

**STATE OF LIBYA
MINISTRY OF TRANSPORT
CIVIL AVIATION AUTHORITY**



**دولة ليبيا
وزارة المواصلات
مصلحة الطيران المدني**

Libyan Civil Aviation Regulations

Part Air Navigation Services Provider

LYCAR – ANSP

Amendment 01 – June 2017

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Libyan Civil Aviation Regulations - Part Air Navigation Services Provider

Foreword

1. This is Amendment 01 of LYCAR Part ANSP.
2. The regulations contained herein are adopted under the provision of Article No.(5) of Libyan Civil Aviation Law No.(6) of 2005, and issued and signed up by the Director General of Civil Aviation by virtue of powers vested from the Minister of Transport under the resolution No.(154) issued on 13/05/2015.
3. The Libyan Civil Aviation Regulations - Part Air Navigation Services Provider (LYCAR – Part ANSP) describes the requirement and the process of authorising and issuing of authorisation certificate to Air Navigation Service providers.
4. LYCAR – Part ANSP is the first of series parts related to the requirements and process of authorising different functions applied for by an applicant for ANSP certificate.
5. LYCAA in development of these regulations has adopted ICAO standards and other international principles and practices.
6. The information contained herein is subject to constant review in the light of changing regulations and requirements. No subscriber or other reader should act on the basis of any such information without also referring to the applicable laws and regulations and/or without taking appropriate professional advice when/as indicated/required. Although, every effort has been made to ensure accuracy, the Libyan Civil Aviation Authority, shall not be held responsible for loss or damage caused by errors, omissions, misprints or misinterpretation of the contents hereof.
7. Copies of this publication can be downloaded from: www.caa.gov.ly

Issued on 6 June, 2017, and signed by



(Handwritten signature)
6.6.17

Capt. Nasereddin Shaebelain
Director General

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Libyan Civil Aviation Regulation – - Part Air Navigation Services Provider

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Amendments Records			
No/Year	Publication Date	Inserted Date	Entered by
01/17	6 th June 2017	6 th June 2017	LYCAA

Amendment 01 Change Highlights

Amendment 01 includes correction of:

1. Typing mistakes
2. Errors in references

Subpart A - General

ANSP.GEN.005 - Applicability

1. These Regulations prescribe the requirements applicable to all ANSPs, who are authorized by LYCAA as a service provider for one or more of the following:
 - a. Air Traffic Services (ATS) as outlined in Part ATS;
 - b. Instrument Flight Procedure Design (IFPD) Services as outlined in Part IFPD;
 - c. Provision of Aeronautical Information Services (AIS) as outlined in Part AIS;
 - d. Communications, Navigation and Surveillance (CNS) as outlined in part CNS.
 - e. Aeronautical Meteorological Services (MET) as outlined in part MET; and
 - f. Provision of Search and Rescue (SAR) Services as outlined in Part SAR.
2. LYCAA shall approve on ANSP organization and conduct annual surveillance to ensure the continuous safety in air navigation service in Libya.
3. ANSP including ATS, AIS, SAR, MET, CNS, IFPD and CHART shall establish Operational Procedure Manual, which also describe job description, training program and training record for their technical staffs and maintain it up to date then submit one copy to LYCAA for approval and documentation.
4. LYCAA and ANSP shall have close liaison with each other in developing Air Navigation Services Plan and contingency plan for air navigation services in Libya to in line with the international air navigation plan of ICAO and region. ANSP shall keep inform LYCAA of all current services and system are being use
5. Director General for Technical may in writing, exempt an ANSP from compliance with the specified provisions of this regulation.
6. Before deciding to exempt an ANSP from any requirements of this regulation, LYCAA will take into account any relevant considerations relating to the safety of air navigation.
7. The validity of any exemption is dependent on the ANSP complying with any condition that Director General for Technical specifies in the exemption as being necessary in the interests of safety of air navigation.
8. The ANSP must comply with a condition specified in the exemption

ANSP.GEN.010 - Definitions

When the following terms are used in the Libyan Air Navigation Services Regulations (LYCARs), they have the following meanings:

'Accepting unit' Air traffic control unit next to take control of an aircraft.

'Accident' an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, in which:

1. a person is fatally or seriously injured as a result of:
 - a. being in the aircraft, or
 - b. direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or
 - c. direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or
2. the aircraft sustains damage or structural failure which:
 - a. adversely affects the structural strength, performance or flight characteristics of the aircraft, and

- b. would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to the engine, its cowlings or accessories; or for damage limited to propellers, wing tips, antennas, tyres, brakes, fairings, small dents or puncture holes in the aircraft skin; or
- c. the aircraft is missing or is completely inaccessible.

'Accuracy' A degree of conformance between the estimated or measured value and the true value.

'ADS-C agreement' A reporting plan which establishes the conditions of ADS-C data reporting (i.e. data required by the air traffic services unit and frequency of ADS-C reports which have to be agreed to prior to using ADS-C in the provision of air traffic services).

'Advisory airspace' An airspace of defined dimensions, or designated route, within which air traffic advisory service is available.

'Advisory route' A designated route along which air traffic advisory service is available.

'Aerodrome' A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

'Aerodrome control service' Air traffic control service for aerodrome traffic.

'Aerodrome control tower' A unit established to provide air traffic control service to aerodrome traffic.

'Aerodrome traffic' All traffic on the manoeuvring area of an aerodrome and all aircraft flying in the vicinity of an aerodrome.

'Aeronautical fixed service (AFS)' A telecommunication service between specified fixed points provided primarily for the safety of air navigation and for the regular, efficient and economical operation of air services.

'Aeronautical Information Publication (AIP)' A publication issued by or with the authority of a State and containing aeronautical information of a lasting character essential to air navigation.

'Aeronautical mobile service' A mobile service between aeronautical stations and aircraft stations, or between aircraft stations, in which survival craft stations may participate; emergency position-indicating radio beacon stations may also participate in this service on designated distress and emergency frequencies.

'Aeronautical telecommunication station' A station in the aeronautical telecommunication service.

'Airborne collision avoidance system (ACAS)' An aircraft system based on secondary surveillance radar (SSR) transponder signals which operates independently of ground based equipment to provide advice to the pilot on potential conflicting aircraft that are equipped with SSR transponders.

'Aircraft' Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.

'Air-ground communication' Two-way communication between aircraft and stations or locations on the surface of the earth.

'AIRMET information' Information issued by a meteorological watch office concerning the occurrence or expected occurrence of specified en-route weather phenomena which may affect the safety of low-level aircraft operations and which was not already included in the forecast issued for low-level flights in the flight information region concerned or sub-area thereof.

'Air Navigation Service Provider (ANSP)' – An organization that has been duly authorized by the Authority to provide one or more of the following services on behalf of Libya in accordance with these regulations:

- a. Air Traffic Services (ATS);
- b. Instrument Flight Procedure Design (IFPD) service ;
- c. Provision of Aeronautical Information Service (AIS);
- d. Communication Navigation Surveillance (CNS);

- e. Aeronautical Meteorological Services (MET) and;
- f. Search And Rescue (SAR).

'Air-taxiing' Movement of a helicopter/VTOL above the surface of an aerodrome, normally in ground effect and at a ground speed normally less than 37 km/h (20 kt).

'Air traffic' All aircraft in flight or operating on the maneuvering area of an aerodrome.

'Air traffic advisory service' A service provided within advisory airspace to ensure separation, in so far as practical, between aircraft which are operating on IFR flight plans.

'Air traffic control clearance' Authorization for an aircraft to proceed under conditions specified by an air traffic control unit.

'Air traffic control service' A service provided for the purpose of:

1. preventing collisions:
 - a. between aircraft, and
 - b. on the maneuvering area, between aircraft and obstructions; and
2. expediting and maintaining an orderly flow of air traffic.

'Air traffic control unit' A generic term meaning variously, area control centre, approach control unit or aerodrome control tower.

'Air traffic flow management (ATFM)' A service established with the objective of contributing to a safe, orderly and expeditious flow of air traffic by ensuring that ATC capacity is utilized to the maximum extent possible and that the traffic volume is compatible with the capacities declared by the appropriate ATS authority.

