CIVIL AVIATION PUBLICATION

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CERTIFICATION OF ANSP

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ANS 06

CERTIFICATION OF AIR NAVIGATION SERVICE PROVIDERS (ANSP)

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CHAPTER 1

INTRODUCTION

1.1 GENERAL

1.1.1 Purpose

This document provides guidance on the process of certifying air navigation service providers (ANSP) and approving ATS units in The Bahamas. This document generally uses the term 'Air Navigation Service Provider' (ANSP). This term can be taken to apply to Air Traffic Service Providers (ATSPs) and all other associated disciplines associated with the provision of ANS

The certification of a provider of Air Navigation Services (ANS), in parts or whole is a requirement under the ANS Authority Act 2021. Whilst this Act designates the ANSP, it does not in itself give the ANSP authorisation to provide services. ANS is only permitted provided the ANSP operates in compliance with the Civil Aviation Regulations and holds CAA-B certification.

This document is produced in order to provide an aid towards meeting the expectations of the CAA-B in order to enable the granting of certification and associated approvals to provide a service. This guidance will be reviewed and/or updated as required to ensure its continued value in facilitating the process of gaining a CAA-B approval.

1.1.2 Intended Audience

This document is intended for use by ANSPs wishing to apply for CAA-B approval to provide services in The Bahamas. It should be read in conjunction with CAP ANS 02 and CAP ANS 04 and the associated ANS CARs.

In order to avoid duplicity, it is assumed that users of this document be familiar with CAR Parts ANS and other legislation relevant to the provision of ANS.

1.1.3 Scope

The Regulatory Baseline for this document is the CAA-B Civil Aviation Regulations as applicable to Air Navigation Services. Organisations currently providing ANS and/or new applicants for an approval should use this document for guidance in meeting the requirements for approval and understanding of the obligations of an ANS provider.

Applicants should expect the process to be carried out in separate phases. These are described in the following chapters of this document.

At the discretion of the CAA-B, organisations currently providing ANS may be exempted from certain aspects of the process, particularly in the demonstration phase.

Note: The use of the term approval throughout this document applies to "Certification of an ANSP" and "an Approval of a Unit"

These include Communications, Navigation, Surveillance (CNS), Air Traffic Services (ATS), Meteorological Services (MET) Aeronautical Information Services/ Aeronautical Information Management (AIS/AIM), Procedure for Air Navigation Service –Operations (PANS-Ops) and Search and Rescue (SAR) as applicable.

1.1.4 Objectives

The objective of this document is to provide guidelines to ANSPs to assist them with the approval process for the provision of air navigation services in accordance with the Civil Aviation Act of Bahamas 2021.

1.1.5 Overall views and responsibilities

The Civil Aviation Authority Act empowers the CAA-B to provide oversight of service providers, whilst the Air Navigation Services Authority Act designates that the ANS provider shall be the Bahamas Air Navigation Services Authority (BANSA).

The ANS Authority Act specifies that BANSA shall provide services and facilities subject to its compliance with the CAA Act and applicable technical standards. Hence it is necessary to provide guidance in order to enable BANSA and its associated units to receive the necessary approvals from the CAA-B

Generally speaking, the ANSP will be certificated with individual units becoming approved to provide the service on behalf of the ANSP.

1.1.6 How to use this document, roles and responsibilities

The organisations involved in the approval process are:

- The CAA-B.
- The respective ANSP or other equivalent competent entities,
- The person acting on behalf of the ANSP.

1.1.7 Civil Aviation Authority Bahamas

The CAA-B is the legal entity responsible for approving and certifying ANSPs. In this document the award or refusal of a requested approval and/or certification is based on the appropriate discipline for which the application is made.

The CAA-B is responsible for the approval process, with the Director General being the signatory on each approval granted.

1.1.8 ANSPs

It is important for the ANSPs to understand their part in the approval process. ANSPs are responsible for:

- Completing, unambiguously, the application for approval
- Informing the CAA-B of an official point of contact for the process;
- Providing all necessary documents and evidence, as required, to the CAA-B for the approval process;
- Ensuring that all conditions associated with an approval are fully complied with
- Ensuring that the CAA-B is kept advised of any deviations from any conditions (for whatever reason) and
- To apply for a renewal of any approval in good time so as not to cause any delay in the approval process

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CHAPTER 2

APPROVAL PROCESS REQUIREMENTS

2.1 GENERAL

This Chapter describes the approval process for service providers.

2.1.1 Requirements to hold an approval

In accordance with CAA-B CARs, no person shall provide a service except under the authority of the CAA-B. Such an authority will be in the form of a CAA-B Certificate for an ANSP as a whole, or an approval for a specific unit

Only one certificate relating to the provision of ANS will be granted to a provider.

