



Civil Aviation Authority Bangladesh

CHECKLIST FOR AERODROME OPERATION PERSONAL COMPETENCY

For

Aerodrome Standard Division

(AGA)

Version 1.0

2024

CAAB HQ, Kurmitola, Dhaka-1229

Bangladesh.



**CIVIL AVIATION AUTHORITY OF BANGLADESH
AERODROME STANDARD DIVISION,
KURMITOLA, DHAKA-1229.**

**CHECKLIST FOR AERODROME OPERATION PERSONAL
COMPETENCY**

Y=Yes, N=No, S=Satisfactory, U=Unsatisfactory, NA= Not Applicable

*Training type required: (Initial, OJT, Refresher, recurrent, specialized)

*Competency level required:(Basic/ Intermediate/Advanced)

Name of Aerodrome:	Ref Code:
Date of Inspection:	From: To:
Type of Inspection	
Aerodrome Inspector(s)	
Ref: Office Order	

General Information

Sl No	Topic	Remarks
1.	Address of the Aerodrome	
2.	Geographical Coordinate	
3.	Total land/water area acquired	
4.	Name of ED/Director/APM of Aerodrome	

A. Runway surface conditions assessment and reporting

Sl No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		NO	NA	Remarks
					S	US			
5.	ED/DIRECTOR/APM/ENGINEERING SECTION HEAD	General civil aviation requirements							
5.1		National Legislation and requirements/regulations							
5.2		ICAO standards (Annex 14 requirements and PANS Aerodromes Dc 9981)							
5.3		Doc 9137 – Airport Services Manual – Part2, Pavement Surface condition.							
5.4		Doc 9157 – Aerodrome Design Manual, Part 3 – Pavements							



Sl No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		NO	NA	Remarks	
					S	US				
5.5	ED/DIRECTOR/APM/ENGINEERING SECTION HEAD	Airside Safety Handbook (ACI)								
6.		Safety management System								
6.1		Set safety performance targets								
6.2		Safety data trend analysis								
6.3		Risk assessment and Mitigation								
6.4		Safety Promotions								
6.5		Incident/accident/ investigations								
6.6		Safety/Audits Inspections								
7.0	CIVIL SECTION HEAD	Specialist knowledge-Pavement								
7.1		Runway Pavement characteristics								
7.2		Evaluation of pavements and identification of types of distress								
7.3		Runway Friction Evaluation and Assessment								
7.4		Knowledge on aircraft braking action								
7.5		Develop programme for Runway Friction assessment								
8.0	ED/DIRECTOR/APM/ENGINEERING SECTION HEAD	Management Training								
8.1		Human Resource training								
8.2		Leadership & Managerial Skills								
9.0		Training function								
9.1	Develop and implement staff training programme									
10.0	SDE/XEN (CIVIL)/ (AD/DD) ATM SECTION	General civil aviation requirements								
10.1		Annex 14 requirements								
10.2		Legislation and requirements								
10.3		Doc 9137 – Airport Services Manual – Part2, Pavement Surface condition.								
10.4		Doc 9157 – Aerodrome Design Manual, Part 3 – Pavements								
10.5		Airside Safety Handbook								



Sl No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		NO	NA	Remarks
					S	US			
11.0		Safety management							
11.1	SDE/XEN (CIVIL)/ (AD/DD) ATM SECTION	Risk assessment and Mitigation							
11.2		Data Collection & analysis							
11.3		Safety Promotions							
11.4		Incident/accident investigations							
11.5		Prepare Inspection checklists							
11.6		Safety/Audits Inspections							
11.7		Provide Safety Trainings							
12.0		Management Training							
12.1		Human Resource training							
12.2		Leadership & Managerial Skills							
13.0		Specific Job requirement							
13.1		Pavement characteristics							
13.2		Evaluation of pavements and identification of types of distress							
13.3		Correct use of equipment as required for friction testing and other assessments							
13.4	Friction assessment, evaluation and reporting methodology								
13.5	Procedures for reporting runway surface conditions								
13.6	Radiotelephony								
13.7	Knowledge on aircraft braking action								
13.8	Knowledge on Information to be provided to AIS (Aeronautical Information Services)								
14.0	Training function								
14.1	Instructor techniques								
14.2	Train-the trainer								
15.0	AE/SAE/ TECHNIC IAN/ AERODROME OFFICER/ AST.	General civil aviation requirements							
15.1		Annex 14 requirements							
15.2		Legislation and requirements							
15.3		Doc 9137 – Airport Services Manual – Part2,							



