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Aerodromes Certification Toolkit

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These guidelines are developed by the Runway and Ground Safety Working Group (RGS WG), as part of MID-RAST/RGS/3 DIP deliverables, based on the work of the UAE General Civil Aviation Authority in collaboration with the ICAO MID Regional Office and the Regional Aviation Safety Group - Middle East (RASG-MID).

Disclaimer

This document has been compiled by members of the aviation industry to provide guidance for civil aviation regulators, aerodrome operators and other stakeholders on aerodrome certification in order to enhance aviation safety. It is not intended to supersede or replace existing materials produced by the National Regulator or in ICAO SARPs. The distribution or publication of this document does not prejudice the National Regulator's ability to enforce existing National regulations. To the extent of any inconsistency between this document and the National/International regulations, standards, recommendations or advisory publications, the content of the National/International regulations, standards, recommendations and advisory publications shall prevail.

Regional Safety Advisory

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INTRODUCTION

BACKGROUND

This advisory publication was developed further to the expertise and experience of the General Civil Aviation Authority of the United Arab Emirates based on its regulation, guidance materials and processes in support of the runway and ground safety enhancement initiatives undertaken by the ICAO Regional Aviation Safety Group – Middle East (RASG-MID) and the associated Runway & Ground Safety Working Group (RSG WG).

This publication embodies the deliverables of a MID-Region Aerodrome Certification Toolkit. Certification without effective initial and on-going safety oversight is a hollow exercise and therefore is inexorably linked to a cycle of periodic surveillance audits. This publication provides an oversight framework suitable for initial and ongoing assessment of certified aerodromes.

The Detailed Implementation Plan for the Safety Enhancement Initiative delivered by this publication is as follows:

- *A Certification Toolkit for MID States including core items of Certification Documentation, Safety Management Systems, Physical Characteristics, Runway Surface Friction, Wildlife Hazard Control & Habitat Management, Apron Management, Aerodrome Ground Lighting, Aerodrome Safeguarding, Runway/Taxiway Incursion Prevention, Aerodrome Infrastructure Projects and Runway & Movement Areas.*

Without an aerodrome certification regime, States lack a vital component of a mature safety oversight system and efforts to assess and improve runway safety may be thwarted or addressed in an inconsistent manner.

Whilst this Safety Advisory provides a readily adoptable framework for aerodrome certification and associated oversight, it is essential for all States to ensure adequate legal, regulatory and organisational structures and commit the necessary resources to fulfil their safety oversight obligations. These actions are essential to support the issuance of aerodrome certificates and the oversight of aerodrome operators in accordance with relevant ICAO provisions.

PURPOSE

The purpose of this Safety Advisory is to provide model elements as part of a Certification Toolkit to support MID States in developing and benchmarking regulation, guidance materials and processes to support the certification of aerodromes. The Toolkit consists of the following elements:

1. Model **Regulation** for aerodrome certification in support of national civil aviation regulation. This is to be considered in conjunction with ICAO Doc 9774, Manual of Certification of Aerodromes.
(Chapter 1)
2. Model **Guidance** in support of national civil aviation regulation to provide aerodrome operators with details of the aerodrome certification process. This is to be considered in conjunction with ICAO Doc 9774, Manual of Certification of Aerodromes.
(Chapter 2)

3. Model **Certification Process** to be considered as part of the State's internal framework to support the certification of aerodromes.

(Chapter 3)

4. Model **Oversight Process** as it pertains to the Certification Process to be considered as part of the State's aerodrome certification and safety oversight processes. This is to be considered in conjunction with ICAO Doc 9734, Safety Oversight Manual.

(Chapter 4)

5. Model **Forms & Templates** which may be used in support of the Regulation; Guidance; and the Certification and Oversight Processes. These materials are for the use of States and aerodrome operators as appropriate.

(Appendices)

These guidelines are based on the work carried out by the General Civil Aviation Authority of the United Arab Emirates as an integral part of their commitment to enhance runway safety through the creation of materials to support aerodrome certification.

In doing so, there is one single concern: **safety**.

This Safety Advisory serves to further empower States in their efforts to support Aerodrome Certification through provision of model regulation, guidance materials and processes.

USING THIS SAFETY ADVISORY

The Table of Contents provides an overview of the materials which may be used by States to support certification of aerodromes.

Each chapter of this Safety Advisory includes proposed application of the model elements for the consideration, adaptation and adoption of States. The Safety Advisory does not have to be read in order from beginning to end; particular paragraphs may be consulted as required.

The reader will choose the depth at which the Safety Advisory will be used at any given time. Reading may range from using the Table of Contents or elements of the model materials as a benchmark for gap analysis – to adopting and/or adapting the content of the model elements.

This advisory should be read in conjunction with ICAO Doc 9774, Manual of Certification of Aerodromes noting that this Safety Advisory serves to update elements of Model Regulation as well as provide models for guidance material and the aerodrome certification and oversight processes. This material is published for the consideration of States based on the regulation, guidance materials and processes established and implemented by the General Civil Aviation Authority of the United Arab Emirates.

CHAPTER 1
REGULATION IN SUPPORT OF AERODROME CERTIFICATION

1.1 Application

Each National Authority must publish applicable national civil aviation regulation in support of aerodrome certification. Below are sample clauses and definitions in support of this requirement which need to be assessed by each National Authority. There are elements such as the acceptance of Aerodrome Post Holders and payment of Service Fees which may not be appropriate for each National Authority.

1.2 Model Regulation: Applicability of Regulation

1.2.1 The national civil aviation regulations apply to all aerodromes in the State involved in civil aviation activities. Where reference is made to an aerodrome, this term relates both to an aerodrome and a heliport and to fixed wing and rotary wing operations.

1.2.2 Any operator of an aerodrome open to public use shall be in possession of an Aerodrome Certificate.

Note: The National Authority may limit the scope of certification to aerodromes used only for international operations. The National Authority may also expand the scope of certification to include domestic operations or those which use instrument approach or departure procedures. National Authorities may also permit any aerodrome wishing to hold an aerodrome certificate to apply for one.

1.2.3 The aerodrome operators holding an Aerodrome Certificate may be subject to initial and on-going Service Fees.

1.3 Model Regulation: Supporting Definitions

1.3.1 Definitions used in the guidance material should be included and should accurately cross-reference to the definitions included in national civil aviation regulation.

A number of terms used throughout the Guidance Material are provided below:

Aerodrome: A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

Aerodrome Certificate: A document issued to an aerodrome operator by the National Authority under national civil aviation regulation to which authorises operation of an aerodrome intended for public use.

Aerodrome Facilities and Equipment: Facilities and equipment, inside or outside the boundaries of the aerodrome, that are constructed or installed, operated and maintained for the arrival, departure and surface movement of aircraft.

Aerodrome Manual: The manual that forms part of the application for an Aerodrome Certificate and is maintained pursuant to national civil aviation regulation.

Note: The name of the Aerodrome Manual, as determined by the Aerodrome Operator, may reflect the nature of the operation or facility such as Operations Manual or Heliport Manual.

Aerodrome Post Holder. Those positions required as part of Aerodrome Certification as identified national civil aviation regulation who are subject to acceptance by the Authority.

Aircraft: Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface. This comprises both fixed-wing and variable-wing aircraft as well as balloons and the like, when used for civil purposes.

National Authority: The National Authority responsible for the safety regulation of Civil Aviation.

Certified Aerodrome: An aerodrome whose operator has been granted an Aerodrome Certificate by the National Authority under applicable regulations for the operation of an aerodrome.

1.4 Model Regulation: Aerodrome Certification

1.4.1 Process to Obtain an Aerodrome Certificate

1.4.1.1 Further to the requirements of national civil aviation regulation, an operator of an aerodrome open to public use shall apply to the National Authority for an Aerodrome Certificate.

1.4.1.2 Operators of aerodromes required to hold an Aerodrome Certificate further to 1.2.2 should refer to Guidance Material for Aerodrome Operators - The Issue and Verification of an Aerodrome Certificate (*Reference: Chapter 2*).

1.4.1.3 An application for an Aerodrome Certificate shall be submitted to the National Authority in a form prescribed by Guidance Material for Aerodrome Operators - The Issue and Verification of an Aerodrome Certificate (*Reference: Chapter 2*).

1.4.2 Grant of an Aerodrome Certificate

1.4.2.1 Subject to the below provisions, the National Authority may approve the application and grant an Aerodrome Certificate to the applicant.

1.4.2.2 Before granting an Aerodrome Certificate, the National Authority must be satisfied that:

- a) The aerodrome's facilities, services and equipment are in accordance with the national civil aviation regulations and other relevant ICAO Standards and Recommended Practices;
- b) The Aerodrome Manual prepared for the applicant's aerodrome contains all pertinent information on the aerodrome site, facilities, services, equipment, operating procedures, organisation and management;
- c) The aerodrome operator's Safety Management System and supporting operating procedures make satisfactory provision for the safety of aircraft;

Note: Guidance on an aerodrome safety management system is given in the ICAO Safety Management Manual (SMM) (Doc 9859) and the ICAO Manual on Certification of Aerodromes (Doc 9774).

- d) The aerodrome Rescue Firefighting Service is staffed, trained, equipped, operated and organised to meet the applicable requirements;
- e) The applicant will be able to operate and maintain the aerodrome properly;
- f) Payment of any required Service Fees has been received;

Note: Payment of the Services Fees does not guarantee the issue of an Aerodrome Certificate.

- g) In addition to the application for an Aerodrome Certificate applicants may be required to apply for other certificates or approvals from the National Authority; this will be dependent upon the proposed scale and type of operations. Other areas that may require certification or approval are:
 - i) Air Navigation Services;
 - ii) Flight Operations; and
 - iii) Aerodrome Security;
- h) The applicant meets the Personnel Requirements in 1.4.7; and
- i) The applicant may also be required to obtain approvals from other relevant authorities (i.e. municipalities, Civil Defence, local departments of civil aviation, etc.).

1.4.2.3 The National Authority may refuse to grant an Aerodrome Certificate or impose operating restrictions and/or sanctions at a certified aerodrome in the event of non-compliance with the certification requirements or an unresolved safety deficiency/concern. In such cases the National Authority shall notify the applicant in writing of its reasons.

1.4.2.4 Further to successful completion of the application, the National Authority, while granting the Aerodrome Certificate, may endorse the conditions of the type of use of the aerodrome and other details as shown in the Aerodrome Certificate.

1.4.3 Validity of an Aerodrome Certificate

1.4.3.1 The validity of the Aerodrome Certificate is based upon the physical characteristics, type of use of the aerodrome and continued operation in accordance with the national civil aviation regulation.

1.4.3.2 Any change made to the physical characteristics or use of the aerodrome, as documented in the Aerodrome Manual that is not accepted by the National Authority shall invalidate an Aerodrome Certificate.

1.4.3.3 The Aerodrome Certificate shall remain valid

- a) subject to the payment of a renewal Service Fees;

- b) subject to Periodic Surveillance Audits;
- c) subject to any Expiry Date; and
- d) subject to Aerodrome Certification Verification Audits; or
- e) until the Aerodrome Certificate is either surrendered, transferred or revoked.

1.4.4 Surrender of an Aerodrome Certificate

An Aerodrome Operator must give the National Authority written notice of the date on which the Aerodrome Certificate is to be surrendered in order that suitable promulgation action can be taken. The Authority will cancel the Aerodrome Certificate on the date specified in the notice.

1.4.5 Transfer of an Aerodrome Certificate

The National Authority may approve the transfer of an Aerodrome Certificate to a transferee where:

- a) the current holder of the Aerodrome Certificate notifies the National Authority in writing before ceasing aerodrome operations of its intention and proposed date to cease operations;
- b) the current holder of the Aerodrome Certificate notifies the National Authority in writing of the name of the proposed transferee;
- c) the proposed transferee applies to the National Authority further to requirements of 1.4.1.4; and
- d) the proposed transferee meets the requirements set out in 1.4.2.2.

1.4.6 Restriction, Suspension or Revocation of an Aerodrome Certificate

1.4.6.1 The National Authority may restrict, suspend or revoke an Aerodrome Certificate with reference to the national laws.

1.4.6.2 The Authority may restrict, suspend or revoke an Aerodrome Certificate in the event of non-compliance with the certification requirements or unresolved safety deficiency/concern. In such cases the National Authority shall notify the aerodrome operator in writing of its reasons.

Note: The National Authority may wish to publish details of or make reference to its enforcement or on-notice processes in support of the above clause.

1.4.7 Personnel Requirements for Aerodrome Certificate Holders

Each Aerodrome Operator prior to the grant of an Aerodrome Certificate and on an on-going basis shall engage, employ or contract:

- a) **sufficient and qualified personnel** for the planned tasks and activities to be performed related to the operation, maintenance and management of the aerodrome in accordance with the applicable requirements and the Aerodrome Operator's training programme;

- b) **sufficient number of supervisors** to defined duties and responsibilities, taking into account the structure of the organisation and the number of personnel employed;
- c) **Accountable Manager** – the person who has the authority within the Aerodrome Operator's organisation to ensure that all activities undertaken by the organisation can be financed and carried out in accordance with the requirements prescribed by national civil aviation regulation and specifically has the following:
 - i) Full control of the human resources required for the operations authorised to be conducted under the Aerodrome Certificate;
 - ii) Full control of the financial resources required for the operations authorised to be conducted under the Aerodrome Certificate;
 - iii) Final authority over operations authorised to be conducted under the Aerodrome Certificate;
 - iv) Direct responsibility for the conduct of the organisation's affairs; and
 - v) Final responsibility for all safety issues;
- d) If fixed wing operations occur at the aerodrome, additional **Aerodrome Post Holders** responsible for safety critical aspects for the aerodrome operation to include the following:
 - i) **Aerodrome Safety** - a person who shall be the responsible individual and focal point for the development and maintenance of an effective safety management system in accordance with applicable national civil aviation regulation;
 - ii) **Aerodrome Operations** – a senior person who is responsible for ensuring that the aerodrome and its operation comply with the requirements of national civil aviation regulation;
 - iii) **Aerodrome Maintenance** – a senior person who is responsible for ensuring that the aerodrome's maintenance programmes for safety critical infrastructure comply with the requirements of national civil aviation regulation; and
 - iv) **Aerodrome Rescue Firefighting** – a competent person who is responsible for establishing and effectively managing all aspects of Rescue and Firefighting Services as per the requirements of applicable national civil aviation regulation; and

Note: The National Authority may wish to include on acceptable means of compliance and guidance related to personnel requirement and the process surrounding acceptance of Aerodrome Post Holders. This detail is beyond the scope of this Safety Advisory.

CHAPTER 2
GUIDANCE MATERIAL FOR AERODROME OPERATORS

The Issue and Verification of an Aerodrome Certificate

2.1 Application

Information and guidance for aerodrome operators may be issued by the National Authority as a separate advisory publication or incorporated into national civil aviation regulation to support the aerodrome certification process.

The model guidance reflects a process based on three milestones:

- Aerodrome Certification - Stage 1 – Application Acceptance
- Aerodrome Certification - Stage 2 – Design Compliance and Construction Acceptance
- Aerodrome Certification - Stage 3 – Operational Acceptance and Issue of Certificate

National Authorities can elect to have any number of stages in the certification process and these should align to the national civil aviation regulation. It is noted there are additional milestones, such as audits and acceptance of actions plans, which are part of established activities for initial and on-going oversight. National Authorities may wish to include these as formal stages of certification if established oversight procedures do not otherwise exist.

2.2 Model Guidance: Purpose

2.2.1 Purpose

The purpose of the guidance material is to describe the process the aerodrome operator must follow in order to obtain an Aerodrome Certificate. This guidance provides aerodrome operators with an overview of the general obligations relating to aerodromes. Detailed requirements are encapsulated in national civil aviation regulation and may be obtained from the National Authority.

2.2.2 Status of Guidance Material

Guidance material remains current unless withdrawn or superseded and main changes for each revision should be summarised.

2.2.3 Applicability

2.2.3.1 Any operator of an aerodrome open to public use shall be in possession of an Aerodrome Certificate.

Note: The National Authority may limit scope of certification to aerodromes used only for international operations or expand the scope of certification to aerodromes serviced by other air services or those which provide facilities for operations using instrument approach or departure procedures.

2.2.3.2 The applicant for an Aerodrome Certificate must be a legal entity (company or individual) being the operator of the aerodrome:

- a) The owner of the land on which the aerodrome is located;
- b) The occupier of the land on which the aerodrome is located; or
- c) The operator of the aerodrome holding a written consent from the owner or occupier of the land on which the facility is located.

2.2.4 References

[Insert references to relevant ICAO, national civil aviation regulation, guidance materials, etc.]

2.2.5 Aerodrome Requirements

2.2.5.1 The National Authority will assess the acceptability of sites for an Aerodrome Certificate against national civil aviation regulation.

2.2.5.2 Assessments, site visits and audits may involve representation from various disciplines from within the National Authority to assess physical characteristics; visual aids; supporting manuals; safeguarding; survey data; as well as safety management, security and emergency services against relevant national civil aviation regulation.

2.2.5.3 The National Authority will also assess the physical characteristics and design of the aerodrome to take into account, where appropriate, land-use and environmental control measures further to requirements of national civil aviation regulation.

Note: Guidance on land-use planning and environmental control measures is contained in the ICAO Airport Planning Manual (ICAO Doc 9184), Part 2.

2.2.5.4 The Aerodrome Certificate process follows a number of stages which are subject to acceptance by the National Authority before the aerodrome operator may advance to the next stage. The acceptances are milestones to ensure new construction and operations conform to national civil aviation regulation.

Note 1: The National Authority may publish a date by which all applicable aerodromes must hold an Aerodrome Certificate in order to operator or to continue operations.

Note 2: Each aerodrome operator may be required to hold an e-Service account issued by the National Authority and then complete the on-line applications associated with the Aerodrome Certificate process.

2.2.6 Service Fees for Aerodrome Certificate

2.2.6.1 Applicants must pay Service Fees, as published by the National Authority and varied from time to time, in respect of an Aerodrome Certificate:

- a) upon submission of an application for an Aerodrome Certificate; and
- b) on a periodic basis after the grant of an Aerodrome Certificate.

2.2.6.2 Payment of the Service Fees does not guarantee the grant or continuation of an Aerodrome Certificate.

2.2.6.3 Service Fees must be submitted according to instructions provided by the National Authority.

2.2.7 *Timescale for processing of Applications*

Applicants must submit required paperwork sufficiently early to allow for detailed consideration of the application, site inspection and unforeseen circumstances. The National Authority will not make decisions regarding issuance of an Aerodrome Certificate to meet accelerated timescales outside those published in this guidance or commercial deadlines set by the applicant.

2.2.8 *Permissions and Approvals*

2.2.8.1 It is the sole responsibility of the aerodrome operator to obtain the appropriate permissions and approvals from any other relevant authority outside of the National Authority.

2.2.8.2 Aerodromes used for international operations may also require approvals from other government or supporting national authorities.

2.2.8.3 If Air Navigation Services such as Air Traffic Control; Communication, Navigation & Surveillance; Meteorology; or Aeronautical Information Services are to be provided at the aerodrome, additional approvals may be required.

2.2.8.4 The aerodrome operator may also require appropriate approvals from other bodies such as local authorities for planning/building permissions.

2.2.8.5 The aerodrome operator shall provide evidence of the above permissions and approvals to the National Authority.

2.3 Model Guidance: Aerodrome Certification Process

2.3.1 *Aerodrome Certification - Stage 1 – Application Acceptance*

2.3.1.1 The purpose of the Stage 1 acceptance is to allow the applicant to commence detailed planning for a new aerodrome, or compliance assessment of an existing aerodrome. A Stage 1 submission is not an authorisation for the applicant to commence physical work or aircraft operations.

2.3.1.2 The applicant will complete the details required in the application form and submit an application for Stage 1 acceptance.

2.3.1.3 Stage 1 submission requirements include the following:

- a) nominated representative as a point of contact for the application;

- b) details of the intended scope of operations;
- c) approvals, permits, or clearances from other relevant authorities; and
- d) declaration accepting the terms and conditions of holding and maintaining an Aerodrome Certificate as detailed in national civil aviation regulation.

2.3.1.4 The applicant should initiate a meeting with the National Authority to discuss the application and the contents of the submission.

