

CAP 670 ATS Safety Requirements – Amendment 13

External Consultation 19 November 2012 – 13 January 2012

The amendments provided in this document are not believed to introduce any additional costs to Service Providers, have been published elsewhere or are included for editorial purposes and are therefore provided **for information only**.

All new text is shown in blue; deletions are shown in ~~red strikethrough~~.

NOTE: All references to specific departments and Divisions within the CAA will be changed to 'the CAA' and/or 'Safety Regulation Group' throughout the book, except where included as part of an address.

Abbreviations

~~ATSD~~ — ~~Air Traffic Standards Department~~

Directory

Aerodrome and Air Traffic
Standards ~~Department~~ Division
CAA Safety Regulation Group
2W Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

Tel: 01293 573354
Fax: 01293 573974
Email: ats.enquiries@caa.co.uk

For general enquiries
about ATS matters and
the content of this
document.

Regional Manager, ATS Safety
Regulation (Southern)
Aerodrome and Air Traffic
Standards ~~Department~~ Division
CAA Safety Regulation Group
2W Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

Tel: 01293 573330
Fax: 01293 573974
Email: ats.southern.
regional.office@
caa.co.uk

Regional office for
ATS approvals,
inspections, audits,
etc.

Regional Manager, ATS Safety
Regulation (Central)
Aerodrome and Air Traffic
Standards ~~Department~~ Division
CAA Safety Regulation Group
First Floor
Atlantic House
Atlas Business Park
Simonsway
Wythenshawe

Tel: 0161 216 4514
Fax: 0161 216 4549
Email: ats.central.
regional.office@
caa.co.uk

Regional office for
ATS approvals,
inspections, audits,
etc.

Manchester
M22 5PR

Regional Manager, ATS Safety
Regulation (Northern)
[Aerodrome and Air Traffic
Standards Department Division](#)
CAA Safety Regulation Group
First Floor
Kings Park House
Laurelhill Business Park
Stirling
FK7 9JQ
Scotland

Tel: 01786 457 400
Fax: 01786 457 440
Email: ats.northern.
regional.office@
caa.co.uk

Regional office for
ATS approvals,
inspections, audits,
etc.

En-route and College Regulation
[Aerodrome and Air Traffic
Standards Department Division](#)
[CAA Safety Regulation Group](#)
2W Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

Tel: 01293 573060
Fax: 01293 573974

Regulation of Enroute
ATS and ATC
colleges.

[ANSP ATS Investigations and
Oversight Assurance
Section](#)
[Aerodrome and Air Traffic
Standards Department Division](#)
CAA Safety Regulation Group
2W Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

For general enquiries,
email:
ats.enquiries@caa.co.uk

Development and
implementation of
ANS provider
certification under
the Single European
Sky (SES)
Regulation

ATS Licensing Section
[Licensing and Training Standards](#)
CAA Safety Regulation Group
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

Tel: 01293 57~~3270~~ 3700
Fax: 01293 573996
Email: ats.licensing@
caa.co.uk

Applications for
Student ATC
Licence and Air
Traffic Controller's
Licence; FISO
licence; Air/Ground
and Offshore Radio
Operator's
Certificate of
Competence.

Medical Department
[Licensing and Training Standards](#)
CAA Safety Regulation Group
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

Tel: 01293 573700

Initial Medical
Examinations and
Renewals

Part A

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1.6 The provision of air traffic services and, where appropriate, the technical aspects of services such as Operational Control (OPC), see paragraph 34.2 below, are regulated by the ~~Air Traffic Standards Department (ATSD) of the~~ United Kingdom Civil Aviation Authority Safety Regulation Group (UK CAA SRG).

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1.8 The material contained in this document sets out the requirements to be met by providers of civil air traffic services and other services, as defined in paragraph 34.2 below, in the UK in order to ensure that those services are safe for use by aircraft and meet internationally agreed standards. In addition to requirements, the text offers explanatory notes and guidance material on acceptable methods of compliance with the requirements.

