

ADVISORY CIRCULAR

Subject: PREREQUISITES FOR ACCEPTANCE BY THE PRESIDENT OF GENERAL MANAGER OF AIR TRAFFIC MANAGEMENT	Date: 2016-09-01	AC Number: 171-01	Version: 2.0
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NOTE: THIS ADVISORY CIRCULAR IS PUBLISHED TO PROVIDE REGULATORY INFORMATION AND DESCRIBE ACCEPTABLE MEANS OF COMPLIANCE WITH THE GENERAL AUTHORITY OF CIVIL AVIATION REGULATIONS (GACAR).

CHAPTER 1 – BACKGROUND

1.1 Purpose

This AC provides guidance and information on the prerequisites and process for acceptance by the President of the appointment of a General Manager of Air Traffic Management (GM-ATM) in an Air Traffic Services organisation holding a certificate under GACAR Part 170 and Part 171.

1.2 Applicability

This Advisory Circular is applicable to all air traffic services organisations required to obtain and maintain a certificate under the provisions of GACAR Part 170 and Part 171.

1.3 Cancellation

This is the first official version of this Advisory Circular and it cancels no other Advisory Circulars.

1.4 Related Regulatory Provisions

GACAR Parts 1, 5, 7, 170,171, 183 and 199.

1.5 Related Reading Material

The following documents, *inter alia*, are relevant to assessment of the position of GM-ATM:

- (a) ICAO Annex 1 – Personnel Licensing;
- (b) ICAO Annex 2 – Rules of the Air;
- (c) ICAO Annex 10 – Aeronautical Telecommunications, Volume II – Communications Procedures;
- (d) ICAO Annex 11 – Air Traffic Services;
- (e) ICAO Annex 15 – Aeronautical Information Services;
- (f) ICAO Annex 19 – Safety Management;
- (g) ICAO Air Traffic Services Planning Manual (Doc 9426);
- (h) ICAO Procedures for Air Navigation Services – Air Traffic Management (PANS-ATM) (Doc 4444);
- (i) ICAO Regional Supplementary Procedures (Doc 7030);
- (j) ICAO Doc 8400 – PANS-ABC;
- (k) ICAO Doc 9377 – Manual on Coordination between ATS, AIS and Meteorology;
- (l) ICAO Doc 9432 – Manual of Radiotelephony;
- (m) ICAO Doc 9433 – Manual on Interception of Civil Aircraft;
- (n) ICAO Doc 9554 – Manual on Safety Measures regarding Military Activities;
- (o) Doc 9643 – Manual on Simultaneous Operations to parallel Runways;
- (p) ICAO Doc 9654 – Manual on Problematic Use of Psychoactive Substances;
- (q) ICAO Doc 9731 – Search and Rescue Manual;
- (r) ICAO Doc 9859 – Safety Management Manual;
- (s) ICAO Doc 9966 – Fatigue Risk Management Systems Manual;
- (t) ICAO Circular 314 – Threat and Error Management in ATC;
- (u) KSA Aeronautical Information Publication (AIP) and associated documents.

1.6 Definitions of Terms Used in this Advisory Circular

Affected parties should refer to Subpart A of GACAR Part 1 for a full listing of defined terms used in the new GACAR and specifically those related to safety management. This Advisory

Circular may introduce additional definitions to aid in a common understanding of the ideas presented in this document. In cases where the definitions in this document differ from an identical term defined in GACAR Part 1, the definition in GACAR Part 1 will prevail when interpreting regulatory requirements.

1.7 Approval

This Advisory Circular has been approved for publication by the Assistant President, Safety, Security and Air Transport (SS&AT) Sector of the General Authority of Civil Aviation.

CHAPTER 2 - ACCEPTANCE OF APPOINTMENT OF GENERAL MANAGER OF AIR TRAFFIC MANAGEMENT

2.1 Background

2.1.1 An applicant for, or a holder of, a certificate as an Air Navigation Services (ANS) air traffic service provider is required under GACAR Part 171.41 to appoint a General Manager of Air Traffic Management (GM-ATM) and the person appointed must be acceptable to the President. This AC sets out the information that is required to enable GACA SS&AT to consider an application for acceptance and the method GACA SS&AT may use to assess an application.