Sl No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		NO	NA	Remarks
					S	US			
	AERODROME OFFICER	Pavement Surface condition.							
15.4		Safety management System							
15.5		Identification of safety Hazards							
15.6		Safety reporting– Voluntary & Mandatory							
16.0		Specific Job requirement							
16.1		Pavement characteristics							
16.2		Evaluation of pavements and identification of types of distress							
16.3		Correct use of equipment as required for friction testing and other assessments							
16.4		Friction assessment, evaluation and reporting methodology							
16.5		Procedures for reporting runway surface conditions							
16.6		Radiotelephony							
16.7		Perform Safety Inspection							
16.8		Knowledge on aircraft braking action							
16.9		Knowledge on Information to be provided to ATS/AIS (Aeronautical Information Services).							
16.10		Airside Safety Rules							

NOTES BY INSPECTOR (RECOMMENDATIONS FOR ACTION BY AERODROME OPERATOR)

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B. Aerodrome Movement Area Maintenance

SL No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		N	NA	Remarks
					S	U			
17.0	ED/Director/Managers/Head of Section	General civil aviation requirements							
17.1		National Legislation and requirements/regulations							
17.2		ICAO standards (Annex 14 requirements and PANS Aerodromes Doc 9981)							
17.3		Doc 9137 – Airport Services Manual–Part 2, Pavement Surface condition.							
17.4		Doc 9137 – Airport Services Manual – Part 9, Maintenance practices							
17.5		Doc 9157 – Aerodrome Design Manual, Part 3 – Pavements							
17.6		Doc 9157 – Aerodrome Design Manual, Part 5 – Electrical Systems							
17.7		Airside Safety Handbook							
18.0		Safety management System							
18.1		Set safety performance targets							
18.2	Safety data trend analysis								
18.3	Risk assessment and Mitigation								
18.4	Safety Promotions								
18.5	Incident/accident investigations								
18.6	Safety/Audits Inspections								
19.0	Specialist knowledge –								
19.1	Runway Pavement characteristics								
19.2	Evaluation of pavements and identification of types of distress								
19.3	Runway Friction Evaluation and Assessment								
19.4	Knowledge on aircraft braking action								
19.5	Knowledge on aerodrome visual aids								
19.6	Knowledge on Airport Electrical systems								
19.7	Knowledge on								



SL No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		N	NA	Remarks
					S	U			
		airport drainage systems							
19.8	ED/Director/Managers/Head of Section	Pavement & Electrical System Management •Inventory •Forecasting •Life cycle modelling •Long term planning •Data management							
20.0		Management Training							
20.1		Human Resource training							
20.2		Leadership & Managerial Skills							
21.0		Training function							
21.1		Develop and implement staff training programme							
22.0	SDE/XEN (CIVIL)/ (AD/DD) ATM SECTION	General civil aviation requirements							
22.1		National Legislation and requirements/regulations							
22.2		ICAO standards (Annex 14 requirements and PANS Aerodromes Doc 9981)							
22.3		Doc 9137 – Airport Services Manual–Part 2, Pavement Surface condition.							
22.4		Doc 9137 – Airport Services Manual – Part 9, Maintenance practices							
22.5		Doc 9157 – Aerodrome Design Manual, Part 3 – Pavements							
22.6		Doc 9157 – Aerodrome Design Manual, Part 5 – Electrical Systems							
23.0		Safety management							
23.1		Risk assessment and Mitigation							
23.2		Data Collection & analysis							
23.3		Safety Promotions							
23.4	Incident/accident investigations								
23.5	Prepare Inspection checklists								
23.6	Safety/Audits Inspections								
23.7	Provide Safety Trainings								
24.0	Management Training								



SL No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		N	NA	Remarks	
					S	U				
24.1	SDE/XEN (CIVIL)/ (AD/DD) ATM SECTION	Human Resource training								
24.2		Leadership & Managerial Skills								
25.0		Specific Job requirement								
25.1		Runway Pavement characteristics								
25.2		Evaluation of pavements and identification of types of distress								
25.3		Runway Friction Evaluation and Assessment								
25.4		Knowledge on aircraft braking action								
25.5		Pavement & Electrical System Management •Inventory •Forecasting •Life cycle modelling •Long term planning •Data management								
25.6		Maintenance of visual aids								
25.7		Maintenance of Airport Electrical systems								
25.8		Maintenance of the drainage systems								
25.9		Maintenance of unpaved areas (shoulder and strip)								
25.10		Radiotelephony								
25.11		Perform Safety Inspection								
25.12		Knowledge on aircraft braking action								
25.13		Knowledge on Information to be provided to ATS/AIS (Aeronautical Information Services).								
25.14		Airside Safety Rules								
26.0		Training function								
26.1		Instructor techniques								
26.2		Train-the trainer								
27.0	AE/SAE/ TECHNICIAN/ AERODROME OFFICER/ AST. AERODROME	General civil aviation requirements								
27.1		National Legislation and requirements/regulations								
27.2		ICAO standards (Annex 14 requirements)								