'Air traffic service' A generic term meaning variously, flight information service, alerting service, air traffic advisory service, air traffic control service (area control service, approach control service or aerodrome control service).

'Air traffic services airspace' Airspaces of defined dimensions, alphabetically designated, within which specific types of flights may operate and for which air traffic services and rules of operation are specified.

'Air traffic services reporting office' A unit established for the purpose of receiving reports concerning air traffic services and flight plans submitted before departure.

'Air traffic services unit' A generic term meaning variously, air traffic control unit, flight information centre or air traffic services reporting office.

'Airway' A control area or portion thereof established in the form of a corridor.

'ALERFA' The code word used to designate an alert phase.

'Alerting service' A service provided to notify appropriate organisations regarding aircraft in need of search and rescue aid, and assist such organisations as required.

'Alert phase' A situation wherein apprehension exists as to the safety of an aircraft and its occupants.

'Alternate aerodrome' An aerodrome to which an aircraft may proceed when it becomes either impossible or inadvisable to proceed to or to land at the aerodrome of intended landing. Alternate aerodromes include the following:

'Take-off alternate' An alternate aerodrome at which an aircraft can land should this become necessary shortly after take-off and it is not possible to use the aerodrome of departure.

'En-route alternate' An aerodrome at which an aircraft would be able to land after experiencing an abnormal or emergency condition while en route.

'ETOPS en-route alternate' A suitable and appropriate alternate aerodrome at which an aeroplane would be able to land after experiencing an engine shutdown or other abnormal or emergency condition while en route in an ETOPS operation.

'Destination alternate' An alternate aerodrome to which an aircraft may proceed should it become either impossible or inadvisable to land at the aerodrome of intended landing.

'Altitude' The vertical distance of a level, a point or an object considered as a point, measured from mean sea level.

'Annex' Reference to any Annex in these Regulations shall mean Annexes as established by the International Civil Aviation Organization (ICAO) in accordance with the Convention on International Civil Aviation.

'Approach control service' Air traffic control service for arriving or departing controlled flights.

'Approach control unit' A unit established to provide air traffic control service to controlled flights arriving at, or departing from, one or more aerodromes.

'Apron' A defined area, on a land aerodrome, intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance.

'Apron management service' A service provided to regulate the activities and the movement of aircraft and vehicles on an apron.

'Area control center' A unit established to provide air traffic control service to controlled Flights in control areas under its jurisdiction.

'Area control service' Air traffic control service for controlled flights in control areas.

'Area navigation (RNAV)' A method of navigation which permits aircraft operation on any desired flight path within the coverage of ground or space-based navigation aids or within the limits of the capability of self-contained aids, or a combination of these.

'Area navigation route' An ATS route established for the use of aircraft capable of employing area navigation.

'ATS route' A specified route designed for channeling the flow of traffic as necessary for the provision of air traffic services.

'Automatic dependent surveillance – broadcast (ADS-B)' A means by which aircraft, aerodrome vehicles and other objects can automatically transmit and/or receive data such as identification, position and additional data, as appropriate, in a broadcast mode via a data link.

'Authority' Means Libyan Civil Aviation Authority (LYCAA)

'Automatic dependent surveillance – contract (ADS-C)' A means by which the terms of an ADS-C agreement will be exchanged between the ground system and the aircraft, via a data link, specifying under what conditions ADS-C reports would be initiated, and what data would be contained in the reports.

'Automatic terminal information service (ATIS)' The automatic provision of current, routine information to arriving and departing aircraft throughout 24 hours or a specified portion thereof. Maybe sub-divided into:

'D-ATIS' (Data link-automatic terminal information service) The provision of ATIS via data link.

'Voice-ATIS' (Voice-automatic terminal information service) The provision of ATIS by means of continuous and repetitive voice broadcasts.

'Base turn' A turn executed by the aircraft during the initial approach between the end of the outbound track and the beginning of the intermediate or final approach track. The tracks are not reciprocal.

'Calendar' Discrete temporal reference system that provides the basis for defining temporal position to a resolution of one day (ISO 19108).

'Certificate' means the certificate for the provision of Air Navigation Services issued by the Authority under this regulation.

'Change-over point' The point at which an aircraft navigating on an ATS route segment defined by reference to very high frequency omnidirectional radio ranges is expected to transfer its primary navigational reference from the facility behind the aircraft to the next facility ahead of the aircraft.

'Clearance limit' The point to which an aircraft is granted an air traffic control clearance.

‘Conference communications’ Communication facilities whereby direct speech conversation may be conducted between three or more locations simultaneously.

‘Control area’ A controlled airspace extending upwards from a specified limit above the earth.

‘Controlled aerodrome’ An aerodrome at which air traffic control service is provided to aerodrome traffic.

‘Controlled airspace’ An airspace of defined dimensions within which air traffic control service is provided in accordance with the airspace classification.

‘Controlled flight’ Any flight which is subject to an air traffic control clearance.

‘Controller-pilot data link communications (CPDLC)’ A means of communication between controller and pilot, using data link for ATC communications.

‘Control zone’ A controlled airspace extending upwards from the surface of the earth to a specified upper limit.

‘Cruising level’ A level maintained during a significant portion of a flight.

‘Cyclic redundancy check (CRC)’ A mathematical algorithm applied to the digital expression of data that provides a level of assurance against loss or alteration of data.

‘Data link communications’ A form of communication intended for the exchange of messages via a data link.

‘Data quality’ A degree or level of confidence that the data provided meets the requirements of the data user in terms of accuracy, resolution and integrity.

‘Datum’ Any quantity or set of quantities that may serve as a reference or basis for the calculation of other quantities (ISO 19104).

‘Declared capacity’ A measure of the ability of the ATC system or any of its subsystems or operating positions to provide service to aircraft during normal activities. It is expressed as the number of aircraft entering a specified portion of airspace in a given period of time, taking due account of weather, ATC unit configuration, staff and equipment available, and any other factors that may affect the workload of the controller responsible for the airspace.

‘DETRESFA’ The code word used to designate a distress phase.

‘Distress phase’ A situation wherein there is reasonable certainty that an aircraft and its occupants are threatened by grave and imminent danger or require immediate assistance.

‘Doc 4444’ – means the ICAO document titled Procedures for Air Navigation Services — Rules of the Air and ATS.

‘Doc 7030’ – means the ICAO document titled Regional Supplementary Procedures as applicable to the MED region.

‘Downstream clearance’ A clearance issued to an aircraft by an air traffic control unit that is not the current controlling authority of that aircraft.

‘Emergency phase’ A generic term meaning, as the case may be, uncertainty phase, alert phase or distress phase.

‘Final approach’ That part of an instrument approach procedure which commences at the specified final approach fix or point, or where such a fix or point is not specified,

1. At the end of the last procedure turn, base turn or inbound turn of a racetrack procedure, if specified; or
2. At the point of interception of the last track specified in the approach procedure; and ends at a point in the vicinity of an aerodrome from which:
 - g. A landing can be made; or
 - h. A missed approach procedure is initiated.

‘Flight crew member’ A licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period.

‘Flight information center’ A unit established to provide flight information service and alerting service.

'Flight information region' An airspace of defined dimensions within which flight information service and alerting service are provided.

'Flight information service' A service provided for the purpose of giving advice and information useful for the safe and efficient conduct of flights.

'Flight level' A surface of constant atmospheric pressure which is related to a specific pressure datum, 1013.2 hectopascals (hPa), and is separated from other such surfaces by specific pressure intervals.

'Flight plan' Specified information provided to air traffic services units, relative to an intended flight or portion of a flight of an aircraft.

'Forecast' A statement of expected meteorological conditions for a specified time or period, and for a specified area or portion of airspace.

'Geodetic datum' A minimum set of parameters required to define location and orientation of the local reference system with respect to the global reference system/frame.

'Gregorian calendar' Calendar in general use; first introduced in 1582 to define a year that more closely approximates the tropical year than the Julian calendar (ISO 19108).

'Height' The vertical distance of a level, a point or an object considered as a point, measured from a specified datum.

'Human Factors principles' Principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance.

'Human performance' Human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.

'IFR' The symbol used to designate the instrument flight rules.

