



Organizational structure of the Operator and documentation

Nika Meheza MANZI

*Deputy regional Director
Western & Central African Office*

Hybrid / July 2022





Outline

- References
- Requirements
- Organizationnel Structure
- Documentation





References

- *Annexes 14 and 19*
- *Doc 9981 – PANS – Aerodromes*
- *Doc 9774*
- *Doc 9859*
- *Doc 9137, Part 8 and 9*
- *Doc 9562*



Annex 14, Vol I

1.4 - Certification of aerodromes

1.4.4 As part of the certification process, States shall ensure that an aerodrome manual which will include all pertinent information on the aerodrome site, facilities, services, equipment, operating procedures, organization and management including a safety management system, is submitted by the applicant for approval/acceptance prior to granting the aerodrome.



OACI

Normes et pratiques
recommandées internationales

Annexe 14 à la Convention relative à l'aviation civile internationale

Aérodromes

Volume I
Conception et exploitation technique des aérodromes
Huitième édition, juillet 2018



La présente édition annule et remplace, à partir du 8 novembre 2018, les éditions antérieures de l'Annexe 14, Volume I.

Tous les renseignements relatifs à l'application des normes et pratiques recommandées figurent au Chapitre 1, section 1.2, et à l'Avant-propos.

ORGANISATION DE L'AVIATION CIVILE INTERNATIONALE



Doc 9774 – Model regulations

3D.2 - Competence of operational and maintenance personnel

- *The aerodrome operator shall employ an adequate number of qualified and skilled personnel to perform all critical activities for aerodrome operation and maintenance.*
- *If the CAA or any other competent authority of the government requires competency certification for the personnel referred, the aerodrome operator shall employ only those persons possessing such certificates.*
- *The aerodrome operator shall implement a programme to upgrade the competency of the personnel.*



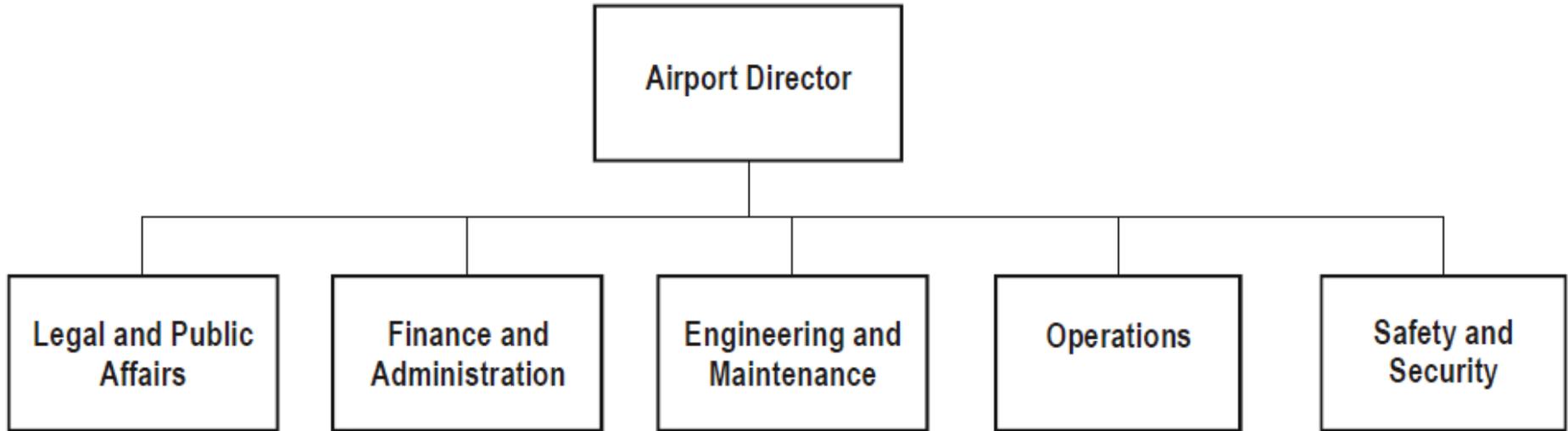
Organizational structure

The aerodrome operator should have:

- an approved organizational structure
- defined functions and responsibilities
- defined minimum qualification and experience criteria for aerodrome operation and maintenance personnel, as well as the key management personnel
- complete job descriptions for aerodrome personnel



Organizational structure *(Example)*





Technical staff

- Engineers and technical staff (civil, electrical, electromechanical, electronic, IT, ...), qualified staff in aerodrome operations, qualified firefighting personnel, wildlife risk management experts, ...
- Number of staff – aspects to be considered : *assigned tasks, size of the aerodrome and its activities, work time, training plan, ...*
- Training policy, programme and plan including a system to keep training records



Documentation

- Approved aerodrome manual and SMS Manual and related documents (*operating procedures, plans, ...*)
- Aerodrome organizational chart & functions and responsibilities of key personnel
- Aerodrome plans/Charts required in the part 2 of the aerodrome manual
- Measurement reports and other technical document, supporting particulars of the aerodrome to be reported to the AIS
- Operating procedures
- Any other document or study required by the Civil Aviation Authority



Operating Procedures

Shall contain the following information:

- when, or in what circumstances, an operating procedure is to be activated;
- how an operating procedure is to be activated;
- actions to be taken;
- the persons who are to carry out the actions; and;
- the equipment necessary for carrying out the actions, and access to such equipment
- reporting mechanism



ICAO DAKAR UNITING AVIATION



ICAO

North American
Central American
and Caribbean
(NACC) Office
Mexico City

South American
(SAM) Office
Lima

ICAO
Headquarters
Montréal

Western and
Central African
(WACAF) Office
Dakar

European and
North Atlantic
(EUR/NAT) Office
Paris

Middle East
(MID) Office
Cairo

Eastern and
Southern African
(ESAF) Office
Nairobi

Asia and Pacific
(APAC) Sub-office
Beijing

Asia and Pacific
(APAC) Office
Bangkok



THANK YOU