GHANA CIVIL AVIATION (AIR NAVIGATION SERVICES) DIRECTIVES

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IN EXERCISE OF THE POWERS CONFERRED ON THE DIRECTOR-GENERAL OF THE GHANA CIVIL AVIATION AUTHORITY BY SECTIONS 23(1)(b) AND 37(1) OF THE GHANA CIVIL AVIATION ACT, 2024 (ACT 1120), THESE DIRECTIVES ARE MADE THIS … day of ….2026.

THESE DIRECTIVES SHALL BE CITED AS THE GHANA CIVIL AVIATION (AIR NAVIGATION SERVICES) DIRECTIVES.

THESE DIRECTIVES SHALL BE CITED AS **THE GHANA CIVIL AVIATION (AIR NAVIGATION SERVICES) DIRECTIVES**.

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INTRODUCTION

Ghana is a Signatory to the Convention on International Civil Aviation (Chicago Convention, signed at Chicago on 7 December 1944). Under Article 12 of the Convention, Ghana, as a Contracting State, is obliged to adopt measures to ensure safety through conformity with international standards in its safety oversight obligations. The fundamental elements of national safety oversight are legislation establishing and empowering the civil aviation authority, and promulgation of specific operating Directives for civil aviation. Under Articles 37 and 38 of the Chicago Convention, Ghana has agreed to conform to the Standards and Recommended Practices (SARPs) presented by the International Civil Aviation Organisation (ICAO) in a series of ICAO Annexes.

These Directives present ICAO standards as regulatory requirements for Air Navigation Service Providers that provide the essential services required for the safety, efficiency, and regularity of aircraft operations as well as aerodrome and airline operators. Where applicable, ICAO recommended practices are included for completeness. Each Part of these Directives presents the standards and recommended practices in the appropriate ICAO Annexes.

The Air Navigation Services Directives are presented in 11 Parts:

Part 1, *General Policies, Procedures and Definitions,* sets forth the basic rules of construction and application of the Directives, definitions applicable to more than one Part, and the rules governing the administration of licenses and certifications. Of special interest are the Implementing Standards that accompany each Part. These Implementing Standards provide detailed requirements that support the intent of a Directive presented in a Part.

Part 15 addresses the provision of Aeronautical Information Services. This prescribes the detailed technical provisions that contain standards, procedures, instructions and information which forms the basis of Aeronautical Information Services within the Accra Flight Information Region. The standards in this Part are based mainly on Standards And Recommended Practices stipulated in Annex 15 to the Convention on International Civil Aviation (the Chicago Convention), with such modifications as may be determined by the Authority to be applicable in Ghana.

Part 19 addresses the Rules of the Air. This Part prescribes the detailed technical provisions that contain standards, procedures, instructions and information which forms the basis of the Rules of the Air within the Accra Flight Information Region. Annex 2 to the Chicago Convention has been transposed to Part 19 setting forth internationally agreed rules of the air to make air travel safe and efficient. It consists of general rules, visual flight rules and instrument flight rules. And these apply without exception over the high seas and over the territory of Ghana to the extent that they do not conflict with the rules of the State being overflown. The pilot-in-command of an aircraft is

responsible for compliance with the rules of the air.

Part 20 addresses Aeronautical Meteorology. This Part sets forth requirements for the provision of aeronautical meteorological service for the safety, efficiency and regularity of air navigation. These include the provision of necessary meteorological information to air operators, flight crew members, air traffic service providers, search and rescue units, airport management and aerodrome operators, and others concerned with aviation.

Part 21 provides regulatory requirements on Aeronautical Charts. This Part prescribes the detailed technical provisions that contain standards, procedures, instructions and information which forms the basis of the Aeronautical Charts within the Accra Flight Information Region. The requirements are based mainly on Standards and Recommended Practices stipulated in Annex 4 to the Convention on International Civil Aviation (the Chicago Convention). ~~The Cartographic unit in the Authority is required to comply with the provisions contained in these Directives. The Cartographic unit shall document local procedures in their own operational manuals to ensure the maintenance of and compliance with the provisions in this Part.~~

Part 22 provides regulatory requirements on units of measurement to be used in Air and Ground Operations. It makes use of the metric system as the primary international standard. The standards in this Part are based mainly on Standards And Recommended Practices stipulated in Annex 5 to the Convention on International Civil Aviation (the Chicago Convention).

Part 23 prescribes the detailed technical provisions that contain standards, procedures, instructions and information for the provision of Aeronautical Telecommunications including ~~This Part covers three essential elements of International Civil Aviation. These are~~ aeronautical communications, navigation and surveillance and Future Air Navigation Systems. Part 23 is divided into ~~Seven~~ Eight subparts; these are:

Subpart 1 – Radio Navigation Aids

Subpart 2 – Communications Procedures including those with PANS status
Subpart 3 – Communications Systems which is further subdivided into:

Part 1 – Digital Data Communication Systems
Part 2 – Voice Communication Systems

Subpart 4 – Surveillance Radar and Collision Avoidance system

Subpart 5 – Aeronautical Radio Frequency Spectrum Utilisation

Subpart 6 – Requirements for Aeronautical Telecommunication Service Provision

Subpart 7 – Air Traffic Safety Electronics Personnel Licensing

Subpart 8 – Communication Systems And Procedures Relating To Remotely Piloted Aircraft Systems C2 Link

The requirements in this Part are based mainly on Standards And Recommended Practices stipulated in Annex 10, Volumes I to VI to the Convention on International Civil Aviation (the Chicago Convention), and national requirements..

Part 24 prescribes the detailed technical provisions that contain standards, procedures, instructions and information for the provision of air traffic services. Requirements in Part 24 comprise air traffic control, flight information and alerting services to ensure the safety and efficient operation of air traffic within the Accra Flight Information Region, with the prime objective to prevent collisions between aircraft, whether taxiing on the manoeuvring area, taking off, landing, en route or in the holding pattern at the destination aerodrome. The standards in this Part are based mainly on Standards And Recommended Practices stipulated in Annex 11 to the Convention on International Civil Aviation (the Chicago Convention.

Part 37 sets forth the requirements for Search and Rescue. This Part prescribes the detailed technical provisions that contain standards, procedures, instructions and information which forms the basis for Search and Rescue Operations necessary for the safety, regularity and efficiency of international air navigation within the Accra Flight Information Region and are based mainly on Standards And Recommended Practices stipulated in Annex 12 to the Convention on International Civil Aviation (the Chicago Convention).

Part 38 prescribes requirements for Instrument Flight Procedure Design (IFPD).This Part prescribes the requirements for the design, continuous maintenance and periodic review of instrument flight procedures (IFP). ~~It covers the designation of Organizations and entities providing such services in Ghana by the Ghana Civil Aviation Authority (GCAA). The designated ANSP is thus required to follow an instrument flight procedure process that encompasses acquisition of data, design and promulgation of procedures whiles ensuring that the quality and safety of the procedure design product are assured through review, verification, coordination and validation of the procedure at appropriate points in the process.~~

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GHANA CIVIL AVIATION (AIR NAVIGATON SERVICES) DIRECTIVES

PART 1 - GENERAL POLICIES, PROCEDURES, AND DEFINITIONS

NOVEMBER 2018

GCAA

1.1 *GENERAL*

1.1.1 RULES OF CONSTRUCTION.

(1) Throughout these Directives the following word usage applies:

(a) **Acceptable** means the Authority has reviewed the method, procedure, or policy and has neither objected to nor approved its proposed use or implementation.

(b) **Approved** means the Authority has reviewed the method, procedure, or policy in question and issued a formal written approval.

(c) **Includes** means "includes but is not limited to."

(d) **May** indicates that discretion can be used when performing an act described in a Directive.

(e) **Prescribed** means the Authority has issued written policy or methodology which imposes either a mandatory requirement, if the written policy or methodology states "**shall**," or a discretionary requirement if the written policy or methodology states "**may**."

(f) **Shall** indicates a mandatory requirement.

(g) The words "***no person may***..." or "***a person may not***..." mean that no person is required, authorised, or permitted to do an act described in a Directive.

(h) **Will** indicates an action incumbent upon the Authority.

(2) Words in this Directive importing;

(a) male persons include female persons; and

(b) female persons include male persons.

(3) Words in this Directive importing 'persons' include male and female persons, corporations, whether aggregate or sole, and unincorporated bodies of persons.

(4) A reference in this Directive to a party aggrieved includes a reference to a body corporate in a case where that body corporate is a party aggrieved.

1.1.2 APPLICABILITY

(1) These Directives shall apply to the following:—

(a) Air Navigation Service Providers;

(b) Air Traffic Service Providers;

(c) Aeronautical Information Service Providers;

(d) Aeronautical Meteorology Service Providers;

(e) Aeronautical Telecommunication Service Providers;

(f) Search and Rescue Operations;

(g) Instrument Flight Procedure Design Service Providers;

(h) Cartography Service Providers;

(i) Ghana registered aircraft;

~~Aircraft registered in another Contracting State that are operated by a person licensed by Ghana, and must be maintained in accordance with the standards of the aircraft State of Registry, wherever that maintenance is performed;~~

(j) Aircraft of other Contracting States operating in Ghana; and

(k) Aerodrome Operators in Ghana.

(2) Provisions of these Directives with respect to persons certificated under any Part of these Directives apply also to any person who engages in an

operation governed by any Part of these Directives without the appropriate certificate, licence, operations specification, or similar document required as part of the certification.

(3) Directives addressing general matters establish minimum standards for all operations in Ghana. Specific standards applicable to the holder of a certificate shall apply if they conflict with a more general Directive.

1.1.3 ORGANISATION OF DIRECTIVES

(1) These Directives are subdivided into five hierarchical categories:

(a) ***Part*** refers to the primary subject area.

(b) ***Subpart*** refers to any subdivision of a Part.

(c) ***Section*** refers to any subdivision of a Subpart.

(d) ***Subsection*** refers to the title of a Directive and can be a subdivision of a Subpart or Section.

(e) ***Paragraph*** refers to the text describing the Directives. All paragraphs are outlined alphanumerically in the following hierarchical order: (1), (a), (i), (A), (I).

(2) Abbreviations and acronyms used within each Part are defined at the beginning of those Parts, and if a definition is supplied, a note will indicate the Part where the definition is located.

(3) Notes appear in Subsections to provide ~~exceptions,~~ explanations, and examples to individual requirements. A Note may also introduce the Implementing Standard linked to a particular Directive, by stating the number of that Implementing Standard.

(4) Directives may refer to Implementing Standards, which provide additional detailed requirements that support the purpose of the subsection, and unless otherwise indicated, have the legal force and effect of the referring Directive. The rules of construction, Subsection 1.1.1 apply to Implementing Standards.

Note. – An Implementing Standard is numbered to correspond with the provision in the Directive to which it is linked.

1.1.4 Where references are made to the Procedures for Air Navigation Services (PANS), other ICAO documents and the ITU Radio Regulations, including their Attachments and Appendices, they shall serve as guidance or provide further information on a provision in a Directive.DATE AND TIME FORMAT

(1) The abbreviated date format to be used in all correspondence, records and documents shall ~~should~~ be DAY/MONTH/YEAR (DD/MM/YY). eg. 01/03/18 means 1st March 2018.

(2) All times are in Greenwich Meridian Time (GMT)/ Universal Coordinated Time (UTC).

1.2 *GENERAL ADMINISTRATIVE RULES GOVERNING CIVIL AVIATION*

1.2.1 DELEGATION OF POWERS AND DUTIES

(1) The Director-General may delegate, in accordance with the provisions of ~~section 9 of~~ the Ghana Civil Aviation Act, 2024 (Act 1120), any of his safety oversight functions, powers or duties to an Aviation Safety ~~or Security~~ Inspector, any person, technical unit or administrative unit of the Authority as well as to designees or other persons ~~or entities~~ with whom the Authority may have any agreement for the specific function of safety oversight.

(2) The Authority shall have a Department responsible for aviation safety regulation. The Department shall have sections or units which shall be responsible for Aviation Flight Standards, Aerodrome Safety and Standards, Aviation Security, Air Navigation Services and such other areas of oversight as may be prescribed by the Authority.

