Kingdom of Saudi Arabia
General Authority of Civil Aviation
Safety and Economic Regulation

Safety Department

Aerodrome Safety and Standards Division

GUIDANCE MATERIALS ON AERODROME/HELIPORT CERTIFICATION PROCESS
BRIDGES TO SMS AND AERODROMES/HELIPORTS MANUAL

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Forward

This Manual is approved for use by the General Authority of Civil Aviation (GACA).

The Manual is intended for the use and guidance of GACA staff engaged in Certification of Aerodromes/Heliports and the Enforcement of the Aerodrome Standards and Certification Regulations. It defines the procedures to be followed by GACA inspectors involved in the Certification of Aerodromes and to provide guidance on how those procedures should be applied.

The General Manager of Safety is responsible for updating and over-sighting this Manual as required.

The scope of this manual is confined to the safety, regularity and efficiency aspects of aerodrome and heliport facilities, services, equipment and operational procedures and excludes the subjects of aviation security, air navigation services and other areas. The aerodrome certification regulations focus on the safety, regularity and efficiency of aircraft operations at aerodromes. This manual, therefore, excludes the aspects of aerodrome operations relating to the administration of aerodrome finances and the servicing of passengers and cargo.

Original Signed

Captain MOHAMMED ALI JAMJOOM
Vice-President,
General Authority of Civil Aviation
Safety & Economic Regulation

20 March 2014
EFFECTIVE DATE

Document Control

Approval

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Change Summary

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1.0	First Edition	S&ER ASSD	20 March 2014

NOTE:
1. When amended, this document will be re-issued in full. Each page will indicate the edition number and the effective date. The edition number should be the same on each page.
2. When printed this document is un-controlled. Check GACA website for the current release edition.

Amendments

The issue of amendments is announced regularly in the GACA website which the aviation services providers should consult. The space below is provided to keep a record of such amendments.

Record of Amendments and Corrigenda

Amendments		
Reference	**Date**	**Entered by**

Corrigenda		
Reference	**Date**	**Entered by**

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SECTION 1. INTRODUCTION

1.1 Legal background

The Kingdom of Saudi Arabia, as a signatory to the Convention on International Civil Aviation, is a "Contracting State" under the terms of the Convention and is committed to a standardized and internationally accepted approach to the regulation and safety oversight of civil air transport.

The issue of an Aerodrome Certificate is governed by the powers granted to GACA under KSA Civil Aviation Law Royal Decree No. M/44 dated 18/07/1426H (23/08/2005G) and GACA Regulation Section 14 - Aerodromes - Volume I - Aerodrome Design and Operations.

The Convention established the International Civil Aviation Organization (ICAO) in order to secure international co-operation and uniformity in regulations and standards, procedures and organization regarding civil aviation matters. Several Articles of the Convention are of particular relevance to Aerodrome Certification:

- Article 10 requires Contracting States to designate airports "for the purpose of customs and other examinations".
- Article 37 empowers ICAO to develop international Standards and Recommended Practices (SARPs) so as to promote uniformity in regulation, procedures and organization among Contracting States.
- Article 38 requires each Contracting State to notify ICAO of any differences between its own practice and that established by international standards.

The SARPs are published in Annexes to the Convention and related ICAO guidance documents. The Kingdom of Saudi Arabia is committed to applying most of the standards and the recommended practices through national regulations called GACAR.

GACA has established Airport Standards and Safety Division (AS&S) within the Safety Department (SD) of the Safety and Economic Regulation Sector (S&ER). Its mission is to carry out the function of safety regulation of aerodrome, to ensure and enforce compliance with the applicable specifications of GACAR Section 14, to assure the continued validity of the aerodrome certificate and to provide safety oversight of aerodromes to include audits, inspections, investigations and data analysis.

The AS&S is to oversight, update and enforce the compliancy of this Guidance Material.

1.2 Purposes of the Guidance Material on certification process

This document is a guidance material for Saudi aviation industry as auditors, inspectors and managers involved on certification process of aerodromes/heliports. It has three main purposes:

- To define the main steps toward the certification or amendment
- To incorporate the certification process, SMS and Aerodrome/Manual content requirement in the same and unique reference
- To monitor the enforcing process

This Guidance represents the most effective and efficient international approach of meeting the long-term Saudi aviation safety requirement through a certification process. Safety is the highest priority.

1.3 Roles and responsibilities

a. Airport Standards and Safety Division (AS&S)

The Airport Standards and Safety Division (AS&S) is responsible for:

- Developing, updating, implementing and enforcing the processes set out in this manual
- Establishing and maintaining appropriate safety standards and performance criteria for aerodrome safety and related to this manual
- Ensuring that sufficient competent staff are available to maintain an appropriate level of safety oversight
- Assign the Aerodrome/Heliport Certification inspector for each certification or audit/enforcement mandate
- Ensure delegation of authority to Aerodrome/Heliport certification inspectors to allow them to carry out their duty
- Reviewing and revising the associated Regulations
- Developing and promoting safety guidance for aerodrome operators

b. Aerodrome/Heliport Certification inspector

The Aerodrome/Heliport Certification inspector is responsible for ensuring the processes set out in this manual are effectively implemented and in particular for:

- Managing surveillance and enforcement action in accordance with the regulations and the procedures set out in this manual
- Ensuring that sufficient competent Specialist Inspectors are available to undertake all necessary certification and surveillance activities
- Assign and supervise the Specialist Inspectors

c. Specialist Inspectors

Specialist Inspectors from GACA's other departments, contracting staff or staff from other service providers, and either full time or fixed term contract staff might be appointed as required to support specific certification activities.

Specialist from other GACA departments and contract staff will act in as advisory capacity and will not be authorized to take enforcement action.

1.4 References

a. GACAR Section 14 Volume I (Aerodromes, Design and Operations)

b. GACAR Section 14 VOL I (Aerodromes, Design and Operations) Chapter 5 (Aerodrome Emergency) including Services, Facilities and Equipment.

c. GACAR Section 14 VOL 14- 01 (Aerodrome Certificate)

d. GACAR Section 23 (Safety Management System)

e. Manual On Certification Of Aerodromes (ICAO Doc 9774)

f. Aerodrome Design Manual (ICAO Doc 9157)

   i. Part 1 – Runways
   ii. Part 2 – Taxiways, Aprons and Holding Bays
   iii. Part 3 – Pavements
   iv. Part 4 – Visual Aids
   v. Part 5 – Electrical Systems
   vi. Part 6 – Frangibility

g. Airport Planning Manual (ICAO Doc 9184)

   i. Part 1 – Master Planning
   ii. Part 2 – Land Use and Environmental Control
   iii. Part 3 – Guidelines for Consultant/Construction Services

h. Airport Services Manual (ICAO Doc 9137)

   i. Part 1 – Rescue and Fire Fighting
   ii. Part 2 – Pavement Surface Conditions
   iii. Part 3 – Bird Control and Reduction
   iv. Part 5 - Removal of Disabled Aircraft
   v. Part 6 – Control of Obstacles
   vi. Part 7 – Airport Emergency Planning
   vii. Part 8 – Airport Operational Services

viii. Part 9 – Airport Maintenance Practices

1.5 Contact Details

For guidance and policy on points that are not covered within this publication, advice should be sought from GACA Safety and Economic Regulation, Aerodrome Safety and Standards Department.

For Aerodrome certification.	For Heliport certification.
General Authority of Civil Aviation. **Safety and Economic Regulation** **Airport Standards and Safety Division (AS&S)** **P.O. Box 887 Jeddah, 21421** **KSA** **ser-aerodrome@gaca.gov.sa**	**General Authority of Civil Aviation.** **Safety and Economic Regulation** **Airport Standards and Safety Division (AS&S)** **P.O. Box 887 Jeddah, 21421** **KSA** **ser-heliport@gaca.gov.sa**

SECTION 2. CERTIFICATION OF AERODROMES/HELIPORTS: PROCEDURE AND TOOLS

2.1 Scope of Certification

GACA is certifying that the facilities, equipment and operational procedures at certified aerodromes are in compliance with the Standards and Recommended Practices specified in Volume I and Volume II of Annex 14 to the Convention on International Civil Aviation, and to any national standards and practices in force.

The certification is ensured for (1) a limited and a specified time and (2) within an established land space.

2.2 The aerodrome/heliport operator certification requirement

1. The aerodrome/heliport facilities and equipment are in accordance with the standards specified in the GACAR and meet all Aviation Security requirements;
2. The Aerodrome or Heliport Manual contains all of the particulars required under the regulations, particularly (Form.4153 for Aerodrome and Form.4154 for Heliports):
    a. Aerodrome data and reporting
    b. Access to the movement area
    c. Aerodrome emergency plan
    d. Rescue and fire fighting (RFF)
    e. Inspection of the movement area
    f. Maintenance of the movement area
    g. Snow and ice control, and other hazardous meteorological conditions
    h. Visual aids and aerodrome electrical systems
    i. Safety during aerodrome works
    j. Apron management
    k. Apron safety
    l. Vehicles on the movement area
    m. Wildlife hazard management
    n. Obstacles control
    o. Removal of a disabled airplane

p. Low visibility operations

q. Compliance of the safety management system (SMS) with applicable regulations

3. The aerodrome/heliport operating procedures, as documented in the Aerodrome Manual, make satisfactory provision for the safety of aircraft and/or helicopter.
4. The aerodrome operator shall be required to demonstrate the effectiveness of the plan by carrying out a full operational emergency exercise.
5. The applicant will be able to properly operate and maintain the aerodrome or heliport.
6. In assessing an application, GACA will be looking particularly for evidence that:
    a. The aerodrome/heliport movement area conforms to the standards specified in GACAR Section 14 Volume 1 and Volume 2.
    b. The aerodrome operating procedures, as documented in the Aerodrome Manual, show a clear understanding of the responsibilities of the operator.
    c. Personnel employed at the aerodrome have the appropriate skill, experience, and training and remain competent.

2.3 Who is to apply for certification?

The Aerodrome/heliport, including aviation school, operator should apply for certification.

2.4 How to apply for Aerodrome certification?

Each applicant for an Aerodrome Certificate must:

1. Prepare and submit an application, in a form and manner prescribed by this Manual, to the GACA. The appendix A provides the Application Form for Certification (Form.1596).
2. Submit the Aerodrome Statement of Compliance (Form.1631).
3. Submit with the application two hard copies of an Aerodrome Manual.
4. Submit with the application two hard copies of a SMS Manual.
5. Submit a soft copy of the application form, Aerodrome Manual and SMS Manual by email to ser-aerodrome@gaca.gov.sa.

2.5 How to apply for Heliport certification?

Each applicant for a Heliport Certificate must

1. Prepare and submit an application, in a form and manner prescribed by this Manual, to the GACA. The appendix B provides the Application Form for Certification (Form.1539).

2. Submit the Heliport Statement of Compliance (Form.1638).
3. Submit with the application two hard copies of a Heliport Manual.
4. Submit a soft copy of the application form, Heliport Manual by email to ser-heliport@gaca.gov.sa .

2.6 The certificate amendment

The Aerodrome/Heliport operators should ask for certification amendment when:

1. There is a change in the ownership or management of the aerodrome/heliport.
2. There is a change in the use or operation of the aerodrome, including a change to the physical characteristics.
3. There is a change in the boundaries of the aerodrome.
4. The holder of the Aerodrome/Heliport Certificate requests an amendment.

The President determines that the aviation safety or the public interest requires an amendment.

2.7 Responsibility of GACA related to the Aerodrome Certification

In respect of Aerodrome Certification, the GACA is responsible for:

1. Establishing and enforcing regulations and mandatory standards in respect to the safety of aerodromes used by international civil aviation traffic
2. Certifying that aerodromes subject to the regulations will achieve an acceptable level of safety when operated and maintained in accordance with an accepted Aerodrome Manual
3. Assuring the continued safety of operations at certified aerodromes through guidance, inspection, audit and investigation

These responsibilities are delegated to the Airport Standards and Safety Division (AS&S).

2.8 The aerodrome/heliport certification process

STEP 1

- A formal Application Form for Certification (*Form.1539 for Aerodrome* and *Form.1596 for Heliport*) shall be submitted to the GACA requesting the issue/renewal of an Aerodrome/Heliport Certificate, at **least 24 (twenty four) weeks** prior to the operator's requested target date for the renewal or issue of the certificate.

- The Aerodrome/Heliport Operator shall conduct a pre-certificate/renewal safety oversight audit and submit a Statement of Compliance (SoC) based on the Checklist Form *Form.1631* for Aerodrome (Appendix C for checklist) and *Form.1638* for Heliport (Appendix D for checklist).
- The Form 1631 for Aerodrome should be submitted along with the Form.1539.
- The Form 1638 for Aerodrome should be submitted along with the Form.1596.

The table 2-1 introduces the documents needed at the step 2 of the certification process.

Documents	Aerodrome Operator	Heliport Operator
An application form. 24 weeks before the requested target date	✓ *Form.1539* Ref# Appendix A	✓ *Form.1596* *Ref# Appendix B*
Statement of Compliance. 24 weeks before the requested target date	✓ *Form.1631* Ref# Appendix C	✓ *Form.1638* *Ref# Appendix D*
Manual. 20 weeks before the requested target date	✓ Form4153 Ref# Appendix E	✓ Form.4154 Ref# Appendix F
SMS. 20 weeks before the requested target date	✓ Form.1041 Ref# Appendix G	Not Mandatory. It is recommended.

Table 2-1. Documents should be provided by the Aerodrome/Heliport operator at least 20 (twenty) weeks before the requested target date.

STEP 2

- The Aerodrome Operators should submit the Aerodrome Manual and the SMS at **least 20 (twenty) weeks** before the requested target date. The Appendix E and the Appendix G provide details on the content of the Aerodrome Manual and the SMS respectively.
- The Heliport Operator should submit the Heliport Manual at **least 20 (twenty) weeks** before the requested target date. The Appendix F provides details on the content of the Heliport Manual. The SMS is not mandatory for heliports. However, it is highly recommended to produce a SMS.

STEP 3

GACA shall, upon receipt of the required documents:

- Assign an Aerodrome/Heliport Certification Inspector
- Conduct a preliminary certification/renewal inspection of the aerodrome facilities including auditing procedures, equipment and policies and any other related safety activities at least **16 (sixteen) weeks** before the requested target date.

The on-site verification, its organization and its SMS, assesses the Aerodrome/Heliport Operator's procedures based upon the contents of the Aerodrome Manual. This includes

technical inspections of the infrastructure of the aerodrome and its equipment, as related to the requirements associated with the intended operations.

- Produce a report and send to the Aerodrome Operator or the Certificate Holder's Representative no later than **12 (twelve) weeks** before the requested target date.

STEP 4

- The Aerodrome/Heliport Operator or the Certificate Holder's Representative shall on receipt of the Inspectors Pre-Certificate / Renewal preliminary Inspection report, send a formal company acceptance confirmation of the report and submit a detailed action plan with timescales to the GACA to rectify or mitigate any findings to an acceptable level, under the operator/s Safety Management System (SMS) no later than **8 (eight) weeks** before the requested target date.
- At least **4 (four) weeks** before the requested target date, GACA shall conduct a final certification/renewal inspection of the aerodrome facilities including auditing procedures, equipment and policies and any other related safety activities
- The GACA will only issue an Aerodrome/Heliport Certificate, when the Authority is completely satisfied that all critical safety elements have been adequately addressed and this may require a further GACA audit/Inspection follow up.
- The Aerodrome/Heliport Certificate will only be issued on receipt of **the appropriate fees**.

