

**MATRIX OF IDENTIFIED COMMON FINDINGS AND HARMONIZED CORRECTIVE ACTION**

<b>PQ No.</b>	<b>Critical Element</b>	<b>Protocol Question</b>	<b>Proposed Harmonised Corrective Action</b>
<b>8.003</b>	<b>CE-2</b>	Has the State implemented procedures for the amendment of its specific regulations, taking into consideration ICAO provisions and their amendments?	<ul style="list-style-type: none"> <li>- Timely implementation of the procedure developed for the amendment of regulations.</li> <li>- Develop a checklist relating to the implementation of the procedure and the regulation shall be developed and implemented.</li> <li>- In addition, the records of the amendment process shall be made and kept as appropriate.</li> </ul>
<b>PQ No.</b>	<b>CE</b>	<b>Protocol Question</b>	
<b>8.015</b>	<b>CE-2</b>	Has the State implemented procedures for identifying and notifying differences, if any, to ICAO?	<ul style="list-style-type: none"> <li>- Establish and implement the procedures for identifying and notifying differences to ICAO.</li> <li>- Develop a checklist relating to the implementation of the procedure for notifying differences to ICAO.</li> <li>- Ensure timely notification of differences to ICAO and any significant differences should be published in the AIP.</li> </ul>
<b>PQ No.</b>	<b>CE</b>	<b>Protocol Question</b>	
<b>8.035</b>	<b>CE-3</b>	Have job descriptions been developed for technical staff and key management personnel of the aerodrome regulatory authority?	The different functions within the Aerodrome Inspectorate should all be listed and the corresponding minimum qualifications and job descriptions developed.
<b>PPQ No.</b>	<b>CE</b>	<b>Protocol Question</b>	

<b>PQ No.</b>	<b>Critical Element</b>	<b>Protocol Question</b>	<b>Proposed Harmonised Corrective Action</b>
<b>8.039</b>	<b>CE-3</b>	Does the aerodrome regulatory authority have sufficient human resources (including an appropriate mix of technical disciplines given the size and scope of all the aerodrome operations in the State) to carry out its functions and mandate?	<ul style="list-style-type: none"> <li>- A mechanism/procedure for determining the appropriate numbers commensurate with the work load should be developed and used to determine the right number of Inspectors needed.</li> <li>- Sufficient human resources with the appropriate mix should be recruited in the Inspectorate to carry out its functions and mandate?</li> </ul>
<b>PQ No.</b>	<b>CE</b>	<b>Protocol Question</b>	
<b>8.042</b>	<b>CE-4</b>	Does the State ensure that the established minimum qualification and experience requirements are met by all technical staff and key management personnel of the aerodrome regulatory authority?	<ul style="list-style-type: none"> <li>- A document prescribing the minimum qualifications to be met by the inspectors should be developed.</li> <li>- Ensure that at recruitment the Inspector meets the minimum qualifications established.</li> <li>- The level of training of all the inspectorate staff.</li> <li>- Ensure that the required training and experience is met collectively within the department.</li> </ul>
<b>PQ No.</b>	<b>CE</b>	<b>Protocol Question</b>	
<b>8.053</b>	<b>CE-4</b>	Does the aerodrome regulatory authority develop a periodic training plans detailing and prioritizing the type of training to be provided during the established period?	<ul style="list-style-type: none"> <li>- Develop and implement a periodic training plan in line with the training programme.</li> <li>- Carry out a training needs assessment to determine and prioritizing the type of training to be carried out during the specified period.</li> <li>- Ensure that OJT requirements are met for all the inspectorate staff.</li> </ul>

