

 <p>SOUTH AFRICAN CIVIL AVIATION AUTHORITY</p>	<p align="center">REPUBLIC OF SOUTH AFRICA</p> <p align="center">CIVIL AVIATION AUTHORITY</p> <p align="center">AERONAUTICAL INFORMATION CIRCULAR</p>	<p>CAA Private Bag x73 Halfway House 1685</p>
<p>Tel: (011) 545-1000 Fax: (011) 545-1465 E-Mail: mail@caa.co.za</p>		<p align="center">AIC 18-21 07-08-03</p>

GENERAL

LEGISLATION MATTERS

The CARCOM has recommended in terms of Regulation 11.03.2(7), of the Civil Aviation Regulations, 1997, that the acting Commissioner for Civil Aviation issue certain amendments to Documents SA-CATS-ATS, SA-CATS-ACCID&INCID, SA-CATS-ATO, SA-CATS-ARO, SA-CATS-DG, SA-CATS-ATSPL, SA-CATS-AH. The Acting Commissioner for Civil Aviation has in terms of Regulation 11.04.5 of the said Regulations accepted the said recommendations, as it would be in the interest of aviation safety. The amendments as contained in this AIC, are being issued as amendments to Documents SA-CATS-ATS, SA-CATS-ACCID&INCID, SA-CATS-ATO, SA-CATS-ARO, SA-CATS-DG, SA-CATS-ATSPL, SA-CATS-AH, and shall come into operation on publication hereof.

SCHEDULE 1

Technical Standard 65.01.3 in Document SA-CATS-ATSPL is herewith replaced by the following:

“1. Form of application

The form referred to in CAR 65.01.3(1), in which application must be made for the conversion of a licence or rating issued by an appropriate authority, is form CA65-01.

2. Form of conversion

The form referred to in CAR 65.01.3(4), in which a licence or rating is converted, is form CA65-01.”

SCHEDULE 2

**AMENDMENT OF SA-CATS-ATSPL 65.02.7:
(PRIVILEGES OF AIR TRAFFIC SERVICE LICENCE)**

Technical Standard 65.02.7 in Document SA-CATS-ATSPL is herewith replaced by the following:

“1. Requirements and standards

The requirements and standards referred to in CAR 65.02.7(a), are the Standards and Procedures for the provision of service referred to in Document SA-CATS-ATS 172.03.12.”

SCHEDULE 3

**AMENDMENT OF SA-CATS-ATSPL 65.03.8:
(PRIVILEGES OF AIR TRAFFIC SERVICE ASSISTANT RATING)**

Technical Standard 65.03.8 in Document SA-CATS-ATSPL is herewith replaced by the following:

“1. Requirements and standards

The requirements and standards referred to in CAR 65.03.8(a), are the procedure for the provision of services contained in Document SA-CATS-ATS.”

SCHEDULE 4

AMENDMENT OF SA-CATS-ATSPL 65.04.8: (PRIVILEGES OF AIR TRAFFIC SERVICE ASSISTANT CO-ORDINATOR RATING)

Technical Standard 65.04.8 in Document SA-CATS-ATSPL is herewith replaced by the following:

“1. Requirements and standards

The requirements and standards referred to in CAR 65.04.8(a), are the requirements and standards contained in Document SA-CATS-ATS.”

SCHEDULE 5

AMENDMENT OF SA-CATS-ATSPL 65.05.8: (PRIVILEGES OF AIR TRAFFIC SERVICE ASSISTANT CLEARANCE DELIVERY RATING)

Technical Standard 65.05.8 in Document SA-CATS-ATSPL is herewith replaced by the following:

“1. Requirements and standards

The requirements and standards referred to in CAR 65.05.8(a), are the procedures for the provision of service contained in Document SA-CATS-ATS.”

SCHEDULE 6

AMENDMENT OF SA-CATS-ATSPL 65.06.8: (PRIVILEGES OF AIR TRAFFIC SERVICE ASSISTANT FLIGHT INFORMATION SERVICE RATING)

Technical Standard 65.06.8 in Document SA-CATS-ATSPL is herewith replaced by the following:

“1. Requirements and standards

The requirements and standards referred to in CAR 65.06.8(a), are the procedures for the provision of services contained in Document SA-CATS-ATS.”

