

State Of Libya
Ministry Of Transport
Civil Aviation Authority



دولة ليبيا
وزارة المواصلات والنقل
مصلحة الطيران المدني

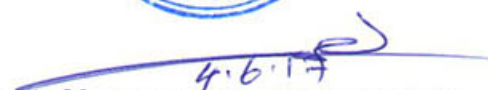
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CERTIFICATION OF AIR NAVIGATION SERVICES PROVIDERS

Published by Libyan Civil Aviation Authority

Approved By:




4.6.17
Capt. Nasereddin Shaebelain
Director General

1. PURPOSE

- 1.1. This Advisory Circular provides guidance for the certification of the following Air Navigation Services Providers (ANSPs):
 - a. Air traffic Services (ATS)
 - b. Instrument Flight Procedures Design (IFPD)
 - c. Aeronautical Information Services (AIS)
 - d. Communication, Navigation and Surveillance (CNS)
 - e. Meteorological services for air navigation (MET)
 - f. Search and Rescue Services (SAR)

2. REFERENCE

- 2.1. Civil Aviation Law No 6 of 2005
- 2.2. Libyan Civil Aviation Regulations, – LYCAR.ANSP.

3. BACKGROUND

- 3.1. Organisations currently providing ANS and/or those new applicants for ANSP certificate shall use this Advisory Circular for guidance in meeting the requirements for certification and understanding the obligations of an Air Navigation Service Provider (ANSP).
- 3.2. Service Providers will be briefed in as much detail as necessary regarding the preparation of manuals and other required documents during meetings with the LYCAA personnel. However, it is the responsibility of the applicant to ensure he understands all the requirements and processes involved in the certification process. The information in this AC and the reading material referenced will assist the provider in completing the process with minimal delays and complications.
- 3.3. The certification process will be carried out in five phases as described below.

Note: Organisations currently providing ANS may be exempted from certain processes, particularly in the demonstration phase, if the Authority considers that such requirement has already been complied with.

4. CERTIFICATION PHASES

4.1. Phase 1 – Pre-application

In this phase the applicant will formally express his intention to provide ANS by sending an application letter to the Director General of Libyan Civil aviation Authority. The applicant will be invited to meet with the LYCAA personnel to discuss basic information and general certification requirements. Following the discussion, the applicant will be provided with the application form (LYCAA/ANS/001/17).

4.2. Phase 2 - Formal Application

- 4.2.1. Formal application shall be made on a letter signed by the Chief Executive or the designated representative accompanied by an application *Form* [LYCAA/ANS/001/17] – Appendix I– and:
 - a. a copy of the applicant's draft Manual of Air Navigation Service Operations (MANSOPS) developed in accordance with the guidelines developed by the LYCAA;
 - b. a written statement setting out the services and physical locations at which they will be provided;