<b>PQ No.</b>	<b>Critical Element</b>	<b>Protocol Question</b>	<b>Proposed Harmonised Corrective Action</b>
			Ensure that records of all training are made and kept appropriately.
<b>PPQ No.</b>	<b>CE</b>	<b>Protocol Question</b>	
<b>8.055</b>	<b>CE-4</b>	Is the training programme appropriately implemented?	<ul style="list-style-type: none"> <li>- Carry out a training needs assessment to determine and prioritizing the type of training to be carried out during the specified period.</li> <li>- Ensure that records of the trainings attended including the course content are kept.</li> </ul>
<b>PPQ No.</b>	<b>CE</b>	<b>Protocol Question</b>	
<b>8.087</b>	<b>CE-6</b>	Does the aerodrome regulatory authority review the organizational competence and level of resources of prospective aerodrome operators or certificate holders and ensure that they employ competent personnel to perform all critical activities for aerodrome operations and maintenance?	<ul style="list-style-type: none"> <li>- Finalize development of the Advisory Circular for qualification requirements of the staff identified in line with CBT guidelines.</li> <li>- Engage aerodrome operators in setting organizational competence</li> <li>- Carry out an audit on the qualifications of the personnel identified.</li> <li>- Show evidence of implementation.</li> </ul>
<b>PQ No.</b>	<b>CE</b>	<b>Protocol Question</b>	
<b>8.099</b>	<b>CE-6</b>	As part of the State's aerodrome certification process, does the State implement procedures for accepting a non-compliance with the established requirements, including a risk assessment mechanism and notification procedure?	<ul style="list-style-type: none"> <li>- Establish an exemption procedure.</li> <li>- Using a checklist identify non-compliances at aerodromes that may require issuance of exemptions.</li> <li>- Following an application for an exemption implement the exemption procedure.</li> </ul>

PQ No.	Critical Element	Protocol Question	Proposed Harmonised Corrective Action
			<ul style="list-style-type: none"> <li>- Document and retain records for the process of issuing exemptions.</li> </ul>
PQ No.	CE	Protocol Question	
8.147	CE-7	Does the State ensure that aerodrome operators have a process for determining and providing relevant information that a runway, or part of, may be slippery when wet, including the minimum friction level for reporting of slippery runway conditions as specified by the State, or by other methods of determination?	<ul style="list-style-type: none"> <li>- States should determine and establish the minimum friction levels.</li> <li>- Ensure that the requirement to measure friction is included in the aerodrome manual.</li> <li>- Ensure that the aerodrome operators have testing equipment for measuring friction levels.</li> <li>- Amend the checklist to include details for checking that aerodrome operators are measuring friction levels at aerodromes.</li> <li>- Ensure that the operator measures and reports the friction levels of the runway regularly.</li> </ul>
8.161	CE-6	Does the aerodrome certification process include an assessment of the aerodrome physical characteristics, facilities, operational services and equipment to verify compliance with the specified standards and practices?	<ul style="list-style-type: none"> <li>- Develop a comprehensive checklist including all pertinent requirements included in Chapter 3, Annex 14 for physical characteristics, facilities, operational services and equipment.</li> <li>- Carry out the five- phase certification process for all international aerodromes</li> <li>- Use the checklist to verify compliance with requirements during the certification process for all international aerodromes.</li> </ul>

<b>PQ No.</b>	<b>Critical Element</b>	<b>Protocol Question</b>	<b>Proposed Harmonised Corrective Action</b>
			<ul style="list-style-type: none"> <li>- Ensure that aerodrome data is published as appropriate.</li> </ul>
<b>PQ No.</b>	<b>CE</b>	<b>Protocol Question</b>	
<b>8.169</b>	<b>CE-5</b>	Are checklists provided to and used by aerodrome inspectors during inspections of aerodrome physical characteristics, facilities, operational services, equipment and installations?	CASSOA to convene working group to develop specific comprehensive checklists for physical characteristics, facilities, operational services, equipment and installations covering all the requirements of Annex 14 .
<b>PQ No.</b>	<b>CE</b>	<b>Protocol Question</b>	
<b>8.171</b>	<b>CE-6</b>	Whenever a change to the aerodrome physical characteristics, facilities or equipment is proposed, does the aerodrome regulatory authority ensure that the aerodrome operator has a procedure for evaluating the impact of this change on the safety of the existing operation?	<ul style="list-style-type: none"> <li>- Establish requirements for aerodrome operators to develop procedures for evaluating and reporting the impact of this change on the safety of the existing operation.</li> <li>- To ensure that operators have developed as part of their aerodrome manuals, procedures for evaluating and reporting the impact of this change on the safety of the existing operation.</li> <li>- Ensure that operators implement the procedures as appropriate.</li> </ul>
<b>PQ No.</b>	<b>CE</b>	<b>Protocol Question</b>	
<b>8.257</b>	<b>CE-7</b>	Has the State established and implemented a mechanism to ensure that aerodrome operators maintain good friction characteristics and low rolling resistance on runways?	<ul style="list-style-type: none"> <li>- Determine and establish minimum friction levels and requirements for good friction characteristics for runways.</li> <li>- Develop an advisory circular on maintenance of good friction characteristics and low rolling resistance on runways.</li> </ul>