SL No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		N	NA	Remarks
					S	U			
27.3	OFFICER	Doc 9137 – Airport Services Manual–Part 2, Pavement Surface condition.							
27.4		Doc 9157 – Aerodrome Design Manual, Part 3 – Pavements							
27.5		Doc 9157 – Aerodrome Design Manual, Part 5 – Electrical Systems							
28.0	AE/SAE/ TECHNICIAN/ AERODROME OFFICER/ AST. AERODROME OFFICER	Safety management System							
28.1		Identification of safety Hazards							
28.2		Safety reporting– Voluntary & Mandatory							
29.0		Specific Job requirement							
29.1		Pavement characteristics							
29.2		Evaluation of pavements and identification of types of distress							
29.3		Correct use of equipment as required pavement maintenance and electrical systems maintenance and testing							
29.4		Maintenance of pavements							
29.5		Maintenance of visual aids							
29.6		Maintenance of Airport Electrical systems							
29.7	Maintenance of the drainage systems								
29.8	Maintenance of unpaved areas (shoulders and strip)								
29.9	Procedures for reporting runway surface conditions								
29.10	Radiotelephony								
29.11	Knowledge on Information to be provided to ATS/AIS (Aeronautical Information Services).								
29.12	Airside Safety Rules								



NOTES BY INSPECTOR (RECOMMENDATIONS FOR ACTION BY AERODROME OPERATOR)

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C. Inspection of movement area

SL No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		N	NA	Remarks
					S	U			
30.0	ED/Director/ Managers/ Head of Section	General civil aviation requirements							
30.1		National Legislation and requirements/regulations							
30.2		ICAO standards (Annex 14 requirements and PANS Aerodromes Doc 9981)							
30.3		Doc 9137 – Airport Services Manual–Part 2, Pavement Surface condition.							
30.4		Doc 9137 – Airport Services Manual Part 3 - Wildlife Control and Reduction							
30.5		Doc 9137 – Airport Services Manual Part 6 - Control of Obstacles							
30.6		Doc 9137 – Airport Services Manual – 8, Airport Operational Services							
30.7		Doc 9137 – Airport Services Manual – Part 9, Maintenance practices							
30.8		Doc 9157 – Aerodrome Design Manual, Part 3 – Pavements							
30.9		Doc 9157 – Aerodrome Design Manual, Part 5 – Electrical Systems							
30.10	ED/Director/M anagers/ Head of Section	Airside Safety Handbook							
31.0		Safety management							
31.1		Risk assessment and Mitigation							
31.2		Data Collection & analysis							
31.3		Safety Promotions							
31.4		Incident/accident investigations							
31.5	Prepare Inspection								



SL No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		N	NA	Remarks
					S	U			
		checklists							
31.6		Safety/Audits Inspections							
32.0		Specialist knowledge –							
32.1		Runway Pavement characteristics							
32.2		Evaluation of pavements and identification of types of distress							
32.3		Runway Friction Evaluation and Assessment							
32.4		Knowledge on aircraft braking action							
32.5		Wildlife Hazard Management							
32.6		Obstacle limitation Surfaces							
32.7		Movement area Nav aids and electrical systems							
33.0		Management Training							
33.1		Human Resource training							
33.2		Leadership & Managerial Skills							
34.0		Training function							
34.1		Develop and implement staff training programme							
35.0	SDE/XEN (CIVIL)/ (AD/DD) ATM SECTION	General civil aviation requirements							
35.1		National Legislation and requirements/regulations							
35.2		ICAO standards (Annex 14 requirements and PANS Aerodromes Doc 9981)							
35.3		Doc 9137 – Airport Services Manual–Part 2, Pavement Surface condition.							
35.4		Doc 9137 – Airport Services Manual Part 3 - Wildlife Control and Reduction							
35.5		Doc 9137 – Airport Services Manual Part 6 - Control of Obstacles							
35.6		Doc 9137 – Airport Services Manual – 8, Airport Operational Services							
35.7		Doc 9137 – Airport Services Manual – Part 9, Maintenance practices							
35.8		Doc 9157 – Aerodrome							