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5.1.5 Civil Air Traffic Services (ATS) and technical elements of associated services are principally regulated in the UK by the ~~Air Traffic Standards Department~~ CAA. Regulation is achieved, as appropriate, through the grant of Approval to equipment and systems, licensing and certification of personnel, and auditing and inspecting the subsequent systems and service provision. However, this regulation is modified by SES related regulations, e.g. Commission Regulation (EC) No 1315/2007 on safety oversight in air traffic management, which establishes a safety oversight function concerning air navigation services, air traffic flow management (ATFM) and air space management (ASM) for general air traffic.

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5.6.1 Formal Consultation

The ~~Air Traffic Standards Department (ATSD) of the CAA's Safety Regulation Group~~ CAA invites comments on proposals that may have an impact on the provision of air traffic services in the UK, or on the organisations that provide those services. Once the necessary stages of the CAA internal development and production process have been completed, the consultative material is published on the CAA website to allow consideration by a notified date that marks the end of the consultation period. This Formal Consultation process enables comments on proposed changes to be made by individuals and industry prior to the effective date of the changes. Any documents currently under review as part of the Formal Consultation process may be accessed by following the link to the CAA website: www.caa.co.uk/consultations.

As far as possible, the CAA will alert industry to EU level consultation processes. This could be via CAA Information Notices.

5.6.2 Notification of Consultations

Formal notification of consultations can be received by subscribing to receive CAA Information Notices using the Amendment Notification Service for published documents, as described in paragraph 5.7.5. Consultations will also be notified through the CAA website using the CAA's 'Consultations' RSS News Feed (www.caa.co.uk/rss).

~~5.6.2 Consultation List for pre-publication (draft) documents~~

~~A consultation list of individuals who have expressed an interest in offering comments on material proposed for publication is maintained by ATSD. When consultative material is~~

~~made available on the CAA website, addressees on the consultation list who have indicated an interest in the subject matter are notified. Requests to join the CAP 670 consultation list may be made by e-mailing ats.documents@caa.co.uk or by writing to ATSD at the address given on page 1 of the Directory.~~

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5.7.5 A free e-mail amendment notification service for published CAA documents is available on the CAA web site. Those interested may subscribe to the service at: www.caa.co.uk/publications.

Amendment notification of published ~~ATSD~~ CAA documents is also available through an RSS News Feeds, [a list of which is available at \[www.caa.co.uk/rss\]\(http://www.caa.co.uk/rss\)](#).

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6.5.5 When ~~ATSD's representative~~ the Regional Manager (ATS) is satisfied that the SMS and safety assurance documentation provide acceptable assurance that the facility is and will continue to be operated safely, the Service Provider will be granted approval to operate in accordance with its SMS. The approval process is now subsumed into the certification process required under SES regulations.

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6.6.2 The RO staff, supported by other ~~ATSD sections~~ CAA Departments as appropriate, are responsible for gaining assurance that all appropriate regulatory requirements are being implemented by ATCUs and that the resulting ATS is safe. This will normally be achieved through audits of the ATCU and of the overall provision of air traffic control services, and of any changes to those services or supporting facilities.

6.6.3 The RO staff are responsible for regulating issues associated with ATS personnel licensing, the audit of ATCUs and the associated SMS and, in co-ordination with other appropriate sections of ~~ATSD~~ the CAA, responding to issues of immediate safety concern.

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6.7 Regulatory Processes

6.7.1 The mechanism for the regulation of ATC units at aerodromes and En-Route and Terminal Control Centres is ~~the granting of ANO Article 169 approval (and, where necessary, ANO Article 205 and 206 approvals). This mechanism is~~ subject to Certification and Designation processes in respect of SES EU Regulations. ~~and the status of Article 169 approvals will be indicated to industry as the legislation is changed.~~

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6.7.4 If the baseline audit finds that the SMS meets the relevant requirements and that the application of the SMS is resulting in the provision of an ATC service that is safe, the ~~unit's Air Navigation Order (ANO) Article 169 approval will be amended to require the unit to~~ Unit will be required to operate in accordance with its SMS. If the SMS implementation is considered not to be appropriate with respect to one or more of the key criteria, additional guidance will be provided.

