



**Islamic Republic of Afghanistan
Civil Aviation Authority**

AERODROME INSPECTORS MANUAL

**AFGHAN CIVIL AVIATION DIRECTIVE
(CAD)**

CAD-AGA-005.0

Aerodromes

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H.E. Capt. Hamid
Director General
Civil Aviation Authority

Approved: _____



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0 Administration and Control

0.1 Abbreviations

The following list contains key abbreviations used in this Manual, as well as others likely to be in common use in the operation of the Aerodrome. A more complete list of abbreviations used in the composition of NOTAM is available in AIP.

A/C.....	Aircraft
ACAA	Afghan Civil Aviation Authority
ACAR.....	Afghan Civil Aviation Regulation
ACFT	Aircraft
ACI.....	Airports Council International
ACN	Aircraft Classification number
ADA	Authority to Drive Airside
ADC	Aerodrome Controller (ATC position in tower)
AEC	Airport Emergency Committee
AEP.....	Aerodrome Emergency Plan
AGL.....	Above Ground Level
AI	Aerodrome Inspector
AIC.....	Aeronautical Information Circular
AIP	Aeronautical Information Publication
AIRAC.....	Aeronautical Information Regulation and Control
AIS.....	Aeronautical Information Service/s
AMSL	Above Mean Sea Level
Annex 14	Annex 14 to the Convention on International Civil Aviation
ANO	Air Navigation Order
ANR	Air Navigation Regulation
AOC	Aerodrome Obstacle Chart
AOC.....	Air Operator's Certificate
APPR	Approach
APU	Auxiliary Power Unit
ARP	Aerodrome Reference Point
ASDA	Accelerate-Stop Distance Available
ASI.....	Airport Safety Inspector
ASIC	Aviation Security Identification Card
ASIR	Air Safety Incident Report



ATC.....	Air traffic Control
ATC.....	Air Traffic Control
ATIS.....	Automatic Terminal Information Service
ATS.....	Air Traffic Services
AT-VASIS.....	Abbreviated T(one side only)-Visual Approach Slope Indicator System
AVGAS.....	Aviation Gasoline
AVTUR.....	Aviation Turbine Fuel (Jet-A1)
CAA	Civil Aviation Authority
CAAP	Civil Aviation Advisory Publication
CAO	Civil Aviation Order
CAR	Civil Aviation Regulation
CofA.....	Certificate of Airworthiness
CWY	Clearway
DAP	Departure and Approach Procedures
DISPLAN.....	Disaster Plan
DM	Duty Manager
DME	Distance Measuring Equipment
DOD.....	Department of Defence
DOT	Department of Transport
ECC	Emergency Coordination Centre
ELB.....	Emergency Locator Beacon
EOC	Emergency Operations Centre
EST.....	Eastern Standard Time
EST.....	Estimated
GA.....	General Aviation
GP.....	Glide Path
H24	Continuous (Day And Night)
HAZMAT	Hazardous Materials
HD.....	Hazard Division
HF	High Frequency (3,000 - 30,000 kHz)
HJ	Daylight Hours (Sunrise to Sunset)
HLS.....	Helicopter Landing Site
HN.....	Night Hours (Sunset to Sunrise)



IAL	Instrument Approach and Landing Chart
IATA.....	International Air Transport Association
ICAO	International Civil Aviation Organization
IFR	Instrument Flight Rules
ILS	Instrument Landing System
IM.....	Inner Marker
IMC	Instrument Meteorological Conditions
DTB.....	Domestic Terminal Building
ITB	International Terminal Building
ITCC	International Terminal Control Centre
IWDI.....	Illuminated Wind Direction Indicator
IWI	Illuminated Wind Direction Indicator
JOSF.....	Joint Oil Storage Facility
JUHI.....	Joint User Hydrant Installation
LDA.....	Landing Distance Available
MAG.....	Magnetic
MAGS	Movement Area Guidance Signs
MATC.....	Manager Air Traffic Control
MATS.....	Manual of Air Traffic Services
MAUW	Maximum All Up Weight
MM.....	Middle Marker
MOWP	Method of Working Plan
MSL	Mean Sea Level
MTOM.....	Maximum Take-Off Mass
MTOW	Maximum Take-Off Weight
N/A.....	Not Applicable
NDB	Non-Directional Beacon
NIG	Nose-In Guidance
NM	Nautical Mile
NOF	NOTAM Office
NOTAM.....	Notice to Airmen
OLS.....	Obstacle Limitation Surface
OM.....	Outer Marker
PANS-OPS ...	Procedures for Air Navigation Services - Aircraft Operations



PAPI.....	Precision Approach Path Indicator
PCN	Pavement Classification Number
PERCOW	Permit to Commence Work
POB	Persons on Board
QFE Q.....	Code - Altimeter Setting to Obtain Height Above the Airport Datum
QNH Q	Code - Altimeter Setting to Obtain Altitude (Height AMSL)
RESA	Runway End Safety Area
RFFS.....	Rescue and Fire Fighting Service
RVR	Runway Visual Range
RWS	Runway Strip
RWY	Runway
SES.....	State Emergency Service
SID.....	Standard Instrument Departure
SIN.....	Security Incident Notices
SIR.....	Security Incident Report
SMC	Surface Movement Controller (ATC Position In Tower)
SOT	Start of Take-Off
STODA.....	Supplementary Take-Off Distance Available
SUP AIP.....	Supplement
SWY.....	Stopway
THR	Threshold
TKOF	Take-Off
TLW	Time Limited Works
TODA.....	Take-Off Distance Available
TORA.....	Take-Off Run Available
TVA.....	T-VASIS
T-VASIS.....	T-Visual Approach Slope Indicator System
TWR.....	Airport Control Tower
TWS.....	Taxiway Strip
TWY	Taxiway
UHF	Ultra High Frequency (300 – 3000 MHz)
UTC	Coordinated Universal Time
VAL	Visual Assessment Lights
VASIS	Visual Approach Slope Indicator System



VFR..... Visual Flight Rules
VHF..... Very High Frequency (30 – 300 MHz)
VMC..... Visual Meteorological Conditions
VOR Very High Frequency Omni-Directional Radio Range
WAC World Aeronautical Chart
WDI..... Wind Direction Indicator
WID..... Width
WIP..... Works In Progress
WSO Works Safety Officer



0.2 Record of Revision

The revision page shall be completed to show: revision number, effective date of the revision, description of changes and the responsible person. Revised pages will display the DD MMM YYYY revision date and revision number on the bottom of each page. Any revision shall display the next sequential number.

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Foreword

This document has been prepared as guidance material for Aerodrome Inspectors (AI) and other civil aviation regulatory personnel tasked with the responsibility for safety regulatory oversight of aerodromes within the Islamic Republic of Afghanistan.

The civil aviation regulations used for reference with this Manual is the Afghanistan Civil Aviation Regulations Part 12 - Aerodromes.

The aerodrome design requirements are the Standards and Recommended Practices (SARPS) contained in ICAO Annex 14, Volume 1, 5th Edition as well as

- CAD-AGA-001.1 - Aerodrome Standards Manual,
- CAD-AGA-002.1 - Generic Aerodrome Manual,
- CAD-AGA-003.1 - Generic Aerodrome SMS Manual, and
- CAD-AGA-004.1 - Aerodrome Certification Procedure Manual

reflecting the ICAO SARPS



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1 Director General's Statement

1.1 Obligation to the Country and International Community

The Islamic Republic of Afghanistan as a Member State to the International Civil Aviation Organization has an obligation to people of the Islamic Republic of Afghanistan and the international community to ensure that civil aviation activities under its jurisdiction are carried out in strict compliance with the Standards and Recommended Practices contained in the eighteen Annexes to the Convention on International Civil Aviation in order to maintain the required aviation standards and recommended practices (SARPS). This is enforced by State's legislation namely the Civil Aviation Law of the Islamic Republic of Afghanistan and the Afghanistan Civil Aviation Regulations.

1.2 State Safety Programme

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1.3 Aerodrome Safety Oversight

This manual details the components of CAA's safety policy relating to aerodromes. It details the responsibilities and accountabilities of the Aerodrome Directorate and the AIs. Key functions include the regulatory safety oversight and certification of aerodrome as specified in ICAO Annex 14 and Afghanistan Civil Aviation Regulation Part 12 - Aerodromes.

This manual contains both policy and guidance material for the AI(s). Where doubt exists to the applicable provisions of the manual this must be referred to Director General before any deviation from the manuals requirement and procedures is initiated.



2 Introduction

2.1 General

2.1.1 Purpose

This manual provides policy, information and guidance to AIs of the Afghanistan Civil Aviation Authority (ACAA), conducting safety oversight functions on aerodrome operations. It provides guidance to AI on the procedures to be followed for:

- [1] conducting safety audits;
- [2] the assessment of an aerodrome operators application for certification;
- [3] the cancellation of an aerodrome certificate;
- [4] the amendment of an aerodrome certificate.

It also provides guidance on general administration and internal and external communications procedures.

This manual establishes various actions required to be undertaken by AIs so that aerodrome operations within the Islamic Republic of Afghanistan are maintained in accordance with:

- [1] Civil Aviation Law and ACAR Part 12 - Aerodromes;
- [2] CAD-AGA-001.1 – Aerodrome Standards Manual;
- [3] Annex 14 to the Chicago Convention of the International Civil Aviation Organization (ICAO), Aerodromes Volume I; and
- [4] any other directives issued by the ACAA, relevant to civil aerodromes.

2.1.2 Scope

This manual is part of the ACAAD document set. It includes processes, flowcharts, letters, forms and other related support documents to aid AIs of ACAA when conducting entry control through the full life cycle actions related to aerodrome matters including safety audits.

Responsibility for the development, implementation and maintenance of aerodrome standards rests with the Aerodromes Directorate. Specifically designated AIs of ACAA are accountable for the ongoing tasks required to ensure that the contents of this manual are being effectively implemented in order to satisfy the following objectives:

- [1] to verify the effective implementation of aerodrome standards;
- [2] to monitor the level of compliance with the provisions of ACAR Part 12 Aerodromes;
- [3] to monitor the effectiveness of those portions of the State Safety Programme relating to aerodromes (from the date of its entry into force);
- [4] to determine the adequacy and effectiveness of the manual through the establishment of legislation, regulations, inspections and audits;



- [5] to ensure all persons who are assigned aerodrome audit duties or responsibilities are trained and instructed to carry out such duties;
- [6] to ensure that violation of standards are investigated; and
- [7] to review and re-evaluate aerodrome standards and controls immediately following an accident or act of violation and on a periodic basis.

2.1.3 Overview and Concept

The system described in this manual consists of the following basic elements:

- [1] conduct of surveys by ACAA of various aerodromes and other aviation stakeholders to determine aerodrome requirements;
- [2] setting of operational standards by the ACAA through the requirement for, and approval of, aerodrome licensing and certification;
- [3] voluntary compliance (internal quality assurance) by the holders of aerodrome certificate;
- [4] surveillance and detection of non-conformity with standards by ACAA;
- [5] investigation and reporting of non-compliance by ACAA;
- [6] notification of violations to stated aerodrome operation requirements by ACAA to Aerodrome operators;
- [7] enforcement action by ACAA in case of non-compliance with requirements by Aerodrome operators.

Regulation 12.4 of the ACAR Part 12 requires the aerodrome operator to develop and submit for approval to the Authority, an Aerodrome Exposition describing in detail the procedures for implementing the various standards required of them. The approval of the Aerodrome Manual by the Authority designates that the requirements contained within the Manual are the standards that are required to be met by the operator, and are those which the aerodrome certificate/license holder shall be expected to meet on a consistent basis, and upon which they shall be held accountable, during any audit or inspection conducted by the Authority.

2.1.4 Distribution

- a) This manual is issued as a controlled document. All copies of the manual are numbered and issued in accordance with the distribution list. It is also published and distributed in electronic PDF format and it is available to all AIs.
- b) One hardcopy (master document) is available at the central library of the ACAA bearing the original signatures.
- c) The Director Aerodromes Directorate is responsible for the distribution and control of the manual. The Director Aerodromes Directorate and each AI will be distributed his own numbered copy of the master document.
- d) Each person printing sample pages of the controlled document shall discard these pages after use. If a whole manual is printed it must be stamped "Uncontrolled copy" on the first page on the printed document.



