Standards Document

Civil Aviation Authority
of Fiji

INSTRUMENT FLIGHT PROCEDURE

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Civil Aviation Authority of Fiji
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PREFACE

General

Fiji's National Aviation Law consists of a three-tier regulatory system, comprising Acts, Regulations and Standards Documents; the purpose of which is to ensure, where deemed appropriate, compliance and conformance with ICAO Standards and Recommended Practices (SARPS).

The three-tier regulatory system represents Fiji's Primary Legislation System and Specific Operating Regulations to meet Critical Elements CE1 and CE2 of ICAO's Eight Critical Element of a safety oversight system

Standards Documents (SD) are issued by the Civil Aviation Authority of Fiji under the provision of Section 14 (3) (b) of the Civil Aviation Authority Act 1979 (CAP 174A)

Where appropriate, the SD also contains guidance information (Critical Element CE5) on standards, practices, and procedures that are acceptable to the Authority.

Notwithstanding the above, and where specifically indicated in this Standards Document that such a provision is available, consideration may be given to other methods of compliance that may be presented to the Authority provided they have compensating factors that can demonstrate a level of safety equivalent to or better than those prescribed herein. Accordingly, the Authority will consider each case based on its own merits holistically in the context of and relevancy of the alternative methods to the individual applicant.

When new standards, practices, or procedures are determined to be acceptable, they will be added to this document.

Purpose

This Standards Document – Instrument Flight Procedure is issued by the Civil Aviation Authority of Fiji pursuant to *Section 6(1)(c) and 6 (4) (b) of the Civil Aviation (Reform) Act 1999.* This Document is intended for use by CAAF, applicants for, and holders of an Instrument Flight Procedure Service Provider Certificate and their staff.

Change Notice

This Standards Document has been developed pursuant to the Authority's obligation to provide oversight on Instrument Flight Procedure operators/service providers and their personnel, as well as the operator's/service providers and applicants obligation to comply with standards notified by the Authority and is the means by which such notification is given.

THERESA LEVESTAM
ACTING CHIEF EXECUTIVE

AMENDMENT RECORD

The following space is provided to keep a record of all amendments.

Amendment No.	Effective Date	Entered By	Date Entered
Amendment no. 1 incorporated in this edition			
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From time to time the Authority will issue amendments to the requirements stipulated in this publication. This will be done in the form of 'Notice of Amendments' including an attachment 'Notification of Approval/Disapproval' of all or part of the proposed amendment.

The Amendments will also be accessible through CAAF website.

Contents

Historical Summary of Amendments

The Civil Aviation Reform Act (1999) requires the Authority to produce standards for the provision of instrument flight procedures design. A draft version of Standard Document- Flight Procedures Design (SD-IFP, 1st Edition dated Dec 2017) was developed and circulated internally for comments.

SDIFP, details the FPD standards and the FPD Provider certification requirements.

Amendment	*Source(s)*	*Subject(s)*	*Effective Date*
1st Edition	*CAAF*	*Standards Document – Instrument Flight Procedures (SDIFP)*	*7th Dec 2017*
2nd Edition	*CAAF*	*Amdt to Preface, include Doc 8168 Vol III, Amdt doc 9613 ref, amdt Doc 9906 Vol 5 & 6, include service providers validation & implementation flow chart, Appendix A-senior persons experience requirements*	*31st May 2019*

Chapter 1 – General

1.1 Applicability

(a) This Standard prescribes the –

(1) standards governing the certification and operation of an organisation that provides services for the design and maintenance of instrument flight procedures; and
(2) technical standards for the design of instrument flight procedures.

(b) This Standard shall not apply to the design of aircraft performance operating limitations or flight paths, for critical engine inoperative emergency procedures.

(c) This Standard aims to ensure that the design, maintenance, and promulgation of instrument flight procedures intended for use by aircraft operating under IFR in that part of the Nadi Flight Information Region administered by Fiji under international agreement meet ICAO standards and recommended practices for instrument flight procedures.

(d) In this Standard, unless the context otherwise requires, "certificate" means an Instrument Flight Procedure Service Provider Certificate.

1.2 Requirement for certificate

(a) Except as provided for under paragraph (b) a person must not provide an instrument flight procedure service for the Nadi FIR except under the authority of an Instrument Flight Procedure Service Provider Certificate issued in accordance with this Standard.

(b) In this Standard reference to the Nadi FIR excludes those portions of airspace within the Nadi FIR where an individual State by international agreement administers operations in part of the Nadi FIR and regulates that State's IFR flight procedures.

1.3 Application for certificate

An applicant for the grant of a certificate shall complete and submit to the Authority, the appropriate form, with the –

(1) exposition required under 2.12; and
(2) prescribed fee.

1.4 Issuance of certificate

An applicant shall be entitled to the grant of a certificate if the Authority is satisfied that the–

(1) applicant meets the requirements of Chapter 2;
(2) applicant and the senior persons required under para 2.1(a) are fit and proper persons;
(3) applicant is in compliance with instrument flight procedure service standards published by the Authority; and
(4) grant of the certificate is not contrary to the interests of aviation safety.

