

Subpart B — Certification Requirements

173.51 Personnel requirements

(a) An applicant for the grant of an instrument flight procedure service certificate must employ, contract, or otherwise engage—

- (1) a senior person identified as the **Chief Executive** who **must**—
 - (i) **have** the authority within the applicant's organisation to ensure that the organisation's instrument flight procedure services can be financed and **provided** in accordance with the requirements and standards prescribed by this Part; and
 - (ii) **be** responsible for ensuring that the organisation complies with the requirements **of** this Part; and
- (2) a senior person or persons, responsible to the **Chief Executive** for—
 - (i) ensuring that the applicant's organisation complies with the organisation's exposition; and
 - (ii) the certification of every instrument flight procedure provided by the applicant's organisation for entry into the NZANR under Part 95 and made available for publication and operational use; and

(3) sufficient personnel to plan, design, verify, and maintain the instrument flight procedures provided by the applicant's organisation.

(b) An applicant for the grant of an instrument flight procedure service certificate must establish a procedure for initially assessing, training, and maintaining, the competence of—

- (1) those personnel involved in the planning, design, verification, and maintenance of instrument flight procedures; and
- (2) those senior personnel who are authorised to certify instrument flight procedures.

(c) The senior person or persons responsible for the certification of instrument flight procedures must be authorised in accordance with rule 173.57 to certify the procedures.

Subpart B — Certification Requirements

173.51 Personnel requirements

(a) An applicant for the grant of an instrument flight procedure service certificate must employ, contract, or otherwise engage—

- 1) a senior person identified as the **chief executive** who—
 - (i) **has** the authority within the applicant's organisation to ensure that the organisation's instrument flight procedure services can be financed and **carried out** in accordance with the requirements and standards prescribed by this Part; and
 - (ii) **is** responsible for ensuring that the organisation complies with the requirements **and standards prescribed by** this Part; and
- 2) a senior person or persons responsible to the **chief executive** for—
 - (i) ensuring that the applicant's organisation complies with the organisation's exposition; and
 - (ii) the certification of every instrument flight procedure provided by the applicant's organisation for entry into the NZANR under Part 95 and made available for publication and operational use; and
 - (iii) **the system for safety management required under rule 173.69; and**

3) sufficient personnel to plan, design, verify, and maintain the instrument flight procedures provided by the applicant's organisation.

(b) An applicant for the grant of an instrument flight procedure service certificate must establish a procedure for initially assessing, training, and **for** maintaining, the competence of—

- 1) those personnel involved in the planning, design, verification, and maintenance of instrument flight procedures; and
- 2) those senior personnel who are authorised to certify instrument flight procedures.

(c) The senior person or persons responsible for the certification of instrument flight procedures must be authorised in accordance with rule 173.57 to certify the procedures.

(d) The qualifications and experience for **the senior persons referred to in** paragraph

(d) The qualifications and experience for a senior person required by paragraph (a)(2) are specified in Appendix A.

173.67 Management of records

(a) An applicant for the grant of an instrument flight procedure service certificate must establish a procedure for the management of records that are required for the applicant organisation's functions relating to the design, certification and maintenance of instrument flight procedures.

(b) The management of records under paragraph (a) includes the identification, collection, indexing, storage, safekeeping, accessibility, maintenance and disposal of records.

(c) The procedure required by paragraph (a) must provide for the following to be recorded for every instrument flight procedure that is certified in accordance with rule 173.59 and every instrument flight procedure that is maintained in accordance with rule 173.63—

- (1) the details required by rule 173.61(c) for the instrument flight procedure; and
- (2) details of the instrument procedure design carried out in accordance with rule 173.55, including but not limited to design verification, amendment, validation, justification for not validating, and certification activities; and
- (3) details of the promulgation and checking activities; and
- (4) details of any actions taken under rule 173.65 regarding errors and non-conformances in an instrument flight procedure; and
- (5) details of every maintenance review and flight validation carried out, in accordance with the procedures required by rule 173.63.

