



CPD 14-05

CIVIL AVIATION AUTHORITY OF BANGLADESH

**Civil Aviation Procedure Document
Inspector Handbook for Aerodromes &
Ground Aids (AGA)**



Version 3.0
November 2024

Aerodrome Standard Division

CPD 14-05



Civil Aviation Authority of Bangladesh

**Civil Aviation Procedural Document (CPD)
on**

**Inspector Handbook for Aerodromes &
Ground Aids (AGA)**

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Aerodrome Standard Division

Revision History

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FOREWORD

Bangladesh, as a Contracting State to the Convention on International Civil Aviation, has an obligation to the international community to ensure that civil aviation activities under its jurisdiction are carried out in strict compliance with the Standards and Recommended Practices contained in all the Annexes to the Convention on International Civil Aviation in order to maintain the required aviation standards. As per the Section 3(1) of Civil Aviation Act 2017 and Arts 1.4 of the Air Navigation Order, ANO- 14 Volume 1, no airport or aerodrome shall be operated without a licence or a certificate, as the case may be.

Issue of an Aerodrome Certificate or License by the Chairman of Civil Aviation Authority (CAA), Bangladesh to an Aerodrome Operator seeking such certificate/license is a requirement as per Rule 260A (2) of CAR 84 or ANO-14-04 as appropriate if the aerodrome operator satisfies the requirements of the concerned articles of CA Act 2017 and provisions of related ANOs.

In order to issue an Aerodrome Certificate/License the CAA Bangladesh has to conduct an in-depth investigation to assess whether the aerodrome is maintained in accordance with the required standards and the competency of the aerodrome operator to maintain the aerodrome, staff, equipment, and procedures as per the regulatory Rules requirements.

As per recommendation contained in Art 3.6.4 of ICAO Document 9734 Part A, an Aerodrome Inspector's Hand Book is a useful tool to accomplish all the tasks by Aerodrome Inspectors in all functional areas.

This handbook contains guidance intended to assist Aerodrome Inspector(s) of CAA Bangladesh in carrying out their regulatory responsibilities for the issue, renewal, transfer, surrender, amendment, suspension and revocation of aerodrome certificates/licence.

Users of this handbook are reminded that the provisions of the Civil Aviation Act 2017 (CA Act 2017), Civil Aviation Authority Act 2017(CAA Act 2017), ANO 14 Volume 1 and other applicable regulatory documentation, rather than this handbook, determine the requirements of, and the obligations imposed by or under, the civil aviation legislation. Users should refer to the applicable provisions when any doubt arises.

It is also expected that both the applicants of an Aerodrome Certificate and Aerodrome License will be benefited by this handbook as it explains the audit and inspection procedures while assessing the aerodrome manual, aerodrome physical facilities, equipment and aerodrome operating procedures.

This Authority preserves the right, without any prior notice, to change the content(s) of this handbook as appropriate, to suit the administrative rules followed by dissemination of such changes to the holders of the handbook.

This CPD is issued and amended under the authority of the Chairman, CAAB and will become effective from the date as mentioned above and will supersede the Inspectors Hand Book 14 (IHB-14) issued on 18 April 2017 on the same subject.



Air Vice Marshal Md Monjur Kabir Bhuiyan
BUP, ndc, nswc, afwc, psc
Chairman
Civil Aviation Authority of Bangladesh

Chapter 1 About This Handbook

1.1 Purpose of the Handbook

1.1.1 This handbook provides information and guidance to Aerodrome Inspectors (AI) of Civil Aviation Authority, Bangladesh (CAAB) conducting safety oversight functions on aerodrome operations. It also provides guidance for Inspectors involved in safety audits of aerodromes. It provides guidance to AI on the following regulations to be followed:

- for the assessment of aerodrome operator's application for the certification/licencing of the aerodrome and recommendation to the Chairman, CAAB for the issue, or refusal to issue aerodrome certificates/licence as required by Section 3 of Civil Aviation Act 2017 and Articles 1.4.1 & 1.4.2 as appropriate of ANO-14 VOL- I respectively;
- for surrendering of an aerodrome certificate/licence at the request of the aerodrome operators as per **Sub-rule (8) of Rule 260A of CAR 84 / Art 6.2 of ANO-14-04 as appropriate;**
- for the transfer of an aerodrome certificate/licence at the request of an aerodrome operator as per **Sub-rule (12) of Rule 260A of CAR 84 Art 6.3 of ANO-4-04 as appropriate;**
- for the amendment of an aerodrome certificate/licence as per **Sub-rule (13) of Rule 260A of CAR 84/ Art 2.11 of ANO-14-04 as appropriate;**
- for suspending or cancelling of aerodrome certificate/licence as per **Sub-rule (9) of Rule 260A of CAR 84/ Art 2.8 to 2.10 of ANO-14-04 as appropriate.**

1.1.2 This handbook establishes various actions required to be undertaken by Aerodrome Inspectors so that aerodrome operations within Bangladesh are maintained in accordance with;

- relevant aviation legislation that impacts on safe aerodrome operations, and specifically that which addresses aerodromes – **Part XIV of CAR 84 and ANO-14-04;**
- ANO-14 VOL-I
- any other CPDs, GMs, instructions and orders issued by the Chairman, CAAB relevant to civil aerodromes.

1.1.3 This handbook defines the applicable national regulations and clearly sets out the:

- Responsibilities of AI of CAAB; and
- Standards and procedures, AI must follow while conducting CAAB safety oversight functions on aerodrome operators.

1.2 Scope & Objective of the Handbook

1.2.1 This handbook is part of the CAAB document set. It includes processes, flowcharts, letters, forms and other related support documents to aid AI of CAAB when conducting entry control actions related to aerodrome matters.

This handbook contains information for safety audit processes to be adopted for both international and domestic aerodromes or airports intended for air transport operations.

1.2.2 Responsibility for the development, implementation and maintenance of aerodrome standards rests with the CAAB. Specifically designated Aerodrome Inspectors of CAAB are accountable for the ongoing tasks required to ensure that the contents of this handbook are being effectively implemented in order to satisfy the following objectives:

- a) to verify the effective implementation of aerodrome standards;
- b) to monitor the level of compliance with the provisions of CA Act 2017 & CAR 84 and the requirement of ANO 14 Volume 1& ANO-14-04.
- c) to determine the adequacy and effectiveness of the handbook through the establishment of legislation, regulations, inspections and audits;
- d) to ensure all persons who are assigned aerodrome audit duties or responsibilities are trained and instructed to carry out such duties;
- e) to ensure that violation(s) of standards are investigated; and
- f) to review and re-evaluate aerodrome standards on a periodic basis and control immediately following an act of violation.

1.3 Overview and Concepts

The system described in this handbook covers the following basic elements;

- a) Conduct of surveys by CAAB of various airports and other aviation stakeholders to determine aerodrome requirements;
- b) Setting out of operational standards by the CAAB through the requirement for, and approval of aerodrome certificate and aerodrome license;
- c) Voluntary compliance (internal quality assurance) by the holders of aerodrome certificates/licences;
- d) Surveillance, including the detection of non conformity with standards, conducted by the ASD of CAAB;
- e) Investigation and reporting of non-compliance by the CAAB;
- f) Notification of violations to stated aerodrome operation requirements by the CAAB to aerodrome operators;
- g) Enforcement action by CAAB in case of non-compliance with requirements by aerodrome operators;
- h) Surveillance and detection of non conformity with aerodrome regulatory requirements as applied within Bangladesh, conducted by ICAO under the Universal Safety Oversight Audit Programme (USOAP).

CAR-84 and ANO-14-04 as the case may be requires an aerodrome operators to develop and submit an aerodrome manual to the CAAB. Aerodrome manuals describe in detail how operators implement the various standards required of them. If an aerodrome manual is approved by the CAAB, it is an indication that, at the time, information and processes contained within the manual were to the standards required to be met by the aerodrome operator, and that the aerodrome certificate/licence holder is expected to consistently maintain compliance with the mandatory safety requirements. The contents of the manual form the basis for any audit or inspection conducted by the CAAB.

1.4 Legislation, Regulations, Standards, CPDs and Guidance Manuals

- Civil Aviation Act 2017 provides the provisions for the control and development of aerodromes

in Bangladesh;

- The Civil Aviation Authority Act 2017 provides the provisions for the establishment of CAA Bangladesh;
- The CA Act 2017 and Civil Aviation Rules, 1984 (CAR 84), ANO-14 VOL-I & ANO-14-04 specify:
 - requirements to be satisfied by the aerodrome operators for the certification/licencing as the case may be, of aerodromes in Bangladesh;
 - regulatory requirements on Safety Management Systems for Aerodrome Operators;
- Following are the CPDs used by the AIs :
 - CPD 14-03: CPD on Aerodrome Certification Procedures, CAA Bangladesh;
 - CPD 14-04: CPD on Aerodrome Licensing Procedures, CAA Bangladesh;
- Following are the GMs (not limited to) useful for the Aerodrome Operators :
 - GM 14-23: Preparation of Aerodrome Manual
 - GM 14-24: Surface Movement Guidance and Control System
 - GM 14-29: Disable Aircraft Removal Plan
 - GM 14-30: Aeronautical Studies & Safety Risk Assessment and Exemption Procedures for Non-compliances at Aerodromes/ Heliports
 - GM 14-32: Standard Operating Procedure for Fire Prevention and Protection on Ramp Area
 - GM 14-36: Establishment and Implementation of Safety Management System in Aerodrome Operations
 - GM 14-40: Assessment of Runway Surface Friction Characteristics
 - GM 14-41: Maintenance of Aeronautical Ground Lighting and Electrical System
 - GM 14-43: Standardized Method of Evaluating & Reporting Airport Pavement Strength - PCN

1.5 Amendment of this Handbook

- a) This handbook is issued as a controlled document. Each page is uniquely identifiable and amendments will be made from time to time to reflect necessary changes. All copies of the handbook are numbered and issued in accordance with the distribution list. All copy holders are responsible for the safe custody and maintenance of their numbered copy of the handbook.
- b) The Director, Aerodrome Standard Division (DAS) is responsible for the development, issue and control of amendments to this handbook. Individual handbook copy holders indicated on the distribution list are responsible for insertion of all amendments.
- c) Within 30 (thirty) days of the issue of an amendment, confirmation will be provided to the Director (AS) that the required amendment action has been accomplished by the return of the amendment control page, signed and dated by the individual amending an issued Inspector Handbook.
 - Each handbook issued must show the amendment number and the date, as described in the list of effective pages.
 - All amendments will be shown in the Record of Amendments.
- d) Minor changes (e.g. telephone number, typographical errors) can be accommodated by 'pen and ink' if so indicated in any amendment documentation issued by Director, (AS) prior approval. All such changes will be incorporated accordingly. Distribution of the changes will be the same as described above and a record of these changes will be shown in the Record of Amendments. However, minor changes will generally be collated over a period of three to six months and actioned by a formal amendment.

1.6 Definitions and Abbreviations

1.6.1 Definitions

Aerodrome A defined area of 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 certificate issued by the Chairman, under applicable regulations for the operation of an International aerodrome.

Aerodrome License means a license issued by the Chairman under ANO-14-04 for operation of a domestic aerodrome or airport.

Aerodrome Inspector Personnel authorized by the Chairman of CAA Bangladesh to inspect and carry out tests on the aerodrome facilities, services and equipment, inspect aerodrome operators documents and records and verify the aerodrome operator's safety management system (when applicable) before the aerodrome certificate /Licence is granted or renewed and subsequently, at any other time, for the purpose of ensuring safety and order at the aerodrome.

Aerodrome Manual A manual included in an application for aerodrome certificate/Licence pursuant to Rule 260B of CAR-84 & ANO-14-04 as appropriate and includes any amendments to the manual accepted by the Chairman.

Aerodrome Operator An aerodrome operator in relation to certificated/licenced aerodrome is the aerodrome certificate/licence holder.

Annex 14 Annex 14 to the Convention on International Civil Aviation

NOTAM a notice issued by the NOTAM Office and containing information or instruction concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard.

Certified Aerodrome An international aerodrome or airport whose operator has been granted an aerodrome certificate.

Licensed Aerodrome A domestic aerodrome or airport whose operator has been granted an aerodrome license.

1.6.2 Abbreviations

ACC Aerodrome Certification Committee

ACP Aerodrome Certification Procedures

AD Assistant Director

AEP Aerodrome Emergency Plan

AGA Aerodrome & Ground Aids

AI Aerodrome Inspector

AIP Aeronautical Information Publication

AIS Aeronautical Information Services

ALC	Aerodrome Licensing Committee
ALP	Aerodrome Licensing Procedures
AMM	Aerodrome Maintenance Manual
ANO	Air Navigation Order
ARFF	Aerodrome Rescue & Firefighting Facilities
AS	Aerodrome Standard
ASD	Aerodrome Standard Division
CAA	Civil Aviation Authority
CAAB	Civil Aviation Authority of Bangladesh
CAPs	Corrective Action Plans
CAR	Civil Aviation Rule
CEs	Critical Elements
CPD	Civil Aviation Procedure Document
DAS	Director, Aerodrome Standard
DD	Deputy Director
FOI	Flight Operations Inspector
GM	Guidance Manual
ICAO	International Civil Aviation Organization
MFSR	Member (Flight Standard & Regulations)
N/A	Not Applicable
OLS	Obstacle Limitation Surface
SARPs	Standard and Recommended Practices
SMS	Safety Management System
NOTAM	Notice to Airman
RCA	Request for Corrective Action

1.7 Objective:

Apart from the objectives mentioned in art. 1.2.2, this inspector handbook is also provided for the guidance of Aerodrome Inspectors:

- to assist in handling enquiries related to aerodrome certification/licensing;



- for the assessment of applications for aerodrome certification/licensing;
- and for the surveillance of the certified/licensed aerodrome operators.

1.8 Introduction to the Entry Control Procedures

The operational requirement for aerodrome operators, in the broadest terms, is to ensure that:

- The facilities being provided meet the specified aerodrome standards
- Aerodrome operational staff is trained to carry out the functions specified in the aerodrome manual.
- Certified/Licensed aerodromes have appropriate documented procedures in place

1.9 ICAO Eight Critical Element (CE) of a safety oversight system.

CE-1. Primary aviation legislation. The provision of a comprehensive and effective aviation law consistent with the environment and complexity of the State's aviation activity and compliant with the requirements contained in the Convention on International Civil Aviation.

CE-2. Specific operating regulations. The provision of adequate regulations to address, at a minimum, national requirements emanating from the primary aviation legislation and providing for standardized operational procedures, equipment and infrastructures (including safety management and training systems), in conformance with the Standards and Recommended Practices (SARPs) contained in the Annexes to the Convention on International Civil Aviation.

Note.— The term “regulations” is used in a generic sense to include but is not limited to instructions, rules, edicts, directives, sets of laws, requirements, policies, and orders.

CE-3. State civil aviation system and safety oversight functions. The establishment of a Civil Aviation Authority (CAA) and/or other relevant authorities or government agencies, headed by a Chief Executive Officer, supported by the appropriate and adequate technical and non-technical staff and provided with adequate financial resources.

The State authority must have stated safety regulatory functions, objectives and safety policies.

Note.— The term “State civil aviation system” is used in a generic sense to include all authorities with aviation safety oversight responsibility which may be established by the State as separate entities, such as: CAA, Airport Authorities, Air Traffic Service Authorities, Accident Investigation Authority, and Meteorological Authority.

CE-4. Technical personnel qualification and training. The establishment of minimum knowledge and experience requirements for the technical personnel performing safety oversight functions and the provision of appropriate training to maintain and enhance their competence at the desired level. The training should include initial and recurrent (periodic) training.

CE-5. Technical guidance, tools and the provision of safety-critical information.

The provision of technical guidance (including processes and procedures), tools (including facilities and equipment) and safety-critical information, as applicable, to the technical personnel to enable them to perform their safety oversight functions in accordance with established requirements and in a

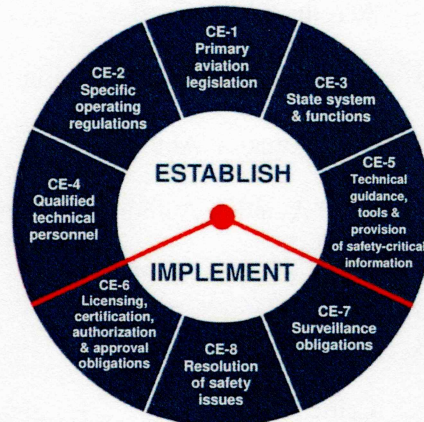


Figure 1.1: Critical Elements

standardized manner. In addition, this includes the provision of technical guidance by the oversight authority to the aviation industry on the implementation of applicable regulations and instructions.

CE-6. Licensing, certification, authorization and approval obligations.

The implementation of processes and procedures to ensure that personnel and organizations performing an aviation activity meet the established requirements before they are allowed to exercise the privileges of a licence, certificate, authorization and/or approval to conduct the relevant aviation activity.

CE-7. Surveillance obligations. The implementation of processes, such as inspections and audits, to proactively ensure that aviation licence, certificate, authorization and/or approval holders continue to meet the established requirements and function at the level of competency and safety required by the State to undertake an aviation related activity for which they have been licensed, certified, authorized and/or approved to perform. This includes the surveillance of designated personnel who perform safety oversight functions on behalf of the CAA.

CE-8. Resolution of safety concerns. The implementation of processes and procedures to resolve identified deficiencies impacting aviation safety, which may have been residing in the aviation system and have been detected by the regulatory authority or other appropriate bodies

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

Chapter 2 Authority and responsibility

2.1 General

The primary responsibility of the Civil Aviation Authority of Bangladesh with respect to regulations and operations of aerodromes in Bangladesh is to ensure that:

- a) the aerodromes under the jurisdiction of Bangladesh offer a safe operational environment in accordance with the Convention on International Civil Aviation; and
- b) the obligation of Bangladesh under Article 38 of the Convention to notify ICAO of differences between its national regulations and practices and the International Standards contained in Annex 14, Volume I, is met. It is also recommended that differences between the Recommended Practices contained in the Annex 14 and the State's national regulations and practices be notified to ICAO.