Each individual unit involved in the provision of ATS (and where applicable other ANS disciplines) is required to be in possession of a valid CAA-B approval.

2.2 APPROVAL REQUIREMENTS

2.2.1 Application for an approval

In order to be granted an approval, a service provider is to submit an application to the CAA-B using the appropriate applicable form. Such forms will be made available by the CAA-B and may be changed as necessary to meet industry requirements.

2.2.2 Grant of an approval

Each applicant is entitled to an approval if:

(a) The applicant meets the requirements in the applicable CAR ANS

(b) The applicant and persons holding accountable positions are acceptable to the CAA-B

(c) The organisation's exposition is acceptable to the CAA-B

(d) The organisation's procedures manual is acceptable to the CAA-B

(e) The CAA-B is satisfied that the granting of an approval is not contrary to aviation safety

2.2.3 Privileges of an approval

An approval will detail those services that may be provided by the holder. In the case of an ATS or CNS service, this will detail the location and facilities that are applicable to a specific unit.

In the case of an ANSP as a whole, the approval will detail those units where the ANSP is expected to provide a service throughout The Bahamas.

In the interests of flight safety, it may be necessary to impose certain limitations on an approval; these will be done in discussion with the ANSP.

2.2.4 Changes to an organisation

In the case of an ANSP each holder of an approval is to:

(a) Ensure that their exposition maintains a current description of the holder's organisation, services and operational capabilities;

(b) Ensure that any amendments made to the holder's exposition meet the applicable requirements of the CAA-B CARs;

(c) Comply with the amendment procedures contained in the holder's exposition; and

(d) Provide the Authority with a copy of each amendment to its exposition, prior to its incorporation into the exposition; and

(e) Make such amendments to its exposition as the Authority may consider necessary in the interests of aviation safety.

In the case of a specific unit, the holder of an approval is to ensure that any local unit instructions are amended to reflect current operations. The CAA-B will, during any audit or other visit to a unit, expect to see procedures used as per approved documentation.

Note: In the case of ATS the applicable requirements are as per CAR ATS, Chapter 8

CHAPTER 3

APPROVAL PROCESS

3.1 GENERAL

This Chapter identifies the steps required in order to ensure that the certification and approval scheme is successful.

3.1.1 Triggers

The main triggers or inputs which start the whole process are:

The initial application by the ANSP or application for a renewal of an approval. In the case of a renewal, the same process as the initial application can be applied

3.1.2 Activities Steps

Three main parts constitute the whole process:

(a) Application and preparation;

(b) Assessment of compliance;

(c) Grant of an Approval.

Further breakdown into steps provides details at the level of actions. The flow chart gives details of the process.

3.2 APPROVAL PHASES

3.2.1 Phase 1 – Pre-Application

In this phase the applicant will formally express their intention to provide ANS by sending an application letter to the CAA-B. The applicant will be invited to meet with CAA-B personnel to discuss basic information and general approval requirements. Following the discussion, the applicant will be provided with the application form.

3.2.2 Phase 2 – Formal Application

Formal application is to be made on a letter signed by the Chief Executive of the prospective ANSP or the designated representative accompanied along with the appropriate application form. In addition, the applicant will need to provide the CAA-B with other supporting documentation.

Where possible, documents should be submitted electronically. If submitted in hard copy, the CAA-B will require two copies.

Some examples of supporting documentation are as follows:

- Safety, quality and security management systems, (these may be in the form of an integrated management system if appropriate).
- Organisation's exposition
- A procedure for managing change
- An exposition demonstrating how engineering management and maintenance process are carried out.
- Safety cases relevant to air traffic service equipment.
- A unit safety case if used.
- Engineer training and competence process.
- ATCO Unit Training Plans.
- ATCO Unit Competency Schemes.
- Local Air Traffic Services Instructions (LATSI) and any other operational procedures.

3.2.3 Phase 3 – Document Evaluation and preliminary review

Once the application has been accepted, inspectors will begin a thorough evaluation of all the manuals and documents. The Authority 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 a LATSI or any other operational document. Acceptance of information that does not require formal approval may be indicated by letter.

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.

Upon completion of the evaluation phase, a date for the on-site-inspection will be arranged with the applicant.

As part of the evaluation, the ANSP should have in place, as part of its exposition, manuals specific to each type of service being provided.

3.2.4 Phase 4 – In depth review and validation

It will be necessary for the ANSP to demonstrate its 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 ANS inspectors.