(d) The procedure required by paragraph (a) must also provide for the following—

- (1) a record, that includes details of the qualifications, experience, training, assessments, and authorisations if applicable, for—
 - (i) every senior person required by rule 173.51(a)(2); and
 - (ii) personnel required by rule 173.51(a)(3); and
- (2) a record of every internal safety management review carried out under rule 173.69; and

(a)(2) are specified in Appendix A.

173.67 Management of records

(a) An applicant for the grant of an instrument flight procedure service certificate must establish a procedure for the management of records that are required for the applicant organisation's functions relating to the design, certification and maintenance of instrument flight procedures.

(b) The management of records under paragraph (a) includes the identification, collection, indexing, storage, safekeeping, accessibility, maintenance and disposal of records.

(c) The procedure required by paragraph (a) must provide for the following to be recorded for every instrument flight procedure that is certified in accordance with rule 173.59 and every instrument flight procedure that is maintained in accordance with rule 173.63—

- (1) the details required by rule 173.61(c) for the instrument flight procedure; and
- (2) details of the instrument procedure design carried out in accordance with rule 173.55, including but not limited to design verification, amendment, validation, justification for not validating, and certification activities; and
- (3) details of the promulgation and checking activities; and
- (4) details of any actions taken under rule 173.65 regarding errors and non-conformances in an instrument flight procedure; and
- (5) details of every maintenance review and flight validation carried out, in accordance with the procedures required by rule 173.63.

(d) The procedure required by paragraph (a) must also provide for the following—

- (1) a record, that includes details of the qualifications, experience, training, assessments, and authorisations if applicable, for—
 - (i) every senior person required by rule 173.51(a)(2); and
 - (ii) personnel required by rule 173.51(a)(3); and
- (2) *[revoked]*
- (3) the records required by paragraphs (c) and (d) to be legible, accurate, permanent,

- (3) the records required by paragraphs (c) and (d) to be legible, accurate, permanent, and retrievable in a legible format; and
- (4) the records required by paragraph (c) to be retained for at least 5 years after the associated instrument flight procedure is withdrawn from use.

173.69 Safety management system requirements

(a) An applicant for the grant of an instrument flight procedure service certificate must establish a safety management system for ensuring compliance with, and the adequacy of, the procedures required by this Part.

(b) The safety management system must include—

- (1) a safety policy incorporating the development of a safety culture and safety procedures, including a procedure for reporting and investigating an occurrence conducted in accordance with Part 12; and
- (2) a procedure for establishing and monitoring safety indicators; and
- (3) a procedure for identifying an existing or potential problem within the organisation's systems and processes; and
- (4) a procedure for controlling and mitigating risks within the organisation that may affect the integrity of instrument flight procedures; and
- (5) a procedure for corrective action to ensure that an identified problem is investigated and analysed, and the cause of the problem is remedied; and
- (6) a procedure for preventive action to ensure that a cause of an identified potential problem is remedied; and
- (7) an internal audit programme to audit the applicant's organisation for conformity with its exposition, safety policy, and procedures; and
- (8) a management review procedure that may, if appropriate, include the use of statistical analysis ensuring the continuing suitability and effectiveness of the safety management system in satisfying the requirements of this Part; and
- (9) a safety management manual documenting the operation of the safety management system and providing relevant information on the risks and how they are managed (including the procedures required in paragraphs (b)(1) to (b)(8)), and a register of

and retrievable in a legible format; and

- (4) the records required by paragraph (c) to be retained for at least 5 years after the associated instrument flight procedure is withdrawn from use.

173.69 Safety management

An applicant for the grant of an instrument flight procedure service certificate must establish, implement, and maintain a system for safety management in accordance with rule 100.3.

significant hazards for the organisation and how those hazards are controlled.

(c) The safety management procedures must include a means for ensuring that the safety policy is understood, implemented and maintained at every level within the applicant's organisation.