- e) All copy holders are responsible for the safe custody and maintenance of their numbered copy of the manual and to ensure that their working copy reflects the latest revision of the officially posted manual.

2.1.5 Standardization and Coordination

- a) The major objective of this manual is to identify and to standardize the functions of Als position at ACAA. In addition, it is to provide direction and guidance for all safety related personnel as well as for prospective and current holders of an Aerodrome Certificate (AC). Through the use of this manual, safety personnel are encouraged to make suggestions for revisions. Proposed changes should be coordinated through the Director Aerodromes Directorate for presentation to the Director General for approval.
- b) **Authority to Change this Document.** The Director General must approve all changes to this manual and/or its appendices.
- c) **Direction and Guidance.** A deliberate effort has been made to provide sufficient direction and guidance to standardize the job functions of the Als and other safety related personnel without unnecessarily restricting the initiative of those personnel. Should Als, and Director Aerodromes Directorate find the direction and guidance of the manual too restrictive or inappropriate for a specific case, a request should be made for permission to deviate from the guidance of the manual.
- d) **Conflicts with other ACAA documents.** The guidance in this manual may be found to be in conflict with that in other ACAA manuals and directives. This situation may arise inadvertently or because it is impractical to revise all documents simultaneously. In such a case, Als should refer questions about such conflicts to the Director Aerodromes Directorate. The Director Aerodromes Directorate is required to take the appropriate action to resolve such questions.
- e) **Availability of Aerodrome Inspectors Manuals and bulletins.** This manual is an internal ACAA document. However it may be shown to personnel outside of ACAA particular to assist Aerodrome Operators understand the certification and oversight functions carried out by the ACAA.

2.1.6 Manual Amendments

- a) **Responsibility for amendments** - The Director Aerodrome Directorate is responsible for the development, issue and control of amendments to this manual. Individual manual copy holders indicated on the distribution list are responsible for insertion of all amendments. Individuals at all levels of the ACAA and individuals in the aviation industry are encouraged to make suggestions for revisions to this manual.
- b) **Revision Record System** - A Record of Revision form will be used to inform all personnel using this manual of any changes. Within 10 (ten) days of the receipt of an amendment, confirmation will be provided to the remittent that the required amendment action has been accomplished by the return of the amendment control page, signed and dated by the individual amending an issued Aerodrome Inspectors Manual:



[A] each manual issued must show the amendment number and the date, as described in the list of effective pages;

[B] all amendments will be shown in the Record of Amendments.

- c) **Checklist of Effective Pages** - This will be used to ensure the manual is maintained up to- date. It will be revised, as needed, whenever the manual is revised.

2.1.7 Directive and Guidance Information

- a) **Directive Information** - Directive information is information that is considered directive in nature and will contain terms such as “shall,” or “must,” and means the actions are mandatory. “Shall not” means the action is prohibited. The use of these terms will leave no flexibility, and their direction shall be followed unless otherwise authorized by the Director General or other authorized person.
- b) **Guidance Information** - Guidance information is information considered guiding in nature and will contain terms such as “will,” “should,” or “may.” These terms indicate actions that are desirable, permissive, or not mandatory, and allow flexibility.

2.2 Manual Background Information

2.2.1 Objective

This Aerodrome Inspector Manual has been designed to serve as a multipurpose document that will meet the needs of newly-hired AIs as well as experienced principal inspectors (PI).

Information currently found in many separate documents has been compiled to make the manual as comprehensive as possible. The general layout of this Manual is as follows:

- [1] **Part 2 - Administration:** contains generic and general information that an AI should know before performing the job tasks in Part 2, and 3;
- [2] **Part 3 - Certification and Auditing Procedures:** contains guidance on the certification and auditing activities of aerodrome operators;
- [3] **Appendices** contain sample documentation, checklists and forms.

2.2.2 Format

Task Chapters - Each chapter represents tasks that can be accomplished by an AI. This Manual is numbered sequentially by chapters, with each chapter containing sections. Pages are numbered within each section and are so identified. Page numbers will be located on the bottom right side of each page.



3 Aerodromes Regulatory Authority and Responsibility

3.1 General

The primary responsibility of the ACAA, with respect to regulation and operation of aerodromes in the Islamic Republic of Afghanistan is to ensure that:

- [1] the aerodromes under the jurisdiction of the Islamic Republic of Afghanistan offer a safe operational environment in accordance with the Convention on International Civil Aviation; and
- [2] the obligation of the Islamic Republic of Afghanistan under Article 38 of the Convention to notify ICAO of differences between its national regulations and practices and the International standards contained in Annex 14, Volume I, is met. It is also recommended that differences between the Recommended Practices contained in the Annex 14 and the State's national regulations and practices be notified to ICAO.

This manual contains information for safety oversight and audit processes to be adopted for aerodromes intended for air transport operations.

3.2 Statutory Authority

The Aerodromes Directorate has been formed to perform the task of maintaining regular safety oversight of all of the safety related aspects of aerodrome design, construction and operation in the Islamic Republic of Afghanistan. Effective safety oversight will help to ensure high standards are maintained and will fulfil Sample Country's obligation under the Convention on International Civil Aviation and ensure the requirements of the Civil Aviation Law and ACAR Part 12 are complied with. The Aerodromes Directorate is responsible for carrying out all of the aerodromes related safety oversight responsibilities assigned by the Convention on International Civil Aviation and its Annexes except for those related to aviation security.

In order to accomplish these tasks, qualified AIs will be appointed by the ACAA and assigned to the Aerodromes Directorate against established posts, and will carry out their duties as per the policies laid down by the Director General.

3.3 Aerodromes Directorate Oversight Functions and Responsibilities

The Aerodromes Directorate is organised as a component part of the ACAA, the national Aviation Authority of Afghanistan. It is entrusted by the Director General of the ACAA, pursuant to Civil Aviation Law and other legislation to carry out all required functions, in the area of aerodromes safety oversight which includes -

- [1] establish an aerodromes inspection organisation to assist in carrying out the functions and responsibilities of his office;
- [2] recommend the issuance, and renewal of aerodrome certificate;
- [3] recommend the amendment, cancellation, and suspend any approvals issued;
- [4] making recommendations concerning any special conditions that may, in the light of the investigation, need to be imposed;



- [5] exercise continued surveillance of aerodrome operators related to aerodrome functions;
- [6] identify any deficiencies needing rectification and ensuring necessary corrective actions are taken;
- [7] initiate appropriate enforcement actions;
- [8] develop, issue and amend appropriate regulations, directives, guidance material, advisory circulars, and other documents consistent with the regulations;
- [9] manage the aerodrome components of the State Safety Programme (from the date of its entry into force); and
- [10] perform any other related tasks associated with aerodrome operations.

The activities of the Aerodromes Directorate will be governed by the following –

- [1] Civil Aviation Law and Government directions for exercising the duties and functions under the ACARs;
- [2] ACARs Part 12, ACAA Policies and Directives;
- [3] Organisation Policies, Procedures Manual and Inspectors Manuals;
- [4] safety related Advisory Pamphlets/Circulars/Instructions (if applicable and being issued);
- [5] other relevant directives and instructions that may be issued from time to time by the ACAA.

The regulatory role and responsibilities of the Aerodrome Directorate in the area of aerodromes include:

- [1] ensuring that aerodromes offer a safe operating environment in accordance with the Convention on International Civil Aviation;
- [2] reviewing ICAO State letters on the subject of aerodromes, preparing response thereto and taking action thereon;
- [3] notifying ICAO of differences between partner state's national aerodrome regulations and practices vis-à-vis the SARPs contained in ICAO Annex 14;
- [4] carrying out aerodrome licensing/certification in accordance with the ACARs;
- [5] developing and reviewing national safety standards;
- [6] monitoring and ensuring adherence to aerodrome standards and recommended practices through regular safety audits and providing measures for enforcing compliance;
- [7] conducting regular reviews of aerodrome regulations and practices, and developing and issuing aerodrome safety directives, notices, circulars and/or publications containing guidance material relating to aerodrome standards and recommended practices to promote the improvement of aerodrome safety;
- [8] reviewing aerodrome-related accident and incident investigation reports and performing investigations, where necessary, to determine if there is any violation of safety regulations and requirements by aerodrome operators;



- [9] notification of Aeronautical Information regarding the licensed or certified status and particulars of aerodromes through promulgation in the Aeronautical Information Publications; and
- [10] maintaining a technical library containing files for each licensed or certified aerodrome; records of the organisation; documents issued by the ICAO relating to the design, operations and maintenance of aerodrome facilities and equipment; national aerodrome standards, guidance material and where necessary, other relevant reference materials.

3.4 Aerodrome Directorate Tasks

The following specific core tasks are undertaken by the Directorate:

- [1] Aerodrome Certification and Surveillance;
- [2] Notification to AIS and other organisation;
- [3] Safety audits;
- [4] Development of Aerodrome Standards;
- [5] Compliance and Enforcement.

3.4.1 Aerodrome Certification and Surveillance

These tasks and responsibilities include, but are not limited to:

- a) receiving, recording, reviewing and processing in cooperation with the Flight Operations Inspectors of the ACAA, the expressions of interest received from an intending applicant for an aerodrome certificate;
- b) receiving, recording, reviewing and processing, in cooperation with the Flight Operations Inspectors of the ACAA, the formal application for an aerodrome certificate, including the initial inspection covering the review of the aerodrome manual, on-site verification, inspection and testing of aerodrome particulars, facilities and equipment, including aeronautical studies;
- c) grant or refusal of an aerodrome certificate;
- d) receiving, recording, reviewing and processing applications for the transfer of an aerodrome certificate;
- e) grant or refusal of the transfer of an aerodrome certificate;
- f) receiving, recording, reviewing and processing applications for the surrender of an aerodrome certificate;
- g) cancelling or suspending an aerodrome certificate;
- h) grant of an interim aerodrome certificate; and
- i) reviewing the factors requiring the amendment of an aerodrome certificate and issuing the required amendments.

3.4.2 Notification to AIS and other Organisations

These tasks and responsibilities include:



- a) notifying aeronautical information services (AIS) of the certified status of an aerodrome and providing the particulars of the aerodrome described in the aerodrome manual for promulgation by the AIS;
- b) reviewing any amendments to aerodrome manuals and notifying AIS of the changes to be made in the AIS publications;
- c) coordinating with AIS in the review of any notification received from an aerodrome operator for promulgation by AIS, such as notification of:
 - (i) inaccuracies in AIS publications;
 - (ii) changes in aerodrome facilities, equipment and level of services planned in advance;
 - (iii) advance;
 - (iv) obstacles, obstructions and hazards;
 - (v) closure of any part of the manoeuvring area;
 - (vi) immediate reduction in the level of service at the aerodrome and any other conditions that could affect the safety at or near the aerodrome and warrant precautions to be taken; and
- d) coordinating with other agencies and service providers such as aeronautical information service, air traffic services, designated meteorological authorities, and security.

3.4.3 Safety Audits

These tasks and responsibilities include:

- a) periodic or special on-site audits of the aerodrome safety management system including verification of the aerodrome, and data published in the aeronautical information publication (AIP) and inspection of the aerodrome facilities, equipment and operating procedures; and
- b) review of the aerodrome operator's daily audits and special safety audit reports and actions thereon.

Notes:

- *An aerodrome audit programme should operate on the principle that the aerodrome certificate holder's internal audit programme is of primary importance and that the ACAA's audits are conducted to review and evaluate that programme and, in addition, to independently check and verify the particulars of the aerodrome notified in the AIP, as well as the aerodrome operating procedures, safety measures, facilities and equipment.*
- *Periodic inspections are therefore required to ensure that aerodrome certificate holders meet their obligations under the terms of the certificate and the requirements of the approved aerodrome manual.*
- *The frequency of inspections may correspond to the class of the aerodrome but at least once in a year.*
- *The tasks and responsibilities associated with periodic inspections are described in this manual along with checklists. These tasks may be carried out in the follow-*



ing phases following a Pre-inspection briefing with aerodrome management, including coordination with air traffic control tower personnel.

