



สำนักงานการบินพลเรือนแห่งประเทศไทย
The Civil Aviation Authority of Thailand

Manual for ICAO SARPs Management and Development of Legal Framework for Regulatory Oversight

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Approved by

A handwritten signature in blue ink, appearing to read 'Suttipong Kongpool', enclosed in a blue rectangular box.

Suttipong Kongpool

Director General of The Civil Aviation Authority of Thailand

0. ADMINISTRATION

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0.3 Records of Revision

This version of the Manual for ICAO SARPs Management and Development of Legal Framework for Regulatory Oversight is issue no. 03 revision no. 00.

The valid pages are listed in the List of Effective Pages distributed with every revision.

Comments on this version of the manual would be appreciated from all CAAT personnel. These comments should be addressed to SMO.

Issue	Revision	Effective Date	Revised By
01	00	15 May 2019	Saralnuch S.
02	00	29 December 2020	Chatchai P.
03	00	31 January 2025	Budsarakham.P

0.4 Revision Highlights

Area of Changed	Amendment Summary
Entire Manual	<ul style="list-style-type: none"> - Update the department names to reflect the current organizational structure. - Reorganize chapter items for better sequence and coherence.
Chapter 0.7 Definitions and Acronyms	<ul style="list-style-type: none"> - Revise and clarify definitions to ensure precision. - Add acronyms and abbreviations as necessary.
Chapter 1 Introduction	<ul style="list-style-type: none"> - Revise the sub-chapter headings. - Rewrite content in chapter 1.1 - Remove the responsibilities of the Regulation Development Group (RDG). - Update the responsibilities of all relevant stakeholders.
Chapter 2	<ul style="list-style-type: none"> - Update the chapter heading and flowchart. - Add a detailed procedure description with timelines and make the procedure more concise.
Chapter 3.4	<ul style="list-style-type: none"> - Update the chapter heading and flowchart. - Add a detailed procedure description with timelines and make the procedure more concise.
Chapter 4	<ul style="list-style-type: none"> - Update the chapter heading and sub-heading. - Add a flow chart and detailed procedure description with timelines in Chapter 4.5 and make the procedure more concise.
Appendix	<ul style="list-style-type: none"> - Remove Appendix B (ICAO Annex Management - Timelines), Appendix C (Brief for Presentation to RDG - ICAO Annex Amendment), and Appendix D (Matrix for ICAO Compliance). - Renumber Appendices E, F, and G to B, C, and D, respectively.

0.5 Distribution List

Type of Document	Distributed To
Electronic Document	All CAAT personnel

0.6 List of Associated Documents

There are some associated documents in the provision of this manual, as listed below.

Document Reference No.	Name of Document	Applicable to
	The Civil Aviation Authority of Thailand Emergency Decree B. E 2558 (2015)	All CAAT Personnel
	The Convention on International Civil Aviation (Chicago Convention)	All CAAT Personnel
ICAO Doc 8126	Aeronautical Information Services Manual	All CAAT Personnel
ICAO Doc 9734	Safety Oversight Manual Part A – The Establishment and Management of a State Safety Oversight System	All CAAT Personnel
ICAO Doc 9735	Universal Safety Oversight Audit Programme Continuous Monitoring Manual	All CAAT Personnel
ICAO Doc 10055	Manual on Notification and Publication of Differences	All CAAT Personnel

0.7 Definitions and Acronyms

0.7.1 Definitions

<i>Term</i>	<i>Definition</i>
<i>Director General</i>	Director General of the Civil Aviation Authority of Thailand
<i>CAAT Personnel</i>	Person working for CAAT which include CAAT managements and CAAT officers
<i>EFOD system</i>	A web-based tool that allows States to notify differences information and facilitates the sharing of information between States through ICAO
<i>ICAO Focal Point</i>	Officer(s)/ Group or Division nominated by the Director General responsible for receiving and distributing of State Letters including sending Thailand's response to ICAO.
<i>Legal officer (LEG Office)</i>	The officer nominated/ assigned by LEG Office to deal with ICAO matters.
<i>National Continuous Monitoring Coordinator</i>	Person nominated and approved by the Director General of Civil Aviation Authority of Thailand to act as primary point of contact for all USOAP CMA processes and activities.
<i>Project Officer</i>	<p>Manager of Concerned Department or Person nominated by the Manager of Concerned Department with the responsibility of initiating regulation amendment process in coordination with relevant departments/offices and maintaining Annex Compliance Checklist to be up-to-date in accordance with the procedures outlined in this manual.</p> <p>Note: In respect of Annex 13 (Aircraft Accident and Incident Investigation), the nominated Project Officer would be an officer from the Aircraft Accident and Incident Investigation Commission (AAIC).</p>
<i>SARPs</i>	Standards and Recommended Practices which are adopted by the Council in accordance with Articles 37, 54 and 90 of the Chicago Convention and are designated, for convenience, as Annexes to the Convention.
<i>SARPs and PANS Management System</i>	<p>The system developed by CAAT for:</p> <ul style="list-style-type: none"> - Distribute the State letter regarding the adoption of amendments to SARPs and PANS to the Project Officer. - Record the completion of each action in accordance with the procedure for the adoption and approval of amendments.

0.7.2 Acronyms and Abbreviations

<i>Acronyms / Abbreviations</i>	<i>Meaning</i>
AAIC	The Aircraft Accident and Incident Investigation Commission
AGA	Aerodrome Standards Department
AIM	Aeronautical Information Management Department
AIP	Aeronautical Information Publication
AIR	Airworthiness and Aircraft Engineering Department
ANS	Air Navigation Services Standards Department
CAAT	The Civil Aviation Authority of Thailand
CAB	Civil Aviation Board
CC	Compliance Checklist
CMA	Continuous Monitoring Approach
DG	Director General of the Civil Aviation Authority of Thailand
DDG	Deputy Director General of the Civil Aviation Authority of Thailand
Doc	ICAO Documents
EFOD	Electronic Filing of Differences
GENs	Generals
ICAO	International Civil Aviation Organisation
LEG	Legal Office
MOT	Ministry of Transport
NCMC	National Continuous Monitoring Coordinator
OLF	USOAP CMA Online Framework
OPS	Flight Operations Standards Department
PANS	Procedures for Air Navigation Services
PEL	Personnel Licensing Department
SARPs	Standards and Recommended Practices
SFD	Aviation Security and Facilitation Standards Department
SMO	Aviation Safety Management and Standards Assurance Department
SUPPs	Regional Supplementary Procedures
UAS	Unmanned Aircraft Standards Department
USOAP	Universal Safety Oversight Audit Programme

1. INTRODUCTION

1.1 Thailand's Obligation to International Civil Aviation Organization as a Signatory to the Convention on International Civil Aviation

The Kingdom of Thailand is a signatory to the Convention on International Civil Aviation (known as the Chicago Convention) and, therefore, is obliged to comply with international standards and procedures established through the International Civil Aviation Organization (ICAO). Furthermore, Section 7 of the Civil Aviation Authority of Thailand Emergency Decree B.E. 2558 (2015) empowers CAAT to “regulate, oversee, control, promote, and develop civil aviation activities in the aspects of safety, environmental protection, security, air transport facilitation, air transport economy, and other aspects related to civil aviation activities to comply with law and International Standards” as well as in regulating and controlling civil aviation activities. Section 37 prescribes that CAAT shall have the powers and duties to “issue regulations, requirements, notifications, rules, and orders to stipulate qualifications, rules, procedures, conditions, standards, and practical guidance for the following matters to ensure conformity with current and timely International Standards”. The section then lists the subject matters addressed by the 19 Annexes to the Chicago Convention.

The Chicago Convention requires that when a State finds it impracticable to comply in all respects with international standards or procedures, or if a State otherwise takes a decision to differ from international standards, the State is required to notify that difference to ICAO. Differences are published by ICAO in Supplements to the Annexes to the Chicago Convention, and significant differences are published in Thailand's AIP.

1.2 Ensuring Compliance with ICAO SARPs

Director General is generally required to ensure that new or changed legislation drafted is consistent with the relevant ICAO SARPs contained in the Annexes to the Chicago Convention, and PANS. If Thailand is not fully compliant, a difference is required to be filed to ICAO. Further, significant differences are required to be published in the AIP.

The Aircraft Accident and Incident Investigation Commission (AAIC) is responsible for new or changed legislation drafted is consistent with the relevant ICAO SARPs contained in the Annex 13 to the Chicago Convention.

1.3 Objective

The purpose of this manual is to provide an overview of CAAT's regulatory development activities directly associated with ICAO which consists of the management of ICAO State Letters for SARPs and PANS amendments, notification of differences to SARPs, maintenance of the Compliance Checklists (CC), and to be a guidance for CAAT officers in managing ICAO SARPs amendments, as well as the development and amendment of Thailand's regulations.

1.4 Applicability

The provisions in this manual shall be followed by all CAAT personnel and apply to all concerned departments.

Although CAAT has no authority on the development and amendment of regulation concerning the investigation of the accident and serious incident of aircraft, CAAT has the responsibility to monitor and ensure the management of Thailand's compliance with Annex 13 by AAIC.

1.5 Responsibilities

1.5.1 ICAO Focal Point

- Acts as the NCMC team.
- Coordinates with ICAO and receives ICAO State Letters regarding SARPs and PANS amendments.
- Liaises with the Project Officer and external agencies to formulate responses to SARPs and PANS amendments.
- Prepares official letter and communicates responses to ICAO on behalf of CAAT.
- Monitors the implementation of procedures related to SARPs and PANS management to ensure timely amendments to Annexes, notification of differences, and publication in the AIP.

1.5.2 Project Officer

- Reviews the content of State Letters, prepares responses or consolidated responses (based on inputs received from within CAAT or AAIC) to amendments, and identifies regulatory changes.
- Determines approval or disapproval of SARPs amendments.
- Prepares draft amendments to regulations, related manuals, checklists, and guidance materials.
- Communicates with relevant department(s) regarding draft amendments to the regulations, if any.
- Ensures that new or amended regulations are consistent with ICAO SARPs and PANS amendments.
- Reviews and completes notifications of compliance or differences between national regulations and the provisions of ICAO SARPs.

1.5.3 Legal Office

- Provides comments on the legal implications of SARPs amendments.
- Advises the Project Officer on legal matters, particularly concerning amendments and existing laws and regulations.
- Formulates recommendations regarding the response to the proposal for amendment and adoption or notification of significant differences in SARPs amendments.
- Considers whether significant differences need to be published in the AIP.