SL No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		N	NA	Remarks
					S	U			
		Design Manual, Part 3 – Pavements							
35.9		Doc 9157 – Aerodrome Design Manual, Part 5 – Electrical Systems							
35.10		Airside Safety Handbook							
36.0		Safety management							
36.1		Risk assessment and Mitigation							
36.2		Data Collection & analysis							
36.3		Safety Promotions							
36.4		Incident/accident investigations							
36.5		Prepare Inspection checklists							
36.6		Safety/Audits Inspections							
36.7		Provide Safety Trainings							
37.0		Management Training							
37.1		Human Resource training							
37.2		Leadership & Managerial Skills							
38.0		Specific Job requirement–							
38.1		Runway Pavement characteristics							
38.2		Evaluation of pavements and identification of types of distress							
38.3		Runway Friction Evaluation and Assessment							
38.4		Procedures for reporting runway surface conditions							
38.5		Knowledge on aircraft braking action							
38.6		Wildlife Hazard Management							
38.7		Obstacle limitation Surfaces							
38.8		Aerodrome Nav aids and electrical systems							
38.9	SDE/XEN (CIVIL)/ (AD/DD) ATM SECTION	Radiotelephony							
38.10		Knowledge on Information to be provided to AIS (Aeronautical Information Services)							
39.0		Training function							
39.1		Instructor techniques							
39.2		Train-the trainer							
40.0	AE/SAE/ TECHNICIAN	General civil aviation requirements							
40.1	/	National Legislation and							



SL No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		N	NA	Remarks
					S	U			
	AERODROME OFFICER/ AST.	requirements/regulations							
40.2	AERODROME OFFICER	ICAO standards (Annex 14 requirements and PANS Aerodromes Doc 9981)							
40.3		Doc 9137 – Airport Services Manual–Part 2, Pavement Surface condition.							
40.4		Doc 9137 – Airport Services Manual Part 3 - Wildlife Control and Reduction							
40.5		Doc 9137 – Airport Services Manual Part 6 - Control of Obstacles							
40.6		Doc 9137 – Airport Services Manual – 8, Airport Operational Services							
40.7		Doc 9137 – Airport Services Manual – Part 9, Maintenance practices							
40.8		Doc 9157 – Aerodrome Design Manual, Part 3 – Pavements							
40.9		Doc 9157 – Aerodrome Design Manual, Part 5 – Electrical Systems							
40.10		Airside Safety Handbook							
41.0		Safety management System							
41.1		Identification of safety Hazards							
41.2		Safety reporting– Voluntary & Mandatory							
42.0		Specific Job requirement–							
42.1		Inspector trainings and audit techniques							
42.2	AE/SAE/ TECHNICIAN	Runway Pavement characteristics							
42.3	/ AERODROME OFFICER/ AST.	Evaluation of pavements and identification of types of distress							
42.4	AERODROME OFFICER	Runway Friction Evaluation and Assessment							
42.5		Knowledge on aircraft braking action							
42.6		Wildlife Hazard Management							
42.7		Obstacle limitation Surfaces							
42.8		Movement area Nav aids and electrical systems							



SL No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		N	NA	Remarks
					S	U			
42.9		Radiotelephony							
42.10		Knowledge on Information to be provided to AIS (Aeronautical Information Services)							
42.11		Airside Safety Rules							

NOTES BY INSPECTOR (RECOMMENDATIONS FOR ACTION BY AERODROME OPERATOR)

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D Work In progress

SL No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		N	NA	Remarks	
					S	U				
43.0	Accountable Executive	General civil aviation requirements								
43.1		Annex 14 requirements								
43.2		Doc 9137 requirements								
43.3		CAA Act								
43.4		CAR-84								
43.5		CA Act								
44.0		Local legislation and international standard								
44.1		Occupational health and safety requirements								
44.2		Construction safety requirements								
45.0		Safety management								
45.1		Establish safety management system								
45.2		Frame safety policy and objectives								
45.3		Set safety performance targets								
46.0	Head of Operations / Maintenance	General civil aviation requirements								
46.1		Annex 14 requirements								
46.2		Doc 9137 requirements								
46.3		CAA Act								
46.4		CAR-84								
46.5		CA Act								
47.0		Local legislation and international standard								
47.1		Occupational health and safety requirements								
47.2		Construction safety requirements								
48.0		Specific Job requirements								
48.1		Develop safety plan and procedures								
48.2		Develop emergency plan								
48.3		Develop training program								
48.4	Develop risk assessment process									
48.5	Establish permit to work system									



