INTERNATIONAL CIVIL AVIATION ORGANIZATION

REPORT OF THE SECOND MEETING OF THE RUNWAY AND GROUND SAFETY WORKING GROUP

(RGS WG/2)

(Cairo, Egypt, 19 – 21 May 2015)

The views expressed in this Report should be taken as those of the MID Region Runway and Ground Safety Working Group (RGS WG) and not of the Organization. This Report will, however, be submitted to the RASG-MID and any formal action taken will be published in due course as a Supplement to the Report.

Approved by the Meeting
and published by authority of the Secretary General

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PART I – HISTORY OF THE MEETING

1. PLACE AND DURATION

1.1 The Second meeting of the Runway and Ground Safety Working Group (RGS WG/2) was held in the ~~Conference hall~~Meeting Room of the ICAO Middle East (MID) Regional Office, Cairo, Egypt, 19-21 May 2015.

2. OPENING

2.1 Mr. Mohamed R. M. Khonji, Regional Director, ICAO Middle East (MID) Regional Office welcomed all the participants to Cairo and wished them a successful and fruitful meeting.

2.2 Mr. Khonji highlighted that the RASG-MID/4 meeting~~, which was conducted earlier in~~ (Jeddah, Saudi Arabia, 30 March - 1 April 2015), appreciated the progress and achievements made by the RGS WG over the last year. Examples of these achievements are: the second MID Regional Runway Safety Seminar (MID-RRSS/2), the Aerodrome Certification Workshop, the Runway Safety Go-Team initiative and the first Go-Team Visit to Khartoum, and the dissemination of three Regional Safety Advisories (RSAs) as part of the Safety Enhancement Initiatives (SEIs) and Detailed Implementation Plans (DIPs).

2.3 Mr. Khonji emphasized that the Runway Safety Go-Team is a great initiative and invited the MID States to benefit from this programme and request Go-Team Visits to share experience and ~~to~~ enhance runway safety.

2.4 In closing, Mr. Khonji highlighted that the second RGS WG meeting will review the agreed Safety Enhancement Initiatives (SEIs) and Detailed Implementation Plans (DIPs) in the area of RGS and recommend implementation actions. In addition, the meeting will discuss the ways forward to launch a Go-Team to support the establishment of Runway Safety Teams (RST) at the international airports.

3. ATTENDANCE

3.1 The meeting was attended by a total of forty one (41) participants from ten (7) States (Bahrain, Egypt, Kuwait, Libya, Saudi Arabia, Sudan and UAE) and four (4) International Organizations/Industries (Airbus, IATA, IFALPA and IFATCA). The list of participants is at **Attachment A**.

4. OFFICERS AND SECRETARIAT

4.1 The meeting was chaired by Mr. Mohamm~~e~~ad Faisal Al Dossari, Director Air Navigation & Aerodromes Department, General Civil Aviation Authority, UAE. Mr. Adel Ramlawi, Regional Officer, Aerodromes and Ground Aids (AGA) was the Secretary of the meeting.

4.2 The meeting was also supported by Mr. Mashhor Alblowi, Regional Officer, Flight Safety (FLS).

5. LANGUAGE

5.1 Discussions were conducted in English and documentation was issued in English.

6. AGENDA

6.1 The following Agenda was adopted:

Agenda Item 1:	Adoption of the Provisional Agenda
Agenda Item 2:	Implementation of Aerodrome Safety priorities and objectives in the MID Region
Agenda Item 3:	Coordination between RASG-MID and MIDANPIRG in the area of Aerodrome Safety
Agenda Item 4:	Future Work Programme
Agenda Item 5:	Any other business

PART II: REPORT ON AGENDA ITEMS

REPORT ON AGENDA ITEM 1: ADOPTION OF THE PROVISIONAL AGENDA

1.1 The meeting reviewed and adopted the Provisional Agenda as at paragraph 6 of the History of the Meeting.

REPORT ON AGENDA ITEM 2: IMPLEMENTATION OF AERODROME SAFETY PRIORITIES AND OBJECTIVES IN THE MID REGION

Outcome of the MID-RRSS/2

2.1 The meeting noted that the Second MID Regional Runway Safety Seminar (MID-RRSS/2) was successfully held in Dubai, UAE, 2-4 June 2014. The event was organized by ICAO and gratefully hosted by the General Civil Aviation Authority (GCAA) of UAE.

2.2 The first day of the MID-RRSS/2 focused on the need for collaborative approach, runway excursion and incursion hazards, and mitigation measures with an overview of the technology advances. The second day was dedicated to a Workshop on Runway Safety Team (RST) and the kick-off of the MID RS Go-Team. The third day was reserved for a Workshop on Aerodrome Certification. One of the main outcomes of the MID-RRSS/2 was the launch of the MID RS Go-Team.

2.3 The MID-RRSS/2 highlighted the importance of sharing best practices, use of available technology, and the use of RST as an effective and inexpensive tool to enhance runway safety. The MID-RRSS/2 Summary of Discussion is available on ICAO MID website at http://www.icao.int/MID/Pages/meetings.aspx.

Outcome of RASG-MID/4

2.4 The meeting reviewed the outcome of RASG-MID/4 meeting (Jeddah, Saudi Arabia, 30 March - 1 April 2015) and noted that RASG-MID/4 developed fifteen Conclusions and Decisions out of them five Conclusions are directly related to RGS as listed at **Appendix 2A**.

Update on SEIs and DIPs related to RGS

2.5 The meeting was provided with a progress report on the SEIs/DIPs related to RGS as at **Appendix 2B** and noted the following:

MID-RAST/RGS/1

2.5.1 The meeting recalled that the objective of the MID-RAST/RGS/1 was to reduce the number of unstabilized approaches through specific training for pilots and air traffic controllers and promotion of pilot adherence to Standard Operating Procedures for approaches.

2.5.2 The meeting noted that the RSC/3 meeting realized that the unstabilized approach is a common factor for Runway Excursion and CFIT and accordingly agreed that the scope of the MID-RAST/RGS/1 should be addressed under the CFIT DIPs.

2.5.3 The meeting was updated on IATA development and implementation of Safety Enhancement Initiatives (SEIs) and the Detailed Implementation Plan (DIP) related to CIFIT. Two Workshops were organized with individual airlines (MS & RJ) to raise the awareness of safety personnel and flight crew on the importance of adherence to Standard Operating Procedures (SOPs) and promotion of IATA Runway Excursion Risk Reduction (RERR) Toolkit 2nd Edition.

2.5.4 The meeting was advised that, in response to actions stipulated in the DIPs related to LOC-I, CIFIT and runway safety, IATA will organize a Safety Forum hosted by Egypt Air in Sharm El-Sheikh during the second or third week of November 2015 to roll out the updated kits for CIFIT and runway safety. The meeting encouraged States and ANSPs to participate and contribute to this event.

Update on MID-RAST/RGS/2

2.5.5 The meeting noted with appreciation that the DIP actions have been completed. It was recalled that the MID-RAST/RGS/2 focuses on the development of guidance material and training programmes to support the creation of action plans by the Runway Safety Team (RST) and that UAE is the Champion of this SEI.

2.5.6 In connection with the above, the RGS WG prepared the following RASG-MID Safety Advisories which have been circulated by State Letters from ICAO MID Regional Office and are available on the ICAO MID website at *www.icao.int/MID/Pages/rasgmid.aspx* as follows:

- The first RASG-MID Safety Advisory (RSA-01) containing Guidance for Harmonising the Use & Management of Stop Bars at Airports was issued in November 2014.

- The second RASG-MID Safety Advisory (RSA-02) containing Guidance on Regulatory Framework Supporting Establishment of Runway Safety Teams was circulated to MID States in January 2015.

- The third RASG-MID Safety Advisory (RSA-03) containing Model Checklist for Runway Safety Teams (RSTs) was circulated to MID States in March 2015.

2.5.7 A Summary of Actions related to the MID-RAST/RGS/2 DIP is at **Appendix 2C**.

Update on MID-RAST/RGS/3

2.5.8 The meeting recalled that MID-RAST/RGS/3 focuses on the development of guidance material and training programmes to support Aerodrome Infrastructure and Maintenance Management.

2.5.9 It was noted with appreciation that 40% of the DIP actions have been completed and that UAE is the Champion of this SEI. A Summary of Actions related to the MID-RAST/RGS/3 DIP is at **Appendix 2D**.

2.5.10 In connection with the above, the UAE presented a Draft Regional Safety Advisory (RSA) including "Aerodrome Certification Toolkit" which is part of the MID-RAST/RGS/3 deliverables as at **Appendix 2E**. The toolkit contains the following models: Regulations, Guidance, Certification Process, Oversight Process, and Templates. The meeting agreed that any comment on the Draft RSA should be addressed to ICAO MID Regional Office not later than 15 June 2015.

2.5.11 The meeting appreciated the progress achieved in the implementation of the MID-RAST/RGS/2 and MID-RAST/RGS/3 and commended the work of the UAE to complete these SEIs.

Additional SEIs related to RGS

2.6 The meeting noted that the RASG-MID/4 meeting agreed through Conclusion 4/6 on Additional RGS SEIs as follows: RGS/4 on Aerodrome Safeguarding with Egypt as Champion supported by Sudan; RGS/5 on Wildlife Control with Sudan as Champion supported by Egypt and UAE; and RGS/6 on Laser-attacks with Egypt as Champion supported by UAE.

Update on MID-RAST/RGS/4 (Aerodrome Safeguarding)

2.7 The meeting reviewed a proposal from Egypt, as the Champion of this SEI, and agreed to the following action plan:

RGS/4 DIP Deliverable	Target Date	Status	Comments
Safeguarding Guidance Toolkit (Dec. 2015)	Dec 2015	In progress	
Regional Workshop	June 2016	Not started	

Team Leader: Egypt: Eng. Angie Mostafa
Team Members: UAE: Mr. M. Yousef and Ms. Paula Laws
Egypt: Eng. Sahar Mostafa
Sudan: Eng. Mohamed Alsabeq

Update on MID-RAST/RGS/5 (Wildlife management and Control)

2.8 The meeting reviewed a proposal from Sudan, as the Champion of this SEI, and agreed to the following action plan:

RGS/5 DIP Deliverable	Target Date	Status	Comments
RSA for Regulatory Framework & Guidance Materials	Dec 2015	In progress	
Templates on WHMP	May 2016	Not started	
Workshop	May 2017	Not started	

Team Leader: Sudan: Mr. Fakhreldin
Team Members*:* UAE: Mr. M. Yousef and Mrs. Michelle Soliman
Egypt: Mrs. Mona Hosny, Mrs. Ghada Soliman,
Mr. Waleed Elsagheer and Mr. Usama Mohamed Basiony
Oman: Mr. Haitham Manhi
Bahrain: Mr. Tareq Al Sheikh
IFATCA: Mr. Fatah Bekhti

2.9 In this regard, the meeting highlighted the need for reporting and data collection of accidents and incidents related to wildlife.

Update on MID-RAST/RGS/6 (Laser Attacks)

2.10 The meeting reviewed a proposal from Egypt, as the Champion of this SEI, and agreed to the following action plan:

RGS/ DIP Deliverable	Target Date	Status	Comments
RSA; Guidance Material	March 2016	In progress	
ICAO to issue State Letter to promulgate regulations on Laser Attacks.	June 2015	Not started	
RSA with Case Studies	End Dec 2015	In progress	Bahrain will provide materials

Team Leader: Egypt: Eng. Mahmoud Sharaf
Team Members: UAE: Mr. Mohamed Yousef
Egypt: Mr. Mohamed Mostafa
Bahrain: Mr. Salah M. Alhumood
Sudan: Mr. Mamoun Elmahi Dawoud

Aerodrome Certification

2.11 The meeting reviewed the updated status of Aerodromes Certification in the MID Region as at **Appendix 2F**. It was highlighted that 31 out of 66 International Aerodromes (representing 47%) had been certified in the MID Region. It was also highlighted that Sudan has certified Port-Sudan Airport (HSPN) since 15/12/2014 and Iran advised that a total of four (4) international aerodromes have been certified.

2.12 The meeting recalled that there is variation in the level of Aerodromes Certification implementation in the MID Region. Some States have certified all their International Aerodromes achieving 100% Certification of Aerodromes listed in the ANP, whereas some other States have not certified any of their International Aerodromes. Accordingly, the MID-RRSS/2 included a Workshop on Aerodrome Certification and it was agreed that Runway Safety Go-Team can be used to support States to complete the certification of their international aerodromes.

2.13 The meeting noted that the ICAO MID Regional Office received requests from Egypt, Iran and Sudan for a change to the list of their international aerodromes. Accordingly, ICAO MID Office issued a Proposal for Amendment (PFA) to update the AOP table of the MID Basic ANP. Upon approval of the PFA, the aerodrome certification percentage will be raised to 53%. It was highlighted that States need to notify the air carriers and aerodrome users of any change to aerodrome category or type of use and report their action plan to complete certification of their aerodromes.

2.14 In connection with the above, the meeting recalled that the AOP Table of ANP does not include some of the Saudi aerodromes which are required/used for international operations. Accordingly, Saudi Arabia was invited to review the current Basic ANP and send an updated list of international aerodromes to the ICAO MID Regional Office, taking into consideration the users' needs.

Aerodrome Safety Management System (SMS)

2.15 The meeting noted that SMS implementation is one of the aerodromes certification challenges. Accordingly, it was agreed to address the aerodrome SMS implementation under the framework of the MID Safety Support Team (MID-SST) through the introduction of DIP(s) in coordination with RGS WG. Saudi Arabia offered to champion this SEI/DIP with support from Egypt.

Runway Safety Team and Go-Team

2.16 The meeting noted that based on RAG-MID/3 Conclusion 3/2, the MID RS Go-Team was launched as an outcome of the MID-RRSS/2 (Dubai, UAE, 2-4 June 2014) to expedite the implementation of RST in the MID Region aerodromes. ICAO MID Regional Office was mandated to lead the RS Go-Team visits with support from UAE, Egypt, ACI, FAA, and IATA.

2.17 The main objective of the RS Go-Team is to expedite the establishment of RSTs and improve Runway Safety in the MID Region. This is to be through Go-Team Visits which will also provide support on Aerodrome Certification and other safety related issues, as required by the States.

2.18 Guidance for the conduct of MID Runway Safety Go-Team Visits was agreed on by MID-RRSS/2 as at **Appendix 2G** and a sample of preliminary agenda for the RS Go-Team Visit is at **Appendix 2H**. The final agenda will be adjusted to meet the host State and airport requirements.

2.19 The meeting noted that the first RS Go-Team Visit was successfully conducted upon Sudan's request to Khartoum International Airport (30 November - 4 December 2014). The Go-Team Visit was well appreciated by the Sudanese Civil Aviation Authority and the Khartoum International Airport management.

2.20 The meeting noted that RASG-MID/4 reviewed the Recommendations of the MID-RRSS/2 and RSC/3, and agreed to the following Conclusion:

CONCLUSION 4/9: RUNWAY SAFETY TEAM (RST) AND RUNWAY SAFETY GO-TEAM

That, MID States, that have not yet done so, be encouraged to:

a) foster the implementation of Runway Safety Teams (RST) at their international aerodromes and associated safety management systems, making use of the Runway Safety Implementation Kit (I-Kit) which includes the RST Handbook and Runway Safety Go-Team methodology;

b) consider supporting the regional Runway Safety Go-Team activities; and

c) encourage their aerodrome operators to request Runway Safety Go-Team visits, as required.

2.21 In connection with the above, the meeting noted that the DGCA-MID/3 supported the RASG-MID/4 Conclusion 4/9 and highlighted that potential candidates for the RS Go-Team Visits include Muscat, Jeddah, Cairo, Imam Khomeini, Amman and Kuwait international airports. The meeting reiterated that the Go-Team does not conduct audits and encouraged MID States and aerodrome operators to request RS Go-Team Visits to support the establishment of RST as an effective and inexpensive tool to enhance runway safety.

The MID Region Safety Strategy related to RGS

2.22 The meeting reviewed the MID Region Safety Indicators and Safety Targets related to RGS as detailed in the table at **Appendix 2I**. In this regard, the meeting noted that the RASG-MID/4 meeting endorsed the inclusion of new Safety Indicator "Number of established Runway Safety Team (RST) at MID International Aerodromes" in the MID Region Safety Strategy.

2.23 It was reported to the meeting that RSTs were established as follows: Bahrain (1), Egypt (4), Kuwait (1), Saudi Arabia (4), Sudan (2), and UAE (8). This represents 30% of the required RST in the MID Region international aerodromes.

2.24 The meeting reviewed the status of the RGS Safety Indicators versus Safety Targets as detailed at **Appendix 2J**. The meeting urged States to advise the ICAO MID Office of any update related to the implementation status. It was highlighted that the MID Safety Strategy uses the safety theme Runway Safety to refer to Runway and Ground Safety.

Heliports

2.25 The meeting noted that the General Civil Aviation Authority (GCAA), UAE, in partnership with the aviation industry; has adopted a proactive approach to the formulation and introduction of UAE national regulation applicable to heliports. This approach has gained the support of stakeholders, which has been an essential element in the process, particularly in a Region where aviation growth continues at a rapid rate.

2.26 The meeting noted that the ICAO MID Regional Office will organize a Seminar on Heliports in accordance with MIDANPIRG/14 Conclusion 14/8. The ICAO Heliport Seminar (IHS) will be graciously hosted by UAE in Dubai from 8 to 10 December 2015. All MID States and International Organizations were encouraged to participate and share their experience on heliports safety and standards.

Runway Overrun Protection System (ROPS)

2.27 The meeting recalled that reduction of Runway Excursions is one of the top priorities of global aviation industry and the RGS WG. In this regard, the meeting noted with appreciation a presentation from Airbus on ROPS technology. This is a cockpit software upgrade aiming at alerting pilots in case of runway overrun risk. It is based on real time continuous aircraft performance computation of stopping distance compared to the remaining runway length. The solution is a combination of ATC/crew procedures, airport infrastructures and avionics improvements.

2.28 It was highlighted that ROPS is already certified on AIRBUS A380, A320 Family, A350 and as of June 2015 on the A330. It is installed and operated today by several MID region carriers. ROPS technology is today open to other aircraft manufacturers and EASA as well as NTSB consider an installation mandate of this avionics solution.

REPORT ON AGENDA ITEM 3: COORDINATION BETWEEN RASG-MID AND MIDANPIRG IN THE AREA OF AERODROME SAFETY

MID eANP

3.1 The meeting was apprised of the progress related to the development of the MID eANP and recalled that MIDANPIRG/14, through Decision 14/24, agreed that the development of the MID eANP, based on the Council-approved ANP Template, be included in the work programme of the different MIDANPIRG subsidiary bodies.

3.2 The meeting reviewed the AOP parts of the final version of the MID eANP VOL I, II and III which was consolidated by the Secretriat based on the Council approved Template and the outcomes of the different MIDANPIRG subsidiary bodies. It was highlighted that the MID eANP will be presented to MIDANPIRG/15 (Bahrain, 8-11 June 2015) for endorsement.

ASBU Implementation

3.3 The meeting noted that the MID Region Air Navigation Strategy was endorsed by the Fourth meeting of the MIDANPIRG Steering Group (MSG/4) (Cairo, Egypt, 24-26 November 2014) as the framework identifying the regional air navigation priorities, performance indicators and targets. The Strategy includes tables for all ASBU Block 0 Modules identified as priority (1) along with their associated elements, applicability, performance indicators, supporting metrics and performance targets.

3.4 The meeting noted that ASBU Modules B0-SURF and B0-ACDM are directly related to aerodromes and need to be addressed by the RGS WG. It was highlighted that the Air Navigation Systems Implementation Group (ANSIG) is the main Regional monitoring body for the collection of data related to the ASBU implementation.

B0-SURF

3.5 The meeting recalled that B0-SURF aims at enhancing safety and efficiency of surface operations through implementation of Advanced Surface Movement Guidance and Control System (A-SMGCS Level 1-2). In this respect, it was highlighted that Basic A-SMGCS provides surveillance and alerting of movements of both aircraft and vehicles on the aerodrome thus improving runway/aerodrome safety.

3.6 The meeting reviewed the agreed targets and updated the status of implementation of the ASBU Module B0-SURF as reflected at **Appendix 3A**. It was highlighted that targets were almost achieved for A-SMGCS level 2.

B0-ACDM

3.7 The meeting recalled that B0-ACDM aims at Improved Airport Operation through Airport Collaborative Decision Making (A-CDM). It was highlighted that A-CDM implementation will enhance surface operations and safety by making airspace users, ATC and airport operators better aware of their respective situation and actions on a given flight.

3.8 The meeting noted that Airport-CDM is a set of improved processes supported by the interconnection of various airport stakeholders' information systems. It includes application designed to "Implement collaborative procedures that will allow the sharing of surface operations data among the different stakeholders at the airport". The following A-CDM implementation elements have been underlined: Information Sharing, Milestone Approach, Variable Taxi Time, Pre-departure Sequencing, Adverse Conditions and Collaborating Management of Flight Updates.

3.9 The meeting noted that the following aerodromes have plans to implement B0-ACDM: OBBI, OMDB, OMAA, OMDW, OTBD, and OTHH. However, none of the MID aerodromes has implemented yet A-CDM. The meeting reviewed the agreed targets and updated the status of implementation of the ASBU Module B0-ACDM as reflected at **Appendix 3B**.

3.10 The meeting noted that the ICAO MID Regional Office will organize a Workshop on A-CDM in order to support the B0-ACDM implementation in the MID Region. The scheduled date is 11-13 October 2015 and the venue will be the ICAO MID Regional Office in Cairo unless a State is willing to host it. Bahrain has expressed an interest to host the Workshop.

Aerodrome Emergency Plan and CAPSCA Programme

3.11 The meeting recalled that ICAO Annex 14 Vol. I (Para 9.1.1) states that an aerodrome emergency plan shall be established at an aerodrome, commensurate with the aircraft operations and other activities conducted at the aerodrome. The Aerodrome Emergency Plan (AEP) is an essential part of the aerodrome certification process requirement.

3.12 The aerodrome emergency plan shall provide for the coordination of the actions to be taken in an emergency occurring at an aerodrome or in its vicinity. Examples of emergencies include natural disaster and public health emergencies. ICAO initiative that addresses the public health is the Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA).

3.13 The meeting noted the progress made by CAPSCA programme which provides, in collaboration with WHO, technical assistance to support States, ANSPs, airport and aircraft operators' implementation of the public health related SARPs. The programme provides meetings, training events and assistance visits to States and international airports which strengthen public health preparedness plans at global, regional and national levels.

3.14 The meeting was apprised of the outcome of the Fourth CAPSCA Middle East Regional meeting (CAPSCA-MID/4) and the Fifth CAPSCA Global Coordination meeting (CAPSCA GLOBAL/5) held in Cairo, Egypt from 17 to 20 November 2014. Further details on the CAPSCA programme are available on the ICAO MID website at: www.icao.int/MID/Pages/capsca-mid.aspx and the CAPSCA website: www.capsca.org.

3.15 The meeting noted that MIDANPIRG/14 agreed through Conclusion 14/1 to urge MID States that have not yet done so, join the CAPSCA-MID Project, request a CAPSCA State and Airport Assistance Visit, and provide voluntary contributions to the CAPSCA-MID project.

3.16 In this regards, the UAE representative confirmed that his State will join the CAPSCA-MID Project and this will be confirmed by an official letter in accordance with the CAPSCA agreed procedures.

REPORT ON AGENDA ITEM 4: FUTURE WORK PROGRAMME

4.1 Taking into consideration the expected dates for the RASG-MID/5 and RSC/4 meetings, it was agreed that the RGS WG/3 meeting be planned for the second quarter of 2016. The venue will be the ICAO MID Regional Office in Cairo, unless a State is willing to host the meeting.

4.2 It was highlighted that the RGS WG meeting duration of three days has been too tight to cover the meeting agenda. This is due to the increment of the number of the SEIs and DIPs assigned to the RGS WG and the increased activities to coordinate between RASG-MID and MIDANPIRG. Accordingly, the meeting agreed that duration of four days will be considered for the next meeting (RGS WG/3).

REPORT ON AGENDA ITEM 5: ANY OTHER BUSINESS

Noise Management

5.1 The meeting noted that the aircraft noise is the most significant cause of adverse community reaction related to the operation and expansion of airports that could have a negative influence on the future growth of the aviation industry. The meeting was informed of the Assembly Resolution A38-17 parts related to aircraft noise and the ICAO environment-related technical activities which are undertaken by the Committee on Aviation and Environmental Protection (CAEP).

5.2 The meeting was apprised of the status of implementation of Noise Abatement Operational Procedures and Noise Monitoring Systems at International Aerodromes in the MID Region as at **Appendix 5A**. It was noted that the magnitude and scope of the utilization of specific noise abatement operational procedures to achieve noise reduction should be determined through a comprehensive noise study, taking into consideration all positive and negative impacts on safety and environment.

5.3 The meeting noted that airport management plan can be a valuable tool to help estimate future noise levels. Management plan includes information about air traffic at present and for a planned period into the future. It also includes information on the number of people affected by aircraft noise, or other environmental indicators within certain zones surrounding the airport, and any land-use restrictions already in place within those zones. Housing requirements and restrictions and noise contours for current and planned traffic corresponding to the noise index used for establishing the above-mentioned housing restrictions may also be part of the management plan.