1.5.4 NCMC

- Acts as the primary point of contact with ICAO for all USOAP CMA processes and activities.
- Submits, maintains, and updates the Compliance Checklists (CCs) and Electronic Filing of Differences (EFOD).
- Considers and verifies whether significant differences need to be published in the AIP.

1.5.5 Director General

- Ensures that new or amended regulations are consistent with ICAO SARPs and PANS amendments.
- Approves and provides additional comments on the amended regulations.
- Approves and verifies whether significant differences are published in the AIP.

1.5.6 Aeronautical Information Management Department

- Publishes significant differences in the AIP.

2. MANAGEMENT OF ICAO SARPS AND PANS AMENDMENT

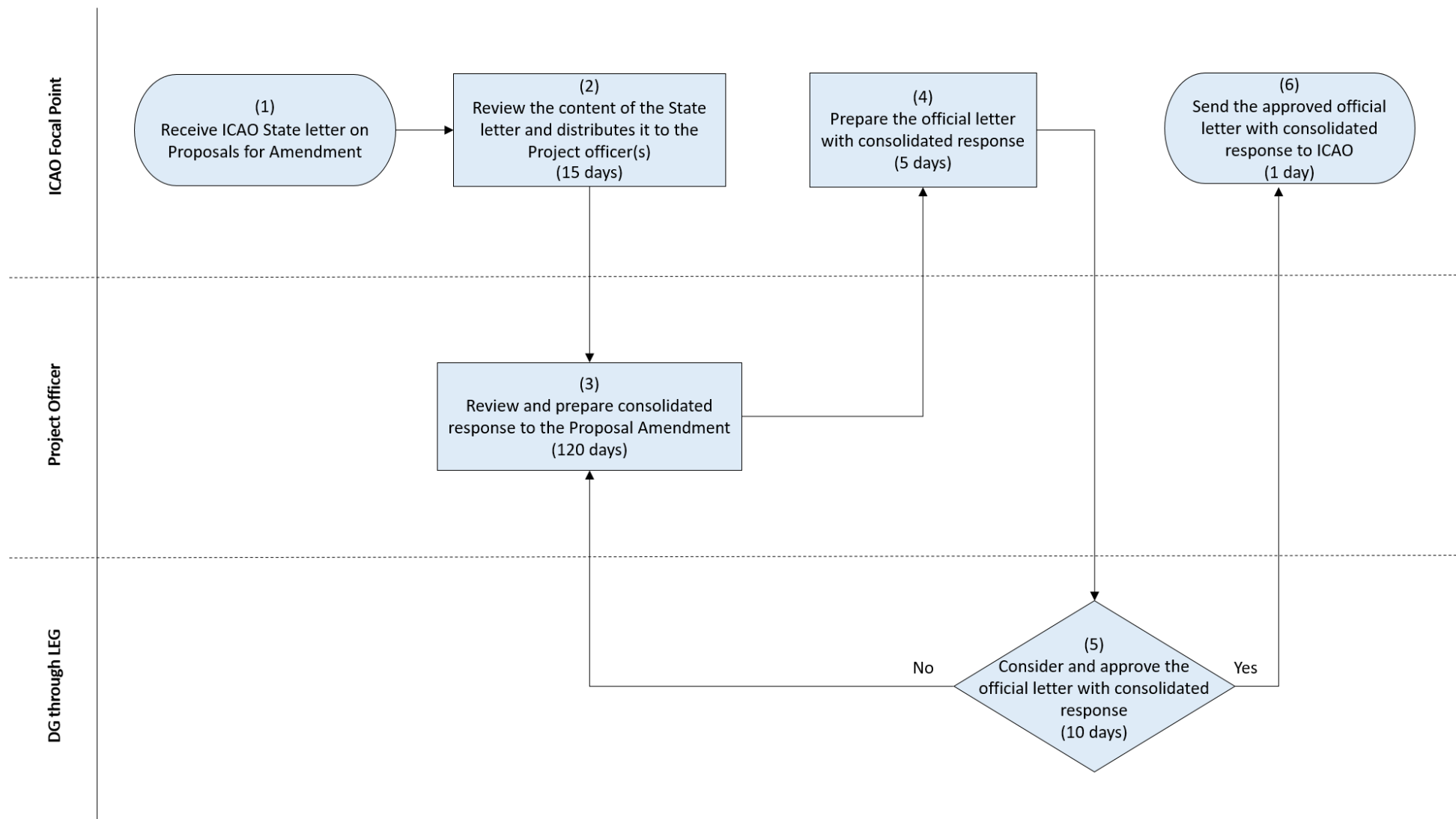
2.1 Notification of Amendment

Notification of amendment to ICAO SARPs and PANS are notified by an ICAO State letter, distributed via ICAO's electronic distribution system. Therefore, the scope of ICAO State letter in this manual comprises of:

1. Proposal for the amendment;
2. Adoption of amendment to SARPs; and
3. Approval of amendment to PANS.

These letters invite comments to proposed amendments to SARPs and PANS or request for approval for SARPs amendment. It is the responsibility of CAAT to formulate responses to these State Letters.

2.2 Procedure for Proposals for Amendment



Step	Description	Duration (Days)	Responsible person	Related documents
1.	Receive ICAO State letter on Proposals for Amendment		ICAO Focal Point	
2.	Review the content of the State letter and distribute it to the Project officer(s)	15	ICAO Focal Point	
3.	Review and prepare consolidated response to the Proposal Amendment	120	Project Officer	ICAO Proposal for Amendment form
4.	Prepare the official letter with consolidated response to ICAO	5	ICAO Focal Point	
5.	Consider and approve the official letter with consolidated response	10	DG through LEG	
6.	Send the approved official letter with consolidated response to ICAO	1	ICAO Focal Point	

Procedure Description

(1) The ICAO Focal Point receives ICAO State Letter on Proposals for Amendment from ICAO.

(2) The ICAO Focal Point reviews the content of the State Letter and distributes it to the Project Officer(s).

Note: Distribution to the responsible Project Officer(s) shall be as per Appendix A.

(3) The Project Officer, in consultation with relevant department(s), reviews and prepares consolidated response to the Proposal Amendment, then completing the following information in 'ICAO Proposal for Amendment' form.

- Impact to stakeholders for the amendment.
- Work plan including timelines for amending of the existing regulation(s) or developing new regulation(s), in case that the regulation needs to be developed or amended.
- Comment on the amendment proposals.

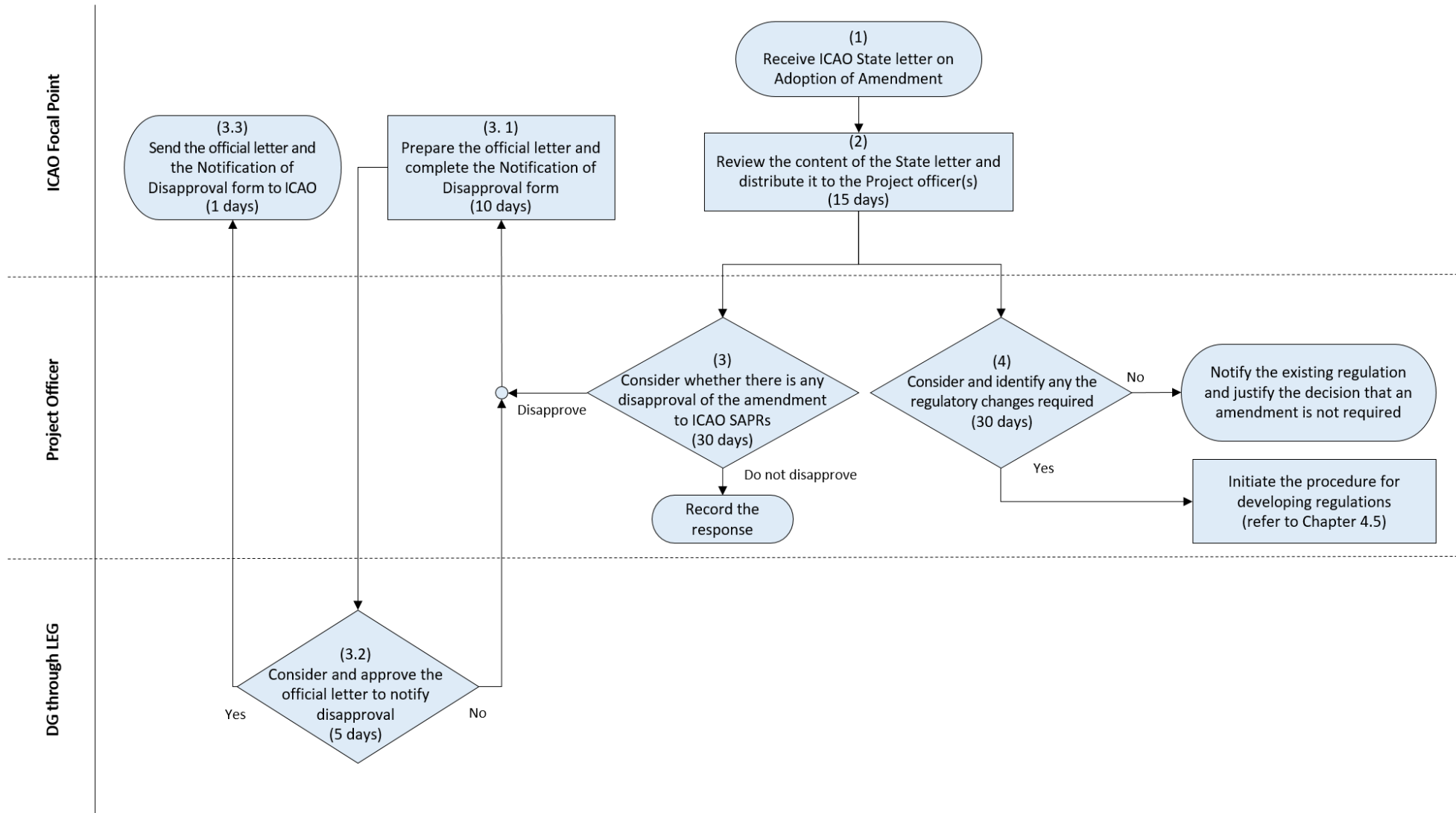
(4) After receiving the consolidated response from the Project Officer, ICAO Focal Point shall prepare official letter with consolidated response.

(5) ICAO Focal Point send the official letter to the Director General through LEG for verification and approval.

(6) ICAO Focal Point send the official letter with consolidated response to ICAO via email.

Note: ICAO Focal Point shall send the response to ICAO within the specified deadline in the State Letter.