<b>PQ No.</b>	<b>Critical Element</b>	<b>Protocol Question</b>	<b>Proposed Harmonised Corrective Action</b>
			<ul style="list-style-type: none"> <li>- Ensure that the aerodrome operators procedures develop and implements.</li> <li>- procedures to maintain good friction characteristics and low rolling resistance on runways.</li> <li>- Maintain records of evidence of implementation from periodic audits and inspections.</li> </ul>
<b>PQ No.</b>	<b>CE</b>	<b>Protocol Question</b>	
<b>8.299</b>	<b>CE-6</b>	Does the State ensure the implementation of requirements for the establishment and manning of emergency operations centres and mobile command posts, and for communication between them?	<ul style="list-style-type: none"> <li>- Establish a requirement for the aerodrome operator to establish emergency operations centres and mobile command posts, and provide for communication between them.</li> <li>- During the initial certification process the aerodrome operator should submit an emergency plan detailing establishment of an Emergency.</li> <li>- Operations Centre (EOC) and a mobile command post.</li> </ul>
<b>PQ No.</b>	<b>CE</b>	<b>Protocol Question</b>	
<b>8.315</b>	<b>CE-7</b>	Does the State ensure that aerodrome operators provide training for firefighting personnel, including live fire drills?	<ul style="list-style-type: none"> <li>- Establish requirements for aerodrome operators to provide training for firefighting personnel commensurate with their level of operations.</li> <li>- Develop an Advisory Circular on the training of firefighting personnel.</li> <li>- Develop a checklist detailing training requirements for firefighting personnel.</li> <li>- Ensure that the aerodrome operator develops and implements a training programme including for the fire fighting personnel as well as maintain records of the training activities.</li> </ul>

<b>PQ No.</b>	<b>Critical Element</b>	<b>Protocol Question</b>	<b>Proposed Harmonised Corrective Action</b>
			<ul style="list-style-type: none"> <li>- Coordinate the Partner States to enable the firefighters.</li> </ul>
<b>PQ No.</b>	<b>CE</b>	<b>Protocol Question</b>	
<b>8.365</b>	<b>CE-6</b>	Has the State promulgated and ensured implementation of a regulation to require aerodrome operators to ensure that organizations performing activities at the aerodrome comply with the aerodrome safety requirements?	<ul style="list-style-type: none"> <li>- Establish requirement for aerodrome operators to ensure that organizations performing activities at the aerodrome comply with the aerodrome safety requirements.</li> <li>- Develop an Advisory circular on the implementation of an SMS at an aerodrome.</li> <li>- Ensure that aerodrome operator includes in their aerodrome manual a procedure for checking the SMS of organizations performing activities at the aerodrome.</li> <li>- Ensure that the aerodrome operator regularly checks and maintain records that the organizations comply to safety requirements.</li> </ul>
<b>PQ No.</b>	<b>CE</b>	<b>Protocol Question</b>	
<b>8.367</b>	<b>CE-2</b>	Has the State promulgated a regulation which defines the circumstances and rationale for the conduct of aeronautical studies/risk assessments?	<ul style="list-style-type: none"> <li>- Develop an advisory circular for the conduct of aeronautical studies or risk assessments.</li> <li>- Establish a procedure for conducting aeronautical studies or risk assessments before granting exemptions.</li> </ul>
<b>PQ No.</b>	<b>CE</b>	<b>Protocol Question</b>	
<b>8.375</b>	<b>CE-7</b>	Has the State established and implemented a mechanism to assess the outcomes of the conduct of risk assessments or aeronautical studies?	Develop a checklist for the assessment the outcomes of the conduct of risk assessments or aeronautical studies.

