



Civil Aviation Authority

CAR-179

Civil Aviation Regulation

Aerodrome Flight

Information Service

Effective 15 JUN 2023

Approved by: Naif Ali Hamed Al-Abri (CAA President)

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Corrigendum of Amendments

Amendment No.	Applicability date	Subject(s)
-	Jan 2019	Initial
01	Jan 2020	This CAR has additional inclusions – CAR 179.006 and CAR 179.010
02	15 Jun 2023	Rev 02 amendments: <ol style="list-style-type: none"> 1. Logo and title change of PACA to CAA; 2. AFIS provider applicant assumed as an applicant before granted till certificate issuance, then as AFIS provider; 3. CAR 179.003: Entry into force date in line with ANS Department; 4. CAR 179.007: Establishment of Authority; CAR 179.023, CAR 179.025, CAR 179.029 and CAR 179.031: Certification Renewal, Transfer, Resolution of safety issues and Suspension 5. CAR 179.050, CAR 179.051 and CAR 179.053: CAN 5-06 requirement included; 6. CAR 179.111; 7. CAR 179.203; 8. CAR 179.205; 9. Adding Appendix, A

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FOREWORD

- (a) The Civil Aviation Requirements for Civil Aviation Regulation Enforcement Procedures have been issued by the Civil Aviation Authority of Oman – DGCA (hereinafter referred to as “the AUTHORITY”) under the provisions of the Civil Aviation Law of the Sultanate of Oman.
- (b) This CAR has been modelled using elements from ICAO Annex 11, *Air Traffic Services*, and ICAO Circular 211, *Aerodrome Flight Information Service (AFIS)*.
- (c) CAR 179 prescribes the requirements for the establishing, implementation, and maintaining a system for the provision of aerodrome flight information service (AFIS).
- (d) Amendments to the text in CAR 179 in revised editions are issued as a complete amendment of pages contained within.
- (e) The editing practices used in this document are as follows:
 - (1) ‘Shall’ and ‘Must’ are used to indicate a mandatory requirement and may appear in this CAR.
 - (2) ‘Should’ is used to indicate a recommendation.
 - (3) ‘May’ is used to indicate discretion by the AUTHORITY, or the industry as appropriate.
 - (4) ‘Will’ indicates a mandatory requirement and is used to advise of action incumbent on the AUTHORITY.

Note: The use of the male gender implies the female gender and vice versa.

SUBPART A – GENERAL

CAR 179.001 Applicability

CAR 179 prescribes the requirements governing:

- (a) The certification and operation of organizations providing an Aerodrome flight information service (AFIS) in the Flight Information Region of Oman; and
- (b) The operating and technical standards for providing aerodrome flight information service (AFIS).

CAR 179.003 Entry into force

- (a) This CAR shall enter into force from the day of its publication and shall become applicable on 15 Jun 2023 except for CAR-179.011 related to the requirement for certification of Aerodrome flight information service (AFIS) providers, which shall apply from 1 February 2025.
- (b) The standards prescribed in this Regulation are mandatory for Aerodrome flight information service providers to implement within their operation and are a requirement for certification.

CAR 179.005 Definitions

Definitions in the existing CAR 172 and CAR 1 shall form part of this regulation, supplemented by the definitions contained in ICAO documentation. Where there are differences between the CAR and ICAO definitions, the CAR definitions shall apply.

CAR 179.007 Establishment of Authority

Directorate General of Civil Aviation Regulation (DGCAR) established under the Civil Aviation Authority (CAA), referred to in this regulation as the AUTHORITY, shall determine, in accordance with the provisions of the Civil Aviation Law of the Sultanate of Oman and this regulation, those aerodromes where aerodrome flight information service will be provided.

CAR 179.009 Exemptions

The AUTHORITY may grant a temporary exemption from the provisions of CAR 179, as outlined under CAR 10, provided the exemption will not reduce the level of safety below an acceptable level. The AUTHORITY may impose conditions or restrictions on the exemption and may also require a service provider proposal for an alternate means of compliance and/or a safety case and associated functional hazard analysis that supports the granting of the exemption.

CAR 179.011 Requirement for Certificate

No person shall provide an aerodrome flight information service except under the authority of, and in accordance with the provisions of, an aerodrome flight information certificate issued under this CAR. Service providers that fail to meet the certification compliance requirements, shall provide alternative means of compliance with this regulation in the conducting of their operational activities, subject to the approval and provisions granted by the AUTHORITY.

CAR 179.013 Application for Certificate

An application for an aerodrome flight information service provider certificate can be made through direct post correspondence with the AUTHORITY or, through electronic correspondence with the AUTHORITY as per the CAA website.

CAR 179.015 Establishment and Transfer of Service

- (a) An applicant for the grant of an aerodrome flight information service certificate shall include with its application:

- (1) for each aerodrome, a schedule of the proposed hours of service for the first 12 months of operation; and
 - (2) in respect of an aerodrome not currently provided with an aerodrome flight information service, a summary of safety factors considered before seeking certification.
- (b) An applicant for the grant of an aerodrome flight information service certificate intending to assume responsibility for providing any aerodrome flight information service from an existing certificate holder, shall include with its application, full details of transitional arrangements endorsed by the chief executives of both organizations.

CAR 179.017 Issue of Certificate

An applicant is entitled to an aerodrome flight information service certificate if the AUTHORITY is satisfied that:

- (a) The applicant meets the requirements of SUBPART B; and
- (b) The applicant, and the applicant's senior person or persons required, are fit and proper persons; and
- (c) The granting of the certificate is not contrary to the interests of aviation safety.

CAR 179.019 Privileges of Certificate

An aerodrome flight information service certificate:

- (a) States the aerodrome where the service is provided; and
- (b) May include such conditions as the AUTHORITY considers appropriate.

CAR 179.021 Duration of Certificate

- (a) An aerodrome flight information service certificate may be granted or renewed for a period of up to three (3) years.
- (b) An aerodrome flight information service certificate remains in force until it expires or is suspended or revoked.
- (c) The holder of an aerodrome flight information service certificate that expires or is revoked shall forthwith surrender the certificate to the AUTHORITY.
- (d) The holder of an aerodrome flight information service certificate that is suspended shall forthwith produce the certificate to the AUTHORITY for appropriate endorsement.

CAR 179.023 Renewal of Certificate

- (a) An application for the renewal of an aerodrome flight information service certificate shall be made online using the CAA website.
- (b) An application for the renewal of an aerodrome flight information service certificate shall be submitted to the AUTHORITY not less than thirty (30) days before the current certificate expires.

CAR 179.025 Transfer of Certificate

An aerodrome flight information service certificate, granted in accordance with the requirements of this CAR, is not transferrable.

CAR 179.027 Safety and Regulatory Audits and Inspections

- (a) The AUTHORITY shall conduct an initial certification audit and thereafter audits at intervals not exceeding two (2) years at the certificate holder's office and/or unit or facility.
- (b) The AUTHORITY may require the certificate holder to provide such documentation and information as the AUTHORITY considers relevant to the audit or inspection.