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6.8 Documentation Required by **ATSD the CAA**

6.8.1 A condition of Certification and Designation in accordance with SES and/or Approval will be that documentation describing the unit SMS be made available to **ATSD the CAA** by the ATS Service Provider within a reasonable period of the request being made. Copies of certain documents will be required to be lodged (and maintained by the submission of any amendments) with **ATSD the CAA**. Other documents may not be required to be lodged in full with **ATSD the CAA** but notification of their issue or amendment may be required, and submission of the full document made on request.

6.8.2 The following list gives an indication to Service Providers of the documentation that may be requested by **ATSD the CAA**. It should be noted that this list is not definitive or exhaustive and that not all units will utilise all of the documents listed. Specific requirements will be determined by the unit SMS and the documentation that is generated by the management processes and will be agreed with the RO.

(etc.)

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6.8.3 The provision of this documentation will enable **ATSD the CAA** to maintain the assurance required that the ATS Provider has a robust and effective SMS. It should be noted that the documentation required by **ATSD the CAA** is likely to be produced as part of the unit's own safety management processes or other regulatory reporting requirements.

6.8.4 The ROs will establish local arrangements with individual units to determine the specific documents required and the method of submission.

6.9 Change Notification Requirements

6.9.1 **ATSD The CAA** requires to be notified of planned safety related changes at ATCUs. These include planned changes to ATC and engineering procedures, equipment, the SMS and associated documentation and unit organisation. Changes to nominated post holders and/or their safety responsibilities and accountabilities within the SMS must also be advised, as far as practicable, ahead of the change (1741).

6.9.2 When notified of a safety-related change, **ATSD the CAA** will take one of four courses of action as described below:

- a) simply acknowledge receipt of the information; in this case the unit may implement the change without further reference to **ATSD the CAA**.
- b) elect to audit the change without requiring further authorisation to implement it; in this case the unit may implement the change without further reference to **ATSD the CAA**, although additional information may be requested in order to complete the audit.
- c) elect to audit the change and require that it is not implemented until the audit is satisfactorily completed. This option may be exercised if the change is substantial or of particular sensitivity.
- d) direct that the change not be implemented. This option is only likely to be exercised if the proposed change contravenes legislation or the UK's international obligations.

6.9.3 Planned changes should, therefore, be notified to **ATSD the CAA** ([contact details are provided in the Directory to this document](#)) as soon as practicable in the change life cycle.

This is to ensure, as far as possible, that if a change is selected for audit, the results from the audit are fed back to the unit management at an appropriate point in the life cycle of the change.

- 6.9.4 For changes associated with ATC procedures, the associated safety assurance documentation should be submitted to ~~ATSD~~ the CAA as early as possible but at least 30 days prior to the planned introduction date for the change. The Service Provider remains responsible for the completion of any necessary safety assessment and for the mitigation of any hazards, and for ensuring the safe implementation of any changes (1742).

NOTE: It is recognised that, in order to ensure the continued safety of the ATC service, certain changes, particularly those associated with ATC procedures, normally documented in SIs and TOIs, may have to be introduced at short notice and preclude the submission of documentation to ~~ATSD~~ the CAA 30 days in advance of their implementation. In such circumstances, the relevant documentation should be submitted to ~~ATSD~~ the CAA as soon as practicable.

- 6.9.5 Changes to the operation of the unit that require an amendment to the SMS or safety assurance documentation must be notified to ~~ATSD~~ the CAA at least 30 days before the change is scheduled to be implemented (1743).

