



ADVISORY

CIRCULAR

NIGERIA CIVIL AVIATION AUTHORITY

AC: NCAA-AC-ANS(AET)001
JANUARY 2026

THE FIVE - PHASE EQUIPMENT CERTIFICATION PROCESS

Date: _____

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Approved by: _____

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Director General of Civil Aviation



NIGERIA CIVIL AVIATION AUTHORITY
(NCAA)

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THE FIVE - PHASE EQUIPMENT CERTIFICATION PROCESS

1.0 PURPOSE

This Advisory Circular (AC) is to provide general information and guidance on the Five-phase process applied to Equipment Certification in compliance with the Civil Aviation Regulations. It aims at providing the necessary procedure and criteria required for the certification of Aeronautical Telecommunication Equipment intended for installation, operation and deployment within the Nigerian Airspace and at Aerodromes.

2.0 REFERENCE

- 2.1 Civil Aviation Act 2022, Section 67 :(a) and (b)
- 2.2 Regulations 14.7.1.38 of Part 14 of the Nig. CARs.
- 2.3 Checklist- CL: AC- ANS (AET) 002
- 2.4 FORM: AC - ANS (AET) 001

3.0 GENERAL

3.1 General Information

3.1.1 The following certification and approval process provides for a continuous interaction from the applicant's initial enquiry to the issue or denial of the requested certificate/approval by the Nigeria Civil Aviation Authority. It

ensures that the applicant's proposed programmes, systems, arrangements, facilities, documentation, personnel and intended methods of compliance are thoroughly reviewed, evaluated and tested by use of the five-phase process.

3.1.2 The five (5) certification phases are:

- a. Pre-application
- b. Formal application
- c. Document evaluation
- d. Demonstration and Inspection and
- e. Certification.

3.2 Certification and Approval Process

3.2.1 The Authority will appoint a team based on the complexity of the proposed operation and a certification Audit Team Leader (ATL) will be selected among them.

3.2.2 The assigned certification ATL will be the designated principal spokesperson for the Authority in the whole process of certification.

3.2.3 Certification process shall follow the listed procedures.

- Initial certification meeting
- Visit to site (site survey, site proving, an aerial survey and Environmental Impact Assessment (EIA))
- Factory Acceptance test (Joint NCCA/owner/consultant)
- Installation.
- Frequency Assignment/Identification codes.
- On site verification (NCAA to establish the relevant area of compliance)
- M.O.U with service provider or technical agreement with designated service provider.
- Personnel Requirement; Licensed officers /trained officers.
- Training Programmes/Manuals of Operation
- Power supply requirement (Primary sources and secondary sources)
- Workshop (equipped with test equipment/tools).
- Contingency Plans (power supply, spares, emergency conditions, security plan (fencing intruders) fire cover).
- Flight Testing/calibration
- Commissioning

- Certification Audit

3.3 PRE – APPLICATION PHASE (PHASE I)

- 3.3.1** a) The intending applicant for equipment certification approval expresses the intention to the Authority. This can be in telephone, writing, or visit to the Authority.
- b) A pre – application meeting is arranged between the applicant and the Authority to discuss the application requirements and certification process.
- c) The Authority issue FORM: AC – ANS (AET) 001

3.4 FORMAL APPLICATION PHASE (PHASE II)

- 3.4.1 Certification Requirement** The application for equipment certification shall be prepared with form: AC – ANS (AET) 001, the form which contain under listed information shall be submitted by Air Navigation Service Provider (ANSP):
- a. Type of equipment (Communication, Navigation, Surveillance) e.t.c
 - b. Name and address of the manufacturer
 - c. Purpose eg. en-route, approach, landing e.t.c
 - d. Year of manufacture
 - e. Proposed location (geographical coordinates)
 - f. Proposed transmission power (PEP) of the facility.
 - g. Information concerning similar facilities in the vicinity including distances from/to the proposed location and also respective frequencies and transmission power
 - h. Justification for the need
 - i. Name and address of the manufacturer including telephone numbers.
 - j. Any additional information that could facilitate the certification process
 - k. Copy of receipt of payment of statutory fee. (All necessary charges are expected to be paid by a proposed operator as contained in the Civil Aviation Act 2022 before grant of

certificate).

