the Aeronautical Fixed Telecommunications Network
- 3.3.8. ICAO Doc.8896 - Manual of Aeronautical Meteorological Practices.
- 3.3.9. ICAO Doc 9328 - Runway Visual Range Observing and Reporting.
- 3.3.10. ICAO Doc. 9377 - Manual on Co-ordination between Air Traffic Services, Aeronautical Information Services and Aeronautical Meteorological Services.
- 3.3.11. ICAO Doc 9476 - Manual of Surface Movement Guidance and Control Systems (SMGCS).
- 3.3.12. ICAO Doc 9613 - Performance-based Navigation Manual
- 3.3.13. ICAO Doc 9684 - Manual on the Secondary Surveillance Radar (SSR) Systems.
- 3.3.14. ICAO Doc 9694 - Manual of Air Traffic Services Data Link Applications
- 3.3.15. ICAO Doc 9712 - Training Manual Part E-2 Air Traffic Safety Electronics Personnel (ATSEP).
- 3.3.16. ICAO Doc 9718 - Handbook on Radio Frequency Spectrum Requirements for Civil Aviation.
- 3.3.17. ICAO Doc 9734 – Safety Oversight Manual

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- 3.3.17.1 Part A - The Establishment and Management of a State's Safety Oversight System
- 3.3.18. ICAO Doc 9776 - Manual on VHF Digital Link (VDL) Mode 2.
- 3.3.19. ICAO Doc 9830 - Advanced Surface Movement Guidance and Control Systems (A-SMGCS) Manual.
- 3.3.20. ICAO Doc. 9837 - Manual on Automatic Meteorological Observing Systems of Aerodromes.
- 3.3.21. ICAO Doc 9849 - GNSS Manual
- 3.3.22. ICAO Doc 9869 - Manual on Required Communication Performance (RCP).
- 3.3.23. ICAO Doc 9880 - Manual on Detailed Technical Specifications for the Aeronautical Telecommunication Network (ATN) using ISO/OSI Standards and Protocols.
 - 3.3.23.1 Part I - Air-Ground Applications.
 - 3.3.23.2 Part II - Ground-Ground Applications - Air Traffic Services Message Handling Services (ATSMHS).
 - 3.3.23.3 Part III - Upper Layer Communications Service (ULCS) and Internet Communications Service (ICS).
 - 3.3.23.4 Part IV - Directory Services, Security and Systems Management.
- 3.3.24. ICAO Doc 9896 - ICAO Aeronautical Telecommunication Network (ATN) Manual for the ATN using IPS Standards and Protocols
- 3.3.25. ICAO Doc 9994 - Manual on Airborne Surveillance Applications
- 3.4. ICAO Circular
 - 3.4.1. ICAO CIR 249 - Human Factors Digest No. 11 - Human Factors in CNS/ATM Systems.

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- 3.4.2. ICAO CIR 326 - Assessment of ADS-B and Multilateration Surveillance to Support Air Traffic Services and Guidelines for Implementation.
- 3.5. ICAO EUR Documents
 - 3.5.1. EUR Doc 011 - Frequency Management Manual.
 - 3.5.2. EUR Doc 15 - European Guidance Material on Managing Building Restricted Areas.
 - 3.5.3. EUR Doc 16 - European Guidance Material on Integrity Demonstration In Support of Certification of ILS and MLS Systems.
 - 3.5.4. CNS Supplement - SSR Mode Interrogator Code (IC) Allocations for the EUR Region
- 3.6. Eurocontrol documents
 - 3.6.1. Safire User Manual
- 3.7. FAA documents
 - 3.7.1. FAA Order 8200.1D (or later revision) - Flight Inspection Manual.
 - 3.7.2. FAA TI 8200.52 (or later revision) - Flight Inspection Handbook
- 3.8. CAAI documents
 - 3.8.1. CAAI directives:
 - 3.8.1.1 GEN 4.0.118 - Organizational structure, functions of the Civil Aviation Authority units, employee's job description & minimum requirements.
 - 3.8.1.2 GEN 4.0.122 - CAAI Training and ETS guide
 - 3.8.1.3 GEN 4.2.201 - Inspector appointment.
 - 3.8.1.4 AGA/ANS 4.0.601 – Annual work plan preparation.
 - 3.8.1.5 ANS 1.7.021 - VHF Aeronautical Radio Stations Approval.

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- 3.8.1.6 ANS 1.7.022 - Automatic Terminal Information Service (ATIS) station approval.
- 3.8.1.7 ANS 1.7.023 - CVOR/DVOR approval.
- 3.8.1.8 ANS 1.7.024 - Distance Measuring Equipment (DME) approval.
- 3.8.1.9 ANS 1.7.025 - Instrument Landing Systems (ILS) approval.
- 3.8.1.10 ANS 1.7.026 - VHF Direction Finding (VDF) approval.
- 3.8.2. CAAI Advisory Pamphlet
 - 3.8.2.1 AP 1.6.005 / 2.6.005 – Navigation Aid Certification
 - 3.8.2.2 AP 2.7.012 Radio Frequency Harmful Interference Report
- 3.9. Forms
 - 3.9.1. CNSF 2.7.003-1 CNS Inspection – Checklist.
 - 3.9.2. CNSF 2.7.012-1 Radio frequency Harmful Interface Report Form
 - 3.9.3. CNSF 1.7.005-1 Navigational Aid (NAVAID) Data Form
 - 3.9.4. CNSF 1.7.005-2 Instrument Landing System (ILS) Data Form

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4. Inspector Procedures

4.1. Navigation Aids Approval/Certification.

The process to approve navigation aids is detailed in:

4.1.1. AP 1.6.005 / 2.6.005 – Navigation Aid Certification.

4.2. Surveillance Inspections

4.2.1. Purpose of inspection

The inspection will ensure that the physical characteristics, performance and maintenance of the CNS facilities meet the requirements described in ANL, ANR, CAAI directives, CAAI Advisory Pamphlets and the CNS provider documents.