SL No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		N	NA	Remarks
					S	U			
48.6	Head of Operations / Maintenance	Promote safety awareness							
48.7		Investigate accidents and incidents							
48.8		Identify hazards and manage risks							
48.9		Conduct safety audit							
49.0	Co-Ordinator	General civil aviation requirements							
49.1		Annex 14 requirements							
49.2		Doc 9137 requirements							
49.3		CAA Act							
49.4		CAR-84							
49.5		CA Act							
50.0		Local legislation and international standard							
50.1		Occupational health and safety requirements							
50.2		Construction safety requirements							
51.0		Specific Job requirements							
51.1		Maintain and execute safety plan and procedures							
51.2		Execute emergency plan							
51.3		Provide safety training							
51.4		Promote safety awareness							
51.5	Collect data for analysis and investigation								
51.6	Perform job hazard analysis								
51.7	Evaluate and control of contractor								
51.8	Prepare inspection checklist								
51.9	Perform safety inspection								
51.10	Prepare construction safety work plan								
52.0	AE/SAE/TECHNICIAN	General civil aviation requirements							
52.1		Annex 14 requirements							
52.2		Doc 9137 requirements							
52.3		CAA Act							
52.4		CAR-84							
52.5		CA Act							



SL No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		N	NA	Remarks	
					S	U				
53.0	AE/SAE/TECHNICI AN	Local legislation and international standard								
53.1		Occupational health and safety requirements								
53.2		Construction safety requirements								
54.0		Specific Job requirements								
54.1		Execute safety plan and procedures								
54.2		Execute emergency plan								
54.3		Ensure work in progress in accordance with work plan								
54.4		Ensure working area are marked and lit in accordance with work plan								
54.5		Ensure access routes in accordance with work plan								
54.6		Ensure safety measures implemented in accordance with work plan								
54.7		Identify hazards								
54.8		Perform safety inspection								

NOTES BY INSPECTOR (RECOMMENDATIONS FOR ACTION BY AERODROME OPERATOR)

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E. FOD Management

SL No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		N	NA	Remarks	
					S	U				
55.0	Head of the division	General civil aviation requirements								
55.1		Knowledge on Annex 14 requirements								
55.2		PANS Aerodromes								
55.3		Knowledge on States' Legislation and requirements including airport certification process								
56.0		Safety management system								
56.1		Knowledge on safety management system								
56.2		Knowledge on accident and incident investigation management								
56.3		Knowledge on hazard and risk management								
57.0		FOD management								
57.1		Knowledge on FOD management program								
58.0		Manager (Airside)	General civil aviation requirements							
58.1			Knowledge on Annex 14 requirements							
58.2			Knowledge on States' Legislation and requirements including airport certification process.							
59.0			Safety management system							
59.1	Knowledge on safety management system									
59.2	Knowledge on accident and incident investigation management									
59.3	Knowledge on hazard and risk management including FOD risk assessment									
60.0	Airport operations									
60.1	Knowledge of airfield layout									



SL No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		N	NA	Remarks
					S	U			
61.0		FOD management							
61.1	Manager (Airside)	FOD identification							
61.2		Analyses and Evaluation							
61.3		Documentation and Reporting							
61.4		FOD Mitigation Measures							
62.0	Officers Doing day-today, patrols, FOD surveys etc..	General civil aviation requirements							
62.1		Knowledge on Annex 14 requirements							
62.2		Knowledge on States' Legislation and requirements including airport certification process.							
63.0		Safety management system							
63.1		Knowledge on safety management system							
63.2		Knowledge on hazard and risk management							
64.0		Airport operations							
64.1		Knowledge of airfield layout							
65.0		FOD management							
65.1		FOD identification							
65.2		Analyses and Evaluation							
65.3		Documentation and Reporting							
65.4		FOD Mitigation Measures							

NOTES BY INSPECTOR (RECOMMENDATIONS FOR ACTION BY AERODROME OPERATOR)

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F. Wildlife hazard management

