

FLIGHT INSPECTION AND CALIBRATION GROUP (FICG)
 CAAP HANGAR, ANDREWS AVENUE CORNER TRAMO, PASAY CITY

FICG PROCESS FLOW: REQUEST FOR FLIGHT INSPECTION OF COMMUNICATION, NAVIGATION, SURVEILLANCE, AND AIR TRAFFIC MANAGEMENT (CNS-ATM) SYSTEM

Schedule of Availability of Service
 Monday to Friday (8:00AM to 5:00PM)
 No Noon Break

Who may avail of the Service?

Internal: Air Navigation Service, Air Traffic Service, and AAIB
 External: Private Airports, Project Contractors (for commissioning)

What are the Requirements?

HOW TO AVAIL OF THE SERVICE:

A. INTERNAL (CAAP OWNED AND OPERATED FACILITIES)

Step	Client	Activity	Fees	Forms	Duration of Activity	Person In Charge
1	Send request letter to FICG together with the latest Equipment Status Report	Receive, review and evaluate the document. Determine availability of aircraft	No fees required		1 day	Flight Inspection and calibration Division (FICD) staff
2		Issue reply letter to inform client on the tentative schedule of flight inspection			1 day	FICD Staff
3	For ANS: 1.Prepare equipment 2.Provide transportation to the site For ATS: 1.Flight Validation of	Actual flight Validation				3 to 5 days per facility

	Instrument Flight Procedures					
4		Prepare flight inspection report			3-5 days after inspection	FICD Staff
-END-						

B. EXTERNAL (Private airports and all equipment for commissioning flight inspection)

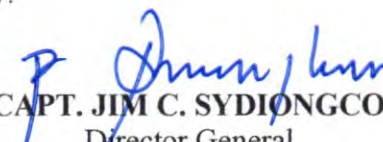
Step	Client	Activity	Fees	Forms	Duration of Activity	Person In Charge
1	Send letter request to the CAAP Director General together with the following attachments: a. Equipment information b. Obstacle Assessment Surface Report c. IFP Package	Receive the document & endorse to FICG.			5 Minutes	ODG
2		Receive, review and evaluate document Prepare reply letter for the approval/signature of the Director General or his Authorized Signatory			2 day	FICD Staff
	1. Prepare equipment 2. Prepare calibration tools (for PAPI)		DSA for inspectors and pilots Aircraft operational			

3	3. Provide transportation and access to the site	Actual flight inspection / validation	charges (depending on the total number of flying hours in block time)		3 to 5 days per facility	FICG Inspectors and Pilots
4		Preparation of flight inspection report			3-5 days after inspection	FICD Staff
5		Request issuance of billing to Accounting Division			10 mins	FICD Staff
6		Issue statement of billing to the client			No specified time	CAAP Accounting Division
7	Pay the flight inspection fee				5 mins	CAAP Collection Division
8	Provide copy of payment receipt to FICG	Release flight inspection report			5 mins	FICG Staff
-END-						


Submitted by:


MANUEL F. DE GUZMAN
 Chief, Flight Inspection & Calibration Group

Approved by:


CAPT. JIM C. SYDIONGCO
 Director General

Noted by:


AIDA S. ROMULO
 Chairperson, Citizen's Charter Team, CAAP