During this phase, the CAA-B will evaluate the effectiveness of the policies, methods, procedures and instructions as described in the organisation's LATSI and other associated documents.

Emphasis will be placed on the applicant's safety and management effectiveness; any deficiencies will be brought to the attention of the ANSP for corrective action.

Although the document evaluation and the demonstration and inspection phases have been discussed separately in this document, these phases overlap, or may be accomplished simultaneously in actual practice.

The Demonstration and Inspection Phase outlined above is only applicable to the initial certification of an ANS provider.

An ANSP who is already providing services during the initial approval process may not need to do the demonstrations unless the Authority deems it necessary for safety reasons.

The CAA-B will expect the documentation to be consistent with:

(a) Civil Aviation Regulations (CARs)

(b) Criteria and guidance in this document and the technical sources references

(c) The service provider's operations specifications and procedures

(d) Criteria and guidance regarding acceptable methods of conformance

(e) Applicable technical manuals, manufacturer's operating bulletins, and ATS directives

(f) Safe operating procedures

3.2.5 Phase 5 - Granting of approval

After the demonstration and inspection phases have been completed satisfactorily, the CAA-B will approve the documentation and prepare an ANSP Certificate or an Approval in the case of a specific unit. The approved documentation and the ANSP Certificate will be delivered to the ANSP who will, upon receipt, acknowledge receipt of the delivery to the CAA-B.

The certificate holder is responsible for continued compliance with the CARs along with any authorisations, limitations and provisions of its certificate. Changes in any approved document will involve a process similar to the initial process although perhaps less complex.

3.3 GENERAL GUIDANCE ON DOCUMENT SUBMISSION

3.3.1 Inconsistencies

Inconsistencies and errors in the submission of documentation can result in confusion and significantly delay the certification and designation process.

The CAA-B 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 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.

The service provider's key management personnel will then be invited to attend a formal application meeting. The purpose of which is to discuss the application and resolve omissions, deficiencies or to answer questions from either party.

Following the application meeting the ANSP will be provided with a letter acknowledging receipt and acceptance of the package. Applicants should be aware that the 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 subsequently not accepted, it will be returned with a written explanation of the reasons for its rejection.

Each service provider should have in place a complete set of manuals as part of its exposition at its principal base of operations. These manuals should be the same as those submitted to the CAA-B for approval.

Each unit should have in place a Unit LATSI in accordance with CAP ANS 02. Those units and ANSPs responsible for the provision of training should submit manuals and procedures that are compliant with CAP ANS 04.

3.3.2 Common problems that may result in an application being unsuccessful

The submission of documents that have not been fully 'proof read' for errors and paragraph numbering errors – The CAA-B may reject poorly produced and error laden documents.

The submission of 'Draft' documents – Approval cannot be granted against draft documentation. The documents submitted must be the actual documents intended for use.

The submission of documents without version, issue or amendment control – It is important that each document indicates its version or issue numbers and when amendments are made these are recorded and indicated within the document.

Failing to maintain naming and numbering conventions – When repeatedly submitting the same updated document it is important to maintain consistent numbering and naming conventions to ensure clarity of tracking.

When returning updated document review forms or compliance matrices, be sure to increment the issue number by '1' for each iteration.

3.3.3 Specific Requirements

Applicants for approval are to ensure that they are compliant with the applicable Civil Aviation Regulations prior to submitting an application and have paid sufficient regard to the applicable ICAO reference Documents as far as local procedures are required:

3.3.3.1 Providers of Air Traffic Services (ATS)

(a) ICAO Doc 4444

(b) ICAO Annex 2, Rules of the Air (latest edition, including all amendments);

(c) CAR CNS,

(d) CAR ATS

3.3.3.2 Providers of Meteorological Services (MET)

(a) ICAO Doc 8896

(b) CAR MET

(c) CAR ATS as applicable to MET information required by ATS

(d) CAR AGA as applicable to MET Service requirements at an Aerodrome

3.3.3.3 Providers of Aeronautical Information Services (AIS)

(a) ICAO Doc 8126

(b) CAR AIS

(c) CAR MAP

(d) CAR MET

3.3.3.4 Providers of Communication, Navigation and Surveillance (CNS)

(a) ICAO Doc 9750

(b) CAR CNS

Note: All providers are to ensure compliance with CAR SMS and CAP GEN 01 SMS

3.4 APPLICATION MANAGEMENT

3.4.1 CAA-B Assessment

Applications should be sent to the CAA-B ANS Department who hold responsibility for the management of applications. The CAA-B will acknowledge receipt of applications normally within two weeks of its receipt by the CAA-B.

The CAA-B will check all applications. Where incorrect or incomplete information is supplied, the applicant will be notified in writing as soon as possible detailing the omissions and errors.