Note: It is anticipated that throughout the acceptance process, additional meetings may be necessary and beneficial to both the National Authority and the applicant. Such meetings may be arranged at the request of either party.

2.3.1.5 At the meeting, the applicant should present any approvals, permits or clearances obtained from other relevant authorities.

2.3.1.6 The National Authority may ask for clarification or additional information if the information provided is deemed incomplete or inadequate.

2.3.1.7 The National Authority will provide an acceptance of the Stage 1 application further to the evaluation of the application and meeting with the applicant.

2.3.2 Aerodrome Certification - Stage 2 – Design Compliance and Construction

2.3.2.1 The purpose of the Stage 2 acceptance is to allow the applicant to commence actual construction or remedial works. The Stage 2 submission will provide details on the proposed or existing physical characteristics of the aerodrome.

2.3.2.2 The applicant shall submit an application for Stage 2 acceptance.

2.3.2.3 For an existing aerodrome the applicant should conduct an assessment of the facility against the applicable physical characteristic requirements contained in national civil aviation regulation.

2.3.2.4 If the facility does not meet the applicable physical characteristic requirements, then a Stage 2 application should be submitted together with an action plan showing what actions are to be undertaken in order for the aerodrome to comply.

2.3.2.5 If the assessment indicates that the aerodrome meets the applicable physical characteristic requirements, then the applicant should submit a Stage 2 application and include drawings, photographs if appropriate and an obstacle limitation survey to support the application.

2.3.2.6 The Stage 2 submission requirements include the following:

- a) completed Stage 2 application form;

- b) a compliance matrix demonstrating compliance with national civil aviation regulations with regard to the physical characteristics and visual aids appropriate to the scope and scale of the proposed operations;
- c) drawings to support the compliance matrix;
- d) an action plan showing what actions are to be undertaken in order for the aerodrome to comply with national civil aviation regulation, if necessary;
- e) an obstacle limitation surface assessment with an action plan indicating the action to be taken to mitigate any identified obstacles; and
- f) evidence of payment of the Service Fee.

2.3.2.7 The National Authority may ask for clarification or additional information if the information provided within the Stage 2 submission is deemed incomplete or inadequate.

2.3.2.8 The National Authority will provide a full acceptance of the Stage 2 application further to the evaluation of the application, compliance matrix and the detail provided within the construction drawings.

2.3.3 Aerodrome Certification - Stage 3 – Operational Acceptance

2.3.3.1 The purpose of the Stage 3 acceptance is to provide the applicant with an operational acceptance of the aerodrome and for aircraft operations to commence.

2.3.3.2 The Stage 3 submission provides information on the completed aerodrome along with the Aerodrome Manual, final compliance matrix and other supporting documentation.

2.3.3.3 The applicant shall submit an application for Stage 3 acceptance.

2.3.3.4 Stage 3 submission requirements include the following:

- a) evidence that any actions identified during the self-assessment process have been completed;
- b) a final compliance matrix;
- c) as-built drawings/photographs to support the compliance matrix;
- d) a compliant and functional final version of the Aerodrome Manual;
- e) a completed Aerodrome Manual Checklist;
- f) evidence that all security, emergency planning and any requirements relating to the provision of Air Navigation Services have been satisfied;
- g) confirmation that any required Post Holders have been accepted by the National Authority; and
- h) any other documents or evidence as requested by the National Authority.

2.3.3.5 The National Authority will conduct an audit of the facilities and equipment, including sampling of policies and procedures and other related safety activities.

2.3.3.6 The aim of the audit is to verify compliance with the applicable requirements, through the examination of documentation, demonstration of compliance and technical inspections. It should be noted that the National Authority audit, inspection, testing or sampling processes do not absolve the applicant from the responsibility to provide accurate information and documentary evidence.

2.3.3.7 The National Authority will produce an audit report identifying any shortfalls in compliance.

2.3.3.8 If shortfalls in compliance are identified during the audit, the applicant will be required to provide an acceptance confirmation of the audit report together with an action plan with timescales to rectify or mitigate all findings to a level acceptable to the National Authority.

2.3.3.9 The National Authority will only issue an Aerodrome Certificate when completely satisfied that all regulatory and critical safety elements have been adequately addressed. This may also include evidence of any approvals or permissions from relevant authorities mentioned in Stage 1.

2.4 Model Guidance: Aerodrome Certificate Components

An Aerodrome Certificate consists of the following components:

- **Aerodrome Certificate Cover Page**
- **Part 1 - Standard Conditions** - General conditions which are applicable to all aerodrome operators.
- **Part 2 - Scope & Specific Conditions** – Scope of operations permitted at the aerodrome and any specific conditions applicable to the named aerodrome.
- **Part 3 - Deviations** – Deviations from national civil aviation regulation which have been accepted by the National Authority further to assessment of the aerodrome operator's supporting aeronautical study.
- **Part 4** - Aerodrome Post Holders - as referred to in national civil aviation regulation

2.5 Model Guidance: Transfer of an Aerodrome Certificate

2.5.1 The National Authority must be satisfied that the proposed transferee will be able to properly operate and maintain the aerodrome in accordance with national civil aviation regulation.

2.5.2 The transfer of an Aerodrome Certificate is subject to stages as detailed in 2.3 and the following additional conditions and requirements:

- a) the completed application and required Service Fees have been paid;
- b) a revised Aerodrome Manual and Aerodrome Manual Checklist;
- c) a description of the organisational structure outlining those persons accountable and responsible for safety critical roles as identified in national civil aviation regulation;
- d) a list of key personnel and Post Holders as well as any required applications for changes to Post Holders;

- e) a commitment from the proposed Aerodrome Certificate holder to resolve any outstanding deficiencies as identified in findings resulting from the National Authority's audits conducted prior to date of the transfer;
- f) a checklist shall be created by the current and the proposed Aerodrome Certificate holder and contain:
 - i) confirmation that each condition contained in the national civil aviation regulation certification process will be met;
 - ii) a list of all issues relating to the safe operation of the aerodrome and its continued operations during the transfer period; and
 - iii) details regarding the transition of operational activities and accountabilities of key personnel; acknowledging that the overall accountability resides with the current Aerodrome Certificate holder until their Aerodrome Certificate is revoked.

2.5.3 Consent to the proposed transfer may be refused if the National Authority is not satisfied that the proposed Aerodrome Certificate holder will be able to operate and maintain the aerodrome properly. If the National Authority decides to deny consent, it will advise the proposed Aerodrome Certificate holder in writing.

2.6 Model Guidance: Amendment

2.6.1 An Aerodrome Certificate may be amended by the National Authority in response to a request by the aerodrome operator or as a consequence of enforcement action by the National Authority.

2.6.2 The request for amendment by the aerodrome operator shall be made through the National Authority's process for assessment and acceptance of changes to an Aerodrome Certificate.

2.6.3 The National Authority may amend an Aerodrome Certificate so as to restrict or prohibit specific operations if the aerodrome operator breaches the conditions of the Aerodrome Certificate. The National Authority shall provide written notice of intention to amend an Aerodrome Certificate stating the reasons for the proposed amendment.

2.6.4 Any requested change to the Aerodrome Certificate due to changes in use or operations, should be submitted as part of the aerodrome operator's management of change processes and should include but not be limited to:

- a) detailed account of the proposed amendment including the reasons for the amendment;
- b) an assessment of the safety risks associated with the change including the findings of any aeronautical study undertaken by the aerodrome operator; and
- c) particulars of any consequential changes to the AIP, Aerodrome Manual and/or Aerodrome Emergency Plan.

2.7 Model Guidance: Regulatory Oversight

2.7.1 An Aerodrome Certificate is granted by the National Authority under national law with regard to the aerodrome operator's previous conduct and experience, the equipment, organisation, staffing, maintenance and other arrangements.

2.7.2 National law provides that the National Authority may, on sufficient safety grounds restrict, revoke, suspend or vary an Aerodrome Certificate.

2.7.3 Accordingly, the National Authority may only grant and permit an Aerodrome Certificate to continue where it is satisfied that the aerodrome operator can ensure that the aerodrome and its airspace are safe for use by aircraft.

CHAPTER 3
MODEL PROCESS FOR AERODROME CERTIFICATION

3.1 Application

The model below provides an internal process framework for National Authorities to certify aerodromes further to the model regulation and guidance material included in Chapters 1 and 2. This process is supported by the Process for Aerodrome Certification Verification Audit in Chapter 4.

The model is based on the premise that each aerodrome will have allocated inspectors from various disciplines responsible for the initial and on-going review of applications associated with the aerodrome. The process is supported by a single point of contact, referred to as the aerodrome certificate coordinator, who is responsible for processing of applications, coordinating the review of the various allocated inspectors, consolidating feedback to the aerodrome operator and ensuring efficient and effective execution of the process. Management decisions regarding the application will be undertaken by the appropriate levels of the management holding the appropriate authority further to the National Author's delegation of powers and authorities regarding technical matters.

3.2 Model Process: Introduction

3.2.1 Requirement

National civil aviation regulation requires that an operator of an aerodrome open to public use shall be in possession of an Aerodrome Certificate. The criteria for certification are contained in national civil aviation regulation and supporting guidance material.

3.2.2 Purpose

The purpose of this procedure is to provide the National Authority personnel with guidance on the policy, procedures and processes for the provision of Aerodrome Certification.

The structure for aerodrome certification is stated in relevant national civil aviation regulation and supporting guidance material. Please note there may be additional certification or approval processes required for Air Navigation Services or Flight Operations.

Note: It is recommended National Authorities consider the implementation of e-Services to support the aerodrome certification process in order to track the transactional process with the aerodrome operator, facilitate the workflow of the internal review process and create an enduring record of the reviews, comments, communications, supporting document and versions all issued certificates.

3.2.3 Responsibility

The procedure is maintained by management and is applicable to National Authority personnel participating in the aerodrome certification process.

It is the responsibility of inspectors allocated to particular aerodrome to review the aerodrome certification applications and supporting documentation provided; communicate any shortcomings; conduct an Aerodrome Certification Verification Audit and recommend certification only when all elements of the procedure have been adequately addressed.

3.3 Model Process: References

[Add relevant references to ICAO, national civil aviation regulation and guidance material]

3.4 Model Process: Procedure

3.4.1 Application Process

Aerodrome operators will submit an Aerodrome Certification Application. (**Reference: Appendix A**)

An Aerodrome Certification Coordinator will receive the application, review for completeness and refer to management for further action in the case of an initial application (Stage 1) or the previously Allocated Inspectors in the case of subsequent applications.

In the case of an initial application (Stage 1), management will assign the application to Allocated Inspectors from relevant disciplines.

3.4.2 Aerodrome Certification Coordinator Actions

The Aerodrome Certification Coordinator will undertake the following in consultation with the Allocated Inspectors:

- a) Create reference number for the Aerodrome Certification Application upon initial application (Stage 1);
- b) Confirm the supporting information sufficient and correct as far as possible;
- c) Distribute application and supporting information to the Allocated Inspectors; and
- d) Coordinate consolidated feedback from all Allocated Inspectors in the event the application or support information are deficient.

3.4.3 Allocated Inspector Actions

The Allocated Inspectors will:

- a) Review the submitted application and supporting information;
- b) Provide feedback regarding the application and supporting information to the Aerodrome Certification Coordinator further to the following stages of the certification process:
 - **Stage 1 – Application Acceptance** (**Reference: Chapter 2, 2.3.1**)
 - a) The inspector shall ensure elements required in Stage 1 are met and detailed by the applicant.
 - b) The applicant should initiate a meeting with the National Authority to discuss the application and provide details of their proposed timeline and action plan for certification if available.
 - c) Inspectors shall give specific consideration to Environmental Control: Siting and Orientation of the aerodrome during the Stage 1 review.
 - d) In the event there is a deficiency in the Stage 1 application, the Inspector shall detail this and provide their recommendation on whether the application should be re-submitted or if the acceptance may be granted with a condition to remediate the deficiency at a later stage of the certification process.

- **Stage 2 – Design Compliance and Construction Acceptance** (*Reference: Chapter 2, 2.3.2*)

- a) The inspector shall ensure elements required in Stage2 are be met and detailed by the applicant.
- b) The inspector may request an update on the details of the applicant’s proposed timeline and action plan for certification if necessary.
- c) In the event there is a deficiency in the Stage 2 application, the Inspector shall detail this and provide their recommendation on whether the application should be re-submitted or if the acceptance may be granted with a condition to remediate the deficiency at a later stage of the certification process.

- **Stage 3 – Operational Acceptance and Issue of Certificate** (*Reference: Chapter 2, 2.3.3*)

- a) The inspector shall ensure elements required in Stage3 are be met and detailed by the applicant.
- b) The inspector may request an update on the details of the applicant’s proposed timeline and action plan for certification if necessary.
- c) The inspector shall arrange to conduct an Aerodrome Certification Verification Audit in accordance with the Process for Aerodrome Certification Verification Audit (*Reference: Chapter 4*)

Note: The Aerodrome Certificate shall not be issued if there are any outstanding Level 1 Findings or without an action plan to address or mitigate any Level 2 Findings.

- d) The applicant should coordinate with National Authority to arrange any necessary interviews for proposed Aerodrome Post Holders.
- e) The relevant inspectors shall attend any required full certification emergency exercise and provide a report.
- f) The inspector shall ensure that all document required including Aerodrome Manual and supporting Aerodrome Manual Checklist (*Reference: Appendix B*) and SMS Documentation (*Reference: Appendix C*) are acceptable.
- g) The inspector shall ensure the applicant has raised applications for any deviations or specific conditions which are to be included on the Aerodrome Certificate.
- h) The inspector shall complete the relevant section of the Aerodrome Certification Tracking form. (*Reference: Appendix H*)
- i) In the event there is a deficiency in the Stage 3 application, the Inspector shall detail this and provide their recommendation on whether:
 - i) the application should be re-submitted,
 - ii) if the National Authority should refuse to grant an Aerodrome Certificate; or
 - iii) if specific conditions or restrictions should be included as part of the Aerodrome Certificate – Part 2.

Note: An Aerodrome Certificate will only be issued when the National Authority is completely satisfied that all critical safety elements have been adequately addressed.

3.4.4 Management Actions

The appropriate levels of management will:

- a) Review the inspector's recommendations and document their response to these recommendations – agree/disagree;
- b) Coordinate with other disciplines within the National Authority if necessary;
- c) Organise any required internal briefing meetings or other communications such as press releases;
- d) Ensure any deviations or conditions have been processed according the necessary processes;
- e) Check the Aerodrome Certificate for completeness and accuracy; and
- f) Make appropriate recommendations and comments to the next level of management (if necessary).

The level of management will authority to sign the Aerodrome Certificate will additionally:

- a) Sign the Aerodrome Certificate

3.5 Model Process: Amendment or Transfer of an Aerodrome Certificate

- 3.5.1 An aerodrome operator may request an amendment or transfer of an Aerodrome Certificate.
- 3.5.2 The appropriate application will be submitted to the National Authority and processed in line with the procedures outlined in Section 3.

Note: The application forms for transfer and amendment are beyond the scope of this Safety Advisory.
- 3.5.3 In the case of an amendment to Parts 2, 3 or 4 of the Aerodrome Certificate the Certification Coordinator will assign the relevant application to the Allocated Inspectors for review and assessment.
- 3.5.4 In the case of an amendment resulting in transfer of an Aerodrome Certificate, the proposed aerodrome operator must submit and Aerodrome Certification Application (**Reference: Appendix A**) which will be processed according to Section 3 above.
- 3.5.5 Upon successful completion of the Aerodrome Certificate Process, the Approvals Coordinator shall coordinate with the Allocated Inspector to take the original certificate from the previous Aerodrome Certificate Holder.

CHAPTER 4

MODEL PROCESS FOR AERODROME CERTIFICATION VERIFICATION AUDIT

4.1 Application

The model procedures below provides a framework for National Authorities to certify aerodromes and conduct the necessary safety oversight audits in support of the Aerodrome Certification process in Chapter 3. The model process for Aerodrome Certification – Audit Programme should be read in conjunction with ICAO Doc 9734, Safety Oversight Manual.

The model is based on the premise that each aerodrome will have allocated inspectors from various disciplines responsible for the initial and on-going oversight. Management decisions regarding the audits will be undertaken by the appropriate levels of the management holding the appropriate authority further to the National Author’s delegation of powers and authorities regarding technical matters.

4.2 Model Process: Introduction

ICAO Doc 9734, Safety Oversight Manual and the ICAO annexes establish the standards in support of the eight critical elements essential to the state safety oversight system. Audits are part of surveillance activity associated with these critical elements proactively ensure that aerodrome certificate holders continue to meet the established requirements and function at the level of competency and safety required by the National Authority to the activities for which they are certified.

4.2.1 Purpose

National civil aviation regulation provides for the grant of aerodrome certificates subject to the National Authority being satisfied that the aerodrome operators meets the requirements of the regulation. Once issued, the aerodrome certificate shall be valid subject to the conditions of the certificate and continued compliance with these national civil aviation regulation.

The procedures and guidelines outlined in this document provide for the initial verification and on-going surveillance audits of certified aerodromes.

This processes to be includes a framework for recording and reporting compliance in relation to appropriate laws, national civil aviation regulations and safety requirements as well as resolution of safety issues further to audit findings.

This procedure defines the responsibilities, goals and methods for audit of certified aerodromes by the National Authority. This approach aims to create a professional, harmonious relationship between the National Authority and the aerodrome operator by outlining procedures to conducted efficient and effective audits by collecting information in the least disruptive manner and fostering a culture of partnership, no blame, transparency and self-disclosure.

4.2.2 Responsibility

It is the responsibility of National Authority management to monitor the performance of its inspectors and auditors against this procedure to include timely closure of audit reports.

4.3 Model Process: References

4.3.1 References

[Insert references to relevant ICAO, national civil aviation regulation, guidance materials, etc.]

4.4 Model Process: Audit Programme

4.4.1 Audit Programme

Management within the National Authority is responsible for the development and approval of an annual Audit Programme. Effective audit programmes should be carefully planned and executed and can be based on a risk-based approach. Auditors are responsible for implementing the approved annual Audit Programme. Designated lead auditors are responsible briefing management on the findings and difficulties in follow-up and closure.

The following are the objectives of the Audit Programme:

- a) Ascertain whether the aerodrome operator is or will continue to conduct operations in accordance with the national law, national civil aviation regulations, national authority publications and ensure that organisation's manuals and procedures are appropriately documented and followed;
- b) Ensure the aerodrome manual includes required content and the aerodrome operator demonstrates effective implementation of its obligations;
- c) Provide assurance that the aerodrome operator's competency, operating practices and records of compliance meet requirements;
- d) Provide the opportunity to identify gaps in aerodrome operator's implementation of national civil aviation regulation, guidance material or best practices if such actions are required or would result in improvements in operating safety environment;
- e) Detect and track the resolution of safety concerns residing in the aviation system; and
- f) Establish whether the aerodrome operator may operate or continue to operate under an aerodrome certificate or if the aerodrome shall be restricted, suspended or revoked.

Note: This would include the ability to analyse safety deficiencies, forward recommendations, support the resolution of identified deficiencies, as well as take enforcement action when appropriate.

Surveillance activities are conducted at different intervals depending on the type of the audit to be conducted. The scope, depth and complexity of the audit along with size and type of operation shall require individual auditor planning.

Type of Aerodrome Audit	Frequency
Aerodrome Certification Verification Audit	Inspection undertaken for the purpose of assessing the aerodrome operator's documentation, facilities, services and equipment to verify regulatory compliance prior to grant, transfer or renewal of an aerodrome certificate.
Periodic Surveillance Audit	The frequency is based on the complexity of operations and proficiency operations. The maximum period between two audits is based on the aerodrome operator's risk profile and shall not exceed 18 months.
Mid-Audit Review	May be conducted between periodic audits when deemed necessary by auditors to review any outstanding findings or accepted action plans.
Special Inspections (Ad-hoc)	When an auditor has identified a trend in the reduction of safety, a special inspection may be undertaken with or without notification to the aerodrome operator.

Audits include following general characteristics:

- a) A specific work activity title;
- b) A definite beginning and a definite end;
- c) Defined procedures;
- d) Specific objectives; and
- e) Reporting of findings.