2.3 Procedure for Adoption and Approval of Amendment



Step	Description	Duration (Days)	Responsible person	Related documents
1.	Receive ICAO State letter on Adoption of Amendment		ICAO Focal Point	
2.	Review the content of the State letter and distribute it to the Project Officer(s)	15	ICAO Focal Point	
3.	Consider whether there is any disapproval of the amendment to ICAO SARPs - If there is no disapproval, record the response - If there is disapproval, notify the response of disapproval	30	Project Officer	
	3.1 Prepare the official letter and complete the Notification of Disapproval form	10	ICAO Focal Point	Notification of Disapproval form specified in the State letter
	3.2 Consider and approve the official letter to notify disapproval	5	DG through LEG	
	3.3 Send the official letter to notify disapproval to ICAO	1	ICAO Focal Point	
4	Consider and identify any the regulatory changes required - If yes, initiate the procedure for developing regulations (refer to Chapter 4.5) - If no, notify the existing regulation and justify the decision that an amendment is not required	30	Project Officer	

Procedure Description

(1) The ICAO Focal Point receives ICAO State Letter on Adoption of Amendment from ICAO.

(2) The ICAO Focal Point reviews the content of the State letter and distributes it to Project Officer(s) via SARPs and PANS Management System. For AAIC, the distribution is made through an official letter.

Note: Distribution to the responsible Project Officer(s) shall be as per Appendix A.

(3) The Project Officer considers whether there is any disapproval of the amendment to ICAO SARPs and sends the result of the deliberation to the ICAO Focal Point via SARPs and PANS Management System for recordkeeping.

- If there is no disapproval, record the response in the SARPs and PANS Management System
- If there is disapproval, notify the response of disapproval in SARPs and PANS Management System

(3.1) If there is any disapproval, the ICAO Focal Point prepares the official letter and completes the Notification of Disapproval form specified in the State letter, then submits it to the DG through LEG for consideration and approval.

(3.2) The DG considers and approves the official letter to notify disapproval.

(3.3) After approval, ICAO Focal Point sends the official letter and the Notification of Disapproval form to ICAO via email by the specified deadline in the State Letter.

Note:

1. This process does not apply to PANS.
2. If the Project Officer approve of all parts of Amendment, it is not necessary to return the notification of disapproval to ICAO

(4) The Project Officer considers and identifies any the regulatory changes required in the SARPs and PANS Management system.

- If any regulatory changes are required, initiate the procedure for developing regulations (refer to Chapter 4.5).
- If no regulatory changes are required, the Project Officer shall update the SARPs and PANS Management System with the existing regulation and provide justification for the decision that an amendment is unnecessary.

Note:

1. The Project Officer may initiate the procedure for developing regulations according to the work plan, based on the proposal for amendment prepared in accordance with 2.2, *Procedure for Proposals for Amendment*.
2. The Project Officer shall ensure that the associated documents referred to in the amendment are reviewed while proposing the amendment to the regulation.
3. For Annex 13, the Project Officer in AAIC shall put forward the proposal for amendment to regulations (if required) to the Ministry of Transport directly.

3. NOTIFICATION AND PUBLICATION OF DIFFERENCES

This chapter provides the process for identification and filing of differences to ICAO SARPs.

Note: More guidance on Notification and Publication of Differences can be found in Doc 10055.

In order to keep up-to-date, the status of compliance and notification of differences, Member States must be properly organized and staffed with qualified personnel capable of accomplishing these tasks (Safety Oversight Manual, Part A – The Establishment and Management of a State’s Safety Oversight System, DOC 9734).

Determination, clear and concise expression and notification of differences requires a good knowledge and understanding of:

- a) The ICAO obligations, expectations, templates and tools regarding notification of differences. This manual is intended to provide States, in a single document, with guidance in that respect; and
- b) The national regulatory context and the corresponding ICAO Annex material.

Ideally, when national regulations are drafted, rule makers should keep in mind that differences will have to be determined and notified at some point, if applicable, and reviewed periodically. Rule makers might even find it advantageous to already identify and formulate differences when the national rules are being drafted, since the level of compliance with or departure from ICAO provisions should be easy to identify at that time. Such an approach has proven to speed-up and facilitate notification of differences.

The degree or alignment, or non-alignment, of national legislation and regulations with ICAO SARPs may significantly influence the complexity of the determination and formulation of differences. While notification of differences may be perceived as a tedious task, it represents only a fraction of the work and time needed for implementing SARPs (drafting of national legislation, regulations, rules and associated material, information of regulated entities, enforcement of rules, etc.)

3.1 General Guidelines Regarding the Determination of Differences

3.1.1 When determining whether a difference against a SARP exists, the Standards Development Division of each Department should assess to what extent the conditions in Articles 38 of the Chicago Convention are met. To this end, the following should be considered.

3.1.2 As explained in WP/15 (part II paragraph 2) of the 12th Session of the ICAO Assembly in 1959: “implementation of/compliance with SARPs may be regarded, in general, as having two main characteristics. The first comprises the administrative arrangements necessary to bring the ICAO requirements into force nationally; the second consists of the practical arrangements necessary, such as the provision of facilities, personnel, equipment, guidance, enforcement mechanisms etc. ...”

3.1.3 Therefore, Standard implementation, in general, can only be considered satisfactory when suitable administrative and practical arrangements exist and perform satisfactorily. For instance, when an administrative arrangement, bringing the regulation into force, is in place but not applied in practice, or when no suitable administrative arrangement exists even though some practical implementing activities take place, the State should notify a difference to the corresponding Standard until compliance is achieved.

3.1.4 It is considered that the implementation of recommended practices as being desirable. If a State chooses to implement a particular recommended practice, it should turn into a national requirement being given sufficient administrative force. For instance, Annex 10, Volume I, recommended practice 2.1.4.2 states:

Recommendation. - A State that approves GNSS-based operations should ensure that GNSS data relevant to those operations are recorded.

If State decides to implement this recommended practice, it should issue a national obligation in order to ensure that GNSS-based operations data are recorded.

3.1.5 In Article 38 of the Chicago Convention, the terms “comply in all respects”, “bring its own regulations or practices into full accord with”, appropriately refer, holistically, to the various dimensions of implementation. The State “regulations or practices”, “its own practice” and “practice of the State” in Article 38 interchangeably refer to the State administrative and practical arrangements, and their satisfactory functioning.

3.1.6 Therefore, if the Standards Development Division of each Department has determined that it has implemented the SARP through sufficiently robust administrative arrangements (such as regulations, or other documents carrying sufficient administrative force), and that it is “fair to say” that those arrangements are enforced and implemented “in the field” (for instance, while the possibility of offenders occasionally breaking the rule cannot be ruled out, it remains limited through effective enforcement), the State does not need to notify ICAO of any differences since it “complies in all respects” with the ICAO requirement and has brought its “regulations and practices” into full accord with it.

Note:

1. The ICAO Council, on 13 April 1948 adopted a resolution inviting the attention of Contracting States to the desirability of using in their own national regulations, as far as practicable, the precise language of those Standards that are of a regulatory character. In this regard, it should be noted that close adherence of a national regulation to the wording of SARPs be supported by effective enforcement mechanisms and rigorous implementation monitoring. It should be not being confused with a “copy and paste” exercise, which may require States to notify difference because SARP material are simply copied into national regulations, without effective linkage to actual implementation. Notwithstanding the resolution of the ICAO Council above, there may be a case that a State finds it necessary to use the text different from a SARP, which will not lead to States notifying differences because the purpose may be:

- a) further clarify the requirement, without introducing any difference in content; and/or
- b) be more prescriptive than the SARP, while meeting the performance requirement.

2. The determination of differences should be performed in good faith, and in keeping with the State commitment, as an ICAO member State, to comply with the Convention.

3.1.1 When to Notify Difference

1) ICAO informs Contracting States and international organizations, by State letter, of the adoption of the amendment and requests for notification, before given dates, respectively of any disapproval as well as of compliance and differences.

2) The amendment will become effective, except for any part thereof in respect of which a majority of the Contracting States have registered their disapproval with the Council before the given date, which is the effective date of the amendment. That mechanism implements article 90 of the Convention, which gives all Contracting States the possibility, for three months, to disapprove of any part of an amendment adopted by the ICAO Council. This mechanism is distinct from the consultation of States on proposals for amendments, and the notification of differences.

3) Amendments, or such parts thereof as have become effective, will become applicable on a given date set by ICAO Council by which a State is expected to comply with and implement the amendment, when applicable to the State.

4) States are advised, typically by ICAO electronic bulletin, as soon as amendments have become effective (i.e. not a majority of Contracting States have registered disapproval of them, or part thereof). As it should be exceptional that a majority of Contracting States notify disapproval of Annexes amendments adopted by the ICAO Council, States may wish to take advantage of the whole period, from the adoption of the amendment by the ICAO Council to the applicability date of the amendment, to prepare for implementation of the amendment, and notification of differences.

5) Contracting States are requested to notify, at the latest a month before the applicability date, the differences that will exist on the applicability date between their national regulations and practices and the provisions of the whole Annex, as amended by all its amendments.

6) Contracting States also have an obligation, outside the amendment process, to give immediate notification to ICAO of the new differences which might exist, and, implicitly, to give immediate notification to ICAO of any differences which have been removed, and therefore are no longer current.

3.1.2 Means of Notification

Differences can be notified by sending to ICAO a Form on Notification of Compliance with or Differences (paper-based process) or through the Electronic Filing of Differences (EFOD) system at www.icao.int/usoap. The EFOD system is a web-based tool that allows Member States to provide Compliance/Differences Information and facilitates the sharing of information to ICAO.

While the paper-based process employing the Form on Notification of Compliance with or Differences is still the primary means, Member States have been encouraged to transition to using the EFOD system in order to address issues associated with the timeliness of the notification and/or dissemination of differences, as provided in Article 38 of the Chicago Convention.

3.2 Categories and Description of Differences

3.2.1 Categories of differences

As notifications of differences may correspond to different scenarios, the following categories of differences are provided as a guide in determining whether a difference in the context of Article 38 exists:

a) A Contracting State’s requirement is more exacting or exceeds SARP.

This category applies when the national regulation and practices are more demanding than the corresponding SARP, or impose an obligation within the scope of the Annex which is not covered by the SARP. This is of particular importance where a Contracting State requires a higher standard which affects the operation of aircraft of other Contracting States in and above its territory;

Example:

Annex reference	Provision	Text of the difference to be notified to ICAO	Comments, including the reason for the difference
Annex 2, 3.3.1.3	A flight plan shall be submitted before departure to an air traffic services reporting office or, during flight, transmitted to the appropriate air traffic services unit or air-ground control radio station, unless arrangements have been made for submission of repetitive flight plans.	For flights crossing international borders, the flight plan should be submitted at least 30 minutes prior to departure	This additional requirement is considered to be necessary.

b) A Contracting State’s requirement is different in character or other means of compliance.

