Ref.: T 11/5.13 – AP123/20 (AGA)   8 June 2020

Subject: COVID-19 Safety Operational Measures in AGA and Sample Checklist for Aerodrome Operations Resumption

Action Required: a) Note the information; and b) Consider using the sample checklist to assess aerodrome readiness prior to resumption of operations

Sir/Madam,

I have the honour to refer to State Letter **AN 11/55-20/50** dated 3 April 2020 regarding the operational measures to ensure safe operations during the COVID-19 pandemic. The State Letter is available in **Attachment A**.

In order to assist all States and relevant stakeholders in coping with the pandemic, ICAO has launched a COVID-19 Safety Operational Measures public website (https://www.icao.int/safety/COVID-19OPS/) that will provide measures to ensure safe operations during this period. As for the area of AGA, the following safety operational measures / alleviations have been published:

a)   Aerodrome certification;

b)   Coordination for aerodrome closure or reduced capacity; and

c)   Resuming aerodrome operations.

Resuming operations after a full or partial aerodrome closure involves extensive preparatory checks to ensure safety and efficiency. States and Administrations should be aware of the preparedness of the aerodromes within their jurisdiction. To this end, States and Administrations are encouraged to use the sample checklist in **Attachment B** to facilitate a quick check on aerodromes resuming operations after an extensive lockdown / reduced operations period. The sample checklist is also available at https://www.icao.int/safety/COVID-19OPS/Pages/aga.aspx.
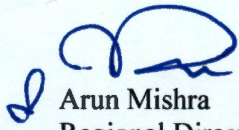
It should be noted that the sample checklist is not an exhaustive list since detailed checks and inspections are done as a part of the State's safety oversight activities. Therefore, appropriate customization may be required before adopting the checklist.

…/2

Accept, Sir/Madam, the assurances of my highest consideration.

Yours sincerely,

Arun Mishra
Regional Director

Attachments:
    A – State Letter AN 11/55-20/50
    B – Sample Checklist on Aerodrome Operations

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Ref.: AN 11/55-20/50   3 April 2020

Subject: Operational measures to ensure safe operations
during the COVID-19 pandemic

Action required: a) Note the information; b) Provide
information as requested in paragraphs 7 and 8

Sir/Madam,

1.   I have the honour to refer to the urgent need to reduce the risks of the spread of COVID-19 by air transport and to protect the health of air travellers and aviation personnel while maintaining essential aviation transport operations and ensuring an orderly return to normal operations in due course. In this respect, it has come to my attention that as a result of social distancing practices, closure of work spaces and other preventive measures, a number of States are taking various actions to enable service providers and personnel to maintain the validity of their certificates, licenses and other approvals during the COVID-19 pandemic.

2.   Service providers and aviation personnel are facing different challenges depending on where their State is with regard to the COVID-19 pandemic. There are approximately 650 000 licensed personnel supporting commercial air transport worldwide. If a fraction of those personnel is affected by the pandemic measures, the potential for the disruption may be significant. In order to facilitate safe operations during these difficult times, I encourage States to be flexible in their approaches while at the same time adhering to their obligations under the *Convention on International Civil Aviation* (Doc 7300, Chicago Convention).

3.   ICAO estimates that States may have COVID-19 related aviation contingency measures in place to some extent until 31 March 2021. To assist all States and relevant stakeholders, ICAO has launched a COVID-19 Operational Safety Measures public website (https://www.icao.int/safety/COVID-19OPS) that will provide measures to ensure safe operations during this period. All States are encouraged to make use of this website and inform ICAO of any latest developments in your State using the information highlighted on the website, which will be maintained by ICAO through 31 March 2021 unless circumstances otherwise dictate.

4.   During the period of these contingency measures, particular attention should be given to the Standards and Recommended Practices (SARPs) related to certificates and licenses. In this regard, States are reminded of their obligations under Article 38 of the Convention to notify ICAO of any differences that may arise. In order to facilitate the notification and dissemination of temporary differences during this period, a COVID-19 Contingency-Related Differences (CCRDs) sub-system

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accessible through the Electronic Filing of Differences (EFOD) dashboard (www.icao.int/usoap) has been created and will also tentatively be maintained through 31 March 2021.

5.   Particular attention should be given to Article 39 of the Convention which states that any aircraft or person that does not satisfy in full applicable Standards or conditions shall have endorsed on or attached to relevant certificate or license a complete enumeration of the details or particulars in respect of which the aircraft or person does not satisfy such requirements or conditions.

6.   It should be further noted that Article 40 of the Convention provides that no aircraft or personnel having certificates or licenses so endorsed shall participate in international navigation, except with the permission of the State or States whose territory is entered.