4.5 Model Process: Checklists

Checklists are powerful audit tools and if used correctly they shall enable auditors to focus on the task in hand. Checklists also act as a guide, an aid memoire, provider of continuity and a record of audit coverage. Checklists which support safety oversight of certified aerodromes including the following:

Reference	Name	Purpose
Appendix B	Aerodrome Manual Checklist	Used as part of the initial aerodrome certification verification audit as well as during periodic surveillance audits
Appendix C	SMS Documentation Checklist	
Appendix D	Aerodrome Self-Assessment Checklist	Used as part of the initial Aerodrome Certification Verification Audit as well as during Periodic Surveillance Audits to provide the aerodrome operator means to demonstrate compliance through a self-assessment.

Appendix E	Aerodrome Core Item Checklist	Used as part of the initial Aerodrome Certification Verification Audit as well as during Periodic Surveillance Audits to ensure the aerodrome operator meets areas of necessary compliance. All items of the checklist must be annotated during an Aerodrome Certification Verification Audit however the Allocated Inspector may complete only parts of this checklist further to the agreed scope of a Periodic Surveillance Audit.
Appendix F	Rescue Firefighting Services Core Item Audit Checklist	Used as part of the initial Aerodrome Certification Verification Audit as well as during Periodic Surveillance Audits to ensure the aerodrome operator meets areas of necessary compliance.
Appendix G	Aerodrome Emergency Plan Audit Checklist	Used as part of the initial Aerodrome Certification Verification Audit as well as during Periodic Surveillance Audits to ensure the aerodrome operator meets areas of necessary compliance. Note that this is in support of Core Item 14 - Emergency Planning as included in Appendix F - Model Rescue Firefighting Services Core Item Audit Checklist.

4.6 Model Process: Procedure

4.6.1 Audit Phases

Audits, including Aerodrome Certification Verification Audit are divided into eleven phases:

- Phase 1 - Audit Planning and Preparation
- Phase 2 - Audit Notification
- Phase 3 - Opening Meeting
- Phase 4 - Audit Conduct
- Phase 5 - Evaluation of Results
- Phase 6 - Closing Meeting
- Phase 7 - Notification of Audit Findings
- Phase 8 - Corrective Actions
- Phase 9 - Follow-up Actions
- Phase 10 - Records
- Phase 11 - Audit Closure

4.6.2 Phase 1 - Audit Planning and Preparation

Planning is vital to ensure that a surveillance programme is effective and efficient. The auditor shall have a complete and clear understanding of the aerodrome operator and its procedures.

The auditor are encouraged to gather as much as information prior to the audit and must verify the aerodrome operator's level of compliance with the latest published national civil aviation regulations.

All audits must be planned in order to ensure that National Authority resources are correctly utilised and aerodrome operators are not unduly inconvenienced. The planning phase shall take into consideration:

- a) Access to the aerodrome;
- b) Presence of key personnel; and
- c) Knowledge of the audit process.

Management should appoint a lead auditor for an audit with two or more auditors. The lead auditor shall determine the scope of the audit in consultation with the rest of the team and if necessary conduct a briefing to establish the following:

- a) Information on the aerodrome and aerodrome operator;
- b) The audit scope, elements, targets, timings, etc;
- c) Roles and responsibilities of each auditor;
- d) Locations to be visited,
- e) Team travel arrangements;
- f) Opening and Closing Meeting arrangements; and
- g) Distribution of the relevant documentation.

4.6.3 Phase 2 - Audit Notification

For scheduled audits sufficient notice time, no less than two weeks, shall be given to the aerodrome operator.

4.6.4 Phase 3 - The Opening Meeting

The purpose of this phase is to:

- a) Explain the purpose of the audit including the objective and scope of the audit;
- b) Introducing different representatives;
- c) Provide short summary of the audit programme;
- d) Confirming the arrangements for the Closing Meeting;
- e) Plan and agree on alternative arrangements, where necessary;
- f) Confirm housekeeping arrangements (office to work from, escorts, etc.); and
- g) Confirm which auditees shall provide corrective actions to any findings.

4.6.5 Phase 4 - Audit Conduct

The task of the auditor when conducting the audit is to verify compliance with the national law, national civil aviation regulations, national authority publications and ensure that organisation's manual and procedures are appropriately documented and followed. In this regard, the auditor shall carefully review the regulation to identify the applicable requirements.

Note: The auditor always needs "Objective Evidence" taking into consideration that an audit is a fact finding mission, not a fault finding mission.

Each element of the audit shall be conducted with the following guidelines in mind:

- a) Identify the current practices;
- b) Establish that the practices are appropriate;
- c) Establish that the documentation matches the practices;
- d) Review the system for regulatory compliance;
- e) Identify any immediate safety-significant problems;
- f) Aerodrome operator's compliance to latest published regulations; and
- g) Other things to consider, such as:
 - i. Are the people appropriately trained/qualified?
 - ii. Are there sufficient controls in the system (quality assurance processes)?
 - iii. Shall the process continue if key personnel are not available (do they have a contingency)?
 - iv. When issues are uncovered ask "why" to get to the root cause of the problem and report on that root cause
 - v. Are the procedures in accordance with the national civil aviation regulations and other National Authority requirements?
 - vi. Are the documents reviewed and approved adequately by authorised personnel prior to issue?
 - vii. Are invalid or obsolete documents promptly removed from all points of use?
 - viii. Are there any activities for which no document procedures exist?

Each auditor shall record the findings and notes of the audit on the audit checklist. This shall include sufficient detail to identify what was observed during the audit including details of records sampled, names of staff interviewed and deficiencies found.

4.6.5.1 Phase 5 - Evaluation of Results

The auditor shall evaluate the audit results to establish which findings are reportable. A finding is valid if it can be cross-referenced to the national law, national civil aviation regulation, guidance materials or any documents approved or accepted by the National Authority such as the Aerodrome Manual.

A finding is categorised as Level 1, Level 2 or Level 3.

4.6.5.2 Level 1 Finding:

- a) Level 1 findings are those which pose a hazard to aircraft operational safety or which contravenes a legal requirement or which lowers safety standards. This non-compliance might be with the: applicable provisions of the national law;
 - national civil aviation regulations;
 - the aerodrome operator's certification requirements;
 - conditions of an existing aerodrome certificate; or
 - the aerodrome operator's procedures or systems.

In determining whether a Level 1 shall be assigned to a particular finding, the auditor shall exercise sound judgement and seek management concurrence, prior to formally reporting the finding

Consequence

- b) ***Aerodrome Certification Verification Audit for aerodromes not yet in operation:*** This category of finding, if not rectified by the aerodrome operator will result in restrictive conditions on the proposed aerodrome certificate or result in the refusal of the National Authority to grant an aerodrome certificate.
- c) ***Aerodrome Certification Verification Audit for operating aerodromes or Periodic Surveillance Audit:*** This category requires immediate corrective or containment action by the aerodrome operator, failure of which shall result in limitation or suspension of operations as well as limitation, suspension revocation of any existing aerodrome certificate.

Timeframe for Corrective Actions

- d) Depending on the seriousness of the finding, its impact on the safety and if necessary a risk assessment by the audit, the auditor may give the aerodrome operator, up to seven days to provide the appropriate corrective action plan.
- e) Where a particular Level 1 finding requires an action on the spot, such as grounding an aircraft, the Auditor shall notify verbally, followed by email to the organisation pending formal notification from the National Authority.
- f) However, some corrective actions may require a longer time than the time set by the auditor. It is up to the auditor to extend the timeline based on the corrective action plan provided by the aerodrome operator further to management approval.

Other Considerations

- g) If the Level 1 is confirmed, the auditor shall decide if the situation require enforcement action in the case of violation against national laws, demonstration of gross negligence, incompetence, or evidence of wilful act, sabotage, failure to give the National Authority access to the aerodrome operator's facilities or record, falsification of documentary evidence, malpractice or fraudulent use of the aerodrome certificate or absence of an accountable manager.

4.6.5.3 Level 2 Finding:

- a) A Level 2 finding non-compliance with national civil aviation regulation or a finding against the aerodrome operator's procedures, which could possibly hazard the aircraft operational safety or which could lower safety standards.

Consequence

- b) ***Certification Verification Audit for aerodromes not yet in operation:*** This category of finding, if not rectified by the aerodrome operator, must be supported by a corrective action plan which remediates the deficiency and is acceptable to the National Authority.

Time Frame for Corrective Action

- c) For Level 2 finding, the Auditor, based on his/her judgment, may grant 30 days for the corrective actions to be implemented. However, it is up to the Auditor to extend the timeline based on the corrective action plan provided by the organisation.

Other Considerations

- d) Repeated or multiple Level 2 findings in a particular area could be an indication of deterioration of the aerodrome operator's standards and controls. In this case the auditor may decide to raise it to Level 1 and potentially place a restriction on operations.

4.6.5.4 Level 3 Finding:

- a) A level 3 finding is an observations or recommendation to improve safety standards and/or achieve a better practice by addressing:
 - opportunities for improvements or
 - deficiencies that may lead to potential findings.

Timeframe for Corrective Actions

- b) For Level 3, the auditor may grant up to three months for the corrective actions to be implemented however, not all Level 3 finding will necessarily warrant corrective actions and therefore may be closed based on the aerodrome operator's acknowledgement.
- c) It is important when reviewing non-compliances to ensure that the statements made are factual, supported by objective evidence and are clear, concise and understandable. If there is any doubt as to the ability to support the conclusion made, then the finding shall be discarded.
- d) In addition to the above, the auditor shall always analyse the audit report and establish the following before presenting the final report:
 - Is the deficiency an isolated error or a system breakdown?
 - Is the aerodrome operator already aware of the problem?
 - Has the deficiency been reported during previous audits?
 - Can the corrective action rectify the problem before the report is prepared? If this is the case, it shall still be raised as a finding.

4.6.6 Phase 6 - The Closing Meeting

The purpose of the Closing Meeting is to ensure the following is established:

- a) To continue the communication process with the aerodrome operator's management and to feedback the results of the audit, together with any conclusions reached.
- b) To ensure that the aerodrome operator's management is aware of and fully understand the findings and associated implications, and what they need to do next.
- c) To mark the end of phases 4 and 5.

The auditor shall use the cove the following items during the Closing Meeting:

- a) Explain the purpose of the meeting including the objective and scope of the audit, for the benefit of any participants who may not have been at the opening meeting.
- b) Thank the aerodrome operator for its cooperation, hospitality, provision of facilities and professional manner in which it participated in the audit process (as appropriate).

- c) The findings shall then be presented and accepted/rejected by the aerodrome operator if they are justified and documented.
- d) The auditor shall allow for some discussion on corrective actions of findings in order these are clear.
- e) If the findings are of significant nature, the auditor shall not leave the aerodrome operator's offices without a firm commitment from the aerodrome operator's management as to when the corrective actions shall be addressed to National Authority.
- f) The auditors shall try not to become involved in a debate on findings, but shall advise the organisation that these conclusions shall be followed by a notification of audit findings.

4.6.7 Phase 7 - Notification of Audit Findings

The National Authority shall provide the organisation with a formal report no later than 10 working days from the last day of the audit unless there is a Level 1 finding, in which case the report shall be raised as soon as possible but in no more than 3 working days from the date of detection.

The lead auditor shall complete the audit report. The following conditions shall be observed:

- a) All audit reports shall include a completed Aerodrome Core Item Checklist (*Reference: Appendix E*)
- b) Where an audit involves assessments over multiple disciplines, a single, consolidated report should be raised.
- c) Audit reports shall include an audit summary briefly explain the scope of the audit, its purpose, the location, the number of findings, the general impression, positive points etc.
- d) The date of a finding in the report shall reflect the actual date when the finding was discovered.
- e) Findings shall be recorded in order of severity.
- f) Each finding shall have a response based on the level of the finding and/or auditor's recommendation.
- g) The audit report shall be endorsed and dated by the auditor.
- h) The report is confidential and then it shall not be distributed to a third party without permission from management.

4.6.8 Phase 8 - Corrective Actions

Depending upon the nature and level of the findings, it is very important for the aerodrome operator to submit an action plan for corrective actions along with the root cause. A plan for corrective actions is a set of actions taken to immediately rectify the finding including preventive actions to ensure no new occurrence.

Once the proposed plan is received, the auditor may either accept or request further corrective actions even if a presentation of evidences from the operator is required. If additional information is required by from the aerodrome operator the auditor may extend the deadline of the action.

4.6.9 Phase 9 – Follow-up Actions

Follow-up is required prior to the closure of the audit to verify that all proposed corrective actions are implemented. The auditor may plan a follow-up audit to verify that the corrective actions are satisfactory completed. The results of the follow-up audit shall be recorded.

The auditor may hold face-to-face review meetings with the aerodrome operator to ensure timely follow-up on the corrective actions. The auditor will keep records of these meetings.

Whenever an audit finding has not been actioned within the time limit specified, the auditor shall attempt to determine the reason. If there is no acceptable reason for the delay, the auditor shall refer the matter to management for action. If there is no response further to management intervention then the matter may be considered in the context of enforcement action.

4.6.10 Phase 10 – Records

The auditor is responsible for ensuring that records for the audit are appropriately recorded.

4.6.11 Phase 11 - Closure of the Audit

When the corrective actions are found acceptable this should be documented and the audit is considered closed. The auditor shall notify the aerodrome operator when the audit is closed.

4.7 Model Process: Regulatory Surveillance and Enforcement

Auditors must be aware of the relationship between audit and enforcement action. During the course of an audit when an auditor discovers a finding which may result in enforcement action, the enforcement procedures should be consulted.

4.8 Model Process: Report of Finding following a Regulatory Amendment

When new or amended national civil aviation regulations are introduced, there may be instances whereby aerodrome operators cannot immediately comply with the new requirements. If a finding is raised against a new requirement, the audit shall take this into consideration in agreeing to a timeline for corrective actions. Alternatively, the aerodrome operator may be asked to conduct an aeronautical study and apply for a deviation. The Auditor shall follow-up to close the finding.

Appendix A
Model Aerodrome Certification Application Forms

A.1 Application

The oversight of the initial Aerodrome Certification process as well as the on-going safety oversight of certificated aerodrome is support National Authority processes and associated forms. The certification framework is supported by a three stage process. The below paragraphs include indicative applications for each of the three stages.

A.2 Model Application - Stage 1 – Application Acceptance

It is important that you answer relevant questions as fully as possible to avoid delays in processing your application. Your responses to these questions should provide the National Authority with the information it needs to give proper consideration to your application. In order to aid you through the certification process, please refer to national civil aviation regulation and Guidance Material for Aerodrome Operators (**Chapter 3**).

AERODROME CERTIFICATION STAGE 1 – APPLICATION ACCPETANCE

Section 1 - DETAILS OF CERTIFICATE HOLDER *(As required to be shown on the Aerodrome Certificate)*

Note: The certificate holder must be a legal entity or individual. If the certificate holder is a group or club that is not incorporated, the name(s) of the person(s) who will hold the Certificate and be responsible for giving effect to the conditions on the Certificate must be stated.

Legal Name of Certificate Holder:

Address of Certificate Holder:

Telephone Number:

Email:

Certificate Holder's Accountable Manager:

Accountable Manager's Telephone Number:

Accountable Manager's Email:

Section 2 - DETAILS OF AERODROME *(As required to be shown on the Aerodrome Certificate)*

Note: This application must be accompanied by map extract showing the exact Aerodrome Boundary by means of a red line.

Proposed Name of Aerodrome:

Address of Aerodrome:

Telephone Number:

Email:

Website:

Position of proposed aerodrome with reference to nearest location (in nautical miles):

Aerodrome Reference Point (geographical coordinates in WGS 84 format):

Section 3 - TYPE OF AERODROME

Airport	<input type="checkbox"/>	Surface Level	<input type="checkbox"/>	Shipboard	<input type="checkbox"/>
Water Aerodrome	<input type="checkbox"/>	Heliport	<input type="checkbox"/>	Heliport	<input type="checkbox"/>
		Elevated Heliport		Other:	

Section 4 - CONTROL OF THE AERODROME

Are you the owner of the aerodrome site? Yes No

If NO – please state:

Details of the rights you hold over the site:

The period for which you hold these rights, including terminating date:

The name and address of the owner or the tenant whose permission has been obtained for the site to be used as an aerodrome:

Section 5 – AERODROME ACTIVITIES

Aerodrome Certification: National civil aviation regulation requires any operator of an aerodrome open for public use to hold an Aerodrome Certificate.

Purposes for which aerodrome is to be used. Please indicate one or more from the following:

Public Use <input type="checkbox"/>	International <input type="checkbox"/>	Day Use Only <input type="checkbox"/>	Passenger Service <input type="checkbox"/>
Private Use <input type="checkbox"/>	Domestic <input type="checkbox"/>	Day/Night Use <input type="checkbox"/>	Air Freight or Mail <input type="checkbox"/>
			Maintenance or Positioning <input type="checkbox"/>
Royal Flights <input type="checkbox"/>	Flying Training <input type="checkbox"/>	Flying Club <input type="checkbox"/>	
Hospital <input type="checkbox"/>	Aerial Works <input type="checkbox"/>	Light Sport Aircraft <input type="checkbox"/>	
	Ballooning <input type="checkbox"/>	Parachuting <input type="checkbox"/>	

Section 6 – AERODROME OPERATIONAL SPECIFICATION

Approach Category	Aerodromes	Heliports
Non-Instrument <input type="checkbox"/> Instrument <input type="checkbox"/> Non-Precision <input type="checkbox"/> Precision – Cat 1 <input type="checkbox"/> Precision - Cat 2 <input type="checkbox"/> Precision - Cat 3 <input type="checkbox"/>	Aerodrome Reference Code: Aerodrome Fire Service Category: Largest type of aeroplane intended to use the aerodrome: Aircraft Overall Length (m): Maximum Fuselage Width (m): Outer main gear wheel span (m): Wing Span (m):	Heliport “D” Value: Heliport Fire Service Category: Largest type of helicopter intended to use the heliport: Largest overall dimension (m): Performance Class:

Section 7 - AIR TRAFFIC SERVICES

Note: You should apply separately to the relevant national telecommunication authority for frequency allocation.

Which of the following will be provided:

Air Traffic Control Service with licensed air traffic controllers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Aerodrome Flight Information Service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Air/Ground or FISO Service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 8 - PERMISSION AND APPROVALS

Note: Before submitting this application, the authorities as indicated in Attachment B, should be consulted and if appropriate, their approvals obtained. There may also be other bodies that applicants should inform in their own interests; it is the responsibility of the applicant to obtain the appropriate approvals. The application for planning / building permissions and the request for the Aerodrome Certificate is not interdependent and is required to be made separately.

Are there any local planning conditions or other relevant approvals which may affect the use of the site as an aerodrome? Yes No

If Yes, please provide details:

Have any of the relevant authorities mentioned in Attachment B raised any objections to the proposed use of the site as an aerodrome? Yes No

If Yes, please state the authority concerned and the nature of objections:

Section 9 - COMMENTS

Section 10 - DECLARATION

I hereby certify that the foregoing information is correct in every respect and no relevant information has been withheld. I undertake to pay the National Authority's Service Fee in respect of this application and agree to abide by the terms and conditions of holding an Aerodrome Certificate as outlined in national civil aviation regulation.

Note: It is an offence to make any false representation with intent to deceive, for the purpose of procuring the grant, issue, renewal or variation of an Aerodrome Certificate. A person found guilty of such an offence is liable to a fine on summary conviction and to a fine, imprisonment or both on conviction on indictment.

Name:

Title:

Signature:

Date:

If you have any difficulty completing this application form then please do not hesitate to contact the National Authority. Send with this application form and the required supporting documentation to the National Authority by one of the following:

Post:

National Authority
 Attn: Name, Title Address
 City , State, Country

Courier:

Building
 Address
 Attn: Name, Title
 City , State, Country
 Phone: xxx

e-mail:

authority@domain.gov

A3 Model Application - Stage 2 – Design Compliance and Construction

Complete the following form and attach supporting information. If there have been any changes to the information provided in the Stage 1 application please provide update and explanation as part of this application. In order to aid you through the certification process, please refer to national civil aviation regulation and guidance material.