'IFR flight' A flight conducted in accordance with the instrument flight rules.

'IMC' The symbol used to designate instrument meteorological conditions.

'INCERFA' The code word used to designate an uncertainty phase.

'Incident' An occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.

'Instrument meteorological conditions (IMC)' Meteorological conditions expressed in terms of visibility, nor altered since the data origination or authorized amendment.

'International NOTAM office' An office designated by a State for the exchange of NOTAM internationally.

'Level' A generic term relating to the vertical position of an aircraft in flight and meaning variously, height, altitude or flight level.

'LYCAA' Libyan Civil Aviation Authority.

'LYCAR' Libyan Civil Aviation Regulations.

'Manoeuvring area' That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.

'Meteorological office' An office designated to provide meteorological service for international air navigation.

'Movement area' That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron(s).

'Navigation specification' A set of aircraft and flight crew requirements needed to support performance-based navigation operations within a defined airspace. There are two kinds of navigation specifications:

'Required Navigation Performance (RNP) specification' A navigation specification based on area navigation that includes the requirement for performance monitoring and alerting, designated by the prefix RNP, e.g. RNP 4, RNP APCH.

‘Area Navigation (RNAV) specification’ A navigation specification based on area navigation that does not include the requirement for performance monitoring and alerting, designated by the prefix RNAV, e.g. RNAV 5, RNAV 1.

‘NOTAM’ A notice distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.

‘Obstacle’ All fixed (whether temporary or permanent) and mobile objects, or parts thereof, that:

1. are located on an area intended for the surface movement of aircraft; or
2. extend above a defined surface intended to protect aircraft in flight; or
3. stand outside those defined surfaces and that have been assessed as being a hazard to air navigation.

‘Operator’ A person, organisation or enterprise engaged in or offering to engage in an aircraft operation.

‘Performance-based navigation (PBN)’ Area navigation based on performance requirements for aircraft operating along an ATS route, on an instrument approach procedure or in a designated airspace.

‘Pilot-in-command’ The pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight.

‘Printed communications’ Communications which automatically provide a permanent printed record at each terminal of a circuit of all messages which pass over such circuit.

‘Radio navigation service’ A service providing guidance information or position data for the efficient and safe operation of aircraft supported by one or more radio navigation aids.

‘Radiotelephony’ A form of radio communication primarily intended for the exchange of information in the form of speech.

‘Reporting point’ A specified geographical location in relation to which the position of an aircraft can be reported.

‘Required communication performance (RCP)’ A statement of the performance requirements for operational communication in support of specific ATM functions.

‘Rescue coordination center’ A unit responsible for promoting efficient organisation of search and rescue services and for coordinating the conduct of search and rescue operations within a search and rescue region.

‘Runway’ A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.

‘Runway visual range (RVR)’ The range over which the pilot of an aircraft on the center line of a runway can see the runway surface markings or the lights delineating the runway or identifying its center line.

‘Safety programme’ An integrated set of regulations and activities aimed at improving safety.

‘Safety management system’ A systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures.

‘SIGMET information’ Information issued by a meteorological watch office concerning the occurrence or expected occurrence of specified en-route weather phenomena which may affect the safety of aircraft operations.

‘Significant point’ A specified geographical location used in defining an ATS route or the flight path of an aircraft and for other navigation and ATS purposes.

‘Special VFR flight’ A VFR flight cleared by air traffic control to operate within a control zone in meteorological conditions below VMC.

‘Station declination’ An alignment variation between the zero degree radial of a VOR and true north, determined at the time the VOR station is calibrated.

'Taxiing' Movement of an aircraft on the surface of an aerodrome under its own power, excluding take-off and landing.

'Terminal control area' A control area normally established at the confluence of ATS routes in the vicinity of one or more major aerodromes.

'Track' The projection on the earth's surface of the path of an aircraft, the direction of which path at any point is usually expressed in degrees from North (true, magnetic or grid).

'Traffic avoidance advice' Advice provided by an air traffic services unit specifying manoeuvres to assist a pilot to avoid a collision.

'Traffic information' Information issued by an air traffic services unit to alert a pilot to other known or observed air traffic which may be in proximity to the position or intended route of flight and to help the pilot avoid a collision.

'Transfer of control point' A defined point located along the flight path of an aircraft, at which the responsibility for providing air traffic control service to the aircraft is transferred from one control unit or control position to the next.

'Transferring unit' Air traffic control unit in the process of transferring the responsibility for providing air traffic control service to an aircraft to the next air traffic control unit along the route of flight.

'Uncertainty phase' A situation wherein uncertainty exists as to the safety of an aircraft and its occupants.

'VFR' The symbol used to designate the visual flight rules.

'VFR flight' A flight conducted in accordance with the visual flight rules.

'Visual meteorological conditions (VMC)' Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling, equal to or better than specified minima.

'VMC' The symbol used to designate visual meteorological conditions.

'Waypoint' A specified geographical location used to define an area navigation route or the flight path of an aircraft employing area navigation. Waypoints are identified as either:

'Fly-by waypoint' A waypoint which requires turn anticipation to allow tangential interception of the next segment of a route or procedure, or

'Flyover waypoint' A waypoint at which a turn is initiated in order to join the next segment of a route or procedure.

ANSP.GEN.015 - Establishment of authority

LYCAA has determined, in accordance with the provisions of these Regulations and for the territories over which it has jurisdiction, those portions of the airspace and those aerodromes where air traffic services will be provided. LYCAA thereafter arranged for such services to be established and provided in accordance with the provisions of these Regulations

Those portions of the airspace over the high seas or in airspace of undetermined sovereignty where air traffic services will be provided shall be determined on the basis of regional air navigation agreements

When it has been determined that air traffic services will be provided, Libyan Civil Aviation Authority (LYCAA) shall designate certified entity for providing such services.

Where air traffic services are established, information shall be published as necessary to permit the utilization of such services.

ANSP.GEN.020 - ATS Capacity

1. LYCAA shall ensure that the service provider responsible for ATS has developed policies and procedures for determining the capacity of ATS system, including the number of staff required to ensure the provision of an adequate ATS system.
2. Recruitment and retention of ATS staff.

LYCAA shall ensure that the service provider responsible for ATS has developed policies and procedures to enable recruitment and retention of appropriately qualified and experienced ATS staff.

ANSP.GEN.025 - Units of measurement

1. International System of Units (SI Units)
 - a. The SI Units developed and maintained by the General Conference of Weights and Measures (CGPM) shall, subject to the provisions of Paragraph 2, be used as the standard system of units of measurement for all aspects of international civil aviation air and ground operations in Libya.
 - b. The prefixes and symbols shall be used to form names and symbols of the decimal multiples and sub-multiples of SI Units.
2. Non-SI Units (listed in Annex 5, Table 3-2)
 - a. The non-SI Units shall be used either in lieu of, or in addition to, the SI Units as the units of measurement but only as specified in Annex 5, Table 3-4.
 - b. The non-SI Units listed in Annex 5, Table 3-3 shall be permitted for temporary use as alternative units of measurement but only for those specific quantities listed in Annex 5, Table 3-4.
 - c. The application of units of measurements for certain quantities used in international civil aviation air and ground operations in Libya shall be in accordance with Annex 5, Table 3-4.
 - d. Means and provisions for design, procedures and training should be established for operations in environments involving the use of standard and non-SI Units of measurement, or the transition between environments using different units, with due consideration to human performance.

Subpart B - Certification of Air Navigation Service Provider (ANSP)

ANSP.CERT - 005 - General

1. Provision of Air Navigation Services, in designated airspaces, aerodromes and portions of the airspace over the high seas that lie within the designated airspace, is subject to approval under the LYCARs.
2. A prospective ANSP will be granted an ANSP certificate upon submission of a formal application and proof of conformance with prescribed requirements.
3. An applicant for an ANSP certificate shall make a formal application to the LYCAA in a manner prescribed by the LYCAA.
4. The applicant shall undergo a five phase approval process as listed below:
 - Phase 1 : Pre-application
 - Phase 2 : Formal Application
 - Phase 3 : Document Evaluation
 - Phase 4 : Demonstration and Inspection
 - Phase 5 : Certification
5. Each phase is described in sufficient detail to provide a general understanding of the entire approval process in the appropriate publication for approval of air navigation services provider.