For any technical issues raised by the application, the ANS Department may look to other expertise in the specific area being considered

The CAA-B will make an assessment of the documentation received and determines whether or not the application is complete and eligible to proceed. This is communicated to the applicant following receipt of the correct application.

When eligibility has been assessed, the CAA-B informs the applicant if the application is accepted to proceed further or not, and if accepted

In the case of a refusal of an application, the CAA-B notifies this decision in writing to the applicant together with the reasons and the right to appeal

3.4.2 Assessment of capability

As part of the process, applicants are to expect the CAA-B to conduct an oversight inspection in order to gain objective information to support a decision on whether or not the organisation is capable of providing specific services.

During this visit, the inspector will expect to review all documentation submitted as part of the application process, and for the applicant to show the inspector how those documents are used.

The CAA-B will retain records of all documents generated and received during the initial oversight investigations.

3.5 NOTIFICATION OF DISAPPROVAL

The coordination, revision, and editing activities that take place throughout all phases of the process should eventually result in approved products.

Under certain circumstances, however, it may be appropriate for the CAA-B to terminate the process. For example, the service provider may not take any action on the material for 30 days.

To terminate the approval process, the CAA-B will return the entire submission to the applicant with a letter which states that the CAA-B is unable to grant approval, along with the reasons why it cannot be granted.

CHAPTER 4

DEFINING THE SCOPE OF SERVICES

In order to define the scope of services required to be approved, the following table is supplied as an aid in determining the correct service to be used on the application

This table is based on the description of services and terminology used in the ICAO Annexes.

SERVICES	TYPE OF SERVICE TO BE PROVIDED	PART OF THE SERVICE TO BE PROVIDED	SUB-PART OF THE SERVICE TO BE PROVIDED
Air Traffic Services (ATS)	Air Traffic Control (ATC)	Area Control Service	NA
		Approach Control Service	
		Aerodrome Control Service	
	Flight Information Service (FIS)	HF Operational Flight Information Service (OFIS) Broadcasts	
		VHF Operational Flight Information Service (OFIS) Broadcasts	
		Voice-Automatic Terminal Information Service (Voice-ATIS) Broadcasts	
		Data Link Automatic Terminal Information Service (D-ATIS)	
		VOLMET Broadcasts and/or D-VOLMET Service	
	Alerting Services (AL)	NA	
	Advisory Service		
	Aerodrome Flight Information Service (AFIS)		

SERVICES	TYPE OF SERVICE TO BE PROVIDED	PART OF THE SERVICE TO BE PROVIDED	SUB-PART OF THE SERVICE TO BE PROVIDED
CNS	Communications (C)	Aeronautical Mobile Service (air-ground communications)	For flight information service
			For area control service
			For approach control service
			For aerodrome control service
		Aeronautical Fixed Service (ground-ground communications)	NA
		Aeronautical Mobile Satellite Service (AMSS)	
	Navigation (N) *(Navigation services means those facilities and services that provide aircraft with positioning and timing information)* *(NOTE: the service should include the generation of aeronautical radio navigation signal-in- space, and its subsequent distribution and processing up to the delivery for its use by aircraft)*	Provision of NDB signal-in- space	
		Provision of VOR signal-in-space	
		Provision of DME signal-in-space	
		Provision of ILS signal-in-space	CAT I
			CAT II
			CAT III a
			CAT III b
			CAT III c
		Provision of MLS Signal in Space	CAT I
			CAT II
			CAT III a
			CAT III b
			CAT III c

Aeronautical Information Services (AIS)	AIS	Provision of the whole AIS service as described in ICAO Annex 15.	
Meteorological Services (MET)	MET	Provision of the whole MET service as described in ICAO Annex 3.	

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CHAPTER 5

GUIDANCE ON THE ORGANISATION EXPOSITION

5.1 INTRODUCTION

5.1.1 Overview

Whilst an existing organisation may already have an operations' manual in place, in order to gain and maintain a CAA-B approval, an ANSP is required to hold a comprehensive exposition document.

An exposition is a document, or set of documents, which describe how the organisation will conduct its operations safely and will set out, both for the CAA-B and the personnel involved in the operation, how it intends to comply with all applicable legislative requirements and manage the safety of its operation.

5.1.2 Purpose

This Chapter is produced to aid an organisation with the production of an exposition, or equivalent document, as part of the documentation to be forwarded by a service provider in its application for approval.

The purpose of using an organisation exposition is to harmonise the relevant evidence that applicants are required to provide in order to demonstrate compliance with the applicable CARs. The organisation exposition is also a harmonised means to allow the presentation by the applicant of all the existing data to the maximum extent possible.