5.4 The meeting noted that the objective of land use planning and management is to direct incompatible land use (such as houses and schools) away from the airport environs and to encourage compatible land use (such as industrial and commercial use) to locate around airport facilities. The meeting stressed that airport authority should work closely with those authorities responsible for land-use management to educate them regarding the noise impact of aviation operations.

5.5 The meeting noted that the Third meeting of the Directors General of Civil Aviation-Middle East Region (DGCA-MID/3) Doha, Qatar, 27-29 April 2015, stressed that airport authority should work closely with those authorities responsible for land-use management to educate them regarding the noise impact of aviation operations. It was highlighted that States should provide a leadership role by encouraging local authorities to implement land-use planning and management around airports through appropriate early action and cooperative mechanisms between interested stakeholders, such as coordination committees.

5.6 The meeting noted that the outcome of DGCA-MID/3 meeting and agreed to take actions, as appropriate, to implement the DGCA-MID Conclusion 3/6 as follows:

DGCA-MID/3 CONCLUSION 3/6 - NOISE MONITORING AND CONTROL

That, States be urged to:

a) conduct a comprehensive noise study in order to identify the airports where mitigation measures are necessary to minimize the number of people affected by aircraft noise, and develop associated plans of action, accordingly; and

*b) send an update on the results of the study and actions implemented/planned to the ICAO MID Regional Office by **December 2015**.*

Training Workshops

5.7 As an outcome of the RS Go-Team to Khartoum and in coordination with Sudan, an Aerodrome Operation Training Workshop will be conducted by UAE in partnership with Emirates Airlines at Khartoum International Airport in September 2015.

5.8 In addition, an Aerodrome Safeguarding Training Workshop will be conducted by Egypt for the Sudan Civil Aviation Authority during the fourth quarter of 2015.

APPENDICES

APPENDIX 2A

LIST OF RASG-MID/4 CONCLUSIONS (DIRECTLY RELATED TO RGS)

CONCLUSION 4/6: ADDITIONAL RGS SEIS

That, additional RGS SEIs be developed as follows:

a) RGS/4 on Aerodrome Safeguarding with Egypt as Champion supported by Sudan;

b) RGS/5 on Wildlife Control with Sudan as Champion supported by Egypt and UAE; and

c) RGS/6 on Laser-attacks with Egypt as Champion supported by UAE.

CONCLUSION 4/7: REDUCTION OF UN-STABILIZED APPROACH RISK

That, States that have not yet done so, be urged to minimize the risk of unstabilized approach through (but not limited to):

a) training of operators (pilots, air traffic controllers/air navigation service providers, and aerodrome operators);

b) development of relevant Guidance materials;

c) encouraging the reporting of un-stabilized approaches, assessment and mitigation of the associated risk and conduct of necessary safety oversight, as part of SMS implementation; and

d) review of Standards Operation Procedures.

CONCLUSION 4/8: DEVELOPMENT OF ADDITIONAL RUNWAY SAFETY PROVISIONS

That, ICAO consider the development of additional Runway Safety provisions.

CONCLUSION 4/9: RUNWAY SAFETY TEAM (RST) AND RUNWAY SAFETY GO-TEAM

That, MID States, that have not yet done so, be encouraged to:

a) foster the implementation of Runway Safety Teams (RST) at their international aerodromes and associated safety management systems, making use of the Runway Safety Implementation Kit (I-Kit) which includes the RST Handbook and Runway Safety Go-Team methodology;

b) consider supporting the regional Runway Safety Go-Team activities; and

c) encourage their aerodrome operators to request Runway Safety Go-Team visits, as required.

CONCLUSION 4/11: MID REGION SAFETY STRATEGY

That,

a) the MID Region Safety Strategy at Appendix 3Q is endorsed; and

b) States be urged to provide necessary information/feedback to the ICAO MID Regional Office related to all Safety Indicators included in the MID Region Safety Strategy.

APPENDIX 2B

Runway Ground Safety (RGS) SEIs

No	Safety Enhancement Action	GASP Safety Initiative (ICAO Doc 10004)	Best Practices Supporting GASP Safety Initiative (ICAO Doc 10004, Appendix 2)	Safety Impact	Changeability	IC Indicator	Priority	Possible Champion	Time Frame	Notes
~~MID-RAST/RGS/1~~	RSC/3 meeting (Cairo, Egypt, 9-11 December 2014) recognized that the Un-stabilized Approach is a common factor for RGS and CFIT. It has been agreed that the scope of the MID-RAST/RGS/1 should be addressed under the CFIT DIPs. Mr Ahmed Saleh AlMessabi, Fleet Safety Pilot, Etihad Airways and CFIT Coordinator was requested to develop additional CFIT DIPs on specific training for pilots and air traffic controllers and promotion of pilot adherence to Standard Operating Procedures to reduce the number of un-stabilized approaches.									
MID-RAST/RGS/2	Develop guidance material and training programs to support creation of action plans by local aerodrome runway safety teams.	**Safety Management Collaboration:** Promotion of a Multi-Disciplinary Risk Management Approach **Safety Information Exchange:** Support of Safety Management Implementation	BP-GEN-1 BP-GEN-2 BP-GEN-4 BP-GEN-6 BP-STD-I-4 BP-SIE-I-3	High	Easy	P1	2	United Arab Emirates	Mid-Term	ASR Comment: 4.1.3.2.1 - RE Accidents - 83% occur during landing and 67% during daytime - weather is contributing in 47% (1st rain/2nd windsheer) Runway Incursion data not included in RASG-MID ASR - First Edition - however acknowledged by RSC/01 Agenda Item 2 paragraph 2.14
MID-RAST/RGS/3	Focus on Aerodrome Infrastructure and Maintenance Management with priority given to the following:- Promote /monitor Implementation RESA including other means such as arresting systems; - Regulation, guidance and specific training in relation to maintaining aerodrome runway/taxiway related markings; and - Regulation, guidance and specific training in relation to maintaining runways in accordance with Annex 14	**Safety Management Standardization:** Consistent Implementation of Safety Management Systems**Safety Oversight Standardization:** Consistent Implementation of International StandardsCompliance with National Regulations and Adoption of Industry Best Practices	BP-STD-S-11 BP-STD-I-2 BP-STD-I-4	High	Difficult	P3	3	United Arab Emirates	Long Term	ASR Comments: 4.1.3.2.1 - Ground damage in 33% of accidents related to inadequate markings or signage or inadequate RESA.4.1.3.2.1 - bar chart of contributing factors

Detailed Implementation Plan Template

RAST No	Safety Enhancement Action	GASP Safety Initiative (ICAO Doc 10004)	Best Practices Supporting GASP Safety Initiative (ICAO Doc 10004, Appendix 2)	Safety Impact	Changeability	Indicator	Priority	Time Frame
MID-RAST/RGS/2	Develop guidance material and training programs to support creation of action plans by local aerodrome runway safety teams.	**Safety Management Collaboration:** Promotion of a Multi-Disciplinary Risk Management Approach **Safety Information Exchange:** Support of Safety Management Implementation	BP-GEN-1 BP-GEN-2 BP-GEN-4 BP-GEN-6 BP-STD-I-4 BP-SIE-I-3	High	Easy	P1	2	Mid-Term

Safety Enhancement Action (expanded)	Develop guidance material and training programs to support creation of action plans by local aerodrome runway safety teams with immediate emphasis on - identification and publication of aerodrome Hot Spots and timely; and - accurate notification regarding runway conditions and weather by AIS and ATS units.
Statement of Work	1. Establishment of Regional RST Go-Teams 2. Conduct regional Runway Safety Seminars/Workshops 3. Promote Establishment of Local Runway Safety Teams 4. Publish supporting guidance materials for LRSTs
Champion Organization	UAE
Human Resources	ICAO - International Civil Aviation Organisation (MID) UAE General Civil Aviation Authority UAE National Runway Safety Team
Financial Resources	
Relation with Current Aviation Community Initiative	ICAO Runway Safety Program and RST Handbook ICAO/IATA Runway Excursion Risk Reduction Toolkit FSF Approach and Landing Accident Reduction (ALAR) Toolkit (version June 2010) FSF Runway Safety Initiative (RSI) - "Reducing the Risk of Runway Excursions" FSF Operators Guide to Human Factors in Aviation (FSF European Advisory Committee) FSF Annual Flight Safety Conference (most recent in September 2012) European Action Plan for the Prevention of Runway Excursions European Action Plan for the Prevention of Runway Incursions Airbus - Safety Library - Flight Operations Briefing Notes - Approach Techniques
Performance Goal	Reduce relative number of runway excursions. MID-Regional Safety Strategy: Reduce Runway Excursions related accidents by 50% by the end of 2017. MID-Regional Safety Strategy: Reduce Runway Incursions related accidents by 50% by the end of 2017.
Indicators	See above/below
Key Milestones (Deliverables)	1. Arrange a Workshop for Regional RST Go-Teams - June 2014 2. Develop and issue regulatory framework supporting establishment of LRSTs - September 2014 3. Develop and issue Stop Bar guidance documentation for consideration of LRSTs - April 2014 4. Develop and issue a model checklist for LRSTs - December 2014
Potential Blockers	Availability of required human resources from identified organisations
Responsible	• UAE • ICAO - International Civil Aviation Organisation (MID)
DIP Notes	Noting SEIs from other regions it is worthwhile RSTs consider the following: - Air traffic Control Training - general and scenario based - Review of Aerodrome and ATC Standard Operating Procedures including RT Phraseology and Clearance Procedures - Pilot Training - general and scenario based - Scenario Based Training for Tower Controller - Scenario Based Training for Pilots - Note the various ICAO Global and Regional Runway Safety Initiatives related to Runway Safety and RSTs. IFALPA and CANSO may be training resources (see AP SEIs).

Detailed Implementation Plan Template

RAST No	Safety Enhancement Action	GASP Safety Initiative (ICAO Doc 10004)	Best Practices Supporting GASP Safety Initiative (ICAO Doc 10004, Appendix 2)	Safety Impact	Changeability	Indicator	Priority	Time Frame
MID-RAST/RGS/3	Focus on Aerodrome Infrastructure and Maintenance Management with priority given to the following: - Promote /monitor Implementation RESA including other means such as arresting systems; - Regulation, guidance and specific training in relation to maintaining aerodrome runway/taxiway related markings; and - Regulation, guidance and specific training in relation to maintaining runways in accordance with Annex 14	**Safety Management Standardisation:** Consistent Implementation of Safety Management Systems **Safety Oversight Standardisation:** Consistent Implementation of International Standards Compliance with National Regulations and Adoption of Industry Best Practices	BP-STD-S-11 BP-STD-I-2 BP-STD-I-4	High	Easy	P3	3	Long Term

Safety Enhancement Action (expanded)	Focus on Aerodrome Infrastructure and Maintenance Management with priority given to the following: - Promote /monitor Implementation RESA including other means such as arresting systems; - Regulation, guidance and specific training in relation to maintaining aerodrome runway/taxiway related markings; and - Regulation, guidance and specific training in relation to maintaining runways in accordance with Annex 14
Statement of Work	1. Conduct a MID-Regional Runway Safety Seminar 2. Support aerodrome certification in the MID-Region 3. Develop and issue guidance material on relevant oversight activities
Champion Organization	UAE
Human Resources	ICAO - International Civil Aviation Organisation (MID) UAE General Civil Aviation Authority
Financial Resources	
Relation with Current Aviation Community Initiative	To be completed
Performance Goal	To be completed
Indicators	See above/below
Key Milestones (Deliverables)	1. Conduct a MID-Regional Runway Safety Seminar - June 2014 2. Arrange a regional aerodrome certification workshop - June 2014 3. Develop MID-Region aerodrome certification toolkit for States including core items of Certification Documentation, Safety Management Systems, Physical Characteristics, Runway Surface Friction, Wildlife Hazard Control & Habitat Management, Apron Management, Aerodrome Ground Lighting, Aerodrome Safeguarding, Runway/Taxiway Incursion Prevention, Aerodrome Infrastructure Projects and Runway & Movement Areas - March 2015 4. Develop and issue guidance material on periodic surveillance audits of aerodrome infrastructure and maintenance - December 2015 5. Develop and issue guidance material on proactive oversight of aerodrome infrastructure development - March 2016
Potential Blockers	Availability of required human resources from identified organisations
Responsible	• UAE • ICAO - International Civil Aviation Organisation (MID)
DIP Notes	DIP will include establishment of supporting regulation and guidance material. Note this will include assessment of physical space as well as technologies adopted into Annex 14 in November 2012 proposed amendment (arresting systems). This SEI will not prevent runway excursions but reduce the consequences of such events. Note process of assessing surface condition and reporting through ATS to flight crew. Adhere to ICAO standard phraseology regarding condition (updated in proposed November 2012 amendments). Ensure reports vetted through ATC based on Aerodrome reporting information and meteorological analysis - and not only repetition of report from previous aircraft. Note EASA maybe working with APAC to develop of supporting survey format. DIP will include development of national regulation, guidance materials and training/awareness initiatives. May include development of necessary publications including national regulation based on ICAO SARPS and guidance material regarding inspection regimes and surface assessments (i.e. friction) - as well as national or local training and safety awareness initiatives.

APPENDIX 2C

DIP Tracking for MID-RAST/RGS/2

Development Guidance Material and Training Programmes to Support the Creation of Action Plans by Local Aerodrome Runway Safety Teams (RST)

RGS/2 DIP Deliverable	Target Date	Status	Comments
✓ Develop and issue Stop Bar guidance documentation for consideration of LRSTs	End April 2014	Completed	RASG-MID Safety Advisory (RSA-01) – October 2014 circulated to States on 2 November 2014 (Ref: ME 4-14/253)
✓ Organise a Workshop for Regional RST Go-Teams	End June 2014	Completed	3 June 2014 – see *RASG-MID/4 WP/7 - Outcome of MID-RRSS/2* for details
✓ Develop and issue regulatory framework supporting establishment of LRSTs	End September 2014	Completed	RASG-MID Safety Advisory (RSA-02) circulated to States on 20 January 2015 (Ref: ME 4-15/014)
✓ Develop and issue a model checklist for LRSTs	End December 2014	Completed	Draft circular provided to ICAO MID in December 2014. Circulation to by ICAO MID to States is pending.

APPENDIX 2D

DIP Tracking for MID-RAST/RGS/3

Development Guidance Material and Training Programmes to Support Aerodrome Infrastructure and Maintenance Management

RGS/3 DIP Deliverable	Target Date	Status	Comments
✓ Conduct a MID-Regional Runway Safety Seminar	End June 2014	Completed	4 June 2014 – see *RASG-MID/4 WP/7 - Outcome of MID-RRSS/2* for details
✓ Organise a Regional Aerodrome Certification Workshop	End June 2014	Completed	4 June 2014 - see *RASG-MID/4 WP/7 - Outcome of MID-RRSS/2* and *RASG-MID/4 WP/8 - Runway Safety Related Issues*
✓ Develop a MID-Region Aerodrome Certification toolkit for States.	End March 2015	In Progress	Draft Aerodrome Certification Toolkit – Regional Safety Advisory presented at RGS WG/2 as Working Paper
Develop and issue guidance material on periodic surveillance audits of Aerodrome Infrastructure and Maintenance	End December 2015	In Progress	
Develop and issue guidance material on proactive oversight of Aerodrome Infrastructure Development	End March 2016	In Progress	

APPENDIX 2E

Draft Safety Advisory

MID-Region Aerodrome Certification Toolkit

This advisory publication was developed further to the expertise and experience of the General Civil Aviation Authority of the United Arab Emirates based on its regulation, guidance materials and processes in support of the runway and ground safety enhancement initiatives undertaken by the ICAO Regional Aviation Safety Group – Middle East (RASG-MID), the Middle East Regional Aviation Team (MID-RAST) and the associated Runway & Ground Safety Working Group (RSG WG).

This publication embodies the deliverables of a MID-Region Aerodrome Certification Toolkit. Certification without effective initial and on-going safety oversight is a hollow exercise and therefore is inexorably linked to a cycle of periodic surveillance audits. This publication provides an oversight framework suitable for initial and ongoing assessment of certified aerodromes.

The Detailed Implementation Plan for the Safety Enhancement Initiative included in this publication is as follows:

- A Certification Toolkit for MID States including core items of Certification Documentation, Safety Management Systems, Physical Characteristics, Runway Surface Friction, Wildlife Hazard Control & Habitat Management, Apron Management, Aerodrome Ground Lighting, Aerodrome Safeguarding, Runway/Taxiway Incursion Prevention, Aerodrome Infrastructure Projects and Runway & Movement Areas.

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INTRODUCTION

BACKGROUND

Runway Safety (RS) has been consistently identified by the MID Region Annual Safety Report Team (ASRT) as one of three main focus areas or risks to be addressed under the MID Region Aviation Safety Group (RASG-MID) framework.

This Safety Advisory, produced further to a runway and ground safety enhancement initiative under RASG-MID, supports the Global Aviation Safety Plan's Safety Performance Enabler of Standardisation. Aerodrome Certification underpins the uniform implementation of ICAO Standards and Recommended Practices as a fundamental tenet of the Convention on International Civil Aviation (the Chicago Convention) and the elements associated with certification create the foundation of a safe global aviation system.

Without an aerodrome certification regime, States lack a vital component of a mature safety oversight system and efforts to assess and improve runway safety may be thwarted or addressed in an inconsistent manner.

Whilst this Safety Advisory provides a readily adoptable framework for aerodrome certification and associated oversight, it is essential for all States to ensure legal, regulatory and organisational structures and commit to the resources necessary to fulfil their safety oversight obligations. These actions are essential to support the issuance of aerodrome certificates and the oversight of aerodrome operators in accordance with relevant ICAO provisions.

PURPOSE

The purpose of this Safety Advisory is to provide model elements as part of a Certification Toolkit to support MID States in developing and benchmarking regulation, guidance materials and processes to support the certification of aerodromes. The Toolkit consists of the following elements:

1. Model **Regulation** for aerodrome certification in support of national civil aviation regulation. This is to be considered in conjunction with ICAO Doc 9774, Manual of Certification of Aerodromes.
(Chapter 1)

2. Model **Guidance** in support of national civil aviation regulation to provide aerodrome operators with details of the aerodrome certification process. This is to be considered in conjunction with ICAO Doc 9774, Manual of Certification of Aerodromes.
(Chapter 2)

3. Model **Certification Process** to be considered as part of the State's internal framework to support the certification of aerodromes.
(Chapter 3)

4. Model **Oversight Process** as it pertains to the Certification Process to be considered as part of the State's aerodrome certification and safety oversight processes. This is to be considered in conjunction with ICAO Doc 9734, Safety Oversight Manual.
(Chapter 4)

5. Model **Forms & Templates** which may be used in support of the Regulation; Guidance; and the Certification and Oversight Processes. These materials are for the use of States and aerodrome operators as appropriate.
(Appendices)

These guidelines are based on the work carried out by the General Civil Aviation Authority of the United Arab Emirates as an integral part of their commitment to enhance runway safety through the creation of materials to support aerodrome certification.

In doing so, there is one single concern: **safety**.

This Safety Advisory serves to further empower States in their efforts to support Aerodrome Certification through provision of model regulation, guidance materials and processes.

USING THIS Safety Advisory

The Table of Contents provides an overview of the materials which may be used by States to support certification of aerodromes.

Each chapter of this Safety Advisory includes proposed application of the model elements for the consideration, adaptation and adoption of States. The Safety Advisory does not have to be read in order from beginning to end; particular paragraphs may be consulted as required.

The reader will choose the depth at which the Safety Advisory will be used at any given time. Reading may range from using the Table of Contents or elements of the model materials as a benchmark for gap analysis – to adopting and/or adapting the content of the model elements.

This advisory should be read in conjunction with ICAO Doc 9774, Manual of Certification of Aerodromes noting that this Safety Advisory serves to update elements of Model Regulation as well as provide models for guidance material as well as the aerodrome certification and oversight processes. This material is published for the consideration of States based on the regulation, guidance materials and processes established and implemented by the General Civil Aviation Authority of the United Arab Emirates.

CHAPTER 1
REGULATION IN SUPPORT OF AERODROME CERTIFICATION

1.1 Application

Each National Authority must publish applicable national civil aviation regulation in support of aerodrome certification. Below are sample clauses and definitions in support of this requirement which need to be assessed by each National Authority. There are elements such as the acceptance of Aerodrome Post Holders and payment of Service Fees which may not be appropriate for each National Authority.

1.2 Model Regulation: Applicability of Regulation

1.2.1 The national civil aviation regulations apply to all aerodromes in the State involved in civil aviation activities. Where reference is made to an aerodrome, this term relates both to an aerodrome and a heliport and to fixed wing and rotary wing operations.

1.2.2 Any operator of an aerodrome open to public use shall be in possession of an Aerodrome Certificate.

Note: The National Authority may limit the scope of certification to aerodromes used only for international operations. The National Authority may also expand the scope of certification to include domestic operations or those which use instrument approach or departure procedures. National Authorities may also permit any aerodrome wishing to hold an aerodrome certificate to apply for one.

1.2.3 The aerodrome operators holding an Aerodrome Certificate may be subject to initial and on-going Service Fees.

1.3 Model Regulation: Supporting Definitions

1.3.1 Definitions used in the guidance material should be included and should accurately cross-reference to the definitions included in national civil aviation regulation.

A number of terms used throughout the Guidance Material are provided below:

Aerodrome: A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

Aerodrome Certificate: A document issued to an aerodrome operator by the National Authority under national civil aviation regulation to which authorises operation of an aerodrome intended for public use.

Aerodrome Facilities and Equipment: Facilities and equipment, inside or outside the boundaries of the aerodrome, that are constructed or installed, operated and maintained for the arrival, departure and surface movement of aircraft.

Aerodrome Manual: The manual that forms part of the application for an Aerodrome Certificate and is maintained pursuant to national civil aviation regulation.

Note: The name of the Aerodrome Manual, as determined by the Aerodrome Operator, may reflect the nature of the operation or facility such as Operations Manual or Heliport Manual.

Aerodrome Post Holder. Those positions required as part of Aerodrome Certification as identified national civil aviation regulation who are subject to acceptance by the Authority.

Aircraft: Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface. This comprises both fixed-wing and variable-wing aircraft as well as balloons and the like, when used for civil purposes.

National Authority: The National Authority responsible for the safety regulation of Civil Aviation.

Certified Aerodrome: An aerodrome whose operator has been granted an Aerodrome Certificate by the National Authority under applicable regulations for the operation of an aerodrome.

1.4 Model Regulation: Aerodrome Certification

*Note: Further explanation regarding the requirements and timelines for the application, processing and issue/transfer of an Aerodrome Certificate may be found within Guidance Material for Aerodrome Operators – The Issue and Verification of an Aerodrome Certificate (**Reference: Chapter 2**).*

1.4.1 Process to Obtain an Aerodrome Certificate

1.4.1.1 Further to the requirements of national civil aviation regulation, an operator of an aerodrome open to public use shall apply to the National Authority for an Aerodrome Certificate.

1.4.1.2 Operators of aerodromes required to hold an Aerodrome Certificate further to 1.2.2 should refer to Guidance Material for Aerodrome Operators - The Issue and Verification of an Aerodrome Certificate (***Reference: Chapter 2***).

1.4.1.3 An application for an Aerodrome Certificate shall be submitted to the National Authority in a form prescribed by Guidance Material for Aerodrome Operators - The Issue and Verification of an Aerodrome Certificate (***Reference: Chapter 2***).

1.4.2 Grant of an Aerodrome Certificate

1.4.2.1 Subject to the below provisions, the National Authority may approve the application and grant an Aerodrome Certificate to the applicant.

1.4.2.2 Before granting an Aerodrome Certificate, the National Authority must be satisfied that:

a) The aerodrome's facilities, services and equipment are in accordance with the national civil aviation regulations and other relevant ICAO Standards and Recommended Practices;

b) The Aerodrome Manual prepared for the applicant's aerodrome contains all pertinent information on the aerodrome site, facilities, services, equipment, operating procedures, organisation and management;

c) The aerodrome operator's Safety Management System and supporting operating procedures make satisfactory provision for the safety of aircraft;

Note: Guidance on an aerodrome safety management system is given in the ICAO Safety Management Manual (SMM) (Doc 9859) and the ICAO Manual on Certification of Aerodromes (Doc 9774).

d) The aerodrome Rescue Firefighting Service is staffed, trained, equipped, operated and organised to the meet the applicable requirements;

e) The applicant will be able to operate and maintain the aerodrome properly;

f) Payment of any required Service Fees has been received;

Note: Payment of the Services Fees does not guarantee the issue of an Aerodrome Certificate.

g) In addition to the application for an Aerodrome Certificate applicants may be required to apply for other certificates or approvals from the National Authority; this will be dependent upon the proposed scale and type of operations. Other areas that may require certification or approval are:

i) Air Navigation Services;

ii) Flight Operations; and

iii) Aerodrome Security;

h) The applicant meets the Personnel Requirements in 1.4.7; and

i) The applicant may also be required to obtain approvals from other relevant authorities (i.e. municipalities, Civil Defence, local departments of civil aviation, etc.).