ANSP.CERT - 010 - AIR NAVIGATION SERVICE PROVIDER (ANSP) CERTIFICATION

1. Libyan Civil Aviation LYCAA may make Regulations with respect to aviation and, without restricting the generality of the foregoing, may make Regulations with respect to activities of Air Navigation Services and the location, inspection, certification, registration and operation of Air Navigation Service Providers.
2. The LYCAA or its representative may
 - a. enter any ANSP for the purposes of making inspections relating to the enforcement of this Regulation;
 - b. enter any place in the ANSP for the purposes of an investigation of matters concerning aviation safety;
 - c. seize anything found in any place referred to in paragraph (a) or (b) that the LYCAA or its representative believes on reasonable grounds will afford evidence with respect to an offence under paragraph 3. or the causes or contributing factors pertaining to an investigation referred to in sub-paragraph b..
3. It shall be an offence to provide false information in support of an application for an ANSP certificate or to otherwise act, or fail to act, so as to endanger the provision of a certified Air Navigation Service. The provider of an Air Navigation Service may be proceeded against if found to have committed an offence in relation to the Air Navigation Service or associated facility for which he is responsible under the terms of the Air Navigation Service Provider certificate.

ANSP.CERT - 015 - Safety Management System (SMS)

1. The ANSPs, must establish an acceptable SMS that shall be:
 - a. established in accordance with the framework elements,
 - b. commensurate with the size of the service provider and the complexity of its services and;
 - c. The SMS of an ATS provider shall be subject to the acceptance of LYCAA.
2. Frame work for SMS

The framework specifies the implementation and maintenance of an SMS. It comprises four components and twelve elements as the minimum requirements for an SMS implementation:

- a. Safety policy and objectives

- i. Management commitment and responsibility
 - ii. Safety accountabilities
 - iii. Appointment of key safety personnel
 - iv. Coordination of emergency response planning
 - v. SMS documentation
 - b. Safety risk management
 - i. Hazard identification
 - ii. Safety risk assessment and mitigation
 - c. Safety assurance
 - i. Safety performance monitoring and measurement
 - ii. The management of change
 - iii. Continuous improvement of the SMS
 - d. Safety promotion
 - i. Training and education
 - ii. Safety communication.
- 3. Safety policy and objectives
 - a. Management commitment and responsibility

The service provider shall define its safety policy in accordance with international and national requirements. The safety policy shall:

 - i. reflect organizational commitment regarding safety;
 - ii. include a clear statement about the provision of the necessary resources for the implementation of the safety policy;
 - iii. include safety reporting procedures;
 - iv. clearly indicate which types of behaviours are unacceptable related to the service provider's aviation activities and include the circumstances under which disciplinary action would not apply;
 - v. be signed by the accountable executive of the organization;
 - vi. be communicated, with visible endorsement, throughout the organization; and
 - vii. be periodically reviewed to ensure it remains relevant and appropriate to the service provider.
 - b. Safety accountabilities

The service provider shall:

 - i. identify the accountable executive who, irrespective of other functions, has ultimate responsibility and accountability, on behalf of the organization, for the implementation and maintenance of the SMS;
 - ii. clearly define lines of safety accountability throughout the organization, including a direct for safety on the part of senior management;
 - iii. identify the accountabilities of all members of management, irrespective of other functions, as well as of employees, with respect to the safety performance of the SMS;
 - iv. document and communicate safety responsibilities, accountabilities and authorities throughout the organization; and
 - v. define the levels of management with LYCAA to make decisions regarding safety risk tolerability.
 - c. Appointment of key safety personnel

The service provider shall appoint a safety manager who is responsible for the implementation and maintenance of an effective SMS.

d. Coordination of emergency response planning

The service provider shall ensure that an emergency response plan is properly coordinated with the emergency response plans of those organizations it must interface with during the provision of its products and services.

e. SMS documentation

The service provider shall develop an SMS implementation plan, formally endorsed by the organization that defines the organization's approach to the management of safety in a manner that meets the organization's safety objectives. The service provider shall develop and maintain SMS documentation that describes:

- i. safety policy and objectives;
- ii. SMS requirements;
- iii. SMS processes and procedures;
- iv. accountabilities, responsibilities and authorities for SMS processes and procedures; and
- v. SMS outputs: The service provider shall develop and maintain an SMS manual as part of its SMS documentation

4. Safety risk management

Hazard identification

- a. The service provider shall develop and maintain a process that ensures that hazards associated with its aviation services are identified.
- b. Hazard identification shall be based on a combination of reactive, proactive and predictive of safety data collection.
- c. Safety risk assessment and mitigation: The service provider shall develop and maintain a process that ensures analysis, assessment, and control of the safety risks associated with identified hazards.

5. Safety assurance

a. Safety performance monitoring and measurement

- i. The service provider shall develop and maintain the means to verify the safety performance of the organization and to validate the effectiveness of safety risk controls.
- ii. The service provider's safety performance shall be verified in reference to the safety performance indicators and safety performance targets of the SMS.

b. The management of change

The service provider shall develop and maintain a process to identify changes which may affect the level of safety risk associated with its aviation services and to identify and manage the safety risks that may arise from those changes.

c. Continuous improvement of the SMS

The Service provider shall monitor and assess the effectiveness of their SMS processes to enable continuous improvement of the overall performance of the SMS.

6. Safety promotion

a. Training and education

- i. The service provider shall develop and maintain a safety training programme that ensures that personnel are trained and competent to perform their SMS duties.
- ii. The scope of the safety training programme shall be appropriate to each individual's involvement in the SMS.

b. Safety communication

The service provider shall develop and maintain a formal means for safety communication that:

- i. ensures personnel are aware of the SMS to a degree commensurate with their positions;
- ii. conveys safety-critical information;
- iii. explains why particular safety actions are taken; and
- iv. explains why safety procedures are introduced or changed.

ANSP.CERT.020 - Requirements for the provision of Air Navigation Services

A person shall not provide Air Navigation Services unless:

1. he holds a certificate issued by LYCAA under these Regulations; and
2. the services are provided in accordance with:
 - a. the requirements specified in the manual of Air navigation Service Operations (MANSOPs).
 - b. the additional specific requirements set out in LYCAR Part ATS, LYCAR Part IFPD, LYCAR Part AIS, LYCAR Part CNS, LYCAR Part MET and LYCAR Part SAR.

ANSP.CERT.025 - Application for certificate

A person applying for a certificate shall make an application in a form as in Appendix (1), and such application shall be accompanied by:

1. the applicant's Manual of Air Navigation Service Operations (MANSOPs) provided under Regulation ANSP.CERT.105 for approval;
2. a written statement setting out the services and locations at which they shall be provided;
3. the safety management system manual;
4. the quality management system manual;
5. the procedures to meet the requirements of Libyan Civil Aviation Security Regulations.
6. a written statement on financial capability to provide the service;
7. the insurance policy in force in relation to the services provided; and
8. fees as prescribed by the LYCAA.

ANSP.CERT.030 - Issuance of certificate

1. The LYCAA shall, before issuing a certificate, be satisfied that:
 - a. the personnel of the applicant are adequate in number and have the necessary competency and experience to provide the service;
 - b. the MANSOPs prepared and submitted with the application contains all the relevant information;
 - c. the facilities, services and equipment are established in accordance with these Regulations;
 - d. the operating procedures make satisfactory provision for the safety of aircraft;
 - e. an approved safety management system is in place;
 - f. an approved quality management system is in place;
 - g. the applicant has approved procedures to meet the requirements of Libyan Civil Aviation Security Regulations;
 - h. the applicant has financial capability to provide the service; and
 - i. the applicant has insurance policy in force in relation to the services provided.
 - j. the granting of the certificate is not contrary to the interests of aviation safety.
2. Subject to ANSP.CERT - 035, the LYCAA may set any other conditions as may be deemed necessary.
3. The issuance of a certificate shall be subject to compliance with these Regulations and any other condition as may be specified or notified by the LYCAA in accordance with safety audit and inspection.