1.5 Privileges of certificate

A certificate shall authorise the holder to –

(1) design, flight validate, certify and maintain an instrument flight procedure;
(2) make aeronautical information including aeronautical data relating to an instrument flight procedure that has been certified by the certificate holder and notified in the AIP Fiji, AIP Supplement or NOTAM, available for publication and operational use by an aircraft; and
(3) specifies the types of instrument flight procedure that the certificate holder is authorised to design, flight validate, certify and maintain.

1.6 Duration of certificate

(a) A certificate shall be granted or renewed for a period up to 1 year.

(b) A certificate shall remain in force until it expires, or is suspended or revoked.

1.7 Renewal of certificate

An application for the renewal of a certificate must be made using the appropriate form and be submitted to the Authority not less than 90 days before the certificate expires.

Chapter 2 – Certification Requirements

2.1 Personnel requirements

(a) An applicant for the grant of a certificate shall employ, contract, or otherwise engage –

(1) a senior person identified as the Accountable Manager who must –

(i) have the authority within the applicant's organisation to ensure that the organisation's instrument flight procedure services can be financed and provided in accordance with the requirements and standards prescribed by this Standard; and

(ii) be responsible for ensuring that the organisation complies with the requirements of this Standard;

(2) a senior person or persons, responsible to the Accountable Manager for –

(i) ensuring that the applicant's organisation complies with the organisation's exposition; and

(ii) the certification of every instrument flight procedure provided by the applicant's organisation for entry into the AIP Fiji and made available for publication and operational use; and

(3) sufficient personnel to plan, design, verify and maintain the instrument flight procedures provided by the applicant's organisation.

(b) An applicant for the grant of a certificate shall establish a procedure for initially assessing, training and maintaining, the competence of –

(1) personnel involved in the planning, design, verification, and maintenance of instrument flight procedures; and

(2) senior personnel who are authorized to certify instrument flight procedures.

(c) The senior person or persons responsible for the certification of instrument flight procedures shall be authorized in accordance with para 2.4 to certify the procedures.

(d) The qualifications and experience for a senior person required under paragraph (a)(2) are specified in Appendix A.

2.2 Resource requirements

(a) An applicant for the grant of a certificate shall –

(1) have available or have ready access to equipment that is appropriate for the design, design verification, certification, flight validation and maintenance of the types of instrument flight procedure that are specified in the applicant's exposition;

(2) have access to relevant and current data including, but not limited to, aeronautical data, land contour data, and obstacle data for the design, design verification, flight validation, and maintenance of the instrument flight procedures certified by, and maintained by, the applicant's organisation; and

(3) hold or have ready access to copies of relevant documentation comprising technical standards, practices and instructions, and any other documentation that may be necessary for the design, design verification, certification, flight validation and maintenance of the types of instrument flight procedure that are specified in the applicant's exposition.

(b) An applicant for the grant of a certificate shall establish a procedure for ensuring that –

(1) personnel have access to the data referred to in paragraph (a)(2) for the types of instrument flight procedure specified in the applicant's exposition; and

(2) the data referred to in paragraph (a)(2) is current, traceable and meets the required level

of verifiable accuracy for the design, design verification, flight validation and maintenance of instrument flight procedures specified in the applicant's exposition.

(c) An applicant for the grant of a certificate shall establish a procedure for controlling all documentation required by paragraph (a)(3) to ensure that –

(1) the documentation is reviewed and authorised by an appropriate person before issuance and use;
(2) current issues of relevant documentation are available to personnel at every location if for access to the documentation;
(3) every obsolete document is promptly removed from every point of issue and use;
(4) a change to documentation is reviewed and authorised by an appropriate person before issue and use; and
(5) the current version of every item of documentation can be identified to prevent the use of superseded material.

2.3 Design of instrument flight procedures

(a) An applicant for the grant of a certificate shall establish procedures for ensuring that every instrument flight procedure certified under the authority of the applicant's certificate in accordance with para 2.5, is –

(1) designed or amended using methods ensuring that the procedure meets the applicable requirements and standards prescribed in Chapter 4;
(2) independently verified, before certification, by a qualified person who is independent of the person directly responsible for the design;
(3) except as provided in paragraph (b), flight validated in accordance with the procedures required under paragraph (c), to ensure that –

(i) the instrument flight procedure allows aircraft using the procedure to manoeuvre consistently within safe operating practices and pilot workloads for the categories of aircraft that the procedure is intended for;
(ii) the instrument flight procedure provides azimuth and distance information, and vertical guidance information for a precision approach, in accordance with ICAO or other standards for the operation of aircraft to ensure that an aircraft using the procedure remains clear of obstacles;
(iii) the instrument flight procedure is not affected by any radio frequency interference; and
(iv) visual guidance systems and cues for the runway are appropriate for the instrument flight procedure and are not confused by lighting, laser sky displays, or any other visual distraction.

(b) The following instrument flight procedures may not require flight validation if it can be shown that current obstacle data meets the design requirements of the instrument flight procedure –

(1) an en-route or an instrument arrival procedure unless –

(i) there is doubt about the coverage of the navigation system supporting the requirements of the procedure; or
(ii) the procedure limits the flyability and performance characteristics of the class of aircraft the procedure is designed for;

(2) an instrument departure procedure unless the procedure limits the flyability and performance characteristics of the class of aircraft the procedure is designed for; and
(3) an amendment of a previously flight validated instrument approach procedure if –

(i) the design change can be verified during the design process; and
(ii) a safety assessment of the proposed amendment has been completed and confirms that no additional risks to the safety of the procedure are introduced by the amendment.