This handbook contains information for safety audit processes to be adopted for both international and domestic aerodrome or airport intended for air transport operations.

2.2 Aerodromes Standard Division

2.2.1 Aerodrome Standard Division (ASD) is responsible for regulating the operational activities of all the aerodromes open for public use in Bangladesh. The role of the aerodromes inspectorate, also known as Aerodromes & Ground Aids (AGA) is to conduct ~~provide~~ safety oversight of the aerodrome facilities, ground aids, electric systems, installations including certification or licencing of the various categories of aerodromes/airports as the case may be and appropriate personnel as required for ensuring continued compliance with national regulations and related international standards and practices.

2.2.2 These general tasks and responsibilities include the following:

- a) reviewing ICAO State letters on the subject of aerodromes, preparing responses thereto and taking action thereon;
- b) developing and continuing to review the national standards and practices for aerodrome design, operation and maintenance, and engineering specifications;
- c) developing and issuing orders, rules, advisory circulars and guidance material relating to aerodrome standards and practices;
- d) reviewing plans and designs for new aerodromes or the further development of, or modification to, existing aerodromes, submitted to the CAAB for approval, to ensure that the requirements of the national regulations, standards and the ICAO SARPs are complied with; and
- e) advising the aerodrome inspectors as required, on aerodrome standards and practices.

2.2.3 Functions of Aerodromes Inspectorate

The regulatory functions of Aerodromes Inspectorate are guided by-

- ICAO Annex 14, Volumes 1 & Volume 2 and the related ICAO Documents
- Air Navigation Order (ANO) 14 Volumes 1 & Volume 2
- ANO 14-03 and ANO 14-04
- Civil Aviation Procedure Documents (CPD) 14 series

- CPD 14-05: Aerodrome Inspector Handbook
- CPD 33: Functions and Responsibilities for CAAB Regulatory Officials
- Guidance Manuals (GM) 14 Series

The functions involve:

- a) Carrying out efficient and effective safety oversight of aerodrome operations with the objective of enhancing safe operation of aircraft and to continually ensure compliance with national and international standards i.e. ICAO standards and recommended practices (SARPs) and industry best practices;
- b) Development of Aerodrome Standards, technical guidance materials for aerodrome operations, processes and procedures; and
- c) Development and recommendation of regulatory amendments to civil aviation legislations as appropriate.

2.2.4 Duties & Responsibilities

Duties & Responsibilities in details are provided in CPD-33; Appendix-5

2.2.5 Aerodrome Inspectors/Auditors' Code of Conduct

2.2.6.1 As the leader of or as a participant in a CAA audit/inspection team, each individual auditor/inspector is required to comply with a code of conduct that directs his/her actions during the entire process of the audit. These codes of conduct for each individual auditor/inspector are as follows;

- a) To exercise in all loyalty, discretion and conscience the functions entrusted to them as a member of the CAA aerodrome safety oversight audit team;
- b) To discharge these functions to the best of their ability;
- c) To conduct themselves with integrity, impartiality and honesty;
- d) To abide by the rules, procedures and guidance prescribed in this handbook;
- e) Not to misuse their official position as part of the CAA aerodrome safety oversight audit/inspection team;
- f) **Not to receive benefits of any kind from a third party** which might reasonably be seen to compromise their personal judgment or integrity;
- g) To avoid giving cause for resentment and abstain from conduct which would reflect adversely on the CAA; and
- h) Not to disclose any information of a confidential nature related to the findings of the audit/inspection to any other party other than those identified in this handbook.

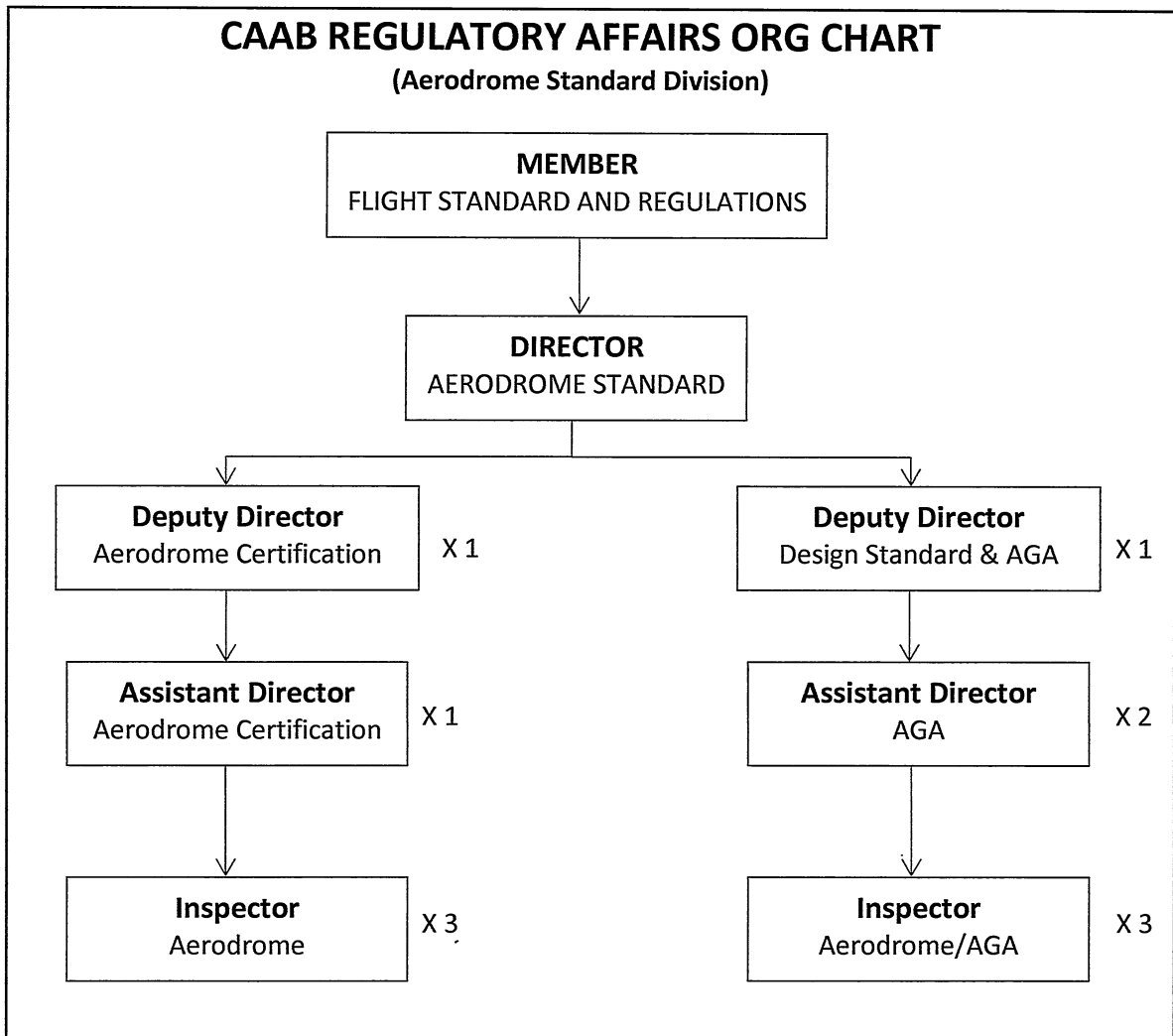


Figure 2.1: CAAB regulatory affairs org chart (Aerodrome Standard Division)

2.2.6 Auditor/Inspector Feedback

2.2.7.1. Following the conclusion of an audit/inspection and the compilation of the audit/inspection report, each individual auditor/inspector is advised to complete and submit (if necessary) an Auditor/Inspector Feedback Form (see Appendix 1) providing his/her observations on the conduct of the audit/inspection. These forms will be utilized to provide a qualitative assessment on the audit process so as to identify areas of improvement for future audits/inspections. The assessment will be carried out by the Director (AS)

2.2.7.2. If an individual auditor or group of auditors has reason to believe that they are under any pressure to act illegally, improperly or in an unethical manner, or are asked to take any action that is in contravention of the procedures laid out in this Handbook, they shall report this matter in writing to the Chairman, CAAB through the Director (AS) without delay.

2.2.7 Aerodrome Inspector powers and authority

2.2.8.1. Aerodrome Inspectors carry formal authorizations, to be produced if required, enabling them to exercise their powers in accordance with the Section 17 of CA Act 2017 and Rule 260C (16) of CAR 84. These powers include the ability:

- a) to inspect any part of any aerodrome;
- b) to investigate and test the effectiveness of aerodrome practices and procedures;
- c) to require an aerodrome operator, aerodrome manager or occupier of land outside the aerodrome occupied for business purposes in connection with the aerodrome to provide information relevant to inspections, surveys, tests and investigations;
- d) to enter on any land or in any buildings, access to which is necessary, for the purpose of inspecting an aerodrome; and
- e) to record an operation, procedure or installation in written, photographic or other electronic form.

The above powers apply equally to air navigation installations. Furthermore, Aerodrome Inspectors are allowed to take into **restricted zones** of airports, and use, any equipment necessary to their duties, including cameras, video recorders and tape recorders. These powers may be exercised when CAAB Aerodrome Inspectors are conducting audits, surveys and inspections.

2.3 Aerodrome Certification / Licensing Committee

2.3.1 In Civil Aviation Authority of Bangladesh (CAAB), an Aerodrome Certification Committee (ACC)/ Aerodrome Licensing Committee (ALC) shall be established by Director (AS) during certification/licensing of an aerodrome as per CPD 14-03 (for certification) and CPD 14-04 (for licensing) of CAAB. **The ACC/ALC will comprise of the officials/inspectors assigned by the Director (AS).** However, Deputy Director (Aerodrome Certification) or in absence Assistant Director (Aerodrome Certification) shall be responsible for overall activities of that committee.

The Committee may include FOI and other AGA Consultants as co-opted members in the committee as and when required.

The Committee shall carry out Audits of all International & Domestic Airports in Bangladesh and shall submit report to the Director (AS) with recommendations for Aerodrome Certification/Licensing.

2.3.2 Functions and Responsibilities of ACC and ALC:

2.3.2.1 The functions and responsibilities of ACC is mentioned in Chapter 3 of CPD 14-03.

2.3.2.2 The functions and responsibilities of ALC is mentioned in Chapter 3 of CPD 14-04.

2.4 Technical Library and Records

Introductory Note:- To enable Aerodrome Inspectors to keep abreast of the subject of aerodrome design, specifications, operation and maintenance, it is essential to establish a properly organized and administered technical library. The library should contain all documents issued by ICAO relating to the design, operation and maintenance of aerodrome facilities and equipment, and all national standards, rules, orders, advisory circulars and guidance materials. Additionally, the standards and other relevant documentation issued by other States which are commonly used as reference material, and important textbooks and magazines on the subject should also be kept in the technical library. It is important that the documents in the library be promptly amended to keep them current.

2.4.1 The main objective of the establishment of the technical library for ASD is:

(a) to maintain files for individual aerodromes;

Note:- The file for each aerodrome should contain records from the expression of interest stage to the issuance or refusal of the certificate, and the file should remain open thereafter for further documentation and correspondence on the subject. Additionally, an aerodrome certificate/license register should be maintained for each aerodrome as well as a reference log of the date of issue of important letters, forms and certificate numbers.

(b) to maintain close liaison with the Accident Investigation and Prevention Committee of Bangladesh to obtain data on aircraft accidents and incidents at or near aerodromes for use by Aerodrome Inspectors in their continuing work.

2.5 Qualifications & Selection Criteria, Duties and Responsibilities of Aerodrome Inspectors.

2.5.1 Qualification & Selection Criteria of Aerodrome Inspectors.

(a) Aerodrome inspectors should be engineers (Aeronautical, Civil, Electrical or Mechanical) with adequate experience in aerodrome planning, operation or maintenance and should possess a sound knowledge of the national legislation, standards and practices, and ICAO Annex 14 Volume I & Volume II, all relevant manuals published by ICAO. Flight training, airport management experience and knowledge of modern safety management systems are desirable qualifications.

(b) Training in the appropriate fields as specified in AGA Training Programme should be an essential requirement.

(c) After primary recruitment of inspectors through the selection criteria, the inspectors must undergo the trainings mentioned in the AGA Training Programme to be qualified as an Aerodrome Inspector.

2.5.2 Aerodrome Inspectors Selection Criteria

Selection criteria of aerodrome inspectors and AGA Consultants is as per recruitment/hiring policy of CAAB.

2.6 Requirement for Aerodrome Operation

2.6.1 As per Articles 1.4.1 or 1.4.2 as the case may be, the operator of an international/domestic aerodrome or airport intended for air transport operations shall be in possession of an aerodrome certificate or licence as appropriate.

2.6.2 Certified/licenced aerodromes must have a current approved aerodrome manual to describe aeronautical data and other information specific to each particular aerodrome.

2.7 Responsibilities of the Aerodrome Certificate/License Holders

2.7.1 Tasks and Responsibilities of the Certificated/Licensed Aerodrome Operators

- (a) The aerodrome operator shall arrange for internal audits of the safety management system, including inspections of the aerodrome facilities and equipment.
- (b) The aerodrome operator shall ensure that the internal audit reports, including the report on the aerodrome facilities, services and equipment, are prepared by suitably qualified safety personnel.
- (c) The aerodrome operator shall retain a copy of the report(s) referred to in paragraph (b) above for a period to be agreed with ASD. ASD may request a copy of the report(s) for its review and reference.
- (d) The report(s) referred to in paragraph (b) above must be prepared and signed by the persons who carried out the audits and inspections.
- e) A procedure for preventive action to ensure that potential causes of problems that have been identified within the system are remedied;
- f) A process to capture staff suggestions for improvement, followed by management review and possible implementation of those suggestions;
- g) An internal quality audit programme to audit the aerodrome certificate/license holder's organization for conformity with the procedures in its manual and achievement of the goals set out in it.

2.7.2 Detailed obligations of Aerodrome Operators are given in Rule 260C of CAR-84 and Chapter 4 of ANO-14-04 as applicable.

2.7.3 Internal Audit

Each certified/licensed aerodrome operator will incorporate an internal audit process to provide factual information for management to make appropriate decisions in accordance with the aerodrome manual. This internal audit should be able to:

- a) Determine the compliance or non compliance of the audit elements with specified requirements;
 - b) Determine the effectiveness of the implemented standards in meeting the specified objectives;
- and



- c) Provide the audited organization with the opportunity to improve the operational standard and overall performance.

2.7.4 Internal Quality Audit Programme

The aerodrome operator's audit process will be contained in an internal quality audit programme that shall:

- a) Specify the frequency and the location of the audits taking into account the nature of the activity to be audited;
- b) Ensure audits are carried out by trained auditing personnel who are independent of those having direct responsibility for the activity being audited;
- c) Ensure the results of audits are recorded and reported to the personnel responsible for the activity being audited and the manager responsible for internal audits;
- d) Require preventive or corrective action to be taken by the personnel responsible for the activity being audited if problems are found by the audit; and
- e) Ensure follow up audits to review the effectiveness of any preventive or corrective actions taken are regularly carried out.

2.7.5 Corrective Action

The procedure for corrective action shall specify how:

- a) To correct an existing problem;
- b) To follow up a corrective action to ensure the action is effective; and
- c) Management will measure the effectiveness of any corrective action.

2.7.6 Preventive Action

The procedure for preventive action shall specify how:

- a) To correct a potential problem;
- b) To follow up a preventive action to ensure the action is effective;
- c) To amend any operational procedure as a result of a preventive action; and
- d) Management will measure the effectiveness of any preventive actions taken.

2.7.7 Management Review

The procedure for management review shall:

- a) Specify the frequency of management reviews of the quality assurance system taking into account the need for the continuing effectiveness of the system;
- b) Identify the responsible manager who shall review the operational standards; and

- c) Ensure the results of the review are evaluated and recorded.

2.7.8 Tests

Each aerodrome certificate/licence holder shall test its level of compliance with standards, the objective of which is to determine the effectiveness of both the processes and systems involved and the individual performance of staff members tasked with carrying out those processes in the system.

2.7.9 Records

Each aerodrome certificate holder shall maintain records to demonstrate the achievement of quality operational standards. Most of the recording will be normal business processes and statistical information, however such records should include:

- a) Training reports and training records of all members of the organization, including management;
- b) Incident and occurrence reports;
- c) Internal audit reports;
- d) External audit reports;
- e) Recurrent testing reports;
- f) Equipment testing and servicing reports;
- g) Proposals for change;
- h) Records of work improvement coordination meetings and outcomes; and
- i) Management review meetings and reports.

Chapter 3 Aerodrome Manuals

3.1 General

Aerodrome Manual is a living document of an aerodrome. It comprises all the available facilities at the aerodrome as well as the operational procedure followed by the aerodrome operator. This document gives the aerodrome regulators a brief idea of the individual aerodrome. It is a vital duty of the aerodrome operator to keep the manual up to date and amend necessary pages as and when required.

3.2 Preparation of an Aerodrome Manual

Details on preparation of an Aerodrome Manual can be found in GM 14-23: Preparation of Aerodrome Manual.

3.3 Submission of Aerodrome Manuals

An aerodrome manual is required to be submitted to CAAB as a component of a formal application for certification/licensing.

3.4 Approval of Aerodrome Manuals

Upon receipt of a submitted aerodrome manual, the Director (AS) has authority to approve, reject or require modification to the submitted aerodrome manual. Notification to the aerodrome operator of any disapproval or requirement for modification will be made in writing. Where an aerodrome manual is approved and the other elements of certification have been complied with, an aerodrome certificate will be issued.

An approved aerodrome manual also provides a basis for on-going surveillance of aerodromes and aerodrome operators by CAAB Aerodrome Inspectors after initial certification has been achieved.