1.4.2.3 The National Authority may refuse to grant an Aerodrome Certificate or impose operating restrictions and/or sanctions at a certified aerodrome in the event of non-compliance with the certification requirements or an unresolved safety deficiency/concern. In such cases the National Authority shall notify the applicant in writing of its reasons.

1.4.2.4 Further to successful completion of the application, the National Authority, while granting the Aerodrome Certificate, may endorse the conditions of the type of use of the aerodrome and other details as shown in the Aerodrome Certificate.

1.4.3 Validity of an Aerodrome Certificate

1.4.3.1 The validity of the Aerodrome Certificate is based upon the physical characteristics, type of use of the aerodrome and continued operation in accordance with the national civil aviation regulation.

1.4.3.2 Any change made to the physical characteristics or use of the aerodrome, as documented in the Aerodrome Manual that is not accepted by the National Authority shall invalidate an Aerodrome Certificate.

1.4.3.3 The Aerodrome Certificate shall remain valid

a) subject to the payment of a renewal Service Fees;

b) subject to Periodic Surveillance Audits;

c) subject to any Expiry Date; and

d) subject to Aerodrome Certification Verification Audits; or

e) until the Aerodrome Certificate is either surrendered, transferred or revoked.

1.4.4 Surrender of an Aerodrome Certificate

An Aerodrome Operator must give the National Authority written notice of the date on which the Aerodrome Certificate is to be surrendered in order that suitable promulgation action can be taken. The Authority will cancel the Aerodrome Certificate on the date specified in the notice.

1.4.5 Transfer of an Aerodrome Certificate

The National Authority may approve the transfer of an Aerodrome Certificate to a transferee where:

a) the current holder of the Aerodrome Certificate notifies the National Authority in writing before ceasing aerodrome operations of its intention and proposed date to cease operations;

b) the current holder of the Aerodrome Certificate notifies the National Authority in writing of the name of the proposed transferee;

c) the proposed transferee applies to the National Authority further to requirements of 1.4.1.4; and

d) the proposed transferee meets the requirements set out in 1.4.2.2.

1.4.6 Restriction, Suspension or Revocation of an Aerodrome Certificate

1.4.6.1 The National Authority may restrict, suspend or revoke an Aerodrome Certificate with reference to the national laws.

1.4.6.2 The Authority may restrict, suspend or revoke an Aerodrome Certificate in the event of non-compliance with the certification requirements or unresolved safety deficiency/concern. In such cases the National Authority shall notify the aerodrome operator in writing of its reasons.

Note: The National Authority may wish to publish details of or make reference to its enforcement or on-notice processes in support of the above clause.

1.4.7 Personnel Requirements for Aerodrome Certificate Holders

Each Aerodrome Operator prior to the grant of an Aerodrome Certificate and on an on-going basis shall engage, employ or contract:

a) **sufficient and qualified personnel** for the planned tasks and activities to be performed related to the operation, maintenance and management of the aerodrome in accordance with the applicable requirements and the Aerodrome Operator's training programme;

b) **sufficient number of supervisors** to defined duties and responsibilities, taking into account the structure of the organisation and the number of personnel employed;

c) **Accountable Manager** – the person who has the authority within the Aerodrome Operator's organisation to ensure that all activities undertaken by the organisation can be financed and carried out in accordance with the requirements prescribed by national civil aviation regulation and specifically has the following:

i) Full control of the human resources required for the operations authorised to be conducted under the Aerodrome Certificate;

ii) Full control of the financial resources required for the operations authorised to be conducted under the Aerodrome Certificate;

iii) Final authority over operations authorised to be conducted under the Aerodrome Certificate;

iv) Direct responsibility for the conduct of the organisation's affairs; and

v) Final responsibility for all safety issues;

d) If fixed wing operations occur at the aerodrome, additional **Aerodrome Post Holders** responsible for safety critical aspects for the aerodrome operation to include the following:

i) **Aerodrome Safety** - a person who shall be the responsible individual and focal point for the development and maintenance of an effective safety management system in accordance with applicable national civil aviation regulation;

ii) **Aerodrome Operations** – a senior person who is responsible for ensuring that the aerodrome and its operation comply with the requirements of national civil aviation regulation;

iii) **Aerodrome Maintenance** – a senior person who is responsible for ensuring that the aerodrome's maintenance programmes for safety critical infrastructure comply with the requirements of national civil aviation regulation; and

iv) **Aerodrome Rescue Firefighting** – a competent person who is responsible for establishing and effectively managing all aspects of Rescue and Firefighting Services as per the requirements of applicable national civil aviation regulation; and

Note: The National Authority may wish to include on acceptable means of compliance and guidance related to personnel requirement and the process surrounding acceptance of Aerodrome Post Holders. This detail is beyond the scope of this Safety Advisory.

CHAPTER 2
GUIDANCE MATERIAL FOR AERODROME OPERATORS

The Issue and Verification of an Aerodrome Certificate

2.1 Application

Information and guidance for aerodrome operators may be issued by the National Authority as a separate advisory publication or incorporated into national civil aviation regulation to support the aerodrome certification process.

The model guidance reflects a process based on three milestones:

Aerodrome Certification - Stage 1 – Application Acceptance
Aerodrome Certification - Stage 2 – Design Compliance and Construction Acceptance
Aerodrome Certification - Stage 3 – Operational Acceptance and Issue of Certificate

National Authorities can elect to have any number of stages in the certification process and these should align to the national civil aviation regulation. It is noted there are additional milestones, such as audits and acceptance of actions plans, which are part of established activities for initial and on-going oversight. National Authorities may wish to include these as formal stages of certification if established oversight procedures do not otherwise exist.

2.2 Model Guidance: Purpose

2.2.1 Purpose

The purpose of the guidance material is to describe the process the aerodrome operator must follow in order to obtain an Aerodrome Certificate. This guidance provides aerodrome operators with an overview of the general obligations relating to aerodromes. Detailed requirements are encapsulated in national civil aviation regulation and may be obtained from the National Authority.

2.2.1 Status of Guidance Material

Guidance material remains current unless withdrawn or superseded and main changes for each revision should be summarised.

2.2.2 Applicability

2.2.2.1 Any operator of an aerodrome open to public use shall be in possession of an Aerodrome Certificate.

Note: The National Authority may limit scope of certification to aerodromes used only for international operations or expand the scope of certification to aerodromes serviced by other air services or those which provide facilities for operations using instrument approach or departure procedures.

2.2.2.2 The applicant for an Aerodrome Certificate must be a legal entity (company or individual) being the operator of the aerodrome:

a) The owner of the land on which the aerodrome is located;

b) The occupier of the land on which the aerodrome is located; or

c) The operator of the aerodrome holding a written consent from the owner or occupier of the land on which the facility is located.

2.2.3 References

[Insert references to relevant ICAO, national civil aviation regulation, guidance materials, etc.]

2.2.4 Aerodrome Requirements

2.2.4.1 The National Authority will assess the acceptability of sites for an Aerodrome Certificate against national civil aviation regulation.

2.2.4.2 Assessments, site visits and audits may involve representation from various disciplines from within the National Authority to assess physical characteristics; visual aids; supporting manuals; safeguarding; survey data; as well as safety management, security and emergency services against relevant national civil aviation regulation.

2.2.4.3 The National Authority will also assess the physical characteristics and design of the aerodrome to take into account, where appropriate, land-use and environmental control measures further to requirements of national civil aviation regulation.

Note: Guidance on land-use planning and environmental control measures is contained in the ICAO Airport Planning Manual (ICAO Doc 9184), Part 2.

2.2.4.4 The Aerodrome Certificate process follows a number of stages which are subject to acceptance by the National Authority before the aerodrome operator may advance to the next stage. The acceptances are milestones to ensure new construction and operations conform to national civil aviation regulation.

Note 1: The National Authority may publish a date by which all applicable aerodromes must hold an Aerodrome Certificate in order to operator or to continue operations.

Note 2: Each aerodrome operator may be required to hold an e-Service account issued by the National Authority and then complete the on-line applications associated with the Aerodrome Certificate process.

2.2.5 Service Fees for Aerodrome Certificate

2.2.5.1 Applicants must pay Service Fees, as published by the National Authority and varied from time to time, in respect of an Aerodrome Certificate:

a) upon submission of an application for an Aerodrome Certificate; and

b) on a periodic basis after the grant of an Aerodrome Certificate.

2.2.5.2 Payment of the Service Fees does not guarantee the grant or continuation of an Aerodrome Certificate.

2.2.5.3 Service Fees must be submitted according to instructions provided by the National Authority.

2.2.6 Timescale for processing of Applications

Applicants must submit required paperwork sufficiently early to allow for detailed consideration of the application, site inspection and unforeseen circumstances. The National Authority will not make decisions regarding issuance of an Aerodrome Certificate to meet accelerated timescales outside those published in this guidance or commercial deadlines set by the applicant.

2.2.6 Permissions and Approvals

2.2.6.1 It is the sole responsibility of the aerodrome operator to obtain the appropriate permissions and approvals from any other relevant authority outside of the National Authority.

2.2.6.2 Aerodromes used for international operations may also require approvals from other government or supporting national authorities.

2.2.6.3 If Air Navigation Services such as Air Traffic Control; Communication, Navigation & Surveillance; Meteorology; or Aeronautical Information Services are to be provided at the aerodrome, additional approvals may be required.

2.2.6.4 The aerodrome operator may also require appropriate approvals from other bodies such as local authorities for planning/building permissions.

2.2.6.5 The aerodrome operator shall provide evidence of the above permissions and approvals to the National Authority.

2.3 Model Guidance: Aerodrome Certification Process

2.3.1 Aerodrome Certification - Stage 1 – Application Acceptance

2.3.1.1 The purpose of the Stage 1 acceptance is to allow the applicant to commence detailed planning for a new aerodrome, or compliance assessment of an existing aerodrome. A Stage 1 submission is not an authorisation for the applicant to commence physical work or aircraft operations.

2.3.1.2 The applicant will complete the details required in the application form and submit an application for Stage 1 acceptance.

2.3.1.3 Stage 1 submission requirements include the following:

a) nominated representative as a point of contact for the application;

b) details of the intended scope of operations;

c) approvals, permits, or clearances from other relevant authorities; and

d) declaration accepting the terms and conditions of holding and maintaining an Aerodrome Certificate as detailed in national civil aviation regulation.

2.3.1.4 The applicant should initiate a meeting with the National Authority to discuss the application and the contents of the submission.

Note: It is anticipated that throughout the acceptance process, additional meetings may be necessary and beneficial to both the National Authority and the applicant. Such meetings may be arranged at the request of either party.

2.3.1.5 At the meeting, the applicant should present any approvals, permits or clearances obtained from other relevant authorities.

2.3.1.6 The National Authority may ask for clarification or additional information if the information provided is deemed incomplete or inadequate.

2.3.1.7 The National Authority will provide an acceptance of the Stage 1 application further to the evaluation of the application and meeting with the applicant.

2.3.2 Aerodrome Certification - Stage 2 – Design Compliance and Construction

2.3.2.1 The purpose of the Stage 2 acceptance is to allow the applicant to commence actual construction or remedial works. The Stage 2 submission will provide details on the proposed or existing physical characteristics of the aerodrome.

2.3.2.2 The applicant shall submit an application for Stage 2 acceptance.

2.3.2.3 For an existing aerodrome the applicant should conduct an assessment of the facility against the applicable physical characteristic requirements contained in national civil aviation regulation.

2.3.2.4 If the facility does not meet the applicable physical characteristic requirements, then a Stage 2 application should be submitted together with an action plan showing what actions are to be undertaken in order for the aerodrome to comply.

2.3.2.5 If the assessment indicates that the aerodrome meets the applicable physical characteristic requirements, then the applicant should submit a Stage 2 application and include drawings, photographs if appropriate and an obstacle limitation survey to support the application.

2.3.2.6 The Stage 2 submission requirements include the following:

a) completed Stage 2 application form;

b) a compliance matrix demonstrating compliance with national civil aviation regulations with regard to the physical characteristics and visual aids appropriate to the scope and scale of the proposed operations;

c) drawings to support the compliance matrix;

d) an action plan showing what actions are to be undertaken in order for the aerodrome to comply with national civil aviation regulation, if necessary;

e) an obstacle limitation surface assessment with an action plan indicating the action to be taken to mitigate any identified obstacles; and

f) evidence of payment of the Service Fee.

2.3.2.7 The National Authority may ask for clarification or additional information if the information provided within the Stage 2 submission is deemed incomplete or inadequate.

2.3.2.8 The National Authority will provide a full acceptance of the Stage 2 application further to the evaluation of the application, compliance matrix and the detail provided within the construction drawings.

2.3.3 Aerodrome Certification - Stage 3 – Operational Acceptance

2.3.3.1 The purpose of the Stage 3 acceptance is to provide the applicant with an operational acceptance of the aerodrome and for aircraft operations to commence.

2.3.3.2 The Stage 3 submission provides information on the completed aerodrome along with the Aerodrome Manual, final compliance matrix and other supporting documentation.

2.3.3.3 The applicant shall submit an application for Stage 3 acceptance.

2.3.3.4 Stage 3 submission requirements include the following:

a) evidence that any actions identified during the self-assessment process have been completed;

b) a final compliance matrix;

c) as-built drawings/photographs to support the compliance matrix;

d) a compliant and functional final version of the Aerodrome Manual;

e) a completed Aerodrome Manual Checklist;

f) evidence that all security, emergency planning and any requirements relating to the provision of Air Navigation Services have been satisfied;

g) confirmation that any required Post Holders have been accepted by the National Authority; and

h) any other documents or evidence as requested by the National Authority.

2.3.3.5 The National Authority will conduct an audit of the facilities and equipment, including sampling of policies and procedures and other related safety activities.

2.3.3.6 The aim of the audit is to verify compliance with the applicable requirements, through the examination of documentation, demonstration of compliance and technical inspections. It should be noted that the National Authority audit, inspection, testing or sampling processes do not absolve the applicant from the responsibility to provide accurate information and documentary evidence.

2.3.3.7 The National Authority will produce an audit report identifying any shortfalls in compliance.

2.3.3.8 If shortfalls in compliance are identified during the audit, the applicant will be required to provide an acceptance confirmation of the audit report together with an action plan with timescales to rectify or mitigate all findings to a level acceptable to the National Authority.

2.3.3.9 The National Authority will only issue an Aerodrome Certificate when completely satisfied that all regulatory and critical safety elements have been adequately addressed. This may also include evidence of any approvals or permissions from relevant authorities mentioned in Stage 1.

2.4 Model Guidance: Aerodrome Certificate Components

An Aerodrome Certificate consists of the following components:

- **Aerodrome Certificate Cover Page**
- **Part 1 - Standard Conditions** - General conditions which are applicable to all aerodrome operators.
- **Part 2 - Scope & Specific Conditions** – Scope of operations permitted at the aerodrome and any specific conditions applicable to the named aerodrome.
- **Part 3 - Deviations** – Deviations from national civil aviation regulation which have are been accepted by the National Authority further to assessment of the aerodrome operator's supporting aeronautical study.
- **Part 4** - Aerodrome Post Holders - as referred to in national civil aviation regulation

2.5 Model Guidance: Transfer of an Aerodrome Certificate

2.5.1 The National Authority must be satisfied that the proposed transferee will be able to properly operate and maintain the aerodrome in accordance with national civil aviation regulation.

2.5.2 The transfer of an Aerodrome Certificate is subject to stages as detailed in 2.3 and the following additional conditions and requirements:

a) the completed application and required Service Fees have been paid;

b) a revised Aerodrome Manual and Aerodrome Manual Checklist;

c) a description of the organisational structure outlining those persons accountable and responsible for safety critical roles as identified in national civil aviation regulation;

d) a list of key personnel and Post Holders as well as any required applications for changes to Post Holders;

e) a commitment from the proposed Aerodrome Certificate holder to resolve any outstanding deficiencies as identified in findings resulting from the National Authority's audits conducted prior to date of the transfer;

f) a checklist shall be created by the current and the proposed Aerodrome Certificate holder and contain:

i) confirmation that each condition contained in the national civil aviation regulation certification process will be met;

ii) a list of all issues relating to the safe operation of the aerodrome and its continued operations during the transfer period; and

iii) details regarding the transition of operational activities and accountabilities of key personnel; acknowledging that the overall accountability resides with the current Aerodrome Certificate holder until their Aerodrome Certificate is revoked.

2.5.3 Consent to the proposed transfer may be refused if the National Authority is not satisfied that the proposed Aerodrome Certificate holder will be able to operate and maintain the aerodrome properly. If the National Authority decides to deny consent, it will advise the proposed Aerodrome Certificate holder in writing.

2.6 Model Guidance: Amendment

2.6.1 An Aerodrome Certificate may be amended by the National Authority in response to a request by the aerodrome operator or as a consequence of enforcement action by the National Authority.

2.6.2 The request for amendment by the aerodrome operator shall be made through the National Authority's process for assessment and acceptance of changes to an Aerodrome Certificate.

2.6.3 The National Authority may amend an Aerodrome Certificate so as to restrict or prohibit specific operations if the aerodrome operator breaches the conditions of the Aerodrome Certificate. The National Authority shall provide written notice of intention to amend an Aerodrome Certificate stating the reasons for the proposed amendment.

2.6.4 Any requested change to the Aerodrome Certificate due to changes in use or operations, should be submitted as part of the aerodrome operator's management of change processes and should include but not be limited to:

a) detailed account of the proposed amendment including the reasons for the amendment;

b) an assessment of the safety risks associated with the change including the findings of any aeronautical study undertaken by the aerodrome operator; and

c) particulars of any consequential changes to the AIP, Aerodrome Manual and/or Aerodrome Emergency Plan.

2.7 Model Guidance: Regulatory Oversight

2.7.1 An Aerodrome Certificate is granted by the National Authority under national law with regard to the aerodrome operator's previous conduct and experience, the equipment, organisation, staffing, maintenance and other arrangements.

2.7.2 National law provides that the National Authority may, on sufficient safety grounds restrict, revoke, suspend or vary an Aerodrome Certificate.

2.7.3 Accordingly, the National Authority may only grant and permit an Aerodrome Certificate to continue where it is satisfied that the aerodrome operator can ensure that the aerodrome and its airspace are safe for use by aircraft.

Chapter 3
Model Process for Aerodrome Certification

3.1 Application

The model below provides an internal process framework for National Authorities to certify aerodromes further to the model regulation and guidance material included in Chapters 1 and 2. This process is supported by the Process for Aerodrome Certification Verification Audit in Chapter 4.

The model is based on the premise that each aerodrome will have allocated inspectors from various disciplines responsible for the initial and on-going review of applications associated with the aerodrome. The process is supported by a single point of contact, referred to as the aerodrome certificate coordinator, who is responsible for processing of applications, coordinating the review of the various allocated inspectors, consolidating feedback to the aerodrome operator and ensuring efficient and effective execution of the process. Management decisions regarding the application will be undertaken by the appropriate levels of the management holding the appropriate authority further to the National Author's delegation of powers and authorities regarding technical matters.

3.2 Model Process: Introduction

3.2.1 Requirement

National civil aviation regulation requires that an operator of an aerodrome open to public use shall be in possession of an Aerodrome Certificate. The criteria for certification are contained in national civil aviation regulation and supporting guidance material.

3.2.2 Purpose

The purpose of this procedure is to provide the National Authority personnel with guidance on the policy, procedures and processes for the provision of Aerodrome Certification.

The structure for aerodrome certification is stated in relevant national civil aviation regulation and supporting guidance material. Please note there may be additional certification or approval processes required for Air Navigation Services or Flight Operations.

> *Note: It is recommended National Authorities consider the implementation of e-Services to support the aerodrome certification process in order to track the transactional process with the aerodrome operator, facilitate the workflow of the internal review process and create an enduring record of the reviews, comments, communications, supporting document and versions all issued certificates.*

3.2.3 Responsibility

The procedure is maintained by management and is applicable to National Authority personnel participating in the aerodrome certification process.

It is the responsibility of inspectors allocated to particular aerodrome to review the aerodrome certification applications and supporting documentation provided; communicate any shortcomings; conduct an Aerodrome Certification Verification Audit and recommend certification only when all elements of the procedure have been adequately addressed.

3.3 Model Process: References

[Add relevant references to ICAO, national civil aviation regulation and guidance material]

3.4 Model Process: Procedure

3.4.1 Application Process

Aerodrome operators will submit an Aerodrome Certification Application. ***(Reference: Appendix A)***

An Aerodrome Certification Coordinator will receive the application, review for completeness and refer to management for further action in the case of an initial application (Stage 1) or the previously Allocated Inspectors in the case of subsequent applications.

In the case of an initial application (Stage 1), management will assign the application to Allocated Inspectors from relevant disciplines.

3.4.2 Aerodrome Certification Coordinator Actions

The Aerodrome Certification Coordinator will undertake the following in consultation with the Allocated Inspectors:

a) Create reference number for the Aerodrome Certification Application upon initial application (Stage 1);

b) Confirm the supporting information sufficient and correct as far as possible;

c) Distribute application and supporting information to the Allocated Inspectors; and

d) Coordinate consolidated feedback from all Allocated Inspectors in the event the application or support information are deficient.

3.4.3 Allocated Inspector Actions

The Allocated Inspectors will:

a) Review the submitted application and supporting information;

b) Provide feedback regarding the application and supporting information to the Aerodrome Certification Coordinator further to the following stages of the certification process:

- **Stage 1 – Application Acceptance** ***(Reference: Chapter 2, 2.3.1)***

    a) The inspector shall ensure elements required in Stage 1 are be met and detailed by the applicant.

    b) The applicant should initiate a meeting with the National Authority to discuss the application and provide details of their proposed timeline and action plan for certification if available.

    c) Inspectors shall give specific consideration to Environmental Control: Siting and Orientation of the aerodrome during the Stage 1 review.

    d) In the event there is a deficiency in the Stage 1 application, the Inspector shall detail this and provide their recommendation on whether the application should be re-submitted or if the acceptance may be granted with a condition to remediate the deficiency at a later stage of the certification process.

- **Stage 2 – Design Compliance and Construction Acceptance** ***(Reference: Chapter 2, 2.3.2)***

    a) The inspector shall ensure elements required in Stage2 are be met and detailed by the applicant.

    b) The inspector may request an update on the details of the applicant's proposed timeline and action plan for certification if necessary.

    c) In the event there is a deficiency in the Stage 2 application, the Inspector shall detail this and provide their recommendation on whether the application should be re-submitted or if the acceptance may be granted with a condition to remediate the deficiency at a later stage of the certification process.

- **Stage 3 – Operational Acceptance and Issue of Certificate** ***(Reference: Chapter 2, 2.3.3)***

a) The inspector shall ensure elements required in Stage3 are be met and detailed by the applicant.

b) The inspector may request an update on the details of the applicant's proposed timeline and action plan for certification if necessary.

c) The inspector shall arrange to conduct an Aerodrome Certification Verification Audit in accordance with the Process for Aerodrome Certification Verification Audit ***(Reference: Chapter 4)***

Note: The Aerodrome Certificate shall not be issued if there are any outstanding Level 1 Findings or without an action plan to address or mitigate any Level 2 Findings.

d) The applicant should coordinate with National Authority to arrange any necessary interviews for proposed Aerodrome Post Holders.

e) The relevant inspectors shall attend any required full certification emergency exercise and provide a report.

f) The inspector shall ensure that all document required including Aerodrome Manual and supporting Aerodrome Manual Checklist ***(Reference: Appendix B)*** and SMS Documentation ***(Reference: Appendix C)*** are acceptable.

g) The inspector shall ensure the applicant has raised applications for any deviations or specific conditions which are to be included on the Aerodrome Certificate.

h) The inspector shall complete the relevant section of the Aerodrome Certification Tracking form. ***(Reference: Appendix F)***

i) In the event there is a deficiency in the Stage 3 application, the Inspector shall detail this and provide their recommendation on whether:

i) the application should be re-submitted,

ii) if the National Authority should refuse to grant an Aerodrome Certificate; or

iii) if specific conditions or restrictions should be included as part of the Aerodrome Certificate – Part 2.

Note: An Aerodrome Certificate will only be issued when the National Authority is completely satisfied that all critical safety elements have been adequately addressed.

3.4.4 Management Actions

The appropriate levels of management will:

a) Review the inspector's recommendations and document their response to these recommendations – agree/disagree;

b) Coordinate with other disciplines within the National Authority if necessary;

c) Organise any required internal briefing meetings or other communications such as press releases;

d) Ensure any deviations or conditions have been processed according the necessary processes;

e) Check the Aerodrome Certificate for completeness and accuracy; and

f) Make appropriate recommendations and comments to the next level of management (if necessary).

The level of management will authority to sign the Aerodrome Certificate will additionally:

a) Sign the Aerodrome Certificate

3.5 Model Process: Amendment or Transfer of an Aerodrome Certificate

3.5.1 An aerodrome operator may request an amendment or transfer of an Aerodrome Certificate.

3.5.2 The appropriate application will be submitted to the National Authority and processed in line with the procedures outlined in Section 3.