(c) An applicant for the grant of a certificate shall establish procedures for conducting the flight validation of an instrument flight procedure as required under paragraph (a)(3).

(d) The flight validation procedures required under paragraph (c) must include the use of equipment that –

(1) has the precision, and accuracy traceable to appropriate standards, that are necessary for the validation being performed;
(2) has known measurement uncertainties including, but not limited to, the software, firmware and crosswind uncertainties;
(3) records the actual flight path of the validation aircraft,
(4) is checked before being released for use, and at intervals not exceeding the calibration intervals recommended by the manufacturer, to establish that the system is capable of verifying the integrity of the instrument flight procedure, and
(5) is operated in accordance with flight validation system procedures and criteria by persons who are competent and current on the system used.

(e) An applicant for the grant of a certificate shall establish procedures for justifying the application of paragraph (b) to an instrument flight procedure.

(f) An applicant for the grant of a certificate shall establish procedures for ensuring that during the processes of design, maintenance, or transfer of data of an instrument flight procedure –

(1) the applicable aeronautical data and aeronautical information complies with the standards specified in RTCA Inc. document number RTCA/DO-201A Standards for Aeronautical Information;
(2) manipulation or processing of aeronautical data complies with the standards specified in RTCA Inc. document number RTCA/DO-200A Standards for Processing Aeronautical Data; and
(3) any transfer of aeronautical information within the certificate holder's organisation, or to or from external entities, complies with the standards specified in the Aeronautical Information Transfer Model (AIXM-5).

(g) An applicant for the grant of a certificate may use alternative standards equivalent to the standards specified under paragraph (f) that are acceptable to the Authority.

2.4 Authorisation of persons to certify instrument flight procedures

(a) Subject to paragraphs (b), (c) and (d), an applicant for the grant of a certificate shall establish a procedure for authorising a senior person or persons to certify that an instrument flight procedure has been designed in accordance with and meets every applicable standard and requirement prescribed by Chapter 4.

(b) An authorisation must not be issued to a person unless the person meets the applicable training and experience requirements specified in paragraph A.1 of Appendix A

(c) Every authorization that is issued to a person shall be in writing and shall specify the types of instrument flight procedure that the person is authorised to certify.

(d) An instrument flight procedure type that is specified on an authorisation must not be inconsistent with the types of instrument flight procedures specified on the certificate.

2.5 Certification of instrument flight procedures

(a) Subject to paragraphs (b) and (c) an applicant for the grant of a certificate must establish a procedure for the certification of every instrument flight procedure that the applicant's organisation proposes to design, make available for operational use, and publish in the AIP Fiji.

(b) The procedure required by paragraph (a) must include –

(1) details of the checks to be carried out by a senior person, who is authorised to certify the particular type of instrument flight procedure, to ensure that the instrument flight procedure meets the applicable requirements and standards prescribed by this Standard; and

(2) the means for providing the Authority with the information specified in para 2.6(c) for the entry of the instrument flight procedure into the AIP Fiji.

(c) A person who is authorised in accordance with para 2.4 to certify an instrument flight procedure must not certify an instrument flight procedure that the person has designed.

2.6 Promulgation of instrument flight procedures

(a) An applicant for the grant of a certificate shall establish a procedure to ensure that –

(1) the information required under paragraph (c) is provided to the Authority; and
(2) an instrument flight procedure is not published or made available for operational use unless the Authority has notified the holder of the certificate that the instrument flight procedure has been entered into the AIP Fiji, and the date for operational use of the instrument flight procedure has been notified in the AIP Fiji, AIP Supplement or NOTAM.

(b) The procedure required by paragraph (a) shall include details of the –

(1) means for coordinating with the aeronautical information service provider the publishing of the instrument flight procedure in the AIP Fiji; and
(2) means to check that the initial publication of, or any change to, an instrument flight procedure published under paragraph (a) has been accurately published in the Fiji AIP.

(c) The following information shall be required by the Authority for every entry of an instrument flight procedure into the AIP Fiji –

(1) the name or other appropriate identifier that is acceptable to the Authority to uniquely identify the instrument flight procedure;
(2) aeronautical data that is acceptable to the Authority to define and describe the instrument flight procedure;
(3) the date that the instrument flight procedure is intended to come into effect;
(4) a statement signed by the senior person referred to under para 2.5(b)(1), certifying that the instrument flight procedure meets the applicable standards and requirements prescribed by this Standard; and
(5) a statement signed by a senior person, of an appropriate instrument flight procedure service organisation certifying that the instrument flight procedure is to be maintained in accordance with the organisation's procedures required by para 2.7.

(d) For the purpose of paragraph (c)(5), an appropriate instrument flight procedure organisation is an organisation that is certificated in accordance with this Standard and whose certificate authorises the design, flight validation, certification, and maintenance of the particular type of instrument flight procedure.

2.7 Maintenance of instrument flight procedures

(a) An applicant for the grant of a certificate shall establish a procedure for maintaining, in accordance with the requirements of this Standard, every instrument flight procedure that, in accordance with the statement required under para 2.6(c)(5), is maintained under the authority of the certificate.