SL No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		N	NA	Remarks
					S	U			
66.0	Head of the division	General civil aviation requirements							
66.1		Knowledge on Annex 14 requirements							
66.2		Knowledge on States' Legislation and requirements including airport certification process.							
67.0		Safety management system							
67.1		Knowledge on safety management system							
67.2		Knowledge on accident and incident investigation management							
67.3		Knowledge on hazard and risk management							
68.0		Wildlife hazard management							
68.1	Knowledge on wildlife hazard management and programme								
69.0	Manager (in charge of wildlife hazard management of the airport)	General civil aviation requirements							
69.1		Knowledge on Annex 14 requirements							
69.2		Knowledge on States' Legislation and requirements including airport certification process.							
70.0		Safety management system							
70.1		Knowledge on safety management system							
70.2		Knowledge on accident and incident investigation management							
70.3		Knowledge on hazard and risk management							
71.0		Airport operations							
71.1		Knowledge of airfield layout							
72.0		Wildlife hazard management							
72.1		Bird identification							
72.2		Biology and behavior of bird species							
72.3		Documentation and Strike reporting							
72.4		Use of dispersal equipment							
72.5		Analysis and Evaluation							



SL No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		N	NA	Remarks
					S	U			
72.6		Understanding of Habitat Management - how wildlife is attracted to the environment							
72.7		Understanding of Wildlife Ecology - how wildlife could respond to different control methods							
73.0	Officers Doing day- to day wildlife surveys, patrols, dispersal	General civil aviation requirements							
73.1		Knowledge on Annex 14 requirements							
73.2		Knowledge on States' Legislation and requirements including airport certification process.							
74.0		Safety management system							
74.1		Knowledge on safety management system							
74.2		Knowledge on accident and incident investigation management							
74.3		Knowledge on hazard and risk management							
75.0		Airport operations							
75.1		Knowledge of airfield layout							
76.0		Wildlife hazard management							
76.1		Bird identification							
76.2		Biology and behaviour of bird species							
76.3		Documentation and Strike reporting							
76.4		Use of dispersal equipment							
76.5		Analysis and Evaluation							

NOTES BY INSPECTOR (RECOMMENDATIONS FOR ACTION BY AERODROME OPERATOR)

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G. Apron Safety

SL No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		N	NA	Remarks
					S	U			
77.0	Officer	Depending on the job assigned to the person, the following competencies and knowledge are required:							
77.1		Airside driving regulations and safety hazards							
77.2		Basic understanding of the aerodrome manual of the airport concerned							
77.3		Aircraft turnaround procedures							
77.4		Jet blast hazards							
77.5		Marshalling							
77.6		Apron signs and marking							
77.7		Operations under adverse weather							
77.8		Passenger loading bridge operations							
77.9		Passenger safety on apron							
77.10		Aircraft fuelling safety							
77.11		Handling of fuel and oil spills							
77.12		Apron inspection and cleaning (FOD, pavement, markings, signs, ensuring GSE in place etc.)							
77.13		Use of personal protective equipment (earplugs, high-visibility vest etc.)							
77.14		Safety incident and accident reporting							
77.15		Emergency response procedures							
77.16		Operational Level 2 English language as per Annex 1 and Doc 9835 and Radiotelephony terminology							
77.17		Compliance with safety rules during construction and maintenance works							
77.18		Wildlife hazard management							
77.19		Basics of Annex 14							
77.20		Handling of dangerous goods							
77.21		Basics of SMS							
77.22	Follow-me procedures								
78.0	Supervisor	All of the competency requirements for frontline officers, but at advanced level, plus:							
78.1		SMS principles including safety risk management							



SL No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		N	NA	Remarks
					S	U			
78.2		FOD management							
78.3		Accident and incident investigation							
78.4		Safety management during construction and maintenance works							
78.5		Good understanding of aerodrome emergency procedures							
79.0	Head of Aerodrome Operations and Maintenance	Good understanding of Annex 14							
79.1		Emergency planning and response							
79.2		Airfield operations and maintenance in general							
79.3		SMS principles and safety risk management							
79.4		National aerodrome certification requirements							
79.5		Other relevant legal/regulatory requirements							
79.6		PANS Aerodromes (Doc 9981)							
80.0	Accountable Executive	High level understanding of airport operations and maintenance in general							
80.1		High level understanding of SMS including safety policy and objectives, and safety risk management							
80.2		High level understanding of emergency planning and response							

NOTES BY INSPECTOR (RECOMMENDATIONS FOR ACTION BY AERODROME OPERATOR)