Note: The application forms for transfer and amendment are beyond the scope of this Safety Advisory.

3.5.3 In the case of an amendment to Parts 2, 3 or 4 of the Aerodrome Certificate the Certification Coordinator will assign the relevant application to the Allocated Inspectors for review and assessment.

3.5.4 In the case of an amendment resulting in transfer of an Aerodrome Certificate, the proposed aerodrome operator must submit and Aerodrome Certification Application ***(Reference: Appendix A)*** which will be processed according to Section 3 above.

3.5.5 Upon successful completion of the Aerodrome Certificate Process, the Approvals Coordinator shall coordinate with the Allocated Inspector to take the original certificate from the previous Aerodrome Certificate Holder.

CHAPTER 4
MODEL PROCESS FOR AERODROME CERTIFICATION VERIFICATION AUDIT

4.1 Application

The model procedures below provides a framework for National Authorities to certify aerodromes and conduct the necessary safety oversight audits in support of the Aerodrome Certification process in Chapter 3. The model process for Aerodrome Certification – Audit Programme should be read in conjunction with ICAO Doc 9734, Safety Oversight Manual.

The model is based on the premise that each aerodrome will have allocated inspectors from various disciplines responsible for the initial and on-going oversight. Management decisions regarding the audits will be undertaken by the appropriate levels of the management holding the appropriate authority further to the National Author's delegation of powers and authorities regarding technical matters.

4.2 Model Process: Introduction

ICAO Doc 9734, Safety Oversight Manual and the ICAO annexes establish the standards in support of the eight critical elements essential to the state safety oversight system. Audits are part of surveillance activity associated with these critical elements proactively ensure that aerodrome certificate holders continue to meet the established requirements and function at the level of competency and safety required by the National Authority to the activities for which they are certified.

4.2.1 Purpose

National civil aviation regulation provides for the grant of aerodrome certificates subject to the National Authority being satisfied that the aerodrome operators meets the requirements of the regulation. Once issued, the aerodrome certificate shall be valid subject to the conditions of the certificate and continued compliance with these national civil aviation regulation.

The procedures and guidelines outlined in this document provide for the initial verification and on-going surveillance audits of certified aerodromes.

This processes to be includes a framework for recording and reporting compliance in relation to appropriate laws, national civil aviation regulations and safety requirements as well as resolution of safety issues further to audit findings.

This procedure defines the responsibilities, goals and methods for audit of certified aerodromes by the National Authority. This approach aims to create a professional, harmonious relationship between the National Authority and the aerodrome operator by outlining procedures to conducted efficient and effective audits by collecting information in the least disruptive manner and fostering a culture of partnership, no blame, transparency and self-disclosure.

4.2.2 Responsibility

It is the responsibility of National Authority management to monitor the performance of its inspectors and auditors against this procedure to include timely closure of audit reports.

4.3 Model Process: References

4.3.1 References

[Insert references to relevant ICAO, national civil aviation regulation, guidance materials, etc.]

4.4 Model Process: Audit Programme

4.4.1 Audit Programme

Management within the National Authority is responsible for the development and approval of an annual Audit Programme. Effective audit programmes should be carefully planned and executed and can be based on a risk-based approach. Auditors are responsible for implementing the approved annual Audit Programme. Designated lead auditors are responsible briefing management on the findings and difficulties in follow-up and closure.

The following are the objectives of the Audit Programme:

a) Ascertain whether the aerodrome operator is or will continue to conduct operations in accordance with the national law, national civil aviation regulations, national authority publications and ensure that organisation's manuals and procedures are appropriately documented and followed;
b) Ensure the aerodrome manual includes required content and the aerodrome operator demonstrates effective implementation of its obligations;
c) Provide assurance that the aerodrome operator's competency, operating practices and records of compliance meet requirements;
d) Provide the opportunity to identify gaps in aerodrome operator's implementation of national civil aviation regulation, guidance material or best practices if such actions are required or would result in improvements in operating safety environment;
e) Detect and track the resolution of safety concerns residing in the aviation system; and
f) Establish whether the aerodrome operator may operate or continue to operate under an aerodrome certificate or if the aerodrome shall be restricted, suspended or revoked.

Note: This would include the ability to analyse safety deficiencies, forward recommendations, support the resolution of identified deficiencies, as well as take enforcement action when appropriate.

Surveillance activities are conducted at different intervals depending on the type of the audit to be conducted The scope, depth and complexity of the audit along with size and type of operation shall require individual auditor planning.

Type of Aerodrome Audit	Frequency
Aerodrome Certification Verification Audit	Inspection undertaken for the purpose of assessing the aerodrome operator's documentation, facilities, services and equipment to verify regulatory compliance prior to grant, transfer or renewal of an aerodrome certificate.
Periodic Surveillance Audit	The frequency is based on the complexity of operations and proficiency operations. The maximum period between two audits is based on the aerodrome operator's risk profile and shall not exceed 18 months.
Mid-Audit Review	May be conducted between periodic audits when deemed necessary by auditors to review any outstanding findings or accepted action plans.

Type of Aerodrome Audit	Frequency
Special Inspections (Ad-hoc)	When an auditor has identified a trend in the reduction of safety, a special inspection may be undertaken with or without notification to the aerodrome operator.

Audits include following general characteristics:

a) A specific work activity title;
b) A definite beginning and a definite end;
c) Defined procedures;
d) Specific objectives; and
e) Reporting of findings.

4.5 Model Process: Checklists

Checklists are powerful audit tools and if used correctly they shall enable auditors to focus on the task in hand. Checklists also act as a guide, an aid memoire, provider of continuity and a record of audit coverage. Checklists which support safety oversight of certified aerodromes including the following:

Reference	Name	Purpose
Appendix B	Aerodrome Manual Checklist	Used as part of the initial aerodrome certification verification audit as well as during periodic surveillance audits
Appendix C	SMS Documentation Checklist	
Appendix D	Aerodrome Self-Assessment Checklist	Used as part of the initial Aerodrome Certification Verification Audit as well as during Periodic Surveillance Audits to provide the aerodrome operator meets to demonstrate compliance through a self-assessment.
Appendix E	Core Item Checklist	Used as part of the initial Aerodrome Certification Verification Audit as well as during Periodic Surveillance Audits to ensure the aerodrome operator meets areas of necessary compliance. All items of the checklist must be annotated during an Aerodrome Certification Verification Audit however the Allocated Inspector may complete only parts of this checklist further to the agreed scope of a Periodic Surveillance Audit.

4.6 Model Process: Procedure

4.6.1 Audit Phases

Audits, including Aerodrome Certification Verification Audit are divided into eleven phases:

Phase 1 - Audit Planning and Preparation

Phase 2 - Audit Notification

Phase 3 - Opening Meeting

Phase 4 - Audit Conduct

Phase 5 - Evaluation of Results

Phase 6 - Closing Meeting

Phase 7 - Notification of Audit Findings

Phase 8 - Corrective Actions

Phase 9 - Follow-up Actions

Phase 10 - Records

Phase 11 - Audit Closure

4.6.2 Phase 1 - Audit Planning and Preparation

Planning is vital to ensure that a surveillance programme is effective and efficient. The auditor shall have a complete and clear understanding of the aerodrome operator and its procedures.

The auditor are encouraged to gather as much as information prior to the audit and must verify the aerodrome operator's level of compliance with the latest published national civil aviation regulations.

All audits must be planned in order to ensure that National Authority resources are correctly utilised and aerodrome operators are not unduly inconvenienced. The planning phase shall take into consideration:

a) Access to the aerodrome;

b) Presence of key personnel; and

c) Knowledge of the audit process.

Management should appoint a lead auditor for an audit with two or more auditors. The lead auditor shall determine the scope of the audit in consultation with the rest of the team and if necessary conduct a briefing to establish the following:

a) Information on the aerodrome and aerodrome operator;

b) The audit scope, elements, targets, timings, etc;

c) Roles and responsibilities of each auditor;

d) Locations to be visited,

e) Team travel arrangements;

f) Opening and Closing Meeting arrangements; and

g) Distribution of the relevant documentation.

4.6.3 Phase 2 - Audit Notification

For scheduled audits sufficient notice time, no less than two weeks, shall be given to the aerodrome operator.

4.6.4 Phase 3 - The Opening Meeting

The purpose of this phase is to:

a) Explain the purpose of the audit including the objective and scope of the audit;

b) Introducing different representatives;

c) Provide short summary of the audit programme;

d) Confirming the arrangements for the Closing Meeting;

e) Plan and agree on alternative arrangements, where necessary;

f) Confirm housekeeping arrangements (office to work from, escorts, etc.); and

g) Confirm which auditees shall provide corrective actions to any findings.

4.6.5 Phase 4 - Audit Conduct

The task of the auditor when conducting the audit is to verify compliance with the national law, national civil aviation regulations, national authority publications and ensure that organisation's manual and procedures are appropriately documented and followed. In this regard, the auditor shall carefully review the regulation to identify the applicable requirements.

> *Note: The auditor always needs "Objective Evidence" taking into consideration that an audit is a fact finding mission, not a fault finding mission.*

Each element of the audit shall be conducted with the following guidelines in mind:

a) Identify the current practices;

b) Establish that the practices are appropriate;

c) Establish that the documentation matches the practices;

d) Review the system for regulatory compliance;

e) Identify any immediate safety-significant problems;

f) Aerodrome operator's compliance to latest published regulations; and

g) Other things to consider, such as:

i. Are the people appropriately trained/qualified?

ii. Are there sufficient controls in the system (quality assurance processes)?

iii. Shall the process continue if key personnel are not available (do they have a contingency)?

iv. When issues are uncovered ask "why" to get to the root cause of the problem and report on that root cause

v. Are the procedures in accordance with the national civil aviation regulations and other National Authority requirements?

vi. Are the documents reviewed and approved adequately by authorised personnel prior to issue?

vii. Are invalid or obsolete documents promptly removed from all points of use?

viii. Are there any activities for which no document procedures exist?

Each auditor shall record the findings and notes of the audit on the audit checklist. This shall include sufficient detail to identify what was observed during the audit including details of records sampled, names of staff interviewed and deficiencies found.

4.6.5.1 Phase 5 - Evaluation of Results

The auditor shall evaluate the audit results to establish which findings are reportable. A finding is valid if it can be cross-referenced to the national law, national civil aviation regulation, guidance materials or any documents approved or accepted by the National Authority such as the Aerodrome Manual.

A finding is categorised as Level 1, Level 2 or Level 3.

4.6.5.2 Level 1 Finding:

a) Level 1 findings are those which pose a hazard to aircraft operational safety or which contravenes a legal requirement or which lowers safety standards. This non-compliance might be with the: applicable provisions of the national law;

- national civil aviation regulations;
- the aerodrome operator's certification requirements;
- conditions of an existing aerodrome certificate; or
- the aerodrome operator's procedures or systems.

In determining whether a Level 1 shall be assigned to a particular finding, the auditor shall exercise sound judgement and seek management concurrence, prior to formally reporting the finding

Consequence

b) ***Aerodrome Certification Verification Audit for aerodromes not yet in operation***: This category of finding, if not rectified by the aerodrome operator will result in restrictive conditions on the proposed aerodrome certificate or result in the refusal of the National Authority to grant an aerodrome certificate.

c) ***Aerodrome Certification Verification Audit for operating aerodromes or Periodic Surveillance Audit:*** This category requires immediate corrective or containment action by the aerodrome operator, failure of which shall result in limitation or suspension of operations as well as limitation, suspension revocation of any existing aerodrome certificate.

Timeframe for Corrective Actions

d) Depending on the seriousness of the finding, its impact on the safety and if necessary a risk assessment by the audit, the auditor may give the aerodrome operator, up to seven days to provide the appropriate corrective action plan.

e) Where a particular Level 1 finding requires an action on the spot, such as grounding an aircraft, the Auditor shall notify verbally, followed by email to the organisation pending formal notification from the National Authority.

f) However, some corrective actions may require a longer time than the time set by the auditor. It is up to the auditor to extend the timeline based on the corrective action plan provided by the aerodrome operator further to management approval.

Other Condisiderations

g) If the Level 1 is confirmed, the auditor shall decide if the situation require enforcement action in the case of violation against national laws, demonstration of gross negligence, incompetence, or evidence of wilful act, sabotage, failure to give the National Authority access to the aerodrome operator's facilities or record, falsification of documentary evidence, malpractice or fraudulent use of the aerodrome certificate or absence of an accountable manager.

4.6.5.3 Level 2 Finding:

a) A Level 2 finding non-compliance with national civil aviation regulation or a finding against the aerodrome operator's procedures, which could possibly hazard the aircraft operational safety or which could lower safety standards.

Consequence

b) ***Certification Verification Audit for aerodromes not yet in operation:*** This category of finding, if not rectified by the aerodrome operator, must be supported by a corrective action plan which remediates the deficiency and is acceptable to the National Authority.

Time Frame for Corrective Action

c) For Level 2 finding, the Auditor, based on his/her judgment, may grant 30 days for the corrective actions to be implemented. However, it is up to the Auditor to extend the timeline based on the corrective action plan provided by the organisation.

Other Considerations

d) Repeated or multiple Level 2 findings in a particular area could be an indication of deterioration of the aerodrome operator's standards and controls. In this case the auditor may decide to raise it to Level 1 and potentially place a restriction on operations.

4.6.5.4 Level 3 Finding:

a) A level 3 finding is an observations or recommendation to improve safety standards and/or achieve a better practice by addressing:

- opportunities for improvements or
- deficiencies that may lead to potential findings.

Timeframe for Corrective Actions

b) For Level 3, the auditor may grant up to three months for the corrective actions to be implemented however, not all Level 3 finding will necessarily warrant corrective actions and therefore may be closed based on the aerodrome operator's acknowledgement.

c) It is important when reviewing non-compliances to ensure that the statements made are factual, supported by objective evidence and are clear, concise and understandable. If there is any doubt as to the ability to support the conclusion made, then the finding shall be discarded.

d) In addition to the above, the auditor shall always analyse the audit report and establish the following before presenting the final report:

- Is the deficiency an isolated error or a system breakdown?
- Is the aerodrome operator already aware of the problem?
- Has the deficiency been reported during previous audits?
- Can the corrective action rectify the problem before the report is prepared? If this is the case, it shall still be raised as a finding.

4.6.6 Phase 6 - The Closing Meeting

The purpose of the Closing Meeting is to ensure the following is established:

a) To continue the communication process with the aerodrome operator's management and to feedback the results of the audit, together with any conclusions reached.

b) To ensure that the aerodrome operator's management is aware of and fully understand the findings and associated implications, and what they need to do next.

c) To mark the end of phases 4 and 5.

The auditor shall use the cove the following items during the Closing Meeting:

a) Explain the purpose of the meeting including the objective and scope of the audit, for the benefit of any participants who may not have been at the opening meeting.

b) Thank the aerodrome operator for its cooperation, hospitality, provision of facilities and professional manner in which it participated in the audit process (as appropriate).

c) The findings shall then be presented and accepted/rejected by the aerodrome operator if they are justified and documented.

d) The auditor shall allow for some discussion on corrective actions of findings in order these are clear.

e) If the findings are of significant nature, the auditor shall not leave the aerodrome operator's offices without a firm commitment from the aerodrome operator's management as to when the corrective actions shall be addressed to National Authority.

f) The auditors shall try not to become involved in a debate on findings, but shall advise the organisation that these conclusions shall be followed by a notification of audit findings.

4.6.7 Phase 7 - Notification of Audit Findings

The National Authority shall provide the organisation with a formal report no later than10 working days from the last day of the audit unless there is a Level 1 finding, in which case the report shall be raised as soon as possible but in no more than 3 working days from the date of detection.

The lead auditor shall complete the audit report. The following conditions shall be observed:

a) All audit reports shall include a completed Aerodrome Core Item Checklist ***(Reference: Appendix E)***

b) Where an audit involves assessments over multiple disciplines, a single, consolidated report should be raised.

c) Audit reports shall include an audit summary briefly explain the scope of the audit, its purpose, the location, the number of findings, the general impression, positive points etc.

d) The date of a finding in the report shall reflect the actual date when the finding was discovered.

e) Findings shall be recorded in order of severity.

f) Each finding shall have a response based on the level of the finding and/or auditor's recommendation.

g) The audit report shall be endorsed and dated by the auditor.

h) The report is confidential and then it shall not be distributed to a third party without permission from management.

4.6.8 Phase 8 - Corrective Actions

Depending upon the nature and level of the findings, it is very important for the aerodrome operator to submit an action plan for corrective actions along with the root cause. A plan for corrective actions is a set of actions taken to immediately rectify the finding including preventive actions to ensure no new occurrence.

Once the proposed plan is received, the auditor may either accept or request further corrective actions even if a presentation of evidences from the operator is required. If additional information is required by from the aerodrome operator the auditor may extend the deadline of the action.

4.6.9 Phase 9 – Follow-up Actions

Follow-up is required prior to the closure of the audit to verify that all proposed corrective actions are implemented. The auditor may plan a follow-up audit to verify that the corrective actions are satisfactory completed. The results of the follow-up audit shall be recorded.

The auditor may hold face-to-face review meetings with the aerodrome operator to ensure timely follow-up on the corrective actions. The auditor will keep records of these meetings.

Whenever an audit finding has not been actioned within the time limit specified, the auditor shall attempt to determine the reason. If there is no acceptable reason for the delay, the auditor shall refer the matter to management for action. If there is no response further to management intervention then the matter may be considered in the context of enforcement action.

4.6.10 Phase 10 – Records

The auditor is responsible for ensuring that records for the audit are appropriately recorded.

4.6.11 Phase 11 - Closure of the Audit

When the corrective actions are found acceptable this should be documented and the audit is considered closed. The auditor shall notify the aerodrome operator when the audit is closed.

4.7 Model Process: Regulatory Surveillance and Enforcement

Auditors must be aware of the relationship between audit and enforcement action. During the course of an audit when an auditor discovers a finding which may result in enforcement action, the enforcement procedures should be consulted.

4.8 Model Process: Report of Finding following a Regulatory Amendment

When new or amended national civil aviation regulations are introduced, there may be instances whereby aerodrome operators cannot immediately comply with the new requirements. If a finding is raised against a new requirement, the audit shall take this into consideration in agreeing to a timeline for corrective actions. Alternatively, the aerodrome operator may be asked to conduct an aeronautical study and apply for a deviation. The Auditor shall follow-up to close the finding.

Appendix A
Model Aerodrome Certification Application Forms

A.1 Application

The oversight of the initial Aerodrome Certification process as well as the on-going safety over sight of certificated aerodrome is support National Authority processes and associated forms. The certification framework is supported by a three stage process. The below paragraphs include indicative applications for each of the three stages.

A.2 Model Application - Stage 1 – Application Acceptance

It is important that you answer relevant questions as fully as possible to avoid delays in processing your application. Your responses to these questions should provide the National Authority with the information it needs to give proper consideration to your application. In order to aid you through the certification process, please refer to national civil aviation regulation and Guidance Material for Aerodrome Operators (**Chapter 3**).

AERODROME CERTIFICATION STAGE 1 – APPLICATION ACCPETANCE

Section 1 - DETAILS OF CERTIFICATE HOLDER *(As required to be shown on the Aerodrome Certificate)*

Note: The certificate holder must be a legal entity or individual. If the certificate holder is a group or club that is not incorporated, the name(s) of the person(s) who will hold the Certificate and be responsible for giving effect to the conditions on the Certificate must be stated.

Legal Name of Certificate Holder:
Address of Certificate Holder:

Telephone Number: Email:

Certificate Holder's Accountable Manager:

Accountable Manager's Telephone Number: Accountable Manager's Email:

Section 2 - DETAILS OF AERODROME *(As required to be shown on the Aerodrome Certificate)*

Note: This application must be accompanied by map extract showing the exact Aerodrome Boundary by means of a red line.

Proposed Name of Aerodrome:
Address of Aerodrome:
Telephone Number: Email: Website:
Position of proposed aerodrome with reference to nearest location (in nautical miles):
Aerodrome Reference Point (geographical coordinates in WGS 84 format):

Section 3 - TYPE OF AERODROME

Airport	☐	Surface Level Heliport	☐	Other:	☐
Water Aerodrome	☐	Elevated Heliport	☐		

Section 4 - CONTROL OF THE AERODROME

Are you the owner of the aerodrome site? ☐ Yes ☐ No

If NO – please state:

Details of the rights you hold over the site:

The period for which you hold these rights, including terminating date:

The name and address of the owner or the tenant whose permission has been obtained for the site to be used as an aerodrome:

Section 5 – AERODROME ACTIVITIES

Aerodrome Certification: *National civil aviation regulation requires any operator of an aerodrome open for public use to hold an Aerodrome Certificate.*

Purposes for which aerodrome is to be used. Please indicate one or more from the following:

Public Use ☐	International ☐	Day Use Only ☐	Passenger Service ☐
Private Use ☐	Domestic ☐	Day/Night Use ☐	Air Freight or Mail ☐
			Maintenance or Positioning ☐

Royal Flights ☐	Flying Training ☐	Flying Club ☐
Hospital ☐	Aerial Works ☐	Light Sport Aircraft ☐
	Ballooning ☐	Parachuting ☐

Section 6 – AERODROME OPERATIONAL SPECIFICATION

Approach Category	Aerodromes	Heliports
Non-Instrument ☐ Instrument ☐ Non-Precision ☐ Precision – Cat 1 ☐ Precision - Cat 2 ☐ Precision - Cat 3 ☐	Aerodrome Reference Code: Aerodrome Fire Service Category: Largest type of aeroplane intended to use the aerodrome: Aircraft Overall Length (m): Maximum Fuselage Width (m): Outer main gear wheel span (m): Wing Span (m):	Heliport "D" Value: Heliport Fire Service Category: Largest type of helicopter intended to use the heliport: Largest overall dimension (m): Performance Class:

Section 7 - AIR TRAFFIC SERVICES

Note: You should apply separately to the relevant national telecommunication authority for frequency allocation.

Which of the following will be provided:

Air Traffic Control Service with licensed air traffic controllers? ☐ Yes ☐ No

Aerodrome Flight Information Service? ☐ Yes ☐ No

Air/Ground or FISO Service? ☐ Yes ☐ No

Section 8 - PERMISSION AND APPROVALS

Note: Before submitting this application, the authorities as indicated in Attachment B, should be consulted and if appropriate, their approvals obtained. There may also be other bodies that applicants should inform in their own interests; it is the responsibility of the applicant to obtain the appropriate approvals. The application for planning / building permissions and the request for the Aerodrome Certificate is not interdependent and is required to be made separately.

Are there any local planning conditions or other relevant approvals which may affect the use of the site as an aerodrome?
☐ Yes ☐ No
If Yes, please provide details:

Have any of the relevant authorities mentioned in Attachment B raised any objections to the proposed use of the site as an aerodrome? ☐ Yes ☐ No
If Yes, please state the authority concerned and the nature of objections:

Section 9 - COMMENTS

Section 10 - DECLARATION

I hereby certify that the foregoing information is correct in every respect and no relevant information has been withheld. I undertake to pay the National Authority's Service Fee in respect of this application and agree to abide by the terms and conditions of holding an Aerodrome Certificate as outlined in national civil aviation regulation.

Note: It is an offence to make any false representation with intent to deceive, for the purpose of procuring the grant, issue, renewal or variation of an Aerodrome Certificate. A person found guilty of such an offence is liable to a fine on summary conviction and to a fine, imprisonment or both on conviction on indictment.

Name:
Title:
Signature:
Date:

If you have any difficulty completing this application form then please do not hesitate to contact the National Authority. Send with this application form and the required supporting documentation to the National Authority by one of the following:

Post:	**Courier:**	**e-mail:**
National Authority Attn: Name, Title Address City , State, Country	Building Address Attn: Name, Title City , State, Country Phone: xxx	authority@domain.gov

A3 Model Application - Stage 2 – Design Compliance and Construction

Complete the following form and attach supporting information. If there have been any changes to the information provided in the Stage 1 application please provide update and explanation as part of this application. In order to aid you through the certification process, please refer to national civil aviation regulation and guidance material.

AERODROME CERTIFICATION STAGE 2 – DESIGN COMPLIANCE AND CONSTRUCTION

Section 1 – GENERAL DETAILS

Aerodrome Name	Aerodrome ICAO Designator	Proposed Aerodrome Certificate Holder

Application Point of Contact

Name	Title	Organisation	Phone Number	e-mail address

Section 2 – SUPPORTING DOCUMENTS

Please indicate which of the following document are included as part of this application. If a required document is not included please include a comment in Section 3 explaining why.

Compliance Matrix	☐ Yes ☐ No ☐ N/A	**Supporting Drawings**	☐ Yes ☐ No ☐ N/A	**Obstacle Limitation Surface Assessment**	☐ Yes ☐ No ☐ N/A	**Receipt for payment of Service Fee**	☐ Yes ☐ No ☐ N/A

Other Documents:

Section 3 - COMMENTS

Section 4 - DECLARATION

I hereby certify that the foregoing information is correct in every respect and no relevant information has been withheld.

Note: It is an offence to make any false representation with intent to deceive, for the purpose of procuring the grant, issue, renewal or variation of an Aerodrome Certificate. A person found guilty of such an offence is liable to a fine on summary conviction and to a fine, imprisonment or both on conviction on indictment.