(d) The procedure required by paragraph (b)(5) for corrective action must provide for the following—

- (1) how to correct an existing problem; and
- (2) how to ascertain whether or not the problem has affected or potentially affected the integrity of any instrument flight procedure; and
- (3) how to follow up a corrective action to ensure that the action is effective; and
- (4) how to amend any procedure that is required by this Part as a result of a corrective action; and
- (5) how management is to measure the effectiveness of any corrective action taken.

(e) The procedure required by paragraph (b)(6) for preventive action must provide for the following—

- (1) how to correct a potential problem; and
- (2) how to ascertain what other effects the cause of an identified potential problem may have; and
- (3) how to follow up a preventive action to ensure the action is effective; and
- (4) how to amend any procedure, required by this Part, as a result of a preventive action; and
- (5) how management measures the effectiveness of any preventive action taken.

(f) The internal audit programme required by paragraph (b)(7) must—

- (1) specify the frequency and location of the audits, taking into account the nature of the activity to be audited; and
- (2) require audits to be performed by trained personnel who are independent of those

with direct responsibility for the activity being audited; and

- (3) require the results of audits to be reported to the personnel responsible for the activity being audited and to the manager responsible for internal audits; and
 - (4) measure the effectiveness of any preventive or corrective action taken by the personnel responsible for the activity being audited since the last audit; and
 - (5) require preventive or corrective action to be taken by the personnel responsible for the activity being audited if problems are found by the audit; and
 - (6) provide for follow-up audits to be undertaken to review the effectiveness of any preventive or corrective action taken.
- (g) The procedure for management review required by paragraph (b)(8) must—
- (1) specify the frequency of management reviews of the safety management system, taking into account the need for the continuing effectiveness of the system; and
 - (2) identify the senior person responsible for the management review; and
 - (3) require the results of the review to be evaluated and recorded.
- (h) The senior person who is responsible for the safety management system must have direct access to the Chief Executive on matters affecting the integrity of any instrument flight procedure for which the organisation is responsible.

173.71 Exposition requirements

- (a) An applicant for the grant of an instrument flight procedure service certificate must provide the Director with an exposition that **must** contain—
- (1) a statement signed by the **Chief Executive** on behalf of the applicant's organisation confirming that the exposition and any included **documentation**—
 - (i) define the organisation and demonstrate its means and methods for ensuring ongoing compliance with this Part; and
 - (ii) are required to be complied with by the organisation's personnel at all times; and

173.71 Instrument flight procedure service organisation exposition

- (a) An applicant for the grant of an instrument flight procedure service certificate must provide the Director with an exposition that contains—
- (1) a statement signed by the **chief executive** on behalf of the applicant's organisation confirming that the exposition and any included **manuals**—
 - (i) define the organisation and demonstrate its means and methods for ensuring ongoing compliance with this Part; and
 - (ii) are to be complied with by the applicant's organisation's personnel at all times; and