4.2.2. Inspection schedule

A tentative schedule for inspection of CNS facilities and other required CNS inspector activities shall be prepared in accordance with AGA/ANS 4.0.601 (annual work plan preparation) document.

4.2.3. Oversight functions

The following oversight functions will be covered during inspection in the respective fields:

- 4.2.3.1 To ensure that CNS service provider adopted policies and procedures on human factors principle deployed experienced, qualified and having the capabilities to accomplish the wide range of safety oversight activities.
- 4.2.3.2 To ensure that CNS service provider has developed policy and procedures for determining the capacity of CNS system, including the number of staff required to ensure the provision of an adequate CNS system.
- 4.2.3.3 To ensure that CNS service provider has developed the job description for its technical staff.
- 4.2.3.4 To ensure that CNS service provider has developed training program including refresher/recurrent training for CNS staff.
- 4.2.3.5 To ensure that CNS service provider has maintained training records or files for its CNS staff.

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4.2.3.6 To ensure that CNS service provider has developed required maintenance/operational SOPs' for CNS facilities.

4.2.3.7 To ensure that CNS service provider maintain the corrective/preventive maintenance data of CNS equipment.

4.2.4. Inspection Steps

4.2.4.1 CNS Inspectors shall conduct inspections and prepare reports fairly, truthfully and accurately with due professional care applying diligence and judgment. They shall remain impartial and objective with an evidence-based systematic process to reach reliable conclusions.

4.2.4.2 CNS Inspectors shall prepare inspection report and highlight the deficiencies (if any).

4.2.4.3 CNS Inspectors shall forward deficiencies noted to service provider(s) for submission of corrective action plan.

4.2.4.4 Service providers' corrective actions should be as per follows:

4.2.4.4.1. IMMEDIATE: Taken immediately upon identification of the inspection finding to remove an immediate threat to aviation safety

4.2.4.4.2. SHORT TERM: To correct a non-conformance that does not pose an immediate threat to aviation safety. Normally implemented within 90 days

4.2.4.4.3. LONG TERM: Identifying the cause of the problem and indicating the measures, service provider will take to prevent a recurrence. A timetable for implementation, normally within 180 days or according to an approved corrective action plan.

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4.2.5. Planning the inspection

A formal notification of intention to perform the inspection should be forwarded to the office/CNS/ATS provider to be inspected in advance in order to provide adequate time for necessary preparations for the office to be inspected. This notification should specify:

- 4.2.5.1 The unit, section or division to be inspected;
- 4.2.5.2 The authority under which the inspection is conducted;
- 4.2.5.3 The proposed schedule;
- 4.2.5.4 The overall purpose of the inspection and the scope of the topics to be discussed;
- 4.2.5.5 The details of officials required for interview by the inspection team and the relevant documents.
- 4.2.5.6 The names of the inspection team members.

4.2.6. Method of inspection:

- 4.2.6.1 The techniques for gathering the information on which the inspection team's assessment will be made include:
 - 4.2.6.1.1. Review of documentation;
 - 4.2.6.1.2. Interviews with CNS maintenance / operation officials, and
 - 4.2.6.1.3. Observations conducted by the inspector.
- 4.2.6.2 The inspection team should work systematically according to form CNSF 2.7.003-1 (CNS inspection - checklist) through the items on the relevant points each and every observation should be noted.

4.2.7. Interviews:

- 4.2.7.1 The principal way in which inspectors obtain information about the functioning of the systems is by asking questions.
- 4.2.7.2 The persons to be interviewed should be drawn from a range of management/supervisory operational positions.

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4.2.7.3 The purpose of inspection interviews is to elicit information, not to enter into discussions.

4.2.7.4 All Inspectors should observe the following guidelines relating to the conduct of inspection interviews:

4.2.7.4.1. Listen attentively and let the speaker know you are listening.

4.2.7.4.2. Ask 'W' questions – what, why, where, when, who, and how- these are the key words that will bring forward facts and information.

4.2.7.4.3. Remain neutral. Do not disagree, criticize or interrupt.

4.2.8. Submission of report:

4.2.8.1 Draft inspection report shall be submitted to the inspected office/CNS/ATS provider within five (05) working days of conduct of inspection.

4.2.8.2 The office/CNS/ATS provider will comment on the Draft Inspection report within ten (10) working days.

4.2.8.3 Final inspection report shall be submitted to the inspected office/CNS/ATS provider and to the Director of aviation infrastructure division within twenty (20) working days of conduct of inspection.

4.2.8.4 If immediate actions are required they will be dealt immediately.

5. Task Outcomes

5.1. Navigation Aids approval – issuing certificate

5.2. Surveillance Inspections – issuing a report

5.3. Verify a corrective action plan to correct deficiencies.

5.4. Schedule an additional inspection if required.

5.5. Start the process of investigations and enforcement action if considered to be necessary.

5.6. Document all the information in the Sharedocs.