

# Air Traffic Services

Policy and guidance for providers of  
Air Traffic Services in the Isle of Man



**CP11**

**v3 — 1 August 2022**



**Isle of Man**  
CIVIL AVIATION ADMINISTRATION

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## 2. Revision history

Version	Date	Details
1	December 2019	Initial issue
2	October 2020	Complete update to reflect the requirements of the Civil Aviation (Air Traffic Services) Order 2020 and update Isle of Man CAA policy on the provision of ATS in the Isle of Man.
3	1 August 2022	<p>Typographical corrections</p> <p>Updates to definitions of:</p> <ul style="list-style-type: none"> <li>- aerodrome</li> <li>- aerodrome control service</li> <li>- controlled airspace</li> <li>- duty</li> <li>- duty period</li> <li>- instrument approach procedure</li> <li>- rostering system</li> </ul> <p>8.2 – Change Notification:</p> <ul style="list-style-type: none"> <li>- Modifications to the CMP require IOM CAA prior approval (8.2.3)</li> <li>- SI text now contained in its own section (8.2.6). No need to use a SRG1430 for SI specified along with attributes of SI.</li> <li>- TOI text now contained in its own section (8.2.7) rather than being a note. Need to submit to UK CAA and copied to IOM CAA now explicitly specified.</li> <li>- New section on major projects (8.2.8).</li> <li>- TO and ITO text now contained in its own section (8.2.9). Addition of need to submit modifications of unit CMP to the UK CAA for prior approval.</li> </ul> <p>9 – new sections inserted:</p> <ul style="list-style-type: none"> <li>9.2 Radio Navigation Aids</li> <li>9.3 Communication Systems</li> <li>9.4 Surveillance Systems</li> </ul> <p>10.1.3 – insertion of CAP785 (Approval Requirements for Instrument Flight Procedures for Use in UK Airspace) applicability in the Isle of Man.</p> <p>11.4.1 – removal of CAP670 SRATCOH references and replacement with the UK CAA Policy on Air Traffic Controllers’ Rostering System(s) and ORS9 Decision No 6.</p>

14 – new section on Airspace:

14.1 – overview

14.2 – formal adoption of all UK airspace  
policy statements

14.3 – airspace change process

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### 3. Foreword

- 3.1 The IOM CAA is the division of the Isle of Man Government's Department for Enterprise that is responsible for regulating aviation safety and security in the Isle of Man. The IOM CAA also administers the Isle of Man Aircraft Registry and is responsible for ensuring aviation legislation in the Isle of Man meets International Civil Aviation Organisation Standards and Recommended Practices and other relevant European aviation standards.
- 3.2 The Isle of Man has its own aviation safety legislation separate from the UK. Therefore, unless UK or EU aviation safety regulations have been explicitly applied into Isle of Man law, they have no legal effect on the Island.
- 3.3 This CAA Publication:
- (a) identifies relevant legislation and IOM CAA policy requirements for the provision of an ATS in the Isle of Man; and
  - (b) clarifies the relationship to UK and EU ATS requirements and the respective roles of the IOM CAA and the UK CAA.
- 3.4 This publication has been prepared by the IOM CAA utilising the content of the Civil Aviation (Air Traffic Services) Order 2020<sup>1</sup>. However, Courts of Law will refer only to the source regulatory material.
- 3.5 Hyperlinks to UK CAA documents have been removed from this document. Current versions of all UK CAA publications documents referenced may be obtained from:  
<http://publicapps.caa.co.uk/modalapplication.aspx?appid=11>

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<sup>1</sup> SD 2020/0136

## 4. Interpretations and abbreviations

Term	Meaning
<b>Aerodrome</b>	A defined area (including any buildings, installations and equipment) on land or water or on a fixed, fixed off-shore or floating structure intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.
<b>Aerodrome control tower</b>	A unit established to provide air traffic control service to aerodrome traffic.
<b>Aerodrome control service</b>	Air traffic control service for aerodrome traffic.
<b>Aerodrome flight information service</b>	Flight information service and alerting service for aerodrome traffic at an aerodrome.
<b>Aerodrome traffic</b>	All traffic on the manoeuvring area of an aerodrome and all aircraft flying in the vicinity of an aerodrome.
<b>Aircraft</b>	A machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.
<b>Air traffic advisory service</b>	A service provided within advisory airspace to ensure separation, in so far as practical, between aircraft which are operating on IFR flight plans.
<b>Air traffic control service</b>	A service provided for the purpose of preventing collisions between aircraft and, on the manoeuvring area, between aircraft and obstructions, and expediting and maintaining an orderly flow of air traffic.
<b>Air traffic control unit</b>	An area control centre, approach control unit or aerodrome control tower.
<b>Air traffic service</b>	Variously flight information service, alerting service, air traffic advisory service and air traffic control service (area control service, approach control service and aerodrome control service).
<b>Air traffic service equipment</b>	Ground based equipment, including an aeronautical radio station, used or intended to be used in connection with the provision of a service to an aircraft in flight or on the ground but excluding any public electronic communications network.
<b>Air traffic services reporting office</b>	A unit established for the purpose of receiving reports concerning air traffic services and flight plans submitted before departure.
<b>Air traffic services unit</b>	A generic term meaning variously, air traffic control unit, flight information centre or air traffic services reporting office.



Term	Meaning
<b>Alerting service</b>	A service provided to notify appropriate organisations regarding aircraft in need of search and rescue aid, and assist such organisations as required.
<b>Approach control service</b>	Air traffic control service for arriving or departing controlled flights.
<b>Approach control unit</b>	A unit established to provide air traffic control service to controlled flights arriving at, or departing from, one or more aerodromes.
<b>Area control centre</b>	A unit established to provide air traffic control service to controlled flights in control areas under its jurisdiction.
<b>Area control service</b>	Air traffic control service for controlled flights in control areas.
<b>The Department</b>	The Department for Enterprise.
<b>Control area</b>	A controlled airspace extending upwards from a specified limit above the earth.
<b>Controlled airspace</b>	Airspace of defined dimensions within which air traffic control service is provided in accordance with the airspace classification.
<b>Duty</b>	Any task that an air traffic controller is required to perform by the air traffic control service provider.
<b>Duty period</b>	A period which starts when an air traffic controller is required by the air traffic control service provider to report for or be available for or to commence duty and ends when the air traffic controller is free from duty.
<b>Fatigue</b>	A physiological state of reduced mental or physical performance capability resulting from sleep loss, extended wakefulness, circadian phase, and/or workload (mental and/or physical activity) that can impair a person's alertness and ability to perform safety-related operational duties.
<b>Flight information centre</b>	A unit established to provide flight information service and alerting service.
<b>Flight information service</b>	A service provided for the purpose of giving advice and information useful for the safe and efficient conduct of flights.
<b>Instrument approach procedure</b>	A series of predetermined manoeuvres by reference to flight instruments with specified protection from obstacles from the initial approach fix, or where applicable, from the beginning of a defined arrival route to a point from which a landing can be completed and thereafter, if a landing is not completed, to a position at which holding or en-route obstacle clearance criteria apply. Instrument approach procedures are classified as follows -

