



**LENNUAMET**

ESTONIAN CIVIL AVIATION ADMINISTRATION

04.04.2014 nr 4.7-19/14/3

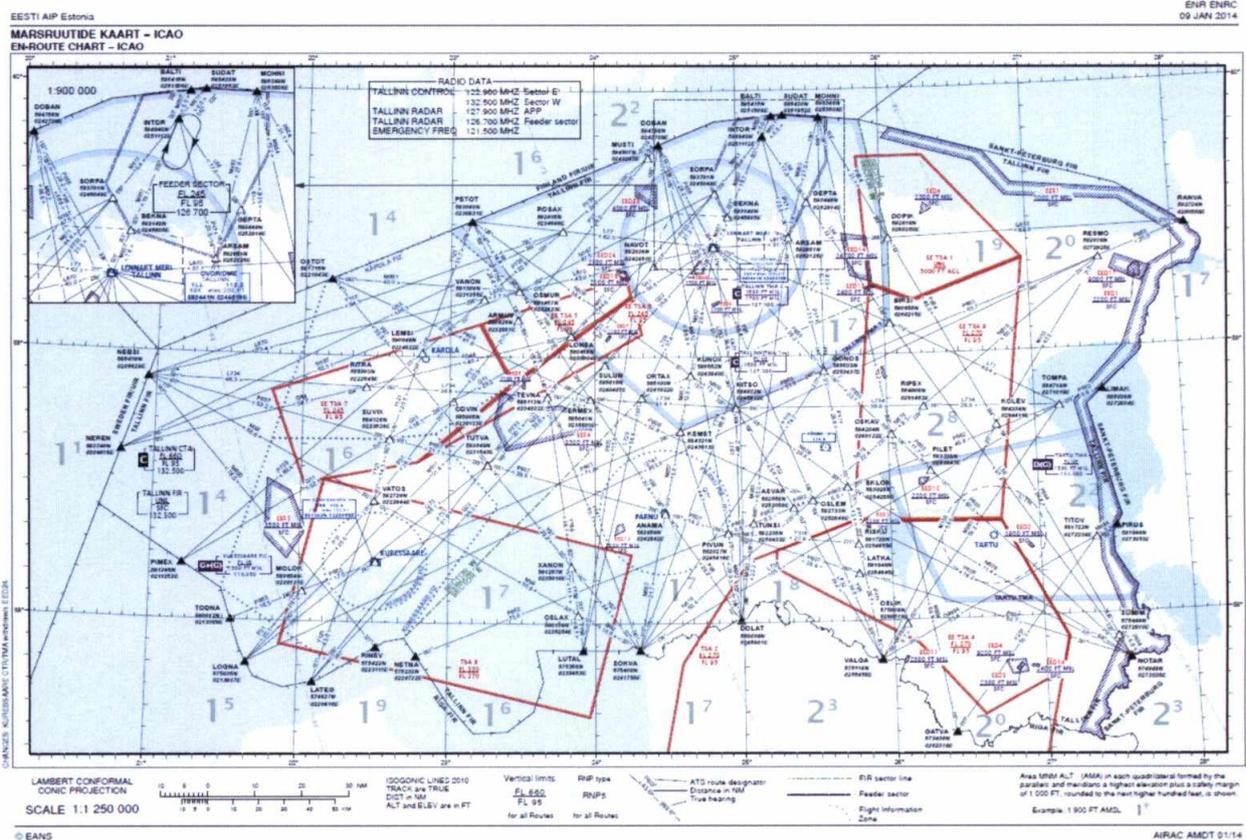
## Annual Safety Oversight Report

2013

**Air Navigation Services and Air Traffic Management** (Commission regulation (EC) No 1034/2011, article 15)

**Airspace and services under responsibility of Estonian Civil Aviation Administration**

The area of responsibility is Estonian FIR.



**Estonian Civil Aviation Administration has certified 3 Air Navigation Service Providers:**

Estonian Air Navigation Services (ATC, AIS and CNS)

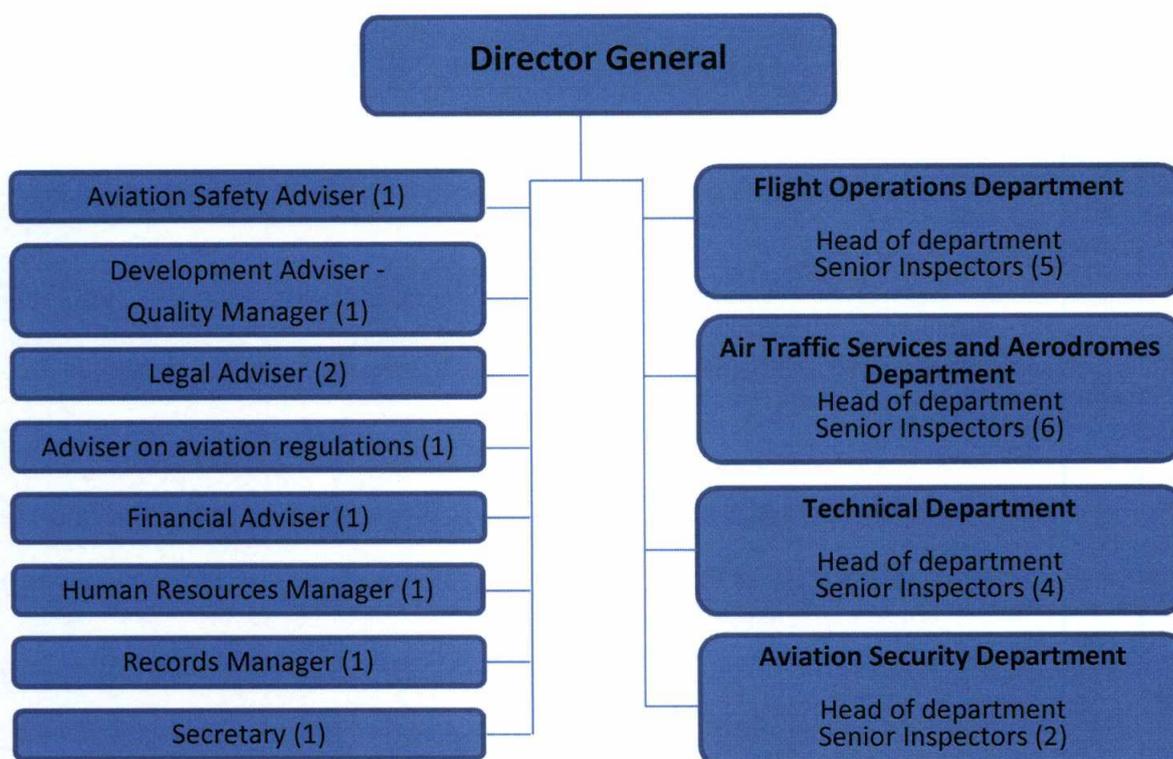
Tallinn Airport (AFIS, CNS and MET)

