

REPUBLIQUE DU CAMEROUN

Paix - Travail - Patrie

AUTORITE AERONAUTIQUE

Le Directeur Général



REPUBLIC OF CAMEROON

Peace – Work – Fatherland

CAMEROON CIVIL AVIATION AUTHORITY

The Director General

CIRCULAR N° 000011/C/CCAA/DG of 19 AOÛT 2020

relating to the preparation of air traffic service providers to resume normal operations following the outbreak of COVID-19

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1. INTRODUCTION

1.1. Subject

- (1) This circular provides safety recommendations for the preparation of air traffic service providers to resume normal operations following the outbreak of COVID-19.
- (2) It covers aspects related to personnel, processes and installations.

1.2. Scope of application

This circular applies to air traffic service providers

1.3. Description of changes

Not applicable.

2. REQUIREMENTS AND REFERENCES

2.1. Requirements

- (a) Loi N°2013/010 du 24 juillet 2013 portant régime de l'aviation civile au Cameroun
- (b) Arrêté N°00007111/MINT du 08 juin 2006 portant organisation des services de la circulation aérienne au Cameroun
- (c) Instruction N°0000714/MINT du 08 juin 2006 relative aux procédures pour les services de la navigation aérienne de gestion de trafic aérien

2.2. Reference documents

- (a) Simplified procedure for air traffic management collaborative decision making and sharing of information, Edition 1.0, May 2020 – ICAO;
- (b) Air traffic services guidance material for operation in a covid-19 context, Version 1.2, June 2020, ICAO NACC Regional Office;
- (c) Guidance Material on dealing with COVID-19 in Air Navigation Facilities, Version 2.0, May 2020, IFATCA;
- (d) Pandemic - Aviation Safety Roadmap, Version 2, May 2020, FSF.

3. DEFINITIONS AND ABBREVIATIONS

Not applicable.

- (1) The following abbreviations are used in this circular:
 - (a) ANSP: Air Navigation Service Provider;
 - (b) ATC: Air Traffic Control;
 - (c) ATCO: Air Traffic Control Officer;

- (d) ATS: Air Traffic Services;
- (e) ATSEP: Air Traffic Safety Electronics Personnel;
- (f) LOA: Letter of Agreement.

4. CONTEXT

- (1) Following the outbreak of COVID-19 and due to restrictive measures issued by the Government, air operations significantly decreased. Due to that, air traffic controllers were mainly impacted by a lack of training and were not confronted with dense traffic situations over a long period of time.
- (2) Although it is not yet defined when normal operations will resume, it is important for air traffic service providers to be prepared in order to operate safely when the time comes. For this reason, they should establish a plan under their safety management system and implement it prior to resuming normal activities.

5. RECOMMENDATIONS

- (1) The following recommendations aim to support the safe provision of air traffic services and should be considered along with any other instructions related to health and security issues.
- (2) Preventive health measures should continue to be applied within ATS facilities as prescribed by health authorities.
- (3) Air traffic service providers, when preparing to resume normal operations, are recommended to consider in their plan at least the following:
 - (a) Increased risk due to the potential lack of currency:
 - Controllers should practice and perfect phraseology and application of the ruleset through self-directed learning or through more formal means such as classroom and computer-based training;
 - Work in extended teams (an extra pair of eyes) as traffic levels increase;
 - Reducing non-operational distractions;
 - Threat of increased runway incursions due to procedural drift for returning staff;
 - Pilot competency challenges causing ATC issues and/or increased workload;
 - Potential aeronautical information inadequacies due to crisis-related changes or staff shortages;
 - Lack of recency/currency of airport ground personnel in local procedures;

(b) Proficiency and sufficient number of operational (ATCO) and technical (ATSEP) staff for safe ATS, CNS and information service provision during the transition period:

