



ICAO

*International Civil Aviation Organization*

Ninth Meeting of the Aerodromes Operations and  
Planning Sub-Group (AOP/SG/9)

*Bangkok, Thailand, 30 June to 4 July 2025*

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**Agenda Item 9: Any Other Business**

**ASIA PACIFIC GENERIC GUIDANCE MATERIALS AND CUSTODIAN**

(Presented by the Secretariat)

**SUMMARY**

This Working Paper presents a list of Generic Guidance Materials (GGMs) developed by various Working Groups and Task Forces of AOP/SG and published on the ICAO APAC Website under eDocuments as approved by AOP/SG and APANPIRG.

The paper also proposed to rearrange some of the GGMs developed by Small Working Groups and update the details of the custodians identified earlier by Working Groups and Task Force.

**1. INTRODUCTION**

1.1 In accordance with the TORs and task lists of the various Working Groups and Task Force of AOP/SG, a number of Generic Guidance Materials (GGMs) were developed by these Working Groups/Task Forces and approved by AOP/SG or APANPIRG.

1.2 The Working Groups/Task Force also identified custodians of the individual GGM from State(s)/ International Organization(s) with the responsibility to review and update the respective APAC GGM(s) in coordination with ICAO APAC Office whenever it becomes necessary.

1.3 For timely update of the aforementioned GGMs, the AOP/SG/6 Meeting approved the “Procedure for periodic review and update of the Asia/Pacific Generic Guidance Materials in the area of Aerodromes and Ground Aids”.

1.4 All “Generic Guidance Materials” and the “Procedure for periodic review and update of the Asia/Pacific Generic Guidance Materials in the area of Aerodromes and Ground Aids” are published on the ICAO APAC Website under eDocuments and AGA heading for use/reference by States/Administrations and can be accessed using URL: <https://www.icao.int/APAC/Pages/eDocs.aspx>.

## 2. DISCUSSION

2.1 The “Procedure for periodic review and update of the Asia/Pacific Generic Guidance Materials in the area of Aerodromes and Ground Aids” together with the list of GGMs developed by various Working Groups and Task Forces and approved by AOP/SG and APANPIRG is provided in **Appendix A**.

2.2 The list of GGMs developed by various Working Groups and Task Forces is provided at **Attachments A – D** to the “Procedure for periodic review and update of the Asia/Pacific Generic Guidance Materials in the area of Aerodromes and Ground Aids” (**Appendix A**).

2.3 Some APAC GGMs, such as, “Asia/Pacific Regional Guidance on Aerodrome Operations Personnel Competency Requirement Framework” was developed by the Aerodrome Operations Personnel Competency Small Working Group (AOPC/SWG). Similarly, “Sample APAC Regulations for Water Aerodromes” and “Asia Pacific Regional Guidance on Requirements for the Design and Operations of Water Aerodromes for Seaplane Operations” were developed by Water Aerodromes Small Working Group (WA/SWG). Both, AOPC/SWG and WA/SWG had been dissolved by AOP/SG and APANPIRG after they had completed all tasks as per their TOR. Therefore, these three GGMs need to be relocated in the list of the GGMs under relevant Working Group/Task Force, as proposed in **Attachments A & C** to the **Appendix A** (Procedure for periodic review and update of the Asia/Pacific Generic Guidance Materials in the area of Aerodromes and Ground Aids).

2.4 Moreover, an appropriate custodian is yet to be nominated/assigned for some GGMs and it is timely to review all custodians if they are still in the services of the respective organizations.

