


Irish Aviation Authority The Times Building 11-12 D'Olier Street Dublin 2, Ireland www.iaa.ie Safety Regulation Division	Údarás Eitlíochta na hÉireann Foirgneamh na hAmanna 11-12 Sráid D'Olier Baile Átha Cliath 2, Éire Rannán na Rialachán Sábháilteachta	AERONAUTICAL NOTICE No. S.15 ISSUE 2 DATE 24.01.2022	
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**Instrument Flight Procedure Design Service Providers - Certification
and Operation Requirements**

1. PURPOSE

- 1.1. With the amendment 50 of ICAO Annex 11 in November 2016 and the addition of Appendix 8, ICAO emphasized that the State shall approve and remain responsible for all instrument flight procedures for aerodromes and airspace under the authority of the State. This implies that the State authorities have the final responsibility for the procedures published within their territory.
- 1.2. This notice is to provide specific requirements for instrument flight procedure design service providers (IFPDSP).
- 1.3. This is to ensure that all published flight procedures intended for use by aircraft operating in the Shannon Flight Information Region meet applicable requirements.
- 1.4. Requests for further information should be addressed to: airspace@iaa.ie.

2. REFERENCES. This requirements in this notice are based on compliance with the following documents:

- ICAO Annex 4, Aeronautical Charts
- ICAO Annex 6, Operations of Aircraft
- ICAO Annex 11, Air Traffic Services
- ICAO Annex 14, Volume I & II Aerodromes
- ICAO Annex 15, Aeronautical Information Services
- ICAO Doc 9906 Volumes, The Quality Assurance Manual for Flight Procedure Design.
- ICAO Doc 8168-OPS/611, Procedures for Air Navigation-Air Operations, Volumes I Flight Procedures, and Volumes II Construction of Visual and Instrument Flight Procedures (hereafter referred to as PANS-OPS 8168)
- ICAO Doc 9371-AN/912/2, Template Manual for Holding, Reversal and Racetrack Procedures,
- ICAO Doc 9274-AN/904, Collision Risk Model (CRM),
- ICAO Doc 8697, Aeronautical Chart Manual
- ICAO Doc 9365, Manual of All-Weather Operations
- ICAO Doc 9613, Performance Based Navigation Manual- Volume I Concept and Implementation Guidance, and Volume II Implementing RNAV and RNP
- ICAO Doc 9882, Guidelines for Electronic Terrain, Obstacle and Aerodrome Mapping Information
- ICAO Doc 9859, Safety Management Systems

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- ISO 9001, Quality Management System
- RTCA/DO-201A Standards for Aeronautical information
- RTCA/DO-200A Standards for Processing Aeronautical Data
- ICAO Doc 9368 IFP Construction Manual
- ICAO Doc 9724 CRM Manual
- ICAO Doc 9573 RNAV Operations
- ICAO Doc 9674 World Geodetic System 1984 (WGS 84) Manual
- Doc 10068 Manual on the Development of a Regulatory Framework for Instrument Flight Procedure Design Service
- ICAO Annex 2 Rules of the Air
- ICAO Annex 5 Units of Measurement
- EU Regulation 2017/373
- EU Regulation 2020/469

3. DEFINITIONS

3.1. **Flight Procedure Design (FPD) Service Provider.** A service provider established for the design, documentation, validation, continuous maintenance and periodic review of instrument flight procedures necessary for the safety, regularity and efficiency of air navigation.


3.2. **Initial training.** Initial training is the first phase of training undertaken by a flight procedure designer where actual procedure design, airspace, charting and positional data topics and criteria are covered. The purpose of initial training is to provide basic skills and knowledge to the flight procedure designer who has been recently recruited or transferred from another job. The curriculum of initial training is derived from the competency framework (ICAO Doc 9906: The Quality Assurance Manual for Flight Procedure Design, Volume 2-Flight Procedure Designer Training. The associated duration and mastery test are relevant with the programme. Initial training should be followed by on-the-job training in order to ensure that the acquired skills and knowledge from initial training are consolidated.