(3) Delegated powers under subsection 1.2.~~1~~(1) may include the power to prohibit or prevent a person from exercising privileges granted to such person under an approval or certificate in circumstances specified in these Directives and such other issues of a~~Delegated~~ powers under 1.2.1(1) may include the power to prohibit or prevent a person from exercising privileges granted to such person under ~~a licence~~ or certificate~~, to prevent flying in ci~~rcumstances specified in these Directives and such other issues of a safety ~~or security~~ import.

1.2.2 ACCESS TO DOCUMENTS

The Director- General shall have unlimited, unrestricted and unimpeded access to aircraft factories, air traffic control towers and centers, aircraft

cabin and flight deck, hangars, workshops, facilities, aerodromes, ramps, fuel storage farms, Operator's offices, Air Navigation Services Providers and all other aviation service providers offices, as well as unlimited, unrestricted and unimpeded access and inspection of all related documentation, for the purpose of determining compliance with the Ghana Civil Aviation Act, 2024 (Acts 1120), the Ghana Civil Aviation Directives and Technical Instructions or Circulars issued by the Director-General.

1.2.3 DOCUMENTS TO BE KEPT BY AIR NAVIGATION SERVICE PROVIDERS

Documents to be kept shall include but not be limited to the following where applicable:

(a) Ghana Civil Aviation (Air Navigation Services) Directives 2018;

(b) ICAO Annexes and Documents;

(c) Ghana Aeronautical Information Publication (AIP);

(d) Ghana Aeronautical Information Publication (AIP), Supplements;

(e) NOTAMS;

(f) Certificates, Licences, Authorizations and Approvals;

(g) Logs;

(h) Maps and Charts;

(i) Operations Manuals; and

(j) Any other documentation which may be required by the Authority for the provision of a service.

1.2.4 COMPLIANCE WITH THE GHANA CIVIL AVIATION ACT, GHANA CIVIL AVIATION DIRECTIVES, TECHNICAL INSTRUCTIONS AND CIRCULARS

1.2.4.1 POWER TO PREVENT FLIGHT OR OPERATIONS

(1) Where the Director – General ~~may~~ directs that an operator or the Pilot-in-Command ~~airman~~ of a civil aircraft that the ~~aircraft~~ is not to operate~~d~~ an

aircraft under the Director-General's authority to prevent flight per section …of Act 1120, the Authority will notify the ATS Provider without delay.

(2) The notification referred to in paragraph (1) will specify the following:in ~~situations~~ where:

(a) the nationality and registration marks, type and, where known, the radiotelephony call sign or flight number of the aircraft;
(b) the name of the operator;
(c) the aerodrome at which the aircraft is located;
(d) whether the direction applies to all flights or to specified flights;
(e) the date and time from which the direction takes effect; and
(f) the name and contact details of the officer of the Authority issuing the notification.

(3) Where the notification under paragraph (1) is given orally, the Authority will confirm it in writing as soon as possible.

(4) Where the Director-General revokes or varies a direction, the Authority will notify the ATS Provider in writing. The ATS Provider shall:
(a) acknowledge receipt;
(b) inform every ATS unit concerned without delay; and
(c) record the revocation or variation in the unit log.

(5) The ATS Provider shall include in its operations manual the procedures for receiving, verifying, disseminating, recording and cancelling notifications under this section.

(6) Nothing in this section shall require an ATS unit or any of its personnel:

(a) To take any action that would endanger an aircraft or any person; or
(b) To refuse air traffic services to an aircraft in flight, or to an aircraft in emergency.

~~the aircraft may not be airworthy;~~
~~the airman may not be qualified or physically or mentally capable for the flight;~~
~~the operation of such aircraft would cause danger to persons or property; or~~
~~the required documentation is not on board the flight; or~~
~~for any other cause that may be specified by the Director-General.~~

~~The Director-General may take such steps as are necessary to detain such aircraft or airmen.~~

1.2.4.2 POWER TO PREVENT A PERSON FROM EXERCISING PRIVILEGES

The Director–General may, by delegated powers, prohibit or prevent a person from exercising any privileges granted to such person under a licence, certificate or authorisation.

1.2.4.3 CHANGE OF NAME

(1) A holder of a licence, certificate or authorisation issued under these Directives may apply to change the name on the licence, certificate or authorisation.

(2) Where the holder of an authorisation or certificate issued by the Authority is an entity and changes are made to the shareholding structure thereof, the Authority shall be notified immediately.

(3) A request made pursuant to subsection (1) shall include with any such request-

(a) The current licence, certificate or authorisation; and

(b) A copy of the Ghana Gazette indicating the change of name, court order, or other document verifying the name change.

(4) The Authority will return to the person the documents specified in subsection (3) of this section.

1.2.4.4 CHANGE OF ADDRESS

A person who holds a licence, certificate, or authorisation issued by the Authority and makes a change in address, shall not exercise the privileges of that licence, certificate or authorisation, unless the holder has notified the Authority, in writing, within thirty (30) days from that change of:

(a) the new mailing address; or

(b) current residential address if the mailing address includes a post office box number.

1.2.4.5 **FALSIFICATION, REPRODUCTION OR ALTERATION OF DOCUMENTS**

(1) No person shall make or cause to be made, concerning any licence, certificate or authorisation, application for or duplicate thereof, under the Ghana Civil Aviation Directives:

(a) any fraudulent or intentionally false statement;

(b) any fraudulent or intentionally false entry in any logbook, record, or report that these Directives require, or used to show compliance with any requirement of these Directives;

(c) any reproduction for fraudulent purpose; or

(d) any alteration.

(2) Any person who commits any act prohibited under subsection (1) of this section may have their licence, certificate or authorisation revoked or suspended.

1.2.5 REVIEW OF AFI AVIATION SYSTEM PLANNING AND IMPLEMENTATION GROUP (AASPG) DEFICIENCIES

The ANS Provider shall take steps to resolve deficiencies ~~Authority shall establish and implement a framework for the review and implementation of defi~~ciencies identified within the framework of the AFI Aviation System Planning and Implementation Regional Group in accordance with the provisions of IS:1.2.5.

1.3 *GENERAL ADMINISTRATIVE RULES GOVERNING TESTING, LICENCES, RATINGS AND CERTIFICATES*

1.3.1 DISPLAY AND INSPECTION OF LICENCES, RATINGS AND CERTIFICATES

~~**Pilot licence:**~~

~~To act as a pilot of a civil aircraft of Ghana registry, a pilot shall have in~~

~~his physical possession or readily accessible in the aircraft a valid pilot licence or special purpose authorisation issued under these Directives.~~
~~To act as a pilot of a civil aircraft of foreign registry within Ghana, a pilot shall be the holder of a valid pilot licence, and have the pilot licence in his physical possession or readily accessible in the aircraft.~~

(1) **Air Traffic Controller's Licence**: A person required by any Part of the Ghana Civil Aviation Directives to have a licence shall have it in their physical possession or readily accessible in the air traffic control centers or towers when exercising the privileges of that licence, ratings or both.

(2) **ATSEP Licence**: A person required by any Part of the Ghana Civil Aviation Directives to have a licence shall have it in their physical possession or readily accessible at the work site when exercising the privileges of the licence, ratings or both.

(3) **Other licence:** A person required by any Part of these Directives to have an airman's licence shall have it in their physical possession or readily accessible at the work site when exercising the privileges of that licence.

(4) **Medical certificate:** A person required by any Part of the Ghana Civil Aviation Directives to have a current medical certificate shall have it in their physical possession or readily accessible when exercising the privileges of that certificate.

~~**Approved Training Organization (ATO) certificate:** Each holder of a certificate shall display that certificate in a place in the school that is normally accessible to the public and that is not obscured.~~

~~**Aircraft Certificate of Registration:** Each owner or operator of an aircraft shall carry the aircraft certificate of registration on the aircraft and available for inspection.~~
~~**Aircraft Airworthiness Certificate:** Each owner or operator of an aircraft shall display that certificate in the cabin of the aircraft or at the entrance to the aircraft flight deck.~~

(5) **Operating Certificate:** A holder of an Operating Certificate shall prominently display that certificate in a place accessible to the public in the principal business office of the ~~Operator~~Service Provider.

(6) **Inspection of licence:** A person who holds a licence, medical certificate, or authorisation required by the Ghana Civil Aviation Directives shall present it for inspection upon a request from:

(a) the Authority; or

(b) a law enforcement officer.

1.3.2 CHANGE OF NAME

(1) A holder of a licence, certificate or authorisation issued under the Ghana Civil Aviation Directives may apply to change the name on the licence, certificate or authorisation.

(2) Where the holder of an authorisation or certificate issued by the Authority is an entity and changes are made to the shareholding structure thereof, the Authority shall be notified immediately.

(3) A request made under paragraph (1) of this section shall include:

(a) The current licence, approval or certificate; and

(b) A copy of the Ghana Gazette indicating the change of name, court order, or other document verifying the name change.

(4) The Authority shall return to the holder of the licence, approval or certificate the documents specified in paragraph (3) of this section.

1.3.3 REPLACEMENT OF A LOST OR DESTROYED LICENCE, CERTIFICATE OR KNOWLEDGE TEST REPORT

(5) A~~n applicant~~ person shall request a replacement in writing from the Authority, where any of the following documents issued under the Ghana Civil Aviation Directives, is lost or destroyed: ~~An applicant who has lost or destroyed one of the following documents issued~~ under thethe ~~office designated~~ by the ~~Authority:~~

(a) A licence;

(b) A certificate;

(c) A medical certificate;

(d) A knowledge test report; or

(e) Any other authorisation or approval issued by the Authority.

The person shall include in the request letter the following:

(a) name;

(b) ~~The permanent~~ business~~mailing~~ address, including house number, building name, street name, town or city, digital address and ~~mailing~~ postal address, and in the case of an individual, ~~or if the permanent mailing address includes a post office box number~~or the person's current residential address, digital address and postal address, where applicable;

(c) ~~The social security number or equivalent~~ national identification number;

(d) date and place of birth of the person, where applicable;

(e) Any available information regarding the following where applicable;

(i) Grade, number, and date of issuance of the licence, and the ratings;

(ii) Date of issuance of the certificate;

(iii) Date of the medical examination;

(iv) Date the knowledge test was taken; and

(v) Date of issuance of the authorisation or approval.

(1) After receiving a ~~facsimile~~written confirmation from the Authority ~~confirming~~ that the lost or destroyed document was issued, an ~~applicant~~a person may carry the ~~facsimile~~ written confirmation in lieu of the lost or destroyed document for up to 14 days pending the licence holder's receipt of a duplicate document.

1.4 PUBLIC COMPLIANCE, INVESTIGATIVE AND ENFORCEMENT PROCEDURES

1.4.1 PUBLIC COMPLIANCE

(1) All persons, including any agents and employees thereof in the case of entities, shall:

(a) be subject to the Ghana Civil Aviation Act and the Ghana Civil Aviation Directives made thereunder; and

(b) comply with any directive, Instruction, Circular, licence, certificate or authorisation issued by the Authority.

(2) Any violation of the Ghana Civil Aviation Act, the Ghana Civil Aviation Directives, any Instructions or Circulars issued thereunder shall be subject to such administrative action and penalties as may be determined by the Authority or a court of competent jurisdiction in accordance with the provisions of the Ghana Civil Aviation Act and the Directives.

1.4.2 INVESTIGATIVE PROCEDURES

1.4.2.1 REPORTS OF VIOLATIONS

(1) Any person who knows of a violation of the Ghana Civil Aviation Act or any Ghana Civil Aviation Directive or Instruction issued thereunder, shall report it to the Authority.

(2) Each report made under this section, together with any other information the Authority may have that is relevant to the matter reported, will be reviewed by the Authority to determine the nature and type of any additional investigation or enforcement action the Authority will take.

(3) Violations reported to the Authority under paragraph (1) of this section shall be submitted in a form and manner prescribed by the Authority.