AERODROME CERTIFICATION STAGE 2 – DESIGN COMPLIANCE AND CONSTRUCTION

Section 1 – GENERAL DETAILS

Aerodrome Name

Aerodrome ICAO Designator

Proposed Aerodrome Certificate Holder

Application Point of Contact

Name

Title

Organisation

Phone Number

e-mail address

Section 2 – SUPPORTING DOCUMENTS

Please indicate which of the following document are included as part of this application. If a required document is not included please include a comment in Section 3 explaining why.

Compliance Matrix <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Supporting Drawings <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Obstacle Limitation Surface Assessment <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Receipt for payment of Service Fee <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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Other Documents:

Section 3 - COMMENTS

Section 4 - DECLARATION

I hereby certify that the foregoing information is correct in every respect and no relevant information has been withheld.

Note: It is an offence to make any false representation with intent to deceive, for the purpose of procuring the grant, issue, renewal or variation of an Aerodrome Certificate. A person found guilty of such an offence is liable to a fine on summary conviction and to a fine, imprisonment or both on conviction on indictment.

Name:

Title:

Signature:

Date:

A4 Model Application - Stage 3 – Operational Acceptance

Complete the following form and attach supporting information. If there have been any changes to the information provided in the Stage 1 application please provide update and explanation as part of this application. In order to aid you through the certification process, please refer to national civil aviation regulation and guidance material.

AERODROME CERTIFICATION STAGE 3 – OPERATIONAL ACCEPTANCE

Section 1 – GENERAL DETAILS

Aerodrome Name

Aerodrome ICAO Designator

**Proposed Aerodrome Certificate
Holder**

Application Point of Contact

Name

Title

Organisation

Phone Number

e-mail address

Section 2 – SUPPORTING DOCUMENTS

Please indicate which of the following document are included as part of this application. If a required document is not included please include a comment in Section 4 explaining why.

Evidence all actions identified during Self-Assessment have been completed. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Final Compliance Matrix <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	As Built Drawing and Photographs <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Final Aerodrome Manual <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Final Aerodrome Manual <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Completed Aerodrome Manual Checklist <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Evidence of other required approvals from National Authority <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N	Evidence of other required approvals from other authorities <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N

Other Documents:

Section 3 – KEY MANAGEMENT PERSONNEL

Accountable Manager			Key Person responsible for Aerodrome Safety		
<i>Name</i> <i>Title</i>	Telephone:		<i>Name</i> <i>Title</i>	Telephone:	
	Email:			Email:	
	Post Holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Post Holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Key Person responsible for day to day provision of Aerodrome Operations			Key Person responsible for Rescue & Firefighting Services		
<i>Name</i> <i>Title</i>	Telephone:		<i>Name</i> <i>Title</i>	Telephone:	
	Email:			Email:	
	Post Holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Post Holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Key Person responsible for Aerodrome Maintenance			Key Person responsible for Air Traffic Services		
<i>Name</i> <i>Title</i>	Telephone:		<i>Name</i> <i>Title</i>	Telephone:	
	Email:			Email:	
	Post Holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Section 3 - COMMENTS

Section 4 - DECLARATION

I hereby certify that the foregoing information is correct in every respect and no relevant information has been withheld.

Note: It is an offence to make any false representation with intent to deceive, for the purpose of procuring the grant, issue, renewal or variation of an Aerodrome Certificate. A person found guilty of such an offence is liable to a fine on summary conviction and to a fine, imprisonment or both on conviction on indictment.

Name:

Title:

Signature:

Date:

Appendix B
Model Aerodrome Manual Checklist

B.1 Application

The following templates may be used by the National Authority in order to assess the content of the Aerodrome Manual. The Authority may request that this form is completed by the aerodrome operator at the time they submit the Aerodrome Manual during the aerodrome certification process or at the time of any subsequent updates. The Authority may also use this checklist for their own review. The checklist will have to be adapted to follow the framework of the applicable national civil aviation regulations.

B.2 Model: Aerodrome Manual Checklist

**Aerodrome Certificate Holders MUST refer to
National Civil Aviation Regulation for greater detail required within each section.**

Aerodrome Name:

Aerodrome Manual Name:

Aerodrome Manual Version Number:

Aerodrome Manual Date:

Regulatory Ref	Section Method of Compliance	Compliance Status			Manual Ref
		Yes	No	N/A	Page
	Document Control Process				
	Definitions				
Part 1 - General		Yes	No	N/A	Page
	Purpose and Scope of the Aerodrome Manual				
	Legal Requirements				
	Conditions for Use of the Aerodrome				
	Limitations on the Operation of the Aerodrome				
	Responsibilities for Aerodrome Certification and Safety Issues				
	Obligations of the Aerodrome Operator				
Comments:					
Part 2 - Particulars of the Aerodrome Site		Yes	No	N/A	Page
	General Description of Aerodrome				
	Location Plan				

	Boundary Plan				
	Aerodrome Plan				
	Apron Plan				
	Ground Movement Plan				
	Lighting Plan				
Comments:					
Part 3 - Particulars of the Aerodrome Required by AIS		Yes	No	N/A	Page
	Description of procedures to ensure accuracy and quality of AIS information				
	Description of procedures to promulgation and review AIS information				
Comments:					
	General Information	Yes	No	N/A	Page
	Aerodrome Name				
	Aerodrome Location				
	Aerodrome Reference Point				
	Aerodrome Elevation				
	Runaway Elevations, Low Points, Touchdown Points				
	Aerodrome Reference Temperature				
	Aerodrome Beacons				
	Aerodrome Contact Details				
Comments:					
	Aerodrome Dimensions & Related Information	Yes	No	N/A	Page
	Runways				
	Runway Strips, Runway End Safety Areas, Stopways (Length & Width)				
	Taxiways (Width)				
	Apron and Aircraft Stands				
	Clearway				
	Visual Aid including indicators, marking, markers, lighting, signs and control systems				
	Visual Aids - Approach Lighting Type and PAPI				

	Visual Aids - Runway				
	Visual Aids - Taxiway				
	Visual Aids - Aprons and Aircraft Stands				
	Location and Radio Frequency of VOR Checkpoint Signs				
	Standard Taxiway Routes				
	Geographic Coordinates – Thresholds, Taxiway Centre Line Points, Aircraft Stands				
	Geographic Coordinates – Significant Obstacles				
	Pavement Surfaces				
	Altimeter Check Locations				
	Declared Distances (for Runways and any Intersection Departures)				
	Disabled Aircraft Removal Plan				
	Rescue & Firefighting Services				

Comments:

Part 4 - Aerodrome Operating Procedures & Safety Measures

	Reporting of Aerodrome Information	Yes	No	N/A	Page
	Reporting or changing information in the AIP and Issuing NOTAMS including:				
	Procedures for checking AIP information				
	Procedures for issuing a NOTAM				
	Procedures for changing AIP information				
	Procedures for briefing Aircraft Operators				
	Details of persons responsible				
	Details for reporting changes to the Authority				

Comments:

	Access to the Aerodrome Movement Area	Yes	No	N/A	Page
	Procedures for preventing unauthorised access into movement area including:				
	Role of each agency with key responsibility for aerodrome security				
	Procedures to control access of personnel and contractors				
	Procedures to control access of vehicles and equipment				
	Details of persons responsible				

Comments:					
	Aerodrome Movement Area Inspections	Yes	No	N/A	Page
	Procedures for daily inspection of movement area and OLS including:				
	Description of inspections undertaken including frequency				
	Inspection checklists				
	Description of record keeping and corrective actions				
	Description of communications with ATC & Apron Management Services				
	Procedures for reporting results to ATC and parties responsible for defect rectification				
	Runway inspection and defect reporting				
	Taxiway inspection and defect reporting				
	Apron inspection and defect reporting				
	Procedures for restricting aircraft operations				
	Details of persons responsible				
Comments:					
	Aerodrome Electrical Systems & Visual Aids	Yes	No	N/A	Page
	Synopsis of facilities and procedures for the inspection and maintenance of the electrical system, aeronautical lights, signs and markings including:				
	Electrical				
	Description of electrical system and power supplies				
	Single line diagram of electrical system as built				
	Description of testing including frequency for secondary power supply				
	Airfield Lighting				
	Description of Aerodrome Ground Lighting including VDGS				
	Description of lighting circuitry				
	Details of inspection schedule, type of inspections and calibration methods				
	Inspection checklists				
	Details of record keeping and tracking of corrective actions				

	Procedures for reporting results and parties responsible for defect rectification				
	Description of preventative maintenance program				
	Number of staff and details of shift structure				
	Signs and Markings				
	Description of aerodrome signs and markings				
	Description of inspection schedule and inspections undertaken				
	Inspection checklists				
	Details of record keeping and tracking of corrective actions				
	Procedures for reporting results and parties responsible for defect rectification				
	Description of preventative maintenance program				
	Details of persons responsible for the following:				
	Electrical System				
	Airfield Lighting				
	Airfield signs				
	Pavement Markings				
Comments:					
	Aerodrome Movement Area Maintenance	Yes	No	N/A	Page
	Synopsis of pavement maintenance program and description of pavement management system for the movement area including:				
	Pavement inventory				
	Inspection schedule, types of inspection/surveys/assessment including:				
	Paved and unpaved areas				
	Runways and taxiways strips				
	Details of record keeping and tracking of corrective actions				
	FOD management arrangements				
	Description of friction testing, assessment and corrective action programme				
	Rubber removal programme for runways				

	Drainage system maintenance and adequacy				
	Details of persons responsible				
Comments:					
	Aerodrome Works Safety	Yes	No	N/A	Page
	Procedures for works on or in the vicinity or the movement area or those that may extend above the OLS including:				
	Methodology for development of a safety plans and control of contractors				
	Checklists				
	Methodology for implementation of airside works safety plans				
	Works notification and work authority permit process				
	Procedures for closing off and reopening work areas				
	Formal acceptance of work areas prior to return them to service				
	Supervisory oversight of works in progress				
	Communications between parties (contractors, ATC, Apron Management Services, etc)				
	Details of persons responsible				
Comments:					
	Apron Management	Yes	No	N/A	Page
	Synopsis for apron management including communication between ATC and Apron Management Services including:				
	Description of geographical areas of responsibility including points of transfer				
	Procedures for transfer of control for arriving and departing aircraft				
	Arrangements for allocating aircraft parking positions				
	Arrangements for ensuring stand availability, equipment serviceability and stand is clear of FOD prior to aircraft arrival				
	Arrangements for communicating stand availability and clearance				
	Description of stand guidance system used				

	Arrangements for engine start-up and ensuring clearance during push-back				
	Description of follow-me procedures including communication of instructions				
	Details of persons responsible				
Comments:					
	Apron Safety Management	Yes	No	N/A	Page
	Synopsis of procedures and facilities used to ensure apron safety including:				
	Procedures for protection from jet blast				
	Procedures to protect aircraft from FOD				
	Fuel spillage response and cleanup				
	Enforcement of safety precaution during refuelling				
	Procedures for reporting accidents/incidents				
	Procedures for investigation				
	Procedures for analysis of accidents/incidents				
	Procedures for auditing safety compliance of apron personnel				
	Details of any apron/ground safety committees				
	Details of persons responsible				
Comments:					
	Airside Vehicle Control	Yes	No	N/A	Page
	Procedure for control of surface vehicles operating on or in the vicinity of the movement area including:				
	Description of airside traffic rules including:				
	Speed limits				
	Means of enforcement				
	Description of vehicle serviceability requirements				
	Method for issuing driving permits				
	Method for authorisation for airside vehicles/equipment				
	Considerations for vehicles/equipment that will remain airside				
	Details of persons responsible				

Comments:					
	Wildlife Hazard Management	Yes	No	N/A	Page
	Synopsis of methods to deal with dangers caused by birds and wildlife on aerodrome or in the flight path as detailed in Aerodrome Operator's Wildlife Hazard Management Plan				
	Details of persons responsible				
Comments:					
	Obstacle Control	Yes	No	N/A	Page
	Synopsis of system to control and remove obstacles at the aerodrome and its environs (off the aerodrome) including:				
	Methodology for obstacle assessment				
	Frequency of obstacle assessment or confirmation				
	Methodology to control new obstacles				
	Methodology to monitor new building developments				
	Description of systems to remove existing obstacles				
	Process to notify the National Authority of obstacles				
	Process to notify the National Authority of additional or removed obstacles				
	Process for amending the AIS publications regarding obstacles				
	Description of system to obtain and report data in the applicable data collection areas				
	Details of persons responsible				
Comments:					
	Handling Hazardous Materials	Yes	No	N/A	Page Number
	Procedures for handling and storage of hazardous material on the aerodrome including:				
	Details of special areas set-up for storage of flammable liquids and any other hazardous material				
	Details of special areas set-up for storage of aviation fuel				
	Methods for handling hazardous materials including:				
	Description for method for accepting delivery				
	Description for method for storage				

	Description for method for dispensing				
	Description of system for testing the quality of aviation fuel prior dispensing into aircraft				
	Procedures for ensuring apron safety during fuelling operations				
	Procedures for ensuring apron safety during defuelling operations				
	Details of persons responsible				
Comments:					
	Low Visibility Operations	Yes	No	N/A	Page
	Procedures to be introduced for Low Visibility Operations (LVO) including:				
	Lowest limits for aircraft approaches				
	Lowest limits for aircraft departures				
	Description of how RVR is made				
	Description of how RVR is reported				
	Description of safeguarding methods and stages of implementation				
	Description of systems for the control of aircraft during LVO				
	Description of systems for the control of vehicles during LVO				
	Details of persons responsible				
Comments:					
	Protection of Radar and Navigation Sites	Yes	No	N/A	Page
	Procedures for protection, operations and maintenance of radar and radio navigational aids:				
	Description of aerodrome navigation aids				
	Inspection schedule and types of inspection and calibration				
	Inspection checklists				
	Description of record keeping and tracking of corrective actions				
	Procedures for reporting results and parties responsible for defect rectification				
	Procedures for reporting results to units responsible for control of aircraft on movement areas				

	Procedures for follow-up of reported deficiencies				
	Description of preventative measures methods				
	Number of staff and details of shift structure				
	Description of maintenance schedule programme				
	Description of control measures in the vicinity of radars				
	Description of control measures for navigation aids				
	Details of persons responsible				
Comments:					
Part 5 - Rescue & Firefighting Service		Yes	No	N/A	Page
	Details of persons responsible				
	High-level policy statement of provided RFF categories				
	Descriptions of actions required to upgrade the facility, if higher category available by prior arrangement				
	Chart of defined objectives (with operational levels acceptable as per policy) for each RFF category provided including:				
	Amounts of media provided				
	Discharge rates				
	Number of foam-producing appliances				
	Manning levels				
	Levels of supervision				
	Procedures for monitoring and maintaining adequate response time capability				
	Management of personnel engaged in extraneous duties to ensure no effect on response capability				
	Details of specialist equipment such as water tankers, rescue craft, emergency tenders, hose layers, appliances with aerial capability, etc.				
	Procedures to be followed if above specialist equipment is temporarily unavailable				
	Polices or letters of agreement with third party organisations that provide essential equipment for safe operation of the aerodrome (e.g. water rescue)				

	Contingency plans if organisations providing essential equipment not available				
	Process for selection and retention of RFS personnel				
	Process for ensuring initial and continued competence of RFF personnel				
	Procedures for accessing accidents within 1,000 m of the threshold of each runway and details of access to difficult environs				
	Procedures for managing normal aircraft RFF response if the RFF responds to domestic fires or special services				
	Policy if the RFF facility responds to aircraft accidents landside/off-aerodrome				
	Procedures to manage the effects on continued aircraft operations if RFF facility responds to aircraft accidents landside/off aerodrome				
	Description of the availability of additional water supplies following an aircraft accident				
	Policy in the event of contractual work which requires isolation or depletion of water supplies				
	Description of scale of available medical equipment including location and transport arrangements if not held on the RFF appliances				
	Integrated Emergency Planning	Yes	No	N/A	Page
	Description of arrangements for determining and implementing plans ensuring the integrated management of response to an aircraft incident/accident. These arrangements should take account of the complexity and size of the aircraft operations.				
	Policy statement of the distance the RFF would respond to an off-aerodrome aircraft accident				
	Additional information/instructions within the emergency plan based upon the Aerodrome Operator's hazard/risk registry				
	Aircraft Recovery Plan	Yes	No	N/A	Page

	Description of arrangements and implementation plans ensuring the integrated management of aircraft recovery and business continuity following an aircraft incident/accident. These arrangements should take account of the complexity and size of the aircraft operations and based on the largest aircraft using the aerodrome.				
Part 6 - Safety Management Systems					
	Aerodrome Administration and SMS Organisation	Yes	No	N/A	Page
	Organisational chart of key personnel				
	Description safety accountabilities				
	Description of safety management groups/committees				
	Description of published safety accountabilities				
Comments:					
	Safety Management System (SMS)	Yes	No	N/A	Page
	Description of the SMS established for ensuring compliance with all safety requirements and achieving continuous improvement in safety performance including:				
	Statement of safety policies on the process of safety management and its relation to the operational and maintenance process				
	Description of how planning and strategy is undertaken including:				
	Description for setting priorities of and implementing safety initiatives				
	Description for setting safety performance targets				
	Description of how performance against targets is assessed				
	Description of Aerodrome Quality Assurance System				
	Description of internal safety auditing process and review schedule				
	Description of method for ensuring compliance with these Regulations				
	Description of quality control on safety				
	Description of documentation methods relating to safety				
	Airport operational records				

	Airport maintenance records including pavements and lighting				
	Description of method used for risk identification				
	Description of hazard identification, recording and reviewing				
	Description of how risks are mitigated				
	Description of how risks are controlled				
	Description of how critical safety areas are identified				
	Description of Safety Measures Program (e.g. works safety plan, airside driver licensing, low visibility operations)				
	Description of system for reporting, recording, investigating occurrences, complaints, defects, faults, discrepancies and failures				
	Description of system for reporting				
	Description of system for continued safety monitoring				
	Description of system for analysis of trends				
	Description of methods and procedures for communicating safety measures				
	Safety messages				
	Enforcement of safety requirements				
	Description of system for recruitment, training and competency testing of staff				
	Description of system for review and evaluation of the adequacy of training provided				
	Description of certification system for testing competency				
	Safety Policies should include the following:				
	Statement for maintaining or improving safety performance				
	Statement for minimising risks of an accident				
	Statement for implementing safety systems				
	Statement about individual and management accountabilities and responsibilities for safety performance				
	Statement about priority of flight safety in relation to other priorities				

	Statement about compliance with safety standards and regulatory requirements				
	Statement about ensuring sub-contractors meet safety standard and requirements.				
	Description of system to brief Air Transport Operators and Air Carriers				
	Details of procedures to restrict operators who do not meet national civil aviation regulatory requirements or are subject to a ban; a cease and desist order; or grounding order				
Comments:					
Regulatory Ref	Section Method of Compliance	Compliance Status			Manual Ref
		Yes	No	N/A	Page
	Document Control Process				
	Definitions				
Part 1 - General		Yes	No	N/A	Page
	Purpose and Scope of the Aerodrome Manual				
	Legal Requirements				
	Conditions for Use of the Aerodrome				
	Limitations on the Operation of the Aerodrome				
	Responsibilities for Aerodrome Certification and Safety Issues				
	Obligations of the Aerodrome Operator				
Comments:					
Part 2 - Particulars of the Aerodrome Site		Yes	No	N/A	Page
	General Description of Aerodrome				
	Location Plan				
	Boundary Plan				
	Aerodrome Plan				
	Apron Plan				
	Ground Movement Plan				
	Lighting Plan				
Comments:					

Part 3 - Particulars of the Aerodrome Required by AIS		Yes	No	N/A	Page
	Description of procedures to ensure accuracy and quality of AIS information				
	Description of procedures to promulgation and review AIS information				
Comments:					
General Information		Yes	No	N/A	Page
	Aerodrome Name				
	Aerodrome Location				
	Aerodrome Reference Point				
	Aerodrome Elevation				
	Runaway Elevations, Low Points, Touchdown Points				
	Aerodrome Reference Temperature				
	Aerodrome Beacons				
	Aerodrome Contact Details				
Comments:					
Aerodrome Dimensions & Related Information		Yes	No	N/A	Page
	Runways				
	Runway Strips, Runway End Safety Areas, Stopways (Length & Width)				
	Taxiways (Width)				
	Apron and Aircraft Stands				
	Clearway				
	Visual Aid including indicators, marking, markers, lighting, signs and control systems				
	Visual Aids - Approach Lighting Type and PAPI				
	Visual Aids - Runway				
	Visual Aids - Taxiway				
	Visual Aids - Aprons and Aircraft Stands				
	Location and Radio Frequency of VOR Checkpoint Signs				
	Standard Taxiway Routes				