- 6.9.6 The exact detail and processes to be used for notification of changes to ~~ATSD~~ the CAA by ATCUs will be agreed following consultation and discussion between the unit management and relevant RO.

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- 7.2 The Aerodrome Licence and the Approval or Designation to provide ATC services are granted by the CAA. ~~is granted by the Aerodrome Standards Department of the CAA and the Approval or Designation to provide ATC services is granted by the Air Traffic Standards Department (ATSD) of the CAA.~~ In all cases an ANO Approval or Designation to provide ATC services must be granted by ~~ATSD~~ the CAA before operations by the new Provider can commence. The new Provider must also have been Certificated in accordance with SES Regulations by the appropriate National Supervisory Authority (NSA).

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Part B

Part B, Section 1

APP 02 Maintenance Arrangements

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7 Inspections and Audits

The Adequacy of Maintenance Arrangements will be subject to audit by ~~ATSD~~ CAA representatives from the Regional Office (ATS) or the En-Route Regulation section as appropriate (1702).

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APP 03 The Certification and Designation of an Air Navigation Service Provider Organisation as required by the EU Regulations

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3 Designation

3.1 ~~UK Air Navigation Order Article 169 approvals are currently required to be held by Air Traffic Control service providers, but also act as the UK means for the Designation of UK ATC ANSPs.~~ ~~Certificated ANSPs are required to be designated by the UK CAA in order to provide services in the UK.~~

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5.3 ~~ATSD~~ The CAA will become involved at an early stage in any application to become Certificated as an ANSP or to become Designated as a Service Provider in the UK. This involvement will continue throughout the life of the Certificated and/or Designated organisation.

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7.2 Where ANSPs have been certified to provide bundled services, i.e. ATS, AIS, MET or CNS, audits will be lead by appropriate CAA lead auditors, ~~e.g. Air Traffic Standards DAP etc.~~

7.3 Regulatory oversight visits by CAA ~~ATSD~~ inspectors will also include ATCO Licensing assessments, competency, etc.

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APP 04 Temporary ATC Units

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2.2 This document defines the requirements of ~~the Air Traffic Standards Department of the Civil Aviation Authority~~ the CAA. Further information regarding the conduct of special events may be obtained from the following documents:

- a) Flying Displays – A Guide to Safety and Administrative Arrangements (CAP 403).
- b) Aeronautical Information Circulars published prior to the commencement of each season.
- c) Licensing of Aerodromes (CAP 168).
- d) Air Traffic Controllers – Licensing (CAP 744).

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Part B, Section 2

ATC 01 ATC Support Systems and Facilities

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2.4.2 Suitable training in the use of meteorological equipment must be provided if meteorological information is not provided by a third party meteorological data service provider (1744).

NOTE: ~~ATSD~~ CAA staff may be involved in the provision of meteorological information, but for the purposes of safety regulation this function is deemed not to be subject to regulation by ~~the SRG Air Traffic Standards Department~~ SRG. The meteorological service to aviation is subject to regulation by the UK Meteorological Authority; see Part C, Section 4, MET for further details.

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ATC 02 ATC Documentation

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5.5 ATC units ~~approved under Article 169 of the ANO~~ regulated by the CAA and located at military aerodromes shall hold the following additional documents: (etc.)

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Part B, Section 4

GEN 02 Technical Safeguarding of Aeronautical Radio Stations Situated at UK Aerodromes – Guidance Material

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1.4 ~~The ATSD~~ CAA ATS Engineering Inspectors will expect to see evidence of adequate technical safeguarding. If the quality of service of the radio signal reduces below acceptable limits, he or she can withdraw the ANO approval for the affected radio facility until corrective measures have been taken.

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NEW SECTION: GEN 05 Remote Access to Operational Systems

1 Introduction

1.1 There is potential for inappropriate system commands, infection by malicious software or uncontrolled system changes to be actioned via remote access to a system.