1.4.2.2 INVESTIGATIONS – GENERAL

(1) Under the Ghana Civil Aviation Act, the Director-General may

(a) conduct investigations,

(b) hold hearings,

(c) compel attendance of witnesses;

(d) require the production of relevant documents and records; and

(e) take evidence.

(2) The Director-General has delegated the authority to conduct investigations to Aviation Safety Inspectors or any other person for matters within their respective areas.

1.4.2.3 NOTICE AND OPPORTUNITY TO BE HEARD

Unless immediate action is required to ensure safety in air transport, a person shall be granted an opportunity to be heard, prior to a final determination, as to why sanctions for any violation under the Ghana Civil Aviation Act or the Ghana Civil Aviation Directives should not be applied in accordance with the Act or this Part.

1.4.3 ADMINISTRATIVE ACTION

(1) If it is determined that a violation or an alleged violation of the Ghana Civil Aviation Act, the Ghana Civil Aviation Directives, or an Instruction issued, is appropriate for administrative action, the Authority may take one of the following actions:

(a) A "***Warning Notice***" that shall recite available facts and information about the incident or condition and indicate that it may have been a violation; or

(b) A "***Letter of Correction***" which confirms the Authority's decision in the matter and states the necessary corrective action the alleged violator has taken or agreed to take. If the agreed corrective action is not fully completed, formal certificate action may be taken in accordance with 1.3.7.

(2) An administrative action under this section does not constitute a formal adjudication of the matter.

1.4.4 Legal Enforcement Actions

1.4.4.1 CIVIL PENALTIES

(1) A person who violates any provision of the Ghana Civil Aviation Act, the Ghana Civil Aviation Directives, or any Instruction issued hereunder, is subject to a civil penalty imposed by the Authority.

(2) Civil penalties may be assessed instead of or in addition to any licence or certificate action.

(3) The Authority may also impose administrative penalties in the first instance in respect of offences specified under the Act.

(4) IS:1.2.4.3(5) of this Part, contains a sanction guidance table that conforms to the penalty provisions in the Act and reflects the Authority's enforcement policy.

1.4.4.2 CRIMINAL PENALTIES

(1) The Ghana Civil Aviation Act and the Criminal Offences Act, 1960 (Act 29), establish criminal penalties for any person who knowingly and wilfully violates specified provisions of these Acts, any Directive or order issued thereunder.

(2) Where a person commits an act or omits to do a thing which amounts to an offence under the Acts specified in this Part, the Authority shall forward the matter for prosecution by the competent authority.

1.4.5 CERTIFICATE ACTION

1.4.5.1 SUSPENSION OR REVOCATION OF A LICENCE, APPROVAL OR CERTIFICATE FOR VIOLATION OF THE DIRECTIVES.

(1) The holder of any licence, approval or certificate issued under the Ghana Civil Aviation Directives who violates any provision of the Ghana Civil Aviation Act, or any Instruction issued thereunder, is subject to suspension or revocation of that licence, approval or certificate.

(2) Any licence, approval or certificate issued under the Ghana Civil Aviation Directives ceases to be effective if it is surrendered, suspended, or revoked.

(3) The holder of any licence, approval or certificate issued under the Ghana Civil Aviation Directives whose licence, approval or certificate has been suspended, surrendered, or revoked shall return that licence, approval or certificate to the Authority when requested to do so by the Authority.

~~The Authority may suspend any aviation instrument issued or impose conditions in respect of any such instrument if –~~

~~the Authority considers such action necessary to ensure compliance with the Act or the Ghana Civil Aviation Directives;~~

~~the Authority is satisfied that the holder of the aviation safety instrument or certificate has failed to comply with any condition of the aviation safety instrument or certificate, any provisions of the Act or the Ghana Civil Aviation Directives, or any applicable Instructions, Circulars or aviation safety approval;~~

~~the Authority considers that the privileges or duties for which the aviation safety instrument has been granted are being carried out by the holder in a careless or incompetent manner; or~~

~~in the case of an aviation safety instrument or certificate relating to the use of any aircraft, aeronautical product or the provision of any service,~~

~~the Authority considers that there is reasonable doubt as to the airworthiness of the aircraft or as to the quality or safety of the aeronautical product or service to which the aviation safety instrument relates and the Authority considers that suspending the aviation safety instrument or certificate or imposing conditions in respect of the instrument or ceertificate is necessary in the interest of safety.~~

~~tificate is necessary in the interest of safety.~~

1.4.5.2 RE-EXAMINATION OR RE-INSPECTION OF A LICENCE OR CERTIFICATE FOR LACK OF QUALIFICATION.

(1) Pursuant to the Ghana Civil Aviation Act, the Authority may re-inspect or re-examine any aeronautical facility, Service Provider, ATO, or person holding a licence or certificate issued under the Act.

(2) If, as a result of that re-inspection or re-examination or any other investigation made by the Authority, the Authority determines that a lack of qualification exists, and that safety in air transport and the public interest requires it, the Authority may amend, modify, suspend, or revoke the licence or certificate in whole or in part.

(3) Procedures for the re-examination of personnel licences, ratings, authorizations, or certificates are set forth in Part 2 of the Ghana Civil Aviation (Flight Standards) Directives.

1.4.5.3 REAPPLICATION AFTER REVOCATION

Unless otherwise authorised by the Authority, a person whose licence, certificate, rating, or authorisation has been revoked may not apply for any licence, certificate, rating, or authorisation for one (1) year after the date of revocation.

1.4.5.4 REAPPLICATION AFTER SUSPENSION

Unless otherwise authorised by the Authority, a person whose licence has been suspended may not apply for any licence, rating, or authorisation during the period of suspension.

1.4.6 VOLUNTARY SURRENDER OR EXCHANGE OF LICENCE

(1) The holder of a licence or certificate issued under the Directives may voluntarily

surrender it for:

(a) Cancellation;

(b) Issuance of a lower grade licence; or

(c) Another licence with specific ratings deleted.

(2) An applicant requesting voluntary surrender of a licence shall include the following signed statement or its equivalent: "***This request is made for my own reasons, with full knowledge that my (insert name of licence or rating, as appropriate) may not be reissued to me unless I again pass the tests prescribed for its issuance.***"

1.4.7 PROHIBITION ON PERFORMANCE DURING MEDICAL DEFICIENCY

A person who holds a current medical certificate issued under the Ghana Civil Aviation Directives shall not act in a capacity for which that medical certificate is required while that person:

(a) knows or has reason to know of any medical condition that would make the person unable to meet the requirements for the required medical certificate; or

(b) is taking medication or receiving other treatment for a medical condition that results in the person being unable to meet the requirements for the required medical certificate.

1.4.8 PSYCHOACTIVE SUBSTANCE TESTING AND REPORTING

(1) Psychoactive substance tests may be conducted on a person who performs any function requiring a licence, rating, qualification, or authorisation prescribed by the Ghana Civil Aviation Directives ~~directly~~ or as ~~contract~~ foran agent of a certificate holder. under the ~~provisions of these Directives may be tested for usage of psychoactive substances.~~

Note - Chemicals considered psychoactive substances are listed in IS 1.3.10.2.

(2) A person who refuses to submit to a test to indicate the percentage by weight of alcohol in the blood, when requested by a law enforcement officer or the Authority, or refuses to furnish or to authorise the release of the test results requested by the Authority may—

(a) Be denied any licence, certificate, rating, qualification, or authorisation

issued under the Ghana Civil Aviation Directives for a period of up to one (1) year after the date of that refusal; or

(b) Have his licence, certificate, rating, qualification, or authorisation issued under the Ghana Civil Aviation Directives suspended or revoked.

(3) A person who refuses to submit to a test to indicate the presence of narcotic drugs, marijuana, or depressant or stimulant drugs or substances in the body, when requested by a law enforcement officer or the Authority, or refuses to furnish or to authorise the release of the test results requested by the Authority may—

(a) Be denied any licence, certificate, rating, qualification, or authorisation issued under the Ghana Civil Aviation Directives for a period of up to one (1) year after the date of that refusal; or

(b) Have his licence, certificate, rating, qualification, or authorisation issued under the Ghana Civil Aviation Directives suspended or revoked.

(4) A person who is convicted for the violation of any statute relating to the growing, processing, manufacture, sale, disposition, possession, transportation, or importation of narcotic drugs, marijuana, or depressant or stimulant drugs or substances, may—

(a) be denied any licence, certificate, rating, qualification, or authorisation issued under these Directives for a period of up to one (1) year after the date of final conviction; or

(b) have his licence, certificate, rating, qualification, or authorisation issued under these Directives suspended or revoked.

1.5 *DISSEMINATION OF SAFETY CRITICAL INFORMATION*

The ~~Authority~~A service provider or an operator shall:

(a) disseminate ~~ensure that~~ safety-critical information, which includes NOTAMS~~Directives~~, c~~C~~irculars, m~~Directives, Circulars,~~ aps and aviation-related p~~P~~ublications, ~~Publications are disseminated~~ in an effective and efficient manner; and

(b) comply with safety-critical information, where applicable.

1.6 *CATEGORIZATION OF SAFETY ISSUES*

(1) A Service Provider or Operator shall resolve safety issues identified during surveillance activities by the Authority, in a timely manner.

~~At the time of identification of a safety concern, the Authority shall 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.~~

(2) A notification by the Authority will indicate the categorisation of the safety concern, which will determine the~~The Authority shall indicate the~~ priority and timing of corrective action required by ~~Air Navigation~~ a Service Providers~~s~~ or an Operator ~~(ANSPs)~~.

(3) The categorisation of safety concerns identified shall be as follows:

(a) **LEVEL 1 [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. This shall require corrective action to be completed immediately.~~A critical non-compliance involving a major deficiency with the potential to cause loss of life, serious injury or damage to facilities. Immediate corrective action shall be required, and the Authority may limit, suspend or revoke the applicable licence, certificate, permit or authorisation, depending on the severity of the associated risk.

(b) **LEVEL 2 [Correction within 1 to 12 weeks]:** ~~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 Authority shall require corrective time between one (1) to eight (8) weeks depending on the nature of the situation. The individual or ANSPmust complete the correction within the allotted period and advise the Authority in writing of the correction made.~~A non-compliance involving a deficiency that has caused, or has the potential to cause, significant impairment to the function or effectiveness of a system. The Authority will prescribe an appropriate corrective-action period of between one and twelve weeks. Where the nature or complexity of the corrective action requires additional time, the Authority may grant an extension to the ANSP based on an acceptable Corrective Action Plan (CAP) containing defined interim controls, milestones, responsible officers, and completion dates

(c) **Level 3 [Observation]:** ~~individual or ANSP shall consider this issue and advise its thoughts and intentions with respect to corrective action within 30 days.~~An issue that does not constitute an immediate safety-critical non-compliance but requires an entity to assess the matter and advise the Authority, in writing, of its position and intended action.

1.7 *DEFINITIONS*

For the purpose of these Directives, the following definitions shall apply:

Acceptable means a rule of construction in Part 1.1.1 that means the Authority has reviewed the method, procedure, or policy and has neither objected to nor approved its proposed use or implementation.

Acceptance checklist means a document used to assist in carrying out a check on the external appearance of packages of dangerous goods and their associated documents to determine that all appropriate requirements have been met.

Accident means an occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:

(a) a person is fatally or seriously injured as a result of:
   i. being in the aircraft, or
   ii. direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or
   iii. direct exposure to jet blast,

except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or

(b) the aircraft sustains damage or structural failure which:
   i. adversely affects the structural strength, performance or flight characteristics of the aircraft, and
   ii. would normally require major repair or replacement of the affected component,

except for engine failure or damage, when the damage is limited to a single engine (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes,

wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes), or for minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike (including holes in the radome); or

(c) the aircraft is missing or is completely inaccessible.

Accountable Manager means the person acceptable to the Authority who has corporate authority for ensuring that all operations and maintenance activities can be financed and carried out to the standard required by the Authority, and any additional requirements defined by the operator.

Accountable manager (Maintenance) means the manager who has corporate authority for ensuring that all maintenance, preventive maintenance, and modification required by the aircraft owner/operator can be financed and carried out to the standard required by the Authority. The accountable manager may delegate to another person in the organisation, in writing, to become the accountable manager, when authorised by the Authority.