The organisation exposition provides the CAA-B and the applicant with a basic reference to facilitate the whole certification process and the ongoing oversight actions.

An exposition contains procedures, instructions and guidance for use by operational personnel in the execution of their duties. It should also contain any necessary information to ensure the safe provision of air navigation services. As an exposition is essentially a 'how to' guide for the personnel of an organisation, it is an integral part of the organisation's means of controlling and supervising flight operations

The following is a suggested structure for an exposition, particularly where the operations' manual is part of a suite of documents:

(a) a 'principal document' containing all required information, such as governance and administrative matters, which are common to all activities

(b) manuals which relate to specific aspects of the activities and the various systems and procedures used when conducting the activities.

A principal document should reference the other manuals (or sections of manuals), stating that each are part of the exposition. For most existing organisations, this method is likely to be the easiest as existing manuals may be incorporated, often with only minor modifications required.

5.2 SCALABILITY

5.2.1 General

Scalability has several meanings depending on the context and the type of system orprocedure it applies to. In a general context, scalability is often associated with the ability to manage growth within a system.

In the context of preparing material for an exposition, a properly scaled system or procedure is tailored to fit the size, nature and complexity of the organisation. Additionally, a system of appropriate scale will ensure that the organisation meets the requirements of the regulations and the intended operations.

When developing an exposition and considering what constitutes an appropriate scale, it is worthwhile considering the elements of your operation such as:

(a) nature, complexity and size of the operation

(b) variety of operations being conducted

(c) number of aircraft moments

(d) type of aircraft being controlled and expected flight rules

(e) size of the organisation's workforce

(f) organisational structure

(g) nature and number of sites

(h) resources available

(i) interfaces with stakeholders, such as staff, external organisations, ground handlers, maintenance providers, and aerodrome operators and aircraft operators.

In relation to resourcing, an organisation should carry out an analysis of its activities todetermine the right level of resources required for each activity. This should include determination of the organisational structure required and would consider assigning responsibilities and accountabilities.

The ANSP is responsible for managing and monitoring the interfaces between different systems and stakeholders to ensure the safe provision of their services and products. This will ensure the interfaces are not only managed effectively, but that they also remain current and relevant. Formal agreements are an effective way to accomplish this, as the interfaces and associated responsibilities can be clearly defined.

In addition, it is also important to include how the ANSP will manage change and include in the exposition a “management of change” process.

5.2.2 SMS as an example

Taking an SMS as an example, the ANSP should be satisfied that all the SMS components and elements required for that organisation are scaled appropriately in order to meet the requirements of the applicable regulations.

At some units, it may be possible that a smaller volume of work will permit staff to perform multiple functions. The process and management of the SMS may be less formal. It is for the organisation to determine the size and complexity the SMS and what works for them. The ANSP should assure itself that the size and complexity of the SMS is appropriate for the organisation.

For example, for small unit there may be no requirement for a full-time Safety Manager (SM), i.e., the SM may be permanently employed but could be an operational ATCO or assistant rather than a dedicated full-time person only responsible for safety. Regardless of the person filling the role of SM, it is important that the operator and the persons understand the responsibilities associated with holding the position.

5.3 CREATING AN EXPOSITION

5.3.1 Introduction

When creating an exposition, organisations are required to think about how an operation will be carried out safely and describe the procedures for personnel to follow.It is essentially a 'how to' manual.

The exposition should set out procedures that enable staff to comply with the legislative requirements applicable to the ANSP’s operations. The ANSP should identify and list what the legislative requirements apply to it and its personnel and include information from other publications that may be relevant.

Simple reproduction or reference to legislative material should be avoided as it is felt that this is unlikely to provide enough detail as to how the requirement is to be met. In this respect the ANSP should consider how best to develop information, procedures, and instructions to include in its exposition.

Expositions and operations manuals may contain a greater range of information than isrequired by CAA-B and ICAO specific to an organisation's operations.

ANSPs should also avoid duplicating the same information or procedures in different sections of the exposition, instead they should adopt a system of using internal references ('signposting') particularly as including large amounts of material in other publications (e.g., instrument approach plates) may make a document unwieldy. However, caution must be exercised and any references must be kept up-to-date.

5.3.2 Format

In selecting a format for an exposition, the main criteria are that the document serves the intended purpose and is easily used and understood. An exposition should be in a format which is easily amendable, e.g., loose-leaf in a ring binder or, preferably, electronic.

5.3.3 Structure

Determining the structure of an exposition is key to preparing a logical and user-friendly document. The structure should reflect the information needs of the primary reader/user and enable efficient navigation to that information.

