



GCAA

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**AIR NAVIGATION SERVICES
INSPECTORATE
AC No.: GCAA AC/ANSI/011**

SUBJECT: CONDUCT OF SAFETY REVIEWS

DATE INITIATED: JAN. 2024
INITIATED BY: DIRECTOR – AVIATION SAFETY REGULATION

1. PURPOSE

1.1 This Advisory Circular (AC) provides guidance for the conduct of safety reviews by the Air Traffic Services (ATS) Provider.

2. REFERENCES

2.1 Requirements for Air Traffic Services.

3. GENERAL

3.1 A safety review is generally intended to be an analysis of the ATS system to identify areas where safety may be compromised. Such an analysis can also consider past ATS incidents or reports of safety occurrences to determine if there are any unwanted trends or connections, e.g. if there is an increase in the number of incidents involving aircraft on the manoeuvring area, a safety review may be conducted to determine whether adequate identification of aerodrome hotspots, or obstructions to the controller's visual observation are contributing factors.

3.2 The ATS Provider shall designate the person who will be responsible for the conduct of safety reviews of ATS units (*hereinafter referred to as the "Safety Officer"*). The Safety Officer shall report to the management of the ATS Provider on any issue relating to safety reviews.

3.3 The Safety Officer shall be qualified through training, experience and expertise and having a full understanding of relevant Standards and Recommended Practices (SARPs), Procedures for Air Navigation Services (PANS), safe operating practices and Human Factors principles.

3.4 The management of the ATS Provider should ensure that, as far as practicable, all relevant documents, records and logistical arrangements are in place to permit the Safety Officer to properly conduct safety reviews.

4. FREQUENCY OF SAFETY REVIEWS

4.1 Safety reviews of each ATS facility shall be conducted at least twice per year.

GCAA Advisory Circular – Conduct of Safety Reviews

- 4.2 Notwithstanding 4.1 above, safety reviews shall be conducted as often as needed provided that, in the opinion of the Safety Officer or management of the ATS Provider and based on analyses of past safety reviews, historical trends, ATS incidents, etc., there is a need to conduct more frequent reviews with the aim of mitigating any underlying safety-significant factors.

Note. – An example of a situation that would warrant more frequent reviews includes a proven trend of incomplete coordination on the part of air traffic controllers which can potentially contribute to an ATS incident.

5. SCOPE OF SAFETY REVIEWS

- 5.1 The scope of safety reviews shall include, at a minimum, those items listed in 1.5.2.1.1 (*Regulatory issues*), 1.5.2.1.2 (*Operational and technical issues*), and 1.5.2.1.3 (*Licensing and training issues*) of the Requirements for ATS.

6. SAFETY REVIEW PROGRAM

- 6.1 The ATS Provider is required to ensure that safety reviews are conducted on a regular and systematic basis (*see Section 1.5.1.1 of the Requirements for ATS*).
- 6.2 When practicable, the Safety Officer shall prepare and submit a program for the conduct of safety reviews to the management of the ATS Provider. Ideally, this may be done by the end of December for the following year. Such program shall indicate compliance with 4.1 and 4.2, as applicable.

Note. – A sample template of a safety review program can be found in Appendix 1 to this Advisory Circular.

- 6.3 The ATS Provider shall ensure that the Authority is furnished with a copy of the safety review program as approved by the ATS Provider.

7. CONDUCT OF SAFETY REVIEWS

- 7.1 Once the scope of the safety review has been identified, methods of conducting the safety review include, but are not limited to:
- i. physical visits to the ATS facility (these may be planned or ad hoc);
 - ii. analyses of ATS documentation including but not limited to, facility log sheets, flight progress strips, ATS procedures such as ATS Instructions, Unit Operating Procedures, Operations Letters, etc.;
 - iii. review of VHF RTF, HF RTF, VCCS, intercom or telephone recordings;
 - iv. ADS-B playbacks;
 - v. interviews with ATS personnel; or
 - vi. internal inspections.
- 7.2 Where the Safety Officer selects the method described in 7.1 vi., he/she may develop suitable questions and criteria for review based on the scope of the safety review. Examples are as follows:
- a. For safety reviews whose scope includes Manuals, the Safety Officer may develop the following question and criteria for review:

GCAA Advisory Circular – Conduct of Safety Reviews

Question: “Does each ATS unit have a copy of the most recent and approved Operations Manual?”