Administrative inspection of the aerodrome safety management system, including such items as:

- a) current NOTAMs;
- b) medical and RFF training records;
- c) aviation fuel suppliers' safety records;
- d) fuelling agents' certificates and fire safety training records;
- e) documentation of the annual review of the aerodrome emergency plan, including full scale emergency exercises; and
- f) the aerodrome operator's records of the safety audits of fixed-base operators, ground handling agents and other agencies engaged in airside activities.

Movement area inspection including:

- a) the inspection and checking of runways and taxiways in order to ascertain the condition of pavements, markings, lighting, signs, shoulders, strips and runway end safety areas;
- b) checking for potentially hazardous conditions if construction work is in progress, such as excavations, trenches, stockpiled material, inadequate construction area markings, construction equipment in the movement area and inadequate marking and lighting of temporary thresholds;
- c) checking ground vehicle operations in the movement area to verify that only authorized vehicles have access to the area and that the required procedures are being followed, the vehicles are properly marked and the drivers know and use the proper communication terminology;
- d) checking that the public is protected against unauthorized entry to the movement area and against jet or propeller blast;
- e) checking for wildlife hazards and wildlife attractants; and
- f) checking landing direction indicators and wind direction indicators.

Rescue and fire fighting including:

- a) the checking of training records;
- b) random testing of the knowledge of fire fighters;
- c) checking that the equipment is in position, functional and meets the category requirements;
- d) conducting a time response drill;
- e) checking the alarm system; and
- f) checking and examining proximity suits, other protective clothing and fire fighting and rescue tools and supplies in the inventory.



Fuel facilities including the examination of the inspection records by qualified and authorized personnel, particularly checking that the aerodrome fire fighting standards are adequately covered in the inspection checklist, and spot checking, including fuel sampling, for compliance with the applicable requirements.

Night inspections including the evaluation and checking for compliance with the standards related to:

- a) runway, taxiway and apron lighting and signage;
- b) pavement markings;
- c) Aerodrome beacons;
- d) wind direction indicator lighting;
- e) obstacle lighting and the marking; and
- f) lighting of construction areas.

Post inspection briefing with the aerodrome management, including the determination of appropriate enforcement action for non-compliance with the regulations.

3.4.4 Aerodrome Standards

These tasks and responsibilities include –

- a) reviewing ICAO State letters on the subject of aerodromes, preparing responses thereto and taking action thereon;
- b) developing and continuing to review the national standards and practices for aerodrome design, operation and maintenance, and engineering specifications;
- c) notification and consultation with the aviation industry on proposed ICAO SARPs amendments;
- d) developing and issuing orders, rules, advisory circulars and guidance material relating to aerodrome standards and practices;
- e) reviewing plans and designs for new aerodromes or the further development of, or modification to, existing aerodromes, submitted to the ACAA for approval, to ensure that the requirements of the national regulations, standards and the ICAO SARPs are complied with; and
- f) advising the AIs, as required, on aerodrome standards and practices.

3.4.5 State Safety Programme

Manage the aerodrome components of the State Safety Programme (from the date of its entry into force). This includes

- a) monthly reporting against safety objectives;
- b) recommending changes to safety policy and procedures; and
- c) participating in annual review of SPP including providing annual report of the aerodromes aspects of the SPP.



3.4.6 Compliance and Regulatory Enforcement

These tasks and responsibilities include:

- a) suspension of an aerodrome certificate, if:
 - (i) the aerodrome operator's safety management system is found to be inadequate;
 - (ii) it is in the interest of operational safety;
 - (iii) all other means for timely correction of the unsafe condition or ensuring safe aircraft operations have not yielded the required results;
 - (iv) the technical proficiency or qualifications of the aerodrome operator to perform the duties to meet the critical safety requirements in accordance with the regulations are found inadequate;
 - (v) the operator resists or is unwilling to take action to correct or mitigate the condition affecting aviation safety; or
 - (vi) the operator wilfully fails to perform an already agreed upon corrective action and suspension of the certificate is the last resort to avoid unsafe operations in the aerodrome movement area.
- b) revocation of an aerodrome certificate, if the aerodrome operator:
 - (i) is incapable or unwilling to carry out corrective action or has committed/repeated serious violations;
 - (ii) has demonstrated a lack of responsibility, such as deliberate and flagrant acts of non-compliance or falsification of records jeopardizing aviation safety; or
 - (iii) has made it convincingly clear that the continued operation of the aerodrome will be detrimental to the public interest.

3.4.7 Other Safety Tasks

These tasks and responsibilities include:

- a) a first-hand evaluation of full-scale aerodrome emergency exercises to identify problems and deficiencies;
- b) the provision of guidance at the design and construction stages of aerodrome projects, particularly complex projects or where there is significant work that may impact compliance with the regulations;
- c) final inspection of completed projects involving complex or significant work to identify problems or deficiencies that need to be corrected in order to comply with the requirements of the regulations; and
- d) the organisation of, and participation in, aerodrome safety seminars and other training programmes to promote a safety culture.

3.4.8 Technical Library and Records

- a) Technical Library



To enable AIs to keep abreast of the subject of aerodrome design, specifications, operation and maintenance, it is essential to establish a properly organised and administered technical library. The library should contain all documents issued by ICAO relating to the design, operation and maintenance of aerodrome facilities and equipment, and all national standards, rules, orders, advisory circulars and guidance materials. Additionally, the standards and other relevant documentation issued by other States which are commonly used as reference material, and important textbooks and magazines on the subject should also be kept in the technical library. It is important that the documents in the library be promptly amended to keep them current.

b) Records

The main objective of the establishment of the technical file is:

- (i) to maintain files for each aerodrome including certified aerodromes;

Note: *The file for each certified aerodrome should contain records from the expression of interest stage to the issuance or refusal of the certificate, and the file should remain open thereafter for further documentation and correspondence on the subject. Additionally, an aerodrome certificate register should be maintained for each aerodrome as well as a reference log of the date of issue of important letters, forms and certificate numbers.*

- (ii) to maintain close liaison with the Aircraft Accident Investigation Directorate of the Islamic Republic of to obtain data on aircraft accidents and incidents at or near aerodromes for use by AIs in their continuing work.

3.5 Personnel Requirements and Procedures

3.5.1 Aerodrome Inspector Position Description

AIs will report to the Aerodromes Directorate Director, and will be responsible for carrying out the functions described in Section 3.4 of this Manual. Adequate on-the-job training should be provided before entrusting the whole spectrum of aerodrome inspection duties to an inspector.

The typical duties of AIs should include but not be limited to:

- a) verification of the aerodrome data in the aerodrome manual including details of:
- (i) the location of the aerodrome;
 - (ii) the name and address of the aerodrome operator;
 - (iii) the movement area;
 - (iv) the runway declared distances available;
 - (v) aeronautical ground lighting;
 - (vi) ground services; and
 - (vii) notices of special conditions and procedures, if any;
- b) on-site verification and audits of aerodrome operating procedures including:
- (i) the overall aerodrome safety management system;



- (ii) the aerodrome emergency plan and periodic aerodrome emergency exercises;
 - (iii) rescue and fire fighting;
 - (iv) inspection and maintenance of aeronautical ground lighting;
 - (v) promulgation of changes to published aerodrome information;
 - (vi) the prevention of unauthorized entry to the aerodrome, particularly the movement area and protection of the public against jet or propeller blast;
 - (vii) the operator's daily inspection of the aerodrome;
 - (viii) the planning and carrying out of aerodrome construction and maintenance work including compliance with construction safety requirements;
 - (ix) apron management and parking control;
 - (x) the control of vehicles operating on or in the vicinity of the movement area;
 - (xi) wildlife hazard management;
 - (xii) the monitoring of obstacle limitation surfaces and notification;
 - (xiii) the removal of disabled aircraft;
 - (xiv) hazardous materials, including aviation fuel;
 - (xv) the protection of radar and navigational aids; and
 - (xvi) low-visibility operations;
- c) on-site checking and testing of aerodrome facilities and equipment including:
- (i) the dimensions and surface conditions of run-ways, taxiways, stopways, runway end safety areas, runway and taxiway strips, shoulders and aprons;
 - (ii) aeronautical ground lighting systems including flight check records;
 - (iii) standby power;
 - (iv) landing direction indicators and wind direction indicators, aerodrome markings and markers;
 - (v) guidance signs and warning signs in the movement area;
 - (vi) aerodrome maintenance equipment;
 - (vii) disabled aircraft removal plan;
 - (viii) wildlife control equipment;
 - (ix) the presence of obstacles in obstacle limitation surfaces;
 - (x) runway visual range measuring equipment;
 - (xi) the presence of dangerous lights;
 - (xii) rescue and fire fighting equipment;
 - (xiii) fuelling facilities; and
 - (xiv) runway surface friction measuring equipment;



- d) flying assessments and aeronautical studies at aerodromes:
 - (i) in cooperation with the Flight Operations Directorate of the ACAA and other specialists as required, organise flying assessments at aerodromes and conduct aeronautical studies, if and where permitted by the national regulations, standards and practices;
- e) general duties:
 - (i) all other functions relating to the certification of aerodromes including:
 - (ii) receiving and processing of expressions of interest and applications for aerodrome certificates;
 - (iii) processing requests for the amendment, transfer or surrender of certificates or requests for interim certificates;
 - (iv) reporting to AIS;
 - (v) initiating NOTAMs and determining appropriate enforcement action in the event of non-compliance with the regulations.

3.5.2 Directorate Establishment Level

a) General

Staffing of the Aerodromes Directorate with a sufficient number of suitable AIs, experienced, qualified and capable of accomplishing the wide range of activities covered in the Aerodrome Inspector Manual is paramount to the success of the safety oversight programme of the Civil Aviation Authority.

AI must not only have the knowledge, experience and qualifications to carry out their duties in a professionally sound manner, but also possess the personality to win the respect and confidence of the operators. This would require a reasonable level of tact, understanding, firmness, impartiality, integrity and an exemplary personal conduct both in the office and at the operator's premises.

b) Authorised Establishment

The number of AIs required will be determined by the level of and the growth of aviation activity in the country. When planning the following year a review will take place, as required, to determine whether or not there needs to be a change in the number of Inspectors authorised.

The following guidelines are considered to be the minimum number that is reasonable for AIs to carry out their tasks -

- (i) one AI per approximately two international aerodromes and three domestic aerodromes. This is only a rough rule of thumb. It must be, however, taken into consideration the aerodrome category and the complexity of the air operations as these would affect the workload.

3.5.3 Qualifications and Prerequisite Requirements for Aerodrome Inspector

a) Prerequisite Experience

Individuals seeking positions as AIs should have the following desirable background:



- aeronautical engineering;
- civil or electrical engineering;
- Air Traffic Control;
- flight training (ground and flight experience);
- aerodrome management, operations, airline management (experience or institutional);
- experience in other aerodrome programs recognized by the ACAA.
- experience in other safety enforcement programs recognized by the ACAA.

b) Training General

Each AI shall be given training appropriate to his specialty. Inspector training may be administered in various ways. By attendance of training at an external provider's facility under an agreement between the ACAA and the training provider, by undergoing 'On the Job' training (OJT) administered by fully qualified inspectors, or by attending ACAA developed formal courses at a time and location set forth by the Aerodromes Directorate Director. The intent will be to maintain a fully and qualified workforce through the utilization of all of the above methods. Each ACAA Inspector will have a training file maintained at the Aerodrome Directorate that documents all training attended while employed by ACAA.

Expertise for the performance of specific or specialized aerodrome related tasks such as engineering specifications, the reviewing of plans and designs for new aerodromes or the further development of, or modification to, existing aerodromes, shall be obtained on an as needed basis through short term contractual agreements or sub regional cooperative arrangements. Persons hired for the task shall be aerodrome planning engineers, civil engineers or electrical engineers, as necessary.

