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1.0 PURPOSE


- 1.1 This Advisory Circular provides is issued to expand on the existing regulatory requirements regarding appointment of specific aerodrome safety, maintenance, operational and management personnel and to establish a framework to obtain formal TCAA acceptance of the person prior to the individual taking up responsibilities and accountabilities of the position.
- 1.2 Pursuant to regulation 55 of the Civil Aviation (Aerodromes) Regulations 2017 An operator shall ensure that there are an adequate number of qualified and skilled personnel to perform activities for aerodrome operation and maintenance.
- 1.3 It is emphasised that such qualifications and number of personnel are established: firstly, prior to certification of an aerodrome; and secondly, during any change to Aerodrome Post Holders at an aerodrome which is already certified.

2.0 REFERENCES

- 2.1 Civil Aviation (Aerodrome) Regulations 2017, as amended
- 2.2 Manual of Aerodromes Standards, 4th edition, December 2016
- 2.3 ICAO Annex 14 – Volume I, 7th edition, July 2016
- 2.4 ICAO Manual of Aerodrome Certification Procedures

3.0 KEY POST HOLDERS AT A CERTIFIED AERODROME

- 3.1 An aerodrome will have a number of key management personnel, the TCAA has identified five (5) of these positions which shall be referred to as Aerodrome Post Holders with respect to Aerodrome Certification; these are as follows:
 - a) Accountable Manager (or Airport Director)
 - b) Head of Aerodrome Safety and Compliance (responsible for safety management and compliance with the regulatory requirements);
 - c) Head of Aerodrome Operations;
 - d) Head of Aerodrome Maintenance;
 - e) Head of Aerodrome Emergency Services (Chief Fire Officer)

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4.0 PERSONNEL REQUIREMENTS AT A CERTIFIED AERODROME

4.1 An Aerodrome Operator under the certification process and prior to the grant of an Aerodrome Certificate and on an on-going basis shall engage, employ or contract:

Aerodrome Post Holders to include the following:

- i. **Airport Manager (Airport Director)** - a senior person who has the authority within the Aerodrome Operator's organisation to ensure that all activities undertaken by the organisation can be financed and carried out in accordance with the requirements prescribed by the Regulations;
- ii. **Head of Aerodrome Safety and Compliance** - a person who shall be the responsible individual and focal point person for the development and maintenance of an effective safety management system and compliance with the regulations;
- iii. **Head of Aerodrome Operations** – a senior person who is responsible for ensuring that the aerodrome and its operation comply with the requirements of these Regulations. Such nominated person or persons shall be ultimately responsible to the Accountable Manager;
- iv. **Head of Aerodrome Maintenance** – a senior person who is responsible for ensuring that the aerodrome's maintenance programmes for safety critical infrastructure comply with the requirements of these Regulations. Among the maintenance responsibilities include the pavements, visual aids and electrical systems;
- v. **Head of Aerodrome Emergency Services (CFO)** – a senior person who is responsible for ensuring that the aerodrome's emergency services comply with the requirements of the Regulations. Such nominated person or persons shall be ultimately responsible to the Accountable Manager; and sufficient and appropriately qualified personnel to manage, operate and maintain the aerodrome and its services and facilities, taking into account the structure of the organisation and the number of personnel employed, in accordance with the requirements of these Regulations.

4.2 The Aerodrome Operator should inform the Authority prior to any changes of Aerodrome Post Holders.

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- 4.3 The Aerodrome Operator shall update its Aerodrome Manual including the organisational structure with respect to the accepted Aerodrome Post Holders.
- 4.4 Where the Authority has prescribed a competency certification requirement or medical standards for operations or maintenance personnel, the Aerodrome Operator shall employ only those persons possessing such certificates or meeting such medical and fitness requirements.
- 4.5 The Aerodrome Operator shall implement a programme to maintain the competency of the safety critical personnel including training.

5.0 ACCEPTANCE OF NOMINATED PERSONNEL

- 5.1 When an Aerodrome Operator submits the name of a nominee for the Aerodrome Post Holder, normally during submission of the Aerodrome Manual, the TCAA will assess each nominee, conduct a review and call for evidence of his/her suitability before deciding upon his/her acceptability.
- 5.2 Acceptance from the TCAA will be required for all persons nominated as Aerodrome Post Holder
- 5.3 TCAA acceptance of nominated Aerodrome Post Holders is based on an assessment of candidate's curriculum vitae, job description, prior qualification and the applicant's demonstration of knowledge of the applicable regulations and an understanding of the proposed position.
- 5.4 Consideration shall be given to the size and complexity of the organisation, recognising that some managers may hold multiple Aerodrome Post Holder positions;