(b) The procedure required under paragraph (a) must include details for every instrument flight procedure to be reviewed, and flight validated if necessary, –

(1) on a periodic basis that is acceptable to the Authority, ensuring that the instrument flight procedure continues to meet the applicable standards and requirements of this Standard; and
(2) if there is a change in any of the data referred to in para 2.2(a)(2) that may affect the integrity of the instrument flight procedure.

(c) The procedure required under paragraph (a) must include and document the grounds and criteria for establishing or changing the interval between the periodic maintenance reviews for

each instrument flight procedure.

2.8 Errors in published instrument flight procedures

(a) An applicant for the grant of a certificate shall establish a procedure for recording, investigating, correcting, and reporting in accordance with Occurrence Reporting and Investigation Regulations, any identified error and any identified non-conformance or suspected non-conformance with the requirements of this Standard, in an instrument flight procedure that is certified or maintained under the authority of the certificate.

(b) The procedure required by paragraph (a) must require that –

(1) an instrument flight procedure is immediately withdrawn from operational use if the error or non-conformance referred to in paragraph (a) affects, or may affect, the safety of an aircraft operation;

(2) the error or non-conformance is corrected, and certified by a senior person who is appropriately authorised in accordance with para 2.4;

(3) the correction required by sub-paragraph (2) is clearly identified and promulgated by the most appropriate means relative to the operational significance of the error or non-conformance;

(4) the source of the error or non-conformance is identified, and –

(i) if possible, eliminated to prevent a recurrence; and

(ii) preventive action is taken to ensure that the source of the error or non-conformance has not affected the integrity of any other instrument flight procedure; and

(5) the Authority is notified, in accordance with Occurrence Reporting and Investigation Regulations, of a promulgated information incident relating to an error or non-conformance referred to in paragraph (a).

2.9 Management of records

(a) An applicant for the grant of a certificate shall establish a procedure for the management of records that are required for the applicant organisation's functions relating to the design, certification and maintenance of instrument flight procedures.

(b) The management of records under paragraph (a) includes the identification, collection, index, storage, safekeeping, accessibility, maintenance and disposal of records.

(c) The procedure required under paragraph (a) must provide for the following to be recorded for every instrument flight procedure that is certified in accordance with para 2.5 and every instrument flight procedure that is maintained in accordance with para 2.7 –

(1) details required by para 2.6(c) for the instrument flight procedure;

(2) details of the instrument procedure design carried out in accordance with para 2.5, including but not limited to design verification, amendment, validation, justification for not validating, and certification activities;

(3) details of the promulgation and checking activities;

(4) details of any action taken under para 2.8 regarding errors and non-conformances in an instrument flight procedure; and

(5) details of every maintenance review and flight validation carried out, in accordance with the procedures required by para 2.7.

(d) The procedure required by paragraph (a) must also provide for the following –

(1) a record, that includes details of the qualifications, experience, training, assessments, and authorisations if applicable, for –

(i) every senior person required by para 2.1(a)(2); and

(ii) personnel required by para 2.1(a)(3);

(2) a record of every internal safety management review carried out under para 2.10;

(3) the records required by paragraphs (c) and (d) to be legible, accurate, permanent and retrievable in a legible format; and

(4) the records required by paragraph (c) to be retained for at least 5 years after the associated instrument flight procedure is withdrawn from use.

2.10 Internal quality assurance

(a) An applicant for the grant of a certificate shall establish an internal quality assurance system to ensure compliance with, and the adequacy of, the procedures required by this Standard.

(b) The internal quality assurance system shall be established in accordance with standards approved by the Authority for Internal Quality Assurance Systems.

(c) The senior person who has the responsibility for internal quality assurance shall have direct access to the Accountable Manager on matters affecting the safe provision of any air traffic service listed in the exposition.

2.11 Safety Management System

(a) An applicant for a certificate shall establish a safety management system, including risk and hazard identification, management and mitigation or elimination that will ensure a level of safety acceptable to the Authority.

(b) The safety management system shall be established in accordance with standards approved by the Authority for Safety Management Systems.

(c) The senior person responsible for the safety management system shall have direct access to the Accountable Manager on matters affecting or that may affect the safety, reliability or integrity of the facilities operated under the authority of the certificate in support of aircraft operations.

2.12 Exposition requirements

(a) An applicant for the grant of a certificate shall provide the Authority with an exposition that must contain –

(1) a statement signed by the Accountable Manager on behalf of the applicant's organisation confirming that the exposition and any included documentation –

(i) define the organisation and demonstrate its means and methods for ensuring on-going compliance with this Standard; and

(ii) are required to be complied with by the organisation's personnel at all times;

(2) the titles, names and contact details of the senior person or persons required by para 2.1(a)(1) and (2);

(3) details of the duties and responsibilities of the senior person or persons referred to in sub-paragraph (2) including matters for which they have responsibility to deal directly with the Authority on behalf of the organisation;

(4) if there is more than one senior person listed under subparagraph (2), an organisation chart showing the lines of responsibility of those persons;

(5) the name of every senior person who is authorised in accordance with para 2.4 to certify instrument flight procedures;

(6) details of the scope of the authorisation issued to every person listed under sub-paragraph (5);

(7) a list of the types of instrument flight procedure to be designed, certified or maintained by the applicant's organisation;

(8) details of the applicant's means of meeting the requirements of para 2.2(a) regarding –