Term	Meaning
	<p>(a) non-precision approach (NPA) procedure means an instrument approach procedure designed for 2D instrument approach operations Type A;</p> <p>(b) approach procedure with vertical guidance (APV) means a performance-based navigation (PBN) instrument approach procedure designed for 3D instrument approach operations Type A;</p> <p>(c) precision approach (PA) procedure means an instrument approach procedure based on navigation systems (ILS, MLS, GLS AND SBAS Cat 1) designed for 3D instrument approach operations Type A or B;</p>
<b>Instrument flight procedure</b>	<p>(a) A standard instrument arrival;</p> <p>(b) an instrument approach procedure;</p> <p>(c) a standard instrument departure; or</p> <p>(d) an omnidirectional departure.</p>
<b>Notify/notified</b>	Set out with the authority of the UK CAA in a document published by or under an arrangement entered into with the UK CAA and entitled 'United Kingdom NOTAM' or 'United Kingdom Aeronautical Information Publication' and for the time being in force.
<b>NOTAM</b>	A notice distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.
<b>Psychoactive substance</b>	Alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, excluding coffee and tobacco.
<b>Rostering system</b>	The structure of duty and rest periods of air traffic controllers in accordance with legal and operational requirements.
<b>Safety management system</b>	A systematic approach to managing safety, including the necessary organisational structures, accountabilities, policies and procedures.
<b>Visiting force</b>	<p>Any such body, contingent or detachment of the forces of any country as is a visiting force for the purposes of the Visiting Forces Act 1952 (of Parliament) –</p> <p>(a) which apply to that country by virtue of section 1(1)(a) of that Act; or</p> <p>(b) which from time to time apply to that country by virtue of section 1(1)(b) and of any Order in Council made or hereafter to be made</p>

Term	Meaning
	under section 1 designating that country for the purposes of that Act following section 2(2) of that Act.

<b>Abbreviation</b>	<b>Meaning</b>
<b>ABES</b>	Abnormal and emergency situations
<b>AFIS</b>	Aerodrome flight information service
<b>ANS</b>	Air navigation services
<b>ATC</b>	Air traffic control
<b>ATCO</b>	Air traffic control office
<b>ATS</b>	Air traffic services
<b>ATM</b>	Air traffic management
<b>ATSA</b>	Air traffic services assistant
<b>EU</b>	European Union
<b>FIR</b>	Flight information region
<b>FISO</b>	Flight information services officer
<b>ICAO</b>	International Civil Aviation Organisation
<b>IFP</b>	Instrument flight procedure
<b>IFR</b>	Instrument flight rules
<b>IOM CAA</b>	Isle of Man Civil Aviation Administration
<b>OJTI</b>	On the Job Training Instructor
<b>SI</b>	Supplementary Instruction
<b>SMS</b>	Safety Management System
<b>SRATCOH</b>	Scheme for Regulation of Air Traffic Controllers' Hours
<b>TOI</b>	Temporary Operating Instruction
<b>UK</b>	United Kingdom
<b>UK AIP</b>	United Kingdom Aeronautical Information Publication
<b>UK CAA</b>	United Kingdom Civil Aviation Authority
<b>WT</b>	Wireless telegraphy

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## 5. Legislative requirements and geographic limitations

### 5.1 Civil Aviation (Air Traffic Services Order) 2020

5.1.1 The Civil Aviation (Air Traffic Services) Order 2020<sup>2</sup> (hereon referred to as ‘the ATS Order’) sets the legislative requirements for the provision of an ATS, including general requirements for all providers and additional requirements for ATC providers.

5.1.2 The ATS Order applies to the provision of ATS to aircraft in the Isle of Man<sup>3</sup> but excluding:

(a) UK CAA certificated providers of ATS and their employees whilst acting in the course of providing:

(i) an area control service; or

(ii) an approach control service for an aerodrome located in the United Kingdom;

(b) Her Majesty’s naval, military or air forces or a visiting force.

5.1.3 Consequently, the ATS Order does not apply to ATS provision to aircraft in the Isle of Man under the control of Prestwick Centre, Warton or Military ATC. Arrangements for the safety regulation and oversight of these ATS providers is specified in a formal cooperation agreement between the UK CAA and the IOM CAA (see below).

5.1.4 Within this publication legally binding text taken from the ATS Order can be identified by use of the verb ‘must’.

### 5.2 UK/IOM Co-operation Agreement

5.2.1 A formal cooperation agreement on the regulatory oversight of air navigation services in the UK FIRs made between the UK CAA and the IOM CAA defines the arrangements for the provision of ATS:

(a) by UK ATS units within Isle of Man airspace; and

(b) by Isle of Man ATS units in ‘high seas’ airspace for which the UK has accepted responsibility for the management of this airspace from ICAO.

5.2.2 The agreement recognises that:

(a) Isle of Man ATS providers are not certified air navigation service providers under UK law. Consequently, **Isle of Man ATS providers shall not provide an ATS within 12 NM of the UK coastline or, where the distance between the landmass of the Isle of Man and the UK is less than 24 NM – not beyond the midpoint between the land masses.**

(b) Isle of Man ATS providers will provide air traffic services outside the Isle of Man in ‘high seas’ airspace of the London FIR in accordance with Isle of Man regulations. Therefore the

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<sup>2</sup> SD 2020/0136

<sup>3</sup> The Isle of Man is the airspace above the Island as well as the sea area extending within 12nm from the coastline or the median point whichever is the lesser.

agreement expects compliance with the ATS Order despite the ATS being provided outside the territorial limits of the Isle of Man.

- 5.2.3 There is no such agreement with the Republic of Ireland for its territorial airspace or high seas airspace allocated to it by ICAO. Therefore, **Isle of Man ATS providers shall not provide an ATS within any part of the Shannon FIR.**

### **5.3 Applicability of UK CAA publications**

- 5.3.1 Within this document, the applicability of specified UK CAA Publications (CAP) to the provision of ATS in the Isle of Man is set out. It is the responsibility of the person in charge of the provision of the ATS to ensure that these publications are appropriately accessible and to be aware of their update and amendment by the UK CAA.
- 5.3.2 References to 'the CAA' in the above publications shall be taken to mean 'the IOM CAA' for applicability in the Isle of Man.

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## **6. Aerodrome Flight Information Service units**

### **6.1 AFIS approval**

6.1.1 A person in charge of the provision of an AFIS must not cause such a service to be provided unless the person has been given and complies with the terms of an AFIS approval granted by the IOM CAA.

### **6.2 Management systems**

6.2.1 Management system requirements including SMS are at Section 8.

### **6.3 Equipment, infrastructure and documentation**

6.3.1 Equipment, infrastructure and documentation requirements are specified at Section 9.

### **6.4 Instrument flight procedures and ATS provision**

6.4.1 IFP and consequent ATS provision requirements are specified at Section 10.

### **6.5 Procedures**

6.5.1 A person must not provide an AFIS unless the service is provided in accordance with the standards and procedures specified in a flight information service manual for that aerodrome.

6.5.2 It is the policy of the IOM CAA that the following UK Civil Aviation Publications are applicable to the provision of an AFIS in the Isle of Man:

- (a) CAP 413 – Radiotelephony Manual;
- (b) CAP 774 – UK Flight Information Services;
- (c) CAP797 – Flight Information Service Officer Manual;
- (d) CAP1430 – ATM Vocabulary.

### **6.6 Personnel**

6.6.1 A person must not provide an AFIS unless they hold and comply with the terms of a FISO licence issued by the UK CAA authorising the holder to act as such an officer at that aerodrome.

6.6.2 A person must not hold himself or herself out, whether by use of a radio call sign or in any other way, as a person who may provide an AFIS unless the person is authorised to do so in accordance with a FISO licence specified in 6.6.1.