Estonian Environment Agency (MET)

and 1 training organisation: Estonian Aviation Academy

## Organisation of the Estonian Civil Aviation Administration

The Estonian Civil Aviation Administration (CAA or ECAA) is in the jurisdiction of the Ministry of Economic Affairs and Communications and it is the Estonian Safety Supervisory Authority, responsible for exercising state supervision over the compliance with the requirements deriving from legal acts regulating the field of activity of ECAA. It has enforcement powers and it is the extra-judicial body which conducts proceedings in matters of misdemeanours. Estonian Civil Aviation Administration is nominated as National Supervisory Authority (Regulation 549/2004 of the European Parliament and of the Council of 10 March 2004, Article 4), and it is institutionally separated from the Air Navigation Service Providers. ECAA has responsibility for the safety oversight of the Air Navigation Service Providers in Estonia. In the area of Air Navigation Services continuous oversight is performed by the Air Traffic Services and Aerodromes Department of ECAA.



## Procedures of Estonian Civil Aviation Administration

The main processes of safety regulatory oversight are auditing and collecting information via mandatory reporting system. The focus of the safety regulatory audits is on General Requirements for the Provision of Air Navigation Services, specific requirements for Air Traffic Services, Meteorological services, Aeronautical information service and Communication and Navigation or Surveillance services (EC 1035/2011). The oversight of technical and operational competence and

capability, organizational structure and management, economic and financial capacity and quality of services is done by desk-top audit, during which business plans, annual reports, insurance coverage, balance sheets, accounts etc. are reviewed.

On-site audits are performed according to annual audit program, which is prepared by the Air Traffic Services and Aerodromes Department. The audit program for 2013 was prepared so that each operational unit was planned to be audited twice a year.

The information collected via reporting system is evaluated and stored in ECCAIRS database. This information is made available in accordance with (EC) No 1321/2007.

### **Qualified entities**

Estonian Civil Aviation Administration has performed all safety regulatory audits by itself, thus no qualified entities have been used so far.

### **Safety oversight capabilities**

Air Traffic Services and Aerodromes Department employs 5 ANS inspectors, all of whom are qualified safety auditors.

Assessment of the human resources needed to perform safety oversight functions will be performed during 2014.

### **Safety issues identified through the safety oversight processes in 2013**

2013 Estonian Civil Aviation Administration performed 14 on-site audits: 3 in Estonian Air Navigation Services, 9 in Tallinn Airport, 1 in Estonian Environment Agency and 1 in Estonian Aviation Academy. During those audits 35 of the total of 65 findings were classified as non-conformities. Most of the findings were about documentation not being up-to-date and about deviation from established procedures in the following areas:

- EU regulation 1035/2011 Annex 1 point 3.2 Quality management system
- EU regulation 1035/2011 Annex 2 point 3.1 Safety management system
- EU regulation 1035/2011 Annex 1 point 3.3 Operations manuals

Service providers were requested to provide corrective action plans and implementation plans which were evaluated by the Estonian Civil Aviation Administration. As a part of those plans CAA also required organisations to provide root causes why those non-conformities happened. If the plans were acceptable, they were approved, if not, they were sent back to service providers for correction. All the corrective actions and implementation plans were verified during the follow-up audits.

Audit reports non-conformities are managed through web-based Aviation Safety Information System. Aviation Safety Information System enables to track the course of the application procedure. Service provider can monitor deadlines, procedural decisions, as well as receive electronic version of the upcoming oversight schedule and the reports drawn up in the course of oversight together with the findings made. Service provider can also submit the corrective action plans for rectifying the deficiencies together with the respective deadlines to ECAA. Decisions regarding the actions plans and corrective actions will be sent to the applicant through the Information System.

On the basis of information received via the mandatory occurrence reporting system during the year 2013, several safety issues were identified by the ANSP-s through their Safety Management Systems. After investigation appropriate corrective actions were determined in order to reduce the identified risks. The effectiveness of corrective actions is evaluated via the occurrence reporting system and other safety oversight actions.

### **Safety Directives**

In 2013 Estonian CAA issued 2 safety directives in respect of ANSP-s not fulfilling the requirements laid down by Commission Regulation (EC) no 1035/2011 of 17 October 2011 laying down common requirements for the provision of air navigation services and amending Regulations (EC) No 482/2008 and (EU) No 691/2010. One of them was related to quality management system and internal audits and the second one was about malfunction of recording device.



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