- c. fees as prescribed by the LYCAA; and
 - d. where necessary attachments as listed in 4.2.4 below.
- 4.2.2. Applicants, who have contracted the services of a consultant to handle their application, should provide the name of the consultant with powers of attorney to that effect. Furthermore, if an applicant wishes the LYCAA to deal directly with a nominated consultant, the letter should include the contact details of the consultant;
- 4.2.3. It is required that the formal application be submitted at least 90 days before the proposed date of commencement of operations. This period does not include any time spent waiting for the applicant or the applicants' consultant to provide document corrections necessary for the progression of the application.
- 4.2.4. Other documents that may be required for processing the application will include:
- a. Company General Manuals – Manuals, which may be issued in separate parts for specific users, contain information about the service provider's general policies, duties and responsibilities of personnel, operational control policy, and procedures;
 - b. Training manuals – Training manual for all technical staff, including the provisions for initial, OJT, refresher, recurrence, proficiency and examinations;
 - c. Safety Management Systems – The SMS manual if provided as a separate document.;
 - d. Quality Manual – The Quality Manual if provided as a separate document;
 - e. Security Manual – The Security Manual if provided as a separate document;
 - f. Initial Statement of Compliance – This attachment should be a complete listing of all Regulations applicable to the proposed operation. Pertinent regulation and subparts of the regulation should be identified and accompanied by a brief description, or preferably a specific reference to a manual or other document which describes method of compliance for the regulation or subpart of the regulation.
 - g. Financial capability – This attachment should consist of written evidence that the applicant has financial capability to provide the ANS as detailed in the MANSOPS.
- 4.2.5. The LYCAA will review the application to determine that it contains the required information and attachments. If there are omissions or errors, the formal application and all attachments will be returned with a letter outlining the reasons for its return. If the applicant has a good understanding of the requirements, the formal application should be of sufficient quality to allow any omission, deficiency or open question to be resolved during the formal application meeting.
- 4.2.6. The service provider's key management personnel should attend the formal application meeting. The purpose of the meeting is to discuss the formal application and resolve omissions, deficiencies or answer questions from either party.
- 4.2.7. Following the application meeting the applicant of ANSP will be provided with a letter acknowledging receipt and acceptance of the package. The LYCAA's acceptance of a formal application does not constitute approval or acceptance of individual attachments. These documents will be evaluated thoroughly during subsequent phases of the certification process. If the formal application is not accepted, it will be returned with a written explanation of the reasons for its return.
- 4.2.8. A non-refundable prescribed application fee shall accompany the application form.

4.3. Phase 3 – Document Evaluation

- 4.3.1. After the application has been accepted, LYCAA ANS inspectors will begin a thorough evaluation of all the manuals and documents. The LYCAA will endeavour to complete these evaluations in accordance with the accepted operator's schedule of events. If a manual or document is incomplete or deficient, or if non-compliance with the regulations or safe operating practices is detected, the manual or document will be returned for corrective action. If the manuals and documents are satisfactory, they will be approved, as required by the Regulations. Approvals may be indicated by letter as appropriate, or by approval of MANSOPS. Acceptance of information that does not require formal approval will be indicated by letter.
- 4.3.2. The time involved in the processing of information which must be addressed in the applicant's manuals and other documents depends on the complexity of the planned operation.
- 4.3.3. Upon completion of the evaluation phase, a date for the on-site-inspection will be arranged with the applicant.

4.4. Phase 4 - Demonstration and Inspection

- 4.4.1. It is necessary for an applicant of ANSP to demonstrate the ability to comply with regulations and safe operating practices as provided in the Regulations. Demonstrations of ability include actual performance of activities and/or operations while being observed by the LYCAA ANS inspectors. During this phase, the LYCAA will evaluate the effectiveness of the policies, methods, procedures and instructions as described in the MANSOPS and associated documents. Emphasis is placed on the applicant's safety and management effectiveness. Deficiencies will be brought to the attention of an applicant of ANSP for corrective action.
- 4.4.2. Although the document evaluation and the demonstration and inspection phases have been discussed separately in this AC, these phases overlap, or are accomplished simultaneously in actual practice.
- 4.4.3. The Demonstration and Inspection Phase outlined above is only applicable to the initial certification of an ANS provider.
- 4.4.4. An ANSP who is already providing services during the initial certification or recertification, need not do the demonstrations a second time unless the LYCAA deems it necessary for safety reasons.

4.5. Phase 5 – Issue of Certificate

- 4.5.1. After the demonstration and inspection phases have been completed satisfactorily, the LYCAA will approve the MANSOPS and prepare an ANSP Certificate, sample indicated at **Appendix II**. The approved MANSOPS and the ANSP Certificate will be delivered to the ANSP who will, upon receipt, acknowledge to the Authority in writing (a sample shown in Appendix II).
- 4.5.2. The certificate holder is responsible for continued compliance with the Regulations and the authorisations, limitations and provisions of its certificate. Changes in the MANSOPS will involve a process similar to the certification though it may be a less complex. The LYCAA is responsible for conducting periodic inspections of the certificate holder's operations in order to ensure continued compliance with the Regulations and safe operating practices.

