



ICAO

International Civil Aviation Organization

Sixth Meeting of the Asia/Pacific Aerodrome Assistance
Working Group (AP-AA/WG/6)

Bangkok, Thailand, 2 to 5 April 2024

Agenda Item 9: Any Other Business**ASIA PACIFIC GENERIC GUIDANCE MATERIALS AND CUSTODIAN**

(Presented by the Secretariat)

SUMMARY

This Working Paper presents the list of Generic Guidance Materials developed by AOP/SG's Working Groups and Task Force and approved by the AOP/SG and APANPIRG for publication on the ICAO APAC Website at eDocuments under AGA heading as **Attachments A to D** to the *Procedure for periodic review and update of the Asia/Pacific Generic Guidance Materials*.

1. INTRODUCTION

1.1 AOP/SG/6 (27 – 30 June 2022) reviewed and approved the process developed by the Secretariat for periodic review and update of the APAC Generic Guidance Materials (GGMs).

1.2 The procedure for periodic review and update of the Asia/Pacific Generic Guidance Materials (**Appendix A** to this WP) has been published on the ICAO APAC Website at eDocuments under AGA heading and can be accessed using URL: <https://www.icao.int/APAC/Pages/eDocs.aspx>. The list of the GGMs developed by the AOP/SG's Working Groups and Task Force and approved by the AOP/SG and APANPIRG is available in **Attachments A to D** to the procedural document.

1.3 The relevant Working Groups and AOP/SG also agreed on the assignment of the custodians for the periodic review and update of the APAC Generic Guidance Materials.

2. DISCUSSION

2.1 There are total of 21 APAC Generic Guidance Materials developed by Working Groups and posted on the ICAO APAC Website (**Attachments A - D** to the **Appendix A** - Procedural Document) since 2015.

2.2 As per established procedure, it is the responsibility of the Secretariat to inform to the respective custodian(s) of the Asia/Pacific GGM(s) regarding approved amendments to ICAO SARPs and PANS-Aerodromes (Doc 9981), revisions to Airport Services Manuals and other relevant ICAO documents that may necessitate the review and update of the GGM(s).

2.3 Considering the latest amendment to Annex 14 Volume I, PANS-Aerodromes (Doc 9981), Aerodrome Design Manuals (Doc 9157) and Airport Services Manuals (Doc 9137) the Custodians of the APAC Guidance Manuals are requested to check if the relevant Regional Guidance Material requires any revision and updates.

2.4 As the Expert Group (Thailand, Australia and Maldives) has developed the *Asia-Pacific Generic Aerodrome SMS Evaluation Tool and Guidance*, and if endorsed by AP-AA/WG/6 and further approved by AOP/SG/8 it would be required to include in the List of the GGMs (**Attachment A**). In addition, the Meeting requires to agree on the SME of the Lead State (Thailand) as custodian of the *Asia-Pacific Generic Aerodrome SMS Evaluation Tool and Guidance*.

3. ACTION BY THE MEETING

3.1 The meeting is invited to:

- a) note the information contained in this Paper;
- b) request the Custodians of the APAC Guidance Manuals to check if any revision and updates are required to the any specific Regional Guidance Material(s);
- c) incorporate in the list (**Attachment A**) the newly developed *Asia-Pacific Generic Aerodrome SMS Evaluation Tool and Guidance*, and agree on the SME from Thailand to assign as the custodian of this document for future revision and update; and
- d) discuss any other relevant matters as appropriate.

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ASIA PACIFIC GENERIC GUIDANCE MATERIALS AND CUSTODIANS

Procedure for periodic review and update of the Asia/Pacific Generic Guidance Materials
in the area of Aerodromes and Ground Aids

1. INTRODUCTION

1.1 In accordance with the TORs and task lists of the various Working Groups and Task Forces of AOP/SG, a number of Generic Guidance Materials (GGMs) were developed by these Working Groups/Task Forces and approved by AOP/SG and APANPIRG. All Generic Guidance Materials are published on ICAO APAC Website at eDocuments Webpage under AGA heading for use/reference by States/Administrations and can be accessed using URL: <https://www.icao.int/APAC/Pages/eDocs.aspx>.