6.0 CRITERIA FOR ASSESSMENT OF AERODROME OPERATION POST HOLDERS

During the assessment process which under normal circumstances will be conducted during an on-site verification of aerodrome manual. The TCAA will inquire the post holders capabilities in areas that includes:

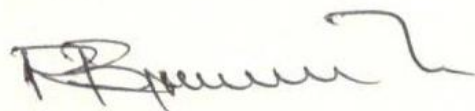
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- a) understanding and knowledge the roles and responsibilities of the operator and regulatory authority, the regulatory framework and specifically Safety Management System requirements;
- b) information from the nominated person concerning his knowledge on work area;
- c) enforcement methodology of the TCAA;
- d) the roles and responsibilities of the Aerodrome Post Holder;
- e) competence requirement of the nominated person in relation to present personal status and experience presented in their curriculum vitae or equivalent documentation;
- f) discussion concerning depth of knowledge and understanding of the applicable legislation and Regulations;
- g) understanding of aviation in general and for the specific nominated post, how operators/activities at the aerodrome;


Details of criteria for assessment of aerodrome operation post holders at a certified aerodrome are provided as Appendix 1.

7.0 OBLIGATIONS OF AERODROME OPERATOR ON COMPETENCE OF OPERATIONAL PERSONNEL

- 7.1 An aerodrome operator is required to ensure that all technical and operational personnel are competent and skilled in their areas of jurisdiction.
- 7.2 It is also imperative that the aerodrome operator provides continuous and relevant training to acquaint all personnel with the current operational practices and remain competent on their responsibilities in line with the regulatory requirements



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APPENDIX 1

ASSESSMENT CRITERIA

TABLE 1: AIRPORT MANAGER (AIRPORT DIRECTOR)

Performance Criteria
Full control of the human resources required for the operations authorised to be conducted under the operations approval certificate (e.g. Aerodrome Certificate)
Full control of the financial resources required for the operations authorized to be conducted under the operations approval certificate (e.g. Aerodrome Certificate)
Final authority over operations authorised to be conducted under the operations approval certificate (e.g. Aerodrome Certificate)
Direct responsibility for the conduct of the organisation's affairs
Final responsibility for all safety issues
Knowledge Criteria
Knowledge and understanding of the documents that prescribe relevant aerodrome safety standards
Understanding of the requirements for competence of aerodrome management personnel, so as to ensure that competent persons are in place
Knowledge and understanding of safety, quality, and security management systems related principles and practices, and how these are applied within the organisation
Knowledge and understanding of the key issues of risk management within the aerodrome operational aspects
TCAA regulatory framework
State Safety Programme and Aerodrome SMS
Aerodrome Certification Process
TCAA Regulatory Oversight Process
TCAA Enforcement Procedure



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TABLE 2: HEAD OF SAFETY AND COMPLIANCE

Performance Criteria
Responsible individual and focal point for the development and maintenance of an effective safety management system;
Ensure that processes needed for the SMS are established, implemented and maintained
Reportable directly to the Accountable Manager on the performance of the SMS and on any need for improvement
Ensure safety promotion throughout the organisation
<p>The role of the safety manager should be to:</p> <ul style="list-style-type: none"> i. facilitate hazard identification, risk analysis, and management; ii. monitor the implementation and functioning of the safety management system, including the necessary safety actions; iii. manage the safety reporting system of the aerodrome; iv. provide periodic reports on safety performance; v. ensure maintenance of safety management documentation; vi. ensure that there is safety management training available, and that it meets acceptable standards; vii. provide advice/mitigation measures on safety matters; and viii. initiate and participate in internal occurrence/accident investigations;
Knowledge Criteria
Practical experience and expertise in aerodrome operations, maintenance or similar area
Knowledge of the Aerodrome Manual
Comprehensive knowledge of the applicable requirements in the area of aerodromes
TCAA Regulatory framework
Aerodrome SMS and State Safety Programme (SSP)
TCAA Aerodrome Certification Process
Knowledge of TCAA Technical Guidance Material
Knowledge of ICAO Annex 14 and related ICAO Documents (Aerodromes)
Managing Findings and Recommendations (F&R), preparation and implementation of corrective action plan (CAP) from the certification/continuing surveillance of aerodrome
Implementation of Aerodrome emergency plan
Implementation of Wildlife Hazard Management
Aerodrome Projects Management
Aerodrome Engineering

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TCAA Regulatory Oversight Process
TCAA Enforcement Procedures