- Criteria:
- Verify Manual is present in the facility
 - Check signature/certification page, effective date
 - Check condition of the Manual, i.e. neat, pages intact, bound, etc.

b. For safety reviews whose scope includes Licensing:

Question: “Do the controllers on duty have in their possession a valid licence with appropriate ratings?”

- Criteria:
- Check each controller’s licence
 - Check the associated medical certificate to ensure validity
 - Check the ratings endorsed on each licence

7.3 While conducting the safety review, the Safety Officer shall record any observations that have implications for safety, including the date, time, facility, and any other appropriate details.

8. SAFETY REVIEW REPORT

8.1 Once the safety review has been completed, the Safety Officer shall prepare and submit a report of the review to the management of the ATS Provider, as soon as practicable. If an extension is needed, the Safety Officer shall make a request to the management of the ATS Provider, citing the reason and proposed new deadline.

8.2 The Safety Officer shall ensure that the report captures, at a minimum, the following:

- i. date and duration of the safety review
- ii. scope of the review;
- iii. facility reviewed;
- iv. the method as listed under 7.1 that was employed, or if another method was employed, a description of such method;
- v. any observations made that have implications for safety; and
- vi. any recommendations.

Note. – A sample template of a safety review report can be found in Appendix 2 to this Advisory Circular.

9. POST-REVIEW ACTIONS

9.1 The management of the ATS Provider, on receipt of the safety review report, shall analyze the observations and recommendations, and take the necessary steps to correct those areas that have implications for safety.

Note. – All corrective actions should have a time frame for completion.

9.2 The Authority shall be furnished with:

- i. a copy of the safety review report; and
- ii. a list of steps taken to address the recommendations made by the Safety Officer, including time frames.

9.3 In order to verify the effective implementation of corrective actions, the Safety Officer may conduct follow-up reviews.

10. INTERNAL PROCESS

10.1 Nothing in this Advisory Circular shall prohibit the ATS Provider from developing its own internal procedures and processes for the conduct of safety reviews.

10.2 Where established, such procedures and processes shall:

- i. be harmonized with the guidance contained in this Advisory Circular;
- ii. be harmonized with any quality assurance systems that have been established by the ATS Provider; and
- iii. form part of the ATS Provider’s safety management system, where such system has been fully implemented by the ATS Provider.

Approved By:


Lt. Col. (Ret'd) Egbert
Director General
Guyana Civil Aviation Authority



APPENDIX 1: SAMPLE TEMPLATE FOR THE SAFETY REVIEW PROGRAMME
(SEE SECTION 6)

Note. – The following template is meant as a general guide.

AIR NAVIGATION SERVICES Safety Review Programme for [insert year]				
FACILITY:	TIM APP/TWR	SYGC ACC	SYGC FIC	SYEC TWR
SCOPE:				
PLANNED DATE:				
PLANNED METHOD:				
DATE PREPARED:	[insert date]			
PREPARED BY: [insert signature] Name (in print): Designation: Safety Officer			
APPROVED BY: [insert signature] Name (in print): Designation: [insert designation]			

**APPENDIX 2: SAMPLE TEMPLATE FOR THE SAFETY REVIEW REPORT
(SEE SECTION 8)**

SAFETY REVIEW REPORT			
1. REVIEW CONDUCTED BY:			
2. DATE OF REVIEW:			
3. SCOPE OF REVIEW:	Regulatory issues <input type="checkbox"/> Operational and technical issues <input type="checkbox"/> Licensing and training issues <input type="checkbox"/>		
4. FACILITY/AREA REVIEWED:			
5. METHOD/S USED TO CONDUCT REVIEW:			
6. LIST OF RECORDS, DOCUMENTS, PERSONNEL, EQUIPMENT, ETC., CHECKED DURING REVIEW:			
7. START TIME:		8. END TIME:	
9. IF REVIEW METHOD/S INVOLVED AN INTERNAL INSPECTION, LIST THE QUESTIONS ASKED AND CRITERIA FOR REVIEW:			
10. OBSERVATIONS:			
11. RECOMMENDATIONS:			
COMPLETED BY:			
POSITION:			
SIGNATURE:		
DATE:			