Note: *examples of the accountable manager are: the CEO, president, managing director, director general, general manager, etc.*

Advisory airspace means an airspace of defined dimensions, or designated route, within which air traffic advisory service is available.

Aerial Work means an aircraft operation in which an aircraft is used for specialised services such as agriculture, construction, photography, surveying, observation and patrol, search and rescue, aerial advertisement, etc.

Aerobatic flight means manoeuvres intentionally performed by an aircraft involving an abrupt change in its attitude, an abnormal attitude, abnormal acceleration, or an abnormal variation in speed not necessary for normal flight.

Aerodrome means , a defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

Aeronautical experience means a Pilot time obtained in an aircraft,

approved flight simulator, or approved flight-training device for meeting the training and flight time requirements of these Directives.

Aeronautical chart means a representation of a portion of the Earth, its culture and relief, specifically designated to meet the requirements of air navigation.

Aeronautical data means a representation of aeronautical facts, concepts or instructions in a formalised manner suitable for communication, interpretation or processing.

Aeronautical facility means:

(a) The various types of aeronautical telecommunications systems used in either an aeronautical broadcast service or an aeronautical fixed service, that support IFR flight or an air traffic service; or

(b) The ground elements of communication systems used for an aeronautical mobile service; or

(c) The various types of radio navigation aids used for the aeronautical radio navigation service; or

(d) Any other type of ground based telecommunication system that supports IFR flight or an air traffic service.

(e) Aeronautical facilities includes but not limited to the following:

(i) Types of radio navigation aids for aeronautical radio navigation service:
- (1) Instrument Landing System (ILS)
- (2) VHF Omni-Directional Radio Range (VOR).
- (3) Distance Measuring Equipment (DME).
- (4) Non-directive radio Beacon (NDB).

(ii) Types of communication systems for the aeronautical broadcast service:
- (1) Meteorological information for aircraft in flight (VOLMET):
- (2) Automatic Terminal Information Service (ATIS).
- (3) Types of communication systems for aeronautical fixed services:
- (4) Air Traffic Services Direct Speech circuits (ATS/DS)
- (5) Aeronautical fixed telecommunication network (AFTN).
- (6) Aeronautical Message Handling System (AMHS).
- (7) Ground-ground data interchange.
- (8) Ground elements of the following types of communication systems for aeronautical radio navigation service:
- (9) HF air-ground communication.
- (10) VHF air-ground communication.
- (11) UHF air-ground communication.
- (12) HF ground-ground communication (SSB).

(13) Satellite ground-ground communications.
(14) Microwave communication systems.

(iii) Types of surveillance Radar and collision avoidance systems:
(1) Primary Surveillance Radar (PSR).
(2) Secondary Surveillance Radar (SSR).
(3) Precision Approach Radar (PAR).
(4) Automatic Dependant System – Broadcast (ADS - B)
(5) Automatic Dependant System – Contract (ADS - C)
(6) Wide Area Multilateration (WAMLAT)

(iv) Types of automation systems that support an air traffic services:
(v) Flight Data Processing System (FDPS).
(vi) Airspace Management System (AMS).
(vii) Data Processing & Display System (DPDS).
(viii) Types of communication systems:
(ix) Voice Communication Switching System (VCSS).
(x) Private Automatic Exchange and Telephony System (PABX)

Aeronautical fixed service means a telecommunication service between specified fixed points provided primarily for the safety of air navigation and for the regular, efficient and economical operation of air services.

Aeronautical Information Circular (AIC means a notice containing information that does not qualify for the origination of a NOTAM or for inclusion in the AIP but which relates to flight safety, air navigation, technical, administrative or legislative matters.

Aeronautical Information Publication (AIP) means a publication issued by or with the authority of a State and containing aeronautical information of a lasting character essential to air navigation.

Aeronautical Information Service (AIS) means a service established within the defined area of coverage responsible for the provision of aeronauticaldata and aeronautical information necessary for the safety, regularity and efficiency of air navigation.

Aeronautical Meteorological Station means a station designated to make observations and meteorological reports for use in international air navigation.

Aeronautical mobile service means a mobile service between aeronautical stations and aircraft stations, or between aircraft stations, in which survival craft stations may participate; emergency position-indicating radio beacon stations may also participate in this service on designated distress and emergency frequencies.

Aeronautical mobile-satellite service means a mobile-satellite service in which mobile earth stations are located on board aircraft; survival craft

stations and emergency position-indicating radio beacon stations may also participate in this service.

Aeronautical radio navigation service means a radio navigation service intended for the benefit and for the safe operation of aircraft.

Aeronautical telecommunication network (ATN) means a ~~internetwork architecture that allows ground, air-ground and avionic data sub-networks to interoperate by adopting common interface services and protocols based on the International Organization for Standardization (ISO) Open Systems Interconnection (OSI) reference model.~~ global internetwork architecture that allows ground, air-ground and avionic data subnetworks to exchange digital data for the safety of air navigation and for the regular, efficient and economic operation of air traffic services.

Aeronautical telecommunication service means a telecommunication service provided ~~to air traffic during all phases of operations and also~~ for any aeronautical purpose ~~which involves three essential elements of International Civil Aviation Communication, Navigation and Surveillance (CNS~~).

Aeronautical product means any aircraft, aircraft engine, propeller, or subassembly, appliance, material, part, or component to be installed thereon.

Aeroplane. (ICAO A227) means a power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight).

Air navigation facility means any facility used in, available for use in, or designed for use in aid of air navigation, including aerodromes, landing areas, lights, any apparatus or equipment for disseminating weather information, for signalling, for radio directional finding, or for radio or other electrical communication, and any other structure or mechanism having a similar purpose for guiding or controlling flight in the air or the landing and take-off of aircraft.

Air traffic means all aircraft in flight or operating on the manoeuvring area of an aerodrome.

Air traffic control unit means a generic term meaning variously, area control centre, approach control unit or aerodrome control tower.

Air Traffic Management (ATM) means thehe dynamic integrated

management of air traffic and airspace—safely, economically and efficiently —through the provision of facilities and seamless services in collaboration with all parties.

ATS direct speech circuit. An aeronautical fixed service (AFS) telephone circuit, for direct exchange of information between air traffic services (ATS) units

ATS Message Handling Services (AMHS) means procedures used to exchange ATS messages over the ATN such that the conveyance of an ATS message is in general not correlated with the conveyance of another ATS message by the service provider.

ATS provider means an organization providing air traffic services within certain airspace or at an airport.

ATS surveillance system means a generic term meaning variously ADS-B, PSR, SSR or any comparable ground-based system that enables the identification of aircraft.

ATS unit (ATSU) means a generic term meaning variously, air traffic control unit, flight information centre or air traffic services reporting office.

Aircraft means any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface. The term "aircraft," when used in this Act or in Directives issued under this Act, shall refer to civil aircraft only, and will not include state or public aircraft.

Aircraft piracy means any actual or attempted seizure or exercise of control, by force or violence, or by any other form of intimidation, with wrongful intent, of an aircraft within the jurisdiction of Ghana.

Air Navigation Services means Services provided to air traffic during all phases of operations including air traffic service (ATS) communications, navigation and surveillance (CNS), meteorological services for air navigation (MET), search and rescue (SAR), Instrument Flight Procedure Design (IFPD), Cartography (CHART/MAP), and aeronautical information services (AIS).

Air Navigation Service Provider (ANSP) means any organization that is providing air navigation services to air traffic and that is functionally

separated from its regulator.

Air Navigation Service Personnel means any person(s) who is employed by an ANSP to perform any task that is required by the service provider, including, for example, , air traffic control, engineering maintenance activity, administrative work, training, etc.

Air navigation facility means any facility used in, available for use in, or designed for use in aid of air navigation, including airports, landing areas, lights, any apparatus or equipment for disseminating weather information, for signalling, for radio directional finding, or for radio or other electromagnetic communication, and any other structure or mechanism having a similar purpose for guiding or controlling flight in the air or the landing and take-off of aircraft.

Air Operator means any organisation which undertakes to engage in domestic commercial air transport or international commercial air transport, whether directly or indirectly or by a lease or any other arrangement.

Air Operator Certificate (AOC) means a certificate authorising an operator to carry out specified commercial air transport operations.

Air Traffic Control means a service that promotes the safe, orderly, and expeditious flow of air traffic at aerodromes and during the approach, departure, and en route environments.

Air Traffic Control (ATC) facility means a building holding the persons and equipment responsible for providing ATC services (e.g., airport tower, approach control, centre).

Air Traffic Safety Electronic Personnel (ATSEP) means personnel proven competent in the installation, operation and/or maintenance of a communications, navigation, surveillance/air traffic management (CNS/ATM) system.

Note. – the training and competence requirements for ATSEPS are stated in Manual of Air Traffic Safety Electronic Personnel Competency Based Training and Assessments (Doc 10057). and the scope of ATSEP activities (Procedures for Air Navigation Services — Training (PANS-TRG, Doc 9868).

Air traffic service means a generic term meaning variously,

flight information service, alerting service, air traffic advisory service, air traffic control service (area control service, approach control service or aerodrome control service).

Air traffic services unit means a generic term meaning variously, air traffic control unit, flight information centre or air traffic services reporting office.

Annexes to the Chicago Convention means the documents issued by the International Civil Aviation Organisation (ICAO) containing the Standards and Recommended Practices applicable to civil aviation.

Appliance means any instrument, mechanism, equipment, part, apparatus, appurtenance, or accessory, including communications equipment, that is used or intended to be used in operating or controlling an aircraft in flight, is installed in or attached to the aircraft, and is not part of an airframe, powerplant, or propeller.

Approval for return to service means a certification by an approved maintenance personnel / organisation representative that the maintenance, preventive maintenance, or modification performed on an aircraft, airframe, aircraft engine, propeller, appliance, or component part thereof was accomplished using the methods, techniques, and practices, prescribed in the current manufacturer's maintenance manual or instructions for continued airworthiness prepared by its manufacturer, or by using other methods, techniques, and practices acceptable to the Authority.

Approved means a rule of construction in Part 1.1.1 that means the Authority has reviewed the method, procedure, or policy in question and issued a formal written approval.

Approved by the Authority means approved by the Authority directly or in accordance with a procedure approved by the Authority.

Approved data means technical information approved by the Authority.

Approved standard means a manufacturing, design, maintenance, or quality standard approved by the Authority.

Approved training means training carried out under special curricula

and supervision approved by the Authority.

Authority means the civil aviation authority responsible for the oversight of civil aviation in Ghana.

Authentication means a process used to ensure the identity of a person/user/network entity.

Automatic Dependent Surveillance (ADS) means a surveillance technique in which aircraft automatically provide, via a data link, data derived from on- board navigation and position-fixing systems, including aircraft identification, four dimensional position and additional data as appropriate.

Automatic Dependent Surveillance — Broadcast (ADS-B) means a way by which aircraft, aerodrome vehicles and other objects can automatically transmit and/or receive data such as identification, position and additional data, as appropriate, in a broadcast mode via a data link.

Automatic Terminal Information Service (ATIS) means the automatic provision of current, routine information to arriving and departing aircraft throughout 24 hours or a specified portion thereof.

Autonomous aircraft means an unmanned aircraft that does not allow pilot intervention in the management of the flight.

Balloon means a non-power-driven lighter-than-air aircraft.

Banner means an advertising medium supported by a temporary framework attached externally to the aircraft and towed behind the aircraft.

Broadcast means a transmission of information relating to air navigation that is not addressed to a specific station or stations.

Calendar day means the period of elapsed time, using Co-ordinated Universal Time or local time, that begins at midnight and ends 24 hours later in the next midnight.

Calendar month means a period of a month beginning and ending with the dates that are conventionally accepted as marking the

beginning and end of a numbered year (as January 1 through January 31 in the Gregorian calendar).

Calendar year means a period of a year beginning and ending with the dates that are conventionally accepted as marking the beginning and end of a numbered year (as January 1 through December 31 in the Gregorian calendar).