## 3. ACTION BY THE MEETING

3.1 The Meeting is invited to:

- a) note the information contained in this Paper;
- b) relocate three GGMs in the list of the GGMs under relevant Working Group/Task Force as per **Attachments A & C** to the **Appendix A**;
- c) encourage States/Industries/International Organizations to volunteer for future review and update of the APAC GGMs, where custodians are yet to be nominated/assigned/changed (**Attachments A to C** refers);
- 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

[~~Second~~ ~~Third~~ Edition, ~~September 2024~~ July 2025 approved by AOP/SG/8 AOP/SG/9]

### 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	<b>Secretariat</b> <a href="mailto:apac@icao.int">apac@icao.int</a> <a href="mailto:pshakya@icao.int">pshakya@icao.int</a>
2	Generic Aerodrome Certification Procedure	Version 1.0, Dec 2020	Thailand (lead) and Philippines	<b>Thailand</b> - Mr. Teeravee Yongwattanajiaranon (Ling) <a href="mailto:teeravee.y@caat.or.th">teeravee.y@caat.or.th</a>
3	Generic Procedures for Accepting Non-compliance in Aerodromes	Version 1.0, Dec 2020	Nepal (lead) and Malaysia	<b>Nepal</b> - Mr. Babu Ram Paudel <a href="mailto:paudelbabu@gmail.com">paudelbabu@gmail.com</a>
4	Generic Training Programme and Training Plan for Aerodrome Inspectors	Version 1.0, 2 July 2021	India	<b>India</b> - Mr. Amit Srivastava <a href="mailto:amits.dgca@nic.in">amits.dgca@nic.in</a>
5	Generic Aerodrome Inspector Handbook	Version 2.0, 2023	Thailand (lead) and Bangladesh	<b>Thailand</b> - Mr. Teeravee Yongwattanajiaranon (Ling) <a href="mailto:teeravee.y@caat.or.th">teeravee.y@caat.or.th</a>
6	Generic Aerodrome Manual	Version 1.0, 2 July 2021	India	<b>India</b> - Mr. Sudhir Singh <a href="mailto:sudhir_singh@hotmail.com">sudhir_singh@hotmail.com</a> and Mr. Amit Srivastava <a href="mailto:amits.dgca@nic.in">amits.dgca@nic.in</a>
7	Generic Aerodrome Certification Specific Operating Regulations	Version 1.0, 2 July 2021	Malaysia (lead), India and Nepal	<b>Malaysia</b> - Mr. Mahyuddin Bin Sajuri <a href="mailto:mahyuddin@caam.gov.my">mahyuddin@caam.gov.my</a>
8	Generic Organization Structure of the Aerodrome Regulatory Unit	Version 1.0, 2 July 2021	Malaysia (lead), India and Nepal	<b>Malaysia</b> - Mr. Mahyuddin Bin Sajuri <a href="mailto:mahyuddin@caam.gov.my">mahyuddin@caam.gov.my</a>
9	Generic Surveillance Programme by Aerodrome Operators	Version 1.0, 2 July 2021	Malaysia (lead), India and Nepal	<b>Malaysia</b> - Mr. Mahyuddin Bin Sajuri <a href="mailto:mahyuddin@caam.gov.my">mahyuddin@caam.gov.my</a>

10	Generic Surveillance Programme for Certified Aerodromes	Version 1.0, August 2022	Malaysia (lead), India and Nepal	<b>Malaysia</b> - Mr. Mahyuddin Bin Sajuri <a href="mailto:mahyuddin@caam.gov.my">mahyuddin@caam.gov.my</a>
11	ICAO Asia-Pacific Aerodrome Assistance Go-Team Methodology	March 2024	ACI	<b>ACI</b> - Mr. SL Wong <a href="mailto:sl@aci-asiapac.aero">sl@aci-asiapac.aero</a>  ICAO Secretariat <a href="mailto:apac@icao.int">apac@icao.int</a>
12	Asia-Pacific Generic Aerodrome Enforcement Policy and Procedures Manual	October 2023	Malaysia (Lead) and India	<b>Malaysia</b> - Mr. Mahyuddin Bin Sajuri <a href="mailto:mahyuddin@caam.gov.my">mahyuddin@caam.gov.my</a>
13	Asia-Pacific Generic Aerodrome Exemptions Policy and Procedures Manual	October 2023	Australia (Lead) and India	<b>Australia [TBC]</b>
14	Asia-Pacific Generic Aerodrome SMS Evaluation Tool and Guidance	First Edition, September 2024	Thailand (Lead), Australia, and Maldives.	<b>Thailand</b> - Ms. Angsana Panmongkon <a href="mailto:angsana.r@caat.or.th">angsana.r@caat.or.th</a>
15	Asia/Pacific Guidance on Runway Classification	First Edition, July 2025	Thailand (Lead), India and Pakistan	<b>Thailand</b> – Mr. Witsarut Chinwipat <a href="mailto:witsarut.c@caat.or.th">witsarut.c@caat.or.th</a>
16	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	<b>Mr. Pedro Cavem</b> (Yangon International Aerodrome, Myanmar) Email: <a href="mailto:Pedro.Cavem@yangon.aero">Pedro.Cavem@yangon.aero</a>