<b>PQ No.</b>	<b>Critical Element</b>	<b>Protocol Question</b>	<b>Proposed Harmonised Corrective Action</b>
			Carry out assessment of the outcomes of the conduct of risk assessments or aeronautical studies and maintain records of the assessment.
<b>PQ No.</b>	<b>CE</b>	<b>Protocol Question</b>	
<b>8.377</b>	<b>CE-8</b>	Does the State ensure that the outcomes of risk assessments or aeronautical studies, in the form of exceptions, are published in a document which is publicly accessible, such as the State AIP?	<ul style="list-style-type: none"> <li>- Ensure that the exemptions granted are published in the AIP</li> <li>- Ensure that the AIP is publicly accessible.</li> </ul>
<b>PQ No.</b>	<b>CE</b>	<b>Protocol Question</b>	
<b>8.381</b>	<b>CE-2</b>	Has the State promulgated regulations for the measurement and reporting to AIS of geographical coordinates for obstacles?	
<b>PQ No.</b>	<b>CE</b>	<b>Protocol Question</b>	
<b>8.401</b>	<b>CE-7</b>	Has the aerodrome regulatory authority developed and implemented procedures for the continuing surveillance of aerodrome certificate holders?	<ul style="list-style-type: none"> <li>- Establish and implement a procedure for continuing surveillance of aerodrome certificate holders including scheduled (prioritized) and adhoc inspections.</li> <li>- Develop and use a comprehensive surveillance checklist.</li> <li>- Maintain records of the surveillance activities.</li> </ul>
<b>PQ No.</b>	<b>CE</b>	<b>Protocol Question</b>	
<b>8.403</b>	<b>CE-7</b>	Has the aerodrome regulatory authority developed and implemented a formal surveillance programme for the continuing supervision of the operations conducted by aerodrome certificate holders?	<ul style="list-style-type: none"> <li>- Establish and implement a surveillance programme detailing scheduled (prioritized) and adhoc inspections.</li> </ul>

<b>PQ No.</b>	<b>Critical Element</b>	<b>Protocol Question</b>	<b>Proposed Harmonised Corrective Action</b>
			<ul style="list-style-type: none"> <li>- Implement the surveillance programme and maintain records of the surveillance activities carried out.</li> <li>- The surveillance programme should also consider any non-compliances that may have been identified during the initial certification process.</li> </ul>
<b>PQ No.</b>	<b>CE</b>	<b>Protocol Question</b>	
<b>8.405</b>	<b>CE-8</b>	Does the renewal or continuing validity of aerodrome certificates depend on the satisfactory outcome of regulatory surveillance activities?	<ul style="list-style-type: none"> <li>- Establish a requirement for renewal or continuing validity of aerodrome certificates to depend on the satisfactory outcome of regulatory surveillance activities.</li> <li>- Develop procedures for ensuring that the renewal or continuing validity of aerodrome certificates depends on the satisfactory outcome of regulatory surveillance.</li> <li>- Carry surveillance as appropriate and maintain records of the surveillance process.</li> </ul>
<b>PQ No.</b>	<b>CE</b>	<b>Protocol Question</b>	
<b>8.411</b>	<b>CE-8</b>	Has the aerodrome regulatory authority developed and implemented procedures to deal with deficiencies found during aerodrome surveillance activities?	<ul style="list-style-type: none"> <li>- Establish and implement procedures for deal with deficiencies found during aerodrome surveillance activities including categorization of findings.</li> </ul>
<b>PQ No.</b>	<b>CE</b>	<b>Protocol Question</b>	
<b>8.413</b>	<b>CE-8</b>	Has the aerodrome regulatory authority developed and implemented a process to take actions, including enforcement, if deficiencies found during surveillance	<ul style="list-style-type: none"> <li>- Develop and implement enforcement procedures as appropriate.</li> </ul>

<b>PQ No.</b>	<b>Critical Element</b>	<b>Protocol Question</b>	<b>Proposed Harmonised Corrective Action</b>
		activities are not rectified within a reasonable time by the aerodrome operator?	Maintain records of enforcement activities.
<b>PQ No.</b>	<b>CE</b>	<b>Protocol Question</b>	
<b>8.415</b>	<b>CE-8</b>	Has the State established and implemented a process for the management of conflicts between safety and environmental requirements?	<ul style="list-style-type: none"> <li>- Establish and implement procedures for the management of conflicts between safety and environmental requirements ensuring that safety takes precedence whenever such conflicts arise.</li> </ul>