Cargo aircraft means any aircraft carrying goods or property but not passengers. In this context the following are not considered to be passengers:

(a) A crewmember.
(b) An operator's employee permitted by, and carried in accordance with, the instructions contained in the Operations Manual.
(c) An authorised representative of an Authority.
(d) A person with duties in respect of a particular shipment on board.

Category II (CAT II) operations with respect to the operation of aircraft, means a straight-in ILS approach to the runway of an airport under a Category II ILS instrument approach procedure issued by the Authority or other appropriate authority.

Category III (CAT III) operations with respect to the operation of aircraft, means an ILS approach to, and landing on, the runway of an airport using a Category III ILS instrument approach procedure issued by the Authority or other appropriate authority.

Certificated Approved Maintenance Organisation means approved by the Authority.

Certify as airworthy means the required maintenance record entry completed by a properly authorised person after the modification, overhaul, repair, or the inspection of an aircraft, or aeronautical product required by the Authority.

Certifying staff means those personnel who are authorised by the Approved Maintenance Organisation in accordance with a procedure acceptable to the Authority to certify aircraft or aircraft components for release to service.

Check airman (aeroplane) means a person who is qualified, and

permitted, to conduct an evaluation in an aeroplane, in a flight simulator, or in a flight training device for a particular type aeroplane, for a particular AOC holder.

Check airman (simulator) means a person who is qualified to conduct an evaluation, but only in a flight simulator or in a flight training device for a particular type aircraft, for a particular AOC holder.

Chicago Convention. ("Convention") The Convention on International Civil Aviation concluded in Chicago, U.S.A. in 1944, in effect, 1947. The Articles of the Chicago Convention govern the actions of the contracting States in matters of international civil aviation safety directly and through the Annexes to the Convention, which set forth ICAO Standards and Recommended Practices.

Citizen of Ghana. This term refers to one of the following**:**

a) An individual who is a citizen of Ghana;
b) A partnership of which each member is a citizen of Ghana; or
c) A corporation or association created or organised and authorised under the laws of Ghana.

Civil aircraft. Any aircraft other than a state or public aircraft.

Civil aviation. The operation of any civil aircraft for the purpose of general aviation operations, aerial work or commercial air transport operations.

Commercial air transport operation. An aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire.

Commercial air transport. An aircraft operation involving the transport of passengers, cargo, or mail for remuneration or hire.

Composite. Structural materials made of substances, including, but not limited to, wood, metal, ceramic, plastic, fiber-reinforced materials, graphite, boron, or epoxy, with built-in strengthening agents that may by in the form of filaments, foils, powders, or flakes, of a different material.

Computer system. Any electronic or automated system capable of receiving, storing, and processing external data, and transmitting and presenting such data in a usable form for the accomplishment of a specific function.

Contracting States. All States that are signatories to the Convention on International Civil Aviation (Chicago Convention).

Control area. A controlled airspace extending upwards from a specified limit above the earth.

Controlled aerodrome. An aerodrome at which air traffic control service is provided to aerodrome traffic.

Controlled airspace. An airspace of defined dimensions within which air traffic control service is provided in accordance with the airspace classification.

Controlled flight. Any flight which is subject to an air traffic control clearance.

Controller-pilot data link communications (CPDLC). A means of communication between controller and pilot, using data link for ATC communications.

Control zone. A controlled airspace extending upwards from the surface of the earth to a specified upper limit.

Controlled flight. Any flight which is subject to an air traffic control clearance.

Conversion. Conversion is the action taken by Ghana in issuing its own licence on the basis of a licence issued by another Contracting State for use on aircraft registered in Ghana.

Course. A program of instruction to obtain an airman licence, rating, qualification, authorisation, or currency.

Courseware. Instructional material developed for each course or curriculum, including lesson plans, flight event descriptions, computer software programs, audio-visual programs, workbooks, and handouts.

Crew Resource Management. A program designed to improve the safety of flight operations by optimising the safe, efficient, and effective use of human resources, hardware, and information through improved crew

communication and co-ordination.

Critical phases of flight. Those portions of operations involving taxiing, takeoff and landing, and all flight operations below 10,000 feet, except cruise flight.

Cross country. A flight between a point of departure and a point of arrival following a pre-planned route using standard navigation procedures.

Cross-country time. That time a pilot spends in flight in an aircraft which includes a landing at a point other than the point of departure and, for the purpose of meeting the cross-country time requirements for a private pilot licence (except with a rotorcraft rating), commercial pilot licence, or an instrument rating, includes a landing at an aerodrome which must be a straight-line distance of more than 50 nautical miles from the original point of departure.

Data link communications. A form of communication intended for the exchange of messages via a data link.

Dangerous goods. Articles or substances which are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods in the Technical Instructions or which are classified as such according to those instructions.

Dangerous goods accident. An occurrence associated with and related to the transport of dangerous goods which results in fatal or serious injury to a person or major property damage.

Dangerous goods incident. An occurrence, other than a dangerous goods accident, associated with and related to the transport of dangerous goods, not necessarily occurring on board an aircraft, which results in injury to a person, property damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packaging has not been maintained. Any occurrence relating to the transport of dangerous goods which seriously jeopardises an aircraft or its occupants is deemed to constitute a dangerous goods incident.

Dangerous goods transport document. A document specified by the ICAO Technical Instructions for the Safe Transportation of Dangerous Goods by Air (See definition, below). It is completed by the person who offers dangerous goods for air transport and contains information

about those dangerous goods. The document bears a signed declaration indicating that the dangerous goods are fully and accurately described by their proper shipping names and UN numbers (if assigned) and that they are correctly classified, packed, marked, labelled and in a proper condition for transport.

Defined point before landing. The point, within the approach and landing phase, after which the Class 2 helicopter's ability to continue the flight safely, with one engine inoperative, is not assured and a forced landing may be required.

Directly in Charge. A person assigned to a position in which he or she is responsible for the work of a shop or station that performed maintenance, preventive maintenance, or modifications, or other functions affecting aircraft airworthiness.

Director. The Director – General of Civil Aviation appointed under this Act.

Duty. Any task that personnel are required by the service provider or operator to perform, including, for example, flight duty, air traffic control, engineering activity, administrative work, training, positioning and standby when it is likely to induce fatigue.

Duty Period A Period which starts when personnel are required a service provider or operator to report for or to commence a duty and ends when that person is free from all duties.

Duty time. The total time from the moment a person identified in this Part begins, immediately after a rest period, any work on behalf of the service provider or operator until that person is free from all restraint associated with that work.

Economic poison. Any substance or mixture of substances intended for—

Preventing, destroying, repelling, or mitigating any insects, rodents, nematodes, fungi, weeds, and other forms of plant or animal life or viruses, except viruses on or in living human beings or other animals, which the Republic of Ghana may declare to be a pest, and Use as a plant regulator, defoliant or desiccant.

Effective length of the runway. The distance for landing from the point at which the obstruction clearance plane associated with the approach end of the runway intersects the centreline of the runway to the far end.

Equivalent system of maintenance. An AOC holder may conduct maintenance activities through an arrangement with an AMO or may conduct its own maintenance, preventive maintenance, or alterations, so long as the AOC holder's maintenance system is approved by the Authority and is equivalent to that of an AMO, except that the approval for return to service of an aircraft/aeronautical product shall be made by an appropriately licenced aviation maintenance engineer or aviation repair specialists in accordance with Part 2, as appropriate.

Evaluator. A person employed by a certified Aviation Training Organisation who performs tests for licensing, added ratings, authorisations, and proficiency checks that are authorised by the certificate holder's training specification, and who is authorised by the Authority to administer such checks and tests.

Examiner. Any person authorised by the Authority to conduct a proficiency test, a practical test for a holder of licence and/or rating, or a knowledge test under these Directives.

Extended overwater operation. With respect to aircraft other than helicopters, an operation over water at a horizontal distance of more than 50 nm from the nearest shoreline; and to helicopters, an operation over water at a horizontal distance of more than 50 nm from the nearest shoreline and more than 50 nm from an offshore heliport structure.

Facility. A physical plant, including land, buildings, and equipment, which provide the means for the performance of maintenance, preventive maintenance, or modifications of any article.

Fatigue means a physiological state of reduced mental or physical performance capability resulting from sleep loss, extended wakefulness, circadian phase, and/or workload (mental and/or physical activity) that can impair a person's ~~crew member~~'s alertness and ability to ~~safely operate an aircraft or~~ perform safety-related duties.

Fireproof material. A material capable of withstanding heat as well as or better than steel when the dimensions in both cases are appropriate for the specific purpose.

Flight (s). The period from takeoff to landing.

Flight crewmember. A licenced crewmember charged with duties essential to the operation of an aircraft during flight time.

Flight plan means Specified information ~~provided to air traffic services units~~, relative to an intended flight or portion of a flight of an aircraft.

Note.- The term "flight plan may be prefixed by the words "preliminary", "filed", "current" or "operational" to indicate the context and different stages of a flight.

Note 2.- When the word "message" is used as a suffix to this term, it denotes the content and format of the flight plan data as transmitted.

Fatigue risk management system (FRMS). A data-driven means of continuously monitoring and managing fatigue-related safety risks, based upon scientific principles and knowledge as well as operational experience that aims to ensure relevant personnel are performing at adequate levels of alertness.

Flight plan. Specified information provided to air traffic services units, relative to an intended flight or portion of a flight of an aircraft.

Human Factors principles. Principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance.

Human performance. Human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.

IFR. The symbol used to designate the instrument flight rules.

IFR flight. A flight conducted in accordance with the instrument flight rules.

Incident. An occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.

Includes. A rule of construction in Part 1.1.1 that means "includes but is not limited to."

Inspection. The examination of an aircraft or aeronautical product to establish conformity with a standard approved by the Authority.

Instrument approach. An approach procedure prescribed by the Authority having jurisdiction over the aerodrome.

International Airport. Any airport designated by the Contracting State in whose territory it is situated as an airport of entry and departure for international air traffic, where the formalities incident to customs, immigration, public health, animal and plant quarantine and similar procedures are carried out.

International NOTAM office (NOF). An office designated by a State for the exchange of NOTAM internationally.

Instrument meteorological conditions (IMC). Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling, less than the minima specified for visual meteorological conditions.

Landing area. That part of a movement area intended for the landing or take-off of aircraft.

Knowledge test. A test on the aeronautical knowledge areas required for an airman licence or rating that can be administered in written form or by a computer.

Maintenance. The performance of tasks required to ensure the continuing effective operation of an aircraft or CNS/ATM equipment or facility including any one or combination of overhaul, inspection, replacement, defect rectification and the embodiment of a modification or repair.

Maintenance programme. A document which describes the specific scheduled maintenance tasks and their frequency of completion and related procedures, such as a reliability programme, necessary for the safe operation of those aircraft or CNS/ATM equipment / systems to which it applies.

Maintenance contractor. An organization contracted by the air navigation service provider to maintain and/or operate its facility on its behalf.

Maintenance Unit. An organization that provides Maintenance services and Aeronautical Telecommunication facilities in support of an ANS provider.

Malfunction incident. Incident related to the malfunction or failure of a facility

Manoeuvring area. That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.

Minister. This term means the Minister responsible for civil aviation.

Modification. The alteration of an aircraft/aeronautical product in conformity with an approved standard.

Navigable airspace. The airspace above the minimum altitudes of flight prescribed by Directives under this Act and includes airspace needed to insure safety in the takeoff and landing of aircraft.

Night. The hours between the end of evening civil twilight and the beginning of morning civil twilight or such other period between sunset and sunrise. Civil twilight ends in the evening when the centre of the sun's disc is 6 degrees below the horizon and begins in the morning when the centre of the sun's disc is 6 degrees below the horizon.

Movement area. That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron(s).

Multilateration. A ground-based independent cooperative ATM system, using transponder signals received by a number of ground based receivers and processed to calculate the position of origin of the signal.

NOTAM. A notice distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.

Operational control. The exercise of authority over the initiation, continuation, diversion or termination of a flight in the interest of the safety of the aircraft and the regularity and efficiency of the flight.

Safety. The state in which risks associated with aviation activities, related to, or in direct support of the operation of aircraft, are reduced and controlled to an acceptable level.

