

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



دولة ليبيا  
الحكومة الليبية  
وزارة المواصلات  
مصلحة الطيران المدني

<b>Contacts:</b> <b>Tel/Fax: +218 21 3613323</b> <a href="mailto:info@caa.gov.ly">info@caa.gov.ly</a> <a href="mailto:std@caa.gov.ly">std@caa.gov.ly</a> <a href="mailto:fsd@caa.gov.ly">fsd@caa.gov.ly</a> <b>SITA: TIP YAYA</b> <b>AFTN: HLLTYAYA</b>	<b>Advisory Circular (AC)</b> <b>LYCAA-AC-GEN 002</b>	Issued on 19/12/2016  Initial-Issue
---	--	---

## Advisory Circular - LYCAA / AC-GEN 002

### SAFA RAMP INSPECTION PROCEDURES

Published by:

Libyan Civil Aviation Authority (LYCAA)

Approved by:

19.12.16  
Capt. Nasereddin Shaebelain  
Director General





**1. Purpose:**

To define the purpose and mechanism of receiving, processing, analysing and responding to inspections carried out by foreign Regulatory Authorities (including SAFA Inspections).

**2. Scope:**

Any inspection carried out by a foreign Regulatory Authority on Libyan Operator's aircraft (including SAFA inspections).

**3. Responsibility:**

- 3.1 SAFA Coordinator is responsible for the overall implementation of this communication procedure.
- 3.2 Report of any inspection carried out by a Foreign Regulatory Authority on Libyan operator's aircraft (including SAFA inspections) shall be transmitted by the, SAFA coordinator or by crew of the operator even in the case of NIL reported finding. All available details of inspection findings (including verbal and/or written report) shall be obtained from operating cockpit/cabin crew, maintenance engineer etc., and communicated to the operator (QA ) office & SAFA Coordinator
- 3.3 The operator (QA ) shall acknowledge receipt of the report to the, higher management, forward it to the concerned functions (i.e. concerned Directorate/Section Head) for corrective preventive actions;.
- 3.4 The operator (QA ) / concerned shall carry out Corrective Actions in their areas and develop a corrective action report.
- 3.5 The operator (QA ) shall carry out root cause analysis for Preventive Actions on matters related to Engineering.
- 3.6 The operator (QA ) shall carry out root cause analysis on matters pertaining to areas other than Engineering.
- 3.7 The operator (QA ) and Quality Audit shall carry out analysis of Ramp Inspections, and update the training syllabus to incorporate the recommendations arising from Corrective and Preventive Actions.
- 3.8 The operator (QA) & SAFA Coordinator shall oversee the complete communication process and may intervene as appropriate.
- 3.9 The operator must carry out an Audit inspection before any aircraft departed to SAFA member states using (SAFA ramp inspection checklist) and forwarded to SAFA Coordinator in LYCAA
- 3.10 The operator (QA) shall recorded all the (inspection checklist) for at least 3 months



#### **4. Procedures followed by LYCAA**

- 4.1 Director General of Libyan civil aviation authority shall nominate an officer to function as a LYCAA SAFA Coordinator for user management of the access to the centralized data base of Libyan operators. An Airworthiness and Operation Sections shall be provided access through the LYCAA coordinator for monitoring the SAFA inspection reports of EASA data base.

Libyan operators shall be provided access to SAFA website for continuous monitoring, download of SAFA reports and upload of corrective and preventive actions.

- 4.2 In case, when the findings on an aircraft are considered serious in nature, appropriate actions may be initiated by LYCAA against operator to address the findings. If considered necessary, enforcement action in accordance with Libyan regulation may be initiated against the operator.

##### **4.2.1 For Corrective Action(s):**

Pertinent information is to be forwarded to respective functional heads for carrying out Corrective Actions in their areas. In all cases, items related to other sections are to be conveyed to the concerned Sectional Heads. All such messages to any relevant section are to be acknowledged on receipt and contingent action(s) shall be commenced immediately.

##### **4.2.2 For Preventive Action(s):**

A copy of report/information is to be forwarded to Operators QA and shall carry out root causes analysis for preventive actions in areas pertaining to Engineering. QA shall carry out root cause analysis in all areas and forwarded to all concerning offices and to LYCAA SAFA Coordinator.