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H. Runway Safety

SL No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		N	NA	Remarks
					S	U			
81.0	Officer	Runway inspection including FOD, pavement conditions, drainage, markings and signs, in-pavement lights, obstacles, etc.							
81.1		Runway surface condition reporting							
81.2		Runway friction measurement							
81.3		Airside driving including reading of airfield signs and markings							
81.4		Radio communication and ICAO phraseology							
81.5		Safety incident and accident reporting							
81.6		Adverse weather operations and low visibility procedures							
81.7		Removal of runway contaminants, e.g. rubber, FOD							
81.8		Vegetation control							
81.9		Wildlife hazard management							
81.10		Follow-me procedures							
81.11		Basics of Annex 14							
81.12		Prevention of runway incursion							
81.13		Compliance with safety rules during construction and maintenance works							
81.14		Basics of SMS							
81.15		Operational Level 2, or preferably Level 3 English language, as per Annex 1 and Doc 9835 and Radiotelephony terminology							
81.16		AIP and NOTAM							
81.17		Emergency response procedures							
81.18	Understanding of the aerodrome manual of the airport concerned								
82.0	Supervisor	Good understanding of disabled aircraft removal plan.							
82.1		Re-declaration of runway distances							
82.2		SMS principles including safety risk management.							
82.3		Preliminary investigations of accidents and incidents							
82.4		Safety during construction and							



SL No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		N	NA	Remarks
					S	U			
		maintenance works							
83.0	Head of Aerodrome Operations and Maintenance	Good understanding of Annex 14							
83.1		Emergency planning and response							
83.2		Airfield operations and maintenance in general							
83.3		SMS principles and safety risk management							
83.4		National aerodrome certification requirements							
83.5		Other relevant legal/regulatory requirements							
83.6		PANS Aerodromes							
84.0	Accountable Executive	High level understanding of airport operations and maintenance in general							
84.1		High level understanding of SMS including safety policy and objectives, and safety risk management							
84.2		High level understanding of emergency planning and response							

NOTES BY INSPECTOR (RECOMMENDATIONS FOR ACTION BY AERODROME OPERATOR)

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I. Aerodrome driver permit scheme and vehicle/equipment safety requirement

SL No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		N	NA	Remarks
					S	U			
85.0	Accountable Executive	General civil aviation requirements							
85.1		Annex 19							
85.2		Annex 14							
85.3		CAA ACT							
85.4		CAR-84							
86.0		Airside operations management							
86.1		Set training policies and objectives							
86.2		Set up aerodrome driving permit scheme							
86.3		Set up vehicle/equipment permit scheme							
86.4		Integrate aerodrome driving permit scheme and vehicle/equipment permit scheme into SMS system							
86.5	Set up airside traffic rules and procedures								
87.0	Head of Operations / Maintenance	General civil aviation requirements							
87.1		Annex 19							
87.2		Annex 14							
87.3		CAA ACT							
87.4		CAR-84							
88.0		Airside operations management							
88.1		Develop airside traffic rules and procedures							
88.2		Develop emergency procedures for aerodrome driving							
88.3		Set vehicle/equipment safety requirements							
88.4		Develop aerodrome driver training program							
88.5	Identify hazards of general airside driving								
88.6	Develop aerodrome driver permit record system and vehicle/equipment permit record system								
88.7	Promote airside safety awareness								
89.0	Supervisor/ coordinator	General civil aviation requirements							



SL No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		N	NA	Remarks
					S	U			
89.1		Annex 19							
89.2		Annex 14							
89.3		CAA ACT							
89.4		CAR-84							
90.0	Supervisor/ coordinator	Requirements							
90.1		Familiarisation with airside traffic rules and procedures							
90.2		Develop emergency procedures for aerodrome driving							
90.3		Provide airside safety training to drivers							
90.4		Promote airside safety awareness to drivers							
90.5		Provide radiotelephony training							
90.6		Familiarisation with vehicle/equipment safety requirements							
90.7		Conduct inspection for vehicle/equipment							
90.8		Keep data and records of aerodrome driver permit and vehicle/equipment permit							
91.0	Officer/ technician	Requirements							
91.1	(work on manoeuvring area)	Holder of a valid official driver license of the same class of vehicle recognised/issued by the local government							
91.2		Medical fitness certificate							
91.3		Driving skill examination							
91.4		Specific equipment operation training							
91.5		Vehicle operation training							
91.6		Aprons layout							
91.7		Manoeuvring area layout							
91.8		Radiotelephony training							
91.9		Airside operations safety rules							
91.10		Airside traffic rules							
91.11		Adverse weather conditions procedures							
91.12		Aerodrome signage, markings and lightings							
91.13		Actions for emergency cases							
92.0	Officer/technician (work on airside roads)	Requirements							
92.1		Holder of a valid official							