The training profiles for AIs consist of the following three phases.

- Phase I: Core Training + OJT;
- Phase II: Advanced Training + OJT;
- Phase III: Developmental Training.

Training courses are categorised as follows:

- C1 –Mandatory/Critical
- C2 – Sensitive or Desirable
- “*” – Depending on assigned duties

c) Phase I Core Training

The Core Training phase is the entry level and would be common to all AI. The objectives are:



- (i) to provide basic knowledge and skills on aerodrome operations to enable the AI to administer the regulatory aerodrome certification program; and
- (ii) to allow the inspector to function with minimum and progressively reduced supervision. Such knowledge may be acquired through a combination of formal training courses and on-the-job training.

To accomplish the above objectives the Core Training phase would comprise two (2) parts. The first part of inspectors training would be formal basic training courses and second part would be an OJT program, controlled by the Director Aerodromes Directorate. The OJT training shall include at least 3 months of activities including administrative procedures and a minimum of six inspections with a qualified AI.

d) Core Training Content

- Indoctrination Training (C1):
 - o New Employee Orientation: Administrative rules, ACAA organisation.
 - o Introduction to ICAO: ICAO Structure, ICAO Convention, ICAO Annexes; ICAO Documents; other ICAO publications.
 - o Introduction to CV civil aviation system;
 - o Civil aviation legislation and regulations;
 - o Policy and Procedures Manuals (Inspector Manual, other guidance materials.)
 - o Industry familiarization.
- Certification and Surveillance Training:
 - o Aerodrome certification course (C1);
 - o Aircraft Rescue and Fire Fighting Training;
 - o Aerodrome Emergency Procedures training (C1);
 - o Audit procedures (C2);
 - o Compliance and enforcement procedures;
 - o Safety management system course (C1);
 - o Introduction to Aircraft Accident Investigation Course (C1).
 - o NAVAIDs and Lighting course (C2).
 - o Basic Aviation Security Course (C2)

e) Phase II Advance Training

The advanced training is following the core training.

f) Advance Training Content

- o State Safety Programme (C2)
- o Aviation safety program manager (C2);
- o Aircraft accident investigation (C1*);



- Human factors – operations (C1).
- Aviation safety promotion course (C2)

g) Phase III Development Training

The Developmental phase is achieved by inspectors who have completed most or all of the requirements of phase II. The objectives are:

- (i) to develop skills for specific assignments (which may include, specialized technical functions, project management, or similar); and
- (ii) to promote organisational capacity building through empowerment and leadership.

To accomplish these objectives specific training needs are identified based on individual needs assessment and ACAA and Directorate's objectives and plans. Depending on assigned additional supplementary tasks, the Aerodrome Directorate director can set the need for developmental training relative to the position.

h) Currency Requirement

In order to an AI credential holder to perform the inspection duties prescribed in this Manual, it is necessary to maintain currency by compliance with the following:

- (i) perform an overall aerodrome inspection within the last 12 month period.
- (ii) at least once every year after receiving his/her credential, an AI shall attend one recurrent training course.

i) Training – Planning and Management

Individual Development Program (IDP) – In order to achieve qualification and maintain recurrent training, as required, each AI is required to have an IDP which sets forth mandatory training (within each calendar year) and other planned recurrent training over a 2 to 5 year period. The goal of IDP is for each ACAA Inspector to develop a long term goal for both professional development and proficiency. ACAA is committed to the continued development of its staff and will seek opportunities for each to develop both technical professional competency and further professional growth. IDPs will be approved and maintained by the Aerodrome Directorate Director and Human Resources in each inspector's personal file.

Aerodrome Directorate Director will review each IDP as part of the annual budget preparation process.

j) On The Job (OTJ) Training Programme

(i) Concept

The OJT program is based on the concept of a structured OJT system which can be defined as:

"The identification of training objectives and the planned process of developing task level expertise by having an experienced qualified employee train a new employee at or near the actual work setting."



To be effective, the program objectives must be met within a specified time frame. The recommendation is that this period would commence upon appointment to a position and be completed within 18 months from that date.

(ii) Description

The purpose of the OJT program is to encourage the exercising of knowledge and skills acquired during the indoctrination course, in a controlled setting at the job site. One objective being to provide the inspector trainee with the opportunity to qualify for the issue of the ACAA Delegation of Authority (DoA) on completion of the Core Training phase I. Therefore, the DoA schedule applicable to the inspector group is an important source of tasks for the OJT list.

The OJT program uses an Open OJT Identification and History Form to start an OJT process with a specified qualification objective. This form is used to document the assignment of OJT tasks and evaluation of the assigned inspector by the respective supervisor and Aerodrome directorate Director. Accomplished tasks are recorded in OJT- Task Completion Record Form. Satisfactory completion of assigned tasks will result in the authorisation of specific tasks or group of tasks in DoA Record and Certification Form.

(iii) Task Assignment

Task will be assigned taking into account the need for a trainee inspector to particularly gain experience and competency in all the phase 1 core activities.

(iv) Task Activities Levels

The variability of task contents demands different methods by which command of the task functions can be acquired. Certain tasks lend themselves easily to “show and tell” without affecting any real life scenarios. Others can only be practised under supervision in a real life situation. It is suggested that one of three (3) methods be applied to the tasks, the supervising inspector and Aerodrome Directorate Director making the choice:

- [1] Type A - Observe
- [2] Type B - Assist
- [3] Type C - Independent/Project
- [4] Task Repetitions

Current OJT checklists require some tasks to be repeated a set number of times to provide sufficient exposure to ingrain the prime elements of the task. This is a department choice and should be left to the Aerodrome Directorate Director /Supervisor to set the repetition rate. As a reference, the AI candidate should participate in at least three inspections conducted by a credentialed AI as an observer. The candidate should observe at least two experienced credentialed AIs prepare for and conduct periodic inspections. The inspections should range from a domestic aerodrome to an international aerodrome with at least a Category 5 RFFS.



(v) Task Competency/Qualification

Qualification at an earlier date to any element of the system by an inspector can be authorized by the Aerodrome Directorate Director, upon his satisfaction that the task has been mastered, and that the inspector's authorization documents are amended to include this element. Re-qualification for any task that has been affected by an amendment is not required, unless otherwise stated by Aerodrome Directorate Director.

Competency form on the staff's training file is to be signed by the Aerodrome Directorate Director when competency is issued.

3.6 Delegation, Credentials and Code of Conduct

3.6.1 Instrument of Delegation

Under the Civil Aviation Law the Director General is permitted to delegate some of his powers and functions to members of the ACAA.

The exercising of the powers, duties and functions arising from the delegation schedules directly affects ACAA clients and client relations. In order to sustain a high standard of client service and meet regulatory requirements, it is essential that Delegation of Authority be awarded only to qualified, competent personnel with appropriate knowledge, training and experience. It follows; therefore, that the methods used to assess knowledge, training and experience of candidate inspectors is of primary importance.

The Aerodrome Directorate Director will provide for the issuance of official employee credentials to newly hired inspectors as soon as possible. ACAA delegation will be limited administratively until the inspector has completed the assigned OJT tasks, and/or an assessment of acceptable competence has been made. As each DoA OJT task and formal classroom training is completed and acceptable competence determined, the administrative limitation could be lifted, allowing for Delegation to be progressively increased. An accompanying Delegation of Authority Record and Certification Form should also be issued, indicating the tasks for which the delegation is limited.

All instruments of delegations are only valid when personally signed by the Director General on recommendation from the Aerodromes Directorate Director.

3.6.2 Inspectors Credentials

The Als credentials will identify the bearer as an accredited representative of the ACAA authorized to inspect Certificated Aerodromes and to discharge those duties as provided for under the Civil Aviation Law and ACAR Part 12. Individuals must satisfy certain specific requirements in order to obtain the credentials and retain them only if AI maintains currency. Management must be conscious of these requirements and take appropriate measures to assure that qualified persons are available and current to conduct certification/Licensing programs without interruptions caused by the lack of such persons.

- Use of credentials is subject to the following conditions:

[1] The credentials shall be used only in the conduct of official business.



- [2] Holders of credentials are responsible for the safe custody of Aerodrome Inspection/Audit reports.
- [3] Misuse or improper possession of the credential can subject the offender to disciplinary actions.
- Surrender of credentials:
 - [1] termination of employment;
 - [2] reassignment to a position which does not require an AI credential;
 - [3] issuance of a revised credential;
 - [4] not maintaining recurrent training and experience; or
 - [5] upon demand of issuing authority.

3.6.3 Code of Conduct

The conduct of an AI has a direct bearing on the proper and effective accomplishment of official job functions and responsibilities. Inspectors are required to approach their duties in a professional manner and to maintain that attitude throughout their activities. Through their conduct, Inspectors working in direct contact with operators, and with the public, bear great responsibility in the determination of public perception of the ACAA.

All Inspectors must observe the following rules of conduct:

- a) report for work on time and in a condition that will permit performance of assigned duties;
- b) render full and industrious service in the performance of their duties;
- c) maintain a professional appearance, as appropriate, during duty hours;
- d) respond promptly to directions and instructions received from their supervisor;
- e) exercise courtesy and tact in dealing with co-workers, supervisors, and members of the public;
- f) obtain approval of all absences from duty;
- g) conserve and protect ACAA property, equipment, and materials (Inspectors may not use or permit others to use ACAA equipment, property, or personnel for other than official business.)
- h) when duties concern the expenditure of public funds, have knowledge of and observe all applicable legal requirements and restrictions;
- i) safeguard classified information and unclassified information that should not be given general circulation as provided by ACAA Directive – Handling of Classified Matters. Inspectors shall not disclose or discuss any classified information or "official use only" information unless specifically authorized to do so.
- j) observe the various laws, rules, regulations, and other authoritative instructions, including all rules, signs, and instructions relating to personal safety;
- k) uphold with integrity the public trust involved in the position to which assigned;



-
- l) report known or suspected violations of law, regulations, or policy through appropriate channels;
 - m) not engage in private activities for personal gain or any other unauthorized purpose while on government property;
 - n) give any supervisor or official conducting an official investigation or inquiry all information and testimony about all matters inquired of, arising under the law, rules, and regulations administered by the ACAA;
 - o) not use illicit drugs or abuse alcohol or other substances;
 - p) not participate in telephone eavesdropping (Advance notice must be given whenever any other person is placed on the line for any purpose whatsoever). An advance verbal warning must be given when an automatic recording device or a speaker telephone is used. The use of recording devices, portable or otherwise, on telephones shall be limited to areas involving air safety.)
 - q) not make irresponsible, false, or defamatory statements that attack, without foundation, the integrity of other individuals or organisations (Inspectors are accountable for the statements they make and the views they express.)



4 Aerodrome Operations and Safety Oversight

4.1 Aerodrome Operator Responsibilities

4.1.1 General

Aerodrome safety is a vital link in aviation safety. It is achieved by providing appropriate aerodrome services, facilities and equipment and maintaining them and the aerodrome environment to a level safe for aircraft operations. By complying with the prescribed standards and procedures, and by taking a proactive safety management approach in the operation of their aerodromes, aerodrome operators can demonstrate that they have discharged their safety obligations to the travelling public.

4.1.2 Requirement for Aerodrome Operations

The general requirement for some aviation entities and service providers is to develop aerodrome manuals and submit them to the ACAA in accordance with ACAR 12 as part of their exposition and the operator of an aerodrome intended for air transport operations shall be in possession of an aerodrome certificate.

Certified aerodromes must have a current approved aerodrome manual to describe aeronautical data and other information specific to each particular aerodrome.