### **6.7 Flight planning**

6.7.1 Flight planning processes in the Isle of Man are as per those applied in the UK and as published in the UK AIP ENR 1.10.

6.7.2 It is the policy of the IOM CAA that UK Civil Aviation Publication CAP 694 is applicable in the Isle of Man.

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## **7. ATC units**

### **7.1 ATC approval**

7.1.1 A person in charge of the provision of an ATC service must not cause such a service to be provided unless the person has been given and complies with the terms of an ATC approval granted by the IOM CAA.

### **7.2 Management systems**

7.2.1 Management system requirements including SMS are at Section 8.

### **7.3 Equipment, infrastructure and documentation**

7.3.1 Equipment, infrastructure and documentation requirements are specified at Section 9.

### **7.4 Instrument flight procedures and ATS provision**

7.4.1 IFP and consequent ATS provision requirements are specified at Section 10.

### **7.5 Procedures**

7.5.1 A person must not provide an ATC service at that place unless the service is provided in accordance with the standards and procedures specified in a Manual of Air Traffic Services for that place. Further policy on the Manual of Air Traffic Services is provided in UK Civil Aviation Publication CAP670 (Air Traffic Services Safety Requirements) Part B, Section 2: ATC 02.

7.5.2 It is the policy of the IOM CAA that the following UK Civil Aviation Publications are applicable for the provision of an ATC service in the Isle of Man:

- (a) CAP 413 – Radiotelephony Manual;
- (b) CAP493 – Manual of Air Traffic Services Part 1
- (c) CAP 774 – UK Flight Information Services;
- (d) CAP 717 – Radar Control – Collision Avoidance Concepts;
- (e) CAP 745 – Aircraft Emergencies – Considerations for Air Traffic Controllers;
- (f) CAP1430 – ATM Vocabulary.

### **7.6 Personnel**

7.5.1 Personnel requirements for ATCO and student ATCO are specified at Section 11.

### **7.7 Flight planning**

7.7.1 Flight planning processes in the Isle of Man are as per those applied in the UK and as published in the UK AIP ENR 1.10.

7.7.2 It is the policy of the IOM CAA that UK Civil Aviation Publication CAP 694 is applicable in the Isle of Man.



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## 8. Management systems

### 8.1 Requirements

- 8.1.1 A person in charge of an ATS unit must establish a SMS in accordance with the ICAO framework for a SMS as shown at Annex A.
- 8.1.2 A SMS meeting the requirements of [Regulation \(EU\) No 139/2014](#)<sup>4</sup> (the ‘EASA Aerodrome Regulation’) or [Regulation \(EU\) No 1035/2011](#) (the ‘EASA Common Requirements’) is considered by the IOM CAA to be an acceptable alternative means of compliance to the ICAO framework for a SMS.
- 8.1.3 A person in charge of an ATS unit should comply with [the EASA Common Requirements](#)<sup>5</sup> subject to the following variations:
- (a) References to a ‘Member State’ shall be taken as meaning the Isle of Man.
  - (b) The ‘competent authority’ for the purposes of Article 3 is the IOM CAA.
  - (c) References to ‘the certificate’ in Article 4 shall be taken to be the ATC approval issued under the ATS Order and ‘certified organisation; to be the holder of the ATS approval.
  - (d) Article 5 (Derogations) and Article 10 (Peer review procedure) do not apply.
  - (e) The severity classification definitions specified at Annex II paragraph 3.2.4 are not mandated. If not utilised then the ATC provider should specify their own severity classification definitions.
  - (f) Annexes III and IV are not applicable to the provision of an ATC service.
- 8.1.4 Where the ATS provision is conducted by an organisation that is also an Aerodrome Licence holder, it is preferable that there is one integrated management system covering all regulated functions under the remit of the aerodrome accountable manager/licence holder. The implementation of a management system in accordance with the [EASA Aerodrome Regulation](#) is considered to be an acceptable alternative to the requirements specified in Section 3 of Annex II to [Regulation \(EU\) No.1035/2011](#).
- 8.1.5 The Isle of Man anticipates formally implementing the requirements of the [EASA Aerodrome Regulation](#) and the [EASA ATM IR](#) (Regulation (EU) 2017/373) into Isle of Man legislation in due course. Therefore voluntary adoption of these requirements is encouraged as part of an incremental transition ahead of the requirements becoming binding.

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<sup>4</sup> Subpart D – Management, ADR.OR.D.005

<sup>5</sup> Although Regulation (EU) No 1035/2011 was repealed in EU law on 2 January 2020, it shall continue to be the policy standard applied by the Isle of Man until further notice. In due course it is anticipated that Regulation (EU) 2017/373 shall be adopted by the Isle of Man.

## 8.2 Change notification – ATC

### 8.2.1 Overview

8.2.1.1 Holders of an ATC approval should have a documented change management procedure which has been approved by the IOM CAA. The change management procedure shall contain a process for implementing all changes and assessing the risks associated with changes.

8.2.1.2 Changes fall into the following categories:

- (a) changes that may require review and approval before implementation;
- (b) changes that will require prior approval before implementation;
- (c) changes that require notification but do not require approval before implementation;
- (d) changes that do not require notification.

8.2.1.3 The IOM CAA is the regulatory authority for the submission of changes by holders of an ATC approval in the first instance, apart for the following types of changes:

- (a) Supplementary Instructions (SI) (see 8.2.6);
- (b) Temporary Operating Instructions (TOI) (see 8.2.7);
- (c) ATCO training (see 8.2.6).

8.2.1.4 Changes that are required to be notified to or reviewed/approved by the IOM CAA should be submitted by sending [IOM CAA Form 2](#) (Change Notification Form) by e-mail to [caa@gov.im](mailto:caa@gov.im). Documents relevant to the notified change are to be included.

### 8.2.2 Changes that may require review before an approval to implement is issued

8.2.2.1 Changes to the functional system will require prior approval before implementation and may be subject to review.

8.2.2.2 The functional system is defined as 'a combination of procedures, human resources and equipment including hardware and software organised to perform a function within the context of Air Traffic Management/Air Navigational Services (ATM/ANS) and other ATM network functions' and can be broken down as follows:

- (a) changes to the way the components of the functional system are used;
- (b) changes to equipment, either hardware or software;
- (c) changes to roles and responsibilities of operational personnel;
- (d) changes to operating procedures; Supplementary Instruction (SI) (see specific processes for SI at 8.2.6);
- (e) changes to system configuration, excluding changes during maintenance, repair and alternative operations that are already part of the accepted operational envelope;

- (f) changes that are necessary as a result of changing circumstances to the operational context under the managerial control of the provider that can impact the service, e.g. provision of service under new conditions;
- (g) changes that are necessary as a result of changing circumstances to the local physical (operational) environment of the functional system; and
- (h) changes to the working hours and/or shift patterns of ATCO and ATSA which could impact on the safe delivery of services.

8.2.2.3 For changes to the functional system excluding SI (for SI see 8.2.6) a completed [IOM CAA Form 2](#) and relevant documents should be sent to [caa@gov.im](mailto:caa@gov.im). The IOM CAA will assess the change from the information provided and decide if a review is required and actioned as follows:

- (a) where a review is not required the IOM CAA will advise the notifier of such and issue a 'No Review' approval. (Within 30 days of receipt of the notification).
- (b) where a review is required the IOM CAA will inform the notifier (within 30 days of receipt of the notification) that the change cannot be implemented until the review is completed and the change approved;
- (c) where there is insufficient information to allow a review decision to be made the IOM CAA will ask for further information.