2.9 Who are involved in the certification process and what is their role?

The entire aerodrome/heliport operator resources should be involved. However, key resources should lead as the following:

Who	What	When
The Aerodrome/Heliport Manager	Assign an Aerodrome/Heliport Inspector (A/H-I) who holds appropriate delegations to deal with the expression of interest.	As soon as it should be needed. He/she will be the focal point with GACA Inspector and should be aware of all details of the expression of interest and the required documentation.
Aerodrome/Heliport Inspector (A/H-I)	Submit the Application From for Certification: • Aerodrome: Form.1596 (Ref# Appendix A) • Heliport: Form.1539 for Heliport (Ref# Appendix A) Submit the Statement of Compliance: • Aerodrome: Form.1631 (Ref# Appendix C) • Heliport: Form.1638 (Ref# Appendix D	**At least 24 (twenty four) weeks prior to the operator's requested target date for the renewal or issue of the certificate**
GACA	Assign a *GACA Certification inspector*	As soon as (1) the Application From for Certification is received and (2) the Aerodrome/Heliport Inspector is identified.

Aerodrome/Heliport Inspector (A/H-I)	Submit the following Manuals: • Aerodrome Manual: Form4153 Ref# Appendix E • Aerodrome SMS: Form.1041 Ref# Appendix G • Heliport Manual. Form.4154 Ref# Appendix F	**At least 20 (twenty) weeks before the requested target date**.
GACA Certification Inspector (GACA-CI)	Conduct a preliminary certification/renewal inspection of the aerodrome facilities including auditing procedures, equipment and policies and any other related safety activities	**At least 16 (sixteen) weeks before the requested target date**.
GACA Certification Inspector (GACA-CI)	Produce a report and send to the Aerodrome Operator or the Certificate Holder's Representative.	**No later than 12 (twelve) weeks before the requested target date**.
Aerodrome/Heliport Inspector (A/H-I)	Acceptance confirmation of the report and submit a detailed action plan with timescales to the GACA to rectify or mitigate any findings.	**No later than 8 (eight) weeks**
GACA Certification Inspector (GACA-CI)	Conduct a final certification/renewal inspection of the aerodrome facilities including auditing procedures, equipment and policies and any other related safety activities	**At least 4 (four) weeks before the requested target date**
Aerodrome/Heliport Inspector (A/H-I)	Fees payment	**At least 4 (four) weeks before the requested target date**
GACA Certification Inspector (GACA-CI)	Issue of Certification	At least the requested target date

Table 2-2. Certification Process' Who's Who when and what.

SECTION 3. AERODROME/HELIPORT MANUAL AND SMS

3.1 The Aerodrome/Heliport Manual

An application for an Aerodrome/Heliport Certificate shall be accompanied by an Aerodrome Manual. Once granted a certificate, the Aerodrome/Heliport Operator is required to maintain the Aerodrome/Heliport Manual in conformity with the applicable regulation and enable all aerodrome operating staff to have access to the relevant parts of the manual.

3.2 The amendment of an Aerodrome/Heliport Manual

A certificate holder must submit in writing a proposed amendment to its Aerodrome/Heliport Manual at least 30 working days before the proposed effective date of the amendment.

In the case of amendments initiated by the GACA, the Airport Standards and Safety Division (AS&S) notifies the certificate holder of the proposed amendment, in writing, fixing a period not less than 7 working days within which the certificate holder may submit written information, views, and arguments on the amendment.

After considering all relevant material presented, the Airport Standards and Safety Division (AS&S) notifies the certificate holder within 30 working days of any amendment adopted or rescinds the notice. The amendment becomes effective not less than 30 working days after the certificate holder receives notice of it.

Sections	Subsections
0. Document control and Responsibility	0.1. Document Control process: Document references, version follow-up 0.2. A clear identification of the Aerodrome/Heliport Manager and Inspector
1. General	1.1. Purpose and scope of the aerodrome manual. 1.2. A statement to indicate that the aerodrome must at all times, when it is available for the takeoff and landing of aircraft, be so available to all persons on equal terms and conditions. 1.3. The available aeronautical information system and procedures for its promulgation. 1.4. The system for recording aircraft movements. 1.5. Obligations of the Aerodrome/Heliport operator. 1.6. Limitation of the operation of the Aerodrome/Heliport 1.7. Responsibilities for Aerodrome Certification and Safety Issues
2. Particulars of the Aerodrome / Heliport site	2.1. A plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator, the fire stations and the Emergency Commend Centre. 2.2. A plan of the aerodrome showing the aerodrome boundaries. 2.3. A plan showing the distance of the aerodrome from the nearest city, town or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome. 2.4. Particulars of the title of the aerodrome site. If the boundaries of the aerodrome are not defined in the title documents, particulars of the title to, or interest in, the property on

	which the aerodrome is located and a plan showing the boundaries and position of the aerodrome. 2.5. General Description of Aerodrome 2.6. Apron Plan 2.7. Ground Movement Plan 2.8. Lighting Plan
3. Particulars of the Aerodrome Required To Be Reported to the Aeronautical Information Service.	3.1. Procedures and responsibilities 3.2. General information 3.3. Aerodrome dimensions and related information
4. Particulars of the Aerodrome Reporting Procedures and Safety Measures	4.1. Aerodrome Reporting 4.2. Access to the aerodrome movement area 4.3. Aerodrome emergency plan 4.4. Rescue and fire fighting (RFF) 4.5. Inspection of the aerodrome movement area and obstacle limitation surface by the aerodrome operator 4.6. Visual aids and aerodrome electrical systems 4.7. Maintenance of the movement area 4.8. Aerodrome works – safety 4.9. Apron management 4.10. Apron safety management 4.11. Airside vehicle control 4.12. Wildlife hazard management 4.13. Obstacle control 4.14. Removal of disabled aircraft 4.15. Handling of hazardous materials 4.16. Low-visibility operations 4.17. Protection of sites for radar and navigation aids
5. Safety Management System (SMS)	Particulars of SMS for ensuring compliance with all safety requirements and achieving continues improvement in safety performance including: 5.1. Safety accountability 5.2. Safety management groups/committees 5.3. Statement of safety policies on the process of safety management and its relation to the operational and maintenance process 5.4. Safety planning and strategy 5.5. Safety internal enforcement and auditing 5.6. Description of documentation methods relating to safety 5.7. Description of method used for risk identification 5.8. Description of how critical safety areas are identified 5.9. Description of system for reporting, recording, investigating occurrences, complaints, defects, faults, discrepancies and failures 5.10. Description of methods and procedures for communicating safety measures 5.11. Description of system for recruitment, training and competency testing of staff
6. Aerodrome Administration	Particulars of the aerodrome administration, including the following: 6.1. An aerodrome organizational chart showing the names and positions of key personnel, including their responsibilities 6.2. The name, position and telephone number of the person who has overall responsibility for aerodrome safety; and 6.3. Aerodrome committees.

Table 3-1. Aerodrome/Heliport Manual checklist Content.

3.3 The content of an Aerodrome/Heliport Manual

The Appendix C and Appendix D introduce details on Aerodrome and Heliport Manual respectively.

The table 3-1 summarizes the Aerodrome/Heliport Manual content checklist.

3.4 Changes to the physical characteristics of an aerodrome/heliport

Deriving from GACA Regulations, the DOC GACA 14-03 on Aerodrome Projects (a General Authority of Civil Aviation Advisory Publication) provides guidance on the procedures to be used to notify GACA of developments on an aerodrome and other changes to the physical characteristics of an aerodrome/heliport. Additionally, it includes guidance to help ensure that changes comply with GACA Regulations and are managed safely.

Projects that involve change to the aerodrome/heliport infrastructure within the aerodrome boundary fall into three categories:

1. **Developments:** New or major upgrade of infrastructure, for example, new buildings, taxiways, aprons, visual aids, navigational aids
2. **Changes:** Existing infrastructure or physical characteristics are being changed for example, reconfiguration of stands, changes to the runway or declared distances
3. **Maintenance:** Existing infrastructure is being repaired, refurbished or replaced to ensure continuance, without changing the characteristics of the infrastructure, but could affect operations and infrastructure during work-in-progress. This excludes routine maintenance.

Based on the scope of the project and its impact on safety, GACA will assess and inform the airport operator accordingly on its decision wither a recertification is needed or not.

3.5 Exceptions

In case of exception, conditions or limitation may be placed on the Aerodrome Operator by GACA. They are likely to relate to items of non-compliance or difference that, though not safety critical, constrain the operation in some way. These may be temporary or permanent. Based in the arguments and evidence provided by the applicant, GACA will decide whether the reasons for the conditions/limitations are justified or not.

If they are deemed to be justified then the conditions/limitations will be listed on the Aerodrome Certificate and should be published in the Aeronautical Information Publication. It should be noted that even if a condition/limitation is accepted, GACA may require the aerodrome operator to plan to remove any or all conditions/limitations over an agreed period of time.

In case where GACA assess any Safety concern, the airport operator should submit a Corrective Action Plan to remove any impact on safety within a specific time frame.

Upon the implementation of the corrective action plan with GACA satisfaction, a re-certification process should be reactivated.

3.6 Safety Management Systems (SMS)

A SMS is a systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures.

The objective of the SMS is to provide a certificate holder with:

- An overview of safety management fundamentals
- A summary of GACAR safety management
- Guidance on SMS development, implementation and maintenance

3.7 The scope of SMS

Each certificate holder required to have a Safety Management System (SMS) under this part must establish and maintain an SMS that is appropriate to the size, nature and complexity of its organization and its operations. The SMS must include at least the following components:

a. Safety policy in accordance with the requirements of subpart B of this part
b. Safety risk management in accordance with the requirements of subpart C of this part
c. Safety assurance in accordance with the requirements of subpart D of this part
d. Safety promotion in accordance with the requirements of subpart E of this part
e. Sector specific requirements prescribed in the applicable appendices of this part

The SMS must ensure compliance with all the relevant regulatory requirements in the GACAR.

Each aviation organization required to have an SMS under this part must submit the Safety Management System documentation to the Airport Standards and Safety Division (AS&S) for acceptance.

Any aerodrome operator should develop, update and own a SMS.

Even if it is highly recommended, a heliport Manual is not requested to develop a SMS.

3.8 The SMS content

The Appendix G introduces the Aerodrome SMS content including extensive details. The table 3-2 summarize the Aerodrome SMS content checklist.

Sections	Subsections
1. Safety Policy and	1.1. Safety policy

Objectives	1.2. Management commitment and safety accountabilities		
	1.3. Key safety personnel		
	1.4. Emergency preparedness and response		
	1.5. SMS documentation and records		
2. Safety Risk Management (SRM)	2.1. Hazard Identification and Analysis	2.1.1.	System Description and Task Analysis
		2.1.2.	Identify Hazards
	2.2. Risk Assessment and Control	2.2.1.	Analyze Safety Risk
		2.2.2.	Assess Safety Risk
		2.2.3.	Control/Mitigate Safety Risk
3. Safety Assurance (SA)	3.1. Safety performance monitoring and measurement	3.1.1.	Continuous Monitoring
		3.1.2.	Internal Audits by Operational Departments
		3.1.3.	Internal Evaluation
		3.1.4.	External Auditing of the SMS
		3.1.5.	Investigation
		3.1.6.	Employee Reporting and Feedback System
		3.1.7.	Data Analysis
		3.1.8.	System Assessment
	3.2. The management of change		
	3.3. Continuous improvement	3.3.1.	Preventive/Corrective Action
		3.3.2.	Management Review
4. Safety Promotion	4.1. Competencies and training.	4.1.1.	Personnel Expectations (Competence)
		4.1.2.	Training
	4.2. Communication and awareness		

Table 3-2. SMS content checklit.

3.9 A Safety Training Programme

There is NO mandatory Personal Training Programme certified by GACA. However, a certificate holder has to demonstrate that his personal involved in Safety are trained continuously based on the field of their tasks and duty. As the technology and the knowledge are evolving so quickly, a regular and recurrent training programme should be demonstrated by the certificate holder.

A practical exercise and simulation are part of the training programme of the safety personal.

Each Airport/Heliport Operation Personnel will maintain currency under Section 14 by taking annual recurrent training in:

- Airport Familiarization
- Aircraft Familiarization
- Rescue and Firefighting Personnel Safety
- Emergency Communication on the Airport
- Use of Aircraft Firefighting Equipment
- Application of Aircraft Fire Extinguishing agents
- Emergency Evacuation of Aircraft
- Firefighting Operations

- Adapting Building Firefighting Procedures to Aircraft Fires and Aircraft Cargo Hazards
- Familiarization with Firefighters Duties under the Airport Emergency Plan
- Emergency Medical Care course

SECTION 4. ENFORCEMENT: OVERSIGHT AND AUDITS

GACA ensures compliance through two interrelated activities: Inspection and Audits.

4.1 Enforcement and oversight recurrence

A continued oversight is established by GACA in order to ensure that compliance with regard to certification conditions and ongoing additional requirements are maintained.

Each applicant for, or holder of, an Aerodrome Certificate must allow the President to make any inspections, including unannounced inspections, or tests to determine compliance with the GACAR.

GACA will schedule periodic inspections as indicated in the table 4-1.

Aerodrome / Heliport	Based on Aircraft Code	When (months)		
		6 to 12 cycle	12-18 cycle	18-24 cycle
Aerodrome	Code E<10%			✓
	Code E<60%		✓	
	Code E>60%	✓		
Heliport	Performance Class 1	✓		
	Performance Class 2		✓	
	Performance Class 3			✓

Table 4-1. Recurrence of enforcement.

GACA has a range of enforcement measures available to address safety obligations. These measures may result in a variety of actions such as:

- cancelling
- remedial training
- amendment, suspension or withdrawal of Certificates
- prosecution.

The enforcement action must be timely, fair, and consistent and applied without favor or prejudice.

4.2 GACA Inspection process

Inspection is a systematic examination and/or testing of facilities, equipment and systems in order to verify conformance to applicable standards. Inspection is the process of ensuring:

- Infrastructure, equipment and/or organization complies with regulations
- Changes to the aerodrome facilities, equipment and/or organization comply with regulations
- Progress against outstanding action from previous inspections

1. Initial Inspection for a new certification purposes:

For an initial or certification inspection, the following outlines the general process for inspections:

- Review of the Statement of Compliancy Report (Form 1631 for Aerodrome and Form 1638 for Heliports)
- Review pervious inspection findings
- Review of the Aerodrome Manual, including Emergency Response Plan (Form 4153 for checklist) and the Heliports Manual, including Emergency Response Plan (Form 4154 for checklist)
- Review of the Aerodrome Safety Management System (Form 1041)
- Review aerodrome entry in Aeronautical Information Publication
- Review incident/accident reports, bird strike reports or any other relevant activity reports;
- Review any other relevant information
- If necessary, request additional information prior to the audit
- Agree inspection date with aerodrome operator
- Appoint inspection team
- Prepare planning form(s) to act as a control for the inspection and ensure the key issues are covered
- Prepare and develop inspection plan
- Identify non-compliance deficiencies with the established requirements, including a risk assessment mechanism and plan
- In case of non-compliancy, a fixed time frame should be provided to resolve identified deficiencies. The time frame should be agreed with the airport authority based on the corrective action plan, approved by the GACA inspector.

2. For inspection related to an existing certificates, carry out the preliminary review including:

- Conduct entry meeting
- Verify issues arising from preliminary review
- Confirm and agree inspection plan and availability of aerodrome staff
- Adapt plan if necessary
- Follow up non-compliance deficiencies with the established requirements, including a risk assessment plan
- Carry out inspection according to plan
- Compile inspection findings
- Conduct exit meeting

- Issue draft inspection findings
- Highlight key issues
- Agree action plan and timescales
- Sign-off inspection findings and action plan
- Prepare and finalize report and agreed action plan
- Send letter of recommendation and report/action plan to operator. Including a specific subsection related to the non-compliance with the established requirements, including a risk assessment plan.

