



INTERNATIONAL CIVIL AVIATION ORGANIZATION

A United Nations Specialized Agency

AERODROME SAFETY COORDINATION

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Coordination of the aerodrome stakeholders

Responsibilities:

- The State
- The aerodrome operator

Coordination of the aerodrome stakeholders

 There is a need for adequate safety coordination between the various stakeholders as part of the safety management process.

 The role of the aerodrome operator to ensure compliance by other stakeholders in the aerodrome operator's SMS, including the responsibility for monitoring of such compliance.

State's feedback on occurrences

- ✈️ Aerodrome operators are required to report safety occurrences at their aerodromes to their State in accordance with the applicable regulation, which can be achieved as part of the aerodrome's SMS.

State's feedback on occurrences

-  Aerodrome operators shall report accidents and serious incidents, including:
- a) runway excursions;
 - b) undershoots;
 - c) runway incursions; and
 - d) landing or take-off on a taxiway

State's feedback on occurrences

 In addition to accidents and serious incidents, aerodrome operators should report safety occurrences of the following types:

-  a) foreign object debris/damage- (FOD) related event;
-  b) other excursions (i.e. from a taxiway or apron);
-  c) other incursions (i.e. on taxiway or apron);
-  d) wildlife strike-related event; and
-  e) ground collisions.

State's feedback on occurrences

- ✈️ Aerodrome operators should ensure that analysis of safety occurrences at the aerodrome is performed by competent personnel.

- ✈️ Aerodrome operators should coordinate with all users of the aerodrome, to improve the completeness and accuracy of the collection of safety occurrences and their related critical data, including:
 - ✈️ aircraft operators,
 - ✈️ fixed-based operators,
 - ✈️ ground-handling agencies,
 - ✈️ air navigation service providers
 - ✈️ and other stakeholders

State review and analysis



The State should review and analyze the information provided by the operator in the occurrences reports to ensure that:

- a) all occurrences are adequately analyzed by the aerodrome operator;
- b) significant trends are identified
- c) Further in-depth analysis on the subject should be carried out if required so that the appropriate actions can be taken; and
- d) the most serious/significant occurrences should be carefully followed up by the State.

State review and analysis

-  The output of these analyses by the State can be used as input for the planning of continued oversight.
-  Variations in the frequency of occurrences reports on a specific aerodrome.
-  The continued oversight of the reporting processes or subjects with a high frequency of occurrence should be reinforced.

Management of change

 As part of their SMS, aerodrome operators should have in place procedures to identify changes and to examine the impact of those changes on aerodrome operations.

 Changes on an aerodrome can include changes to:

- procedures,
- equipment,
- infrastructures,
- work safety and
- special operations.

Management of change

 A safety assessment will be carried out to identify hazards and propose mitigation actions for all changes that are found to have an impact on the aerodrome operations.

 Depending on the scope of the envisaged change as well as the level of the impact on operations, the methodology and level of detail required to carry out the required safety assessment may vary.

Need for a safety assessment according to the category of changes



 Routine tasks can be described as the actions related to an activity or service that are detailed in formal procedures.

 These tasks may include:

- movement area inspections,
- grass cutting on runway strips,
- sweeping of apron areas,
- regular and minor maintenance of runways, taxiways,
- visual aids,
- radio navigation and
- electrical systems.

Need for a safety assessment according to the category of changes



- ✈️ changes related to routine tasks do not have to be assessed using the safety assessment methodology.
- ✈️ The actions resulting from the regular assessment, feedback and review process related to these tasks should ensure that any changes related to them are managed, thus ensuring the safety of the specific task.
- ✈️ However, a change related to a routine task for which feedback is not yet sufficient cannot be considered as sufficiently mature.

Specific Changes

 Impact on the safety of aerodrome operations may result from:

- a) changes in the characteristics of infrastructures or the equipment;
- b) changes in the characteristics of the facilities and systems located in the movement area;
- c) changes in runway operations;
- d) changes to or significant operations on one of the aerodrome networks;
- e) changes that affect conditions as specified in the aerodrome's certificate;
- f) long-term changes related to contracted third parties; and
- g) changes to the organizational structure of the aerodrome.

Obstacle control

-  Obstacle control raises an issue for each State in regard to the responsibilities of each potential party involved.
-  The responsibilities of those parties have to be clearly defined as follows:
 - a) who is responsible for obstacle surveys; and
 - b) when obstacles are identified, who is responsible for taking action and enforcing that action.

CONTINUED AERODROME SAFETY OVERSIGHT

-  Continued oversight actions should be based on principles ensuring that compliance is maintained throughout the planning of adequate oversight actions.

-  Specific and targeted actions, in addition to the planned activities, may be carried out by the State, for example:
 - in relation to changes,
 - analysis of occurrences,
 - aerodrome works/safety,
 - monitoring of corrective action plans,
 - or those related to the State safety plan.

-  States may also have to address other issues regarding aerodrome safety depending on the aerodrome organization.

Continued oversight principles

 The State should plan continued oversight actions in such a way as to ensure that each subject covered by the scope of certification is subject to oversight

Continued oversight principles

 The continued aerodrome safety oversight is structured according to three basic principles, i.e.:

- a) the safety oversight programme and planning cycle should be adapted to the aerodrome's risk exposure and safety performance;
- b) the oversight verifications should progressively shift from verification of compliance with technical and operating specifications to assessment of the actual performance of the SMS;
- c) in case of safety concerns, the operations at the aerodrome cannot be suspended without serious disruption of the aviation system.

Continued oversight principles

 The development and operation of an aerodrome's SMS should ensure that the aerodrome operator takes appropriate actions regarding the safety on the aerodrome.

Continued oversight principles

-  Sample checks of the aerodrome's compliance with certification requirements and specifications should be carried out.

