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**AIC**  
**Series N**  
  
**N001/22**  
**22 AUG 2022**

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# **CERTIFICATION OF SERVICE PROVIDERS**

## **1. APPLICABILITY**

This AIC shall apply to entities / Air Navigation Service Providers (ANSPs) having their principal place of operation and, if any, their registered offices in the Republic of Cyprus, requesting initial Certification as Air Navigation Service Providers or changes to their existing Certificates.

## **2. PURPOSE**

The purpose of this AIC is to inform interested entities / Air Navigation Service Providers (ANSPs) of the process to be followed for initial Certification as Air Navigation Service Providers or for changes to existing Certificates.

## **3. REFERENCED DOCUMENTS**

- EC Regulation No 550/2004 “on the provision of air navigation services in the Single European Sky” (the service provision regulation),
- REGULATION (EU) 2018/1139 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 4 July 2018 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency, and amending Regulations (EC) No 2111/2005, (EC) No 1008/2008, (EU) No 996/2010, (EU) No 376/2014 and Directives 2014/30/EU and 2014/53/EU of the European Parliament and of the Council, and repealing Regulations (EC) No 552/2004 and (EC) No 216/2008 of the European Parliament and of the Council and Council Regulation (EEC) No 3922/91] (hereinafter “ the Basic Regulation”) and
- EU Regulation No 2017/373 laying down common requirements for providers of air traffic management/air navigation services and other air traffic management network functions and their oversight, repealing Regulation (EC) No 482/2008, Implementing Regulations (EU) No 1034/2011, (EU) No 1035/2011 and (EU) 2016/1377 and amending Regulation (EU) No 677/2011, and any amendments thereof.

## **4. APPLICATION PROCESS**

- 4.1 According to EU Regulations, the provision of Air Navigation Services shall be subject to certification by the NSA. An entity/ANSP wishing to apply for Certification shall notify the NSA at least 30 working days prior to submitting a formal Application for Certification. For this purpose, the entity/ANSP shall use the Notification Form included in Annex I and forward this to the National Supervisory Authority of Cyprus, Pindarou 27, A Business Centre 1429 Nicosia. In exceptional cases and subject to its approval, the NSA can accept applications without prior notification.
- 4.2 Following the notification, the NSA shall inform the concerned entity whether or not it is considered as eligible for an ANS certificate. If the NSA's assessment is positive, the entity shall submit an **Application for Certification**. For this purpose, the entity shall use the form included in Annex II and send this to the NSA, Pindarou 27A Business Centre 1429 Nicosia. Alternatively, the application can be submitted by email communication to the Head of the NSA.
- 4.3 The entity/ANSP shall accompany the Application with a written organisational exposition showing how its organisation, facilities, equipment, building infrastructure, staffing and management system enables it to provide Air Navigation Services according to the applicable regulatory requirements. An acceptable form of an organisational exposition is shown in Annex III.

**CONTINUED ON NEXT PAGE**

## 5. PROCESS FOR INITIAL CERTIFICATION

The general process of a certification is illustrated in Figure 1 below.

