



SAFE SKIES.  
**SUSTAINABLE FUTURE.**

# Air Navigation Services(ANS) Safety Oversight Inspector Workshop

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## Module 8

ANS Safety Oversight – Part II

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## Module Objective

That participants understand the components of the ANS safety oversight process, using Chapter 9 of the “Guide to Support ANS Safety Oversight” as a reference.

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# Introduction

- Guidance for conducting inspections at ANS.
- Relevant elements of the safety oversight process.
- Reporting formats.

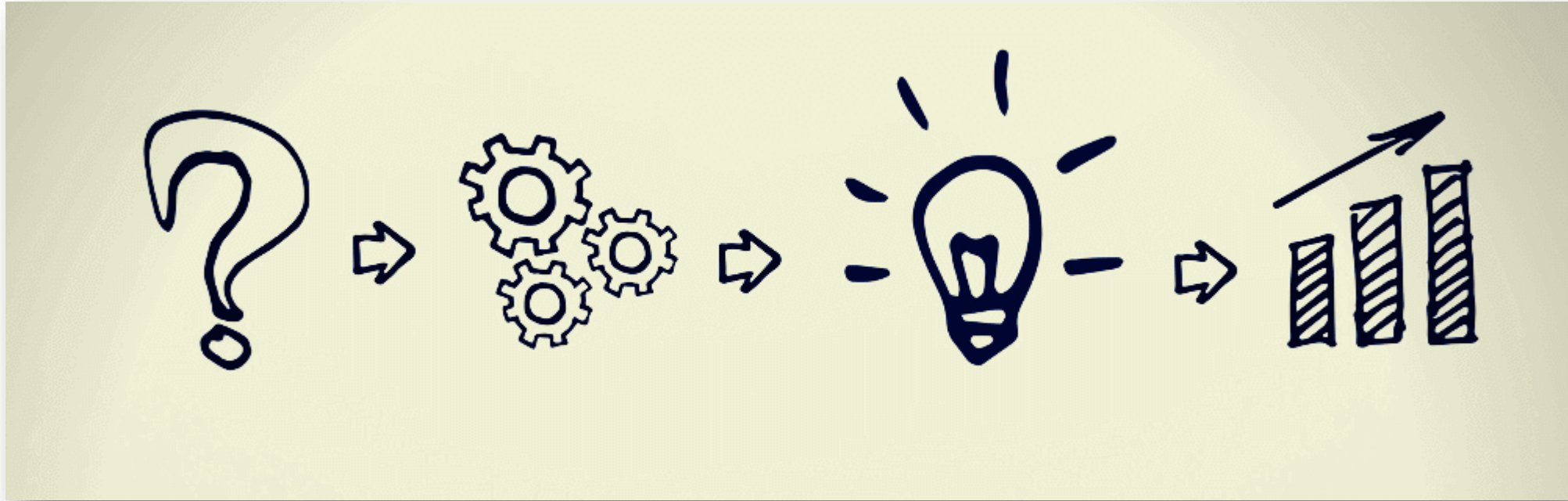
# Module Content

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General information