4.1.3 Aerodrome Manuals

a) Submitting an Aerodrome Manual

An aerodrome manual is required to be submitted to ACAA as a component of a formal exposition along with the application for certification as detailed in ACAR Part 12 and respective Guidance Material.

b) Approval Aerodrome Manual

- (i) Upon receipt of a submitted aerodrome manual, the ACAA has authority to approve, reject or require modification to the submitted aerodrome manual.
- (ii) Notification to the aerodrome operator of any disapproval or requirement for modification will be made in writing. Where an aerodrome manual is approved and the other elements of certification have been complied with, an aerodrome certificate will be issued.
- (iii) An approved aerodrome manual also provides a basis for on-going surveillance of aerodromes and aerodrome operators by ACAA AIs after initial certification has been achieved.

c) Amendment of Aerodrome Manual

- (i) Whenever necessary to retain currency or if directed by the ACAA, an aerodrome operator shall amend the aerodrome manual and provide copy of the amendment(s) to ACAA. The ACAA under ACAR Part 12 has authority to approve, reject or require modification of the submitted aerodrome manual amendment.
- (ii) Approval will result in an amended aerodrome manual. Notification to the aerodrome certificate holder of that approval, or rejection (or requirement



for change to the amendment) as a result of a submitted amendment or adjustment will be made in writing to the operator as soon as is practicably possible, and wherever possible prior to the proposed effective date of implementation of the proposed amendment or adjustment.

4.1.4 Tasks and Responsibilities

a) Tasks

The aerodrome operator shall, as specified in ACAR Part 12 undertake the following:

- (i) arrange for internal audits of the safety management system, including inspections of the aerodrome facilities and equipment;
- (ii) ensure that the internal audit reports, including the report on the aerodrome facilities, services and equipment, are prepared by suitably qualified safety personnel;
- (iii) retain a copy of the report(s) referred to in paragraph B above for a period to be agreed with the ACAA. The ACAA may request a copy of the report(s) for its review and reference;
- (iv) the report(s) referred to above must be prepared and signed by the persons who carried out the audits and inspections;
- (v) have a procedure for preventive action to ensure that potential causes of problems that have been identified within the system are remedied;
- (vi) a process to capture staff suggestions for improvement, followed by management review and possible implementation of those suggestions;
- (vii) an internal quality audit programme to audit the aerodrome certificate holder's organisation for conformity with the procedures in its manual and achievement of the goals set out in it.

b) Internal Audit

Each certified aerodrome operator will incorporate an internal audit process to provide factual information for management to make appropriate decisions in accordance with the aerodrome manual. This internal audit should be able to:

- (i) determine the compliance or non-compliance of the audit elements with specified requirements;
- (ii) determine the effectiveness of the implemented standards in meeting the specified objectives; and
- (iii) provide the audited organisation with the opportunity to improve the operational standard and overall performance.

c) Internal Audit Quality Assurance Programme

The aerodrome operator's audit process will be contained in an internal quality assurance programme that shall:

- (i) specify the frequency and the location of the audits taking into account the nature of the activity to be audited;



- (ii) ensure audits are carried out by trained auditing personnel who are independent of those having direct responsibility for the activity being audited;
- (iii) ensure the results of audits are recorded and reported to the personnel responsible for the activity being audited and the manager responsible for internal audits;
- (iv) require preventive or corrective action to be taken by the personnel responsible for the activity being audited if problems are found by the audit; and
- (v) ensure follow up audits to review the effectiveness of any preventive or corrective actions taken are regularly carried out.

4.1.5 Corrective Action

The procedure for corrective action shall specify how:

- a) to correct an existing problem;
- b) to follow up a corrective action to ensure the action is effective; and
- c) management will measure the effectiveness of any corrective action.

4.1.6 Preventative Action

The procedure for preventive action shall specify how:

- a) to correct a potential problem;
- b) to follow up a preventive action to ensure the action is effective;
- c) to amend any operational procedure as a result of a preventive action; and
- d) management will measure the effectiveness of any preventive actions taken.

4.1.7 Management Review

The procedure for management review shall:

- a) specify the frequency of management reviews of the quality assurance system taking into account the need for the continuing effectiveness of the system;
- b) identify the responsible manager who shall review the operational standards; and
- c) ensure the results of the review are evaluated and recorded.

4.1.8 Tests

Each aerodrome certificate holder shall test its level of compliance with standards, the objective of which is to determine the effectiveness of both the processes and systems involved and the individual performance of staff members tasked with carrying out those processes in the system.

4.1.9 Records

Each aerodrome certificate holder shall maintain records to demonstrate the achievement of quality operational standards. Most of the recording will be normal business processes and statistical information, however such records should include:



- a) training reports and training records of all members of the organisation, including management;
- b) incident and occurrence reports;
- c) internal audit reports;
- d) external audit reports;
- e) recurrent testing reports;
- f) equipment testing and servicing reports;
- g) proposals for change;
- h) records of work improvement coordination meetings and outcomes; and
- i) management review meetings and reports.

4.2 Safety Oversight Aerodrome Operators

4.2.1 General

Aerodrome safety oversight in the broad sense means the total scope of activity conducted by ACAA to assess that aerodrome operations are conducted to a level that is as safe as is reasonably practicable. Aerodrome certification involves, but is not limited to, initial entry (via a permission from ACAA in the form of a certificate), continuing oversight action by way of audits and/or inspections, education activity and, where necessary, enforcement action (ranging from warnings to action to suspend or cancel certificates).

The types of Audit are determined by the circumstances under which the audit is convened and includes the following:

- a) Initial Certification Audit: It is the first audit conducted prior to issuance of an aerodrome operating certificate.
- b) Post Certification Audit: Once the Organisation has been issued a certificate, a final certification audit will be conducted to ensure that the certification requirements have been met. This takes place 12 months following the initial certification.
- c) Periodic Certification Audit: This is the audit for certificate renewal. Inspection will be conducted to verify the Organisation overall level of conformance to regulatory requirements. All applicable characteristics of the Organisation will be subject to review.
- d) Additional Authority Audit: An additional authority audit may be conducted prior to the granting of an additional authority.
- e) Special Purpose Audit: This inspection is one conducted to respond to safety concerns or circumstances other than those requiring a post certification audit an additional authority audit or a periodic certification audit. These inspections may be conducted for a number of reasons; a follow-up to periodic inspection findings or test the aerodrome continued compliance with aerodrome manual and national aerodrome regulations. They are flexible in coverage and may en-



compass only a portion of the certification requirements. A record may be made of the visit. The inspections are not intended to be all- inclusive but may be.

- f) Certificate Renewal Audit: The audit is conducted for certificated aerodrome once in up every 3 years in accordance with ACAR Par 12 to renew the validity of the aerodrome certificate, upon submission of written notification to the ACAA for renewal of its certificate.

4.2.2 Safety Oversight Audit

Aerodrome safety oversight audits shall only be carried out by ACAA authorized and certified personnel. These personnel will have undergone audit training and be in possession of competency certificates in the conduct of aerodrome audits issued by the ACAA. Those without the necessary qualifications or experience may carry out audits and inspections only under the supervision of a person who is appropriately qualified and experienced. [Figure 4-1](#): Safety Oversight Audit Process

gives and overview of the safety oversight audit process and activities.

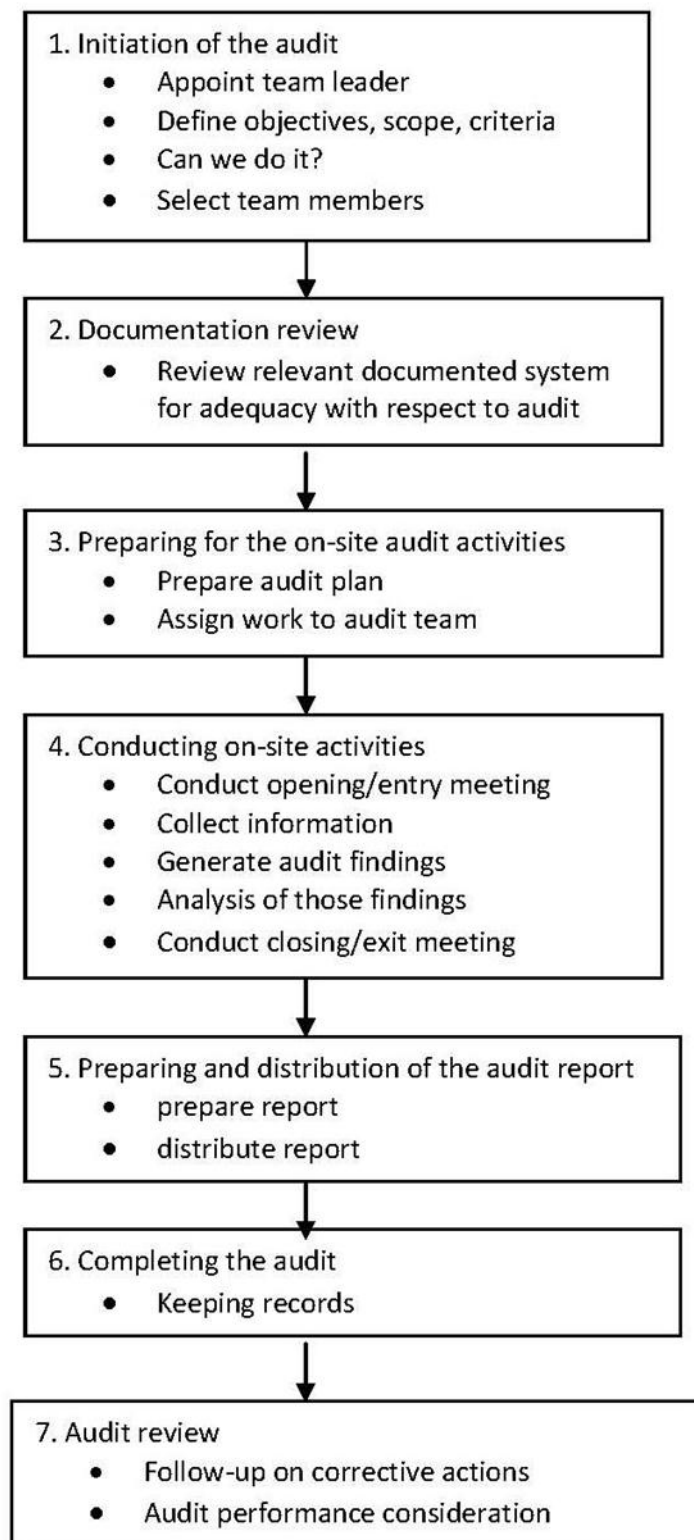


Figure 4-1: Safety Oversight Audit Process



4.2.3 Scheduling Audits/Inspections

The Aerodromes Directorate Director is responsible for scheduling inspections and audits of all aerodrome certificate holders and other aerodrome operators.

The selection of the aerodrome and the frequency of the inspections and audits will be at the discretion of the Director, subject to the followings:

- a) in normal circumstances each aerodrome certificate holder will be the subject of audit at least once (1) per calendar year;
- b) other aerodromes will be subject to inspection from time to time as determined by the Aerodrome Directorate Director;
- c) in the intervening period between scheduled audits, inspections of relevant parts of aerodrome operations may take place, e.g. Inspectors may attend at aerodrome emergency exercises;
- d) in certain situations, or following the occurrence of an accident/incident, or at the discretion of the Director General, additional full or partial

4.2.4 Inspection/Audit Team

a) General

Whether an inspection is carried out by a team or by an individual, a lead inspector should be placed in overall charge.

b) Responsibilities

The lead inspector is ultimately responsible for all phases of the inspection. The lead inspector has the authority to make final decisions regarding the conduct of the inspection and any inspection observations.

The lead inspector's responsibilities cover:

- [1] assisting with the selection of the inspection team;
- [2] preparation of the inspection plan;
- [3] communicating and clarifying inspection requirements to the inspection team;
- [4] communicating the inspection plan to the provider;
- [5] representing the inspection team with the aerodrome's management;
- [6] the formulation of the conclusions and non-conformities of the inspection;
- [7] the assessment of the level of the found non-conformities;
- [8] submitting the inspection report according to the ACAA procedure;
- [9] ensuring that the inspection is carried out with due regard to ethical standards; and
- [10] taking or recommending action to the Authority, in accordance with the authority boundaries of the lead inspector, any licensing action that is considered necessary.