3.5 Amendment of Aerodrome Manuals

Whenever necessary to retain currency or if directed by the CAAB, an aerodrome operator shall amend the aerodrome manual and provide copy of the amendment(s) to CAAB. The Director (AS) has authority to approve, reject or require modification of the submitted aerodrome manual amendment.

Approval will result in an amended aerodrome manual. Notification to the aerodrome certificate/licence holder of that approval, or rejection (or requirement for change to the amendment) as a result of a submitted amendment or adjustment will be made in writing to the aerodrome operator as soon as is practicably possible, and wherever possible prior to the proposed effective date of implementation of the proposed amendment or adjustment.

Chapter 4 Aerodrome safety oversight

4.1 Aerodrome Safety Oversight

4.1.1 Aerodrome safety oversight in the broad sense means the total scope of activity conducted by CAAB to assess that aerodrome operations are conducted to a level that is as safe as is reasonably practicable. Aerodrome certification involves, but is not limited to, initial entry (via a permission from CAAB in the form of a certificate), continuing oversight action by way of audits and/or inspections, education activity and, where necessary, enforcement action (ranging from warnings to action to suspend or cancel certificates).

4.1.2 Aerodrome safety oversight is a CAAB function and is additional to any internal audit conducted by an individual aerodrome operator.

4.1.3 In this manual the safety oversight activity is limited to inspection and audit processes as they may be applied to certification and surveillance activity by CAAB. Although enforcement is mentioned, staff will be required to undertake specific additional actions when a need for certificate action (suspension or cancellation) is determined, such procedure should be contained within the CAAB Enforcement Manual.

4.2 Safety Oversight Audit/Inspection

4.2.1 Distinct differences between the aims and objectives of audits and inspections

There are distinct differences between the aims and objectives of audits and inspections, and the methodologies used to conduct each one. An audit is a systematic and independent comparison of the way in which an aerodrome standard is being implemented, against the way in which the published procedures say it should have been implemented. The general guidelines for conducting audit for certification of aerodromes are described in Chapter 5. Figure 4-1 gives an overview of audit activities. An inspection is basically the act of observing a particular aerodrome operation, action, facility, equipment or document to verify whether the established procedures and requirements are followed, and whether the required standard of performance is achieved.

Audits are more comprehensive, focus on system issues, and are more complex and time consuming than inspections. Inspections, by comparison, are more specifically focused on specific integral parts of aerodrome operations and are usually of shorter duration. Each of the two types needs to be planned for and a schedule created that allows for the regular conduct of both.

4.2.2 Safety Oversight Auditors and Inspectors

Aerodrome safety oversight audits and inspections shall only be carried out by CAAB authorized aerodrome inspectors/auditors. These personnel will have undergone audit training and be in possession of competency certificates in the conduct of aerodrome audits issued by the CAAB. Those without the necessary qualifications or experience may carry out audits and inspections only under the supervision of a person who is appropriately qualified and experienced.

4.2.3 Flowchart of conducting Audit/Inspection

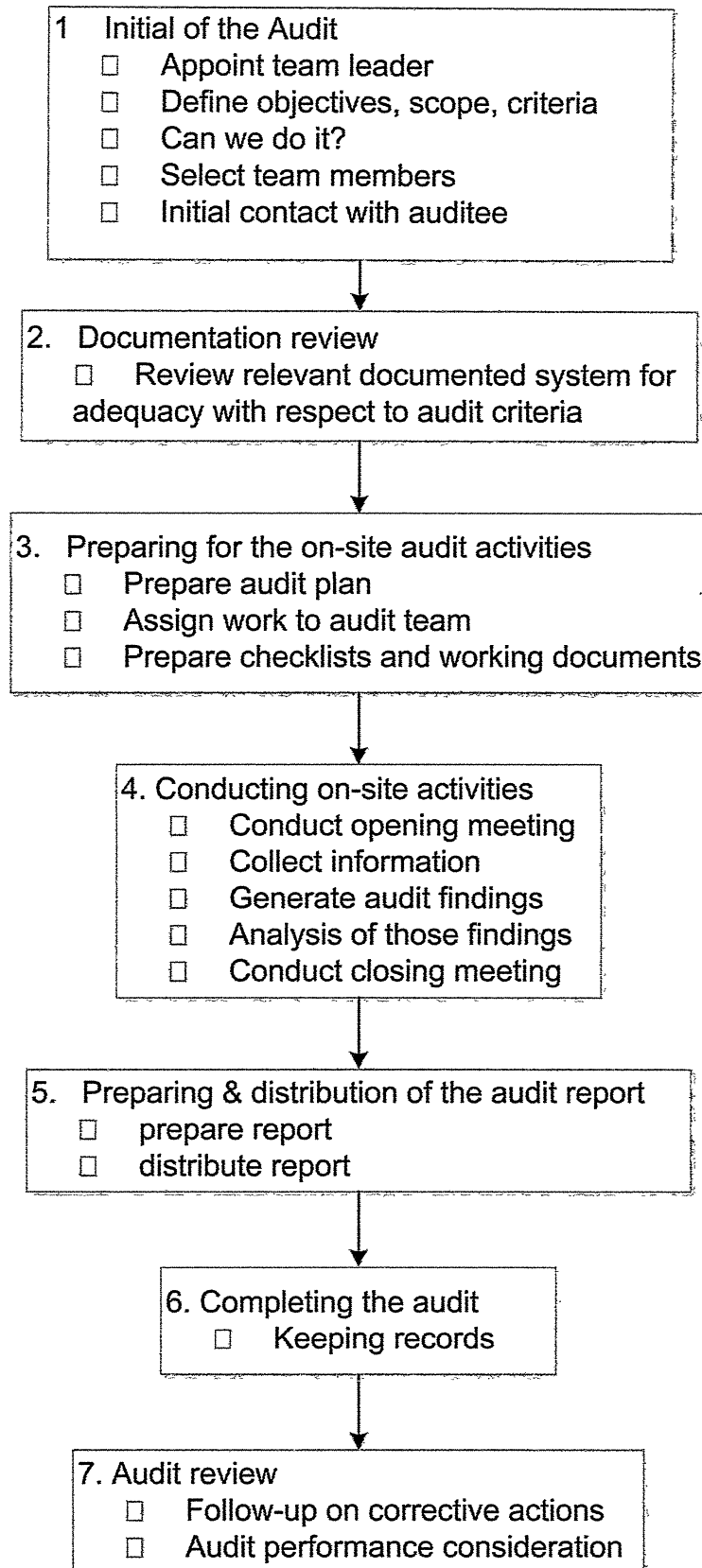


Fig. 4-1 Overview of Audit Process and Activities

4.2.4 Scheduling Audits/Inspections

The Director (AS) is responsible for scheduling inspections and audits of all aerodrome certificate/licence holders and other aerodrome operators.

The selection of the aerodrome and the frequency of the inspections and audits will be at the discretion of the Director (AS), subject to the followings:

- a) In normal circumstances each aerodrome certificate holder will be the subject of surveillance inspection at least twice per calendar year while each aerodrome licence holder will be the subject of surveillance inspection at least once per calendar year and at least 1 (one) full scale audit before every certification/licensing;
- b) Other aerodromes will be subject to inspection from time to time as determined by the Director (AS);
- d) In the intervening period between scheduled audits, surprise/random inspections of relevant parts of aerodrome operations may take place;

Note: Aerodrome Inspectors may attend an aerodrome emergency exercise;

- e) In certain situations, or following the occurrence of an accident/incident, or at the discretion of the Chairman, CAAB, additional full or partial audits may be scheduled in addition to any other action that may take place.

4.2.5 Notifying Audits/Inspections

The Director (AS) shall notify in writing each selected aerodrome operator that an audit/inspection has been planned for that facility or service provider along with the Audit Programme (see Appendix - 2).

Every notification shall include;

- a) The dates of the intended audit/inspector;
- b) Name of the CAAB auditors/inspector;
- c) Scope of activities to be covered under the audit/inspection;
- d) List of persons to be made available to the audit/inspection team for interview;
- e) Deadlines for the submission of the pre-audit questionnaire (if applicable see Appendix - 2);
and
- f) Request for essential documentation, as specified by the CAAB that may be required to be reviewed prior to the actual audit/inspection.

4.2.6 Role of Auditors/Inspectors

All auditors/inspectors (including the audit/inspection team leader) are responsible for:

- a) complying with the CAAB aerodrome audit procedures;
- b) clarifying audit/inspection requirements if necessary;
- c) Planning and preparing for the audit/inspection;



- d) Carrying out the audit/inspection;
- e) Documenting observations;
- f) Reporting the audit results;
- g) Recording findings in the CAAB aerodrome audit/inspection database;
- h) Ensuring corrective and preventative actions are followed up for effective completion;
- i) Safeguarding all documents relating to the audit;
- j) Maintaining confidentiality and treating privileged information with discretion; and
- k) Cooperating with and supporting the audit team leader/Chairman of ACC.

4.2.7 Role of Audit/Inspection Team Leader

As well as fulfilling the role of an auditor, the audit team leader has additional responsibilities for:

- a) Liaison with the aerodrome certificate holder regarding the date and time of the audit;
- b) Ensuring travel and accommodation is booked, if required;
- c) Assigning responsibilities to team members;
- d) Preparation of the audit timetable;
- e) Ensuring team members are adequately prepared;
- f) Resolving any issues regarding written programmes and manuals before the audit;
- g) Carrying out the opening meeting;
- h) Leading and supporting the audit team throughout the audit;
- i) Raising and resolving issues with the aerodrome certificate holder during the audit;
- j) Ensuring findings are soundly based, and properly recorded;
- k) Coordinating preparation of the audit report;
- k) Writing the draft and final audit/inspection report;
- l) Ensuring adequate preparation for the exit meeting;
- m) Carrying out the exit meeting; and
- n) Presenting findings, identifying causal factors, and negotiating corrective and preventive actions.

Chapter 5 Aerodrome Safety System Audit

5.1 System Safety Audit Process

5.1.1 There are three (3) stages to an audit:

- Preparation for the audit;
- Conduct of the audit on-site; and
- Recording of findings, reporting and follow-up.

5.1.2 Preparation for Audit/Inspection

As mentioned in paragraph 4.2.1, there are distinct differences between audits and inspections. However, many of the processes for the two remain essentially the same, albeit that an audit is far more detailed.

There are four (4) phases to the preparation for an audit or inspection, namely:

- Identification and review of all pertinent documentation, including receipt and review of pre-audit questionnaire;
- Development of checklists;
- Preparation of audit timetable.
- Confirmation of audit arrangements with the aerodrome certificate/license holder being audited.

5.1.3 Review of Documentation

5.1.3.1 With regard to the essential documentation that needs to be reviewed, this depends on the aerodrome certificate holder being audited and the scope of their operations. Generally speaking, the following documents need to be reviewed before each audit is carried out:

- a) The aerodrome documents for the entity being audited; e.g aeronautical data, aerodrome operations procedures, AEP manual, SMS manual, Maintenance manual;
- b) Appropriate regulatory and other legislative texts e.g. CA Act 2017, ANO 14 Volume 1;
- c) Operating manuals and/or standard operating procedures;
- d) Site plans and descriptions of the aerodrome certificate holders operations;
- e) Logbooks on facilities and equipment;
- f) Flight schedules;
- g) Previous audit or inspection reports;
- h) CAPs submitted by the operator; and
- h) Information contained in the pre-audit questionnaire.



5.1.3.2 The purpose of this review is to determine the status of the documentation as it relates to the entity being audited, and to identify key areas that need to be observed and analyzed during the actual audit. Particular attention should be paid to previously identified items of non-compliance from previous reports. This review will also assist in the preparation of checklists to be used by the audit team during the actual conduct of the audit.

5.1.3.3 The pre-audit questionnaire may provide an opportunity to gather useful information about the entity being audited. This questionnaire shall be developed by the audit team leader and transmitted to the aerodrome certificate holder in accordance with the requirements of this handbook. See Appendix – 2 (Attachment C) for a pre-audit questionnaire for an aerodrome operator.

5.1.4 Preparation of Checklists

5.1.4.1 The use of checklists is to be utilized to provide a structure to the audit that allows for consistent and standardized conduct of audits. Standardizing the conduct of audits guarantees objectivity, impartiality and credibility. In addition, this will also provide a degree of transparency for all stakeholders subject to audit.

5.1.4.2 Checklists will be prepared by Audit Team Leader and distributed to the members of the audit team in advance of the audit in order that they are fully prepared. Necessary checklists have been developed and are included in this handbook (see Appendix – 4), and they are applicable to each category of aerodrome. However, the operational details may vary from one aerodrome to any other, so checklists specific to that aerodrome operator may be developed by the regulatory body (if necessary).

5.1.5 Preparation of Audit Timetable

5.1.5.1 An integral part of the preparation phase of an audit is the development of the audit timetable. This is done by the audit team leader once the notification process has been completed and all necessary documentation has been received and reviewed. The generic audit timetable is included in this handbook in Appendix – 2 (Attachment B)

5.1.5.2 When determining the audit timetable, the audit team leader will take into consideration the following elements:

- a) Determine the principal persons needed to be interviewed;
- b) Determine the sequence of the audit, including meetings, interviews, observations of facilities and operations, and discussions with operational staff;
- c) Estimate the time needed to complete each anticipated activity;
- d) Make allowances for travelling between areas being audited (if necessary);
- e) Schedule entry and exit meetings;
- f) Make allowances for peak, off peak, and out of normal hours observations of activities, facilities and equipment.
- g) Allow for review of operational documentation not received prior to the audit; and
- h) Allow time for delays and unforeseen circumstances/occurrences.

5.1.6 Confirmation of Audit Arrangements

5.1.6.1 Prior to the scheduled date of the audit, the audit team leader should confirm to the aerodrome certificate/license holder the date(s) and location of the audit, and the availability of senior management and key staff identified in the preparation of the timetable. It is highly desirable to forward the audit timetable to the aerodrome operator, well in advance, to assist in their preparation for the audit.

5.1.7 On-site Conduct of Audits and Inspections

5.1.7.1 The purpose of the conduct phase of the audit is to gather information and then compare that gathered information to the information contained within the approved documentation which establishes the standards for operation of the entity being audited. In this case:

- a) National Regulations governing Aerodromes (CAR 84);
- b) CA Act 2017
- b) ANO 14 Volume 1, to which the aerodrome certificate/license holder is subject;
- c) AIP; and
- c) The aerodrome manual and other documents of the entity being audited.

5.1.7.2 Information can be gathered by:

- a) Observations;
- b) Review of documentation; and
- c) Formal and informal interviews.

5.1.8 Entry/Opening Meeting

5.1.8.1 The first action taken when commencing an audit is the conduct of an entry meeting. The purpose of the entry meeting is to;

- a) Establish communication between the audit team and representatives of the aerodrome certificate holder;
- b) Ensure there is clear understanding of the purpose of the audit;
- c) Explain how the audit will be carried out;
- d) brief the auditee about expectations for support for the audit team;
- e) Clarify and confirm the audit timetable; and
- f) Resolve any other matters of concern.

5.1.8.2 A sample of the typical agenda items for an opening meeting can be found in Appendix - 3.

5.1.9 Evidence of Conformity

5.1.9.1 Observations of operational equipment, activities and procedures form the main source of evidence that the aerodrome is conforming to regulatory requirements or otherwise. Verifiable evidence is necessary to provide the true measure of compliance or non-compliance with required standards and procedures. Checklists for the inspectors' guidance can be found in Appendix - 4. Evidence provides the verification that written procedures are in fact implemented.

5.1.9.2 Additionally, evidence by assessment of each facility, equipment or procedure through observations and discussions to determine compliance with requirements and documentation plus implementation assists to establish compliance with mandatory obligations.

5.1.9.3 If non conformities are found, look for facts to establish proof and make a formal record (checklist notes, photos etc).

5.1.9.4 Exercise discretion when making observations in the workplace. The presence of an auditor (often accompanied by a senior person within the organization) can have a disrupting impact on the workflow in what may be a potentially hazardous environment. Take care to ensure the presence of the auditor does not create an abnormal situation that could lead to errors or omissions being made by those being observed. Do not do anything that could disrupt the workflow, or refocus staff away from their primary tasks.

5.1.9.5 Where appropriate, watch as technical processes are performed, and observe the work practices of those involved. Observe the facilities and equipment that are being used, the work instructions provided, and the working environment. Talk to the people in the workplace. Establish how many people are involved, and if they have duties other than those they perform in support of aerodrome operations.

5.1.9.6 Identify reporting actions for identified or perceived problems. What is the actual documentation process and does it conform to the required process. If deficiencies are seen, discuss them with the management representatives away from the workplace.

5.1.9.7 Make use of the checklists developed for the audit to structure and record the observations.

5.1.10 Interviewing

5.1.10.1 Another principal element of the audit is the interview of selected staff members from the aerodrome certificate holder. The position and job function of the interviewee will determine the type and scope of questions to be put to the interviewee. It is always best to interview the most senior representative available first, and follow this with interviews of other managers and key personnel identified in the audit plan. This can extend to individual staff members if necessary, but normally an informal conversation at their workplace would achieve the same result.

5.1.10.2 Establish how the senior person expects the aerodrome certificate holder to operate from an aerodrome operation perspective. Identify any changes that have been made, or are being planned. Gain knowledge of other issues that may be affecting the organization, for example, changes in the scope of work carried out, industrial relations etc. Establish how the senior person satisfies him or herself that the entity is in compliance with the approved aerodrome documents. Determine how identified or perceived problems are recorded and handled.

Ask open questions based on the checklists. If necessary, and depending on the information received, adjust the depth of examination. Try to avoid asking questions that can be answered with a simple 'yes' or 'no'. Try to focus on what is occurring now, not what might occur in the future (the audit finding rely on verifiable evidence).