(1A) in relation to the system for safety management required by rule 173.69,—

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| <p>(2) the titles and names of the senior person or persons required by rule 173.51(a)(2); and</p> <p>(3) details of the duties and responsibilities of the senior person or persons referred to in paragraph (2) including matters for which they have responsibility to deal directly with the Director on behalf of the organisation; and</p> <p>(4) if there is more than one senior person listed under paragraph (2), an organisation chart showing the lines of responsibility of those persons; and</p> <p>(5) the name of every senior person who is authorised in accordance with rule 173.57 to certify instrument flight procedures; and</p> <p>(6) details of the scope of the authorisation issued to every person listed under paragraph (5); and</p> <p>(7) a list of the types of instrument flight procedure to be designed, certified, or maintained by the applicant's organisation; and</p> <p>(8) details of the applicant's means of meeting the requirements of rule 173.53(a) regarding—</p> <p style="margin-left: 20px;">(i) equipment; and</p> <p style="margin-left: 20px;">(ii) access to relevant and current data; and</p> <p style="margin-left: 20px;">(iii) access to copies of relevant documentation; and</p> <p>(9) details of the applicant's means of meeting the requirements of rule 173.53(b)</p> | <p style="margin-left: 20px;">(i) all of the documentation required by rule 100.3(b); and</p> <p style="margin-left: 20px;">(ii) for an applicant that is not applying for a renewal of an instrument flight procedure service certificate, an implementation plan that describes how the system for safety management will be implemented; and</p> <p>(2) the titles and names of the senior person or persons required by rule 173.51(a)(2); and</p> <p>(3) details of the duties and responsibilities of the senior person or persons required by rules 173.51(a)(1) and (2) including—</p> <p style="margin-left: 20px;">(i) matters for which they have responsibility to deal directly with the Director or the Authority on behalf of the organisation; and</p> <p style="margin-left: 20px;">(ii) responsibilities for safety management; and</p> <p>(4) if there is more than one senior person listed under paragraph (2), an organisation chart showing the lines of responsibility of those persons; and</p> <p>(4A) information identifying the lines of safety responsibility within the organisation; and</p> <p>(5) the name of every senior person who is authorised in accordance with rule 173.57 to certify instrument flight procedures; and</p> <p>(6) details of the scope of the authorisation issued to every person listed under paragraph (5); and</p> <p>(7) a list of the types of instrument flight procedure to be designed, certified, or maintained by the applicant's organisation; and</p> <p>(8) details of the applicant's means of meeting the requirements of rule 173.53(a) regarding—</p> <p style="margin-left: 20px;">(i) equipment; and</p> <p style="margin-left: 20px;">(ii) access to relevant and current data; and</p> <p style="margin-left: 20px;">(iii) access to copies of relevant documentation; and</p> <p>(9) details of the applicant's means of meeting the requirements of rule 173.53(b)</p> |
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- regarding instrument flight procedures not requiring flight validation; and
- (10) details of the applicant's procedures as required by—
- (i) rule 173.51(b) regarding assessment and competence of personnel; and
 - (ii) rule 173.53(b)(1) regarding access to data; and
 - (iii) rule 173.53(b)(2) regarding currency and accuracy of data; and
 - (iv) rule 173.53(c) regarding control of documentation; and
 - (v) rule 173.55(a) regarding design, verification and flight validation of instrument flight procedures; and
 - (vi) rule 173.55(c) regarding flight validation of instrument flight procedures; and
 - (vii) rule 173.55(e) regarding the justification for instrument flight procedures not requiring flight validation; and
 - (viii) rule 173.55(f) or (g) regarding the compliance with standards; and
 - (ix) rule 173.57 regarding authorisation of senior persons; and
 - (x) rule 173.59 regarding certification of instrument flight procedures; and
 - (xi) rule 173.61 regarding promulgation of instrument flight procedures and the means to provide details of each procedure to the Director; and
 - (xii) rule 173.63 regarding maintenance of instrument flight procedures; and
 - (xiii) rule 173.65 regarding errors in published instrument flight procedures; and
 - (xiv) rule 173.67 regarding management of records; and
 - (xv) rule 173.69 regarding safety management system; and
- (11) procedures for controlling, amending, and distributing the exposition.
- (b) The exposition **required by paragraph (a)** must **remain** acceptable to the Director.