Name:
Title:
Signature:
Date:

A4 Model Application - Stage 3 – Operational Acceptance

Complete the following form and attach supporting information. If there have been any changes to the information provided in the Stage 1 application please provide update and explanation as part of this application. In order to aid you through the certification process, please refer to national civil aviation regulation and guidance material.

AERODROME CERTIFICATION STAGE 3 – OPERATOINAL ACCEPTANCE

Section 1 – GENERAL DETAILS

Aerodrome Name	Aerodrome ICAO Designator	Proposed Aerodrome Certificate Holder

Application Point of Contact

Name	Title	Organisation	Phone Number	e-mail address

Section 2 – SUPPORTING DOCUMENTS

Please indicate which of the following document are included as part of this application. If a required document is not included please include a comment in Section 4 explaining why.

Evidence all actions identified during Self-Assessment have been completed.	☐ Yes ☐ No ☐ N/A	**Final Compliance Matrix**	☐ Yes ☐ No ☐ N/A	**As Built Drawing and Photographs**	☐ Yes ☐ No ☐ N/A	**Final Aerodrome Manual**	☐ Yes ☐ No ☐ N/A
Final Aerodrome Manual	☐ Yes ☐ No ☐ N/A	**Completed Aerodrome Manual Checklist**	☐ Yes ☐ No ☐ N/A	**Evidence of other required approvals from National Authority**	☐ Yes ☐ No ☐ N	**Evidence of other required approvals from other authorities**	☐ Yes ☐ No ☐ N

Other Documents:

Section 3 – KEY MANAGEMENT PERSONNEL

Accountable Manager		
Name *Title*	**Telephone:**	
	Email:	
	Post Holder?	☐ Yes ☐ No

Key Person responsible for Aerodrome Safety		
Name *Title*	**Telephone:**	
	Email:	
	Post Holder?	☐ Yes ☐ No

Key Person responsible for day to day provision of Aerodrome Operations		
Name *Title*	**Telephone:**	
	Email:	

Key Person responsible for Rescue & Firefighting Services		
Name *Title*	**Telephone:**	
	Email:	

	Post Holder?	☐ Yes ☐ No

	Post Holder?	☐ Yes ☐ No

Key Person responsible for Aerodrome Maintenance		
Name *Title*	**Telephone:**	
	Email:	
	Post Holder?	☐ Yes ☐ No

Key Person responsible for Air Traffic Services		
Name *Title*	**Telephone:**	
	Email:	

Section 3 - COMMENTS

Section 4 - DECLARATION

I hereby certify that the foregoing information is correct in every respect and no relevant information has been withheld.

Note: It is an offence to make any false representation with intent to deceive, for the purpose of procuring the grant, issue, renewal or variation of an Aerodrome Certificate. A person found guilty of such an offence is liable to a fine on summary conviction and to a fine, imprisonment or both on conviction on indictment.

Name:
Title:
Signature:
Date:

Appendix B
Model Aerodrome Manual Checklist

B.1 Application

The following templates may be used by the National Authority in order to assess the content of the Aerodrome Manual. The Authority may request that this form is completed by the aerodrome operator at the time they submit the Aerodrome Manual during the aerodrome certification process or at the time of any subsequent updates. The Authority may also use this checklist for their own review. The checklist will have to be adapted to follow the framework of the applicable national civil aviation regulations.

B.2 Model: Aerodrome Manual Checklist

Aerodrome Certificate Holders MUST refer to
National Civil Aviation Regulation for greater detail required within each section.

Aerodrome Name:
Aerodrome Manual Name:
Aerodrome Manual Version Number:
Aerodrome Manual Date:

Regulatory Ref	Section Method of Compliance	Compliance Status			Manual Ref
		Yes	No	N/A	Page
	Document Control Process				
	Definitions				
	Part 1 - General	**Yes**	**No**	**N/A**	**Page**
	Purpose and Scope of the Aerodrome Manual				
	Legal Requirements				
	Conditions for Use of the Aerodrome				
	Limitations on the Operation of the Aerodrome				
	Responsibilities for Aerodrome Certification and Safety Issues				
	Obligations of the Aerodrome Operator				
Comments:					
	Part 2 - Particulars of the Aerodrome Site	**Yes**	**No**	**N/A**	**Page**
	General Description of Aerodrome				
	Location Plan				
	Boundary Plan				

	Aerodrome Plan				
	Apron Plan				
	Ground Movement Plan				
	Lighting Plan				
Comments:					
Part 3 - Particulars of the Aerodrome Required by AIS		**Yes**	**No**	**N/A**	**Page**
	Description of procedures to ensure accuracy and quality of AIS information				
	Description of procedures to promulgation and review AIS information				
Comments:					
	General Information	**Yes**	**No**	**N/A**	**Page**
	Aerodrome Name				
	Aerodrome Location				
	Aerodrome Reference Point				
	Aerodrome Elevation				
	Runaway Elevations, Low Points, Touchdown Points				
	Aerodrome Reference Temperature				
	Aerodrome Beacons				
	Aerodrome Contact Details				
Comments:					
	Aerodrome Dimensions & Related Information	**Yes**	**No**	**N/A**	**Page**
	Runways				
	Runway Strips, Runway End Safety Areas, Stopways (Length & Width)				
	Taxiways (Width)				
	Apron and Aircraft Stands				
	Clearway				
	Visual Aid including indicators, marking, markers, lighting, signs and control systems				
	Visual Aids - Approach Lighting Type and PAPI				
	Visual Aids - Runway				
	Visual Aids - Taxiway				
	Visual Aids - Aprons and Aircraft Stands				

	Location and Radio Frequency of VOR Checkpoint Signs				
	Standard Taxiway Routes				
	Geographic Coordinates – Thresholds, Taxiway Centre Line Points, Aircraft Stands				
	Geographic Coordinates – Significant Obstacles				
	Pavement Surfaces				
	Altimeter Check Locations				
	Declared Distances (for Runways and any Intersection Departures)				
	Disabled Aircraft Removal Plan				
	Rescue & Fire Fighting Services				
Comments:					
Part 4 - Aerodrome Operating Procedures & Safety Measures					
	Reporting of Aerodrome Information	**Yes**	**No**	**N/A**	**Page**
	Reporting or changing information in the AIP and Issuing NOTAMS including:				
	Procedures for checking AIP information				
	Procedures for issuing a NOTAM				
	Procedures for changing AIP information				
	Procedures for briefing Aircraft Operators				
	Details of persons responsible				
	Details for reporting changes to the Authority				
Comments:					
	Access to the Aerodrome Movement Area	**Yes**	**No**	**N/A**	**Page**
	Procedures for preventing unauthorised access into movement area including:				
	Role of each agency with key responsibility for aerodrome security				
	Procedures to control access of personnel and contractors				
	Procedures to control access of vehicles and equipment				
	Details of persons responsible				
Comments:					
	Aerodrome Movement Area Inspections	**Yes**	**No**	**N/A**	**Page**
	Procedures for daily inspection of movement area and OLS including:				
	Description of inspections undertaken including frequency				
	Inspection checklists				

	Description of record keeping and corrective actions				
	Description of communications with ATC & Apron Management Services				
	Procedures for reporting results to ATC and parties responsible for defect rectification				
	Runway inspection and defect reporting				
	Taxiway inspection and defect reporting				
	Apron inspection and defect reporting				
	Procedures for restricting aircraft operations				
	Details of persons responsible				
Comments:					
	Aerodrome Electrical Systems & Visual Aids	**Yes**	**No**	**N/A**	**Page**
	Synopsis of facilities and procedures for the inspection and maintenance of the electrical system, aeronautical lights, signs and markings including:				
	Electrical				
	Description of electrical system and power supplies				
	Single line diagram of electrical system as built				
	Description of testing including frequency for secondary power supply				
	Airfield Lighting				
	Description of Aerodrome Ground Lighting including VDGS				
	Description of lighting circuitry				
	Details of inspection schedule, type of inspections and calibration methods				
	Inspection checklists				
	Details of record keeping and tracking of corrective actions				
	Procedures for reporting results and parties responsible for defect rectification				
	Description of preventative maintenance program				
	Number of staff and details of shift structure				
	Signs and Markings				
	Description of aerodrome signs and markings				
	Description of inspection schedule and inspections undertaken				
	Inspection checklists				
	Details of record keeping and tracking of corrective actions				

	Procedures for reporting results and parties responsible for defect rectification				
	Description of preventative maintenance program				
	Details of persons responsible for the following:				
	Electrical System				
	Airfield Lighting				
	Airfield signs				
	Pavement Markings				
Comments:					
	Aerodrome Movement Area Maintenance	**Yes**	**No**	**N/A**	**Page**
	Synopsis of pavement maintenance program and description of pavement management system for the movement area including:				
	Pavement inventory				
	Inspection schedule, types of inspection/surveys/assessment including:				
	Paved and unpaved areas				
	Runways and taxiways strips				
	Details of record keeping and tracking of corrective actions				
	FOD management arrangements				
	Description of friction testing, assessment and corrective action programme				
	Rubber removal programme for runways				
	Drainage system maintenance and adequacy				
	Details of persons responsible				
Comments:					
	Aerodrome Works Safety	**Yes**	**No**	**N/A**	**Page**
	Procedures for works on or in the vicinity or the movement area or those that may extend above the OLS including:				
	Methodology for development of a safety plans and control of contractors				
	Checklists				
	Methodology for implementation of airside works safety plans				
	Works notification and work authority permit process				
	Procedures for closing off and reopening work areas				

	Formal acceptance of work areas prior to return them to service				
	Supervisory oversight of works in progress				
	Communications between parties (contractors, ATC, Apron Management Services, etc)				
	Details of persons responsible				
Comments:					
	Apron Management	**Yes**	**No**	**N/A**	**Page**
	Synoposis for apron management including communication between ATC and Apron Management Services including:				
	Description of geographical areas of responsibility including points of transfer				
	Procedures for transfer of control for arriving and departing aircraft				
	Arrangements for allocating aircraft parking positions				
	Arrangements for ensuring stand availability, equipment serviceability and stand is clear of FOD prior to aircraft arrival				
	Arrangements for communicating stand availability and clearance				
	Description of stand guidance system used				
	Arrangements for engine start-up and ensuring clearance during push-back				
	Description of follow-me procedures including communication of instructions				
	Details of persons responsible				
Comments:					
	Apron Safety Management	**Yes**	**No**	**N/A**	**Page**
	Synopsis of procedures and facilities used to ensure apron safety including:				
	Procedures for protection from jet blast				
	Procedures to protect aircraft from FOD				
	Fuel spillage response and cleanup				
	Enforcement of safety precaution during refuelling				
	Procedures for reporting accidents/incidents				
	Procedures for investigation				
	Procedures for analysis of accidents/incidents				
	Procedures for auditing safety compliance of apron personnel				

	Details of any apron/ground safety committees				
	Details of persons responsible				
Comments:					
	Airside Vehicle Control	**Yes**	**No**	**N/A**	**Page**
	Procedure for control of surface vehicles operating on or in the vicinity of the movement area including:				
	Description of airside traffic rules including:				
	Speed limits				
	Means of enforcement				
	Description of vehicle serviceability requirements				
	Method for issuing driving permits				
	Method for authorisation for airside vehicles/equipment				
	Considerations for vehicles/equipment that will remain airside				
	Details of persons responsible				
Comments:					
	Wildlife Hazard Management	**Yes**	**No**	**N/A**	**Page**
	Synopsis of methods to deal with dangers caused by birds and wildlife on aerodrome or in the flight path as detailed in Aerodrome Operator's Wildlife Hazard Management Plan				
	Details of persons responsible				
Comments:					
	Obstacle Control	**Yes**	**No**	**N/A**	**Page**
	Synopsis of system to control and remove obstacles at the aerodrome and its environs (off the aerodrome) including:				
	Methodology for obstacle assessment				
	Frequency of obstacle assessment or confirmation				
	Methodology to control new obstacles				
	Methodology to monitor new building developments				
	Description of systems to remove existing obstacles				
	Process to notify the National Authority of obstacles				
	Process to notify the National Authority of additional or removed obstacles				
	Process for amending the AIS publications regarding obstacles				

	Description of system to obtain and report data in the applicable data collection areas				
	Details of persons responsible				
Comments:					
	Handling Hazardous Materials	**Yes**	**No**	**N/A**	**Page Number**
	Procedures for handling and storage of hazardous material on the aerodrome including:				
	Details of special areas set-up for storage of flammable liquids and any other hazardous material				
	Details of special areas set-up for storage of aviation fuel				
	Methods for handling hazardous materials including:				
	Description for method for accepting delivery				
	Description for method for storage				
	Description for method for dispensing				
	Description of system for testing the quality of aviation fuel prior dispensing into aircraft				
	Procedures for ensuring apron safety during fuelling operations				
	Procedures for ensuring apron safety during defuelling operations				
	Details of persons responsible				
Comments:					
	Low Visibility Operations	**Yes**	**No**	**N/A**	**Page**
	Procedures to be introduced for Low Visibility Operations (LVO) including:				
	Lowest limits for aircraft approaches				
	Lowest limits for aircraft departures				
	Description of how RVR is made				
	Description of how RVR is reported				
	Description of safeguarding methods and stages of implementation				
	Description of systems for the control of aircraft during LVO				
	Description of systems for the control of vehicles during LVO				
	Details of persons responsible				
Comments:					
	Protection of Radar and Navigation Sites	**Yes**	**No**	**N/A**	**Page**
	Procedures for protection, operations and maintenance of radar and radio navigational aids:				

	Description of aerodrome navigation aids				
	Inspection schedule and types of inspection and calibration				
	Inspection checklists				
	Description of record keeping and tracking of corrective actions				
	Procedures for reporting results and parties responsible for defect rectification				
	Procedures for reporting results to units responsible for control of aircraft on movement areas				
	Procedures for follow-up of reported deficiencies				
	Description of preventative measures methods				
	Number of staff and details of shift structure				
	Description of maintenance schedule programme				
	Description of control measures in the vicinity of radars				
	Description of control measures for navigation aids				
	Details of persons responsible				
Comments:					
Part 5 - Rescue & Firefighting Service		**Yes**	**No**	**N/A**	**Page**
	Details of persons responsible				
	High-level policy statement of provided RFF categories				
	Descriptions of actions required to upgrade the facility, if higher category available by prior arrangement				
	Chart of defined objectives (with operational levels acceptable as per policy) for each RFF category provided including:				
	Amounts of media provided				
	Discharge rates				
	Number of foam-producing appliances				
	Manning levels				
	Levels of supervision				
	Procedures for monitoring and maintaining adequate response time capability				
	Management of personnel engaged in extraneous duties to ensure no effect on response capability				
	Details of specialist equipment such as water tankers, rescue craft, emergency tenders, hose layers, appliances with aerial capability, etc.				

	Procedures to be followed if above specialist equipment is temporarily unavailable				
	Polices or letters of agreement with third party organisations that provide essential equipment for safe operation of the aerodrome (e.g. water rescue)				
	Contingency plans if organisations providing essential equipment not available				
	Process for selection and retention of RFFS personnel				
	Process for ensuring initial and continued competence of RFF personnel				
	Procedures for accessing accidents within 1,000 m of the threshold of each runway and details of access to difficult environs				
	Procedures for managing normal aircraft RFF response if the RFF responds to domestic fires or special services				
	Policy if the RFF facility responds to aircraft accidents landside/off-aerodrome				
	Procedures to manage the effects on continued aircraft operations if RFF facility responds to aircraft accidents landside/off aerodrome				
	Description of the availability of additional water supplies following an aircraft accident				
	Policy in the event of contractual work which requires isolation or depletion of water supplies				
	Description of scale of available medical equipment including location and transport arrangements if not held on the RFF appliances				
	Integrated Emergency Planning	**Yes**	**No**	**N/A**	**Page**
	Description of arrangements for determining and implementing plans ensuring the integrated management of response to an aircraft incident/accident. These arrangements should take account of the complexity and size of the aircraft operations.				
	Policy statement of the distance the RFF would respond to an off-aerodrome aircraft accident				
	Additional information/instructions within the emergency plan based upon the Aerodrome Operator's hazard/risk registry				
	Aircraft Recovery Plan	**Yes**	**No**	**N/A**	**Page**
	Description of arrangements and implementation plans ensuring the integrated management of aircraft recovery and business continuity following an aircraft incident/accident. These arrangements should take account of the complexity and size of the aircraft operations and based on the largest aircraft using the aerodrome.				

Part 6 - Safety Management Systems					
	Aerodrome Administration and SMS Organisation	**Yes**	**No**	**N/A**	**Page**
	Organisational chart of key personnel				
	Description safety accountabilities				
	Description of safety management groups/committees				
	Description of published safety accountabilities				
Comments:					
	Safety Management System (SMS)	**Yes**	**No**	**N/A**	**Page**
	Description of the SMS established for ensuring compliance with all safety requirements and achieving continuous improvement in safety performance including:				
	Statement of safety policies on the process of safety management and its relation to the operational and maintenance process				
	Description of how planning and strategy is undertaken including:				
	Description for setting priorities of and implementing safety initiatives				
	Description for setting safety performance targets				
	Description of how performance against targets is assessed				
	Description of Aerodrome Quality Assurance System				
	Description of internal safety auditing process and review schedule				
	Description of method for ensuring compliance with these Regulations				
	Description of quality control on safety				
	Description of documentation methods relating to safety				
	Airport operational records				
	Airport maintenance records including pavements and lighting				
	Description of method used for risk identification				
	Description of hazard identification, recording and reviewing				
	Description of how risks are mitigated				
	Description of how risks are controlled				
	Description of how critical safety areas are identified				
	Description of Safety Measures Program (e.g. works safety plan, airside driver licensing, low visibility operations)				
	Description of system for reporting, recording, investigating occurrences, complaints, defects, faults, discrepancies and failures				

	Description of system for reporting				
	Description of system for continued safety monitoring				
	Description of system for analysis of trends				
	Description of methods and procedures for communicating safety measures				
	Safety messages				
	Enforcement of safety requirements				
	Description of system for recruitment, training and competency testing of staff				
	Description of system for review and evaluation of the adequacy of training provided				
	Description of certification system for testing competency				
	Safety Policies should include the following:				
	Statement for maintaining or improving safety performance				
	Statement for minimising risks of an accident				
	Statement for implementing safety systems				
	Statement about individual and management accountabilities and responsibilities for safety performance				
	Statement about priority of flight safety in relation to other priorities				
	Statement about compliance with safety standards and regulatory requirements				
	Statement about ensuring sub-contractors meet safety standard and requirements.				
	Description of system to brief Air Transport Operators and Air Carriers				
	Details of procedures to restrict operators who do not meet national civil aviation regulatory requirements or are subject to a ban; a cease and desist order; or grounding order				
Comments:					

Signed on behalf of the Aerodrome Operator:			
Name:		**Date**	
Title		**Organisation**	

Signed on behalf of National Authority:			
Name:		**Date**	
Title			

Appendix C
Model Safety Management System Documentation Checklist

C.1 Application

The oversight of the initial Aerodrome Certification process as well as the on-going safety over sight of certificated aerodrome is support National Authority processes and associated forms. The checklist for the Safety Management System ensures that required elements are included in the aerodrome operator's safety management system documentation – noting that this may be included as part of the aerodrome manual or as a stand along manual.

C.2 Model Aerodrome Certification Checklist: Safety Management System

Aerodrome Name:
Name of Manual Containing SMS Elements:
Manual Version Number:
Manual Date:

No	SMS Manual Elements and Review List *Regulatory Reference*	Reference to Regulation	SMS Manual Reference	Findings / Observations
1	**SAFETY POLICY AND OBJECTIVES**			
1.1	Management commitment and responsibility: 1. Safety policy available and signed by Accountable Manager. 2. Safety objectives are established and documented. 3. If management of SMS is delegated to another person than the Accountable Manager then the manual shall document it.			
1.2	Safety accountabilities of managers are documented and are in line with the size, nature and complexity of operations.			
1.3	Appointment of Key Safety Post Holders/Groups: 1. Safety Manager qualifications and responsibilities are documented. (Note: The Accountable Manager retains his accountability for the performance of the organisation's SMS) 2. Safety Review Board and Safety Action Group (for large organisation) requirement documented with resources allocations, and descriptions of roles and functions.			
1.4	Emergency Response Plan documented with objectives set, and allocation of roles and responsibilities of internal and external stakeholders.			
1.5	Identification of the person in charge of the administration of the manual and the mechanisms for revising it along with record keeping of all activities related to SMS.			

2	**SAFETY RISK MANAGEMENT**			
2.1	Hazard identification process documented with formal means of collection, record, and analyse including an effective feedback process.			
2.2	Risk assessment and mitigations processes documented with formal means of collection, record, and categorisation (against probability, severity and exposure) and analyse for mitigation purpose including an effective feedback process.			
3	**SAFETY ASSURANCE**			
3.1	Safety Performance Monitoring and Measurement process documented to ensure compliance with the Safety Policy and Objectives with focus on adequate staff competencies, compliance with approved procedures and instructions.			
3.2	Management of Change documented including identification process of external and internal factor that may affect the safety of operations.			
3.3	Means for Continuous Improvement of the Safety System are identified and established including Internal Auditing Process, Third Party Oversight, and personnel performances.			
4	**SAFETY PROMOTION**			
4.1	Training and Education. It shall be in accordance with the structure established in CAAP50.			
4.2	Safety Communication. It shall identify the medias in place for such promotion.			

Signed on behalf of the Aerodrome Operator:			
Name:		**Date**	
Title		**Organisation**	
Signed on behalf of National Authority:			
Name:		**Date**	
Title			

Appendix D
Model Aerodrome Pre-Audit Assessment Form

D.1 Aerodrome Pre-Audit Assessment

The National Authority may require all aerodromes to complete a pre-audit assessment prior to the National Authority undertaking certification validation or periodic surveillance audits. This form is in support of process for aerodrome certification, transfer of an aerodrome certificate and on-going safety oversight activities.

D.2 Aerodrome Pre-Audit Assessment - Introduction

The Aerodrome Pre Audit Assessment form is considered to be "*Restricted – Management (when completed)"*

PURPOSE

The purpose of the Aerodrome Pre-Audit Assessment is allow the Aerodrome Operator to self-assess aerodrome safety elements prior to an audit and to demonstrate effective or planned implementation of its safety management system to the National Authority.

CONTENT

Part 1 - Confirmation of Aerodrome Details and Key Personnel – including Aerodrome Post Holders

Part 2 - Overview of the System for Organising and Managing Aerodrome Airside Safety

Part 3 - Statement of the Physical Characteristics of the Aerodrome and the Level of Service Provided

GUIDANCE NOTES FOR COMPLETION

1. When completing the Assessment it is not necessary to duplicate large areas of other manuals; but provide full reference so answers can be easily found.
2. If the Aerodrome Operator considers any particular questions do not apply to their aerodrome, they should state this in the space provided for the answer and the National Authority auditor will discuss the matter at the next audit.
3. Queries relating to the completion of this should be directed to the assigned aerodrome auditor or principle inspector.
4. When the document is completed, it should be returned via e-mail to the National Authority with a copy to the assigned aerodrome auditor no less than two weeks before the scheduled audit.

D.3 Part 1 - Aerodrome Pre-Audit Assessment
Confirmation of Aerodrome Details and Key Personnel – including Aerodrome Post Holders

CONFIRMATION OF AERODROME DETAILS AND KEY PERSONNEL – INCLUDING AERODROME POST HOLDERS
(Please confirm/highlight any changes since the previous audit and if Post Holders have been accepted)

Name and Address of Aerodrome:		
	Telephone:	
	Fax:	
	Email:	

Name and Address of Aerodrome Operator		
	Telephone:	
	Fax:	
	Email:	

Accountable Manager		
Name *Title*	**Telephone:**	
	Email:	
	Post Holder?	☐ Yes ☐ No

Key Person responsible for Aerodrome Safety		
Name *Title*	**Telephone:**	
	Email:	
	Post Holder?	☐ Yes ☐ No

Key Person responsible for day to day provision of Aerodrome Operations		
Name *Title*	**Telephone:**	
	Email:	
	Post Holder?	☐ Yes ☐ No

Key Person responsible for Rescue & Firefighting Services		
Name *Title*	**Telephone:**	
	Email:	
	Post Holder?	☐ Yes ☐ No

Key Person responsible for Aerodrome Maintenance		
Name *Title*	**Telephone:**	
	Email:	
	Post Holder?	☐ Yes ☐ No

Key Person responsible for Air Traffic Services		
Name *Title*	**Telephone:**	
	Email:	

Key Person responsible for day to day Aviation Security		
Name *Title*	**Telephone:**	
	Email:	
	Post Holder?	☐ Yes ☐ No

Key Person responsible for Accounts Payable		
Name *Title*	**Telephone:**	
	Email:	

On behalf of the Aerodrome Operator, I confirm that the details for this Part 1 - Aerodrome Pre-Audit Assessment - Confirmation of Aerodrome Details and Key Personnel – including Aerodrome Post Holders are correct to the best of my knowledge.