Formal interviews need to be carefully structured. The objective of the formal interview is to meet the main representatives of the aerodrome certificate holder and discuss existing measures. Interviews are usually preceded by on-site observations so the auditor is already aware of the situation and has perhaps already noticed discrepancies or exceptional performance. Any discrepancy must be mentioned to the audited party during subsequent interviews. The location of the interview is important. The selection of the person's office is usually the best option, as interviewing him/her in his/her natural environment might make it easier to establish a climate of trust and reduce possible tension. The auditor is the one who, as a rule, travels to meet the interviewee. This is preferable to having individuals meet in the auditor's office and helps avoid the impression of an interrogation.

5.1.11 Recording of Audit Findings

Findings are the result of an observed action once it has been compared to the required approved documentation. An observation of a documented requirement or an implemented requirement will indicate whether compliance with required procedures is achieved or not. A non compliance is classified as a finding, and it should be accompanied by a request for corrective action. Findings are not opinion, but statements of facts as observed by the auditor. As such they must be backed up by proof, or other evidence of non compliance, such as a photograph or the completed checklist, explanation of deficiency, or a statement of findings by the auditor.

Audit findings shall be classified into different categories, as follows;

Level	Description
1	Any non-compliance is detected with the regulations, requirements, standards, aerodrome procedures and manuals, the terms of an approval or certificate which lower standard or has the potential to result in loss of life, serious injury or damage to facilities. <i>Note: the immediate corrective action might be either a withdrawal or reduction of facilities, or correction of the shortcoming.</i>
2	Any non-compliance is detected with the regulations, requirements, standards, aerodrome procedures and manuals, the terms of an approval or certificate which could lower standard or has the potential to cause significant safety problems.
Observation	A comment intended to identify possible improvement or trends toward non-compliances. Probable non-compliance with upcoming standards

It is important that the senior management of organization being audited are made aware of the results of the audit, including the specific findings. Obviously "Level 1" findings need to have priority. Therefore, it is necessary to conduct a post audit or exit meeting where these findings can be communicated. It may not be necessary to inform the aerodrome certificate holder of everything that may be included in the final written report, as the audit team may need time to reflect upon their observations before concluding a finding, so the onus is on providing the aerodrome operator with an initial explanation of the major findings. Additionally, all issues of concern may be communicated to the auditee's staff during the audit as they arise.

5.1.12 Exit/Closing Meeting

The objectives and activities of the post audit, or exit meeting are to:

- a) Review the purpose of the audit and how it was carried out;
- b) Record attendance at the meeting;

- c) Present the major audit findings;
- d) Request comments or explanations on any of the findings;
- e) Confirm corrective actions and agree time frames for their implementation;
- f) Advise what to expect in the final audit report together with time frame for delivery; and
- g) Identify, and where possible resolve, any other issues of critical safety concerns.

5.1.13 Audit/Inspection Reports

5.1.13.1 The audit report formally documents the compliance performance of the aerodrome operator by recording matters of non-compliance with mandatory regulatory standards and other safety-related obligations. The report must accurately record all that took place during the audit, should reflect the tone of the audit and contain no surprises.

It is the responsibility of the team leader to coordinate the development of the audit report. The team leader and all other auditors/members must sign the report.

While each report will contain factually varying information, it is important that the reports should be similarly structured and formatted to allow for comparison and analysis and to ensure that each audit completed is to a consistent standard. A standardized report format is contained in Appendix - 4.

Audit reports generally will not include recommendations to address findings. The responsibility for appropriate remedial activity rests with the aerodrome operator.

The audit or inspection report shall also specify a time frame for the organization being audited or inspected to respond to the findings made in the report.

5.1.13.6 It is the responsibility of the team leader to ensure that the completed audit or inspection report is sent/delivered to the aerodrome operator within three (3) weeks from the on-site audit or inspection exit meeting.

5.1.14 Corrective Action

5.1.14.2 The Corrective Action Plan (CAP) is a written confirmation by the aerodrome operator detailing the measures they intend to take, to address all of the findings of non-compliance. The plan must incorporate actions that will mitigate or remove the deficiency in the short-term and prevent a future re-occurrence.

5.1.14.3

5.1.14.4 Every Corrective Action Plan (CAP) generated as a result of inspection/audit finding(s) must contain, as a minimum:

- A. determined root cause(s);
- B. the recommendations in need of improvement (from the agreed audit report);
- C. the planned corrective action(s);
- D. the person(s) responsible for implementing and finalizing the corrective action(s); and
- E. time frame for completion.

5.1.14.3 Where the aerodrome operator fails to submit an acceptable corrective action plan, or to perform the corrective action(s) within the time period accepted or extended by ASD, the enforcement action, including possible sanctions against an aerodrome operator may be applied.

5.1.14.4 Corrective action(s) can be classified into four categories, based on a period of time for completion of the corrective action(s), as follows:

A. **Corrected Immediately:** A corrective action must be carried out immediately for level 1 finding to stop the unsafe activities. The finding should be written into the report and corrective action plan must be filed.

B. **Corrected within 30 days:** normally the majority of findings should fall into this category. The accepted CAPs must indicate corrective actions put in place within 10 days. The applicable inspector or other assigned person will ensure follow-up.

C. **Corrected between 30 days and 04 months:** in cases where it is anticipated that the corrective actions will take more than 30 days after CAP acceptance, or request for extension of CAPs progress will be communicated using the "Non-Compliance Extension Form" provided in CPD 14-03 and CPD 14-04. The principal inspector or other assigned person will follow-up the aerodrome operator progresses and update the findings status.

D. **Longer than 04 months:** in cases where it is not possible or reasonable to apply the corrective action within 04 months of acceptance of the CAPs, a risk assessment should be completed by the aerodrome operator. The Aerodrome Inspector will evaluate this risk assessment for acceptance or otherwise. The risk remains with the aerodrome operator and its accountable manager. If the risk assessment confirms that the proposed period of time is justified, an exemption should be issued. The corrective actions would therefore be completed.

The team leader is responsible to ensure that a follow-up audit or inspection takes place as necessary after the actions mentioned in the CAP have been advised as completed, in order to ensure that the stated corrective action has taken place within the agreed time frame, and that the corrective action has been successful in ensuring compliance with the aerodrome standards and/or other regulatory obligation.

The Director (AS) is responsible for maintaining a database of audit and inspection findings. Each team leader is to enter their respective results onto this database, and review the contents on a regular basis to ensure that timeframes are being respected and overdue actions are identified.

5.14.15 Audit Records

5.1.15.1 All documents relevant to the audit or inspection should be retained and placed on the aerodrome certificate holder's file (separate files for individual aerodromes) after completion of the audit. These should include, where applicable, the following:

- a) A copy of the initial notification of the audit;
- b) The audit timetable;
- c) Completed checklists;
- d) All notes made during the audit by the audit team;
- e) Records of any interviews;
- f) Records of entry and exit meetings;

- g) A copy of the Corrective Action Plan (CAP);
- h) Results of follow-up activities to ascertain compliance;
- i) Post Audit feedback form from operator (see Appendix - 1).

5.1.15.2 It is the responsibility of the Director (AS) to establish and maintain an audit database that will contain all the findings gained from the audits and inspections of all aerodrome certificate holders. This database will be utilized by CAAB to monitor the constant surveillance on all aerodrome certificate holders, and in the development of audit and inspection schedules and timetables.

5.2 Guidance for Inspection

5.2.1 Evaluation of Aerodrome Data

5.2.1.1 Purpose

The purpose to provide guidance and information to aerodrome inspectors to use when checking or evaluating aerodrome data required to be published in the Aeronautical Information Publication.

5.2.1.2 References

- a) Chapter 2 of ANO 14 Volume 1
- b) Checklist reference (use most updated version):
 - i) Chapter 2 of AGA Checklist
 - ii) AM content checklist;
 - iii) Certification/Licencing checklist

5.2.1.3 Guidance and Procedures

a) General Information

1) Chapter 2 of ANO 14 Volume 1 contains a complete list of aerodrome data to be originated and included by the Aerodrome Operator in the Aerodrome Manual. The information must be available to the operator prior to initial certification.

2) Before being sent to the Aeronautical Information Services for publication in the AIP, the Authority must be satisfied that the information is adequate. It must be ensured that all parties in the data chain including the data originator, the data provider and the data publisher have quality systems for maintaining the integrity of aeronautical data.

3) Any proposed changes by the Aerodrome Operator to published information in the AIP must be checked and approved by the Authority before being sent to AIS for publication.

b) Checklist

1) Chapter 2 of AGA Checklist relating to aerodrome data and aerodrome reporting procedures must be completed by the Aerodrome Inspector when assessing aerodrome data during initial certification, certificate renewal and surveillance inspection.

c) Evaluation

The AI must determine if:

- 1) There is a system to forward any new data or variation of existing data to the aeronautical information service;
- 2) There is a quality system for protecting aeronautical data from the point of origination in the data chain to the next intended user;
- 3) There is a system for prompt notification of changes to variable and permanent data.

Note: Information requiring engineering survey and assessment should be gathered for verification by qualified technical person.

Examples of temporary data are limitations and warnings such as temporary runway or taxiway closure, temporary obstacles, runway surface condition reports, system failures and bird hazards. Examples of variable data are runway declared distances, hours of operation, visual aids and such facilities as rescue and firefighting. Examples of permanent data are aerodrome reference point, runway strength, runway dimensions and layout, elevations and permanent obstacle.

5.2.2 Evaluation of Aerodrome Physical Characteristics, Visual Aids and Aerodrome Facilities

5.2.2.1 Purpose

The purpose is to provide guidance and information to aerodrome inspectors to use when evaluating the aerodrome physical characteristics of an aerodrome.

5.2.2.2 Reference

- a) CAR 84
- b) Relevant Chapters of ANO 14 Volume 1
- c) Checklist reference (use most updated version):
 - 1) Relevant Chapters of AGA Checklist

5.2.2.3 Guidance and Procedures

- a) General Information.
 - 1) Prior to initial certification, the aerodrome designs and drawings must be evaluated by appropriate aerodrome standards inspectors, who would ensure that they meet requirements before initial approval is given by the Authority and in case of construction activities, prior to commencement of aerodrome construction work.
 - 2) Details relating to the physical characteristics in approved designs/drawings must be consistent with what is to be provided in the aerodrome manual and on site.
 - 3) After initial certification and where a change to the physical characteristics of the airside facilities is proposed by the Aerodrome Operator, such a proposal must be processed in accordance with the procedure in the ANO 14 Volume 1 and SMS requirement on management of change.
 - 4) Changes to physical characteristics of airside facilities at an aerodrome may include but not limited to:
 - i) Construction, realignment, or alteration of the manoeuvring area;

- ii) Construction, realignment or alteration of apron.
- b) Checklist.

Chapter 3 of AGA Checklist relating to Evaluation of Aerodrome Physical Characteristics, Visual Aids and Aerodrome Facilities must be completed by the Aerodrome Inspector when assessing Aerodrome Physical Characteristics during initial certification, certificate renewal and surveillance inspection.

c) Evaluation

- 1) During initial certification/licencing inspection, the AI must check the dimensions and surface conditions of runway(s), runway shoulders, runway strip(s), runway end safety areas, stopway(s) and clearways, taxiway(s), taxiway shoulders, taxiway strips and aprons.
- 2) During initial certification/licencing inspection, renewal of certification/licencing and scheduled surveillance inspection the AI must check the condition of the existing pavement of runway, taxiway and apron (if applicable)
- 3) Safety Areas.

The AI should:

- i) Determine if there are any hazardous ruts, depressions, humps or variations from the normal smooth surface.
- ii) Check to ensure no object is located in a safety area, except objects that must be in the safety areas because of their functions (such as runway lights, signs, or navigational aids). These objects must be constructed on frangible mounted structures of the lowest practical height.
- iii) Determine if the base for any equipment in safety areas flushes with surrounding ground and equipment and NAVAIDs mounted on frangible couplings.
- iv) Check to ensure that manhole and handhole covers are at grade level and can support vehicles and aircraft. Check to ensure that mounts for light fixtures are at grade level.
- v) Check for surface variation and other damage caused by rodents or other animals.
- vi) Take note of any objects that are not frangible or not at grade level. Also note extraneous equipment and objects, such as construction equipment, and surface variations that would cause damage to an aircraft or impede emergency response vehicles.
- vii) The AI must determine if all unpaved areas available for aeroplanes, including loading aprons and parking areas, are maintained to meet the required conditions; if the safety areas and runway strips are maintained to the required conditions. Unusual aerodrome conditions caused by seasonal variations, such as, mud, water, etc., are evaluated on a case-by-case basis. The AI may have the vehicle operator drive in portions of the safety areas to evaluate surface conditions, provided conditions allow it.

5.2.3 Evaluation of Obstacles

5.2.3.1 Purpose

The purpose is to provide guidance and information to aerodrome inspectors to use when evaluating obstacle limitation surfaces associated with aerodromes.

5.2.3.2 Reference

- a) Relevant Chapters of ANO 14 Volume 1
- b) Checklist reference (use most updated version):
 - 1) Relevant Chapters of AGA Checklist

5.2.3.3 Guidance and Procedures

a) General Information

- 1) It is required that a number of imaginary surfaces be established around the vicinity of aerodromes operated under ANO 14 Volume 1. These surfaces must be free of penetration by any object including structures, vegetation (e.g. tree) and terrains.
- 2) The aerodrome operator is required to establish a process for monitoring the airspace around their aerodromes to ensure that they are free from these objects. Aerodrome operators are also required to report new or on-going construction around aerodrome to the Authority who is statutorily responsible for determining whether such construction would constitute a hazard to air navigation and subsequently providing aviation height clearance.
- 3) In determining whether an object constitutes a hazard to air navigation, an inspector must apply the ultimate aerodrome development approach in his evaluation. In the ultimate aerodrome development approach, the obstacle limitation surface of the ultimate aerodrome layout as provided in the aerodrome master plan is taken into account in determining whether or not a permanent obstacle would constitute a hazard. Temporary obstacles may be evaluated based on existing aerodrome development only.

b) Checklist

Chapter 4 of AGA Checklist relating to Evaluation of Obstacles must be completed by the Aerodrome Inspector when assessing obstacles during initial certification, certificate renewal and surveillance inspection.

c) Evaluation

The AI must determine that:

- 1) All fixed and mobile objects, as defined in the ANO-14 VOL-I (or amend as appropriate) within the aerodrome operators authority are either marked or lighted or removed, unless determined to be unnecessary by an aeronautical study or the shielding principle, where applicable.
- 2) There are no objects extending above the obstacle protection surface for visual approach slope indicator system and that the approach light plane is free of infringements.
- 3) The operator has conducted an obstacle survey to produce a chart and if follow-up surveys are conducted whenever significant changes occur. The Chart shall show a plan view of the entire aerodrome and its environs to the outer limit of the conical surface where established), together with profile views of all obstacle limitation surfaces. Each obstacle should be identified in both plan and profile with its description and height above the datum, which should be specified on the chart.
- 4) Electronic and visual aids which are obstacles are frangible designed and constructed and mounted on frangible couplings (marking may be omitted if the obstacle is lighted by high intensity obstacle lights).
- 5) The operator has established a programme of regular and frequent visual inspection, of all areas



around the aerodrome including a daily observation of all obstacle lights both on and off the aerodrome and corrective action in the case of light failure, in order to be sure that any construction activity or natural growth (i.e. trees) likely to infringe any of the OLS is discovered before it may become a problem.

5.2.4 Evaluation of Visual Aids for Navigation

5.2.4.1 Purpose

The purpose is to provide guidance and information to aerodrome inspectors to use when evaluating visual aids for navigation.

5.2.4.2 Reference

- a) Chapter 5 of ANO 14 Volume 1
- b) Checklist reference (use most updated version):
 - 1) Chapter 5 of AGA Checklist

5.2.4.3 Guidance and Procedures

- a) General Information
 - 1) It is required that all aerodromes operated under ANO 14 Volume 1 be provided with visual aids. The type of aids to be provided would depend on traffic density, visibility condition and complexity of the aerodrome layout.
 - 2) Where a change to the configuration and specification of visual aids at an aerodrome is proposed by the Aerodrome Operator, such a proposal shall be processed in accordance with the procedures.
 - 3) Proposed change to visual aids at an aerodrome may arise from:
 - i) Construction, realignment, or alteration of the manoeuvring area;
 - ii) Construction, realignment or alteration of the apron;
 - iii) Change status from Visual Flight Rules (VFR) to Instrument Flight Rules (IFR); and
 - iv) Change in time of use from daylight operation only to day and night operations.

- b) Checklist

Chapter 5 of AGA Checklist relating to Evaluation of Visual Aids for Navigation must be completed by the Aerodrome Inspector when assessing Visual Aids for Navigation during initial certification/licencing, certificate / licence renewal and surveillance inspection.

- c) Evaluation
 - 1) Markings.

The AI must determine if:

- i) The status of markings with respect to correct color-coding, peeling, blistering, chipping, fading, and obscurity due to rubber buildup are adequate or not.

- ii) All runway hold position markings are clearly visible.
 - iii) During and after construction projects, new markings for compliance with ANO 14 Volume 1
 - iv) If the markings have glass beads, the reflectivity of glass beads is adequate at night.
 - v) Road holding position marking is provided at runway/road intersections.
 - vi) There are non-standard marking or markings that are obscured, faded or deteriorating.
- 2) Signs.

The AI must determine if:

- i) Signs are easy to read, in accordance with color standards, retro-reflective, and that all lighted signs are working and not obscured by vegetation, dirt, dust, etc.
 - ii) Signs are frangible mounted and concrete bases are properly.
 - iii) Sign panels are not missing or damaged, that they have the correct legend and arrow orientation, and that they are not cracked or broken.
 - iv) During and after construction projects, new signs are in compliance with specifications in the Article 5.3 in ANO 14 Volume 1.
 - v) During periods of darkness, signs are properly illuminated, if mandatory instruction signs are illuminated with the associated runway lighting system, check signs for correct operations; that they are on the correct circuits, they do not flicker and that they follow the intensity setting of the runway or taxiway lights.
 - vi) There is non-standard sign or any sign that is not functioning, is faded or damaged.
- 3) Lighting.