1.2 The list of Asia/Pacific GGMs developed by various Working Groups and Task Forces and approved by AOP/SG and APANPIRG including the details of the Custodians is provided in **Attachments A to D**.

2. PROCEDURE

2.1 The Working Groups/Task Forces identify a custodian of the individual Asia/Pacific GGM from State(s)/ International Organization(s)/Industries with the responsibility to review and update the respective Asia/Pacific GGM(s) in coordination with ICAO APAC Office whenever it becomes necessary.

2.2 For periodic review and update of the Asia/Pacific GGMs in the area of AGA in future, the following process should be followed by the Custodians and the Secretariat:

- a) The Secretariat would inform to the respective custodian(s) of the Asia/Pacific GGM(s) once ICAO approved amendments to ICAO SARPs and PANS-Aerodromes (Doc 9981), revisions to Airport Services Manuals and other relevant ICAO documents that may necessitate the review and update of the GGM(s);
- b) The Secretariat/Custodian(s) exchange information about newly developed States/Industries good practices relevant to Asia/Pacific GGM(s) as soon as they become aware of their availability;
- c) The custodian of the respective GGM coordinates with the relevant subject matter experts of the respective Working Group/Task Force and the Secretariat to initiate the review of the GGM;
- d) Once the review and revision of the GGM is completed the custodian would present the revised GGM through the Working Paper at the respective WG/TF meeting for its endorsement with a draft conclusion for adoption by the AOP/SG; and
- e) After the adoption of the draft conclusion by the AOP/SG the revised GGM(s) should be uploaded by the Secretariat on the ICAO APAC Website on eDocuments Webpage under AGA heading.

Attachment A

List of GGMs developed by AP-AA/WG and approved by AOP/SG with details of the custodians

S. No	APAC Generic Guidance Materials	Edition/Version, Date	States involved in the Development of Generic Guidance Materials	Custodian (Responsible party for future review and updates)
1	Asia Pacific Regional Guidance on AIP – AD 1.5 Status of Certification of Aerodromes	Version 1.0, Dec 2020	Secretariat	Secretariat apac@icao.int pshakya@icao.int
2	Generic Aerodrome Certification Procedure	Version 1.0, Dec 2020	Thailand (lead) and Philippines	Thailand - Mr. Teeravee Yongwattanajiaranon (Ling) teeravee.y@caat.or.th
3	Generic Procedures for Accepting Non-compliance in Aerodromes	Version 1.0, Dec 2020	Nepal (lead) and Malaysia	Nepal - Mr. Babu Ram Paudel paudelbabu@gmail.com
4	Generic Training Programme and Training Plan for Aerodrome Inspectors	Version 1.0, 2 July 2021	India	India - Mr. Amit Srivastava amits.dgca@nic.in
5	Generic Aerodrome Inspector Handbook	Version 2.0, 2023	Thailand (lead) and Bangladesh	Thailand - Mr. Teeravee Yongwattanajiaranon (Ling) teeravee.y@caat.or.th
6	Generic Aerodrome Manual	Version 1.0, 2 July 2021	India	India - Mr. Sudhir Singh sudhir_singh@hotmail.com and Mr. Amit Srivastava amits.dgca@nic.in
7	Generic Aerodrome Certification Specific Operating Regulations	Version 1.0, 2 July 2021	Malaysia (lead), India and Nepal	Malaysia - Mr. Mahyuddin Bin Sajuri mahyuddin@caam.gov.my
8	Generic Organization Structure of the Aerodrome Regulatory Unit	Version 1.0, 2 July 2021	Malaysia (lead), India and Nepal	Malaysia - Mr. Mahyuddin Bin Sajuri mahyuddin@caam.gov.my
9	Generic Surveillance Programme by Aerodrome Operators	Version 1.0, 2 July 2021	Malaysia (lead), India and Nepal	Malaysia - Mr. Mahyuddin Bin Sajuri mahyuddin@caam.gov.my

