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Международная  
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منظمة الطيران  
المدني الدولي

国际民用  
航空组织

File Ref.: AN 5/3-22/325

28 December 2022

**Subject: QATAR/ICAO MID Capacity Building Initiative for Aerodrome Inspectors  
(Doha, Qatar, 19 February - 2 March 2023)**

**Action Required: Reply not later than 12 January 2023**

Sir,

With reference to the ICAO Strategic Planning and Implementation Support policy, notably in Aerodromes and Ground (AGA) Aids Area, I have the honor to inform you that the State of Qatar and ICAO MID Office are launching a Capacity Building Initiative for Aerodrome Inspectors. Therefore, a Capacity Building Activity is planned to be conducted in Doha, Qatar from **19 February to 2 March 2023**.

The objective of this Activity is to strengthen States' Aerodrome inspectors Oversight Capabilities leading to an effective implementation of the Aerodromes Certification process. Therefore, within the framework of the ICAO No Country Left Behind (NCLB) initiative, the ICAO MID Office in collaboration with Qatar are organizing this activity, **free of charge**, for the benefit of Aerodrome Inspectors of Civil Aviation Authorities (CAAs). The work programme of the activity is at **Attachment A**.

The capacity building activity will provide participants with the key elements and tools needed for the effective implementation of the CAA Aerodrome Oversight Programme. Therefore, your Administration/Organization is kindly invited to nominate one (01) Aerodrome Inspector to take part in this great initiative. Your participant should be an AGA technical personnel/inspector involved in the Aerodromes Design and Operations.

The Bulletin of the capacity building activity that includes recommended Hotels List, administrative arrangements useful information for participants and the exact venue will be shortly provided in due course. Participants will support their own ticket and accommodation.

I would appreciate if you could, as soon as possible, preferably not later than **12 January 2023**, confirm the participation of your Administration/Organization by sending the name/contact details of your nominated candidate, using the Nomination Form at **Attachment B**, to ICAO MID Office ([icaomid@icao.int](mailto:icaomid@icao.int)) with a copy to ([MHamdi@icao.int](mailto:MHamdi@icao.int)).

Accept, Sir, the assurances of my highest consideration.



Mohamed Abubaker Farea  
Regional Director  
ICAO Middle East Office

Attachments

## DETAILED WORK PROGRAMME

| PART I: Theoretical Training - Inspector's Common Notions |   |   |  |   |  |
|---|---|---|--|---|--|
| Hours   | Sunday, February 19, 2023   | Monday, February 20, 2023   | Tuesday, February 21, 2023                       | Wednesday, February 22, 2023  | Thursday, February 23, 2023  |
| 08:00 - 08:45   |   | <b>Module 5</b><br>Five phases certification process; Continued oversight process                   | <b>Module 9 (Cont'd)</b><br>SMS/SSP introduction | <b>Module 10 (Cont'd)</b><br>Change Management Exercises  | <b>Module 13</b><br>Findings/observations drafting; report structure (Exercises)   |
| 08:45 - 09:00   | BREAK   | BREAK   | BREAK  | BREAK   | BREAK  |
| 09:00 - 09:45   | <b>Welcome and Registration</b>   | <b>Module 6</b><br>Audits/Inspections types, their objectives and processes                         | <b>Module 9 (Cont'd)</b><br>SMS/SSP introduction | <b>Module 11</b><br>OJT content   | <b>Module 14: Resolution of safety concerns</b><br>Session 1: General principles<br>Session 2: Follow-up of audits/inspections |
| 09:45 - 10:00   | COFFEE BREAK  | COFFEE BREAK  | COFFEE BREAK                                     | COFFEE BREAK  | COFFEE BREAK   |
| 10:00 - 10:45   | <b>Module 1</b><br>Opening and Introduction<br><br><b>Module 2</b><br>Overview of the training program                  | <b>Module 7</b><br>Risk based oversight   | <b>Module 15</b><br>Human factors                | <b>Module 12</b><br>Audit techniques<br><br>Session 1: Planning<br>Session 2: Auditing tools                          | <b>Module 14: Resolution of safety concerns</b><br>session 3: Enforcement  |
| 10:45 - 11:00   | BREAK   | BREAK   | BREAK  | BREAK   | BREAK  |
| 11:00 - 11:45   | <b>Module 3</b><br>Certification and Surveillance, ICAO basis   | <b>Module 8</b><br>Operator's and authority's procedures: objectives and mandatory content          | <b>Module 10</b><br>Safety assessment            | <b>Module 12 (Cont'd)</b><br>Audit techniques<br><br>Session 4: Interview techniques (including Inspector's behavior) | <b>Multiple Choice Exam (optional)</b>   |
| 11:45 - 13:00   | LUNCH BREAK   | LUNCH BREAK   | LUNCH BREAK                                      | LUNCH BREAK   | LUNCH BREAK  |
| 13:00 - 13:45   | <b>Module 4</b><br>ICAO framework, Legal texts hierarchy and their use for certification and oversight purpose          | <b>Module 8 (Cont'd)</b><br>Operator's and authority's procedures: objectives and mandatory content | <b>Module 10 (Cont'd)</b><br>Change Management   | <b>Module 12 (Cont'd)</b><br>Audit techniques<br><br>Session 5: Evidence collection and traceability                  | <b>Training Conclusion</b>   |
| 13:45 - 14:00   | BREAK   | BREAK   | BREAK  | BREAK   | BREAK  |
| 14:00 - 14:45   | <b>Module 4 (Cont'd)</b><br>ICAO framework, Legal texts hierarchy and their use for certification and oversight purpose | <b>Module 9</b><br>SMS/SSP introduction   | <b>Module 15</b><br>Exemption procedure          | <b>Module 13</b><br>Findings/observations drafting; report structure  |  |