4. The LYCAA may refuse to grant a certificate to an applicant and where the LYCAA refuses, it shall notify the applicant in writing, of the reasons for the refusal, not later than fourteen days after making that decision.

ANSP.CERT.035 - Contents of the Certificate

A certificate issued under these regulations shall include among others, the following information:

- a. the holder's name and physical address of its principal place of business;
- b. the type of services to be provided;
- c. the location of services to be provided;
- d. for air traffic service the service to be provided within a particular airspace or controlled aerodrome designated to the provider by the LYCAA;
- e. conditions of approval; and
- f. effective and expiry dates of the certificate.

ANSP.CERT.040 - Validity of a certificate

1. The air navigation service provider certificate shall remain valid for a period of five years, from the date of issuance unless, surrendered, suspended or cancelled, and subject to periodic surveillance audits conducted at the discretion of the LYCAA, confirming ongoing compliance with the relevant Regulations.
2. The LYCAA shall undertake a complete air navigation service certification audit at least once in every five years period following the issue of an air navigation service certificate.

ANSP.CERT.045 - Privileges of certificate

The certificate holder is authorized to provide Air Traffic Services under the terms of authorization granted.

ANSP.CERT.050 - Renewal of certificate

1. An application for the renewal of a certificate shall submit an application in a form and the fee as prescribed by the LYCAA.
2. The application shall be submitted to the LYCAA not less than 60 days before the expiry of the certificate.
3. The renewal of a certificate shall be subject to compliance with these Regulations and any other conditions as may be specified or notified by the LYCAA.

ANSP.CERT.055 - Surrender of certificate

1. Subject to paragraph below, Suspension, variation and cancellation of certificates below and any conditions prescribed by the LYCAA, a holder of a certificate may surrender the certificate to the LYCAA at any time.
2. A holder of a certificate who wishes to surrender the certificate shall give the LYCAA not less than one hundred eighty days' notice in writing, before the date on which the certificate is to be surrendered.
3. Upon expiry of the period in paragraph Suspension, variation and cancellation of certificates air navigation service provider shall not provide the services unless authorised to do so by the LYCAA.
4. The holder of a certificate which expires or is cancelled, shall, within 30 days from the date on which the approval expires or is cancelled, surrender the certificate to the LYCAA.

ANSP.CERT.060 - Amendment of certificate

1. The LYCAA may amend a certificate upon:
 - a. application made by a holder of a certificate in a form prescribed by the LYCAA; or
 - b. the LYCAA's initiative, where the LYCAA deems necessary.

2. A holder of a certificate applying to the LYCAA for amendment of a certificate under Paragraph 1.b. a. shall be required to:
 - a. attach to the application form, two copies of the proposed amendments in the MANSOPs; and
 - b. pay such fee as may be prescribed by the LYCAA.
3. Where the LYCAA initiates amendments under paragraph 1.b. the holder of a certificate shall be required to make amendments in the MANSOPs accordingly.

ANSP.CERT.065 - Display of certificate

1. The holder of a certificate shall display the certificate, or a copy of it, in a conspicuous place, generally accessible to the public at the holder's principal place of business.
2. Where a copy of the certificate is displayed under paragraph 1., the holder of the certificate shall produce the original certificate to the LYCAA for inspection if requested to do so.

ANSP.CERT.070 - Transfer of certificate

A certificate issued under these Regulations shall not be transferable.

ANSP.CERT.075 - Suspension, variation and cancellation of certificates

1. The LYCAA may, suspend provisionally, pending further investigation, any certificate issued under these Regulations, if it considers that:
 - a. a relevant provision of these Regulations, or a condition in the certificate, has not been or is not being complied with;
 - b. false or materially incorrect information was given to the LYCAA in the application for the certificate; or
 - c. it is in the public interest to do so.
2. The LYCAA may, upon the completion of an investigation which has shown sufficient ground to the LYCAA's satisfaction suspend, vary or cancel any certificate issued under these Regulations.
3. A holder or any person having the possession or custody of any certificate which has been suspended, varied or cancelled under these Regulations shall surrender the certificate to the LYCAA within fourteen days from the date of suspension, variation or cancellation.

ANSP.CERT.080 - Right of appeal of holder of certificate

The holder of a certificate who feels aggrieved by the suspension of the certificate may appeal against such suspension to the LYCAA, within 7 days after such holder becomes aware of such suspension.

ANSP.CERT.085 - CONTINUED COMPLIANCE

1. The holder of an air navigation service provider certificate shall –
 - a. Ensure it is amended so as to remain a current description of the holder's organisation and services;
 - b. Provide access to a complete and current copy of its MANSOPs at each ATS unit listed in its MANSOPs and to LYCAA personnel who require access to carry out their duties,
 - c. Provide access to a current and complete operations manual or system of manuals for the services listed in its MANSOPs, for compliance by its personnel;
 - d. Where a holder is certificated to provide more than one air navigation service, or an air navigation service or services from more than one location, publish a core manual together with manual supplements specific to each service or location;
 - e. Comply with all procedures and standards detailed in its MANSOPs in order to continue to meet the standards and comply with the requirements prescribed for certification under this Regulation; and

- f. Promptly notify the LYCAA of any change of address for service, telephone or facsimile number of the Accountable Manager.

ANSP.CERT. 090 - Register of certificate holders

1. The LYCAA shall keep and maintain a register showing:
 - a. name of the holder of the certificate;
 - b. date of issue or renewal of the certificate;
 - c. type of service offered by the holder of the certificate;
 - d. expiry date of the certificate;
 - e. date of variation, suspension or cancellation of the certificate, if any;
 - f. physical and postal address of the holder of the certificate; and
 - g. any other particulars as may be prescribed by the LYCAA.
2. Any changes in the particulars recorded under paragraph 1. shall be entered in the register by the LYCAA.
3. The register shall be a public document and any particular entered may be obtained upon payment of such a fee as may be prescribed by the LYCAA.

ANSP.CERT. 095 - Personnel Requirements

1. The applicant for an air navigation service provider certificate shall engage, employ or contract:
 - a. An Accountable Manager who has the authority within the applicant's organisation to ensure that each air navigation service listed in its Certificate can be financed and is provided in accordance with the requirements of this Part;
 - b. A Head of ATS responsible for ensuring that the organisation complies with the ATS provision requirements of this Part;
 - c. A Head of ATS training responsible for ensuring that the organisation complies with the training and licensing requirements of this Part;
 - d. A Safety Management post holder responsible for the provision of a safety management system; and
 - e. A Quality Management post holder responsible for the provision of a quality management system; and
 - f. Sufficient personnel to manage, supervise, provide and support the air navigation service and any associated training or assessment listed in the applicant's Certificate, plus meet the requirements to develop and maintain an effective SMS.
2. Qualifications and experience details for the persons nominated by the applicant for the positions listed in 1.a. to 1.e. inclusive shall be forwarded to the LYCAA for acceptance prior to the person being named in that position by the applicant.
3. The persons listed in 1.a. to 1.e. inclusive above shall ultimately be responsible to the Accountable Manager.
4. The applicant shall establish procedures to:
 - a. Ensure the competence of those personnel who –
 - i. supervise personnel providing air navigation services;
 - ii. provide the air navigation services listed in the applicant's MANSOPS ;
 - iii. provide training and assessment for those air navigation services in accordance with the requirements of this Part;
 - iv. provide immediate operational support for those air navigation services;
 - b. Provide personnel listed in 1. with written evidence of the scope of their authorisation;
 - c. Ensure that those personnel hold appropriate current licenses and ratings issued under this Part;

- d. Ensure that those personnel only exercise the privilege of their rating or ratings if they are familiar with all relevant and current information;
 - e. Facilitate, for air traffic service license holders, compliance with the recent experience requirements of this Part;
 - f. Ensure that an air traffic controller shall not exercise the privileges of their rating or ratings unless they hold a current Medical Certificate which is issued in accordance with the requirements of this Part, and comply with any endorsements on their medical certificate, or when any decrease in their medical fitness might render them unable to safely exercise these privileges; and
 - g. Ensure that no person whose function is critical to the safety of aviation (safety sensitive personnel) shall undertake that function while:
 - i. under the influence of any psychoactive substance, by reason of which human performance is impaired and
 - ii. that they shall not engage in any problematic use of substances,
 - iii. suffering from fatigue to the degree that their performance may be impaired.
5. A holder of an Air Traffic Controller License shall not be entitled to exercise the privileges of a rating contained in that license unless he holds a current Certificate of Competence (C of C) specific to the unit/sector/ equipment at and with the aid of which the air traffic control service is to be provided.

