



**ELIMINATION OF DEFICIENCIES IDENTIFIED  
WITHIN THE FRAMEWORK OF  
ASIA PACIFIC AIR NAVIGATION PLANNING &  
IMPLEMENTATION REGIONAL GROUP (APANPIRG)**

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**STANDARD OPERATING PROCEDURE**

VERSION : 1.0  
DATE OF IMPLEMENTATION : 27-09-2022  
OFFICE OF PRIME INTEREST : DAAR

	NAME	DESIGNATION	SIGNATURE
PREPARED BY	ZULFIQAR ALAM	Joint Director ATM	-----Signed-----
REVIEWED BY	SHABBIR AHMED	Additional Director AANS	-----Signed-----
VERIFIED BY	HASSAN MUJAHID	Additional Director SQMS	-----Signed-----
APPROVED BY	IFTIKHAR AHMED	Director Airspace and Aerodrome Regulations	-----Signed-----
TYPE OF DOCUMENT	STANDARD OPERATING PROCEDURE (SOP)		
STATUS OF DOCUMENT	CONTROLLED		

**A. PURPOSE:**

- A1.** The purpose of this document is to provide guidance to inspectors of the Directorate of Airspace and Aerodrome Regulations (DAAR) to coordinate with concerned Regulatory & Service Provider functions for the preparation of corrective action plans (CAPs) in order to eliminate the deficiencies identified within the framework of Asia Pacific Planning & Implementation Regional Group (APANPIRG) for onward submission to ICAO APAC through ICAO Cell / NCMC.

**B. SCOPE:**

- B1.** The SOP is applicable to all branches of DAAR and other concerned Regulatory & Service Provider functions (as per the ICAO Annex Domain) for the elimination of deficiencies identified within the frame work of APANPIRG.

**C. CORE RESPONSIBILITIES**

- C1.** On behalf of the DGCAA & Dy. DG (Reg), Director AAR shall be Responsible for the effective implementation of these procedures.
- C2.** Concerned Additional Directors (AdIDs) i.e., AdID AANS, AdI DAS, and AdI DTS and designated team member(s) shall be responsible for the analysis of safety issues under the guidance of Director AAR and timely coordination with relevant Directorate(s) / Branches and stakeholders for preparation / implementation of suitable Corrective Action Plan (CAP) for elimination of deficiencies identified within the APANPIRG framework.
- C3.** Additional Director ICAO cell, being NCMC shall;
- C3.1. Coordinate and make appropriate arrangements for the receipt and timely distribution of ICAO State letters from APANPIRG office to concerned Regulators and Service Providers.
- C3.2. Submit Pakistan CAA response to ICAO in accordance with the procedures described in Civil Aviation Authority Order CAAO-001-DDGR.

**D. DESCRIPTION:**

**D1. DEFINITION OF DEFICIENCY**

For the purpose of resolving the APANPIRG frame work deficiency, the definition of **deficiency** is as follow:

*“a situation where a facility, service or procedure does not comply with a regional air navigation plan approved by the Council, or with related ICAO Standards and Recommended Practices, and which situation has a negative impact on the safety, regularity and/or efficiency of international civil aviation.”*

- D2.** As per the guidance material provided in ICAO Doc 9734 Part 'A' Chapter 3 following requirements are to be adhered while dealing with the APANPIRG deficiencies:
- D2.1. tracking;
- D2.2. analysis;
- D2.3. assignment of responsibility;
- D2.4. determination / registration of corrective / preventive actions, as appropriate, along with suitable timelines; and

D2.5. review of effectiveness of actions taken by the relevant responsible office, who has submitted the CAP(s), till its removal from APANPIRG deficiency list.

D3. In order to track the status of deficiency by relevant Regulatory and/or service provider function, each office will be required to subscribe the “DEF” group on APANPIRG deficiencies database at the following link:

<https://portallogin.icao.int/>

**D4. ASSESSMENT AND SUBMISSION OF CORRECTIVE ACTION(S):**

The architect of Corrective Actions Plan (CAP) shall follow the concept of “SMART” which intends to mean:

- Specific – clear task on what needs to be done
- Measurable – precise requirements
- Achievable – task is sensible in scope
- Realistic – task has deadlines and completion requirements
- Time-bounded – sensible guide for completion and imposes a schedule.

**D5. ASSESSMENT & PRIORITIZATION:**

The concerned offices dealing with the deficiencies are required to cater for the general guidelines given in the APANPIRG deficiency format as per following priorities:

D5.1. “U” priority = Urgent requirements having a direct impact on safety and requiring immediate corrective actions.

*Urgent requirement(s) consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is urgently required for air navigation safety*

D5.2. “A” priority = Top priority requirements necessary for air navigation safety.

*Top priority requirement(s) consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation safety.*

D5.3. “B” priority = Intermediate requirements necessary for air navigation regularity and efficiency.