The design process may be aided using a top-down methodology commencing with a decision on the number of parts required, based on logical grouping of information. The size and complexity of the ANSP may be a factor in determining whether the whole document can be accommodated in one part or several. Each may then be divided, for example into sections, chapters etc.

When selecting the number of parts, the aim should be to limit the number while ensuring that each remains manageable and easy to use. Where using multiple parts, each part should be self-contained. For example, all LATSIs should be specific to individual units.

5.3.4 Contents/Elements of an Exposition

A description of the documents that constitute the complete exposition (or manual suite) should be included in the first part or manual - Policy and Procedures(however titled). In addition, each part should have its own table of contents. There should be a table of contents at the beginning of each part and for each section or chapter. Any appendices and additional headings and procedures should be included as required in suitable locations within the exposition, keeping in mind the need for usability and readability.

Expositions are required to include matters relating to governance, organisational structure, administration, personnel duties, responsibilities and accountability. These organisational elements must offer a level of detail about supervision and control that will be acceptable to the CAA-B, and sufficient for its personnel to use as a reference to support normal and abnormal operations.

5.3.5 Making changes

Changes made to an exposition will include significant or non-significant changes. (As already mentioned, it is important for an exposition to include the ANSP's policy for managing change.)

Changes to an exposition should be approved by the ANSP's responsible key personnel (not just the CAA-B) with approval being subject to verification that the proposed changes are correct and appropriate. The responsibility for approval extends to checking amendments issued by an aircraft manufacturer for aircraft operating manuals, or amendments issued for the route guide when purchased from a commercial agency.

In the case of changes which originate within the ANSP, the responsible key personnel should confirm that the proposed changes are necessary and then activate the appropriate change management process. In most cases the amendment of an exposition will be issued through normal channels to all stakeholders.

Changes to the exposition should be produced as new or replacement pages. Handwritten changes to an exposition are generally not acceptable. The new or replacement pages should include a page identification number and a date of issue. Aletter or cover sheet should be used to identify the reason for the change. This is particularly necessary when an amendment is made to any safety-critical information.

5.3.6 Format and style

An ANSP's exposition should describe the means and arrangements established in order to meet the CARs, including detailed references to the main documents and manuals which document them and appropriate cross references to the CARs.

The level of detail should be sufficient to ensure that its content assures compliance with the applicable CARs

The CAA-B will expect the following format and style:

- Each page of a must include the most recent revision date. In general, manuals and checklists should be easy to use and understand, and in a format that can be easily revised.

- When evaluating manuals and checklists, for ease of use and understanding, inspectors shouldconsider the following guidance concerning format and style:

- FORM: all or part of a manual may be prepared and maintained in conventional paper format (bookform) or electronic.

- PREFACE/APPROVAL PAGE: the first page of a User Manual should be a preface page containing a brief statement of the manual's purpose and intended user. The preface page should also contain a statement which emphasizes that the procedures and policies in the User Manual are expected to beused by company personnel.

- REVISION CONTROL: Each manual should be easy to revise. Also, each manual should contain a revision control page or section from which the user can readily determine whether the manual is current.

- This page or section should preferably follow the preface page but it can be organised in anylogical manner.

- The control date of the most recent revision of each individual page must appear on each page.

- Providers with complex operations should establish a bulletin system to bring temporary information or changes which should not be delayed by a formal revision process, to the attention of the user. The bulletin system should have a means of control that includes giving bulletins a limited life and systematically incorporating them into appropriate manuals in a timely manner. Users should be able to easily determine whether they possess all current bulletins.

- DISTRIBUTION LIST: A list of persons who have received a copy of the manual.

- LIST OF EFFECTIVE PAGES: The manual should include a listing of the pages in the manual thatindicates each page number with its revision number and date of the revision.

- TABLE OF CONTENTS: Each manual should have a table of contents containing lists of major topicswith their respective page numbers.

- REFERENCES: Manuals must include reference to specific regulations when appropriate. A reference to regulations or other manual material is appropriate when it is necessary to clarify the intent of the text or when it is useful to the User for looking up specific subject matter. Service providers should use caution when adapting the text of advisory documents into their manuals. Advisory text may not translate into a directive context.

- DEFINITIONS: Significant terms used in manuals should be defined. Any acronym or abbreviation not in common use should also be defined.

- ELEMENTS OF STYLE: Manuals and checklists should be composed in the style of general technical writing. This style should be clear, concise, and easy to understand. When evaluating manuals, inspectors should be knowledgeable of the following suggestions for accomplishing clarity in technical writing; whenever possible, short, common words should be used. Examples of this include: using the words "keep" or "hold" instead of "maintain"; using the word "start" instead of "establish"; and using the word "stop" instead of "terminate”.