Subpart C — Operating Requirements

- regarding instrument flight procedures not requiring flight validation; and
- (10) details of the applicant's procedures as required by—
- (i) rule 173.51(b) regarding assessment and competence of personnel; and
 - (ii) rule 173.53(b)(1) regarding access to data; and
 - (iii) rule 173.53(b)(2) regarding currency and accuracy of data; and
 - (iv) rule 173.53(c) regarding control of documentation; and
 - (v) rule 173.55(a) regarding design, verification and flight validation of instrument flight procedures; and
 - (vi) rule 173.55(c) regarding flight validation of instrument flight procedures; and
 - (vii) rule 173.55(e) regarding the justification for instrument flight procedures not requiring flight validation; and
 - (viii) rule 173.55(f) or (g) regarding the compliance with standards; and
 - (ix) rule 173.57 regarding authorisation of senior persons; and
 - (x) rule 173.59 regarding certification of instrument flight procedures; and
 - (xi) rule 173.61 regarding promulgation of instrument flight procedures and the means to provide details of each procedure to the Director; and
 - (xii) rule 173.63 regarding maintenance of instrument flight procedures; and
 - (xiii) rule 173.65 regarding errors in published instrument flight procedures; and
 - (xiv) rule 173.67 regarding management of records; and
 - (xv) **[revoked]**
- (11) procedures for controlling, amending, and distributing the exposition.
- (b) The **applicant's** exposition must **be** acceptable to the Director.

Subpart C — Operating Requirements

173.103 Changes to certificate holder's organisation

- (a) The holder of an instrument flight procedure service certificate must—
- (1) subject to paragraph (b), ensure that the organisation's exposition is amended so **as to remain** a current description of the certificate holder's organisation; and
 - (2) ensure that any amendment made to the exposition meets the applicable requirements of this Part; and
 - (3) comply with the **exposition** amendment procedures contained in **the** exposition; and
 - (4) **provide** the Director **with** a copy of each amendment that the certificate holder makes to **the** exposition as soon as practicable after the amendment is incorporated into **the** exposition; and
 - (5) amend the exposition as the Director considers necessary in the interests of aviation safety.
- (b) **If the holder of an instrument flight procedure service certificate changes, or proposes to change, any of the following, the certificate holder must notify the Director prior to the change or as soon as practicable if prior notification is not possible, and the change must be accepted by the Director, including applicable fit and proper person criteria under section 10 of the Act, before being incorporated into the certificate holder's exposition:**
- (1) the person identified as the chief executive;
 - (2) the title or name of any senior person specified in the exposition required by rule 173.71(a)(2);
 - (3) the types of instrument flight procedure specified on the **certificate** holder's certificate.
- (c) The Director may impose conditions under which the holder of the instrument flight procedure certificate **may** operate during or following any of the changes specified in paragraph (b).
- (d) The holder of an instrument flight procedure certificate must comply with any condition imposed by the Director under paragraph (c).
- (e) If any of the changes under paragraph (b) require an amendment to the instrument

173.103 Changes to certificate holder's organisation

- (a) A holder of an instrument flight procedure service certificate must—
- (1) subject to paragraph (b), ensure that the **holder's** organisation's exposition is amended so **that it remains** a current description of the holder's organisation; and
 - (2) ensure that any amendment made to its exposition meets the applicable requirements of this Part; and
 - (3) comply with the amendment procedures contained in **its** exposition; and
 - (4) **forward to** the Director **for retention** a copy of each amendment that the certificate holder makes to **its** exposition as soon as practicable after the amendment is incorporated into **its** exposition; and
 - (5) amend its exposition as the Director considers necessary in the interests of aviation safety.
- (b) **Before a holder of an instrument flight procedure service certificate changes any of the following, prior acceptance by the Director is required:**
- (1) the person identified as the chief executive;
 - (2) the title or name of any senior person specified in the exposition required by rule 173.71(a)(2);
 - (3) the types of instrument flight procedure specified on the holder's certificate;
 - (4) **the system for safety management, if the change is a material change.**
- (c) The Director may impose conditions under which the holder of the instrument flight procedure certificate **must** operate during or following any of the changes specified in paragraph (b).
- (d) The holder of an instrument flight procedure certificate must comply with any condition imposed by the Director under paragraph (c).
- (e) If any of the changes under paragraph (b) requires an amendment to the instrument

flight procedure certificate, the holder of the certificate must forward the certificate to the Director as soon as practicable for endorsement of the amendment.

