



SIERRA LEONE CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR

SLCAA-AC-ANS017-Rev. 00

EFFECTIVE DATE: 31st AUGUST 2021

Visual and Instrument Flight Procedure

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Director General

Sierra Leone Civil Aviation Authority

1. GENERAL

The Sierra Leone Civil Aviation Authority's Advisory Circulars contains information about standards, practices and procedures that the Authority has found to be an Acceptable Means of Compliance (AMC) with the associated Regulations.

An AMC is not intended to be the only means of compliance with a Regulation, and consideration will be given to other methods of compliance that may be presented to the Authority

Information considered directive in nature is described in this AC in terms such as "shall" and "must", indicating the actions are mandatory. Guidance information is described in terms such as "should" and "may" indicating the actions are desirable or permissive, but not mandatory

1.1 Purpose

- (a) This Advisory Circular provides guidance to personnel involved in construction of instrument and visual flight procedures for publication in the Aeronautical Information Publication.
- (b) Uniform application of the guidance material prescribed herein will enhance uniformity and ensure safety to aircraft executing the procedures.

1.2 Applicability

This AC is applicable to Air Navigation Service Providers (ANSPs) rendering procedure design for Sierra Leone.

1.3 Description of Changes

This is the first AC to be issued on this subject

1.4 References

- (a) SLCAR Part 15- Aeronautical Information Services
- (b) SLCAR Part 11- Air Traffic Services
- (c) SLCAR Part 4- Aeronautical Charts
- (d) SLCAR Part 5- Units of Measurement for Air and Ground Operations
- (e) SLCAR Part 14- Aerodromes
- (f) SLCAR Part 19- Safety Management System
- (g) SLCAR Part 6- Operations of Aircraft
- (h) SLCAR Part 23- Certification of Air Navigation Services Provider
- (i) SLCAR Part 24- Instrument Flight Procedures
- (j) ICAO Doc 8168 - Procedure for Air Navigation Service - Aircraft Operations
- (k) ICAO Doc 9613 - Performance based Navigation Manual - Volume I Concept and Implementation Guidance and Volume II Implementing RNAV and RNP
- (l) ICAO Doc 9274 - Manual on the Use of the Collision Risk Model (CRM) for ILS operations
- (m) ICAO Doc 9368 - Instrument Flight Procedure Construction Manual

- (n) ICAO Doc 9674 - World Geodetic System 1984 (WGS-84) Manual
- (o) ICAO Doc 9906 - Quality Assurance Manual for Flight Procedure Design
- (p) ICAO Doc 9365 - Manual of All-Weather Operations
- (q) ICAO Doc 9881 - Guidelines for Electronic Terrain, Obstacle and Aerodrome Mapping Information

1.5 Cancelled Documents

Not Applicable

1.6 Definitions and Abbreviations

- (a) The following definitions are used in this document:
 - Authority Means Sierra Leone Civil Aviation Authority
- (b) The following abbreviations used in this document
 - AC - Advisory Circular
 - AIP - Aeronautical Information Publication
 - ANS - Air Navigation Service
 - ANSP - Air Navigation Service Provider
 - DG - Director General
 - FAF - Final Approach Fixes
 - ICAO - International Civil Aviation Organization
 - IAP - Instrument Approach Procedures
 - PANS-OPS - Procedures for Air Navigation Services- Operations
 - PBN - Performance Based Navigation
 - RNAV - Area Navigation
 - SLCAA - Sierra Leone Civil Aviation Authority
 - SLCARs - Sierra Leone Civil Aviation Regulation
 - WGS - World Geodetic Survey

2. BACKGROUND

The provisions in this AC require all ANSP who provide PANS-OPS Services within Sierra Leone to follow criteria that are contained in the SLCAR Part 24- Instrument Flight Procedures and also those in the ICAO Doc 8168 - Procedure for Air Navigation Service - Aircraft Operations. All requirements for new procedures and even existing procedures are to be followed by all ANSP providing PANS-OPS Services.