Safety case. A process that documents the evidence and argument that a facility or change to a facility meets the safety objectives or levels for the facility.

Safety incident. Any incident involving a hazard to the provision of Aeronautical Telecommunication facility which may or may not result in a service malfunction. Examples of safety incidents include:

(a) a fire or explosion at a facility

(b) hazards in the facility maintenance process such as human error which may have safety implications

(c) security breaches at a facility which may have safety implications

Safety Management System (SMS). A systematic approach to managing safety, including the necessary organisational structures, accountabilities, policies and procedures.

Safety-Sensitive Personnel. Persons who might endanger aviation safety if they perform their duties and functions improperly, including, but not limited to, crew members, aircraft maintenance personnel, ATSEPs and Air Traffic Controllers.

Shall. A rule of construction in Part 1.1.1 that indicates a mandatory requirement.

Signature. An individual's unique identification used as a means of authenticating a maintenance record entry or maintenance record. A signature may be hand-written, electronic, or any other form acceptable to the Authority.

Spare parts. Any parts, appurtenances, and accessories of aircraft (other than aircraft engines and propellers), of aircraft engines (other than propellers), of propellers, and of appliances, maintained for installation or use in an aircraft, aircraft engine, propeller, or appliance, but which at the time are not installed therein or attached thereto.

Serious Service Failure. Loss of aeronautical telecommunication service which breaches the established safety performance targets

Service Level Agreement (SLA). An agreement between the service provider and others either internal or external to the organisation that documents what level of services provision is required to furnished and

defines the performance standards the provider is obligated to meet.

Safety Performance. The Authority's or a service provider's safety achievement as defined by its safety performance targets and safety performance indicators.

Safety Performance Indicator. A data-based safety parameter used for monitoring and assessing safety performance.

Safety Risk. The predicted probability and severity of the consequences or outcomes of a hazard.

State Safety Programme (SSP). An integrated set of Directives and activities aimed at improving safety.

Student Air Traffic Controller. A student that has graduated in any of the air traffic services rating courses (aerodrome, approach or radar) from an approved air traffic services training organization and is undergoing on-the-job training for that specific rating.

System Performance Target. A set of performance targets for each facility which an air navigation service provider sets out to achieve as spelt out in its operations manual.

Target Level of Safety (TLS). A generic term representing the level of risk which is considered acceptable in particular circumstances.

Standard Operations Procedures / Operations manual. A manual containing procedures, instructions and guidance for use by operational personnel in the execution of their duties.

Performance based navigation (PBN). Area navigation based on performance requirements for aircraft operating along an ATS route, on an instrument approach procedure or in a designated airspace.

Problematic use of substances. The use of one or more psychoactive substances by aviation personnel in a way that:

(a) Constitutes a direct hazard to the user or endangers the lives, health or welfare of others; and/or

(b) Causes or worsens an occupational, social, mental or physical problem or disorder.

Prohibited Area. An airspace of defined dimensions, above the land areas or territorial waters of a State, within which the flight of aircraft is prohibited.

Psychoactive substances. Alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psycho-stimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded.

Quality. Degree to which a set of inherent characteristics fulfils requirements.

Note 1: The term "quality" can be used with adjectives such as poor, good or excellent.

Note 2: "Inherent", as opposed to "assigned", means existing in something, especially as a permanent characteristic.

Quality Assurance. Part of quality management focused on providing confidence that quality requirements will be fulfilled.

Quality Control. Part of quality management focused on fulfilling quality requirements.

Quality Management. Coordinated activities to direct and control an organisation with regard to quality.

Quality system. Documented organisational procedures and policies; internal audit of those procedures and policies; management review and recommendation for quality improvement.

Radio Navigation Aids. ILS, MLS, GNSS, VOR, DME, NDB, and VHF marker beacons

Radio Navigation Service. A service providing guidance information or position data for the efficient and safe operation of aircraft supported by one or more radio navigation aids.

Rating. An authorisation entered on or associated with a licence and forming part thereof, stating special conditions, privileges or limitations pertaining to such licence.

Required Navigation Performance (RNP). A statement of the navigation performance necessary for operation within a defined airspace.

Rescue Coordination Centre (RCC). A unit responsible for promoting efficient organisation of search and rescue services and for coordinating the conduct of search and rescue operations within a search and rescue region.

Resolution. A number of units or digits to which a measured or calculated value is expressed and used.

Required communication performance (RCP). A statement of the performance requirements for operational communication in support of specific ATM functions.

Rest period. A continuous and defined period of time, subsequent to and/or prior to duty, during which remote crewmembers, ATCOs, ATSEPs, etc. are free of all duties.

Risk mitigation. The process of incorporating defences or preventive controls to lower the severity and/or likelihood of a hazard's projected consequence.

Package. The complete product of the packing operation consisting of the packaging and its contents prepared for transport.

Person. Any individual, firm, partnership, corporation, company, association, joint-stock association, or body politic, and includes any trustee, receiver, assignee, or other similar representative of these entities.

Pilot in command. The pilot responsible for the operation and safety of the aircraft during flight time.

Practical/Skill test. A competency test on the areas of operations for a licence, certificate, rating, or authorisation that is conducted by having the applicant respond to questions and demonstrate manoeuvres in flight, in an approved flight simulator, or in an approved flight training device, or in a combination of these.

Prescribed. a rule of construction in Part 1.1.1 that means the Authority has issued written policy or methodology which imposes either a mandatory requirement, if the written policy or methodology states "shall," or a discretionary requirement if the written policy or methodology states "may."

Preventative maintenance. Simple or minor preservation operations and the replacement of small standard parts not involving complex assembly operations.

Problematic use of substances. The use of one or more psychoactive substances by aviation personnel in a way that:

Constitutes a direct hazard to the user or endangers the lives, health or welfare of others; and/or

Causes or worsens an occupational, social, mental or physical problem or disorder.

Psychoactive substances. Alcohol, opiods, canabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded.

Public aircraft. An aircraft used exclusively in the service of any government or of any political jurisdiction thereof, including the Government of Ghana but not including any government owned aircraft engaged in operations which meet the definition of commercial air transport operations.

Rated air traffic controller. An air traffic controller holding a licence and valid ratings appropriate to the privileges to be exercised.

Rating. An authorisation entered on or associated with a licence or certificate and forming part thereof, stating special conditions, privileges or limitations pertaining to such licence or certificate.

Rebuild. The restoration of an aircraft/aeronautical product by using methods, techniques, and practices acceptable to the Authority, when it has been disassembled, cleaned, inspected as permitted, repaired as necessary, reassembled, and tested to the same tolerances and limits as a new item, using either new parts or used parts that conform to new part tolerances and limits. This work will be performed by only the manufacturer or an organisation approved by the manufacturer, and authorised by the State of Registry.

Re-issue of a licence, rating, authorization or certificate. The

administrative action taken after a licence, rating, authorization or certificate has lapsed that re-issues the privileges of the licence, rating, authorization or certificate for a further specified period consequent upon the fulfilment of specified requirements.

Renewal of licence, rating, authorization or certificate. The administrative action taken within the period of validity of a licence, rating, authorization or certificate that allows the holder to continue to exercise the privileges of a licence, rating, authorization or certificate for a further specified period consequent upon the fulfilment of specified requirements.

Repair. The restoration of an aircraft/aeronautical product to a serviceable condition in conformity with an approved standard.

Required inspection items. Maintenance items and/or alterations that must be inspected by a person other than the one performing the work, and include at least those that could result in a failure, malfunction, or defect endangering the safe operation of the aircraft, if not properly performed or if improper parts or materials are used.

Rest period. A period free of all restraint, duty or responsibility for an AOC holder conducting commercial air transport operations.

VFR. The symbol used to designate the visual flight rules.

VFR flight. A flight conducted in accordance with the visual flight rules.

Verification. Confirmation, through the provision of objective evidence, that specified requirements have been fulfilled.

Note1: The term "verified" is used to designate the corresponding status.

Note2: Confirmation can comprise activities such as:

i. Performing alternative calculations;

ii. Comparing a new design specification with a similar proven design specification;

iii. Undertaking tests and demonstrations; and

iv. Reviewing documents prior to issue.

Visibility. Visibility for aeronautical purposes is the greater of:

(a) the greatest distance at which a black object of suitable

dimensions, situated near the ground, can be seen and recognized when observed against a bright background;

(b) the greatest distance at which lights in the vicinity of 1000 candelas can be seen and identified against an unlit background.

Note:— The two distances have different values in air of a given extinction coefficient, and the latter b) varies with the background illumination. The former a) is represented by the meteorological optical range (MOR).

Note :2— The definition applies to the observations of visibility in local routine and special reports, to the observations of prevailing and minimum visibility reported in the aerodrome routine meteorological report (METAR) and aerodrome special meteorological report (SPECI) and to the observations of ground visibility.

Visual line-of-sight (VLOS) operation. An operation in which the remote pilot or RPA observer maintains direct unaided visual contact with the remotely piloted aircraft.

Visual meteorological conditions (VMC). Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling, equal to or better than specified minima.

Voice-Automatic Terminal Information and repetitive Service (Voice-ATIS). The provision of ATIS by means of continuous voice broadcasts.

Training program. Program that consists of courses, courseware, facilities, flight training equipment, and personnel necessary to accomplish a specific training objective. It may include a core curriculum and a specialty curriculum.

Validation. The action taken by Ghana as an alternative to issuing its own licence, in accepting a licence issued by another Contracting State as the equivalent of its own licence for use on aircraft registered in Ghana.

Wet Lease. The lease of an aircraft with crew and other back-up.

Will. A rule of construction in Part 1.1.1 that indicates an action incumbent upon the Authority.

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CIVIL AVIATION (AIR NAVIGATION SERVICES) DIRECTIVES

GHANA

PART 1 IMPLEMENTING STANDARDS

NOVEMBER 2018

For ease of reference, the number assigned to each implementing standard corresponds to its associated Directive. For example, IS:1.2.1.15 would reflect a standard required in subsection 1.2.1.15.

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IS 1.2.4.3(5) SANCTION GUIDANCE TABLES

These Tables provide a recommended approach to the assessment of sanctions for violations of these Directives.

Introduction. The Sanction Guidance Table describes civil penalties as minimum, moderate, or maximum for a single violation of a particular Directive, in accordance with the Ghana Civil Aviation Act. These terms are defined as follows:

TABLE 1. RANGE OF CIVIL PENALTIES

Party Committing Violation	Amount of Civil Penalty (in Penalty Units)
Air Operators/Carriers	Maximum: 150,000 – 300,000 Moderate: 100,000 - 149,999 Minimum: 50,000 – 99,999
Aerodrome Operators	Maximum: 150,000 – 300,000 Moderate: 100,000 - 149,999 Minimum: 50,000 – 99,999
Air Navigation Service Providers	Maximum: 150,000 – 300,000 Moderate: 100,000 - 149,999 Minimum: 50,000 – 99,999

Air Operator/Carrier Personnel	Maximum: 50,000 – 250,000 Moderate: 15,000 - 49,999 Minimum: 5000 – 14,999
ANS Provider Personnel	Maximum: 50,000 – 250,000 Moderate: 15,000 - 49,999 Minimum: 5000 – 14,999
Aerodrome Operator Personnel	Maximum: 10,000 – 12,000 Moderate: 8,000 – 9,999 Minimum: 5,000 – 7,999
Individuals and General Aviation Owners, Operators, Mechanics, and Non-licensed Persons	Maximum: 10,000 – 12,000 Moderate: 8,000 – 9,999 Minimum: 5,000 – 7,999
Approved Maintenance Organisations	Maximum: 130,000 – 200,000 Moderate: 70,000 – 129,999 Minimum: 15,000 – 69,999
Approved Training Organisations	Maximum: 130,000 – 200,000 Moderate: 70,000 – 129,999 Minimum: 15,000 – 69,999