(i) equipment;
(ii) access to relevant and current data; and
(iii) access to copies of relevant documentation;

(9) details of the applicant's means of meeting the requirements of para 2.2(b) regarding instrument flight procedures not requiring flight validation; and

(10) details of the applicant's procedures as required by –

(i) para 2.1(b) regarding assessment and competence of personnel;
(ii) para 2.2(b)(1) regarding access to data;
(iii) para 2.2(b)(2) regarding currency and accuracy of data;
(iv) para 2.2(c) regarding control of documentation;
(v) para 2.3(a) regarding design, verification and flight validation of instrument flight procedures;
(vi) para 2.3(c) regarding flight validation of instrument flight procedures;

(vii) para 2.3(e) regarding the justification for instrument flight procedures not requiring flight validation;
(viii) para 2.3(f) or (g) regarding the compliance with standards;
(ix) para 2.4 regarding authorisation of senior persons;
(x) para 2.5 regarding certification of instrument flight procedures;
(xi) para 2.6 regarding promulgation of instrument flight procedures and the means to provide details of each procedure to the Authority;
(xii) para 2.7 regarding maintenance of instrument flight procedures;
(xiii) para 2.8 regarding errors in published instrument flight procedures;
(xiv) para 2.9 regarding management of records;
(xv) para 2.10 regarding Internal quality assurance and
(xvi) para 2.11 regarding safety management system; and

(11) procedures for controlling, amending and distributing the exposition.

(b) The exposition required under paragraph (a) and any amendment thereof must be acceptable to the Authority.

2.13 Contracting out

(a) The holder of a certificate may, with the approval of the Authority, contract out any or all of the work of instrument flight procedure design and maintenance to another organisation.

(b) Any organisation contracted to provide instrument flight procedure design or maintenance shall meet all the requirements of this Standard.

(c) Notwithstanding paragraph (b), the holder of a certificate retains the responsibility for ensuring that any contracted party meets and continues to meet the requirements and conditions of this Standard.

(d) The holder of a certificate shall audit the contracted party to an extent and frequency acceptable to the Authority.

(e) The Authority shall have the power to exercise the provisions of para 3.1 in relation to any contracted party.

Chapter 3 – Operating Requirements

3.1 Facilitation of examinations, audits and inspections

(a) The holder of a certificate shall facilitate such arrangements as are necessary for an authorised person to carry out an examination, audit or inspection –

(1) for the purpose of securing and monitoring the provision of an instrument flight procedure service under these Regulations; and
(2) to satisfy the Authority that the holder of the certificate is competent to operate.

(b) An examination, audit or inspection carried out on the nature of the work pursuant to paragraph (a) shall include –

(1) the examination and inspection of the work of the personnel providing an instrument flight procedure service;
(2) the examination and inspection of instrument flight procedure service equipment and its maintenance facilities;
(3) the examination and inspection of instrument flight procedure personnel(s) Pans-Ops training records; and/or
(4) such other examination and inspection as may be necessary for the purpose of monitoring the safety of the provision of the service and the objectives of an instrument flight procedure service operations.

3.2 Continued compliance

The holder of a certificate shall –

(1) continue to meet the standards and comply with the requirements of Chapter 2 prescribed for certification under this Standard;
(2) comply with all procedures referred to in its exposition;
(3) hold or have ready access to at least one complete and current copy of its exposition at each location listed in its exposition where a senior person is based;
(4) make each applicable section of its exposition available to personnel who require those sections to carry out their duties;
(5) comply with any recommendation or corrective action imposed by the Authority as a result of an examination, audit or inspection carried out under para 3.1; and
(6) notify the Authority on the appropriate form of any change of address for service, telephone number, facsimile number or email address within 28 days of the change.

3.3 Changes to certificate holder's organisation

(a) The holder of a certificate must –

(1) subject to paragraph (b), ensure that the organisation's exposition is amended so as to remain a current description of the certificate holder's organisation;
(2) ensure that any amendment made to the exposition meets the applicable requirements of this Standard;
(3) comply with the exposition amendment procedures contained in the exposition;
(4) provide the Authority with a copy of each amendment that the certificate holder makes to the exposition as soon as practicable after the amendment is incorporated into the exposition; and
(5) amend the exposition as the Authority considers necessary in the interests of aviation safety.

(b) If the holder of a certificate changes, or proposes to change any of the following, the certificate holder must notify the Authority prior to the change or as soon as practicable if prior notification is not possible, and the change must be accepted by the Authority, including applicable fit and proper person criteria, before being incorporated into the certificate holder's exposition –

(1) the person identified as the Accountable Manager;
(2) the title or name of any senior person specified in the exposition required by para 2.12(a)(2); and
(3) the types of instrument flight procedure specified on the certificate holder's certificate.

(c) The Authority may impose conditions under which the holder of a certificate may operate during or following any of the changes specified in paragraph (b) which the holder of the certificate must comply with.

(d) If any of the changes under paragraph (b) require an amendment to the certificate, the holder of the certificate must forward the certificate to the Authority as soon as practicable for endorsement of the amendment.

3.4 Cessation of maintenance of an instrument flight procedure

If the holder of a certificate proposes to discontinue the maintenance of an instrument flight procedure as required under para 2.7, the certificate holder must notify the Authority in writing of the proposal to discontinue the maintenance at least 90 days before the maintenance ceases.