ANSP.CERT.100 - Facility Requirements

1. An applicant for an air navigation service provider certificate shall establish the following facilities appropriate to the air navigation services listed in the applicant's MANSOPS :
 - a. Aerodrome control towers:
 - b. Approach control units:
 - c. Area control centres:
 - d. Aerodrome flight information units:
 - e. Flight information centres:
 - f. Dedicated training and assessment facilities.
2. Working conditions shall meet established levels for temperature, humidity, ventilation, noise and ambient lighting, and do not adversely affect controller performance.
3. An applicant for an aerodrome control service, or an aerodrome flight information service, shall establish procedures to ensure that any aerodrome control tower or aerodrome flight information unit, listed in their Certificate, is-
 - a. Constructed and situated to provide :
 - i. the maximum practicable visibility of aerodrome traffic ;
 - ii. protection from glare and reflection;
 - iii. protection from noise;
 - b. Safeguarded from any development that would affect the requirements of 3.a.;
 - c. At solo watch locations, provided with toilet facilities that ensure the minimum possible interruption to, or degradation of, air traffic services;
 - d. Provided with equipment for two way voice communication or data link meeting the required communication performance (RCP) with-
 - i. any aircraft, in or adjacent to airspace for which the applicant has responsibility;
 - ii. any aircraft, vehicle, and person, on, or adjacent to, the manoeuvring area;
 - e. Provided with the following minimum equipment:
 - i. a display system or systems designed to show the disposition of current and pending aerodrome traffic together with ancillary information for individual aircraft:

- ii. a power supply:
- iii. appropriate current maps and charts:
- iv. binoculars:
- v. clocks:
- vi. a log keeping system:
- vii. outside temperature indicator:
- viii. QNH displays:
- ix. signal lamp with green, red and white functions:
- x. telephone communications:
- xi. status indicators for approach and landing aids and any road signalling equipment affecting the use of a
- xii. runway:
- xiii. visibility and cloud height checkpoints:
- xiv. voice including background recording of the aural environment of the ATC workstations, and, if applicable, data recording equipment:

Note: The aural environment recording should preferably be by means of live headset microphones. Wind direction and speed display/s related to the same location(s) of observation and be fed from the same sensor(s) as the corresponding display(s) in the meteorological station, where such a station exists. Where multiple sensor(s) are used, the displays to which they are related shall be clearly marked to identify the runway and section of the runway monitored by each sensor:

- xv. an audible emergency alerting system:
 - xvi. an AFTN terminal or, if provided for in an ATS letter of agreement, an alternative means of reception and transmission of information normally conveyed by AFTN:
 - xvii. display(s) permitting read-out of the current runway visual range value(s) where runway visual range values are measured by instrumental means. The display(s) shall be related to the same location(s) of observation and be fed from the same sensor(s) as the corresponding display(s) in the meteorological station, where such a station exists:
 - xviii. display(s) permitting read-out of the current value(s) of the height of cloud base, where the height of cloud base is assessed by instrumental means. The displays should be related to the same location(s) of observations and be fed from the same sensor(s) as the corresponding display(s) in the meteorological station, where such a station exists:
 - xix. If applicable, airfield lighting control panel.
- f. Provided with adequate facilities for staff off watch break periods.
4. The applicant for an area control service, flight information service or approach control service shall establish procedures to ensure that any area control centre, flight information centre and approach control unit is-
- a. Provided with equipment enabling two way voice communication meeting the Required Communication Performance (RCP) types, to the fullest extent possible;
 - b. If applicable, data communication with any aircraft in or adjacent to airspace for which the applicant has responsibility;
 - c. Provided with the following minimum equipment:
 - i. a display system or systems designed to show the disposition of current and pending flights together with ancillary information for individual aircraft:
 - ii. a power supply:
 - iii. appropriate current maps and charts:
 - iv. clocks:
 - v. log keeping system:

- vi. status indicator as appropriate for traffic, approach and landing aids:
- vii. telephone communications:
- viii. voice recording equipment including background recording of the aural environment of the ATC workstations and, if applicable, data recording equipment:

Note: The aural environment recording should preferably be by means of live headset microphones.

- ix. an AFTN terminal or, if provided for in an ATS letter of agreement, an alternative means of reception and transmission of information normally conveyed by AFTN:
 - x. For an approach control unit, an ILS status indicator at the approach control or approach control radar operating position for the aerodrome concerned:
 - xi. For an approach control operating position responsible for aircraft on final approach, or aircraft landing or taking off,
 - 1. a wind direction and wind speed display fed from the same source as the corresponding unit in the aerodrome control tower.
 - 2. RVR display(s) permitting read-out of the current runway visual range value(s), where RVR is assessed by instrumental means. The display(s) shall be related to the same location(s) of observation and be fed from the same sensor(s) as the corresponding displays in the aerodrome control tower.
 - 3. display(s) permitting read-out of the current value(s) of the height of cloud base where cloud base is assessed by instrumental means. The displays should be related to the same location(s) of observations and be fed from the same sensor(s) as the corresponding display(s) in the aerodrome control tower.
- d. Provided with adequate facilities for staff off watch break periods.
- 5. The applicant shall establish procedures to ensure that the aeronautical telecommunications equipment required by (3.) and (4.) is operated in accordance with ICAO Doc 9432.
 - 6. The applicant shall establish procedures to ensure that any equipment, maps, charts, monitors and displays used by air traffic service personnel are positioned with due regard to the relative importance of the information displayed and ease of use by the staff concerned.
 - 7. The equipment required by 3.d., 3.e, 4.a., 4.b., and 4.c., shall have a level of reliability, availability and redundancy that minimises the possibility of failure, non-availability, or significant degradation of performance.
 - 8. The applicant shall establish procedures to ensure that the status indicators required by 3.e.xi, 4.c.vi and x are fitted with –
 - a. An aural alarm to indicate a change of status; and
 - b. A visual indication of the current status.
 - 9. A temporary aerodrome control tower and a temporary aerodrome flight information office are not required to be provided with the equipment required under 3.e.xiii, xviii and xix if it is impracticable to do so and other appropriate measures are taken, as the case may be, to-
 - a. Provide the person/s providing the air traffic service from the temporary tower or unit with the information that would be available from the equipment required under 3.e.xiii, and 3.e.xviii; and
 - b. Control the aerodrome lighting if applicable.

ANSP.CERT. 105 - Manual of Air Navigation Services Operations (MANSOPs)

1. Requirements for the manual of ANS operations.

The Manual of Air Navigation Services Operations submitted under these Regulations shall be:

- a. type written;
- b. signed by the service provider;
- c. in a format that is easy to revise and includes a list of effective pages; and
- d. organized in a manner that facilitates evaluation and approval processes.
- e. A holder of a certificate shall keep at least an approved copy of the manual at every unit authorised to provide a service.

2. Contents of the manual of ANS operations.

MANSOPs shall contain all information and instructions necessary to enable the personnel of air navigation service provider perform their duties and in particular shall include:

- a. services to be provided;
- b. personnel requirements and their responsibilities;
- c. training and performance assessment of staff and how that information is tracked;
- d. Safety Management System and Quality Management System;
- e. contingency plans developed for part or total system failure;
- f. compliance with the Civil Aviation (Security) Regulations as required;
- g. facilities and equipment and how they are installed and maintained;
- h. fault and defect reporting;
- i. maintenance of documents and records;
- j. search and rescue responsibilities and co-ordination, facility, operations, maintenance plan and procedures;
- k. the proposed hours of service;
- l. systems and procedures in the provision of air navigations services; and
- m. Coordination Procedures between the ANS units and other related services
- n. systems and procedures and any other information requested by the LYCAA.