## DETAILED WORK PROGRAMME

| PART II: Theoretical Training - Aerodrome Inspector Specific Aspects |  |   |   |  |   |
|--|--|---|---|--|---|
| Hours  | Sunday, February 26, 2023  | Monday, February 27, 2023   | Tuesday, February 28, 2023  | Wednesday, March 1, 2023   | Thursday, March 2, 2023   |
| 08:00 - 08:45  | Module 1<br>ICAO – Annex 14 volumes 1 and 2 and Docs   | <b>Module 3 (Cont'd)</b><br>Operations and maintenance<br>Session 2: Aprons management and Apron safety         | <b>Module 3 (Cont'd)</b><br>Operations and maintenance<br>Session 8: Safeguarding                                       | Module 4 (Cont'd)<br>Aerodrome operator SMS, and third parties coordination<br>Exercises               | Module 7<br>Aerodrome operator point of view on certification and oversight |
| 08:45 - 09:00  | BREAK  | BREAK   | BREAK   | BREAK  | BREAK   |
| 09:00 - 09:45  | Module 1<br>ICAO – Annex 14 volumes 1 and 2 and Docs   | <b>Module 3 (Cont'd)</b><br>Operations and maintenance<br>Session 4: Movement areas inspections (including GRF) | <b>Module 3 (Cont'd)</b><br>Operations and maintenance<br>Session 9: Aerodrome data                                     | <b>Module 3 (Cont'd)</b><br>Operations and maintenance<br>Session 12: Wildlife management introduction | <b>Module 6</b><br>Hellports  |
| 09:45 - 10:00  | COFFEE BREAK   | COFFEE BREAK  | COFFEE BREAK  | COFFEE BREAK   | COFFEE BREAK  |
| 10:00 - 10:45  | <b>Module 2</b><br>Infrastructure and equipment<br>Session 1: Physical characteristics                             | <b>Module 3 (Cont'd)</b><br>Operations and maintenance<br>Session 10: Rescue and Firefighting introduction      | <b>Module 3 (Cont'd)</b><br>Operations and maintenance<br>Session 3: Vehicles and pedestrians' control on movement area | <b>Module 5</b><br>Training  | <b>Multiple Choice Exam (optional)</b>                                      |
| 10:45 - 11:00  | BREAK  | BREAK   | BREAK   | BREAK  | BREAK   |
| 11:00 - 11:45  | <b>Module 2 (Cont'd)</b><br>Infrastructure and equipment<br>Session 2: Signs, markings and indicators              | <b>Module 3 (Cont'd)</b><br>Operations and maintenance<br>Session 11: AEP, disabled aircraft removal, fueling   | <b>Module 3 (Cont'd)</b><br>Operations and maintenance<br>Session 7: Adverse weather operations (including LVPs)        | <b>Module 5 (Cont'd)</b><br>Training   | Discussion on Exam questions  |
| 11:45 - 13:00  | LUNCH BREAK  | LUNCH BREAK   | LUNCH BREAK   | LUNCH BREAK  | LUNCH BREAK   |
| 13:00 - 13:45  | <b>Module 2 (Cont'd)</b><br>Infrastructure and equipment<br>Session 3: Electrical supply and lighting introduction | <b>Module 3 (Cont'd)</b><br>Operations and maintenance<br>Session 5: Movement areas maintenance                 | Module 4<br>Aerodrome operator SMS, and third parties coordination  | <b>Module 5 (Cont'd)</b><br>Operator's documentation   | <b>Training Conclusion</b>  |
| 13:45 - 14:00  | BREAK  | BREAK   | BREAK   | BREAK  | BREAK   |
| 14:00 - 14:45  | <b>Module 3</b><br>Operations and maintenance<br>Session 1: Operator's organisation                                | <b>Module 3 (Cont'd)</b><br>Operations and maintenance<br>Session 5: Movement areas maintenance                 | Module 4 (Cont'd)<br>Aerodrome operator SMS, and third parties coordination   | Questions and Answers All  |   |

INTERNATIONAL CIVIL AVIATION ORGANIZATION  
MID REGIONAL OFFICE

**QATAR/ICAO MID Capacity Building Initiative for Aerodrome Inspectors**

*(Doha, Qatar, from 19 February to 2 March 2023)*

**NOMINATION FORM**

PLEASE PRINT OR TYPE CLEARLY

Name in full: \_\_\_\_\_  
Mr. / Mrs. / Ms. (as should appear in the official listing)

Title or Official Position: \_\_\_\_\_

State/Organization: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: ..... Signature: .....

After completing, please send to: ICAO Office at the following e-mail address: [icaomid@icao.int](mailto:icaomid@icao.int) and with copy to [mhamdi@icao.int](mailto:mhamdi@icao.int) and [hgabriel@icao.int](mailto:hgabriel@icao.int)