Singed: **Name:**
Organisation: **Date:**

D.4 Part 2 - Aerodrome Pre-Audit Assessment

Overview of the Systems for Organising and Managing Aerodrome Airside Safety

The following questions are intended to assist aerodrome management and National Authority in assessing the Safety Management System in operation at the aerodrome. The answers should encompass all organisations that work or have an influence on airfield activities.

2.1 MANAGEMENT OF SAFETY

2.1.1	**Aerodrome Safety Management System (SMS) Manual: Name the version number and date**
2.1.2	**Where is the Safety Policy (signed) and Safety Objectives defined?** *(Please make this available to the National Authority's auditors)*
2.1.3	**Who is the Accountable Manager?**
2.1.4	**Who is the Safety Management Post Holder?**
2.1.5	**a) Are Safety Objectives and Key Performance Indicators used in your SMS?** **b) Describe how they are maintained and reviewed.**
2.1.6	**When was the SMS Implementation Plan last reviewed?** *(Please make this available to the National Authority's auditors)*
2.1.7	**What are the forums and/or processes through which safety related items could be discussed and evaluated with aerodrome users?**
2.1.7	**Describe the element of the aerodrome's runway safety programme.**

2.2 REVIEW OF SINCE LAST AUDIT

2.2.1	**List any items from the last audit report that have not been completed, with comments on the progress for each item.**
2.2.2	**Identify and describe any changes, new developments and/or changes in habitat, on or around the aerodrome, since the last audit.**

2.2.3	**Identify and outline the reasons for any change in the numbers of personnel or changes in the organisational structure that have an impact on operational safety, that have occurred since the last audit.**

2.3 REVIEW OF THE CORPORATE PLAN

Do you anticipate any change in size, quantity or type of air traffic over the next five-year planning cycle? ***(Include details of any Master Plan, if appropriate)***   **a) Facilities?**   **b) Staff?**   **c) Procedures?**

2.4 AERODROME ACTIVITY

2.4.1 a)	**Provide the following details of aircraft types and movements for the last 12 months or proposed movements.**		
ACTIVITY	***List the largest A/C Type in each activity group***	***RFF Category of the aircraft***	***Category of RFF cover provided for that size of aircraft***
Public Transport			
Non-Public Transport			
Flying Training			
Parachuting			
Freight			
Specified Hazardous Freight			
Maintenance or Positioning			
Aerial Work			
b)	**Other Aviation Activities not requiring the use of a certified aerodrome i.e. Gliding, Parachuting, Microlights**		
ACTIVITY	***List the largest A/C Type in each activity group***	***RFF Category of the aircraft***	***Category of RFF cover provided for that size of aircraft***
c)	**Other Aviation Activities within Mandatory Broadcast Zone/Control Zone**		
ACTIVITY	***List the largest A/C Type in each activity group***	***RFF Category of the aircraft***	***Category of RFF cover provided for that size of aircraft***
2.4.2	**Total Number of aircraft movements in last 12 months.** ***Note: A movement is either a take-off or a landing.***		

2.5 TRAINING & EDUCATION

2.5.1	**Describe how staff are trained.**
2.5.2	**Describe how those involved in operational activities maintain their competence to an appropriate standard.**
2.5.3	**How do you ensure that the following are trained and made aware of the safety issues working in an aerodrome 'airside' environment?** **a) New Staff?** **b) Staff transferred to new functions?** **c) Staff whose remit is expanded to take in additional roles/functions?**
2.5.4	**What changes in training or education policy have occurred since the last Audit?**
2.5.5	**How do you ensure the adequacy of the Airside Safety Training for the staff of all organisations operating airside?**
2.5.6	**How do you ensure that all staff are aware of the necessary safety information and knowledge, and of any changes that occur?**

2.6 AERODROME MANUAL

2.6.1	**What is your policy for reviewing and amending the Aerodrome Manual?**
2.6.2	**When and by whom was the Aerodrome Manual last reviewed to ensure the information is still current, and that the procedures in all parts are still correct?**
2.6.3	**How do you ensure all aerodrome operating staff have access to, and have read and understood, those parts of the Aerodrome Manual that apply to them?**

2.7 AERODROME SAFEGUARDING

2.7.1	**Who is responsible for Aerodrome Safeguarding at your aerodrome?**
2.7.2	**What training have they received?**

2.7.3	**Describe the safeguarding procedure in place at your aerodrome?**
2.7.4	**How many safeguarding consultations have you processed since the last aerodrome audit?**

2.8 AERODROME PROJECTS

2.8.1	**Who is responsible in the management structure for co-ordinating developments on the aerodrome, whether on behalf of the aerodrome or a third party?**
2.8.2	**Please list all developments or projects that:** **a) Are currently in progress** **b) Have taken place in the past 12 months** **c) Are still in the planning stage**

On behalf of the Aerodrome Operator, I confirm that the details for this Part 2 - Aerodrome Pre-Audit Assessment - Overview of the Systems for Organising and Managing Aerodrome Airside Safety are correct to the best of my knowledge.

Singed: **Name:**

Organisation: **Date:**

D.5 Part 3 - Aerodrome Pre-Audit Assessment

Statement of the Physical Characteristics of the Aerodrome and the Level of Service Provided

3.1 RUNWAYS & TAXIWAYS

3.1.1 RUNWAYS

1) Please complete/amend the table below (dimensions in metres).

2) Highlight where national civil aviation regulation minima are not met.

3) Indicate areas where special procedures are required.

Runway	Reference Code (Number and Letter)	Runway Width	Bearing Strength (PCN)	Runway Strip Width	Comments

3.1.2 Criteria regulating the use of a pavement by an aircraft with an ACN higher than the PCN reported for that pavement.

3.2 CALCULATION OF DECLARED DISTANCES

3.2.1 ***Please fill in all the details for each runway***

Runway		**Dimensions**		**Instrument/Visual**		**Runway Magnetic Bearing**	

TORA	**Starts**			
	Ends			
ASDA	**Ends**			
TODA	**Ends**			
LDA (based on approach slope)	**Starts**		**Displaced Threshold:**	
	Ends			
Undershoot (total)	**From**		**RESA AVAILABLE:**	
	To			
Over-run (total)	**From**		**RESA AVAILABLE:**	
	To			
Approach Surface Slope		**If different from national civil aviation regulations requirement give reason:**		

Runway		Dimensions		Instrument/Visual		Runway Magnetic Bearing	

TORA	**Starts**		**Runway Magnetic Bearing**	
	Ends			
ASDA	**Ends**			
TODA	**Ends**			
LDA (based on approach slope)	**Starts**		**Displaced Threshold:**	
	Ends			
Undershoot (total)	**From**		**RESA AVAILABLE:**	
	To			
Over-run (total)	**From**		**RESA AVAILABLE:**	
	To			
Approach Surface Slope		**If different from national civil aviation regulations requirement give reason:**		

3.3 TAXIWAYS

3.3.1 Taxiways

a) Please complete / amend the table below (dimensions in metres).

b) Highlight where national civil aviation regulation minima are not met.

c) Indicate areas where special procedures are required. (If already completed, please only highlight any changes).

Taxiway Designator	Code	Width	Strip Width	Bearing Strength (PCN)

3.4 RUNWAY END SAFETY AREAS: (RESAs)

3.4.1 RESA

a) Please complete / amend the table below (dimensions in metres).

b) Highlight where national civil aviation regulation minima are not met.

c) Indicate areas where special procedures are required. (If already completed, please only highlight any changes)

Runway	Undershoot RESA (metres)	Overrun RESA (metres)
RWY		
RWY		

RWY		
RWY		
3.4.2	**Where a RESA Aeronautical Study is required; state the date that this was last reviewed.**	

3.5 AERODROME GROUND LIGHTING (AGL)

3.5.1	**Please highlight and describe any changes**								
	INDICATE TYPE OF LIGHTS (*e.g. HI OR LI)*								**REMARKS**
RUNWAY (designator)									
Approach									
Supplementary									
PAPI									
APAPI									
LITAS									
Rwy Centreline									
Rwy Edge									
Threshold									
End									
TDZ									
Stopway									
Taxiway Edge									
Taxiway Centreline									
Illuminated Signs									
Illuminated Windsleeves									
Docking Guidance									
Floodlighting									
Obstacle									
Beacon									
Other (Helicopter?)									

3.5.2	**a) Does your lighting comply with national civil aviation regulation in all respects?** *If NO, please identify and justify the non-compliance.* **b) Describe any mitigating procedures you have put in place to ameliorate the reduced standard of safety.**	**YES / NO**
3.5.3	**What is the aerodrome policy on aerodrome lighting inspections and where is it documented?**	
3.5.4	**a) Are the apron and aircraft stands illuminated in accordance with national civil aviation regulation?** **b) When was the last apron/aircraft stand luminance check carried out?**	**YES / NO**
3.5.5	**a) When did the last runway lighting inspection take place?** **b) Who conducted the last check?** **c) What was recorded and where?**	
3.5.6	**a) When did the last aerodrome AGL Flight Check take place?** **b) Who conducted the last check?** **c) What was recorded and where?**	
3.5.7	**Describe the fault reporting and follow-up system that ensures faults are rectified?**	
3.5.8	**a) What is the policy for checking the alternate input power supply to the AGL system?** **b) Who conducted the last check?** **c) What was recorded and where?**	
3.5.9	**Are there any developments or changes to the AGL system planned?**	
3.5.10	**How is the photometric performance of the AGL checked?**	

3.6 APRONS, STANDS AND HARDSTANDINGS

3.6.1	**Confirm that all aprons, stands and hardstandings meet the requirements of national civil aviation regulation in terms of:** **a) Slopes** **b) Markings** **c) Aircraft stand spacing** **d) Aircraft clearance from obstructions, etc**
3.6.2	**Identify any aprons, stands or hardstandings in use that do not comply with CAR Part IX, and describe any mitigating feature or procedures in place.**
3.6.3	**Where there are any non-compliances, are these:** **a) Listed as certificate deviations?** **b) Identified in the aerodrome AIP entry?**

3.7 DEVIATIONS TO CERTIFICATION CRITERIA

It is the National Authority's policy that when a development takes place on an aerodrome in the area of a deviation, the deviation should, where possible, be removed or mitigated.

3.7.1	**Deviations** ***List each deviation at your aerodrome below.***

	Details of Deviation	**Regulatory Reference**
1		

3.7.2	**You are requested to re-justify the need for continuing with each of these deviations.**
3.7.2	**Identify mitigating actions that have been taken to ameliorate the reduced level of safety caused by these deviations; i.e. lighting, AIP entry, operational procedures etc.**
3.7.3	**Indicate any plans for removing the deviation in the future.**
3.7.4	**Are there any deviations from national civil aviation regulation criteria that you are aware of, that have not been notified to the National Authority?**

3.8 AERODROME SURVEY INFORMATION

Complete the table below and include the latest survey information.		Date of last Full Survey	Date of last Validation Assessment Survey	Date of next Full Survey or Validation Assessment Survey
a)	**Aerodrome Plan** *(If not 1:2500 please give scale)*			
b)	**Obstacle Limitation Surfaces Survey**			
c)	**Aerodrome Obstacle Chart - Type A Chart Survey**			
e)	**Precision Approach Terrain Chart Survey**			
f)	**eTOD Areas 2a and 2b Survey**			
g)	**eTOD Areas 2c, 2d*, 3* and 4 Survey** ** eTOD Areas 2d and 3 optional*			

3.8.1	**Have changes to the aerodrome data been sent to the AIS?**
3.8.2	**What procedure is in place to review and assess the survey data?**

3.9 AERODROME MARKINGS & SIGNALS

3.9.1	**What is the aerodrome policy and process on aerodrome inspections for markings, signals and signage?**	
3.9.2	**a)** **What is the date of the last inspection specifically for markings and signals?** **b)** **Was it conducted by Aerodrome Operations?** **YES / NO** *If No, please indicate who conducted the inspection.*	
3.9.3	**Do all signs, markings & signals comply with national civil aviation regulation?** **YES / NO** *If NO, please give details, and show a plan with dates to achieve compliance.*	
3.9.4	**Indicate markings & signs provided, or provide a coloured diagram, or advise where such a diagram may be found.**	

Runway Designator	**RWY**	**RWY**	**RWY**	**RWY**	**REMARKS**
Runway Threshold					
Aiming Point					
Touchdown Zone					
Runway Centreline					

Runway Edge Markings						
Runway Edge (Grass)						
Taxiway Centreline						
Taxiway edge						
Taxiway Intermediate Hold						
Runway Taxi-Holding Positions						
Signs	**Mandatory**					
	Information					
Boundary Markers						
Landing T/ Signals Area						
Windsleeve (Illuminated)						
Other Signals/Markings						

3.10 HUMAN OBSERVER RUNWAY VISUAL RANGE

3.10.1	**What procedures/policies are in place for Human Observer Runway Visual Range?**
3.10.2	**Where are such procedures/policies documented?**
3.10.3	**What is the aerodrome policy on calibration, marking and lighting of a vehicle used as the ROP?**
3.10.4	**What is the frequency of inspection of marker boards/lights used for RVR observations**
3.10.5	**Are the runway light fitting/bulb types and supply voltage unchanged since the last calibration? YES / NO** **If NO, please give details.**
3.10.6	**What is the policy to ensure all persons employed on RVR observer duties are:** **a) Adequately trained** **b) Medically fit to undertake the task**
3.10.7	**How do you ensure the RVR operating instructions included in the Aerodrome Manual or other documents are still relevant and amended when necessary?**

3.11 LOW VISIBILITY PROCEDURES (LVPs)

Refs.:	a) National Civil Aviation Regulation	b) LVPs and LATSIs	c) ICAO Annex 1, Volume I
3.11.1	**Please state:** **a) In what documents are the LVPs for your aerodrome laid out?** **b) Do all documents agree and cross refer to each other?**		
3.11.2	**What is the aerodrome's policy on testing the LVPs?**		
3.11.3	**When was the last LVP Table Top Exercise undertaken?**		
3.11.9	**Vehicle movements (manoeuvring area)** **a) Are vehicles allowed on the manoeuvring area during LVPs?** **YES / NO** *If YES, please give details* **b) Are they R/T equipped?** **YES / NO** *If NO, please give details how they are controlled*		
3.11.10	**Vehicle movements (apron)** **a) Are vehicles allowed on the apron(s) during LVPs?** **YES / NO** *If YES, please give details* **b) Are they R/T equipped?** **YES / NO** *If NO, please give details how they are controlled*		

3.12 AIRSIDE DRIVERS

3.12.1	**Is the Airside Driver Training Scheme operated in accordance with best practice?**	**YES / NO**
3.12.2	**What are the policies for Airside Driver Training?** **a) Initial?** **b) Re-checking?** **c) Visitor's vehicles?** **d) Where are they allowed?** **e) Are any passes or permits required?**	

3.13 SAFEGUARDING (NOT OLS)

3.13.1	**Aerodrome Boundary:** **a) Description** **b) Construction** **c) Height**
3.13.2	**Entrance gates** **a) How many entrance gates are there?** **b) How are they made secure?** **c) How many of the gates are locked?** **d) How many are manned permanently?** **e) Are there any comments you feel the National Authority should be aware of regarding your aerodrome entrances?**
3.13.3	**Emergency Access Gates** **a) How many Emergency Access gates are there?** **b) How are they secured?** **c) Who holds the keys?** **d) What is the surface type and condition of the access routes?** **e) Are there any comments you feel the National Authority should be aware of regarding your Emergency Access gates?**
3.13.4	**If your obstacle free zone is safeguarded for all ILS operations, how is this achieved**
3.13.5	**ILS Sensitive Area Safeguarding** **a) Do you safeguard the ILS to the standards recommended in ICAO Annex 10? YES / NO** *If NO, please give details* **b) Are the holding points & taxiway distances from the runway centreline compliant with Code letter? YES / NO** *If NO, please give details* **c) Are there any infringements, either permanent or temporary? YES / NO** *If NO, please give details*

3.14 WILDLIFE HAZARD CONTROL

3.14.1	**Who is responsible for Wildlife hazard control on your aerodrome?**
3.14.2	**How many people are engaged in Wildlife hazard control at any one time?**

3.14.3	**If not a "dedicated" team, what duties are the Wildlife hazard controllers drawn from?**	
3.14.4	**Have all personnel attended a formal Wildlife hazard control-training course?** *If NO, please give details of what training they have received*	**YES / NO**
3.14.5	**How is Wildlife hazard control undertaken?** **a) Constant patrol and control?** *If No, what measures are taken* **b) Before first movement and as required until last movement?** *If No, what action is taken?* **c) Response to ATC call-out?** *If No, what action is taken?* **d) Other?**	**YES / NO** **YES / NO** **YES / NO**
3.14.6	**What are the team's hours of operation?**	
3.14.7	**What equipment is utilised in your Wildlife hazard control?**	
3.14.8	**What are the main species of Wildlife on your aerodrome?**	
3.14.9	**What method do you use to assess your Wildlife strike probability?**	
3.14.10	**How many Wildlife strikes has the aerodrome identified in the last:** **a) Year to date?** **b) In the previous full calendar year?**	
3.14.11	**What are the specific habitat problems on your aerodrome or in its vicinity?**	
3.14.12	**What liaison do you have with your local Municipality on developments near your aerodrome, which might attract Wildlife?**	
3.14.13	**a) When was an assessment of the 13km Wildlife circle last made and by whom?** **b) What procedures are in place to review it?** **c) Have you or are you in the process of developing a '13km' Wildlife hazard' chart?**	

3.14.14	**Have you or are you in the process of developing a dedicated document promulgating your policies and procedures on Wildlife Hazard Control (e.g. Wildlife Hazard Control Plan)?**

3.15 RUNWAY INCURSION PREVENTION MEASURES

3.15.1	**Indicate below how each runway is safeguarded?**		
	a)	**Entry and Exit Points**	
	b)	**Runway Taxi-Holding Points**	
	c)	**Stop Bars**	
	d)	**Signs Illuminated**	
	e)	**Runway Guard Lights**	
	f)	**Control Lights**	
3.15.2	**a)**	**Are there any vehicular traffic routes that intersect runways or taxiways?**	
	b)	**How is this controlled?**	
3.15.3	**a)**	**What is the policy for reviewing runway incursion prevention measures?**	
	b)	**Describe any process you have in place for such a review i.e. a local runway safety team?**	

3.16 RUNWAY SURFACE FRICTION ASSESSMENT

3.16.1	**Do you have policies & procedures for the following areas of periodic friction assessment?**		
	a)	**Training in use of equipment?**	**YES / NO**
	b)	**Record keeping?**	**YES / NO**
	c)	**Maintenance of equipment?**	**YES / NO**
	d)	**Where are the above policies and procedures documented?**	**YES / NO**
3.16.2	**Please state: -**		
	a)	**Type of Continuous Friction Measuring Equipment (CFME) used for runway surface friction assessments**	
	b)	**Latest assessment friction readings for inner and both outer portions**	
	c)	**Date of most recent runway surface friction assessment**	

3.16.3	**a) Following the most recent runway surface friction assessment, are you aware of any portion of the runway having a friction level lower than Maintenance Planning Level? YES / NO** *If YES what maintenance has been planned to improve friction values?* **b) Following the most recent runway surface friction assessment, are you aware of any portion of the runway having a friction level lower than Minimum Friction Level? YES / NO** *If YES, what maintenance has been planned to improve friction values?* **c) If the answer to b) above is YES, has the runway concerned been notified by NOTAM as "may be slippery when wet"? YES / NO**

Note: Please ensure that a complete copy of the most recent runway surface friction assessment is available during the audit.

3.17 FUEL

3.17.1	**How many separate aircraft fuelling facilities are there on your aerodrome and who are they operated by?**
3.17.2	**How do you ensure that the fuel installations on your aerodrome are managed and operated in accordance with the aerodrome's SMS?**

3.18 AERODROME INFORMATION (AIP Entry)

AIP amendments other than those for permanent changes to declared distances or permanent changes to the RFF category are the responsibility of the aerodrome management, who may arrange permitted amendments directly with Aeronautical Information Service (AIS).

3.18.1	**a) Are all details (with regard to the Aerodrome Physical Characteristics and RFF) Category) as promulgated in the current AIP correct? YES / NO** *If NO, is amendment process in hand?* **b) Has a NOTAM been issued? YES / NO**
3.182	**Obstacle Check: Is the Aerodrome Certificate Holder satisfied that all significant obstacles are promulgated in the AIP?** **a) Obstacles on Aerodrome? YES / NO** **b) Obstacles in Local Area? YES / NO** *If NO, provide details and explain why these have not been published.*
3.18.3	**When was your aerodrome entry in the AIP last reviewed for accuracy and by whom?**

On behalf of the Aerodrome Operator, I confirm that the details for this Part 3 - Aerodrome Pre-Audit Assessment - Overview of the Systems for Organising and Managing Aerodrome Airside Safety are correct to the best of my knowledge.

Singed: **Name:**

Organisation: **Date:**

Appendix E
Model Aerodrome Certification Core Item Checklist

E.1 Application

The oversight of the initial Aerodrome Certification process as well as the on-going safety over sight of certificated aerodrome is support National Authority processes and associated forms. The Aerodrome Certification Core Item Checklist is used during the certification of aerodromes as well as during on-going safety oversight activities such as the Periodic Surveillance Audit.

E.2 Model Aerodrome Certification Core Item Checklist: Safety Management System

Aerodrome Name:
Auditor Name:
Audit Dates:
Reference:

No	CORE ITEM *Regulatory Reference*	AUDIT ITEM	Findings / Observations
1	**CERTIFICATION DOCUMENTATION**		
1.1		**Aerodrome Manual**	
1.2		**Completed Aerodrome Manual Checklist**	
1.3		**Identification of Deviations**	
1.4		**Certificate Conditions**	
1.5		**Declared Distances: RWY Code**	
1.6		**Aerodrome Boundary**	
1.7		**AIP entry**	
ACTIONS:			
2	**SMS**		
2.1		**Adoption of SMS principles:** **Safety Policy & Objectives** **Safety Risk Management** **Safety Assurance** **Safety Promotion**	
2.2		**Aerodrome Post Holders**	
2.3		**Roles, Accountabilities & Responsibilities**	
2.4		**Investigation Process - incident/accident reporting**	
2.5		**Policy /Procedures / SOPs**	
2.6		**Integration of SMS: OPS/RFFS/ATS**	

No	CORE ITEM *Regulatory Reference*	AUDIT ITEM	Findings / Observations
2.7		**Internal Auditing Process**	
2.8		**Third Party Oversight**	
2.9		**Training Records**	
2.10		**Training Modules**	
2.11		**Hazard Log / Risk Assessments**	
2.12		**Management of Change**	
2.13		**Document Control**	
2.14		**Committee/Safety Meeting: ToRs, structure**	
ACTIONS:			
3	**PHYSICAL CHARACTERISTICS**		
3.1		**Runway**	
3.2		**Runway Clear & Graded Area**	
3.3		**Runway Strip**	
3.4		**Delethalisation**	
3.5		**Aiming Point / TDZ**	
3.6		**Provision of RESA**	
3.7		**Provision of runway turn pads**	
3.8		**Taxiways**	
3.9		**Taxiway Strip**	
3.10		**Apron**	
3.11		**Markings**	
3.12		**Signage**	
3.13		**Location and conspicuity of wind sleeve**	
3.14		**Vehicle access roads**	
ACTIONS:			
4	**APRON MANAGEMENT**		
4.1		**Apron Markings**	
4.2		**Aircraft Parking Areas**	
4.3		**Apron Equipment**	
4.4		**Turnround Procedures**	

No	CORE ITEM *Regulatory Reference*	AUDIT ITEM	Findings / Observations
4.5		Visual Docking Guidance Systems	
4.6		FOD Controls	
4.7		Apron Safety & Training	
4.8		Marshalling	
4.9		Control procedures for vehicles on the movement area (signage, vehicle accompaniment, etc)	
ACTIONS:			
5	AERONAUTICAL GROUND LIGHTING (AGL)		
5.1		Runway	
5.2		Taxiways	
5.3		Apron Lux Levels	
5.4		Obstacle Lighting	
5.5		Inspection & Maintenance Procedures	
5.6		Assessment of Photometric Testing	
5.7		Alternate Power Switch-Over Times	
5.8		Flight Checks	
5.9		PAPI Checks (location & survey)	
ACTIONS:			
6	RUNWAY/TAXIWAY INCURSION PREVENTION		
6.1		LVP Table-Top Exercise	
6.2		Physical controls on aerodrome	
6.3		LVP (operations)	
6.4		Road System Assessment	
6.5		Airside Driver Training	
ACTIONS:			
7	RUNWAY SURFACE FRICTION		
7.1		Review of Runway Surface Friction Assessments	
7.2		Procedures / Documentation	
7.3		Training	
ACTIONS:			

No	CORE ITEM *Regulatory Reference*	AUDIT ITEM	Findings / Observations
8	**FUEL MANAGEMENT**		
8.1		**Inspection of facilities**	
8.2		**Training / Competency**	
8.3		**Retained samples storage area and testing equipment**	
8.4		**System for Recording**	
8.5		**Third Party Oversight and Fuel Sample**	
8.6		**Procedure for Fuel Management**	
ACTION:			
9	**WILDLIFE HAZARD CONTROL & HABITAT MANAGEMENT**		
9.1		**Wildlife Hazard Control Plan**	
9.2		**Equipment, vehicle and dispersal techniques**	
9.3		**Local Environs**	
9.4		**Assessment within the vicinity of aerodrome**	
9.5		**Method for recording & assessing bird strikes / wildlife data**	
ACTIONS:			
10	**SURVEYS**		
10.1		**Management of Data (Procedure)**	
10.2		**AGA Surfaces Assessment**	
10.3		**Management / Treatment of Obstacles**	
10.4		**Proposed Treatment of Obstacles**	
10.5		**Survey Declaration Form**	
ACTIONS:			
11	**AERODROME SAFEGUARDING**		
11.1		**Responsibility for off-aerodrome safeguarding**	
11.2		**Safeguarding map with Municipality**	
11.3		**Procedure to manage the Safeguarding Process**	
11.4		**Training / Experience**	
ACTIONS:			
12	**ON-AERODROME PROJECTS**		
12.1		**Procedure for Managing Projects**	

No	CORE ITEM *Regulatory Reference*	AUDIT ITEM	Findings / Observations
12.2		**Control of Contractors**	
12.3		**Compliance Means**	
ACTIONS:			
13	**RUNWAY & MOVEMENT AREA INSPECTIONS**		
13.1		**Periodicity of inspections**	
13.2		**Personnel undertaking inspections**	
13.3		**Physical extent of inspections undertaken**	
13.4		**Defect-reporting system and loop closure (follow-up)**	
13.5		**Recording of inspections undertaken**	
13.6		**Sand Management**	
ACTIONS:			

Appendix F
Model Aerodrome Certification Tracking Form

F.1 Application

The oversight of the initial Aerodrome Certification process as well as the on-going safety over sight of certificated aerodrome is support National Authority processes and associated forms. The Aerodrome Certification Application Form may be used by National Authority to monitor the steps associated with the Aerodrome Certification Process. This model only includes review and sign-off by inspectors associated with aerodrome operation and the associated rescue firefighting services, however this may be expanded to include other disciplines.

