

# Republic of the Sudan Civil Aviation Authority



## Staff Instructions

SI (RM02/11)

17 Nov 2011

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Issued and published under the authority of DG SCAA

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## **STAFF INSTRUCTIONS SI (RM/02/11)**

**ISSUED AND PUBLISHED UNDER THE AUTHORITY OF THE DIRECTOR  
GENERAL OF CIVIL AVIATION**

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**Effective Date: 17 November 2011**

**TITLE: IDENTIFICATION OF DIFFERENCES WITH ICAO SARPS AND  
NOTIFICATION OF DIFFERENCES TO THE ICAO COUNCIL**

**TARGET AUDIENCE: SCAA RELEVANT DIRECTORATES AND  
TECHNICAL STAFF**

### **CHAPTER 1 INTRODUCTION**

#### **1.1 GENERAL**

1.1.1 This Staff Instructions (SI) contains information and guidance for the relevant Directorates of the Sudan Civil Aviation Authority (SCAA) and Technical Staff on the evaluation and identification of differences with ICAO Annex provisions in their respective area of responsibility and for filing differences, if any, with the ICAO Council in accordance to the requirements of the Convention on International Civil Aviation (Chicago Convention).

1.1.2 These documents are for internal use by SCAA employees. They are accessible to the public for reference purposes only.

#### **1.2 OBJECTIVE**

1.2.1 This SI establishes the process and procedures applied in the identification and notification of differences between SUCAR provisions and corresponding ICAO Annex Standards and Recommended Practices (SARPs). Further, it establishes responsibilities of various SCAA Directorates and relevant Technical Staff in the process of identification of differences related to SUCARs they are responsible for and also for proposing changes to SUCARs that may be necessary because of the introduction of new ICAO SARPs or the amendment of existing SARPs (see Rule Making Manual).

- 1.2.2 This SI is applicable to new and amended SARPs notified by ICAO dated after the effective date of this SI and not to historical data. It also establishes the requirement for all pertinent staff offices and lines of business to conduct an annual comparison of updates to SCAA regulations, orders, and procedures to determine if the changes have any effect on Sudan's ability to comply with ICAO Annex requirements.

### 1.3 RELATED REGULATIONS AND GUIDANCE MATERIAL

- a) Civil Aviation Act 2010;
- b) Civil Aviation Safety Act 2010;
- c) Current Editions of Sudan Civil Aviation Regulations (SUCARs); and
- d) Sudan Civil Aviation Rule Making Manual (RMM)

### 1.4 AUDIENCE

This requirement applies to all SCAA Directorates and Technical Staff that have responsibilities to implement SUCAR provisions as part of their functions.

### 1.5 BACKGROUND

- 1.5.1 The International Civil Aviation Organization (ICAO), in accordance with Article 37 of the Convention on International Civil Aviation (Chicago Convention), adopts and amends, from time to time, Standards and Recommended Practices (SARPs), as may be necessary to secure among all contracting States the highest practicable degree of uniformity in regulations, standards, procedures, and organization in relation to air navigation and transportation.

- 1.5.2 The Republic of Sudan is a contracting State to the Chicago Convention. The Sudan Government is responsible for safe, secure and efficient air navigation services in Sudan. Changing air traffic volume and complexity, new and emerging technologies, and other factors, may require amendments to ICAO SARPs or Sudan aviation regulations, policies or procedures. Under Articles 37 and 38 of the Chicago Convention, the Government of Sudan has agreed to and is required to comply with Standards adopted by ICAO or notify the ICAO Council of differences that may exist between Sudanese requirements and relevant ICAO SARPs. Sudan is also required to publish any significant difference that may exist between its regulations and the SARPs in the Sudan Aeronautical Information Publication (AIP).

### 1.6 RESPONSIBILITIES

- 1.6.1 The Government of Sudan fully collaborates with ICAO, other contracting States and/or air navigation service providers, representatives from airspace operator and industry groups, and other stakeholders to improve ICAO SARPs and Sudanese aviation regulations, policies and procedures. Upon adoption of new or amended ICAO SARPs, the ICAO Secretary General sends a State Letter to all contracting States informing each State of new SARPs or amendments to existing SARPs. Upon receiving the State Letter

from ICAO, the SCAA as the State Agency for Civil Aviation undertakes to ensure its proper evaluation, implementation or any other action that is obligated to the State under the Chicago Convention.

1.6.2 *Office of the Director General – Safety and Security Coordinating Office*

- 1.6.2.1 The Office of the Director General – Safety and Security Coordinating Office (ODG- SSCO) is mandated to facilitate and coordinate the process that would enable the SCAA to take appropriate action with respect to SARPs-related State Letters from ICAO on new SARPs or the amendment of existing SARPs. This includes responsibility to direct the process of securing the adoption of new SARPs into the appropriate SUCARs or the amendment of SUCAR requirements to comply with amendments made to corresponding SARPs.
- 1.6.2.3 In this respect, ICAO State Letters relating to SARPs are directed to ODG-SSCO for action. On receiving the appropriate State Letter, the ODG-SSCO would initiate the process contained in the Rule making Manual, as applicable and forward the changes made by ICAO to the relevant Directorates for comment and/or action, as applicable.
- 1.6.2.4 Within SCAA the ODG- SSCO is responsible to ensure that all relevant Directorates and Industry Partners are made aware of the contents of the ICAO State Letter advising of proposed/actual new and amended SARPs. It is also responsible to collect and collate all information received by the due date and prepare the formal response to ICAO, which may include a notification of differences to SARPs.
- 1.6.2.5 The Office of Director General – Safety and Security Coordinating Office shall also ensure that new SARPs or amendments to existing SARPs are reflected in the relevant SUCARs, as applicable in line with the process that is detailed in the Rules making manual.
- 1.6.2.6 As part of its responsibilities, the ODG – SSCO in coordination with the relevant Directorate, determines whether the SCAA conforms to the requirements and obligations of Articles 37 and 38 of the Chicago Convention and ensure that appropriate action, as required is taken.


