



ICAO

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North American, Central American and Caribbean Office  
WORKING PAPER

NACC/WG/AGA/TF/4 — WP/09  
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**Fourth North American, Central American and Caribbean Working Group (NACC/WG) Aerodromes and Ground Aids (AGA) Implementation Task Force Meeting (NACC/WG/AGA/TF/4)**

Virtual phase: 8 June – 18 August 2026  
Mexico City, Mexico, 19 - 21 August 2026

**Agenda Item 4:**

**Provision of AGA/AOP in the NACC Region**

**4.1 Aerodrome Certification and Oversight**

**PROPOSAL FOR THE CREATION OF MODEL GUIDANCE MATERIAL TO COMPLY WITH USOAP AGA PROTOCOL QUESTIONS UNDER CE-5**

(Presented by the Secretariat)

**EXECUTIVE SUMMARY**

This working paper highlights the importance of ICAO's USOAP Continuous Monitoring Approach (CMA) and the role of the eight Critical Elements (CEs) of a State Safety Oversight (SSO) system in demonstrating effective safety oversight. It focuses on CE-5, which requires States to provide comprehensive technical guidance, procedures, tools and safety-critical information to support oversight activities and industry compliance. While States are responsible for developing their own guidance material, ICAO guidance allows them to adapt resources developed by ICAO, other States or Regional Safety Oversight Organizations (RSOOs). The paper identifies an opportunity for regional cooperation to develop harmonized model guidance material, incorporating best practices and ensuring continued alignment with ICAO requirements.

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|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Action:</b>          | Under Section 3                                                                                                                                                                                    |
| <b>Strategic Goals:</b> | <ul style="list-style-type: none"><li>• Every Flight Is Safe and Secure</li><li>• Aviation Delivers Seamless, Accessible, and Reliable Mobility for All</li><li>• No Country Left Behind</li></ul> |

**1 Introduction**

1.1 Through ICAO Assembly Resolution A42-12, Member States decided on the ongoing development and implementation of the Continuous Monitoring Approach (CMA) of ICAO's Universal Safety Oversight Audit Programme (USOAP). Under the USOAP CMA, ICAO conducts audits covering the safety-related provisions contained in all Annexes to the Convention on International Civil Aviation (Doc 7300).

1.2 These audits are conducted based on a series of questions from the USOAP CMA 2024 protocol (PQ) for each area of operational safety oversight, including Aerodromes and Ground Aids (AGA). In addition, all PQs are organized based on the Critical Elements of a State Safety Oversight System, or CEs.

1.3 According to document 9734-part A, the CEs are essentially the safety defence tools of an SSO system needed for the effective and sustainable implementation of a safety-related policy and associated procedures. To establish and implement an effective and sustainable SSO system, ICAO Member States are required to implement eight CEs. The effective implementation of the CEs is an indication of a State's capability for safety oversight.

1.4 The eight CEs of an SSO system are interconnected and complement each other. CE-1 to CE-5 are presented as the “Establishment CEs”, while CE-6 to CE-8 are the “Implementation CEs”.

1.5 Part of the “Establishment CEs” CE-5 — Technical guidance, tools and provision of safety-critical information refers to the provision of appropriate facilities, comprehensive and up-to-date technical guidance material and procedures, safety-critical information, tools and equipment, and transportation means, as applicable, to the technical personnel to enable them to perform their safety oversight functions effectively and in accordance with established procedures in a standardized manner. States shall provide technical guidance to the aviation industry on the implementation of relevant regulations.

1.6 Even though the document indicates that States need to develop and publish their own technical guidance material, it also mentions that technical guidance material from ICAO, another State or an RSOO can be used as a base in the preparation of the State's guidance material, which should be customized as needed, in particular to reflect the national legislation, organization and practices.

1.7 There is a big opportunity for States, under a joint effort such as an RSOO or this Task Force, to work together to put in place model technical guidance that can serve as templates for States to customized and jointly include best practices and ensure the guidance is kept updated and compliant with ICAO requirements.

## **2 Proposal**

2.1 Based on both in-person and virtual assistance activities, the Secretariat has identified an opportunity for States to work together on developing an analysis of the protocol, establishing a list of the guidance materials that are needed to be developed, and, based on available best practices, develop model advisory circulars and procedures to ensure all States have access to this guidance material for their own purposes.

2.2 A quick analysis of the AGA Protocol resulted in a list of documents to be prepared. This list is included under Appendix A of this working paper. This list is a first draft, and the proposal is to review this list and include other documents that may be needed, based on the experience of Meeting delegates.