3.3. **On-the-job training (OJT).** While on-the-job training cannot be considered a specific training course in the formal sense, it is an essential phase in a training programme. Its purpose is to reinforce formal training and support the achievement of competency standards. Similar to initial training, on-the-job training curriculum will be derived from the competency framework (ICAO Doc 9906: The Quality Assurance Manual for Flight Procedure Design, Volume 2-Flight Procedure Designer Training) and

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driven by training objectives. If appropriate, OJT phases can also follow advanced or refresher training.

- 3.4. **Technical/Specialised Advance training.** The purpose of the technical/specialised advanced training is to augment the skills and knowledge of active flight procedure designer in dealing with more complex procedure design problems, airspace, charting, positional data and regulatory issues. The curriculum of the advanced training should be derived from the competency framework (ICAO Doc 9906: The Quality Assurance Manual for Flight Procedure Design, Volume 2-Flight Procedure Designer Training).
- 3.5. **Recurrent training.** The purpose of recurrent training is to address changes in the available criteria and regulations. It is essential that the flight procedure designer updates his knowledge and skills in accordance with the latest criteria, technologies and regulations. It is important to benchmark the design process, airspace, charting, positional data and regulatory issues against identified best practices. Regular recurrent training should therefore be planned accordingly.
- 3.6. **Refresher training.** The purpose of the refresher training is to strengthen skills and knowledge that have weakened through disuse and the passage of the time. Given the safety critical nature of the flight procedure designer function, it is strongly recommended that inspectors identify skills and knowledge that have weakened with time and that refresher training is planned accordingly. Refresher training curriculum should be derived from the competency framework (ICAO Doc 9906: The Quality Assurance Manual for Flight Procedure Design, Volume 2-Flight Procedure Designer Training).
- 3.7. **Validation.** Confirmation through the provision of objective evidence that the requirements for a specific intended use or application have been fulfilled (Annex 15). The activity whereby a data element is checked as having a value that is fully applicable to the identity given to the data element, or a set of data elements that is checked as being acceptable for their purpose.
- 3.8. **Flight Validation (FV).** The flight assessment of a new or revised IFP to confirm that the procedure is operationally acceptable for safety, flyability, and design accuracy (including obstacle and database verification) with all supporting documentation. FV as defined here should not be confused with Validation Flights addressed in other sections. **SIMULATOR**
- 3.9. **Flyability.** A check or system of checks that ensure that the procedure can be flown safely, as designed. These checks may include, but are not limited to, acceptability

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of any deviations to standards, bank angles, airspeeds, descent gradients, roll rates, track lengths, workload issues, procedure complexity, runway alignment, etc.

3.10. **Verification.** The activity whereby the evaluator checks the current value of a data element against the value originally supplied.

4. GENERAL

4.1. In the interest of safety, the flight procedure provider shall implement the provisions in flight procedure design in a consistent manner, using processes that will minimise the possibility of errors, identify errors that do occur before they impact safety, and provide for continuous improvement of the procedure design process in order to eliminate or reduce future errors.

4.2. Aerodrome Operating Minima;

4.2.1. The obstacle clearance altitude/heights (OCA/H) for the aircraft categories for which the procedure is designed shall be shown on the relevant instrument approach chart.

4.2.2. The state does not publish visibility, MDA, DH, DA, MDA/H or DA/H for instrument approaches at aerodromes.-shall conform to the Ireland Regulatory Framework relevant to the flight procedure.

4.3. Register of Flight Procedure Provider Certificate

4.3.1. The IAA will maintain a register of all flight procedure providers certificates issued under this notice on the IAA Website.