Inspectors are responsible for:



- [1] complying with the applicable inspection requirements;
- [2] communicating and clarifying inspection requirements;
- [3] planning and carrying out assigned responsibilities effectively and efficiently documenting the observations;
- [4] reporting the inspection results to the lead inspector; and
- [5] co-operating with and supporting the lead inspector.

c) Activities

The lead inspector should:

- [1] plan the inspection;
- [2] ensure that the aerodrome operator is notified of the inspection;
- [3] prepare working documents and brief the inspection team;
- [4] report critical non-conformities;
- [5] report any major obstacles encountered in performing the inspection;
- [6] report on the inspection results clearly, conclusively and without undue delay; and
- [7] be accountable for any action taken by the audit team.

Inspectors should:

- [1] remain within the inspection scope;
- [2] exercise objectivity;
- [3] collect and analyse evidence to support claims that is relevant and sufficient to define non-conformities and to develop conclusions regarding the inspected system; and
- [4] remain alert to any indications (including body language) of evidence that may influence the inspection results and possibly require more extensive inspection.

4.2.5 Aerodrome Operator

The aerodrome's management should:

- a) inform relevant employees about the objectives and scope of the inspection;
- b) make available members of senior management with safety accountabilities during the inspection;
- c) appoint members of staff to accompany members of the inspection team when required;
- d) provide all resources needed for the inspection team in order to ensure an effective and efficient process;
- e) co-operate with the inspectors to permit the inspection objectives to be achieved; and



- f) on the basis of the inspection report, develop a plan for corrective and preventive action for approval by the authority.

4.2.6 Aerodrome Safety System Audit

a) Audit Process

There are three (3) stages to an audit:

- (i) preparation for the audit;
- (ii) conduct of the audit on-site; and
- (iii) recording of findings, reporting and follow-up.

b) Preparation Audit/Inspection

As mentioned previously, there are distinct differences between audits and inspections. However, many of the processes for the two remain essentially the same, albeit that an audit is far more detailed.

The basic phases to the preparation for an audit or inspection are:

- (i) notification
- (ii) Inspection Team selection and assignment
- (iii) identification and review of all pertinent documentation, including receipt and review of pre-audit questionnaire;
- (iv) preparation of checklist (standard checklist as included in Section 5.2 of this Manual);
- (v) Audit Plan;
- (vi) Confirmation of audit arrangements with the aerodrome certificate holder being audited.

c) Notifying Audit/Inspection

The Director shall notify in writing each selected aerodrome operator that an audit has been planned for that facility or service provider along with the Audit Programme. Every notification shall include;

- (i) the dates of the intended audit;
- (ii) name of the ACAA auditors;
- (iii) scope of activities to be covered under the audit;
- (iv) list of persons to be made available to the audit team for interview;
- (v) deadlines for the submission of the pre-audit questionnaire (if applicable); and
- (vi) request for essential documentation, as specified by the ACAA that may be required to be reviewed prior to the actual audit.

d) Inspection Team Selection and Assignments



Each inspector should be assigned specific tasks or organisational elements to inspect - such assignments should be made by the lead inspector in consultation with the inspectors concerned.

e) Review of Documentation

As a basis for planning the inspection, the lead inspector should request and review for adequacy the provider's safety assurance documentation, and any other documentation and records found necessary. Generally speaking the following documents need to be reviewed before each audit is carried out:

- (i) the aerodrome documents/Exposition for the entity being audited; e.g. aeronautical data, aerodrome operations procedures, Aerodrome Manual, AEP Manual, SMS Manual;
- (ii) appropriate regulatory and other legislative texts; e.g. ACAR Part 12, ASM; ICAO Annex 14 Volume 1;
- (iii) operating manuals and/or standard operating procedures;
- (iv) site plans and descriptions of the aerodrome certificate holders operations;
- (v) logbooks on facilities and equipment;
- (vi) flight schedules;
- (vii) previous audit or inspection reports; and
- (viii) information contained in the pre-audit questionnaire.

The purpose of this review is to determine the status of the documentation as it relates to the entity being audited, and to identify key areas that need to be observed and analysed during the actual audit. Particular attention should be paid to previously identified items of non-compliance from previous reports. This review will also assist in the preparation of checklists to be used by the audit team during the actual conduct of the audit.

The pre-audit questionnaire may provide an opportunity to gather useful information about the entity being audited. This questionnaire shall be developed by the audit team leader and transmitted to the aerodrome certificate holder in accordance with the requirements of this manual.

f) Preparation of Checklists

The use of checklists is to be utilized to provide a structure to the audit that allows for consistent and standardized conduct of audits. Standardizing the conduct of audits guarantees objectivity, impartiality and credibility. In addition this will also provide a degree of transparency for all stakeholders subject to audit.

Checklists will be prepared by Audit Team Leader and distributed to the members of the audit team in advance of the audit in order that they are fully prepared. Generic checklists have been developed and are included in this manual (see Section 5.2), and they are applicable to each category of aerodrome. However the operational details may vary from one aerodrome to any other, so checklists specific to that aerodrome operator need to be developed prior to the audit.



g) Audit/Inspection Plan

Based on the defined depth and scope of the inspection and taking into account the results the review of the provider's documentation and records, the lead inspector should prepare an inspection plan.

The inspection plan should be approved by the Director and communicated to the inspection team carefully and in detail, and to the aerodrome provider to the extent deemed necessary for an effective and efficient execution of the inspection.

The plan should be designed to be flexible in order to permit changes in emphasis based on information gathered during the inspection, and to permit flexible use of resources.

The plan should include at least the following:

- (i) the inspection objectives and scope;
- (ii) identification of the organisational elements to be inspected;
- (iii) identification of all reference documents that the inspection will be carried out against (such as the applicable regulations, provider's documentation etc.);
- (iv) identification of inspection team members;
- (v) the date and place where the inspection is to be conducted;
- (vi) the expected time and duration for each major inspection activity, including meetings with key personnel;
- (vii) the schedule of meetings to be held with aerodrome management;
- (viii) inspection report distribution and expected date of issue. If the provider objects to any provisions in the inspection plan, such objections should immediately be made known to the lead inspector. They should be resolved between the lead inspector and the provider and, if necessary, ACAA before executing the inspection.

h) Confirmation of Audit Arrangements

Prior to the scheduled date of the audit, the audit team leader should confirm to the aerodrome certificate holder the date(s) and location of the audit, and the availability of senior management and key staff identified in the preparation of the timetable. It is highly desirable to forward the audit timetable to the aerodrome operator, well in advance, to assist in their preparation for the audit.

4.2.7 Onsite Conduct of Audits

a) Purpose

The purpose of the conduct phase of the audit is to gather information and then compare that gathered information to the information contained within the approved documentation which establishes the standards for operation of the entity being audited. In this case:

- (i) national regulations governing aerodromes (ACAR Part 12);



- (ii) Aerodrome Standards Manual/ICAO Annex 14, to which the aerodrome certificate holder is subject;
- (iii) the aerodrome manual and other documents of the entity being audited;
- (iv) information can be gathered by:
 - [A] Observations;
 - [B] Review of documentation; and
 - [C] Formal and informal interviews.

b) Entry Meeting

The first action taken when commencing an audit is the conduct of an entry meeting. The purpose of the entry meeting is to:

- (i) establish communication between the audit team and representatives of the aerodrome certificate holder;
- (ii) ensure there is clear understanding of the purpose of the audit;
- (iii) explain how the audit will be carried out;
- (iv) brief the auditee about expectations for support for the audit team;
- (v) clarify and confirm the audit timetable; and
- (vi) resolve any other matters of concern.

c) Evidence of Compliance

- (i) Observations of operational equipment, activities and procedures form the main source of evidence that the aerodrome is conforming to regulatory requirements or otherwise. Verifiable evidence is necessary to provide the true measure of compliance or non-compliance with required standards and procedures. Checklists for the inspectors' guidance can be found in Section 5.2. Evidence provides the verification that written procedures are in fact implemented.
- (ii) Additionally, evidence by assessment of each facility, equipment or procedure through observations and discussions to determine compliance with requirements and documentation plus implementation assists to establish compliance with mandatory obligations. If non conformities are found, look for facts to establish proof and make a formal record (checklist notes, photos etc.).
- (iii) Exercise discretion when making observations in the workplace. The presence of an auditor (often accompanied by a senior person within the organisation) can have a disrupting impact on the workflow in what may be a potentially hazardous environment. Take care to ensure the presence of the auditor does not create an abnormal situation that could lead to errors or omissions being made by those being observed. Do not do anything that could disrupt the workflow, or refocus staff away from their primary tasks.
- (iv) Where appropriate, watch as technical processes are performed, and observe the work practices of those involved. Observe the facilities and



equipment that are being used, the work instructions provided, and the working environment. Talk to the people in the workplace. Establish how many people are involved, and if they have duties other than those they perform in support of aerodrome operations.

- (v) Identify reporting actions for identified or perceived problems. What is the actual documentation process and does it conform to the required process. If deficiencies are seen, discuss them with the management representatives away from the workplace.
- (vi) Make use of the checklists developed for the audit to structure and record the observations.

d) Interviewing

- (i) Another principal element of the audit is the interview of selected staff members from the aerodrome certificate holder. The position and job function of the interviewee will determine the type and scope of questions to be put to the interviewee. It is always best to interview the most senior representative available first, and follow this with interviews of other managers and key personnel identified in the audit plan. This can extend to individual staff members if necessary, but normally an informal conversation at their workplace would achieve the same result.
- (ii) Establish how the senior person expects the aerodrome certificate holder to operate from an aerodrome operation perspective. Identify any changes that have been made, or are being planned. Gain knowledge of other issues that may be affecting the organisation, for example, changes in the scope of work carried out, industrial relations etc. Establish how the senior person satisfies him or herself that the entity is in compliance with the approved aerodrome documents. Determine how identified or perceived problems are recorded and handled.
- (iii) Ask open questions based on the checklists. If necessary, and depending on the information received, adjust the depth of examination. Try to avoid asking questions that can be answered with a simple 'yes' or 'no'. Try to focus on what is occurring now, not what might occur in the future (the audit finding rely on verifiable evidence).
- (iv) Formal interviews need to be carefully structured. The objective of the formal interview is to meet the main representatives of the aerodrome certificate holder and discuss existing measures. Interviews are usually preceded by onsite observations so the auditor is already aware of the situation and has perhaps already noticed discrepancies or exceptional performance. Any discrepancy must be mentioned to the audited party during subsequent interviews. The location of the interview is important. The selection of the person's office is usually the best option, as interviewing him/her in his/her natural environment might make it easier to establish a climate of trust and reduce possible tension. The auditor is the one who, as a rule, travels to meet the interviewee. This is preferable to having individuals meet in the auditor's office and helps avoid the impression of an interrogation.



e) Recording of Audit Findings

- (i) Findings are the result of an observed action once it has been compared to the required approved documentation. An observation of a documented requirement or an implemented requirement will indicate whether compliance with required procedures is achieved or not. Non-compliance is classified as a finding, and it should be accompanied by a request for corrective action. Findings are not opinion, but statements of facts as observed by the auditor. As such they must be backed up by proof, or other evidence of non-compliance, such as a photograph or the completed checklist, explanation of deficiency, or a statement of findings by the auditor.
- (ii) Audit findings shall be classified into different categories, as follows:
 - [A] non-compliant, with major deficiencies - Category 1;
 - [B] non-compliant, with minor deficiencies - Category 2;
 - [C] compliant, but improvement desirable - Category 3;
 - [D] not Applicable - N/A (element that does not apply to the entity being audited, e.g. length of runway on a helipad);
 - [E] not Confirmed - N/C (element whose compliance with required documentation could not be verified during the audit for whatever reason, e.g. lack of time, absence of key personality).
- (iii) Clearly Category 1 findings are a high priority as they require major corrective action to correct the deficiency, with Category 2 findings as a second priority, and so on.
- (iv) It is important that the senior management of organisation being audited is made aware of the results of the audit, including the specific findings. Obviously "Category A" findings need to have priority. Therefore, it is necessary to conduct a post audit or exit meeting where these findings can be communicated. It may not be necessary to inform the aerodrome certificate holder of everything that may be included in the final written report, as the audit team may need time to reflect upon their observations before concluding a finding, so the onus is on providing the aerodrome operator with an initial explanation of the major findings. Additionally, all issues of concern may be communicated to the auditee's staff during the audit as they arise.

f) Exit Meeting

The objectives and activities of the post audit, or exit meeting are to:

- (i) review the purpose of the audit and how it was carried out;
- (ii) record attendance at the meeting;
- (iii) present the major audit findings;
- (iv) request comments or explanations on any of the findings;
- (v) confirm corrective actions (if possible) and agree time frames for their implementation;



- (vi) advise what to expect in the final audit report together with time frame for delivery; and
- (vii) identify, and where possible resolve, any other issues of critical safety concerns.