- (c) The AUTHORITY shall be granted, by the applicant or certificate holder, unrestricted access to the applicant's or certificate holder's facilities and shall be permitted to carry its own equipment (e.g. computers, cameras and recording devices) under all conditions while carrying out its oversight functions.

CAR 179.029 Resolution of Safety Issues

- (a) When objective evidence is found showing regulatory non-compliance by the AFIS provider, the finding shall be classified as follows:
- (1) a level one finding is any significant non-compliance which reduces the level of safety.
 - (2) a level two finding is any non-compliance that does not result in an immediate risk to safety.
 - (3) a level three finding is any item where it has been identified, by objective evidence, to contain potential problems that could lead to a non-compliance. These are considered as observations only and will not impact a certificate.
- (b) After AFIS provider receives notification of a finding:
- (1) a level one finding must be rectified immediately or within the timescale specified by the AUTHORITY.
 - (2) a level two finding shall be addressed in a corrective action plan with a resolution period specified by the AUTHORITY and shall be appropriate to the nature of the finding, but in any circumstance shall not be more than ninety (90) days. In certain circumstances, the AUTHORITY may extend the ninety (90) day period subject to justification that is acceptable to the AUTHORITY.
 - (3) the AFIS provider's corrective action plan shall:
 - i. be submitted by the date specified by the AUTHORITY;
 - ii. identify the root cause of the non-compliance;
 - iii. indicate the person, position, department or entity responsible for the corrective action;
 - iv. indicate the corrective action required including any multiple steps; and
 - v. be acceptable to the AUTHORITY.
- (c) Upon the completion and/or implementation of a corrective action, the service provider shall notify the Authority and provide evidence of its resolution.
- (d) In the event of level one or level two findings, an enforcement action shall be applied to the AFIS provider in accordance with CAR-12.105. the certificate may be subject to revocation or a partial or full suspension or restriction.

CAR 179.031 Suspension and Revocation of Certification

- (a) The Authority may state, that a certificate is suspended if the Authority reasonably considers that not suspending the certificate would be likely to have an adverse effect on the safety of air navigation.
- (b) Suspension of aerodrome flight information service provider certificate may be imposed if:
- (1) the service provider does not comply with the requirements stated in the certificate;
 - (2) the service provider failed to perform the corrective action plan stated in the certificate in the exact period of time if so stated; and
 - (3) The investigation, in case of an accident, proves that it was caused due to the faulty procedures and/or the malfunction or failure of system.
- (c) When a suspension is imposed, the Authority will state the reasons for such action and furnish them to the service provider.
- (d) The service provider may appeal against such notice within thirty (30) days of receipt.

- (e) The service provider shall furnish to the Authority any documents, records, or other pertinent information supporting the appeal.
- (f) The Authority may confirm, modify, or set aside the proposed suspension based on the appeal.
- (g) The Authority may permanently revoke aerodrome flight information service provider certificate as a subsequent procedure to suspension if:
 - (1) The Service provider carries out an action in violation of the Civil Aviation Law or the regulation;
 - (2) It is verified that the certificate holder will not be able to remedy non-compliant areas; or
 - (3) The certificate holder stops providing the aerodrome flight information service concerned without a convincing argument.
- (h) The revoked certificate cannot be renewed; it has to be reissued not less than one year after the revocation date.
- (i) The amendment as referred in paragraphs (b) and (g) shall take effect at the time the decision is made.

CAR 179.033 Determination of the Need for Aerodrome Flight Information Service

The need for the provision of aerodrome flight information service shall be determined by the AUTHORITY in consideration of the following:

- (a) The types of air traffic involved;
- (b) The density of air traffic;
- (c) The topographical and meteorological conditions; and
- (d) Such other factors as may be relevant.

SUBPART B – CERTIFICATION REQUIREMENTS

CAR 179.050 Organisation Requirements

- (a) The organisation that provides an aerodrome flight information service shall establish and maintain an effective management structure necessary for the safe and efficient provision of aerodrome flight information service by ensuring the following adequate elements are in place:
- i. Organisation structures
 - ii. FIS systems
 - iii. Management functions and activities
 - iv. Operational positions
- (b) The management structure shall be responsible to ensure compliance of all of its personnel to provide aerodrome flight information service as covered in the certificate in accordance with these regulations.

CAR 179.051 Personnel Requirements

- (a) An AFIS provider shall engage, employ, or contract:
- (1) a senior person identified as the Chief Executive who has the authority within the AFIS provider's organization to ensure that each aerodrome flight information service listed in its operation manual:
 - i. can be financed; and
 - ii. is provided in accordance with the requirements prescribed by this CAR; and
 - (2) a senior person or persons who are responsible for ensuring that the AFIS provider's organization complies with the requirements of this CAR. Such nominated person or persons shall be ultimately responsible to the Chief Executive; and
 - (3) sufficient personnel to manage, support, and provide the aerodrome flight information service and any associated training or assessment listed in the AFIS provider's operation manual.
- (b) The AFIS provider shall establish policies and procedures to:
- (1) ensure the competence of those personnel who are authorized by the AFIS provider to provide the aerodrome flight information service, and training and assessment for those services listed in the AFIS provider's operation manual; and
 - (2) provide those authorized personnel with written evidence of the scope of their authorization for the specific AFIS unit; and
 - (3) ensure, where practicable, that authorized personnel only exercise the privileges of their authorization if they are familiar with all relevant and current information; and
 - (4) ensure, where practicable, that an aerodrome flight information service officer shall not exercise the privileges of their authorization:
 - i. unless they comply with any endorsements or restrictions based on their medical and physical fitness assessment; and
 - ii. when any decrease in their medical fitness might render them unable to safely exercise these privileges, including while under the influence of any psychoactive substance; and
 - iii. unless they hold a valid English language proficiency rating; and
 - (5) enable recruitment and retention of appropriately qualified and experienced AFIS staff; and
 - (6) provide job descriptions for operational AFIS staff and any significant support positions.

