

MISSION REPORT

ICAO/COSCAP Aerodrome Certification Course

Bangkok, Thailand

29 June – 2 July 2009

Purpose of Mission

The purpose of the mission was to present a course in aerodrome certification based on the requirements of ICAO Annex 14 Volume 1 and other relevant ICAO specifications for participants invited from the Asia Pacific Region, including member States of COSCAP-SA, COSCAP-SEA and COSCAP-NA. The objective of the course was to enable participants to develop an improved understanding of all the important regulatory and safety aspects of aerodrome certification, based on the international standards and recommended practices, and to allow participants to be able to anticipate issues and challenges faced by aerodrome operators who are required to achieve certified status. A course brochure, which was distributed in advance of the course, is at Attachment 1.

Background

ICAO Annex 14 Volume 1 requires States to certify certain aerodromes. This has been difficult for some States to achieve due to a lack of knowledge about certification requirements, the organizational and staffing arrangements necessary for the aviation regulatory authority, how to apply the requirements to an aerodrome operation and lack of knowledge regarding safety management systems in general coupled with a limited amount of experience in implementing an aerodrome safety management system. In recognition of these factors the course was conducted under the auspices of the ICAO Regional Office and the combined COSCAPs, and held in the Conference Hall of the Kotaite Wing at the ICAO Asia and Pacific Regional Office, Bangkok.

Captain Len Cormier, CTA of COSCAP-SEA, with support of the other COSCAP CTAs, arranged for the course to be presented by Captain John Slaughter, ICAO Aerodrome Consultant, who was in the region on another ICAO mission. Coordination was accomplished with Mr. N.C. Sekhar, Regional Officer AGA of the ICAO Asia Pacific Regional Office.

Mode of Travel

Captain Slaughter was provided with travel Manila – Bangkok – Manila on paid fare basis. Capt. Slaughter purchased his own ticket and was reimbursed the cost during his mission in Bangkok.

Officials Contacted

Capt. Len Cormier, CTA COSCAP-SEA Bangkok

Capt. Kim Trethewey, CTA COSCAP-NA Beijing

Mr Rod Graff, Deputy Director, APAC Regional Office

Activities and Outputs

The course was attended by 60 participants from 15 ICAO Member States. An attendee from COSCAP-SEA and two attendees from the ICAO Regional Office were present also. A list of attendees is provided at Attachment 2

The course was conducted through PowerPoint presentations, conduct of group exercises (some involving case studies), video presentations and question and answer sessions during and at the conclusion of each module of the course. The formal training was presented in modules that were prepared to ensure conformity with ICAO SARPs and other guidance material. The modules covered:

- Introduction;
- Airport Certification – Convention and legislation;
- Airport Certification - Regulations;
- Workshop 1 – regulatory framework analysis;
- Aerodrome Standards;
- ICAO Annex 14;
- Certification of Aerodromes;
- Aerodrome Manual;
- CAA organisation
- SMS Overview;
- Safety System Auditing; and
- USOAP analysis.

By the end of the training, the participants were able to:

- a. understand the course structure, content and goals;
- b. describe the requirement for aerodrome certification, including regulatory framework concepts;
- c. understand the concept of SMS;
- d. explain the need for and application of aerodrome standards;
- e. understand the need for organizational arrangements including staffing;
- f. understand how manuals are important and have reference to example documents;
- g. be able to assess their own States performance with regard to ICAO USOAP results.

At the conclusion of the course, participants were provided with a CD containing the course presentation and workshop material, example documentation and reference information. The CD ROM also contained a list of participants with contact information.

Participants who attended the whole course were provided with COSCAP Certificates at the conclusion of the course. The presentation ceremony was conducted by Mr Rod Graff, Deputy Director ICAO Regional Office. One participant was unable to attend the complete course, so in accordance with COSCAP course attendance requirements, no certificate was issued in that case.

Follow-up Actions

At the conclusion of this course, a course evaluation form was distributed to participants with a request to provide feedback on the course content, instructors and suggestions to improve the course. There was a 66% response achieved. An analysis of the feedback comments is at Appendix 3. The originals of the feedback forms will be forwarded to Capt. Cormier in due course for consideration.

Conclusion

From discussion with participants both during presentation sessions and informally outside the course activity, and from review of the evaluation form information, I am confident that the course objectives were satisfied. It is hoped that the participants will be able to share the information with other colleagues and co-workers, however I feel there may be a role for ICAO and/or COSCAP to play in facilitating repeats of this course to both regulatory bodies and service provider organizations to assist with engendering a widespread understanding of, and competence with, aerodrome certification in the aviation environment. Perhaps one course per year could be considered.