2 Scope

2.1 This document addresses the security aspects of remote access facilities to operational systems.

3 Further Information

- 3.1 The ability for a manufacturer or maintenance organisation to access a system remotely is often provided in a system to enable remote diagnostics, performance monitoring or software upgrades.
- 3.2 The correct and controlled use of these facilities is recognised as useful and cost efficient method of providing these functions.
- 3.3 The nature of these remote links may be dial-up connection, internet connection or other publically accessible technologies.
- 3.4 To prevent access by anyone other than authorised parties the means to access the systems should, wherever possible, be disabled whenever access is not needed. If the nature of the remote access is such that it may be needed at times when there are no staff on site to enable the access then sufficiently robust password protection should be employed or the privileges of the remote user should be limited to prevent inappropriate actions.
- 3.5 Remote access should only be done under the prior agreement of local staff and should be controlled and recorded accordingly.
- 3.6 Once the remote tasks are complete the local staff should be made aware and the means of access disabled as appropriate.
- 3.7 If changes have been made to the system, record should be made of these and any documentation updated accordingly, e.g. Safety Case or IOP material.
- 3.8 ANSPs should review the potential risks to systems from remote access in line with their Safety and Security Management Systems and introduce management processes as necessary.

Part C

Part C, Section 1

COM 01 Voice/Data Recording

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7.2.1 Details of the operation and maintenance of the recording equipment, the management of the archive media, and visits by authorised persons from the CAA (such as the SRG Transcription Unit or ~~ATSD~~ ATS Regional Office Inspectors) shall be recorded in a logbook and preserved for a period of one year, or longer as directed by the CAA (990).

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7.6.1 On receiving a detailed request concerning recorded transmissions from either the CAA ~~SRG Transcription Unit~~ or the AAIB, normally within the 30 day retention period, archived data containing the specific recorded transmissions shall be removed from normal storage or extracted from HDD/SDD and placed in a separate and secure quarantine area pending further instructions (999).

7.6.2 Units will be required to impound a minimum of 4 hours of data for all audio channels on each side of the occurrence time i.e. 8 hours in total.

7.6.3 If the system also records surveillance data then this should be impounded at the same time if possible, otherwise surveillance data can be quarantined locally and made available to produce recordings as required by ATSI or AAIB. See also CAP670 SUR10.

7.6.4 For security reasons data exported to removable media must be in a format that can only be replayed on a dedicated replay machine or original recorder.

7.6.25 Extracts of recorded communications, copied from the original source files contained on HDD/SSD or from a separate archive source to removable media must be demonstrated to be a complete, accurate and verifiable copy of the original recordings (2265).

NOTE: Manufacturers of ATS recording and replay systems are now able to offer software tools which are capable of meeting this requirement and the ATS provider is encouraged to check whether the CAA will accept the production of "copies on demand" from their particular systems.

7.6.36 In the event of an aircraft accident or serious incident, ATS units are permitted to make one single copy from the original media before the original recording is placed into separate and secure storage (2360). An archive copy will be made from internal storage devices before a local copy is made (2361). Subsequent local replays of the recorded transmissions must only be made from the local copy (2362).

7.6.47 **Guidance:** Original recordings may be impounded for a minimum period of three years in the case of accident investigations.

COM 02 VHF Aeronautical Radio Stations

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6.3.2 ...

NOTE: All new Air Traffic Services Aeronautical Radio Stations must have been assessed under the Air Navigation Order Article 205 by the CAA ~~SRG Air Traffic Standards Department~~ before a WT Act aeronautical radio licence can be issued.

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6.1.18 Where a system provides the capability for instant replay of communications this shall not be made available at operational positions. Where it is not possible to disable the feature its use shall be disallowed by local procedures.