CAR 179.053 AFIS Qualifications and Training

- (a) Aerodrome Flight Information Service Provider shall establish procedures and programs, which shall be acceptable by the AUTHORITY, for AFISO;
- (1) Training, as required by (b) below; and
 - (2) Competence assessment; and
 - (3) Medical and physical fitness examination.
- (b) The Aerodrome Flight Information Service Provider's training programs shall ensure that the following types of training are provided:
- (1) Initial training;
 - (2) On-the-job (OJT) training;
 - (3) Refresher (recurrent) training;
 - (4) Specialized training for new facilities, procedures and equipment; and
 - (5) Human factors training.
- (c) The competence assessment in a2) shall be conducted:
- (1) After completion of any training
 - (2) At least once per annum to renew an AFISO authorization
 - (3) After any period in excess of 60 consecutive days in which the duties of AFISO have not been performed.
- (d) The medical and physical fitness examination described in a3) shall be valid from the date of the medical and fitness examination for a period not greater than:
- (1) Five (5) years for AFISOs aged below 40 years
 - (2) Two (2) years for AFISOs aged from 40 years and above but below 50 years
 - (3) One (1) year for AFISOs aged from 50 years and above.
- (e) An Aerodrome Flight Information Service Provider shall issue authorization to persons who provide AFIS. Such persons shall have met the following qualification criteria:
- (1) be at least eighteen (18) years of age; and
 - (2) speak and understand the English language used for radiotelephony communications, at a minimum of ICAO Level 4, as described in CAR ATCO; and
 - (3) have completed a medical and physical fitness assessment; and
 - (4) have been assessed as competent in performing AFIS duties.
- (f) With regard to the training in (b) (1) above, AFIS personnel shall receive initial training that allows them to demonstrate a knowledge of:
- (1) rules of the air and air traffic procedures pertinent to aerodrome operation;
 - (2) procedures and practices pertaining to flight information service and alerting service;
 - (3) terms used in the aeronautical mobile service, procedure words and phrases, and the spelling alphabet;
 - (4) communication codes and abbreviations used;
 - (5) radiotelephony phraseologies and operating procedures;
 - (6) the general air traffic services and airspace organization within Oman;
 - (7) local aerodrome rules;
 - (8) characteristics of local traffic;
 - (9) local terrain and prominent landmarks;
 - (10) local air navigation facilities;
 - (11) procedures for co-ordination between the AFIS unit and the associated FIC or ACC;
 - (12) meteorological terminology and pertinent data regarding meteorological reports and the effect of significant local weather characteristics; and

- (13) local procedures for alerting of emergency services including Search and Rescue.
- (g) In addition to the training requirements in b2) above, AFIS personnel shall receive on-the-job training with an authorized AFIS instructor for a period of two months or twenty-five (25) hours, whichever is greater, and demonstrate competency in:
- (1) The manipulation and operation of typical transmit/receiver equipment and controls, including ancillary facilities in use;
 - (2) The visual inspection and daily operational check of the radio equipment in use;
 - (3) The transmission of telephony messages, including correct microphone technique, enunciation and speech quality; and
 - (4) The reception of telephony messages and the ability to relay messages correctly.
- (h) The Aerodrome Flight Information Service Provider's procedures shall ensure that all training syllabuses are reviewed and approved by the AUTHORITY.
- (i) The Aerodrome Flight Information Service Provider's procedures shall ensure that training records are maintained for both AFIS authorization holders and AFIS trainees.
- (j) The Aerodrome Flight Information Service Provider's procedures shall ensure that personnel giving instruction in an AFIS operational environment hold an appropriate current authorization and are appropriately qualified to provide instruction.
- (k) The Aerodrome Flight Information Service Provider's procedures shall ensure that personnel carrying out assessments or examinations for the issue of AFIS authorizations are appropriately qualified.

CAR 179.055 Facility Requirements

- (a) An AFIS provider shall establish facilities that are appropriate to the aerodrome flight information services listed in the AFIS provider's operation manual.
- (b) Except as provided in paragraph (g), an AFIS provider shall establish procedures to ensure that any aerodrome flight information service unit, including any temporary unit, listed in the AFIS provider's operation manual is:
- (1) constructed and situated to provide:
 - i. the maximum practicable visibility of aerodrome traffic; and
 - ii. protection from glare and reflection; and
 - iii. protection from noise; and
 - (2) safeguarded from any development that would affect the requirements of paragraph (b)(1); and
 - (3) at solo watch locations, provided with:
 - i. toilet facilities that ensure the minimum possible interruption to, or degradation of, aerodrome flight information service; and
 - ii. storage and preparation facilities for food and drink in the visual AFIS room; and
 - (4) provided with the following minimum aeronautical telecommunication Facility according to its standard and specification stipulated in CAR 171, SUBPART D: Operating Requirement:
 - a. redundant equipment for two-way voice communication with:
 - i. any aircraft, in or adjacent to airspace for which the AFIS provider has responsibility; and
 - ii. any aircraft, vehicle, and person, on, or adjacent to, the maneuvering area.
 - b. a redundant AFTN terminal and its server or, if provided for in an ATS letter of agreement, an alternative means of reception and transmission of information normally conveyed by AFTN;

- c. voice and, if applicable, data recording equipment for each two-way communication equipment, located at AFIS Station.
 - d. A Backup power supply for the provided Aeronautical Telecommunication Facility.
- (5) provided with the following minimum equipment:
- i. a display system or systems designed to show the disposition of current and pending aerodrome traffic together with ancillary information for individual aircraft;
 - ii. a back-up power supply;
 - iii. appropriate and current maps and charts;
 - iv. binoculars;
 - v. clocks;
 - vi. log keeping system;
 - vii. outside temperature indicator;
 - viii. QNH display;
 - ix. signal lamp with green, red, and white functions;
 - x. telephone communications;
 - xi. status monitors for approach and landing aids and any road or rail signaling equipment affecting the use of a runway;
 - xii. visibility and cloud height checkpoints;
 - xiii. wind direction and wind speed display;
 - xiv. an audible emergency alerting system;
 - xv. if applicable, airfield lighting controls panel; and
- (6) provided with two (2) independent sources of the current altimeter setting, at least one (1) of which must be an aneroid barometer or barometric altimeter situated in the AFIS room. In the event of an established meteorology reporting/observation office at the same location, a single barometric source will suffice.
- (c) The AFIS provider shall establish procedures to ensure that the aeronautical telecommunications facilities required by paragraph (b)(4) shall comply with the requirements stipulated in Appendix A.
- (d) The AFIS provider shall establish procedures to ensure that any visual display unit used by an aerodrome flight information service unit is positioned with due regard to the relative importance of the information displayed and ease of use by the staff concerned.
- (e) redundancy that minimizes the possibility of failure, non-availability, or significant degradation of performance.
- (f) The AFIS provider shall establish procedures to ensure that the status monitors required by paragraph (b)(5)(xi) are fitted with:
- I. an aural signal to indicate a change of status; and
 - II. a visual indication of the current status.
- (g) A temporary aerodrome flight information service unit is not required to be provided with the equipment required under paragraphs (b)(5)(xi), (xvi) and (xvii) if it is impracticable to do so and other appropriate measures are taken, as the case may be, to:
- I. provide the person providing the aerodrome flight information service from the temporary unit the information that would be available from the equipment required under paragraphs (b)(5)(xi) and (xvi); and
 - II. control the airfield lighting if applicable.

CAR 179.057 Operation of Aerodrome Flight Information Service

- (a) An AFIS provider shall establish systems and procedures to:

- (1) determine, from information received and visual observation, the relative positions of known aircraft to each other; and
- (2) provide for the issue of advice and information, including the designation of a preferred runway, for the purpose of the safe and efficient operation of:
 - i. aircraft flying in the vicinity of an aerodrome; and
 - ii. aircraft operating on the maneuvering area; and
 - iii. aircraft landing and taking off; and
 - iv. aircraft, vehicles and persons on the maneuvering area; and
 - v. aircraft on the maneuvering area and obstructions on that area.
- (b) The AFIS provider shall establish procedures to ensure that the designated preferred runway is that most suitable for the particular operation.

Note: The term 'preferred runway' is used to indicate the most suitable runway at a particular time, taking into account the current surface wind direction and speed and other relevant factors such as the traffic pattern and the runway used by other aircraft, with the intention of establishing and maintaining an orderly flow of aerodrome traffic.