This category applies when national regulation and practices are different in character from the corresponding SARP, or when the national regulation and practices differ in principle, type or system from the corresponding SARP, without necessarily imposing an additional obligation. The expression “different in character or other means of compliance” in b) would be applied to a national regulation and practice which achieves, by other means, the same objective as that of the corresponding ICAO SARPs and so cannot be classified under a) or c); and

Example:

Annex reference	Provision	Text of the difference to be notified to ICAO	Comments, including the reason for the difference
Annex 3, 6.5.3	Area forecasts for low-level flights prepared in support of the issuance of AIRMET information shall be issued every 6 hours for a period of validity of 6 hours and transmitted to meteorological watch offices and/or aerodrome meteorological offices concerned not later than one hour prior to the beginning of their validity period.	The area forecasts are issued every 3 hours instead of 6 hours, but only from 7:00 to 22:00 local time.	The frequency and issuance periods are considered to offer a better benefit/cost ratio.

c) A Contracting State's requirement is less protective or partially implemented/ not implemented.

This category applies when the national regulation and practices are less protective than the corresponding SARP; when no national regulation has been promulgated to address the corresponding SARP, in whole or in part; or when the Contracting State has failed to bring its practices into full accord with the corresponding SARP.

Example:

Annex reference	Provision	Text of the difference to be notified to ICAO	Comments, including the reason for the difference
Annex 11, 2.31.1	Each prohibited area, restricted area, or danger area established by a State shall, upon initial establishment, be given an identification and full details shall be promulgated.	Even though this standard is implemented in practice, it has not been incorporated into national regulations	Incorporation is planned for the 2016 air traffic services code of regulations update.

Note:

1. No Difference: No existing difference between national regulation and ICAO SARPs in all respect.
2. Not Applicable: SARPs that do not apply to a particular state.
3. The example of each category can be found in Manual on Notification and Publication of Differences (Doc 10055)

3.2.2 Description of differences

Differences in substance should be described clearly and concisely, and should allow the reader to easily grasp the scope of the differences. In general, the description should not be a copy of the national requirement, leaving it up to the reader to identify the differences against the ICAO requirement, but rather a description of variances. Consequently, it is to be assumed that no differences exist against the elements of the SARP which are not described in the difference.

When the State has not adopted any administrative obligations in order to implement a SARP, the difference may be notified as: **“provision not incorporated into regulations”**, rather than by a rewrite in the negative of the ICAO provision, even though both options are acceptable.

3.2.3 Significant Difference

Significant Difference is a difference from:

- a) any of the Standards in the Annexes;
- b) Recommended Practices that are important for the safety of air navigation or, in the case of facilitation, for the speedy handling and clearance through customs, immigration, etc. of aircraft and the loads they carry;
- c) Procedures for Air Navigation Services (PANS) that are important for the safety of air navigation; and
- d) Regional Supplementary Procedures (SUPPS) that are important for the safety of air navigation.

It therefore follows that all the provisions in ICAO Annexes that are Standards are significant, and that any differences between the national regulations or practices of a State and the related ICAO Standards are differences which must be notified. This is an obligation which originates from Article 38 of the Convention. In the matter of Recommended Practices, PANS and SUPPS, only those differences that are important for the safety of air navigation or, in the case of facilitation, to the speedy handling and clearance through customs, immigration, etc. of aircraft and their loads are significant. Because of their nature, most of the Recommended Practices in ICAO Annexes contribute to the safety of air navigation.

Differences from the PANS-ABC (Doc 8400) would not constitute “significant” differences.

Note: More guidance on significant differences can be found in Aeronautical Information Services Manual (Doc 8126).

3.2.4 Use of languages

Differences will be filed in English language.

3.3 Identification of Differences

The Project Officers shall ensure that a new or changed draft regulation is consistent with the relevant ICAO SARPs contained in the Annexes to the Chicago Convention. If Thailand is not fully compliant, a difference must be notified to ICAO through the ICAO Focal Point. Furthermore, all significant differences to SARPs shall be published in the AIP Part 1 - General (GEN 1.7) or AIP Supplement.

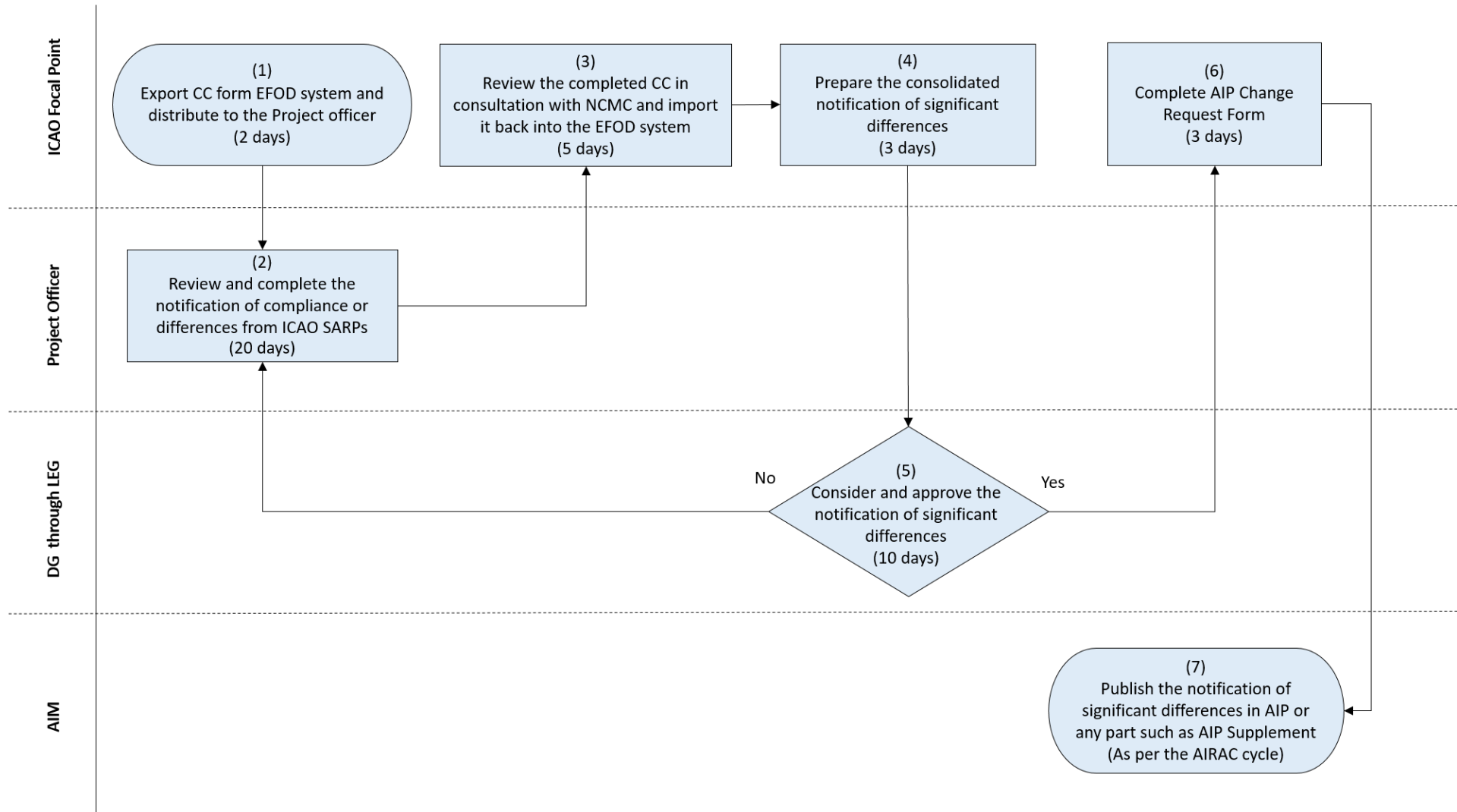
The Project Officer shall assess whether the outcome of the new or changed draft regulation creates new differences, removes existing differences or changes the status of existing differences.

In addition, where any foreign regulation may become an integral part of the national regulation by transforming, applying, or incorporating by reference of any code, standard, rule, regulation, requirement, specification, or other document, an annual review would be undertaken to determine any differences between foreign standards and the ICAO SARPs. The Project Officer shall file new differences, amend the existing differences, or remove differences previously filed.

The Project Officer needs to refer to the ICAO-Net Secured Site (portal.icao.int/ICAO-NET/) for the most recent version of the ICAO SARPs. The AIP (GEN 1.7 Differences from ICAO Standards, Recommended Practices and Procedures) publication for the most recent differences filed by Thailand is available on the CAAT website (AIS.CAAT.or.th).

3.4 Procedure for Notification and Publication of Differences

This process does not apply to PANS



Procedure Description

Step	Description	Duration (Days)	Responsible person	Related documents
1.	Export the Compliance Checklist (CC) for the latest amendment to ICAO SARPs from the EFOD system and distribute to the Project officer(s)	2	ICAO Focal Point	
2.	Review and complete the notification of compliance or differences from ICAO SARPs	20	Project Officer	
3.	Review the completed CC in consultation with NCMC and import it back into the EFOD system	5	ICAO Focal Point	
4.	Prepare the consolidated notification of significant differences	3	ICAO Focal Point	
5.	Consider and approve the notification of significant differences	10	DG through LEG	
6.	Complete AIP Change Request Form	3	ICAO Focal Point	CAAT-AIM-AP-101 AIP Change Request Form
7.	Publish the notification of significant differences in AIP or any part such as AIP Supplement	As per the AIRAC cycle	AIM	

(1) The ICAO Focal Point exports the Compliance Checklist (CC) for the latest amendment to ICAO SARPs from the EFOD system, once it is published. The exported CC is then sent to the Project Officer via email. For AAIC, the CC will be distributed through an official letter.

Note: The EFOD system is currently accessible on the Universal Safety Oversight Audit Programme (USOAP) restricted website (<http://www.icao.int/usoap>).

(2) The Project Officer reviews and completes the notification of compliance or differences between the national regulations and the provisions of the ICAO SARPs. If it involves other areas, the Project Officer shall coordinate with the relevant department(s) for completion of the CC. Once finalized, then send it back to the ICAO Focal Point via email.

Note:

1. The Project Officer shall ensure that any amended regulations initiated by them that are not a result of the ICAO Amendment and create any differences to ICAO SARPs are notified or updated in the CC.
2. If the draft amendment to a regulation does not become effective within the ICAO's specified timeframe, the Project Officer shall notify any difference and compliance by filing the Compliance Checklists (CC) in EFOD within ICAO specified deadline. Once regulation become effective, the Project Officer shall update any difference and compliance by filing the Compliance Checklists (CC) in EFOD.
3. For Annex 13, the Project Officer of AAIC shall send the notification of any differences and compliance to CAAT.