### **Attachment B**

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

<b>S. No</b>	<b>APAC Generic Guidance Materials</b>	<b>Edition/Version, Date</b>	<b>States involved in the Development of Generic Guidance Materials</b>	<b>Custodian (Responsible party for coordination for future review and updates)</b>
1	Composition of National Wildlife Hazard Management Committee	Sep. 2019	Nepal, Bhutan, Lao PDR	<b>Nepal</b> Mr. Deo Chandra Lal Karna, <a href="mailto:d_karna@hotmail.com">d_karna@hotmail.com</a>
2	Terms of References of National Wildlife Hazard Management Committee	Sep. 2019	Nepal, Bhutan, Lao PDR	<b>Nepal</b> Mr. Deo Chandra Lal Karna, <a href="mailto:d_karna@hotmail.com">d_karna@hotmail.com</a>
3	Asia Pacific Guidance for Evaluation of Aerodrome Wildlife Hazard Management Programme	First Edition, 2 July 2021	WBA, Australia, Bangladesh, India, Thailand and ACI	<b>WBA</b> Ms. Lalita Vaswani <a href="mailto:lalita@worldbirdstrike.com">lalita@worldbirdstrike.com</a>
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	<b>WBA</b> Ms. Lalita Vaswani <a href="mailto:lalita@worldbirdstrike.com">lalita@worldbirdstrike.com</a>
5	Asia Pacific Guidance on Development and Implementation of Airport Wildlife Hazard Management Programme	First Edition, August 2022	Australia, Fiji, India, WBA, AAPA	<b>WBA</b> Ms. Lalita Vaswani <a href="mailto:lalita@worldbirdstrike.com">lalita@worldbirdstrike.com</a>
6	ICAO Asia Pacific Wildlife Hazard Management Go-Team Methodology	Second Edition, November 2024	Australia, India, Thailand, ACI and WBA	<b>Australia</b> Mr. Ashley McAlpine <a href="mailto:Ashley.Mcalpine@casa.gov.au">Ashley.Mcalpine@casa.gov.au</a>

### Attachment C

List of GGMs developed by ~~AOPC/SWG~~ AP-ADO/TF 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)
<del>1</del>	<del>Asia/Pacific Regional Guidance on Aerodrome Operations Personnel Competency Requirement Framework</del>	<del>Version 1.0 — December 2020</del>	<del>Bangladesh, Cambodia, China, Macao, China (Lead), Maldives, Myanmar, Singapore, ACI</del>	<del>Mr. Pedro Cavem (Yangon International Aerodrome, Myanmar) Email: <a href="mailto:Pedro.Cavem@yangon.aero">Pedro.Cavem@yangon.aero</a></del>
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: <a href="mailto:ramiza@caa.gov.mv">ramiza@caa.gov.mv</a>
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: <a href="mailto:ramiza@caa.gov.mv">ramiza@caa.gov.mv</a>

**Attachment D**

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

<b>S. No</b>	<b>APAC Generic Guidance Materials</b>	<b>Edition/Version, Date</b>	<b>States involved in the Development of Generic Guidance Materials</b>	<b>Custodian (Responsible party for coordination for future review and updates)</b>
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: <a href="mailto:ramiza@caa.gov.mv">ramiza@caa.gov.mv</a>
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: <a href="mailto:ramiza@caa.gov.mv">ramiza@caa.gov.mv</a>

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