10	Generic Surveillance Programme for Certified Aerodromes	Version 1.0, August 2022	Malaysia (lead), India and Nepal	Malaysia - Mr. Mahyuddin Bin Sajuri mahyuddin@caam.gov.my
11	ICAO Asia-Pacific Aerodrome Assistance Go-Team Methodology	Draft, March 2023	ACI	ACI - Mr. SL Wong sl@aci-asiapac.aero ICAO Secretariat apac@icao.int
12	Asia-Pacific Generic Aerodrome Enforcement Policy and Procedures Manual	Draft, March 2023	Malaysia (Lead) and India	Malaysia - Mr. Mahyuddin Bin Sajuri mahyuddin@caam.gov.my
13	Asia-Pacific Generic Aerodrome Exemptions Policy and Procedures Manual	Draft, March 2023	Australia (Lead) and India	Australia – Mr. Daniel Parsons daniel.parsons@casa.gov.au
14	Asia-Pacific Generic Aerodrome SMS Evaluation Tool and Guidance	First Edition, 2024	Thailand (Lead), Australia, and Maldives.	Thailand -

Attachment B

List of GGMs developed by AP-WHM/WG and approved by AOP/SG with details of the custodians

S. No	APAC Generic Guidance Materials	Edition/Version, Date	States involved in the Development of Generic Guidance Materials	Custodian (Responsible party for coordination for future review and updates)
1	Composition of National Wildlife Hazard Management Committee	Sep. 2019	Nepal, Bhutan, Lao PDR	Nepal Mr. Deo Chandra Lal Karna, d_karna@hotmail.com
2	Terms of References of National Wildlife Hazard Management Committee	Sep. 2019	Nepal, Bhutan, Lao PDR	Nepal Mr. Deo Chandra Lal Karna, d_karna@hotmail.com
3	Asia Pacific Guidance for Evaluation of Aerodrome Wildlife Hazard Management Programme	First Edition, 2 July 2021	WBA, Australia, Bangladesh, India, Thailand and ACI	WBA Ms. Lalita Vaswani lalita@worldbirdstrike.com
4	Asia Pacific Guidance for Establishment of National Procedure for Recording and Reporting Wildlife Strikes to Aircraft	First Edition, 2 July 2021	Philippines, Sri Lanka, Nepal, WBA, IFALPA	WBA Ms. Lalita Vaswani lalita@worldbirdstrike.com
5	Asia Pacific Guidance on Development and Implementation of Airport Wildlife Hazard Management Programme	First Edition, August 2022	Australia, Fiji, India, WBA, AAPA	WBA Ms. Lalita Vaswani lalita@worldbirdstrike.com

Attachment C

List of GGMs developed by AOPC/SWG and approved by AOP/SG

S. No	APAC Generic Guidance Materials	Edition/Version, Date	States involved in the Development of Generic Guidance Materials	Custodian (Responsible party for coordination for future review and updates)
1	Asia/Pacific Regional Guidance on Aerodrome Operations Personnel Competency Requirement Framework	Version 1.0 – December 2020	Bangladesh, Cambodia, China, Macao, China (Lead), Maldives, Myanmar, Singapore, ACI	Mr. Pedro Cavem (Yangon International Aerodrome, Myanmar) Email: Pedro.Cavem@yangon.aero

Attachment D

List of GGMs developed by WA/SWG and approved by APANPIRG

S. No	APAC Generic Guidance Materials	Edition/Version, Date	States involved in the Development of Generic Guidance Materials	Custodian (Responsible party for coordination for future review and updates)
1	Sample APAC Regulations for Water Aerodromes	First Edition (unedited version) — March 2015	Indonesia, Maldives (Lead), Sri Lanka, New Zealand and USA	CAA Maldives Ms. Fathimath Ramiza Email: ramiza@caa.gov.mv
2	Asia Pacific Regional Guidance on Requirements for the Design and Operations of Water Aerodromes for Seaplane Operations	First Edition — January 2019	Indonesia, Maldives (Lead), Sri Lanka, New Zealand and USA	CAA Maldives Ms. Fathimath Ramiza Email: ramiza@caa.gov.mv

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