Description of the safety  
oversight procedure

Templates



## GENERAL INFORMATION

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## General Information

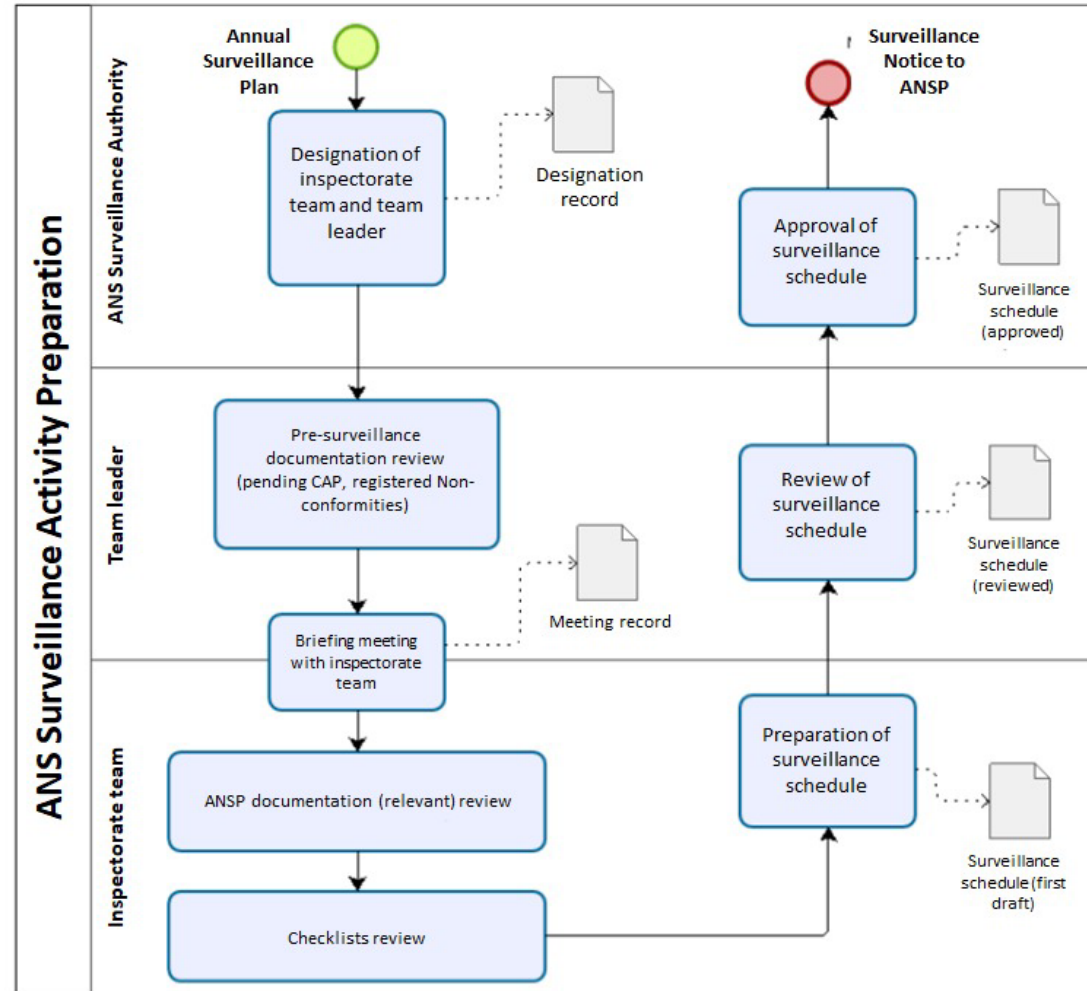
- This module focuses on the activities to be followed by ANS inspectors for ANSP inspections.
- The description of the activities is presented as a process flow, in order to present the information clearly and accurately. Specific details of the activities, such as timelines, responsible parties, and others, should be adjusted according to the context of each State's CAAs, according to what best fits its safety oversight system.



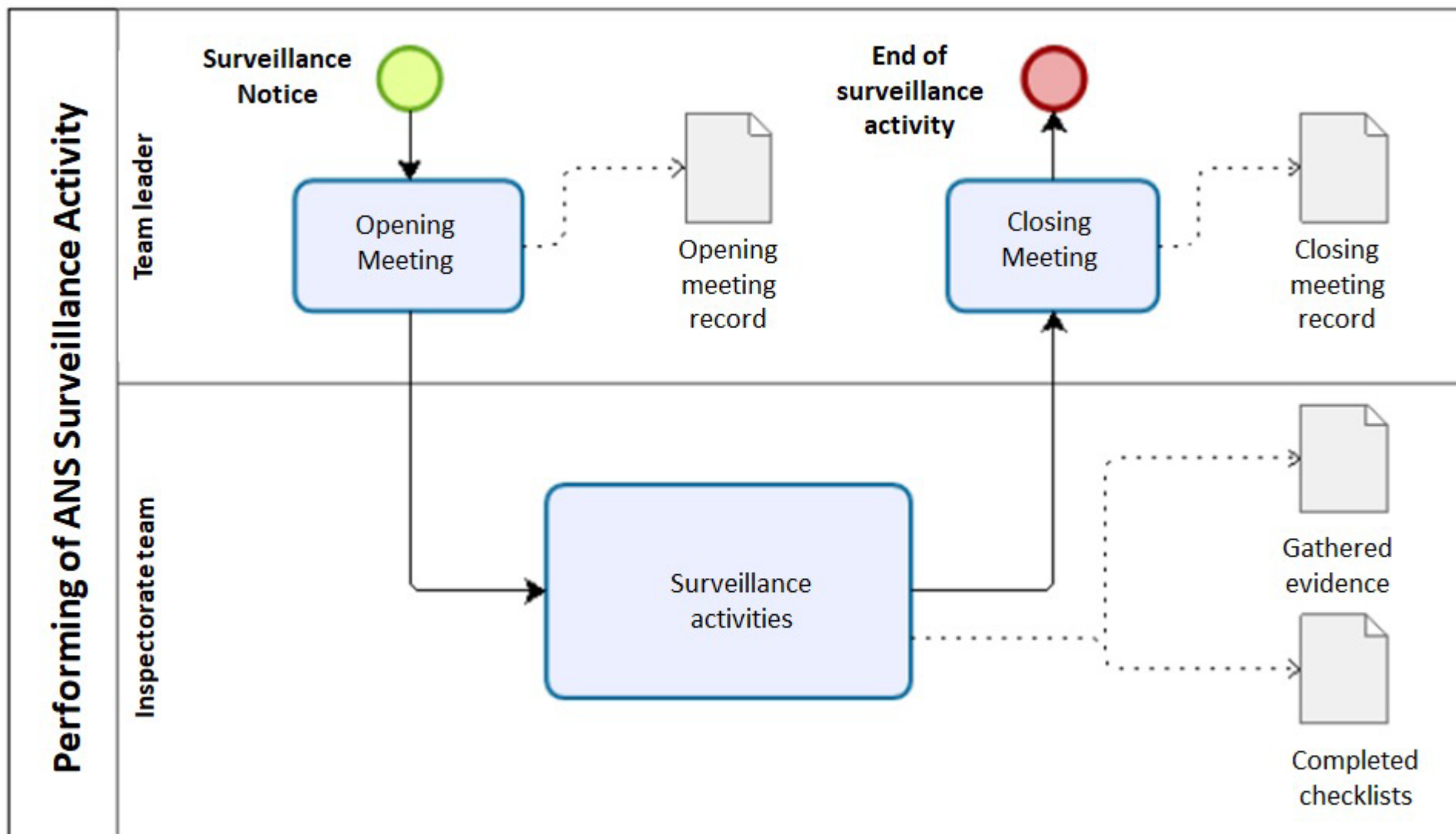
# DESCRIPTION OF THE SAFETY OVERSIGHT PROCEDURE