4.3 GACA Audit Process

Audit is the examination, through evidence, that systems and procedures are correctly established and are being consistently and accurately applied.

GACA is conducting two types of Audits: Regular and ad-hoc.

Regular audits activities will be undertaken with the knowledge of the Aerodrome Operator. Covert audits would only be undertaken in exceptional circumstances and requires a specific authorization.

The audit programme for the calendar year is prepared by the Airport Standards and Safety Division (AS&S), in consultation with the Aerodrome/Heliport Inspectors at the beginning of the year.

It takes into account the seasonality of the airport traffic, the complexity of the infrastructure and the results of previous inspections/audits.

The main objective of the regular audit is to ensure that the GACA's Acceptable Level of Safety is and will be maintained.

Under normal circumstances, the audit programme should follow the recurrence stated in the table 4-1. This periodicity is chosen to ensure, over a period of time, that the inspection takes into account seasonal changes in the aerodrome activity and operation.

An ad-hoc audit is one conducted to respond to circumstances other than those requiring a post-approval or certification audit. For example, an ad-hoc audit may be convened with little or no notice arising from safety concerns. In certain circumstances an audit may be undertaken with little or no-notice.

The following outlines the general process for audits:

1. Before the Audit fixed day:

- Review pervious audit findings
- Review of the Aerodrome Manual (including Emergency Response Plan)

- Review of the Safety Management System
- Review aerodrome entry in Aeronautical Information Publication
- Review incident/accident reports, bird strike reports or any other relevant activity reports
- Review any other relevant information
- If necessary, request additional information prior to the audit and/or a statement of compliance
- Appoint audit team
- Prepare planning form(s) to act as a control for the audit and ensure the key issues are covered
- Prepare and develop audit plan
- Adapt checklists if necessary

2. The Audit

- Conduct entry meeting
- Verify issues arising from preliminary review
- Confirm and agree audit programme and availability of aerodrome staff
- Adapt plan if necessary
- Carry out audit according to plan
- Compile audit findings
- Conduct exit meeting

3. Follow-up

- Issue draft audit findings
- Highlight key issues
- Agree action plan and timescales
- Sign-off audit findings and action plan
- Prepare and finalize report and agreed action plan
- Send letter of recommendation and report/action plan to operator

SECTION 5. AERONAUTICAL STUDIES

1. Purpose of Aeronautical Studies

An aeronautical study is a formal study of an aeronautical problem with the purpose of identifying possible solutions and selecting a solution that achieves an acceptable level of safety and does not degrade safety.

a. Deviations from mandated standards

The primary role of aeronautical studies in the context of Aerodrome Certification is to evaluate the risk associated with any deviation from relevant standards set out in ICAO Annex 14 Volume 1, in ICAO Annex 14 Volume 2 and the Regulations. In this context aeronautical studies may not be used to justify deviations from standards except where specifically recommended in ICAO Annex 14 Volume 1.

The technical analysis within an aeronautical study may provide justification for a deviation on the grounds that an equivalent level of safety can be attained by other proven means. Such a justification is generally applicable in circumstances where the cost of correcting a problem that violates a standard is grossly disproportionate and where the safety implications of the problem can be overcome by appropriate procedural means which offer practical and reasonable solutions.

b. Operational risk assessment

Aeronautical Studies may form part of an overall assessment of the risks associated with operating an Aerodrome in accordance with the approved Aerodrome Manual as required by the Regulations. In this latter context an aeronautical study is informative and may not be used to justify a deviation from standards mandated in the Regulations.

2. Studies undertaken on behalf of the GACA

GACA may undertake or commission an aeronautical study in a range of circumstances which include:

- Assessments of development proposals;
- Assessment of proposed changes in legislation; and
- Assessment of requested amendments to Aerodrome Certificates.

In conducting aeronautical studies, GACA must ensure that appropriate methods and data are used and that technical assessments are undertaken and reviewed by suitably qualified and experienced persons.

3. Studies undertaken on behalf of an Aerodrome Operator

An Aerodrome Operator may undertake or commission an aeronautical study in support of a request for exemption from specific provisions of the Regulations and/or in support of an application for amendment of an Aerodrome Certificate.

The airport operator should request the Airport Standards and Safety Division (AS&S) acceptance of the scope of the study.

The arrangements for undertaking, commissioning, reviewing and approving aeronautical studies should form part of the Aerodrome Safety Management System.

4. GACA's Review of an Aeronautical Study

Aeronautical studies submitted by an Aerodrome Operator in justification of a proposed deviation from a mandated standard must be reviewed by an Aerodrome Inspector or duly appointed technical specialist with appropriate knowledge and experience of the topic concerned and a thorough understanding of the acceptable level of safety.

In considering whether an aeronautical study provides adequate justification for a proposed deviation an Aerodrome Inspector should ensure that the technical analysis takes due account of:

- The effects of non-normal operations;
- The scope and validity of risk calculations including assumptions made, methodology adopted and the data used;
- The full range consequences of accidents related to the proposed deviation;
- The potential effects on Navaids and radar; and
- Precedents which may be established through acceptance of a deviation.

The review should be documented with recommendations and the reasons for acceptance or rejection of the proposed deviation. The Aerodrome Operator must be informed in writing of the outcome of the review.

SECTION 6. FEES

The Aerodrome/Heliport operators shall provide evidence that the fees have been paid. The fees scheme shall be defined by GACA.

APPENDIX A. APPLICATION FORM FOR CERTIFICATION FOR AERODROME OPERATOR. FORM. 1596

Document Name	Application Form for Aerodrome Certification.
Document Reference	Form.1596
Regulation	GACAR Section 14
Version	V01. March 2014
Purpose of the document	The Aerodrome operator should submit this form to initiate the certification process or to update its certificate.
Who should fill up this form?	Aerodrome Operator
To whom?	Airport Standards and Safety Division (AS&S)
When?	**24 (twenty four) weeks prior to the operator's request target date for the renewal or issue of the certification**.

THE APPLICATION FORM FOR CERTIFICATION. FORM.1596

Please complete the form in BLOCK CAPITALS using only black ink. Form completed by hand will not be accepted.
Read the **NOTES FOR APPLICANTS** before to start filling the form.

NOTES FOR APPLICANTS

Dear Applicant
This form should provide the GACA with the information it needs to give proper consideration to your application.
It is important that you answer all relevant questions as fully as possible. This will help to avoid delays in processing your application.

NOTE: This application must be accompanied by an Ordnance Survey Map, size A4, (including the grid map) **showing by means of a red line the exact boundary of proposed to-be-certified aerodrome.** The airport maps show the location of all runways, taxiways, ramps, parking areas, access roads and buildings. The runway and taxiway identifications are likewise shown.

GACA may grant a certificate only if it is satisfied that both the aerodrome and the applicant meet the safety related requirements for certificate issue. This will involve an inspection and assessment of the aerodrome. GACA also has to satisfy itself that the applicant is competent to provide a safe operating environment for aircraft.

The charge for the grant of an aerodrome certificate is as per the GACA Scheme of Charges. Should the site not be certificated following inspection, this charge is not refundable.

If you have any difficulty completing the form please do not hesitate to contact
Email: ser-aerodrome@gaca.gov.sa
Yours sincerely

A. DETAILS OF CERTIFICATE HOLDER (as required to be shown on the Certificate)

1. **The certificate holder must be a legal entity.**
   - 1.1. Full name of Certificate Holder .....
   - 1.2. Address of Certificate Holder .....
   - 1.3. Telephone number (work) ……(Mobile) ……
   - 1.4. Fax number: .....
   - 1.5. Email:
2. **Airport Manager**
   - 2.1. Full Name
   - 2.2. Telephone number (Work / Home / Mobile): ……..
   - 2.3. Fax:
   - 2.4. Email:
   - 2.5. Last SMS training session:
   - 2.6. Participated on the last emergency simulation exercise Yes ☐ No ☐)
3. **Aerodrome certificate Inspector**
   - 3.1. Full Name
   - 3.2. Telephone number (Work / Home / Mobile): ……..
   - 3.3. Fax:
   - 3.4. Email:
   - 3.5. Last SMS training session:
   - 3.6. Participated on the last emergency simulation exercise Yes ☐ No ☐)
4. **Airport Safety Manager (If different from above) – Updated CV should be enclosed.**
   - 4.1. Full Name
   - 4.2. Telephone number (Work / Home / Mobile): ……..
   - 4.3. Fax:
   - 4.4. Email:
   - 4.5. Last SMS training session:
   - 4.6. Participated on the last emergency simulation exercise Yes ☐ No ☐)
5. **The person in charge of day-to-day operation of the aerodrome:**
   - 5.1. Full Name
   - 5.2. Telephone number (Work / Home / Mobile): ……..
   - 5.3. Fax:
   - 5.4. Email:
   - 5.5. Last SMS training session:
   - 5.6. Participated on the last emergency simulation exercise Yes ☐ No ☐)
6. **Person responsible for overseeing the day-to-day provision of the Air Traffic Control Service**
   - 6.1. Full Name
   - 6.2. Telephone number (Work / Home / Mobile): ……..
   - 6.3. Fax:
   - 6.4. Email:
   - 6.5. Last SMS training session:
   - 6.6. Participated on the last emergency simulation exercise Yes ☐ No ☐)
7. **Person responsible for overseeing the day-to-day provision of Rescue & Fire Fighting Services (RFFS) – Updated CV should be enclosed:**
   - 7.1. Full Name
   - 7.2. Telephone number (Work / Home / Mobile): ……..
   - 7.3. Fax:
   - 7.4. Email:
   - 7.5. Last SMS training session:
   - 7.6. Participated on the last emergency simulation exercise Yes ☐ No ☐)
8. **The person in charge of day-to-day operation of the aerodrome**
   - 8.1. Full Name
   - 8.2. Telephone number (Work / Home / Mobile): ……..
   - 8.3. Fax:
   - 8.4. Email:
   - 8.5. Last SMS training session:
   - 8.6. Participated on the last emergency simulation exercise Yes ☐ No ☐)

B. DETAILS OF AERODROME (as required to be shown on the certificate)

1. **Proposed Name of Aerodrome**: .....
2. **Address of Aerodrome**: .....
   .....
   .....
3. **Telephone number**: .....
4. **Fax numb**er: .....

5. **Web site address**: .....
6. **Email address**: .....
7. **Position of proposed aerodrome** with reference to nearest location (in nautical miles): .....
8. ***Latitude/Longitude*** in World Geodetic System (WGS) WGS 84 of reference point: .....
9. **Grid reference in Ordnance Survey Great Britain** (OSGB) of reference point: .....
10. **Last Emergency simulation** (date): .....

C. AERODROME ACTIVITIES AND CERTIFICATION SCOPE

1. Period for which certificate is required, if less than 12 months (i.e. Seasonal Certificate):
   From: ..... To: .....
2. Please give details of other proposed aviation activities not requiring the use of a certificated aerodrome (e.g. gliding, parachuting, microlights).
   .....
   .....
3. Classification of aircraft to be operated at the aerodrome (e.g. aeroplanes, helicopters, gyroplanes).
   .....
   .....
4. Type and maximum total weight authorized of the heaviest aircraft engaged on flights for the purpose of public transport of passengers and for the instruction in flying expected to use the aerodrome, including overall length and maximum fuselage width.
   .....
   .....
5. Based on the last 3 years, please provide a proportion of the activities each type of aircraft by day/night
   .....
   .....

D CONTROL OF THE AERODROME

1. Are you the owner of the aerodrome site? Yes ☐ No ☐
   If NO – please state:
   1.1. Details of the rights you hold over the site.
   .....
   .....
   .....
   1.2. The period for which you hold these rights, including terminating date.
   From: ..... To: .....
   1.3. The name and address of the owner or the tenant whose permission has been obtained for the site to be used as an aerodrome.
   .....
   .....
2. Does any public or private right of way exist on or near the proposed aerodrome? Yes ☐ No ☐
   If YES, would the use of the site as an aerodrome interfere with such rights? Yes ☐ No ☐
   If there is a risk of interference with such rights, has any agreement been made with the holder of the rights for the use of the site as an aerodrome (e.g. Letters of Agreement)? Yes ☐ No ☐
   If YES please give details of the agreement.
   .....
   .....
3. Do you have sole charge of aircraft movements at the aerodrome? Yes ☐ No ☐
   If NO please give details of the nature of aircraft movements outside your control, and the person controlling such movements, and any agreements made regarding coordination of movements, including letters of agreement with third parties (e.g. Letters of Agreement).
   .....
   .....

E. PERMISSIONS AND APPROVALS

1. Before submitting this application, the authorities, as indicated below, should be consulted and, if appropriate, their approvals obtained. There may also be other bodies that applicants should inform, in their own interests. However, the application for planning permission and the request for the aerodrome certificate are not interdependent and are made separately.
   Please provide the list of the agency consulted.
   1.1. Land Aerodromes, or Water Aerodromes in Inland Waters
   .....
   .....
   .....
   1.2. Water Aerodromes in Coastal Waters
   .....
   .....

.....

2. Are there any local planning conditions or other relevant approvals which may affect the use of the site as an aerodrome? Yes ☐ No ☐
   If YES, please provide details.
   .....
   .....
   .....
3. Has any authorities raised any objections to the proposed use of the site as an aerodrome? Yes ☐ No ☐
   If YES – Please state the Authority concerned and the nature of any objections.
   .....
   .....
   .....
4. Is a safeguarding map to be deposited with the Urban/Local Authority, to show the height above which new constructions in the vicinity of the aerodrome may interfere with its use? Yes ☐ No ☐

F. SCHEME OF CHARGES

Please refer to the GACA Scheme of Charges (Aerodrome Certification).
Indicate the number of movements by category you expect to take place at the aerodrome during the twelve month period starting on 1 January.
NOTE: The figure required is the combined total for the year, each take-off and each landing counting as a movement.
Category (by maximum authorized code of aircraft) No. of Movements

1. Up to and including Code E: Number ……. and Percentage on yearly basis .....
2. Up to and including Code C: Number ……. and Percentage on yearly basis .....
3. Up to and including Code B: Number ……. and Percentage on yearly basis .....
4. Helicopter operations: Number ……. and Percentage on yearly basis .....

G. AERODROME MANUAL

Is a **completed Aerodrome Manual** enclosed with this application? Yes ☐ No ☐
If NO - please indicate below when this is likely to be submitted to the GACA.
.....
NOTE: An aerodrome certificate will not be granted until an Aerodrome Manual has been received and accepted by the GACA. The Aerodrome Manual should be submitted in electronic format to ser-aerodrome@gaca.gov.sa at least 20 weeks before the requested target date.

H. SMS

Is a **completed SMS** enclosed with this application? Yes ☐ No ☐
If NO - please indicate below when this is likely to be submitted to the GACA.
.....
NOTE: An aerodrome certificate will not be granted until SMS has been received and accepted by the GACA. The SMS should be submitted in electronic format to ser-aerodrome@gaca.gov.sa at least 20 weeks before the requested target date.

Further Comments
.....
.....
.....
.....

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

I undertake to pay the GACA's charges in respect of this application and agree to abide by the terms and conditions of holding an aerodrome certificate as outlined in GACAR Section 14.

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

Signature of Applicant: .....

(or Accountable Manager)

Date: .....

Name: .....

(Block Capitals)

Position held: .....

APPENDIX B. APPLICATION FORM FOR CERTIFICATION FOR HELIPORT OPERATOR. FORM. 1539

Document Name	Application Form for Heliport Certification.
Document Reference	Form.1539
Regulation	GACAR Section14
Version	V01. March 2014
Purpose of the document	The Heliport operator should submit this form to initiate the certification process or to update its certificate.
Who should fill up this form?	Heliport Operator
To whom?	Airport Standards and Safety Division (AS&S)
When?	**24 (twenty four) weeks prior to the operator's request target date for the renewal or issue of the certification**.