SCHEDULE 7

AMENDMENT OF SA-CATS-ATSPL 65.07.8: (PRIVILEGES OF AIR TRAFFIC SERVICE ASSISTANT AERODROME FLIGHT INFORMATION SERVICE RATING)

Technical Standard 65.07.8 in Document SA-CATS-ATSPL is herewith replaced by the following:

“1. Requirements and standards

The requirements and standards referred to in CAR 65.07.8(a), are the procedures for the provision of services contained in Document SA-CATS-ATS.”

SCHEDULE 8

AMENDMENT OF SA-CATS-ATSPL 65.08.8: (PRIVILEGES OF AERODROME CONTROL RATING)

Technical Standard 65.08.8 in Document SA-CATS-ATSPL is herewith replaced by the following:

“1. Requirements and standards

The requirement and standards referred to in CAR 65.08.8 (a), are the procedures for the provision of services contained in Document SA-CATS-ATS.”

SCHEDULE 9

AMENDMENT OF SA-CATS-ATSPL 65.09.8: (PRIVILEGES OF APPROACH CONTROL RATING)

Technical Standard 65.09.8 in Document SA-CATS-ATSPL is herewith replaced by the following:

"1. Requirements and standards

The requirements and standards referred to in CAR 65.09.8(a), are the procedures for the provision of services contained in Document SA-CATS-ATS."

SCHEDULE 10

AMENDMENT OF SA-CATS-ATSPL 65.10.8: (PRIVILEGES OF AREA CONTROL RATING)

Technical Standard 65.10.8 in Document SA-CATS-ATSPL be is herewith replaced by the following:

"1. Requirements and standards

The requirements and standards referred to in CAR 65.10.8(a), are the procedures for the provision of services contained in Document SA-CATS-ATS."

SCHEDULE 11

AMENDMENT OF SA-CATS-ATSPL 65.11.8: (PRIVILEGES OF APPROACH CONTROL (RADAR) RATING)

Technical Standard 65.11.8 in Document SA-CATS-ATSPL is herewith replaced by the following:

"1. Requirements and standards

The requirements and standards referred to in CAR 65.11.8(a), are the procedures for the provision of services contained in Document SA-CATS-ATS."

SCHEDULE 12

AMENDMENT OF SA-CATS-ATSPL 65.12.8: (PRIVILEGES OF AREA CONTROL (RADAR) RATING)

Technical Standard 65.12.8 in Document SA-CATS-ATSPL is herewith replaced by the following:

"1. Requirements and standards

The requirements and standards referred to in CAR 65.12.8(a), are the procedures for the provision of services contained in Document SA-CATS-ATS."

SCHEDULE 13

DELETION OF SA-CATS-ACCID & INCID 12.01.2: (DESIGNATION OF BODY OR INSTITUTION)

Technical Standard 12.01.2 in Document SA-CATS-ACCID & INCID is herewith deleted.

SCHEDULE 14

DELETION OF SA-CATS-ATO 141.01.2: (DESIGNATION OF BODY OR INSTITUTION)

Technical Standard 141.01.2 in Document SA-CATS-ATO is herewith deleted.

SCHEDULE 15

DELETION OF SA-CATS-ARO 149.01.2: (DESIGNATION OF BODY OR INSTITUTION)

Technical Standard 149.01.2 in Document SA-CATS-ARO is herewith deleted.

SCHEDULE 16

DELETION OF SA-CATS-DG 92.00.5: (DESIGNATED BODY OR INSTITUTION)

Technical Standard 92.00.5 in Document SA-CATS-DG is herewith deleted.

SCHEDULE 17

AMENDMENT OF SA-CATS-ATS 172.03.12: (DUTIES OF HOLDER OF APPROVAL)

Technical Standard 172.03.12 in Document SA-CATS-ATS is herewith replaced by the following:

“1. Procedures for the provision of services

The standards and procedures for the provision of services are contained in the manual of standards and procedures for Air Traffic Services.

2. En route facility financial data

The holder of an approval must provide the Commissioner with en route facility financial data in the form contained in Annexure D.