4.2.8 Audit Reports

- a) The audit report formally documents the compliance performance of the aerodrome operator by recording matters of non-compliance with mandatory regulatory standards and other safety-related obligations. The report must accurately record all that took place during the audit, should reflect the tone of the audit and contain no surprises.
- b) It is the responsibility of the team leader to coordinate the development of the audit report. The team leader and all other auditors/members must sign the report.
- c) While each report will contain factually varying information, it is important that the reports should be similarly structured and formatted to allow for comparison and analysis and to ensure that each audit completed is to a consistent standard. A standardized report format is contained in Section 5.2.
- d) Audit reports generally will not include recommendations to address findings. The responsibility for appropriate remedial activity rests with the aerodrome operator.
- e) The audit or inspection report shall also specify a time frame for the organisation being audited or inspected to respond to the findings made in the report.
- f) It is the responsibility of the team leader to ensure that the completed audit or inspection report is sent/delivered to the aerodrome operator within three (3) weeks from the on-site audit or inspection exit meeting.

4.2.9 Corrective Actions

- a) On receipt of an audit or inspection report, the organisation concerned is required to submit a Corrective Action Plan (CAP) within an agreed period. The CAP is a written confirmation by the aerodrome certificate holder detailing the measures they intend to implement, to address all of the findings of non-compliance.
- b) The CAP must incorporate actions that at least will remedy the deficiency in the short term and prevent a future re-occurrence. Failure to compile a CAP or failure to comply with the deadline for submission of the CAP or failure to implement the measures outlined in the CAP may result in enforcement action, including possible sanctions against an aerodrome certificate.
- c) Every CAP generated as a result of findings communicated to an aerodrome certificate holder, following an inspection or audit, must contain, as a minimum:
 - (i) the recommendations/elements in need of improvement;
 - (ii) planned corrective action;



- (iii) identification of the person(s) responsible for implementing and finalizing the corrective action; and
 - (iv) time frame for completion.
- d) Where the ACAA has not received advice that corrective action has been taken by the due date, the aerodrome operator is to be advised that it is overdue, and that the ACAA expects the matter to be resolved within ten (10) days. If a formal notice has not been received with satisfactory closing action, within the ten (10) day period, the aerodrome certificate holder should be advised in writing by the audit team leader that unless immediate action is taken to close the findings then action may be taken against the aerodrome certificate holder in accordance with regulatory provisions.
- e) In cases where the aerodrome certificate holder being audited or inspected does not implement corrective action regarding the findings made by the audit team because it disagrees with any of them, it should direct a formal written notice of disagreement to the director General ACAA, laying down the reasons for the disagreement. The Director General may review this and determine subsequent action in accordance with the regulatory requirements and the best interests of safety for the industry within "Sample Country".
- f) The team leader is responsible to ensure that a follow-up audit or inspection takes place as necessary after the actions mentioned in the CAP have been advised as completed, in order to ensure that the stated corrective action has taken place within the agreed time frame, and that the corrective action has been successful in ensuring compliance with the aerodrome standards and/or other regulatory obligation.
- g) The Aerodrome Directorate Director is responsible for maintaining a database of audit and inspection findings. Each team leader is to enter their respective results onto this database, and review the contents on a regular basis to ensure that timeframes are being respected and overdue actions are identified.

4.2.10 Audit Records

- a) All documents relevant to the audit or inspection should be retained and placed on the aerodrome certificate holder's file (aerodrome file) after completion of the audit. These should include, where applicable, the following:
 - (i) a copy of the initial notification of the audit;
 - (ii) the audit timetable;
 - (iii) completed checklists;
 - (iv) all notes made during the audit by the audit team;
 - (v) records of any interviews;
 - (vi) records of entry and exit meetings;
 - (vii) a copy of the Corrective Action Plan (CAP);
 - (viii) results of follow-up activities to ascertain compliance;



- (ix) corrective action form from operator.
- b) It is the responsibility of the Aerodrome Directorate Director to establish and maintain an audit database that will contain all the findings gained from the audits and inspections of all aerodrome certificate holders. This database will be utilized by ACAA to monitor the constant surveillance on all aerodrome certificate holders, and in the development of audit and inspection schedules and timetables.

4.3 Regulatory Enforcement

4.3.1 General

The Government has established comprehensive legislation that reaches every aspect of aviation. The goal of the State Safety Programme is to maintain the highest possible standard in safety. It is the role of the Aerodromes Inspectors and other Inspectors of the ACAA to promote safety through the compliance and enforcement process, as in all regulatory Authority programs. It is the responsibility of the aviation industry to strive to attain full compliance. Aerodrome safety depends primarily on adherence to regulatory requirements. Therefore, compliance is promoted primarily through education, training, and counselling. However; when situation warrants a formal enforcement action must be undertaken. Enforcement action is taken when it is in the public interest to do so, applying a measured and proportional sanction in each case that takes into account compliance history and all other relevant factors.

When a violation occurs, it is essential that the AI take action consistent with paragraph 4.3.2. That action should in each case be reasonably designed to promote future compliance by the aerodrome in violation. Inspectors do not have the authority to ignore or waiver violations.

4.3.2 Enforcement Options

There are several enforcement options available to the ACAA as a result of findings following an audit or an aerodrome inspection. These options include, but may not be limited to:

- a) written notification of corrective action required together with follow-up inspections as necessary;
- b) provision of education and/or guidance as to how compliance may be achieved;
- c) requirement for re-training or re-certification of facilities, personnel and equipment;
- d) specific operator instruction;
- e) fines;
- f) suspension of an aerodrome certificate pending rectification of deficiencies; and
- g) revocation of an aerodrome certificate.

In all cases any enforcement action must be authorised by the Director General. This will normally be done on the basis of a recommendation of the Aerodromes Directorate Director.



4.4 Exemptions and Deviations

4.4.1 General

This part applies to all categories of aerodromes. An application for exemption is a request from an organisation or member of the public to be exempted from the requirements of a regulation or part thereof. Application for an exemption from ACAR Part 12 may originate from airlines regarding aircraft operations; or from aerodrome operators for Aerodrome certification regulations. ACAR Part 12.2 covers the requirements for such applicants.

Any application for exemption from any provision should be forwarded to the ACAA for consideration.

4.4.2 Processing Exemption

a) Initial Review for Compliance

Initial Review for Compliance - The ACAA reviews the application for exemption, to ensure that the applicant meets the requirements of ACAR Part 12.2 as following:

- (i) the specific requirement from which the applicant seeks exemption explaining the nature and extent of the relief sought;
- (ii) justification for the exemption giving information, views, or arguments to support the action sought;
- (iii) the reason why granting the request would be in the public interest; and
- (iv) a detailed description of the alternative means by which the applicant is to ensure a level of safety equivalent to that established by the regulation from which the exemption is applied for. The applicant reason should justify that the exemption would not adversely affect safety or the action to be taken by the applicant will provide a level of safety equal to that provided by the provision under these regulations, from which the exemption is sought.

b) Applicant does not meet Requirement

The Authority shall inform the applicant and no further action shall be taken on that application. A letter of rejection is prepared for signature of the Director General. This letter explains why the application does not satisfy the requirements and is to be sent to the applicant within 30 days of the receipt of the application.

c) Applicant does meet Requirement

Where the Authority determines that the application for exemption meets the requirements of the ACAR Part 12.2 and that a review is justified, the ACAA shall notify and may publish on the ACAA web site or at least one local newspaper of wide circulation, a detailed summary of the application, for public comment, specifying the date by which the comments are to be received by the ACAA for consideration.



4.4.3 Analysis

While each request for an exemption must stand on its own merit, due diligence must be made to each application for exemption for administrative purposes (namely, to see if similar exemptions have been granted before.). In an exemption action, maintaining an equivalent or greater level of safety is of primary concern. The analysis should focus on the applicant's justification that safety would not be adversely affected. Consideration in the analysis should include:

- a) the effect of an undue burden upon the applicant if the exemption is not granted, relative to the burden that others bear in complying with the regulation(s);
- b) the effect of setting a precedent with respect to safety and public interest. A review of related previous exemption action may be in order. As with any application, the Authority may request additional information from the applicant.

4.4.4 Procedures for Granting or Denying Exemption

ACAR Part 12.2 permits the Director General to evaluate an application for exemption after the initial review, to determine whether the proposal by the applicant provides a level of safety equivalent to that established by the regulation from which the exemption is sought.

A grant of the exemption would contravene the applicable standards; the request shall be granted or refused and any conditions or limitations that may be part of the exemption.

The request shall be granted or refused and any conditions or limitations that may be part of the exemption.

- a) **Decision to Grant.** After completing the analysis, the Director General may conclude that the applicant's arguments support a grant of exemption. In this case, the ACAA Staff will draft a document granting the exemption.
- b) **Decision to Deny.** After reviewing all of the issues involved, the Director General may determine that the applicant has not shown reasonable support to granting the exemption. A decision to deny the exemption is based on the determination that the exemption would not be in the public interest, would adversely affect safety, or, if applicable, would not provide a level of safety equal intended by the regulation. Under such circumstances, they will prepare a denial of the exemption document citing the reasons.
- c) **Partial Grant of an Exemption.** If the Authority determines that part of the applicant's request meets the criteria for granting the application, it may issue a partial grant of exemption. The guidelines above for grant of exemption and denial of exemption documents should be followed citing reasons. The document must fully discuss those parts of the request that are being denied and those that are being granted.
- d) **Document Contents.** The document granting the exemption should answer the following questions:
 - (i) What was the applicant's request?
 - (ii) What does the current rule require?



- (iii) What arguments did the applicant use to support the request?
- (iv) If the Authority does not agree with all of the arguments presented by the applicant to support the grant of exemption, these reasons shall be discussed. All issues presented by the applicant are to be addressed. The document should discuss how granting the request will not adversely affect safety and should explain how the action proposed by the applicant will provide a level of safety equal to the rule. Any conditions, design modifications, operating limitations, expiration date, etc. must be made part of the granting clause. The formats for these documents are shown in Section **Error! Reference source not found.**

The Authority shall inform the applicant in writing and publish a detailed report of its evaluation and decision to grant or deny the application for exemption. Where an exemption affects a significant number of stake holder's population of the aviation industry in Sample Country, the ACAA shall publish the report in the Aeronautical Information Circular.

4.5 Participation in Safety Related Activities

4.5.1 General

A key component of the State Safety Plan is the participation in safety related activities. This section details some of these regular activities.

4.5.2 Aerodrome Emergency Plan (AEP) Exercises

It is recommended that AIs attend the biennial full scale emergency exercise required by ACAR Part 12. An exercise should not only be a learning experience for aerodrome/emergency personnel but an opportunity for the AI to do a first-hand evaluation of the AEP. Normally an AI will be only one of several people evaluating an exercise. Any problems or deficiencies brought out during the exercise which requires a change to the AEP need to be attended to in a timely manner by aerodrome management.

4.5.3 Pre-design/Major Aerodromes Work Projects

It is recommended that AIs attend pre-design and preconstruction conferences when a construction project is complex or there is significant work that may impact compliance with ACAR Part 12. This will allow the inspector to make input prior to the time of design/construction. AI recommendations and comments should be documented and form part of the minutes of the Pre-design/Preconstruction Conference.

4.5.4 Final Inspection Completed Projects

At the completion of a construction project involving complex or significant work the AI, if requested, should accompany the Authority project engineer/manager to assure compliance with ACAR Part 12. If problem areas are noted, coordination with aerodrome management should be accomplished in order to bring the project up to standards.