### 8.2.3 Changes that will require review before an approval to implement is issued

8.2.3.1 Modifications to change management procedures require mandatory prior approval by the IOM CAA and therefore subject to review and cannot be implemented until approval is received. A completed [IOM CAA Form 2](#) and relevant documents should be sent to [caa@gov.im](mailto:caa@gov.im).

8.2.3.2 For Training Organisations and Initial Training Organisations see 8.2.9.

### 8.2.4 Changes that require notification but not approval

8.2.4.1 The following types of change shall be notified to the IOM CAA using [CAA Form 2](#) sent to [caa@gov.im](mailto:caa@gov.im), but do not require prior approval:

- (a) A change to the service provider's management system and/or safety management system that does not impact on the functional system or the change management process.
- (b) Change of accountable manager and the management personnel in charge of safety, quality, security, finance and human resources-related functions as applicable.

8.2.4.2 For Training Organisations and Initial Training Organisations see 8.2.9.

### 8.2.5 Changes that do not need to be notified

8.2.5.1 The list below indicates the type of minor changes that do not require notification. Such minor changes are to be implemented in accordance with local safety assurance procedures.

- (a) Equipment faults that result in the changing of components that do not affect the operating parameters.

- (b) Changes to maintenance routines, except those that impact on service provision.
- (c) Equipment modifications/manufacture's upgrades that do not affect the operating parameters.
- (d) Document changes, typos, formatting etc. that do not impact on the content of management systems, change management systems, training courses or service provision.

## 8.2.6. Supplementary Instructions (SIs)

8.2.6.1 SIs amending the MATS Pt 2 are changes to operating procedures and as such they are changes to the functional system. SIs amending the MATS Pt 2 should be submitted to the UK CAA [asddocs@caa.co.uk](mailto:asddocs@caa.co.uk) and copied to [caa@gov.im](mailto:caa@gov.im) **without** an accompanying SRG1430 or Form 2.

8.2.6.2 Where SIs are used to amend documents other than the MATS Pt 2, these must be submitted to [asddocs@caa.co.uk](mailto:asddocs@caa.co.uk) accompanied by an [SRG1430](#) change notification form and copied to [caa@gov.im](mailto:caa@gov.im).

8.2.6.3 The SI must include the following information:

- clear and relevant title;
- unique identifier, version/issue number;
- issue date.

8.2.6.4 The UK CAA will assess the submitted SI and decide if a review is required or not, informing the notifier if an SI is to be subjected to a review within 30 days of receipt

8.2.6.5 Due to the volume of SIs received the UK CAA will not provide the results of their assessment to the notifier unless it has been selected for review. If the SI is not to be subject to review the UK CAA will take no further action and the SI may be implemented after the 30-day period.

8.2.6.6 In exceptional circumstances, where it may be necessary to implement the SI before the completion of the 30-day period, contact the IOM CAA.

## 8.2.7 Temporary Operating Instruction (TOI)

8.2.7.1 TOI are produced and implemented as a result of an imposed change that impacts on normal operations. The purpose of the TOI is to return operations to normal or as near to normal as possible to alleviate the problem caused by the imposed change and are therefore not considered to be a change to a functional system that requires review and approval.

8.2.7.2 TOIs must be submitted to [asddocs@caa.co.uk](mailto:asddocs@caa.co.uk) and copied to [caa@gov.im](mailto:caa@gov.im) but do not need to be accompanied by any change notification forms.

## 8.2.8 Major Projects

8.2.8.1 Where the notified change is a major project such that it may contain multiple changes within the project implementation period, approval of the overall change will be based on the outcome of the review of the sampled submitted safety assurance documentation as requested by the IOM CAA.

8.2.8.2 The sampling of the safety assurance documentation will be directed at the validity of the safety arguments. ANSPs should be aware that this is an oversight sampling process and that the risk of implementing the change ultimately remains with them.

8.2.8.3 Based on the size and complexity of the project the unit should be aware that submitting safety assurance documentation close to the proposed implementation date may not allow sufficient time to complete the review and could result in delayed operational dates.

8.2.8.4 To prevent delays occurring safety assurance documentation should be submitted as early as possible within the project.

## 8.2.9 Training Organisations and Initial Training Organisations

8.2.9.1 As the UK CAA are the licensing authority for UK issued ATCO and student ATCO licences, the UK CAA requirements on change management, notification and approval apply for Training Organisations (TO) and Initial Training Organisations (ITO) in the Isle of Man.

8.2.9.2 Changes of the accountable manager and/or the head of the training organisation require notification by submission of a [SRG1430](#) to [asddocs@caa.co.uk](mailto:asddocs@caa.co.uk) but do not require approval.

8.2.9.3 The following changes to the types of training provided require by submission of a [SRG1430](#) to [asddocs@caa.co.uk](mailto:asddocs@caa.co.uk) and review before approval to implement is issued

- Where a training organisation intends to provide a new type of training e.g., INITIAL, UNIT, CONTINUATION (Conversion and Refresher), OJTI and ASSESSOR.
- Changes to training courses as follows:
  - Changes to documentation that impact on the methodology, delivery and / or course structure.
  - Changes to the timetable which increases or decreases the course by more than a 10% of course duration.
  - Topics and subtopics removed from the plan which result in non-compliance of content.
  - Extraneous content which affects course length.
  - Change in simulator platform. (i.e., a new simulator or any changes to the criteria defined in regulation 2015/340 AMC1 ATCO.OR.C.15(b)).
  - Change in assessment process or examination style.
  - Change in summative exercises.
- Changes to the training facilities. (A new location or changes to classrooms and practical training areas).
- Changes to the Unit Training Plan and Unit Endorsement Courses.
- Changes to the Unit Competence Scheme and refresher training.
- Modifications to the approved change management procedure.

## 8.3 Operational trials

8.3.1 The provisions of UK Civil Aviation Publication [CAP670](#) (Air Traffic Services Safety Requirements) GEN 03 are applicable for the introduction of trials or testing ATS technology or procedures or practices.

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## 9. Equipment, infrastructure and documentation

### 9.1 ATS equipment approval

- 9.1.1 A person must not establish or use, or cause or permit to be established or used, ATS equipment otherwise than in accordance with an approval granted by the IOM CAA to the person in charge of the equipment.
- 9.1.2 'ATS equipment' means ground based equipment, including an aeronautical radio station, used or intended to be used in connection with the provision of a service to an aircraft in flight or on the ground being equipment not otherwise approved by or under the ATS Order but excluding any public electronic communications network.

### 9.2 Radio Navigation Aids

9.2.1 The following radio navigation aids that are introduced into service shall meet the requirements specified by ICAO Annex 10 Volume 1 Chapters 2 and 3 and their associated Appendices and Attachments:

- (a) instrument landing systems;
- (b) precision approach radar systems;
- (c) VHF omnidirectional radio range;
- (d) non-directional radio beacon;
- (e) UHF distance measuring equipment;
- (f) en-route VHF marker beacons;
- (g) Global Navigation Satellite System;
- (f) Airborne ADF receiving systems;
- (g) microwave landing systems.