	Geographic Coordinates – Thresholds, Taxiway Centre Line Points, Aircraft Stands				
	Geographic Coordinates – Significant Obstacles				
	Pavement Surfaces				
	Altimeter Check Locations				
	Declared Distances (for Runways and any Intersection Departures)				
	Disabled Aircraft Removal Plan				
	Rescue & Firefighting Services				
Comments:					
Part 4 - Aerodrome Operating Procedures & Safety Measures					
	Reporting of Aerodrome Information	Yes	No	N/A	Page
	Reporting or changing information in the AIP and Issuing NOTAMS including:				
	Procedures for checking AIP information				
	Procedures for issuing a NOTAM				
	Procedures for changing AIP information				
	Procedures for briefing Aircraft Operators				
	Details of persons responsible				
	Details for reporting changes to the Authority				
Comments:					
	Access to the Aerodrome Movement Area	Yes	No	N/A	Page
	Procedures for preventing unauthorised access into movement area including:				
	Role of each agency with key responsibility for aerodrome security				
	Procedures to control access of personnel and contractors				
	Procedures to control access of vehicles and equipment				
	Details of persons responsible				
Comments:					
	Aerodrome Movement Area Inspections	Yes	No	N/A	Page
	Procedures for daily inspection of movement area and OLS including:				
	Description of inspections undertaken including frequency				
	Inspection checklists				

	Description of record keeping and corrective actions				
	Description of communications with ATC & Apron Management Services				
	Procedures for reporting results to ATC and parties responsible for defect rectification				
	Runway inspection and defect reporting				
	Taxiway inspection and defect reporting				
	Apron inspection and defect reporting				
	Procedures for restricting aircraft operations				
	Details of persons responsible				
Comments:					
	Aerodrome Electrical Systems & Visual Aids	Yes	No	N/A	Page
	Synopsis of facilities and procedures for the inspection and maintenance of the electrical system, aeronautical lights, signs and markings including:				
	Electrical				
	Description of electrical system and power supplies				
	Single line diagram of electrical system as built				
	Description of testing including frequency for secondary power supply				
	Airfield Lighting				
	Description of Aerodrome Ground Lighting including VDGS				
	Description of lighting circuitry				
	Details of inspection schedule, type of inspections and calibration methods				
	Inspection checklists				
	Details of record keeping and tracking of corrective actions				
	Procedures for reporting results and parties responsible for defect rectification				
	Description of preventative maintenance program				
	Number of staff and details of shift structure				
	Signs and Markings				

	Description of aerodrome signs and markings				
	Description of inspection schedule and inspections undertaken				
	Inspection checklists				
	Details of record keeping and tracking of corrective actions				
	Procedures for reporting results and parties responsible for defect rectification				
	Description of preventative maintenance program				
	Details of persons responsible for the following:				
	Electrical System				
	Airfield Lighting				
	Airfield signs				
	Pavement Markings				
Comments:					
	Aerodrome Movement Area Maintenance	Yes	No	N/A	Page
	Synopsis of pavement maintenance program and description of pavement management system for the movement area including:				
	Pavement inventory				
	Inspection schedule, types of inspection/surveys/assessment including:				
	Paved and unpaved areas				
	Runways and taxiways strips				
	Details of record keeping and tracking of corrective actions				
	FOD management arrangements				
	Description of friction testing, assessment and corrective action programme				
	Rubber removal programme for runways				
	Drainage system maintenance and adequacy				
	Details of persons responsible				
Comments:					
	Aerodrome Works Safety	Yes	No	N/A	Page

	Procedures for works on or in the vicinity or the movement area or those that may extend above the OLS including:				
	Methodology for development of a safety plans and control of contractors				
	Checklists				
	Methodology for implementation of airside works safety plans				
	Works notification and work authority permit process				
	Procedures for closing off and reopening work areas				
	Formal acceptance of work areas prior to return them to service				
	Supervisory oversight of works in progress				
	Communications between parties (contractors, ATC, Apron Management Services, etc)				
	Details of persons responsible				
Comments:					
	Apron Management	Yes	No	N/A	Page
	Synopsis for apron management including communication between ATC and Apron Management Services including:				
	Description of geographical areas of responsibility including points of transfer				
	Procedures for transfer of control for arriving and departing aircraft				
	Arrangements for allocating aircraft parking positions				
	Arrangements for ensuring stand availability, equipment serviceability and stand is clear of FOD prior to aircraft arrival				
	Arrangements for communicating stand availability and clearance				
	Description of stand guidance system used				
	Arrangements for engine start-up and ensuring clearance during push-back				
	Description of follow-me procedures including communication of instructions				
	Details of persons responsible				

Comments:					
	Apron Safety Management	Yes	No	N/A	Page
	Synopsis of procedures and facilities used to ensure apron safety including:				
	Procedures for protection from jet blast				
	Procedures to protect aircraft from FOD				
	Fuel spillage response and cleanup				
	Enforcement of safety precaution during refuelling				
	Procedures for reporting accidents/incidents				
	Procedures for investigation				
	Procedures for analysis of accidents/incidents				
	Procedures for auditing safety compliance of apron personnel				
	Details of any apron/ground safety committees				
	Details of persons responsible				
Comments:					
	Airside Vehicle Control	Yes	No	N/A	Page
	Procedure for control of surface vehicles operating on or in the vicinity of the movement area including:				
	Description of airside traffic rules including:				
	Speed limits				
	Means of enforcement				
	Description of vehicle serviceability requirements				
	Method for issuing driving permits				
	Method for authorisation for airside vehicles/equipment				
	Considerations for vehicles/equipment that will remain airside				
	Details of persons responsible				
Comments:					
	Wildlife Hazard Management	Yes	No	N/A	Page
	Synopsis of methods to deal with dangers caused by birds and wildlife on aerodrome or in the flight path as detailed in Aerodrome Operator's Wildlife Hazard Management Plan				

	Details of persons responsible				
Comments:					
	Obstacle Control	Yes	No	N/A	Page
	Synopsis of system to control and remove obstacles at the aerodrome and its environs (off the aerodrome) including:				
	Methodology for obstacle assessment				
	Frequency of obstacle assessment or confirmation				
	Methodology to control new obstacles				
	Methodology to monitor new building developments				
	Description of systems to remove existing obstacles				
	Process to notify the National Authority of obstacles				
	Process to notify the National Authority of additional or removed obstacles				
	Process for amending the AIS publications regarding obstacles				
	Description of system to obtain and report data in the applicable data collection areas				
	Details of persons responsible				
Comments:					
	Handling Hazardous Materials	Yes	No	N/A	Page Number
	Procedures for handling and storage of hazardous material on the aerodrome including:				
	Details of special areas set-up for storage of flammable liquids and any other hazardous material				
	Details of special areas set-up for storage of aviation fuel				
	Methods for handling hazardous materials including:				
	Description for method for accepting delivery				
	Description for method for storage				
	Description for method for dispensing				
	Description of system for testing the quality of aviation fuel prior dispensing into aircraft				
	Procedures for ensuring apron safety during fuelling operations				

	Procedures for ensuring apron safety during defuelling operations				
	Details of persons responsible				
Comments:					
	Low Visibility Operations	Yes	No	N/A	Page
	Procedures to be introduced for Low Visibility Operations (LVO) including:				
	Lowest limits for aircraft approaches				
	Lowest limits for aircraft departures				
	Description of how RVR is made				
	Description of how RVR is reported				
	Description of safeguarding methods and stages of implementation				
	Description of systems for the control of aircraft during LVO				
	Description of systems for the control of vehicles during LVO				
	Details of persons responsible				
Comments:					
	Protection of Radar and Navigation Sites	Yes	No	N/A	Page
	Procedures for protection, operations and maintenance of radar and radio navigational aids:				
	Description of aerodrome navigation aids				
	Inspection schedule and types of inspection and calibration				
	Inspection checklists				
	Description of record keeping and tracking of corrective actions				
	Procedures for reporting results and parties responsible for defect rectification				
	Procedures for reporting results to units responsible for control of aircraft on movement areas				
	Procedures for follow-up of reported deficiencies				
	Description of preventative measures methods				
	Number of staff and details of shift structure				
	Description of maintenance schedule programme				

	Description of control measures in the vicinity of radars				
	Description of control measures for navigation aids				
	Details of persons responsible				
Comments:					
Part 5 - Rescue & Firefighting Service		Yes	No	N/A	Page
	Details of persons responsible				
	High-level policy statement of provided RFF categories				
	Descriptions of actions required to upgrade the facility, if higher category available by prior arrangement				
	Chart of defined objectives (with operational levels acceptable as per policy) for each RFF category provided including:				
	Amounts of media provided				
	Discharge rates				
	Number of foam-producing appliances				
	Manning levels				
	Levels of supervision				
	Procedures for monitoring and maintaining adequate response time capability				
	Management of personnel engaged in extraneous duties to ensure no effect on response capability				
	Details of specialist equipment such as water tankers, rescue craft, emergency tenders, hose layers, appliances with aerial capability, etc.				
	Procedures to be followed if above specialist equipment is temporarily unavailable				
	Polices or letters of agreement with third party organisations that provide essential equipment for safe operation of the aerodrome (e.g. water rescue)				
	Contingency plans if organisations providing essential equipment not available				
	Process for selection and retention of RFS personnel				
	Process for ensuring initial and continued competence of RFF personnel				

	Procedures for accessing accidents within 1,000 m of the threshold of each runway and details of access to difficult environs				
	Procedures for managing normal aircraft RFF response if the RFF responds to domestic fires or special services				
	Policy if the RFF facility responds to aircraft accidents landside/off-aerodrome				
	Procedures to manage the effects on continued aircraft operations if RFF facility responds to aircraft accidents landside/off aerodrome				
	Description of the availability of additional water supplies following an aircraft accident				
	Policy in the event of contractual work which requires isolation or depletion of water supplies				
	Description of scale of available medical equipment including location and transport arrangements if not held on the RFF appliances				
	Integrated Emergency Planning	Yes	No	N/A	Page
	Description of arrangements for determining and implementing plans ensuring the integrated management of response to an aircraft incident/accident. These arrangements should take account of the complexity and size of the aircraft operations.				
	Policy statement of the distance the RFF would respond to an off-aerodrome aircraft accident				
	Additional information/instructions within the emergency plan based upon the Aerodrome Operator's hazard/risk registry				
	Aircraft Recovery Plan	Yes	No	N/A	Page
	Description of arrangements and implementation plans ensuring the integrated management of aircraft recovery and business continuity following an aircraft incident/accident. These arrangements should take account of the complexity and size of the aircraft operations and based on the largest aircraft using the aerodrome.				
Part 6 - Safety Management Systems					
	Aerodrome Administration and SMS Organisation	Yes	No	N/A	Page
	Organisational chart of key personnel				

	Description safety accountabilities				
	Description of safety management groups/committees				
	Description of published safety accountabilities				
Comments:					
	Safety Management System (SMS)	Yes	No	N/A	Page
	Description of the SMS established for ensuring compliance with all safety requirements and achieving continuous improvement in safety performance including:				
	Statement of safety policies on the process of safety management and its relation to the operational and maintenance process				
	Description of how planning and strategy is undertaken including:				
	Description for setting priorities of and implementing safety initiatives				
	Description for setting safety performance targets				
	Description of how performance against targets is assessed				
	Description of Aerodrome Quality Assurance System				
	Description of internal safety auditing process and review schedule				
	Description of method for ensuring compliance with these Regulations				
	Description of quality control on safety				
	Description of documentation methods relating to safety				
	Airport operational records				
	Airport maintenance records including pavements and lighting				
	Description of method used for risk identification				
	Description of hazard identification, recording and reviewing				
	Description of how risks are mitigated				
	Description of how risks are controlled				
	Description of how critical safety areas are identified				

	Description of Safety Measures Program (e.g. works safety plan, airside driver licensing, low visibility operations)				
	Description of system for reporting, recording, investigating occurrences, complaints, defects, faults, discrepancies and failures				
	Description of system for reporting				
	Description of system for continued safety monitoring				
	Description of system for analysis of trends				
	Description of methods and procedures for communicating safety measures				
	Safety messages				
	Enforcement of safety requirements				
	Description of system for recruitment, training and competency testing of staff				
	Description of system for review and evaluation of the adequacy of training provided				
	Description of certification system for testing competency				
	Safety Policies should include the following:				
	Statement for maintaining or improving safety performance				
	Statement for minimising risks of an accident				
	Statement for implementing safety systems				
	Statement about individual and management accountabilities and responsibilities for safety performance				
	Statement about priority of flight safety in relation to other priorities				
	Statement about compliance with safety standards and regulatory requirements				
	Statement about ensuring sub-contractors meet safety standard and requirements.				
	Description of system to brief Air Transport Operators and Air Carriers				
	Details of procedures to restrict operators who do not meet national civil aviation regulatory requirements or are subject to a ban; a cease and desist order; or grounding order				
Comments:					

Signed on behalf of the Aerodrome Operator:			
Name:		Date	
Title		Organisation	
Signed on behalf of National Authority:			
Name:		Date	
Title			

Appendix C
Model Safety Management System Documentation Checklist

C.1 Application

The oversight of the initial Aerodrome Certification process as well as the on-going safety oversight of certificated aerodrome is support National Authority processes and associated forms. The checklist for the Safety Management System ensures that required elements are included in the aerodrome operator’s safety management system documentation – noting that this may be included as part of the aerodrome manual or as a stand along manual.

C.2 Model Aerodrome Certification Checklist: Safety Management System

Aerodrome Name:

Name of Manual Containing SMS Elements:

Manual Version Number:

Manual Date:

No	SMS Manual Elements and Review List <i>Regulatory Reference</i>	Reference to Regulation	SMS Manual Reference	Findings / Observations
1	SAFETY POLICY AND OBJECTIVES			
1.1	Management commitment and responsibility: 1. Safety policy available and signed by Accountable Manager. 2. Safety objectives are established and documented. 3. If management of SMS is delegated to another person than the Accountable Manager then the manual shall document it.			
1.2	Safety accountabilities of managers are documented and are in line with the size, nature and complexity of operations.			
1.3	Appointment of Key Safety Post Holders/Groups: 1. Safety Manager qualifications and responsibilities are documented. (Note: The Accountable Manager retains his accountability for the performance of the organisation’s SMS) 2. Safety Review Board and Safety Action Group (for large organisation) requirement documented with resources allocations, and descriptions of roles and functions.			
1.4	Emergency Response Plan documented with objectives set, and allocation of roles and responsibilities of internal and external stakeholders.			

1.5	Identification of the person in charge of the administration of the manual and the mechanisms for revising it along with record keeping of all activities related to SMS.			
2 SAFETY RISK MANAGEMENT				
2.1	Hazard identification process documented with formal means of collection, record, and analyse including an effective feedback process.			
2.2	Risk assessment and mitigations processes documented with formal means of collection, record, and categorisation (against probability, severity and exposure) and analyse for mitigation purpose including an effective feedback process.			
3 SAFETY ASSURANCE				
3.1	Safety Performance Monitoring and Measurement process documented to ensure compliance with the Safety Policy and Objectives with focus on adequate staff competencies, compliance with approved procedures and instructions.			
3.2	Management of Change documented including identification process of external and internal factor that may affect the safety of operations.			
3.3	Means for Continuous Improvement of the Safety System are identified and established including Internal Auditing Process, Third Party Oversight, and personnel performances.			
4 SAFETY PROMOTION				
4.1	Training and Education. It shall be in accordance with the structure established in CAAP50.			
4.2	Safety Communication. It shall identify the medias in place for such promotion.			

Signed on behalf of the Aerodrome Operator:				
Name:		Date		
Title		Organisation		
Signed on behalf of National Authority:				
Name:		Date		
Title				

Appendix D

Model Aerodrome Pre-Audit Assessment Form

D.1 Aerodrome Pre-Audit Assessment

The National Authority may require all aerodromes to complete a pre-audit assessment prior to the National Authority undertaking certification validation or periodic surveillance audits. This form is in support of process for aerodrome certification, transfer of an aerodrome certificate and on-going safety oversight activities.

D.2 Aerodrome Pre-Audit Assessment - Introduction

The Aerodrome Pre Audit Assessment form is considered to be “*Restricted – Management (when completed)*”

PURPOSE

The purpose of the Aerodrome Pre-Audit Assessment is allow the Aerodrome Operator to self-assess aerodrome safety elements prior to an audit and to demonstrate effective or planned implementation of its safety management system to the National Authority.

CONTENT

- Part 1 -Confirmation of Aerodrome Details and Key Personnel – including Aerodrome Post Holders
- Part 2 -Overview of the System for Organising and Managing Aerodrome Airside Safety
- Part 3 - Statement of the Physical Characteristics of the Aerodrome and the Level of Service Provided

GUIDANCE NOTES FOR COMPLETION

1. When completing the Assessment it is not necessary to duplicate large areas of other manuals; but provide full reference so answers can be easily found.
2. If the Aerodrome Operator considers any particular questions do not apply to their aerodrome, they should state this in the space provided for the answer and the National Authority auditor will discuss the matter at the next audit.
3. Queries relating to the completion of this should be directed to the assigned aerodrome auditor or principle inspector.
4. When the document is completed, it should be returned via e-mail to the National Authority with a copy to the assigned aerodrome auditor no less than two weeks before the scheduled audit.

D.3 Part 1 - Aerodrome Pre-Audit Assessment
Confirmation of Aerodrome Details and Key Personnel – including Aerodrome Post Holders

**CONFIRMATION OF AERODROME DETAILS AND KEY PERSONNEL – INCLUDING
AERODROME POST HOLDERS**

(Please confirm/highlight any changes since the previous audit and if Post Holders have been accepted)

Name and Address of Aerodrome:		
	Telephone:	
	Fax:	
	Email:	
Accountable Manager		
<i>Name</i> <i>Title</i>	Telephone:	
	Email:	
	Post Holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Key Person responsible for day to day provision of Aerodrome Operations		
<i>Name</i> <i>Title</i>	Telephone:	
	Email:	
	Post Holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Key Person responsible for Aerodrome Maintenance		
<i>Name</i> <i>Title</i>	Telephone:	
	Email:	
	Post Holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Key Person responsible for day to day Aviation Security		
<i>Name</i> <i>Title</i>	Telephone:	
	Email:	
	Post Holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name and Address of Aerodrome Operator		
	Telephone:	
	Fax:	
	Email:	
Key Person responsible for Aerodrome Safety		
<i>Name</i> <i>Title</i>	Telephone:	
	Email:	
	Post Holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Key Person responsible for Rescue & Firefighting Services		
<i>Name</i> <i>Title</i>	Telephone:	
	Email:	
	Post Holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Key Person responsible for Air Traffic Services		
<i>Name</i> <i>Title</i>	Telephone:	
	Email:	
Key Person responsible for Accounts Payable		
<i>Name</i> <i>Title</i>	Telephone:	
	Email:	

On behalf of the Aerodrome Operator, I confirm that the details for this Part 1 - Aerodrome Pre-Audit Assessment - Confirmation of Aerodrome Details and Key Personnel – including Aerodrome Post Holders are correct to the best of my knowledge.

Singed:

Name:

Organisation:

Date:

D.4 Part 2 - Aerodrome Pre-Audit Assessment
Overview of the Systems for Organising and Managing Aerodrome Airside Safety

The following questions are intended to assist aerodrome management and National Authority in assessing the Safety Management System in operation at the aerodrome. The answers should encompass all organisations that work or have an influence on airfield activities.