3. Amendment of the manual of ANS operations.

For the purposes of maintaining the accuracy of the information in the MANSOPs, the—

- a. holder of a certificate shall ensure that their Manual of ANS Operations is amended so as to remain current; or
- b. holder of a certificate shall ensure that any amendments made to the Manual of ANS Operation meets the applicable requirements of this Part;
- c. LYCAA may issue a written directive requiring the holder of a certificate to amend the manual.
- d. Notwithstanding with this paragraph, the holder of a certificate shall submit the proposed amendment to the LYCAA for approval, before the manual is amended.
- e. Where any of the changes referred to in this paragraph requires an amendment to the certificate, the certificate holder shall forward the certificate to the LYCAA within 30 working days.

ANSP.CERT.110 - Continued Compliance

The holder of a certificate shall:-

1. hold at least one complete and current copy of their manual of ANS operations at each office listed in their certificate;
2. comply with all procedures and processes detailed in their manual;
3. make each applicable part of their manual available to personnel who require those parts to carry out their duties;

4. continue to meet the technical standards and requirements developed by the LYCAA;
5. notify the LYCAA of any change of address for service, telephone number, email or facsimile number within 28 days of the change.

ANSP.CERT.115 - Exemptions

1. The LYCAA may exempt, in writing, Air Navigation Service Provider from complying with specific provisions of these Regulations
2. Before deciding to exempt an ANSP from any requirements of this regulation, Civil aviation LYCAA will take into account any relevant considerations relating to the safety of air navigation.
3. The validity of any exemption is dependent on the ANSP complying with any condition that the LYCAA specifies in the exemption as being necessary in the interests of safety of air navigation.
4. The ANSP must comply with a condition specified in the exemption.

ANSP.CERT.120 - Change in level of service

1. Each holder of an air traffic service certificate who intends to reduce or increase the hours of operation of an ATS shall provide to the LYCAA at least 90-days in advance a notice stating the reason for the proposed increasing or reducing.,
2. A new schedule of the proposed hours of services for the next 12-months of operation; and
3. A prior written approval from the LYCAA must be received before the certificate holder starts his new schedule.

ANSP.CERT.125 - Trial operational testing

1. The LYCAA may, upon application in writing form the holder of an air traffic service certificate, approve subject to such conditions on that certificate as the LYCAA considers necessary in the interests of aviation safety, the conduct of trials regarding:
 - a. Separation minima;
 - b. Standard phraseology; and
 - c. Radar procedures.
2. A trial may be approved by the LYCAA for a single period of no longer than 3-months, and upon further application in writing by the certificate holder, be extended by the LYCAA for a single period of no longer than 3 months; and
3. The LYCAA may terminate a trial approved under this Part at any time.

Subpart C - Organization and Administration

ANSP.ORG.005 - Exposition

1. An applicant for the grant of an air traffic service certificate shall provide the LYCAA with an exposition containing:
 - a. A statement signed by the senior person who has the authority within the applicant's organization confirming that the exposition and any included manuals define the organization and demonstrate its means and methods for ensuring ongoing compliance with this and any other applicable Part.
 - b. An organizational chart defining the titles, names, duties and responsibilities of the senior person or persons, including matters for which they have responsibility to deal directly with the LYCAA on behalf of the organization; showing lines of responsibility of the senior persons, and extending to each location;
 - c. Approved agreements and contracts with external agencies (e.g. military, meteorology,...) if it is necessary;
 - d. In the case of an organization providing air traffic services from more than one ATS unit, a table listing:
 - i. Locations of ATS units;
 - ii. The aerodrome or airspace being serviced; and
 - iii. The services provided;
 - e. Details of the applicant's staffing structure for each ATS unit; and
 - f. Details of the systems, policies, plans, procedures, and programs required in Subparts B and C.
2. The applicant's exposition must be acceptable to the LYCAA

ANSP.ORG.010 - Changes to certificate holder's organization

1. Each holder of an air traffic service certificate shall ensure that its exposition is amended so as to remain a current description of the holder's organization and services;
2. The certificate holder shall ensure that any amendments made to the holder's exposition:
 - a. Meet the applicable requirements of this Part; and
 - b. Comply with the amendment procedures contained in the holder's exposition.
3. The certificate holder shall provide the LYCAA with a copy of each amendment to the holder's exposition as soon as practicable after its incorporation into the exposition.
4. Where a certificate holder proposes to make a change to any of the following, prior notification to and acceptance by the LYCAA is required:
 - a. The Air Traffic Manager; or
 - b. The listed senior persons; or
 - c. The air traffic services provided by the holder; or
 - d. Any aspect of ATM that may have an adverse impact on ATS provided by States responsible for adjacent airspace.
5. LYCAA may prescribe conditions under which a certificate holder may operate during or following any of the changes specified in paragraph (4); and
6. A certificate holder shall comply with any conditions prescribed under 5.;
7. Where any of the changes referred to in this rule require an amendment to the certificate, the certificate holder shall forward the certificate to the LYCAA as soon as practicable; and
8. The certificate holder shall make such amendments to the holder's exposition, as the LYCAA may consider necessary in the interests of aviation safety

ANSP.ORG.015 - Staffing and qualifications

1. Each applicant for the grant of an air traffic service certificate shall engage, employ, or contract:
 - a. A senior person identified as the air traffic manager who has the authority within the applicant's organization to ensure that each air traffic service listed in its exposition:
 - i. Can be financed; and
 - ii. Is provided in accordance with the requirements prescribed by this Part.
 - b. A senior person or persons who are responsible for ensuring that the applicant's organization complies with the requirements of this part and that such nominated person or persons shall be ultimately responsible to the air traffic manager; and
 - c. Sufficient personnel to manage, support, and provide the air traffic services and any associated training or assessment listed in the applicant's exposition.
2. The applicant shall establish procedures to:
 - a. Ensure the competence of those personnel who are authorized by the applicant to provide the air traffic services, training and assessment for those services, listed in the applicant's exposition;
 - b. Provide those authorized personnel with written evidence of the scope of their authorization;
 - c. Ensure that those authorized personnel hold appropriate current licenses and ratings issued by LYCAA;
 - d. Ensure, where practicable, that authorized personnel only exercise the privileges of their rating or ratings if they are familiar with all relevant and current information;
 - e. Ensure that holders of air traffic control ratings maintain currency by exercising the privileges of that rating within 6 months at the facility or at the operating position to which the rating applies; and
 - f. Ensure, where practicable, that an air traffic controller does not exercise the privileges of their rating or ratings:
 - i. Unless they comply with any endorsements on their medical certificate; and
 - ii. When any decrease in their medical fitness might render them unable to safely exercise these privileges.

ANSP.ORG.020 - Documentation

1. Each applicant for the grant of an air traffic service certificate shall hold copies of the relevant technical manuals, and all other documents, necessary for the provision and operation of the services listed in its exposition; and
2. The applicant shall establish a procedure to control all the documentation required by paragraph (1). To ensure that:
 - a. All documentation is reviewed and authorized by appropriate personnel before issue;
 - b. Current issues of all relevant documentation are available to staff at all locations where they need access to such documentation for the services listed in their exposition;
 - c. All obsolete documentation is promptly removed from all points of issue or use and retained as archives;
 - d. Changes to documentation are reviewed and approved by appropriate and authorized personnel; and
 - e. The current version of each item of documentation can be identified to preclude the use of out-of-date editions.