### 9.3 Communication Systems

9.3.1 The following communication systems that are introduced into service shall meet the requirements specified by ICAO Annex 10 Volume 3 Parts 1 and 2 and their associated Appendices and Attachments:

- (a) Aeronautical Telecommunication Network;
- (b) Aeronautical Mobile-Satellite (Route) Service;
- (c) SSR Mode S Air-Ground Data Link;
- (d) VHF Air-Ground Digital Link;
- (e) Aeronautical Mobile Airport Communications System;
- (f) AFTN Network;

- (g) Aircraft Addressing System;
- (h) Point-to-Multipoint Communications;
- (i) HF Data Link;
- (j) Universal Access Transceiver;
- (k) Aeronautical Mobile Service;
- (l) SELCAL System;
- (m) Aeronautical Speech Circuits;
- (n) Emergency Locator Transmitter (ELT) for Search and Rescue.

## **9.4 Surveillance Systems**

9.4.1 The following surveillance systems that are introduced into service shall meet the requirements specified by ICAO Annex 10 Volume 4 Chapters 3, 5 and 6 and their associated Appendices and Attachments:

- (a) secondary surveillance radar;
- (b) mode S;
- (c) multilateration.

## **9.5 ATS equipment records**

9.5.1 A person in charge of ATS equipment and any voice and data communication message recording must –

- (a) keep records for such equipment or apparatus pertaining to functional tests, flight checks and detailed information about any maintenance, repair, overhaul, replacement or modification, in a legible form or be capable of being reproduced in a legible form;
- (b) keep the records for one year or such longer period as the IOM CAA may in a particular case direct.

## **9.6 Aeronautical radio stations**

9.6.1 The person in charge of an aeronautical radio station at an aerodrome for which a public use licence has been granted must notify (in the UK AIP) the type and availability of operation of a service that is available for use by an aircraft.

9.6.2 A person in charge of an ATS unit must not cause or permit call signs to be used for a purpose other than a purpose for which that call sign has been notified (in the UK AIP).

9.6.3 Aeronautical radio stations are defined as ‘radio stations on the surface that transmit or receive signals for the purpose of assisting aircraft’. Aeronautical radio stations may comprise fixed, stationary, vehicle, portable and hand held equipment consisting of transmitters, receivers and

transceivers. Therefore this includes ground to air radio communication equipment and aeronautical navigation aids<sup>6</sup>.

- 9.6.4 Radio equipment designed for 25 kHz channel spacing must be able to operate on any channel between 118.000 MHz and 136.975 MHz in 25 kHz steps. Equipment designed for 8.33 kHz channel spacing shall be able to operate on any channel between 118.000 MHz and 136.475 in 8.33 kHz steps. Most aeronautical ground station radio equipment shall operate on 8.33 kHz channel spacing.
- 9.6.5 In addition to an ATS equipment approval, aeronautical radio stations are also subject to the WT Act and may not be established, or used except under the authority of a WT Act Aeronautical Ground Station Licence issued by [Ofcom](#). The UK CAA is responsible for the management of the aeronautical radio spectrum in the UK FIRs and therefore provide appropriate frequency assignments for the operation of aeronautical radio stations in the Isle of Man.
- 9.6.6 The ATS equipment approval for aeronautical radio stations and the associated WT Act Licence specifies the radio call signs to be used.

## **9.7 Voice and data communication message recording**

- 9.7.1 A person in charge of an ATS unit must provide recording apparatus.
- 9.7.2 A person in charge of an ATS unit must not use, or cause or permit the use of recording apparatus otherwise than in accordance with an approval granted by the IOM CAA.
- 9.7.3 Subject to 9.7.4, a person in charge of an ATS unit for which recording apparatus is required to be provided under 9.7.1 must ensure that:
- (a) when operated the apparatus is capable of replaying the terms or content of any voice radio message or signal transmitted or received by or through that equipment;
  - (b) the apparatus is capable of recording and replaying the terms or content of any voice radio message or signal that is transmitted to an aircraft either alone or in common with other aircraft or received from an aircraft by the ATS unit;
  - (c) the apparatus is in operation at all times when the equipment is being used in connection with the provision of a service intended to facilitate the navigation of aircraft; and
  - (d) each record made by the apparatus must be adequately identified and in particular must include:
    - (i) the identification of the aeronautical radio station;
    - (ii) the date or dates on which the record was made;
    - (iii) a means of determining the time at which each message or signal was transmitted or received;

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<sup>6</sup> NDB/ILS/MLS/VOR/DME



- (iv) the identity of the aircraft to or from which and the radio frequency on which the message or signal was transmitted or received; and
- (v) the time at which the record started and finished.

9.7.4 If any apparatus provided in compliance with 9.7.1 ceases to be capable of recording as specified at 9.7.3, a person in charge of an ATS service must ensure that, so far as practicable, during the period in which it ceases to be capable of recording those matters:

- (a) record is kept that complies with 9.7.3 (d); and
- (b) a summary of voice communications exchanged between the ATS unit and an aircraft is recorded.

9.7.5 If apparatus provided in compliance with 9.7.1 becomes unserviceable, a person in charge of an ATS unit must ensure that the apparatus is replaced or rendered serviceable again as soon as reasonably practicable.

9.7.6 A person in charge of an ATS unit must keep a record made in compliance with paragraphs 9.7.3 and 9.7.4 must be preserved for 30 days from the date on which the terms or content of the message or signal were recorded or for such longer period as the IOM CAA may in a particular case direct.

## **9.8 Additional policy requirements – CAP670**

9.8.1 It is the policy of the IOM CAA that the following content from UK Civil Aviation Publication CAP 670 (Air Traffic Services Safety Requirements) are additional policy requirements for equipment, infrastructure and documentation that are applicable in the Isle of Man:

- (a) Part B, Section 1, APP 02: Maintenance Arrangements;
- (b) Part B, Section 2, ATC 01: ATC Support Systems and Facilities;
- (c) Part B, Section 2, ATC 02: ATC Documentation;
- (d) Part B, Section 2, ATC 02: Emergency or Contingency Facilities;
- (e) Part B, Section 2, ATC 02: Remote Tower Operations;
- (f) Part B, Section 3, SW01: Regulatory Objectives for Software Safety Assurance in ATS Equipment;
- (g) Part B, Section 4: GEN 01: Wind Turbines;
- (h) Part B, Section 4: GEN 02: Technical Safeguarding of Aeronautical Radio Stations Situated at UK Aerodromes: Guidance Material
- (i) Part B, Section 4: GEN 04: Malicious Software Issues with External Storage Devices;
- (j) Part B, Section 4: GEN 05: Remote Access to Operational Systems Introduction;
- (k) Part C, Section 1: COM;
- (l) Part C, Section 2: NAV;

(m) Part C, Section 3: SUR;

(n) Part C, Section 4: MET;

(o) Part C, Section 5: Information and Alerting Systems.

9.8.2 It is the policy of the IOM CAA that guidance provided by UK Civil Aviation Publication CAP1377 (ATM Automation: Guidance on Human Technology Integration) should be followed by ATS providers when procuring or developing ATS systems.

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## **10. Instrument flight procedures and ATS provision**

### **10.1 IFP approval**

- 10.1.1 A person must not notify an IFP unless that procedure has been approved by the IOM CAA.
- 10.1.2 Approval of IFP in the Isle of Man is subject to a letter of agreement between the UK CAA and the IOM CAA. IFP in the Isle of Man will be subjected to initial UK CAA process and procedure as per an application for IFP approval in the UK. Applicants for such IFP will be charged by the UK CAA for the services provided in accordance with the UK CAA Scheme of Charges. On completion of their analysis, the UK CAA will make a recommendation to the IOM CAA whether or not an IFP design approval should be issued.
- 10.1.3 It is the policy of the IOM CAA that CAP785 - Approval Requirements for Instrument Flight Procedures for Use in UK Airspace applies in the Isle of Man with regard to the requirements that independent procedure designers will be required to meet to gain the approval to design Instrument Flight Procedures for use in Isle of Man airspace.