THE APPLICATION FORM FOR CERTIFICATION. FORM.1539

Please complete the form in BLOCK CAPITALS using only black ink. Form completed by hand will not be accepted.
Read the **NOTES FOR APPLICANTS** before to start filling the form.

NOTES FOR APPLICANTS

Dear Applicant

This form should provide the GACA with the information it needs to give proper consideration to your application.
Please provide one form for each facility, including runway type-FATO, elevated heliport, surface level heliport, Heliports on structure and Floating, helideck or shipboard. Stands are considered part of the certified surface.
The certificate is issued by facility and NOT by applicant.
It is important that you answer all relevant questions as fully as possible. This will help to avoid delays in processing your application.

NOTE: This application must be accompanied by an Ordnance Survey Map, size A4, (including the grid map) **showing by means of a red line the exact boundary of proposed to-be-certified heliport.** The heliport maps show the location of all runways (for runway type-FATO), stands, heliport, helideck, shipboard, access roads and buildings. A visual aid should be clearly indicated.

GACA may grant a certificate only if it is satisfied that both the heliport and the applicant meet the safety related requirements for certificate issue. This will involve an inspection and assessment of the heliport. GACA also has to satisfy itself that the applicant is competent to provide a safe operating environment for rotors.

The charge for the grant of a heliport certificate is as per the GACA Scheme of Charges. Should the facility not be certificated following inspection, this charge is not refundable.

If you have any difficulty completing the form please do not hesitate to contact
Email: ser-heliport@gaca.gov.sa
Yours sincerely
President

A. DETAILS OF CERTIFICATE HOLDER (as required to be shown on the Certificate)

1. **The certificate holder must be a legal entity.**
   - 1.1. Full name of Certificate Holder .....
   - 1.2. Address of Certificate Holder .....
   - 1.3. Telephone number (work) ……(Mobile) ……
   - 1.4. Fax number: .....
   - 1.5. Email: .....
2. **Heliport Manager – Updated CV should be enclosed**
   - 2.1. Full Name
   - 2.2. Telephone number (Work / Home / Mobile): ……..
   - 2.3. Fax:
   - 2.4. Email:
   - 2.5. Last Emergency training session:
   - 2.6. Participated on the last emergency simulation exercise Yes ☐ No ☐
3. **Heliport certificate Inspector – Updated CV should be enclosed**
   - 3.1. Full Name
   - 3.2. Telephone number (Work / Home / Mobile): ……..
   - 3.3. Fax:
   - 3.4. Email:
   - 3.5. Last Emergency training session:
   - 3.6. Participated on the last emergency simulation exercise Yes ☐ No ☐
4. **Heliport Safety Manager (If different from above) – Updated CV should be enclosed.**
   - 4.1. Full Name
   - 4.2. Telephone number (Work / Home / Mobile): ……..
   - 4.3. Fax:
   - 4.4. Email:
   - 4.5. Last SMS training session:
   - 4.6. Participated on the last emergency simulation exercise Yes ☐ No ☐)
5. **The person in charge of day-to-day operation of the heliport – Updated CV should be enclosed**
   - 5.1. Full Name
   - 5.2. Telephone number (Work / Home / Mobile): ……..
   - 5.3. Fax:
   - 5.4. Email:
   - 5.5. Last SMS training session:
   - 5.6. Participated on the last emergency simulation exercise Yes ☐ No ☐)
6. **Person responsible for overseeing the day-to-day provision of the Air Traffic Control Service (if any)**
   - 6.1. Full Name
   - 6.2. Telephone number (Work / Home / Mobile): ……..
   - 6.3. Fax:
   - 6.4. Email:
   - 6.5. Last SMS training session:
   - 6.6. Participated on the last emergency simulation exercise Yes ☐ No ☐)
7. **Person responsible for overseeing the day-to-day provision of Rescue & Fire Fighting Services (RFFS) if any – Updated CV should be enclosed:**
   - 7.1. Full Name
   - 7.2. Telephone number (Work / Home / Mobile): ……..
   - 7.3. Fax:
   - 7.4. Email:
   - 7.5. Last SMS training session:
   - 7.6. Participated on the last emergency simulation exercise Yes ☐ No ☐)
8. **The person in charge of day-to-day operation of the heliport if any – Updated CV should be enclosed**
   - 8.1. Full Name
   - 8.2. Telephone number (Work / Home / Mobile): ……..
   - 8.3. Fax:
   - 8.4. Email:
   - 8.5. Last SMS training session:
   - 8.6. Participated on the last emergency simulation exercise Yes ☐ No ☐)

B. DETAILS OF Heliport (as required to be shown on the certificate)

1. **Proposed Name of Heliport**: .....
2. **Address of Heliport**: .....
   .....
   .....
3. **Telephone number**: .....
4. **Fax numb**er: .....

5. **Web site address**: .....
6. **Email address**: .....
7. **Position of proposed Heliport** with reference to nearest location (in nautical miles). For shipboard, indicate the name of the vessel/boat: .....
8. ***Latitude/Longitude*** in World Geodetic System (WGS) WGS 84 of reference point (except for Shipboard): …….
9. **Grid reference in Ordnance Survey Great Britain** (OSGB) of reference point (except for Shipboard): ……
10. **Last Emergency simulation** (date): .....

C. HELIPORT ACTIVITIES AND CERTIFICATION SCOPE

1. Period for which certificate is required, if less than 12 months (i.e. Seasonal Certificate, Specific utility):
   From: ..... To: .....
2. Please give details of other proposed aviation activities not requiring the use of a certificated heliport (e.g. gliding, parachuting, and microlights).
   .....
   .....
3. Classification of Rotors to be operated at the heliport (List and classification).
   .....
   .....
4. Please provide a volume of traffic of the heliport activities by day/night for the requested period of certification
   .....
   .....

D CONTROL OF THE HELIPORT

1. Are you the owner of the heliport site? Yes ☐ No ☐
   If NO – please state:
   1.1. Details of the rights you hold over the site.
   .....
   .....
   .....
   1.2. The period, for which you hold these rights, including terminating date.
   From: ..... To: .....
   1.3. The name and address of the owner or the tenant whose permission has been obtained for the site to be used as a heliport.
   .....
   .....
2. Does any public or private right of way exist on or near the proposed heliport? Yes ☐ No ☐
   If YES, would the use of the site as a heliport interfere with such rights? Yes ☐ No ☐
   If there is a risk of interference with such rights, has any agreement been made with the holder of the rights for the use of the site as a heliport (e.g. Letters of Agreement)? Yes ☐ No ☐
   If YES please give details of the agreement.
   .....
   .....
3. Do you have sole charge of rotors movements at the heliport? Yes ☐ No ☐
   If NO please give details of the nature of heliport movements outside your control, and the person controlling such movements, and any agreements made regarding coordination of movements, including letters of agreement with third parties (e.g. Letters of Agreement).
   .....
   .....

E. PERMISSIONS AND APPROVALS

1. Before submitting this application, the authorities, as indicated below, should be consulted and, if appropriate, their approvals obtained. There may also be other bodies that applicants should inform, in their own interests. However, the application for planning permission and the request for the heliport certificate are not interdependent and are made separately.
   Please provide the list of the agency consulted.
   1.1. Runway type-FATO, elevated heliport, surface level heliport, Heliports on structure and helideck
   .....
   .....
   .....
   1.2. Shipboard and Floating Heliports (an agreement with the Boat/Vessel owner must be provided)
   .....
   .....
   .....
2. Are there any local planning conditions or other relevant approvals which may affect the use of the site as a heliport? Yes ☐ No ☐
   If YES, please provide details.

.....
.....
.....

3. Has any authorities raised any objections to the proposed use of the site as a heliport? Yes ☐ No ☐
   If YES – Please state the Authority concerned and the nature of any objections.
   .....
   .....
   .....
4. Is a safeguarding map to be deposited with the Urban/Local Authority, to show the height above which new constructions in the vicinity of the heliport may interfere with its use? Yes ☐ No ☐

F. SCHEME OF CHARGES

Please refer to the GACA Scheme of Charges (Heliport Certification).
Indicate the number of movements by category you expect to take place at the heliport during the twelve month period starting on 1 January.
NOTE: The figure required is the combined total for the year, each take-off and each landing counting as a movement.
Category (by maximum authorized Rotor Performance class) No. of Movements

1. Performance Class 1 (FAA equivalent is Class A): Number ..... Percentage: .....
2. Performance Class 2 (FAA equivalent is Class B): Number ..... Percentage: .....
3. Performance Class 3 (FAA equivalent is Class C): Number ..... Percentage: .....

G. HELIPORT MANUAL

Is a **completed Heliport Manual** enclosed with this application? Yes ☐ No ☐
If NO - please indicate below when this is likely to be submitted to the GACA.
.....
NOTE: A heliport certificate will not be granted until a heliport Manual has been received and accepted by the GACA. The heliport Manual should be submitted in electronic format to ser-heliport@gaca.gov.sa at least 20 weeks before the requested target date.

H. FURTHER COMMENTS

.....
.....
.....
.....

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

I undertake to pay the GACA's charges in respect of this application and agree to abide by the terms and conditions of holding an aerodrome certificate as outlined in GACAR Section 14.

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

Signature of Applicant: .....

(or Accountable Manager)

Date: .....

Name: .....

(Block Capitals)

Position held: .....

APPENDIX C. STATEMENT OF COMPLIANCY – AERODROME. FORM 1631

Document Name	Statement of Compliancy for Aerodrome
Document Reference	*1631*
Regulation	GACAR Section 14
Version	V01. March 2014
Purpose of the document	The Aerodrome operator should submit this form as a statement of compliancy.
Who should fill up this form?	Aerodrome Inspector
To whom?	Airport Standards and Safety Division (AS&S)
When?	**24 (twenty four) weeks prior to the operator's request target date for the renewal or issue of the certification.**

STATEMENT OF COMPLIANCY FOR AERODROME FORM.1631

SECTION A. AERODROME ADDRESS AND KEY RESOURCES PERSONAL.

1. **The Aerodrome.**
   - 1.1. Full name of the Aerodrome .....
   - 1.2. Address.....
   - 1.3. Telephone number (work) ……(Mobile) ……
   - 1.4. Fax number: .....
   - 1.5. Email: .....
   - 1.6. Website: ……..
2. **Certificate Holder**
   - 2.1. Full Name: ……..
   - 2.2. Telephone number (Work / Home / Mobile): ……..
   - 2.3. Fax: ……
   - 2.4. Email: ……..
3. **Aerodrome certificate Inspector**
   - 3.1. Full Name
   - 3.2. Telephone number (Work / Home / Mobile): ……..
   - 3.3. Fax:
   - 3.4. Email:
4. **Aerodrome Safety Manager (If different from above).**
   - 4.1. Full Name
   - 4.2. Telephone number (Work / Home / Mobile): ……..
   - 4.3. Fax:
   - 4.4. Email:
5. **The person in charge of day-to-day operation of the Aerodrome**
   - 5.1. Full Name
   - 5.2. Telephone number (Work / Home / Mobile): ……..
   - 5.3. Fax:
   - 5.4. Email:
6. **Person responsible for overseeing the day-to-day provision of the Air Traffic Control Service (if any)**
   - 6.1. Full Name
   - 6.2. Telephone number (Work / Home / Mobile): ……..
   - 6.3. Fax:
   - 6.4. Email:
7. **Person responsible for overseeing the day-to-day provision of Rescue & Fire Fighting Services (RFFS) if any:**
   - 7.1. Full Name
   - 7.2. Telephone number (Work / Home / Mobile): ……..
   - 7.3. Fax:
   - 7.4. Email:
8. **The person in charge of day-to-day operation of the Aerodrome if any**
   - 8.1. Full Name
   - 8.2. Telephone number (Work / Home / Mobile): ……..
   - 8.3. Fax:
   - 8.4. Email:

SECTION B. SAFETY MANAGEMENT SYSTEM ASSESSMENT.

1. **Describe the current framework for managing safety and state where is it documented.**

2. **Describe how your aerodrome meets the requirements of GACAR Section 21 (SMS)**

3. **Describe the process, which ensures that the risks involved in any activity on the aerodrome have been reduced to the minimum acceptable level**

4. **How and when is this reviewed**

5. **Are Safety Objectives and Key Performance Indicators used in your Safety Management System (SMS)?**

6. **Describe how they are maintained and reviewed.**

7. **Describe the safety audit process in place at your aerodrome**

8. **Describe the reporting and investigation process following any accident/incident or internal audit**

9. **Describe how any identified learning outcomes or actions are incorporated into your policy an procedures?**

10. **List any items from last year's GACA Certification enforcement Audit Report that have not been completed, with comments on the progress for each item.**

Section C. Training and Manuals accuracy.

1. **Describe how staffs are trained.**

2. **Describe how those involved in operational activities maintain their competence to an appropriate standard**

3. **How do you ensure that the New Safety Staff are trained and made aware of the safety issues working in an aerodrome 'airside' environment**

4. **How do you ensure that the New transferred Safety Staff are trained and made aware of the safety issues working in an aerodrome 'airside' environment**

5. **How do you ensure the adequacy of the Airside Safety Training for the staff of all organizations operating airside?**

6. **How do you ensure that all staff is aware of the necessary safety information & knowledge, and of any changes that occur?**

7. **What is your policy for reviewing and amending the Aerodrome Manual?**

8. **When and by whom the Aerodrome Manual was last reviewed to ensure the information is still current, and that the procedures in all parts are still correct?**

9. **How do you ensure all aerodrome operating staff have access to, and have read and understood, those parts of the Aerodrome Manual that apply to them?**

10. **Who is responsible for Aerodrome Safeguarding at your aerodrome?**

11. **What training have they received?**

12. **Describe the safeguarding procedure in place at your aerodrome?**

13. **How many safeguarding consultations have you processed since the last GACA enforcement certification audit?**

14. **List of all current developments projects**

15. **List of all projects Have taken place in the past 12 months**

16. **List of all projects still in the planning stage**

SECTION D. AERODROME STANDARDS (GACAR SECTION 14).

