1. About this Manual

1.1 Purpose of the Manual

This is an internal CASA procedures manual that is for the guidance of CASA staff involved in assessing entry applications from organisations seeking approval under the provision of Civil Aviation Safety Regulations 1998 (CASR) Part 172 to provide an air traffic service.

1.2 Scope of the Manual

This manual is a part of the CASA document set. It includes procedures, flowcharts, sample forms, letters, ATS Approval Certificate, and a checklist, to assist CASA officers assessing applications for approval as an ATS provider.

The manual includes:

Part 1: Regulatory Basis: the Part 172 Regulatory Requirements

Part 2: Approval Procedures for ATS Providers

Part 3: Contents of an ATS Provider’s Operations Manual

Part 4: Sample application form, letters, the certificate and conditions and a certification checklist.

By adhering to the procedures set out in this Manual, a standard and unified approach within CASA, consistent with regulatory requirements, will be created and maintained when assessing and approving organisations as ATS providers.

1.3 Target Audience

The target audience for this manual is CASA staff involved in assessing applications for approval as ATS providers under the provisions of CASR Part 172.
1.4 Definitions and Abbreviations

The following definitions and acronyms apply. (See also the Definitions of CASR Part 172 (172.010).

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
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<tbody>
<tr>
<td>Air Traffic Service (ATS)</td>
<td>An air traffic service of a kind mentioned in ICAO Annex 11.</td>
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<td>ATS provider</td>
<td>A person approved under CASR Part 172 to provide the air traffic services that are covered by the approval.</td>
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<tr>
<td>Operations Manual</td>
<td>In relation to an ATS Provider, the manual prepared and maintained by the provider in accordance with CASR Part 172.</td>
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1.5 Regulatory Basis

1.5.1 Subpart A—General

Subpart A of Part 172 contains general matters including the contents of the Part, Applicability, Definitions for the Part including the definition of an ATS Provider, and in 172.020, the basic regulatory requirement that restricts the provision of air traffic services to persons (the term persons in the regulations legally includes organisations) approved by CASA under Part 172 of the Civil Aviation Safety Regulations.

1.5.2 Subpart B—Approval as an ATS Provider

Subpart B establishes the general processes involved in application and approvals, including applicant eligibility, the certification process, the content of the Certificate, and variations to Certificates. This Subpart is general; the specific requirements and processes are contained in Subpart F relating to Administration of applications.

1.5.3 Subpart C—Requirements to be Complied with by ATS Providers

Subpart C specifies the organisational, technical and personnel requirements and technical standards for prospective or approved providers of ATS. It also establishes the regulatory requirement for a service provider’s Operations Manual. Assessment of an application by CASA’s technical specialists will centre on this Subpart.

1.5.4 Subpart D—Telling CASA about Changes

Subpart D provides that an ATS provider must advise CASA of any changes that materially affect its capacity to provide any of its services, or of intention to discontinue service provision.

As this Subpart relates to approved providers, it will not be of interest in entry control.

1.5.5 Subpart E—Miscellaneous

Subpart E establishes that an ATS provider must not provide a service unless its approval is in force and covers the particular type of ATS.

1.5.6 Subpart F—Administration

Subpart F describes the specific administrative rules in relation to applications and the approval process for ATS providers. CASR Part 11 specifies the more generic administrative rules. The procedures in this Manual reflect the regulatory provisions of Subpart F and CASR Part 11.
1. About this Manual

1.5.7 Reference Material

- Civil Aviation Act 1988, Part II, Section 9, CASA’s functions
- Civil Aviation Act 1988, Part VII, Section 98, Regulations etc., in particular, 98(3)(s).
- Manual of Standards Part 172, Air Traffic Services
- ICAO Annex 11
- ICAO Annex 10 Vol II
- ICAO PANS ATM (Doc 4444)
- ICAO Regional Supplementary Procedures (Doc 7030)

1.6 Introduction to ATS Regulatory Requirements

1.6.1 Operational Requirement for ATS

The operational objective of the services provided by ATS are specified by ICAO Annex 11 to be:

a. To prevent collisions between aircraft
b. To prevent collisions between aircraft on the manoeuvring area and obstructions on that area
c. To expedite and maintain an orderly flow of air traffic
d. To provide advice and information useful for the safe and efficient conduct of flights
e. To notify appropriate organisations regarding aircraft in need of search and rescue aid, and assist such organisations as required.

The Air Traffic Services comprise three separate services, identified as follows:

- The Air Traffic Control (ATC) service, which is sub-divided into three distinct types of control function, as follows:
  - Approach control service: the provision of ATC for arrival and departure flights to accomplish (a) and (c) above.
  - Aerodrome control service: the provision of ATC for aerodrome traffic to accomplish (a), (b) and (c) above.
  - Area control service: the provision of air traffic control service for controlled flights excepting that provided by the approach control service or the aerodrome control service

- The flight information service, to accomplish (d) above
- The alerting service, to accomplish (e) above.
1.6.1.1 Assessing the Applicant

In making applications for approval, an organisation must clearly indicate which of these services the application covers.

In assessing applications, CASA officers must ensure that the applicant has the organisational structure, ATS facilities and equipment, appropriately licensed personnel, and the external data and co-ordination interfaces necessary to provision of the nominated services.

This will entail assessing officers working through the checklist provided herein to ensure that all of the regulatory requirements in CASR Part 172 and the MOS Part 172 are covered in a systematic way. An approval should not be given unless every one of the regulatory requirements/standards has been assessed, and each adequately addressed and met by the applicant.

1.6.2 Regulatory Standards and Procedures for the Provision of ATS

The standards and procedures under which any ATS is to be provided must be in accordance with the following:

- The Civil Aviation Safety Regulations
- The standards in the MOS Part 172
- The standards in ICAO Annex 11
- The procedures in ICAO PANS ATM (Doc 4444)
- The procedures in ICAO Regional Supplementary Procedures (Doc 7030)
- The radiotelephony procedures set out in Parts 1 and 2 of the AIP
- The standards for the procedures for aeronautical telecommunications set out in Vol II of Annex 10
- As varied by the AIP.

1.6.3 Operations Manual

In making application for approval, prospective providers are required to provide CASA with a copy of their proposed Operations Manual. This initially forms the basis of the submission for application assessment. The Operations Manual may vary depending upon the type of service and its complexity. For example, a national provider such as Airservices Australia would have an Operations Manual of significant content and complexity, whereas the Operations Manual of a local aerodrome operator that applies to operate a small control tower may be comparatively simple.

Prospective providers will need to establish procedures that address the regulatory requirements in CASR Part 172 and in the MOS Part 172.

The content of the Operations Manual is specified in Division 1 of the MOS Part 172.
1.6.4 Preparation by CASA Assessing Officers

Before undertaking consideration of an application, CASA assessing officers should prepare by becoming familiar with the content of:

- CASR Part 172
- Manual of Standards Part 172
- ICAO PANS ATM (Doc 4444)
- ICAO Regional Supplementary Procedures (Doc 7030)
- Relevant ICAO Annexes.