### **10.2 Requirement for Approach Control Service**

- 10.2.1 In the case of an aerodrome for which there is an IFP, a person in charge of the aerodrome must during any period and at such times as are notified, cause an approach control service to be provided, unless permitted otherwise by the IOM CAA.
- 10.2.2 An approach control service is not required to be provided in a case where:
- (a) the person in charge of the aerodrome presents to the IOM CAA a safety case in respect of the IAP;
  - (b) the IOM CAA is satisfied that the safety case demonstrates that relevant safety risks have been adequately assessed and processes are in place that minimise the risk of accident as far as reasonably practicable; and
  - (c) the Department permits the person in charge of the aerodrome to operate the IAP.
- 10.2.3 A permission granted under paragraph 10.2.2 may include such conditions as the IOM CAA may specify in order to minimise the risk of an accident.

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## **11. Personnel – air traffic controllers and student air traffic controllers**

### **11.1 Overview**

11.1.1 The holder of an approval granted under 3.1 (an 'ATC Approval') must not permit any person to act as a student air traffic controller or an air traffic controller in the provision of the service under the approval unless:

- (a) that person holds an appropriate licence as specified in 11.1.2; and
- (b) the approval holder is satisfied that the person is competent to perform the duties of a student ATCO or an ATCO.

11.1.2 A person must not provide air traffic control services unless authorised to do so in accordance with either a student ATCO licence or an ATCO licence issued by the UK CAA.

11.1.3 A person must not hold themselves out, whether by use of a radio call sign or in any other way, as a person who may provide ATC services unless the person is authorised to do so in accordance with a student ATCO licence or an ATCO licence specified in 11.1.2.

11.1.4 Holders of UK CAA issued ATCO and student ATCO licences have their own legal obligations to comply with relevant UK regulatory requirements pertinent to the licence. The UK CAA has published CAP1251 - 'Air Traffic controllers – Licensing', which is a guidance document for ATCOs and ATC unit managers to assist in complying with relevant requirements.

### **11.2 Licencing oversight**

11.2.1 The UK CAA is the licensing authority for UK issued ATCO and student ATCO licences. The IOM CAA, as the Island's aviation safety regulator, has a direct interest in being assured that ATCO and student ATCO licensing is being appropriately delivered. Consequently, both the IOM CAA and the UK CAA have their own separate but complimentary responsibilities and therefore co-operate on ATCO licensing matters.

11.2.2 During safety audits conducted by the UK CAA on behalf of the IOM CAA (see Section 12), the UK CAA may also fulfil their own obligations for oversight as the competent authority for UK issued ATCO and student ATCO licenses.

### **11.3 Training**

#### **11.3.1 Unit Training Plan (UTP) and Unit Competence Scheme (USC)**

11.3.1.1 The Isle of Man Airport Unit Training Plan (UTP) and Unit Competence Scheme (UCS) are produced by Isle of Man Airport to meet UK ATCO and Student ATCO licencing processes. The primary responsibility for oversight and acceptance approval of these documents rests with the UK CAA.

#### **11.3.2 Synthetic training devices**

11.3.2.1 A synthetic training device is any type of device by which operational conditions are simulated, including simulators and part-task trainers.

- 11.3.2.2 No part of any examination, assessment or test undertaken for the purposes of ATCO or student ATCO licencing may be undertaken in a simulator unless that simulator has been approved by the UK CAA as being fit for its intended purpose.
- 11.3.2.3 All training plans are required to indicate the amount of training, if any, that will be conducted on a simulator. The simulator will be approved by the UK CAA as part of the course approval process for any particular training plan. The training organisation is required to demonstrate how the simulator and the associated exercises will provide adequate support for the particular training plan.
- 11.3.2.4 When a simulator is being used for pre-on-the-job training and the training time is counted as operational training or being utilised for approved competency requirements, the simulator classification should be a full-size replica of a working position, including all equipment and computer programmes necessary to represent the full task associated with that position, including realistic wind at all levels to facilitate SRA. In the case of a tower unit, it includes an out-of-the-tower view.
- 11.3.2.5 A simulator may be used, subject to approval by the UK CAA, for the maintenance or renewal of competence.
- 11.3.2.6 When a unit wishes to use a simulator for refresher training and assessment including Abnormal and Emergency Situations (ABES), the simulator will be approved for the particular training plan on the basis of its ability to adequately support the plan's training objectives and assessment requirements.

## 11.4 Unit staffing, rostering and fatigue

### 11.4.1 Unit staffing and rostering

#### *Until 1 January 2023:*

11.4.1.1 The holder of an ATC approval should:

- (a) utilise GM2 ATS.OR.320(a) of [ORS9 Decision No 6](#) to assist in the calculation of appropriate unit staffing levels;
- (b) develop, implement and monitor a rostering system in order to manage the risks of occupational fatigue of air traffic controllers through a safe alternation of duty and rest periods;
- (c) consult with those air traffic controllers who will be subject to the rostering system, or, as applicable, their representatives, during its development and its application, to identify and mitigate risks concerning fatigue which could be due to the rostering system itself.

11.4.1.2 The rostering system required by 11.4.1.1 should comply with the characteristics specified by [ORS9 Decision No 6](#)<sup>7</sup>.

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<sup>7</sup> Those specifications that were previously known as the Scheme for Regulation of Air Traffic Controllers' Hours (SRATCOH) and published in UK Civil Aviation Publication CAP670 (Air Traffic Services Safety Requirements) Part D

11.4.1.3 Applications for modifications to the system specified at 11.4.1.2 may be submitted to the IOM CAA for consideration.

11.4.1.4 Notification of exceeding the limitations of an ATCO rostering system shall be submitted to the IOM CAA (email: [caa@gov.im](mailto:caa@gov.im)) using [CAA Form 5](#).

***With effect from 1 January 2023:***

11.4.1.1 The Isle of Man has adopted the UK's air traffic controllers' rostering systems requirements as follows:

- (a) ATS.OR.320 (Air traffic controllers' rostering system(s)) as specified in [Regulation \(EU\) 2017/373 and its associated EASA AMC and GM](#), excluding AMC1 ATS.OR.320(a)(6);(7) which defines 'night time'<sup>8</sup>; and
- (b) the UK's AMC and GM published within Schedule 1 of [ORS9 Decision No 6](#).

11.4.1.2 Notification of exceeding the limitations of an ATCO rostering system shall be submitted to the IOM CAA (email: [caa@gov.im](mailto:caa@gov.im)) using [CAA Form 5](#).

## 11.4.2 Fatigue management

11.4.2.1 A person must not exercise the privileges of a student ATCO licence or an ATCO licence, as specified at Annex B, if the person knows or suspects that they are suffering from or, having regard to the circumstances of the period of duty to be undertaken, are likely to suffer from, such fatigue as may endanger the safety of any aircraft to which an air traffic control service may be provided.

11.4.2.2 The holder of an ATC approval should:

- (a) develop and maintain a policy for the management of air traffic controllers' fatigue;
- (b) provide air traffic controllers with information programmes on the prevention of fatigue, complementing human factors training provided in accordance with Sections 3 and 4 of Subpart D of Annex I to Regulation (EU) 2015/340.