F.2 Model: Aerodrome Certification Tracking Form

AERODROME CERTIFICATION TRACKING FORM

Name of Aerodrome		**Certification Ref:**
Name of Aerodrome Operator		
Certification Period *(if Temporary)*	**From:**	**To:**

1. GENERAL INFORMATION

	Yes	*No*	*N/A*	Date	Reference
Aerodrome Certification Application	☐	☐	☐		
Aerodrome Manual	☐	☐	☐		
Aerodrome Manual Checklist	☐	☐	☐		
Aerodrome Certificate Plan	☐	☐	☐		
Aerodrome Security Programme	☐	☐	☐		
Service Fee	☐	☐	☐		
Application Acknowledged	☐	☐	☐		

Type of Change	Initial issue ☐	Condition Change ☐	Change of Certificate Holder (Tranfer) ☐
	Lost Original ☐	Condition Added ☐	Change of Certificate Holder Name ☐
Heliport Operation	N/A ☐	Ground Level Heliport ☐	Elevated Heliport ☐
Initial comments on Certificate Application:			
Signature:	**Approval Coordinator:**		**Date:**

2. ACTION – AERODROME OPERATION INSPECTORS

	Yes	*No*	*N/A*	Date	Reference
Acceptable Aerodrome Management	☐	☐	☐		
Acceptable Aerodrome Manual and Checklist	☐	☐	☐		

Letters of Agreement	☐	☐	☐		
Acceptable Safety Management System (SMS)	☐	☐	☐		
Acceptable Aerodrome Certification Plan	☐	☐	☐		
Acceptable OLS Survey	☐	☐	☐		
Confirmation of Lighting Flight check	☐	☐	☐		
Acceptable Map	☐	☐	☐		
AIP Entry / NOTAM Required	☐	☐	☐		
Any Outstanding Certification Issues	☐	☐	☐		
Preparation of Certificates for signature	☐	☐	☐		
Comments:					
Facilities Inspected (Certification Verification Audit):					
Yes ☐ No ☐	Inspected By:			Date:	
Facilities Acceptable:					
Yes ☐ No ☐	Signature:	Name:		Date:	

3. ACTION – RFS INSPECTORS

	Yes	*No*	*N/A*	Date	Reference
Acceptable Aerodrome Manual + C/L	☐	☐	☐		
Acceptable Safety Management system (SMS)	☐	☐	☐		
Acceptable Aerodrome Certification	☐	☐	☐		
Acceptable Task and Resource Analysis	☐	☐	☐		
Acceptable Fire Station Facilities	☐	☐	☐		
Acceptable RFF Training Scheme / Facilities	☐	☐	☐		
Acceptable RFF Equipment	☐	☐	☐		
Acceptable RFF Appliances/Maintenance	☐	☐	☐		
Acceptable AIP Entry/NOTAM	☐	☐	☐		
Any Outstanding Certification Issues	☐	☐	☐		
Preparation of Certificates for signature	☐	☐	☐		
Aerodrome RFS Category	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ H1 ☐ H2 ☐ H3 ☐				
Heliport Operation	Ground Level Heliport ☐ Elevated Heliport ☐				
Comments:					
Facilities Inspected (Certification Verification Audit):					
Yes ☐ No ☐	Inspected by:			Date:	
Facilities Acceptable:					

Yes ☐ No ☐	Signature:	Name:	Date:
Comments:			

4. ACTION – MANAGEMENT LEVEL 1

Certification Recommended:			
Yes ☐ No ☐	Signature:	Name:	Date:
Comments:			

5. ACTION - MANAGEMENT LEVEL 2

Certification Recommended							
	Yes	*No*	*N/A*		*Yes*	*No*	*N/A*	Reference
Certificate Issued	☐	☐	☐	Other supporting Documents	☐	☐	☐	
Issue letter	☐	☐	☐	Letter of rejection	☐	☐	☐	
Any other relevant comments/issues:								
Signatures on the Certificates are to reflect the Delegation of Authority Matrix								
Signature:				Name:				Date:

6. COMPLETION ACTIONS & ADMINISTRATION

The Issue and Notification of the Aerodrome Certificate:				
Certification File References:				
E-mail for info to :				
Manager AD ☐	Ops Inspectors ☐	ATS Inspectors ☐	ANA Admin Staff ☐	
Manager AN ☐	RFS Inspectors ☐	Flight Ops (Helicopter only) ☐	CNS Inspectors ☐	
AIM Inspectors ☐	Security Inspectors ☐	Relevant Departments ☐	MET Inspectors ☐	
Certificate Issued and Presented or Sent: Recorded Delivery				☐
Certificate Documents issued by:				
Signature:	Name:	Date:		

Appendix G
Model Aerodrome Certificate

G.1 Application

The following templates may be used by the National Authority in support of issuing the aerodrome certificate. The aerodrome certificate may contain the following elements:

- Cover Letter: Issued to the aerodrome operator during initial or subsequent issues of the aerodrome certificate.
- Aerodrome Certificate Cover Page – Issued to the aerodrome operator upon successful completion of the certification process. This is normally done in a format which makes the certificate aesthetically suitable for display.
- Aerodrome Certificate – Part 1 – Standard Conditions
- Aerodrome Certificate – Part 2 – Scope & Specific Conditions
- Aerodrome Certificate – Part 3 – Deviations
- Aerodrome Certificate - Part 4 – Aerodrome Post Holders

G.2

Model: Aerodrome Certificate – Cover Letter

File: xxx
Date: dd Month yyyy

Aerodrome Operator's Accountable Manager
Title
Aerodrome Operator
Address
City, State, County

Greetings,

AERODROME OPERATOR
AERODROME CERTIFICATE ISSUE

Thank you for your application for an Aerodrome Certificate further to the requirements of national civil aviation regulation.

Further to your acceptance applications, the National Authority is pleased to issue the Aerodrome Operator with an Aerodrome Certificate, consisting of the following components:

- Aerodrome Certificate
- Part 1 Standard Conditions
- Part 2 Scope & Specific Conditions
- Part 3 Deviations from National Civil Aviation Regulation
- Part 4 Aerodrome Post Holders

A hard copy of the Aerodrome Certificate will be dispatched to you by courier and you are kindly request to return the superseded version of the Aerodrome Certificate to the National Authority.

Kind Regards,

Name
Title

G.3 Model: Aerodrome Certificate – Cover Page

AERODROME CERTIFICATE

This certificate authorises

AERODROME OPERATOR

to operate

AERODROME NAME

Aerodrome Certificate Number: AC006

The National Authority certifies that, under the authority of the National Civil Aviation Law, the Certificate Holder has been successfully assessed against the requirements of National Civil Aviation Regulations for the issue of an Aerodrome Certificate.

This Certificate is issued subject to the following Parts:

Part 1	Standard Conditions
Part 2	Scope & Specific Conditions
Part 3	Deviations
Part 4	Aerodrome Post Holders

The National Authority may restrict, suspend or revoke this Aerodrome Certificate at any time where the Aerodrome Operator fails to comply with the provisions set forth in National Civil Aviation Law and National Civil Aviation Regulations.

This Aerodrome Certificate shall remain in effect unless surrendered, suspended, transferred or revoked.

Name **Date**

Title

G.3 Model: Aerodrome Certificate – Part 1 – Standard Conditions

AERODROME CERTIFICATE
STANDARD CONDITIONS

Part 1

Aerodrome	Aerodrome Name
Aerodrome Operator	Name of Certificate Holder
Position of Aerodrome	N°xx'xx"xx E° xx'xx"xx
Aerodrome Certificate Number	ACxxx

The National Authority, in applying its powers under National Civil Aviation Law, hereby certificates the Aerodrome Operator to operate the Aerodrome as an aerodrome to be used as a place of take-off and landing of aircraft subject to the following conditions:

1. The validity of this Aerodrome Certificate is based on the particulars contained in the accepted Aerodrome Manual and continued effectiveness of the Aerodrome Operator's Safety Management System.

2. No aircraft shall take-off or land at the Aerodrome unless such firefighting, rescue, medical services and emergency arrangements, as are required in respect of such an aircraft, are provided there. When the Aerodrome is available for the take-off or landing of aircraft, the Aerodrome Operator shall ensure equipment and facilities to support such services be kept fit and ready for immediate use at all times.

3. Changes in the physical characteristics of the Aerodrome, including the erection of new buildings and alterations to existing buildings or to visual aids/navigational facilities, shall not be made without prior approval of the National Authority.

4. The Aerodrome Operator shall, as required by Regulation, notify any material change in the surface of the landing area, or in the obstacle characteristics of the approach, take-off or circuit in relation to the Aerodrome.

5. Aeronautical Ground Lighting shall, as required by Regulation, be operated when aircraft are taking-off or landing at the Aerodrome.

6. Any Service Fees, including the Aerodrome Certificate renewal fee, as published on the National Authority website shall be paid annually prior to the commencement of the calendar year.

7. The Aerodrome Operator shall allow National Authority inspectors unrestricted access to the Aerodrome and all safety related documents for the purpose of regulatory oversight.

8. Required corrective actions arising from National Authority audits shall be completed by the agreed dates or as specified in subsequent correspondence from the National Authority.

9. The Aerodrome Operator shall ensure the Aerodrome is operated within the Scope of Operations and Specific Conditions as detailed on Part 2 of this Aerodrome Certificate.

Name **Date**

Title

G.4 Model: Aerodrome Certificate – Part 2 – Scope & Specific Conditions

AERODROME CERTIFICATE
SCOPE & SPECIFIC CONDITIONS

Part 2

Aerodrome	Aerodrome Name
Aerodrome Operator	Name of Certificate Holder
Position of Aerodrome	N°xx'xx"xx E° xx'xx"xx
Aerodrome Certificate Number	ACxxx

SCOPE OF OPERATIONS

1. The Aerodrome shall not operate outside the limitations of the Aerodrome Reference Code of **xx** for the designated Runways and associated facilities unless prior approval has been granted by the National Authority.

2. **Runway Operations**

   a. **Runway xx**:

   b. **Runway xx**:

SPECIFIC CONDITIONS

The National Authority has approved or accepted the below referenced Specific Conditions based on the Aerodrome Operator's safety assessment. The Aerodrome may be operated further to the below Specific Conditions subject to regular review and compliance with the supporting safety assessment:

Acceptance Reference Number *– Operation of Code F Aircraft (example for code 4E aerodromes)*

The following Code F aircraft are permitted to operate into Aerodrome:

- *Aircraft Type*

Name **Date**

Title

G.4 Model: Aerodrome Certificate – Part 3 – Deviations

AERODROME CERTIFICATE
DEVIATIONS

Part 3

Aerodrome	Aerodrome Name
Aerodrome Operator	Name of Certificate Holder
Position of Aerodrome	N°xx'xx"xx E° xx'xx"xx
Aerodrome Certificate Number	ACxxx

The following deviations from the National Civil Aviation Regulations have been accepted by the National Authority subject to regular review:

- ***Acceptance Reference Number*** *– Title of Deviation*

Name **Date**

Title

G.5 Model: Aerodrome Certificate – Part 4 – Post Holders

AERODROME CERTIFICATE
POST HOLDERS

Part 4

Aerodrome	Aerodrome Name
Aerodrome Operator	Name of Certificate Holder
Position of Aerodrome	N°xx'xx"xx E° xx'xx"xx
Aerodrome Certificate Number	ACxxx

The following Post Holders have been accepted by the National Authority in respect to the Aerodrome further to the requirements of National Civil Aviation Regulation:

1. **Accountable Manager**
   Name - Title
   Acceptance Reference Number

2. **Aerodrome Operations**
   Name - Title
   Acceptance Reference Number

3. **Aerodrome Safety**
   Name - Title
   Acceptance Reference Number

4. **Aerodrome Maintenance**
   Name - Title
   Acceptance Reference Number

5. **Rescue Firefighting Service (RFS)**
   Name - Title
   Acceptance Reference Number

Name **Date**

Title

-END-

APPENDIX 2F

STATUS OF AERODROME CERTIFICATION IMPLEMENTATION IN MID REGION

Sr	State	Listed Aerodromes					Certified Aerodromes					Percentage certified	Remarks
		RS	*RNS*	*AS*	*ANS*	*Total*	*RS*	*RNS*	*AS*	*ANS*	*Total*		
1	Bahrain	1				1	1				1	100%	
2	Egypt	8	1	7		16	4				4	25%	
3	Iran	7	1			8	4				4	50%	
4	Iraq	5	1			6	2				2	33%	
5	Jordan	2		1		3	1				1	33%	
6	Kuwait	1				1	1				1	100%	
7	Lebanon	1				1	0				0	0%	
8	Libya	3				3	0				0	0%	
9	Oman	1		1		2	1		1		2	100%	
10	Qatar	2				2	2				2	100%	
11	Saudi Arabia	4				4	4				4	100%	
12	Sudan	3			0	3	2				2	67%	
13	Syria	3				3	0				0	0%	
14	UAE	7	1			8	7	1			8	100%	
15	Yemen	5				5	0				0	0%	
	Total	53	4	9	0	66	29	1	1	0	31	47%	
	% certified						55%	25%	11%		47%		

APPENDIX 2G

The Second MID Regional Runway Safety Seminar

(MID-RRSS/2)

(Dubai, UAE, 2-4 June 2014)

GUIDANCE FOR THE CONDUCT OF MID RUNWAY SAFETY GO-TEAM VISITS

1. INTRODUCTION:

The requirement of Runway Safety Team (RST) establishment is one of the main outcomes of the ICAO Global Runway Safety Symposium held in Montreal, Canada, May 2011. The first MID Regional Runway Safety Seminar (Amman, Jordan, May 2012) has also recommended the establishment of RST. Accordingly, the RASG-MID/2 meeting (Abu Dhabi, UAE, 12-14 November 2012) through Conclusion 2/4 urged MID States to establish Runway Safety Teams (RSTs) in their International Aerodromes.

The implementation of the RASG-MID/2 Conclusion 2/4 is not up to the expectations and many of the MID States have not yet established Runway Safety Teams. Therefore, the RASG-MID/3 meeting (Kuwait, 27-29 January 2014) agreed through Conclusion 3/2 that the mechanism of Runway Safety (RS) Go-Team be endorsed to expedite the establishment of RSTs and improve Runway Safety in the MID Region.

2. OBJECTIVES AND SCOPE:

The main objective of the RS Go-Team is to provide necessary assistance to States for the establishment of Local Runway Safety Teams (RSTs) in the international aerodromes.

Other objectives include supporting MID States to improve runway safety and the implementation of aerodrome certification as well as provision of necessary guidance to reduce the USOAP Lack of Effective Implementation (LEI).

It is to be highlighted that the RS Go-Team will be targeting MID States (Regulators); nevertheless, the onsite visits should be attended by all stakeholders (Regulators, Aerodrome operators, ANSPs and airlines) in order to foster the collaborative approach.

The ICAO RS Go-Team is different in term of scope and objectives from other programmes that address mainly the aerodrome operators.

The RS Go-Team mission is not an audit, validation, inspection or certification.

The RS Go-Team main activities include multi-disciplinary assistance missions to improve runway safety through LRST and to help States improving the implementation of aerodrome certification.

The RS Go-Team mission will provide technical assistance, assessments and gap analysis and guidance.

The RS Go-Team will take into consideration the ICAO Runway Safety Team Handbook and the other guidance materials included in the Runway Safety i-KIT which is available at: http://www.icao.int/safety/Implementation/Pages/iKITs.aspx.

Decisions on the implementation rest with the State, airports, air operators and ANSPs. The RS Go-Team Partners have no direct control over the implementation; nevertheless, the Go-Team will follow-up on the implementation as necessary.

3. MID RS GO-TEAM COMPOSITION:

The ICAO MID Regional Office is the coordinator of the RS Go-Team activities.

ACI (APAC), FAA and IATA (MENA) would support the MID RS Go-Team.

Composition of the Go-Team includes members from the following volunteers: UAE, Egypt, ICAO, ACI, FAA, and IATA ensuring a multidisciplinary representation (Aerodrome Experts, ANS Experts, pilots or airline background and experience).

4. CRITERIA FOR SELECTION OF STATES/AIRPORTS TO BE VISITED:

The following criteria will be considered for selecting the States/aerodromes to be visited:

a) requests made by the State;

b) volume of traffic;

c) number of recorded incidents/accidents;

d) complexity of aerodrome layout;

e) USOAP-CMA Effective Implementation (EI);

f) status of aerodrome certification; and

g) recommendations made by safety partners (IATA to provide data on identified airports).

5. RS GO-TEAM VISIT DURATION:

The maximum duration of the RS Go-Team visit is five days, including workshops on RST establishment and Aerodrome Certification. The exact duration (3 to 5 days) depends on the level of activities in the visited State.

6. FUND:

The visited State should bear the cost of the RS Go-Team visit (cost recovery basis). For the States facing financial problems, ICAO and donor States/Organizations would explore other funding possibilities

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APPENDIX 2H

RS Go-Team Visit
Preliminary Agenda (Sample)

XXX International Airport
Date: xx –xx

Day 1	Registration and Opening The Runway Safety Program - Perspectives • Global • ICAO Global Runway Safety Programme • Related ICAO SARPS, PANS and guidance material • Regional • RASG - Safety Enhancement Initiatives, Detailed Implementation Plans and Annual Safety Report • Local • Regulator • ANSP • Air Operator • Airport operator • Other Service providers at the airport • The Runway Safety Team (RST) • Introduction • The ICAO RST handbook • Implementation of the RST • Terms of reference for the RST • Responsibilities • Sharing and use of safety information • RST Workshop
Day 2	• Airport's briefing • Identification of Hot Spots • Safety briefing (Identification, safety vests, instructions, leaders, communications, clearance, traffic, etc.) • Safety management • Hazard Identification • Risk Assessment • Safety Oversight • Aerodrome Certification workshop. • Aerodrome Safeguarding workshop.

Day 3	Airport visit – the intent of the airport visit is to identify existing and new hazards as well as to observe rectification measures that have been implemented based on previous findings. ATC Control Tower and AIS • Runway and runway strips • Taxiways and taxiway strips (focusing on runway safety issues only) • Runway End Safety Areas (RESA) • Visual aids • Obstacle control • FOD control and management • Wildlife control and management • Any active construction sites Debriefing after the visit to the airport • Members present new projects, hazards, or events identified by the RST and its stakeholder's own safety management systems. • The team then: • highlights the hazards, • identifies the safety risk assessments to be conducted, and • proposes recommendations for managing the safety risk • reviews arrangements to ensure the sustainability of the RST
Day 4	• Observations and Action Plans • Debriefing • Conclusion and Closing

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APPENDIX 2I

MID Region Safety Indicators and Safety Targets related to RGS

	Theme	Safety Indicator	Safety Target
2	Runway Safety (RS)	Number of Runway Safety related accidents per million departures	Reduce/Maintain the regional average rate of Runway Safety related accidents to be below the global average rate by 2016.
			Reduce/Maintain the Runway Safety related accidents to be less than 1 accident per million departures by 2016.
		Number of established Runway Safety Team (RST) at MID International Aerodromes	50% of the International Aerodromes by 2020.
6	Aerodrome Certification	Number of Certified International Aerodrome as a percentage of all International Aerodromes in the MID Region	a) 50% of the International Aerodromes Certified by 2015. b) 75% of the International Aerodromes Certified by 2017.

APPENDIX 2J

STATUS OF THE MID REGION SAFETY INDICATORS vs. THE SAFETY TARGETS

Reactive Safety Information						
Theme	**Safety Indicator**	**MID Region Current Status**		**Safety Target**	**Global**	
		Average Rate (2009-2013)	**Rate for 2013**		**Average Rate (2009-2013)**	**Rate for 2013**
Accidents	Number of accidents per million departures	**7.28**	**3.7**	Reduce/Maintain the regional average rate of accidents to be in line with the global average rate by 2016	**3.72**	**2.9**
	Number of fatal accidents per million departures	**1.69**	**0**	Reduce/Maintain the regional average rate of fatal accidents to be in line with the global average rate by 2016	**0.53**	**0.29**
Runway Safety (RS)	Number of Runway Safety related accidents per million departures	**3.98**	**1.8**	Reduce/Maintain the regional average rate of Runway Safety related accidents to be below the global average rate by 2016	**1.98**	**1.8**
				Reduce/Maintain the Runway Safety related accidents to be less than 1 accident per million departures by 2016	N/A	
	Number of established Runway Safety Team (RST) at MID International Aerodromes	**TBD**	**TBD**	50% of the international aerodromes by 2020	**TBD**	**TBD**
Loss of Control In-Flight (LOC-I)	Number of LOC-I related accidents per million departures	**0.61**	**0**	Reduce/Maintain the regional average rate of LOC-I related accidents to be below the global rate by 2016	**0.08**	**0.1**
Controlled Flight Into Terrain (CFIT)	Number of CFIT related accidents per million departures	**0.42**	**0**	Reduce/Maintain the regional average rate of LOC-I related accidents to be below the global rate by 2016.	**0.12**	**0.1**

Proactive Safety Information

Theme	Safety Indicator	Safety Target	MID
Safety oversight capabilities (USOAP-CMA, IOSA and ISAGO)	USOAP-CMA Effective Implementation (EI) results: a. Regional average EI. b. Number of MID States with an overall EI over 60%. c. Number of MID States with an EI score less than 60% for more than 2 areas (LEG, ORG, PEL, OPS, AIR, AIG, ANS and AGA).	Progressively increase the USOAP-CMA EI scores/results: a. Increase the regional average EI to be above 70% by 2020. b. 11 MID States to have at least 60% EI by 2020. c. Max 3 MID States with an EI score less than 60% for more than 2 areas by 2017.	Regional average EI (71%) Currently 9 States out of 13 audited States are with EI>60% 7 States with an EI score less than 60% for more than 2 areas
	Number of Significant Safety Concerns	a. MID States resolve identified Significant Safety Concerns as a matter of urgency and in any case within 12 months from their identification. b. No significant Safety Concern by end of 2016.	1 SSC
	Use of the IATA Operational Safety Audit (IOSA), to complement safety oversight activities	a. Maintain at least 60% of eligible MID airlines to be certified IATA-IOSA by the end of 2015 at all times. b. All MID States with an EI of at least 60% accept the IATA Operational Safety Audit (IOSA) as an acceptable Means of Compliance (AMC) by 2015 to complement their safety oversight activities.	a. 69% b. 2 out of 9 States have IOSA as AMC
	Number of Ground Handling service providers in the MID Region having the IATA Safety Audit for Ground Operations (ISAGO) certification, as a percentage of all Ground Handling service providers	a. 75% of the Ground Handling service providers to be certified IATA-ISAGO by the end of 2017. b. The IATA Ground Handling Manual (IGOM) endorsed as a reference for ground handling safety standards by all MID States with an EI above 60% by end of 2017.	TBD
Aerodrome Certification	Number of certified international aerodrome as a percentage of all international aerodromes in the MID Region	a. 50% of the international aerodromes certified by 2015. b. 75% of the international aerodromes certified by 2017.	(44%) 29 out of 66

Predictive Safety Information			
Theme	**Safety Indicator**	**Safety Target**	**MID**
SSP/SMS Implementation	Number of MID States, having completed the SSP gap analysis on iSTARS	10 MID States by 2015	8 States
	Number of MID States, that have developed an SSP implementation plan	10 MID States by 2015	7 States
	Number of MID States with EI>60%, having completed implementation of SSP Phase 1.	All MID States with EI>60% to complete phase 1 by 2016.	Currently 9 States out of 13 audited States are with EI>60% 2 out of 9 States fully completed implementation of SSP Phase 1 5 States partially completed implementation of SSP Phase 1 (Based on replies of 7 States with EI>60% to the SSP Questionnaire)
	Number of MID States with EI>60%, having completed implementation of SSP Phase 2.	All MID States with EI>60% to complete phase 2 by 2017.	1 State fully completed implementation of SSP Phase 2 6 States partially completed implementation of SSP Phase 2 (Based on replies of 7 States with EI>60% to the SSP Questionnaire)
	Number of MID States with EI>60%, having completed implementation of SSP Phase 3.	All MID States with EI>60% to complete phase 3 by 2018.	0 States fully completed implementation of SSP Phase 3 7 States partially completed implementation of SSP Phase 3 (Based on replies of 7 States with EI>60% to the SSP Questionnaire)
	Number of MID States with EI>60%, having completed implementation of SSP	All MID States with EI>60% to complete SSP implementation by 2020	0 States
	Number of MID States with EI>60% that have established a process for acceptance of individual service providers' SMS	a. 30% of MID States with EI>60% by 2015. b. 70% of MID States with EI>60% by 2016. c. 100% of MID States with EI>60% by 2017.	66% 6 States out of 9 States (Based on replies of 7 States with EI>60% to an SSP Questionnaire)

APPENDIX 3A

A-SMGCS Implementation Elements

B0-SURF: Safety and Efficiency of Surface Operations (A-SMGCS Level 1-2)

Description and purpose

Basic A-SMGCS provides surveillance and alerting of movements of both aircraft and vehicles on the aerodrome thus improving runway/aerodrome safety. ADS-B information is used when available (ADS-B APT).