TABLE 2. VIOLATIONS AND RECOMMENDED SANCTIONS

Violation	Recommended Sanction per Violation
1. Operations Manual	
a. Failure to maintain a current manual	a. Moderate to maximum civil penalty
b. Failure to provide adequate instructions and procedures in the manual	b. Moderate to maximum civil penalty
c. Failure to distribute the manual to the appropriate personnel.	c. Moderate civil penalty
d. Failure to submit the manual to the Authority for approval.	d. Moderate to Maximum civil penalty
2. Records and Reports	
a. Failure to establish a system for the management of operational records	a. Maximum civil penalty
b. Failure to establish a system for the management of Administrative records	b. Moderate to Maximum civil penalty
c. Failure to submit the required reports to the	c. Moderate to Maximum civil penalty

Authority within the required time frame d. Failure to maintain employee records e. Failure to maintain operational records. f. Failure to maintain incident records g. Failure to maintain training records	 d. Maximum civil penalty e. Maximum civil penalty f. Maximum civil penalty g. Maximum civil penalty
3. Certificates and Licences a. Using unqualified personnel for technical operations b. Failure to renew Licence or Certificate c. Operating while a Personnel certificate or Licence is suspended or expired.	 a. Maximum civil penalty b. Suspension of Licence or Certificate until renewed c. Maximum civil penalty or Emergency revocation
4. Documentation Failure to hold current, relevant and applicable copies of the Ghana Civil Aviation Authority's, ICAO's and any other publications and documents necessary for the provision of Air Navigation Service	Moderate to Maximum civil penalty
5. Operational Logbook a. Failure to maintain appropriate logbooks within the operating hours. b. Mutilation, false entry, failure to make a material entry, alteration, rendering illegible or destruction of records or entries in the logbook	a. Moderate to Maximum civil penalty b. Moderate to Maximum civil penalty
6. Personnel Inadequate number of personnel for the required ANSP technical operations	Moderate to Maximum civil penalty
7. Training a. Failure to have or maintain an effective training program b. Failure to train specific personnel adequately c. Training of Technical Personnel in an ATO not approved and certified by the Authority	Moderate to Maximum civil penalty

PART15: AERONAUTICAL INFORMATION SERVICES

Violation	Recommended Sanction per Violation
1. Pilots	
Failure to comply with the information provided by the AIS Provider	Moderate civil penalty
2. Aerodrome / Heliport Operators	
a. Failure to provide information for use by Air Operators b. Failure to comply with information provided by the AIS Provider	a. Moderate to Maximum civil penalty b. Moderate to Maximum civil penalty
3. AIS Provider	
a. Failure to issue AIP Amendments according to specification.	a. Moderate to Maximum civil penalty
b. Failure to issue AIP Supplements according to specification.	b. Moderate to Maximum civil penalty
c. Failure to issue AICs according to specification.	c. Moderate to Maximum civil penalty
d. Failure to adhere to the AIRAC cycle	d. Moderate to Maximum civil penalty
e. Failure to issue NOTAM promptly	e. Moderate to Maximum civil penalty
f. Introduction of new system or changes to existing systems and facilities without the required regulatory approval.	f. Moderate to Maximum civil penalty
g. Failure to involve the regulator in the conduct of any Factory and Site Acceptance Tests (FAT and SAT) of newly procured equipment.	g. Moderate to Maximum civil penalty

PART19: RULES OF THE AIR

a. Non-conformity with general rules of VFR or IFR	a. Moderate to Maximum Civil Penalties
b. Use of prohibited psychoactive substances	b. Moderate to Maximum Civil Penalties
c. Negligent or reckless operation of aircraft	c. Moderate to Maximum Civil Penalties

d. Operating an aircraft over a crowded area of settlement for pleasure	d. Moderate to Maximum Civil Penalties
e. failure to maintain flight at assigned flight level	e. Moderate to Maximum Civil Penalties
f. Unauthorised towing	f. Minimum to Moderate Civil Penalties
g. Unauthorised Parachuting	g. Moderate Civil Penalties
h. Unauthorised acrobatic flight	h. Moderate to Maximum Civil Penalties
i. Unauthorised formation flight	i. Moderate to Maximum Civil Penalties
j. Unauthorised unmanned free balloon operations	j. Moderate to Maximum Civil Penalties
k. Flying over or through prohibited airspace and restricted areas.	k. Maximum Civil Penalties / Suspension of licence
l. Failure to maintain right of way on land and water	l. Moderate to Maximum Civil Penalties
m. Failure to display navigational lighting system during requisite periods	m. Moderate to Maximum Civil Penalties
n. Failure to comply with aerodrome lighting requirements.	n. Moderate to Maximum Civil Penalties
o. Failure to submit flight plan	o. Moderate Civil Penalties
p. Failure to notify ATC of changes to Flight Plan.	p. Moderate to Maximum Civil Penalties
q. Failure to observe signals	q. Moderate Civil Penalties
r. Failure to obtain ATC clearance before take-off in a controlled flight zone	r. Maximum Civil Penalties
s. Failure to maintain communication with ATC and comply with communication procedures.	s. Moderate to Maximum Civil Penalties
t. Failure to comply with instruction for aircraft interception.	t. Maximum Civil Penalties
u. Failure to comply with interception orders	u. 200 Penalty units / Six Months Imprisonment

PART 20: METEOROLOGICAL SERVICE FOR INTERNATIONAL AIR NAVIGATION

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a. Non-Compliance with Meteorological information supplied by a certified aeronautical meteorological service provider~~Agency~~	a. Moderate to Maximum Civil Penalties
b. Failure by operators and flight crew to comply with Met instructions and information	b. Moderate to Maximum Civil Penalties
c. Failure to obtain weather brief from Met office before flight	c. Moderate Civil Penalties
d. Failure to adhere to wind shear warning by operator	d. Moderate to Maximum Civil Penalties
e. Failure to provide adequate aerodrome warning.	e. Moderate to Maximum Civil Penalties
f. Failure to issue Met parameters for take-off, in-flight and landing phases of flight.	f. Moderate to Maximum Civil Penalties
g. Failure to issue and disseminate SIGMET, METAR, SPECI and Special Met Reports	g. Moderate to Maximum Civil Penalties
h. Failure to use the required liquid for the minimum thermometer	h. Moderate to Maximum Civil Penalties
i. Failure to calibrate Met instruments	i. Moderate to Maximum Civil Penalties
j. Failure to appoint Met forecasters to all aerodrome Met offices and Met Watch offices	j. Moderate to Maximum Civil Penalties
k. Failure to provide Met information to ATC units	k. Moderate to Maximum Civil Penalties
l. Failure to maintain Met Equipment	l. Moderate to Maximum Civil Penalties
m. Failure to train Met staff	m. Moderate to Maximum Civil Penalties
n. Failure to establish suitable telecommunication facility to permit World Area Forecast Centres to supply the required World Area Forecast System products to Met office, Met Authority and Other users.	n. Maximum Civil Penalties
o. Failure to establish procedures for the notification, investigation and reporting of incidents.	o. Moderate to Maximum Civil Penalties
p. Failure to establish Contingency Plans for	p. Moderate to Maximum Civil Penalties

PART 21: AERONAUTICAL CHARTS

Failure by ANS provider to provide the required current aeronautical charts to aircraft operators.	Maximum Civil Penalties

PART 22: UNITS OF MEASUREMENTS TO BE USED IN AIR AND GROUND OPERATIONS

Failure to apply specific units of measurement for design, manufacture, instruction, navigation, repair, and gauging.	Moderate to Maximum Civil Penalties

PART 23: AERONAUTICAL TELECOMMUNICATION

1. Operating an Air Navigation Facility without the appropriate assignment of frequency, Identification codes and Call sign	Maximum civil penalty
2. Failure to establish a Quality Assurance program	Moderate to Maximum Civil Penalties
3. Failure to establish and implement a Safety Management System (SMS)	Moderate to Maximum Civil Penalties
4. Failure to establish an appropriate security program for CNS/ATM facilities.	Moderate to Maximum Civil Penalties
5. Failure to establish adequate procedures to prevent Fatigue of ATSEP	Moderate to Maximum Civil Penalties
6. Failure to establish and implement effective coordination with other service providers to ensure satisfactory operations.	Moderate to Maximum Civil Penalties
7. Failure to conduct flight test and ground test on Navigational Aids	Moderate to Maximum Civil Penalties

8. Failure to provide appropriate measuring and test equipment to maintain CNS/ATM facilities for safe operations.	Moderate to Maximum Civil Penalties
9. Failure to notify the users of the facilities about the operational status information for CNS/ATM facilities	Moderate to Maximum Civil Penalties
10. Failure to record ATS units operational Voice and Data information	Moderate to Maximum Civil Penalties
11. Failure to provide Ancillary facilities (Backup power supplies, UPS, Automatic Transfer Switching requirement, air conditioners, etc.) to ensure continuity of operation	Moderate to Maximum Civil Penalties
12. Failure to establish a Maintenance Management system for maintenance instructions of CNS/ATM facilities	Moderate to Maximum Civil Penalties
13. Use of unauthorized person to approve to take out of service or return to service a CNS/ATM system.	Moderate to Maximum Civil Penalties
14. Failure to establish and maintain appropriate fire safety measures for CNS/ATM systems	Moderate to Maximum Civil Penalties
15. Causing harmful Radio interference	Moderate Civil penalty
16. J~~Causing interference with or~~ amming radio frequencies broadcast, including GNSS signals.	Moderate Civil penalty
17. Wilfully causing damage to an aeronautical telecommunication installation	Maximum civil penalty
18. Failure to establish and implement procedures for the protection of Facilities from Radio Frequency interference and Structural Obstacles	Moderate to Maximum Civil Penalties
19. Introduction of new CNS/ATM system or changes to existing systems and facilities without the required regulatory approval	Moderate to Maximum Civil Penalties

20. Failure to involve the regulator in the conduct of any Factory and Site Acceptance Tests (FAT and SAT) of newly procured equipment.	Moderate to Maximum Civil Penalties

PART 24: AIR TRAFFIC SERVICES

1. Introduction of any new ATS system, including equipment, facilities, procedures, airspace design or structural changes or changes to ATS rating courses, without the required regulatory approval prior to commencement of the new ATS system	Moderate to Maximum civil penalty
2. Failure to involve the regulator in the conduct of any Factory and Site Acceptance Tests (FAT and SAT) of newly procured equipment.	Moderate to Maximum civil penalty
3. Failure to adhere to published low visibility procedures by operators and service providers during Low Visibility Operations.	Moderate to Maximum civil penalty
4. Failing to adhere to prescribed Hours of work for ATCOs by ATS provider	Moderate to Maximum civil penalty
5. Failure to provide adequate backup power supply systems to ensure continuity of ATS service provision.	Moderate to Maximum civil penalty
6. Failure to provide adequate backup power supply systems to ensure continuity of ~~Airport~~ ATS Operations.	Moderate to Maximum civil penalty
7. Operational violations a. Conducting OJT at ATC position without appropriate ATC rating and CoC for the specific ATC Position.	a. Minimum to Moderate civil Penalty

b. Undergoing OJT without Student ATC licence	b. Minimum to Moderate civil Penalty

PART 38: INSTRUMENT FLIGHT PROCEDURE DESIGN

1. Failure for person(s) trained in Instrument Flight Procedure (IFP) design to check and verify independently the plans of each instrument flight procedure designed.	Moderate to Maximum civil penalty
2. Using a person trained in IFP design to design or verify a procedure, (except under direct supervision) when he has not designed, checked or been directly involved in the detailed review of the same type within the previous year.	Moderate to Maximum civil penalty
3. Failure to validate software packages used in the design of procedures, in accordance with the requirements of ICAO Doc 9906, Volume 3 – Flight Procedure Design Software Validation.	Moderate to Maximum civil penalty

IS:1.3.10(2) LIST OF PSYCHOACTIVE SUBSTANCES

(a) Alcohol
(b) Opioids
(c) Cannabinoids
(d) Sedatives and hypnotics
(e) Cocaine and other stimulants (Excluding caffeine)
(f) Hallucinogens
(g) Volatile solvents

Note: See ICAO Doc 9654, Manual on Prevention of Problematic Use of Substances in

the Aviation Workplace.