Subpart E — Transition

173.301 Transition

This Part does not apply to a person who holds a delegation made by the Director under section 23B of the Act for any of the Director's functions prescribed in rule 19.155 until 23 October 2009.

flight procedure certificate, the holder of the certificate must forward the certificate to the Director for endorsement of the change as soon as practicable.

Subpart E — Transition Provisions

173.301 Transition for instrument flight procedure service certificate holders and applicants

- (a) This rule applies to each—
- (1) instrument flight procedure service certificate holder;
 - (2) instrument flight procedure service certificate applicant.
- (b) Before 1 February 2018, an organisation to which this rule applies—
- (1) is not required to comply with—
 - (i) rule 173.51(a)(2)(iii), if instead of a senior person responsible for the system for safety management, the organisation has a senior person responsible for the safety management system.
 - (ii) rule 173.69, if instead of establishing, implementing, and maintaining the system for safety management, the organisation has established a safety management system that complies with rule 173.303;
 - (iii) rule 173.71(a)(1A);
 - (iv) rule 173.71(a)(3)(ii);
 - (v) rule 173.71(a)(4A); but
 - (2) by 30 July 2016 must submit to the Director with the accompanying completed CAA form an implementation plan that—
 - (i) includes a proposed date for implementation of the system for safety management; and
 - (ii) outlines how the organisation plans to implement the system for safety management required under rule 173.69.
- (c) The Director will, if acceptable,—

- (1) approve the organisation's implementation plan; and
 - (2) set the date for implementation of the system for safety management.
- (d) To avoid doubt, the date for implementation is the date the Director approves the system for safety management.
- (e) In setting the date under rule 173.301(c)(2), the Director must have regard to the following:
- (1) the capability of the organisation;
 - (2) the complexity of the organisation;
 - (3) the risks inherent in the activities of the organisation;
 - (4) the date of any certificate renewal;
 - (5) any resource or scheduling impacts on the organisation or the Authority or both;
 - (6) the date for implementation must not be later than 1 February 2018.
- (f) If the organisation is an applicant for an instrument flight procedure service certificate it must submit its application for such a certificate together with the plan for implementation of the system for safety management.
- (g) This rule expires on 1 February 2018.

173.303 Transitional safety management system for instrument flight procedure service certificate holders and applicants

- (a) The safety management system required by rule 173.301(b)(1)(ii) must be established to ensure the organisation's compliance with, and the adequacy of, the procedures required by this Part.
- (b) The safety management system must include—
- (1) a safety policy incorporating the development of a safety culture and safety procedures, including a procedure for reporting and investigating an occurrence conducted in accordance with Part 12; and
 - (2) a procedure for establishing and monitoring safety indicators; and
 - (3) a procedure for identifying an existing or potential problem within the

- organisation's systems and processes; and
- (4) a procedure for controlling and mitigating risks within the organisation that may affect the integrity of instrument flight procedures; and
 - (5) a procedure for corrective action to ensure that an identified problem is investigated and analysed, and the cause of the problem is remedied; and
 - (6) a procedure for preventive action to ensure that a cause of an identified potential problem is remedied; and
 - (7) an internal audit programme to audit the applicant's organisation for conformity with its exposition, safety policy, and procedures; and
 - (8) a management review procedure that may, if appropriate, include the use of statistical analysis ensuring the continuing suitability and effectiveness of the safety management system in satisfying the requirements of this Part; and
 - (9) a safety management manual documenting the operation of the safety management system and providing relevant information on the risks and how they are managed (including the procedures required in paragraphs (b)(1) to (b)(8)), and a register of significant hazards for the organisation and how those hazards are controlled.
- (c) The safety management procedures must include a means for ensuring that the safety policy is understood, implemented, and maintained at all levels of the organisation.
- (d) The procedure required by paragraph (b)(5) for corrective action must provide for the following—
- (1) how to correct an existing problem; and
 - (2) how to ascertain whether or not the problem has affected or potentially affected the integrity of any instrument flight procedure; and
 - (3) how to follow up a corrective action to ensure that the action is effective; and
 - (4) how to amend any procedure that is required by this Part as a result of a corrective action; and
 - (5) how management is to measure the effectiveness of any corrective action taken.
- (e) The procedure required by paragraph (b)(6) for preventive action must provide for the