5. Ongoing Oversight and periodically audits of the flight procedure providers

5.1. Ongoing oversight and audit of the provider shall be undertaken against;

5.1.1. The requirements of this notice;

5.1.2. Doc 9734, Doc 8168 Doc 9906, Doc 10068 & Doc 9613;

5.1.3. EU Regulation 2017/373 and EU Regulation 2020/469


5.2. The purpose of the audit is to ensure;

5.2.1. That the provider shows evidence of compliance with regard to instrument flight procedure design in line with applicable EU, ICAO and national requirements; and

5.2.2. That the provider's quality management system is functioning appropriately.

5.3. Non-conformities

5.3.1. In the event that the audit reveals non-conformities in service provision, non-conformities will be drawn to the attention of the provider in accordance with normal audit practice and the standard corrective action process followed. See also ASAM No.004-Guidance on the NSA Audit Finding Corrective Action Process.

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5.3.2. If the non-conformities are such that safety is or may be affected, The competent Authority measures may include:

- 5.3.2.1. Variation or cancellation of the flight procedure certificate; or
- 5.3.2.2. The identification of alternative means of service provision to ensure that the service provided reaches the required standards.

5.3.3. If a safety-critical non-conformity is identified, unless it can be rectified immediately, notification of the deficiency shall be distributed to users by the most appropriate means available. It may be necessary to call for withdrawal and replacement of the affected instrument flight procedure.

5.3.4. An Instrument Flight Procedure Designer Service Provider certificate shall be issued for unlimited duration. The privileges of the activities that the service provider is approved to conduct shall be specified in the service provision conditions attached to the certificate.

5.3.5. The certificate authorises the provider to:

- 5.3.5.1. Design, ground validate, safeguard and maintain/amend update instrument flight procedures.
- 5.3.5.2. Submit for approval aeronautical data intended for publication in the Irish AIP relating to instrument flight procedures, airspace, routes and positional significant points.
- 5.3.5.3. A flight procedure provider certificate remains in force unless it is withdrawn, suspended or revoked as a result of a level 1 NCR;

5.3.6. The holder of a flight procedure provider certificate that is revoked shall forthwith surrender their certificate to SRD; and

6. Specific Requirements


6.1. Management System

6.1.1. Applicants shall demonstrate that they have established and are able to maintain a documented management system. This management system shall be such that it enables the organisation to ensure that each design or any advice given with respect to any IFP issue conforms to ICAO, European or National requirements and thus exercise the privileges as granted by their Certificate.

6.1.2. The aeronautical data and aeronautical information used by the FPD provider shall meet the requirements of accuracy, resolution, and integrity as specified in the aeronautical data catalogue.

6.2. Safety Management

6.2.1. Applicants shall demonstrate that they have established and are able to maintain a documented Safety Management system. A System must define

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the policies, processes and practices for managing the safety of all instrument flight procedure design work providing relevant information on the risks and how they are managed.

6.2.2. An internal audit programme to audit the organisation for conformity with its safety policy, procedures and processes.

6.3. Operations Manual

6.3.1. The flight procedure provider shall submit an operations manual to the Air Navigation Services Division (ANSD). The information presented in the operations manual shall serve to demonstrate how the flight procedure provider will comply with all appropriate requirements. It also serves as a reference document agreed between the flight procedure provider and the ANSD with respect to the standards, conditions and level of service to be maintained for the provision of flight procedure services

6.3.2. The operations manual is an important document and shall be issued under the authority of the flight procedure provider. The flight procedure provider shall control the distribution of the operations manual and ensure that it is amended whenever necessary to maintain the accuracy of the information and to keep its contents up to date

6.3.3. Type of procedure

6.3.3.1. The application shall state the types of procedure that the designer proposes to design (should be supported by evidence of adequate relevant design experience).

6.3.4. Environment

6.3.4.1. The manner in which it is proposed to satisfy the requirements of the Civil Aviation Act 1988 in regard to the design of procedures must be fully detailed.

6.3.4.2. It is acceptable to contract to another organisation for the provision of environmental analysis, but the applicant must provide full details of these arrangements and the procedures to be used by the contracted organisation.