The AI must determine if:

- i) The following are operable, if installed, and that vegetation or deposits of foreign material do not obscure the light fixture.
 - Runway and taxiway lights, including approach lighting and visual approach slope indicator system;
 - Taxiway centerline or edge markers (i.e. reflectors);
 - Stop bars and no-entry bar;
 - Intermediate holding position lights;
 - De-icing/anti-icing facility exit lights;
 - Runway guard lights (both elevated and in-pavement, if installed);
 - Apron floodlighting;
 - (Advanced) visual docking guidance system;



- Aircraft stand manoeuvring guidance lights; and
- Runway status lights.
- ii) The following are operable, if installed:
 - Apron lights and floodlights used in construction to ensure they do not cause glare or confusion to pilots and air traffic controllers;
 - Obstruction lights; and
 - Lighting in fuel storage areas within the aerodrome.
- iii) Note all fixtures missing and lights that are not working or appear dim.
- iv) Note any missing or broken light fixture lenses.
- v) Runway and taxiway lights and runway threshold lights are the proper color and are oriented correctly.
- vi) The aerodrome has an operational wind direction indicator to provide aerodrome surface wind direction information. If the aerodrome is open to flight operations during hours of darkness, the required wind direction indicators must be lighted. ANO 14 Volume 1 provides specification for the construction of a circular band around a wind cone. The segment circle must be clear of vegetation and be seen easily from the air.
- vii) An aeronautical beacon has been installed to specification where conditions necessitate such installation.
- viii) Performance level objectives for approach and runway lighting in a precision approach lighting system are in accordance with specification. Particular attention should be paid to situations where two or more consecutive lights are missing.
- ix) Road holding position light is provided at runway/road intersections.
- x) There is a visual docking guidance system which provides alignment and stopping position guidance, where marshaling services is not provided.

5.2.5 Evaluation of Visual Aids for Denoting Obstacles

5.2.5.1 Purpose

The purpose is to provide guidance and information to aerodrome inspectors to use when evaluating visual aids denoting obstacles.

5.2.5.2 Reference

- a) Chapter 6 of ANO 14 Volume 1
- b) Checklist reference (use most updated version):
 - 1) Chapter 6 of AGA Checklist

5.2.5.3 Guidance and Procedures

- a) General Information

1) It is required that the operators of aerodromes regulated under CAR 84 and ANO 14 Volume 1 should establish a mechanism for continually monitoring existing obstacles around their aerodromes for the purpose of ensuring among others, that markings and lights fitted to these obstacles are maintained in serviceable condition.

2) ASD must ensure that operators carry out a regular inspection or visual monitoring of their obstacle limitation surfaces around airport to ensure that serviceable marking and lighting are in place and the height of such structures have not been increased without approval.

b) Checklist

Chapter 6 of AGA Checklist relating to Evaluation of Visual Aids for Denoting Obstacles must be completed by the Aerodrome Inspector when assessing Visual Aids for Denoting Obstacles during initial certification/licencing, certificate/licence renewal and surveillance inspection.

c) Evaluation

The AI must:

1) Determine if marking and lighting are in accordance with specification in Chapter 6 of ANO 14 Volume 1.

2) Determine, if wind direction indicator, apron floodlighting and other tall structures within the airside are fitted with obstacle light and if obstacle lights are operable. Check the operator's Aerodrome Manual (AM) for a list of lighted obstructions.

3) Check to see if construction is underway on or near the aerodrome that could affect aircraft operations, check for any vegetation, especially, trees, that may penetrate the obstacle limitation surfaces.

4) Check to ensure that construction equipment, especially tall cranes being used at construction sites, are not an obstruction.

5) Determine if obstructions are properly marked and lighted.

6) Report any obstruction light that is missing, inoperative or damaged, and any object that appears to be an obstruction and is not properly marked or lit.

5.2.6 Evaluation of Visual Aids for Denoting Restricted Use Area

5.2.6.1 Purpose

5.2.6.2 The purpose is to provide guidance and information to aerodrome inspectors to use when evaluating visual aids denoting restricted use areas.

Reference

a) Chapter 7 of ANO 14 Volume 1

b) Checklist reference (use most updated version):

1) Chapter 7 of AGA Checklist

2) Art 4.8 of Aerodrome Manual (Aerodrome Work Safety)

5.2.6.3 Guidance and Procedures



a) General Information

- 1) It is required that aerodrome operators establish procedures for temporary and permanent movement area closures and safety precautionary measures to be taken during routine and major construction work on the airside of an aerodrome.
- 2) Safety precautionary measures for major construction work in an aerodrome airside are to be incorporated in a work safety plan which must be approved by the Authority before the commencement of such work. A template work safety plan is provided in Chapter 7 of ANO 14 Volume 1. Aerodrome Inspectors should use the template as guidance when reviewing an operator's plan.
- 3) Where circumstances necessitate the imposition of restriction on the use of a runway that would result in a reduction in the length of the runway, the Aerodrome Operator is required to ensure that runway threshold is displaced using appropriate specification of markings and light if applicable.
- 4) Where an aerodrome certificate is suspended or withdrawn by the Authority or voluntarily surrendered by the operator, the Authority shall carry out inspection to ensure that appropriate measures have been taken to prevent inadvertent use of the runway, taxiway or aerodrome as the case may be.

b) Checklist

Chapter 7 of AGA Checklist relating to Evaluation of Visual Aids for Denoting Restricted Use Area must be completed by the Aerodrome Inspector when assessing Visual Aids for Denoting Restricted Use Area during initial certification, certificate renewal and surveillance inspection.

c) Evaluation

The AI must determine if:

- 1) Procedures have been established for temporary and permanent movement area closures, for reduction of declared distances or displacement of threshold. Where threshold have been displaced, displaced threshold marking and lighting should be evaluated.
- 2) Procedures have been established by the aerodrome operator for briefing of contractors for avoiding damage to existing utilities or other underground facilities. When a complex construction project is in progress, the AI shall inquire about the existence of and adherence to the safety plan. Additional information is available in *GM 14-36: Establishment and Implementation of Safety Management System in Aerodrome Operations*.
- 3) Procedures have been established by the aerodrome operator for avoiding damage to existing utilities, such as the review of appropriate utility plans prior to construction.
- 4) Each construction area, construction equipment construction roadway, NAVAID area, and unserviceable area, is marked, and lighted if appropriate, in an acceptable manner.
- 5) Procedures are in place to repair any accidental damage to existing utilities.

5.2.7 Evaluation of Electrical Systems

5.2.7.1 Purpose

The purpose is to provide guidance and information to aerodrome inspectors to use when evaluating electrical systems.

5.2.7.2 Reference

- a) Chapter 8 of ANO 14 Volume 1
- b) Checklist reference (use most updated version):
 - 1) Chapter 8 of AGA Checklist

5.2.7.3 *Guidance and Procedures*

- a) General Information
 - 1) It is required that electrical systems provided at aerodromes are of adequate design to facilitate the steady operation of aerodrome lighting system.
 - 2) The capacity of power supply and design of electrical systems at an aerodrome are dependent on the type of operation at the aerodrome and the category of lighting supported.
 - 3) A proposed change by an aerodrome operator from a VFR to IFR or day only to 24-hour operation would require an inspection of the aerodrome electrical system before a determination is made.
- b) Checklist

Chapter 8 of AGA Checklist relating to Evaluation of Electrical Systems must be completed by the Aerodrome Inspector when assessing Electrical Systems during initial certification, certificate renewal and surveillance inspection.

- c) Evaluation

The AI must determine if:

- 1) Adequate primary and secondary power supply are available at the aerodrome for the safe functioning of visual and non-visual aids. Check, if steady power supply is assured through availability of automatic switchover system and see, if the switchover requirement for the category of operation, specified in the Chapter 8 of ANO 14 Volume 1 is met.
- 2) Adequate precautions have been put in place against system failure. Examples of such precautions are: interleaving of circuits supplying the runway lighting system, phasing of the supply to approach lighting system.
- 3) There is a monitoring and intensity control panel for airfield lighting, where applicable and control is from one point i.e. the control tower supported by a back- up control point in the event of failure of the panel in the control tower.

5.2.8 Aerodrome Operational Services, Equipment and Installations

5.2.8.1 Purpose

The purpose is to provide guidance and information to aerodrome inspectors to use when evaluating aerodrome operational services equipment and installations including aerodrome rescue and firefighting service, aerodrome emergency planning, apron management service and Aerodrome Fencing.

5.2.8.2 Reference

- a) Chapter 9 of ANO 14 Volume 1
- b) Checklist reference (use most updated version):

- 1) Chapter 9 of AGA Checklist
- 2) Competency checklist
- 3) SMS Checklist

5.2.8.3 Guidance and Procedures

a) General Information

- 1) It is required that the level of rescue and firefighting service provided at an aerodrome be adequate to support the designated firefighting category of the aerodrome.
- 2) During initial certification, the evaluation of rescue and fire fighting service at the aerodrome should be based strictly on the dimensions of the longest aeroplane planned for the aerodrome, that is, the aeroplane overall length and fuselage width.
- 3) A provisional aerodrome emergency plan should be available before commencement of flight operations at the aerodrome. The aerodrome operator should be allowed some time to constitute an emergency committee that would test the emergency plan. The aerodrome emergency plan shall be tested by conducting a full scale aerodrome emergency exercise at interval not exceeding 2 (two) years.

b) Checklist

Chapter 9 of AGA Checklist relating to Aerodrome Operational Services, Equipment and Installations must be completed by the Aerodrome Inspector when assessing Aerodrome Operational Services, Equipment and Installations during initial certification, certificate renewal and surveillance inspection.

Additionally, SMS checklist may be used to assess the level of safety being maintained during operational hours and competency checklist may be used to evaluate whether the operational people are competent enough to carry out their respective duties.

c) Evaluation

1) Aerodrome Emergency Plan

The AI must determine if:

- i) The operator should also be encouraged to include procedures for response to other utility failures in addition to electrical power failure such as fuel spills, hazardous materials, natural gas, water and sewage.
- ii) It is written in sufficient detail to give adequate guidance to all concerned parties.
- iii) The certificate/licence holder has made adequate provisions for the agencies and personnel addressed in the AEP to participate in the development of the plan. Look for agency listing, or letters addressing meetings/reviews, and coordination.
- iv) The plan contains procedures for notifying facilities, agencies, and personnel of the location of an aircraft accident on the aerodrome, the number of persons involved, and any other necessary information as soon as it is available. At the discretion of the AI, conduct a communications test of the emergency plan notification procedures of mutual aid agencies to evaluate the timeliness and telephone numbers listed in the emergency plan and contact the mutual aid agency listed to verify telephone number currency.
- v) Whether aerodrome situated at the water area or the water aerodrome (if available) has proper

safety and water search & rescue facilities. MOU with other search & rescue entity is also acceptable but those rescuers from those entity must be familiar with overall structure of an aircraft.

vi) All aerodrome personnel having duties and responsibilities under the AEP are familiar with their assignments and are properly trained. Randomly questions personnel in the AEP to determine validity of the training programme and to ensure that all aerodrome personnel having duties and responsibilities under the plan are familiar with their assignments and are properly trained. Testing, written or oral may be used if determined to be necessary by the AI.

vii) The AEP is reviewed with all participating agencies in the preceding 24 months. An annual review of the AEP may consist of the aerodrome operator conducting a tabletop exercise or a review meeting with a representative of each of the agencies with which the plan was coordinated or after a full-scale or partial emergency has been carried out. Look for letters addressing tabletop exercise, Full-scale and partial exercises AEP review meetings and AEP revisions. During pre-inspection preparation, look for letters concerning annual review in the aerodrome files.

viii) The aerodrome operator has conducted a full scale exercise of its AEP in the preceding 2 years.

ix) During pre-inspection preparation, look for letters concerning full scale exercise of the AEP. Examine any record of critique. The full-scale aerodrome exercise must involve, to the extent practicable, all mutual aid participants, a reasonable amount of equipment specified in the AEP, and include a summary report and/or critique. Aerodromes which have experienced an aircraft accident and exercised a substantial portion of their AEP related to, or as would respond to, an air carrier accident can substitute this accident for the full-scale exercise. If such a substitution is made, the certificate holder should conduct a critique of their performance during the accident response.

x) For the purpose of this requirement, the biennial exercise may be conducted within the calendar month it is due. For example, if the last biennial exercise was held on August 4, 2022, the next biennial exercise is due by August 31, 2024. Unique or special cases may affect the need to vary the schedule slightly, and where supportable justification exists, a reasonable extension may be approved. For example: the biennial is due in April, but the county is planning a much larger exercise for June in which the aerodrome will play an important part and gain the same benefit.

xi) The purpose of this biennial exercise is to test the effectiveness of AEP through a response of the aerodrome and its mutual aid for a disaster at the aerodrome. It should also be used to familiarize emergency mutual aid personnel with the location of staging areas and other aerodrome facilities.

xii) For these reasons the full-scale exercise should be conducted at the aerodrome. However, at the discretion of the AI, the drill may be conducted on property adjoining or adjacent to the aerodrome (such as for a water rescue exercise) if the AEP can still be properly exercised.

xiii) The AI should determine the adequacy of facilities in the Emergency Operations centre and the mobile command post. The communication equipment in these facilities should be tested for adequacy and serviceability. The AI should rely on guidance in the Advisory circular on Aerodrome Emergency in determining if human factor principle has been taken into account in preparing the Aerodrome Emergency Plan.

xiv) When possible, aerodrome managers should be encouraged to participate in off-aerodrome disaster exercises involving downed aircraft and provide their expertise and resources.

xv) AIs are encouraged to attend the full-scale exercise of the AEP whenever possible.

2) Rescue and Firefighting Service: Determination of Fire Category

i) The aerodrome category shall be determined from the ANO 14 Volume 1 and shall be based



on the longest aeroplanes normally using the aerodrome and their fuselage width. To categorize the aeroplanes using the aerodrome, first evaluate their overall length and second, their fuselage width. If, after selecting the category appropriate to the longest aeroplane's overall length, that aeroplane's fuselage width is greater than the maximum width for that category, then the category for that aeroplane shall actually be one category higher. Guidance on categorizing aerodromes for rescue and firefighting purposes and on providing rescue and firefighting equipment and services is given in ANO 14 Volume 1, GM-14-21 and in the Aerodrome Services Manual, Part 1. During anticipated periods of reduced activity, the level of protection available shall be no less than that needed for the highest category of aeroplane planned to use the aerodrome during that time irrespective of the number of movements.

ii) The following examples illustrate the method for determination of the aerodrome category.

Example

Aircraft	Overall Length (m)	Fuselage width (m)	Category
B 777 ER	73.9	5.86	9
ATR-76	27.17	4.5	6

The longest aeroplanes are categorized by evaluating, from Table 9-1, ANO 14 Volume 1 first their over-all length and second, their fuselage width. The aerodrome in this case would be category 9.

3) Extinguishing Agents.

The AI must determine if:

i) ARFF vehicle discharge capacities and agent capacities meet requirement of ANO 14 Volume 1

ii) The amounts of water for foam production meet the requirement in ANO 14 Volume 1

iii) The amount of water and foam concentrate separately provided on vehicles for foam productions are adequate.

iv) The quantity of foam in reserve is adequate.

v) The discharge rates of foam solution are adequate.

vi) There is a means of supplementary water supply for expeditious replenishment.

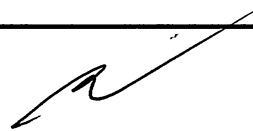
vii) Water tanker(s) or other suitable means is acceptable

4) Emergency Rescue and Firefighting Vehicles

The AI must determine if:

i) The aerodrome is equipped with ARFF vehicles meeting the aerodrome firefighting category during flight operations. ARFF equipment required to meet the category are listed in the AM.

ii) Each required ARFF vehicle is equipped with appropriate radio communications, beacon, and is marked in colors to contrast with the background and optimize daytime/nighttime visibility.



iii) Each required vehicle is operationally capable of performing the required functions. Technically, a required ARFF vehicle is inoperative during preventive maintenance if it cannot meet response requirements. At aerodromes which do not have extra ARFF equipment, maintenance must be scheduled during periods when aircraft operators are not operating. Notification to CAAB and airlines would be expected when ARFF equipment required to meet Category requirements breaks down and cannot be immediately repaired.

5) Rescue Equipment.

The AI must determine if Rescue equipment commensurate with the level of fire protection is provided in accordance with ICAO Doc 9137 Part 1 Table 5-2.

6) Personnel

The AI must determine if:

i) Sufficient ARFF personnel are available to operate the required ARFF vehicles taking into account the requirement specified in CAA guidance document.

ii) Training requirement is available incorporating initial and recurrent training, and covering the subject areas enumerated in the ASM has been developed and is being implemented. Training programme shall include initial and recurrent training and training in human performance and team coordination.

iii) Training records are maintained and readily available and the records indicate that all ARFF personnel have participated in live-fire drill and pressure-fed fuel fires. "live-fire drill" has the same meaning as "simulated aircraft fire."

iv) All ARFF personnel are equipped in a manner needed to perform their duties.

v) Such equipment shall include protective coat, protective trousers, protective helmet, gloves and respiratory equipment. This requirement does not apply to ARFF vehicle driver/operators unless they are expected to man handlines or effect rescue operations. The ARFF vehicle driver/operator shall have protective equipment readily accessible.

vi) All personnel assigned to rescue duties have been given first aid and cardiopulmonary resuscitation (CPR) training. At least two full time members per shift of the aerodrome rescue and firefighting service or other on-aerodrome personnel should be trained to an emergency medical treatment level.

7) Response Time.