This AC provides further information and guidance on visual instrument flight procedure, their organizational structure, roles and responsibilities, qualifications and proficiencies of PANS-OPS Service Providers and the services they provide within Sierra Leone including the quality of the services they provide

3. GUIDANCE INFORMATION

3.1 Scope

- (a) Flight Procedures considered in this AC include conventional and Performance Based Navigation (PBN) Flight Procedures (RNAV departure, arrival and approach including non precision and precision approaches).
- (b) The PANS OPS criteria contained in ICAO Doc 8168- PANS-OPS shall be applied in developing instrument approach procedures (IAP).
- (c) The design and format for IAP charts shall be in accordance with SLCAR Part 4- Aeronautical Charts and ICAO Doc 8697.

3.2 Organizational Responsibilities for Flight Procedures.

- 3.2.1 Instrument Flight Procedure Design Service Providers are responsible for planning, construction, and publication of flight procedures. The Authority is responsible for the standards and approval of the flight procedures.
- 3.2.2 On receipt of a request for approval of a flight procedure for publication, the Authority will evaluate the proposal including the supporting documentation and respond to the applicant.

Note:

The Matrix of organizational responsibilities for Standard Flight Procedures design and approval is shown in Appendix 1 of this circular.

3.3 Requirement for new procedures

- 3.3.1 Where an operational requirement exists for a new flight procedure, the Instrument Flight Procedure Design Services Provider shall ensure that such procedure is designed in accordance with the prescribed standards and submitted to the Authority for approval. The supporting documentation outlined in Section 3.8 below shall be included.
- 3.3.2 The Instrument Flight Procedure Design Services Provider may consult with the Authority in advance or during the design process to clarify on regulatory requirements.

3.4 Requirement for revision of flight procedures

- 3.4.1 Each flight procedure published in the AIP should be revised as follows:
 - (a) When a significant change to the obstacle environment occurs, requiring an amendment of procedural minimum altitudes;
 - (b) When a published bearing, track or radial would fall into error by 1⁰, consequent on a change to magnetic variation or station declination;
 - (c) To improve safety or operational efficiency, as identified by an interested party;
 - (d) To accommodate changes to aircraft category or characteristics;
 - (e) To accommodate route connectivity or airspace organisational change;
 - (f) Necessitated by changes to the supporting navigation facility;
 - (g) To comply with amendments to applicable ICAO provisions and other international and national standards and recommended practices;

- (h) Where a change in procedural attitude is required;
- (i) When a significant change occurs to aerodrome physical characteristics such as runways;
- (j) When any other significant change occurs to aeronautical, cultural or topographical data

3.4.2 Each procedure should be reassessed at least yearly and a revision proposed if necessary.

3.5 Proficiency of Procedure Designer

3.5.1 In order to ensure that flight procedures, submitted to the Authority for approval and publication in AIP, meet the required standard of quality assurance the proficiency of the designers as specified in ICAO 9906 Vol II and as follows:

- (a) A minimum of five years aviation experience as a pilot, air traffic controller, Engineer, Aeronautical Information Services Officer, or equivalent experience.
- (b) successful completion of an ICAO PANS-OPS course for Conventional and/or PBN Flight Procedures; and
- (c) completion of a minimum of two approved flight procedures designs under the supervision of a competent procedure designer;

3.5.2 Flight procedures submitted for approval should be accompanied by details of competence of the designer(s).

3.6 Airspace Organization

- (a) Instrument flight paths should be contained within controlled airspace, where established.
- (b) Where instrument flight paths are contained within controlled airspace which lies above uncontrolled airspace, the minimum procedural altitude should be at least 500ft above the base of the controlled airspace.
- (c) Any proposal to establish a terminal instrument flight path in uncontrolled airspace will require a safety assessment including consideration of types and density of air traffic, risk analysis and acceptable mitigation.

3.7 Flight Procedure Construction Principle

In addition to the primary consideration of obstacle clearance, principles which should be applied to the design of flight procedures are that they should be safe, simple and economic in terms of time and airspace. Consistency between different procedures to the same runway should be applied to the extent feasible e.g. harmonization of platform altitudes and FAFs.