5. RENEWAL, AMENDMENT, SUSPENSION AND REVOCATION OF CERTIFICATES

5.1. Renewal of Certificate

5.1.1. An applicant for the renewal of a certificate shall submit an application to the Director General of Civil Aviation Authority not less than 60 days before the expiry of the certificate using *Form LYCAA/ANS/002*.

5.1.2. The renewal of a certificate shall be subject to compliance with the Civil Aviation Regulation and any other conditions as may be specified or notified by the LYCAA .

6. Amendment of Certificate

6.1. An application for amendment of a certificate shall be submitted to the Director General of Civil Aviation Authority using *Form LYCAA/ANS/001*. The LYCAA shall require that the application be accompanied by two copies of MANSOPS and fee as prescribed by the LYCAA .

6.2. The LYCAA may, where necessary, amend the certificate if –

6.2.1. there is change in the use or operation,

6.2.2. the holder of the certificate requests an amendment, or

6.2.3. the LYCAA deems it necessary.

7. Suspension and Revocations of Certificates

The LYCAA may suspend or revoke a Certificate in accordance with the provisions of the Law been enforce.

Appendix I

State Of Libya
Government Of Libya
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LYCAA/ANS/FRM/001117

ANSP –APPLICATION/RENEWAL/AMENDMENT FORM

Section A: Particulars of the Applicant

Company
Name.....
Address.....
Telephone No:
Fax.....
E-mail.....

Section B: Operational Details

Location of Proposed Operation:	
Service(s) to be provided:	Location and Coverage of Each Service:
Proposed Commencement Date:	
Daily Hours of Service:	
Manual of Operations	Provided <input type="checkbox"/> Yes <input type="checkbox"/> No

Section C: Proposed Changes/Amendments

Section D: 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:
Contact Address:..... :.....
Tel No:.....
FAX .No:.....
E-mail:.....
Signature:.....
Date:/...../.....
FOR CONSULTANTS ONLY Specify reference of authorization to act on behalf of the applicant (attach copy of the power of attorney letter)
<i>Note:</i> <ol style="list-style-type: none"><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 LYCAA to cover the cost of certification.</i><i>3. Documentary evidence in support of all matters in this application may be requested.</i>

Appendix II

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**دولة ليبيا
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AIR NAVIGATION SERVICE PROVIDER CERTIFICATE

LYCAA/ANS/FRM/002/17

AIR NAVIGATION SERVICE PROVIDER CERTIFICATE

Certificate No.

Libyan Civil Aviation Regulations, ANSP

This certificate authorizes

{enter name and physical address}

To provide the following Air Navigation Services:

- **ATS**
- **CNS**
- **AIS**
- **SAR**
- **MET**

This Certificate is issued under the **Libyan Civil Aviation Regulations, Air Navigation Service Provider (LYCAR.ANSP)** , and any relevant direction issued by the Director General of Civil Aviation Authority, including any conditions on the reverse of this Certificate.

Date of effect of Certificate:

This certificate shall remain valid until expiry date unless surrendered, suspended or cancelled

Director General

Signature..... Date.....

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Sample Conditions to the Certificate

AIR NAVIGATION SERVICE PROVIDER CERTIFICATE

Approved Service Provider: Certificate No.:

CONDITIONS OF APPROVAL

General

1. This certificate authorizes the ANSP to provide air traffic services at the following aerodrome(s)/ airspace(s):-

1.
2.
3.
4.

- 2. The Service provider is subject to regular LYCAA surveillance of service provision.
- 3. Any change to the services provided must be referred to LYCAA for approval.

Special Conditions

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LYCAA Authorised Person:

Name:..... Position:.....

Signature:..... Date:.....