2.1 MANAGEMENT OF SAFETY

2.1.1	Aerodrome Safety Management System (SMS) Manual: Name the version number and date
2.1.2	Where is the Safety Policy (signed) and Safety Objectives defined? <i>(Please make this available to the National Authority's auditors)</i>
2.1.3	Who is the Accountable Manager?
2.1.4	Who is the Safety Management Post Holder?
2.1.5	a) Are Safety Objectives and Key Performance Indicators used in your SMS? b) Describe how they are maintained and reviewed.
2.1.6	When was the SMS Implementation Plan last reviewed? <i>(Please make this available to the National Authority's auditors)</i>
2.1.7	What are the forums and/or processes through which safety related items could be discussed and evaluated with aerodrome users?
2.1.7	Describe the element of the aerodrome's runway safety programme.

2.2 REVIEW OF SINCE LAST AUDIT

2.2.1	List any items from the last audit report that have not been completed, with comments on the progress for each item.
2.2.2	Identify and describe any changes, new developments and/or changes in habitat, on or around the aerodrome, since the last audit.

2.2.3 Identify and outline the reasons for any change in the numbers of personnel or changes in the organisational structure that have an impact on operational safety, that have occurred since the last audit.

2.3 REVIEW OF THE CORPORATE PLAN

Do you anticipate any change in size, quantity or type of air traffic over the next five-year planning cycle?
(Include details of any Master Plan, if appropriate)

a) Facilities?
 b) Staff?
 c) Procedures?

2.4 AERODROME ACTIVITY

2.4.1 a) Provide the following details of aircraft types and movements for the last 12 months or proposed movements.

<i>ACTIVITY</i>	<i>List the largest A/C Type in each activity group</i>	<i>RFF Category of the aircraft</i>	<i>Category of RFF cover provided for that size of aircraft</i>
Public Transport			
Non-Public Transport			
Flying Training			
Parachuting			
Freight			
Specified Hazardous Freight			
Maintenance or Positioning			
Aerial Work			

b) Other Aviation Activities not requiring the use of a certified aerodrome i.e. Gliding, Parachuting, Microlights

<i>ACTIVITY</i>	<i>List the largest A/C Type in each activity group</i>	<i>RFF Category of the aircraft</i>	<i>Category of RFF cover provided for that size of aircraft</i>

c) Other Aviation Activities within Mandatory Broadcast Zone/Control Zone

<i>ACTIVITY</i>	<i>List the largest A/C Type in each activity group</i>	<i>RFF Category of the aircraft</i>	<i>Category of RFF cover provided for that size of aircraft</i>

2.4.2	Total Number of aircraft movements in last 12 months. <i>Note: A movement is either a take-off or a landing.</i>

2.5 TRAINING & EDUCATION

2.5.1	Describe how staff are trained.
2.5.2	Describe how those involved in operational activities maintain their competence to an appropriate standard.
2.5.3	How do you ensure that the following are trained and made aware of the safety issues working in an aerodrome ‘airside’ environment? a) New Staff? b) Staff transferred to new functions? c) Staff whose remit is expanded to take in additional roles/functions?
2.5.4	What changes in training or education policy have occurred since the last Audit?
2.5.5	How do you ensure the adequacy of the Airside Safety Training for the staff of all organisations operating airside?
2.5.6	How do you ensure that all staff are aware of the necessary safety information and knowledge, and of any changes that occur?

2.6 AERODROME MANUAL

2.6.1	What is your policy for reviewing and amending the Aerodrome Manual?
2.6.2	When and by whom was the Aerodrome Manual last reviewed to ensure the information is still current, and that the procedures in all parts are still correct?
2.6.3	How do you ensure all aerodrome operating staff have access to, and have read and understood, those parts of the Aerodrome Manual that apply to them?

2.7 AERODROME SAFEGUARDING

2.7.1	Who is responsible for Aerodrome Safeguarding at your aerodrome?
2.7.2	What training have they received?
2.7.3	Describe the safeguarding procedure in place at your aerodrome?
2.7.4	How many safeguarding consultations have you processed since the last aerodrome audit?

2.8 AERODROME PROJECTS

2.8.1	Who is responsible in the management structure for co-ordinating developments on the aerodrome, whether on behalf of the aerodrome or a third party?
2.8.2	Please list all developments or projects that: a) Are currently in progress b) Have taken place in the past 12 months c) Are still in the planning stage

On behalf of the Aerodrome Operator, I confirm that the details for this Part 2 - Aerodrome Pre-Audit Assessment - Overview of the Systems for Organising and Managing Aerodrome Airside Safety are correct to the best of my knowledge.

Signed:

Name:

Organisation:

Date:

D.5 Part 3 - Aerodrome Pre-Audit Assessment

Statement of the Physical Characteristics of the Aerodrome and the Level of Service Provided

3.1 RUNWAYS & TAXIWAYS

3.1.1 RUNWAYS

- 1) Please complete/amend the table below (dimensions in metres).
- 2) Highlight where national civil aviation regulation minima are not met.
- 3) Indicate areas where special procedures are required.

Runway	Reference Code (Number and Letter)	Runway Width	Bearing Strength (PCN)	Runway Strip Width	Comments

3.1.2 Criteria regulating the use of a pavement by an aircraft with an ACN higher than the PCN reported for that pavement.

3.2 CALCULATION OF DECLARED DISTANCES

3.2.1 Please fill in all the details for each runway

Runway	Dimensions	Instrument/Visual	Runway Magnetic Bearing
TORA	Starts		
	Ends		
ASDA	Ends		
TODA	Ends		
LDA (based on approach slope)	Starts		Displaced Threshold:
	Ends		
Undershoot (total)	From		RESA AVAILABLE:
	To		
Over-run (total)	From		RESA AVAILABLE:
	To		
Approach Surface Slope		If different from national civil aviation regulations requirement give reason:	

Runway		Dimensions		Instrument/Visual		Runway Magnetic Bearing	
TORA	Starts					Runway Magnetic Bearing	
	Ends						
ASDA	Ends						
TODA	Ends						
LDA (based on approach slope)	Starts			Displaced Threshold:			
	Ends						
Undershoot (total)	From			RESA AVAILABLE:			
	To						
Over-run (total)	From			RESA AVAILABLE:			
	To						
Approach Surface Slope				If different from national civil aviation regulations requirement give reason:			

3.3 TAXIWAYS

3.3.1 Taxiways
a) Please complete / amend the table below (dimensions in metres).
b) Highlight where national civil aviation regulation minima are not met.
c) Indicate areas where special procedures are required. (If already completed, please only highlight any changes).

Taxiway Designator	Code	Width	Strip Width	Bearing Strength (PCN)

3.4 RUNWAY END SAFETY AREAS: (RESAs)

<p>3.4.1 RESA</p> <p>a) Please complete / amend the table below (dimensions in metres).</p> <p>b) Highlight where national civil aviation regulation minima are not met.</p> <p>c) Indicate areas where special procedures are required. (If already completed, please only highlight any changes)</p>		
Runway	Undershoot RESA (metres)	Overrun RESA (metres)
RWY		
RWY		
RWY		
RWY		
<p>3.4.2 Where a RESA Aeronautical Study is required; state the date that this was last reviewed.</p>		
<p></p>		

3.5 AERODROME GROUND LIGHTING (AGL)

<p>3.5.1 Please highlight and describe any changes</p>									
	<p>INDICATE TYPE OF LIGHTS (e.g. HI OR LI)</p>							<p>REMARKS</p>	
RUNWAY (designator)									
Approach									
Supplementary									
PAPI									
APAPI									
LITAS									
Rwy Centreline									
Rwy Edge									
Threshold									
End									
TDZ									
Stopway									
Taxiway Edge									
Taxiway Centreline									

Illuminated Signs	
Illuminated Windsleeves	
Docking Guidance	
Floodlighting	
Obstacle	
Beacon	
Other (Helicopter?)	
3.5.2	<p>a) Does your lighting comply with national civil aviation regulation in all respects? <i>If NO, please identify and justify the non-compliance.</i></p> <p>b) Describe any mitigating procedures you have put in place to ameliorate the reduced standard of safety.</p>
3.5.3	What is the aerodrome policy on aerodrome lighting inspections and where is it documented?
3.5.4	<p>a) Are the apron and aircraft stands illuminated in accordance with national civil aviation regulation?</p> <p>b) When was the last apron/aircraft stand luminance check carried out?</p>
3.5.5	<p>a) When did the last runway lighting inspection take place?</p> <p>b) Who conducted the last check?</p> <p>c) What was recorded and where?</p>
3.5.6	<p>a) When did the last aerodrome AGL Flight Check take place?</p> <p>b) Who conducted the last check?</p> <p>c) What was recorded and where?</p>
3.5.7	Describe the fault reporting and follow-up system that ensures faults are rectified?
3.5.8	<p>a) What is the policy for checking the alternate input power supply to the AGL system?</p> <p>b) Who conducted the last check?</p> <p>c) What was recorded and where?</p>

3.5.9	Are there any developments or changes to the AGL system planned?
3.5.10	How is the photometric performance of the AGL checked?

3.6 APRONS, STANDS AND HARDSTANDINGS

3.6.1	Confirm that all aprons, stands and hardstandings meet the requirements of national civil aviation regulation in terms of: <ul style="list-style-type: none"> a) Slopes b) Markings c) Aircraft stand spacing d) Aircraft clearance from obstructions, etc
3.6.2	Identify any aprons, stands or hardstandings in use that do not comply with CAR Part IX, and describe any mitigating feature or procedures in place.
3.6.3	Where there are any non-compliances, are these: <ul style="list-style-type: none"> a) Listed as certificate deviations? b) Identified in the aerodrome AIP entry?

3.7 DEVIATIONS TO CERTIFICATION CRITERIA

It is the National Authority's policy that when a development takes place on an aerodrome in the area of a deviation, the deviation should, where possible, be removed or mitigated.

3.7.1	Deviations	
	<i>List each deviation at your aerodrome below.</i>	
	Details of Deviation	Regulatory Reference
1		
3.7.2	You are requested to re-justify the need for continuing with each of these deviations.	
3.7.2	Identify mitigating actions that have been taken to ameliorate the reduced level of safety caused by these deviations; i.e. lighting, AIP entry, operational procedures etc.	
3.7.3	Indicate any plans for removing the deviation in the future.	

3.7.4 Are there any deviations from national civil aviation regulation criteria that you are aware of, that have not been notified to the National Authority?

3.8 AERODROME SURVEY INFORMATION

<i>Complete the table below and include the latest survey information.</i>	Date of last Full Survey	Date of last Validation Assessment Survey	Date of next Full Survey or Validation Assessment Survey
a) Aerodrome Plan <i>(If not 1:2500 please give scale)</i>			
b) Obstacle Limitation Surfaces Survey			
c) Aerodrome Obstacle Chart - Type A Chart Survey			
e) Precision Approach Terrain Chart Survey			
f) eTOD Areas 2a and 2b Survey			
g) eTOD Areas 2c, 2d*, 3* and 4 Survey <i>* eTOD Areas 2d and 3 optional</i>			

3.8.1 Have changes to the aerodrome data been sent to the AIS?

3.8.2 What procedure is in place to review and assess the survey data?

3.9 AERODROME MARKINGS & SIGNALS

3.9.1 What is the aerodrome policy and process on aerodrome inspections for markings, signals and signage?

3.9.2 a) What is the date of the last inspection specifically for markings and signals? b) Was it conducted by Aerodrome Operations? YES / NO <i>If No, please indicate who conducted the inspection.</i>

3.9.3 Do all signs, markings & signals comply with national civil aviation regulation? YES / NO <i>If NO, please give details, and show a plan with dates to achieve compliance.</i>

3.9.4 Indicate markings & signs provided, or provide a coloured diagram, or advise where such a diagram may be found.					
Runway Designator	RWY	RWY	RWY	RWY	REMARKS
Runway Threshold					
Aiming Point					
Touchdown Zone					
Runway Centreline					
Runway Edge Markings					
Runway Edge (Grass)					
Taxiway Centreline					
Taxiway edge					
Taxiway Intermediate Hold					
Runway Taxi-Holding Positions					
Signs	Mandatory				
	Information				
Boundary Markers					
Landing T/ Signals Area					
Windsleeve (Illuminated)					
Other Signals/Markings					

3.10 HUMAN OBSERVER RUNWAY VISUAL RANGE

3.10.1	What procedures/policies are in place for Human Observer Runway Visual Range?
3.10.2	Where are such procedures/policies documented?
3.10.3	What is the aerodrome policy on calibration, marking and lighting of a vehicle used as the ROP?
3.10.4	What is the frequency of inspection of marker boards/lights used for RVR observations

3.10.5	Are the runway light fitting/bulb types and supply voltage unchanged since the last calibration? If NO, please give details.	YES / NO
3.10.6	What is the policy to ensure all persons employed on RVR observer duties are: a) Adequately trained b) Medically fit to undertake the task	
3.10.7	How do you ensure the RVR operating instructions included in the Aerodrome Manual or other documents are still relevant and amended when necessary?	

3.11 LOW VISIBILITY PROCEDURES (LVPs)

Refs.:	a) National Civil Aviation Regulation	b) LVPs and LATSIs	c) ICAO Annex 1, Volume I
3.11.1	Please state: a) In what documents are the LVPs for your aerodrome laid out? b) Do all documents agree and cross refer to each other?		
3.11.2	What is the aerodrome's policy on testing the LVPs?		
3.11.3	When was the last LVP Table Top Exercise undertaken?		
3.11.9	Vehicle movements (manoeuvring area)		
	a)	Are vehicles allowed on the manoeuvring area during LVPs? <i>If YES, please give details</i>	YES / NO
	b)	Are they R/T equipped? <i>If NO, please give details how they are controlled</i>	YES / NO
3.11.10	Vehicle movements (apron)		
	a)	Are vehicles allowed on the apron(s) during LVPs? <i>If YES, please give details</i>	YES / NO
	b)	Are they R/T equipped? <i>If NO, please give details how they are controlled</i>	YES / NO

3.12 AIRSIDE DRIVERS

3.12.1	Is the Airside Driver Training Scheme operated in accordance with best practice?	YES / NO
3.12.2	<p>What are the policies for Airside Driver Training?</p> <ul style="list-style-type: none"> a) Initial? b) Re-checking? c) Visitor’s vehicles? d) Where are they allowed? e) Are any passes or permits required? 	

3.13 SAFEGUARDING (NOT OLS)

3.13.1	<p>Aerodrome Boundary:</p> <ul style="list-style-type: none"> a) Description b) Construction c) Height 	
3.13.2	<p>Entrance gates</p> <ul style="list-style-type: none"> a) How many entrance gates are there? b) How are they made secure? c) How many of the gates are locked? d) How many are manned permanently? e) Are there any comments you feel the National Authority should be aware of regarding your aerodrome entrances? 	
3.13.3	<p>Emergency Access Gates</p> <ul style="list-style-type: none"> a) How many Emergency Access gates are there? b) How are they secured? c) Who holds the keys? d) What is the surface type and condition of the access routes? e) Are there any comments you feel the National Authority should be aware of regarding your Emergency Access gates? 	
3.13.4	If your obstacle free zone is safeguarded for all ILS operations, how is this achieved	

3.13.5	ILS Sensitive Area Safeguarding	
a)	Do you safeguard the ILS to the standards recommended in ICAO Annex 10? YES / NO <i>If NO, please give details</i>	
b)	Are the holding points & taxiway distances from the runway centreline compliant with Code letter? <i>If NO, please give details</i>	YES / NO
c)	Are there any infringements, either permanent or temporary? YES / NO <i>If NO, please give details</i>	

3.14 WILDLIFE HAZARD CONTROL

3.14.1	Who is responsible for Wildlife hazard control on your aerodrome?	
3.14.2	How many people are engaged in Wildlife hazard control at any one time?	
3.14.3	If not a "dedicated" team, what duties are the Wildlife hazard controllers drawn from?	
3.14.4	Have all personnel attended a formal Wildlife hazard control-training course? <i>If NO, please give details of what training they have received</i>	YES / NO
3.14.5	How is Wildlife hazard control undertaken?	YES / NO
a)	Constant patrol and control? <i>If No, what measures are taken?</i>	
b)	Before first movement and as required until last movement? YES / NO <i>If No, what action is taken?</i>	
c)	Response to ATC call-out? YES / NO <i>If No, what action is taken?</i>	
d)	Other?	
3.14.6	What are the team's hours of operation?	
3.14.7	What equipment is utilised in your Wildlife hazard control?	

3.14.8	What are the main species of Wildlife on your aerodrome?
3.14.9	What method do you use to assess your Wildlife strike probability?
3.14.10	How many Wildlife strikes has the aerodrome identified in the last:
	a) Year to date?
	b) In the previous full calendar year?
3.14.11	What are the specific habitat problems on your aerodrome or in its vicinity?
3.14.12	What liaison do you have with your local Municipality on developments near your aerodrome, which might attract Wildlife?
3.14.13	a) When was an assessment of the 13km Wildlife circle last made and by whom?
	b) What procedures are in place to review it?
	c) Have you or are you in the process of developing a '13km' Wildlife hazard' chart?
3.14.14	Have you or are you in the process of developing a dedicated document promulgating your policies and procedures on Wildlife Hazard Control (e.g. Wildlife Hazard Control Plan)?

3.15 RUNWAY INCURSION PREVENTION MEASURES

3.15.1	Indicate below how each runway is safeguarded?
	a) Entry and Exit Points
	b) Runway Taxi-Holding Points
	c) Stop Bars
	d) Signs Illuminated
	e) Runway Guard Lights
	f) Control Lights
3.15.2	a) Are there any vehicular traffic routes that intersect runways or taxiways?
	b) How is this controlled?

3.15.3	a)	What is the policy for reviewing runway incursion prevention measures?	
	b)	Describe any process you have in place for such a review i.e. a local runway safety team?	

3.16 RUNWAY SURFACE FRICTION ASSESSMENT

3.16.1	Do you have policies & procedures for the following areas of periodic friction assessment?		
	a)	Training in use of equipment? YES / NO	
	b)	Record keeping? YES / NO	
	c)	Maintenance of equipment?	YES / NO
	d)	Where are the above policies and procedures documented? YES / NO	

3.16.2	Please state: -		
	a)	Type of Continuous Friction Measuring Equipment (CFME) used for runway surface friction assessments	
	b)	Latest assessment friction readings for inner and both outer portions	
	c)	Date of most recent runway surface friction assessment	

3.16.3	a)	Following the most recent runway surface friction assessment, are you aware of any portion of the runway having a friction level lower than Maintenance Planning Level?	YES / NO
		<i>If YES what maintenance has been planned to improve friction values?</i>	
	b)	Following the most recent runway surface friction assessment, are you aware of any portion of the runway having a friction level lower than Minimum Friction Level?	YES / NO
		<i>If YES, what maintenance has been planned to improve friction values?</i>	YES / NO
	c)	If the answer to b) above is YES, has the runway concerned been notified by NOTAM as “may be slippery when wet”?	

Note: Please ensure that a complete copy of the most recent runway surface friction assessment is available during the audit.

3.17 FUEL

3.17.1	How many separate aircraft fuelling facilities are there on your aerodrome and who are they operated by?		

3.17.2	How do you ensure that the fuel installations on your aerodrome are managed and operated in accordance with the aerodrome's SMS?

3.18 AERODROME INFORMATION (AIP Entry)

AIP amendments other than those for permanent changes to declared distances or permanent changes to the RFF category are the responsibility of the aerodrome management, who may arrange permitted amendments directly with Aeronautical Information Service (AIS).

3.18.1	<p>a) Are all details (with regard to the Aerodrome Physical Characteristics and RFF) Category) as promulgated in the current AIP correct? YES / NO <i>If NO, is amendment process in hand?</i></p> <p>b) Has a NOTAM been issued? YES / NO</p>

3.18.2	<p>Obstacle Check: Is the Aerodrome Certificate Holder satisfied that all significant obstacles are promulgated in the AIP?</p> <p>a) Obstacles on Aerodrome? YES / NO</p> <p>b) Obstacles in Local Area? YES / NO <i>If NO, provide details and explain why these have not been published.</i></p>

3.18.3	When was your aerodrome entry in the AIP last reviewed for accuracy and by whom?

On behalf of the Aerodrome Operator, I confirm that the details for this Part 3 - Aerodrome Pre-Audit Assessment - Overview of the Systems for Organising and Managing Aerodrome Airside Safety are correct to the best of my knowledge.

