Flight Safety Notification
ANS

Flight Safety Notifications (FSNs) are not mandatory in nature, but provide means such as guidance, methods, procedures and practices acceptable to the Authority for complying with regulations and other requirements in a systematic manner. These are not necessarily the only means of compliance. FSNs may also contain explanations of regulations, other guidance material, best practices or information useful to the aviation community. Unless incorporated into a regulation by reference, FSNs are not regulatory and do not create or change a regulatory requirement. A change of a regulatory requirement may come in the form of a Directive. A Flight Safety Notification is not a Directive.

CNS Facilities Manual Guidance

1. Reason for Revision

Original Issue.

2. Purpose

The purpose of this Flight Safety Notification is to provide guidance to ensure regulatory Compliance of Air Navigation Service Providers (ANSPs) with responsibility to provide Maintenance Services of Communications Navigation & Surveillance Systems in the ATM network.

3. References

This guidance supports compliance with applicable provisions of:

- ICAO Annex 10
- ICAO DOC 8071, Vol I & III
- The Civil Aviation Regulations, 24th D Schedule. The following regulations are particularly relevant:
    - 24.079(g)
    - 24.441(i)
    - 24.477
    - 24.481
    - 24.485
    - 24.489(a)
    - 24.513(a) & (c)

4. Applicability

This FSN applies to all Air Navigation Service Provider's Communication Navigation & Surveillance (CNS) facilities that houses infrastructure that supports the Air Traffic Management Network.

5. Effectivity

This FSN is effective immediately and shall remain in force until revised or withdrawn.

6. Action

The template below provides the minimum content and structure required for the development of a facility-specific Facility Manual. Each facility shall adapt the template to its operations, equipment, organizational arrangements and applicable regulatory requirements, and shall maintain an approved copy at the facility. The Facility Manual shall include, but is not limited to, the following sections and information.

Approved by: _____ Date: (27/October/2026)

Noel Ellis
Director, Flight Safety
for Director-General of Civil Aviation
Jamaica Civil Aviation Authority

Company Logo

Company Name

Facility Name

Document Name

Version #:

Issued Date:

Document Control

- Signed by Accountable officer
- To be approved by the Regulator
- Distribution List

Records of Amendments

List of Effective Pages

Records of Revision

- Include the manual revision period of every 3yrs or after major changes are made at the facility, whichever comes first.

Table of Contents

Acronyms and Abbreviations

Chapter 1 - Introduction

- Purpose
- background detailing the role this facility plays in the ATM network
- amplification and/or explanation of provisions of the national requirements, where necessary
- Scope

Chapter 2 – Operations

- Staff Structure
- Responsibility of Technical Personnel
- Authorization of Personnel
- Detailed unit administrative requirements, including the responsibilities of each operating position
- Detailed operational procedures and requirements
  - *operational procedures for preventative & corrective maintenance*
  - *post maintenance verification checks and authorization*
  - *who has the authority to return equipment to service and what steps are taken?*
- Contingency arrangements in the event of Communications, Navigation, Surveillance, or facility failure
- Coordination procedures between internal and external agencies
- Procedure to handle interference as applicable
- Procedures to update logbook

Chapter 3 – General Equipment Description

- Brief description of each equipment at the facility
- Brief description of the redundancies in place
- Brief description of Test Equipment as applicable

CHAPTER 4 – Maintenance Policy & Schedule

- Procedure to execute Routine and Preventative Maintenance
- Procedure to make entries in the Deferred Defects Log
- Flight check to be scheduled annually for applicable equipment
- Ground checks and their periodicity as per manufacturers recommendations
- Information on Test Equipment calibration and frequency

APPENDICES

Appendices -Implemented Preventative Maintenance (PM) Schedule

Applicable areas under the preventative maintenance program:

- *Generators | Battery Tests| Systems Grounding | Air Condition Units|*
- *Antenna Systems |Test Tools| UPS | All CNS Equipment|*

- APPENDIX A - Letters of Agreement with other agencies/ Contractors as applicable
- APPENDIX B – Test Tools And Calibration Schedule
- APPENDIX C – Weekly Preventative Maintenance Schedule
- APPENDIX D – Monthly Preventative Maintenance Schedule
- APPENDIX E – Quarterly Preventative Maintenance Schedule
- APPENDIX F – Bi-Annual Preventative Maintenance Schedule
- APPENDIX G – Annual Preventative Maintenance Schedule

REFERENCES

- Jamaica Civil Aviation Regulations (JCARs) 24th D Schedule
- ICAO Doc8071-Vol I
- ICAO Doc 8071 – Vol III
- ICAO ANNEX 10