3.5 Withdrawal of an instrument flight procedure from use

(a) Notwithstanding para 3.4, the Authority may by the most appropriate means, withdraw an instrument flight procedure from use if the Authority has reasonable grounds to believe that –

(1) the instrument flight procedure may be unsafe for use by aircraft operating under IFR; or
(2) the instrument flight procedure is not being maintained in accordance with the applicable requirements of this Standard.

(b) If the Authority withdraws an instrument flight procedure from use under paragraph (a), the Authority must –

(1) confirm in writing the withdrawal of the instrument flight procedure with the holder of the certificate responsible for the maintenance of that instrument flight procedure;
(2) take appropriate action to ensure that the instrument flight procedure is removed from the AIP Fiji and from operational use; and
(3) remove the instrument flight procedure and its associated aeronautical data from the AIP Fiji.

Chapter 4 – Design criteria – Instrument Flight Procedure

4.1 Design

(a) Every instrument flight procedure must be designed in accordance with the requirements of this Standard and in accordance with the appropriate design processes, standards, guidelines, and aeronautical data quality requirements contained in the following –

(1) ICAO Documents –

(i) Doc 8168, Procedures for Air Navigation Services – Aircraft Operations –Volume I Flight Procedures, Volume II Construction of Visual and Instrument Flight Procedures, Volume III Aircraft Operating Procedures;
(ii) Doc 8697, Aeronautical Chart Manual;
(iii) Doc 9368, Instrument Flight Procedure Construction Manual;
(iv) Doc 9365, Manual of All-Weather Operations;
(v) Doc 9371 - Template Manual for Holding, Reversal and Racetrack Procedures;
(vi) Doc 9613 Performance Based Navigation Manual – Volume I Concept and Implementation Guidance, and Volume II Implementing RNAV and RNP Operations;
(vii) Doc 9674, World Geodetic System 1984 (WGS-84) Manual;
(viii) Doc 9881, Guidelines for Electronic Terrain, Obstacle and Aerodrome Mapping Information;
(ix) Doc 9905 - AN/471 Required Navigation Performance Authorization Required (RNP AR) Procedure Design Manual; and
(x) Doc 9906 - Quality Assurance Manual for Flight Procedure Design (Vol 1, 2, 3, 5, 6);

(2) ICAO Annexes –

(i) Annex 4, Aeronautical Charts;
(ii) Annex 5, Units of Measurements;
(iii) Annex 6, Operation of Aircraft;
(iv) Annex 11, Air Traffic Services;
(v) Annex 14, Volumes I & II Aerodromes; and
(vi) Annex 15, Aeronautical Information Services; and

(3) any other guideline or standard that is applicable to a particular type of instrument flight procedure and is notified by the Authority as being acceptable and applicable.

(b) For the purposes of paragraph (a), if there is a conflicting difference between any of the applicable design processes, standards, guidelines, or aeronautical data quality requirements, the particular design process, standard or guideline to be used must be acceptable to, or specified by, the Authority.

(c) The design of an instrument flight procedure must –

(1) be coordinated with all appropriate air traffic service providers;
(2) be compatible with any air traffic service and associated procedure that is provided within the area or areas of airspace where the instrument flight procedure is intended to be established; and
(3) take into account –

(i) any noise abatement procedure prescribed in the AIP Fiji;
(ii) any by-laws or any other law, or other authoritative documentation restricting or governing aircraft operations;
(iii) the classification and any associated designation of the airspace in which the instrument flight procedure is to be established and any adjacent airspace that may be affected by the procedure; and
(iv) the effect that the proposed instrument flight procedure may have on any other instrument flight procedure established in the airspace.

(d) An instrument flight procedure must not be designed for an aerodrome or heliport unless the operator of the aerodrome or heliport agrees in writing that the aerodrome or heliport may be used for IFR operations using the intended instrument flight procedure.

(e) An instrument flight procedure must not be designed on or use a ground based aeronautical facility unless –

(1) the aeronautical facility is operated under the authority of an Aeronautical Telecommunication Service Provider Certificate issued in accordance with Standard 171; and
(2) the holder of the Aeronautical Telecommunications Provider Certificate agrees in writing that the aeronautical facility can be used for the intended instrument flight procedure.

4.2 Contravention and Penalties

Any person or organisation who contravenes or fails to comply with any provision or requirement under this Standard or its corresponding Documents commits an offence and shall be liable to a prescribed penalty under the ANR.