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COM 05 Automatic Terminal Information Service (ATIS)

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2.3 The UK Meteorological Authority is responsible for the regulation of meteorological services to aviation. The use and processing of meteorological information within an ATIS unit is subject to regulation by the CAA's Safety Regulation Group ~~SRG Air Traffic Standards Department (ATSD)~~. Further information about the regulatory arrangements for meteorological equipment and services can be found in Part C, Section 4, MET and CAP 746 Meteorological Observations at Aerodromes.

2.4 The origination of meteorological reports and other related information is regulated by the U.K. Meteorological Authority. Automatic Terminal Information Service (ATIS) equipment and the content of ATIS broadcast messages ~~is~~ are regulated by ~~ATSD~~ the CAA's Safety Regulation Group.

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COM 06 UHF Radio Equipment and Systems

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NOTE: All new Aeronautical Radio Stations must have been assessed as fit for purpose under the Air Navigation Order Article 205 by the CAA ~~SRG Air Traffic Standards Department~~ before a radio licence can be issued.

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19 Provision of Off-air Sidetone

NOTE: Reference should be made to Part C Section 1, COM 03 Voice Communications Control Systems, RTF Communications.

Where Off-air sidetone is provided for Air Traffic Services, it shall be a replica of the transmitted voice communications without any degradation of quality such as to cause annoyance or disturbance to the operator (294).

NOTE: The Acceptable Means of Compliance and Guidance in paragraph 7.2.4 can be applied as appropriate to the provision of Off-air Sidetone.

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Part C, Section 2

ILS 08 ILS Radio Noise Monitoring

Part 1 Preliminary Material

Foreword

This document ~~is produced and published by the Aerodrome and Air Traffic Standards Department Division (Safety Regulation Group) of the UK Civil Aviation Authority. It~~ identifies those specific engineering requirements that must be met to achieve approval for equipment, systems and organisations under the Air Navigation Order. This document is based upon those relevant and applicable ICAO standards and recommended practices. This document supersedes and replaces all earlier versions.

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ILS 10 General Requirements for ILS

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13.2.4 Displacement Sensitivity measurements shall be taken at monthly intervals or as agreed by ~~ATSD~~ the CAA in advance (2019).

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NAV 01 Engineering Requirements for Instrumented Runway Visual Range (IRVR) Systems

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10.7 IRVR measurements on a runway operating to CAT II with a LDA greater than 2000 metres are recommended to be made at three locations, representing TDZ, MID and stop end (STP) (1771).

NAV 02 Engineering Requirements for MF Non-Directional Beacons

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4.7.1 Commissioning flight inspections shall be made by an organisation having CAA approval for flight inspection of NDBs under the ANO (2064). Additionally, ~~ATSD~~ the CAA may, if it becomes concerned that the NDB is no longer performing to the SOC, request a flight check of the NDB, at the Service Provider's expense, by an approved Flight Inspection Organisation.

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NAV 07 ATS Requirements for RNAV(GNSS) Instrument Approach Procedures

6 Regulatory Oversight of RNAV(GNSS) IAPs by ~~ATSD~~ the CAA

- 6.1 Applications for an Instrument Flight Procedure (IFP) supported by GNSS should be made in accordance with the requirements in CAP 785 Approval Requirements for Instrument Flight Procedures in UK Airspace (available at www.caa.co.uk/CAP785).
- 6.2 ATS providers intending to facilitate RNAV(GNSS) IAPs must provide the usual notice of the intended change to ~~the Air Traffic Standards Department (ATSD)~~ the CAA in accordance with CAP 670 Part A Regulatory Framework, paragraph 6.9 Change Notification Requirements.
- 6.3 RNAV(GNSS) IAPs must be supported by safety assurance documentation arguing the adequate safety of the proposed IAP in accordance with the proposer's Safety Management System and should be submitted to the appropriate CAA ~~ATSD~~ ATS Regional Office in parallel with the application for the IFP referred to in paragraph 6.1 above.