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IS:1.2.5 MECHANISM FOR THE REVIEW AND ELIMINATION OF DEFICIENCIES IDENTIFIED WITHIN THE FRAMEWORK OF AFRICA – INDIAN OCEAN AVIATION SYSTEM PLANNING AND IMPLEMENTATION GROUP (AASPG)

(a) INTRODUCTION

(1) This mechanism for the review and elimination of deficiencies identified within the framework of AASPG will be accorded very high priority by the Authority.

(2) The Authority, in recognition of its responsibilities for safe air navigation services, in collaboration with the air navigation service providers and aerodrome operators, ~~undertake~~ will increase its efforts in the review and elimination of air navigation deficiencies identified within the framework of ~~APIRG~~AASPG.

(3) The Authority will ~~keep~~ review the list of deficiencies that in the air navigation ~~service provision in Ghana~~ exists using the minimum reporting areas of the AFI Air Navigation Deficiency Database and adopt the necessary procedures for the ~~collection of such information in order~~ to identify, evaluate and classify deficiencies, assigning priorities patterned after the Uniform Methodology for the Identification, Assessment and Reporting of Air Navigation Deficiencies approved by the ICAO Council.

(4) The representative(s) of the Authority (ANS Inspectorate), ~~having attended APIRG meetings, shall~~ will obtain the final meeting report published ~~submit~~ the ~~updated information or~~ report to the ~~Authority and the Authority~~ by ICAO, ~~will~~ and coordinate with the air navigation service providers and aerodrome operators concerned, for the elimination of deficiencies in conformity with the Ghana Civil Aviation Directives.

(5) The Authority ~~shall~~ will intensify its efforts in dealing with deficiencies with a higher focus on prioritization and monitoring of corrective actions taken by the air navigation service providers and aerodrome operators responsible.

(6) For the purpose of this mechanism, the word deficiency is defined as:

A deficiency is a situation where a facility, service or procedure does not comply with a regional air navigation plan approved by the ICAO Council, or with related ICAO Standards and Recommended Practices, and which situation has a negative impact on the safety, regularity and efficiency of international civil aviation.

(b) OBJECTIVE

(1) The ~~main objective~~ of tThis mechanism is to provide for a systematic approach to

the management of deficiencies in the provision of Aerodrome and Air Navigation Services in the Republic of Ghana by detailing the procedures to be followed by the Authority, the air navigation service providers and aerodrome operators.

(2) It also provides the responsibilities and obligations of the parties involved in the management of deficiencies.

(c) OVERSIGHT PROCEDURES FOR THE REVIEW AND ELIMINATION OF DEFICIENCIES

(1) The Authority, having received reports from ~~APIRG~~AASPG meetings or having conducted an assessment on the AANDD database, ~~shall~~ will implement a modified ICAO-approved Uniform Methodology for the Identification, Assessment and Reporting of Air Navigation Deficiencies as follows:

(i). Verification or validation;
(ii). Assessment and prioritisation;
(iii). Review of action plans;
(iv). Monitoring of follow-up actions; and
(v). Elimination of deficiency and removal from the list.

(d) PROCEDURE

(1) Verification or validation

The Authority ~~shall~~ will carry out a check of the noted deficiency against the requirements of ICAO SARPs and the Regional Air Navigation Plan (ANP).

(2) Assessment and prioritisation

The Authority will evaluate and prioritise the effect of the deficiency on international civil aviation, in relation to safety, efficiency and regularity.

(3) Assignment of priority by the ANS Inspectorate

(i) Three levels of priority will be assigned based on safety, regularity and efficiency assessment as follows:

(A) "U" priority – Urgent requirements having a direct impact on safety and requiring immediate corrective actions.

Urgent requirement consisting of any specification for physical characteristics, configuration, matériel, performance, personnel or procedure, the application of which is considered necessary for air navigation safety.

(B) "A" priority – Top priority requirements necessary for air navigation safety.

Top priority requirement consisting of any specification for physical characteristics, configuration, matériel, performance, personnel or procedure, the application of which is necessary for air navigation safety.

(C) "B" priority – Intermediate requirements necessary for air navigation regularity and efficiency.

Intermediate priority requirement consisting of any specification for physical characteristics, configuration, matériel, performance, personnel or procedure, the application of which is considered necessary for air navigation regularity and efficiency.

(ii) air navigation service providers and aerodrome operators concerned ~~will~~shall be notified by the ANS Inspectorate of the deficiencies and ~~findings~~.

(iii) ~~Service providers,~~ upon receipt of the ANS Inspectorate assessment, air navigation service providers and aerodrome operators shall~~will~~ develop a ~~n action plan appropriate to the ANS Inspectorate recommendations detailing among others, the~~ corrective action plan that will be taken in the rectification or elimination of such deficiencies.

~~(iv) In the event of serious cases of deficiencies, the ANS Inspectorate shall notify the Director General (DG) as a matter of priority.~~

(4) Review of Action Plans

(i) The ANS Inspectorate ~~shall~~ will ~~provide~~ review and advise ~~advice~~ on the Action Plans submitted by the Service Providers, if necessary and update the AANDD database.

(5) Monitoring of Follow-up Actions

ANS Inspectorate ~~shall~~ will:

(i) report on the progress of Action Plans to the DG.

(ii) Conduct annual assessment on the status of deficiencies.

(iii) submit assessment report to the DG.

(6) Elimination of Deficiency and Removal from the List

(i) air navigation service providers and aerodrome operators shall follow their action plans for the rectification or elimination of such deficiencies.

(ii) ANS Inspectorate ~~shall~~ will validate the action taken by the service providers.

(iii) Deficiencies status shall be updated following actions taken and validations made in (i) and (ii).

(iv) The Authority ~~shall~~ will recommend to ICAO removal from the list of deficiencies.

(e) RESPONSIBILITIES OF THE PARTIES INVOLVED

(1) ANS Inspectorate

The ANS Inspectorate ~~shall~~ will:

(i) be pro-active in collecting information on deficiencies for keeping the AANDD database up-to-date.

(ii) ~~One of the primary functions of the ANS Inspectorate is to assist~~ ensure that air navigation service providers and aerodrome operators service providers in the resolution of air navigation deficiencies.

(iii) to the extent practicable, establish regular correspondences with and perform regular visits to service providers to ensure the rectification of deficiencies.

(2) air navigation service providers and aerodrome operators

(upon receipt of the notification of deficiencies from the Authority, air navigation service providers and aerodrome operators shall:

(i) ~~Service providers shall~~ develop a Corrective Action Plan (CAP)~~ detailing, among others~~, the corrective action that ~~shall be taken~~ infor the rectification or elimination of such deficiencies. The information provided shall include:

(A) A description of the deficiency
(B) Safety Risk Assessment
(C) Possible solutions
(D) Timelines
(E) Responsible party

(F) Agreed action to be taken

(G) Report on actions already taken

(iii) ~~Service providers shall respond~~ submit the CAP promptly to the ~~deficiencies identified so that the necessary details can be provided~~ to the Authority ~~working groups~~ for ~~deliberations and necessary actions~~consideration.

(3) Users

(i) Aviation organizations, in their capacity as users of air navigation facilities, shall ~~provide a list~~inform the Authority of deficiencies identified on ~~a regular basis~~the ~~Authority~~ for ~~validation and~~ action to be taken.

(ii) Aviation organizations concerned, as one of the sources in highlighting deficiencies, shall provide assistance to the Authority (where necessary), in the ~~verification~~ validation of remedial actions taken by service providers, ~~once the Authority has accomplished the necessary review and assessment process~~..

(f) AIR NAVIGATION MEETING TO SUPPORT THE RESOLUTION OF DEFICIENCIES

(i) AASPG, as the only coordinating body in Africa – Indian Ocean region for all activities conducted within ICAO concerning the air navigations systems, meets at regular intervals. One of its terms of reference is to, among others, identify specific problems in the air navigation field and propose in appropriate forms, actions aimed at solving these problems. Working papers on deficiencies form part of the core papers and are required to be presented at each meeting of AASPG.

(ii) AASPG reviews deficiencies in the air navigation field and develop recommendations for remedial actions.

(iii) In order to ensure the effectiveness of this mechanism, service providers, operators and ~~regulators~~ the Authority shall be fully ~~committed to these mechanisms~~ through participation in various meetings.

(g) OTHER MECHANISMS FOR THE RESOLUTIONS OF DEFICIENCIES

(1) Various working groups and task force meetings will be utilized to discuss matters related to identification and elimination of deficiencies.

(ii) Audits, inspections and surveys to be conducted by the ANS Inspectorate shall be taken as an opportunity to address the issues of deficiencies.

IS: 1.4.2 PROCEDURE FOR FORMULATION, DISTRIBUTION OF GUIDANCE MATERIAL AND DISSEMINATION OF SAFETY CRITICAL INFORMATION

1.4.2.1 PROCEDURE FOR THE FORMULATION AND DISTRIBUTION OF GUIDANCE MATERIALS

1 INTRODUCTION

A. This contains procedures for the formulation and distribution of guidance materials on Ghana Civil Aviation Directives to ANS providers, Aerodrome Operators and relevant stakeholders. The effectiveness of a safety oversight system and the implementation of national and international standards need to be supported by guidance materials which will provide the technical experts with guidance on how to accomplish their specific functions.

B. When ICAO has developed and published technical guidance to assist States in implementing Annex provisions, States also need to develop and publish their own technical guidance materials to assist their technical experts in implementing national regulations, procedures and practices.

2 OBJECTIVES

A. To effectively help the Authority in performing its functions in relation to its task to provide the concerned Service Providers and Operators alike with the guidance in the implementation of national and international standards, regulations, operational procedures, policies, directives, processes, etc.

B. To foster safety in the aviation operational environment through an effective dissemination of safety-critical information.

3 PROCEDURE

A. Guidance materials on Air Navigation Services contain relevant information that are applicable on how to facilitate the processes of acquiring licenses, ratings, certifications, implementing regulations and policies leading to the certification and surveillance of license or certificate holders. Guidance materials also include standard operating procedures for the evaluation of documentation and demonstration of the operational suitability for initial and continued certification. Upon receipt of such guidance material from ICAO, the Authority ~~shall~~will:

1) Accept the guidance material documents;

2) Review and evaluate guidance material information and identify matters that need to be addressed;

3) Review and evaluate Service Providers' (i.e. ANSPs or Aerodrome Operators) existing and documented operating procedures, adopted practices, etc. to identify applicability and adoptability.

4) Notify the ~~ANSPs~~ Service Providers for the purpose of informing and discussing with them ICAO's document revisions, amendment proposals, etc.

5) ~~Recommend to~~with the approval of the Director-General, ~~shall approve the distribution of guidance materials that are applicable to the ANSPs and also for publication~~publish the guidance material on the Authority's website.

6) distribute guidance materials to the Service Providers~~ANSPs~~.

B. The Service Providers~~ANSPs~~ shall conform to the guidance materials and ensure ~~shall initiate the reproduction and~~ distribution of such to their respective facilities, units, stations, etc. to be used as guiding reference in enhancing operational procedures, implementation of regulations, improving office policies and directives, etc.

C. The ~~ANS Inspectorate~~ uthority ~~shall~~ will continue to accept, gather, review guidance materials and related documents for distribution to the Service Providers and Aerodrome operators and aid the ANS oversight technical experts to accomplish their specific functions.

1.4.2.2 PROCEDURE FOR DISSEMINATION OF SAFETY-CRITICAL INFORMATION

A. To ensure a safe-operating environment, the Authority ~~shall~~ will ensure Safety Critical Information are provided by Air Navigation Service Providers (ANSPs) through aviation related publications, NOTAMs, Circulars, aeronautical maps, etc.

B. Distribution process of safety-critical information shall follow the detailed procedures specified in Part 15 of Ghana Civil Aviation (ANS) Directives..

C. ANSPs, Airline Operators, Aerodrome Operators and other relevant Aviation service providers shall comply with the safety-critical information provided.

D. Directive, Advisory Circular, instruction, etc issued by the Authority shall be disseminated in accordance with the procedures in IS: 1.4.2.1.3 in this Part and Chapter 4.6 of the GCAA Legal Procedures Manual.