### **3 Suggested Action**

3.1 The Fourth Meeting of the AGA Task Force is invited to:

- a. Take note of the contents of this working paper;
- b. Review the list of documents included under Appendix A of this working paper;
- c. Cross check the ICAO USOAP AGA Protocol with the list to include other missing items;
- d. Suggest actions to review this list (such as the creation of an ad-hoc or action group for this review);
- e. Suggest actions for the sharing of current available material by States and the drafting of new harmonized material to be available to all States;
- f. Any other actions that the Meeting considers necessary.

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**APPENDIX A**  
**LIST OF CE-5 PQs RELATED TO ADVISORY CIRCULARS FOR OPERATORS**  
**NOTE: LIST IS NOT COMPREHENSIVE**

| PQ Number | Question                                                                                                                                                                                                                                                                                         | Proposed evidence                                                                                                                                                                                                                                                                                      |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.063     | Does the State issue and maintain up-to-date publications, including guidance material, to ensure that aerodrome operators are aware of the State regulations and supporting requirements which have to be met for the granting and retention of an aerodrome certificate?                       | <ul style="list-style-type: none"> <li>• Advisory Circular on the Certification Process</li> <li>• Procedure for issuing and keeping published documents up to date.</li> <li>• List of published documents covering most specialist disciplines (need to review to ensure coverage of all)</li> </ul> |
| 8.083     | Has the State established a process for the certification of aerodromes?                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• Advisory Circular on the Certification Process</li> <li>• Inspector procedure on certification process</li> </ul>                                                                                                                                             |
| 8.139     | Has the State promulgated regulations and associated industry guidance material to determine the bearing strength of a pavement and regulate the use of a pavement by an aircraft with an aircraft classification rating (ACR) higher than the reported pavement classification rating (PCR)?    | <ul style="list-style-type: none"> <li>• Advisory circular on ACR/PCR (A14 Vol. 1, Att. A, Section 19)</li> </ul>                                                                                                                                                                                      |
| 8.141     | Has the State established guidance for calculating the declared distances, to the specified accuracy, for runways intended for use by international commercial air transport?                                                                                                                    | <ul style="list-style-type: none"> <li>• Advisory circular on declared distances</li> </ul>                                                                                                                                                                                                            |
| 8.148     | Has the State established guidance for assessment and reporting of runway surface condition?                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Advisory circular on GRF</li> </ul>                                                                                                                                                                                                                           |
| 8.173     | Does the State ensure that aerodrome operators comply with regulations for the provision of primary and secondary power supplies?                                                                                                                                                                | <ul style="list-style-type: none"> <li>• Advisory circular</li> <li>• Inspector procedure</li> </ul>                                                                                                                                                                                                   |
| 8.204     | Does the State ensure that aerodrome operators comply with requirements related to runway safety, including the establishment of a runway safety team?                                                                                                                                           | <ul style="list-style-type: none"> <li>• Requirement</li> <li>• RST Advisory circular</li> </ul>                                                                                                                                                                                                       |
| 8.209     | Does the State ensure that aerodrome operators comply with the regulations for the provision of a surface movement guidance and control system (SMGCS) and that signs shall be provided to convey a mandatory instruction, information on a specific location or destination on a movement area? | <ul style="list-style-type: none"> <li>• Requirement</li> <li>• Advisory Circular for SMGCS</li> <li>• Checklist</li> </ul>                                                                                                                                                                            |
| 8.281     | Does the State provide sufficient guidance to regulatory staff and the industry on obstacle control?                                                                                                                                                                                             | Advisory Circular on Obstacle Control                                                                                                                                                                                                                                                                  |

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|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.328 | Has the State developed industry guidance material to assist aerodrome operators to develop a wildlife (birds and animals) strike hazard study or assessment for each of their aerodromes?                                                                                                                               | Advisory Circular on Wildlife Hazard Management.                                                                                                                                                                            |
| 8.339 | If apron management services are provided, has the State established guidance on when and how these services should be implemented, including the orderly transition of aircraft between the apron management unit and the aerodrome control tower when the latter does not participate in the apron management service? | Advisory Circular on Apron Management                                                                                                                                                                                       |
| 8.369 | Has the State developed and issued guidance on the use and evaluation of aeronautical studies/risk assessments and their review to justify an application for an exemption?                                                                                                                                              | <ul style="list-style-type: none"> <li>• Advisory Circular on aeronautical studies/risk assessments use for Operators</li> <li>• Procedure on evaluation of aeronautical studies/risk assessments for inspectors</li> </ul> |
| 8.909 | Has the State provided guidance material to the industry on the establishment and management of an SMS?                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Advisory circular on SMS implementation for operators</li> </ul>                                                                                                                   |