1.6.3 *SCAA Directorates*

- 1.6.3.1 SCAA Directorates that have responsibility for implementing SUCAR(s) shall develop an internal procedure for executing review of new or amended ICAO SARPs corresponding to the requirements contained in the SUCAR(s) they are responsible for.
- 1.6.3.2 The internal procedure to be established by a Directorate shall ensure that I proposed/actual new or amended ICAO Annex SARPs are distributed to appropriate subject matter experts and/or offices of primary responsibility within their Directorate. The internal procedures shall also provide for the assignment of Technical Staff to undertake the review and comment process and specific instructions to assist the staff in performing this task. The Directorate shall also ensure that the internal procedure is coordinated throughout the Directorate and documented.
- 1.6.3.3 A crucial step in this process is a management decision point to determine the disposition of new or revised SARPs, whether to adopt or reject the proposed or revised SARP, or commit to adopt partial compliance. Complete

rejection or partial compliance will require that Sudan files a difference with ICAO. Depending on the time required to adopt accepted changes, it may also be necessary to file a difference even when Sudan, in principle, accepts the change but requires much longer time to integrate it to its regulations.

1.6.3.4 Once a decision is made, the SCAA shall notify ICAO of its position respecting the new or revised SARPs, and of any differences that may exist.

Signed by:

  
**Eng. Mohamed Abdelaziz Ahmed**  
**Director General**  
**Sudan Civil Aviation Authority**



## **APPENDIX A**

### **ICAO Online Framework**

#### **1. General**

ICAO has developed an online framework to enable the ICAO Contracting establish efficient and effective communication with ICAO headquarters with regard to management of SARPS, State letters, etc. The ICAO project is now under development and is expected to come into full operation in 2012.

#### **2. SARPS Management And Reporting Tools (SMARTS)**

A set of tools that will manage and facilitate following processes:

- Management of Annexes (SARPs)
- State letter consultation
- Filing of differences
- Continuous monitoring on level of States' compliance
- Electronic Notice of Proposed Amendment (ENOA)
- Replace paper-based State letter processing
- Produce related working paper and State letter
- Generate various reports related to responses to ENOPA State letters

The system enables States to:

- View amendments in progress
- Provide comments to State letter
- View history of State responses to amendments
- View other States' comments

#### **2.1 Electronic Filing of Differences**

States and ICAO to:

- Replace paper-based filing of differences
- Generate various reports related to States' compliance and difference information
- On-demand and real-time access to other States' compliance and differences

#### **2.2 Integrated Safety Trends Analysis and Reporting Systems (iSTARS)**

- ICAO's initiative to strengthen predictive safety analysis capabilities to concentrate efforts on areas of greatest concern
- Initially, focused on relationship between accident rates, traffic volume and USOAP results
- In a longer term, multi-dimensional safety analyses using diverse data sources

### Concept of operation

- Create interoperable tools & analysis methods
- Integrate multiple data sources
- Leverage existing data & software applications
- Level of access
- Secretariat Site: Development/test site
- Secure Portal: Full access to restricted information
- Public: No access to restricted information and data

#### 4. **Access to ICAO online framework**

Access to ICAO online framework is restricted. Only those who have written permission are allowed to use this website. All those are authorized will be given the personnel passwords to enable them establish contact with ICAO in accordance with their delegated functions and responsibilities.

**APPENDIX B**  
**DISTRIBUTION OF STATE LETTERS REGARDING PROPOSALS FOR**  
**AMENDMENT OF ANNEXES**

<i>No.</i>	<i>Annex</i>	<i>Responsible Directorate(s), Office(s)</i>
1	Annex 1 – Personnel Licensing	FSD/AIR/ANS
2	Annex 2 – Rules of the Air	ANS/LEGAL/SSCO
3	Annex 3 – Meteorological Services	ANS/ Meteorological Institute
4	Annex 4 – Aeronautical Charts	ANS
5	Annex 5 – Measurements to be used in air and ground	ANS
6	Annex 6 – Operations of Aircraft	FSD/AIR
7	Annex 7 – Aircraft Nationality and Registration	AIR
8	Annex 8 – Airworthiness of Aircraft	AIR
9	Annex 9 – Facilitation	ATD
10	Annex 10 – Aeronautical Telecommunications	ANS
11	Annex 11 – Air Traffic Services	ANS
12	Annex 12 – Search and Rescue	ANS
13	Annex 13 – Aircraft Accident and Incident Investigation	AAICD
14	Annex 14 – Aerodromes	DASS, Airports
15	Annex 15 – Aeronautical Information Services	ANS
16	Annex 16 – Environmental Protection	AIR
17	Annex 17 – Security	AVSEC
18	Annex 18 – Transport of Dangerous Goods by Air	FSD, ATD