1. Aerodrome Activities. Provide the following details of aircraft types and movements for the last 12 months or proposed movements

Activities	List the largest A/C Type in each activity group.	Rescue Fire Fighting (RFF) Category of the aircraft.	Category of RFF cover provided at the aerodrome
Public Transport			
Flying Training			
Freight			
Specified Hazardous Freight			
Maintenance or positioning			
Aerial Work			

Activities	List the largest A/C Type in each activity group.	RFF Category of the aircraft.	Category of RFF cover provided at the aerodrome
Other Aviation Activities not requiring the use of a certified aerodrome i.e. Gliding, Parachuting, Microlights			
Other Aviation Activities			

2. Physical Characteristics. Runways. Factual statement.

Runway Designator	Code No. & letter	Runway Width	Bearing Strength (PCN)	Runway Strip Width	GACAR Section 14 is respected	Special procedures are required

3. Physical Characteristics. Runways. Declared Distances.

Runway Designator			
Dimensions			
LOG/PCN			
Instrument/Visual			
Grid Reference (centreline at both ends)			
TOR (start / End)	..... /	..... /	..... / .....
ED (start / End)	..... /	..... /	..... / .....
TOD (start / End)	..... /	..... /	..... / .....
LD (start / displaced threshold / End)	..... / ..... /	..... / ..... /	..... / ..... / .....
Total Undershoot (From / to / RESA Available)	..... / ..... /	..... / ..... /	..... / ..... / .....
Total Over-run (From / to / RESA Available)	..... / ..... /	..... / ..... /	..... / ..... / .....
Approach Surface Slope			

4. Physical Characteristics. Taxiways. Factual Statement.

Taxiway Designator	Code	Width	Bearing Strength (PCN)	Strip Width	GACAR Section 14 is respected	Special procedures are required

5. Physical Characteristics. Runway and Safety Areas (RESA). Factual Statement.

Runway Designator	Undershoot RESA (metres)	Overrun RESA (metres)	Bearing Strength (PCN)	GACAR Section 14 is respected	Special procedures are required	Date of last RESA study conducted

6. Physical Characteristics. Aerodrome Ground Lighting (AGL). Factual Statement.

	Indicate type of lights (HI, LI)			GACAR Section 14 is respected	Last Inspection / Maintenance operation	Comments
Runway (designator)					..... /	
Approach					..... /	
Supplementary					..... /	
PAPI					..... /	
APAPI					..... /	
LITAS					..... /	
Runway centreline					..... /	
Runway Edge					..... /	
Threshold					..... /	
End					..... /	
TDZ					..... /	
Stopway					..... /	
Taxiway Edge					..... /	
Taxiway Centreline					..... /	
Illuminated signs					..... /	
Illuminated Windsleeves					..... /	
Aircraft Stands					..... /	
Docking Guidance					..... /	
Floodlighting					..... /	
Obstacles					..... /	
Others (helicopters, parachutes, etc.)					..... /	

7. Physical Characteristics. Aerodrome Survey Information. Factual statement.

	Date of the last Survey	Date of the last check survey	GACA approval date	Action plan following GACA comments	Comments
Aerodrome Plan. Scale 1:2500.					
AGA survey					
Precision approach CAT I					
Procedure Survey CAT II/III					
Precision approach terrain chart survey					
Dominant obstacle survey					
Departure Area					

8. Physical Characteristics. Markings & signs provided. Factual Statement.

	Marking & signs provided (type, details). Provide a coloured diagram if needed			GACAR Section 14 is respected	Last Inspection / Maintenance operation	Comments
Runway (designator)					..... /	
Runway threshold					..... /	
Aiming Point					..... /	
Touchdown zone					..... /	
Runway centreline					..... /	
Runway Edge Markings					..... /	
Runway Edge (Grass)					..... /	

Runway Edge					..... /	
Taxiway Centreline					..... /	
Taxiway Edge					..... /	
Taxiway Intermediate hold					..... /	
Runway taxi-holding positions					..... /	
Signs as Mandatory					..... /	
Signs as Information					..... /	
Boundary Markers					..... /	
Landing Y / Signals Area					..... /	
Windsleeve (illuminated)					..... /	
Other Signals / Markings					..... /	

SECTION E. AERODROME MAINTENANCE AND OPERATIONS

1. **What is the aerodrome policy on aerodrome lighting inspections and where is it documented?**

2. **Describe the fault reporting and follow up system that ensures faults are rectified? Who conducted it? How the follow-up is made?**

3. **What is the policy for checking the alternate input power supply to the AGL system? Who conducted it? How the follow-up is made?**

4. **Confirm that all aprons, stands and hardstandings meet the requirements of GACAR Section 14:**
   - **4.1. Slopes Yes ☐ No ☐**
   - **4.2. Markings Yes ☐ No ☐**
   - **4.3. Aircraft stand spacing Yes ☐ No ☐**
   - **4.4. Aircraft clearance from obstructions Yes ☐ No ☐**
5. **What is the aerodrome policy and process on aerodrome inspections for markings, signals and signage**

6. **What is the aerodrome policy on calibration, marking and lighting of a vehicle used for visual inspection proposes?**

7. **What is the policy to ensure all persons employed for visual inspection proposes?**

SECTION F. LOW VISIBILITY PROCEDURES (LVP)

1. **In what documents are the LVPs for your aerodrome laid out?**

2. **What is the aerodrome's policy on testing the low visibility procedures?**

3. **Describe the aerodrome Boundary**
   - **3.1. Construction (type, when)**
   - **3.1. Height**
   - **3.2. Frequency of Inspection**
4. **Entrance gates**
   - **4.1. How many Entrance gates you have?**
   - **4.2. How are they made secure**
5. **Emergency access gates**
   - **5.1. How many Emergency Entrance gates you have?**
   - **5.2. How are the Emergency Entrance gates made secure**
   - **5.3. Who is responsible of securing the Emergency gates**
   - **5.4. Who is holding the keys of the Emergency Gates**
6. **If the obstacle free zone is safeguarded for all ILS operations?**

7. **Are vehicles allowed on the manoeuvring area during LVPs?**

8. **Are vehicles allowed on the apron(s) during LVPs?**

9. **Is the Airside Driver Training Scheme operated in accordance with best practice during LVPs?**

10. **What are the policies for Airside Driver Training?**
    - **10.1. Initial?**

10.2. Re-checking?
10.3. Visitor's vehicles?
10.4. Where are they allowed?
10.5. Are any passes or permits required for a visitor's vehicles?

11. What is the aerodrome's policy on prevention of runway incursion?

12. Are they any vehicular traffic routes that intersect runways or taxiways?

SECTION G. RUNWAY FRICTION ASSESSMENT

1. Do you have policies & procedures for the following areas of periodic friction assessment?
   1.1. Training in use of equipment?
   1.2. Record keeping?
   1.3. Maintenance of equipment?
2. Where are the above policies and procedures documented?

3. What is the type of Continuous Friction Measuring Equipment (CFME) used for runway surface friction assessments

4. When do you conducted the most recent runway surface friction assessment (please ensure that a complete copy of the most recent runway surface friction assessment is available to the GACA during the audit)

5. Do you have a Maintenance Planning Level for Runway Friction Assessment Inspection?

6. Following the most recent runway surface friction assessment, are you aware of any portion of the runway having a friction level lower than Maintenance Planning Level?

SECTION H. WILDLIFE HAZARD CONTROL

1. Who is responsible for Wildlife hazard control on your aerodrome?

2. How many people are engaged in Wildlife hazard control at any one time?

3. If not a "dedicated" team, what duties are the Wildlife hazard controllers drawn from?

4. Have all personnel attended a formal Wildlife hazard control-training course?

5. How is Wildlife hazard control undertaken?
   5.1. Constant patrol and control? Yes ☐ No ☐
   5.2. Before first movement and as required until last movement? Yes ☐ No ☐
   5.3. Response to ATC call-out? Yes ☐ No ☐
   5.4. Other Yes ☐ No ☐
6. What equipment is utilized in your Wildlife hazard control?

7. What are the main species of Wildlife on your aerodrome?

8. How many Wildlife strikes has the aerodrome identified in the year to date?

9. What policy do you have in place to manage the airfield grass throughout the year?

10. When was an assessment of the 15km Wildlife circle last made and by whom?

APPENDIX D. STATEMENT OF COMPLIANCY – HELIPORT. FORM. 1638

Document Name	Statement of Compliancy.
Document Reference	*1638*
Regulation	GACAR Section 14
Version	V01. March 2014
Purpose of the document	The Heliport operator should submit this form to initiate the certification process.
Who should fill up this form?	Heliport Inspector
To whom?	Airport Standards and Safety Division (AS&S)
When?	**24 (twenty four) weeks prior to the operator's request target date for the renewal or issue of the certification.**

STATEMENT OF COMPLIANCY FOR HELIPORT FORM.1638

SECTION A. HELPORT ADDRESS AND KEY RESOURCES PERSONAL.

1. **The Aerodrome.**
   - 1.1. **Full name of the Heliport .....**
   - 1.2. **Address.....**
   - 1.3. **Telephone number (work) …… (Mobile) ……**
   - 1.4. **Fax number: .....**
   - 1.5. **Email: .....**
   - 1.6. **Website: ……..**
2. **Certificate Holder**
   - 2.1. **Full Name: ……..**
   - 2.2. **Telephone number (Work / Home / Mobile): ……..**
   - 2.3. **Fax: ……**
   - 2.4. **Email: ……..**
3. **Heliport certificate Inspector**
   - 3.1. **Full Name**
   - 3.2. **Telephone number (Work / Home / Mobile): ……..**
   - 3.3. **Fax:**
   - 3.4. **Email:**
4. **Heliport Safety Manager (If different from above).**
   - 4.1. **Full Name**
   - 4.2. **Telephone number (Work / Home / Mobile): ……..**
   - 4.3. **Fax:**
   - 4.4. **Email:**
5. **The person in charge of day-to-day operation of the Heliport**
   - 5.1. **Full Name**
   - 5.2. **Telephone number (Work / Home / Mobile): ……..**
   - 5.3. **Fax:**
   - 5.4. **Email:**
6. **Person responsible for overseeing the day-to-day provision of the Air Traffic Control Service (if any)**
   - 6.1. **Full Name**
   - 6.2. **Telephone number (Work / Home / Mobile): ……..**
   - 6.3. **Fax:**
   - 6.4. **Email:**
7. **Person responsible for overseeing the day-to-day provision of Rescue & Fire Fighting Services (RFFS) if any:**
   - 7.1. **Full Name**
   - 7.2. **Telephone number (Work / Home / Mobile): ……..**
   - 7.3. **Fax:**
   - 7.4. **Email:**
8. **The person in charge of day-to-day operation of the Heliport if any**
   - 8.1. **Full Name**
   - 8.2. **Telephone number (Work / Home / Mobile): ……..**
   - 8.3. **Fax:**
   - 8.4. **Email:**

SECTION B. SAFETY MANAGEMENT SYSTEM ASSESSMENT.

1. **Describe the current framework for managing safety and state where is it documented.**

2. **Describe the process, which ensures that the risks involved in any activity on the Heliport have been reduced to the minimum acceptable level**

3. **How and when is this reviewed**

4. **Describe the safety audit process in place at your Heliport**

5. **Describe the reporting and investigation process following any accident/incident or internal audit**

6. **Describe how any identified learning outcomes or actions are incorporated into your policy and procedures?**

7. **List any items from last year's GACA Certification enforcement Audit Report that have not been completed, with comments on the progress for each item.**

Section C. Training and Manuals accuracy.

1. **Describe how staffs involved in Heliport activities are trained.**

2. **Describe how those involved in operational activities maintain their competence to an appropriate Heliport standard, based on GACAR Section 14.**

3. **How do you ensure that the New Safety Staff are trained and made aware of the safety issues working in Heliport?**

4. **How do you ensure that the new transferred Safety Staff are trained and made aware of the safety issues working in heliport?**

5. **How do you ensure that all staff is aware of the necessary safety information & knowledge, and of any changes that occur?**

6. **What is your policy for reviewing and amending the Heliport Manual?**

7. **When and by whom the Heliport Manual was last reviewed to ensure the information is still current, and that the procedures in all parts are still correct?**

8. **How do you ensure all Heliport operating staff have access to, and have read and understood, those parts of the Heliport Manual that apply to them?**

9. **Who is responsible for Heliport Safeguarding at your Heliport?**

10. **What training have they received?**

11. **Describe the safeguarding procedure in place at your Heliport?**

12. **How many safeguarding consultations have you processed since the last GACA enforcement certification audit?**

13. **List of all current developments projects**

14. **List of all projects Have taken place in the past 12 months**

15. **List of all projects still in the planning stage**

SECTION D. HELIPORT STANDARDS (GACAR Section 14).

Heliport Activities. Provide the following details of Helicopters/Rotors types and movements for the last 12 months or proposed movements

Activities	List the Performance Class 1 in each activity group.	RFF Facilities.
Public Transport		
Flying Training		
Freight		
Specified Hazardous Freight		

Maintenance or positioning		
Aerial Work		

Activities	List the Performance Class 1 in each activity group.	RFF Category of the aircraft (if any) or the RFF facilities.	Category of RFF cover provided (if any)
Other Aviation Activities not requiring the use of a certified heliport i.e. Gliding, Parachuting, Microlights			
Other Aviation Activities			

9. Physical Characteristics. Important parameters. Factual statement.

Parameters	Facilities
Ground level Heliport	Yes ☐ No ☐
Elevated Heliport with Airgap	Yes ☐ No ☐
Elevated Heliport without Airgap	Yes ☐ No ☐
Helideck Heliport	Yes ☐ No ☐
Shipboard	Yes ☐ No ☐
FATO with TLOF	Yes ☐ No ☐
FATO without TLOF	Yes ☐ No ☐
Stands	Yes ☐ No ☐
Air/Hover Turn Stand	Yes ☐ No ☐
TLOF collocated with Stands	Yes ☐ No ☐
Touchdown positioning circle	Yes ☐ No ☐
Air Taxi-Route / Air Taxiway	Yes ☐ No ☐
Ground Taxi-Route / Ground Taxiway	Yes ☐ No ☐
Parameters	Dimension / Size
Main Rotor Diameter (RD) for the main Helicopter Performance Class 1	
Overall Length – "D-Value"	
Maximum weight (Mass) of the main Helicopter Performance Class 1	
Maximum undercarriage "spread" dimension - UC	
Undercarriage point loadings / Tire pressure	
Undercarriage contact area(s)	
FATO	
FATO / D (approx.. 1.5)	
TLOF	
Safety Area / RD (approx.. 1/3)	
Stands	
TLOF collocated with Stands	
UC / RD (approx. 0.2-0.25 for skits and 0.4 for wheels)	
TLOF Centre-to Centre Separation (TLOF s2s)	
TLOS s2s / RD (approx.. 2.46 RD)	
Touchdown positioning circle	
Air Taxi-Route / Air Taxiway	
Ground Taxi-Route / Ground Taxiway	

10. Physical Characteristics. Marking & signs provided.

	Marking & signs provided (type, details and colour). Provide a coloured diagram	GACAR Section 14 is respected	Last Inspection / Maintenance operation	Comments
Aiming Point			….. / …..	
TLOF			….. / …..	
FATO			….. / …..	
Runway type FATO				
Stands			….. / …..	
TLOF with Stands			….. / …..	
Air/Hover Turn' Stand			….. / …..	
D-Value			….. / …..	

H marking for Hospital			….. / …..	
RED CRESCENT for Hospital			….. / …..	
Mass Marking			….. / …..	
FATO dimension marking			….. / …..	
Flight Path Alignment			….. / …..	