3.5 DOCUMENT EVALUATION (PHASE III)

3.5.1 Submission of Proposal

INITIAL ACTION

Phase three shall begin when the aeronautical telecommunication service provider formally submits a proposal for evaluation. This can be in a variety of ways e.g. registered mail, hand carried e.t.c. The NCAA's initial action in phase three is to review the Air Navigation Service Provider's submission to ensure that the information is complete and detailed enough to permit facilitation and further processing.

3.5.2 Manpower / Equipment and Technical Information

3.5.2.1 The purpose of this section is to evaluate and ensure that the proposed equipment meets NCAA specifications and also that there are skilled personnel in sufficient numbers to maintain such equipment when put into operation.

3.5.2.2 This section requires the submission of detailed technical information concerning the equipment. This includes comparative performance characteristics vis-à-vis NCAA specifications as contained in the;

- Nigeria CARs
- Technical Guidance Material, and
- Annex 10.

The submission will also include:

- Schematic diagram,
- Technical manuals,
- User's manuals
- Manufacturers maintenance programme and procedures
- A list of test equipment required, the inspector (s) should be able to identify the type and model
- Proof of availability of spare parts for sustainable operation
- List of licensed personnel trained on this equipment with training records (or training programme before and after installation of the equipment).

3.5.3 Application Conditions -

- i) If the operators' submission is not complete or the quality is obviously unacceptable, it must be returned immediately with an explanation of the deficiencies before further review and evaluation is conducted.
- ii) When the results of the NCAA evaluation of the application are satisfactory activities in Phase IV commences.

3.6 DEMONSTRATION AND INSPECTION (PHASE IV)

3.6.1 Equipment Manufacturer's Profile Assessment.

The purpose of this section is to assess the manufacturer's capability by inspector. - NCAA shall ensure that the applicant is able to produce manufacturer's proof of evidence/ credentials e.g. ISO certification, ICAO Approval/National certification for the production of such aeronautical telecommunication equipment.

3.6.2 Factory Acceptance Test

Joint participatory Factory Assessment Test must be conducted by ANSP and NCAA inspector at factory of the equipment manufacturer, to confirm if the equipment meet specification/operational requirements listed in the technical manual. This will be initiated and facilitated by the service provider. The evidence must be included in the application.

3.6.2.1 Air Navigation Service Provider clearance.

In this section the applicant shall cleared to go ahead and instruct the manufacturer for the shipment of the equipment. This will be done through a formal letter granting such clearance after the conduct of a satisfactory Factory Acceptance Test and copy of report submitted to NCAA has been examined. This will be done through a formal letter granting such clearance.

3.6.2.2 NCAA will examine the feasibility of the frequency for use by the service provider. If the frequency requested is not available an alternative frequency will be assigned.

3.6.3 Site Acceptance Test

Joint participatory Site Acceptance Test must be conducted by

ANSP and NCAA inspector at installation site of the equipment, to confirm that the installed equipment meet performance requirements.

The evidence must be included in the application.

3.6.4 Demonstration

Demonstration of the performance of the equipment must be conducted to confirm if the operational parameters listed in the technical manual are correct. Demonstration must be carried out at the factory and site.

If the result of this phase is satisfactory, action in phase V begins

3.7 CERTIFICATION (PHASE V)

3.7.1 Grant of Operational Certificate

On successful commissioning of the equipment and certification audit, NCAA will grant operational certification which will be based on successful commissioning and certification audit results.

3.7.2 If the equipment is a navigational aid, or surveillance aid, successful flight testing is required prior to the granting of operational certification.

3.7.3 Operational certification will be issued for navigation aids for a period of five years based on successful calibration results over that period in with NCAA Advisory circular on testing of radio Navigation aids.

3.7.4 Service providers are to apply every five years for re-certification.

