



**GOVERNMENT OF INDIA  
DIRECTORORATE GENERAL OF CIVIL AVIATION**

**File No. 27065/01/2016-ANSS  
ANSS Advisory Circular No. 3 of 2017  
07 September 2017**

**Air Space and Air Navigation Services Standards  
ADVISORY CIRCULAR**

**Subject: Guidelines to CNS service provider for job descriptions and maintenance of training records for its technical staff.**

**1. Purpose:**

The purpose of this Advisory Circular is to provide guidance to CNS Service Provider for Job Descriptions and maintenance of training record for its technical staff.

CNS service provider shall ensure that the Communication, Navigation and Surveillance services that it provides are in conformity with the provisions of DGCA CAR Section 9 Series D.

**2. References:**

- 2.1 Civil Aviation Requirements Section 9, Series D, Part I.
- 2.2 ICAO Annex 10 Volumes I to V – Aeronautical Telecommunication.
- 2.3 ICAO Doc 8071 –Testing of Ground based and Satellite-based Radio Navigation Systems and Surveillance Radar System.

**3. Introduction**

The CNS Service Provider shall define the requirements, procedures and standards of designation of such CNS services. The regulations further require that the CNS services provided shall be in accordance with the relevant CAR.

CNS service provider shall develop and implement procedures for employment and training for technical staff. Besides determining the number of qualified technical staff

required to maintain and operate the available CNS facilities, CNS service provider shall develop job descriptions for each position in order to ensure that the functions and activities of CNS are aligned with the requirements of the regulations.

The CNS service provider shall develop a CNS manual to demonstrate compliance with the requirements of the CAR Section 9 Series D Part I to part VI. It also serves as a reference document agreed between the CNS service provider and DGCA with respect to the standards, conditions and level of service to be maintained for the aeronautical telecommunication services.

#### **4. Job Description of CNS Service provider's Technical Staff**

**4.1** The CNS service provider shall develop a job description for each of its technical staff which shall describe the job purpose, key responsibilities, and outcome to be achieved by each personnel.

**4.2** As a general guide, the duties and responsibilities of CNS technical staff should include the following;

a) Maintenance of CNS systems which include:

- Flight and ground inspection of radio navigation aids and,
- Acceptance of CNS system/equipment and,
- Modification of operational CNS equipment as per CNS Manual etc.

b) Installation, operation, maintenance and repair of CNS system/equipment;

c) Developing, reviewing and modifying CNS system/ equipment, and/or maintenance procedure;

d) Preparation of maintenance plans for Air Navigation Systems and facilities;

e) Management of CNS personnel requirements; preparation and implementation of training programmes for CNS Staff including on-job-training;

f) Evaluation of technical staff performance and identify training needs;

#### **5. Training requirement and maintenance of training records**

**5.1** The CNS service provider shall ensure that the CNS technical staff shall be competent through various trainings and their continued competency shall be maintained for duties and responsibilities as mentioned in job description.

**5.2** The CNS service provider shall ensure that training records of individuals shall be maintained in updated condition starting from Ab-initio training. The training records shall include certificates, OJT tasks performed and any other documents related to training and approval of jobs performed.

- 5.3 The training program prepared by CNS service provider shall be submitted to the DGCA and the training record of the individuals shall be inspected during the surveillance for compliance to the training programme.

(J S Rawat)  
Joint Director General