- When a word has more than one meaning, the most common meaning should be used. For example, the word "observe" should be used to mean "see and take notice of" rather than "obey and comply."

- ANSPs should standardise phraseology whenever practical and use it consistently throughoutthe manual. Once a particular term has been used in a specific sense it should not be used again in another sense.

- Terms which command actions should be clearly defined, such as "checked," "set," and "as required." Since auxiliary verbs such as "may" and "should" are ambiguous and can create room for doubt, they should not be used when a definite action is commanded. Instead, verbs such as "shall" and "must" are preferable to use when an action is commanded, because theyare more definite.

- All "instructions" should be given in the imperative mood and the active voice.

- Any instruction, particularly a warning or a caution, must begin with a simple directive in the imperative mood that informs the reader precisely what must be done.

- To avoid obscuring the directive in the background information, the directive must be stated first and then followed with an explanation.

- Descriptions in the manual should not be overloaded, but should be presented simply and sequentially.

- Long sentences should be avoided.

5.3.7 Adequacy of Procedures

Where part of an exposition includes a manual of procedures, such as a LATSI, the CAA-B will expect at least the following:

- OBJECTIVE: The objective of a procedure must be stated clearly unless it is so commonly understoodthat a statement of the objective is not necessary.

- LOGICAL SEQUENCE:

  - Procedures are to flow in a logical step by step sequence.

  - The most effective procedures are usually simple and each contains only the informationnecessary for accomplishing that procedure.

  - Preferably procedures should be described in a sequential step by step format rather than anarrative format.

- GENERAL CONSIDERATIONS:

  - A procedure must be an acceptable method for accomplishing an intended objective.

  - The individual responsible for each step of an operational procedure must be clearly identified.

  - The acceptable standards of performance for a procedure are to be stated if those standardsare not commonly understood or clearly obvious.

  - Since a variety of personnel with differing degrees of expertise are involved in procedures, adequate information concerning the accomplishment of a procedure must be provided for theleast experienced individual.

  - A procedure may be described very briefly and concisely when the User is capable ofachieving the objective without extensive direction or detail.

  - When the user has limited training or experience, an operational procedure must bedescribed in enough detail for the user to correctly accomplish it.

- When the user has limited access to other sources of information and guidance while performing a procedure, enough detail should be provided to make the User independent ofother sources of information.

- When a form, checklist, or tool is necessary to accomplish a procedure, the location of thatitem must be indicated in the procedure.

- Enough time should be available under normal circumstances for the user to accomplish a procedure. If sufficient time is not available to the user for accomplishing a procedure, either the procedure itself or the user's duties must be revised.

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CHAPTER 6

FINAL APPROVAL

6.1 THE PURPOSE OF APPROVAL

6.1.1 The role of the CAA-B:

A key feature of the approval process allows the CAA-B to ensure that the holders of an approval or certificate meet the requirements and standards expected of an internationally recognised ANSP.

It is important that the CAA-B and the ANSP work together as part of the approval process in order to ensure that there is complete synergy between ICAO expectations regarding State obligations and those obligations held by the ANSP and the Regulator in The Bahamas.

6.1.2 The period of validity of approval

The validity of an ANSP Certificate will be two years unless otherwise specified by the CAA-B. A one-year validity period applies to specific unit Approvals.

6.1.3 Content of an approval

The CAA-B may exercise different approaches as to the content of approval, for example: For expediency, the CAA-B may reference other existing documents in the approval as these documents may place responsibility on the holder regarding the safe provision of services.

It is expected that certificates and approvals may place a requirement on any LOAs or other agreements between ANSPs being fully assessed by the CAA-B in conjunction with neighbouring Authorities, therefore any LOAs should be correctly dated and signed by the appropriate person(s) prior to being submitted to the CAA-B as part of an application.

6.1.4 The use of approval for setting performance objective

By issuing an approval or certificate, this provides a means to assess the ANSP or associated unit through a system of audits against any specific conditions in the Approval and any relevant CARs that are applicable. ANSPs should ensure that they are able to fully comply with an approval at all times as the CAA-B will expect standards to be maintained in accordance with any conditions specified on an approval document.

6.1.5 Approval of Service Providers other than ATS.

As with issuing approvals/certificates for ATS, the CAA-B may use a similar process for all other ANSP disciplines.