Singed:

Name:

Organisation:

Date:

Appendix E
Model Aerodrome Certification Core Item Checklist

E.1 Application

The oversight of the initial Aerodrome Certification process as well as the on-going safety oversight of certificated aerodrome is support by the National Authority processes and associated forms. The Aerodrome Certification Core Item Checklist is used during the certification of aerodromes as well as during on-going safety oversight activities such as the Periodic Surveillance Audit.

E.2 Model: Aerodrome Certification Core Item Checklist

Aerodrome Name:

Auditor Name:

Audit Dates:

Reference:

No	CORE ITEM <i>Regulatory Reference</i>	AUDIT ITEM	Findings / Observations
1	CERTIFICATION DOCUMENTATION		
1.1		Aerodrome Manual	
1.2		Completed Aerodrome Manual Checklist	
1.3		Identification of Deviations	
1.4		Certificate Conditions	
1.5		Declared Distances: RWY Code	
1.6		Aerodrome Boundary	
1.7		AIP entry	
ACTIONS:			
2	SMS		
2.1		Adoption of SMS principles: Safety Policy & Objectives Safety Risk Management Safety Assurance Safety Promotion	
2.2		Aerodrome Post Holders	
2.3		Roles, Accountabilities & Responsibilities	
2.4		Investigation Process - incident/accident reporting	
2.5		Policy /Procedures / SOPs	

No	CORE ITEM <i>Regulatory Reference</i>	AUDIT ITEM	Findings / Observations
2.6		Integration of SMS: OPS/RFS/ATS	
2.7		Internal Auditing Process	
2.8		Third Party Oversight	
2.9		Training Records	
2.10		Training Modules	
2.11		Hazard Log / Risk Assessments	
2.12		Management of Change	
2.13		Document Control	
2.14		Committee/Safety Meeting: ToRs, structure	
ACTIONS:			
3	PHYSICAL CHARACTERISTICS		
3.1		Runway	
3.2		Runway Clear & Graded Area	
3.3		Runway Strip	
3.4		Delethalisation	
3.5		Aiming Point / TDZ	
3.6		Provision of RESA	
3.7		Provision of runway turn pads	
3.8		Taxiways	
3.9		Taxiway Strip	
3.10		Apron	
3.11		Markings	
3.12		Signage	
3.13		Location and conspicuity of wind sleeve	
3.14		Vehicle access roads	
ACTIONS:			
4	APRON MANAGEMENT		
4.1		Apron Markings	
4.2		Aircraft Parking Areas	

No	CORE ITEM <i>Regulatory Reference</i>	AUDIT ITEM	Findings / Observations
4.3		Apron Equipment	
4.4		Turnround Procedures	
4.5		Visual Docking Guidance Systems	
4.6		FOD Controls	
4.7		Apron Safety & Training	
4.8		Marshalling	
4.9		Control procedures for vehicles on the movement area (signage, vehicle accompaniment, etc)	
ACTIONS:			
5	AERONAUTICAL GROUND LIGHTING (AGL)		
5.1		Runway	
5.2		Taxiways	
5.3		Apron Lux Levels	
5.4		Obstacle Lighting	
5.5		Inspection & Maintenance Procedures	
5.6		Assessment of Photometric Testing	
5.7		Alternate Power Switch-Over Times	
5.8		Flight Checks	
5.9		PAPI Checks (location & survey)	
ACTIONS:			
6	RUNWAY/TAXIWAY INCURSION PREVENTION		
6.1		LVP Table-Top Exercise	
6.2		Physical controls on aerodrome	
6.3		LVP (operations)	
6.4		Road System Assessment	
6.5		Airside Driver Training	
ACTIONS:			
7	RUNWAY SURFACE FRICTION		
7.1		Review of Runway Surface Friction Assessments	

No	CORE ITEM <i>Regulatory Reference</i>	AUDIT ITEM	Findings / Observations
7.2		Procedures / Documentation	
7.3		Training	
ACTIONS:			
8	FUEL MANAGEMENT		
8.1		Inspection of facilities	
8.2		Training / Competency	
8.3		Retained samples storage area and testing equipment	
8.4		System for Recording	
8.5		Third Party Oversight and Fuel Sample	
8.6		Procedure for Fuel Management	
ACTION:			
9	WILDLIFE HAZARD CONTROL & HABITAT MANAGEMENT		
9.1		Wildlife Hazard Control Plan	
9.2		Equipment, vehicle and dispersal techniques	
9.3		Local Environs	
9.4		Assessment within the vicinity of aerodrome	
9.5		Method for recording & assessing bird strikes / wildlife data	
ACTIONS:			
10	SURVEYS		
10.1		Management of Data (Procedure)	
10.2		AGA Surfaces Assessment	
10.3		Management / Treatment of Obstacles	
10.4		Proposed Treatment of Obstacles	
10.5		Survey Declaration Form	
ACTIONS:			
11	AERODROME SAFEGUARDING		
11.1		Responsibility for off-aerodrome safeguarding	
11.2		Safeguarding map with Municipality	

No	CORE ITEM <i>Regulatory Reference</i>	AUDIT ITEM	Findings / Observations
11.3		Procedure to manage the Safeguarding Process	
11.4		Training / Experience	
ACTIONS:			
12	ON-AERODROME PROJECTS		
12.1		Procedure for Managing Projects	
12.2		Control of Contractors	
12.3		Compliance Means	
ACTIONS:			
13	RUNWAY & MOVEMENT AREA INSPECTIONS		
13.1		Periodicity of inspections	
13.2		Personnel undertaking inspections	
13.3		Physical extent of inspections undertaken	
13.4		Defect-reporting system and loop closure (follow-up)	
13.5		Recording of inspections undertaken	
13.6		Sand Management	
ACTIONS:			

Appendix F
Model Rescue Firefighting Services Core Item Audit Checklist

F1 Application

The oversight of the initial Aerodrome Certification process as well as the on-going safety oversight of certificated aerodrome is supported by National Authority processes and associated forms. The Rescue Firefighting Services Core Item Audit Checklist is used during the certification of aerodromes as well as during on-going safety oversight activities such as the Periodic Surveillance Audit.

F.2 Model: Rescue Firefighting Services Core Item Audit Checklist

Aerodrome Name:

Auditor Name:

Audit Dates:

Reference:

No	CORE ITEM <i>Regulatory Reference</i>	AUDIT ITEM	Findings / Observations
1	FIRE SERVICE SAFETY MANAGEMENT (ICAO DOC 9859)		
1.1		Planning - Safety Assessment & Strategy	
1.2		Senior Officers - Commitment to Safety	
1.3		Organisation – Accountable Manager etc.	
1.4		Safety Committee - Terms of Reference	
1.5		Safety Committee Minutes / Records	
1.6		Hazards Identification Process	
1.7		Hazard Log / Risk Registry	
1.8		Safety Assessment Documentation	
1.9		Safety Assessment Group	
1.10		Risk Management (Process to Mitigate Risk)	
1.11		Safety Analysis (Incident Investigation)	
1.12		Safety Promotion (Induction Training)	
1.13		Safety Promotion (Competency / Training)	
1.14		Safety Promotion Training Records	
1.15		Safety Management Documentation	
1.16		Safety Performance Monitoring & Oversight	
1.17		Safety Targets (S.M.A.R.T.)	

No	CORE ITEM <i>Regulatory Reference</i>	AUDIT ITEM	Findings / Observations
1.18		Incident Reporting Process	
1.19		RFS SMS integrated into Airport / ATS SMS	
2	LEVEL OF PROTECTION PROVIDED		
2.1		RFS Accountable Manager	
2.2		Senior Officer Competency	
2.3		Task & Resource Analysis / Assessment	
2.4		Aerodrome Manual RFS Section	
2.5		RFS Category Clearly Promulgated	
2.6		Aerodrome Self Audit Report RFS Section	
2.7		AIP Entry RFS Section	
2.8		Reduction in Level of Service Process	
2.9		Response Time Assessment & Procedures	
2.10		Practical Assessment (<i>Timed</i>)	
3	STATION MANAGEMENT		
3.1		RFS Management Structure	
3.2		RFS Responsibilities Clearly Defined	
3.3		RFS Supervisory Training	
3.4		Internal Audit Process	
3.5		Review Incidents/Accidents	
3.6		Reporting & Investigation of Incidents	
3.7		RFS Policy & Procedures	
3.8		Management of Information (ICAO / CARS)	
3.9		Low Visibility Procedures	
3.10		Low Visibility Training	
3.11		Call Procedures	
4	AIRPORT FACILITIES		
4.1		Water Needs Assessment Conducted	
4.2		Auxiliary Water Supplies Process	
4.3		Water Systems Servicing / Testing / Rec	

No	CORE ITEM <i>Regulatory Reference</i>	AUDIT ITEM	Findings / Observations
4.4		Airport Hydrant System if Provided	
4.5		Hydrant Testing Records	
4.6		Hydrant Pressure & Flow Records	
4.7		Water Supplies Identification / Maps	
4.8		Emergency Access Roads	
4.9		1000m Assessment / Response Process	
4.10		1000m Response Training	
4.11		Emergency Access Gates Identification	
4.12		Emergency Access Gates Tests / Rec	
5	COMMUNICATION		
5.1		Communication Needs Assessment	
5.2		Communications Testing & Recording	
5.3		Communication Training Process / Records	
5.4		Direct Line ATC Watchroom	
5.5		RFS Alerting System	
5.6		External Emergency Communication Facilities	
5.7		RFS Internal Comms Facilities	
5.8		Radio Communication (Appliances)	
5.9		Radio Communications (Portable)	
5.10		Radio Communication External Services	
5.11		RFS to Flight Crew Communications (Recorded)	
5.12		Driver to Monitor Operator Comms	
5.13		BA Communications Facilities	
6	RESCUE & FIREFIGHTING VEHICLES		
6.1		Procurement of Vehicles	
6.2		Number of Vehicles for Category	
6.3		Vehicle Certification / Specification	
6.4		Vehicle Licensing if applicable	
6.5		Vehicle Daily Testing & Recording	

No	CORE ITEM Regulatory Reference	AUDIT ITEM	Findings / Observations
6.6		Vehicle Overall Condition	
6.7		Vehicle Equipment Locker Storage	
6.8		Vehicle Cab Equipment Storage	
6.9		Vehicle Equipment Roof Storage	
6.10		Vehicle Automotive Records	
6.11		Vehicle Maintenance Policy	
6.12		Vehicle Maintenance Records	
6.13		Vehicle Foam Testing Records	
6.14		Vehicle Foam Monitor Throw Test	
6.15		Specialist Vehicles	
7	PERSONAL PROTECTIVE EQUIPMENT (CLOTHING)		
7.1		PPE Assessment & Procurement	
7.2		PPE Training & Records	
7.3		PPE Inspection Records	
7.4		PPE Storage (Drying Room)	
8	RESPIRATORY PROTECTIVE EQUIPMENT		
8.1		RPE Assessment & Procurement	
8.2		Breathing Apparatus Sets	
8.3		Breathing Apparatus Cylinders	
8.4		Storage & Servicing Facilities	
8.5		Testing & Inspection Records	
8.6		Air Purity Procedures & Records	
8.7		Breathing Apparatus Cylinder Recharge	
8.8		Induction Training / Assessing Process	
8.9		Maintenance of Competency Process	
8.10		BA Wearer Procedures	
8.11		BA Control Procedures	
8.12		BA Training Facilities	
8.13		Respirators (Post Fire Protection)	

No	CORE ITEM <i>Regulatory Reference</i>	AUDIT ITEM	Findings / Observations
8.14		Respirator Records & Procedures	
9	MEDICAL SERVICES		
9.1		Medical Needs Assessment	
9.2		Medical Clinic / First Aid Room Provided	
9.3		Ambulance Provided	
9.4		Medical Facilities Inspection Records	
9.5		First Aid Training	
9.6		First Maintenance of Competency	
9.7		First Aid Training / Assessing Records	
9.8		Medical Equipment Inspection Records	
10	FIREFIGHTING MEDIA		
10.1		Management of Extinguishing Media	
10.2		Media Storage Facilities	
10.3		Foam Certification of Conformity	
10.4		Foam Storage (200%) Facilities	
10.5		Appliance Replenishment Process (Foam)	
10.6		Foam Environmental Considerations	
10.7		Complementary Media storage (200%) Facilities	
10.8		Appliance Replenishment Process (Comp)	
10.9		Training in the application of Foam / Equipment	
10.10		Training on the use of Complementary Media	
11	FIRE STATION		
11.1		Appliances bays Lighting & Heating / Exhaust System	
11.2		Appliance bay doors	
11.3		Domestic Facilities	
11.4		Watchroom Facilities / Observation / Staffing	
11.5		Station Alarm & Alerting System	
11.6		PA systems	
11.7		Training/Lecture Room	

No	CORE ITEM <i>Regulatory Reference</i>	AUDIT ITEM	Findings / Observations
11.8		BA Servicing Facilities	
11.9		Equipment Storage Facilities	
11.10		Equipment Maintenance Facilities	
11.11		Fire Station Forecourt / Apron Area	
11.12		Appliance Access to Movement Area	
12	PERSONNEL SELECTION & RETENTION		
12.1		Minimum Staffing Level Clearly Promulgated	
12.2		Clearly Defined RFS Structure	
12.3		RFS Selection Process	
12.4		Medical Policy & Standards	
12.5		Medical Examination takes place	
12.6		Medical Certification if applicable	
12.7		Management of RFS	
12.8		Extraneous Duties Assessment	
13	TRAINING & DEVELOPMENT		
13.1		Person Responsible for Training	
13.2		How do they maintain their Competency	
13.3		Training Needs Analysis	
13.4		Training Frequency Analysis	
13.5		Training Facilities Analysis (Hot Fire Training)	
13.6		Induction Training Programme	
13.7		Induction training Records	
13.8		On-going Training Programme	
13.9		Training Programme & Records	
13.10		Assessment Programme & Records	
13.11		Mandatory Training of Personnel	
13.12		Driver Training Airside & Emergency Vehicle	
13.13		Training Facilities Servicing / Inspection Programme	
13.14		Practical Training Demonstration	

No	CORE ITEM <i>Regulatory Reference</i>	AUDIT ITEM	Findings / Observations
13.15		Specialist Training (ETB, H/Layer/ Boat etc.)	
13.16		Rescue & Firefighting Information	
13.17		Training Notes & Training Information	
13.18		Training Risk Assessment	
13.19		Aircraft Data Information	
13.20		Human Performance /Team Coordination Training	
13.21		Documented Training Programme	
14	EMERGENCY PLANNING <i>SEE APPENDIX G: MODEL AERODROME EMERGENCY PLAN AUDIT CHECKLIST</i>		
14.1		Management of Emergency Planning	
14.2		Emergency Plan / Emergency Orders	
14.3		Emergency Exercises	
14.4		Raising the Alarm	
14.5		Rendezvous Point(s)	
14.6		Medical Services	
14.7		Operational Command Mobile Command	
14.8		Tactical Command Operations Centres	
14.9		Strategic Command	
14.10		Scene preservation/Investigation	
14.11		Post-Accident Procedures FRC/SRC	
14.12		Business Continuity Vs Operational Safety	
14.13		External Services Interoperability	
14.14		Emergency Planning Arrangements	

Appendix G
Model Aerodrome Emergency Plan Audit Checklist

G.1 Application

The oversight of the initial Aerodrome Certification process as well as the on-going safety oversight of certificated aerodrome is supported by National Authority processes and associated forms. The Aerodrome Emergency Plan Audit Checklist is used during the certification of aerodromes as well as during on-going safety oversight activities such as the Periodic Surveillance Audit. Note that this is in support of Core Item 14 - Emergency Planning as included in Appendix F - Model Rescue Firefighting Services Core Item Audit Checklist.

G.2 Model: Aerodrome Emergency Plan Audit Checklist

Aerodrome Name:

Auditor Name:

Audit Dates:

Reference:

No	CORE ITEM <i>Regulatory Reference</i>	AUDIT ITEM	Findings / Observations
1	MANAGEMENT OF EMERGENCY PLANNING		
1.1		Who is accountable for Emergency Planning?	
1.2		Is the responsibility delegated, if so who is responsible?	
1.3		Where is this defined?	
1.4		Are the responsible persons competent in Emergency Planning functions?	
1.5		How does the airport emergency plan relate to the Local Emergency Plans (Vicinity)?	
1.6		Are all of the Responsibilities and Roles of each agency defined for each emergency?	
1.7		Is there an established Emergency Planning Committee?	
1.8		Is there any sub-groups for Emergency Planning?	
1.9		Who are the Full Committee members?	
1.10		What is the frequency in which the group(s) meets?	
1.11		Are minute notes taken and recorded?	
1.12		Is there an established process for de-briefing Emergency Incidents?	
1.13.1		Emergency Planning / Members: On Aerodrome	

No	CORE ITEM <i>Regulatory Reference</i>	AUDIT ITEM	Findings / Observations
1.13.1.1		Air Traffic Control Services	
1.13.1.2		Airport Fire & Rescue Service	
1.13.1.3		Airport Operating Authority	
1.13.1.4		Airline Operators	
1.13.1.5		Airline Handling Companies	
1.13.1.6		Airport Security / Police	
1.13.1.7		Airport Customs / Ports / Immigration	
1.13.2		Emergency Planning / Members: Off Aerodrome	
1.13.2.1		Mutual Aid Fire Departments	
1.13.2.2		Mutual Aid Police	
1.13.2.3		Mutual Aid Ambulance	
1.13.2.4		Hospitals	
1.13.2.5		Local Government Agencies	
1.13.2.6		Public Utilities	
1.13.2.7		Public Information services (Media)	
1.13.2.8		Coroner's Office	
1.13.2.9		Volunteer Organisations	
1.13.2.10		Local / National Rescue Co-Ordination Centre	
1.13.2.11		Sea / Mountain / Rescue Agencies	
1.13.2.12		Local / National Communications Services	
1.13.2.13		Civil Defense Authority	
1.13.2.14		Religious Services	
1.13.2.15		Health & Welfare Agencies	
2	MANAGEMENT OF EMERGENCY PLANNING		
2.1		Is the airport emergency plan shared with Mutual Aid Emergency Services?	
2.2		The Emergency Orders were last reviewed?	
2.3		Does the National Authority hold a current copy?	

No	CORE ITEM <i>Regulatory Reference</i>	AUDIT ITEM	Findings / Observations
2.4		Is the Emergency Plan commensurate with the scale of operation?	
2.5		Does the AEP accurately reflect the operational requirements of the Aerodrome?	
2.5.1		Aircraft Accidents On the Aerodrome	
2.5.2		Aircraft Accidents Off the Aerodrome	
2.5.3		Aircraft Accident into Water / Sea	
2.5.4		Aircraft Ground Incidents	
2.5.5		Aircraft Full Emergency	
2.5.6		Aircraft Local Standby	
2.5.7		Aircraft Weather Standby	
2.5.8		Aircraft Low Visibility Incidents	
2.5.9		Aircraft Unlawful Seizure	
2.5.10		Aircraft Bomb Threat / Warning	
2.5.11		Aircraft Dangerous Goods Incidents	
2.5.12		Domestic / Building Fires	
2.5.13		Domestic Bomb Threat / Warning	
2.5.14		Special Service Incidents	
2.5.15		Aviation Fuel Spillages / Hazardous Spillages	
2.5.16		Medical Emergencies	
2.5.17		Natural Disasters	
2.5.18		Communicable Infectious Diseases Control	
2.5.19		Rulers Flight	
2.5.20		Security Incidents linked to National Civil Aviation Security Plan	
2.5.21		Aircraft Recovery Plan	
2.5.22		Mountain Rescue Facilities	
3	EMERGENCY EXERCISES		
3.1		What is the strategy for testing the plan?	