11.4.2.3 The policy should:

- (a) declare the commitment to proactively and systematically monitor and manage fatigue and describe the expected benefits for the safety of operations;
- (b) be signed by the accountable manager who has the authority over ensuring that all activities can be financed and carried out in accordance with the applicable requirements;
- (c) address the mitigation of the operational impact of air traffic controllers' fatigue;
- (d) be communicated, with visible endorsement, throughout the air traffic control service provider;

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<sup>8</sup> This definition of 'night time' differs from that historically in use in the UK/IOM and its application would have significant deleterious effects to the operations of UK/IOM ATC service providers with no conceivable benefit.

- (e) include a commitment to:
  - (i) consider the best practices;
  - (ii) provide appropriate resources; and
  - (iii) enforce fatigue management as a responsibility of managers, staff involved in fatigue management procedures and air traffic controllers;
- (f) be periodically reviewed to ensure it remains relevant and appropriate.

11.4.2.4 The holder of an ATC approval should establish and implement:

- (a) principles and procedures to enable fatigue reporting;
- (b) principles and procedures for occurrence investigation and analysis to consider fatigue as contributing factor;
- (c) procedures for the identification and management of the effect of fatigue on the safety of operations.

11.4.2.5 For further guidance on fatigue management in the provision of ATC see [Regulation \(EU\) 2015/373](#) GM to ATS.OR.315(a) and (b).

## **11.5 Psychoactive substances and medicines**

### **11.5.1 Legal requirement**

11.5.1.1 A person must not exercise the privileges of a student ATCO licence or an ATCO licence, as specified in Annex B, whilst under the influence of any psychoactive substance or medicines which might render them unable to exercise the privileges of their licence safely and properly.

### **11.5.2 ATC unit policy**

11.5.2.1 The holder of an ATC approval should develop and implement:

- (a) a policy, with related procedures, in order to ensure that the problematic use of psychoactive substances does not affect the provision of air traffic control service;
- (b) an objective, transparent and non-discriminatory procedure for the detection of cases of problematic use of psychoactive substances by air traffic controllers.

11.5.2.2 The holder of an ATC approval should:

- (a) provide training or educational material to air traffic controllers relating to:
  - (i) the effects of psychoactive substances on individuals and subsequently on air traffic control service provision;
  - (ii) established procedures within its organisation regarding this issue; and
  - (iii) their individual responsibilities with regard to legislation and policies on psychoactive substances.

- (b) make available appropriate support for air traffic controllers who are dependent on psychoactive substances;
- (c) encourage air traffic controllers who think that they may have such a problem to seek and accept help made available by their air traffic control service provider;
- (d) ensure that air traffic controllers are treated in a consistent, just and equitable manner as regards the problematic use of psychoactive substances; and
- (e) establish and implement principles and procedures for occurrence investigation and analysis to consider the problematic use of psychoactive substances as a contributing factor.

11.5.2.3 Further guidance is contained in ICAO Doc 9654 'Manual on Prevention of Problematic Use of Substances in the Aviation Workplace', First Edition - 1995, and in particular:

- (a) Attachment A (pp. 27–34) as regards elements for the definition and the implementation of policy and programme;
- (b) Chapter 3 (pp. 9–12) as regards the identification, treatment, and rehabilitation of staff, with related supporting material, available in Attachment C (pp. 61–68);
- (c) Attachment D (pp. 69–75) as regards the employment consequences of problematic use of substances;
- (d) Chapter 2 (pp. 6–7) as regards the education of the workforce and educational material, with related supporting material available in Attachment A (pp. 35–48);
- (e) Attachment B (pp. 49–59) and Attachment F (pp. 87–94), where extracts from the ICAO Manual of Civil Aviation Medicine are provided.

### 11.5.3 ATC unit procedures

11.5.3.1 The holder of an ATC approval should develop and implement an objective, transparent and non-discriminatory procedure for the detection of cases of problematic use of psychoactive substances by air traffic controllers which should specify:

- (a) the mechanisms and responsibilities for its initiation;
- (b) its applicability in terms of timing and locations;
- (c) the person(s)/body responsible for testing the individual;
- (d) the testing process;
- (e) thresholds for psychoactive substances;
- (f) the process to be followed in case of detection of problematic use of psychoactive substances by an air traffic controller; and
- (g) the appeal process.

11.5.3.2 Guidance for the development and implementation of the procedure for detection of cases of psychoactive substances is contained in ICAO Doc 9654 'Manual on Prevention of problematic use



of Substances in the Aviation Workplace', First Edition - 1995, particularly in Chapter 5 (pp. 15–23) and Attachment E (pp. 77–85) as regards biochemical testing programmes, with related supporting material.

#### 11.5.4 Stress

11.5.4.1 The holder of an ATC approval should:

- (a) develop and maintain a policy for the management of air traffic controllers' stress, including the implementation of a critical incident stress management programme;
- (b) provide air traffic controllers with education and information programmes on the prevention of stress, including critical incident stress, complementing human factors training provided in accordance with Sections 3 and 4 of Subpart D of Annex I to [Regulation \(EU\) 2015/340](#).

11.5.4.2 The air traffic controllers' stress management policy should:

- (a) declare the commitment to proactively and systematically monitor and manage stress, and describe the expected benefits for the safety of operations;
- (b) be signed by the accountable manager;
- (c) reflect organisational commitments regarding the implementation of a critical incident stress management programme;
- (d) be communicated, with visible endorsement, throughout the air traffic control service provider;
- (e) include the commitment to:
  - (i) provide appropriate resources;
  - (ii) consider the best practices;
  - (iii) enforce stress management programme(s) as a responsibility of managers, staff involved in stress management and air traffic controllers;
- (f) be periodically reviewed to ensure it remains relevant and appropriate.

11.5.4.3 The holder of an ATC approval should establish and implement:

- (a) procedures for critical incident stress management;
- (b) principles and procedures to enable stress reporting;
- (c) principles and procedures for occurrence investigation and analysis to consider stress as contributing factor; and
- (d) method(s) for the identification and management of the effect of air traffic controllers' stress on the safety of operations.

11.5.4.4 For further guidance on stress management in the provision of ATC see [Regulation \(EU\) 2015/373](#) GM to ATS.OR.310.

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## 12. Meteorological information

- 12.1 ATS units should be supplied with up-to-date information on existing and forecast meteorological conditions as necessary for the performance of their respective functions. The information should be supplied in such a form as to require a minimum of interpretation on the part of air traffic services personnel and with a frequency which satisfies the requirements of the ATS units concerned.
- 12.2 Further details pertaining to the provision of meteorological information to ATS units is provided in [IOM CAA CP 5](#).

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## **13. Safety oversight and audits**

- 13.1 The IOM CAA has a direct responsibility for the oversight of ATS in the Isle of Man, excluding those services delivered by UK CAA certificated and military providers.
- 13.2 Day to day surveillance, advice and guidance by the IOM CAA is supplemented by a formalised safety audit programme with audits taking place every 1-2 years on a risk and performance based schedule. These formal audits are conducted by the UK CAA on behalf of the IOM CAA under a contract with CAA International (CAAi).

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## 14. **Airspace**

### 14.1 **Overview**

14.1.1 The territorial airspace of the Isle of Man is the landmass plus the surrounding sea extending 12nm from the coastline, or the midpoint where the distance to the UK is less than 24 nautical miles.

14.1.2 The Isle of Man's airspace is wholly contained within the UK FIRs and is surrounded by either the territorial airspace of the UK or high seas airspace for which UK has accepted responsibility for the management of this airspace from ICAO.