CAR 179.059 Basic Elements of Information Provided to Aircraft

An AFIS provider shall establish procedures to ensure that basic elements of information are provided to aircraft by an aerodrome flight information service unit, as appropriate, including the following:

- (a) Meteorological information for aircraft about to take off or to land, including SIGMET information. Such information should, to the extent possible, be the same as that provided to aerodrome traffic by aerodrome control towers, i.e.:
 - (1) the current surface wind direction and speed, including significant variations;
 - (2) the QNH altimeter setting and, either on a regular basis in accordance with local arrangements or if so requested by the aircraft, the QFE altimeter setting;
 - (3) the air temperature for the runway to be used;
 - (4) the current visibility representative of the direction of take-off and initial climb, or in the approach and landing area, if less than 10 km, or, when available to the AFIS officer, the current runway visual range for the runway to be used;
 - (5) significant meteorological conditions in the take-off and climb-out area, or in the approach and landing area, this includes the occurrence or expected occurrence of cumulonimbus or thunderstorm, moderate or severe turbulence, wind shear, hail, moderate or severe icing, severe line squall, freezing rain, marked mountain waves, sand storm, dust storm, blowing snow, tornado or waterspout;
 - (6) the present weather and the amount and height of base of low cloud, in the case of aircraft making an approach in instrument meteorological conditions;
- (b) Information enabling the pilot to select the most suitable runway for use. Such information should include, in addition to the current surface wind direction and speed, the 'preferred runway' and traffic pattern and, on request by the pilot, the length of the runway and/or the distance between an intersection and the end of the runway;

Note: The term 'preferred runway' is used to indicate the most suitable runway at a particular time, taking into account the current surface wind direction and speed and other relevant factors such as the traffic pattern and the runway used by other aircraft, with the intention of establishing and maintaining an orderly flow of aerodrome traffic.

- (c) Information on known aircraft, vehicles or personnel on or near the maneuvering area or aircraft operating in the vicinity of the aerodrome, which may constitute a hazard to the aircraft concerned;

- (d) Information on aerodrome conditions which are essential to the safe operation of aircraft. Such information should, to the extent possible, be the same as that provided to aerodrome traffic by aerodrome control towers, i.e. information relating to the following:
- (1) construction or maintenance work on, or immediately adjacent to the maneuvering area;
 - (2) rough or broken surfaces on a runway or a taxiway, whether marked or not;
 - (3) snow, slush, ice, or sand on a runway or a taxiway;
 - (4) water on a runway;
 - (5) snow banks or drifts, or accumulated sand adjacent to a runway or a taxiway;
 - (6) other temporary hazards, including parked aircraft and birds on the ground or in the air;
 - (7) failure or irregular operation of part or all of the aerodrome lighting system;
 - (8) any other pertinent information;
- (e) Information on changes in the operational status of non-visual navigation aids and visual aids essential for aerodrome traffic;
- (f) Messages, including clearances, received from other ATS units for relay to aircraft (e.g. from the associated flight information center (FIC) or area control center (ACC)) units; and;
- (g) Any other information contributing to safety.

CAR 179.061 AFIS Requirements for Information

An AFIS provider shall establish procedures to ensure that AFIS units, to the extent possible, be supplied with the same information as that provided to aerodrome control towers, i.e.:

(a) Meteorological information:

- (1) AFIS units should be supplied with up-to-date information on existing and forecast meteorological conditions as necessary for the performance of their functions. The information should be supplied in such a form as to require a minimum of interpretation on the part of AFIS personnel, and with a frequency which satisfies the requirements of the AFIS units concerned.
 - (2) AFIS units should be supplied with current meteorological reports and forecasts for the aerodrome with which they are concerned. Special reports and amendments to forecasts should be communicated to the AFIS units as soon as they are issued in accordance with established criteria, without waiting for the next routine report or forecast.
 - (3) AFIS units should be provided with current pressure data for setting altimeters for the aerodrome concerned.
 - (4) AFIS units should be equipped with surface wind indicator(s). The indicator(s) should be related to the same location(s) of observation and be fed from the same anemometer(s) as the corresponding indicator(s) in the meteorological station, where such a station exists. Where multiple anemometers are used, the indicators to which they are related should be clearly marked to identify the runway and section of the runway monitored by each anemometer.
 - (5) AFIS units should be provided with available current information on runway visual range as determined by instruments or by qualified observer. AFIS units at aerodromes where runway visual range values are measured by instrumental means should be equipped with indicator(s) permitting read-out of the current runway visual range value(s). The indicator(s) should be related to the same location(s) of observation and be fed from the same runway visual range measuring device(s) as the corresponding indicator(s) in the meteorological station, where such a station exists.
- (b) AFIS units should be kept currently informed of the conditions of the maneuvering area, including the existence of temporary hazards, and the operational status of any associated facilities at the aerodrome with which they are concerned.

- (c) AFIS units should be kept currently informed of the operational status of non-visual navigation aids, and those visual aids essential for surface movement, take-off, departure, approach and landing procedures within their area of responsibility.
- (d) AFIS units should be kept informed of details of flights of unmanned free balloons in accordance with the provisions contained in CAR 180.
- (e) AFIS units should be informed, in accordance with local agreement, of pre-eruption volcanic activity, volcanic eruptions and volcanic ash cloud which could affect airspace used by flights within their area of responsibility.
- (f) AFIS units should be informed, in accordance with local agreement, of the release into the atmosphere of radioactive materials or toxic chemicals which could affect airspace used by flights within their area of responsibility.

CAR 179.063 AFIS Requirements for Communications

An AFIS provider shall establish procedures to ensure that AFIS units meet the following requirements for communications:

- (a) Aeronautical mobile service (air-ground communications):
 - (1) air-ground communication facilities should enable direct, rapid, continuous and static-free two-way communications to take place between an AFIS unit and appropriately equipped aircraft operating at any distance within 45 km (25 NM) of the AFIS aerodrome concerned, or within a range as specified in the regional air navigation plan.
 - (2) when direct two-way radiotelephony is used for the provision of aerodrome flight information service, recording facilities shall be provided on all such air-ground communication channels.
 - (3) aircraft should, unless exempted by the appropriate ATS authority, be capable of two-way communication with the AFIS unit on the prescribed frequency or frequencies.
- (b) Aeronautical fixed service:
 - (1) an AFIS unit shall be connected with the associated flight information center (FIC) or area control center (ACC) and, as appropriate, with the approach control office serving an adjacent or overlying terminal control area or with the aerodrome control tower at an adjacent aerodrome and with the following:
 - i. aerodrome rescue and emergency services (including ambulance, fire, etc.);
 - ii. meteorological office serving the aerodrome; and
 - iii. aeronautical telecommunications station serving the aerodrome.
 - (2) all facilities for direct-speech communication between an AFIS unit and air traffic services units indicated in paragraph (1) above shall be provided with recording facilities.