11. Physical Characteristics. Heliport Survey Information. Factual statement.

	Date of the last Survey	Date of the last check survey	GACA approval date	Action plan following GACA comments	Comments
Heliport Plan. Scale 1:2500.					
Heliport area survey					
Precision approach terrain chart survey					
Dominant obstacle survey					
Departure Area					

12. Physical Characteristics. Lighting. Factual Statement.

	Lighting (colour, type)			GACAR Section 14 is respected	Last Inspection / Maintenance operation	Comments
Aiming Point					……. / ……	
TLOF perimeter					……. / ……	
FATO perimeter					……. / ……	
FATO with TLOF / Day					……. / ……	
FATO with TLOF / night					……. / ……	
FATO without TLOF / Day					……. / ……	
FATO without TLOF / night					……. / ……	
Runway type FATO					……. / ……	
Stands					……. / ……	
TLOF with Stands					……. / ……	
Objects located on the safety area					……. / ……	
Objects located on the approach area						
Flight Path Alignment					……. / ……	

SECTION E. HELIPORT MAINTENANCE AND OPERATIONS

1. **What is the heliport policy on heliport lighting inspections and where is it documented?**

2. **Describe the fault reporting and follow up system that ensures faults are rectified? Who conducted it? How the follow-up is made?**

3. **Confirm that all stands, safety area, TLOF/FATO meet the requirements of GACAR Section 14:**
   - 3.1. **Slopes Yes ☐ No ☐**
   - 3.2. **Markings Yes ☐ No ☐**
   - 3.3. **Stand spacing Yes ☐ No ☐**
   - 3.4. **Heliport clearance from obstructions Yes ☐ No ☐**
4. **What is the heliport policy and process on heliport inspections for markings, signals and signage**

5. **What is the policy to ensure all persons employed for visual inspection proposes?**

APPENDIX E. AERODROME MANUAL CONTENT CHECKLIST. FORM 4153

Document Name	Aerodrome Manual Content Checklist
Document Reference	*Form.4153*
Regulation	*GACAR Section 14*
Version	V01. March 2014
Purpose of the document	The Aerodrome operator should submit this form to initiate the certification process.
Who should fill up this form?	The Aerodrome Operator
To whom?	Airport Standards and Safety Division (AS&S)
When?	**20 (twenty) weeks prior to the operator's request target date for the renewal or issue of the certification.**

Sections	Subsections		Yes	No	Pages
1. Document control and Responsibility	1.1. Document Control process: Document references, follow-up of versions 1.2. A clear identification of the Aerodrome Manager and Certification sponsor and Certification Inspector				
2. General	2.1. Purpose and scope of the aerodrome manual. 2.2. A statement to indicate that the aerodrome must at all times, when it is available for the takeoff and landing of aircraft, be so available to all persons on equal terms and conditions. 2.3. The available aeronautical information system and procedures for its promulgation. 2.4. The system for recording aircraft movements. 2.5. Obligations of the aerodrome/Heliport operator. 2.6. Limitation of the operation of the Aerodrome/Heliport 2.7. Responsibilities for Aerodrome Certification and Safety Issues				
3. Particulars of the aerodrome / Heliport site	3.1. A plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator, the fire stations and the Emergency Commend Centre. 3.2. A plan of the aerodrome showing the aerodrome boundaries. 3.3. A plan showing the distance of the aerodrome from the nearest city, town or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome. 3.4. Particulars of the title of the aerodrome site. If the boundaries of the aerodrome are not defined in the title documents, particulars of the title to, or interest in, the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome. 3.5. General Description of Aerodrome 3.6. Apron Plan 3.7. Ground Movement Plan 3.8. Lighting Plan				
4. Particulars of the Aerodrome Required To Be Reported to the Aeronautical Information Service.	4.1. Procedures and responsibilities	4.1.1. Description of procedures to ensure accuracy and quality of AIS Information 4.1.2. Description of procedures to promulgation and review AIS information			
	4.2. General information	4.2.1. The name of the aerodrome; 4.2.2. The aerodrome contact details 4.2.3. The location of the aerodrome; 4.2.4. The geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System 1984 reference datum; 4.2.5. The aerodrome elevation and geoid undulation; 4.2.6. The elevation of each threshold and geoid undulation, the elevation of the runway end and any significant high and low points along the runway, and the highest elevation of the touchdown zone of a precision approach runway; 4.2.7. The aerodrome reference temperature; 4.2.8. Details of the aerodrome beacon; and 4.2.9. The name of the aerodrome operator and the address and telephone numbers at which the aerodrome operator may be contacted at all times			
	4.3. Aerodrome dimensions and related information	4.3.1. Runway. True bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone.			

		4.3.2. Length, width and surface type of strip, runway end safety areas, stopways. 4.3.3. Length, width and surface type of taxiways. 4.3.4. Apron surface type and aircraft stands. 4.3.5. Clearway length and ground profile. 4.3.6. Visual aids for approach procedures such as approach lighting type and visual approach slope indicator system, marking and lighting of runways, taxiways, and aprons; other visual guidance and control aids on taxiways (including runway holding positions, intermediate holding positions and stop bars) and aprons, location and type of visual docking guidance system; availability of standby power for lighting. 4.3.7. The location and radio frequency of Very High Frequency Omnirange Station (VOR) aerodrome checkpoints. 4.3.8. The location and designation of standard taxi routes. 4.3.9. The geographical coordinates of each threshold. 4.3.10. The geographical coordinates of appropriate taxiway center line points. 4.3.11. The geographical coordinates of each aircraft stand. 4.3.12. The geographical coordinates and the top elevation of significant obstacles in the approach and takeoff areas, in the circling area and in the vicinity of the aerodrome. This information may best be shown in the form of charts such as those required for the preparation of aeronautical information publications, as specified in Annexes 4 and 15 to the Convention on International Civil Aviation, as amended. 4.3.13. Pavement surface type and bearing strength using the Aircraft Classification Number – Pavement Classification Number method. 4.3.14. One or more pre-flight altimeter check locations established on an apron and their elevation. 4.3.15. Declared distances. Takeoff run available, takeoff distance available, accelerate-stop distance available and landing distance available. 4.3.16. Disabled aircraft removal plan. The telephone/telex/facsimile numbers and e-mail address of the aerodrome coordinator for the removal of a disabled aircraft on or adjacent to the movement area, information on the capability to remove a disabled aircraft, expressed in terms of the largest type of aircraft which the aerodrome is equipped to remove. 4.3.17. Rescue and firefighting. the level of protection provided, expressed in terms of the category of the rescue and fire-fighting services, which should be in accordance with the longest airplane normally using the aerodrome and the type and amounts of extinguishing agents normally available at the aerodrome; and 4.3.18. The names and roles of the persons responsible and contact details.			
5. Particulars of the Aerodrome Reporting Procedures and Safety Measures	5.1. Aerodrome Reporting	5.1.1. Arrangements for reporting any changes to the GACA and recording the reporting of changes during the normal hours of aerodrome operations, including checking AIP information, changing AIP information, issuing NOTAM, briefing aircraft operators; 5.1.2. Arrangements for reporting any changes to the GACA and recording the reporting of changes outside the normal hours of aerodrome operations, including checking AIP information, changing AIP information, issuing NOTAM,			

			briefing aircraft operators; 5.1.3. The names and roles of persons responsible for notifying the changes, and their telephone numbers during and outside the normal hours of aerodrome operations; and 5.1.4. The address and telephone numbers, as provided by the GACA, of the place where changes are to be reported to the GACA.			
	5.2. Access to the aerodrome movement area	5.2.1. 5.2.2. 5.2.3.	The role of the aerodrome operator, the aircraft operator, aerodrome fixed-base operators, the aerodrome security entity, the GACA and other government departments, as applicable; Procedures for preventing unauthorised access into movement area Including (1) Role of each agency with key responsibility for aerodrome security; (2) Procedures to control access of personnel and contractors; (3) Procedures to control access of vehicles and equipment; and The names and roles of the personnel responsible for controlling access to the aerodrome, and the telephone numbers for contacting them during and after working hours.			
	5.3. Aerodrome emergency plan	5.3.1. 5.3.2. 5.3.3. 5.3.4. 5.3.5. 5.3.6. 5.3.7. 5.3.8.	Plans for dealing with emergencies occurring at the aerodrome or in its vicinity, including the malfunction of aircraft in flight; structural fires; sabotage, including bomb threats (aircraft or structure); unlawful seizure of aircraft; and incidents on the aerodrome covering “during the emergency” and “after the emergency” considerations; Details of tests for aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests; Details of exercises to test emergency plans, including the frequency of those exercises and previous exercises reports and documents control; A list of organizations, agencies and persons of authority, both on and off-aerodrome, for site roles; their telephone and facsimile numbers, email and *Societe Internationale de Telecommunications Aeriennes* (SITA) addresses and radio frequencies of their offices; The establishment of an aerodrome emergency committee to organize training and other preparations for dealing with emergencies; and The appointment of an on-scene commander for the overall emergency operation. Description of arrangements and implementation plans ensuring the integrated management of aircraft recovery and business continuity, following an aircraft incident/accident. These arrangements should take account of the complexity and size of the aircraft operations and based on the largest aircraft using the aerodrome The names and roles of the persons responsible and contact details.			
	5.4. Rescue and firefighting (RFF)	5.4.1. 5.4.2. 5.4.3. 5.4.4.	Details of persons responsible High-level policy statement of provided RFF categories Descriptions of actions required to upgrade the facility, if higher category available by prior arrangement Chart of defined objectives (with operational levels acceptable as per policy) for each RFF category provided including (a) Amounts of media provided, (b)			

		Discharge rates, (c) Number of foam-producing appliances, (d) Manning levels, (e) Levels of supervision 5.4.5. Procedures for monitoring and maintaining adequate response time capability 5.4.6. Management of personnel engaged in extraneous duties to ensure no effect on response capability 5.4.7. Detailed list of specialist equipment such as water tankers, rescue craft, emergency tenders, hose layers, appliances with aerial capability, etc. 5.4.8. Procedures to be followed if above specialist equipment is temporarily unavailable 5.4.9. Polices or letters of agreement with third party organisations that provide essential equipment for safe operation of the aerodrome (e.g. water rescue) 5.4.10. Contingency plans if organisations providing essential equipment not available 5.4.11. Process for selection and retention of RFFS personnel 5.4.12. Process for ensuring initial and continued competence of RFF personnel 5.4.13. Procedures for accessing accidents within 1,000 m of the threshold of each runway and details of access to difficult environs 5.4.14. Procedures for managing normal aircraft RFF response if the RFF responds to domestic fires or special services 5.4.15. Policy if the RFF facility responds to aircraft accidents landside/off aerodrome 5.4.16. Procedures to manage the effects on continued aircraft operations if RFF facility responds to aircraft accidents landside/off aerodrome 5.4.17. Description of the availability of additional water supplies following an aircraft accident 5.4.18. Policy in the event of contractual work which requires isolation or depletion of water supplies 5.4.19. Description of scale of available medical equipment including location and transport arrangements if not held on the RFF appliances			
	5.5. Inspection of the aerodrome movement area and obstacle limitation surface by the aerodrome operator	5.5.1. Arrangements for carrying out inspections, including runway friction and water-depth measurements on runways and taxiways, during and outside the normal hours of aerodrome operations; 5.5.2. Arrangements and means of communicating with air traffic control (ATC) during an inspection; 5.5.3. Arrangements for keeping an inspection logbook, and the location of the logbook; 5.5.4. Details of inspection intervals and times; 5.5.5. Inspection checklist; 5.5.6. Procedures for restricting aircraft operations; 5.5.7. Arrangements for reporting the results of inspections and for taking prompt followup actions to ensure correction of unsafe conditions; and 5.5.8. The names and roles of persons responsible for carrying out inspections, and their telephone numbers during and after working hours.			
	5.6. Visual aids and aerodrome electrical systems	Particulars of the procedures for the inspection and maintenance of aeronautical lights (including obstacle lighting), signs, markers, and aerodrome electrical systems, including the following: 5.6.1. Arrangements and procedures for carrying out inspections and maintenance			

		during and outside the normal hours of aerodrome operation, and the checklist for such inspections; 5.6.2. Arrangements and procedures for recording the result of inspections and maintenance and for taking followup action to correct deficiencies; 5.6.3. Arrangements and procedures for carrying out routine maintenance and emergency maintenance; 5.6.4. Arrangements and procedures for secondary power supplies, if any, and, if applicable, the particulars of any other method of dealing with partial or total system failure; 5.6.5. The names and roles of the persons responsible for the inspection and maintenance of the lighting, and the telephone numbers for contacting those persons during and after working hours; 5.6.6. Description of inspection schedule, type of inspection, inspection checklist and calibration methods (if any) of Airfield lighting, Electrical, signs and Marking; 5.6.7. Description of electrical system and power supplies and testing including frequency for secondary power supply; 5.6.8. Description of Aerodrome Ground lighting including VDGS and preventive maintenance program; 5.6.9. Description of aerodrome signs and markings and the preventive maintenance programme; and 5.6.10. Provide a single line diagram of electrical system as built.			
	5.7. Maintenance of the movement area	Particulars of the facilities and procedures for inspection, maintenance and prevention of the movement area, including arrangements for maintaining the: 5.7.1. Paved areas, 5.7.2. Unpaved runways and taxiways, 5.7.3. Runway and taxiway strips, and 5.7.4. Aerodrome drainage 5.7.5. Details of record keeping and tracking of corrective actions 5.7.6. Description of friction testing, assessment and corrective action programme 5.7.7. Description of rubber removal and prevention programme of runway 5.7.8. Description of drainage system maintenance, prevention and adequacy; and 5.7.9. The names and roles of the persons responsible and contact details.			
	5.8. Aerodrome works – safety	Particulars of the procedures for planning and carrying out construction and maintenance work safely (including work that may have to be carried out at short notice) on or in the vicinity of the movement area which may extend above an obstacle limitation surface, including the following: 5.8.1. Arrangements for communicating with ATC during the progress of such work; 5.8.2. The names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the work, and arrangements for contacting those persons and organizations at all times; 5.8.3. The names and telephone numbers, during and after working hours, of the aerodrome fixed-base operators, ground handling agents and aircraft operators who are to be notified of the work; 5.8.4. Methodology for development of a safety plans and control of contractors; 5.8.5. Methodology for implementation of airside works safety plans;			

		5.8.6. Procedures for closing off and reopening work areas; and 5.8.7. A distribution list for work plans;			
	5.9. Apron management	Particulars of the apron management procedures, including the following: 5.9.1. Arrangements between ATC and the apron management unit, including geographical areas of responsibility and point of transfer; 5.9.2. Arrangements for allocating aircraft parking positions, 5.9.3. Arrangements for initiating engine start and ensuring clearance of aircraft push-back; 5.9.4. Marshalling service, including follow-me procedures and communication; 5.9.5. Leader (van) service; and 5.9.6. The names and roles of the persons responsible and contact details.			
	5.10. Apron safety management	Procedures to ensure apron safety, including 5.10.1. Protection from jet blasts, 5.10.2. Enforcement of safety precautions during aircraft refuelling operations, 5.10.3. Apron sweeping, 5.10.4. Apron cleaning, 5.10.5. Arrangements for reporting incidents and accidents on an apron; 5.10.6. Arrangements for auditing the safety compliance of all personnel working on the apron; 5.10.7. Fuel spillage response and clean-up; and 5.10.8. Details of persons responsible and contacts details.			
	5.11. Airside vehicle control	Procedure for the control of surface vehicles operating on or in the vicinity of the movement area, including the following: 5.11.1. Details of the applicable traffic rules (including speed limits and the means of enforcing the rules); 5.11.2. The method of issuing driving permits for operating vehicles in the movement area; 5.11.3. Description of vehicle serviceability requirements; and 5.11.4. Method for authorization for airside vehicle/equipment; and 5.11.5. The names and roles of the persons responsible and contact details.			
	5.12. Wildlife hazard management	Procedures to deal with the danger posed to aircraft operations by the presence of birds or mammals in the aerodrome flight pattern or movement area, including the following: 5.12.1. Arrangements for assessing wildlife hazards; 5.12.2. Arrangements for implementing wildlife control programs; and 5.12.3. The names and roles of the persons responsible for dealing with wildlife hazards, and their telephone numbers during and after working hours.			
	5.13. Obstacle control	5.13.1. Monitoring the obstacle limitation surfaces and Type A Chart for obstacles in the takeoff surface; 5.13.2. Controlling obstacles within the authority of the operator; 5.13.3. Monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces; 5.13.4. Controlling new developments in the vicinity of aerodromes; 5.13.5. Notifying the GACA of the nature and location of obstacles and any subsequent addition or removal of obstacles for action as necessary, including amendment of the Aeronautical Information Service publications;			

		5.13.6. Methodology for and methodology of obstacle assessment; and 5.13.7. The names and roles of the persons responsible and contact details.			
	5.14. Removal of disabled aircraft	Particulars of the procedures for removing a disabled aircraft on or adjacent to the movement area, including the following: 5.14.1. The roles of the aerodrome operator and the holder of the aircraft certificate of registration, 5.14.2. Arrangements for notifying the holder of the certificate of registration, 5.14.3. Arrangements for liaising with the ATC unit, 5.14.4. Arrangements for obtaining equipment and personnel to remove the disabled aircraft, and 5.14.5. The names, role and telephone numbers of persons responsible for arranging for the removal of disabled aircraft.			
	5.15. Handling of hazardous materials	Particulars of the procedures for the safe handling and storage of hazardous materials on the aerodrome, including the following: 5.15.1. Arrangements for special areas on the aerodrome to be set up for the storage of inflammable liquids (including aviation fuels) and any other hazardous materials; 5.15.2. The method to be followed for the delivery, storage, dispensing and handling of hazardous materials; and 5.15.3. The names and roles of the persons responsible and contact details.			
	5.16. Low-visibility operations	5.16.1. Particulars of the SMGCS or A–SMGCS required under GACAR Section 14; 5.16.2. Particulars of procedures to be introduced for low-visibility operations, including the measurement and reporting of runway visual range; 5.16.3. Description of procedures for the control of aircraft and vehicles during low visibility operations; and 5.16.4. The names and telephone numbers, during and after working hours, of the persons responsible for measuring the runway visual range.			
	5.17. Protection of sites for radar and navigation aids	Procedures for the protection of sites for radar and radio navigation aids located on the aerodrome to ensure that their performance will not be degraded, including arrangements for the following: 5.17.1. Description of aerodrome navigation aids, including geographic position 5.17.2. Control of activities in the vicinity of radar and navigation aid installations, 5.17.3. Ground maintenance in the vicinity of these installations; 5.17.4. Supply and installation of signs warning of hazardous microwave radiation; 5.17.5. Inspection checklist, schedule and types of inspection; and 5.17.6. The names and roles of the persons responsible and contact details.			
6. Aerodrome Administration	Particulars of the aerodrome administration, including the following: 6.1. An aerodrome organizational chart showing the names and positions of key personnel, including their responsibilities; 6.2. The name, position and telephone number of the person who has overall responsibility for aerodrome safety; and 6.3. Aerodrome committees.				

