



RESOLUTION OF SAFETY ISSUES OR DEFICIENCIES BY ANSPs

SECTION 1 - GENERAL

1. PURPOSE

This Advisory Circular (AC) is issued to provide general information and guidance on the Resolution of Safety Issues or Deficiencies (i.e. Safety Concerns) identified by the ANS Safety Inspectors during Safety Oversight Audit and Inspections.

2. STATUS OF THE ADVISORY CIRCULAR

This AC is an original issuance.

3. BACKGROUND

- A. In the implementation of Its National Surveillance Programme, the Aviation Safety Inspectors of Ghana Civil Aviation Authority carry out audits and inspections to proactively ensure that aviation licenses, certificates, authorizations and approval holders continue to meet the established requirements and function at the level of competency required by the Ghana Civil Aviation Directives.
- B. The guidance and procedures by which the Authority which the GCAA will address the safety concerns identified during the conduct of inspections, Audits or investigations is provided in this AC.
- C.

4. APPLICABILITY

This AC is applicable to Air Navigation Service Providers (ANSPs) providing the following services in Ghana:

- A. Air Traffic Services
- B. Aeronautical Information Services



- C. Communication, Navigation and Surveillance / Aeronautical Telecommunication Services
- D. Aeronautical Meteorology
- E. Aeronautical Search And Rescue
- F. Aeronautical Cartographic Services
- G. Instrument Flight Procedure Design

5. RELATED DIRECTIVIES

- A. This AC is related to the following Parts of the Ghana Civil Aviation (Air Navigation Services) Directives:
 - i. Part 15 – Aeronautical Information Service (AIS)
 - ii. Part 19 – Rules of the Air
 - iii. Part 20 – Meteorology for International Air Navigation
 - iv. Part 21 – Aeronautical Charts
 - v. Part 22 – Units of Measurement for Air Ground Operations
 - vi. Part 23 – Aeronautical Telecommunication (Subparts 23.1 – 23.7)
 - vii. Part 24 – Air Traffic Services (ATS)
 - viii. Part 37 – Aeronautical Search And Rescue (SAR)
 - ix. Part 38 – Instrument Flight Procedure Design

6. RELATED READING MATERIAL

- A. Ghana Civil Aviation Resolution and Enforcement Manual
- B. ICAO DOC 9734 Part A – Safety Oversight Manual

7. ACRONYMS

AC	-	Advisory Circular
ANS	-	Air Navigation Service
ANSP	-	Air Navigation Service Provider
GCAA	-	Ghana Civil Aviation Authority
GCAD	-	Ghana Civil Aviation Directives
DG	-	Director General
SRD	-	Safety Regulation Department



SECTION B - GUIDANCE AND PROCEDURES

8. RESOLUTION POLICY

- A. The GCAA will ensure resolution of identified safety and regulatory issues at the administrative or enforcement level appropriate to the situation regarding the individual, operator or ANSP.
- B. The GCAA will consider the mitigating circumstances in each situation. For example, an administrative approach will be the course of action in situation where routine safety concern resolution would achieve a lasting result.
- C. The level of action taken to resolve these situations will depend on whether the individual or organization can provide information that proves that:
 - i. A contravention occurred without his consent or connivance;
 - ii. All due diligence was exercised to prevent contravention;
 - iii. An act or omission was not avoidable by the exercise of reasonable care;

9. IDENTIFICATION OF A SAFETY CONCERN

- A. A “safety concern or safety issue” is best defined as noncompliance with a:
 - i. Civil Aviation Directive that is in-force;
 - ii. Published standard for fitness of; or
 - iii. Published relevant safety practice.
 - iv. A Deficiency which poses risk to an aviation operations.
- B. The term “**safety concern**” indicates that there is a concern regarding an existing approval relating to aviation. Safety concerns will be identified when interacting with and inspecting the ANSPs and holders of GCAA approvals, authorizations, licenses, certificates and other authorizing documents.
- C. **REGULATIONS IN-FORCE**
 - i. Regulatory non-compliance can be a serious issue that can result in both administrative and/or serious enforcement actions against the entity.



- ii. A regulation “in-force” could be cited from either Ghana primary or secondary legislations which includes but not limited to Ghana Civil Aviation Acts and Directives etc., that is applicable to the particular aviation entity or individual

D. PUBLISHED STANDARDS

- i. Published standards are documents that are considered to be extensions of the regulations because they include the standards that are that are critical to the fitness of license holders, airworthiness of aircraft or operations of a service providers.
- ii. It is important to understand that, as a general rule, if an organization, aircraft, individual or document HAS NOT been approved for use in aviation, the GCAA findings are not usually handled as safety concerns.

E. PUBLISHED RELEVANT SAFETY PRACTICES

- i. While they do not usually have the force of law, published relevant safety practices may be cited as safety concerns.
- ii. Examples of documents that would include relevant safety practices include—
 1. Advisory circulars published by the GCAA
 2. Manuals, checklists and other documentation approved by the GCAA
 3. Manuals published by the manufacturer
 4. Safety recommendations from accident and incident reports
 5. Documents published by ICAO and mature civil aviation organizations
 6. Documents published by recognized international safety organizations
 7. Training documentation from the manufacturer or recognized training facility

10. RISK ASSESSMENT OF SAFETY CONCERN

- A. At the time of identification of the safety concern, the inspectors will make an initial risk determination of the likelihood and severity of an accident or incident that would be involved in continued operations without an immediate on-the-spot resolution.



- B. The GCAA may, upon further consideration of the safety concern, revise that initial risk higher or lower based on a more thorough analysis.

11. CATEGORIZATION OF THE SAFETY CONCERNS

- A. The safety concerns (Safety issues or deficiencies) identified by the GCAA ANS Inspectors will be categorized based on the priority and timing of corrective action required for Air Navigation Services Providers (ANSPs) as follows: —
- i. **LEVEL 0 [Revocation or Suspension of Licence, Authorization, Certificate or Permit]:** A finding that is Non-Compliant, with major deficiencies identified and is critical in nature that has the potential to cause loss of life, serious injury, or damage to facilities, and which requires corrective action to be completed immediately;
 - ii. **LEVEL 1 [Correction within 1 to 8 weeks]:** Non-Compliant, with minor deficiencies. An occurrence or deficiency involving a major system that caused, or has the potential to cause, significant problems to the function or effectiveness of that system. The inspector will recommend a corrective time between one (1) to eight (8) weeks depending on the nature of the situation. The individual or ANSP must complete the correction within the allotted period and advise the GCAA in writing of the correction made.
 - iii. **LEVEL 2 [Correction within 2 to 12 weeks]:** Compliant, but improvement desirable. An occurrence or deficiency not indicative of a significant system problem. The inspector will recommend a corrective time between two (2) to twelve (12) weeks depending on the nature of the situation. The individual, operator or AOC holder must complete the correction within the allotted period and advise the GCAA in writing of the correction made.
 - iv. **LEVEL 3 [Observation]:** The individual or ANSP should consider this issue and advise the GCAA in writing of its thoughts and intentions with respect to corrective action within 30 days.

SIMON MOLAI ALLOTEY
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