2.2 Applications

2.2.1 An application may be made by an Air Traffic Services organisation that is the holder of an Air Navigation Services (ANS) – Air Traffic Services certificate, or has applied for such certificate.

2.2.2 The application, in writing, must include:

- The name of the air traffic services organisation
- The name of the person appointed as General Manager, Air Traffic Management
- Details of the GM-ATM's relevant qualifications and experience.

2.2.3 The application must address all relevant requirements of GACA Part 171, and in particular should specifically detail the manner in which the certificate holder will ensure that the GM-ATM's functions and duties are performed.

2.3 Acceptance Process

2.3.1 GACA SS&AT will normally consider an application for acceptance in two stages.

2.3.2 An initial assessment will be made of the written application. If it is determined from

that assessment that the GM-ATM possesses appropriate qualifications and experience, GACA SS&AT will proceed to the second stage, which will be an interview.

2.4 Assessment

GACA SS&AT will assess the GM-ATM's qualifications & experience in the following areas:

A. Fitness to Perform Duties – Regulatory Compliance

1. Record of compliance with regulatory requirements (in Saudi Arabia or elsewhere) relating to aviation safety and other transport safety;
2. Demonstrated attitude towards compliance with regulatory requirements (in Saudi Arabia or elsewhere) relating to aviation safety and other transport safety;
3. Knowledge of the regulatory requirements applicable to civil aviation in Saudi Arabia;
4. Any evidence held by GACA SS&AT that the nominated person has contravened:
 - The Saudi Arabia Civil Aviation Law or Civil Aviation Regulations; or
 - A law of another country relating to aviation safety; or
 - Another law (of Saudi Arabia or of another country) relating to transport safety;
5. Any other matter relating to the fitness of the nominated person to hold the position.

B. Relevant Experience

1. Evidence of management experience preferably in aviation, having regard to the nature of the air traffic services operations under the Part 171 certificate.
2. Demonstrated understanding of GACA Regulations and associated legislation having regard to the nature of the air traffic services operations under the Part 171 certificate.

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- 3.A demonstrated ability to effectively describe the roles and responsibilities of the key personnel positions;
 - 4.Demonstrated ability to maintain effective oversight and operational support of key personnel;
 - 5.Demonstrated ability to describe the corporate policy relating to internal and external communication and consultation;
 - 6.An understanding of the requirement to communicate safety related matters to GACA SS&AT;
 - 7.A demonstrated ability to effectively explain the operation of the Safety Management System.

C.Supervision & Management

The role of General Manager involves accepting responsibility for the work of other persons, including supervisors, and the effective management of an organisation and service delivery. It is expected that the GM-ATM will be able to demonstrate:

- 1.Their capability for supervision and management;
- 2.How they intend to implement the Safety Management System across the organisation;
- 3.How they intend to apply corporate risk management policies to mitigate operational and compliance risks;
- 4.How they intend to ensure the organisation's ongoing operational compliance with GACARs;
- 5.How they intend to ensure they retain sufficient resources to maintain operational effectiveness and full safety compliance in a commercial environment.

2.5 Acceptance

2.5.1 If GACA SS&AT accepts an appointment the applicant will be advised in writing and the GM-ATM will be issued a notice of acceptance of appointment. The notice of acceptance

will contain:

- The name of the person accepted by the President as GM-ATM;
- The name of the organisation holding an ATS certificate in respect of which the appointment is made;
- Any conditions that the President may impose.

2.5.2 The acceptance is not transferable.

2.5.3 The acceptance will remain valid unless withdrawn by GACA SS&AT, a person ceases to occupy the position of GM-ATM, or the GM-ATM ceases to be employed by the ATS certificate holder specified in the notice of acceptance.

2.5.4 An appointment as GM-ATM will normally apply in respect of a single ATS provider - i.e., a person may not be the GM-ATM for more than one certificate holder.

2.6 Rejection of Application

2.6.1 GACA SS&AT will notify the applicant in writing if an appointment is not acceptable to the President. The advice will state the qualification, experience, or knowledge areas that have been assessed as unsatisfactory.

2.6.2 An unsuccessful applicant may re-apply if additional evidence can be provided to rectify any deficiency in the original application.