



# Certification System – National Aviation Authority

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CAA International, part of the UK Civil Aviation Authority

- To demonstrate the system that the UK CAA has in place to meet its obligations for certification and oversight.
- Provide with an overview of UK CAA procedures and competences to certificate aerodromes in accordance with ICAO Annex 14, the Manual on Certification of Aerodromes (Doc 9774) and PANS Aerodromes (Doc 9981).

# Objectives



- Understand the competences within the NAA
- Understand the functions and responsibilities of the aerodrome section
- Identify the roles and responsibilities of Inspectors
- Identify the procedures involved in certification
- Detail the powers of Inspectors



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# NAA Competences

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- ICAO Annex 19 Appendix 1
- 4.1 States shall establish minimum qualification requirements for the technical personnel performing safety-related functions and provide for appropriate initial and recurrent training to maintain and enhance their competence at the desired level.
- 4.2 States shall implement a system for the maintenance of training records for technical personnel.



- a) The Competent Authority shall have:
- 1) documented policies and procedures to describe its organisation, means and methods to achieve compliance with Regulation (EC) No 216/2008 and its Implementing Rules. The procedures shall be kept up to date and serve as the basic working documents within that Competent Authority for all related tasks;
  - 2) a sufficient number of personnel, including aerodrome inspectors, to perform its tasks and discharge its responsibilities. Such personnel shall be qualified to perform their allocated tasks and have the necessary knowledge, experience, initial, on-the-job and recurrent training to ensure continuing competence. A system shall be in place to plan the availability of personnel, in order to ensure the proper completion of all related tasks;



It is essential that the Competent Authority has the full capability to adequately assess the continued competence of an aerodrome operator, or a provider of apron management services by ensuring that the whole range of activities is assessed by appropriately qualified personnel.

*(AMC1 ADR.AR.C.005 Oversight)*

So what does this look like for the UK CAA?

# UK CAA – Aerodromes Regulatory Scope



Currently 122 licensed or certificated aerodromes:

- 14 large complex aerodromes:  
e.g. London Heathrow & Gatwick, Edinburgh, Birmingham
- 38 medium-sized aerodromes:  
- often regional cities e.g. Liverpool, Southampton, Cardiff
- 65 small aerodromes:  
- small commercial air transport aerodromes e.g. Land's End  
- small general aviation aerodromes e.g. Redhill, Compton Abbas

# AERODROMES LISTED WITHIN THE AD SECTION OF THE UNITED KINGDOM AIP



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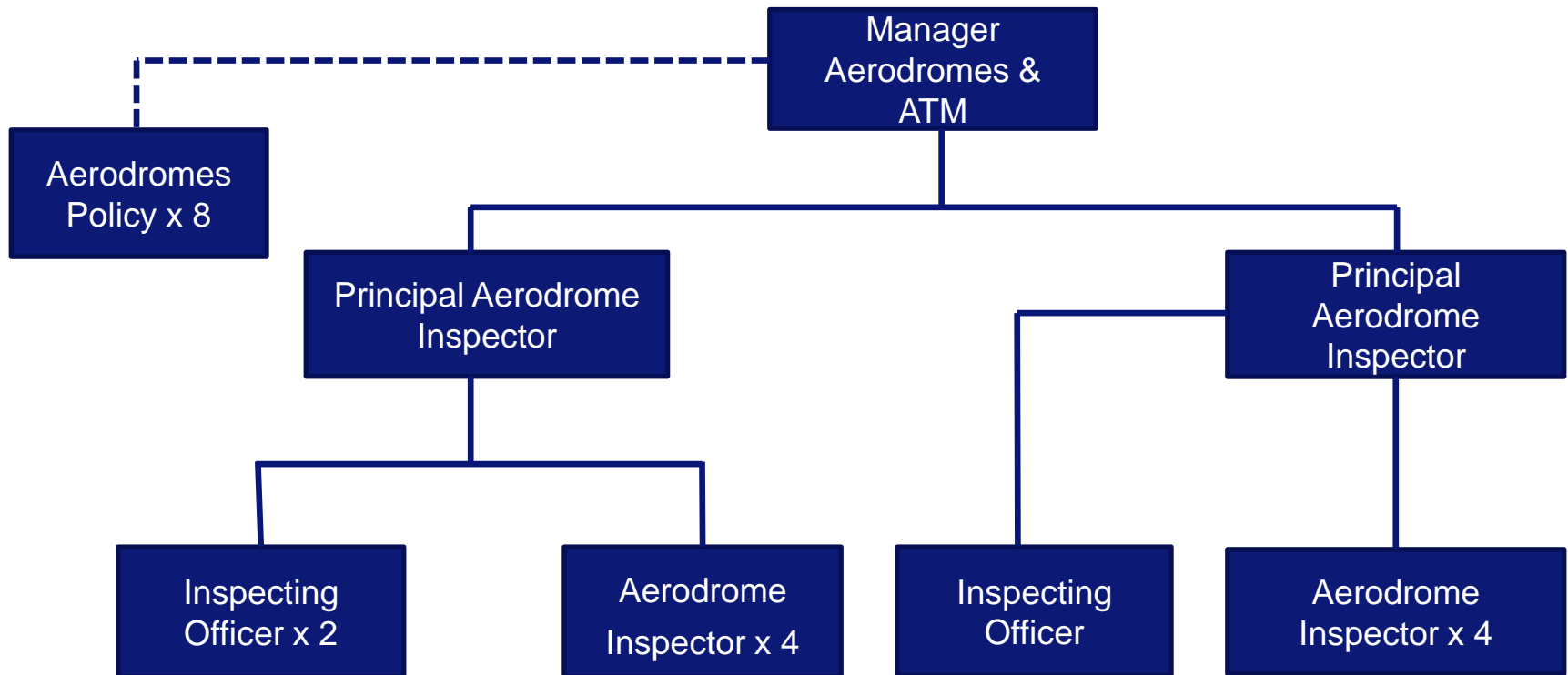