I believe the demonstrated outcomes indicate that this course has been worthwhile and beneficial for those associated with aerodrome certification matters.

Capt. J Slaughter
ICAO Aerodrome Consultant

8 July 2009

ICAO/COSCAP Aerodrome Certification Course

29 June - 2 July 2009, Bangkok.

Course goal : This is a basic conceptual course intended to enable participants to develop an improved understanding of all important regulatory and safety aspects of the aerodrome certification process and requirements, and to be able to anticipate issues and challenges faced by airport operators in regard to implementing ICAO standards and practices as well as meeting the safety requirements of a regulatory authority.

Course outline : An explanation of aerodrome certification as a means to improve aviation safety in a systemic manner, utilizing international standards and recommended practices to facilitate better aerodrome safety related outcomes; and

The course includes a presentation and explanation of typical guidance materials such as Aerodrome Certification Manual and an Aerodrome Inspector Handbook as an acceptable means to describe and document CAA safety program elements related to aerodrome regulatory oversight activity.

The course activity will comprise lectures, video presentations and workshop activity to introduce training materials to participants. Certificates will be presented to participants who attend the entire course.

The course will be presented in modular format comprising :

Module 1	Course Introduction
Module 2	Airport certification - Chicago Convention and national legislation
Module 3	Airport certification - Aerodrome regulations
Workshop	CAA Act and Regulations

Module 4	Aerodrome standards – ICAO SARPs, development and States obligations
Module 4A	Aerodrome Standards - An overview of Annex 14
Module 5	An overview of aerodrome certification – certification basis, regulators and operator expectations, and the aerodrome manual
Module 5A	SMS Overview
Module 6	CAA Arrangements – organization, staffing and procedures
Module 7	Safety system audits
Module 8	How are we doing – USOAP analysis regarding States conformity with Annex 14 Aerodromes

Attendees : The course is intended to cater to Civil Aviation Authority staff members who manage and undertake aerodrome regulatory oversight activities, and Aerodrome Operator staff members who have responsibilities for management, operation and maintenance activities at a certified aerodrome. The course material may also be of benefit to other service providers associated with airport operations.

Duration : 4 days

References : ICAO Annex 14, Aerodromes Volume 1, Aerodrome Design and Operations

COSCAP Generic Manual and Handbook (to be provided)

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List of Participants

Cambodia	4	Republic of Korea	4	Total States	15
DPR, Korea	1	Singapore	2	Total participants	60
Fiji	1	Sri Lanka	2		
Hong Kong, China	2	Thailand	20		
India	3	Timor Leste	2		
Indonesia	2	Viet Nam	10		
Lao PDR	2				
Macao, China	2				

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Course Evaluation

Participants were asked to assess content and the presenter on a scale of 1 to 5, with the following scale ratings:

- 1 Unacceptable
- 2 Poor
- 3 Average
- 4 Good
- 5 Excellent

Assessment of course content:

Evaluation item	Average participant rating
(a) Course topics relevant	4.7
(b) Training programme sufficient	4.5
(c) Training material satisfactory	4.5
(d) Relevant topics that can be applied	4.5
(e) Level of information sufficient	4.3
Overall rating by participants of the course content	4.5

Assessment of the instructor:

Evaluation item	Average participant rating
(a) Facilitate comprehension of the topics presented	4.6
(b) Facilitate group dialog, participation and teamwork	4.5
(c) Motivate participants	4.5
(d) Maintain order and control timetable	4.7
(e) Make adequate use of training material and facilities	4.5
Overall rating by participants of the instructor	4.5

Course Evaluation

Several participants made comment regarding potential improvement to the course, mostly pertaining to increasing the scope and depth of the topics and increasing the time allocated to the course, especially in regard to case study exercises. Comment was also made that the working group sizes were too large to be effective for all participants, which I recognized during the course. The lack of sufficient meeting rooms to cater for all working groups was mentioned.

A suggestion was made that the course needs to be presented on an annual basis, and that attendees should be authorized to provide the material and/or the presentation to colleagues when they return to their home State. The CD handed out at the course end contains all relevant information about the course, and I have no objection to it being used for local presentation by attendees.

The original feedback forms have been provided to Capt. Cormier for further analysis and consideration, and I would appreciate any additional comments regarding improvements that could be adopted