No	CORE ITEM <i>Regulatory Reference</i>	AUDIT ITEM	Findings / Observations
3.2		When was last full-scale exercise to test the plan?	
3.3		Have all of the learning outcomes & actions been closed from this exercise?	
3.4		Have any elements of the plan been tested since?	
3.5		When is the next test of the Emergency Plan?	
3.6		Is there a programme of the types of exercises for testing the plan?	
3.7		Do all members of the responding Mutual Aid Emergency Services (MAES) support the Exercise programme?	
4	RAISING THE ALARM		
4.1		What is the method of alerting the Airport Fire & Rescue Service?	
4.2		How often is this tested?	
4.3		What is the method of alerting the Mutual Aid Services?	
4.4		How often is this tested?	
4.5		What contingencies are available in the event of an alerting system failure?	
5	RENDEZVOUS POINT(S)		
5.1		How many designated Rendezvous Points (RVPs) are there?	
5.2		Are there arrangements for adequate parking, lighting, and communications at the RVP?	
5.3		Is any directional signage provided?	
5.4		Are the locations of RVPs clear indicated on the Aerodrome Grid Map?	
5.5		How do members of the Mutual Aid Services gain access to the incident site?	
5.6		What are the escort arrangements from the RVP to incident site on the Aerodrome?	
5.7		How often is this tested?	
5.8		Who is responsible for Managing the RVP?	
5.9		Who Operates/Opens/Closes the RVP?	

No	CORE ITEM Regulatory Reference	AUDIT ITEM	Findings / Observations
5.10		What training do those persons receive?	
6	MEDICAL SERVICES		
6.1		What arrangements are in place for liaison/joint training with members of the Mutual Aid Ambulance/ Medical Service?	
6.2		What facilities are provided for Emergency shelters?	
6.3		Does the plan include adequate resources for removing casualties from the incident site?	
6.4		Are local hospitals involved in the aerodrome emergency planning arrangements?	
6.5		Are local hospitals involved in emergency exercises?	
6.6		What facilities are made available for body holding?	
6.7		Arrangements for Temporary Mortuary?	
6.8		What facilities / methods are used for recording casualties details?	
6.9		What facilities / methods are used for management of casualties?	
6.10		Who has overall responsibility for casualties?	
6.11		What methods are in place for recording those who have been transported to hospital?	
7	OPERATIONAL COMMAND = MOBILE COMMAND		
7.1		How is the Operational Commander of the RFS identified?	
7.2		Who will take charge of the incident in the early stages? AFS / Mutual Aid Fire Service	
7.3		Is this agreed with a Mutual Aid Emergency Agreement? (Memorandum of Understanding)	
7.4		How often is inter service liaison at an operational level conducted?	
7.5		Are there effective communications available between the Airport RFS and the MAES?	
7.6		Is there a dedicated forward control point/vehicle available? Fit for purpose?	

No	CORE ITEM <i>Regulatory Reference</i>	AUDIT ITEM	Findings / Observations
7.7		Who is responsible for setting up cordons? What equipment is available:	
8	TACTICAL COMMAND = EMERGENCY OPERATIONS CENTRES		
8.1		Is there a dedicated location for Tactical Commander?	
8.2		How often is inter service liaison at a Tactical level conducted?	
8.3		What communications are provided for Airport/MAFS Tactical Commanders?	
8.4		Is there an established Emergency Operations Centre	
8.5		How this is operated, What training is there?	
8.6		Who is responsible for the management of this facility?	
9	AIRPORT CRISIS TEAM / CENTRE = STRATEGIC COMMAND		
9.1		Does the Airport have a dedicated facility to provide a Strategic Command Centre?	
9.2		Where is the off Airport Strategic Command Centre?	
9.3		Who is the Senior Manager with responsibility for Strategic liaison?	
9.4		Does the Airport Authority have a designated Crisis Management Team?	
9.5		Does the Airport Authority provide training for those person required to facilitate the CC?	
9.6		How is this Training Recorded?	
10	TACTICAL COMMAND = EMERGENCY OPERATIONS CENTRES		
10.1		What training is given regarding scene Preservation/Investigation? Role of the Police: Airline: Aerodrome: National Authority:	
10.2		Is there an Established Written Mutual Aid Programme (MAP)?	
10.3		Who is the custodian of the MAP?	
11	POST ACCIDENT PROCEDURES FRIENDS/RELATIVES CENTRE (FRC)/SURVIVORS RECEPTION CENTRE (SRC)		
11.1		When was the Post Accident Plan last Exercised?	

No	CORE ITEM <i>Regulatory Reference</i>	AUDIT ITEM	Findings / Observations
11.2		Have all of the learning outcomes & actions been closed?	
11.3		Is the location of the SRC clearly documented?	
11.4		Is the location for SRC fit for purpose?	
11.5		What equipment is provided at the SRC?	
11.6		What training is given to those expected to take part in the SRC?	
11.7		Is the location of the FRC clearly documented?	
11.8		Is the location of the FRC clearly fit for purpose?	
11.9		What equipment is provided at the FRC?	
11.10		What training is given to those expected to take part in the FRC?	
11.11		Who Manages these Facilities when in operation?	
11.12		Are these persons trained?	
11.13		How often is liaison with any Voluntary Agencies conducted?	
12	BUSINESS CONTINUITY VS OPERATIONAL SAFETY		
12.1		Does the Airport have robust contingency plans?	
12.2		Do the plans allow for short/long term closure or restricted aircraft operations?	
12.3		What processes are in place for multi runway operation?	
12.4		Who has the responsibility to close the aerodrome?	
12.5		Is there a process for reopening the aerodrome for aircraft operations?	
12.6		Who is responsible for reopening the aerodrome?	
13	EXTERNAL SERVICES INTEROPERABILITY: RFS & DFS		
13.1		Training & Liaison Records & Procedures	
13.2		Joint Training Exercises	
13.3		Aircraft Command & Control Policy	
14	ADDITIONAL EMERGENCY PLANNING ARRANGEMENTS		
14.1		Aerodrome Grid Map	

No	CORE ITEM <i>Regulatory Reference</i>	AUDIT ITEM	Findings / Observations
14.2		Community Map	
14.3		Revision process for all EP Maps	
14.4		LVP Procedures for External Agencies	
14.5		Are adequate facilities available for the Media?	
14.6		Is the local Clergy detailed in the emergency Plan?	
14.7		Emergency Services (ALL) Welfare	
14.8		Incident site catering for emergency personnel	
14.9		Protracted incident procedures airport	
15	OTHER AERODROME HAZARDS / RISKS / PROCEDURES RELATING TO EMERGENCY PREPAREDNESS		
15.1		Has an assessment of all Aerodrome Hazards been conducted?	
15.2		Is there an Aerodrome Hazard Log / Risk Register?	
15.3		Who is responsible for the Command & Control for Domestic Emergencies on the Aerodrome?	
16	EMERGENCY DOCUMENTATION / PLANNING DOCUMENTATION		
16.1		Quality Management System	
16.2		Are all types of Emergencies Clearly Documented?	
16.3		Are Security Related Incidents clearly cross referenced to the Emergency Plan?	
16.4		Are On & Off Aerodrome Agencies contact details clearly documented and audited?	
16.5		Are the roles and responsibilities for each agency clearly documented?	
16.6		Are there clear procedures within the Emergency Plan for dealing with Dangerous Goods Incidents?	
16.7		Are there clear procedures within the Emergency Plan for dealing with Terminal Fires? (Evacuation Airside Control)	
16.8		Are there clear procedures within the Emergency Plan for dealing with Natural Disasters?	

No	CORE ITEM <i>Regulatory Reference</i>	AUDIT ITEM	Findings / Observations
16.9		Are there clear procedures within the Emergency Plan for dealing with Medical Emergencies?	
16.10		Are there clear procedures within the Emergency Plan for dealing with incidents beyond the threshold of any operational runway? (1000 Metres)	
16.11		Are there clear procedures within the Emergency Plan for dealing with incidents that may occur in water or other difficult environments?	
17	DISABLED AIRCRAFT RECOVERY PLAN		
17.1		Is the recovery plan clearly documented?	
17.2		Is there a list of Recovery Equipment?	
17.3		Is the above equipment provided by Aerodrome (if not who by)?	
17.4		Is there any mutual to use other airports recovery equipment?	
17.5		Clearly documented list of agents acting on behalf of each aircraft using the aerodrome?	
17.6		A Memorandum of Understanding in the use of recovery equipment at the aerodrome?	
17.7		Clearly documented list of local contractors with suitable recovery equipment?	
17.8		Are those persons nominated to use the recovery equipment fully trained in its use?	
17.9		Who is the designated coordinator for aircraft removal where is this documented?	

Appendix H
Model Aerodrome Certification Tracking Form

H.1 Application

The oversight of the initial Aerodrome Certification process as well as the on-going safety oversight of certificated aerodrome is support National Authority processes and associated forms. The Aerodrome Certification Application Form may be used by National Authority to monitor the steps associated with the Aerodrome Certification Process. This model only includes review and sign-off by inspectors associated with aerodrome operation and the associated rescue firefighting services, however this may be expanded to include other disciplines.

H.2 Model: Aerodrome Certification Tracking Form

AERODROME CERTIFICATION TRACKING FORM

Name of Aerodrome		Certification Ref:
Name of Aerodrome Operator		
Certification Period (if Temporary)	From:	To:

1. GENERAL INFORMATION

	<i>Yes</i>	<i>No</i>	<i>N/A</i>	Date	Reference
Aerodrome Certification Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Aerodrome Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Aerodrome Manual Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Aerodrome Certificate Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Aerodrome Security Programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Service Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Application Acknowledged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Type of Change	Initial issue <input type="checkbox"/>	Condition Change <input type="checkbox"/>	Change of Certificate Holder (Transfer) <input type="checkbox"/>		
	Lost Original <input type="checkbox"/>	Condition Added <input type="checkbox"/>	Change of Certificate Holder Name <input type="checkbox"/>		
Heliport Operation	N/A <input type="checkbox"/>	Ground Level Heliport <input type="checkbox"/>	Elevated Heliport <input type="checkbox"/>		
Initial comments on Certificate Application:					
Signature:		Approval Coordinator:		Date:	

2. ACTION – AERODROME OPERATION INSPECTORS

	<i>Yes</i>	<i>No</i>	<i>N/A</i>	Date	Reference
Acceptable Aerodrome Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Acceptable Aerodrome Manual and Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Letters of Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Acceptable Safety Management System (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Acceptable Aerodrome Certification Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Acceptable OLS Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Confirmation of Lighting Flight check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Acceptable Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
AIP Entry / NOTAM Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Any Outstanding Certification Issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Preparation of Certificates for signature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Comments:					
Facilities Inspected (Certification Verification Audit):					
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Inspected By:			Date:
Facilities Acceptable:					
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Signature:	Name:	Date:	

3. ACTION – RFS INSPECTORS

	Yes	No	N/A	Date	Reference								
Acceptable Aerodrome Manual + C/L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
Acceptable Safety Management system (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
Acceptable Aerodrome Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
Acceptable Task and Resource Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
Acceptable Fire Station Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
Acceptable RFF Training Scheme / Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
Acceptable RFF Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
Acceptable RFF Appliances/Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
Acceptable AIP Entry/NOTAM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
Any Outstanding Certification Issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
Preparation of Certificates for signature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
Aerodrome RFS Category	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	H1 <input type="checkbox"/>	H2 <input type="checkbox"/>	H3 <input type="checkbox"/>
Helicopter Operation	Ground Level Helicopter <input type="checkbox"/>						Elevated Helicopter <input type="checkbox"/>						
Comments:													

Facilities Inspected (Certification Verification Audit):			
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Inspected by:	Date:
<input type="checkbox"/>			
Facilities Acceptable:			
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Signature:	Name:
<input type="checkbox"/>			Date:
Comments:			

4. ACTION – MANAGEMENT LEVEL 1

Certification Recommended:			
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Signature:	Name:
<input type="checkbox"/>			Date:
Comments:			

5. ACTION - MANAGEMENT LEVEL 2

Certification Recommended										
	<i>Yes</i>	<i>No</i>	<i>N/A</i>		<i>Yes</i>	<i>No</i>	<i>N/A</i>	Reference		
Certificate Issued	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other supporting Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Issue letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letter of rejection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Any other relevant comments/issues:										
Signatures on the Certificates are to reflect the Delegation of Authority Matrix										
Signature:				Name:				Date:		

6. COMPLETION ACTIONS & ADMINISTRATION

The Issue and Notification of the Aerodrome Certificate:	
Certification File References:	
E-mail for info to :	
Manager AD <input type="checkbox"/>	Ops Inspectors <input type="checkbox"/>
Manager AN <input type="checkbox"/>	RFS Inspectors <input type="checkbox"/>
AIM Inspectors <input type="checkbox"/>	Security Inspectors <input type="checkbox"/>
ATS Inspectors <input type="checkbox"/>	ANA Admin Staff <input type="checkbox"/>
Flight Ops (Helicopter only) <input type="checkbox"/>	CNS Inspectors <input type="checkbox"/>
Relevant Departments <input type="checkbox"/>	MET Inspectors <input type="checkbox"/>
Certificate Issued and Presented or Sent: Recorded Delivery <input type="checkbox"/>	
Certificate Documents issued by:	
Signature:	Name:
	Date:

Appendix I

Model Aerodrome Certificate

I.1 Application

The following templates may be used by the National Authority in support of issuing the aerodrome certificate. The aerodrome certificate may contain the following elements:

- Cover Letter: Issued to the aerodrome operator during initial or subsequent issues of the aerodrome certificate.
- Aerodrome Certificate Cover Page – Issued to the aerodrome operator upon successful completion of the certification process. This is normally done in a format which makes the certificate aesthetically suitable for display.
- Aerodrome Certificate – Part 1 – Standard Conditions
- Aerodrome Certificate – Part 2 – Scope & Specific Conditions
- Aerodrome Certificate – Part 3 – Deviations
- Aerodrome Certificate - Part 4 – Aerodrome Post Holders

I.2 Model: Aerodrome Certificate – Cover Letter

File: xxx

Date: dd Month yyyy

Aerodrome Operator’s Accountable Manager

Title

Aerodrome Operator

Address

City, State, County

Greetings,

**AERODROME OPERATOR
AERODROME CERTIFICATE ISSUE**

Thank you for your application for an Aerodrome Certificate further to the requirements of national civil aviation regulation.

Further to your acceptance applications, the National Authority is pleased to issue the Aerodrome Operator with an Aerodrome Certificate, consisting of the following components:

- Aerodrome Certificate
- Part 1 Standard Conditions
- Part 2 Scope & Specific Conditions
- Part 3 Deviations from National Civil Aviation Regulation
- Part 4 Aerodrome Post Holders

A hard copy of the Aerodrome Certificate will be dispatched to you by courier and you are kindly request to return the superseded version of the Aerodrome Certificate to the National Authority.

Kind Regards,

Name

Title

I.3 Model: Aerodrome Certificate – Cover Page

AERODROME CERTIFICATE

This certificate authorises

AERODROME OPERATOR

to operate

AEROROME NAME

Aerodrome Certificate Number: AC006

The National Authority certifies that, under the authority of the National Civil Aviation Law, the Certificate Holder has been successfully assessed against the requirements of National Civil Aviation Regulations for the issue of an Aerodrome Certificate.

This Certificate is issued subject to the following Parts:

Part 1	Standard Conditions
Part 2	Scope & Specific Conditions
Part 3	Deviations
Part 4	Aerodrome Post Holders

The National Authority may restrict, suspend or revoke this Aerodrome Certificate at any time where the Aerodrome Operator fails to comply with the provisions set forth in National Civil Aviation Law and National Civil Aviation Regulations.

This Aerodrome Certificate shall remain in effect unless surrendered, suspended, transferred or revoked.

Name

Date

Title

I.4 Model: Aerodrome Certificate – Part 1 – Standard Conditions

**AERODROME CERTIFICATE
STANDARD CONDITIONS**

Part 1

Aerodrome	Aerodrome Name
Aerodrome Operator	Name of Certificate Holder
Position of Aerodrome	N°xx'xx''xx E° xx'xx''xx
Aerodrome Certificate Number	ACxxx

The National Authority, in applying its powers under National Civil Aviation Law, hereby certifies the Aerodrome Operator to operate the Aerodrome as an aerodrome to be used as a place of take-off and landing of aircraft subject to the following conditions:

1. The validity of this Aerodrome Certificate is based on the particulars contained in the accepted Aerodrome Manual and continued effectiveness of the Aerodrome Operator's Safety Management System.
2. No aircraft shall take-off or land at the Aerodrome unless such firefighting, rescue, medical services and emergency arrangements, as are required in respect of such an aircraft, are provided there. When the Aerodrome is available for the take-off or landing of aircraft, the Aerodrome Operator shall ensure equipment and facilities to support such services be kept fit and ready for immediate use at all times.
3. Changes in the physical characteristics of the Aerodrome, including the erection of new buildings and alterations to existing buildings or to visual aids/navigational facilities, shall not be made without prior approval of the National Authority.
4. The Aerodrome Operator shall, as required by Regulation, notify any material change in the surface of the landing area, or in the obstacle characteristics of the approach, take-off or circuit in relation to the Aerodrome.
5. Aeronautical Ground Lighting shall, as required by Regulation, be operated when aircraft are taking-off or landing at the Aerodrome.
6. Any Service Fees, including the Aerodrome Certificate renewal fee, as published on the National Authority website shall be paid annually prior to the commencement of the calendar year.
7. The Aerodrome Operator shall allow National Authority inspectors unrestricted access to the Aerodrome and all safety related documents for the purpose of regulatory oversight.

8. Required corrective actions arising from National Authority audits shall be completed by the agreed dates or as specified in subsequent correspondence from the National Authority.

9. The Aerodrome Operator shall ensure the Aerodrome is operated within the Scope of Operations and Specific Conditions as detailed on Part 2 of this Aerodrome Certificate.

Name

Date

Title

I.5 Model: Aerodrome Certificate – Part 2 – Scope & Specific Conditions

**AERODROME CERTIFICATE
SCOPE & SPECIFIC CONDITIONS**

Part 2

Aerodrome	<i>Aerodrome Name</i>
Aerodrome Operator	<i>Name of Certificate Holder</i>
Position of Aerodrome	<i>N°xx'xx''xx E° xx'xx''xx</i>
Aerodrome Certificate Number	<i>ACxxx</i>

SCOPE OF OPERATIONS

1. The Aerodrome shall not operate outside the limitations of the Aerodrome Reference Code of **xx** for the designated Runways and associated facilities unless prior approval has been granted by the National Authority.
2. **Runway Operations**
 - a. **Runway xx:**
 - b. **Runway xx:**

SPECIFIC CONDITIONS

The National Authority has approved or accepted the below referenced Specific Conditions based on the Aerodrome Operator's safety assessment. The Aerodrome may be operated further to the below Specific Conditions subject to regular review and compliance with the supporting safety assessment:

Acceptance Reference Number – Operation of Code F Aircraft (example for code 4E aerodromes)

The following Code F aircraft are permitted to operate into Aerodrome:

- *Aircraft Type*

Name

Date

Title

I.6 Model: Aerodrome Certificate – Part 3 – Deviations

**AERODROME CERTIFICATE
DEVIATIONS**

Part 3

Aerodrome	<i>Aerodrome Name</i>
Aerodrome Operator	<i>Name of Certificate Holder</i>
Position of Aerodrome	<i>N°xx'xx''xx E° xx'xx''xx</i>
Aerodrome Certificate Number	<i>ACxxx</i>

The following deviations from the National Civil Aviation Regulations have been accepted by the National Authority subject to regular review:

- *Acceptance Reference Number – Title of Deviation*

Name

Date

Title

I.7 Model: Aerodrome Certificate – Part 4 – Post Holders

**AERODROME CERTIFICATE
POST HOLDERS**

Part 4

Aerodrome	<i>Aerodrome Name</i>
Aerodrome Operator	<i>Name of Certificate Holder</i>
Position of Aerodrome	<i>N°xx'xx''xx E° xx'xx''xx</i>
Aerodrome Certificate Number	<i>ACxxx</i>

The following Post Holders have been accepted by the National Authority in respect to the Aerodrome further to the requirements of National Civil Aviation Regulation:

- 1. Accountable Manager**
Name - Title
Acceptance Reference Number
- 2. Aerodrome Operations**
Name - Title
Acceptance Reference Number
- 3. Aerodrome Safety**
Name - Title
Acceptance Reference Number
- 4. Aerodrome Maintenance**
Name - Title
Acceptance Reference Number
- 5. Rescue Firefighting Service (RFS)**
Name - Title
Acceptance Reference Number

Name

Date

Title

-END-