Chapter 5 – Design criteria – Instrument Flight Procedure Process/Flow Diagram

5.1 Instrument Flight Procedure Process

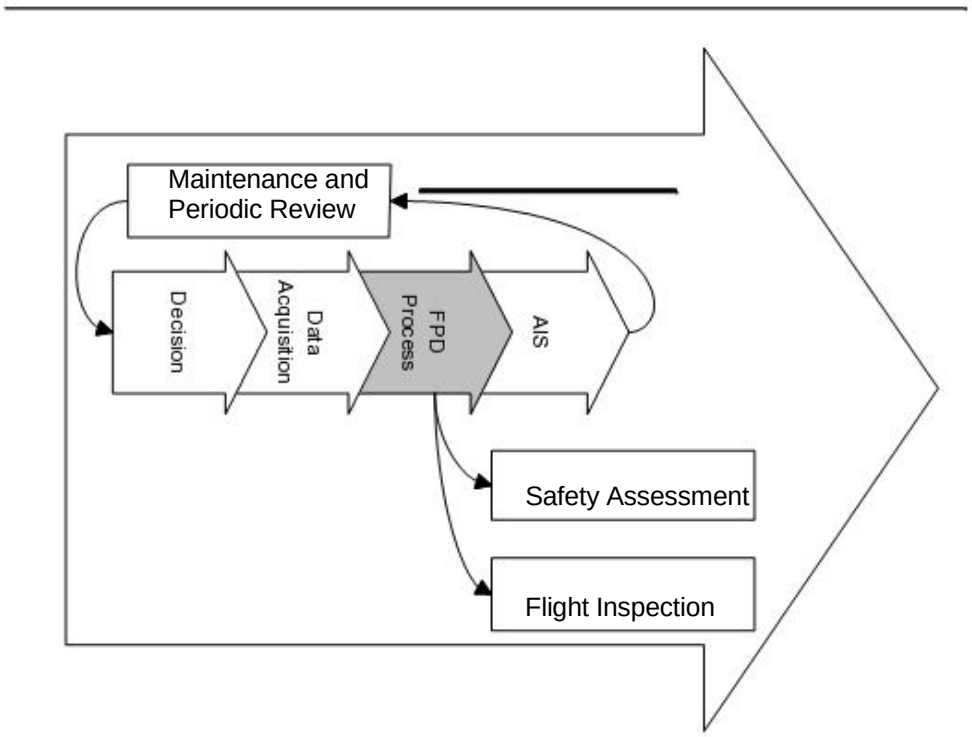
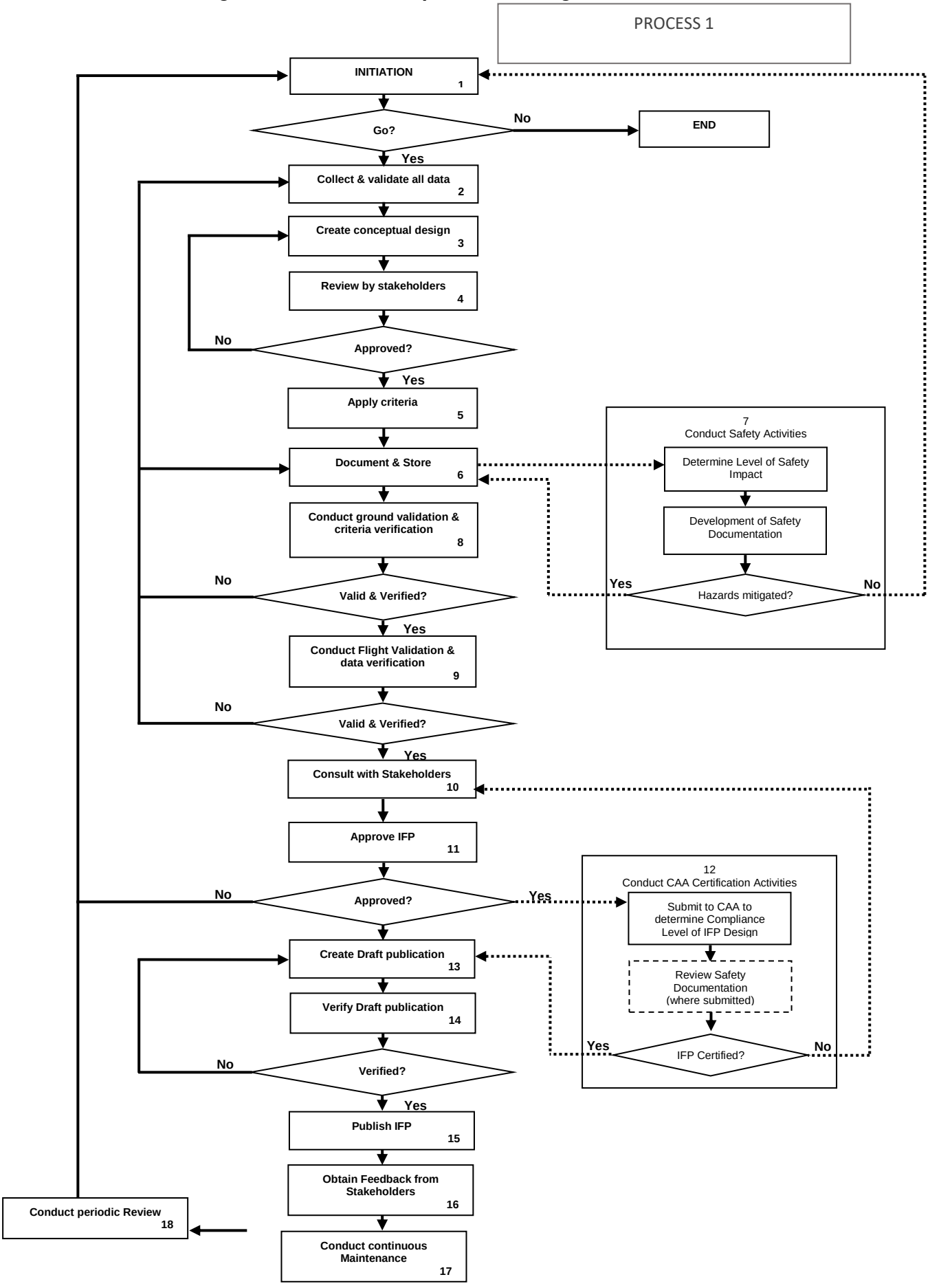