APPENDIX F. HELIPORT MANUAL CONTENT CHECKLIST. FORM 4154.

Document Name	Heliport Manual Content Checklist
Document Reference	*Form.4154*
Regulation	*GACAR Section 14*
Version	V01. March 2014
Purpose of the document	The Heliport operator should submit this form to initiate the certification process.
Who should fill up this form?	The Heliport Operator
To whom?	Airport Standards and Safety Division (AS&S)
When?	**20 (twenty) weeks prior to the operator's request target date for the renewal or issue of the certification.**

Sections	Subsections		Yes	No	Pages
Document control and Responsibility	Document Control process: Document references, follow-up of version A clear identification of the Heliport Manager and Certification sponsor and Certification Inspector				
General	Purpose and scope of the aerodrome manual. A statement to indicate that the aerodrome must at all times, when it is available for the takeoff and landing of aircraft, be so available to all persons on equal terms and conditions. The available aeronautical information system and procedures for its promulgation. The system for recording aircraft movements. Obligations of the aerodrome/Heliport operator. Limitation of the operation of the Aerodrome/Heliport Responsibilities for Aerodrome Certification and Safety Issues				
Particulars of the aerodrome / Heliport site	A plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator, the fire stations and the Emergency Commend Centre. A plan of the aerodrome showing the aerodrome boundaries. A plan showing the distance of the aerodrome from the nearest city, town or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome. Particulars of the title of the aerodrome site. If the boundaries of the aerodrome are not defined in the title documents, particulars of the title to, or interest in, the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome. General Description of Aerodrome Apron Plan Ground Movement Plan Lighting Plan				
Particulars of the Aerodrome Required To Be Reported to the Aeronautical Information Service.	Procedures and responsibilities	Description of procedures to ensure accuracy and quality of AIS Information Description of procedures to promulgation and review AIS information			
	General information	The name of the aerodrome; The aerodrome contact details The location of the aerodrome; The geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System 1984 reference datum; The aerodrome elevation and geoid undulation; The elevation of each threshold and geoid undulation, the elevation of the runway end and any significant high and low points along the runway, and the highest elevation of the touchdown zone of a precision approach runway; The aerodrome reference temperature; Details of the aerodrome beacon; and The name of the aerodrome operator and the address and telephone numbers at which the aerodrome operator may be contacted at all times			
	Aerodrome dimensions and related information	Runway. True bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone. Length, width and surface type of strip, runway end safety areas, stopways. Length, width and surface type of taxiways.			

		Apron surface type and aircraft stands. Clearway length and ground profile. Visual aids for approach procedures such as approach lighting type and visual approach slope indicator system, marking and lighting of runways, taxiways, and aprons; other visual guidance and control aids on taxiways (including runway holding positions, intermediate holding positions and stop bars) and aprons, location and type of visual docking guidance system; availability of standby power for lighting. The location and radio frequency of Very High Frequency Omnirange Station (VOR) aerodrome checkpoints. The location and designation of standard taxi routes. The geographical coordinates of each threshold. The geographical coordinates of appropriate taxiway center line points. The geographical coordinates of each aircraft stand. The geographical coordinates and the top elevation of significant obstacles in the approach and takeoff areas, in the circling area and in the vicinity of the aerodrome. This information may best be shown in the form of charts such as those required for the preparation of aeronautical information publications, as specified in Annexes 4 and 15 to the Convention on International Civil Aviation, as amended. Pavement surface type and bearing strength using the Aircraft Classification Number – Pavement Classification Number method. One or more pre-flight altimeter check locations established on an apron and their elevation. Declared distances. Takeoff run available, takeoff distance available, accelerate-stop distance available and landing distance available. Disabled aircraft removal plan. The telephone/telex/facsimile numbers and e-mail address of the aerodrome coordinator for the removal of a disabled aircraft on or adjacent to the movement area, information on the capability to remove a disabled aircraft, expressed in terms of the largest type of aircraft which the aerodrome is equipped to remove. Rescue and firefighting. the level of protection provided, expressed in terms of the category of the rescue and fire-fighting services, which should be in accordance with the longest airplane normally using the aerodrome and the type and amounts of extinguishing agents normally available at the aerodrome; and The names and roles of the persons responsible and contact details.			
Particulars of the Aerodrome Reporting Procedures and Safety Measures	Aerodrome Reporting	Arrangements for reporting any changes to the GACA and recording the reporting of changes during the normal hours of aerodrome operations, including checking AIP information, changing AIP information, issuing NOTAM, briefing aircraft operators; Arrangements for reporting any changes to the GACA and recording the reporting of changes outside the normal hours of aerodrome operations, including checking AIP information, changing AIP information, issuing NOTAM, briefing aircraft operators; The names and roles of persons responsible for notifying the changes, and their telephone numbers during and outside the normal hours of aerodrome operations; and The address and telephone numbers, as provided by the GACA, of the place where changes are to be reported to the GACA.			
	Access to the aerodrome	The role of the aerodrome operator, the aircraft operator, aerodrome fixed-base			

	movement area	operators, the aerodrome security entity, the GACA and other government departments, as applicable; Procedures for preventing unauthorised access into movement area Including (1) Role of each agency with key responsibility for aerodrome security; (2) Procedures to control access of personnel and contractors; (3) Procedures to control access of vehicles and equipment; and The names and roles of the personnel responsible for controlling access to the aerodrome, and the telephone numbers for contacting them during and after working hours.			
	Aerodrome emergency plan	Plans for dealing with emergencies occurring at the aerodrome or in its vicinity, including the malfunction of aircraft in flight; structural fires; sabotage, including bomb threats (aircraft or structure); unlawful seizure of aircraft; and incidents on the aerodrome covering “during the emergency” and “after the emergency” considerations; Details of tests for aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests; Details of exercises to test emergency plans, including the frequency of those exercises and previous exercises reports and documents control; A list of organizations, agencies and persons of authority, both on and off-aerodrome, for site roles; their telephone and facsimile numbers, email and Societe Internationale de Telecommunications Aeriennes (SITA) addresses and radio frequencies of their offices; The establishment of an aerodrome emergency committee to organize training and other preparations for dealing with emergencies; and The appointment of an on-scene commander for the overall emergency operation. Description of arrangements and implementation plans ensuring the integrated management of aircraft recovery and business continuity, following an aircraft incident/accident. These arrangements should take account of the complexity and size of the aircraft operations and based on the largest aircraft using the aerodrome The names and roles of the persons responsible and contact details.			
	Rescue and firefighting (RFF)	Details of persons responsible High-level policy statement of provided RFF categories Descriptions of actions required to upgrade the facility, if higher category available by prior arrangement Chart of defined objectives (with operational levels acceptable as per policy) for each RFF category provided including (a) Amounts of media provided, (b) Discharge rates, (c) Number of foam-producing appliances, (d) Manning levels, (e) Levels of supervision Procedures for monitoring and maintaining adequate response time capability Management of personnel engaged in extraneous duties to ensure no effect on response capability Detailed list of specialist equipment such as water tankers, rescue craft, emergency tenders, hose layers, appliances with aerial capability, etc. Procedures to be followed if above specialist equipment is temporarily unavailable Polices or letters of agreement with third party organisations that provide essential equipment for safe operation of the aerodrome (e.g. water rescue) Contingency plans if organisations providing essential equipment not available Process for selection and retention of RFFS personnel			

		Process for ensuring initial and continued competence of RFF personnel Procedures for accessing accidents within 1,000 m of the threshold of each runway and details of access to difficult environs Procedures for managing normal aircraft RFF response if the RFF responds to domestic fires or special services Policy if the RFF facility responds to aircraft accidents landside/off aerodrome Procedures to manage the effects on continued aircraft operations if RFF facility responds to aircraft accidents landside/off aerodrome Description of the availability of additional water supplies following an aircraft accident Policy in the event of contractual work which requires isolation or depletion of water supplies Description of scale of available medical equipment including location and transport arrangements if not held on the RFF appliances			
	Inspection of the aerodrome movement area and obstacle limitation surface by the aerodrome operator	Arrangements for carrying out inspections, including runway friction and water-depth measurements on runways and taxiways, during and outside the normal hours of aerodrome operations; Arrangements and means of communicating with air traffic control (ATC) during an inspection; Arrangements for keeping an inspection logbook, and the location of the logbook; Details of inspection intervals and times; Inspection checklist; Procedures for restricting aircraft operations; Arrangements for reporting the results of inspections and for taking prompt followup actions to ensure correction of unsafe conditions; and The names and roles of persons responsible for carrying out inspections, and their telephone numbers during and after working hours.			
	Visual aids and aerodrome electrical systems	Particulars of the procedures for the inspection and maintenance of aeronautical lights (including obstacle lighting), signs, markers, and aerodrome electrical systems, including the following: Arrangements and procedures for carrying out inspections and maintenance during and outside the normal hours of aerodrome operation, and the checklist for such inspections; Arrangements and procedures for recording the result of inspections and maintenance and for taking followup action to correct deficiencies; Arrangements and procedures for carrying out routine maintenance and emergency maintenance; Arrangements and procedures for secondary power supplies, if any, and, if applicable, the particulars of any other method of dealing with partial or total system failure; The names and roles of the persons responsible for the inspection and maintenance of the lighting, and the telephone numbers for contacting those persons during and after working hours; Description of inspection schedule, type of inspection, inspection checklist and calibration methods (if any) of Airfield lighting, Electrical, signs and Marking; Description of electrical system and power supplies and testing including frequency for secondary power supply; Description of Aerodrome Ground lighting including VDGS and preventive maintenance			

		program; Description of aerodrome signs and markings and the preventive maintenance programme; and Provide a single line diagram of electrical system as built.			
	Maintenance of the movement area	Particulars of the facilities and procedures for inspection, maintenance and prevention of the movement area, including arrangements for maintaining the: Paved areas, Unpaved runways and taxiways, Runway and taxiway strips, and Aerodrome drainage Details of record keeping and tracking of corrective actions Description of friction testing, assessment and corrective action programme Description of rubber removal and prevention programme of runway Description of drainage system maintenance, prevention and adequacy; and The names and roles of the persons responsible and contact details.			
	Aerodrome works – safety	Particulars of the procedures for planning and carrying out construction and maintenance work safely (including work that may have to be carried out at short notice) on or in the vicinity of the movement area which may extend above an obstacle limitation surface, including the following: Arrangements for communicating with ATC during the progress of such work; The names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the work, and arrangements for contacting those persons and organizations at all times; The names and telephone numbers, during and after working hours, of the aerodrome fixed-base operators, ground handling agents and aircraft operators who are to be notified of the work; Methodology for development of a safety plans and control of contractors; Methodology for implementation of airside works safety plans; Procedures for closing off and reopening work areas; and A distribution list for work plans;			
	Apron management	Particulars of the apron management procedures, including the following: Arrangements between ATC and the apron management unit, including geographical areas of responsibility and point of transfer; Arrangements for allocating aircraft parking positions, Arrangements for initiating engine start and ensuring clearance of aircraft push-back; Marshalling service, including follow-me procedures and communication; Leader (van) service; and The names and roles of the persons responsible and contact details.			
	Apron safety management	Procedures to ensure apron safety, including Protection from jet blasts, Enforcement of safety precautions during aircraft refuelling operations, Apron sweeping, Apron cleaning, Arrangements for reporting incidents and accidents on an apron; Arrangements for auditing the safety compliance of all personnel working on the apron;			

		Fuel spillage response and clean-up; and Details of persons responsible and contacts details.			
	Airside vehicle control	Procedure for the control of surface vehicles operating on or in the vicinity of the movement area, including the following: Details of the applicable traffic rules (including speed limits and the means of enforcing the rules); The method of issuing driving permits for operating vehicles in the movement area; Description of vehicle serviceability requirements; and Method for authorization for airside vehicle/equipment; and The names and roles of the persons responsible and contact details.			
	Wildlife hazard management	Procedures to deal with the danger posed to aircraft operations by the presence of birds or mammals in the aerodrome flight pattern or movement area, including the following: Arrangements for assessing wildlife hazards; Arrangements for implementing wildlife control programs; and The names and roles of the persons responsible for dealing with wildlife hazards, and their telephone numbers during and after working hours.			
	Obstacle control	Monitoring the obstacle limitation surfaces and Type A Chart for obstacles in the takeoff surface; Controlling obstacles within the authority of the operator; Monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces; Controlling new developments in the vicinity of aerodromes; Notifying the GACA of the nature and location of obstacles and any subsequent addition or removal of obstacles for action as necessary, including amendment of the Aeronautical Information Service publications; Methodology for and methodology of obstacle assessment; and The names and roles of the persons responsible and contact details.			
	Removal of disabled aircraft	Particulars of the procedures for removing a disabled aircraft on or adjacent to the movement area, including the following: The roles of the aerodrome operator and the holder of the aircraft certificate of registration, Arrangements for notifying the holder of the certificate of registration, Arrangements for liaising with the ATC unit, Arrangements for obtaining equipment and personnel to remove the disabled aircraft, and The names, role and telephone numbers of persons responsible for arranging for the removal of disabled aircraft.			
	Handling of hazardous materials	Particulars of the procedures for the safe handling and storage of hazardous materials on the aerodrome, including the following: Arrangements for special areas on the aerodrome to be set up for the storage of inflammable liquids (including aviation fuels) and any other hazardous materials; The method to be followed for the delivery, storage, dispensing and handling of hazardous materials; and The names and roles of the persons responsible and contact details.			
	Low-visibility operations	Particulars of the SMGCS or A–SMGCS required under GACAR Section 14;			

		Particulars of procedures to be introduced for low-visibility operations, including the measurement and reporting of runway visual range; Description of procedures for the control of aircraft and vehicles during low visibility operations; and The names and telephone numbers, during and after working hours, of the persons responsible for measuring the runway visual range.			
	Protection of sites for radar and navigation aids	Procedures for the protection of sites for radar and radio navigation aids located on the aerodrome to ensure that their performance will not be degraded, including arrangements for the following: Description of aerodrome navigation aids, including geographic position Control of activities in the vicinity of radar and navigation aid installations, Ground maintenance in the vicinity of these installations; Supply and installation of signs warning of hazardous microwave radiation; Inspection checklist, schedule and types of inspection; and The names and roles of the persons responsible and contact details.			
Aerodrome Administration	Particulars of the aerodrome administration, including the following: An aerodrome organizational chart showing the names and positions of key personnel, including their responsibilities; The name, position and telephone number of the person who has overall responsibility for aerodrome safety; and Aerodrome committees.				