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VDF 01 Requirements for Flight and Ground Inspection of VHF Direction Finding (VDF) Systems

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- 4.3 VDF Flight Inspection shall be undertaken on Commissioning of new equipment, replacement of aerial system, relocation of equipment or other major adjustment or modification which may cause the accuracy of the equipment to be compromised, or at any other time as required by an ~~ATSD~~ CAA ATS Engineering Inspector.

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- 7.2 The results and supporting evidence shall then be submitted to ~~ATSD~~ the CAA for acceptance and Approval of the facility.

Part C, Section 4

MET General Requirements for Meteorological Equipment and Use of Meteorological Information

- 1.1 The origination of meteorological reports and other related information is regulated by the UK Meteorological Authority, Room K6, CAA House, 45-59 Kingsway, London, WC2B 6TE, telephone: +44 (0) 20 7453 6526.

NOTE: Further details about the meteorological observations made to support civil aviation and the related regulatory requirements are published in CAP 746 Meteorological Observations at Aerodromes.

- 1.2 The use and processing of meteorological data within an ATC unit is regulated by the CAA's ~~SRG Air Traffic Standards Department~~ Safety Regulation Group.

1.3 In addition to paragraph 1.2 above, the use and processing of externally generated meteorological data, surface wind information and, where applicable, Instrumented Runway Visual Range (IRVR) data is presented to ATC in dynamic (real-time) form. The equipment used to derive this information and to present it to the air traffic controller and to other working positions within an ATC unit is regulated by the CAA's [Safety Regulation Group](#) ~~SRG Air Traffic Standards Department~~. It is recognised that the equipment that is used to derive the surface wind information may be the same as that used to originate the meteorological report for the aerodrome. In this case, only the equipment used to display (and, if appropriate, to process the data specifically for presentation to the air traffic controller) is regulated by the CAA's [Safety Regulation Group](#) ~~SRG Air Traffic Standards Department~~.

1.4 Automatic Terminal Information Service (ATIS) equipment and the content of ATIS broadcast messages are regulated by the CAA's [Safety Regulation Group](#) ~~SRG Air Traffic Standards Department~~.

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3.1.6 Where meteorological data is broadcast on ATIS the displays in operational control positions shall indicate the code letter used to identify ATIS broadcast (1781).

NOTE: Equipment used to generate ATIS broadcasts does not form part of the meteorological service to civil aviation and is regulated by the CAA ~~SRG Air Traffic Standards Department~~.

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Part D Human Resources

Section 1

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2.2 Providers shall notify the CAA of formal rostering arrangements of a repetitive nature only once. However, details of the roster actually worked showing variations due to unforeseen circumstances may be required at the discretion of the CAA, ~~Air Traffic Standards Department (ATSD)~~, particularly where there is a slight shortfall of staff and overtime is likely.

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Section 2

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4.1.1 The CAA may at its discretion modify any Limitation through and by authorised members ~~of its Air Traffic Standards Department (ATSD) staff~~, such as [ATS Inspectors](#). Modifications may be made as a requirement of the CAA, or in exceptional or extraordinary circumstances, on the application of a Provider of Air Traffic Control Services. Application

may be communicated in any manner to ~~ATSD~~ the CAA and must be confirmed in writing within the following 24 hours.

- 4.1.2 Modification may be made or granted upon such terms and for such duration as ~~ATSD~~ the CAA shall specify. It may be communicated in any manner and will be confirmed in writing with reasons within the following 48 hours.

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- 8.4 In order to hold ~~an Article 169 approval~~ a Designation for the provision of air traffic control services the CAA requires to be satisfied that the Provider is competent, having regard to his organisation, staffing, equipment, maintenance and other arrangements, to provide a service that is safe for use by aircraft. The CAA would not be satisfied in this respect if the Provider did not have measures in place to ensure that secondary employment of their staff that involves exercising the privileges of an air traffic controller licence is notified to them and is considered in conjunction with primary employment exercising the same privileges for the purposes of SRATCOH.