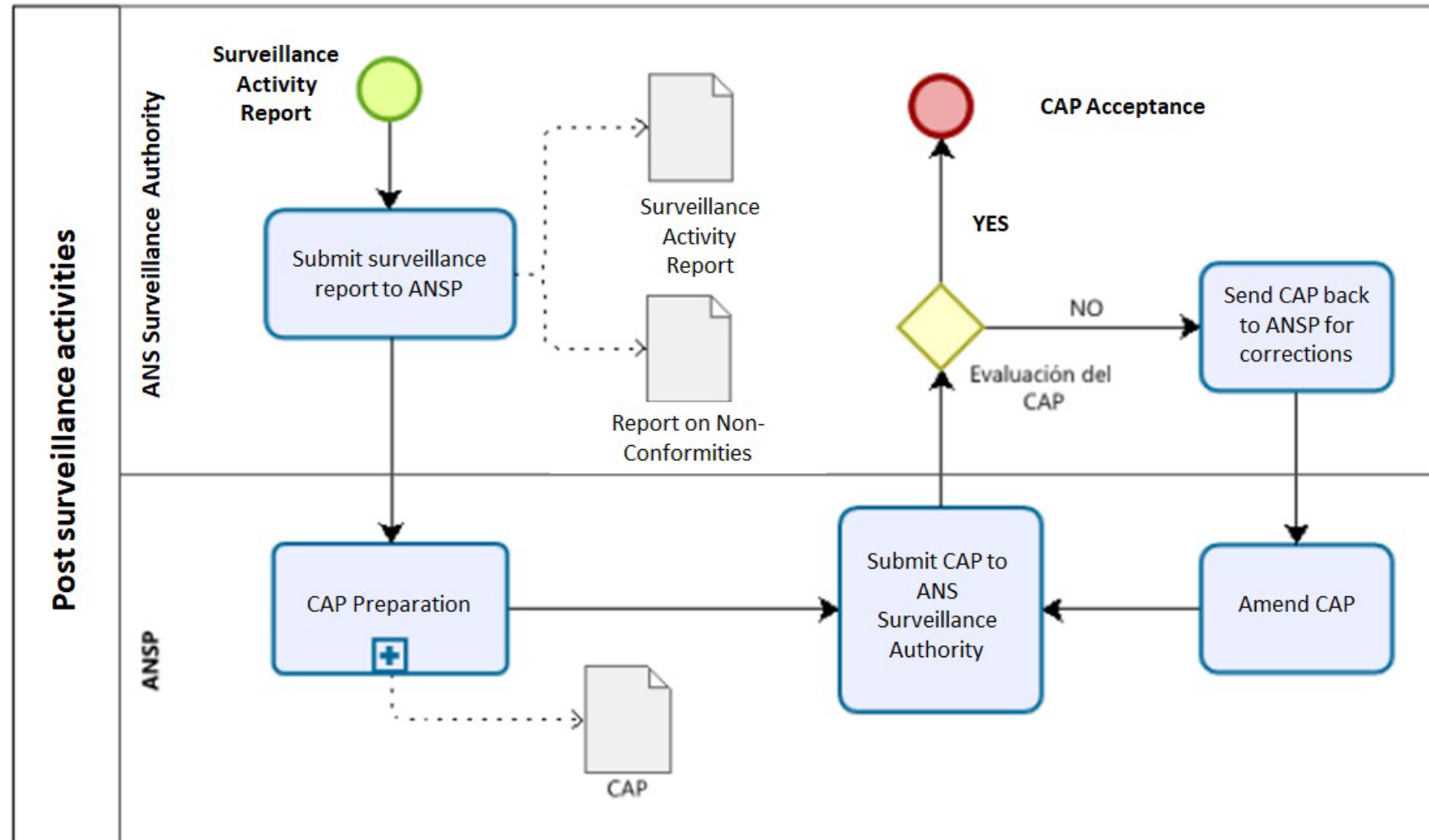
# Preparation of the surveillance activity

