



International Civil Aviation Organization

**The Thirteenth Meeting of the Regional Airspace Safety Monitoring
Advisory Group (RASMAG/13)**

Bangkok, Thailand, 2 - 5 August 2010

Agenda Item 5: Airspace Safety Monitoring Activities/Requirements in Asia/Pacific Region

SAMPLE LETTER TEMPLATES FOR USE BY ASIA/PACIFIC RMAS

(Prepared by the Pacific Approvals Registry and Monitoring Organization (PARMO)
and China RMA)

SUMMARY

This working paper provides sample template letters for use by Asia/Pacific RMAs in resolving difficulties with States. Such a letter would specify that the request has been made on behalf of RASMAG which has specific empowerment from APANPIRG

1. Introduction

1.1 RASMAG/11 (June 2009, Bangkok) discussed the ability of a Regional Monitoring Agency (RMA) to effectively obtain information from State authorities that are less than cooperative (reference 1, paragraph 2.8). The meeting noted that States (i.e. not RMAs) are clearly responsible for compliance with Annex provisions – including Annex 6 and Annex 11 in regard to safety monitoring.

1.2 The RASMAG/11 Meeting agreed that a standard template letter should be developed from RASMAG for the Asia Pacific RMAs to use to give weight to those requests which have proven difficult to resolve. Such a letter would specify that the request has been made on behalf of RASMAG which has specific empowerment from APANPIRG (reference 1).

1.3 This working paper provides an initial draft of template letters for use by Asia Pacific RMAs.

2. Discussion

2.1 The FAA has provided RMA services to regional planning groups in several airspace systems in connection with the RVSM since 1996. The letter templates found in Appendices A, B, C, and D were drafted using the sample letter templates contained in the RMA Manual (reference 2) and actual letters sent by the PARMO, EUROCONTROL, and North Atlantic (NAT) Central Monitoring Agency (CMA) RMAs.

3. Actions by the Meeting

3.1 The meeting is invited to review and modify the sample template letters contained in this working paper.

References

1. “Report of the Eleventh Meeting of the Regional Airspace Safety Monitoring Advisory Group (RASMAG/11)”, Bangkok, Thailand, June 2009.
2. “Manual of Operating Procedures and Practices for Regional Monitoring Agencies in relation to the use of a 300 m (1 000 ft) Vertical Separation Minimum Between FL 290 and FL 410 inclusive, RMA Manual”, First Edition, 2010.

APPENDIX A

Note — This letter can be sent to a State authority in an effort to obtain an annual update of RVSM approval data

(Name of State authority and address)

(Date)

Subject: RVSM Approval Status for an annual update of States

The *(name of RMA)* has been established by the International Civil Aviation Organization (ICAO) Asia Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) to support the safe use of the reduced vertical separation minimum (RVSM) in *(airspace where the RMA has responsibility)* in accordance with guidance published in ICAO Doc 9574, Annex 6 and Annex 11.

One of the RMA functions is to establish a database of aircraft approved by their respective State authorities for operations in RVSM airspace in the region for which the RMA has responsibility. This information is necessary for two reasons, first the RMA is responsible for verifying the approval status of all aircraft operating within its region and secondly because height keeping performance data must be correlated to an approved airframe. This information is of vital importance if the height-keeping performance data collected by the height monitoring systems is to be effectively utilized in the risk assessment

According to APANPIRG Conclusion 20/22, that, in conjunction with the annual December traffic sample data submission required by Conclusion 16/4, the continuous update of RVSM Approvals data called for by Conclusion 19/15, and APANPIRG RMA requirements, States also provide an annual update of RVSM Approvals data.

This letter is to request that an update of RVSM approvals from the *(State of Registry or Authority, as appropriate)* be provided to the *(name of RMA)*. The minimum data fields to be provided to *(name of RMA)* for each RVSM approved operator/aircraft include the following:

RVSM Approval Data

Field	Description
State of Registry	Nationality identifier as specified in Doc 7910 for current State of Registry.
ICAO Operator designator	ICAO designator for the current Operator as defined in Doc 8585.
State of the Operator	State of the Operator, using the 1 or 2 letter nationality indicator specified in Doc 7910.
ICAO Aircraft Type designator	Aircraft type designator as specified in Doc 8643.
Series	Aircraft generic series as described by the aircraft manufacturer (e.g. 747-100, series = 100).
Serial number	Aircraft serial number as given by manufacturer.
Registration mark	Aircraft's current registration mark.
Mode S	Current Mode S aircraft address (6 hexadecimal digits).
RVSM Airworthiness (MASPS) approved	Yes or no indication of RVSM airworthiness approval.

