

PROCEDURE DESIGN SERVICE PROVIDER:		
CHECKED BY:	CHECKED DATE :	SIGNATURE :

Standards :

- Arrêté n°000162 fixant les règles de conception et d'utilisation des procédures de vols aux instruments ;
- Arrêté n°0001301/MINT du 29 septembre 2006 portant réglementation de la fourniture des cartes aéronautiques ;
- Circulaire n°00032/C/CCAA/DG/DSA du 02 décembre 2013 relative à la conception et à l'établissement des procédures de vol aux instruments ;
- ICAO Doc 8168 volume 2 : PANS-OPS ;
- ICAO Doc 9906 volume 1, 2, 3, 5, 6 ;
- Other applicable ICAO manuals.

Item.	Questions	Guidance for review of evidence	Status of implementation	Comments
1. Procedure information acquisition				
1.1.	Has the IFP design organization established a procedure to ensure that survey and subsequent design activities are monitored and controlled by a person trained in procedure design?	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
1.2.	Has the IFP design organization established a procedure to ensure that survey data are validated by relevant stakeholders?	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
1.3.	Does the IFP design organization ensure	<ul style="list-style-type: none"> ➤ Review existing procedures in 	<input type="checkbox"/> Satisfactory	

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	that the provisions of the ICAO Doc. 9674 - AN/946 World Geodetic System 1984 (WGS-84) Manual are observed?	the manual of operations ➤ Confirm implementation of the procedures as appropriate	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
2. Instrument flight procedure design process				
2.1.	Does the IFP design organization ensure that the design of instrument flight procedure are in accordance with: a) applicable standards set out or referred to in ICAO Doc 8168; and b) applicable standards as set out in circular n°00032?	➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not applicable	
2.2.	Does the IFP design organization establish a procedure for ensuring that personnel have access to relevant and current data including, but not limited to, aeronautical data, land contour data, and obstacle data for the design, design verification, flight validation, and maintenance of the instrument flight procedures developed and maintained by the organization?	➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
2.3.	Has the IFP design organization established procedures to ensure that every instrument flight procedure, is designed or amended using methods ensuring that the procedure meets the applicable requirements and standards prescribed by ICAO?	➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	

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2.4.	Does the IFP design organization ensure that the software packages used in the design of procedures have been validated?	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
2.5.	Has the IFP design organization provided instruction to IFP designers about the use of the design software packages in accordance with the manufacturer's user manual?	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
2.6.	Has the IFP design organization established procedures to ensure that any exceptions from PANS-OPS criteria applied in the procedure construction is identified and considered in conjunction with operators before approval?	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
2.7.	Has the IFP design organization established procedures for ensuring that every instrument flight procedure, is independently verified, before flight validation, by a qualified person who is independent of the person directly responsible for the design?	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
2.8.	Is there any procedure for ensuring that ground validation is conducted for an IFP design?	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
2.9.	Has the IFP design organization established procedures for ensuring that instrument flight procedure if necessary is flight validated?	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	

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2.10.	Has the IFP design organization established procedures for conducting the flight validation of an instrument flight procedure?	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
2.11.	Does the IFP design organization ensure that the design of an instrument flight procedure is coordinated with all appropriate air traffic service providers?	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
2.12.	Does the IFP design organization ensure that the design of an instrument flight procedure is compatible with any air traffic service and associated procedure that is provided within the area or areas of airspace where the instrument flight procedure is intended to be established?	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
2.13.	Has the IFP design organization established a procedure to ensure that the design of an instrument flight procedure take into account any noise abatement procedures?	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
2.14.	Has IFP design organization established procedures to ensure that the design of an instrument flight procedure take into account any bylaws or other legislation restricting aircraft operations?	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
2.15.	Has the IFP design organization established a procedure to ensure that safety analysis are made for all new instrument flight procedures design or for a significant amendment of an existing IFP?	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	