Main performance impact:

KPA- 01 – Access and Equity	KPA-02 – Capacity	KPA-04 – Efficiency	KPA-05 – Environment	KPA-10 – Safety
Y	Y	Y	Y	Y

Applicability consideration:

A-SMGCS is applicable to any aerodrome and all classes of aircraft/vehicles. Implementation is to be based on requirements stemming from individual aerodrome operational and cost-benefit assessments. ADS-B APT, when applied is an element of A-SMGCS, is designed to be applied at aerodromes with medium traffic complexity, having up to two active runways at a time and the runway width of minimum 45 m.

B0-SURF: Safety and Efficiency of Surface Operations (A-SMGCS Level 1-2)			
Elements	***Applicability***	**Performance Indicators/Supporting Metrics**	**Targets**
A-SMGCS Level 1*	OBBI, HECA, OIII, OKBK, OOMS, OTBD, OTHH, OEDF, OEJN, OERK, OMDB, OMAA, OMDW	Indicator: % of applicable international aerodromes having implemented A-SMGCS Level 1 Supporting Metric: Number of applicable international aerodromes having implemented A-SMGCS Level 1	70% by Dec. 2017
A-SMGCS Level 2*	OBBI, HECA, OIII, OKBK, OOMS, OTBD, OTHH, OEDF, OEJN, OERK, OMDB, OMAA, OMDW	Indicator: % of applicable international aerodromes having implemented A-SMGCS Level 2 Supporting Metric: Number of applicable international aerodromes having implemented A-SMGCS Level 2	50% by Dec. 2017

**Reference: Eurocontrol Document – "Definition of A-SMGCS Implementation Levels, Edition 1.2, 2010".*

TABLE B0-SURF (A-SMGCS Level 1-2)

EXPLANATION OF THE TABLE

Column

1 Name of the State

2 Name of City/Aerodrome and Location Indicator where A-SMGCS is required

3 Status of implementation of A-SMGCS Level 1, where:
Y – Yes, implemented
N – No, not implemented

4 Status of implementation of A-SMGCS Level 2, where:
Y – Yes, implemented
N – No, not implemented

5 Action plan — short description of the State's Action Plan with regard to the implementation of A-SMGCS Level 1-2, especially for items with "N".

6 Remarks - additional information (e.g. case of difference between level 1 and level 2 applicability)

State	City/ Aerodrome Location Indicator	Level 1	Level 2	Action Plan	Remarks
1	*2*	*3*	*4*	*5*	*6*
BAHRAIN	Bahrain/Bahrain Intl (OBBI)	N	N	A-SMGCS Level 1-2 Project is under Execution phase. expected completion on Sep 2015	
EGYPT	Cairo/Cairo Intl (HECA)	Y	Y		
IRAN	Tehran/Mehrabad Intl (OIII)	N	N		
KUWAIT	Kuwait/Kuwait Intl (OKBK)	N	N		
OMAN	Muscat/Muscat Intl (OOMS)	N	N		
QATAR	Doha/Doha Intl (OTBD)	Y	Y		
QATAR	Doha/Hamad Intl (OTHH)	Y	Y		
SAUDI ARABIA	Dammam/King Fahad Intl (OEDF)	N	N		
SAUDI ARABIA	JEDDAH/King Abdulaziz Intl (OEJN)	N	N		
SAUDI ARABIA	RIYADH/King Khalid Intl (OERK)	N	N		
UAE	Abu Dhabi/Abu Dhabi Intl (OMAA)	Y	Y	Level 4 2017	
UAE	Dubai/Dubai Intl (OMDB)	Y	Y	Level 4 2016	
UAE	DUBAI/Al Maktoum Intl (OMDW)	Y	N	Level 4 2018	
Total Percentage		**46**	**46**		

APPENDIX 3B

A-CDM Elements

B0 – ACDM: Improved Airport Operations through Airport-CDM

Description and purpose

To implement collaborative applications that will allow the sharing of surface operations data among the different stakeholders on the airport. This will improve surface traffic management reducing delays on movement and manoeuvring areas and enhance safety, efficiency and situational awareness.

Main performance impact:

KPA- 01 – Access and Equity	KPA-02 – Capacity	KPA-04 – Efficiency	KPA-05 – Environment	KPA-10 – Safety
N	Y	Y	Y	N

Applicability consideration:

Local for equipped/capable fleets and already established airport surface infrastructure.

B0 – ACDM: Improved Airport Operations through Airport-CDM			
Elements	***Applicability***	***Performance Indicators/Supporting Metrics***	***Targets***
A-CDM	OBBI, HECA, OIII, OKBK, OOMS, OTBD, OTHH, OEJN, OERK, OMDB, OMAA, OMDW	Indicator: % of applicable international aerodromes having implemented improved airport operations through airport-CDM Supporting metric: Number of applicable international aerodromes having implemented improved airport operations through airport-CDM	40% by Dec. 2017

TABLE B0-ACDM

EXPLANATION OF THE TABLE

Column

1 Name of the State

2 Name of City/Aerodrome and Location Indicator

3 Status of implementation of Apron Management, where:
Y – Yes, implemented
N – No, not implemented

4 Status of implementation of ATM-Aerodrome coordination, where:
Y – Yes, implemented
N – No, not implemented

5 Terminal & runway capacity is declared, where:
Y – Yes, declared
N – No, not declared

6 Action plan — short description of the State's Action Plan with regard to the implementation of B0-ACDM.

7 Remarks

State	City/ Aerodrome Location Indicator	Apron Management	ATM-Aerodrome Coordination	Terminal &runway capacity declared	Action Plan	Remarks
1	*2*	*3*	*4*	*5*	*6*	*7*
BAHRAIN	Bahrain/Bahrain Intl (OBBI)	N	N	N		
EGYPT	Cairo/Cairo Intl (HECA)	N	N	N		
IRAN	Tehran/Mehrabad Intl (OIII)	N	N	N		
KUWAIT	Kuwait/Kuwait Intl (OKBK)	N	N	N		
OMAN	Muscat/Muscat Intl (OOMS)	N	N	N		
QATAR	Doha/Doha Intl (OTBD)	N	N	N		
QATAR	Doha/Hamad Intl (OTHH)	N	N	N		
SAUDI ARABIA	Jeddah/King Abdulaziz Intl (OEJN)	N	N	N		
SAUDI ARABIA	Riyadh/King Khalid Intl (OERK)	N	N	N		
UAE	Abu Dhabi/Abu Dhabi Intl (OMAA)	N	N	N	2017	
UAE	Dubai/Dubai Intl (OMDB)	N	N	N	2016	
UAE	Dubai/Al Maktoum Intl (OMDW)	N	N	N	2017	
Total Percentage		**0**	**0**	**0**		

APPENDIX 5A

STATUS OF THE NOISE ABATEMENT PROCEDURES AND NOISE MONITORING SYSTEM AT THE MID STATES' INTL AERODROMES

SUMMARY:

- **Total number of International Airports: 66**
- **Number of Airports considering Noise Abatement Procedure: 19 (29 %)**
- **Number of Airport with Noise monitoring system: 3 (5 %)**

STATE/ AD Location Indicator	City/Aerodrome	Procedure Description	Noise Monitoring System
BAHRAIN			
OBBI	BAHRAIN/Bahrain Intl	AIP SUP 02/04: Airport Noise Management at Bahrain International Airport (see AIP SUP 02/04)	-
		AIP Page OBBI AD 2.21: 1- Circuit directions at BAHRAIN INTERNATIONAL airport are: R WY 30L / 30R: right hand; RWY 12L / 12R: left hand. 2- Departing and arriving flights are not permitted to operate within the eighty - degree arc subtended by the 180˚ and 260˚ Radials of the BAH DVOR, and containing the main Bahrain Islands. Exceptionally, flights which the Controlling Authority has deemed operationally essential may be permitted to operate within this arc, provided they can remain either visually clear of the land, or be vectored clear by BAHRAIN APPROACH. 3- Usage of reverse thrust: Usage of reverse thrust more than idle is not permitted during landing between the hours of 2100 and 0300, unless an aircraft is in an emergency and has been cleared to use the reverse thrust by the ATC. 4- Engine Run Ups at BAHRAIN INTERNATIONAL airport between the hours of 2100 and 0300, testing of aircraft engines is permissible at ground idle power only. Settings above this, however brief, are not allowed.	NO

STATE/ AD Location Indicator	City/Aerodrome	Procedure Description	Noise Monitoring System
EGYPT			
HEAX	ALEXANDRIA/Alexandria Intl	NIL	NO
HEBA	ALEXANDRIA/Borg El-Arab Intl	NIL	NO
HESN	ASWAN/Aswan Intl	NIL	NO
HEAT	ASYUT/Asyut Intl	NIL	NO
HECA	CAIRO/Cairo Intl	FAN JET AIRCRAFT Low drag low power approach: IFR flights should be conducted in clean configuration, as long as possible, unless otherwise instructed. Aircraft should maintain 250 knots IAS below FL 100. Speed should be reduced continuously so as to reach 170 knots IAS, shortly prior to 5NM from any RWY threshold. These speed restrictions should be maintained within a tolerance of ± 10 knots and are compulsory, except when ceiling is below 500FT and /or ground visibility is less than 2 KM. Pilots unable to comply should advise ATC. Landing: -Idle reverse thrust is recommended during landing. Departure : - Take off to 1800 FT QNH, take off power and take off flaps. - Climb at V2+ (10 to 20 knots) or as limited by body angle. - At 1800 FT QNH: Reduce thrust to not less than climb power 1800 FT to 3300FT QNH, climb at V2 + (10 to 20 knots)or as limited by body angle. - At 3300 FT QNH: Accelerate with flap retraction on schedule to en-route climb 250 knots below FL100.	YES
HEAR	EL ARISH/ El Arish Intl	NIL	NO
HEGN	HURGHADA/Hurghada Intl	NIL	YES
HELX	L UXOR/Luxor Intl	NIL	NO
HEMA	MARSA ALAM/Marsa Alam Intl	NIL	NO
HEPS	PORT SAID/ Port Said Intl	NIL	NO
HEOW	SHARK EL OWEINAT/Shark El Oweinat Intl	NIL	NO

STATE/ AD Location Indicator	City/Aerodrome	Procedure Description	Noise Monitoring System
HESH	SHARM EL SHEIKH/Sharm El Sheikh Intl	NIL	YES
HESC	ST. CATHERINE/St Catherine Intl	NIL	NO
HETB	TABA/Taba Int	NIL	NO
HEAL	ALAMAIN/Alamain Intl	NIL	NO
HESG	SOHAG/Sohag Intl	NIL	NO
IRAN, ISLAMIC REPUBLIC OF			
OIKB	BANDAR ABBAS/Bandar Abbas Intl	NIL	NO
OIFM	ESFAHAN/Shahid Beheshti Intl	1- If Traffic condition permits and Tail wind component is 10 kt or less, Noise abatement procedures may be applied as follow: a. RWY 08L/R may be used for takeoff and RWY 26R/L may be used for landing. b. Delay may be occurred to all DEP and ARR flights from 1900 to 0230(1800-0130) UTC, due to Noise Abatement. c. Left turn for departing aircraft from RWY 26R/L and right turn for departing aircraft from RWY 08R/L are not authorized between 1930-0230 (1830-0130) UTC.	NO
OIMM	MASHHAD/Shahid Hashemi Nejad Intl	NIL	NO
OISS	SHIRAZ/Shahid Dastghaib Intl	1 - RWY 29L/R is not used for take-off during 1930-0230(1830-0130), except tailwind component for RWY 11L/R is 5KT or more, or traffic/adverse weather condition. 2 - aircraft making Visual approach between 1930-0230(1830-0130) should not descend below 8000 FT AMSL until passing middle of right downwind RWY 29 except all flight in emergency situation. - Visual Right turn for departing aircraft from RWY 29L/R is not authorized between1930-0230(1830-0130).	NO
OITT	TABRIZ/Tabriz Intl	NIL	NO
OIIE	TEHRAN/Imam Khomaini Intl	NIL	NO
OIII	TEHRAN/Mehrabad Intl	1- RWY 11L/R is not used for take-off during 1730-0430 (1630-0330), except tail wind component for RWY 29L/R is 10 KT or more. 2- Aircraft type IL76 (except military), is not authorized to operate at Mehrabad AD between 1930-0330 (1830-0230).	NO

STATE/ AD Location Indicator	City/Aerodrome	Procedure Description	Noise Monitoring System
OIZH	ZAHEDAN/Zahedan Intl	NIL	NO
IRAQ			
AIP ENR	ENR 1.1.1 Minimum Safe Height	Civilian aircraft shall not be flown below the minimum safe height except when necessary for take-off and landing. The minimum safe height is the height at which neither an unnecessary noise disturbance nor unnecessary hazards to persons and property in the event of an emergency landing are to be feared. However, over cities, other densely populated areas and assemblies of persons, this height shall be at least 1 000 FT (300 m) above the highest obstacle within a radius of 600 m of the aircraft. Elsewhere, this height shall be at least 500 FT (150 m) above ground or water.	Not Applicable
ORBI	BAGHDAD/Baghdad Intl	NIL	*Information Not Available*
ORMM	BASRAH/Basrah Intl	ORMM 2.21.1 Omni Directional Departures Take –Off Minimums: RWY 14/32 Standard RWY 14: Climb Gradient 3.3% Climb on Track 134.68 to 600’ before proceeding on course. RWY 32: Climb Gradient 3.3% Climb on Track 314.69 to 600’ before proceeding on course.	*Information Not Available*
ORER	ERBIL/Erbil Intl	ORER 2.21.1 Aircraft are to avoid over flying the airport buildings, construction sites, other aircraft, or fuel point/trucks below 1 000FTAGL whenever possible.	*Information Not Available*
ORSU	SULAYMANIYAH/Sulaymaniyah Intl	NIL	*Information Not Available*
ORNI	AL NAJAF/Al Najaf Intl	ORNI 2.21.1Departures: aircraft departing RWY 28 shall execute an immediate left turn out, above 500 FT AGL and not later than 1000 FT AGL. ORNI 2.21.2 Arrivals: Not required	*Information Not Available*
ORBM	MOSUL/Mosul Intl	NIL	*Information Not Available*

STATE/ AD Location Indicator	City/Aerodrome	Procedure Description	Noise Monitoring System
JORDAN			
OJAM	AMMAN/Marka Intl	Aircraft of AUW more than 5700 KGS departing from AMMAN/Marka RWY 24 shall climb with take-off thrust to 4000 FT at V2 + 10KT, At 4000 FT QNH reduce to climb thrust and continue at V2 + 10KT. At 5500, FT QNH accelerates to normal climbing speed.	*Information Not Available*
OJAI	AMMAN/Queen Alia Intl	NIL	*Information Not Available*
OJAQ	AQABA/King Hussein Intl	NIL	*Information Not Available*
KUWAIT			
OKBK	KUWAIT/Kuwait Intl	Non Noise Certificated Subsonic Aeroplane (NNC) operations restricted daily between 1830/ 0530 UTC.	*Information Not Available*
LEBANON			
OLBA	BEIRUT/ R. B. H - Beirut Intl-	1. Restriction on non-noise certificated aircraft. 1.1 A subsonic jet aircraft must not land or take-off from Beirut airport unless: a) That aircraft has a valid noise certificate issued by the Aeronautical Authority of a country which is a signatory to the Convention on International Civil Aviation or b) There is other documentary proof of compliance with the noise standards prescribed in Annex 16 to the Convention on International Civil Aviation applicable to the aircraft, or c) Special dispensation from the provisions of the Navigation (Aircraft Noise) Regulations, has been obtained. Such dispensation will be granted by the Directorate General of Civil Aviation if requested. 1.2 Aircraft operator/owners are also reminded that the Noise Certificate or documentary proof of compliance must be carried on board and must be forwarded by the Pilot in command of the aircraft subject to inspection if so requested by an authorized officer	NO

STATE/ AD Location Indicator	City/Aerodrome	Procedure Description	Noise Monitoring System
LIBYA			
HLLB	BENGHAZI/Benina	Non Noise Certificated subsonic airplane (NNC) operations restricted daily between sunset/sunrise.	NO
HLLS	SEBHA/Sebha	Non Noise Certificated subsonic airplane (NNC) operations restricted daily between sunset/sunrise.	NO
HLLT	TRIPOLI/Tripoli Intl	Non Noise Certificated subsonic airplane (NNC) operations restricted daily between sunset/sunrise.	NO
OMAN			
OOMS	MUSCAT/ Muscat Intl	NIL	*Information Not Available*
OOSA	SALALAH/Salalah	NIL	*Information Not Available*
QATAR			
OTBD	DOHA/Doha Intl	NIL	*Information Not Available*
OTHH	DOHA/Hamad Intl	NIL	*Information Not Available*
SAUDI ARABIA			
OEDF	DAMMAM/King Fahd Intl	NIL	NO
OEJN	JEDDAH/King Abdulaziz Intl	2.21.1. Jet aircraft taking off from 34L shall not normally be allowed to turn further left than the JDW RDL 310 until at least 5 NM north of JDW DVORTAC unless: a) ATC requirements necessitate such a turn; or b) aircraft are making VFR circuits. 2.21.2. Overflight of the city of Jeddah is prohibited below ALT 5000 FT except for the purposes of take-off and landing in accordance with ATC instructions.	NO
OEMA	MADINAH/Prince Mohammad Bin Abdulaziz Intl	NIL	NO
OERK	RIYADH/King Khalid Intl	NIL	NO

STATE/ AD Location Indicator	City/Aerodrome	Procedure Description	Noise Monitoring System
SUDAN			
HSKA	KASSALA/Kassala	NIL	*Information Not Available*
HSSS	KHARTOUM/Khartoum	2.21.1 GENERAL The following noise abatement procedures shall apply for fan jet aircraft. 2.21.2 RUNWAY USAGE Runway 18/36 will be used for departures and arrivals. 2.21.3 ARRIVALS LOW-POWERED /LOW-DRAG APPROACH Aircraft should maintain 250KT IAS (± 10KT) below FL100. Speed should be reduced continuously so as to reach 160KT IAS (± 10KT) shortly prior to 5nm from runway threshold except when ceiling is below 500ft and /or ground visibility is less than 2600m. Pilots unable to comply with should advice ATC. 2.21.4 DEPARTURES Take-off until passing 2760ft: Take-off power, Take-off flaps, Climb at V^2+10KT TO 20KT (or as limited by body angle) Between 2760-4260ft: Reduce thrust to not less than climb power, Climb at V^2+10KT to 20KT (or as limited by body angle) AT 4260ft or above: Accelerate with flap retraction on schedule to en-route; Climb at 250KT IAS below FL 100 2.21.5 LANDINGS REVERSE THRUST It is recommended to use idle reverse thrust whenever possible. 2.21.6 RUN-UP TESTS Run-up tests will be done on runway before take-off-for one minute. If more time is needed, it is to be requested from ATC.	*Information Not Available*
HSPN	PORT SUDAN/Port Sudan	NIL	*Information Not Available*

STATE/ AD Location Indicator	City/Aerodrome	Procedure Description	Noise Monitoring System
SYRIAN ARAB REPUBLIC			
OSAP	ALEPPO/Aleppo Intl	*Information Not Available*	*Information Not Available*
OSLB	LATTAKIA/Bassel Al-Assad Intl	*Information Not Available*	*Information Not Available*
OSDI	DAMASCUS/Damascus Intl	*Information Not Available*	*Information Not Available*
UNITED ARAB EMIRATES			
OMAA	ABU DHABI/Abu Dhabi Intl	NIL	*Information Not Available*
OMAD	ABU DHABI/Al Bateen	2.21.1. The area OMR 66 (ABU DHABI city) is primarily a noise abatement area and restricted for over flights below 2000 FT between 1830 - 0200 UTC. Helicopters shall avoid this area except for authorised VIP and CASEVAC flights to/from city helipads and hospitals. 2.21.2. Aircraft Engine ground runs 2.21.2.1 Engine runs at idle settings a. Approval required from ATC b. Engine runs at idle power only permitted between 0400 - 1600 UTC c. Engine runs on Apron D and E require the aircraft to be parked nose-in to the Apron d. Aircraft are to be given start clearance stating "idle power only" 2.21.2.2 High power Engine runs High power Engine runs may only be conducted on RWY 31 THR in a line up position aligned with the RWY CL a. Approval required from ATC b. Engine runs only permitted between 0400 - 1600 UTC c. All fixed wing aircraft are to use RWY 2.21.3. Hovering work Helicopters requesting hover work engine runs can be accommodated on TWYs and on the RWY as traffic permits	*Information Not Available*

STATE/ AD Location Indicator	City/Aerodrome	Procedure Description	Noise Monitoring System
OMAL	AL AIN/Al Ain Intl	NIL	*Information Not Available*
OMDB	DUBAI/Dubai Intl	2.21.1. Except for passenger operations, aircraft not in possession of noise certification in accordance with the standards of Annex 16 to the ICAO and/or aircraft whose noise certification does not conform to the minimum standards set out in Annex 16, Chapter, 3 Part 2, Volume 1 are not permitted to operate to/from OMDB.	*Information Not Available*
OMDW	DUBAI/Al Maktoum Intl	NIL	*Information Not Available*
OMFJ	FUJAIRAH/Fujairah Intl	2.21.1 Avoid overflying the city below 5,000 FT.	*Information Not Available*
OMRK	RAS AL KHAIMAH/Ras Al Khaimah Intl	NIL	*Information Not Available*
OMSJ	SHARJAH/Sharjah Intl	NIL	*Information Not Available*
YEMEN			
OYAA	ADEN/Aden Intl	*Information Not Available*	*Information Not Available*
OYHD	HODEIDAH/Hodeidah Intl	*Information Not Available*	*Information Not Available*
OYRN	MUKALLA/Riyan Intl	*Information Not Available*	*Information Not Available*
OYSN	SANA'A/Sana'a Intl	*Information Not Available*	*Information Not Available*
OYTZ	TAIZ/Taiz Intl	*Information Not Available*	*Information Not Available*

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Mr. Badr A. Alharbi	Accident and Incident Prevention Specialist Safety & Air Transport and Aviation Safety Specialist General Authority of Civil Aviation KINGDOM OF SAUDI ARABIA
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Mr. Mohamed Eltayeb Ahmed	Air Navigation Inspector Civil Aviation Authority Khartoum Airport Khartoum - SUDAN
Mr. Mohamed Gaafar Elamin Ahmed	Aerodrome Safety Chief Inspector Civil Aviation Authority Khartoum Airport Khartoum - SUDAN

NAME	TITLE
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Mr. Mohammad Faisal Al Dossari	Director Air Navigation & Aerodromes Department General Civil Aviation Authority Abu Dhabi - UNITED ARAB EMIRATES
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Mr. Omar Hisham Khalaf	Regional Safety Director Airbus Middle East FZE Dubai, UAE
IATA Mr. Jehad Faqir	 Head of Safety & Flight Operations Middle East & North Africa International Air Transport Association (IATA) JORDAN
Capt. Hashem Nouh	Manager Flight Safety EGYPTAIR Holding Company Cairo - EGYPT
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IFATCA Mr. Mohamed Talaat Metwally.	 IFATCA Regional Representative AFI/MID Cairo - EGYPT

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