6.3.5. Verification


6.3.5.1. Standard operating procedures, including checklists, forms and record keeping procedures should be appropriately detailed in the company operating manual.

6.3.6. Organisation

6.3.6.1. The operations manual must contain details of the designer's organisational structure. Details of the duties, responsibilities, and authority of each relevant position in the organisation must be provided. The organisational structure should identify that positions are permanent, parttime, contracted, or casual.

6.3.7. Use of software

6.3.7.1. ICAO Doc 9905 Volume 3 defines two types of procedure design tools : the aiding tools and the expert tools. The choice of the type of procedure

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design tools to be used is left to the IFPDSP. Nevertheless, the organization must be able to demonstrate that software validation has been undertaken, in the initial validation phase and in the revalidation for new functions and/or updates to the procedure design tool and/or to the system environment. Since the software tools belonging to the aiding tools category rely on the designer's expertise, it is acceptable that the validation process is less extensive than the process for expert tools software.

6.3.8. Personnel

6.3.8.1. The qualifications and experience of all design staff should be included. Where appropriate, or where personnel are not identified, job descriptions and/or selection criteria may be used to support the application.

6.3.9. Insurance

6.3.9.1. An applicant must supply details of the liability insurance cover that the applicant has or intends to obtain.

6.3.10. Validation

6.3.10.1. As part of the quality assurance process, a IFPSP should ensure that a validation process is conducted for IFPs. The validation process is subdivided into ground validation and flight validation.

6.3.10.2. When flight validation is deemed necessary to be performed, the FPD provider shall ensure that it is undertaken by a competent pilot

6.3.11. Maintenance

6.3.11.1. To maintain the safety and quality, continuous maintenance and periodic review of each instrument flight procedure for aerodromes in the Shannon FIR must be conducted at an interval not exceeding five years.

6.3.11.2. The airport, as owner of the IFP together with the ANSP, are responsible for ensuring that the continuous maintenance and periodic review is met

6.3.12. Facilities/Resources

6.3.12.1. An applicant must provide sufficient detail of accommodation, equipment and other resources that are available to the designer to demonstrate that adequate resources are available which will permit the designer to carry out design work.

6.3.12.2. have access to relevant and current data including, but not limited to, aeronautical data, land contour data, and obstacle data for the design, design verification, flight validation, and maintenance of the instrument flight procedures certified by, and maintained by, the applicant's organisation; and

6.3.12.3. hold or have ready access to copies of relevant documentation comprising technical standards, practices, and instructions, and any other documentation that may be necessary for the design, design verification, certification, flight validation, and maintenance of the types of instrument flight procedure that are specified in the applicant's exposition.


6.4. Qualifications and Training

6.4.1. Chief Designer

6.4.1.1. An application will not be considered unless the applicant nominates a person as Chief Designer.

6.4.1.2. Suitable procedures shall be provided to ensure that the Chief Designer is able to maintain adequate skills and knowledge.

6.4.1.3. Shall have the authority within the applicant's organisation to ensure that the organisation's instrument flight procedure services can be financed

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and provided in accordance with the requirements and standards prescribed here.

6.4.2. Specialist PANS-OPS/IFP design training;

- 6.4.2.1. Proof of attendance and successful completion of a PANS-OPS training course based upon ICAO Pans Ops Doc 8168.
- 6.4.2.2. However, where no formal training course has been completed, it may be acceptable to the IAA to provide evidence of a comprehensive “apprenticeship” under the supervision and training of an approved designer.