(3) The ICAO Focal Point reviews the completed CC in consultation with NCMC and imports it back to EFOD system within 5 days after receiving completed CC from the Project Officer, or by the ICAO specified deadline.

The ICAO Focal Point shall record the completion of importing the CC back into the EFOD system in the SARPs and PANS Management System

(4) The ICAO Focal Point prepares the consolidated notification of significant differences and send to the DG through LEG for approval.

(5) The DG considers and approves the notification of significant differences.

(6) After the approval, the ICAO Focal Point shall complete the AIP Change Request Form ([Available in DRMS](#)) and send the list of notification of significant differences to AIM for publication. The list would include the following:

- a) provision affected (Annex, amendment, edition number, and paragraph); and
- b) difference in full text.

All Annexes shall be listed in numerical order even if there is no difference to an Annex, in which case a NIL notification shall be provided.

The ICAO Focal Point shall record the completion of sending the AIP change request to AIM and the AIRAC cycle in which the list of notifications of significant differences will be published in the SARPs and PANS Management System.

(7) AIM shall include the final description of differences and publish in AIP (GEN 1.7) or any part such as AIP Supplement as per the AIRAC cycle.

4. DEVELOPMENT OF LEGAL FRAMEWORK FOR REGULATORY OVERSIGHT

4.1 Legislative System in Thailand

Constitution is the supreme law of Thailand. The Parliament acts as the Legislature and has the powers to promulgate primary legislation. According to the constitution, the Cabinet, members of the Parliament and eligible voters are empowered to lodge a bill to the consideration. In reality, more than 90 per cent of the bills are submitted by the Cabinet.

For the secondary legislation, its issuance will depend on the authority granted by the primary legislation. A Minister, Director General, State Agency or Committee or Board established by the legislation has power to issue and enforce secondary legislation, which can be in form of regulations, requirements, notifications, rules, orders including directives, manuals, practices, procedures or other documents.

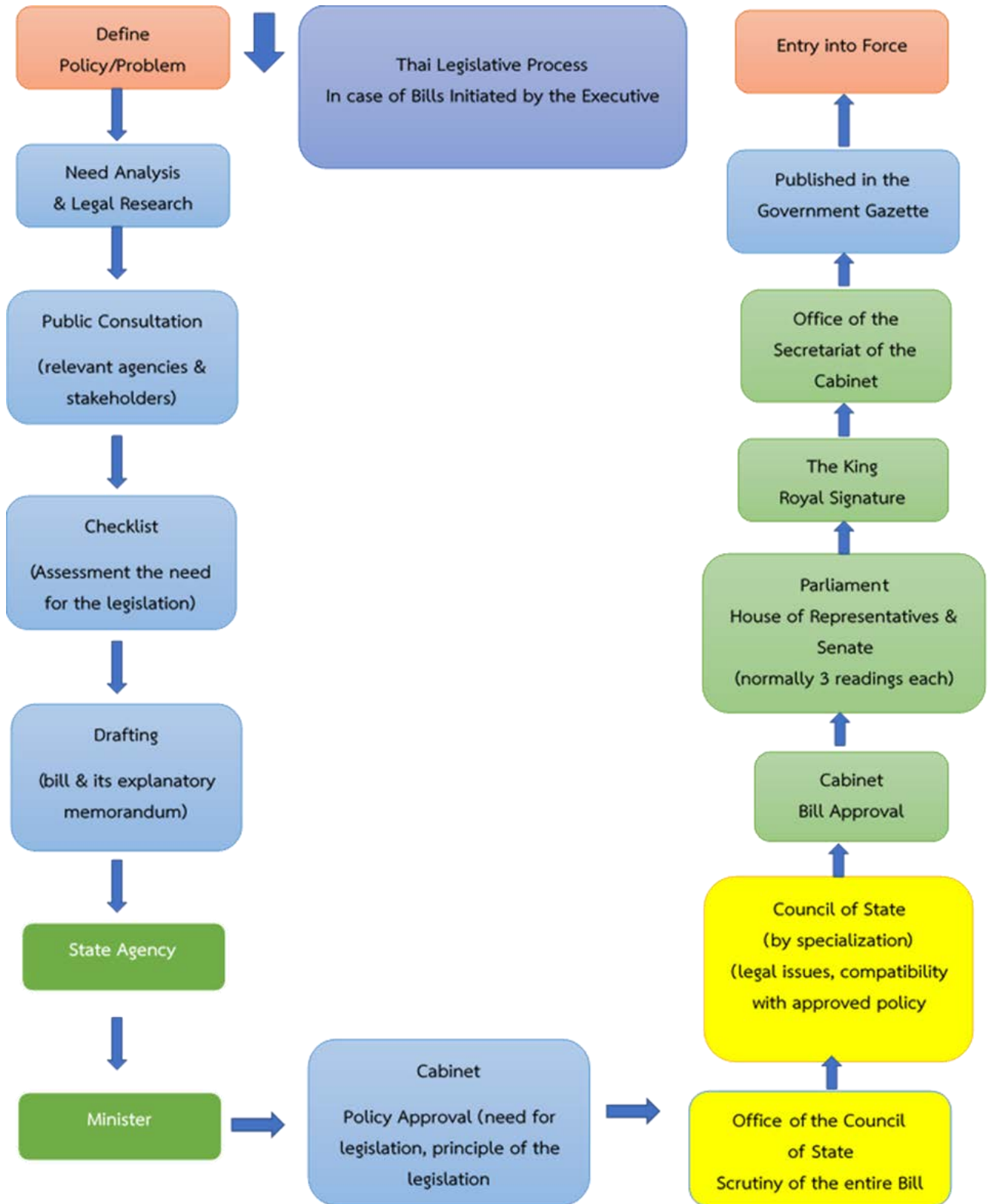
4.2 Types of Bills

The Cabinet represents the Executive, and has the power to propose a Bill or an Emergency Decree. Upon the approval of the Parliament, the Bill becomes enacted and thereafter propose for the Royal Signature and published in the Government Gazette before being promulgated. Under urgent circumstances where it is deemed necessary to establish a law to maintain national or public safety or national economic security, or to avert public calamity, the Cabinet is vested with the power to propose a draft Emergency Decree for the Royal Signature without obtaining prior approval from the Parliament. However, the Cabinet is required to present the Emergency Decree to the Parliament for consideration without delay. Where the Emergency Decree is approved, it will have the status as an Act of Parliament. If it is rejected, it shall consequently lapse.

4.3 Thai Legislative Process

In most case, the primary legislation is in the form of an Act of Parliament. Even though members of the Parliament and eligible voters may prepare a Bill, the Cabinet is the main sponsor. A state agency is entitled to propose a Bill to its Minister in charge and, upon the concurrence to Minister will propose it to the Cabinet for the approval. After the cabinet approves the principles of the Bill, it will be forwarded to the Council of State for scrutiny. The text of the Bill approved by the Council of State will then be re-submitted to the Cabinet and thereafter propose to the Parliament. After the Parliament has approved the Bill, it will be submitted for the Royal Signature, and then sent back to the Secretariat of the Cabinet which is responsible for the publication of the Act in the Government Gazette.

Figure 4.1 Thai Legislative Process in case of Bill initiated by the Executive (Government)



4.4 Development of Primary Aviation Legislation

The Air Navigation Act B.E.2497 (1954) constitute the primary legal framework for the regulation of civil aviation in Thailand.

The Civil Aviation Authority of Thailand Emergency Decree B.E 2558 (2015) was enacted to establish the Civil Aviation Authority of Thailand and to reorganize the civil aviation regulatory bodies of Thailand in order to improve the structure, powers and duties, and source of fund to be in line with international standards and to satisfy the requirements and recommendations of the International Civil Aviation Organization.

The rationale for formulation or amendment of the existing legislation or establishing a new one is usually the implementation of the Chicago Convention, and its Annexes and SARPs. The need for amendment may be derived from the national policy or the intention to solve practical problem or enhance the civil aviation operation. However, the latter need must not be in conflict with the standard under the Chicago Convention.

Procedures for the development of primary legislation:

(1) The proposal of the draft bill is prepared by the CAAT (with the relevant department, Legal Office and concerned stakeholders) and forwarded to the Ministry of Transport (MOT) for necessary review and approval of the Minister.

(2) MOT submits the draft bill to the Cabinet.

(3) After the approval of the draft bill in principle, the Cabinet then forwards the draft bill to the office of the Council of State to scrutinize and prepare final draft of bill.

(4) After the specialized committee in the Council of State Committee completes the scrutiny, the office of the Council of State submits the final draft of bill to the Cabinet for its approval. Then, the Cabinet proposes the bill to the Parliament.

(5) After the bill is enacted by the Parliament, it will be submitted for Royal Signature.

(6) The Act is then sent to the Secretariat of the Cabinet for the publication of the bill in the Government Gazette.