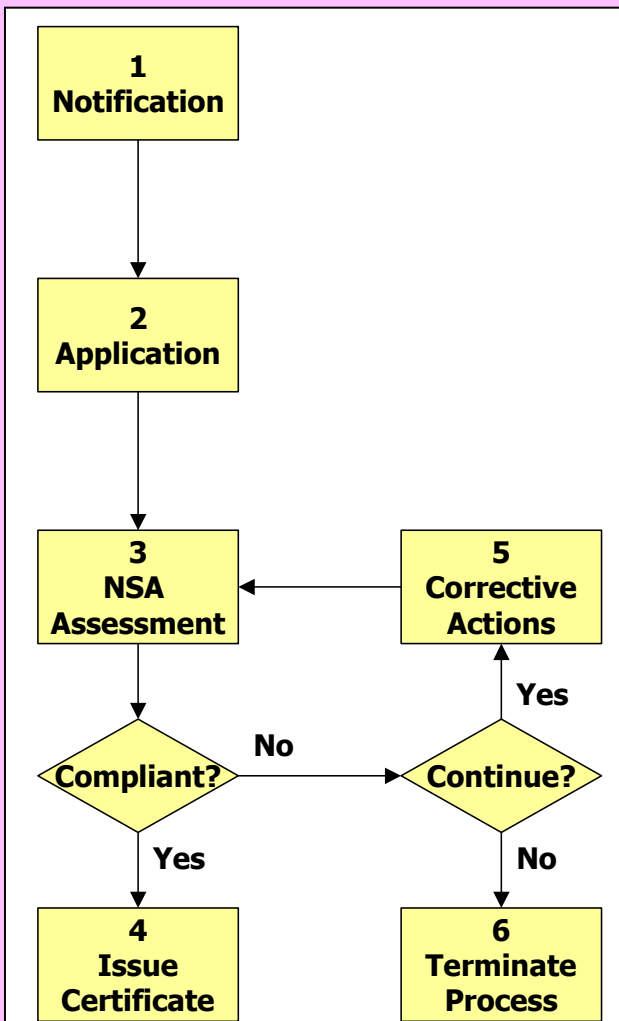


Figure 1: Certification process overview

**Notification:** Under this step the Service Provider wishing to be certified, notifies the NSA about the intention to apply for a certification. This will initiate the certification process within the NSA. In exceptional cases and subject to its approval, the NSA can accept applications without prior notification.

**Application:** Under this step the Service Provider shall send the formal Application for Certification to the NSA. The Application shall, besides the application form itself, include pertinent information for the NSA to initiate the assessment process (e.g. Compliance Checklists filled-in by the Service Provider, relevant documents etc.)

**NSA Assessment:** When the NSA has received the Application for Certification it will commence the assessment of compliance. Based on the result of the assessment, which

may include on-site audits and inspections, the NSA will determine whether or not the Applicant is compliant with applicable requirements. The NSA can refer to the results of previous audits or inspections provided that these are relevant to the service applied for and that the said audits or inspections were carried out 12 months or less prior to the application date.

**Issue Certificate:** If the Service Provider is compliant with applicable requirements, the NSA will issue the Certificate for an unlimited duration. The certificate will include information about which services the certification covers and all the conditions of the certification, if any.

**Corrective actions:** If the applicant is not compliant with applicable requirements, the NSA shall specify where non-compliances exist and the entity shall have the option to implement corrective actions to remove the non-compliances in a manner detailed in a corrective action plan. The corrective action plan shall be submitted to the NSA for assessment. The NSA shall verify the effective implementation of the corrective actions and make a final decision as to whether a certificate shall be issued or not.

**Termination process:** If the NSA concludes that the non-compliances with requirements are such that the Service Provider will not qualify within a reasonable timeframe and/or that the Service Provider does not wish to continue the certification process, the NSA may terminate the application process.

## **6. PROCEDURE FOR CHANGES TO EXISTING CERTIFICATES**

According to the relevant EU Regulation, certified providers shall initially notify the NSA of planned changes to their services, in accordance with the provisions of the ***NSA AIC for the MANAGEMENT AND NOTIFICATION OF CHANGES IN THE ATM/ANS DOMAIN***.

If the NSA assesses, after an initial review of the above-mentioned notification, that a full scale certification process is required, then the service provider will be informed and will be asked to notify again the NSA, using the application form included in Annex II and ticking the "Application for Change".

## **7. FURTHER INFORMATION**

National Supervisory Authority

Department of Civil Aviation

Tel.: 22404190 / 22404184

Email: [nsa@dca.mcw.gov.cy](mailto:nsa@dca.mcw.gov.cy)

**AIC N003/2020 is hereby cancelled.**

## **ANNEX I: NOTIFICATION FOR CERTIFICATION**

(See next page)



**NOTIFICATION FOR INTENTION TO APPLY FOR A  
EUROPEAN UNION  
SERVICE PROVIDER CERTIFICATE (page 1 of 1)**



<b>National Supervisory Authority Pindarou 27, A Business Center, 1429 Nicosia</b>	<b>Notification for Initial Certification</b> <input type="radio"/> <b>Notification for Change</b> <input type="radio"/> <b>Notification for a Limited Certificate</b> <input type="radio"/>
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**1. Registered Name of Applicant**

**2. Trading Name (if different from Registered Name)**

**3. Address**

**4. Contact Details**

Name	
Telephone	
e-mail	

**5. Scope of Services for which Certification is requested in accordance with the provisions of Regulation (EU) 2017/373:**

ATS		CNS		AIS		MET		ATFM		ASM		FPD	
Limited certificate ( <i>describe in text form</i> )													

**6. Name of Accountable Manager**

**7. Signature of Accountable Manager**

**8. Place**

**Date**

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## **ANNEX II: APPLICATION FOR THE CERTIFICATION**

(See next page)



# APPLICATION FOR A EUROPEAN UNION SERVICE PROVIDER CERTIFICATE (page 1 of 5)



<b>National Supervisory Authority</b> <b>Pindarou 27, ALPHA Business</b> <b>Center, 1429 Nicosia</b>	<b>Application for Initial Certification</b> <input type="radio"/> <b>Application for Change</b> <input type="radio"/> <b>Application for Limited Certificate</b> <input type="radio"/>
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**1. Registered Name of Applicant**

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**2. Trading Name (if different from Registered Name)**

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**3. Address**

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**4. Contact Details**

Name	
Telephone	
Fax	
e-mail	

**5. Scope of Services for which certification is requested in accordance with the provisions of Regulation (EU) 2017/373:**

ATS		CNS		AIS		MET		ATFM		ASM		FPD	
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**6. Name of Accountable Manager**

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**7. Signature of Accountable Manager**

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**8. Place**

**Date**

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## APPLICATION FOR A EUROPEAN UNION SERVICE PROVIDER CERTIFICATE (page 2 of 5)



### 9. Type of Application (Tick as appropriate)

Application for <b>Initial Certification</b> - 3 copies of an organization exposition are submitted with this application form	<input type="checkbox"/>
<b>Applications for change</b> - 3 copies of a revised organization exposition are submitted with this application form.	<input type="checkbox"/>

### 10. Organization Exposition

See Annex III of this AIC for the expected content of an organizational exposition.	<input type="checkbox"/>
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### 11. Questionnaires / Compliance Checklists (to be provided by the NSA after the notification referred to in this AIC par.4.1)

Questionnaires submitted together with this form (only applicable if required by the NSA).	<input type="checkbox"/>
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### 12. Limited Certificate (to be completed only if the organization applies for a certificate limited to the provision of services in the airspace under the responsibility of the Member State where its principal place of operation or, if any, registered office is located, when it provides or plans to provide services only with respect to one or more of the following categories:

Aerial Work	<input type="checkbox"/>
General Aviation	<input type="checkbox"/>
Commercial Air Transport limited to aircraft with less than 10 tons of maximum take-off mass or less than 20 passenger seats	<input type="checkbox"/>
Commercial Air Transport with less than 10 000 movements per year, regardless of the maximum take-off mass and the number of passenger seats; for the purposes of this provision, 'movements' means, in a given year, the average over the previous three years of the total number of take-offs and landings	<input type="checkbox"/>

In addition, the following air navigation service providers may also apply for a limited certificate:

An air navigation service provider, other than a provider of air traffic services, with a gross annual turnover of EUR 1 000 000 or less in relation to the services they provide or plan to provide	<input type="checkbox"/>
An air navigation service provider providing aerodrome flight information services by operating regularly not more than one working position at any aerodrome	<input type="checkbox"/>



## APPLICATION FOR A EUROPEAN UNION SERVICE PROVIDER CERTIFICATE (page 3 of 5)



**13.** Detailed description of the scope of air navigation services for which certification is requested:

<b>SERVICE(S) APPLIED FOR</b>			
<b>Services/Functions</b>	<b>Type of Service/Function</b>	<b>Scope of Service/Function</b>	<b>Yes / No</b>
Air traffic services (ATS) <sup>1</sup>	<b>Air traffic control (ATC)</b>	Area control service	
		Approach control service	
		Aerodrome control service	
	<b>Flight information service (FIS)</b>	Aerodrome flight information service (AFIS)	
		En-route flight information service (En-route FIS)	
Air traffic flow management (ATFM)	<b>ATFM</b>	Provision of the local ATFM	
Airspace management (ASM)	<b>ASM</b>	Provision of the local ASM (tactical/ASM Level 3) service	
Conditions <sup>2</sup>			