### 14.2 **Airspace policy**

14.2.1 All [UK CAA Airspace Policy Statements](#) are adopted by the IOM CAA and are applicable in the Isle of Man. All references to the 'UK' and the 'CAA' should be taken to mean 'Isle of Man' and 'IOM CAA'. As of March 2022 the policy statements address the following subject areas:

- (a) Significant Point Name Codes (5LNC) and ATS Route Designators;
- (b) Lighting of Onshore Wind Turbine Generators in the United Kingdom with a maximum blade tip height at or in excess of 150m Above Ground Level;
- (c) Provisions and Support of Frequency 243.00 MHz;
- (d) Provisions and Support of Frequency 121.500 MHz;
- (e) Operation of Tethered Balloons and Kites at or above 150 m;
- (f) Policy for the Removal of NAV Aids;
- (g) PBN Policy;
- (h) Basic Area Navigation Below FL95;
- (i) Harmonisation of Transition Altitude in Controlled Airspace;
- (j) Lighting of En-Route Obstacles and Onshore Wind Turbines;
- (k) Validation of Instrument Flight Procedures;
- (l) Use and Allocation of RNAV Waypoints;
- (m) ATS Network Policy with Neighbouring States;
- (n) Policy for Radio Mandatory Zones and Transponder Mandatory Zones;
- (o) Policy for Approval of Aerodrome Remote Towers;
- (p) Aeronautical Data Associated With CAP 1616 Airspace Changes;
- (q) Restarting a paused Airspace Change Proposal;
- (r) Policy for Permanently Established Danger Areas and Temporary Danger Areas;

- (s) Policy for ATS Provision within Controlled Airspace by Units not Notified as the Controlling Authority;
- (t) Reduction in Notified Hours Or Disestablishment Of Airspace Restrictions 2019;
- (u) Establishment and Dimensions Of Aerodrome Traffic Zones (ATZ);
- (v) Policy for the Establishment of Visual Reference Points (VRPs);
- (w) Standard Instrument Arrival Route (STAR) Truncation Policy;
- (x) Standard Instrument Departure Truncation Policy;
- (y) The Designation of Standard Instrument Departures (SIDs) and Standard Approach Procedures (STARs) in the UK Flight Information Regions;
- (z) Policy Statement for Instrument Flight Procedures;
- (aa) Policy for the replication of conventional SIDS, STARS and Holds using PBN;
- (ab) Policy for RNAV Holding Attached to Arrival Procedures in UK Airspace;
- (ac) Policy for 'Point Merge' and 'Trombone' Transition Procedures;
- (ad) The Application of ICAO Airspace Classifications in UK FIRs;
- (ae) Non-Standard and Enhanced Non-Standard Flights in the UK Flight Information Regions;
- (af) Special Use Airspace - Safety Buffer Policy for Airspace Design Purposes;
- (ag) Controlled Airspace Containment Policy;

### **14.3 Airspace changes**

14.3.1 The principles of UK CAA CAP1616 (Airspace change: Guidance on the regulatory process for changing the notified airspace design and planned and permanent redistribution of air traffic, and on providing airspace information) and CAP1618: Airspace Design: Unusual aerial activities published in the UK AIP, are adopted by the Isle of Man.

14.3.2 Prior to initiating Isle of Man airspace change proposals, sponsor are advised to make contact with the IOM CAA to agree the exact process to be followed.

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## Annex A – SMS framework

### Part 1 - Safety policy and objectives

#### A.1 Management commitment

##### (1) A safety policy which -

- (a) reflects the organisational commitment regarding safety, including the promotion of a positive safety culture;
- (b) includes a clear statement about the provision of the necessary resources for the implementation of the safety policy;
- (c) includes safety reporting procedures;
- (d) clearly indicates which types of behaviours are unacceptable related to the air traffic services unit's aviation activities and include the circumstances under which disciplinary action would not apply;
- (e) is signed by the accountable executive of the organisation;
- (f) is communicated, with visible endorsement, throughout the organisation; and
- (g) is periodically reviewed to ensure it remains relevant and appropriate to the person in charge of the air traffic services unit.

##### (2) Defined safety objectives which -

- (a) form the basis for safety performance monitoring and measurement;
- (b) reflect the organisation's commitment to maintain or continuously improve the overall effectiveness of the safety management system;
- (c) are communicated throughout the organisation; and
- (d) are periodically reviewed to ensure they remain relevant and appropriate to the service provider.

#### A.2 Safety accountability and responsibilities

##### Defined safety accountabilities and responsibilities which -

- (a) identify the accountable executive who, irrespective of other functions, is accountable on behalf of the organisation for the implementation and maintenance of an effective safety management system;
- (b) clearly define the lines of safety accountability throughout the organisation, including a direct accountability for safety on the part of senior management;
- (c) identify the responsibilities of all members of management, irrespective of other functions, as well as of employees, with respect to the safety performance of the organisation;

- (d) document and communicate safety accountability, responsibilities and authorities throughout the organisation; and
- (e) define the levels of management with authority to make decisions regarding safety risk tolerability.

#### A.3 Appointment of key safety personnel

The nomination of a safety manager who is responsible for the implementation and maintenance of the safety management system.

#### A.4 Coordination of emergency response planning

An emergency response plan for accidents, incidents and aviation emergencies.

#### A.5 Safety Management System Documentation

- (1) A safety management system manual that describes the -
  - (a) safety policy and objectives;
  - (b) safety management system requirements;
  - (c) safety management system processes and procedures; and
  - (d) accountability, responsibilities and authorities for safety management system processes and procedures.
- (2) Operational records as part of the documentation of the delivery of the safety management system.

### **Part 2 - Safety risk management**

#### A.6 Hazard identification

A process to identify hazards associated with the operation of aircraft. Hazard identification shall be based on a combination of reactive and proactive methods.

#### A.7 Safety risk assessment and mitigation

A process that ensures analysis, assessment and control of the safety risks associated with identified hazards.

### **Part 3 - Safety assurance**

#### A.8 Safety performance monitoring and measurement

- (1) The means to verify safety performance and to validate the effectiveness of safety risk controls.
- (2) The safety performance shall be verified in reference to the safety performance indicators and safety performance targets of the safety management system in support of the organisation's safety objectives.

A.9 The management of change

A process to identify changes which may affect the level of safety risk associated with the aircraft operation and to identify and manage the safety risks that may arise from those changes.

A.10 Continuous improvement of the safety management system

Monitoring and assessment of the safety management system processes to maintain or continuously improve its overall effectiveness.

**Part 4 - Safety promotion**

A.11 Training and education

A safety training programme that ensures that personnel are trained and competent to perform their safety management system duties.

A.12 Safety communication

A formal means for safety communication that -

- (a) ensures personnel are aware of the safety management system to a degree commensurate with their positions;
- (b) conveys safety-critical information;
- (c) explains why particular actions are taken to improve safety; and
- (d) explains why safety procedures are introduced or changed.



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## Annex B – Privileges of a Student ATCO and an ATCO licence

- B.1 The privileges of a student ATCO licence are to act as an ATCO under the supervision of another person who is present at the time and who:
- (a) is the holder of an air traffic controller licence entitling the holder to provide unsupervised the type of ATC service which is being provided by the student ATCO; and
  - (b) is an on-the-job training instructor.
- B.2 The privileges of an ATCO licence are to:
- (a) act as an ATCO for any sector or operational position for which a valid rating, rating, endorsement and current unit endorsement are included in the licence; and
  - (b) exercise the privileges of a student air traffic controller licence.