



*International Civil Aviation Organization*

**Aerodrome Certification Implementation Task Force  
(ADCI TF)**

**Second Meeting**  
*(Doha, Qatar, 12 – 14 May 2013)*

**Agenda Item 4: Certification Process and Implementation Issues**

**CERTIFICATION/COMPETENCY OF KEY PERSONNEL**

*Presented by United Arab Emirates (UAE)*

**SUMMARY**

The UAE regulation, certification process and safety oversight activities seek to ensure competency of key aerodrome personnel.

Action by the meeting is at paragraph 3.

**1. INTRODUCTION**

1.1 In order to ensure appointment of appropriate key personnel at certified aerodromes, the UAE's General Civil Aviation Authority (GCAA) has created regulation and supporting certification and oversight processes.

**2. DISCUSSION**

2.1 Through regulation (UAE Civil Aviation Regulation (CAR) Part IX) the UAE ensures that prior to the grant of an Aerodrome Certificate the operator shall engage, employ or contract:

- a) a **senior person identified as the Accountable Person** who has the authority within the applicant's organisation to ensure that all activities undertaken by the organisation can be financed and carried out in accordance with the requirements prescribed by regulation;
- b) a **senior person or group of senior persons who are responsible for ensuring that the aerodrome and its operation comply with the requirements of regulation**. Such nominated person or persons shall be ultimately responsible to the Accountable Person; and
- c) sufficient personnel to operate and maintain the aerodrome and its services and facilities in accordance with the requirements of these Regulations.

2.2 UAE Regulation also requires that applicants for aerodrome certification shall establish a procedure for **initially assessing and for maintaining the competence of personnel** required to operate and maintain the aerodrome and its services, equipment and facilities including the following:

- a) the Aerodrome Operator **shall employ qualified and skilled personnel for performing all safety related activities** in the aerodrome operations and maintenance processes commensurate with the level of aerodrome operations; and
- b) where the GCAA has prescribed a **competency certification requirement** for operations or maintenance personnel, or medical standards, the Aerodrome Operator shall employ only those persons possessing such certificates or meeting such medical and fitness requirements.

2.3 The UAE's aerodrome certification requirements regarding key personnel are also well supported well by UAE regulation for Safety Management System (CAR Part X) which specifies the following:

- (a) the Organisational Structure **shall include Accountable Manager** who shall have the authority for ensuring that all activities are financed and carried out to the standard required by UAE SMS regulation. The unit shall notify the GCAA the name of the Accountable Manager;
- (b) the Organisation **shall identify a Safety Management post holder** to be the member of management who shall be the responsible individual and focal point for the development and maintenance of an effective safety management system;
- (c) **safety-related positions, responsibilities and authorities shall be defined**, documented and communicated throughout the organisation;
- (d) the Organisation shall have **sufficient appropriately qualified staff** for the planned tasks and activities; and
- (e) the Organisation shall **maintain appropriate experience, qualification and training records**.

2.4 Safety Management System, including key personnel/post holder, is a core item of the UAE's **Safety Oversight** of aerodromes. The core item includes specific oversight of the following during each periodic aerodrome certification or surveillance audit:

- a) Key post holders
- b) Roles, Accountabilities & Responsibilities
- c) Training Records

2.5 As part of the Aerodrome Certification Process and on-going surveillance, the UAE is considering adoption of a framework for assessment and assessment of Aerodrome Post Holders. Assessment criteria are currently the responsibility of each aerodrome.

### **3. ACTION BY THE MEETING**

3.1 The meeting is invited to:

- a) note the information contained in this paper;

- b) encourage MID States to provide comment in relation to their own processes and to adopt similar measures for Certification Regulation regarding key aerodrome personnel; and
- c) note the UAE willingness, in cooperation with ICAO MID office, to work closely with the MID States to develop and improve Aerodrome Certification frameworks.

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