



## Civil Aviation Authority of Botswana

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BOTSWANA

**AIC**  
**17/2020**  
**01<sup>st</sup> April 2020**

### **ISSUING OF UNIT APPROVALS FOR PROVISION OF AIR NAVIGATION SERVICES IN BOTSWANA**

#### 1. Background

- 1.1. The Civil Aviation (Air Navigation Services) Regulations, 2013 requires all Air Navigation Service Providers (ANSP) to be licensed in order to provide Air Navigation Services in Botswana Airspace.
- 1.2. The regulations were published on the 13<sup>th</sup> September 2013 and those ANSPs already in operation were given a transition period of six months.

#### 2. Purpose

- 2.1. The purpose of this circular is to notify Air Navigation Service Providers that Unit Approvals will be issued as part of certification/licensing process adopted by Aviation Standards and Safety Oversight (ASSO).

#### 3. Reference

- 3.1. Civil Aviation Act, 2011 Section 41 (5) and (6).
- 3.2. Civil Aviation (Air Navigation Services) Regulations, 2013 Reg.4.

#### 4. Definition

- 4.1. Approval – A document authorizing ANSPs to carryout specified services.
- 4.2. Unit - A base where Air Navigation Services/Operations are conducted.

#### 5. Issuing of unit approvals and ANSP license/certificate

- 5.1. ASSO has adopted a Five Phase Certification process in which ANSPs will be subjected to. The Certification phase shall include issuing of Unit Approvals after successful demonstration of effectiveness of procedures, processes and implementation of policies as defined in the Manual of operations, (MANSOPS).
- 5.2. A surveillance program shall follow the issuing of the ANSP License/Certificate and Units which do not maintain compliance with the regulations shall have the approval withdrawn and cease operations.



**AIR NAVIGATION SERVICE PROVIDER (ANSP) UNIT APPROVAL**

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Unit Approval No: - ..... Expiry Date.....

Name and Address of Unit Approval .....

Location of unit (Aerodrome/Location Indicator):- .....

- 1. The Civil Aviation Authority, through the Chief Executive Officer, or his or her delegated authority, acting under the Civil Aviation Act 2011, having:-
  - a) been satisfied that the Air Navigation Service Provider (ANSP) is competent to provide Air Navigation Services;
  - b) accepted that the Manual of Air Navigation Services submitted is accurate and complies with the requirements under the Civil Aviation (ANS) Regulations, 2013;
  - c) checked that the ANS facilities, and equipment comply with the standards specified in the CAAB Technical Manuals;
  - d) checked that the developed procedures make satisfactory provision for the safety of aircraft; and
  - e) been satisfied that implementation of safety management system has started, implementation of Quality Management System is at an advanced stage at CAAB and fully implemented at Department of Meteorological Services;

in exercise of the power contained in Civil Aviation Act 2011, Section 28(b), hereby approve the above-mentioned Air Navigation Services Provider to provide Air Navigation Services at the above mentioned aerodrome; subject to the conditions listed in the schedule in the overleaf.

2. The Unit Approval shall not be transferable to any person without the prior approval in writing of the Authority, and any purported transfer of Unit Approval shall be void and of no effect.

CAAB Authorised Signature ..... Date.....

Name: ..... Official Stamp

## **SCHEDULE TO UNIT APPROVAL**

### **GENERAL CONDITIONS OF UNIT APPROVAL**

1. The approval holder shall ensure that all the Air Navigation services, facilities, equipment, and procedures are operated and/or maintained properly and efficiently in accordance with the Manual of Air Navigation Services Operations, the applicable Civil Aviation (ANS) Regulations, the applicable Aeronautical Meteorological Services regulations, CAAB regulatory and guidance documents and any condition specified in this Unit Approval.
2. The Approval holder shall ensure that the copy of the Manual Air Navigation Services Operations submitted to and kept by the Authority are always kept complete and current.
3. The Approval holder shall also ensure that each ANS operating staff is aware of the contents of every part of the Manual Air Navigation Services Operations relevant to his or her duties and undertakes his or her duties in conformity with the relevant provisions of the Manual Air Navigation Services Operations.
4. The Approval holder shall ensure that an adequate number of qualified and skilled personnel are employed to perform all critical activities for the operation and maintenance of its services and facilities, and that a programme to upgrade the competency of the personnel is in place.
5. The Approval Holder shall ensure that appropriate air traffic services are available to ensure the safety of aircraft in the airspace associated with his aerodrome, and that proper coordination with the agencies responsible for aeronautical information services, meteorological services, security and other areas related to safety are established.
6. The Approval holder shall establish and implement an operating safety management system that complies with the standards set out in the Regulations.
7. The Authority shall be granted free access to the ANS facilities, equipment, document, record and personnel relating to the operation, safety or security of the ANS facilities for the purpose of inspection, testing and/or verification of performance.
8. The Approval holder shall notify the agency responsible for aeronautical information services of any change (planned or unplanned) to any ANS facility or equipment or level of service. If planned in advance and is likely to affect the accuracy of the information contained in any publication by the agency, notification shall be made before effecting the change.
9. The Authority may suspend or cancel this Approval at any time should the Approval Holder fail to comply with any provisions set forth in this Approval or in the applicable Civil Aviation (Air Navigation Service) Regulations.
10. The Approval Holder shall take up such insurance including public liability to cover all ANS operations to the satisfaction of the Authority.
11. The Approval Holder shall notify the Authority, in writing, at least 14 days in advance of any intended change or abolition of any of the Air Navigation Services
12. This Approval is not transferable without written approval of the Authority, and any purported transfer of this Approval shall be void.

**This AIC becomes effective immediately and supersedes AIC 17/2016**