7.   With these considerations in mind, States are urged to inform ICAO of any temporary differences that may arise from your State's COVID-19 contingency measures, particularly those related to licensing and certification. States should also indicate, in general terms, whether your State will recognize or accept the validity of certificates and licenses affected by the special temporary measures of other States. The aforementioned information can be provided by the National Continuous Monitoring Coordinator (NCMC) or any other authorized user:

      a)   via the CCRD sub-system accessible through the EFODs dashboard; or

      b)   by sending an off-line CCRD form available on the ICAO COVID-19 Operational Safety Measures public website by email to ops@icao.int.

Guidance on how to submit the information is provided on the ICAO COVID-19 Operational Safety Measures public website.

8.   States are also encouraged to share with ICAO any information on the measures taken during this period providing links when possible. This information should be sent to ops@icao.int. All information, including CCRD reports, will be made available on the public website (https://www.icao.int/safety/COVID-19OPS).

9.   Should you require specific guidance on any of the above matters, please contact your accredited ICAO Regional Office or submit an inquiry via email at ops@icao.int.

      Accept, Sir/Madam, the assurances of my highest consideration.

Fang Liu
Secretary General

Sample Checklist – Aerodrome Operations

Broadly covering areas for assessment of the airport preparedness to resume normal operations

The intention of this checklist is to facilitate a quick check for aerodromes resuming operations after an extensive lockdown/ reduced operations period due to the COVID-19 pandemic. It is not an exhaustive list since detailed checks/inspections are done as a part of the State's safety oversight of aerodromes. Items may be added or excluded from the checklist based on local conditions, taking into consideration whether aerodromes are resuming operations after complete closure or increasing operations from minimal traffic.

Under these extraordinary circumstances and to facilitate a quick recovery, it is not envisaged to obtain approvals from State's regulator through this checklist for resuming aerodrome operations. However, State's regulator may decide to mandate aerodrome operators to complete and submit this or equivalent checklist customized to suit the local conditions.

Note: Resuming aerodrome operations may involve facilitation and security aspects, such as, facilities required for implementation of public health requirements (IHR 2005), border control (custom, immigration and quarantine), cleanliness/disinfection of terminal facilities and services for passengers, access control, etc. This checklist does not include areas associated with Facilitation (Annex 9) and Security (Annex 17) matters.

Items	Areas/Topic to be covered	References *Add related local regulations from CAA*	Action taken* *Attach supporting documents as required*	Remarks
A	**Aerodrome infrastructure**			
A1	**Visual aids for Navigation** *Including but not limited to the status of all markings, lights including calibration of PAPI, signs, status of obstacle lights, etc.*	Annex 14 Vol I, Aerodrome Design Manual(Doc 9157 Part 4), Airport Services Manual(Doc 9137 Part 9)		
A2	**Electrical systems** *Including but not limited to the status of primary and secondary power supply systems supporting airfield lighting and radio navigation aids, etc.*	Annex 14 Vol I, Aerodrome Design Manual (Doc 9157 Part 5), Airport Services Manual (Doc 9137 Part 9)		
A3	**Non-visual Aids for Navigation** *Status of radio navigation aids, especially of those which were not in use during the lockdown period i.e. VOR/DME, ILS for a specific runway.*	Annex 10 Vol I, Manual on Testing of Radio Navigation Aids (Doc 8071) , PANS - Aerodromes (Doc 9981)		
A4	**Rescue and Fire Fighting** *Including but not limited to the status of fire fighting equipment, extinguishing agents and readiness of personnel to meet the RFF category and response time requirements, status of access roads, disabled aircraft removal plans/ equipment, etc.*	Annex 14 Vol I, Airport Services Manual(Doc 9137 Part 1)		

B	Aerodrome Operations			
B1	**Obstacle Management** *Review obstacles around the aerodrome with specific focus on OFZ, pruning of trees or any new structures during this period which will affect the safety of aircraft operations.* *Obstacles may be posed by continued parking of aircraft at ad-hoc improvised areas during COVID period.*	Annex 14 Vol I, PANS-Aerodromes (Doc 9981), Airport Services Manual (Doc 9137 Part 6).		
B2	**Pavement Management** *Check the status of runway, taxiway and apron pavements with special attention to the distress on pavement due to possible prolonged parking of aircraft as well as during ground manoeuvring of aircraft at improvised parking areas.*	Annex 14 Vol I, PANS –Aerodromes (Doc 9981), Aerodrome Design Manual(Doc 9157 Part 3), Airport Services Manual (Doc 9137 Part 2 and Part 9).		
B3	**Wildlife Hazard Management** *With focus on vegetation, habitat and land use management, check the status of wildlife activity reporting and repellent systems, checks on aircraft and other infrastructure (i.e. passenger loading bridges) for possible "nesting" due to inactivity, and effectiveness of wildlife management plans to mitigate wildlife hazard.*	Annex 14 Vol I, PANS –Aerodromes (Doc 9981), Airport Services Manual (Doc 9137 Part 3).		
B4	**Apron Management** *Including but not limited to the effective functioning of passenger loading bridges, VDGS, apron flood light, FOD management, aircraft stand availability for allocations, etc.*	Annex 14 Vol I, PANS –Aerodromes (Doc 9981), Airport Services Manual (Doc 9137 Part 8).		
B5	**Aeronautical Information Management** *Check and initiate actions to amend/cancel existing NOTAMS/publications regarding any restrictions for aircraft operations or closure (partial or full) of the aerodrome.*	Annex 15, PANS –AIM (Doc 10066)		
B6	**Aerodrome Emergency Plan** *Review aerodrome emergency plan to include Aerodrome preparedness to handle public health emergencies. It may include but not limited to lessons learnt and procedures followed during the COVID-19 lockdown, plans to handle such contingencies in the future, etc.*	Annex 14 Vol I, Airport Services Manual (Doc 9137 Part 7).		
B7	**Resuming Airside works** *Including but not limited to the review of work plan under the changed conditions, such as change in scope, contractual obligations, need for additional safety precautions, etc.*	PANS - Aerodromes (Doc 9981)		
B8	**Vehicle/equipment readiness** *Check the readiness of all the airfield vehicle and equipment which would not have been used for an extensive period of time.*	As per the manufacturers Manual.		

