

27 November 2014

ADDITIONAL REQUIREMENTS FOR THE SUBMISSION OF FLIGHT PROCEDURES FOR VALIDATION

All flight procedure designs submitted to the SACAA for validation shall comply with the submission requirements as set out in the SACAA Manual of Procedures and Standards (MOPS) for Procedure Design and Cartography (PD&C).

The following additional submission requirements are instituted with IMMEDIATE effect:

1 STAKEHOLDER APPROVAL

- 1.1 No flight procedure shall be submitted to the SACAA for validation without approval by stakeholders. Where a stakeholder rejects a procedure, reasons for rejection shall be provided.
- 1.2 A single person may approve on behalf of a stakeholder group only if he/she has been appointed to sign on behalf of such stakeholder group.
- 1.3 Approval by the Aerodrome License Holder or Aerodrome Owner shall be provided. Approval by the Aerodrome License Holder or Aerodrome Owner shall not form part of a stakeholder group.
- 1.4 Approval by the Flight Procedure Design Organisation's Chief Designer shall be provided.
- 1.5 Reasons for rejection shall be included in the Procedure Design Package (PDP).

Ref: ICAO Doc 9906 Vol 1 Ch 7 (Quality Assurance Manual for Flight Procedure Design)

2 PROCEDURE VERIFICATION

- 2.1 No flight procedure shall be submitted for validation without proof that verification was conducted. Proof of verification shall be provided and shall consist of:
 - 2.1.1 The design report, textual description, draft chart and tabulation page, where applicable, shall be printed out and all information/data/calculations/etc shall be physically checked, verification values entered on the documents and marked with a tick mark (✓) as confirmation of verification. Information/data/calculations/etc which have not been checked shall be indicated with a cross (*). Justification shall be provided as to why that particular item has not been verified. The procedure designer, procedure verifier and Chief Designer shall initial each page. These documents shall be scanned and included in the PDP.
 - 2.1.2 All PDPs submitted to the SACAA for validation shall be accompanied by a letter from the Chief Designer certifying that the submitted PDP and its contents complies with the requirements and processes as contained ICAO Doc 9906, ICAO Doc 8168, SACAA MOPS for PD&C, User Requirements Specifications (URS) and/or any other requirements as might be applicable to the design of flight procedures or submissions.

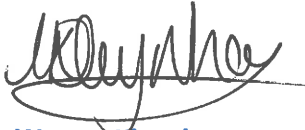
Ref: ICAO Doc 9906 Vol 1 Ch 7 Par 7.8, ICAO Doc 8168 Vol II Part 1 Sec 2 Ch 4 Par 4.4, SACAA MOPS Annex C.

3 PROCEDURE DESIGN PACKAGE (PDP)

- 3.1 Any incomplete or non-compliant PDP submitted for validation shall be returned to the Flight Procedure Design Organisation for correction and any resubmission shall be regarded as a new submission.

Any questions regarding these requirements can be direct to SACAA's Procedure Design and Cartography section.

Yours faithfully



Werner Kleynhans

Acting Manager/Senior PANS-OPS Specialist

Procedure Design & Cartography

Air Navigation Services

Tel: +27 11 545 1468 | Fax: +27 86 560 4320 | Mobile: +27 82 774 8994

Email: kleynhansw@caa.co.za