CAR 179.065 Airspace Designation

- (a) An AFIS provider shall establish procedures to ensure that AFIS units provide AFIS to all traffic on the maneuvering area and to all aircraft flying in the vicinity of the aerodrome.
- (b) The airspace within which AFIS will be provided should be designated as a flight information zone (FIZ) and its lateral and vertical limits specified. The dimensions of the flight information zone should coincide with those of the aerodrome traffic zone, where established, or they should be increased to provide added safeguards.

CAR 179.067 Status of Service and Radiotelephony Phraseology

An AFIS provider shall establish procedures to ensure that AFIS units comply with the following status of service and radiotelephony phraseology:

- (a) In order that pilots may readily identify the status of the service they are receiving, the call sign 'AERODROME INFORMATION' following the name of the aerodrome shall be used in aeronautical mobile communications to identify a unit providing AFIS, e.g. ASHWELL AERODROME INFORMATION. This will avoid any possible confusion with a unit providing aerodrome control service which is identified by the call sign 'TOWER'. The word 'aerodrome' may be deleted after initial contact has been established. If at any time it is apparent that the pilot is not aware that aerodrome control service is not provided, the pilot should immediately be informed of this fact using the following phraseology: AERODROME CONTROL SERVICE NOT REPEAT NOT PROVIDED.
- (b) The procedures established shall ensure that the standard phraseology, and the circumstances in which it is used, is that published in:
- (1) CAR 171; or
 - (2) ICAO Document 4444; or
 - (3) ICAO Document 9432.

Note: The phraseology prescribed in b) above does not preclude the requirement for AFISOs to issue information only; AFISOs shall not issue air traffic control instructions.

CAR 179.069 AFIS Hours of Availability

Unless part-time availability is deemed adequate to meet the operational requirements, AFIS should be made available on a twenty-four (24)-hour basis. If aerodrome control service is provided on a part-time basis, e.g., during daylight hours, consideration may be given to providing AFIS outside those hours.

CAR 179.071 Coordination Requirements – General

An AFIS provider shall establish procedures to ensure that coordination can be effected between all of the AFIS units listed in its operation manual and the following:

- (1) aircraft operators (if applicable);
- (2) search and rescue authorities (if applicable);
- (3) adjacent or adjoining ATS units not part of the AFIS provider's operation manual (if applicable);
- (4) adjacent aerodrome flight information service units;
- (5) meteorological authorities;
- (6) aeronautical information service authorities;
- (7) aeronautical telecommunication authorities; and
- (8) any other ATS unit with which regular operational co-ordination is required.

CAR 179.073 Coordination Between an AFIS Unit and the Associated FIC or ACC

An AFIS provider shall establish procedures to ensure that the relevant FIC and/or ACC is informed regarding departures and arrivals at the AFIS aerodrome.

- (a) Unless otherwise provided, information to be made available should comprise the following:
- (1) aircraft identification;
 - (2) departure or destination aerodrome;
 - (3) the take-off or landing time;
 - (4) the expected time of communications transfer; and
 - (5) where necessary, request for en-route clearance.
- (b) The relevant FIC or ACC should ensure that an AFIS unit is informed regarding aircraft proceeding to the AFIS aerodrome. The information to be provided should consist of relevant items of the current flight plan, the estimated time of arrival and the expected time of communications transfer.

CAR 179.075 Alerting Service

An AFIS provider shall establish procedures to ensure that an alerting service is provided. The alerting service should be provided in accordance with the provisions of CAR 172.

CAR 179.077 Promulgation of Information

Information regarding the availability of AFIS and related procedures should be included in the relevant parts of the Aeronautical Information Publication (AIP) in the same manner as in the case of aerodromes provided with air traffic control service. The information should include the following:

- (1) identification of the aerodrome;
- (2) location and identification of the AFIS unit;
- (3) hours of operation of the AFIS unit;
- (4) lateral and vertical limits of the flight information zone (FIZ);
- (5) language(s) used;
- (6) detailed description of the services provided, including alerting service;
- (7) special procedures for application by pilots; and
- (8) any other pertinent information.

CAR 179.079 Notification of Facility Status

- (a) An AFIS provider shall establish procedures to notify the users of AFIS and/or relevant operational information and of any changes in the operational status of each facility or service listed in the AFIS provider's operation manual.
- (b) The AFIS provider's procedures shall ensure that the procedures established under paragraph (a) require:
 - (1) operational information for each of the aerodrome flight information services to be forwarded to the AIS provider; and
 - (2) the users of the aerodrome flight information services to be notified without delay of any change in operational status of a facility or service that may affect the safety of air navigation, and, except if the change is temporary in nature, that information concerning any change in operational status is forwarded to the AIS provider for the NOTAM service.

CAR 179.081 Shift Administration

An AFIS provider shall establish procedures to ensure that:

- (a) adequate time is provided at the beginning and end of each shift, for the performance of those duties required:
 - (1) before providing an aerodrome flight information service; and
 - (2) after ceasing to provide an aerodrome flight information service; and
- (b) a minimum of five (5) minutes is provided for each transfer of watch at an AFIS operational position.

CAR 179.083 Service Disruptions

- (a) An AFIS provider shall establish procedures to:
 - (1) advise the AUTHORITY of any planned disruption to the provision of aerodrome flight information service that could have an impact on safety; and
 - (2) investigate any unplanned disruption to the provision of aerodrome flight information service; and

- (3) report to the AUTHORITY, within forty-eight (48) hours of the occurrence, the circumstances surrounding any unplanned disruption to aerodrome flight information service when the disruption affected, or could have affected, the safety of air traffic.
- (b) Disruptions reportable under paragraph (a) shall include, but are not limited to, any:
 - (1) failure to open watch within fifteen (15) minutes of the promulgated opening time; and
 - (2) any interruption, of greater than ten (10) minutes, to the normal provision of an aerodrome flight information service; and
 - (3) curtailment of watch, by greater than thirty (30) minutes, from the promulgated off watch time.

CAR 179.085 Security

- (a) An AFIS provider shall prepare an AFIS security program.
- (b) Each AFIS security program shall specify the physical security requirements, practices, and procedures to be followed for the purposes of minimizing the risk of destruction of, damage to, or interference with the operation of, any AFIS unit operated by the AFIS provider where such destruction, damage, or interference is likely to endanger the safety of aircraft.
- (c) Without limiting the generality of paragraph (b), the security program shall specify such physical security requirements, practices, and procedures as may be necessary:
 - (1) to ensure that entrances to permanent AFIS facilities operated by the AFIS provider are subject to positive access control at all times, so as to prevent unauthorized entry; and
 - (2) to protect personnel on duty; and
 - (3) to be followed in the event of a bomb threat or other threat of violence against an AFIS unit; and
 - (4) to monitor unattended AFIS unit buildings to ensure that any intrusion or interference is detected.

