Civil Aviation Authority of Sri Lanka
Air Traffic Service Provider Competency Certificate
Statement of Compliance

The Statement of Compliance is a formal declaration that the Air Traffic Services, provided by the applicant meets the minimum compliance requirements outlined in the CAASL Implementing Standards 075 for the issue of an Air Traffic Service provider Competency Certificate. This Compliance Matrix demonstrates to the Authority that the applicant understands the requirements of the CAASL Implementing Standards 075, and that the applicant has put in place the appropriate instructions, procedures, and practices as the minimum compliance requirements for the issue or renewal of an Air Traffic Service Provider Competency Certificate.

Regulatory Reference	Regulatory Requirement	Applicant's Comments/ Manual Reference	CAASL Comments (for CAASL use only)	Remark
3.1.1 Management System				
3.1.1.1	The Management System			Organizational Chart
	(a) clearly defines lines of responsibility and accountability			
	(b) describes the overall objectives of safety (Policy signed by the Accountable Manager)			Objectives, SPIs, SPTs
	(c) includes a process to review the management system			
	(d) includes policy for recruitment & retention of operations personnel			Policy Document
	(e) includes a formal means of communication (internally/ externally)			Ex. Memorandums
3.1.1.2	Key Roles are identified			Key Management Roles
3.1.1.3	All key processes of a Management System are documented			Administrative Manual
3.1.1.4	Established a mechanism to monitor the compliance with regulatory requirements			Inspection Follow-up process
3.1.1.5	Established a mechanism to monitor the functional system			How progress is reviewed
3.1.1.6	Management system is proportionate to size and risk of operations			

3.1.2 Safety Management System				
3.1.2.1	SMS in place in accordance with IS 070			SMM
3.1.2.2	(a) Appointed Safety Manager is adequately trained & qualified			Written profile of the Safety Manager
	(b) Adequately trained & qualified SMS Team available			Details of the Safety Team & qualifications
3.1.2.3	Established procedures for conducting Safety Assessments			SMM reference
3.1.3 Other Organizational Requirements				
3.1.3.1	(a) Any contracted services/ activities to external organizations			
	(b) If YES, are those organizations certified by the DGCA			certification
3.1.3.2	If NO, have DGCA approval been sought			Request to seek DGCA approval
3.1.3.3	Established procedures for oversight process of such contracted activities			Administrative Manual Ref.
3.1.3.4	Availability of written agreements with contracted organizations			Contract details (MoU, LoA)
3.1.4 Changes to the functional system				
3.1.4.1	Established procedures for change management			change Management process
3.1.5 Facilitation and cooperation				
3.1.5.1	Availability of audit counter-part (Senior Management) aware of the regulatory oversight mechanism			
3.1.6 Facilitation and cooperation				
3.1.6.1	Availability of audit follow-up process			Audit follow up process
3.1.7 Immediate reaction to a safety problem				
3.1.7.1	Established procedures on resolving safety concerns			Progress review process
3.1.8 Occurrence Reporting				
3.1.8.1	Established an occurrence Reporting			
3.1.9 Provision of aeronautical data				
3.1.9.1	Availability of written procedures for the provision of aeronautical data			
3.2 Personnel and Training requirements				
3.2.1	Appointed an Accountable Manager			
3.2.2, 3.2.3	Appointed a suitable-qualified Head of Air Traffic Services			
3.2.4	Appointed Senior Management positions (Safety, Training as min.)			
3.2.5	Defined the required number of operational personnel for each ATC unit			

3.2.6	Established recruitment & retention policies			
3.2.7.a	Developed Training Programmes			
3.2.7.b	Developed procedures to ensure how competency is maintained			Rating Renewal process
3.2.7.c	Issued Job Descriptions for the Operational personnel			
3.3 Written Procedures				
3.3.1	Developed a Manual of Operations			
3.3.2	Developed Training Programmes			
3.3.3	Developed ATS Safety Management Manual			
3.3.4	Developed ATS Security Programmes			
3.3.5	Developed Contingency Plans for each ATS Unit			
3.3.6	Written procedures are available for the development of ATC Rosters			
3.3.7	Developed an administrative Manul (Office Procedure Manual)			
3.3.8	Established Service Level Agreements with other service providers (as applicable)			
3.4 Facility Requirements				
3.4.1	Established Control Centers for the provision of Aerodrome, Approach, Area Control services			
3.4.2	Established Aeronautical Rescue Coordination Centre			
3.4.3	Established Rest Facilities for operational personnel			
3.4.6	Established Training Facilities			
3.5 Equipment Requirement				
3.5	Each ATS Centre is provided with at least the minimum equipment required for Communication, Navigation and Surveillance			
3.6 Service Requirements				
3.6	Working methods & operating procedures are compliant with Regulatory requirements established in Implementing Standards related to Air Traffic Services			
3.7 Other Requirements				
3.7	Ensure the Policies related to Search and Rescue, Infrastructure development, safety, security align with National Plans			
3.7.1	Established procedures to notify the users of relevant operational information/ any changes to operational status of services and facility			NOTAM
3.8 Specific Human Factor Requirements				

3.8.1	Developed policies to ensure problematic use of psychoactive substances does not affect the provision of ATC services.			
3.8.2	Developed policies for Stress Management of the operations personnel			
3.8.3	Developed policies for the management of Fatigue of the operations personnel			
3.8.4	Ensure the ATC rostering system manage the risks of occupational fatigue of the operational personnel			

Name of the Applicant	
Designation	
Signature	
Date	
Telephone	
Email	
Assessment Conducted by ANSI	
Signature /Date	
Accepted/ Rejected	
Applicant Notified	