The AI must determine if:

i) At least one required ARFF vehicle achieves a response time not exceeding 3 minutes to any point of each operational runway. Any other vehicles should arrive no more than one minute after the first responding vehicles. At the option of the AI, a discharge of water may be used in lieu of other agents for a timed response. However, a demonstration of the discharge of the agents not used in the response drill is to be conducted for at least one required response vehicle before the conclusion of the inspection to insure the adequate capability.

ii) During the certification inspection, the AI should request that a refractometer test be conducted by ARFF personnel on at least one required response vehicle with a foam proportioning system. By observing the preparation for and performance of this test the following will be achieved.



iii) Get an indication of ARFF personnel knowledge of the vehicle and its systems. In some cases, ARFF personnel may have a refractometer but not know how to use it. In those cases be prepared to conduct a refractometer test and provide some basic training. If the ARFF department does not conduct periodic refractometer test advise them to do so. Other refractometer procedures may be used. Be sure to read manufacturer's instructions.

iv) Gain some indication of the maintenance level for the foam proportioners and, therefore, vehicle systems. If the results of the refractometer test indicate a foam mixture that is too lean or rich, advise the ARFF officer in charge that the system needs to be checked to determine if the proportioning device is adjusted properly.

v) ARFF response drills may be conducted at night or during inclement weather. However discretion shall be used to ensure that safety is not derogated. If there is a question as to whether or not a drill can be conducted safely, it should be postponed until later. When conducting the timed response, the AI should keep in mind that the times given in ANO 14 Volume 1 are based on a direct path on dry pavement under good weather conditions. If the drill is conducted at night or in other than dry conditions, the times may be adjusted at the discretion of the AI to allow for the adverse condition.

vi) It shall be at the AI's discretion as to the location from which he/she conducts the response drill on the aerodrome.

vii) The alarm system is acceptable. The timing for the response requirement begins upon activation of the first alarm signal to the RFF unit responsible for ARFF at the aerodrome. This will normally be ATC activating whatever alarm system is used by the aerodrome. The signal may be audible (klaxon, telephone ring, siren, etc.), visual (dormitory illumination, strobe light, etc.), or a combination. The RFF unit is usually the fire house where the vehicles and crews are stationed. It is important that the timing begin with the activation of the first alarm signal and include any message passing, crew assembly, coordination, and other processes which occur as part of the response. If there are problems with meeting the response time it may be that the alarm enters the fire station at the wrong point, and that the system needs to be changed to modify or eliminate time consuming communications, coordination, etc.

8) Emergency Access Roads.

The AI must determine if all designated emergency access roads are maintained for all weather conditions. Emergency access roads are those required to meet ARFF requirements. Roads constructed specifically for use by emergency vehicles must be considered as an emergency access road. Additionally, service roads that are located in the safety area must be considered by the aerodrome operator as an emergency access road and maintained during all weather conditions.

9) Fire Station

The AI must determine if adequate shelter is provided to protect RFF vehicles from the harmful effects of exposure to the sun.

10) Communication and Alerting Systems.

The AI must determine if:

i) A discrete communication system links all the fire stations (if applicable) within the aerodrome, the control tower and rescue and fire fighting vehicles.

ii) An alerting system links all the fire stations within the aerodrome, the control tower and rescue and fire fighting vehicles. The alerting system should be such that it can be operated from the fire station.

11) Disabled Aircraft Removal Plan.

The AI must determine if:

i) The aerodrome operator has developed a disabled aircraft removal plan. The plan should be developed in consultation with aircraft owners and operators. The extent of the plan will depend on user aircraft weights and sizes and the density of air traffic at the aerodrome.

ii) The plan provides for permission to disturb the accident site to be obtained from AAICBD. Where a disabled aircraft has been involved in an accident, notwithstanding this general rule, the aircraft may be moved where necessary to preserve life or to prevent additional hazard to persons or property. A claim for damages could follow an attempt to move a crashed aircraft if it was proven the act of moving worsened the damage. Therefore, the invariable rule is that only aircraft owner, operator or his appointed representatives should control the aircraft removal operation.

iii) The plan includes:

- Nominated person or organization authorized to act on their behalf at the aerodrome owner or operators using the aerodrome to avoid delay.

- Nominated representative of the aerodrome operator to coordinate the aircraft removal operation. All major users of the aerodrome will be informed of the aerodrome management's preparations and capabilities, as well as policies regarding disabled aircraft removal. The officer assigned responsibility to coordinate this plan should be made known to all aircraft owners or operators.

- A list of equipment available on or near the aerodrome on demand.

- A list of additional equipment available from nearby aerodromes on request.

- A list of nominated agents acting on behalf of each aircraft operator at the aerodrome.

- A statement of the aircraft operator arrangements for the use of pooled specialist equipment.

- A list of local contractors (with names and telephone numbers) with suitable removal equipment for hire.

12) Apron Management Service.

The AI must determine if:

i) Responsibility for marshalling service, follow me service, gate and parking allocation, start up, push back and taxi clearances, control of vehicles on the apron, maneuvering areas are clearly and unambiguously assigned.

ii) A written agreement exist between both parties defining method of coordination and points of transfer of responsibilities, where coordination between air traffic service unit and apron management unit is required.

iii) Adequate aircraft stand clearances and apron safety lines have been provided in accordance with ANO-14 VOL-I. Apron safety lines include wing tip clearance lines and service road boundary lines.

13) Fencing.

The AI must determine if:

- i) The aerodrome operator has appropriate safeguards against inadvertent entry to the movement area by unauthorized persons or vehicles. These safeguards may consist of a combination of natural barriers, fencing and warning signs which are effective in deterring personnel or vehicles from inadvertently entering the movement area.
- ii) The aerodrome operator has provided reasonable protection of persons and property from aircraft blast. This includes persons who are required to use airstairs; and public areas adjacent to air carrier ramps and movement areas.

5.2.9 Evaluation of Operational Services- Wildlife Strike Management

5.2.9.1 Purpose

The purpose is to provide guidance and information to aerodrome inspectors to use when evaluating wildlife strike hazard management programmes at aerodromes.

5.2.9.2 Reference

- a) Chapter 9 of ANO 14 Volume 1
- b) Checklist reference (use most updated version):
 - 1) Chapter 9 of AGA Checklist

5.2.9.3 Guidance and Procedures

a) General Information

It is required that aerodromes exposed to wildlife hazard analyse the level of risk posed by the existing hazards to enable a determination of the need for a wildlife hazard management plan. It is not anticipated that such a determination can always be reached before the commencement of initial operations at the aerodrome. Data collection on bird activity in the vicinity of the aerodrome and subsequent analysis may take sometime after aerodrome operations begin before a meaningful conclusions can be drawn concerning wildlife management programme to be implemented, where applicable. However it is anticipated that a procedure for monitoring bird activity and of recording and reporting bird strike be established and incorporated in the Aerodrome Manual before approval of the Manual is given by the Authority.

b) Checklist

Chapter 9 of AGA Checklist relating to Evaluation of Operational Services- Wildlife Strike Management must be completed by the Aerodrome Inspector when assessing Operational Services- Wildlife Strike Management during initial certification, certificate/licence renewal and surveillance inspection.

c) Evaluation

The AI must determine that:

- 1) the aerodrome operator has adequate procedures to take immediate measures to alleviate wildlife hazards whenever they are detected. During the movement area inspection, the AI should be on the lookout for wildlife of a size or in numbers capable of triggering the conduct of an ecological study. If the AI feels that wildlife activity on or in the vicinity of the aerodrome constitutes a wildlife hazard, the conduct of an ecological study must be addressed in the corrective plan of action. The ATC shall also be consulted concerning wildlife hazards.

- 2) if records of reported strike are maintained and transmitted to ASD CAAB for onward transmission to ICAO.
- 3) procedures are established by the aerodrome operator for the conduct of a wild life risk assessment
- 4) if a Wildlife Hazard Management Plan is in effect, the AI must review the following:
 - i) Its effectiveness in dealing with the wildlife hazard.
 - ii) Indications that the existence of the wildlife hazard, described in the ecological survey, should be reevaluated.
 - iii) Personnel with responsibilities in the Wildlife Hazard Management Plan are adequately trained.
 - iv) Procedures outlined in the Plan, such as inspections prior to air carrier operations, are carried out.
 - v) Status of habitat modification projects or changes in land us identified in the Plan.

5.2.10 Evaluation of Operational Services - Ground Servicing of Aircraft

5.2.10.1 Purpose

The purpose is to provide guidance and information to aerodrome inspectors to use when evaluating aircraft ground servicing operations.

5.2.10.2 Reference

- a) Chapter 9 of ANO 14 Volume 1
- b) Checklist reference (use most updated version):
 - 1) Chapter 9 of AGA Checklist

5.2.10.3 Guidance and Procedures

- a) General Information
 - 1) It is required that aerodrome operators have qualified personnel who are familiar with safety precautionary measures which should be in place during the fueling and defueling of aircraft by fueling companies.
 - 2) The scope of inspection by aerodrome inspectors should cover both the facilities of the fueling companies at the operational base and an actual aircraft fueling on the apron.
- b) Checklist

Chapter 9 of AGA Checklist relating to Evaluation of Operational Services - Ground Servicing of Aircraft must be completed by the Aerodrome Inspector when assessing Operational Services - Ground Servicing of Aircraft during initial certification/licencing, certificate/licence renewal and surveillance inspection.

- 1) Evaluation

The AI must determine that:

- i) Fire extinguishing equipment are positioned sufficient close to areas designated for ground servicing of aircraft.
- ii) Extinguishing agents bear serviceability tags and the dates on tags.
- iii) An efficient means is available for quickly summoning rescue and firefighting service in the event of a fire or major fuel spill. Apron management unit and ARFF service are connected on a designated frequency. Where apron management unit is not available, check if airline or ground staff or aerodrome personnel who have responsibilities on the apron are familiar with the frequency on which to reach RFF service.

5.2.11 Evaluation of Operational Services- Ground Vehicle Operations

5.2.11.1 Purpose

The purpose is to provide guidance and information to aerodrome inspectors to use when inspecting and evaluating ground vehicle operations

5.2.11.2 Reference

- a) Chapter 9 of ANO 14 Volume 1
- b) Checklist reference (use most updated version):
 - 1) Chapter 9 of AGA Checklist

5.2.11.3 Guidance and Procedures

- a) General Information

Each employee, tenant, or contractor, who operates a ground vehicle on any portion of the airside of an aerodrome is required to be familiar with and complies with the aerodrome's airside driving rules and procedures. In order to comply with this section, the aerodrome operator shall develop an appropriate driver's training programme for aerodrome personnel, tenants, contractors and others who operate on, or have access to movement areas. The programme shall be consistent with the guidance provided by the ASD on Aerodrome Vehicle Operations and shall be approved by the Director (AS).

- b) Checklist

Chapter 9 of AGA Checklist relating to Evaluation of Operational Services- Ground Vehicle Operations must be completed by the Aerodrome Inspector when assessing Operational Services- Ground Vehicle Operations during initial certification/licencing, certificate/licence renewal and surveillance inspection.

- c) Evaluation

The AI must determine that:

- 1) Roads located on the movement areas and safety areas are restricted to only those vehicles necessary for aerodrome operations. During the course of the inspection, be on the lookout for unnecessary operations of vehicles on or adjacent to movement areas.
- 2) Vehicles authorized in the movement area include ARFF vehicles, ambulances, mowers, aerodrome operations and maintenance vehicles, fuel trucks catering vehicles, toilet service vehicles etc.
- 3) Procedures for these vehicles to cross the runway or taxiway such as two-way communications

with the Control Tower or escort have been established for continued operations. Vehicles must be radio equipped or escorted. These procedures need to be clearly addressed in the Aerodrome Manual.

- 4) For aerodromes with Control Tower in operation, each vehicle operating on the movement areas is controlled by two-way radio, escort vehicle with two-way radio.
- 5) For aerodromes without Control Tower in operation, adequate procedures are established to control ground vehicles through prearranged signals or other procedures.
- 6) Look for distribution of aerodrome procedures/training curriculum or permit process to control applicable tenants. At aerodromes with a SMGCS Plan, requirements should also be included in the driver training as applicable.

5.2.12 Aerodrome Maintenance

5.2.12.1 Purpose

The purpose is to provide guidance and information to aerodrome inspectors to use when inspecting and evaluating aerodrome maintenance programmes and their levels of implementation at aerodromes.

5.2.12.2 Reference

- a) Chapter 10 of ANO 14 Volume 1
- b) Checklist reference (use most updated version):
 - 1) Chapter 10 of AGA Checklist
 - 2) Competency checklist
 - 3) SMS Checklist

5.2.12.3 Guidance and Procedures

a) General Information

- 1) It is required that the frictional characteristic of runway pavements be periodically determined by the aerodrome operator using a continuous friction measuring device with self-wetting features for the purpose of the monitoring pavement friction characteristics and taking prompt preventive maintenance action.
- 2) The regulation obligates operators to include in their operations manual, maintenance programmes for paved and unpaved movement areas, runway strips and aerodrome drainage.
- 3) Although the subject of maintenance in the chapter 10 of ANO 14 Volume 1 is presently limited to safety critical areas such as pavement and visual aids, the Aerodrome Inspectors should, for the purpose of promoting efficiency and regularity of aeronautical operations encourage operators to include maintenance programmes for other aspects, namely terminal facilities including passenger loading bridges, elevators, travelators, lifts, conveyor belts, chillers, Flight information displays, etc. Guidance for the development of maintenance programmes for these areas is contained in ICAO Doc 9137 Part 9 on Aerodrome Maintenance Practices.

b) Checklist

Chapter 10 of AGA Checklist relating to Aerodrome Maintenance must be completed by the Aerodrome Inspector when assessing Aerodrome Maintenance during initial certification, certificate renewal and

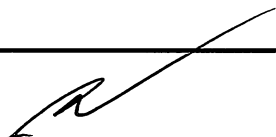


surveillance inspection.

c) Evaluation

The AI must determine that:

- 1) Preventive maintenance procedures have been established for pavements, visual aids power supply drainage and buildings and specialized vehicles such as rescue and fire fighting vehicles. Check procedures for calibration of VASIS/PAPI/APAPI. These procedures should also be addressed in the AM.
- 2) Maintenance procedures are being implemented. Check maintenance records for airfield lighting, power supply and RFF vehicle and compare with sample maintenance schedules.
- 3) Debris, rubber deposit removal and friction measurement programmes have been developed. See when the last friction measurement was conducted and review result against minimum requirement. If the friction measuring equipment is owned and operated by aerodrome operator's personnel, check if personnel have been trained on the use of the equipment and if the equipment is calibrated as required before use.
- 4) The pavements are free of debris and surface irregularities (cracks depressions or other distress features). The AI should use his judgement to determine when a pavement distress is significant to constitute a finding.
- 5) Marking and lighting systems on the aerodrome are well maintained. Maintenance action shall include: cleaning, replacing, or repairing any faded, missing, or nonfunctional item of marking or lighting; keeping each item clearly visible; and ensuring that each item provides an accurate reference (this includes alignment of fixtures) to the user. If the aerodrome operator owns a standby generator for movement area lighting, inquire about testing procedures. The AI should consider a test operation of the generator if periodic testing procedures do not appear to be adequate.
- 6) There are adequate spares for replacement of any electrical fixture that may become defective.



Chapter 6 Aerodrome Safety Review

6.1 General

In this Handbook, an aerodrome safety review refers to actions undertaken by an Aerodrome Inspector regarding an evaluation of the impacts of specified changes at an airport on the continuing safety of existing operations.

An aerodrome safety review may be undertaken by an individual, team or group depending on the scope of impact and the specialist aviation knowledge required for an evaluation. The Director (AS) will specify formal working and leadership arrangements for team or group activities.

6.2 Safety Review requirement

When a proposal is made which will involve a significant change to aerodrome physical characteristics, facilities or equipment, ASD shall initiate an aerodrome safety review.

The scope of an aerodrome safety review will generally be restricted to events associated with planned changes. Events associated with unplanned changes or emergency situations will be dealt with by use of appropriate alternative procedures to ensure safety is properly considered and to determine if continuing operations may be permitted.

6.3 References

The ANO 19 (Safety Management System) refers to matters that need to be considered in regard to aerodrome safety reviews. These references include but are not limited to:

- Matters to be notified regarding certified and licensed aerodromes:
 - Notice of changes in physical condition of aerodrome
 - Notice of changes in information published in AIP
 - Physical characteristics of movement area
 - Notice of changes in physical condition of aerodrome
 - Notice of changes in information published in AIP
- CAAB empowered to issue direction to aerodrome operator:
 - Amendments of Aerodrome Manual
 - Aerodrome Manual procedures
- Aerodrome operator to notify Chairman:
 - Notice of changes in physical condition of aerodrome
- Aerodrome operator to comply with standards:
 - Physical characteristics of movement area
 - Applicable standards for registered aerodromes

6.4 Safety review action plan

6.4.1 Aerodrome safety reviews may only be conducted, or supervised, by certified CAA personnel. Such CAA personnel shall be deemed to be certified if they have successfully completed an ICAO safety management system course, or a CAA equivalent training course.

6.4.2 Other CAA aviation specialist staff or external experts may be consulted for comment and advice during an aerodrome safety review to any extent necessary in the opinion of the Director (AS).

6.4.3 Aerodrome safety reviews shall be conducted in accordance with the methodology for an aeronautical study as provided for in the ANO 19.

6.4.4 Director (AS) is responsible for scheduling aerodrome safety reviews, and for the nomination of an appropriate Aerodrome Inspector and/or review group. When a group activity is considered necessary, Director (AS), will nominate the group leader.

6.4.5 The nominated Aerodrome Inspector or Group Leader of the Review Team is responsible for conducting the review and providing a report that includes all appropriate recommendations to ensure satisfactory on-going operational safety.

6.4.6 The conduct of an aerodrome safety review should be timed so that outputs can be communicated effectively to all stakeholders prior to any changes coming into effect.

6.4.7 The outputs of an aerodrome safety review should include, but not limited to:

- a) A statement summarizing the proposal under consideration;
- b) The changes that will be generated as a result of the proposal;
- c) Alternatives to the proposal that were considered, and reasons for selection of the proposal over the alternatives;
- d) Whether or not a site visit was made;
- e) Any non-conformity with mandatory standards;
- f) Listing of hazards identified;
- g) Listing of risks associated with non-compliances or hazards;
- h) Safety analysis of each risk together with its ranking in priority order from highest to lowest;
- i) Summary analysis of the proposal; and
- j) Recommendations on the proposal.