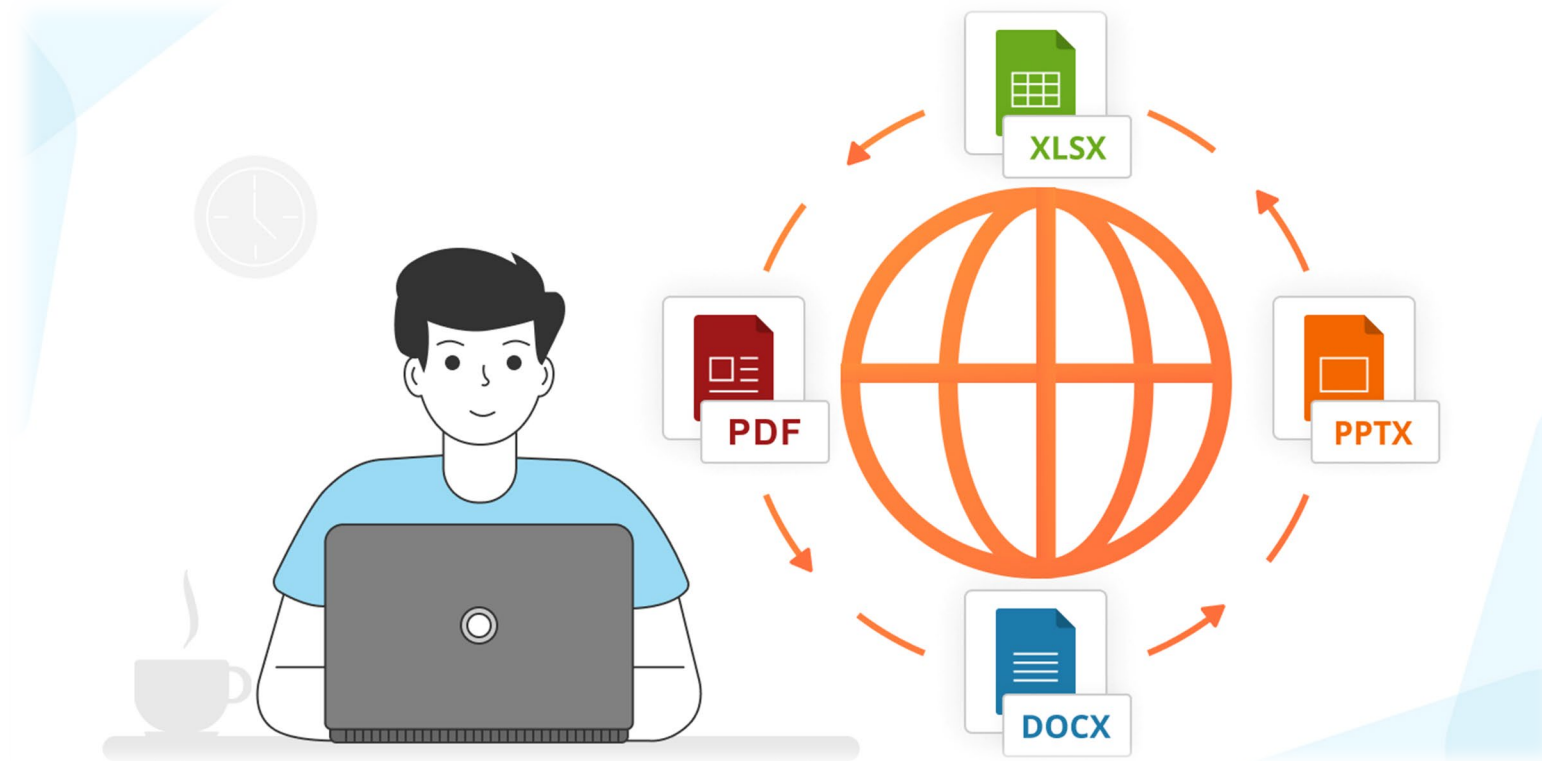


## Inspection Execution



## Post Inspection

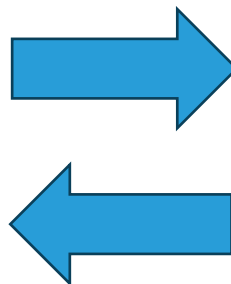




# TEMPLATES (APPENDIXES)

# Inspection Report

INSPECTION REPORT			
Section A. General Information of the Activity			
1. Reference Number:	2. Start Date:	3. Completion Date:	
4. Place:			
5. ANS Unit:			
6. Lead Inspector:			
7. Inspection Team:			
Section B. Scope			
Section C. Reference Documentation			
Non-conformances found?		YES	NO
		# Non-conformances:	
Section D. Summary of the Inspection			

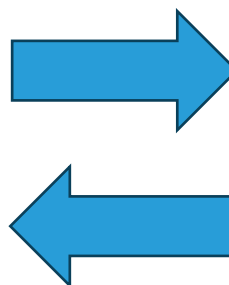


## Filling Guide:

- Section A. General Information of the Activity:**
  - The reference number refers to the number of the official letter or letter that is sent to the ANSP to notify of the inspection activity.
  - Under start date, enter the date on which the inspection begins. Under completion date, indicate the date on which the inspection ends.
  - Indicate the place where the inspection is carried out (address).
  - Detail the name of the ANS unit where the inspection is carried out.
  - Record the names of the lead inspector and the members of the inspection team.
- Section B. Scope:**
  - Mention the ANS area to which the inspection refers.
  - Make reference to the name of the area in charge of the service to be inspected.
- Section C. Reference Documentation:**
  - Indicate all documentation that supports the inspection to be carried out and that would be used during the activity.
  - For example: surveillance plan, national regulations, manuals, ICAO documentation, among others.
- Section D. Inspection summary:**
  - Describe, as a summary, the activities carried out during the inspection and the most relevant aspects that were identified.
  - Start this section by thanking the ANSP for its collaboration during the inspection, or indicate the difficulties encountered during the activities.
  - Highlight the positive aspects that were evidenced by the ANSP.
  - Indicate, graphically and numerically, the level and percentage of compliance of the ANSP with respect to the regulatory requirements evaluated during the inspection.
  - Avoid providing too much detail on non-conformances, as these will be described in the non-conformance report form.