4.6 Records/files Management

4.6.1 Retention of Records

Enforcement case files shall be retained for the minimum time required by law.

4.6.2 Destruction of Files

The AIs shall review Safety Inspection case files on a regular basis to identify and list case files that are eligible for destruction. The list will be forwarded to the Director Aerodrome Directorate for re-examination and a final determination.

4.6.3 Use of Safety Investigation Files for case Studies

Safety Investigation files may be used for case studies by the Authority. In such instances, information which may identify the parties involved would be deleted from these files before release.

4.6.4 Classification and Control of Enforcement Records

All Aviation Enforcement records shall be treated as confidential documents. ACAA personnel dealing with Enforcement matters shall ensure that these documents and records are always secured when work areas are left unattended.



5 Forms, Checklists and Certificates

5.1 Forms

5.1.1 Application for Issue and Renewal Aerodrome Operators Certificate

APPLICATION FORM AD1 AFGHANSTAN CIVIL AVIATION AUTHORITY

1. Applicant/Aerodrome Details

a) Legal name of applicant/organisation	
b) Name of aerodrome	
c) Trading name (if any)	
d) Address for service	
e) Telephone/Fax	
f) Email Address	
g) Your reference (contact person/order nr)	

2. Reason for Application

Initial Issue	Renewal
---------------	---------

3. Questionnaire

	Yes	No
a) Has organisation been convicted of transport offence in last five years or is the organisation facing charges for a transport offence?		
b) Has organisation previously had an application for an aviation documentation rejected or has an aviation document been held by the organisation been revoked?		

4. Type of Aircraft Operations intended for aerodrome

a) Largest aeroplane type/reference code that aerodrome has been designed for.	
b) Maximum number of passenger seats of largest aircraft planned for regular operations.	
c) Type of operations – day/night/instrument/instrument precision	



5. Aerodrome Limitations

Summary of any aerodrome limitations on the use of the aerodrome that arise from the aerodrome design or the facilities or services intended at the aerodrome.

6. Senior Persons

List of senior persons and their areas of responsibility

7. Declaration

This application is made for and on behalf of the applicant or organisation identified above. I certify that I am empowered by the applicant or organisation to ensure that all activities undertaken by the applicant or organisation can be financed and carried out in accordance with the standard required by the Civil Aviation Department.

I declare that to the best of my knowledge and belief the statements made and the information supplied in this application and the attachments are complete and correct.

Full name of Chief Executive:

Signature of Chief Executive:

Date of Application:

Notes

The completed application form together with the appropriate application fee (as notified in the Aeronautical Information Circulars) and Aerodrome Exposition/Manuals should be forward to:

Aerodrome Directorate Director

Civil Aviation Department

Sample City

Official Use	
Date Received	File Reference
Application fee receipt issued	



5.1.2 Application for Amendment to Aerodrome Operators Certificate

**APPLICATION FORM AD2
AFGHANSTAN CIVIL AVIATION AUTHORITY****1. Organisation/Aerodrome Details**

a) Name of certificate holder	
b) Certificate number/file reference	
c) Name of Aerodrome	
d) Contact Person	
e) Contact details (Tel/fax/email)	

2. Aerodrome Limitations

List any additional limitations on the use of the aerodrome that arise on the aerodrome design or changes to the current limitations, as shown on your existing certificate.

3. Senior Persons

List any changes to your senior persons as shown on your certificate. Clearly indicate where a person is to replace an existing senior person or it is a new position



4. Declaration

This application is made for and on behalf of the certificate holder identified above. I certify that I am empowered by the certificate holder to authorise the proposed amendments.

Full name

Signature

Date:

Official Use

Date received	File
Task assigned	



5.2 Checklists

5.2.1 Aerodrome Exposition/Manual Pre-Certification Audit Inspection Checklist

Applicant:

File Number:

Manuals Submitted:

Revision Number:

Item	Manual's Reference	ACAA Comments
Regulation Compliance Matrix		
Applicant's statement signed by CEO		
List of effective pages		
Record of amendments		
Contents Page		
Definitions and Abbreviations		
Headers/footers including <ul style="list-style-type: none"> a) Company name b) Name of manual c) Revision and date d) Page number 		
Index		

Part 12 Exposition

Regulation Reference	Manual's Reference	ACAA Comments
12.3.2 (1) (i) CEO Statement		
12.3.2 (1) (ii) List Senior Persons required		
12.3.2 (1) (iii) Duties and responsibilities of senior persons		
12.3.2 (1) (iv) Organisation chart		
12.3.2 (1) (v) Limitations established		
12.3.2 (1) (vi) Exemptions		
12.3.2 (1) (vii) Control of Exposition		
12.3.2 (1) (viii) Changes to organisation		



Part 12 Aerodrome Emergency Plan and maintenance of emergency plan		
Regulation Reference	Manual's Reference	ACAA Comment
12.6.15.2 (a) (1) Types of emergencies planned for		
12.6.15.2 (a) (2) Prompt response to emergencies		
12.6.15.2 Sufficient detail to provide guidance		
12.6.15.2 (a) (4), (5) Agencies and responsibilities		
12.6.15.2 (a) (18) Description OPS Centre & Command Post		
12.6.15.2 (a) (3) Description & location of equipment		
12.6.15.2 (a) (2), (3) Names & telephone numbers		
12.6.15.2 (b) (2) Grid map		
12.6.15.1 (a); 12.6.15.2 (a) (21) (ii) Coordination		
12.6.15.5 Personnel familiar & trained		
12.6.15.6 Plan tested		
12.6.15.4 (c) Grid map reviewed		

Part 12 Rescue Fire Fighting		
Regulation Reference	Manual's Reference	ACAA Comment
12.6.16.5 Category determination		
12.6.16.6 Description of extinguishing agents		
12.6.16.6 Description of vehicles		
12.6.16.8 (c)		



Personnel adequately equipped		
12.6.16.8 (b); 12.6.16.9; IS 12.6.16.10 (b); IS 12.6.16.10 (d) Personnel trained, fit & competent		
IS 12.6.16.10 (b) Recurrent training		
12.6.16.8 (a); 12.6.16.9 Sufficient number available		
IS 12.6.16.13 Alerting system		
12.6.16.5 (a), 12.6.16.7 Procedures & authority for reduction in category		
Aerodrome Emergency Plan Procedures for recall		
IS 12.6.16.13 Procedure AIS notification		
Aerodrome Emergency Plan Preventative maintenance		

Part 12 Public Protection

Regulation Reference	Manual's Reference	ACAA Comments
12.6.9; 12.6.21 Description of safeguards against entry		

Part 12 Wildlife hazard management

Regulation Reference	Manual's Reference	ACAA Comments
12.6.23; IS 12.6.23.1; IS 12.6.23.4.1; IS 12.6.23.4.2 Wild life hazard management plan		

Part 12 Notification of aerodrome data/AIS

Regulation Reference	Manual's Reference	ACAA Comments
12.6.12 Notification to AIS of data & info		
12.6.12 Notification of limitations		
12.6.12		



Notification of changes		
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Part 12 Safety Management System		
Regulation Reference	Manual's Reference	ACAA Comments
12.6.5; IS 12.4.2 Part 5.2 Safety policy		
12.6.5; IS 12.4.2 Part 5.2 Establishing & monitoring safety indicators		
12.6.5; IS 12.4.2 Part 5.2 Procedure for identifying existing/potential problems		
12.6.5; IS 12.4.2 Part 5.2 Procedure for controlling and mitigating risks		
12.6.5; IS 12.4.2 Part 5.2 Procedure for corrective action		
12.6.5; IS 12.4.2 Part 5.2 Procedure for preventative action		
12.6.5; IS 12.4.2 Part 5.2 Internal audit programme		
12.6.5; IS 12.4.2 Part 5.2 Management review procedure		
12.6.5; IS 12.4.2 Part 5.2 Documentation		

Part 12 Aerodrome maintenance programme		
Regulation Reference	Manual's Reference	ACAA Comments
12.6.4, 12.6.25 Maintenance Programme		
12.6.4; 12.6.24 Condition of pavement		

Part 12 Visual aids for navigation – checking/maintenance		
Regulation Reference	Manual's Reference	ACAA Comments
12.6.13; 12.6.19; IS 12.4.2 Part 4.6; Aerodrome Standards Manual Reliable and accurate		



12.6.13; IS 12.4.2 Part 4.6; Aerodrome Standards Manual Allowable outages		
12.6.13; IS 12.4.2 Part 4.6; Aerodrome Standards Manual Restore to service		

Part 12 Works on aerodrome

Regulation Reference	Manual's Reference	ACAA Comments
12.6.14; IS 12.4.2 Part 4.8 Detailed procedures		

Part 12 Aerodrome inspection programme

Regulation Reference	Manual's Reference	ACAA Comments
12.6.20 Equipment		
12.6.20 Procedures for qualified personnel		
12.6.20 Reporting system		

Part 12 Control of ground vehicles

Regulation Reference	Manual's Reference	ACAA Comments
12.1.6.2; 12.6.18, IS 12.4.2 Parts 4.2, 4.11 Access limits		
12.6.15.2 (22); 12.6.18 Procedures access and control incl. radio (ATC)		
12.6.18 Procedures non ATC		
12.6.3.1 (h) (2); 12.6.18 Personnel familiarity & compliance		

Part 12 Aircraft limitations unsafe conditions

Regulation Reference	Manual's Reference	ACAA comments
12.3.7 (a) (5) Procedures restricting OPS		
12.3.7 (a) (8)		



Procedures unsafe areas		
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Part 12 Security Requirements		
Regulation Reference	Manual's Reference	ACAA Comments
12.6.21 Barrier safeguards incident		
12.6.21 Control of ducts, drains		
12.6.21 Construction and height of barriers		
12.6.21 Isolated park position		
12.6.21 Lighting parking area		
12.6.21 Lighting isolated parking		
12.6.21 Areas for screening		
12.6.21 Sterile areas		
12.6.21 Separated arrival departures		
12.6.21 Security enhanced areas		
12.6.21 Domestic screening		
12.6.21 Control concession areas		
12.6.21 Designation access control		
12.6.21 Security awareness training		
12.6.21 Procedures breeches deficiencies		
12.6.21 Security of services		
12.6.21 Signage		
12.6.21		



Contingency plans		
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Part 12 Aerodrome Design Requirements		
Regulation Reference	Manual's Reference	ACAA Comments
12.5, Aerodrome Standards Manual Design aircraft/aerodrome code		
12.5, Aerodrome Standards Manual Non-instrument/instrument/cat		
12.5, Aerodrome Standards Manual Day or night		
12.5, Aerodrome Standards Manual RWY Physical characteristics Annex 14 chapter 3 compliance		
12.5, Aerodrome Standards Manual TWY Physical characteristics Annex 14 chapter 3 compliance		
12.5, Aerodrome Standards Manual Apron Physical characteristics Annex 14 chapter 3 compliance		
12.5, Aerodrome Standards Manual OLS Annex 14 chapter 4 compliance		
12.5, Aerodrome Standards Manual OLS obstacle survey report provided		

Part 12 Personnel requirements		
Regulation Reference	Manual's Reference	ACAA Comments
12.6.3 Assessing & maintaining competence		

Part 12 Aerodrome air traffic management		
Regulation Reference	Manual's Reference	ACAA Comments
IS 12.4.2 Part 4.14 (c) Provision of AFIS/ATC		



Part 12 Apron Management Service		
Regulation Reference	Manual's Reference	ACAA Comments
12.6.17 Appropriate level of AMS		
12.6.4 (e); 12.6.17 (b); IS 12.4.2 Part 4.9(a) Coordination ATC/AMS		

Part 12 Reporting of accidents and incidents		
Regulation Reference	Manual's Reference	ACAA Comments
IS 12.4.2 Part 4.10(e) Reporting accident/incident		
IS 12.4.2 Part 4.10(e) Details and time of report		
12.6.15.2(24), 12.6.27(e) Procedure preserving scene of accident		