Note: 1. The process for development of primary aviation legislation is the same process presented in Figure 4.1

2. The LEG internal process flow for developing primary legislation is shown in Appendix B.

4.5 Development of Regulations

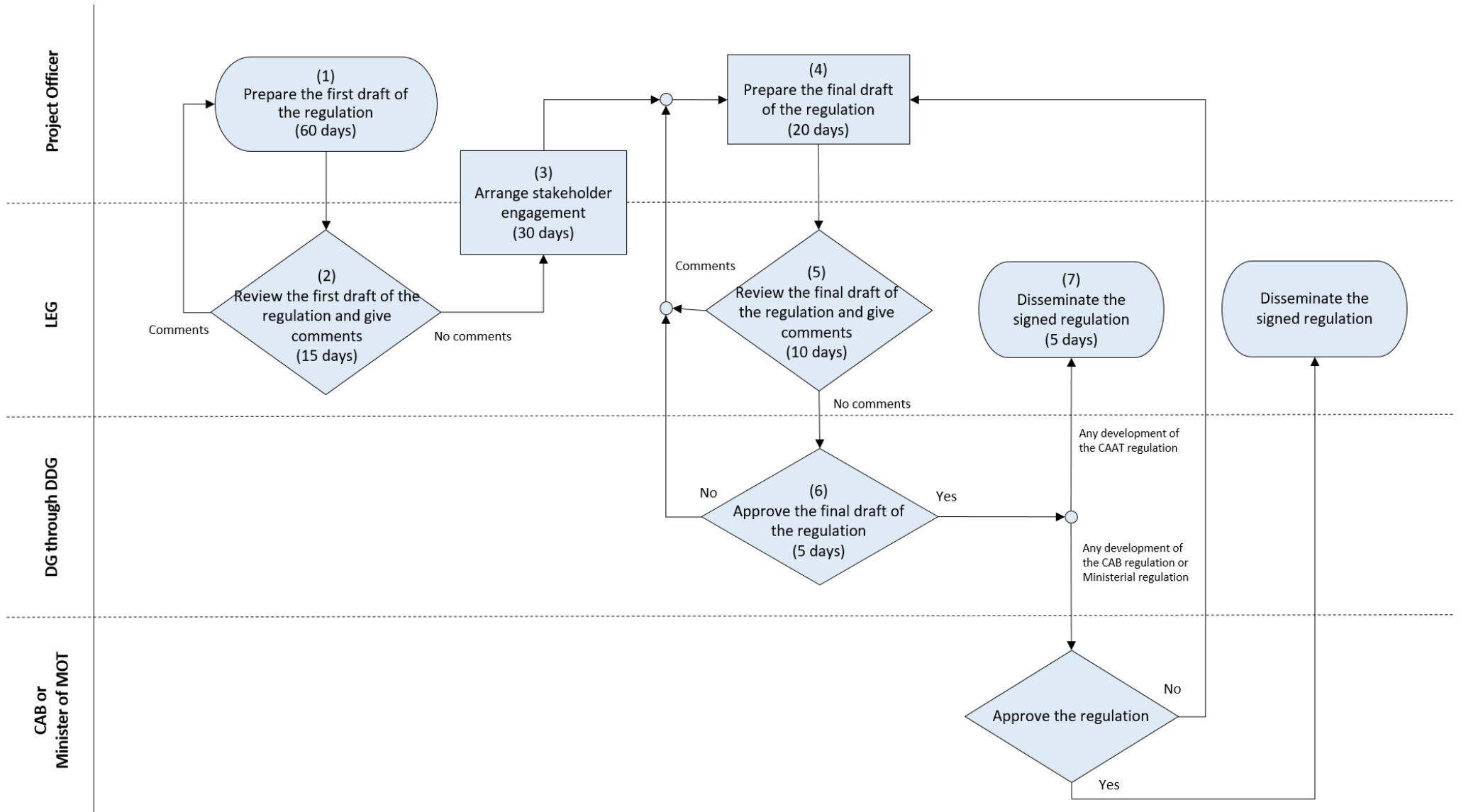
Under the power given by primary legislation, the concerned authorities (Minister, the Civil Aviation Board (CAB), and the Director General) may issue secondary legislation in various form such as Regulations, Rules, Requirements, Notifications, or Orders, depend on the legal basis given by each section of the legislation.

The primary rationale for formulating or amending existing regulations, or establishing new ones, is to implement the Chicago Convention and its Annexes. The need for amendments may also arise from national policies, the intention to address practical issues, or efforts to enhance civil aviation operations. However, any changes must not conflict with the standards set forth under the Chicago Convention.

Typically, amendments to SARPs and PANS provide justification for developing new regulations or amending existing ones. Therefore, the Project Officer shall stay updated on the current status of SARPs and PANS and understand their implications for existing laws and regulations. Nevertheless, national needs may also warrant the creation of new regulations or amendments to existing ones.

When preparing amendments, the Project Officer ensure that, where necessary, the proposed regulations, once approved or finalized, will repeal any previous regulations.

Procedures for the development of new regulation or amendment to the existing one



Procedure description

(1) The Project Officer, typically the Standards Development Division of each department or a division assigned by the Manager in departments without a Standards Development Division, is responsible for initiating the first draft of the regulation. This role is best suited to understanding the structure of the amendment to the SARPs and their impact, as well as planning the content of the draft. If the amendment pertains to the other area, it shall be communicated to the relevant department(s).

(2) The Project Officer send the first draft of the regulation to LEG for review and comment. LEG will review the matter based on legal principles, existing regulatory measures, and potential implications.

- If there is any comment from LEG, the Project Officer shall prepare a revised draft of the regulation and send it to LEG for review again.
- If there is no comment from LEG, LEG or the Project Officer shall proceed to stakeholder engagement process.

Note: Feedback and suggestions from LEG and other relevant departments (if any) will be gathered on the draft regulation once it is prepared.

(3) LEG or the Project Officer arranges Stakeholder Engagement to gather further comments on the draft of the regulation. If found appropriate, the comments will be incorporated in the final draft of the regulation.

Note: Stakeholder engagement can be organized by holding a face-to-face meeting, a focus group meeting, or posting draft regulation on the CAAT website, etc.

(4) The Project Officer prepares the final draft of the regulation considering the result of stakeholder engagement (If any). Then submit to LEG for review and give comments.

(5) LEG reviews the final draft of the regulation to ensure that it has addressed all the issues.

- If there is any comment on the final draft amendment to a regulation from LEG, the Project Officer shall prepare a revised draft amendment to a regulation and send it to LEG for review again.
- If there is no comment on the final draft amendment to a regulation, LEG will submit it to the DG through the concerned DDG for approval.

(6) After the concurrence of the DG, the final draft of the CAAT regulation will be signed by the DG. Any development of the CAB regulation or ministerial regulation, once approved by the DG, shall be forwarded by LEG to the CAB or MOT for processing and finalization.

The regulation, when signed, will enter into force on the date as specified in the Regulation. The amendment will repeal, replace, or modify the existing regulation to the extent indicated in the amendment regulation.

Note: The approved regulation shall be completed no later than the applicability date specified in the State letter.

(7) After approval, LEG will disseminate the signed regulation by posting on CAAT's website (www.caat.or.th) except some regulations which have extensive impacts on people will be sent

to the Government Gazette office in order to publish in the Government Gazette before posting on CAAT's website.

The signed regulation also be disseminated to all concerned departments across CAAT through internal circulars and e-mail. In some cases, copies of law or regulation will be sent directly to the external agency as well as the relevant stakeholders by mail from the LEG or be distributed through a specific channel or method created by the concerned department in order to ensure the stakeholder's awareness.

More details on the dissemination of regulations and related documents can be found in Chapter 4.8

Note:

1. The timeline for the formulation or amendment of the CAAT regulation is set at approximately 6 months after receiving the State letter on the Adoption of Amendments to SARPs and PANS.

2. The Project Officer and LEG shall record the completion of each action from steps (1) to (7) in the SARPs and PANS Management System.

3. The LEG internal process flow for developing regulations (Introduction of Amendment to Annex to National Regulation & for the National needs) with the timeline is shown in Appendix C.

4. The timeline for the formulation or amendment of the regulations required to be approved by any authority other than the DG cannot be set. Therefore, CAAT must closely monitor the progress of each step.

4.6 Development of Guidance Materials and Manuals

Guidance Materials and Manuals relating to the regulatory functions will be formulated or amended by the respective departments. It should be prepared and issued once the amended regulation is effective.

The draft of these documents is submitted to the DG for his approval. After the approval from the DG, those documents will be applicable from the date as specified in the documents. The amendment will repeal, replace or modify the existing provisions to the extent indicated.

4.7 Transformation, Application or Incorporation of Regulation from Another State

4.7.1 In this part,

(a) “aviation regulation” means all rules and regulations issued in accordance with the provisions of the Air Navigation Act, the Civil Aviation Authority of Thailand Emergency Degree, and any aviation-related Act.

(b) “modification” includes omissions, additions and substitutions.

4.7.2 Transformation, application, or incorporation of a regulation from another State may sometimes become necessary due to the lack of experience or for the benefits of harmonization of regulations. FAA and EASA regulations are the most common foreign regulations applied or incorporated by many States.

4.7.3 Subject to Section 15/11 of the Air Navigation Act B.E. 2497 (as amended), any foreign regulation may become an integral part of the national regulation by transforming or applying or incorporating by reference of, with or without modification, any matter contained in any code, standard, rule, regulation, requirement, specification or other document, as in force at a particular time or from time to time, which relates to any matter with which the aviation subsidiary legislation deal, even if the code, standard, rule, requirement, specification or other document does not yet exist when the aviation regulation is made, including but not limited to:

(a) any code, standard, rule, regulation, requirement, specification or other document prescribed under law of any Contracting State of the ICAO;

(b) any standards, regulations, requirements or recommended practices issued or adopted by international aviation organizations; or

(c) any code, standard, rule, regulation, requirement, specification or other document issued or adopted by the Authority or any Government department or any other public authority constituted by any written law.

4.7.4 Material referred to in 4.7.2 may be transformed, applied or incorporated by reference in any aviation regulation:

(a) in whole or in part; or

(b) with modifications, additions, or variations specified in the regulation.

4.7.5 Any material applied or incorporated in any aviation regulation by reference is to be treated for all purposes as forming part of the regulation; and, unless otherwise provided in the aviation regulation, every amendment to any material applied or incorporated by reference that

is made by the person or organization originating the material is to be treated as being a part of that aviation regulation.

4.7.6 Where any material referred to in 4.7.2 is applied or incorporated by reference in any aviation regulation, CAAT must make known to the public through CAAT website, attaching such material to the aviation regulation or other means.

4.7.7 These procedures will be followed for applied or incorporated any material referred to in 4.7.3 in aviation regulation:

1) Before applying or incorporating any material referred to in 4.7.3 of another State, it will be verified that the applied or incorporated material fully aligns with the corresponding SARPs by referring to the list of differences filed by that State.

2) If it is found that the concerned State has filed the differences for material referred to in 4.7.3 to be applied or incorporated, that material will not qualify for application or incorporation except that material requires a higher standard from SARPs.

3) If no difference exists or that material requires a higher standard from SARPs, the material referred to in 4.7.3 will be applied or incorporated and customized in the aviation regulation in the operational context of Thailand.

4) The Concerned Department will check the amendments to the applied or incorporated aviation regulation and corresponding SARPs to ensure the continued compliance with parent material as well as SARPs.

5) If the parent material referred to in 4.7.3 no longer aligns with the SARPs of Annexes the application or incorporation will be discontinued and own set of regulation will be promulgated. In addition, if harmonization on regulation is no longer useful to Thailand, the application or incorporation of such regulations will be discontinued.

4.8 Dissemination of Regulations and relating Documents

For every new or amended laws and regulations including relating documents, they must be disseminated to the concerned department and relevant stakeholders. This is important to ensure that regulations are not only developed or amended pursuant to ICAO SARPs, but are efficiently communicated to the relevant stakeholders.