TABLE 3: HEAD AERODROME OPERATIONS

Performance Criteria
Ensure that aerodrome certificating requirements are met, and that the aerodrome operates in accordance with certificate conditions and regulatory requirements
Accountable for day-to-day aerodrome operations
Ensure an understanding by the aerodrome management of the certification requirement for and status of the Aerodrome Manual
Responsible for the management of the operational services and maintenance of the aerodrome
Analyse auditing findings and inspections to the TCAA, and initiate actions
Use feedback from auditing and inspections to recommend appropriate changes to movement areas
Safety management procedures and ensure implementation
Monitor airside planning and development for compliance
Develop proactive working relationships with aerodrome users/third parties
Ensure that aerodrome certification requirements are met, and that the aerodrome operates in accordance with certificate conditions and statutory requirements
Knowledge Criteria
Practical experience and expertise in aerodrome operations or maintenance (or similar area) respectively
Comprehensive knowledge of the applicable requirements in the area of aerodromes
Appropriate level of knowledge of safety and quality management
Knowledge of the Aerodrome Manual
TCAA Regulatory Framework (Act CAP 80 and Regulations)
Safety Management System/State Safety Programme
TCAA Aerodrome Certification Process (Part IV of the Regulations)
Aerodrome Projects
TCAA Regulatory Oversight Process
TCAA Enforcement Procedure



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TABLE 4: HEAD AERODROME MAINTENANCE

Performance Criteria
Ensure that aerodrome certification requirements are met, and that the aerodrome facilities are accurately reported (Aerodrome Manual/AIP) in accordance with the regulatory requirements
Ensure aerodrome facilities are commensurate with the types and frequency of aircraft in accordance with legislative requirements
Ensure that maintenance policies, procedures and training are compatible with the aerodrome operational requirements
Ensure understanding of regulatory requirements related to electrical systems
Ensure understanding of regulatory requirements related to aeronautical ground lighting and other visual aids such as markings and signage
Ensure understanding of regulatory requirements related to aerodrome pavements
Ensure understanding of role as related to aerodrome reporting systems to include hazard identification, defect identification and reporting of safety critical information to the aerodrome Air Traffic Service Unit
Ensure basic understanding of aerodrome wildlife hazard management
Ensure understanding of requirement for corrective and preventive maintenance programme of the aerodrome facilities, equipment and installations
Ensure understanding of competency standards and evaluation programme for maintenance staff maintaining safety critical assets or working in safety critical areas (including both technical and operational competencies as necessary)
Ensure understanding of Part XII and XIII of the regulations as applicable to both maintenance of aerodrome facilities
Knowledge Criteria
Qualified in the role with appropriate education, experience and/or certification
Practical experience and expertise in aerodrome maintenance
Comprehensive knowledge of the applicable requirements in the areas of electrical systems, aeronautical ground lighting and pavements
Knowledge of the Aerodrome Manual operational requirements
Knowledge of applicable ICAO guidance materials such as the Aerodrome Design Manual
TCAA Regulatory Framework (Act CAP 80 and Regulations)
Safety Management System/State Safety Programme
TCAA Aerodrome Certification Process (Part IV of the Regulations)
Aerodrome Projects
TCAA Regulatory Oversight Process
TCAA Enforcement Procedure
Process for the reporting and follow-up of accidents, incidents and emergencies on

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the aerodrome

TABLE 5: HEAD AERODROME EMERGENCY SERVICES

Performance Criteria
Ensure that aerodrome certificating requirements are met, and that the aerodrome operates in accordance with the regulatory requirements in the provision of Aerodrome Emergency Services
Ensure emergency fire and rescue facilities are compatible with sizes, types and frequency of aircraft in accordance with regulatory requirements
Ensure that rescue and firefighting, polices, procedures and training meet regulatory requirements and are commensurate with aerodrome operations
Ensure that procedures for auditing driver training programmes are to established standards
Ensure the use of communication protocols and procedures is in accordance with regulations
Assess the feasibility of continuing aerodrome operations in an emergency situation
Ensure appliances and equipment meet all regulatory requirements
Establish an effective Command & Control System
Knowledge Criteria
Qualified in the role with appropriate education, experience and/or certification
Practical experience and expertise in aerodrome AES
Comprehensive knowledge of the applicable regulatory requirements in the areas of Aerodrome Emergence Services and aerodromes
Knowledge of ICAO Annex 14 and ICAO document
Knowledge of the Aerodrome Manual
TCAA Regulatory Framework (Act CAP 80 and Regulations)
Safety Management System/State Safety Programme
TCAA Aerodrome Certification Process (Part IV of the Regulations)
TCAA Regulatory Oversight Process
TCAA Enforcement Procedure
Process and procedure for the reporting and follow-up of accidents, incidents and emergencies on the aerodrome