# AERODROMES LISTED WITHIN THE AD SECTION OF THE UNITED KINGDOM AIP



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# Aerodrome Oversight Team Structure



1 Manager, 2 Principals, 8 Inspectors, 3 Inspecting Officers



# Aerodrome Section Tasks and Responsibilities

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# Aerodrome Section Tasks & Responsibilities



## Aerodrome Certification:

- Managing expressions of interest received from an intending applicant for an aerodrome certificate;
- Managing applications for an aerodrome certificate, including:
  - the review of the aerodrome manual,
  - on-site verification, inspection and testing of aerodrome particulars, facilities and equipment
  - review of the SMS and operations, including aeronautical studies.
- Granting or refusal of an aerodrome certificate;
- Recording and collecting the cost of the services from applicants (if applicable)

# Aerodrome Team Tasks & Responsibilities



## Aerodrome Certification

- Managing applications for the transfer of an aerodrome certificate;
- Granting or refusing the transfer of an aerodrome certificate;
- Receiving, recording, reviewing and processing applications for the surrender of an aerodrome certificate;
- Cancelling or suspending an aerodrome certificate;
- Granting of an interim aerodrome certificate; and
- Reviewing the factors requiring the amendment of an aerodrome certificate and issuing the required amendments.

# Aerodrome Team Tasks & Responsibilities



## Audit and Oversight

- Conduct periodic or special on-site audits of the aerodrome:
  - Evaluate the safety management system (SMS);
  - Inspection of the aerodrome facilities & equipment;
  - Audit of the aerodrome operating procedures;
  - Verification of the data published in the AIP;
  - Review of the aerodrome manual and other core regulatory documents:
- Review of the aerodrome operator's daily audits, safety audit reports and actions thereon and implementation of the SMS;
- Review audit reports/action plans for previous year;
- Frequency as determined by the NAA.

# Aerodrome Team Tasks & Responsibilities



## Audit and Oversight

- Notifying AIS of the certified status of aerodrome and providing the particulars of aerodrome for promulgation by the AIS;
- Approving changes to the declared distances and RFFS category (including notifying the AIS);
- Reviewing amendment to the aerodrome manual;
- Changes to conditions on the certificate or licence;
- Co-ordinating with other agencies and service providers such as aeronautical information service, air traffic services, meteorological authorities, and security.

# Aerodrome Team Tasks & Responsibilities



- **Certification and Oversight Procedures**
- Application and licensing/certification:
  - Processing for licence/certificate
  - Suspension of licence/certificate
  - Revocation of licence/certificate
  - Licensing/certification inspections
- Audit planning and notification process
- Audit conduct and reporting
- Quality assurance

# Aerodrome Team Tasks & Responsibilities



## Changes and Developments

- Approval of changes / developments;
- Provision of regulatory guidance at the design and construction stages of aerodrome projects, particularly complex projects or where there is significant work that may impact compliance with the regulations;
- Final inspection of completed projects (complex or significant);

# Aerodrome Section Tasks & Responsibilities



## Changes/Development Examples 2023-24:

- London City arrester system and reduced taxilane separation project
- Heathrow and London Stansted runway resurfacing
- London Gatwick northern runway, RET and Pier 6 development;
- Cardiff taxiway rehabilitation
- Portland Heliport licensing
- Compton Abbas licensing
- Oxford major development
- Teesside Southside business park development
- Southampton runway extension
- Plus minor changes/developments

# Aerodrome Team Tasks & Responsibilities



## Other Safety Functions

- On-site evaluation of full-scale airport emergency exercises to identify problems and deficiencies;
- Organisation of, and participation in, aerodrome safety seminars and other training programmes to promote a safety culture;
- Input to the local runway safety teams;
- Review audit reports / action plans for previous year.