*Intermediate priority requirement(s) consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation regularity and efficiency.*

**D6. PROCEDURES FOR THE RECEIPT AND DISTRIBUTION OF IDENTIFIED DEFICIENCIES:**

D6.1. The Additional Director ICAO Cell shall receive and process the ICAO state letter containing the deficiencies identified by the APANPIRG in accordance with procedures described in CAAO-001-DDGR Para D2.

D6.2. Adequate / appropriate records shall be maintained in accordance with the CAAO on Document & Record Control (CAAO-001-MSXX).

**D7. ACTION(S) REQUIRED FOR APANPIRG DEFICIENCIES PERTAINING TO DAAR:**

Upon the receipt of deficiencies identified by APANPIRG office pertaining to DAAR, the DAAR office;

- D7.1. shall evaluate its applicability and associated implications for identification of responsible function within the Directorate;
- D7.2. will assign the responsible office to analyze safety lapses / issues highlighted therein and recommend appropriate measures to address the deficiency and accordingly prepare and submit a suitable CAP to DAAR for its perusal / approval before its submission to ICAO Cell / NCMC.
- D7.3. will forward the CAP(s) to ICAO Cell / NCMC for its onward processing to ICAO office as per the procedure to handle the State Letter(s) given in CAAO-001-DDRG.

**D8. ACTION(S) REQUIRED FOR APANPIRG DEFICIENCIES PERTAINING TO OTHER REGULATORY / SERVICE PROVIDER FUNCTION(S)**

In case, the deficiency identified by APANPIRG pertains to other Regulatory / Service Provider functions following shall be adhered:

- D8.1. the concerned Additional Director(s) of DAAR, under intimation to ICAO Cell / NCMC, shall disseminate the relevant deficiencies to concerned Regulatory and/or Service Provider functions for its evaluation to prepare appropriate CAP(s), along with timelines; and
- D8.2. the relevant Regulatory and/or Service Provider functions shall follow the process as mentioned in Para D7.3 and shall keep DAAR office in loop for record and traceability of the deficiency status.

**D9.** Current / existing deficiencies of Pakistan CAA shall also be maintained at CAA internal IMS portal as **national repository** by DAAR.

**E. EVIDENCES (ACRONYMS / RECORDS / REFERENCES):**

**E1. ACRONYMS:**

AdID	Additional Director
AANS	Airspace and Air Navigation Standards
AS	Aerodrome Standards
ANO	Air Navigation Order
APANPIRG	Asia Pacific Air Navigation Planning & Implementation Regional Group
ASC	Air Safety Circular
CAA	Civil Aviation Authority
CAAO	Civil Aviation Authority Order
CAP	Corrective Action Plan
DAAR	Directorate of Airspace & Aerodrome Regulations
DGCAA	Director General Civil Aviation Authority
Dy DG	Deputy Director General
ICAO	International Civil Aviation Organization
NCMC	National Continuous Monitoring Coordinator
OPI	Office of Prime Interest (Focal point)

Reg	Regulatory
SARPs	Standards and Recommended Practices
SSP	State Safety Program
TS	Technical Standard

**E2. RECORDS:**

E2.1. Corrective Action Plan (Reporting Form on Air Navigation Deficiencies)

**E3. REFERENCES:**

E3.1. Procedural Handbook (Asia Pacific Air Navigation Planning & Implementation regional groups)

**IMPLEMENTATION:**

This Standard Operating Procedure (SOP-001-ARXX) version 1.0 shall be implemented with effect from 27/09/2022 and supersedes any other procedures issued previously in this regard.

(-----Signed-----)

Dated: - 27<sup>th</sup> September, 2022

**(IFTIKHAR AHMED)**

Director Airspace & Aerodrome Regulations  
Pakistan Civil Aviation Authority

(-----Signed-----)

**(SHABBIR AHMED)**

Additional Director  
Airspace and Air Navigation Standards

Dated: - 27<sup>th</sup> September, 2022

File No. HQCAA/1106/007/ARXX/I

**REPORTING FORM ON AIR NAVIGATION DEFICIENCIES**

REPORTING FORM ON AIR NAVIGATION DEFICIENCIES IN THE _____ FIELD IN THE _____ REGION								
Identification		Deficiencies			Corrective Action			
Requirements	States/Facilities	Description	Date first reported	Remarks	Description	Executing Body	Date of completion	Priority for action*

\* U, A or B (refer to para D5)

Sample filled form is given below for guidance:

**REPORTING FORM ON AIR NAVIGATION DEFICIENCIES IN THE .... FIELD IN THE .... REGION**

Identification		Deficiencies			Corrective action			
Requirements	States/facilities	Description	Date first reported	Remarks	Description	Executing body	Date of completion	Priority for action*
Requirement of Part ... paragraph (table) .. of the air navigation plan	Terra X Terra Y	Speech circuits not implemented Villa X - Villa Y	12/12/2..X	Co-ordination meeting between Terra X and Terra Y on 16/07/9X to finalize arrangements to implementation circuit via satellite	Implementation of direct speech circuit via satellite	Terra X	20/8/2..X	A