Civil Aviation Authority of Sri Lanaka

Statement of Compliance - Aeronautical information Service Provider

The Statement of Compliance is a formal declaration that the Aeronautical Information Services provided by the applicant meets the minimum compliance requirements for the issue of an Aeronautical Information Service Provider Competency Certificate.

Ref	Item	Key elements	How to assess the evidence	compliance		Evidence/ Remarks	CAASL Comments
				Yes	No		
A. Compliance with the Regulation for the issuance of the competency certificate							
3.1	Organizational Requirements						
3.1.1	Organizational Management Systems	Accountability/ Responsibilities	1.AISP Objectives 2.Operational Procedures 3. JDs & Duty Lists				
		Competencies	1.sufficient number of competent personnel to perform the operation of the service. 2.Training for each position				
		Duties and responsibilities	1. the delegation of duties and responsibilities are consistent with the organizational chart/documentation of organizational structure. 2. Chain of command, within the organization. -Managerial level				

			-supervisory positions - other officers				
		Type of Services	1.Type of aeronautical information services that the provider provides, or propose to provide including purpose of services, location, and operation hours 2. evidence in AIS/AIM Operation Manual				
3.1.2	Quality Management System	Comply with the requirements in IS028 & Doc 10066	1.Quality Procedures 2.Valid ISO certificate 3.root cause analysis 4.Continuous implementation				
3.1.3	Changes to the functional system	Documentation and records shall be compliant with the requirements	1.The existing procedures for changes. 2.evidence exists in AIS/AIM operation manual				
3.1.4	Facilitation & cooperation	1. The mechanism used to maintain the facilities 2. maintaining facilities - Workspace. - Equipment, hardware and software; and - Supporting services	1. maintain the facilities 2.evidence				

3.1.5	Findings & corrective actions	The mechanism to develop the Corrections for the findings	1.evidence for root cause analysis 2.CA plans 3.implementation of CAP within the timeline				
3.2	Personnel & training Requirements						
3.2.3 3.2.4 3.2.5 3.2.6 3.2.7	Personnel	Accountable manager responsible for DGCA	1.person in charge of the services mentioned in the application form and operational functions				
3.2.8	Training	Adequate technical & operational capacity	1.Recruitment of personnel 2.Implementation of training programs 3.competemncy and performance assessments 4.Retention of trained personnel				
3.3	Written procedures						
3.3.1	Operation Manual	Format	1.Type written 2.signed by the accountable manager & approved by the DGCA				
		Instructions to perform duties	1. process exists to inform the ops staff regarding the operational instructions. 2. evidence of implementation				
		operational staff are familiar with any operational changes	1.procedures to be followed to ensure all operational staff are familiar with any operational changes that				

			have been issued since they last performed operational duties				
		DGCA approval and copy is attached	evidence				
		Documents and Records	1. system of record keeping is established with adequate storage of the record and reliable traceability including protection against damage, alteration, and theft. 2. documentation and records are compliant with requirements				
		The procedures to be followed for revising the operations manual	1. Reviewing frequency 2. procedures exist to update regularly. 3. evidence of implementation.				
		Documentation	1.evidence for the processes, check lists, forms & other supporting docs used to control and update				
		logbook	evidence				
3.3.2	Training Programme, plan and training records	1.training program 2.Training plan 3.training records	1. training requirements that include initial, recurrent, refresher & specialized training 2. compliance with the training plans & requirements				
3.3.3	Quality Management Manual	compliant with SLCA IS 028 requirements	1. evidence exists 2.continuous implementation				

			3. ISO accredited body's continuous reviews and recommendations 4.records for root cause analysis of noncompliance				
3.3.4	Contingency plans	Availability of contingency plans	1. evidence exists 2.type written plans 3.historical implementation				
3.3.5	Duty rosters	Written procedures in administrative procedure Manual	1.mechanism 2. evidence for each operational function				
3.3.6	Administrative procedures	1. Written procedures 2. requirements in SLCA IS 100 section 3.3.6.2 The AIS provider shall provide in the operations manual	1.requiremnts in 3.3.6.2 2.an analysis of the number of personnel required to perform the aeronautical information service taking into account the duties and workload required.				
3.3.7	Formal agreement /Arrangements	1. Establish the written formal arrangements between AIS providers and relevant data providers 2. formal agreement is compliant with requirements	1. agreement exists. 2. compliance with the requirements				
3.4	Facility requirements						

3.4	facilities	Same as 3.1.4	1.The AIS provider must have the facilities that are necessary for providing its AIS, including appropriate premises 2. evidence				
3.5	Equipment requirement						
3.5.1	Equipment requirement	Equipment requirement	1.The AIS provider must have the equipment that is necessary for providing its AIS, equipment to allow operational personnel to perform their duties. 2. evidence				
3.6	Service requirement						
3.6	Requirements in SLCA IS 028 & IS 031	Comply with the requirements	1. requirements of the above two ISs which are marked as unsatisfactory during surveillance activities 2.internal audit records 3.corrective action records				
3.7	Other requirements						
3.7.1	Aligning with state regulatory & policy requirements which is issued by DGCA	Comply with the requirements	Evidence				
B. Compliance with SLCA IS 100 requirements for the issuance of the License							
3	Is the applicant will provide from the Listed service	Aeronautical Information Service including Aeronautical Charts	application form				

4.a	Were they appointed by the Minister for the provision of AIS& Charts	Documentation	evidence				
4.b	Have the required financial resources to fulfill both actual and potential obligations in the provision of the AIS & Charts	Documentation	evidence				
4.c	Do they have competency certificate for provision of the AIS & charts	Competency Certificate	evidence				
4.d	Any previous records regarding the breach of any aviation safety requirements	Documentation	records				
4.e	Have a valid liability insurance adequately covering his liability that may arise out of the activities performed under the license	Documentation	evidence				
Name of the Applicant							
Title							
Signature							
Date							
Telephone							

Email	
Assessment Conducted by AISP	
Signature /Date	
For Official use	
Accepted/ Rejected	
Applicant Notified	