# Aerodrome Section Tasks & Responsibilities



## Regulatory Functions

- Reviewing ICAO State letters regarding aerodromes, preparing responses and taking action as required;
- Developing and continuing to review the national standards and practices for aerodrome design, operation and maintenance, and engineering specifications;
- Developing and issuing orders, rules, advisory circulars and guidance material relating to aerodrome rules and practices;
- Reviewing plans and designs for new aerodromes;
- Advising the aerodrome inspectors, as required, on aerodrome standards and practices.

# Aerodrome Section Tasks & Responsibilities



## Policy/operations examples 2023-24

- Interpretation of the Global Reporting Format;
- Safety assurance for reduced taxiway separations;
- Use of portable solar powered runways and taxiway lighting;
- Interpretation of when a runway has been vacated;
- Survey frequency requirements.



## Duties and responsibilities include:

- Verification of the aerodrome data in the aerodrome manual;
  - Desktop and on-site verification and audits of aerodrome operating procedures;
  - On-site checking and testing of aerodrome facilities and equipment including;
  - Change and development evaluations and approvals.
- 
- Aerodrome Inspector Job Description
  - [https://caa-my.sharepoint.com/personal/graeme\\_ritchie\\_caa\\_co\\_uk/Documents/Documents/CAAi/COSCAP/Supporting%20Documents/AerodromeInspectorJDV1.1.docx](https://caa-my.sharepoint.com/personal/graeme_ritchie_caa_co_uk/Documents/Documents/CAAi/COSCAP/Supporting%20Documents/AerodromeInspectorJDV1.1.docx)

# Inspector Competences



- So how do we assure the competence of our Inspectors?
  - Qualification requirements
  - Training programme
  - Ongoing training and performance management

# Aerodrome Inspector Qualification Requirements



- Knowledge of the technical requirements relating to aerodrome operations as set out in ICAO Annex 14 (Volumes I and II), Civil Aviation Publication (CAP) 168 and the EASA Aerodrome Rules
- Substantial proven success of team working in a multi-disciplined environment
- Extensive knowledge and experience of aerodrome safety regulation requirements, legislation and current international safety regulatory developments
- Understanding of safety and quality management systems, procedures and applicable standards, and auditing of such systems
- Appropriate levels in PBR, SMS, RIA, HF, risk assessment and project management

# Aerodrome Inspector Qualification Requirements

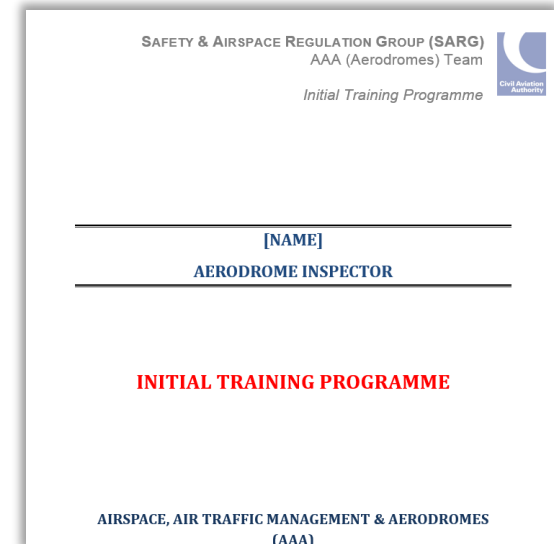


- **Aerodrome Inspector (Operations)**
  - Significant level of aerodrome operational management experience or commercial flying experience
- **Aerodrome Inspector (RFF)**
  - Extensive aerodrome related rescue and firefighting experience and emergency planning, with a practical knowledge of aerodrome practices and procedures
- Multirole at small aerodromes and as required
- But some do not have this ➔ additional training

- **Core elements:**

- Regulation and regulations/CAPs/guidance material
- Processes/procedures
- Technical training – on the job and courses
- SMS – including accountable manager
- Audit techniques