6.4.3. Practical Application of Theoretical Knowledge

- 6.4.3.1. The ability of an applicant to demonstrate practical application of theoretical knowledge is required. Applicants are expected to provide proof of recent IFP design work
- 6.4.3.2. An applicant shall demonstrate that a suitable training and checking program is contained in the company operations manual, and that procedures are in place to effectively implement and monitor that program.
- 6.4.3.3. The program must ensure that staff proficiency is formally assessed at appropriate intervals, and that adequate training is provided to ensure knowledge and skills in current and new procedures. Procedures must provide for records to be kept of checks completed, the results achieved and any remedial action or additional training provided to address any deficiency.
- 6.4.3.4. The flight procedure provider shall ensure that a person designing or amending a flight instrument procedure demonstrates competency for flight procedure design.
- 6.4.3.5. The flight procedure provider shall employ sufficient number of competent personnel to perform the operation of the service. The flight procedure provider shall provide in the operations manual an analysis of the number of personnel required to operate the flight procedure service taking into account the duties, training, annual leave and workload required.
- 6.4.3.6. The competency of the flight procedure personnel shall be subject to periodic verification by the Authority.
- 6.4.3.7. The flight procedure provider shall establish procedures to ensure that all its personnel, including technical staff, possess the skills and competencies required in the provision of instrument flight procedure design. The flight procedure provider shall develop an overall training policy, training programme and detailed job descriptions for its staff. The training policy and programme should lay down the training necessary to

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perform their duties, including initial, recurrent, on the job and specialised training.

6.4.3.8. The flight procedure provider shall ensure that their staff undergo a suitable period of supervised on-the-job training before being deployed for duties.

6.4.3.9. The flight procedure provider shall document on the jobs for each staff member.

6.4.3.10. The flight procedure provider shall maintain individual training records for each staff member.

6.4.3.11. The flight procedure provider shall conduct an annual review of the training plan for each member of staff at the beginning of the year to identify any changes in training requirement and prioritise the type of training required for the coming year.

6.4.3.12. A list of certificated IFPD training courses and persons or organisations, which are responsible for the design of airspace structures is available in the IAA Web Site

6.5. Documentation and Record-Keeping

6.5.1. Document Control System

6.5.1.1. Documents and data control processes are those that control the authorisation, publication, distribution and amendment of all documentation issued or required by the Flight procedure design institutions/designer.

6.5.1.2. These processes must ensure that:

6.5.1.2.1. Documents are authorised by the Chief Designer or a designated person;

6.5.1.2.2. The currency of documentation can be readily determined;

6.5.1.2.3. Documents are available at locations where needed by staff;

6.5.1.2.4. Only current versions of documents are available;

6.5.1.2.5. A master copy of all documents is securely held; and

6.5.1.2.6. All documents that are related to or referenced in the manual are indexed in the manual.


6.5.2. Record Keeping

6.5.2.1. The management of records includes the identification, collection, indexing, storage, safekeeping, accessibility, maintenance and disposal of records;

6.5.2.2. All certificates, correspondence, data, calculations, worksheets, drawings, charts and other information pertaining to the design of a procedure;

6.5.2.3. When obtaining the aeronautical data and aeronautical information in accordance with record keeping, the FPD provider shall ensure the necessary formal arrangements are established, as applicable, with aeronautical data sources, other service providers, aerodrome operators and aircraft operators.

6.5.2.4. To ensure that the requests for flight procedure design are clearly defined and subject to review, the FPD service provider shall establish the necessary formal arrangements with the next intended user.

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- 6.5.2.5. Details of any actions regarding errors and non-conformances in an instrument flight procedure;
- 6.5.2.6. The records are required to be legible, accurate, permanent and retrievable in a legible format;
- 6.5.2.7. Staff records:
 - 6.5.2.7.1. Name
 - 6.5.2.7.2. Personnel qualifications and courses attended;
 - 6.5.2.7.3. Experience;
 - 6.5.2.7.4. Assessments;
 - 6.5.2.7.5. Training records;
 - 6.5.2.7.6. Proficiency checks;
 - 6.5.2.7.7. Staff instrument flight procedure approval certificates;
 - 6.5.2.7.8. Staff currency.