3. En route facility traffic statistics

The holder of an approval must provide the Commissioner with en route facility traffic statistics in the form contained in Annexure E.

4. Accident and incident procedures

When receiving an accident or incident notification in terms of Part 12, the air traffic service unit must follow the following procedures:

(1) Air traffic service incident check list

- (a) Stay calm.*
- (b) Record details in writing, even if on scrap paper, as this will serve to accurately summarise into the appropriate log.*
- (c) Note times, names, callsigns and sequence of events.*
- (d) Identify type of incident and initiate relevant procedure.*
- (e) Notify all concerned persons and agencies.*
- (f) Ensure correctly addressed signal action and reporting.*

(2) Minor incidents e.g. go arounds

- (a) Report to supervisor or officer-in-charge.*
- (b) Log incident.*
- (c) Complete incident form accurately and dispatch.*

(3) Major incident e.g. engine failures, hydraulic and other aircraft failures, bomb scares

- (a) Report to supervisor or officer-in-charge.*
- (b) Inform fire and rescue services, if appropriate.*
- (c) Inform airport manager, if local to airport.*
- (d) Inform operator.*
- (e) Inform ground handling agent if handling required, e.g. tug to tow aircraft, with hydraulic failure, off the runway.*

- (f) *Impound tapes, ensuring times, details, callsigns and names are included.*
- (g) *Complete incident form and present to supervisor or officer-in-charge for dispatch.*
- (h) *Log incident with all relevant data, e.g. meteorological conditions.*
- (i) *The aeronautical rescue coordination centre (ARCC) is to be alerted if the incident constitutes a possible search and rescue operation.*

(4) SAR action

- (a) *Inform supervisor or officer-in-charge.*
- (b) *Inform operator.*
- (c) *Alert the ARCC.*
- (d) *Complete and dispatch a search and rescue (SAR) form giving details of progress in respect of telephonic search.*
- (e) *Retain all relevant flight plans, departure and weather reports.*

(5) Accidents – assuming immediate SAR action already taken

- (a) *Inform supervisor or officer-in-charge.*
- (b) *Inform accident investigator and the Civil Aviation Authority.*
- (c) *Alert the South African Police Services who are to guard the wreckage until released by the investigator-in-charge.*
- (d) *Inform operator.*
- (e) *Inform airport manager if local to the airport or if destination or departure was the airport.*
- (f) *Impound tapes and relevant documentation.*
- (g) *Complete and dispatch reports and accident forms.*

(6) Missile or hijack related incidents

- (a) *Comply with checks and major incidents.*
- (b) *Alert security forces.*
- (c) *Alert the CAA.*

(7) Code words

When passing a message via channels not secured, e.g. paper or radio, it is necessary to transmit the level of urgency without attracting attention. The following codes are to be quoted instead of plain language explanation.

Those codes may also be used by certain aircraft when trying to convey a message without wishing to use plain language.

Category followed by callsign:

<i>Category A:</i>	<i>Hijack alert (specific);</i>
<i>Category B:</i>	<i>Hijack alert (non-specific);</i>
<i>Category C:</i>	<i>Bomb warning;</i>
<i>Category D:</i>	<i>Bomb found;</i>
<i>Category E:</i>	<i>Actual hijack;</i>
<i>Category F:</i>	<i>Missile alert;</i>
<i>Category G:</i>	<i>Missile strike;</i>
<i>Category H:</i>	<i>Attach/threat to offices and installations;</i>
<i>Category I:</i>	<i>Notifiable incident;</i>
<i>Category J:</i>	<i>Minor accident (up to injuries);</i>
<i>Category K:</i>	<i>Major accident (fatalities);</i>
<i>Category L:</i>	<i>Disastrous accident (100% fatalities);</i>
<i>Category M:</i>	<i>Any of the above situations outside of South Africa, of, in or to a South African registered aircraft; and</i>
<i>Category N:</i>	<i>Overdue or search and rescue related.</i>

5. Investigation of air traffic service incidents

The air traffic service incident reporting form is contained in Annexure F."

