

Meeting Minutes – CBAA (Canadian Association of Instrument Procedure  
Developers)/NAV CANADA

July 10, 2013

Attendees:

NAV CANADA  
Charles Montgomery  
Ruben Jonker  
Chris Bowden  
George Donovan

CBAA/CAIPD  
Merlin Preuss - CBAA  
Denis Panneton - MDA  
John Ainsworth - AND  
Mike Venables - AND

Action Items are marked with:

⇒

**NAV CANADA's On-Going Instrument Procedure Design Role**

- NAV CANADA does not design procedures. Most procedures are designed by its contractors: IDSNA and Jeppesen.
- All Nav Canada internal designers are now becoming "Quality Analysts".
- Jeppesen does Quality Assurance (QA) for EDO's and Nav Canada does QA for IDSNA.
- Nav Canada has lost some key people; Jeppesen is helping in the short term (~two years). Jeppesen will also help with roller coaster demand.
- Nav Canada will not get out of the design business, currently performed by its contractors, for the foreseeable future,
  - ⇒ Charles Montgomery will give us a list of "3rd party" designers. It currently includes IDSNA, but not Jeppesen.
  - ⇒ CAIPD to provide list of trainers.

**Level of Service**

- Nav Canada's contactor, Jeppesen, does QA on 100% of EDO designs. IDSNA has "track record" to allow controlled reduction of sampling (5%-15%).
- Door is open to reduce QA level for EDOs.
- Nav Canada has cleared the backlog of procedures and are now doing "real-time" processing.
- Current process timeline:
  - 30 days for aero data validation prior to QA. Wants data early to

- improve efficiency. Airports are responsible for their own data.
- 60 days QA
- Publish: 1 or 2 AIRAC cycles.
- Charles Montgomery mentioned that, in some cases, delays are caused by EDOs who are late responding to queries from Nav Canada.
- NAV Canada confirms the existence of a maintenance contract as part of the QA process.

### **Sampling vs 100% QA**

- Where volume warrants. EDO's with few procedures per year will always be ensured 100% verification.
- Aviation liability insurance may be required for CAIPD members.
- There was some discussion on establishing a CAIPD code of conduct. Charles Montgomery wants standards "with teeth".
- ⇒ Charles Montgomery wants to receive emails from CAIPD as a single body rather than from individual members. Charles Montgomery wants to be informed of CAIPD's structure and points of contact.
- Nav Canada supports the concept of accreditation from TC.
- If a discrepancy is found between a submitted value and a value calculated during the QA process, allowances will be made for differing databases.

### **Airport data**

Merlin asked for ways to improve reliability of airport data.

- ⇒ Nav Canada will provide guidelines on surveying.

### **Intellectual Property**

- CBAA stated that there was no intellectual property issue if the only data transferred to the contract QA agency was the Nav Canada submission form, or one of similar format.
- The best form is machine to machine transfer, but this is probably 2 years away.
- Charles Montgomery says that the submission form (or one of similar format) is all that is required for procedure submission from now on.
- ⇒ Charles Montgomery will return all files that they have. This should be coordinated through Frank Malatesta.

Charles Montgomery commented that their current design process at IDSNA is not totally automated.

- ⇒ Charles Montgomery will provide their QA process, data sources list and policy on QA rejection.
- ⇒ Nav Canada will find a solution to the problem of obstacle updates, from EDOs, not getting incorporated into the Nav Canada database.

## **User Fees**

- EDOs are both providers and consumers of data.
  - Nav Canada says that CAIPD has not provided input to Marcel on level of service survey.
- ⇒ Charles Montgomery agreed to provide a status on data and QA fees.

**Submission**

- PDF look alike form is probably OK.
- Direct transfer next step
- Original documents not needed
- Sponsorship form submission may be going away
- No penalties will be assessed for incomplete/erroneous submission forms.
- If a submission contains info that conflicts with previous data then Nav Canada will consider going to designer first.