Fig 5.1.1

5.2 Instrument Flight Procedure Description Flow Diagram



5.3 Instrument Flight Procedure - Service Providers Validation and Implementation

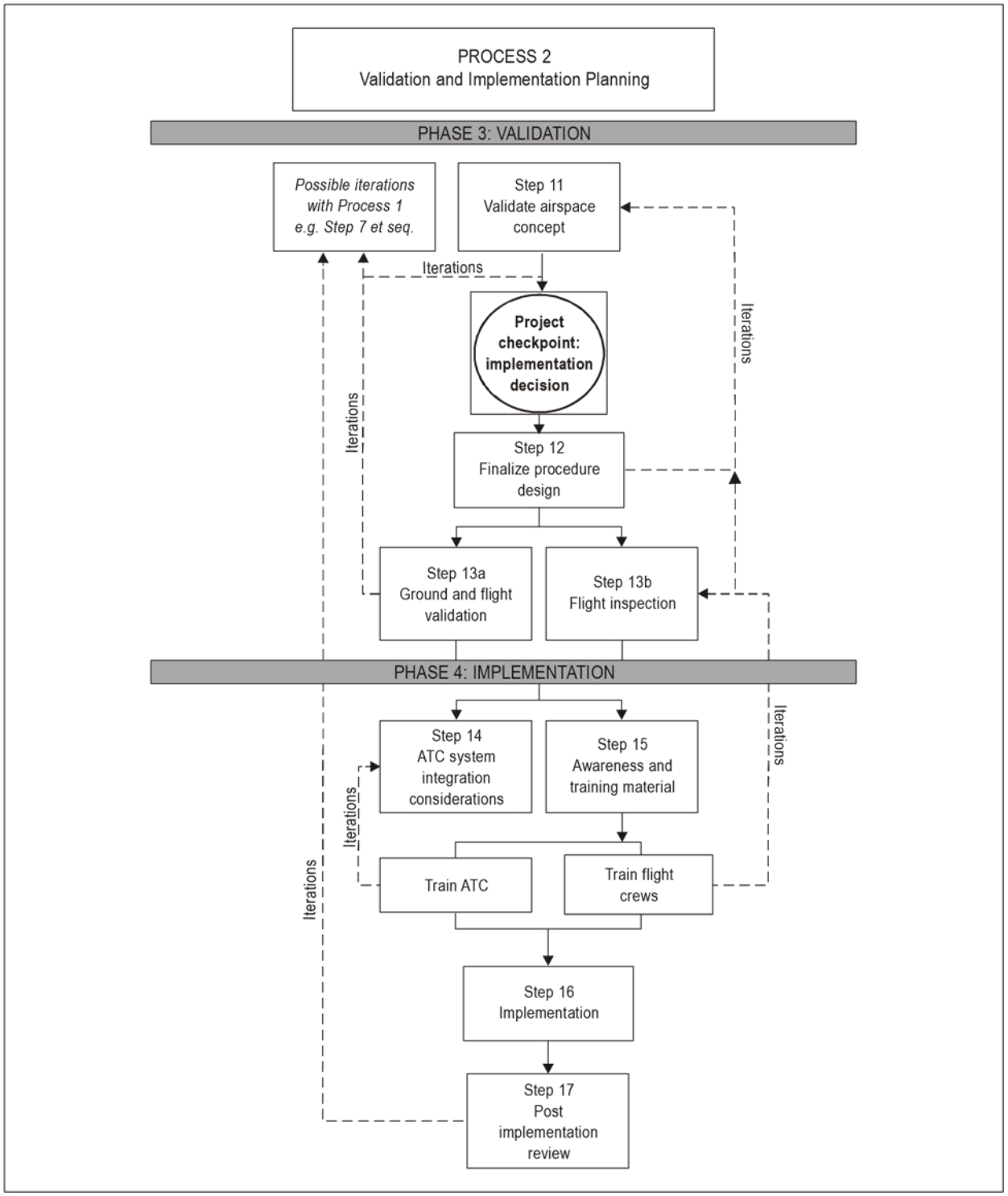


Fig 5.3.1

Appendix A – Qualifications and experience for senior person

This Appendix specifies the qualifications and experience for a senior person required by paragraph 2.1(a)(2).

A.1 Senior person to certify instrument flight procedures

(a) **Training** – have successfully completed an ICAO PANS-OPS training course, or a training course accepted by the Authority as an equivalent, for the design of instrument flight procedures.

(b) **Experience in application of instrument flight procedures** – have at least 10 years' experience in the application of instrument flight procedures through experience gained in air traffic control, as a flight crew member on IFR operations, in operational control of IFR operations, or other experience accepted by the Authority as equivalent.

(c) **Experience in design of instrument flight procedures** – at least 2 years' experience designing instrument flight procedures which must include –

(1) under supervision by a procedure designer whose qualifications are accepted by the Authority, the design of at least 3 instrument flight procedures of the type that the person is to be authorized to certify; or

(2) for a new instrument flight procedure type, experience accepted by the Authority in designing or certifying similar instrument flight procedure types.