6.6. Errors in published instrument flight procedures


- 6.6.1.1. An approved instrument flight procedure design provider shall establish procedures for recording, investigating, correcting and reporting any identified errors and any identified non-conformance with the standards and requirements in an instrument flight procedure that is published.
- 6.6.1.2. The procedures shall require that:
 - 6.6.1.2.1. An instrument flight procedure is immediately withdrawn from operational use if the error or non-conformance affects or may affect the safety of any aircraft operation;
 - 6.6.1.2.2. The error or non-conformance is corrected and reviewed by the Chief Designer;
 - 6.6.1.2.3. when an error is corrected this shall result in a revised design file being submitted to SRD for validation prior to promulgation by the most appropriate means relative to the operational significance of the error or non-conformance.
 - 6.6.1.2.4. The source of the error or non-conformance is identified and:
 - 6.6.1.2.4.1. If possible, eliminated to prevent a recurrence; and
 - 6.6.1.2.4.2. Preventative action is taken to ensure that the source of the error or non-conformance has not affected the integrity of any other instrument flight procedures.

7.1. Differences from ICAO standards, recommended practices and procedures

- 7.1.1. A Difference is defined as the difference between a State Requirement and the related ICAO SARP and occurs because the State Requirement sets a lower, higher or different standard to that required or the ICAO SARP has not, or only partially, been implemented.
- 7.1.2. Any differences that exist for Doc 8168, Doc 9613, Doc 9906 and Doc 9905 can be viewed in the Irish AIP GEN 1.7 section.

This Aeronautical Notice replaces Aeronautical Notice S.15 at issue 1 which should be discarded.

Aviation Regulator/CEO Designate
Irish Aviation Authority

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**Application for issue of an Instrument Flight Procedure Service Certificate
 under S Notice 15/EU 2017 373**

1. Organisation Details

Legal name of organisation: <i>(The certificate will be issued in this name)</i>								
Trading name:								
Full business/residential Address for Service:								
Tel:		Fax:		Email:				
Postal Address: <i>(If different from Address for Service.)</i>								
Tel:		Fax:		Email:				
Your reference:			<i>(Order number/contact person or other reference)</i>					

2. Reason for Application - Mark appropriate box

Initial issue: <input type="checkbox"/>	Renewal: <input type="checkbox"/>
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3. Questionnaire

The following questions must be answered for initial issue and for renewal:		Yes*	No
(a)	Has the organisation been convicted for any offence in the last three years or is the organisation presently facing charges for a safety offence?	<input type="checkbox"/>	<input type="checkbox"/>
(b)	Has the organisation previously had an application for an aviation document rejected or has an aviation document held by the organisation been suspended or revoked?	<input type="checkbox"/>	<input type="checkbox"/>
* If answering "Yes" please provide details on separate sheets.			


4. Instrument Flight Procedures to be provided (Doc 8168 Vol II categories)

Conventional instrument procedures* (Part II) <input type="checkbox"/>	RNAV/RNP and satellite-based procedures* (Part III) <input type="checkbox"/>
Helicopter procedures (PinS)* (Part IV) <input type="checkbox"/>	<input type="checkbox"/>

* Including associated IFR significant fixes, points and meteorological minima

5. For initial issue or for a change of Senior Persons.

List of Senior Persons and their areas of responsibility

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Declaration

This application is made for and on behalf of the organisation identified above. I certify that I am empowered by the organisation to ensure that all activities undertaken by the organisation can be financed and carried out to the standard required by the Irish Aviation Authority.

I declare that to the best of my knowledge and belief the statements made and the information supplied in this application and the attachments are complete and correct.

Full name of (nominated) Chief Executive:

Signature of (nominated) Chief Executive:

Date of application:

NOTES:

The completed application together with supporting documentation should be submitted to:

Manager Air Navigation Services Division
Irish Aviation Authority
11-12 D'Olier Street
Dublin 2
Ireland airspace@iaa.ie

OFFICE USE ONLY

- 1 Received by: 2. Date Received: 3. Receipt No:
4. Work Request No: 5. Completed by: 6. Certificate issue date: