



CIVIL AVIATION AUTHORITY
REPUBLIC OF MOLDOVA

APPROVED:

Director CAA RM

V. Șaramet

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ATM/ANS

National Supervisory Authority






Handbook


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AMENDMENT RULES

- (1) The process of regular reviews and updates of this document is ensured and managed by the Head of the Air Navigation Division. Basically, it will be done once in every two-calendar year, or any time at the discretion of the Head of the Air Navigation Division when an NSA Handbook update is needed due to important updates of the SES regulations, ICAO SARPS, etc. or changes in the processes.
- (2) All changes will be tracked in the amendment record page of the NSA handbook. The text will clearly state the reason and subject of the amendment and the affected pages.
- (3) The NSA Handbook and its amendments are subject to approval by the CAA Director.
- (4) A new edition of NSA Handbook shall be issued if the volume of the changes exceeds 30% of its content.

AMENDMENT RECORDS

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FOREWORD

The purpose of this ATM/ANS NSA Handbook is to provide a detailed description of the National Supervisory Authority for ATM/ANS domain, its tasks and functions, as well as applicable regulation and procedural framework. The handbook serves as guidance for the NSA's staff in order to assist them in exercising of their duties related to the supervision of the safety and the effectiveness of the Air Navigation Services Providers. Also, the Handbook provides employees and stakeholders with key information about how the NSA team operates today and its plans for improvement in key areas.

Considering that, NSA for ATM/ANS domain, is in fact a part of the organization, named Civil Aviation Authority and in order to avoid duplication of the information contained already in other CAA manuals, the text of this manual will, where appropriate, refer to those contained already in the respective manuals. Thus, it must be understood that, this manual shall be read together with the CAA Management Manual and ANS Division Management Manual, which establishes the institutional framework, the delimitation of the functional competencies of the subdivisions of the Civil Aeronautical Authority of the Republic of Moldova, the requirements regarding the qualification of the CAA staff, the CAA staff regulations, procedures and instructions, etc.

This Handbook will be amended whenever considered necessary, in order to reflect the actual information regarding NSA for ATM/ANS domain, but in any cases not less than once every two years.

This NSA Handbook was developed with the support of EUROCONTROL's DPS/SSR Unit in the framework of the Agreement between EUROCONTROL and the Civil Aviation Authority of the Republic of Moldova.

The NSA's aim is to be a reliable and trustworthy National Supervisory Authority promoting and ensuring aviation safety in the region. This is an exciting time for NSA as it is a young organization in the process of development and growth. It is a time of both challenges and opportunities, and much of NSA's success will

depend on how it is organized and managed at all levels and the development of our highly motivated and professional staff.

To achieve this, NSA aims to:

- optimise internal processes and increase the quality of its services;
- provide guidance material to its staff to better perform its duties;
- ensure that processes employed by its staff are up-to-date and relevant to the job provided by each person
- ensure the professional growth of its staff by making provision for the staff training and development necessary to perform their duties.

ACRONYMS/ABBREVIATIONS

The acronyms/abbreviations used in this document have the following meanings:

AN	Air Navigation
ANSP	Air Navigation Services Provider
AIS	Aeronautical Information Services
ASM	Air Space Management
ATCo	Air Traffic Controller
ATS	Air Traffic Services
ATM/ANS	‘ATM/ANS’ means air traffic management and air navigation services and covers all of the following: the air traffic management functions and services; the air navigation services, including the network management functions and services, as well as services which augment signals emitted by satellites of core constellations of GNSS for the purpose of air navigation; flight procedures design; and services consisting in the origination and processing of data and the formatting and delivering of data to general air traffic for the purpose of air navigation;
CAA	Civil Aviation Authority
CAAA	Common Aviation Area Agreement between the Republic of Moldova and the European Union and its Member States
CNS	Communication, Navigation, Surveillance
EU	European Union
EC	European Commission
FP	Focal Point
NSA	National Supervisory Authority
MET	Aeronautical Meteorology
MIRD	Ministry of Infrastructure and Regional Development
TO	Training Organization

TR	Technical Requirements
RAC	Civil Aviation Regulation
RM	Republic of Moldova
PIAC	Civil Aviation Procedures and Instructions

CHAPTER 1 - GOVERNANCE

As a Member State to the International Civil Aviation Organization (ICAO) and as signatory to the Common Aviation Area Agreement between the Republic of Moldova and the European Union and its Member States, the civil aviation activities in the Republic of Moldova are governed by the provisions of ICAO (Convention on International Civil Aviation), EU legislation that is implemented through national regulatory framework, national legislation and legislation stemming from other international agreements that are binding to the Republic of Moldova.

In accordance with the Aviation Code of Republic of Moldova No. 301 from 21.12.2017, the Civil Aviation Authority (CAA) is the administrative authority for the certification and safety oversight in the civil aviation domain.

The CAA is a legal entity subordinated to the Ministry of Infrastructure and Regional Development (MIRD) and has its headquarters in Chisinau.

According to the current provisions of the Aviation Code No. 301 from 21.12.2017 the Ministry of Economy and Infrastructure of the Republic of Moldova drafts and proposes for Government approval, with the positive opinion of the CAA:

- Legal and normative acts in the field of civil aviation, including ATM/ANS; and
- Normative acts regulating certification and authorization in this field.

The following table represents the legal basis of various responsibilities related to civil aviation regulatory matters. The responsibilities of the CAA are further detailed in the following sections.

Activity in ATM	Organisation Responsible	Legal Basis
Rulemaking	MoE&I/CAA	Aviation Code No. 301 of 21.12.2017
Safety Oversight	CAA	Aviation Code No. 301 of 21.12.2017 Government Decision no.133 of 27.02.2019

Activity in ATM	Organisation Responsible	Legal Basis
Safety Performance Monitoring	CAA	Aviation Code No. 301 of 21.12.2017
Enforcement	CAA	Aviation Code No. 301 of 21.12.2017 Contravention code no. 218 of 24.10.2008
Airspace Management	CAA/Ministry of Defense	Aviation Code No. 301 of 21.12.2017. Law on air space control No.143 of 21.06.12; Government decision No.190 of 06.10.2021 on approval of the Regulation on management of air space and implementation of flexible use of airspace concept.
Economic	MoE&I/CAA	Aviation Code No. 301 of 21.12.2017
Environment	CAA	Aviation Code No. 301 of 21.12.2017
Security	CAA	Aviation Security Law No. 192 of 20.12.2019
Accident investigation	MoE&I	Aviation Code No. 301 of 21.12.2017

CHAPTER 2 - LEGISLATIVE AND INTERGOVERNAMENTAL ISSUES

National Legislation

The Aviation Code is the primary legislation of the Republic of Moldova in the civil aviation domain. This Code regulates all areas of civil aviation in the Republic of Moldova, establishing clear roles and responsibilities for designated organizations and regulatory entities.

Article 7. (2) of the Aviation Code empowers the Civil Aviation Authority with the certification, supervision and control functions in the civil aviation field.

Article 7. (3) of the Aviation Code details the CAA functions, including the roles and responsibilities for the supervision of the civil aviation system, including the certification, oversight and designation of the Air Navigation Services Providers. Thus, the CAA's divisions involved in the exercising of the functions and tasks related to ATM/ANS domain could be rightly considered the National Supervisory Authority for ATM/ANS

As mentioned above, the Aviation Code is the primary (high level) legislation governing the activity of the national aeronautical industry. However, many other documents, regulations and requirements are developed to regulate in detail the processes related to aviation industry. For the most part, they represent a transposition of the standards and recommended practices published in the ICAO Annexes and / or a transposition of the SES regulatory framework, which the RM has undertaken to implement through the signing of Common Aviation Area Agreement with EU and its Member States.

However, Article 1. (5) of the Aviation Code clearly states that in case if an international treaty to which the Republic of Moldova is a party stipulates provisions other than those contained in this Code, the provisions of the international treaty is to be applied.

ICAO Annexes and documents related to ATM/ANS domain transposed into National Legislation.

The list below includes the references to the national documents, which are transposing into the Moldovian legal system the ICAO Annexes and documents, having regards to ATM/ANS domain.

ICAO SARPS	Civil aviation regulations/Technical requirements	Approval order	Publication
Annex 1	Government decision no.134 on approval of the Regulation on laying down technical requirements and administrative procedures relating to air traffic controllers' certificates.	GD № 134 dated 27.02.2019	Official Journal № 94-99/190 dated 15.03.2019
	CT-ATCO - Technical requirements. Licensing of Air Traffic Controllers	Order no. 24/GEN dated 26.04.2019	Official Journal no. 162-166 dated 10.05.2019
	CT-ATCO.MED - Technical requirements. Medical requirements for Air Traffic Controllers	Order no. 24/GEN dated 26.04.2019	Official Journal no. 162-166 dated 10.05.2019
Annex 2	CT-RA –Technical requirements. Rules of the air	Order no. 15/GEN of 16.06.2015	Official Journal no.161-165/1064 of 25.06.2015
Annex 3	CT-MET - Technical requirements. Meteorological service for air navigation	Order no. 20/GEN of 13.07.2016	Official Journal no.265-276 of 18.08.2016
Annex 4	CT-HA - Technical requirements on aeronautical charts	Order no. 36/GEN of 06.12.2018	Official Journal no.462-466 of 12.12.2018
Annex 5	CT-UNITS - Technical requirements on units of measurement to be used in civil aviation.	Order no. 27/GEN of 18.08.2014	Official Journal no.256-260/1254 of 29.08.2014

Annex 10 Volume I	RAC-TA – Aeronautical telecommunications	Order no. 06/GEN of 18.01.2014	Official Journal no.17-23/84 of 24.01.2014
Annex 10 Volume II			
Annex 10 Volume III			
Annex 10 Volume IV			
Annex 10 Volume V			
Annex 11	CT-ATS - Technical requirements. Air traffic services.	Order no. 14/GEN of 16.06.2015	Official Journal no.161- 165/1063 of 26.06.2015
Annex 12	Regulation on the organization of the National Search and Rescue System in case of an aviation accident	GD No.249 of 13.10.2021	No. 274-278 din 12.11.2021
	Technical requirements on Joint group for coordination of search and rescue operations	Order no. 27/GEN of 03.05.2022	No. 170-176 of 10.06.2022

Annex 15	CT-AIS -Technical requirements. Aeronautical information services	Order no. 08/GEN of 22.01.2019	Official Journal no.30-37 of 01.02.2019
Annex 19	Technical Requirements-Safety management systems (SMS).	Order no. 08/GEN of 27.01.2014	Official Journal no.27-34/126 of 07.02.2014
PANS-4444 PANS-8168 PANS-8400	CAA Order on application of ICAO documents Procedures for air navigation services (PANS) Doc.8168, Doc.4444, Doc.8400.	Order no. 03/GEN of 25.01.2017	Official Journal no.78-84/552 of 17.03.2017
PANS-9868 PANS-9981 PANS-10066	CAA Order on application of ICAO documents Procedures for air navigation services (PANS) Doc.9868, Doc.9981, Doc.10066 and amendment of order no.03/GEN of 25.01.2017.	Order no. 33/GEN of 12.11.2018	Official Journal no.430-439 of 23.11.2018

Single European Sky framework regulation to be transposed in to the national legislation system

On 26 June 2012 the Republic of Moldova signed a “Common Aviation Area Agreement between the Republic of Moldova and the European Union and its Member States” for integration into the European common aviation market.

According to this Agreement, the Republic of Moldova has to harmonize its national legislation with the European standards and to implement the provisions of the regulatory framework of the European Union relating to the ATM/ANS.

At the day of the present ATM/ANS NSA HANDBOOK edition, the following EU regulations related to ATM/ANS were transposed in to the national legal framework:

EU Regulation	National Regulation
Commission Regulation (EC) No. 2150/2005 of 23 December 2005 laying down common rules for the flexible use of airspace	Government decision No. 190/2021 of 06.10.2021 on approval of the Regulation on management of air space and implementation of flexible use of airspace concept
Commission Regulation (EC) No. 1033/2006 of 4 July 2006 laying down the requirements on procedures for flight plans in the pre-flight phase for the single European sky	Technical requirements laying down the requirements on procedures for flight plans in the pre-flight phase.
Commission Regulation (EC) No. 1032/2006 of 6 July 2006 laying down requirements for automatic systems for the exchange of flight data for the purpose of notification, coordination and transfer of flights between air traffic control units	Technical requirements laying down requirements for automatic systems for the exchange of flight data for the purpose of notification, coordination and transfer of flights between air traffic control units.
Commission Regulation (EC) No. 633/2007 of 7 June 2007 laying down requirements for the application of a flight message transfer protocol used for the purpose of notification, coordination and transfer of flights between air traffic control units	Technical requirements laying down requirements for the application of a flight message transfer protocol used for the purpose of notification, coordination and transfer of flights between air traffic control units.
Commission Regulation (EU) No. 2015/340 of 20 February 2015 laying down technical requirements and administrative procedures relating to air traffic controllers' licences and certificates pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council, amending Commission Implementing Regulation (EU) No 923/2012 and repealing Commission Regulation (EU) No 805/2011	1.Government decision no. 134 on approval of the Regulation on laying down technical requirements and administrative procedures relating to air traffic controllers' certificates. 2.Technical requirements for the issuance of air traffic controller certificates
Commission Implementing Regulation (EU) No. 2018/1048 of 18 July 2018 laying down airspace usage requirements and	Government decision No. 111 of 23.02.2022 on approval of Regulation laying down airspace usage requirements and operating

operating procedures concerning performance-based navigation	procedures concerning performance-based navigation.
Regulation (EU) No. 376/2014 of the European Parliament and of the Council of 3 April 2014 on the reporting, analysis and follow-up of occurrences in civil aviation, amending Regulation (EU) No 996/2010 of the European Parliament and of the Council and repealing Directive 2003/42/EC of the European Parliament and of the Council and Commission Regulations (EC) No 1321/2007 and (EC) No 1330/2007	Regulation on the reporting, analysis and subsequent actions regarding civil aviation events (RAC RAASEAC)
Regulation (EU) No. 996/2010 of the European Parliament and of the Council of 20 October 2010 on the investigation and prevention of accidents and incidents in civil aviation and repealing Directive 94/56/EC	Law No. 213 of 19.12.2021 on investigation of accidents and incidents in transport
Commission Implementing Regulation (EU) No. 2015/1018 of 29 June 2015 laying down a list of classifying occurrences in civil aviation to be mandatorily reported according to Regulation (EU) No 376/2014 of the European Parliament and of the Council	Regulation on the reporting, analysis and subsequent actions regarding civil aviation events (RAC RAASEAC)

CHAPTER 3 – NSA POLICES AND STRATEGIC PLANNING

CAA/NSA Safety Statement

Considering that NSA for ATM/ANS domain is a component part of CAA of Republic of Moldova, the CAA's Safety Statement fully reflects the NSA's approach to safety that is stated below.

Aware of the safe nature of the International Aviation System and of the sustained efforts of all stakeholders to maintain this high level of safety, the CAA/NSA for ATM/ANS of the Republic of Moldova embraces the philosophy and policy of the International Civil Aviation Organization (ICAO) and the European Aviation Safety Agency (EASA).

Reflecting these international bodies' standards and recommended practices CAA/NSA will ensure the highest level of safety in the Moldovan aviation system by:

- Developing and implementing strategies and processes to ensure that all aviation activities under oversight will achieve the highest level of safety performance;
- Contributing to the development and promulgation of a national safety legislative framework and applicable operating regulations for the management of safety in the Republic of Moldova;
- Supporting the management of safety in the Republic of Moldova through an effective hazard reporting and communication system;
- Establishing the provisions for the protection of safety data collection and processing systems and in-depth analysis of safety data;
- Interacting effectively with service providers in the resolution of safety concerns;
- Communicating the CAA/NSA of the Republic of Moldova safety policy, with visible endorsement, to all staff;
- Enforcing the management of safety as a primary responsibility of all managers and employees;
- Clearly defining for all staff, managers and employees alike, their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of our safety management system;

- Ensuring that no action will be taken against any employee who discloses a safety concern through the hazard reporting system, unless such disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or wilful disregard of regulations or procedures;
- Ensuring that sufficient resources are available to implement safety strategies and processes;
- Ensuring that all staff are provided with adequate and appropriate aviation safety information and training, are competent in safety matters, and are allocated only tasks commensurate with their skills;
- Establishing an enforcement policy that reflects service provider's operations in an SMS environment;
- Being innovative in embracing predictive strategies encouraging all stakeholders to understand the benefits of a safety culture, based on an inclusive reporting culture;
- Fostering and assisting stakeholders in developing comprehensive Safety Management Systems and developing preventive safety strategies for the aviation system in an environment of a just culture;
- Leading the development and implementation of realistic safety goals for the protection of the travelling public and ensuring that a sustainable level of acceptable safety is achieved;
- Assisting all stakeholders in achieving our shared safety performance targets and will participate in all efforts to maintain and improve the safety level of the total aviation system of the Republic of Moldova;
- Cooperating with national and international bodies and entities in area of safety.

Quality Policy

“Ensuring aviation safety through regulatory excellence”

The role of the CAA/NSA is primarily to function as the regulatory organization responsible for safety oversight of the aviation industry throughout the territory and to ensure that the Republic of Moldova aviation industry conforms to the standards and recommended practices of the International Civil Aviation Organization (ICAO).

The Civil Aviation Authority of the Republic of Moldova safety oversight program has been implemented to promote and ensure compliance with national and international aviation regulations ICAO, EASA and standards, collectively prescribing an acceptable level of aviation safety.

In conducting regulatory audits and inspections, and documenting the activity process, the CAA/NSA is able to assess and demonstrate an aviation organization's level of compliance with regulatory requirements. Adherence to the internal Quality control herein is imperative and will ensure that audit or inspection policies and procedures are uniformly applied throughout aviation activities in the CAA/NSA.

To maintain overall effectiveness of the audit or inspection activity, our approach to each organization must be one of transparency, with a high degree of professionalism, using experience, skills and communication as essential ingredients. Our audit and inspection program must be viewed as one that is fair and equitable in its application.

Complementary functional area and approval documents for each regulatory discipline have been developed to further assist staff in carrying out their audit and inspection duties.

Values that characterize our work:

- **Safety:** first and foremost, safety should characterize the reason that we are in business, ensuring safety in the aviation industry.
- **Excellence:** to be characteristic of everything that the CAA/NSA undertakes to do.
- **Regulatory Objectivity:** to conduct the primary responsibility with objectivity and impartiality.
- **Partnerships:** strive to develop positive beneficial partnerships both internal to the organization (internal customers, staff member, board, to each other); and external to the organization (with clientele, operators, associates, colleagues, etc) in an atmosphere of teambuilding and respect.
- **Integrity:** should be an underlying value for all our activities, conduct of staff at all times should reflect integrity.

- **Leadership:** to build and promote a shared commitment to the strategic direction of the organization and the achievement of the goals and objectives towards full realization of the mission and vision, while inspiring others.

Strategic Planning

Vision

The Moldovan CAA/NSA is a learning organization in the sense that it constantly changes and improves its performance. All available resources and technologies will be utilized to optimize internal processes and increase quality of its services.

The Moldovan CAA/NSA's vision statement is as follows:

CAA/NSA carries its responsibilities consistently and effectively. CAA/NSA aims to be a reliable and trustworthy National Supervisory Authority promoting and assuring aviation safety and security in the region. Special attention and care will be given to professional development of CAA/NSA employees. Each CAA/NSA employee shall be given proper work environment and will be continuously trained adequately to perform his/her duties. Our main goal is to comply with all applicable safety regulatory requirements and to strive, whenever practical, to go beyond compliance and ensure that we operate to the highest international safety standards.

Strategic Level Objectives

In order to fulfill its mission and to reach its vision, CAA/NSA will continuously pursue the following **Strategic Level Objectives (SLOs)**:

Legislation

Align national legislation with the European and enforce its application as appropriate by:

- Identify national legislation;
- Assess national legislation against European legislation;
- Identify relevant amendments;
- Propose amendments for the higher body;
- Address enforcement as required;
- Develop consultation mechanisms with relevant stakeholders.

SAFETY

Develop, implement, maintain and improve its strategies and processes to ensure that all aviation activities that take place under its responsibility will achieve the highest level of safety performance, while meeting both national and international standards.

This is to be achieved by:

- Identifying international standards
- Developing of an Aviation State Safety Program
- Adopting of a National Aviation Safety Plan
- Monitoring the compliance of all stakeholders with safety objectives and targets stated in SSP and NASP
- Assessing compliance with requirements;
- Developing national safety regularity framework;
- Identifying applicable requirements for the fulfilment of the requirements;
- Developing/establishing the levels of safety (in order to set the improvement/optimum levels);
- Ensuring compliance through oversight process (see below).

Process Excellence:

Develop processes and procedures for oversight which are fully documented to ensure the highest level of safety. This is to be achieved by:

- Identify essential oversight processes;
- Design oversight processes;
- Assess compliance with requirements;
- Amend and appropriate if applicable;
- Set up the action for the application;
- Set up the criteria for effectiveness and efficiency.

Staff Development:

Have in place trained and competent staff who are committed to safety and excellence. This is to be achieved by:

- Continuing analyzing of training needs;
- Developing of appropriate training plan;
- Approving training plan;
- Training personnel as required;
- Setting up the competency criteria for personnel;
- Developing motivation scheme for staff.

National and international Cooperation:

Facilitate and enhance cooperation among all partners involved by;

- Consulting with stakeholders on issues regarding regulatory development.
- Maintaining appropriate stakeholder relationships to ensure business continuity and the improvement of aviation safety;
- Cooperation with other authorities in order to standardize CAA/NSA processes and procedures and achieve synergy effects.

Medium Level Objectives

Medium level objectives (MLOs) are secondary objectives, broken down from the SLOs, and are much more detailed and measurable. MLOs set up by CAA/NSA are:

- Achieve safety standards;
- Contribute to an optimum institutional and legal framework;
- Achieve environmental performance levels;
- Maintain excellence in human resources;
- Increase cost effectiveness;
- Economic transparency;
- Comply with SES regulations, ICAO and national standards;

- Infrastructure improvements;
- Contribute to /optimize Airspace Management;
- Improve security;
- Achieve organizational excellence in quality;
- Achieve uniformity;
- Improve management and leadership levels;
- Achieve LSSIP targets.

CHAPTER 4 - MISSION, MAIN FUNCTIONS AND TASKS OF CAA REFERING TO NSA FOR ATM/ANS DOMAIN

The mission, main functions and tasks of CAA of RM which refer also to the NSA for ATM/ANS domain are defined in Article 7 of the Aviation Code No. 301 from 21.12.2017. Those are following:

Mission

The mission of the Civil Aviation Authority of RM is to implement civil aviation policies and to assure oversight of all stakeholders activating in the civil aviation domain, in order to get confidence that they comply to the applicable regulatory framework in respect to flight safety and aviation security.

Main Functions

The main functions of Civil Aviation Authority of RM are:

- a) To implement state policy in the civil aviation domain;
- b) To ensure the fulfillment of the obligations and the realization of the rights of the Republic of Moldova, resulting from the provisions of the international treaties in the civil aviation domain and the pursuit of their execution, in particular the requirements, standards, and recommendations of the International Civil Aviation Organization.
- c) To ensure the application of the regulatory framework through the certification, continuous oversight and control in the civil aviation domain.

Main Tasks

The main tasks related to the NSA for ATM/ANS domain (as extracted from the Article 7 of the Aviation Code) are:

Regulatory tasks:

- a) To present to the MIRD for the promotion and / or approval draft of laws and other normative acts in the field of civil aviation;

- b) To approve, within their competencies, technical requirements and certification standards, certification specifications, other normative acts of a technical nature consistent with the regulations, standards, recommended practices and procedures developed by the International Civil Aviation Organization and other international civil aviation bodies to which Republic of Moldova is a party;
- c) To issue, within the limits of its competences, aeronautical safety directives, operational directives and airworthiness directives;
- d) To issue administrative acts, acceptable means of compliance and guidance material whose implementation gives the presumption of conformity, decisions to accept or revoke the acceptance of nominated responsible managers of civil aviation stakeholders, executors for natural and legal persons operating in the field of civil aviation.

Tasks related to management and use of airspace:

- a) To establish prohibited areas, restricted areas, dangerous areas and reserved areas, as well as other elements related to the management of the national airspace;
- b) To approve air routes and flight rules within national airspace;
- c) To establish jointly with the designated units of National Minister of Defense, the means and procedures for coordination of civil and military flights in the national airspace;
- d) To oversee the compliance to applicable regulations for the use of national airspace during the civil or military flight operations.

Tasks related to international representation and collaboration:

- a) To represent the Republic of Moldova in the international organizations acting in civil aviation domain, including the International Civil Aviation Organization, the European Aviation Safety Agency, the European Civil Aviation Conference and Eurocontrol, and in relation to competent

authorities in other States, except in the areas is under the responsibility of the MIRD;

- b) To maintain collaborative relations with specialized international bodies and competent authorities in other states;
- c) To elaborate and to present to the MIRD for the promoting the drafts of the international treaties, as well as proposals for the adhering of the Republic of Moldova to the international treaties in the field of civil aviation;
- d) To conclude cooperation agreements, exchange of experience and specific information with appropriate international organizations and similar authorities from other states, in accordance with the Law No. 595/1999 on the international treaties of the Republic of Moldova.

Tasks related to certification, continuous oversight, and control:

- a) To oversee the assurance of the flight safety and aviation security by air carriers, aerodrome / airport / heliport operators, air navigation service providers, other natural and legal persons active in the field of civil aviation;
- b) To oversee the implementation of safety management systems by aeronautical agents;
- c) To certify and to exercise on-going supervision and to designate the providers responsible for air traffic, aeronautical information, flight planning, aeronautical telecommunication, aeronautical meteorology, aeronautical security and medical institutions conducting aero-medical examinations;
- d) To ensure oversight of the Rescue Coordination Center, as an element of the national SAR system;
- e) To grant, to extend, to validate, to accept, to modify, to suspend and to revoke certificates, ratings, endorsements, medical certificates of aeronautical personnel;
- f) the revalidation, renewal and limitation of medical certificates following referral by the AME or AeMC;
- g) the issue, suspension, revocation and limitation of ATCO training organisation certificates;

- h) To issue, to validate, to accept, to recognize, to suspend and to revoke the certification documents for products, devices and technical means used in civil aviation;
- i) To ensure the management of telecommunication frequencies allocated to civil aviation, to authorize the installation and operation of radio transmitters in the frequency bands granted to civil aviation, to supervise their use and to maintain the national database for civil aviation radio transmitters;
- j) To authorize the installation of radio communication equipment on board civil aircraft registered in the Republic of Moldova and to oversee their use;
- k) To identify and to examine contraventions in the field of civil aviation and apply contravention penalty in accordance with the provisions of the Code of Contravention.

Other tasks:

- a) To ensure the exercising of the aeronautical information activities;
- b) To approve training courses for aeronautical personnel;
- c) To certify and oversight the training organisations, including their training courses and plans;
- d) To approve the unit competence schemes and unit training plans;
- e) To ensure the collection of statistical data from the aviation stakeholders providing civil aviation activities and other data necessary for the analysis of the activity in the field, as well as, to transmit these data to the appropriate international organizations, according to the form and content requirements indicated by these;
- f) To verify the correctness of the airport and air navigation services charges/fees calculations and to present them to MIRD for the approval;
- g) To perform the functions and tasks related to assurance of aviation security established by the regulatory framework in that domain.

CHAPTER 5 - NATIONAL STAKEHOLDERS AND MEMBERSHIP IN THE INTERNATIONAL AVIATION ORGANIZATIONS

General

The aviation stakeholders, which are under the supervision of CAA RM are following:

1. National Air Operators
2. National Continuous Airworthiness Management Organizations
3. National Maintenance Approved Organizations
4. National Aerodrome Operators
5. National ATM/ANS Services Providers
6. National Aviation Training Organizations
7. National Ground Handling Organizations
8. National Aero-medical Center
9. National SAR services (RCC element).

The NSA for ATM/ANS is responsible for the certification and supervision of the:

1. National ATM/ANS Services Providers
2. National Air Traffic Controllers Training Organizations.

The NSA for ATM/ANS is responsible for the supervision of the:

Rescue Coordination Center as an element of the National SAR system.

National ATM/ANS Services Providers

At a date of current edition of the NSA handbook, in RM there is only one certified and designated ANS provider. It is state enterprise” MOLDATSA” (Moldavian Air Traffic Services Authority) – the only certificated and designated ANS provider existing for the moment.

S.E. “MOLDATSA” – was created in 1994 in accordance with the Government Resolution No.3 of 12 January 1994. At present time, S.E. “MOLDATSA” is an autonomous 100% State owned enterprise, operating on a self-financing basis, being administrative subordinated to the Public Property Agency, according to the

Government Decision No. 902 from 06.11.2017. S.E. "MOLDATSA" is certified (ANSP Certificate P-0003/2021) by Moldovan CAA/NSA to provide following air navigation services:

1. Air Traffic Services (ATS);
2. Aeronautical Meteorological Services (MET);
3. Aeronautical Information Services (AIS);
4. Communication, Navigation, Surveillance Services (CNS).

Beside services mentioned above, S.E. "MOLDATSA" is also approved by CAA RM to provide:

1. Design of the Instrument Flight Procedures,
2. Functions related to Air Traffic Flow Management (in collaboration with Network Manager, represented by EUROCONTROL),
3. ASM Level 3 (indirect designation, via specific regulation).

All these services and functions are provided by S.E. "MOLDATSA" within Chisinau Flight Information Region and in respect to aerodromes located within territory of RM. No any cross-border services are provided by S.E. "MOLDATSA".

National Air Traffic Controllers Training Organizations

At a date of current edition of the NSA handbook, in RM there are only 1 (one) approved ATCo training organization – State Enterprise" MOLDATSA", which is approved by CAA/NSA RM for provision of the initial (raiting) training, unit training and continuation training of air traffic controllers.

Rescue Coordination Center, an element of the National SAR system

RCC functions are provided by Joint Group for Coordination of Search and Rescue Operations (Grupul Mixt Coordonare Operatiuni Cautare-Salvare (GMCOCS)) - a structure designated and empowered by GD 249/2021 to ensure the accomplishment of all the actions for coordination of the search and rescue operations in case of aeronautical accidents, in accordance with the ICAO Annex 12 standards and recommended practices. The GMCOCS consists of:

- i. Coordinator of Search Operations (Coordonator Operatiuni Cautare - COC) – an organizational structure within State Enterprise MOLDATSA, which is also designated as SAR Point of Contact for the receipt of COSPAS-SARSAT distress data.
- ii. Coordinator of Rescue Operations (Coordonator Operatiuni Salvare – COS) – an organizational structure within General Inspectorate for Emergency Situations (GIES). The activity of the GIES, including COC, is also governed by Law No.93/2007 on Civil Protection and Exceptional Situations Service.

Membership in the international organizations

The Republic of Moldova is a member of the following international aviation organizations:

Organisation	Since
ECAC	18/12/1996
EUROCONTROL	01/03/2000
ICAO	01/07/1992
ITU	20/10/1992

CHAPTER 6 - ORGANIZTIONAL STRUCTURE, MANAGEMENT, HUMAN RESOUCES AND WORKING ENVIRONMENT

General information regarding CAA

CAA is organized and activates on the basis of the Aviation Code No. 301 from 21.12.2017 and the Regulation on the “Organization and functioning, structure and staff list of the Civil Aeronautical Authority”, approved by the Government Decision of the Republic of Moldova no. 133 of 27.02.2019.

The CAA is a public authority for certification, control and surveillance in the field of civil aviation, has the status of a legal entity governed by public law and is subordinated to the Ministry of Infrastructure and Regional Development.

CAA is headquartered at: MD 2026, bd Dacia no. 80/2, Chisinau, Republic of Moldova.

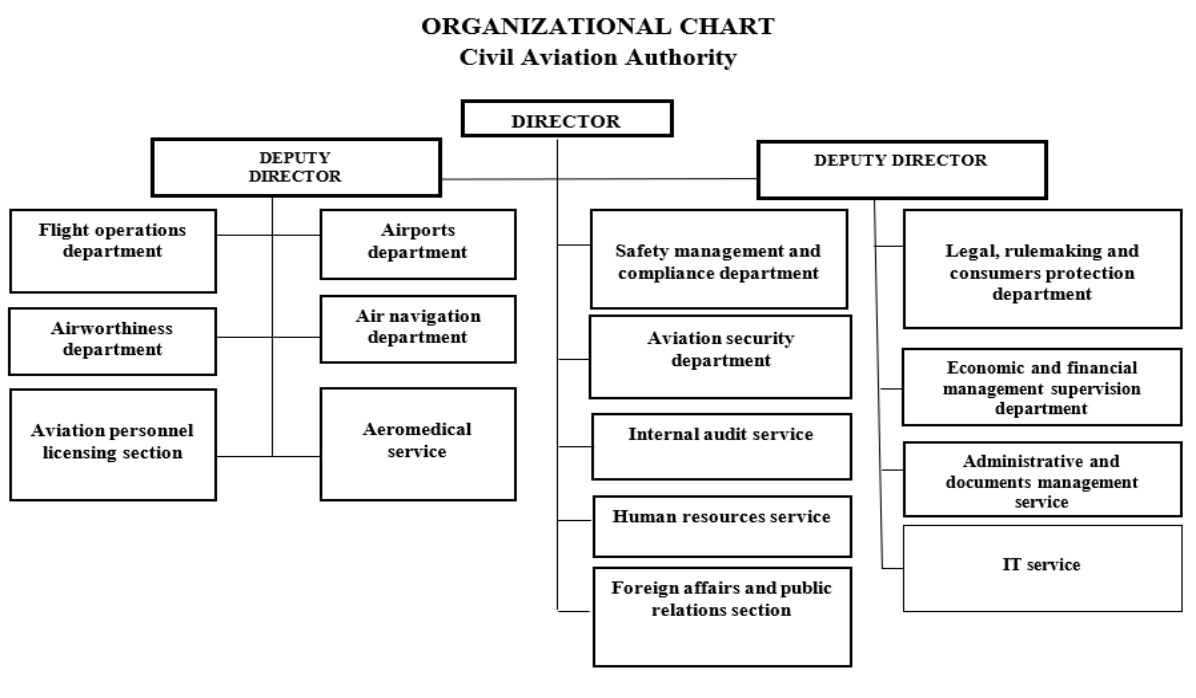
The CAA has a stamp with the State Coat of Arms of the Republic of Moldova and its full name is "Civil Aviation Authority" and abbreviated name "CAA".

In its activity, the AAC is governed by the Constitution of the Republic of Moldova, the international agreements and conventions to which Moldova is a party, the laws of the Republic of Moldova, the decrees of the President of the Republic of Moldova, the ordinances, decisions and provisions of the Government, as well as the Regulation approved by the Government Decision of the Republic of Moldova no. 133 from 27.02.2019.

Note – For more details regarding CAA address to CAA Management Manual.

CAA Organigramme

Here below, is presented the CAA organigramme according to the Government Decision of the Republic of Moldova no. 133 of 27.02.2019 as modified by Government Decision of the Republic of Moldova no. 581 of 03.08.2022.



Composition of the NSA for ATM/ANS domain

As it was already mentioned in the Foreword to this Handbook, the NSA for ATM/ANS domain is a component part of CAA, which is aimed to ensure the fulfilment of functions and specific tasks derived from those stated in CHAPTER 4 and described in detail in CHAPTER 7 of this Handbook. Thus, NSA's functions and tasks are exercised jointly by the following CAA entities:

1. Air Navigation department,
2. Aviation personnel licensing section,
3. Legal, rulemaking and consumers protection department,
4. Aviation security department,
5. Economic and financial management supervision department.

However, the Air Navigation division is designated as a Focal Point, for coordination of all operational issues related to processes lied under the responsibility and control of the NSA for ATM/ANS domain. The management of the NSA for ATM/ANS is ensured by the NSA Management, as stated bellow:

NSA Management System

At the date of the current edition of the Handbook, the management of the NSA is ensured by:

No.	Title	Name, Surname
1	CAA Director	Mr. Vasile ŞARAMET
2	Deputy Director	Mr. Andrei CEBANU
3	Deputy Director	Mr. Victor NEAGA

The compliance monitoring function is ensured by Safety management and compliance department, managed by:

No.	Title	Name, Surname
1	Head of the Safety management and compliance department	Mrs. Cristina NOVAC

At the date of the current edition of the Handbook the management of the departments, forming the NSA for ATM/ANS domain is ensured by:

No.	Title	Name, Surname
1	Head of Air Navigation department	Mrs. Madalina CIOBANU
2	Head of Aviation Personnel Licensing section	Mr. Oleg DREBUJAN
3	Head of Aviation Security department	Mr. Alexandr FITI
4	Head of Legal, rulemaking and consumers protection department	Mr. Constantin VOZIAN
5	Head of Economic and financial management supervision department	Mrs. Ecaterina RÎȘINA

NSA's human resources and staff development policy

At the date of the current edition of the Handbook, the NSA human resources are as mentioned in Table below:

No.	Structural unit	Number of persons involved	Name, Surname function	Oversight domain (were applicable)
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		in NSA functions		
1	Air navigation department	6	Madalina CIOBANU - Head of the department, Main Inspector	PANS OPS and Charting, AIS, SMS
			Andrei BZOVII - Main Inspector	ATS, ASM, ATCO training, SMS
			Cristina GOLOVATENCO - Main Inspector	MET, SMS
			Felix GUTU- Main Inspector	ATS, ATFM, SMS
			Alla TOMA - Main Inspector	CNS, SMS
			Constantin SÎRBU - Main Inspector	SAR, SMS
2	Aviation Personnel licensing section	2	Oleg DREBUJAN - Head of the section	ATCo TO, ATCo Licensing
			Eduard CEABEI - expert	ATCo TO, ATCo Licensing
3	Legal, rulemaking and consumers	2	Constantin VOZIAN - Head of the department	Rulemaking
			Alexei LATU - Senior expert	Rulemaking

	protection department			
4	Aviation Security department	2	Alexandr FITI – Head of the Department, Inspector	Aviation Security Program
			Vladimir CONOVALOV – Main expert, Inspector	Aviation Security Program
5	Economic and financial management supervision department	1	Ecaterina RÎȘINA - Head of the Department	Financial capability and charges formation
Totally		13		

CAA/NSA recognizes the value and importance of providing opportunities to all its personnel, both Administrative and Technical personnel, to develop their job-related knowledge and skills. CAA/NSA considers that with training and personal development, individual effectiveness will increase, contributing to the work and the effectiveness of the CAA/NSA. This is clearly stated in Chapter 6 of the CAA Management Manual. Based on this approach, each NSA entity develops its own internal training program and schedule, which is managed and controlled by the management of the entity. The Training Program for Air Navigation Division inspectorate staff is described in the Chapter 7 of the ANS Division Management Manual.

Each manager, for his/her division:

- Introduces new employees to the CAA/NSA;
- Identifies training needs, jointly with employees, related to the objectives;
- Formulates training plans in liaison with Human Resources (HR);

- Makes employees of his/her Division aware of training and development opportunities;
- Selects employees for training and briefs them:
- Evaluates the effectiveness of training events in relation to services and objectives with those involved.

Each employee:

- Identifies his/her own training needs;
- Requests training where appropriate and considers the training opportunities offered by the CAA;
- In coordination with his/her line manager, evaluates the effectiveness of the training received;
- Shares learning with colleagues wherever appropriate and possible.

Each employee has a personal file that is used to record all relevant data. The Human Resources (HR) officer has access to personal files. Each manager is responsible for providing the HR officer with information about employees concerning training needs and evaluation, etc. Each employee is responsible for providing HR officer with the required personal details, copies of certificates/licenses and evidence of completed training.

The competence of the staff is maintained through the external trainings provided basically by the Institute of Air Navigation Services (IANS, Luxemburg), ICAO regional training centers and EASA. Also, in frame of the Project "EUROCONTROL SUPPORT TO CAA of MOLDOVA", NSA personnel is offered a huge support from the EUROCONTROL experts, by means of different workshops and other activities, aimed to support RM in improving the quality of the oversight and its alignment with SES legislation. The support addresses a number of issues facing the NSA staff such as: providing additional knowledge and practices, practical advice, regulation's and procedure's expertise, etc.

NSA staff activates in comfortable working conditions, using modern communication and data processing equipment (PC, Xerox, etc.). Within CAA building runs the Wi-Fi network on its premises. CAA has its own server which allows using a local intranet, on which the NSA staff can easily access the CAA internal procedures and documents using the link: \\DATASERVER\library\AAC\Acte normative interne\PI .

Also, an electronic system called **e-management** is used within the CAA/NSA in order to ensure the document's control.

NSA's entities structures, accountabilities, responsibilities and staff's job descriptions

The organizational structures of each particular entities forming the NSA for ATM/ANS domain, as well as the functions, accountabilities, responsibilities and job description for each specialist mentioned in the table above – are defined in the appropriate Division's/Section's Management Manual.

CHAPTER 7 – PROCESSES

This Chapter provides information in respect to processes derived from the tasks of the NSA for ATM/ANS domain listed in Chapter 4 above. The information is presented in a table format and is aimed to reflect the full image on processes management: requirements, applicable procedures, responsible/involved entity/person, and processes manager.

Certification of the ANS Providers

Regulatory Requirements	Applicable procedures	Involved entity	Process Manager/FP
RAC-ANSPC	PIAC –SSNA Part I "Oversight of ANSP – Certification and ongoing oversight"	Certification Commission constituted through the Order of CAA Director. <i>Note. – Almost all NSA entities are represented in the ANSP Certification Commission</i>	Head of Air Navigation Department

For more details regarding the compliances to the specific requirements to be assessed and checked during the ANSP certification process, refer to the Chapter 3 of the PIAC-SSNA Part I "Oversight of ANSP – Certification and ongoing oversight". Below is a list of the internal procedures developed and followed by each entity in order to support the certification process. The outputs from sub-processes shown

below serves as the inputs to Certification process and are reported to the Head of the Certification Commission:

Entity /ies	Sub-process	Means	Departmental Procedures
Air Navigation Department	Evaluation of Technical and Operational competence and capability	Document review/ Inspections	<ol style="list-style-type: none"> 1. "CAA regulation regarding aeronautical inspections" 2. "Air Navigation Department Inspection's Guidance Manual"
Air Navigation Department	Evaluation of safety management	Document review/ Inspections	<ol style="list-style-type: none"> 1. "CAA regulation regarding aeronautical inspections" 2. "Approval of the ANSP SMS Manual" 3. "Evaluation of SMS implementation" 4. "Air Navigation Department Inspection's Guidance Manual"
Air Navigation Department	Evaluation of quality management	Document review/ Inspections	<ol style="list-style-type: none"> 1. "CAA regulation regarding aeronautical inspections" 2. "Air Navigation Department Inspection's Guidance Manual"
Aviation Security Department	Evaluation of Aviation Security	Document review/ Inspections	<ol style="list-style-type: none"> 1. "CAA regulation regarding aeronautical inspections" 2. "Examination and approval of ANSP's aviation security program, quality control and security training programs"
Air Navigation Department	Evaluation of Human Resources	Document review/ Inspections	<ol style="list-style-type: none"> 1. "CAA regulation regarding aeronautical inspections" 2. "Air Navigation Department Inspection's Guidance Manual"
Economic and financial management supervision Department	Evaluation of financial strength	Document review	"Certification of the air navigation service provider (initial request, extension of the validity period, modification, suspension and revocation of the ANSPC)"

Economic and financial management supervision Department	Evaluation of liability and insurance cover	Document review	“Certification of the air navigation service provider (initial request, extension of the validity period, modification, suspension and revocation of the ANSPC)”
Air Navigation Department	Quality of services	Document review	1. “CAA regulation regarding aeronautical inspections” 2. “Air Navigation Department Inspection’s Guidance Manual”
Air Navigation Department / Economic and financial management supervision Department	Reporting requirements	Document review/ Inspections	1. “CAA regulation regarding aeronautical inspections” 2. “Air Navigation Division Inspection’s Guidance Manual” 3. “Certification of the air navigation service provider (initial request, extension of the validity period, modification, suspension and revocation of the ANSPC)”
Air Navigation Department	Evaluation of ANS specific requirement	Document review/ Inspections	1. “CAA regulation regarding aeronautical inspections” 2. “Air Navigation Department Inspection’s Guidance Manual”

Ongoing oversight of the ANS Providers:

Regulatory Requirements	Applicable procedures	Involved entity	Process Manager/FP
RAC-ANSPC	1. PIAC –SSNA Part I “Oversight of ANSP – Certification and ongoing oversight” 2. PIAC –SSNA Part II “Safety oversight of changes into ATM/ANS functional systems”	Certification Commission constituted by Order of CAA Director	Head of Air Navigation Department

Below is a list of the internal procedures developed and followed by each entity in order to support the ongoing oversight process. The outputs from sub-processes shown below serves as the inputs to the next certification process and are reported to the Head of the Certification Commission:

Entity /ies	Sub-process	Means	Procedures
Air Navigation Department	On-going oversight of Technical and Operational competence and capability	Document review/ Inspections	<ol style="list-style-type: none"> 1. "CAA regulation regarding aeronautical inspections" 2. "Air Navigation Division Inspection's Guidance Manual"
Air Navigation Department	On-going oversight of safety management	Document review/ Inspections	<ol style="list-style-type: none"> 1. "CAA regulation regarding aeronautical inspections" 2. "Approval of the ANSP SMS Manual" 3. "Evaluation of SMS implementation" 4. "Air Navigation Department Inspection's Guidance Manual"
Air Navigation Department	On-going oversight of quality management	Document review/ Inspections	<ol style="list-style-type: none"> 1. "CAA regulation regarding aeronautical inspections" 2. "Air Navigation Department Inspection's Guidance Manual"
Aviation Security Department	On-going oversight of Aviation Security	Document review/ Inspections	<ol style="list-style-type: none"> 1. "CAA regulation regarding aeronautical inspections" 2. "Examination and approval of ANSP's aviation security program, quality control and security training programs"
Air Navigation Department	On-going oversight of Human Resources	Document review/ Inspections	<ol style="list-style-type: none"> 1. "CAA regulation regarding aeronautical inspections" 2. "Air Navigation Department Inspection's Guidance Manual"
Economic and financial management	On-going oversight of	Document review	"Certification of the air navigation service provider (initial request, extension of the validity period,

supervision Department	financial strength		modification, suspension and revocation of the ANSPC)"
Economic and financial management supervision Department	On-going oversight of liability and insurance cover	Document review	"Certification of the air navigation service provider (initial request, extension of the validity period, modification, suspension and revocation of the ANSPC)"
Air Navigation Department	On-going oversight of Quality of services	Document review	1. "CAA regulation regarding aeronautical inspections" 2. "Air Navigation Department Inspection's Guidance Manual"
Air Navigation Department/ Economic and financial management supervision Department	On-going oversight of Reporting requirements	Document review/ Inspections	1. "CAA regulation regarding aeronautical inspections" 2. "Air Navigation Department Inspection's Guidance Manual" 3. "Certification of the air navigation service provider (initial request, extension of the validity period, modification, suspension and revocation of the ANSPC)"
Air Navigation Department	On-going oversight of ANS specific requirement	Document review/ Inspections	1. "CAA regulation regarding aeronautical inspections" 2. "Air Navigation Department Inspection's Guidance Manual"

Certification of ATCo Training organizations:

Regulatory Requirements	Applicable procedures	Involved entity	Process Manager/FP
Regulation on laying down technical requirements and administrative	PIAC-ATCO-COP	Certification Commission constituted through the Order of CAA Director.	Head of Aviation Personnel section

procedures relating to air traffic controllers' certificates.		<i>Note – almost all NSA entities are represented in the ATCo Certification Commission</i>	
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Below is a list of the internal procedures developed and followed by each entity in order to support the certification process. The outputs from sub-processes shown below serves as the inputs to certification process and are reported to the Head of the Certification Commission:

Entity /ies	Sub-process	Means	Procedures
Aviation Personnel Licensing section	Evaluation of management and personnel	Document review/ Inspections	1. "CAA regulation regarding aeronautical inspections" 2. "PIAC-ATCO-COP"
Aviation Personnel Licensing section / Air Navigation Department	Evaluation of ATCo manual/exposition	Document review/ Inspections	1. "CAA regulation regarding aeronautical inspections" 2. "PIAC-ATCO-COP" 3. "PI-DNA-ADFSNA"
Air Navigation Department	Evaluation of training programs	Document review/ Inspections	1. "CAA regulation regarding aeronautical inspections" 2. "PIAC-ATCO-COP" 3. "PI-DNA-APIFSNA"
Aviation Personnel Licensing section	Evaluation of training facilities	Document review/ Inspections	1. "CAA regulation regarding aeronautical inspections" 2. "PIAC-ATCO-COP"
Aviation Personnel Licensing section	Evaluation of management and personnel	Document review/ Inspections	1. "CAA regulation regarding aeronautical inspections" 2. "PIAC-ATCO-COP"

Aviation Personnel Licensing section	Evaluation of safety management	Document review/ Inspections	“CAA regulation regarding aeronautical inspections”
Economic and financial management supervision Department	Evaluation of financial strength	Document review	“Certification of the ATCO TO (initial request, extension of the validity period, modification, suspension and revocation of the TO)”

Ongoing oversight of the ATCo training organization:

Regulatory Requirements	Applicable procedures	Involved entity	Process Manager/FP
Regulation on laying down technical requirements and administrative procedures relating to air traffic controllers’ certificates.	PIAC-ATCO-COP	Certification Commission constituted through the Order of CAA Director. <i>Note – almost all NSA entities are represented in the ATCo Certification Commission</i>	Head of Aviation Personnel section

Below is a list of the internal procedures developed and followed by each entity in order to support the ongoing oversight of ATCo Training Organization. The outputs from sub-processes shown below serves are reported to the Head of Aviation Personnel section, who is at the same time the Head of the Certification Commission:

Entity /ies	Sub-process	Means	Procedures
Aviation Personnel Licensing section	Ongoing oversight of management and personnel	Document review/ Inspections	1. “CAA regulation regarding aeronautical inspections” 2. “PIAC-ATCO-COP”

Aviation Personnel Licensing section/ Air Navigation Department	Evaluation of ATCo manual/exposition	Document review/ Inspections	<ol style="list-style-type: none"> 1. "CAA regulation regarding aeronautical inspections" 2. "PIAC-ATCO-COP" 3. "PI-DNA-ADFSNA"
Air Navigation Department	Evaluation of training programs	Document review/ Inspections	<ol style="list-style-type: none"> 1. "CAA regulation regarding aeronautical inspections" 2. "PIAC-ATCO-COP" 3. PI-DNA-APIFSNA"
Aviation Personnel Licensing section	Evaluation of training facilities	Document review/ Inspections	<ol style="list-style-type: none"> 1. CAA regulation regarding aeronautical inspections" 2. "PIAC-ATCO-COP"
Aviation Personnel Licensing section	Evaluation of management and personnel	Document review/ Inspections	<ol style="list-style-type: none"> 1. "CAA regulation regarding aeronautical inspections" 2. "PIAC-ATCO-COP"
Aviation Personnel Licensing section	Evaluation of safety management	Document review/ Inspections	"CAA regulation regarding aeronautical inspections"
Economic and financial management supervision Department	Evaluation of financial strength	Document review	"Certification of the ATCO TO (initial request, extension of the validity period, modification, suspension and revocation of the TO)"

Approval of Instrument Flight Procedure Design Organizations:

Regulatory Requirements	Applicable procedures	Involved entity	Process Manager/FP
CT-PVAPZI	PIAC – AOPPZI	Approval Commission constituted through the Order of CAA Director. <i>Note. – Almost all NSA entities are represented in the IFPDO Approval Commission</i>	Head of Air Navigation Department

Below is a list of the internal procedures developed and followed by each entity in order to support the IFPDO approval process. The outputs from sub-processes shown below serves as the inputs to approval process and are reported to the Head of the Approval Commission:

Entity /ies	Sub-process	Means	Procedures
Air Navigation Department	Evaluation of Technical and Operational competence and capability	Document review/ Inspections	1. "CAA regulation regarding aeronautical inspections" 2. "Air Navigation Department Inspection's Guidance Manual"
Air Navigation Department	Evaluation of safety management	Document review/ Inspections	1. "CAA regulation regarding aeronautical inspections"
Air Navigation Department	Evaluation of quality management	Document review/ Inspections	1. "CAA regulation regarding aeronautical inspections" 2. "Air Navigation Division Inspection's Guidance Manual"
Air Navigation Department	Evaluation of Human Resources	Document review/ Inspections	1. "CAA regulation regarding aeronautical inspections" 2. "Air Navigation Division Inspection's Guidance Manual"

Economic and financial management supervision Department	Evaluation of financial strength	Document review	"Certification of the air navigation service provider (initial request, extension of the validity period, modification, suspension and revocation of the ANSPC)"
Air Navigation Department	Evaluation of IFPD specific requirements	Document review/ Inspections	1. "CAA regulation regarding aeronautical inspections" 2. "Air Navigation Division Inspection's Guidance Manual"

Ongoing oversight of Instrument Flight Procedure Design Organizations:

Regulatory Requirements	Applicable procedures	Involved entity	Process Manager/FP
CT-PVAPZI Chapter 8	PIAC – AOPPZI	Approval Commission constituted through the Order of CAA Director. <i>Note. – Almost all NSA entities are represented in the Approval Commission</i>	Head of Air Navigation Department

Below is a list of the internal procedures developed and followed by each entity in order to support the IFPDO ongoing oversight process. The outputs from sub-processes shown below serves as the inputs to next approval process and are reported to the Head of the Approval Commission:

Entity /ies	Sub-process	Means	Procedures
Air Navigation Department	Ongoing oversight of Technical and Operational competence and capability	Document review/ Inspections	1. "CAA regulation regarding aeronautical inspections" 2. "Air Navigation Department Inspection's Guidance Manual"
Air Navigation Department	Ongoing oversight of safety management	Document review/ Inspections	1. "CAA regulation regarding aeronautical inspections"

			2. "Air Navigation Department Inspection's Guidance Manual"
Air Navigation Department	Ongoing oversight of quality management	Document review/ Inspections	1. "CAA regulation regarding aeronautical inspections" 2. "Air Navigation Department Inspection's Guidance Manual"
Air Navigation Department	Ongoing oversight of Human Resources	Document review/ Inspections	1. "CAA regulation regarding aeronautical inspections" 2. "Air Navigation Department Inspection's Guidance Manual"
Economic and financial management supervision Department	Ongoing oversight of financial strength	Document review	"Certification of the air navigation service provider (initial request, extension of the validity period, modification, suspension and revocation of the ANSPC)"
Air Navigation Department	Evaluation of IFPD specific requirements	Document review/ Inspections	1. "CAA regulation regarding aeronautical inspections" 2. "Air Navigation Division Inspection's Guidance Manual"

Oversight Rescue Coordination Center as an element of the National SAR system:

Entity /ies	Sub-process	Means	Procedures
Air Navigation Department	Oversight of the RCC for compliance with in accordance with Technical requirements on Joint group for coordination of search and rescue operations	Document review/ Inspections	1. "CAA regulation regarding aeronautical inspections" 2. "Air Navigation Department Inspection's Guidance Manual"

ATCO Licensing:

Regulatory Requirements	Applicable procedures	Involved entity	Process Manager/FP
1) Regulation on laying down technical requirements and administrative procedures relating to air traffic controllers' certificates. 2) CT-ATCO - Technical requirements. Licensing of Air Traffic Controllers	PIAC-ATCO-CCTA	Aviation Personnel Licensing section	Head of Aviation Personnel Licensing section

The CT-ATCO together with PIAC-ATCO-CCTA defines the:

Qualification granting procedures	
1	Procedure to grant the qualification "Aerodrome Control Visual"
2	Procedure to grant the qualification "Aerodrome Control Instrumental"
3	Procedure to grant the qualification "Approach Control Procedural"
4	Procedure to grant the qualification "Approach Control Survelance"
5	Procedure to grant the qualification "Area Control Procedural"
6	Procedure to grant the qualification "Area Control Survelance".
7	Procedure to grant the endorsement for ATCo training instructor
Qualification revalidation procedures	
1	Procedure to revalidate the qualification "Aerodrome Control Visual"
2	Procedure to revalidate the qualification "Aerodrome Control Instrumental"
3	Procedure to revalidate the qualification "Approach Control Procedural"
4	Procedure to revalidate the qualification "Approach Control Survelance"
5	Procedure to revalidate the qualification "Area Control Procedural"
6	Procedure to revalidate the qualification "Area Control Survelance"
7	Procedure to revalidate the endorsement for ATCo training instructor.

Qualification renewal procedures	
1	Procedure to renew the qualification "Aerodrome Control Visual"
2	Procedure to renew the qualification "Aerodrome Control Instrumental"
3	Procedure to renew the qualification "Approach Control Procedural"
4	Procedure to renew the qualification "Approach Control Survelance"
5	Procedure to renew the qualification "Area Control Procedural"
6	Procedure to renew the qualification "Approach Control Survelance"
7	Procedure to renew the qualification "Area Control Procedural"

Occurrence reporting and classification:

Regulatory Requirements	Applicable procedures	Involved entity	Process Manager/FP
RAC-RAASEAC	(PI-DNA-ARPEA) Analyse of Air Safety Reports	Air Navigation Department	Head of Air Navigation Department

Registration of radio transmitters and maintain the national radio transmitters database, used in civil aviation industry in R.M.:

Regulatory Requirements	Applicable procedures	Involved entity	Process Manager/FP
Government Decision No. 527 of 27.09.2022 for the approval of the Regulation on the authorization of transmitters and the coordination of radio	Procedures for registration of radio transmitters and issuance of Licences to install and operate of radio transmitters operating in the bands of frequencies allocated for civil aviation	Air Navigation Department	Head of Air Navigation Department

frequencies assigned to aviation			
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Issuance / extension / suspension / revocation of Licences for the installing and operation of radio transmitters:

Regulatory Requirements	Applicable procedures	Involved entity	Process Manager/FP
Government Decision No. 527 of 27.09.2022 for the approval of the Regulation on the authorization of transmitters and the coordination of radio frequencies assigned to aviation	Procedures for registration of radio transmitters and issuance of Licences to install and operate of radio transmitters operating in the bands of frequencies allocated for civil aviation	Air Navigation Department	Head of Air Navigation Department

Recording the emergency location transmitters (ELTs), assigning hexadecimal codes:

Regulatory Requirements	Applicable procedures	Involved entity	Process Manager/FP
Government Decision No. 527 of 27.09.2022 for the approval of the Regulation on the authorization of transmitters and the coordination of	Procedures for registration of radio transmitters and issuance of Licences to install and operate of radio transmitters operating in the bands of frequencies allocated for civil aviation	Air Navigation Department	Head of Air Navigation Department

radio frequencies assigned to aviation			
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Drafting, maintaining, monitoring and reporting the implementation of the National Performance Plan:

To be developed

Management and use of airspace:

Process	Procedure	Process Manager/FP
Management and Use of Airspace	PIAC-MUSA	Head of Air Navigation Department

To be developed

International representation and collaboration:

Process	Procedure	Process Manager/FP
Reporting of ANS deficiencies	PIAC SSNA "Identification, assessment and reporting of air navigations deficiencies"	Head of Air Navigation Department
Coordination of LSSIP Moldova	"LSSIP elaboration and coordination procedure" (PI-DNA-LSSIP)	Head of Air Navigation Department / LSSIP FP
Participation into EASPG working groups	PIAC SSNA "Identification, assessment and reporting of air navigations deficiencies"	Head of Air Navigation Department