SCHEDULE 18

AMENDMENT OF SA-CATS-AH 139.02.20: (WORKS ON AERODROME)

Technical Standard 139.02.20 in Document SA-CATS-AH is herewith replaced by the following:

“1. Requirements and standards

- 1) *The holder of an aerodrome licence must have the following available for purposes of planning and carrying out construction and maintenance work safely on or in the vicinity of the movement area, which may extend above an obstacle limitation surface:*
 - a) *Appropriate arrangements for effective communication between the air traffic service unit concerned and the work team during the progress of such work;*
 - b) *the names, contact numbers and roles and responsibilities of the individuals or organisations responsible for the planning and carrying out of the work, and arrangements for communicating with those individuals and organisations at all times;*
 - c) *the names and contact numbers, during and after working hours, of the aerodrome fixed-base operators, ground handling agents and aircraft operators who have to be notified of the work;*
 - d) *a distribution list for work plans, if required.*
- 2) *In this technical standard, “construction and maintenance work” includes construction and maintenance work that may have to be planned and carried out on short notice.”*

SCHEDULE 19

AMENDMENT OF SA-CATS AH 139.03.20: (WORKS ON HELIPORT)

Technical Standard 139.03.20 in Document SA-CATS-AH is herewith replaced by the following:

“1. Requirements and standards

- a) *The holder of a heliport licence must have the following available for purposes of planning and carrying out construction and maintenance work safely on or in the vicinity of the movement area, which may extend above an obstacle limitation surface:*
 - b) *Appropriate arrangements for effective communication between the air traffic service unit concerned and the work team during the progress of such work; the names, contact numbers and roles and responsibilities of the individuals or organisations responsible for the planning and carrying out of the work, and arrangements for communicating with those individuals and organisations at all times;*
 - c) *the names and contact numbers, during and after working hours, of the heliport fixed-base operators, ground handling agents and helicopter operator who have to be notified of the work;*
 - d) *a distribution list for work plans, if required.*
- (2) *In this technical standard, “construction and maintenance work” includes construction and maintenance work that may have to be planned and carried out on short notice.”*

SCHEDULE 20

AMENDMENT OF SA-CATS AH 139.02.29: (ACCESS OF GROUND VEHICLES TO AERODROME MOVEMENT AREA)

Technical Standard 139.02.29 in Document SA-CATS-AH is herewith replaced by the following:

“1. Signs, signals and standards

The signs, signals and standards prescribed in Chapter IX of the National Road Traffic Regulations, 2000, apply with the changes required by the context to the use of all surface roads in the aerodrome movement area.

2. Rules and procedures for the operation of ground vehicles

- (1) *The rules and procedures for the operation of ground vehicles in the aerodrome movement area are the rules and procedures prescribed in Chapter X of the National Road Traffic Regulations, 2000.*
- (2) *The mechanism and sanction to ensure compliance with the rules and procedures for the operation of ground vehicles in the aerodrome movement area is the mechanism and sanction prescribed in section 56 of the Criminal Procedure Act, 1977.*
- (3) *The holder of an aerodrome licence must appoint a person to effectively administer vehicle control within the aerodrome movement area."*

SCHEDULE 21

AMENDMENT OF SA-CATS AH 139.03.28:

(ACCESS OF GROUND VEHICLES TO HELIPORT MOVEMENT AREA CURRENT TECHNICAL STANDARD)

Technical Standard 139.03.28 in Document SA-CATS-AH is herewith replaced by the following:

"1. Signs, signals and standards

The signs, signals and standards prescribed in Chapter IX of the National Road Traffic Regulations, 2000, apply with the changes required by the context to the use of all surface roads in the aerodrome movement area.

2. Rules and procedures for the operation of ground vehicles

- (1) *The rules and procedures for the operation of ground vehicles in the aerodrome movement area are the rules and procedures prescribed in Chapter X of the National Road Traffic Regulations, 2000.*
- (2) *The mechanism and sanction to ensure compliance with the rules and procedures for the operation of ground vehicles in the aerodrome movement area is the mechanism and sanction prescribed in section 56 of the Criminal Procedure Act, 1977.*
- (3) *The holder of an aerodrome licence must appoint a person to effectively administer vehicle control within the aerodrome movement area."*



COMMISSIONER FOR CIVIL AVIATION