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2.16.	Has the IFP design organization established a procedure to ensure that an instrument flight procedure is not designed on a ground based aeronautical facility unless the aeronautical facility is installed and operated?	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
2.17.	Has the IFP design organization established a procedure ensuring that the equipment used for flight validation: <ul style="list-style-type: none"> a) has the precision, and accuracy traceable to appropriate standards, that are necessary for the validation being performed; 	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
2.18.	<ul style="list-style-type: none"> b) has known measurement uncertainties including, but not limited to, the software, firmware and crosswind uncertainties; 	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
2.19.	<ul style="list-style-type: none"> c) records the actual flight path of the validation aircraft 	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
2.20.	<ul style="list-style-type: none"> d) is checked before being released for use, and at intervals not exceeding the calibration intervals recommended by the manufacturer, to establish that the system is capable of verifying the integrity of the instrument flight 	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
2.21.	<ul style="list-style-type: none"> e) is operated in accordance with 	<ul style="list-style-type: none"> ➤ Review existing procedures in 	<input type="checkbox"/> Satisfactory	

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	flight validation system procedures and criteria, by persons who are competent and current on the system used?	the manual of operations ➤ Confirm implementation of the procedures as appropriate	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
3. Procedure design documentation				
3.1.	Has the IFP design organization established a procedure to ensure that IFP designers provide documentation required for publication in the AIP?	➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
3.2.	Has the IFP design organization established a procedure to ensure that IFP designers provide documentation required to maintain transparency concerning the details and assumptions used by the IFP designer, which should include supporting information/data used in the design?	➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
3.3.	Has the IFP design organization established a procedure to ensure that IFP designers provide additional documentation required to facilitate ground and flight validation of the procedure?	➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
3.4.	Does the IFP design organization ensure that all calculations and results of calculations are presented in a manner that enables the reader to follow and trace the logic and resultant output?	➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate ➤	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	

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4. Publication of instrument flight procedures				
4.1.	Has the IFP design organization established a procedure to ensure that an instrument flight procedure is not published or made available for operational use unless it has been flight validated and approved?	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
4.2.	Has the IFP design organization established a procedure to ensure that the initial publication of, or any change to, an instrument flight has been accurately published?	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
4.3.	Has the IFP design organization established a procedure to ensure that the date that the instrument flight procedure is intended to come into effect is clearly stated.	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
4.4.	Does the IFP design organization ensure that instrument flight procedures designs /charts, are provided to the Aeronautical Information Service (AIS) provider for publication in the AIP	<ul style="list-style-type: none"> ➤ Check LoA which AIS provider; ➤ Verify the implementation. 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
4.5.	Are The designs/charts published in the AIP produced in accordance with the provisions contained in the documents listed below: <ul style="list-style-type: none"> a) ICAO Doc 8168 Volumes I and II - Procedures for Air Navigation Services – Aircraft Operations (PANS-OPS) ? b) ICAO Doc 8697 – Aeronautical 	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	

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	Chart Manual ? c) Arrêté 1301 & Instruction 1298 ?			
4.6.	Does the IFP design organization ensure that significant amendments or revisions in the IFP are clearly indicated in the revised charts?	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
5. Maintenance of Instrument flight procedures				
5.1.	Has the IFP design organization established procedures for maintenance of IFP in accordance with standards requirements?	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
5.2.	Do these procedures include details for every instrument flight procedure to be reviewed, and flight validated: a) if necessary on a periodic basis at intervals not more than five years?	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
5.3.	b) if there is a change in any of the data referred to in requirement?	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
5.4.	Do these procedures include and document the grounds and criteria for establishing or changing the interval between the periodic maintenance reviews for each instrument flight procedure?	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
5.5.	Has the IFP design organization established procedures for recording,	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	

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	investigating, correcting, and reporting, any identified error, and any identified non-conformance or suspected non-conformance with the standards in an Instrument flight procedure that is approved or maintained by the entity?	➤ Confirm implementation of the procedures as appropriate	<input type="checkbox"/> Not applicable	
6. Management of records				
6.1.	Has the IFP design organization established a procedure for the management of records that are required for the organization's functions relating to the design, certification and maintenance of instrument flight procedures?	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	
6.2.	Does this procedure include the identification, collection, indexing, storage, safekeeping, accessibility, maintenance and disposal of records?	<ul style="list-style-type: none"> ➤ Review existing procedures in the manual of operations ➤ Confirm implementation of the procedures as appropriate 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not applicable	