-  A periodic audit cycle should be developed which consists of:
 - a) at least one audit of the SMS; and
 - b) sample checks on specific subjects.

Continued oversight principles

-  If the SMS of the aerodrome operator is not fully implemented, specific oversight actions should target the SMS to ensure it is developing adequately and at a normal pace.
-  The SMS should be audited as appropriate until it is considered to be sufficiently mature.

Audit of selected items

 If initial certification has already taken place, the continued oversight actions of a subject may not consist of a complete audit of all the subject items but only a selection of them.

 The audit of the selected items should consist of:

- a) a desk-based audit of the appropriate documents, and
- b) an on-site audit.

Influence of aerodrome safety performance and risk exposure



 The number of audits of the SMS during the period should be determined taking into account the following criteria:

- a) the regulator's confidence in the operator's SMS. This confidence is evaluated using the results of the SMS audits or other oversight actions; and
- b) other factors contributing to the level of risk at the aerodrome.

Influence of aerodrome safety performance and risk exposure



 For aerodromes with a fully implemented SMS, in addition to the audit of the SMS, some sample subjects should be checked to ensure that the SMS has identified all safety-critical issues.

 This also helps to ensure that the SMS is operating adequately. The selection of these subjects should be determined taking into account:

- a) an analysis of the safety occurrences on the aerodrome;
- b) known information related to safety at the aerodrome that may highlight subjects of concern;
- c) specific subjects most significant for safety;
- d) the complexity of the aerodrome;
- e) any significant development or change to airport infrastructure; and
- f) the subjects previously selected in order to cover all within a certain number of oversight cycles.

Continued oversight plans and programmes

 an oversight plan should be determined by the State, for each certified aerodrome and communicated to the aerodrome operator.

 This plan should ensure that:

- a) for aerodromes where an SMS is not fully functional:
 - 1) each subject within the scope of certification appears at least once and is subject to specified oversight actions; and
 - 2) the SMS is audited as appropriate;
- b) for the aerodromes with a fully functional SMS:
 - 1) the SMS is audited at least once; and
 - 2) other oversight actions on selected subjects are conducted as appropriate.

Continued oversight plans and programmes

 At the end of each year, the plan and programme should be updated to show the oversight actions that have actually been carried out, including observations on certain actions that have not been undertaken as planned.

Unannounced inspections

- ✈️ Planning of the aerodrome audit is intended to assist the regulator and aerodrome in planning resources and manpower and in ensuring a consistent and adequate level of oversight.
- ✈️ However, it does not prevent the State from carrying out unannounced inspections, if deemed necessary.
- ✈️ These inspections follow the same methodology as the scheduled audit or technical inspection as appropriate and may be carried out using the same checklists or could be aimed at a specific subject of concern.

Monitoring of corrective actions plans

- ✦ Corrective actions plans should be monitored by the State until all items are closed to ensure that mitigating actions are carried out to the standard and timescale agreed.
- ✦ The State should regularly review the status of each pending action.
- ✦ When a deadline has been reached, the State should make sure that the related corrective actions have been adequately implemented.
- ✦ Where a corrective action plan does not result in appropriate action being taken within acceptable timelines, increased oversight can be taken by the State.

Increased oversight

-  The State may decide that increased oversight of this operator is necessary.
-  The scope of increased oversight may cover specific subjects or be all-encompassing.

Increased oversight

 The State should notify the aerodrome operator in writing:

- a) that it is being placed under increased oversight and outline the subjects concerned and from which date;
- b) the reasons for the increased oversight and what it consists of; and
- c) what actions are required by the aerodrome.

Increased oversight

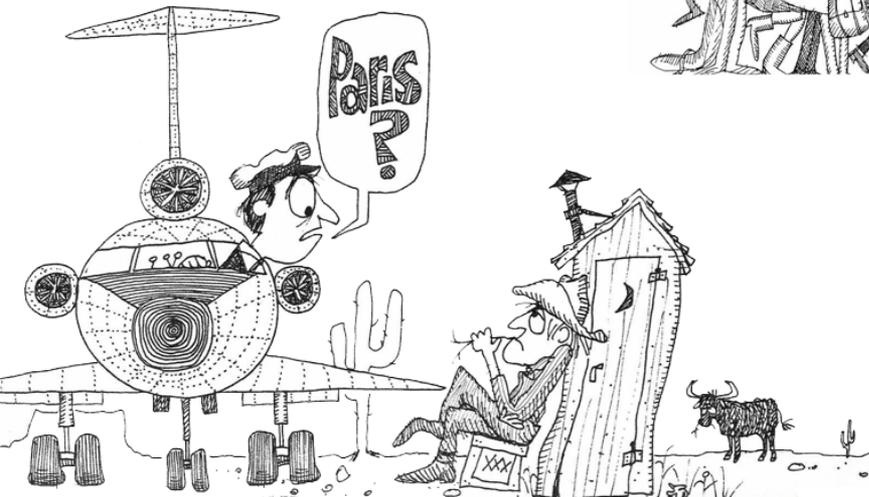
 When an aerodrome is placed under increased oversight, the State should:

- a) carry out appropriate oversight actions on the subjects concerned;
- b) follow very carefully the implementation of the corrective actions plan; and
- c) allocate sufficient time/resources to the oversight of the concerned aerodrome.

Increased oversight

- ✿ The oversight actions carried out under increased oversight are the same as those carried out normally, but are more exhaustive and address all the subjects concerned.
- ✿ When increased oversight is concluded on an aerodrome for a specific subject, the State should advise the aerodrome operator in writing, stating the end of the procedure and the reason.
- ✿ The aerodrome certificate can be amended, suspended or revoked according to the outcomes of the increased oversight

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