ANSP.ORG.025 - Records

1. Each applicant for the grant of an ATS certificate shall establish systems and procedures acceptable to the LYCAA to identify, collect, index, file, store, secure, maintain, access, and dispose of records necessary for:
 - a. The operational provision of air traffic services; and
 - b. The purpose of assisting with any accident or incident investigation.
2. When available, the applicant shall ensure the electronic recording of:
 - a. All ATS radio and telephone communications;
 - b. All high-frequency air-ground communications;
 - c. All relevant data from primary and secondary radar equipment, or obtained through automatic dependent surveillance (ADS), used in providing or supporting an ATC service; and
 - d. For any equipment coming into service after the date this part comes into force, any transfer and acceptance of control process not conducted by telephone.
 - e. Provisions related to the non-disclosure of recordings and transcripts of recordings from air traffic control units are contained in Annex 13, Para. 5.12.
3. The electronic records required by paragraph (2.) shall:
 - a. Include time recording, correct to within 5 seconds of UTC, as determined by reference to a standard time station or GPS time standard; and
 - b. Either:
 - i. Replicate the voice communications, and, if applicable, the radar picture, applying at the particular operating position; or
 - ii. Are accompanied by a statement fully describing the differences between the recording supplied and a recording in accordance with subparagraph (i).
4. For the purposes of paragraph (3)(b) the term radar picture includes any visual presentation of aircraft position, however derived;
5. The option provided by paragraph (3)(b)(ii) shall apply only to equipment in service on the date this part comes into force;
6. All records, except where replication is required by paragraph (3)(b)(i), are of sufficient clarity to convey the required information; and
7. Other records shall include:
 - a. Filed flight plans including standard and repetitive flight plans;
 - b. Flight progress strip
 - c. Staff duty rosters;
 - d. Meteorological and aeronautical information; and
 - e. A record of each internal quality assurance review carried out and any necessary follow-up corrective and preventive actions
8. Records referred to in paragraph (2 to 8) are retained for 30 days from the date of entry,
9. Except in (7) where the MET and aeronautical information is retained for an equivalent period by a MET or AIS organization

ANSP.ORG.030 - Logbooks and position logs

1. Each applicant for the grant of an ATS certificate shall establish procedures acceptable to the LYCAA to ensure that:
 - a. A logbook, with sequentially numbered pages, is kept at each ATS unit, and, where a unit has physically separate operations areas, at each such location within the unit;
 - b. The logbook is maintained
 - i. By the senior person on duty, or the person on watch at a nominated operating position; and
 - ii. Throughout the hours of watch of the unit or operations room;

- c. All entries include the time of entry in UTC
 - d. The person responsible for maintaining a logbook signs On Watch, and effects transfer of responsibility by successive On Watch entries;
 - e. Logbook entries are:
 - i. In chronological sequence and in ink;
 - ii. Without erasure, defacement, or obliteration; and
 - iii. Corrected by drawing a single line through the erroneous information and initialling the correction.
 - f. Actual times of opening and closing watch are recorded in the logbook, together with the reason for every variation from published hours of service; and
 - g. Logbooks are retained for a period of 2 years from the date of final entry.
2. Each applicant shall establish a procedure to ensure the keeping of an operating position log, when such information is not available in the logbook required by paragraph (a); and
 3. The operating position log shall:
 - a. Contain sufficient information to identify:
 - i. When that position was in operation;
 - ii. The services being provided from that position; and
 - iii. The identity of the controller providing the service;
 - b. Is retained for a period of 30 days from the date of filing.

ANSP.ORG.035 - Security

Each applicant for the grant of an air traffic service certificate shall prepare an ATS security procedures;

1. ATS security procedures shall specify the physical security requirements, practices, and procedures to be followed for the purposes of minimizing the risk of destruction of, damage to, or interference with the operation of, any ATS unit operated by the applicant where such destruction, damage, or interference is likely to endanger the safety of aviation; and
2. Without limiting the generality of paragraph (1), the security program shall specify such physical security requirements, practices, and procedures as may be necessary:
 - a. To ensure that entrances to permanent ATS facilities operated by the applicant are subject to positive access control at all times, so as to prevent unauthorized entry;
 - b. To protect personnel on duty;
 - c. To be followed in the event of a bomb threat or other threat of violence against an ATS unit; and
 - d. To monitor unattended ATS unit buildings to ensure that any intrusion or interference is detected.

Appendix (1)

**State Of Libya
Government Of Libya
Ministry Of Transport
Civil Aviation Authority**



**دولة ليبيا
الحكومة الليبية
وزارة المواصلات والنقل
مصلحة الطيران المدني**

Application for Issue or renewal of an Air Navigation Service Provider Certificate.

Application requirements and instructions for completing this form – please read

- a. *For initial issue or renewal of an ANSP Certificate, the following must accompany this application:*
- *An exposition as specified in Part ANSP.*
 - *For each of the senior persons nominated in ANSP.CERT.095 attach their CVs.*

Note also the Transitional Provisions related to SMS.

- b. *Applicants for initial issue must submit a completed Application for approval of SMS Implementation Plan.*
- c. *Please ensure all relevant sections of this application form and supporting forms / documents are completed and enclosed. Applications that are incomplete or lacking any documents will be returned without being actioned.*
- d. *For further information about completing this application, please contact the ANS Inspectorate Office.*
- e. *The Applicant should pay the required fees*

1. Organisation Details

(a)	Legal name of organisation	
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LYCAA Application for Issue or renewal of an Air Navigation Service Provider Certificate.

(b)	Trading or Division name:		
(c)	Address for Service:		
	requires applicants to provide an address for service (ie, a physical address) and to promptly notify the Director of any changes		
	Tel:		Fax:
	Email		
(d)	Postal Address:		
	(if different from Address for Service)		
	Tel:		Fax:
	Email		

2. Reason for Application - Mark appropriate boxInitial issue: Renewal: **3. Air Traffic Service to be provided.** ATS MET AIS CNS**4. Detailed Description of the Scope of Services for which Certification/Changes is/are Requested**

Services	Type of service to be provided	Part of the service to be provided	Tick as appropriate
Air Traffic Services (ATS)	Air Traffic Control (ATC)	Area Control Service	<input type="checkbox"/>
		Approach Control Service	<input type="checkbox"/>
		Aerodrome Control Service	<input type="checkbox"/>
	Flight Information Service (FIS)	Combined Services with ATC	<input type="checkbox"/>
		HF Operational Flight Information Service (OFIS) Broadcasts	<input type="checkbox"/>
		VHF Operational Flight Information Service (OFIS) Broadcasts	<input type="checkbox"/>
		Voice-Automatic Terminal Information Service (Voice-ATIS) Broadcasts	<input type="checkbox"/>
		Data Link Automatic Terminal Information Service (D-ATIS)	<input type="checkbox"/>

LYCAA Application for Issue or renewal of an Air Navigation Service Provider Certificate.

		VOLMET Broadcasts and/or D-VOLMET Service	<input type="checkbox"/>
		Alerting Services (AL)	<input type="checkbox"/>
		Advisory Service	<input type="checkbox"/>
		Aerodrome Flight Information Service (AFIS)	<input type="checkbox"/>
CNS	Communications (C)	Aeronautical Mobile Service (air-ground communications)	<input type="checkbox"/>
		Aeronautical Fixed Service (ground-ground communications)	<input type="checkbox"/>
		Aeronautical Mobile Satellite Service (AMSS)	<input type="checkbox"/>
	Navigation (N)	Provision of NDB signal-in-space	<input type="checkbox"/>
		Provision of VOR signal-in-space	<input type="checkbox"/>
		Provision of DME signal-in-space	<input type="checkbox"/>
		Provision of ILS signal-in-space	<input type="checkbox"/>
		Provision of MLS signal-in-space	<input type="checkbox"/>
		Provision of GNSS signal-in-space	<input type="checkbox"/>
	Surveillance (S)	Provision of data from Primary Surveillance Radar (PSR)	<input type="checkbox"/>
		Provision of data from Secondary Surveillance	<input type="checkbox"/>
		Provision of data from Automatic Dependent Surveillance (ADS)	<input type="checkbox"/>
		Provision of data from Surface Movement Radar	<input type="checkbox"/>
Aeronautical Informatio	Provision of the whole AIS service as described in ICAO Annex 15		<input type="checkbox"/>
Meteorological Services (MET)	Provision of the whole MET service as described in ICAO Annex 3		<input type="checkbox"/>

5. Declaration

I hereby certify that to the best of my knowledge the information supplied in support of this application for certification as an Air Navigation Service Provider and supporting documentation, is correct and that no relevant information has been withheld.

Name of person making the declaration

Address:

LYCAA Application for Issue or renewal of an Air Navigation Service Provider Certificate.

Tel No:	
FAX No:	
E-mail:	
Signature:	
Date:	
<i>Note:</i> <i>1. The Application should be submitted to the Civil Aviation Authority, Headquarters.</i> <i>2. On submission of this application, a fee shall be paid to the Authority to cover the cost of certification.</i> <i>3. Documentary evidence in support of all matters in this application may be requested.</i>	