- **Aerodrome Inspector Training Programme Document**



- [https://caamy.sharepoint.com/personal/graeme\\_ritchie\\_caa\\_co\\_uk/Documents/Documents/CAAi/Aerodrome%20Certification%20EASA%20Madrid%20Oct%202024/Course%20Admin/Supporting%20Documents/CAA%20ADR%20Inspector%20Training%20and%20Development%20Programme.docx](https://caamy.sharepoint.com/personal/graeme_ritchie_caa_co_uk/Documents/Documents/CAAi/Aerodrome%20Certification%20EASA%20Madrid%20Oct%202024/Course%20Admin/Supporting%20Documents/CAA%20ADR%20Inspector%20Training%20and%20Development%20Programme.docx)

# Ongoing Training and Performance



- Inspector stays current by performing the role
- Quality and consistency checks by Principal Inspectors
- Team meetings
- Airport visits and engagement:
  - Local runway safety team
  - Development meetings
- Conferences and industry events:
  - UK Airports Safety Week
  - Safety conferences
- Ongoing and specialised training

AERODROMES TEAM MEETING	
<ul style="list-style-type: none"><li>✓ It is critical to the success of the meeting that all timings are adhered to.</li><li>✓ Where further discussion on a particular item is necessary it will be allocated as an action to be taken outside the meeting and brought back as an agenda item at the next meeting.</li><li>✓ Requested agenda items are identified by the name of the proposer who will lead discussions on the item/issue.</li><li>✓ Only Decisions and Action notes will be recorded.</li></ul>	
Location: AAA Meeting Room 3, LGW	
Attendees: Manager Aerodromes Principal Inspector Principal Inspector Dave Macmillan, Aerodrome Inspector Graeme Mather, Aerodrome Inspector Aerodrome Inspector Aerodrome Inspector Aerodrome Inspector Inspecting Officer Inspecting Officer Technical Support Officer	Apologies:
Agenda – Day 1 (Monday 16 July 2018)	
Agenda Items	
1300 – 1330	Manager, Aerodromes Introduction/Welcome
1330 – 1400	Spaceports
1400 – 1430	Cyber Update
1430 – 1515	Inspecting Officers – 'Info Strategy' Update (Sharepoint etc.)



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# Powers of the CAA and Inspectors

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Under the Air Navigation Order Section 1: Part 31 CAA has powers to:

- Art 253 - Revoke, suspend and vary certificates, licences and other documents;
- Art 254 - Provisionally suspend or vary EASA certificates, licences and other documents;
- Art 257 - Power to prevent aircraft flying;
- Art 261 - Right of access to aerodromes and other places.

# Statutory Powers – CAA Right of Access



Subject to paragraph (2), the CAA and any authorised person has the right of access at all reasonable times:

- a) to any aerodrome for the purpose of inspecting the aerodrome;
- b) to any aerodrome for the purpose of inspecting any aircraft on the aerodrome or any document which it or the authorised person has power to demand under this Order, or for the purpose of detaining any aircraft under the provisions of this Order;
- c) to any place where an aircraft has landed, for the purpose of inspecting the aircraft or any document which it or the authorised person has power to demand under this Order and for the purpose of detaining the aircraft under the provisions of this Order;
- d) to any building or place from which an air traffic control service is being provided or where any air traffic service equipment requiring approval under article 205 is situated for the purpose of inspecting:
  - i. any equipment used or intended to be used in connection with the provision of a service to an aircraft in flight or on the ground; or
  - ii. any document or record which it or the authorised person has power to demand under this Order; and

Access to a Government aerodrome may only be obtained with the permission of the person in charge of the aerodrome.

# Statutory Powers - Inspectors



- **EU Aerodrome Reg EU.139/2014 – Article 3:**
- Personnel authorised by the Competent Authority to carry out certification and/or oversight tasks shall be empowered to perform at least the following tasks:
  - a) examine the records, data, procedures and any other material relevant to the execution of the certification and/or oversight task;
  - b) take away copies of or extracts from such records, data, procedures and other material;
  - c) ask for an oral explanation on-site;
  - d) enter aerodromes, relevant premises, operating sites or other relevant areas and means of transport;
  - e) perform audits, investigations, tests, exercises, assessments, inspections;
  - f) take or initiate enforcement measures as appropriate.