SL No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		N	NA	Remarks
					S	U			
	and aprons)	driver license of the same class of vehicle recognised/issued by the local government							
92.2		Medical fitness certificate							
93.0	Officer/technician (work on airside roads and aprons)	Requirements							
93.1		Driving skill examination							
93.2		Specific equipment operation training							
93.3		Vehicle operation training							
93.4		Aprons layout							
93.5		Aerodrome layout							
93.6		Airside operations safety rules							
93.7		Airside traffic rules							
93.8		Adverse weather conditions procedures							
93.9		Actions for emergency cases							

NOTES BY INSPECTOR (RECOMMENDATIONS FOR ACTION BY AERODROME OPERATOR)

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J. ARFF

SL No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		N	NA	Remarks
					S	U			
	Head of the ARFF section	General civil aviation requirements							
		Annex 19							
		Annex 14							
		CAA ACT							
		CAR-84							
		DOC 9137 part 7-The Airport Service Manual							
		Airside operations management							
		Set training policies and objectives							
		Set up aerodrome driving permit scheme							
		Set up vehicle/equipment permit scheme							
		Integrate aerodrome driving permit scheme and vehicle/equipment permit scheme into SMS system							
	Set up airside traffic rules and procedures								
	Head of Operations / Maintenance	General civil aviation requirements							
		Annex 19							
		Annex 14							
		CAA ACT							
		CAR-84							
		DOC 9137 part 7-The Airport Service Manual							
88.0		Airside operations management							
88.1		Develop airside traffic rules and procedures							
88.2		Develop emergency procedures for aerodrome driving							
88.3		Set vehicle/equipment safety requirements							
88.4		Develop aerodrome driver training program							
88.5	Identify hazards of general airside driving								
88.6	Develop aerodrome driver permit record system and vehicle/equipment permit record system								
88.7	Promote airside safety awareness								



SL No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		N	NA	Remarks
					S	U			
89.0	Supervisor/ coordinator	General civil aviation requirements							
89.1		Annex 19							
89.2		Annex 14							
89.3		CAA ACT							
89.4		CAR-84							
90.0	Supervisor/ coordinator	Requirements							
90.1		Familiarisation with airside traffic rules and procedures							
90.2		Develop emergency procedures for aerodrome driving							
90.3		Provide airside safety training to drivers							
90.4		Promote airside safety awareness to drivers							
90.5		Provide radiotelephony training							
90.6		Familiarisation with vehicle/equipment safety requirements							
90.7		Conduct inspection for vehicle/equipment							
90.8		Keep data and records of aerodrome driver permit and vehicle/equipment permit							
91.0		Officer/ technician (work on manoeuvring area)	Requirements						
91.1	Holder of a valid official driver license of the same class of vehicle recognised/issued by the local government								
91.2	Medical fitness certificate								
91.3	Driving skill examination								
91.4	Specific equipment operation training								
91.5	Vehicle operation training								
91.6	Aprons layout								
91.7	Manoeuvring area layout								
91.8	Radiotelephony training								
91.9	Airside operations safety rules								
91.10	Airside traffic rules								
91.11	Adverse weather conditions procedures								
91.12	Aerodrome signage, markings and lightings								
91.13	Actions for emergency cases								



SL No	Aerodrome operations Personnel	Competency/ knowledge areas	Competency level	Training type	Y		N	NA	Remarks
					S	U			
92.0	Officer/technician (work on airside roads and aprons)	Requirements							
92.1		Holder of a valid official driver license of the same class of vehicle recognised/issued by the local government							
92.2		Medical fitness certificate							
93.0	Officer/technician (work on airside roads and aprons)	Requirements							
93.1		Driving skill examination							
93.2		Specific equipment operation training							
93.3		Vehicle operation training							
93.4		Aprons layout							
93.5		Aerodrome layout							
93.6		Airside operations safety rules							
93.7		Airside traffic rules							
93.8		Adverse weather conditions procedures							
93.9		Actions for emergency cases							

NOTES BY INSPECTOR (RECOMMENDATIONS FOR ACTION BY AERODROME OPERATOR)

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