6.4.8 The Aerodrome Inspector or Team Leader responsibilities include:

- a) Record activities undertaken during the review;
- b) Formulate conclusions;
- c) Recommend resulting action requirements; and
- d) Draft reports on safety review conducted.

6.4.9 The Head of AAICBD responsibilities include:

- a) Review the draft safety review report;
- b) Make recommendations to Director (AS); and

- c) Suggest to direct the Aerodrome Inspector/Team Leader if additional activity is required.

6.4.10 Director (AS) is responsible to:

- a) If in agreement with the recommendations, refer them to the Chairman for formal approval before initiating action as necessary; and
- b) If not in agreement, refer the issues back to the Aerodrome Inspector/Team Leader with instruction for additional activity.

6.5 Aerodrome Safety Review work flow process

6.5.1 The process of work undertaken in an aerodrome safety review will broadly follow that which is used in an aeronautical study, and is described in Fig 6-1 below.

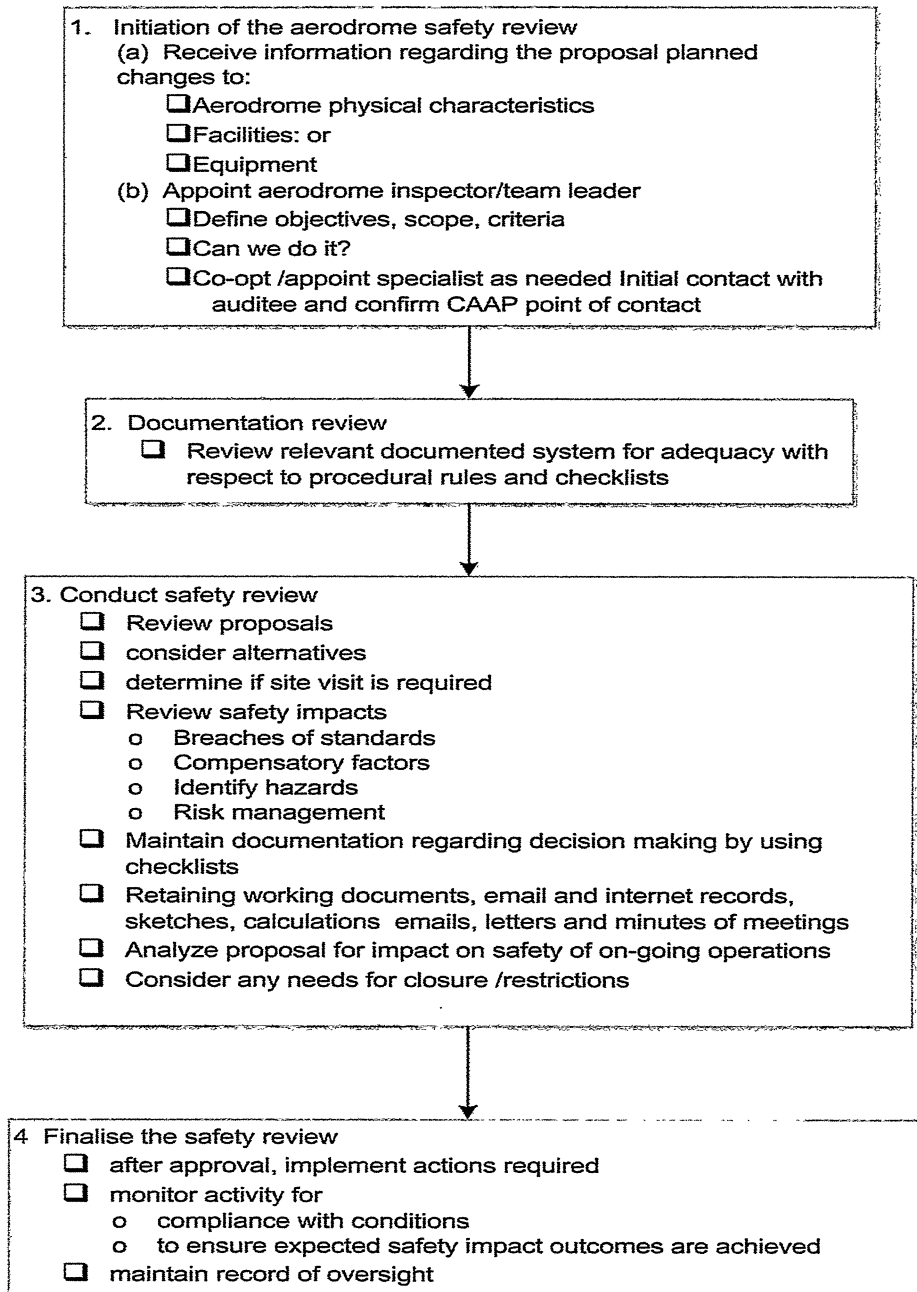


Fig 6-1 Aerodrome Safety Review

Chapter 7 Enforcement Action

Note: Introduction to Compliance and Enforcement has been explained in Chapter 2 of both CPD-14-03 & CPD-14-04 and Resolution procedures of safety concerns are given in CPD-31.

6.6 Enforcement Actions

The Authority has developed the ANO 14 Volume 1 with the objective of ensuring that an acceptable level of safety is achieved. It is the responsibility of the aerodrome inspectorate to ensure that there is safety compliance through enforcement of the aerodrome regulations.

Aerodrome safety is primarily the responsibility of the Aerodrome operator and depends mainly on voluntary adherence to regulatory requirements. Where there is no adherence to regulatory requirements, improved compliance will be promoted in the following ways:

- (a) Education
- (b) Training
- (c) Sensitization

In the situation that compliance has failed, necessary enforcement action will be taken. Enforcement action will be taken to protect public interest. It will take into consideration compliance history of the particular aerodrome operator.

In the event of non-compliance or a violation the inspector will take action in accordance with prescribed procedures and provisions for resolution of safety concerns. The action may be administrative or legal, but should be reasonably designed to promote future compliance by the aerodrome operator.

When a violation occurs, it is essential that the Aerodrome Inspector takes action consistent with the provisions on Resolution of Safety concerns and paragraph 7.3 below. That action can be administrative or legal, but should in each case be reasonably designed to promote future compliance by the aerodrome in violation.

6.7 Violations

Violations must be addressed consistently, fairly, and in a manner that reasonably serves the purpose of deterring future violations. The following policies shall be followed:

- (a) All reports of violations shall be promptly and thoroughly investigated. The Aerodrome Inspector does not personally have to make the discovery. Even if the source of information alleging the violation appears unreliable or capricious, in the interest of safety, the Inspector must pursue the matter. Aerodrome Inspector's responsibility for investigation or enforcement shall, in the emergency investigator reports relations with other members of the aviation community, be fair, objective, and courteous and shall carry out these responsibilities in a professional manner.
- (b) All stages of enforcement investigation, legal, or administrative action shall be completed in a timely manner.
- (c) Enforcement investigative reports shall contain complete accounts of known circumstances surrounding the violation alleged, including all known mitigating or aggravating factors.
- (d) Enforcement sanctions, both administrative and legal, are to be applied as even-handedly as possible.

The potential for a previous similar violation interpretation could continually exist, especially for routine maintenance items such as pavements, faded markings, missing or non-functional runway/taxiway lighting. The concept of “previous similar violation” need not be applied so rigidly that encountering repeat violations of these types of maintenance deficiencies from one inspection to the next precludes use of administrative action. In determining if repeated deficiencies in related areas constitute a similar violation, considerable judgment must be applied. Also, “previous similar violations” may be a symptom of other more critical problems and violations. For example, if marking has been a violation on previous inspections and the specific violations were quickly corrected by the cooperative aerodrome operator, the aerodrome self-inspection staff of the inspection program may be the underlying and more critical cause of the “previous similar violation.” This cause should be recognized and dealt with in order to solve the real problem. Always keep in mind that if the condition resulted in a significant unsafe condition, use of administrative action is NOT appropriate.

6.8 Enforcement Options

Compliance with the regulations is promoted through both administrative and formal legal actions. Administrative action (Warning Letters or Letters of Correction) is used to check potentially unsafe practices in situations where formal actions are unnecessary or inappropriate. When violations occur, firm action must be taken. However, firmness should be balanced with fairness.

There are several enforcement options available to the Aerodrome Inspector as a result of findings following an audit or an aerodrome inspection. These options are:

- (a) Administrative action including written notification of corrective action required, follow up inspections, requirement for re-training or re-certification of facilities, personnel and equipment.
- (b) Suspension of aerodrome certificate/*Licence*.
- (c) Cancellation of aerodrome certificate/*Licence*.

6.9 Selection of Enforcement action

The selection of which enforcement action to take with aerodrome operators following the identification of findings will be dictated by the prevailing circumstances.

In cases which meet the applicable criteria, and in which a strong deterrent is not necessary or appropriate, the use of administrative action in the form of a Letter of Warning or Letter of Correction incorporating specific corrective action is encouraged. When circumstances warrant, however, action should include legal enforcement in the form of an imposition of a civil penalty, or suspension or revocation of the certificate. The specific and general deterrent effect of legal enforcement is an important component of a comprehensive compliance and enforcement program. In each case it is important that the sanction be appropriate to the violation, and that the Aerodrome Inspector exercise sound judgment and discretion to propose and apply the sanctions that will best promote future compliance.

6.10 Administrative Action

The purpose for administrative enforcement action is to provide a means for disposing of violations which do not require the use of legal enforcement action. It is not to be taken solely as a matter of convenience or where evidence to support a finding of violation is lacking. Administrative action is intended to bring the violation to the attention of the aerodrome operator, document corrective action, encourage future compliance with the regulations, and provide a source of information for continuous follow-up.

Administrative action may be taken in lieu of legal action only when all of the following elements are present;

- (a) No significant unsafe condition existed.
- (b) Lack of competency or qualification was not involved.
- (c) The violation was not deliberate.
- (d) The alleged violator has a constructive attitude toward complying with the regulations and has not been involved in previous similar violations.
- (e) If the operator has not instituted procedures to overcome deficiencies previously identified or displayed an attitude that does not reflect proper interest in achieving compliance, administrative action is not appropriate.

The following types of administrative action may be used by the aerodrome Inspector:

- (a) Sensitization/Counselling
- (b) Warning Letter; The Warning Letter is addressed to the alleged violator and:
 - i. States the facts and circumstances of the incident involved,
 - ii. Advises that on the basis of available information, such operations or practices are contrary to the regulations,
 - iii. States that the matter **has been corrected**, and
 - iv. Advises that future compliance with the regulations will be expected.
- (c) Letter of Correction; The Letter of Correction serves the same purposes as the Warning Letter, but is intended for use when there is agreement with the operator that corrective action acceptable to the **authority will be taken within a reasonable time**.
 - i. The Letter of Correction will usually confirm a discussion with the operator in which a violation is acknowledged and appropriate corrective action initiated. It may also cover discrepancies and areas needed for improvement.
 - ii. The Letter of Correction must not be used to forward suggestions and recommendations by them. The Letter of Correction is used solely for the purpose of correcting a bona-fide non-compliance item. Reference may be made to an attachment containing recommendations and suggestions, provided each item is appropriately segregated and identified to preclude a recommendation or suggestion from being misinterpreted as a non-compliance item or as requiring corrective action.
 - iii. When corrective action has not been completed at the time the Letter of Correction is issued, the Aerodrome Inspector must assure that timely follow-up action is completed. Any continuation of the undesirable condition, practice or failure of the operator to fulfil its commitment following receipt of such letter shall result in more severe enforcement action (legal enforcement action).
 - iv. A discrepancy close-out letter must be issued when deficiencies found

during the inspection have been corrected.

6.11 Suspension of the aerodrome certificate/License

An aerodrome Certificate/*Licence* maybe suspended when:

- i. Operational safety requires it and all other means for timely correction of an unsafe condition, or assuring safe aircraft operations, cannot be achieved.
- ii. Technical proficiency or qualifications of the certificate/liuence holder to perform the duties required by are inadequate.
- iii. The certificate/licence holder resists or is unwilling to take action to correct or mitigate a non-complying condition which directly affects the safe operation of aircraft operation, or
- iv. The certificate/licence holder wilfully fails to perform the corrective action agreed upon and punitive action is the last alternative available to the Aerodrome Inspector to preclude unsafe operations on the aerodrome's movement areas.

Emergency Suspension of Certificate/Licence:

Emergency action is to be taken ONLY when it is clearly needed in the public interest and must be taken immediately when such action is recognized. Emergency action will not be used for punitive reasons. Evidence justifying such action must show a lack of qualification to retain the certificate/licence. Situations that could warrant emergency action include:

- i. The certificate/licence holder deliberately disregards its responsibility and allowed an unsafe condition which jeopardized the safe movement of aircraft operation on the aerodrome.
- ii. The certificate/*Licence* holder loses all RFFS response capability due to a labour strike.
- iii. The certificate/*Licence* holder continues to operate the aerodrome with a lower RFFS Category than that required, after being informed by the Authority that such operations would be in violation of the regulation.
- iv. The certificate/*Licence* holder continues to provide unsafe aerodrome facilities after being informed of such condition and fails to take corrective action and issue a NOTAM.
- v. The certificate/*Licence* holder returns an unsafe facility to use by aircraft after being informed that the condition is detrimental to aircraft operations.

Termination of a suspension of an aerodrome certificate/*Licence*:

If the aerodrome operator satisfactorily corrects the violation(s) for which the suspension was issued, the Authority shall issue a letter advising of that finding has been closed.

No action to suspend or terminate a suspension of an aerodrome certificate/*Licence*, or to initiate legal action, will be taken without the prior approval of the Chairman, CAAB.

7.1 Cancellation of the aerodrome certificate/License

7.7.1 An aerodrome certificate/license maybe cancelled, when:

- (a) The certificate/*Licence* holder is incapable of corrective action and has demonstrated by

repeated offences and unwillingness or inability to comply with vital safety provisions of the regulation, and that continued possession of the certificate/*Licence* would be detrimental to the public interest.

- (b) The certificate/*Licence* holder has clearly demonstrated a lack of responsibility, such as deliberate and flagrant acts of non-compliance, or falsifying records.

7.7.2 No action to revoke an aerodrome certificate/*Licence*, or to initiate legal action, will be taken without the prior approval of the Chairman, CAAB.

7.7.3 A certificate/*Licence* action may have significant impact on air commerce, as well as generate a political tumult. However, the public interest and safety of aircraft operation on the movement areas of an aerodrome must be the principal factor governing any proposed certificate/*Licence* action; after all other means of resolving safety violations has failed to restore compliance.

6.12 Selection of Sanctions

Sanctions must be as uniform as possible, but of paramount importance is the requirement that the sanction selected in each case be sufficient to serve as a deterrent.

Enforcement sanctions must be applied as consistently as possible, but this does not imply blind adherence to a fixed penalty for every violation. Aerodrome Inspectors should feel free to recommend action which, in the emergency investigator reports professional judgment, appropriately serves the purpose of the Compliance and Enforcement Program.

6.13 Investigation of Alleged Violations

Upon receipt of information indicating a possible violation, the Aerodrome Inspector should initially evaluate as much factual data as is readily available to determine whether there appears to be any basis for conducting an investigation. It is the responsibility of the Aerodrome Inspector to conduct appropriate investigations of all alleged violations of Civil Aviation (Aerodrome) Regulations, which may be discovered from an inspection or be reported by another source. The following questions must be addressed:

- (a) What section of the pertinent Regulation is involved in this allegation?
- (b) What evidence is needed? What records and at what stage of the investigation are such records checked and which ones are needed to establish the violation? Are the records furnished voluntarily or is a subpoena necessary?
- (c) Where the evidence and what is the problem that may be encountered in obtaining it?
- (d) Who needs to be interviewed and what written statements need to be obtained?
- (e) Is there a need for immediate legal enforcement action, such as emergency suspension, in situations where delay for routine handling may jeopardize public safety?
- (f) Is the Aerodrome Inspector continually re-evaluating his/her activities to assure that your investigation will establish WHO, WHAT, WHERE, WHEN, WHY, AND HOW? It is imperative that the Aerodrome Inspector carefully considers the circumstances of the allegation and the nature of the violation, and develops an appropriate investigative plan.

Letter of Investigation

If evidence exists that a violation may exist, the alleged violator shall be notified in writing that an Authority's investigation is being conducted, and be provided an opportunity to present any pertinent information on the matter. A record of such notification shall be included in the file.

In preparing the Letter of Investigation, the following guidelines must be observed:

- (a) Facts and circumstances which necessitate the investigation must be described in sufficient detail to identify the alleged violation. However, the letter is not intended to be a statement of charges. Specific sections of the ANO 14 Volume 1 should not be cited unless specific regulatory references are needed to identify the incident accurately. If facts and circumstances are adequately presented, the Letter of Investigation need only state that those facts and circumstances, if correct, indicate that there may have been a violation of the Civil Aviation (Aerodrome) Regulations.
- (b) An appropriate time limit for reply, normally not to exceed 10 days, must be specified. Any reply received after such deadline will be forwarded and considered as appropriate with the case review.
- (c) The letter may also request that specific documents be retained or made available.

Closing the Investigation

If, subsequent to issuance of a Letter of Investigation, it is determined that no violation occurred, the Aerodrome Inspector shall notify the alleged violator, with copies to all recipients of the Letter of Investigation, that the matter has been closed.

6.14 Legal Enforcement Processing

It is the responsibility of the Legal Department of the Authority to undertake all processing of legal enforcement actions.

The aerodrome inspectorate will furnish the legal department with all information pertinent to any legal suit resulting from aerodrome enforcement actions.