CAR 179.087 Logbooks and Position Logs

- (a) An AFIS provider shall establish procedures to ensure that a logbook or electronic logbook, with sequentially numbered pages, is kept at each AFIS unit, and, where a unit has physically separate operation areas, at each such location within the unit.
- (b) The procedure shall ensure that:
 - (1) the logbook is maintained by the senior person on duty, or the person on watch at a nominated operating position; and
 - (2) the logbook is maintained throughout the hours of watch of the unit or operation room; and
 - (3) all entries include the time of entry; and
 - (4) the person responsible for maintaining a logbook signs On Watch, and effects transfer of responsibility by successive On Watch entries; and
 - (5) logbook entries are:
 - i. in chronological sequence and in ink; and
 - ii. without erasure, defacement, or obliteration; and
 - iii. corrected by drawing a single line through the erroneous information and initialing the correction; and
 - (6) actual times of opening and closing watch are recorded in the logbook, together with the reason for every variation from published hours of service; and
 - (7) logbooks are retained for a period of three (3) years from the date of final entry.

- (c) Each AFIS provider shall establish a system or procedure to ensure the keeping of an operating position log consisting of the elements in (d)(1), when such information is not available in the logbook required by paragraph (a).
- (d) The system or procedure shall ensure that the operating position log:
- (1) contains sufficient information to identify:
 - i. the name of the operational position; and
 - ii. when that position was in operation; and
 - iii. all of the services and/or functions being provided from that position during the period it was operational including:
 - operational services such as AFIS;
 - on-the-job training;
 - operational assessment, validation, or examination;
 - monitoring;
 - iv. the identity of the individual(s) in (iii); and
 - v. if the position had other operational positions combined with it; and
 - (2) is retained for a period of thirty-one (31) days from the date of filing.

CAR 179.089 Documentation

- (a) An AFIS provider shall hold copies of the relevant technical manuals, and all other documents, necessary for the provision and operation of the services listed in its operation manual.
- (b) The AFIS provider shall establish a procedure to control all the documentation required by paragraph (a). The procedure shall ensure that:
- (1) all incoming documentation is reviewed, and actioned as required, by authorized personnel; and
 - (2) all documentation is reviewed and authorized before issue; and
 - (3) current issues of all relevant documentation are available to personnel at all locations where they need access to such documentation for the provision and operation of aerodrome flight information service; and
 - (4) all obsolete documentation is promptly removed from all points of issue or use; and
 - (5) any obsolete documents retained as archives are suitably identified as obsolete; and
 - (6) changes to documentation are reviewed and approved by authorized personnel who shall have access to pertinent background information upon which to base their review and approval; and
 - (7) the current version of each item of documentation can be identified to preclude the use of out-of-date editions.

CAR 179.091 Records

- (a) An AFIS provider shall establish systems and procedures to identify, collect, index, file, archive, secure, maintain, access, and dispose of, records necessary for:
- (1) the operational provision of aerodrome flight information service; and
 - (2) the purpose of assisting with any accident or incident investigation.
- (b) The records shall include:
- (1) telephone communications; and
 - (2) radio broadcasts and communications; and
 - (3) air-ground digital data exchanges; and
 - (4) surveillance information, if any; and
 - (5) flight plans including standard and repetitive plans; and

- (6) flight progress strips where used or equivalent electronic flight strips; and
 - (7) staff duty rosters; and
 - (8) appropriate meteorological and aeronautical information, except where the information is retained for an equivalent period by a meteorological or AIS organization; and
 - (9) a record of each internal quality assurance review carried out under the procedures required by CAR 179.103. The record shall detail the activities reviewed and any necessary follow-up corrective and preventive actions.
- (c) The AFIS provider shall establish systems and procedures to ensure the electronic recording of:
- (1) all AFIS radio and telephone communications; and
 - (2) all air-ground communications; and
 - (3) where available, all relevant data from surveillance equipment, or obtained through automatic dependent surveillance or any other system, used in providing or supporting an AFIS service; and
 - (4) any transfer and acceptance of control process not conducted by telephone.
- (d) The AFIS provider shall establish systems and procedures to ensure that electronic records required by paragraph (c):
- (1) include time recording, correct to within 5 seconds of UTC, as determined by reference to a standard time station or GPS time standard; and
 - (2) either:
 - i. replicate the voice communications, and, if applicable, the situation displays, applying at the particular operating position; or
 - ii. are accompanied by a statement fully describing the differences between the recording supplied and a recording in accordance with (i).
- (e) For the purposes of paragraph (d)(2) the term ‘situation display’ includes any visual presentation of aircraft position, however derived.
- (f) The option provided by paragraph (d)(2)(ii) shall apply only to equipment in service on the date this CAR comes into force.
- (g) The AFIS provider shall establish systems and procedures to ensure that all records, except where replication is required by paragraph (d)(2)(i), are of sufficient clarity to convey the required information.
- (h) The AFIS provider shall establish procedures to ensure that the records referred to in paragraph (b) are retained for thirty-one (31) days from the date of entry, except for:
- (1) staff duty rosters; and
 - (2) written records associated with the requirements of CAR 179.083 (a)(2) and (3) which shall be retained for three (3) years.

CAR 179.093 Contingency Arrangements

- (a) An AFIS provider shall develop and promulgate contingency plans for implementation in the event of disruption, potential disruption, interruption, or temporary withdrawal of AFIS and any related supporting services in the airspace for which they are responsible for the provision of such services. Such contingency plans shall be developed in close coordination with the ATS authorities responsible for the provision of services in adjacent portions of airspace and with airspace users concerned.
- (b) The AFIS provider’s procedures shall ensure that when an occurrence of unlawful interference with an aircraft takes place or is suspected, AFIS units shall, in accordance with locally agreed procedures, immediately inform the appropriate authority designated by the State and exchange necessary information with the operator or its designated representative.

CAR 179.095 Incidents

An AFIS provider shall establish procedures for:

- (a) the notification and reporting, investigation, and follow-up of incidents;
- (b) the forwarding of facility malfunction reports required by CAR-OPS 0.395 to the applicable aeronautical telecommunication service certificate holder;
- (c) the forwarding of all occurrence and incident data and investigation reports as requested by the AUTHORITY.

CAR 179.097 Action After Serious Incident or Accident

An AFIS provider shall establish procedures regarding a serious incident or accident to:

- (a) determine if any air navigation facilities have contributed to the event; and
- (b) ensure immediate action is taken to:
 - (1) warn other aircraft that may be using or intending to use the facilities; and
 - (2) advise the operator of the facility of the occurrence, and that the facility may be implicated;and
- (c) assist the operator of the facility with the prompt promulgation of any decision to withdraw the equipment from service; and
- (d) ensure that any facility identified in paragraph (a) is not used until cleared for use by the relevant holder of an aeronautical telecommunications service certificate issued under CAR 171.

CAR 179.099 Flight Plans

- (a) Except when other arrangements have been made by the appropriate ATS authority, an AFIS provider shall establish procedures for the submission and closing of flight plans.
- (b) Any AFIS provider intending to provide aerodrome flight information service from more than one location may nominate a single AFIS unit within the AFIS provider's organization to process flight plans on behalf of any or every unit.
- (c) The service provided by an AFIS unit should be comparable to the service of an ATS reporting office.

CAR 179.101 Time

An AFIS provider shall establish procedures to ensure that AFIS units use Coordinated Universal Time (UTC) and shall express the time in hours and minutes and, when required, seconds of the twenty-four (24) hour day beginning at midnight.