3.8 Supporting Documentation

3.8.1 Documentation to be included with flight procedures submitted for approval should include, as appropriate:

- (a) obstacle survey data including dates of last full and updated surveys;
- (b) airfield and navigation facility data;
- (c) diagram of each segment and holding areas showing dominant obstacles;
- (d) procedural and minimum altitudes for each segment;
- (e) track guidance;
- (f) chart depicting the procedure;
- (g) textual or abbreviated description and path terminators where applicable;

- (h) associated positional data e.g. co-ordinates, bearings, distances;
- (i) description of methodology and options considered;
- (j) sufficient detail of significant calculation and design data to enable the proposal to be validated;
- (k) other information considered relevant in support of the request for approval

3.9 Quality Assurance

3.9.1 The quality requirements for the procedures shall conform to ICAO Doc 9906 – Quality Assurance Manual for Flight Procedure Design

3.9.2 Working Practices

- (a) Use of software where practicable calculation and drawing of flight paths and protected areas should be done using accredited software.
- (b) Data Processing: Data processing and transfer techniques shall, where practicable, be based on electronic rather than manual methods. Techniques for deriving positional data shall ensure that accuracy, resolution and integrity of such data comply with ICAO Doc 9674 (WGS-84 Manual).

3.9.3 Survey and Charting Accuracies: Account must be taken of survey and charting accuracies by adding vertical and horizontal tolerances, as deemed appropriate.

3.10 Exceptions from PANS-OPS Criteria;

Any exceptions from PANS-OPS criteria applied in the procedure construction should be identified. Such exceptions will require to be considered in conjunction with operators before approval for publication is issued. Only where an identifiable operational advantage can be gained, without compromising safety taking account of the local environment will exceptions to the PANS-OPS criteria be accepted.

3.11 Consultation with User Representatives

The Instrument Flight Procedure Design Services Provider is advised to consult with user representatives, where feasible, before submission of new procedures, particularly where there are complexities in the design. Such consultation may be informal but a note of the outcome may be included with the supporting documentation. During the evaluation process a determination will be made as to whether formal consultation was made with user.

3.12 Terms of Reference for Procedure Designers

The Services Provider shall develop terms of reference of personnel responsible for the construction of visual and instrument flight procedures.

3.13 Retention of records

The Service Providers shall ensure that all documents produced from the time of the need for the design or amendment of a procedure is determined to the actual request for approvals are retained.

3.14 Ground and Flight Validation of instrument flight procedures

Validation of instrument flight procedures is the necessary final quality assurance step in the procedure design process, prior to publication. The purpose of validation is the verification of all obstacle and navigation data, and assessment of flyability of the procedure. Validation shall consist of ground and flight validation.

3.14.1 Ground validation

Ground validation shall consist of a review of the entire instrument flight procedure package by a person(s) qualified in procedure design and with appropriate knowledge of flight validation issues. It is meant to catch errors in criteria and documentation, and evaluate on the ground, to the extent possible, those elements that will be evaluated in a flight validation. Issues identified in the ground validation should be addressed prior to any flight validation. The ground validation will also determine if flight validation is needed for modifications and amendments to previously published procedures.

3.14.2 Flight validation

Flight validation of instrument flight procedures should be carried out as part of the initial record and shall be accomplished by a qualified and experienced flight validation pilot, certified or approved by the Authority.

3.15 Flight Inspection of instrument flight procedures

The Service Providers shall conduct flight inspection on all instrument flight procedures. Flight inspection of instrument flight procedures is required to assure that the appropriate radio navigation aids adequately support the procedure. This is carried out as part of a formal flight inspection programme and is performed by a qualified flight inspector using an appropriately equipped aircraft.

APPENDIX 1 MATRIX OF ORGANIZATIONAL RESPONSIBILITIES FOR STANDARD FLIGHT PROCEDURES DESIGN AND APPROVAL