Chapter 8 Competence of Personnel at Certified/Licensed Aerodromes

8.1 Competence of Personnel at Certified/Licensed Aerodromes is to be tested through Competence Check list available in CAAB website, Google drive and AGA Technical Library.

8.2 Guidance to Aerodrome Operator on this aspect has been provided in Guidance Manual GM-14-42 available in CAAB website, Google drive and AGA Technical Library.

Appendices

Appendix - 1: Auditor Feedback Form

1. General Conduct of the Audit

Audit Component	Answers and Comment (If "Yes", provide explanation)	
1. Did the team experience difficulties working together? If so what aspects could be improved? Were there any individual auditors who did not function as part of the team? If so, who were they?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Did the audit team leader function effectively as a team leader? Were the functions of the team adequately and fairly distributed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Was all the documentation used by the team the current version? Were there adequate copies of all documents, manuals and guidance material made	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Were there any major impediments to the successful conclusion of the audit? If 'yes', were they resolved or not? If answer to Q4 is yes, describe how impediments were resolved.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Preparation for the Audit

Audit Component	Answers and Comment (If "Yes", provide explanation)	
1. Did you experience any difficulties with travel arrangements, such as air tickets, hotels, allowances etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Were all the documents required from the audited organization supplied on time prior to the audit? If no, was there a reason for this?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Were the pre-audit questionnaire fully completed and submitted in sufficient time before the audit? Did the answers help, or were they of limited use? How best can this be improved?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Were there any scheduling problems with the audited organization, or failures in communication with the audited organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Did you have sufficient time to review all the documentation prior to the actual audit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Was the audit timetable realistic and achievable?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

3. Conduct of the Audit

Audit Component	Answers and Comment (If "Yes", provide explanation)	
1. Was the entry briefing of value? Did it sufficiently deliver the scope and objectives of the audit to the audited organization? If not, why?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Did you experience any difficulties in communicating with representatives of the audited organization, and if so, why?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Did you experience any lack of cooperation or reluctance on the part of the audited organization during the audit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Were there any incidents during the audit that require management attention? If so please describe.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Was the guidance material provided current and adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Were the checklists current and adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Did the exit briefing cover all the findings of the team?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Did the audited organization respond positively or negatively to the findings in the briefing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

4. Reporting and Other Issues

Audit Component	Answers and Comment (If "Yes", provide explanation)	
1. Did you experience any difficulties with the preparation of the audit report? If so, what aspects need improving?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Were there any other issues that need to be brought to the attention of senior Management? Describe them.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Are there any areas of the audit process that require revision or could be done better? If so, please describe.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Are there any areas in the Civil Aviation Regulations Part 12 (aerodromes) or any other supplied guidance material that warrants revision or amendment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Appendix - 2: Audit/Inspection Notification Letter to Aerodrome Operator



Civil Aviation Authority of Bangladesh
Aerodrome Standard Division
Headquarters; Kurmitola; Dhaka 1229
www.caab.gov.bd

No. *insert the inspection file number here*

Date: *dd/mm/yyyy*

Sub: Notification for Aerodromes & Ground Aids (AGA) Surveillance Inspection/Audit

Aerodrome Standard Division will carry out Regulatory *Oversight Inspection/Audit* on Aerodromes & Ground Aids at [*Name of the aerodrome*] as per the following details:

2. Description of inspection:

- a. Field of Inspection : Aerodromes & Ground Aids
b. Station/Unit to be inspected : *Name of the aerodrome*
c. Date of Inspection : *dd/mm/yyyy – dd/mm/yyyy*
f. Officials who may be required : *ED/Director/APM, SATO, Civil & EM Engineer, Fire In charge, Security In charge & Apron Safety Manager.*
g. Documentation to be available : *Up to date copy of Aerodrome Manual, AEP, Maintenance Manual & SMS Manual.*
h. Inspection Schedule: Attachment B
i) Scope of Inspection: Attachment A

3. Name of Inspectors: *List of participating inspectors/auditors with their role in the audit/inspection*

4. You are requested to **submit the answers of the pre-audit questionnaire (Attachment – C)** to Director (Aerodrome Standard) at least **3(three) days** before the start of the inspection.

5. Based on the above-mentioned inspection schedule date *dd/mm/yyyy – dd/mm/yyyy*, you are requested to arrange accommodation and transport during inspection on and in the vicinity of the aerodrome.

Your cooperation in this regard will be highly appreciated.

Attachment: As stated above

Deputy Director (Design Standard / AGA)
Aerodrome Standard Division
FSR, CAAB, HQs,
Kurmitola, Dhaka-1229.
E-mail: dddsaga@caab.gov.bd

To
Executive Director/Director/APM
Name of the Airport

Copy for information:

- a) PA to Member (Operation & Planning), CAAB, HQs, Kurmitola, Dhaka-1229.
b) PA to Member (FSR), CAAB, HQs, Kurmitola, Dhaka-1229.
c) File

Attachment A

Scope of Inspection

1. Whether the EOC been provided with appropriate communication facilities;
2. Whether the staff detailed in aerodrome activities is sufficient workforce skilled in coordination and operational functions;
3. Whether the officers/Staff of ARFF, Civil & EM are regularly trained & their training folder;
4. Whether the appropriate Airport Emergency exercises are arranged for conduct of smooth airport operations & necessary Documents;
5. Whether the personnel detailed in aerodrome operation i.e Physical characteristics, Visual aids for navigation
(Markings, Lights, Signs), Visual aids for denoting obstacles, Visual aids for denoting restricted use areas, Electrical systems, Aerodrome operational services, equipment and installations, Wildlife strike hazard reduction, Rescue and firefighting, Security lighting, Apron management service, Fencing & Aerodrome maintenance are sufficiently trained & skilled.

Attachment B

**Sub: Surveillance Inspection Programme for *Name of the Airport*
dd/mm/yyyy – dd/mm/yyyy**

SL No.	Audit Area	Assigned Person From Aerodrome Standard Division	Operators Focal Point	Please instruct your concerned officials accordingly
1.	Licensing & Operation	Person In Charge	Person In Charge	
2.	E/M & Aeronautical Ground Lights (AGLs)	Person In Charge	Person In Charge	
3.	Civil Engineering	Person In Charge	Person In Charge	
4.	Rescue & Fire Fighting	Person In Charge	Person In Charge	
5.	Wildlife Hazard Control & Mitigation	Person In Charge	Person In Charge	
6.	Obstacle Control	Person In Charge	Person In Charge	

Audit Schedule

DAY-1 dd/mm/yyyy		DAY-2 dd/mm/yyyy		Remarks
Time	Subject	Time	Subject	Please instruct your concerned officials accordingly
1000-1030 hrs	Opening Meeting	1000-1300 hrs	Industry visit of All Audit Area.	
1030-1245 hrs	Individual Team Meeting with Operators of different Audit Area	1300-1400 hrs	Lunch/Prayer	
1300-1400 hrs	Lunch/Prayer	1400-1500 hrs	Review of progress made in resolving previous findings in the areas of AGA and advice on CAPs.	
1400-1600 hrs	Document Check of All Audit Area			
1600-1700 hrs	Night Inspection	1500-1600 hrs	1. End of the AGA Inspection 2. Verbal presentation of progress documented 3. Closing briefing	

N.B: Audit Area:

1. Licensing & Operation
2. E/M & Aeronautical Ground Lights
3. Civil Engineering
4. Rescue & Fire Fighting
5. Wildlife Hazard Control & Mitigation
6. Obstacle Control

Note: Please customize the tables in attachment B as per inspection/audit requirements

Attachment – C Aerodrome Pre-Audit Questionnaire
AERODROME PRE-AUDIT QUESTIONNAIRE AIRPORT OPERATOR:

Name of Airport: _____

Name of ED/ Director/ Airport Manager _____ Phone/Email _____

Name of SATO _____ Phone/Email _____

S/N	QUESTION	ANSWERS BY AIRPORT OPERATOR
1.1	Does the airport have approved aerodrome manual, aerodrome maintenance manual, Airport Emergency Plan (AEP)?	
1.2	Who is responsible within the airport management for the maintenance of these documents?	
1.3	Who is responsible for coordinating the implementation of the contents of the manuals at the airport?	
1.4	Has the airport established procedures for the amendment of this manual, and if so, where are these measures described?	
1.5	When was the manual last amended?	
1.6	List ground handling agencies, and their functions, at the airport. e.g. airlines, ground service providers and fuel organizations	
1.7	List of Person In-charge for the Audit Areas mentioned in Attachment-B	
1.8	Is there any Airport Masterplan and As-built drawing of AGL?	
2.1	Is there any Aerodrome development programme in place?	
2.2	Any Safety Management Systems in place?	
2.3	Who monitors SMS implementation?	
2.4	Any Quality Management System in place?	
2.5	How effective is the Quality Management system?	
2.6	Does the airport have a copy of the ANO 14 Volume 1 for Aerodromes?	
2.7	Is it being implemented?	
2.8	Have you received the Surveillance / Audit Inspection checklist and other relevant Guidance manual?	
3.1	Who is in charge of preparing Corrective Action Plans (CAPs) on the report of the inspection?	



Appendix - 3: Suggested agenda items for an Opening Meeting

- a) Welcome
- b) Introduction of the auditors and interviewees from the audited sectors
- c) Presentation of the audit team members (if not already done)
- d) Presentation of the audit approach
- e) Presentation of the audit context
- f) If appropriate, mention the previous audit
- g) Review of objectives and the field of application of the audit
- h) Brief presentation of the audit methodology while insisting on its standardized nature
- i) Presentation of the audit sequence: discussions, visits (ask if it is possible to take photos), consulting of documents
- j) Auditor's code of ethics: non-argumentative, non-intrusive, non-accusatory, confidentiality assured
- k) Presentation of the advantages of the audit (progress and improvements in the aerodrome programme)
- l) Presentation of the audit plan with possible last-minute changes
- m) Confirmation of the date and time of all discussions and of the final meeting
- n) Clarification of any unclear aspects of the audit plan
- o) Resolution of material aspects: Confirmation of the availability of the necessary equipment and installations
- p) Clarification of any unclear aspect of the aerodrome certificate holders aerodrome programmes or pre-audit questionnaire
- q) Answer the questions of the representatives from the different services responsible for aerodrome operations.
- r) Record of attendees
- s) Audit termination
- t) Conclusion

Appendix - 4: Aerodrome Audit Checklists

A system safety audit is the usual means for a regulatory organization to assess initial and on-going compliance of a service provider with the minimum mandatory obligations that are associated with activity in the aviation industry. These checklists pertain to aerodrome operations, and encompass the full gamut of activity required by CAA for initial audit of a complex airport to determine if a certificate can be issued. The checklists may need to be reviewed at subsequent surveillance audits or inspections depending on the scope and depth of regulatory oversight activity that is planned to occur.

It is important to consider [at least] the following when verifying a process:

- a) The adequacy of the available Infrastructure and how it supports the process.
- b) How does the auditee monitor the performance of the process and determine the need for, and implement, any improvements?
- c) Has the organization assigned a responsible and competent person to ensure the process remains adequate and the documentation is current?
- d) Is there a competent person who has the appropriate authority to change the process?
- e) Are the people involved adequately trained?

When identifying a non-compliance with the regulations standards and mandatory obligations, look beyond the immediate occurrence and ask:

- a) Why?
- b) Who?
- c) When?
- d) What led to this? What's the history?
- e) What are the broader factors involved, and how do they inter-relate in the chain of events leading to the conditions that allowed the non-compliance to exist?

For a certification/licensing audit the required elements are to be tested for conformity with mandatory obligation imposed by CAR 84 and ANO 14 Volume 1. During surveillance inspection whole or part of the checklist can be used according to the type of inspection.

Within the checklists, status of individual items may be 'Yes', 'No', 'Not Applicable', (NA), for remarks: the entry may be 'Satisfactory' (S), 'Not Satisfactory' (NS), and/or description of observation/s.

A list of available checklists has been given in the following sub appendices:

- 1) Aerodrome Inspection Checklist for Aerodrome Standard Division (AGA)
 - Also used for aerodrome certification/licensing audit
- 2) SMS Checklist for AGA Area 1.0
- 3) Aerodrome Manual Check list 1.0
- 4) Competency Checklist 1.0

Updated version of these checklists is available at: <http://caab.gov.bd/regulator/aga/checklistagaf.html> also in the technical library.

For doc file of the checklist, please sign in to the google drive using email: ins.aero.aga@gmail.com

Appendix - 5: Suggested Agenda Items for an Exit Meeting

- Welcome
- Thanks for the co-operation of the auditee staff and assistance to the audit team
- Re-state the purpose scope and reason for the audit
- Presentation of the audit context
- If appropriate, mention the previous audit
- Review of objectives of the audit
- Brief review of the audit methodology while emphasizing its standardized nature
- Presentation of the audit findings:
 - Positive aspects to be highlighted
- Listing of the findings but without discussion of the evidence
- Stress that the exit meeting is not the place for discussion, just presentation to alert the auditee.
- Next steps:
 - Audit draft report to be finalized (when) and copied to auditee
 - Auditee then has the opportunity to review and discuss any contentions issues with Team Leader
- Final report to follow within (time/date/event)
- After final report, CAP is expected which will address short term remedial action as well as long term preventative action
- Record of attendees
- Conclusion

Appendix 6: Standard Audit Report Format

1. BACKGROUND

1.1 Certification of aerodromes used in international civil aviation operations became applicable as of 27 November 2003 under the Standards and Recommended Practices of Annex 14.

Civil Aviation Act 2017, Civil Aviation Rules 1984 (CAR 84) and ANO 14 VOLUME 1 provide the legislative basis for issuance and renewal of Aerodrome Certificate by the Chairman. Manual of Aerodrome Certification Procedure (CPD 14-03) provides the procedures for issuance and renewal of Aerodrome Certificate.

1.2 This audit was undertaken in accordance with the requirements of Rule-260A of CAR84 and ANO-14 Vol-1. Aerodrome Standard Division has issued number of Guidance Materials for the Aerodrome Operators, in order to satisfy the requirements as mentioned above for the purpose of ensuring that aviation practices within Bangladesh are maintained in accordance with the requirements of the CAAB.

2. INTRODUCTION

2.1 Airport/Organization Information

Airport Visited :
Dates of Audit :
Certificate validity :
Team Members :

2.2 Audit Scope & Objectives

The audit was designed to assess compliance with the ANO 14 volume 1, AIP Bangladesh and Aerodrome Manuals of [Name of the airport].

2.3 Identity & Administrative Information of Audited Organization

The management of [Name of the airport], representing the aerodrome operator, was:

2.4 Documents Reviewed

The following documents were reviewed prior to, and during, the audit:

- (i) Aerodrome Manual
- (ii) SMS Manual
- (iii) Aerodrome Emergency Plan
- (iv) Maintenance Manual
- (v) Safety Risk Assessment

2.5 Person Contacted & Interviewed

The following persons were interviewed and questioned during the audit:

2.6 Opening Meeting

2.7 Closing Meeting

2.8 Distribution of Report

2.9 Confidential Nature of the Report

3. EXECUTIVE SUMMARY



4. SUMMARY OF FINDINGS

5. DETAILED OBSERVATIONS, FINDINGS & RECOMMENDATIONS

Please see appendix – A.

6. EXEMPTIONS REQUEST AND SAFETY ASSESSMENT:

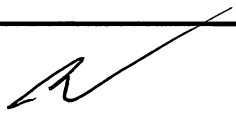
Decision of the regulators:

7. FINAL RECOMMENDATIONS OF THE AUDIT TEAM:

Appendix-A

During the inspection in presence of current ED/Director/APM, [Name of the Airport] & other related officials of the Airport, the team has identified the following deficiencies/observations:

SI no	Topic	Reference	Findings/Observations	Level of Findings/Observation	Recommendations	Remarks
A.1						



Appendix 7: Standard Surveillance Inspection Report Format

Surveillance Inspection Report (AGA) of [Name of the Airport].

- 1. Date of Inspection: Inspection No.-
- Reference: Office Order :
- 2. Inspection team members : *Names of the participated inspectors with their roles.*
- 3. Name of Director :
- 4. Date of previous inspection :
- 5. Name of Previous Director :
- 6. Airport Data (as per AIP):
 - a) Aerodrome Status :
 - b) ARP co-ordinates :
 - c) AD elevation (THR) and ref. temp. :
 - d) Dimensions of RWY (m) :
 - e) RWY Designator NR :
 - f) Shoulder Width :
 - g) Declared PCN (RWY & SWY) :
 - h) Taxiway width, surface and strength :
 - i) Apron surface and strength :
 - j) Slope of RWY-SWY :
 - k) RESA(m) :
 - l) AD Fire Cat :
 - m) Available NAV Aids :
 - n) AD Ref. Code :
 - o) RWY & TXY Lighting :
 - p) Approach Lighting :
 - q) PAPI :
 - r) AD Beacon Light :

7. Comments of the Inspectors:

Note: Inspectors will add all the findings and observations here.

8. Recommendations:

Note: Inspectors will add their own recommendations on each of the findings and observations mentioned in section 7 here.

Appendix-A

During the inspection in presence of current ED/Director/APM, [Name of the Airport] & other related officials of the Airport, the team has identified the following deficiencies/observations:

Sl no	Topic	Reference	Findings/Observations		Action Taken of matter	Recommendations	Remarks
			Previous Inspection	Present Inspection			

Appendix 8: Corrective Action Plan

The operator should use the following format to submit their CAPs on the surveillance inspection report:

Ser No	Findings/Observation (Please mention finding level)	Corrective Action Plans	Action Office	Target Date	Progress (in %)	Remarks	Acceptance (to be filled by ASD)	Remarks (to be filled by ASD)

Note: Aerodrome Operators must insert all the findings and observations of the inspection report in the table and mention CAPs against each finding/observations.

Appendix 9: Corrective Action Plan Tracker

List all the corrective action required by the audited Organization in the Corrective Action Plan form in order of priority as classified by Section 5.11 of the Handbook.

Please sign in to google drive using the email: ins.aero.aga@gmail.com for the required form.