following—

- (1) how to correct a potential problem; and
 - (2) how to ascertain what other effects the cause of an identified potential problem may have; and
 - (3) how to follow up a preventive action to ensure the action is effective; and
 - (4) how to amend any procedure, required by this Part, as a result of a preventive action; and
 - (5) how management measures the effectiveness of any preventive action taken.
- (f) The internal audit programme required by paragraph (b)(7) must—
- (1) specify the frequency and location of the audits, taking into account the nature of the activity to be audited; and
 - (2) require audits to be performed by trained personnel who are independent of those with direct responsibility for the activity being audited; and
 - (3) require the results of audits to be reported to the personnel responsible for the activity being audited and to the manager responsible for internal audits; and
 - (4) measure the effectiveness of any preventive or corrective action taken by the personnel responsible for the activity being audited since the last audit; and
 - (5) require preventive or corrective action to be taken by the personnel responsible for the activity being audited if problems are found by the audit; and
 - (6) provide for follow-up audits to be undertaken to review the effectiveness of any preventive or corrective action taken.
- (g) The procedure for management review required by paragraph (b)(8) must—
- (1) specify the frequency of management reviews of the safety management system, taking into account the need for the continuing effectiveness of the system; and
 - (2) identify the senior person responsible for the management review; and
 - (3) require the results of the review to be evaluated and recorded.

Appendix A — Qualifications and experience for senior person

This appendix specifies the qualifications and experience for a senior person required by rule 173.51(a)(2).

A.1 Senior person to certify instrument flight procedures

- (a) **Training** — have successfully completed an ICAO PANS-OPS training course, or a training course accepted by the Director as an equivalent, for the design of instrument flight procedures.
- (b) **Experience in application of instrument flight procedures** — have at least 10 years' experience in the application of instrument flight procedures through experience gained in air traffic control, as a flight crew member on IFR operations, in operational control of IFR operations, or other experience accepted by the Director as equivalent.
- (c) **Experience in design of instrument flight procedures** — at least 2 years' experience designing instrument flight procedures which must include—
- (1) under supervision by a procedure designer whose qualifications are accepted by the Director, the design of at least 3 instrument flight procedures of the type that the person is to be authorised to certify; or
 - (2) for a new instrument flight procedure type, experience accepted by the Director in designing or certifying similar instrument flight procedure types.

(h) The senior person who is responsible for the safety management system must have direct access to the chief executive on matters affecting the integrity of any instrument flight procedure for which the organisation is responsible.

(i) This rule expires on 1 February 2018.

Appendix A — Qualifications and experience for senior persons

This appendix specifies the qualifications and experience for the senior person or persons required by rule 173.51(a)(2).

A.1 Senior person to certify instrument flight procedures

- (a) **Training** — have successfully completed an ICAO PANS-OPS training course, or a training course accepted by the Director as an equivalent, for the design of instrument flight procedures.
- (b) **Experience in application of instrument flight procedures** — have at least 10 years' experience in the application of instrument flight procedures through experience gained in air traffic control, as a flight crew member on IFR operations, in operational control of IFR operations, or other experience accepted by the Director as equivalent.
- (c) **Experience in design of instrument flight procedures** — at least 2 years' experience designing instrument flight procedures which must include—
- (1) under supervision by a procedure designer whose qualifications are accepted by the Director, the design of at least 3 instrument flight procedures of the type that the person is to be authorised to certify; or
 - (2) for a new instrument flight procedure type, experience accepted by the Director in designing or certifying similar instrument flight procedure types.

A.2 Senior person responsible for the system for safety management

The senior person or persons required by rule 173.51(a)(2)(iii) must be able to demonstrate competency and experience relevant to the management of safety systems and the activities of the certificate holder.