# Managing Statutory Powers



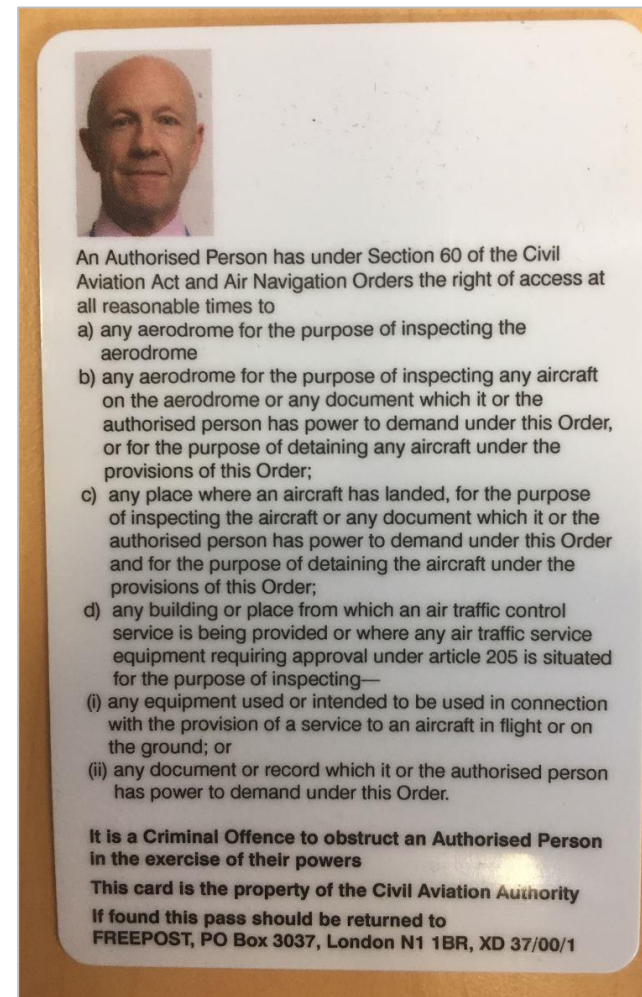
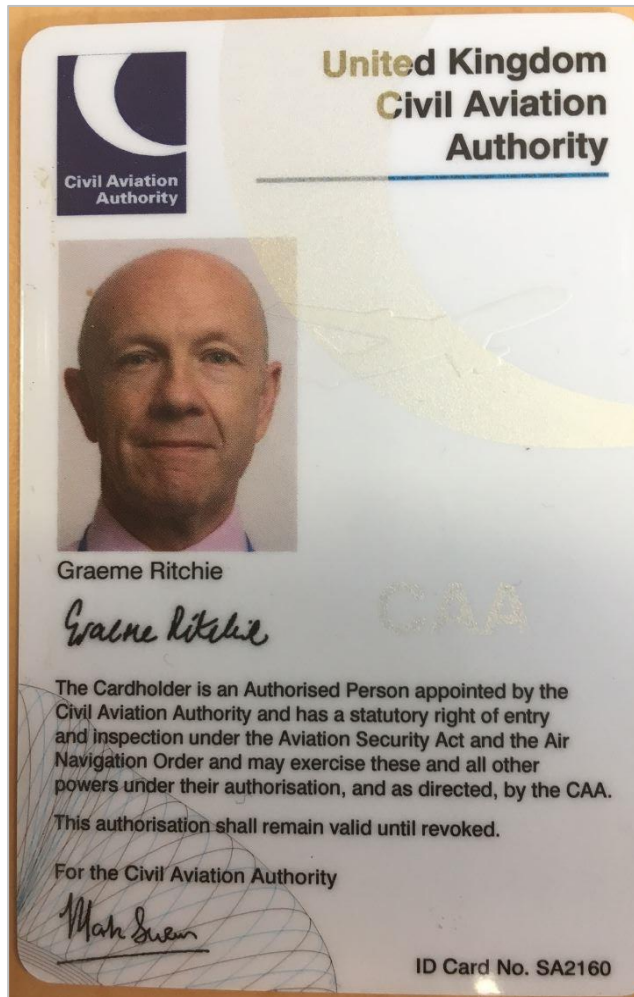
- Needs to be supported by an authorisation document which includes the power to:
  - request access to aerodrome certification documents and records required by national regulations
  - exercise the right of access to an aerodrome and to any place an aircraft has landed
  - direct a person having the management of an aviation fuel installation not to permit aviation fuel to be dispensed from that installation.

# Managing Statutory Powers



- Use only where required and ensure Competent Authority senior managers are aware
- Access should be requested at reasonable times wherever possible
- When exercising powers a reasonable time must be allowed to produce documents
- Always try to get the cooperation of the recipient
- Use other specialists if in doubt (e.g. regarding aircraft flyability)

# Inspector Warrant Card





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# Any Questions?

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