C	Certification and Compliance			
C1	**Status of Aerodrome certification** *Based on the validity of the current aerodrome certificate/license and the need for certification/or renewal of the certificate during the lockdown/ period of reduced operations*	Annex 14 Vol I, PANS –Aerodromes (Doc 9981), Manual on Certification of Aerodromes (Doc 9774).		
C2	**Exemptions filed, if any** *Check the status of exemptions filed and any conditions or procedures subject to which the exemption was granted.*	As exempted by CAA during the Aerodrome certification.		
C3	**Safety Risk Assessment** *Conduct a safety risk assessment for non-compliance to national aerodrome regulations/standards or deviation arising due to prolonged closure or limited operations such as OLS infringement due to continued parking of aircraft at non-designated areas, deviations from SOPs due to the COVID-19 situation, etc.*	PANS –Aerodromes (Doc 9981) SMM (Doc 9859).		
D	**Coordination and Collaboration**			
D1	**Stakeholder Preparedness** *Details of virtual discussion and communications with stakeholders on the plans for resuming normal airport operations, addressing their concerns and the support required from them.* *The option of Airport Collaborative Decision Making (A-CDM) as a basic tool for all the coordination process may be considered to ensure timely and effective information exchange if it is not already available. This will facilitate in gaining stakeholder confidence to fully implement A-CDM in the future, using appropriate resources and processes.*	PANS - Aerodromes (Doc 9981), Manual on Collaborative Air Traffic Flow Management (Doc 9971).		
D2	**Revised Aerodrome Capacity** *With the involved stakeholders, agree on any operational retractions including declared capacity, airport slot coordination, etc. in coordination with airport slot coordinator, if necessary.*			
D3	**Virtual meetings** *Consider hosting virtual meetings of RST and local airport operations coordination group, if required to understand the safety concerns of the stakeholders.*	PANS Aerodromes (Doc 9981).		
D4	**Air Traffic Control & Meteorology** *Coordinate with local ATC (TWR, APP and ACC) to ensure readiness of airport and airspace for return to operations and agree upon any operational or capacity restrictions.* *Coordinate with local Met Office for availability of Meteorological services, if it is not provided through the local ATC.*	PANS- ATM (Doc. 4444), Air Traffic Services Planning Manual (Doc. 9426), Annex 3. Manual on Coordination between ATS, AIS and Aeronautical Meteorological Services (Doc 9377).		
D5	**Airport Security** *Coordinate and review with relevant Airport security agencies on the*	Annex 14 Vol I.		

	preparedness to resume operations, with specific focus on Aerodrome fencing, Lighting, etc. related to the provisions of Annex 14 Vol I. It may also include reviewing of changes implemented during restricted operations/closure, and identifying any new requirements (e.g. related to temporary operations or infrastructure).			
E	**Human Resource, Competency & Training**			
E1	**Availability of human resources** *Check the availability of human resources especially if aerodrome operator and/or subcontractors downsized the staff pool.*	As per requirements of individual parties.		
E2	**Preparedness of Concessionaires** *Including but not limited to the preparedness of airport concessionaires for Ground Handling, Fuelling, catering and other subcontracted agencies after long period of closure or reduced activity.*	PANS –Aerodromes (Doc 9981).		
E3	**Airfield Personnel preparedness** *Briefing/short training to airfield personnel on their roles and responsibilities as they may be resuming work after an extensive break.* *Refresher training for those with lapsed permits/ratings.*	PANS –Aerodromes (Doc 9981).		

*the action taken may be a simple "checked, suitable for resuming operations" or can include detailed inspection procedures, details of communications and Virtual meetings, etc., as attachments.