- (a) The AFIS provider's procedures shall ensure that AFIS units are equipped with clocks indicating the time in hours, minutes and seconds, clearly visible from each operating position in the unit concerned.
- (b) The AFIS provider's procedures shall ensure that AFIS unit clocks and other time-recording devices are checked as necessary to ensure the correct time to within plus or minus five (5) seconds of UTC. The AFIS provider's procedures shall ensure that the correct time is obtained from a standard time station or, if not possible, from another unit which has obtained the correct time from such station.
- (c) AFIS units shall, in addition, provide aircraft with the correct time on request. Time checks shall be given to the nearest half minute.

CAR 179.103 Safety Management System (SMS)

- (a) An AFIS provider shall establish and implement a Safety Management System (SMS) in order to achieve an acceptable level of safety in civil aviation. The SMS framework shall be as follows:
 - 1. Safety policy and objectives

- 1.1 Management commitment and responsibility
 - 1.2 Safety accountabilities
 - 1.3 Appointment of key safety personnel
 - 1.4 Coordination of emergency response planning
 - 1.5 SMS documentation
 2. Safety risk management
 - 2.1 Hazard identification
 - 2.2 Safety risk assessment and mitigation
 3. Safety assurance
 - 3.1 Safety performance monitoring and measurement
 - 3.2 The management of change
 - 3.3 Continuous improvement of the SMS
 4. Safety promotion
 - 4.1 Training and education
 - 4.2 Safety communication
- (b) An AFIS provider shall ensure that their SMS:
- (1) is acceptable to the AUTHORITY;
 - (2) is appropriate for the size and complexity of the AFIS provider's organization;
 - (3) identifies safety hazards;
 - (4) ensures the implementation of remedial action necessary to maintain agreed safety performance;
 - (5) provides for continuous monitoring and regular assessment of safety performance including the performance of safety reviews by appropriately trained and qualified personnel; and
 - (6) aims at a continuous improvement of the overall performance of the safety management system.
- (c) An AFIS provider shall ensure that their SMS provides hazard analyses and safety assessments for any significant safety-related change to the AFIS system including, but not limited to:
- (1) new AFIS procedures;
 - (2) new AFIS systems or equipment; and
 - (3) new facilities or infrastructure.

CAR 179.105 Quality Management System (QMS)

- (a) An AFIS provider shall establish and implement a Quality Management System (QMS) in order to ensure compliance with, and the adequacy of, the procedures required by this CAR.
- (b) The AFIS provider's QMS shall establish their quality policy and objectives and ensure that the organization has in place those elements necessary to improve efficiency and reduce service-related risk including procedures for monitoring the performance of all aspects of the organization including such elements as:
- (1) design and documentation of procedures (e.g. SOPs);
 - (2) inspection and testing methods;
 - (3) monitoring of equipment and operation;
 - (4) internal and external audits;
 - (5) monitoring of corrective actions taken; and
 - (6) use of appropriate statistical analysis, when required.

CAR 179.107 Runway Safety

An AFIS provider shall establish and implement a runway safety program.

- (a) The runway safety program shall include the establishment of local runway safety teams at individual aerodromes comprising representatives, where applicable, from:
 - (1) aerodrome flight information service providers;
 - (2) aerodrome operation;
 - (3) airlines or aircraft operators; and
 - (4) any other groups with a direct involvement in runway operation.
- (b) The runway safety program shall develop objectives to reduce the type, severity and frequency of runway incursions including:
 - (1) to improve runway safety data collection, analysis and dissemination;
 - (2) to check that signage and markings are ICAO-compliant and visible to pilots and drivers;
 - (3) to develop initiatives for improving the standard of communications;
 - (4) to identify potential new technologies that may reduce the possibility of a runway incursion;
 - (5) to ensure that procedures are compliant with ICAO Standards and Recommended Practices (SARPs); and
 - (7) to initiate local awareness by developing and distributing runway safety education and training material to controllers, pilots and personnel driving vehicles on the aerodrome.
- (c) The runway safety teams shall meet on a regular basis, which may be coordinated by a central authority, and develop an action plan for runway safety including:
 - (1) advising management as appropriate on potential runway incursion issues;
 - (2) recommending strategies for hazard removal; and
 - (3) mitigation of residual risk.

CAR 179.109 Priorities

- (a) An AFIS provider shall establish procedures to ensure that, providing safety is not jeopardized, AFIS units apply the following priorities:
 - (1) an aircraft known or believed to be in a state of emergency or impaired operation has priority over other aircraft;
 - (2) an aircraft landing, or in the final stages of an approach to land, has priority over a departing aircraft; and
 - (3) an aircraft landing or taking off has priority over a taxiing aircraft.
- (b) The AFIS provider's procedures shall ensure that, where practical, following a request from a pilot, an aircraft involved in, or positioning for, the following activities is granted priority:
 - (1) ambulance or mercy mission;
 - (2) search and rescue;
 - (3) civil defense or police emergency;
 - (4) carriage of head-of-State, head-of-government, or equivalent dignitary.
- (c) Subject to the requirements of paragraphs (a) and (b), an AFIS provider may put in place schemes for the determination of priorities for arriving and departing flights, provided that consultation with interested parties is undertaken prior to implementing the scheme.
- (d) The AFIS provider shall establish procedures to ensure that, if priorities are established under paragraph (c), relevant information including details regarding the handling of complaints, is published in the AIP.
- (e) The AFIS provider shall establish procedures to ensure that, providing safety is not jeopardized, due regard is given to those priorities determined in conjunction with the aerodrome operator for:
 - (1) aircraft arriving and departing the aerodrome; and
 - (2) other operation in a control zone associated with the aerodrome.

- (f) The AFIS provider shall establish procedures to ensure that, except when applying priority in accordance with other provisions of this CAR, priority for arriving and departing flights is allocated on a first-come first-served basis.

CAR 179.111 Organization Operation Manual

- (a) An AFIS provider must provide the AUTHORITY with an operation manual containing:
- (1) a statement signed by the Chief Executive on behalf of the AFIS provider's organization confirming that the operation manual and any included manuals:
 - i. define the organization and demonstrate its means and methods for ensuring ongoing compliance with this and any other applicable CAR; and
 - ii. are required to be complied with by its personnel at all times; and
 - (2) the titles and names of the senior person or persons required by CAR 179.051(a)(1) and (2); and
 - (3) the duties and responsibilities of the senior person or persons specified in paragraph (a)(2), including matters for which they have responsibility to deal directly with the AUTHORITY on behalf of the organization; and
 - (4) an organization chart showing lines of responsibility of the senior persons specified in paragraph (a)(2), and extending to each location listed under paragraph (a)(5)(i); and
 - (5) in the case of an organization providing aerodrome flight information service from more than 1 AFIS unit, a table listing:
 - i. locations of AFIS units; and
 - ii. the aerodrome being serviced; and
 - (6) details of the AFIS provider's staffing structure for each AFIS unit; and
 - (7) details of procedures required by CAR 179.051(b)(1) through (6) regarding personnel requirements; and
 - (8) details of the procedures required by CAR 179.053 regarding the training and assessment of AFIS personnel, and regarding the qualifications of AFIS training personnel; and
 - (9) a description of the display systems to be used in meeting the requirements of CAR 179.055 (b)(5)(i); and
 - (10) details of systems and procedures required by CAR 179.057 regarding the operation of aerodrome flight information service; and
 - (11) details of the systems and procedures required by CAR 179.059 and CAR 179.061 regarding information requirements; and
 - (12) the information required by CAR 179.069 regarding hours of service; and
 - (13) details of the procedures required by CAR 179.073 regarding coordination between the AFIS unit and the associated FIC or ACC; and
 - (14) details of systems and procedures required by CAR 179.075 regarding the provision of alerting service; and
 - (15) details of the procedures required by CAR 179.079 regarding the notification of facility status; and
 - (16) procedures regarding shift administration required by CAR 179.081; and
 - (17) details of the procedures required by CAR 179.083 regarding disruptions to service; and
 - (18) details of the program required by CAR 179.085 regarding security arrangements; and
 - (19) details of the procedures required by CAR 179.087 regarding the keeping of logbooks and position logs; and