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CHAPTER 7

RENEWAL, AMENDMENT, SUSPENSION AND REVOCATION OF AN APPROVAL

7.1 RENEWAL

An applicant for the renewal of an approval should submit an application to the CAA-B not less than 60 days before the expiry of the certificate

The renewal of an approval should be subject to compliance with the Civil Aviation Regulation and any other conditions as may be specified or notified by the CAA-B.

7.2 AMENDMENT OF AN APPROVAL

An application for amendment of an approval should be submitted to the CAA-B accompanied by two copies of the appropriate document affected by the change and any fee as prescribed by the CAA-B.

The Authority may, where necessary, amend the certificate if;

(a) there is change in the use or operation,

(b) the holder of the approval requests an amendment, or

(c) the Authority deems it necessary

7.3 SUSPENSION AND REVOCATIONS OF AN APPROVAL

The Authority may suspend or revoke an approval if it has good reason to do so in the interests of ensuring the safety of aviation in The Bahamas.

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APPENDIX 1

LIST OF USEFUL DOCUMENTS.

Number	Title, Edition, Date
REGULATIONS AND ASSOCIATED LEGISLATION	
[1]	Civil Aviation Act 2021 Air Navigation Services Authority Act 2021.
[2]	Bahamas Civil Aviation Regulations on the provision of; - Air traffic services, (CAR ATS), - Telecommunications services (CAR CNS), - Aeronautical Information Services (CAR AIS), - PANS-OPS services (CAR IFPD), - Aeronautical Charts CAR MAP, - Meteorological Service for Air Navigation (CAR MET), - Search and Rescue Service (CAR SAR).
ICAO ANNEXES	
[3]	2- Rules of the Air, 3-Meteorlogical Service for Air Navigation, 4-Aeronautical Charts, 5- Units of Measurement, 10-Aeronautical telecommunications, 11-Air traffic services, 12- Search and Rescue, 15-Aeronautical Information Services and 19-Safety Management.
USEFUL ICAO DOCUMENTATION	
[4]	Doc 7300 Convention on International Civil Aviation (also known as the Chicago Convention), Doc 4444 procedure for Air Navigation Services – Air Traffic Management (PANS-ATM), Doc 7030 – Regional Supplementary Procedures, Doc 8071-Manual on Testing of Radio Navigation Aids Volume I- Testing of Ground –Based Radio Navigation Systems, Volume II- Testing of Satellite- based Radio Navigation Systems, Vol III- Testing of Surveillance Radar Systems, Vol II – Construction of Visual and Instrument Flight Procedures, Doc 8400 – ICAO Abbreviations and codes, Doc 8697- Aeronautical Charts Manual, Doc 8896 – Manual of Aeronautical Meteorological Practice, Doc 9156 - Accident/Incident Reporting (ADREP) Manual, Doc 9368 -Instrument Flight Procedures Construction Manual, Doc-9371 Template Manual for Holdings, Reversal and Racetrack procedures, Doc 9377- Manual on coordination between Air Traffic Services, Aeronautical Information

	Services and Aeronautical Meteorological Services, Doc 9426- Air Traffic Services Planning Manual, Doc 9432- Manual of Radiotelephony, Doc 9433- Manual Concerning the Interception of Civil Aircraft, Doc 9554 – Manual Concerning Safety Measures Relating to Military Activities Potential Hazardous to Civil Aircraft Operations, Doc 9574- Manual on a 300 m (1 000 ft) vertical separation Minimum Between FL 290 and FL 410 Inclusive, Doc 9613 – Performance –based Navigation (PBN) Manual, Doc 9643- Manual on Simultaneous Operations on Parallel or Near Parallel Instrument Runways (SOIR), Doc 9674- World Geodetic System – 1984 (WGS - 84) Manual, Doc 9689 – Manual on Airspace planning Methodology for the Determination of Separation Minima, Doc 9691- Manual on Volcanic Ash, Radioactive Material and Toxic Chemical Clouds, Doc 9631- International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual, Doc 9734- Safety oversight Manual, Part A- The establishment and Management of a State's Safety Oversight System, Doc 9735- Universal Safety Oversight Audit Programme Continuous Monitoring Manual, Doc 9750-Global Air Navigation Plan, Doc 9756- Manual of Aircraft Accident and Incident Investigation, Doc 9758- Human Factors Guidelines for Air Traffic Guidelines for Safety Audits Manual, Doc 9815 – Manual on Laser Emitters and Flight Safety, Doc 9817- Manual on Low-level Wind Shear, Doc 9830- Advance Surface movement Guidelines and Control System (A-SMGCS) Manual, Doc 9854- Global Air Traffic Management Operational Concept, Doc 9859- Safety Management Manual (SMM) and Doc 9863-Airborne Collision Avoidance Systems (ACAS) Manual.