Date RVSM Airworthiness approved	Date of RVSM airworthiness approval.
RVSM Operational approved	Yes or no indication RVSM operational approval.
Date RVSM Operational approved	Date of RVSM approval.
Date of RVSM Operational approval expiry	Date of expiry of RVSM operational approval.
Method of compliance (service bulletin or STC)	Reference number/name of compliance method used to make the aircraft MASPS compliant.
Remarks	Open comments.
Region(s) for RVSM approval	Name of region(s) where the RVSM approval is applicable. (Only required if RVSM Approval is issued for a specific region(s).)
Operator Name	Name of the current Operator.
Registration Date	Date registration was active for current operator.
State issuing the RVSM approval	State granting RVSM approval, using the 1 or 2 letter nationality indicator specified in Doc 7910.
Date of withdrawal of RVSM Airworthiness (MASPS) approval	Date of withdrawal of the aircraft's RVSM airworthiness approval (if applicable).
Date of withdrawal of RVSM Operational approval	Date of withdraw of the aircraft's RVSM operational approval (if applicable).
Info by Authority	Yes or no indication "Was the information provided to the RMA by a State Authority?"
Civil or military indication *	Aircraft is civil or military.

* Not necessarily a separate field - can be a stand alone field. Military operator/aircraft are indicated as 'MIL' in the ICAO Operator designator except when the military operator has an ICAO code designator.

Please acknowledge receipt of this letter as soon as possible by telephone or email to:

(RMA Contact details)

Thank you for your continued cooperation.

(Sign)

APPENDIX B**LETTER TO STATE AUTHORITY REQUESTING CLARIFICATION OF THE RVSM APPROVAL STATUS OF AN OPERATOR**

Note — When the RVSM approval status shown in a filed flight plan cannot be confirmed from an RMA's database of State approvals, a letter similar to the following should be sent to the relevant State authority.

(Name of State authority and address)

(Date)

Subject: RVSM Approval Status for *(Name of Operator/Aircraft Type and/or Registration Number)*

The *(name of RMA)* has been established by the International Civil Aviation Organization (ICAO) Asia Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) to support the safe use of the reduced vertical separation minimum (RVSM) in *(airspace where the RMA has responsibility)* in accordance with guidance published in ICAO Doc 9574, Annex 6 and Annex 11.

Among other activities, the *(name of RMA)* conducts a comparison of the State RVSM approval status notified by an operator to an air traffic control unit (via filed flight plan) with the records of State RVSM approvals available to us. This comparison is considered vital to ensuring the continued integrity of RVSM operations.

This letter is to advise that an operator for which we believe you are the State of *(Registry or Operator, as appropriate)* provided notice of State RVSM approval which is not confirmed by our records. The details of the occurrence are as follows:

Date:
 Operator name:
 Aircraft flight identification:
 Aircraft type:
 Registration mark:
 ATC unit receiving notification:

We request that you advise this office of the RVSM approval status of this operator. In the event that you have not granted RVSM approval to this operator, we request that you advise this office of any action which you propose to take.

Please acknowledge receipt of this letter as soon as possible by telephone or email to:

(RMA Contact details)

Thank you for your continued cooperation.

(Sign)

APPENDIX C**LETTER TO STATE AUTHORITY REQUESTING RVSM APPROVAL INFORMATION**

Note — This letter can be sent to a State authority in an effort to obtain current RVSM approval information on more than one operator/aircraft type

(Name of State authority and address)

(Date)

Subject: RVSM Approval Status for *(Name of Operator(s)/Aircraft Type(s))*

The *(name of RMA)* has been established by the International Civil Aviation Organization (ICAO) Asia Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) to support the safe use of the reduced vertical separation minimum (RVSM) in *(airspace where the RMA has responsibility)* in accordance with guidance published in ICAO Doc 9574, Annex 6 and Annex 11.