<b>SERVICE(S) APPLIED FOR</b>			
<b>Services/Functions</b>	<b>Type of Service/Function</b>	<b>Scope of Service/Function</b>	<b>Yes / No</b>
Flight Procedure Design	<b>FPD</b>	Flight procedure design services within the Single European Sky area.	
Conditions <sup>3</sup>			

<sup>1</sup> ATS is understood to cover also the alerting service

<sup>2</sup> If necessary, specify the conditions under which the applicant intends to provide the service

<sup>3</sup> If necessary, specify the conditions under which the applicant intends to provide the service



## APPLICATION FOR A EUROPEAN UNION SERVICE PROVIDER CERTIFICATE (page 4 of 5)



SERVICE(S) APPLIED FOR			
Services/Functions	Type of Service/Function	Scope of Service/Function	Yes / No
Aeronautical information services (AIS)	<b>AIS</b>	Provision of the whole AIS service	
Conditions <sup>4</sup>			

SERVICE(S) APPLIED FOR			
Services/Functions	Type of Service/Function	Scope of Service/Function	Yes / No
Communication, navigation or surveillance services (CNS)	<b>Communications (C)</b>	Aeronautical mobile service (air-ground communication)	
		Aeronautical fixed service (ground-ground communications)	
		Aeronautical mobile satellite service (AMSS)	
	<b>Navigation (N)</b>	Provision of NDB signal in space	
		Provision of VOR signal in space	
		Provision of DME signal in space	
		Provision of ILS signal in space	
		Provision of MLS signal in space	
	<b>Surveillance (S)</b>	Provision of data from primary surveillance (PS)	
		Provision of data from secondary surveillance (SS)	
Provision of automatic dependent surveillance (ADS) Data			
Conditions <sup>5</sup>			

<sup>4</sup> If necessary, specify the conditions under which the applicant intends to provide the service

<sup>5</sup> If necessary, specify the conditions under which the applicant intends to provide the service



## APPLICATION FOR A EUROPEAN UNION SERVICE PROVIDER CERTIFICATE (page 5 of 5)



SERVICE(S) APPLIED FOR			
Services/Functions	Type of Service/Function	Scope of Service/Function	Yes / No
Meteorological services (MET)	<b>MET</b>	Meteorological watch office	
		Aerodrome meteorological offices	
		Aeronautical meteorological stations	
		VAAC	
		WAFC	
		TCAC	
Conditions <sup>6</sup>			

Date of application:
Name and signature <sup>7</sup>

<sup>6</sup> If necessary, specify the conditions under which the applicant intends to provide the service

<sup>7</sup> The application should be signed by the accountable manager of the applicant entity

# **ANNEX III: ACCEPTABLE FORM OF ORGANISATIONAL EXPOSITION**

The organisational exposition could contain the information listed below. The exposition should be typed, with paragraphs and pages numbered, following the sequence specified below.

## **Cover Page**

- a) name of ANSP organisation;
- b) title of the organisational exposition;
- c) version number; and
- d) date of document.

## **Section 1 - Administrative information**

- a) name and address of the ANSP organisation and, if different, name and address of the training Unit to which this application refers;
- b) The company registration number
- c) The company VAT number
- d) the names, telephone and addresses of the following:
  - i) the accountable manager;
  - ii) the chief executive officer (or the equivalent position) of the applicant, and
  - iii) the person nominated by the applicant as the focal point for communicating with the NSA;
- e) ANSP organisation chart, indicating functional areas, operational units post holders, reporting lines and interfaces in and outside of the organisation. The Chart may be supplemented with explanatory text.

## **Section 2 – Demonstration of Compliance**

In this section, the ANSP shall show how it complies with the requirements of the relevant regulations. As a minimum, the applicant should describe the following:

- Its vision
- Its mission
- Its strategic objectives, in particular those associated with the key performance areas defined in the SES regulations
- Its resources in terms of staff, equipment and infrastructure
- Its internal and external interfaces
- The cost of its services (bulk estimate).