APPENDIX G. AERODROME SMS CHECKLIST. FORM 1041.

Document Name	Aerodrome Safety Management System (SMS) checklist
Document Reference	*Form.1041*
Legal background	*GACAR Section 5 and GACA_AdvisoryCircular_5-01_SMS*
Version	V01. March 2014
Purpose of the document	The Heliport operator should submit this form to initiate the certification process.
Who should fill up this form?	The Heliport Operator
To whom?	Airport Standards and Safety Division (AS&S)
When?	**20 (twenty) weeks prior to the operator's request target date for the renewal or issue of the certification.**

Sections	Subsections		Yes	No	Pages
1. Safety Policy and Objectives	1.1. Safety policy	• A safety policy available and signed by the manager, the sponsor and the owner. • If management delegated of SMS is changed, then the Manual should document it. • The safety policy indicate a clear objectives and it is communicated to all employees • Each employee is aware and accountable of its safety obligations and expectations • The policy is implemented at all levels of the organization • Safety objectives have been established and updated utilizing a safety risk profile that considers hazards and risks • Each objective is documented, measurable, tracked and communicated • Safety objectives and goals are reviewed and updated periodically • The reactive reporting system is simple, accessible and commensurate with the size and complexity of the organization • Reactive reports are reviewed and signed by the Sponsor, the owner and the SMS manager • There is a feedback process to notify contributors that their reports have been received and to share the end results of the analysis.			
	1.2. Management commitment and safety accountabilities	• There are documented roles and responsibilities and accountabilities for the accountable executive and evidence that the SMS is established • Those management officials that can make safety risk management decisions are clearly identified, by name, contacts details and position • Safety authorities, responsibilities and accountabilities are available and transmitted to all personnel			
	1.3. Key safety personnel	• A qualified and continuously trained personal has been appointed • All personnel understand their authorities, responsibilities and accountabilities in regards to all safety management processes, decision and actions • Tasks and responsibilities of all SMS managers are shared, clear and to be defined to void any conflict of interest.			
	1.4. Emergency preparedness and response	• There is clear identification of who is responsible for the quality of the Emergency Preparedness and Response Process and associated documentation as well as the procedures and responsibilities for accomplishing the process • There are clearly established emergency response procedures across all operational departments • There is clearly established planning and execution of periodic exercises of the organization's emergency response procedures • There is emergency preparedness and response training for affected personnel			
	1.5. SMS documentation and records	• The safety policy is reviewed periodically for continuing applicability • There is controlled documentation that describes the SMS and the interrelationship between all of its elements • Documentation is readily accessible to all personnel, preferably with a support by software and hardware facilities • There is a process to periodically review SMS documentation to ensure its continuing suitability, adequacy and effectiveness, and that changes to SMS documentation have			

		been implemented based on Emergency exercise, Hazard management and stakeholders needs and challenges • The organization has a process to identify changes within the organization that could affect SMS documentation.			
2. Safety Risk Management (SRM)	2.1. Hazard Identification and Analysis	**2.1.1. System Description and Task Analysis** • There are system descriptions and task analysis to the level of detail necessary to: Identify hazards; Develop operational procedures; and Develop and implement risk controls **2.1.2. Identify Hazards** • There is clear identification who is responsible for all aspects of the Hazard Identification process • Hazards are identified for the entire scope of each system, as defined in the system description • Identified hazards are tracked for the entire scope of each system, as defined in the system description			
	2.2. Risk Assessment and Control	**2.2.1. Analyze Safety Risk** • There is clear identification who is responsible for all aspects of the Safety Risk Analysis process • Safety risk analysis functions include: Analysis of existing safety risk controls; Triggering mechanisms; and, Safety risk of a reasonably likely outcome from the existence of a hazard • Reasonably likely outcomes from the existence of a hazard, include estimations of the severity and likelihood **2.2.2. Assess Safety Risk** • There is clear identification who is responsible for all aspects of the Safety Risk Assessment process • Each hazard is analyzed for its safety risk acceptability using the safety risk acceptance process **2.2.3. Control/Mitigate Safety Risk** • Residual risk is evaluated when creating safety risk controls and mitigations • Interfaces between the risk control/mitigation functions (this process) and the Safety Assurance Component 3.0 are being identified and documented • Performance objectives and design expectations of the risk Control/Mitigate Safety Risk Process are being reviewed periodically for successful accomplishment			
3. Safety Assurance (SA)	3.1. Safety performance monitoring and measurement	**3.1.1. Continuous Monitoring** • There is clear identification who is responsible for all aspects of the Continuous Monitoring Process • There is monitoring of operational data (e.g., duty logs, crew reports, work cards, process sheets, and reports from the employee safety feedback system specified in Process 3.1.6 to: Determine whether it conforms to safety risk controls; Measure the effectiveness of safety risk controls; Assess SMS system performance; and, Identify hazards • There is monitoring products and services from contractors • Performance objectives and design expectations of the Continuous Monitoring			

		Process are being reviewed periodically for successful accomplishment **3.1.2. Internal Audits by Operational Departments** • There is clear identification who is responsible for all aspects of the Safety Assurance component • There is monitoring of systems and operations to: Identify new hazards; Measure the effectiveness of safety risk controls; and, Ensure compliance with regulatory requirements applicable to the SMS • There is collection of the data necessary to demonstrate the effectiveness of: Operational processes; and, the SMS • Performance objectives and design expectations of the Safety Assurance Component are being reviewed periodically for successful accomplishment **3.1.3. Internal Evaluation** • There is clear identification who is responsible for all aspects of the Internal Evaluation Process • The planning of the internal evaluation program takes into account: Safety criticality of the processes being evaluated; and, Results of previous evaluations • The definition for evaluations include information about evaluation: Criteria; Scope; Frequency; Methods; and, Processes used to select the evaluators • The documentation procedures include evaluation responsibilities and requirements for the following: Planning evaluations; Conducting evaluations; Reporting results; Maintaining records; and, Evaluating contractors and vendors • The person or organization performing evaluations of operational processes are independent of the process being evaluated • There is periodic review of supervisory and operational controls to ensure the effectiveness of the Internal Evaluation Process **3.1.4. External Auditing of the SMS** • There is clear identification who is responsible for all aspects of the External Auditing Process • The results of oversight organization audits, and other external audit results, are included in the analyses conducted under SMS Framework Analysis of Data Process 3.1.7 • There is periodic review of supervisory and operational controls to ensure the effectiveness of the External Auditing Process **3.1.5. Investigation** • There is clear identification who is responsible for all aspects of the Investigation Process • There are requirements to collects data on the following: Incidents; Accidents; and, Potential regulatory non-compliance • There are procedures established to investigate the following: Incidents; Accidents; and, Instances of regulatory non-compliance • There is periodic review of supervisory and operational controls to ensure the effectiveness of the Investigation Process **3.1.6. Employee Reporting and Feedback System** • There is clear identification who is responsible for all aspects of the Employee			

		Reporting and Feedback Process • There is a confidential Employee Reporting and Feedback System, as in the Safety Promotion component, established and maintained • Data from the Safety Reporting and Feedback System is monitored to identify emerging hazards • Employees are encouraged to use the Safety Reporting and Feedback System without fear of reprisal and are encouraged to submit solutions/safety improvements where possible • Data from the Safety Reporting and Feedback System is monitored to identify emerging hazards • Data collected in the Employee Reporting and Feedback System is included in the analyses conducted under SMS Framework Analysis of Data Process • Performance objectives and design expectations of the Employee Reporting and Feedback Process are being reviewed periodically for successful accomplishment **3.1.7. Data Analysis** • There is clear identification who is responsible for all aspects of the Analysis of Data Process • There are procedures in place to analyse the data collected to demonstrate the effectiveness of the following: Risk controls in the organization's operational processes (SMS Framework Safety Policy Component; and, the Service Provider SMS • There are procedures in place to analyse the data collected to identify root causes of deficiencies and potential new hazards and evaluate where improvements can be made in the following: Operational processes (SMS Framework Safety Policy Component); and, the Service Provider SMS • Performance objectives and design expectations of the Analysis of Data Process are being reviewed periodically for successful accomplishment **3.1.8. System Assessment** • There is clear identification who is responsible for all aspects of the System Assessment Process • There are procedures in place, and conducted, to assess the performance and effectiveness of the following: Safety-related functions of operational processes (Safety Policy Component) against their requirements; and, the SMS against its objectives and expectations • There are procedures in place, and conducted, to record system assessments that result in a finding of the following: Conformity or nonconformity with existing safety risk controls and/or SMS expectations, including regulatory requirements; and, New hazards found • There are procedures in place, and conducted, to use the Safety Risk Management (Component 2.0) if risk assessment and risk control performance indicates the following: That new hazards or potential hazards have been found; and/or, That the system needs to be changed • There is periodic review of supervisory and operational controls to ensure the effectiveness of the System Assessment Process			

	3.2. The management of change	• There is clear identification who is responsible for all aspects of the Management of Change Process • There are requirements and procedures in place to not implement any of the following until the level of safety risk of each identified hazard is determined to be acceptable for: New system designs; Changes to existing system designs; New operations or procedures; and, Modifications to existing operations or procedures • Performance objectives and design expectations of the Management of Change Process are being reviewed periodically for successful accomplishment • There is periodic review of supervisory and operational controls to ensure the effectiveness of the Management of Change Process			
	3.3. Continuous improvement	**3.3.1. Preventive/Corrective Action** • There is clear identification who is responsible for all aspects of the Preventive/Corrective Action Process • There is a requirement and documented action to develop the following: Preventive actions for identified potential nonconformities with risk controls; and, Corrective actions for identified nonconformities with risk controls • There is a requirement and documented action to consider safety lessons learned in the development of both preventive actions and corrective actions • There is a requirement and documented action to take necessary preventive and corrective action based on the findings of investigations • There is a requirement and documented action to prioritize and implement preventive and corrective actions in a timely manner • There is periodic review of supervisory and operational controls to ensure the effectiveness of the Preventive/Corrective Action Process **3.3.2. Management Review** • There is clear identification who is responsible for all aspects of the Management Review Process • Top management conducts regular reviews of the SMS, including the outputs of the Safety Risk Management Processes, the outputs of the Safety Assurance Processes, and safety lessons learned • Top management includes in its reviews of the SMS, an assessment of the need for improvements to the organization's operational processes and the SMS • There is a requirement and action to keep records of the disposition and status of management reviews according to the organization's record retention policy • There is periodic review of supervisory and operational controls to ensure the effectiveness of the Management Review Process			
4. Safety Promotion	4.1. Competencies and training.	**4.1.1. Personnel Expectations (Competence)** • There is clear identification who is responsible for all aspects of the Personnel Expectations Process • There is a requirement and action to identify the competency requirements for safety-related positions identified in Management Commitment and Safety Accountabilities Element 1.2 & Key Safety Personnel Element 1.3 • There is a requirement and action to ensure that the personnel in the safety-related positions identified in Management Commitment and Safety Accountabilities Element			

		1.2 & Key Safety Personnel Element 1.3 meet the documented competency requirements of Personnel Expectations Process 4.1.1 • Performance objectives and design expectations of the Personnel Expectations Process are being reviewed periodically for successful accomplishment • There is periodic review of supervisory and operational controls to ensure the effectiveness of the Personnel Expectations Process **4.1.2. Training** • There is clear identification who is responsible for all aspects of the SMS Training Process • There is implemented training to meet the competency expectations of Personnel Expectations Process 4.1.1 for the personnel in the safety-related positions identified in Management Commitment and Safety Accountability Element 1.2 & Key Safety Personnel Element 1.3 • There is a requirement and action to consider scope, content, and frequency of training required to meet and maintain competency for those individuals in the positions identified in Management Commitment and Safety Accountability Element 1.2 and Key Safety Personnel 1.3 • Employees receive training commensurate with their: Position level within the organization; and, Impact on the safety of the organization's products or services • There is a requirement and action to maintain training currency by periodically reviewing training and updating the training • There is a requirement and action to maintain records of required and delivered training • Safety-related training media is periodically reviewed and updated for target populations • There is periodic review of supervisory and operational controls to ensure the effectiveness of the SMS Training Process			
	4.2. Communication and awareness	• There is clear identification who is responsible for all aspects of the Communication and Awareness Process • There is a requirement and action to communicate outputs of the SMS, rationale behind controls, preventive and corrective actions and ensure awareness of SMS objectives to its employees • There is a requirement and action in place to provide it's the GACA access to the outputs of the SMS in accordance with established agreements and disclosure programs • There is interface with other organizations' SMSs to cooperatively manage issues of mutual concern • Performance objectives and design expectations of the Communication and Awareness Process are being reviewed periodically for successful accomplishment • There is periodic review of supervisory and operational controls to ensure the effectiveness of the Communication and Awareness Process			

APPENDIX H. GACA ON-SITE CERTIFICATION VISIT PROGRESS.

FORM.4910

Document Name	Checklist of the GACA on-site certification visit progress
Document Reference	Form.4910
Regulation	*NA*
Version	V01. March 2014
Purpose of the document	The document provides a checklist of a systematic progress of the visit for certification by GACA experts.
Who should fill up this form?	GACA Inspector
To whom?	Airport Standards and Safety Division (AS&S)
When?	Any time when the visit is conducted.

Tasks	Purposes	Yes	No	Comments / Recommendations
Before the certification audit visit	• Review of the Statement of Compliancy Report (Form 1631 for Aerodrome and Form 1638 for Heliports); • Review pervious inspection findings; • Review of the Aerodrome Manual, including Emergency Response Plan (Form 4153 for checklist) and the Heliports Manual, including Emergency Response Plan (Form 4154 for checklist); • Review of the Aerodrome Safety Management System (Form 1041); • Review aerodrome entry in Aeronautical Information Publication; • Review incident/accident reports, bird strike reports or any other relevant activity reports; • Review any other relevant information; • If necessary, request additional information • Agree inspection date with aerodrome operator; • Appoint inspection team; • Prepare planning form(s) to act as a control for the inspection and ensure the key issues are covered; • Prepare and develop inspection plan; • Identify non-compliance deficiencies with the established requirements, including a risk assessment mechanism and plan.			It is crucial to prepare very diligently the certification visit.
The visit days.	• Conduct entry meeting; • Verify issues arising from preliminary review; • Confirm and agree inspection plan and availability of aerodrome staff; • Adapt plan if necessary; • Follow up non-compliance deficiencies with the established requirements, including a risk assessment plan. • Carry out inspection according to plan. • Compile inspection findings; • Highlight key issues; • Agree action plan and timescales; • Sign- off inspection findings and action plan			The airport operator should feel part of the process. The visit is aiming to support the airport operator to be certified
Update and transfer of knowledge on Aerodrome/Heliport Manual	Along with the certification process, GACA Inspector should introduce the airport / heliport operator on: • An update of Aerodrome/Heliport Manual and checklist • An update of SMS Manual and checklist			The aerodrome/heliport operator should understand why the checklist is needed and what his interest to fill the form down in details. It is important to listen and to capture the aerodrome/heliport concerns. This should be helpful to update the aerodrome and the SMS manual for the benefit of all.
Meeting for GACA experts	• Discuss finds			Explain clearly what is encouraging

	• Discuss the next steps • Prepare and finalise report and agreed action plan; • Send letter of recommendation and report/action plan to operator. Including a specific subsection related to the non-compliance with the established requirements, including a risk assessment plan.			Explain clearly what is missing A written report should follow.