With the rapid pace of new and updated regulations that relevant stakeholders must address, the task of ensuring that regulations are up-to-date, available, and effectively communicated throughout the industry is very important for regulating civil aviation. The following processes will be carried out by CAAT:

4.8.1 Legal Office will disseminate a passed law or signed regulation by posting on CAAT's website (www.caat.or.th) except some regulations which have extensive impacts on people will be sent to the Government Gazette office in order to publish in the Government Gazette before posting on CAAT's website.

4.8.2 A passed/signed law or regulation will also be disseminated to all concerned departments across CAAT through internal circulars and e-mail. In some cases, copies of law or regulation will be sent directly to the external agency as well as the relevant stakeholders by mail from the LEG or be distributed through a specific channel or method created by the concerned department in order to ensure the stakeholder's awareness.

4.8.3 In the case of Guidance Materials, Procedures and relating documents, the concerned department will post them on the CAAT's website (www.caat.or.th) or send them to the relevant stakeholders through a specific channel or method created by the concerned department in order to ensure their awareness.

Note:

1. The example of a specific channel or method created by the concerned department; the Aviation Security and Facilitation Standards Department will use electronic channel to disseminate the information to specific group (AVSEC Portal) and circulate the documents using the platform of the National Civil Aviation Security Committee (NCASC), or disseminate the documents by hand and with a signature of the person who received or by acceptance of registered mail.

2. The flow chart for Dissemination of Regulation, Requirement, Directive, Manual, Guidance Material, and Procedure process is shown in Appendix D.

5. MONITORING SYSTEM

5.1 The ICAO Focal Point shall monitor the performance of each action via SARPs and PANS Management System (electronic system) to ensure the timelines for the amendment(s) to the Annex(es), notifying differences to ICAO, and publication in AIP (if applicable).

5.2 The ICAO Focal Point shall monitor that action is taken in accordance with this manual and as per the timelines given in each procedure.

Note: The ICAO Focal Point shall keep in close coordination with responsible Project Officer.

5.3 In the case that the Concerned Department(s) fails to follow the procedures in this manual, the ICAO Focal Point may request corrective action or correction from that department(s) to improve productivity, efficiency, and effectiveness of the process.

APPENDIX A - RESPONSIBLE PROJECT OFFICER

Annex	Subject	Responsible Project Officer
1	Personnel Licensing	PEL
	- Provisions related to international RPAS operations	UAS
2	Rules of the Air	ANS
	- Provisions related to international RPAS operations	UAS
3	Meteorological Service for International Navigation	ANS
4	Aeronautical Charts	ANS
5	Units of Measurement to be used in Air and Ground Operations	ANS (OPS, AIR, AGA support)
6	Operations of Aircraft	OPS (AIR support)
	Part I - International Commercial Air Transport - Aeroplanes	
	Part II - International General Aviation - Aeroplanes	
	Part III - International Operations - Helicopters	
	Part IV - Remotely Piloted Aircraft Systems	UAS
7	Aircraft Nationality and Registration Marks	AIR
8	Airworthiness of Aircraft	AIR
	- Provisions related to international RPAS operations	UAS
9	Facilitation	SFD
10	Aeronautical Telecommunications	ANS (Ground equipment)
	Volume I — Radio Navigation Aids	
	Volume II — Communication Procedures including those with PANS Status	OPS (Airborne equipment)
	Volume III — Communication Systems	
	Volume IV — Surveillance and Collision Avoidance Systems	
	Volume V — Aeronautical Radio Frequency Spectrum Utilization	
11	Air Traffic Services	ANS
12	Search and Rescue	ANS

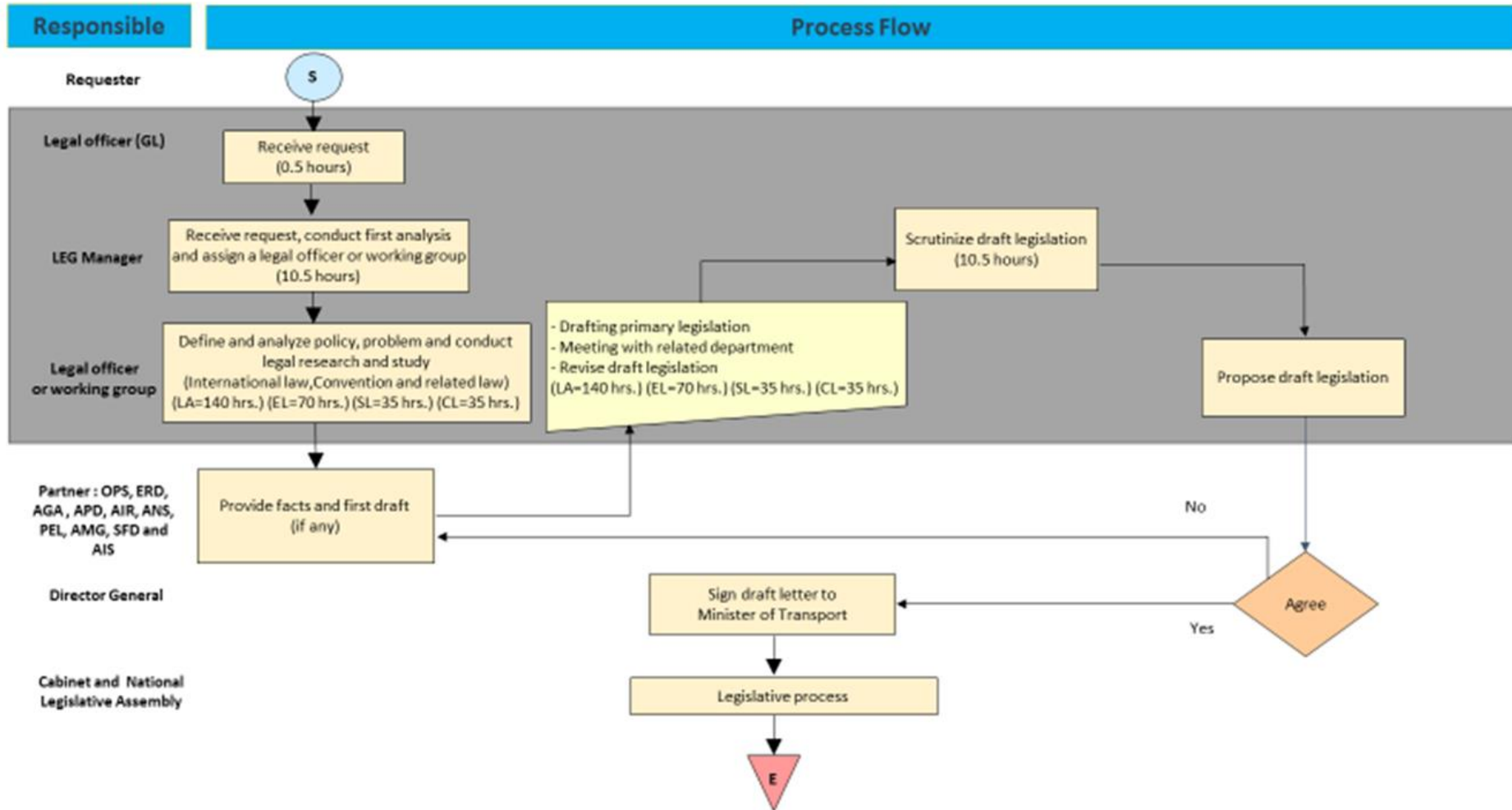
Annex	Subject	Responsible Project Officer
13	Aircraft Accident and Incident Investigation	AAIC ¹
14	Aerodromes	AGA
	Volume I - Aerodrome Design and Operations	
	Volume II - Heliports	
15	Aeronautical Information Services	ANS
16	Environmental Protection	
	Volume I: Aircraft Noise	AIR (Part I, II, Appendix 1,2,3,4 and 6) Note: For Part I only subject related to part II
		APD (Part I, III, IV, V, and Appendix 5) Note: For Part I only subject related to part iii and part iv
	Volume II: Aircraft Engine Emissions	AIR
	Volume III: Aeroplane CO2 Emissions	AIR
	Volume IV: Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA)	APD
17	Aviation Security: Safeguarding International Civil Aviation Against Acts of Unlawful Interference	SFD
18	The Safe Transport of Dangerous Goods by Air	OPS
19	Safety Management	SMO

¹In respect of Annex 13 (Aircraft Accident and Incident Investigation), the nominated Project Officer would be an officer from the Aircraft Accident and Incident Investigation Commission (AAIC)

PANS	Subject	Responsible Project Officer
Doc 4444	Air Traffic Management (PANS-ATM)	ANS
Doc 8168	Aircraft Operations (PANS-OPS)	OPS
	Volume I - Flight Procedures	OPS
	Volume II - Construction of Visual and Instrument Flight Procedures	ANS
	Volume III - Aircraft Operating Procedures	OPS
Doc 8400	ICAO Abbreviations and Codes (PANS-ABC)	Safety Oversight departments
Doc 9868	Training (PANS-TRG)	PEL
Doc 9981	Aerodromes (PANS-Aerodromes)	AGA
Doc 10066	Aeronautical Information Management (PANS-AIM)	AIM
Doc 10199	Information Management (PANS-IM)	AND