- ensuring and extending the validity of licenses and certificates as applicable;
- ensuring the medical fitness of operational staff on roster;
- ATCO knowledge and skills provide for safe handling of increased traffic;
- the technical staff competence check plans reviewed and updated, if needed;
- rostering system is back to normal set up;
- the number of licensed and validated ATCOs is adequate to the ATC sector configurations to be used during the transition period;
- the number of technical staff is adequate to the technical services support duty hours;
- training plans reviewed and revised as appropriate to ensure sufficient number of licensed and certified personnel in the long run;

(c) ATCO recency/currency and competency areas:

- ATCO (both experienced and recently qualified) difficulties to maintain skills which would be needed in increased traffic scenarios, while they are working a longer period of reduced traffic levels;
- Encourage controllers to offer more support to each other and be more mindful of potential proficiency gaps;
- Transitioning from issuing shortened and direct clearances to those used in busy periods;
- Planning revalidation, continuation training and simulator training, whilst also respecting social distancing rules;
- ensuring competency rules and medical certificate validity;
- Use simulators, where available, to ensure controllers' proficiency remains at levels that will best equip them to deal with a return to pre-pandemic traffic;
- Skills, experience, knowledge and qualification distribution across shifts;

(d) Preparation of a service recovery plan:

- Capacity imbalance and unusual traffic patterns caused by uncoordinated different pace of capacity recovery by ANSPs;
- Reduced working positions open in the ATC unit due to rules for physical separation of staff (room layout not adequate for this);
- Coordination with other States, ANSPs, airspace users and airports

- Shortfall in the number of operational staff to meet the increasing demand in the transition period;
 - Scarcity of ATCOs in OPS room, due to COVID-19 infection;
 - identification of any temporary and modified procedure related to restrictive measures;
 - establishment of a potential plan for gradual phasing out of temporary and temporary modified procedures;
 - familiarization of operational staff with the potential plan and changes to procedures;
 - notification of aircraft operators and flight crews of any planned changes to procedures and airspace via appropriate AIS publications;
- (e) The transition planning and arrangements support safe return to normal operations:
- ATCO rostering plan for transition period established and maintained (updated as necessary);
 - crisis related AIS publications and NOTAMs reviewed and plan for update/cancelation in place;
 - facilities access restrictions reviewed and modified as appropriate
 - transition hazards identified and associated risk sufficiently mitigated;
 - adequate transition management arrangement exists;
 - Maintain Air Navigation services and infrastructure in a state of response to traffic requirements during recovery;
- (f) Redefinition, if necessary, of the coordination and communication between stakeholders to permit a unified and effective response both internally (within the ANSP) and externally (with national and international stakeholders);
- (g) Ensuring that all equipment (ATM/CNS hardware and software) are up to date and ready for operational use:
- Potential increase in aircraft/airport/ATC System defects through lack of use;
 - the equipment configuration is appropriate for normal operations;
 - equipment maintenance plans and schedules reviewed and revised as appropriate;
 - equipment spare parts stock reviewed, and delivery plans amended;
 - ATM/CNS equipment has valid certificates for use;
- (h) Consider flight plan inconsistencies due to multiple AIRAC changes;
- (i) Ensure accuracy, currency and timely transmission of NOTAMs;

- (j) Use of data to assess the need for additional/adequate resources:
- Operational data to be used: airlines schedules, status of neighboring FIRs that will impact the in/out flow of traffic in our airspace and aerodrome capacity;
 - critical maintenance to ATM systems/infrastructure that should be considered;
 - additional data required to support recovery planning: health of operational staff, number of staff to employ at operational positions, the need for continued COVID-19 physical distancing between staff and medical/operational licensing or currency issues that need immediate attention;
- (k) Review, if necessary, the current civil-military coordination LOA for applicability and efficiency.

6. CONTACT

- (1) For more information, please contact:
sdnaa@ccaa.aero
- (2) Any suggestion to modify this circular will be highly appreciated and can be submitted via the above-mentioned email address.