- (20) details of the procedures required by CAR 179.089 regarding the control of documentation; and
 - (21) details of systems and procedures required by CAR 179.091 regarding the gathering and management of records; and
 - (22) the contingency arrangements required by CAR 179.093; and
 - (23) details of the procedures required by CAR 179.095 regarding incidents; and
 - (24) details required by CAR 179.097 regarding procedures following a serious incident or accident; and
 - (25) details of the procedures required by CAR 179.099 regarding flight plans; and
 - (26) details of the procedures required by CAR 179.101 regarding time; and
 - (27) details of the systems, procedures, and programs required by CAR 179.103 regarding the Safety Management System (SMS); and
 - (28) details of the systems, procedures, and programs required by CAR 179.105 regarding the Quality Management System (QMS); and
 - (29) details of the runway safety program required by CAR 179.107; and
 - (30) procedures to control, amend and distribute the operation manual.
- (b) The AFIS provider’s operation manual must be acceptable to the AUTHORITY.

SUBPART C – OPERATING REQUIREMENTS

CAR 179.201 Continued Compliance

Each holder of an aerodrome flight information service certificate shall:

- (a) hold at least one (1) complete and current copy of its operation manual at each AFIS unit listed in its operation manual, except that manuals relating solely to a particular location need only be held at principal locations and the unit concerned; and
- (b) comply with all procedures and standards detailed in its operation manual; and
- (c) make each applicable part of its operation manual available to personnel who require those parts to carry out their duties; and
- (d) continue to meet the standards and comply with the requirements of Subpart B prescribed for certification under this CAR; and
- (e) promptly notify the AUTHORITY of any change of address for service, telephone number, or facsimile number.

CAR 179.203 Operation Manual

- (a) Each holder of an aerodrome flight information service certificate shall provide, for compliance by its personnel, an operation manual or system of manuals for the services listed in its Organization Operation Manual.
- (b) A holder certificated to provide more than one aerodrome flight information service, or an aerodrome flight information service or services from more than one location, may publish a core manual together with manual supplements specific to each service or location.
- (c) The operation manuals must be acceptable to the AUTHORITY.

CAR 179.205 Changes to Certificate Holder's Organization Operation Manual

- (a) A holder of an aerodrome flight information service certificate must ensure that the holder's Operation Manual is amended so as to remain a current description of the holder's organization and services.
- (b) The holder of an aerodrome flight information service certificate must ensure that any amendment made to the holder's Operation Manual:
 - (1) meets the applicable requirements of this CAR; and
 - (2) complies with the amendment procedures contained in the holder's Organization Operation Manual.
- (c) The holder of an aerodrome flight information service certificate must provide the AUTHORITY with a copy of each amendment to the holder's Operation Manual as soon as practicable after its incorporation into the Organization Operation Manual, except that, for the holder's operational manual or manuals, the holder must forward to the AUTHORITY:
 - (1) a copy of each amendment, at least fifteen (15) working days in advance of the effective date; and
 - (2) an amendment of an urgent or immediate nature, without delay, and no later than the date on which it is effective.
- (d) If the holder of an aerodrome flight information service certificate proposes to make a change to any of the following, prior notification to and acceptance by the AUTHORITY is required:
 - (1) the Chief Executive; or
 - (2) the listed senior persons; or

- (3) any aspect of AFIS that may have an adverse impact on other AFIS or ATS provided by a State responsible for adjacent airspace.
- (e) The AUTHORITY may specify conditions under which the holder of an aerodrome flight information service certificate may operate during or following any of the changes specified in paragraph (d).
- (f) The holder of aerodrome flight information service certificate must comply with any condition specified under paragraph (e).
- (g) If any of the changes referred to in this CAR require an amendment to the certificate, the holder of the aerodrome flight information service certificate must forward the certificate to the AUTHORITY as soon as practicable.
- (h) The holder of an aerodrome flight information service certificate must make amendments to the holder's Operation Manual as the AUTHORITY considers necessary in the interests of aviation safety.

CAR 179.207 Withdrawal or Transfer of Service

- (a) Each holder of an aerodrome flight information service certificate who wishes to permanently withdraw an aerodrome flight information service shall give the AUTHORITY at least ninety (90) days' notice of the proposal and include in that notice a summary of factors considered in arriving at the decision to withdraw the service.
- (b) Each holder of an aerodrome flight information service certificate who intends to permanently reduce the hours of operation of an AFIS shall provide to the AUTHORITY a 30 days' minimum advance notice of, and the reasons for, the proposed reduction.

APPENDIX A :AERONAUTICAL TELECOMMUNICATION FACILITIES REQUIREMENTS

- (a) An AFIS provider shall provide the authority with:
- (1) standard operating procedure for the aeronautical telecommunications facilities required by 179.055 in accordance with CAR 171.130 (9);
 - (2) Facility logbook for each provided aeronautical telecommunication facility in accordance with CAR 171.240 and kept at each facility site or location.
 - (3) Aeronautical radio frequency license granted by Telecommunication Regulatory Authority (TRA) for provided Radio Transmitting Facility.
- (b) An AFIS provider shall establish procedures to ensure that the aeronautical telecommunications facilities required by 179.055 shall comply with:
- (1) Maintenance instructions of the aeronautical telecommunication facility and reporting its performance to the Authority in accordance with CAR 171.235
 - (2) Reporting service disruptions to the authority in accordance with CAR 171.245
 - (3) Reporting the aeronautical telecommunications facility condition at the beginning of each shift in accordance with CAR 171.250
- (c) An AFIS provider shall ensure that each provided aeronautical telecommunication shall be:
- (1) designed (including the siting), installed and commissioned in accordance with approved technical document by Authority to meet the applicable operational specification for that facility; and
 - (2) allocated an identification code or call sign, if a code or call sign is required.
- (d) An AFIS provider shall ensure that that appropriate inspection, measuring and test equipment is available for their personnel to maintain the safe operation of each facility listed in their standard operating procedure.
- (e) An AFIS provider shall ensure that each authorized personnel responsible to place into operational service any of the aeronautical telecommunications facilities is competent and qualified in accordance with CAR 171.100 (2)

End