APPENDIX B - THE PROCESS FLOW OF PRIMARY LEGISLATION (CE-1) DEVELOPMENT

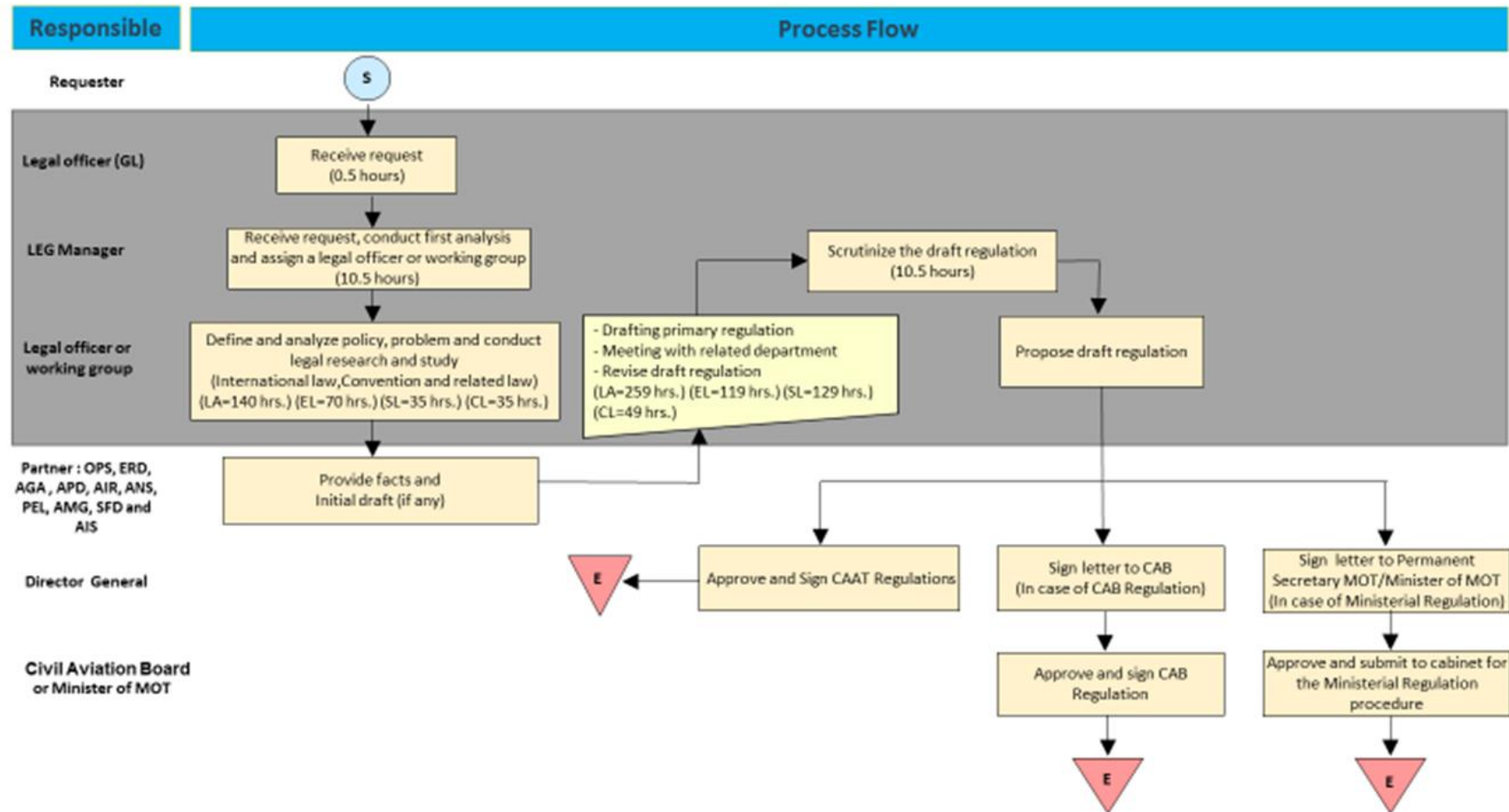
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APPENDIX C - THE PROCESS OF REGULATION (CE-2) DEVELOPMENT

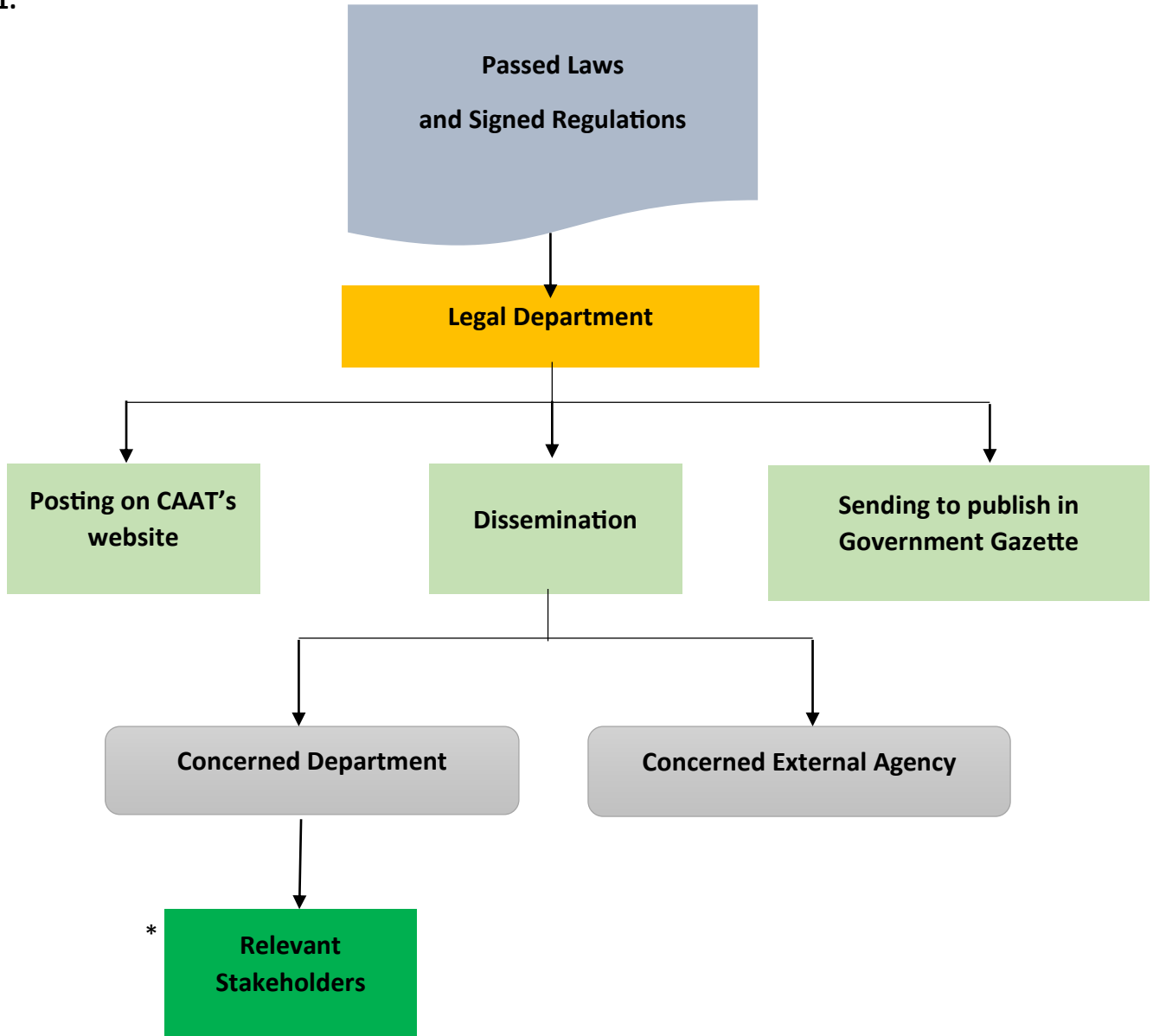
(Introduction of Amendment to Annex to National Regulation & for The National Needs)

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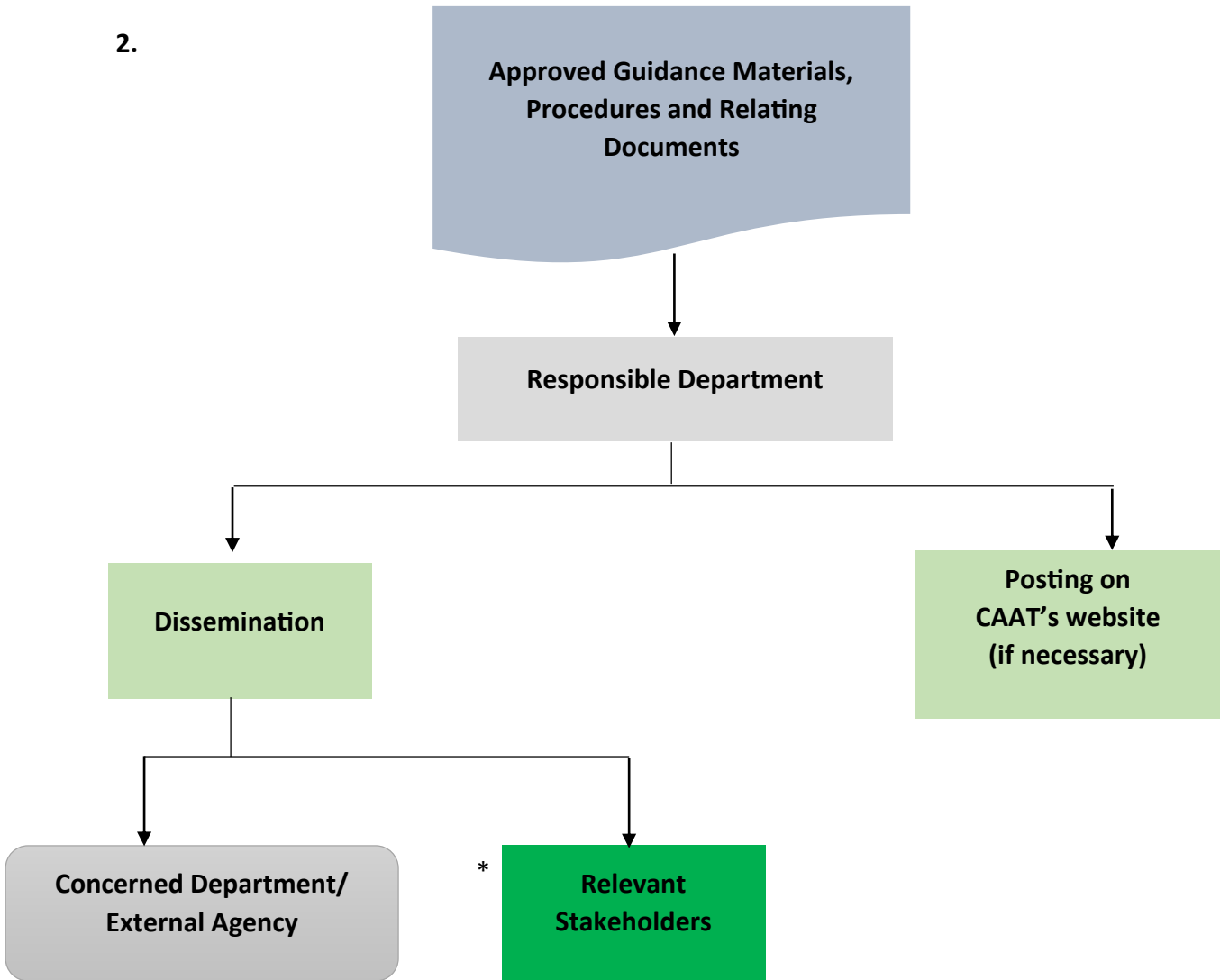
APPENDIX D - DISSEMINATION OF REGULATION/ REQUIREMENT/ DIRECTIVE/ MANUAL/ GUIDANCE MATERIAL/ PROCEDURE

1.



* Through a normal or specific channel/method in order to ensure stakeholder's awareness.

2.



* Through a normal or specific channel/method in order to ensure stakeholder's awareness.

END OF THE DOCUMENT