Among other activities, the *(name of RMA)* conducts a comparison of the State RVSM approval status notified by an operator to an air traffic control unit (via filed flight plan) with the records of State RVSM approvals available to us. This comparison is considered vital to ensuring the continued integrity of RVSM operations.

This letter is to advise that *(an)* operator(s) for which we believe you are the State of *(Registry or Authority, as appropriate)* provided notice of State RVSM approval which is not confirmed by our records. The details of the occurrence(s) are as follows:

Date(s):
Operator name:
Aircraft type:
Registration mark:
ATC unit(s) receiving notification:
(REPEAT ABOVE AS NECESSARY)

We request that you advise this office of the RVSM approval status of *(this/these)* operator(s). In the event that you have not granted RVSM approval to *(this/these)* operator(s), we request that you advise this office of any action which you propose to take.

Please acknowledge receipt of this letter as soon as possible by telephone or email to:

(RMA Contact details)

Thank you for your continued cooperation.

(Sign)

APPENDIX D**INDIVIDUAL AIRFRAME ASSESSED AS NON-COMPLIANT WITH ALTIMETRY SYSTEM ERROR (ASE) PERFORMANCE REQUIREMENTS**

Sample letter to an operator and State authority of an aircraft observed to have exhibited an ASE in excess of 245 ft in magnitude

(Name and address of Operator)

(Date)

Subject: RVSM Height-Keeping Performance Monitoring Result for *(Registration Number)*, *(Aircraft Type)*

The *(name of RMA)* provides Regional Monitoring Agency (RMA) services for the International Civil Aviation Organization (ICAO) Asia Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) in support of the continued safe use of the Reduced Vertical Separation Minimum (RVSM) in *(name or description of airspace)*.

Guidance material relating to vertical separation and monitoring of height-keeping performance is contained in the Manual on Implementation of a 300 m (1 000 ft) Vertical Separation Minimum between FL 290 and FL 410 Inclusive (ICAO Doc 9574). Aircraft operators, air traffic service providers and ICAO States are required to comply with the ICAO Annex provisions – including Annex 6 and Annex 11 in regard to safety monitoring.

On *(date)* a flight, aircraft registration *(insert aircraft registration)*, Modes S aircraft address *(insert Mode S address)*, which we believe to be operated by you and identified as being RVSM Minimum Aircraft System Performance Specification (MASPS) compliant by *(operator/State)*, was monitored by the *(Monitoring unit)* and an altimetry system error (ASE) of *(value)* was observed.

For a detailed explanation on the height-keeping requirements you may wish to refer to *(ICAO Annex 6, Appendix 4 or ICAO Doc 9574, paragraph 4.7)*.

This measurement indicates that the aircraft **may not be** compliant with the height keeping accuracy requirements for RVSM airspace. It is therefore requested that an immediate investigation be undertaken into this discrepancy and that the necessary arrangements be made for a repeat measurement at the earliest opportunity, following any rectification or inspection of the altimetry system.

The findings of your investigation should be summarized in the enclosed “Height-Keeping Error Investigation Form” and returned to *(name of RMA)* at the address given.

Please acknowledge receipt of this letter as soon as possible by telephone or email to:

(RMA Contact details)

Thank you for your continued cooperation.

(Sign)

CC: *(State authority issuing RVSM approval for this operator/aircraft)*

HEIGHT-KEEPING ERROR INVESTIGATION FORM

Part 1 — General information

State of Registry	
Operator	
State of the Operator	
Aircraft type and series	
Registration mark	
Serial number	
Mode S aircraft address	

Part 2 — Details of height-keeping error

A shaded box with bold figures indicates an excess of the ICAO Doc 9574 and ICAO Annex 6 requirements (taking into account measurement error).

Date and time of measurement	Assigned flight level	Altimetry system error (feet)	Assigned altitude deviation (feet)	Total vertical error (feet)

<p>Provide details below of the fault found (if any) plus date and nature of the rectification work. Please also include an estimate of the number of flights the aircraft has performed in RVSM airspace between the date of measurement and rectification.</p>

When complete, please return to:

(RMA Contact details)