##### **4.2.3 For Analysis:**

Pertinent information is also to be forwarded to LYCAA SAFA Coordinator in coordination with Flight Safety Department to carry out analysis of the ramp inspections

##### **4.2.4 For Information:**

Information copies are also to be dispatched to LYCAA SAFA Coordinator.

#### **4.3 Implementation of Corrective Action(s).**

##### **4.3.1 For Engineering:**

On receipt of report, QA shall forward the information/report to concerned production and line maintenance function where corrective action is required. The officer of the concerned production line maintenance function shall ensure that all the findings are properly addressed. Upon completion of corrective action(s), the officer of the concerned production function shall inform the head of QA through a formal report, detailing the steps taken to correct the discrepancy observed. QA shall validate the corrective action and forward the corrective action to LYCAA (LYCAA-SAFA Coordinator). Concurrently, the corrective action report shall be forwarded



to QA Quality Audits for analysis. As a result of this analysis QA Quality Audits in coordination with Line maintenance and production sections, may carry out root cause analysis to recommend preventive action(s).

#### **4.3.2 For All Areas (other than Engineering):**

On receipt of report, expeditious corrective actions shall be undertaken by the concerned function. Upon completion of corrective action(s), a formal report is to be forwarded to Manager Audits & Evaluation, who shall validate the corrective action(s) and recommend carrying out root cause analysis for preventive action.

*Note: All Corrective Actions are to be completed within 7 days of the receipt of report.*

#### **4.4 Root Cause Analysis for Preventive Action(s):**

QA Office and quality auditor shall carry out root cause analysis(if required) pertaining to Engineering and all areas other than Engineering respectively and recommend preventive actions. QA shall ensure implementation of recommendations through close coordination with the concerned function. QA shall forward the complete corrective action and preventive action report/recommendations to concerning sections for compilation of consolidated response to the QA Quality Audits for updating of training syllabi.

#### **4.5 Implementation of Recommended Corrective and Preventive Measures:**

Quality Assurances, Quality Audits updates the training syllabus to include the recommendations ensuing from corrective preventive actions.

#### **4.6 Final Response to Concerned Foreign Regulatory Agencies:**

LYCAA SAFA-Coordinator compile the final consolidated response to the Foreign Regulatory Agency inclusive of Corrective Action Report and Preventive action Report ; an acknowledgement findings from operator. LYCAA SAFA-Coordinator shall follow-up and uploaded all the corrective action and satisfactory closure of inspection findings to the (SAFA ) centralised European database .SAFA-coordinator should be inform the operator for any item closed from SAFA by official letter

#### **5. Related Record:**

<b>Record NO</b>	<b>Record Name</b>	<b>Maintained By</b>	<b>Retention Period</b>
SAFA-Inspection Report	SAFA report in format (Hard &Electronic)	SAFA-coordinator-	3 years
Corrective-Action report (CA)	C-A from operators in format (Hard &Electronic)	SAFA-Coordinator	3 years



### **5.1 Dissemination of Report for action and/or information:**

LYCAA SAFA-Coordinator on receipt of the Ramp Inspection Report, from SAFA database or by mail / fax acknowledgement within 48 hours of receipt. to be disseminated in the following manner.

- Libyan Director General of Civil Authority.
- Libyan Operator
- LYCAA Flight Safety Department (Operation Section & Airworthiness Section& Licensing-Section)

### **5.2 Written communication templates**

Sir,

I kindly ask your attention for the following:

Your Aircraft Registration mark. ( ) has been inspected in the scope of the European SAFA programme (Safety Assessment of Foreign Aircraft). As described by the SAFA programme procedures, the ramp inspection reports are in the case of significant and/or major findings the ramp inspection report, as it has been entered into the centralised European database, (report attached).

you requested to provide the corrective actions within 7 working days supported by evidence

Should you require any additional information on this matter, do not hesitate to contact us. .

To: LYCAA-SAFA Coordinator

Email: [ibrahim.yousef@caa.gov.ly](mailto:ibrahim.yousef@caa.gov.ly)

Mobil: 00218 91 3226793

Yours sincerely,