# Non Conformances Report

NON-CONFORMANCES REPORT			
Section A. General Information			
1. Follow-up Number:		2. Number of Non-conformance:	
3. ANS Unit:		4. Date:	
5. Reference to Regulation:			
Section B. Description of the non-conformance			
Comments:			
Date required for CAP submission (dd/mm/yyyy):			
Inspector's signature		Date:	



## Filling Guide:

5. The follow-up number refers to the number of the letter sent to the ANSP to notify them of the inspection activity.
6. The "Number of non-conformance" is the tracking code by which the specific non-conformance of the inspection performed is recorded. One way to do this is to use the acronym of the ANS areas, plus a number; for example: ATS 01, would be non-conformance #1 found in an inspection performed by an air traffic services unit.
7. Detail the name of the ANS unit where the inspection is performed.
8. Indicate the date of the inspection.
9. Note the regulatory reference of the requirement that is not being complied with and, therefore, generates the non-conformance.
10. In "Description of the non-conformance", explain the reason(s) for the regulatory non-compliance that led to the identification of the non-conformance in question. The wording of this section should be clear and concise, so that there is no questioning of the ANS supplier. In addition, it is important that this section supports the service provider in developing the CAP.
11. In "Comments" you can expand on what is indicated in Section B, emphasizing the missing evidence, what needs to be developed, and any other details that will support the supplier in the corrective process of the identified non-conformance.
12. The service provider is required to deliver the CAP within xx days of the CAA's delivery of the non-conformance report (this deadline should be defined by the CAA according to its best judgement). It is important to mention that the deadline for delivery of the CAP is not the same as the deadline given for closure of the non-conformance, since the deadline required to submit the CAP is one thing, and the deadline required to implement it is another.
13. The inspector must sign the non-conformance report and indicate the date it was prepared.

Questions?



THANK YOU